

DEPARTMENT OF ATHLETICS

**2009-2010**

**Valparaiso University  
Club Sports Handbook**

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**Recreational Sports Office Hours:** Monday – Friday 9:00 a.m. - 5:00 p.m.

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# Club Sports Basics

## Mission of Club Sports

Valparaiso University's Club Sports program is designed to provide students with opportunities to try new activities with a competitive outlet. The Club Sports program is organized and run by the students, allowing for the development of leadership skills, while at the same time providing students an opportunity for fellowship.

*(University of Rhode Island via Sports Clubs: A Resource Guide 2003)*

## What is a Sport Club?

As defined in the NIRSA (National Intramural Recreational Sports Association) Club Sports Handbook, a club sports is:

**“A group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Sport clubs are strictly voluntary. The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting. Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision-making process of club activities. The key to success of the sport club program and each club is student leadership, interest, involvement and participation.”**

## Club Categories:

The three generally accepted categories of sport clubs are Recreational, Instructional and Competitive.

**Recreational-** Club schedules practice/meeting time for open play/or learning through playing. Activity by group is for fun and socialization through the sport and relaxation. Limited opportunities for games, matches or tournaments, either on individual, dual or team. In this category, instruction and guidance can occur between members with more experienced players guiding less experienced participants.

**Instructional-** Club schedules practice time for instruction in a particular sport, for the purpose of learning and perfecting an activity. Tournament opportunities and competition may be available, though the primary goal is to improve a skill in an activity. Some “testing” opportunities may also be scheduled for students to demonstrate what they have learned. Skill level can range from beginner to advanced. An instructor/coach with proper qualifications is necessary so that participants may improve their skill and learn proper techniques in a safe, structure environment.

**Competitive-** Club holds regular practices for the purpose of competition within a league/conference. Club schedules contests with other university/college sport clubs or sub-varsity programs in seasonal competition format. Club secures a qualified coach/instructor to ensure proper instruction, skill development, techniques and strategy for safe, effective play in competition. Participants may have a level of knowledge or experience prior to participating but clubs are open to novices. The instructor is someone who can improve the skills of the participants as well as ensure proper conditioning, techniques, and strategies.

# Beginning a Club

## Approval Process

Prior to going through Student Senate to gain approval as a Club Sports you must submit an application and receive approval through the Recreational Sports Office. Once approved, the Club may then proceed with the process listed below.

Student Senate approves all student run organizations. To become a Recognized Organization, the organization must fill out a Recognition Form (Appendix) and submit it to the Administration Committee of Student Senate. A copy of the organization's constitution must accompany this form and must include the list below:

1. A statement of purpose that is consistent with the mission of Valparaiso University.
2. A description of the structure of the organization.
3. A description of who is eligible to be a member.
4. A non-discrimination clause.
5. An amendment process.
6. Signature of the organization's president and faculty/staff advisor

\*NOTE: Club Sports must have an advisor to be recognized

Once this information is received, the Administration Committee will review the organization and then recommend to the Senate to vote either to approve or deny the organization for recognition.

In addition to the initial recognition process, student organizations must register every year with the Valparaiso University Student Senate. This includes submitting a re-recognition form along with any changes in officers or in the organization's constitution.

The name of the organization must be completely written as it will appear on campus publications. All organizations must have an advisor.

Organizations benefit from registering and being an officially recognized student organization. They are eligible for funding, office space, a mailbox, a web page, and room reservations, along with other opportunities. All organizations must comply with local, state and federal regulations. The Administration Committee sets the dates for form submittal. Forms are located outside the Student Senate Office.

<http://www.intra.valpo.edu/depts/sa/uni/> '05-06)

## **Responsibilities**

Student organizations are expected to adhere to all applicable University regulations. The University reserves the right to determine the appropriate time, place, content and manner for organizations to conduct activities or to post and distribute materials on campus. Therefore, the University may deny or restrict the activities of student organizations. Student organizations are expected to exercise good judgement in planning and promoting their activities. Failure to do so may result in disciplinary action being taken against the organization.

