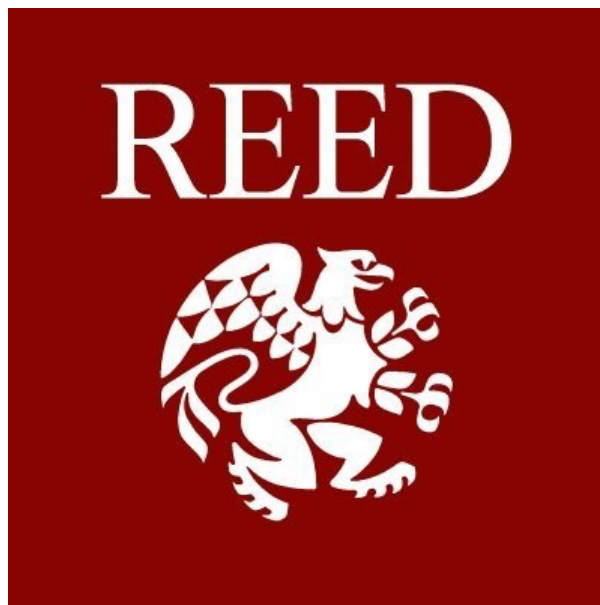


Reed College Club Sports Handbook



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Athletics, Fitness and Outdoor Programs Department

Department of Athletics, Fitness and Outdoor Programs Mission Statement

The mission of the department is to provide equal opportunities for athletic programs and experiences that promote personal growth, character development and emotional and physical wellbeing in an environment that is safe and consistent with the College's high standards of scholarship and ethical conduct.

The department strives to introduce students to new activities, with an emphasis on lifetime skills, effort, self-confidence and integrity, and to allow the student to develop new skills or practice old ones in an atmosphere that promotes good health, fun and relaxation.

The department achieves these goals by offering opportunities for participation in a substance-free environment and providing support for students regardless of gender, race, origin, religion, sexual orientation, or ability.

Sports Center Contacts

Director of Athletics, Fitness and Outdoor Programs & Athletics

Michael Lombardo..... lombardm@reed.edu 503/777-7542

Assistant Director of Athletics, Fitness and Outdoor Programs & Athletics

Will Symms symmsw@reed.edu 503/777-7232

Athletics, Fitness and Outdoor Programs Administrative Coordinator

Todd McCormack mccomat@reed.edu 503/517-7680

Sports Center Operations Manager

Bui Baravilala abaravilala@reed.edu 503/777-7363

Introduction

The philosophy of the Club Sports program is to promote health, physical well-being and the acquisition of physical skill development.

The Club Sports program is part of Athletics, Fitness and Outdoor Programs (AFOP) at Reed College. These programs are independent of Student Clubs that are a part of the Office of Student Engagement (OSE). AFOP Club Sports are designed to serve individual interests in different sports and recreational activities. These interests may be competitive, recreational or instructional in nature. Club sports may represent the college in competition and may conduct intra-club activities such as practice, instruction, social and tournament play. Student enjoyment, fitness, and skill learning are emphasized; competition is not.

Club Sport Objectives

To make available to students' opportunities for the instruction and participation in a wide range of recreational and athletic programs which can develop sound lifelong leisure values and skills.

To provide an avenue for camaraderie in the college community through common interests, and, to develop a feeling of belonging among individuals in the shared pursuit of leisure interests. To develop leadership by providing opportunities for students to organize, administrate and problem solve for individual clubs and to become officers thereof.

A Club Sport is a group of students organized for the purpose of furthering their common interests in an activity through participation and athletic play. Club Sports 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 through 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 college setting.

Policies and Procedures

General

Reed College Club Sports is the purview of the college. The college reserves the right to review and approve/disapprove team names, colors, logos and other pertinent representations.

Because the college funds club sport programs, participants are subject to Reed College rules and regulations as posted in the club sport and faculty handbooks, as well as all relevant college policies and procedures.