[\(http://www.intra.valpo.edu/depts/sa/uni/](http://www.intra.valpo.edu/depts/sa/uni/) '05-06)

## **Annual Report**

At the conclusion of each academic year, the Recreational Sports office requires each club sports to submit an annual report. Each annual report should include: a list of officers, a list of members, a breakdown of each game the club participated in, where each game was played and the score, an equipment inventory, a written synopsis of the year, a written segment detailing where your club ran into problems in the previous year and a section to indicate what went exceptionally well with the club. The Assistant Director of Recreational Sports must sign off on the inventory list.

## **Finances**

The Recreational Sports Office has no money budgeted specifically for Club Sports. Funding for Club Sports may be obtained from Student Senate or fundraising. Directions for requesting funds for Student Senate are listed below.

Funding for student organizations comes from Student Activities Fees that every registered undergraduate contributes each year. In order to request funding from Student Senate, the organization must first be recognized as a Media, Budgeted, Allocated or Recognized Organization by the Student Senate. All forms necessary for funding requests are located in hanging mailboxes outside of the Student Senate office where all requests should be submitted. The treasurer's desk is located in the main room of the Student Senate office and all receipts, transactions, etc. should be submitted there.

[\(http://www.intra.valpo.edu/depts/sa/uni/](http://www.intra.valpo.edu/depts/sa/uni/) '05-06)

A more detailed outline for requesting finances from Student Senate and making deposits through Student Senate is documented in the **Valparaiso University Student Activities Handbook**.

## **Fundraising**

All fundraisers must be approved by the office of Recreational Sports at least two weeks prior to the fundraisers scheduled date. For more information and fundraising ideas, refer to the Valparaiso University Online Student Activities Guide.

[\(http://www.intra.valpo.edu/depts/sa/uni/](http://www.intra.valpo.edu/depts/sa/uni/) '05-06)

# **Administration and Leadership**

## **Assistant Director of Recreational Sports**

The Assistant Director of Recreational Sports is available to assist Club Sports on an as needed basis. All questions concerning Club Sports should be directed to the Assistant Director of Recreational Sports. The Assistant Director can provide assistance in the following areas:

- Reserving Facilities
- Fundraising ideas
- Promotion
- Posting information on the Recreational Sports Web Page
- Locating and communicating with Club Sports governing bodies
- Locating and arranging competitions between schools
- Storage
- Injury reports
- CPR and AED certification
- Supervision for on campus events
- Event management for on campus events

## **Club Sports Council**

Each club is required to send one representative (preferably the club president) from their club to the Club Sports Council Meeting. The Club Sports Council will meet on a regular basis throughout the year. These meetings are designed to help the Recreational Sports Office keep in constant contact with each club. This will also allow contact between the various club sports on campus, which in turn will allow them to gain insight from each other.

## **Faculty Advisors**

Each Club Sports must have at least one Faculty/Staff Advisor. It is recommended to secure more than one faculty advisor due to the nature of Club Sports. If a Club Sport travels over night, the club must have an advisor accompany them.

Club Sports are to be organized and run by the students. The role of the faculty advisor is to provide assistance when requested by the students involved in the Club Sports.

## **Coaches**

In many instances a club may choose to select a coach. The role of the coach is to provide input to the club on workouts, skill improvement and game strategy. Coaches may be graduate students, staff members, faculty members, alumni, or even an individual from the community. These individuals typically serve as volunteers.

*(Sports Clubs: A Resource Guide 2003 p26-27)*

Each club must notify the Recreational Sports Office if they plan to use a coach. The Recreational Sports Office must approve all coaches. Any coach not enrolled or employed by Valparaiso University is required to fill out a Valparaiso University Non-Employee Form (Appendix) prior to starting any coaching duties. After completing this form please return it to the Recreational Sports Office.

## **Club Sports Officers**

Club Sports are student organized and run. Students take care of managing the daily operation of the club's business functions. The following are typical duties of each officer in the Club Sports setting.

### **President**

- Serves as the club contact to the Assistant Director of Recreational Sports
- Attends the monthly Club Sports Council Meetings
- Runs club meetings
- Makes sure all of the club members know the policies described in the **Club Sports Handbook**
- Schedules both home and away games and gains approval from the Assistant Director of Recreational Sports for all games
- Notifies the Assistant Director of Recreational Sports of all Club Sports results
- Completes the Annual report and submits it to the Assistant Director of Recreational Sports
- Makes sure to involve as many club members as possible

### **Vice-President**

- Serves as the President in his/her absence
- Other duties as assigned by president

### **Secretary**

- Records the minutes for all meetings
- Keeps an up to date record of the club roster
- Promotes events for the club

### **Treasurer**

- Keeps financial records for the club, including an accurate record of dues and keeping receipts of all transactions
- Prepares a budget with the assistance of club members
- Submits financial requests and deposits to Student Senate *(Adopted from material from the DePaul University from North Carolina State University Club Sports Handbook Sports Clubs: A Resource Guide 2003)*

## **Promoting Club Longevity**

Club Sports at Valparaiso University come and go due to the fact that the clubs are organized and administered by students. It is important to include promising up and coming underclassmen with strong leadership skills in your decision making so they are fully aware of all the things that need to be done. This will help to ensure that future leaders will be trained to take over when the clubs senior members conclude their schooling at Valparaiso.

## **Conduct**

### **Club Sports Guidelines**

When participating in a club sports you are representing Valparaiso University. You are to do so in a professional manner, one which represents the beliefs of Valparaiso University. You also agree to uphold the following policies:

- All policies set forth in the **Student Activities Handbook** and the student guide to university life, “Aspire”.

Also as part of a Club Sports you agree to do the following:

- Uphold the ideals of good sportsmanship
- Always leave a playing field or venue clean
- Refrain from attempting to strike an opponent \*\*
- Avoid engaging or inciting participants or spectators to engage in abusive or violent actions\*
- Avoid using obscene gestures or language\*
- Avoid violating any policies of a host school\*

\*(The Ohio State University via Sports Clubs: A Resource Guide 2003)

\*\* (2004-2005 Recreational Sports Handbook)

### **Drug and Alcohol Policy**

It is expected that all club-sponsored events are free of any illegal drugs or alcohol. This includes any trips. No member of a club shall possess any alcohol or illegal drugs **at any time** during a trip sponsored by the club.

### **Disciplinary Action**

Any violation of the above mentioned conduct will result in disciplinary action from the Director of Recreational Sports or Dean of Students. Disciplinary action could be directed toward one club member or an entire club depending on the violation. Violation of the expected conduct could result in the loss of club recognition.

# **Facility Scheduling**

## **Campus Recreation Facilities**

- Athletics-Recreation Center (ARC)
- Eastgate Fields
- Maria Elena Field
- Law School Field
- Brown Field
- Tennis Courts

## **Facility Priority**

The Athletics-Recreation Center is a shared facility. The building is shared between Physical Education, Athletics and Recreational Sports. The priority is as follows:

- Physical Education 8am-3pm Monday-Friday
- Athletics 3pm-7pm Monday-Friday
- Recreational Sports 7pm-10pm Monday-Friday

## **Facility Reservation and Guidelines**

Physical Education, Athletics and Recreational Sports all have priority over Club Sports reservations. Reservations for Club Sports may be changed due to a change in schedule of any Physical Education, Athletic or Recreational Sport event. Due to the structure of the ARC certain activities may not be able to take place in the ARC. All reservations must be approved by a representative from the Physical Education Department, Athletics Department and Recreational Sports Office. There will be no charge for reservations in the ARC during normal business hours. The normal hours of the ARC are as follows:

- Sunday 1pm-10pm
- Monday 8am-10pm
- Tuesday 8am-10pm
- Wednesday 8am-10pm
- Thursday 8am-10pm
- Friday 8am-10pm
- Saturday Noon-10pm

All reservations outside of this time will incur a cost. Also there may be costs associated with reservations requiring additional labor.

## **Facility Request Form**

To reserve any athletic facility a Facility Request Form (Appendix) needs to be submitted and approved.

## **Hosting an Event**

If a club plans on hosting a competition on campus the Facility Request Form needs to be submitted to the Recreational Sports Office no later than two (2) months in advance of the competition date. Included on this form needs to be all materials (chairs, tables, trashcans etc.) which need to be provided. This will allow the Recreational Sports Office an opportunity to determine if there will be any added costs for the items requested. Also if clubs have teams not associated with Valparaiso University attending then it is required that the clubs hire a Certified Athletic Trainer. The **minimum** rate for a Certified Athletic Trainer is \$15 per hour. Depending on the scope of the event, VU police or additional security may be required.

## **Equipment**

A limited supply of equipment is available for check out from the Recreational Sports Office. Some of these items require a \$25 deposit. Questions concerning equipment rental can be directed to the Recreational Sports Office. The Recreational Sports Office can be contacted at ext. 5211.

## **Storage**

There is no storage available in the ARC for any Club Sports.

## **Practice and Game Requirements**

At each practice and game there must be one individual present who is certified in CPR and AED Essentials. There also must be a means of contacting EMS in case of an emergency.

## **Travel**

### **STUDENT TRAVEL POLICIES - NEW!**

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Valparaiso University recognizes that travel to off campus events and activities is a beneficial part of the student collegiate experience; therefore, the University encourages and permits such travel, and recommends the use of commercial transportation. The University seeks to provide the safest opportunities and methods of transportation and to mitigate any risks that might be associated with student travel. To that end, the following policies and procedures have been established. These policies, including those outlined in the Student Guide to University Life, are considered the minimum requirements for student travel. Sponsors of trips (i.e. academic

units, the Chapel, athletics and/or student organizations) may require additional standards to address the unique requirements associated with a particular type of trip.

#### **i. Prerequisite Approval and Required Forms**

##### **Form: Student Trip Application**

Student trips for which the University provides transportation must be approved by the appropriate administrative office (see below) using the Student Trip Application form.

This form may be used for either blanket (semester) or one-time trip authorization. It must be completed in its entirety and submitted to one of the following administrative offices at least 3 weeks prior to departure. Once approved, the Student Trip Application form will be returned to the faculty/staff advisor to be filed with the Release of All Claims form. Together, these forms will be filed in the department's main office so that others have access in the advisor's absence. Travel emergency procedures and contact information will be returned along with the approved Student Trip Application. Questions regarding the University's student travel policies may also be directed to these administrative offices.

- **Office of the Provost** - for Academic/Chapel travel. Travel that is sponsored by academic units or the Chapel and for which the University provides transportation requires the approval of the Provost. These trips include course-related field trips, field study courses, music, theatre, or Chapel groups, service learning trips, attendance at conferences, workshops, and competitions, and group field research.
- **Office of the Union Director** - for Co-curricular and Student Organization travel. Student travel that is sponsored by student organizations requires the approval of the Union Director. Such travel must also adhere to current policies and procedures for student organizations.
- **Office of the Director of Athletics** - for Athletics travel. Athletic travel, including club sports travel, requires the approval of the Director of Athletics. Athletic travel must also adhere to the policies of the Department of Athletics.

##### **Form: Student Self-Transportation Agreement**

In the event a student travels in any personally-owned vehicle or via public transportation for University-sponsored travel off campus, the student must complete a Student Self-Transportation Agreement and submit it to the department chair or trip sponsor prior to the event. This form is to be kept on file for two years and 3 months following the last day of travel. The Student Self-Transportation Agreement may be used for one-time trips or for frequent trips throughout a given semester. This policy applies to events for which the student chooses not to use the University provided transportation as well as events for which the University does not provide transportation. In the event a student is involved in an accident in his/her personal vehicle while traveling to/from a University-sponsored event, the student is responsible for loss or damage to the vehicle and any bodily injury or property damage to others they may cause, and is expected to maintain appropriate insurance covering damage, liability and medical costs. Note that sponsoring department/organization policies may be more restrictive in nature and may not allow student self-transportation.

##### **Form: Release of All Claims**

Students who participate in University-sponsored travel events, including those for which the University provides transportation and those for which students transport themselves, must sign the Release of All Claims form. This form must be kept on file along with the approved Student Trip Application or the signed Student Self-Transportation Agreements in the department/chair (main) office for two years and 3 months following the last day of travel.

#### **ii. Commercial Transportation**

The use of commercial transportation is recommended for the purposes of student travel. Chartered buses, vans, and limousine services are examples of acceptable commercial transportation. It is imperative that a certificate of insurance be obtained from the commercial operator **before** students are transported. When a reservation for commercial transportation is made, confirm whether the University has a certificate of insurance on file; if not, request a certificate of insurance to be faxed to the University's Finance Office at 219-464-6000. Information regarding companies who currently have certificates of insurance on file can be accessed directly on the University's Purchasing Intranet site at:

<http://www.intra.valpo.edu/depts/vpad/pss/pdf/coirecord.pdf> (This link is under the "Certificates of Vendor's Insurance," then "Certificates of Insurance on Record.")

All University purchasing policies apply when procuring commercial transportation.

### **iii. Faculty/Staff Transportation**

All faculty and staff who provide student transportation must be authorized by the University to do so. All faculty and staff who anticipate that they may be involved with student travel are encouraged to become authorized drivers at the beginning of the semester, or soon after hire. Faculty/staff must submit a current driver's license to the Valparaiso University Police Department, which will request a driver's history and driving record check on the information provided. Departments/organizations will be charged for the costs incurred to conduct this check. Please allow for processing and review time of approximately 3 weeks.

Faculty/Staff driving authorizations are valid for the duration of employment with Valparaiso University unless a violation occurs. Licensure violations must be self-reported to VUPD within 3 days of the violation. Driving authorizations are subject to revocation, and failure to self-report violations will result in disciplinary action. The University reserves the right to require interim license and driving record checks.

Faculty/Staff who transport students are encouraged to use rental vehicles rather than a personal vehicle. See section III(ii) of the University's travel policy for vehicle rental policies and procedures.

### **iv. Student Driver Policies**

Valparaiso University permits student drivers for University-related travel and student trips only after proper reporting or with required authorization as indicated below. These policies are considered the minimum requirements for student travel. Sponsors of trips (i.e. academic units, the Chapel, student organizations and/or athletics) may require that student drivers meet additional standards to address the unique requirements associated with a particular type of trip.

University authorization is not required for student drivers for the following routine or recurring activities for which Valparaiso University does not ordinarily provide transportation: student teaching, nursing clinical, practicum, internships and co-ops, off-site instruction, and certain field research and service learning experiences. Students are, however, required to complete a Student Self-Transportation Agreement.

#### **Form: Student Driver Authorization Application**

Authorization is required for student drivers for all University provided travel and student trips. The Student Driver Authorization Application form is used to obtain such approval. To become an authorized driver students should initiate the following application process at least 3 weeks prior to the trip. 1) Submit a current driver's license to VUPD for a driver's history and record check, 2) complete the University's driver's safety training course and 3) attach a copy of the student driver safety training certificate of completion to the Student Driver Authorization Application. This form must be submitted for approval to the appropriate administrative office as follows:

- Academic and Chapel Travel
  - Student drivers for travel provided by academic units or the Chapel require the approval of the Provost. These trips include course-related field trips, field study courses, music, theatre, or Chapel groups, service learning trips, attendance of conferences, workshops, and competitions, and field research. Charges incurred to check student's driver's license will be charged back to sponsoring academic unit.
- Co-curricular and Student Organization Travel
  - Student drivers for travel provided by a student organization require the approval of the Union Director. Charges incurred to check student's driver's license will be charged back to sponsoring student organization.
- Athletic Travel

- Student drivers for travel provided by athletics or club sports require the approval of the Director of Athletics. Charges incurred to check student's driver's license will be charged back to sponsoring department.

Student driving authorizations are valid for the duration of enrollment at Valparaiso University unless a violation occurs. Licensure violations must be self-reported to VUPD within 3 days of the violation. Driving authorizations are subject to revocation, and failure to self-report violations will result in disciplinary action. The University reserves the right to require interim license and driving record checks.

In addition, the following policies apply:

- Cell phones are not to be used while driving a vehicle.
- In the event that a student must operate a rental vehicle, the student will be covered by University insurance as long as the student follows the authorized itinerary. If the student on his/her own accord chooses to deviate from the directed itinerary and an accident occurs, the insurance coverage is no longer in effect. Personal side trips are not permitted.
- In the event of an accident regardless of the amount of damage or injury, the student must contact local law enforcement authorities and an accident report must be obtained. The student must notify the University's insurance carrier, Valparaiso Insurance Professionals, at 219-462-5106 during regular business hours, 219-464-1906 after hours or the Vice President for Administration and Finance of the University at 219-464-5215 as soon as possible.
- Rental vehicles should be returned refueled to avoid excessive vendor refueling charges.
- Under no circumstance will the student be reimbursed for fines for moving or parking violations.
- Under no circumstance will the student operate a rental or University vehicle under the influence of alcohol or other controlled substance.
- Students are not permitted to drive 15-passenger vans.

In an effort to make every trip sponsored by a student organization and funded by Student Senate a safe and rewarding experience, the following **additional** guidelines have been established:

- 1. All trips must be registered with the Union Director's Office, ext. 5007, in advance of departure.**
- 2. When a trip is planned it is required that an organization's advisor or University representative must accompany the group.** If the advisor cannot attend, then the representative must be another faculty member or administrator from Valparaiso University. A student may not act as the advisor. The student organizer and the advisor or representative must sign the Student Senate waiver form for all conferences/events attended before they can be approved. If airline travel is used, only clauses 1, 3 & 4 apply. The organization must supply the advisor with a free ticket for the trip.
- 3. All participants must complete and sign the individual and group waiver form(s) at the time of signing up or purchasing a ticket.** You may sell tickets at the Union Information Desk and at the time of purchase the desk attendant will present the waiver form for signing. Prior to departure or at the end of the sale you will receive a copy of all those attending the trip and all signed waiver forms from the desk. Please do not take the waivers forms with you. Use a copy of the list as your checklist before you leave and when returning. You are responsible to make sure everyone returns. It is the groups responsibility, not the InfoDesk's responsibility to make sure every person attending the trip signs the waiver form prior to leaving the University. Occasionally, people will purchase tickets for other students or guests and may not be available to sign the waiver at the time of ticket purchase. The Union InfoDesk is not responsible for any missing signatures so it is recommended you check everyone as they board the transportation.
- 4. It is recommended that the trip leader have a cell phone with them during the trip, so that participants can contact someone if there is an emergency or if they will be delayed.** Distribute the number to everyone before they depart the bus.
- 5. All participants are required to go and return on University provided transportation.** Individual

transportation is not allowed.

**6. If tickets are being distributed it is recommended that they not be given out until you get to the event.**

If you sell tickets at the Information Desk, each individual will receive a ticket and they can turn that one in for the actual event ticket. In order to sell tickets at the Information Desk you will need to fill out a ticket request form and return it to the Desk (see Ticket Sales).

Any questions pertaining to this policy may be directed to the Union Director's Office, ext. 5007.

## **Risk Management**

### **Emergency Action Plans**

In Case of Emergency the following University personnel should be contacted immediately: Adam Depew, Assistant Director of Recreational Sports (219) 464-5211

### **Student Accident Reports**

Should an injury occur either at a Club Sports game or practice, a Valparaiso University Accident Report (Appendix) must be filled out and filed in the Recreational Sports Office. The form can be picked up in the Recreational Sports Office.

### **Release Agreement**

Each member of a club will be required to complete the Valparaiso University Club Sports Release of Liability and Emergency Contact Information form (Appendix). No member of the club will be allowed to participate without this form being filled out and turned into the Recreational Sports Office.

### **Lightning Safety Plan**

## **Valparaiso University Athletic Department**

### **Lightning Safety Policy**

Lightning is one of the most common and consistent dangerous weather conditions that come into contact with outdoor athletics. It is estimated by the National Severe Storms Laboratory (NSSL) that there are 100 deaths and between 400 and 500 injuries caused by lightning strikes each year (1). Although these numbers seem low when compared to the numbers of athletes participating in intercollegiate athletics and club sports, we can significantly reduce the risk of lightning striking one of our Valparaiso University Student-Athletes if proper steps are taken.

The VU Department of Athletics policies are stated below and must be followed by all club sports teams.

## **Chain of Command**

To prevent any confusion, this chain of command, as well as the entire lightning policies and procedures, should be reviewed by the coaching staff along with their assigned Certified Athletic Trainer working with that particular sport before each season. It should also be reviewed on the day of an event where inclement weather is a possibility.

## **Practice**

During practice or a contest, the final decision to suspend or cancel practice will be made by the club sports president, Certified Athletic Trainer (ATC) or the recreational sports administration. After consultation with their Certified Athletic Trainer (ATC), the recommendations made by the ATC should be strongly considered because they are responsible for the care of all those that may be injured by the lightning. Any individual, student-athlete, or staff member who feels that they are in danger of being struck by lightning has the right to seek a safe shelter without any penalty.

## **Prior to a Contest**

The final decision for postponement or cancellation shall be made by the Game Administrator or the Host Head Coach. These individuals shall take under advisement the information provided to them from the Valparaiso University Sports Medicine Staff as well as local weather reports and radar information. Any individual, student-athlete, or staff member who feels that they are in danger of being struck by lightning has the right to seek a safe shelter without any penalty.

## **During a Contest**

The final decision will be made by the Head Official, as stated in the NCAA rule books for Football, Men's and Women's Soccer, Baseball, and Softball (for official rules, see Appendix A). A ruling for Men's and Women's Outdoor Track & Field and Cross Country was not found in the NCAA rule book. In the case of these sports, the final decision will be made by the Head Coach. The ATC covering the event will advise the Head Coach and the Head Official of the coming storm, danger of nearby lightning strike, and suggest actions to be taken.

## **Weather Watcher**

The Certified Athletic Trainer (ATC) covering a practice or athletic contest will be the designated weather watcher. It is their duty to be aware of approaching storms and to watch for signs of dangerous weather. In the event there is dangerous weather in the area, it is the ATC's responsibility to inform the Head Coach and/or the Head Official of the potential danger associated with the incoming weather.

## **Monitoring Local Weather**

The Certified Athletic Trainer (ATC) will utilize television radar reports, internet radar reports, and/or radio/telephone communications with the Athletics-Recreation Center Training Room in the event that radar reports are not available at the field. This is to be done before, during, and after suspension of the practice or game. The ATC will also watch the skies for flashes of lightning and listen for their accompanying thunderclap.

## **Safe Shelters During Dangerous Weather**

An ideal choice for a shelter is any fully enclosed, normally occupied or frequently used building (1). This means the building used has plumbing, electrical wiring, and/or telephone services able to ground the structure, protecting it from being struck. It is important not to be connected to these pathways during the storm. Lightning current can enter a building through electrical and telephone wiring as well as plumbing pipelines. Therefore, it is unsafe to use electrical appliances, phones with cords, showers, and pools. If a phone is needed, it is safer to use a cordless phone or cellular phone.

If a fully enclosed shelter is not available, a fully enclosed vehicle with a metal roof and windows closed is a reasonable alternative (2). **Convertibles, golf carts, and Gators do not provide protection from lightning and are not considered safe!** It is not the rubber tires on the vehicles that provide safety from

lightning, rather the metal roof that carries the electrical current from the lightning around the passengers rather than through them (1). **Do not touch any part of the metal framework while inside the car.**

Below is a list of safe shelters for each area that practices and games are held at Valparaiso University.

- **Brown Field**-ARC Locker Rooms
- **Eastgate Soccer Fields/Track**-Vehicles in parking lot
- **Emory G. Bauer**- Baseball Clubhouse
- **Softball Field**-Vehicles in parking lot or ARC Locker Rooms
- **Tennis Courts**-ARC Locker Rooms

It should be noted that the NATA's position statement recommends that small areas such as athletic storage sheds are not protected enough and should be avoided during a thunderstorm. These sheds may actually increase the risk of lightning strike via a "side flash" and cause injury to those inside the shed. A "side flash" occurs when lightning strikes an object and the current jumps from that object to a person near the object (2). Other unsafe areas are places with tall trees, light or flag poles, metal fences or bleachers, open fields, any point higher than the areas surrounding it, and puddles of water.

In the event that someone is found to be without a safe structure or location within a reasonable distance, there are some precautions that can be made in order to decrease their chance of becoming a victim of a lightning strike. Suggested locations for a circumstance like this are a dry ditch or a thick grove of small trees surrounded by smaller trees (1). That person should assume a crouched position on the ground with their feet together and have all their weight on the balls of their feet. It is important to minimize their contact with the ground. The person's arms should be wrapped around their knees with their head down and ears covered if possible. Any person who feels their hair stand on end, skin tingle, or hear crackling noises should also assume the position.

## **Criteria for Suspension and Resumption of Activity**

Once signs of dangerous weather have been demonstrated to the designated weather watcher on site, that person will relay this information using the proper chain of command listed above. The weather watcher will use the "Flash-to-Bang" method to estimate how close the lightning strike was to the playing area.

The Flash-to-Bang method is the primary method for detecting lightning in the area recommended both by the NCAA and NATA. To utilize this method, the weather watcher begins counting when a lightning flash is spotted. The counting is stopped when the associated clap of thunder is heard. The number of seconds elapsed between the flash of lightning and bang of thunder is then divided by 5. This number then represents the distance, in miles, that the lightning hit. For example, when the Flash-to-Bang count reaches 30 seconds, the lightning has struck 6 miles away.

The NATA's Position Statement: Lightning Safety for Athletics and Recreation recommends that a 30-30 rule should be implemented with the Flash-to-Bang count. The 30-30 rule states that when the Flash-to-Bang count is 30 seconds or below, all activity should be stopped and all individuals should seek a safe shelter. At a 30 second Flash-to-Bang, the lightning strike is 6 miles away. The 30 second Flash-to-Bang count is not just an arbitrary guideline. It has been written that studies have shown that in large thunderstorms, distances between successive flashes of lightning can be up to 6 miles in approximately 80% of the flash pairs (2). So conceivably, once a weather observer has counted to 30 between a flash and a bang, the next lightning flash could be at the site the count was taken.

The other component of the 30-30 rule involves waiting 30 minutes after the last lightning flash is seen or the last roll of thunder is heard to resume activity. It may seem safe to return to activity after the storm has passed, but this is not true. Lightning can and does strike at least 10 miles away from the storm even after the clouds have moved on (1). This phenomenon is known as a "bolt out of the blue" (2). Therefore, every time lightning is seen or thunder is heard, the 30 minute clock will have to be reset. (Valparaiso University Department of Intercollegiate Athletics Manual of Policies and Procedures Appendix 37)

# **Marketing**

## **Web Site**

Information about how your club to can appear on the Recreational Sports Web Page may be obtained by contacting the Assistant Director of Recreational Sports. Guidelines for creating a separate web page can be found in the **Valparaiso University Student Activities Handbook**.

## **Flyers**

The Recreational Sports Office does a monthly mailing to various locations on campus. If you would like a flyer promoting your club or an upcoming event included in this mailing, please contact the Assistant Director of Recreational Sports. Keep in mind that all other flyer distribution must conform to the guidelines laid out in the **Valparaiso University Student Activities Handbook**.

## **Logos**

- Official athletics and University logos are identified in the publication “University Trademarks & Symbols”, Fall 2000. Only these logos are to be used.
- The capital “V” with “VALPO” written across it is the preferred logo, and can be used as a stand alone logo, that is, without any other reference to Valparaiso University. Athletics has special permission to use this logo, in lieu of the more formal University seal, on business cards and stationery.
- The University seal is the most formal of the University’s logos and the use of it is reserved for special occasions and publications. This is not available for use by Club Sports.
- Strict adherence to the Pantone and/or PMS colors as identified in the above mentioned document is required.

*(Valparaiso University Department of Intercollegiate Athletics Manual of Policies and Procedures p.50-51)*

Below are two acceptable logos. The new Valpo logo must be approved for level I sports only.



The Assistant Director of Recreational Sports may approve use of these logos upon request of Club Sports.

## **Uniforms**

Valparaiso University has approved the use of “black” in athletics uniforms under certain conditions. These conditions are:

- Whenever possible, brown is to continue to be used as a basic uniform color and trim color.
- In many sports, white would be appropriate as a “home” jersey color and gold as an “away” jersey color. Brown, as a “basic” uniform color, would not need to be a consideration.
- Coaches wishing to substitute black for brown as a trim color on uniforms must submit a written explanation along with the requisition detailing the reasons why this substitution is necessary.
- Coaches wishing to substitute black for brown as a “basic” color on uniforms must submit a written request to do so prior to making any verbal or written commitments to vendors. This request should detail the reasons why this substitution is appropriate and necessary and should be submitted to the Director of Athletics.
- The use of black extends only to athletics uniforms and does not include such things as court markings, etc.
- The Director of Athletics and Associate Director of Athletics/Athletics Business Manager are charged with the responsibility of assuring that the above guidelines are adhered to and for approving/disapproving requests for any deviation from the traditional school colors.

*(Valparaiso University Department of Intercollegiate Athletics Manual of Policies and Procedures p.51)*

# Appendix

Recognition Form  
Valparaiso University Non-Employee Form  
Facility Request Form  
Release of All Claims  
Drivers License Verification  
Student Driver Waiver Form  
Student Transportation Agreement  
Travel Party  
Release of Liability and Emergency Contact Information  
Student Accident Report