Club Sport membership: Club teams consist of players who must be currently enrolled Reed students in good standing and coaching staff, who must have been hired or approved by the Director of the Athletics, Fitness and Outdoor Programs Department or his/her designee. Each club team may compete inter-collegiately or in outside competitions.

Rosters, schedules, faculty/staff contact, waivers, and declarations of a traditional season are required at the beginning of each semester. Failure to adhere to the above requirements may result in loss of funding for that semester.

There may be a mandatory captains' meeting at the beginning of each academic year when the aforementioned materials will be distributed.

All participants will sign a player liability waiver and player contract at the beginning of each academic year/sport season.

All injuries, assessments, health concerns and other related issues are to be directed to the Student Health Center: 3203 SE Woodstock Blvd, Portland, OR 97202, Phone: (503) 777-7209

Please see **Appendix D** regarding procedure for Sports Injury Protocols for Reed College Athletics, Injury report, and injury reporting outside normal hours.

In an emergency on campus, call Community Safety at (503) 788-6666 or 9-1-1. Off campus call 9-1-1.

Club Sport PE Credit

Club participants may receive all 6 of their PE credit requirements by participating in their respective Club Sport.

Seasons

A mandatory meeting is suggested for all club sport participants within the first 3 weeks of each semester.

Each club must declare a primary season at the fall meeting.

Rosters, game and practice schedules and recommendation of primary coach/chaperone are due during the meeting. If competition and practice only takes place during one semester, captains are still required to attend both meetings but the information may only need to be submitted at the meeting for the sport's season.

Field space priority will be given to teams in their primary season.

Travel

Teams will have a Coach/Chaperone with them on all trips away from Reed (see Coach/Chaperone policies).

It is preferred that the team travels in college or rented vehicles rather than personal vehicles.

If personal vehicles are taken, all members (drivers and passengers) must fill out Alternative Transportation Waiver (Appendix D).

Only college certified drivers are allowed to drive college vehicles.

No alcohol **or other drugs** will be consumed while on Reed sponsored trips; **conduct will adhere to Reed's Alcohol and Other Drug policy.**

Students are reminded that they are representing Reed College and should conduct themselves responsibly, respectfully and with integrity.

All teams traveling are expected to recommend a Coach/Chaperone and submit a roster, itinerary, and mode of transportation, emergency contact number and all relevant forms/waivers to the Directors of Athletics, Fitness and Outdoor Programs at least one (1) week prior to the event.

Failure to adhere to travel policies may result in a loss of reimbursement for that competition and possible further consequences if deemed necessary by the Director of Athletics, Fitness and Outdoor Programs.

Club Sports Committee

May be Comprised of: Director of Athletics, Fitness and Outdoor Programs, Operations Manager, Club Sport Teams Captains and/or Coaches.

Meetings may involve: Director of Athletics, Fitness and Outdoor Programs, Operations Manager, Club Sport Teams Captain and/or Coaches.

The goal of the Committee is to:

1. Discuss previous competitions.
2. Discuss upcoming competitions: which matches/events are away or at home, and who is covering the events, etc.
3. Discuss any other relevant Club Sport issues.

4. Captains are encouraged to come to a scheduled meeting if they have questions or concerns about their sport or club sports in general.

Club Sports Team Captains: may be elected at the beginning and end of each season for the upcoming year, with one being elected each year as to maintain one with seniority status and one with junior status at all times. Leadership responsibilities may include: Recruitment, travel planning and facilitation, equipment inventory, rostering, strategy discussion/practice planning with coach(s), etc.

Each club sport team may define and elect students to fill the described positions to carry out the following responsibilities/functions:

- **Equipment Manager** – Inventory and proposals for new equipment, jerseys, etc. Social Coordinators - Planning food/location/etc. for socials and team related events.
- **Signator** – accessing student body funding, monitoring team budget, managing reimbursements, etc.
- **Team Manager/Secretary** – keeping track of logistics, planning games/communicating with other teams, Sports Center Liaison, etc.

Coach/Chaperone (C/C)

Must be an employee of Reed College.

Must sign C/C contract. (Appendix B)

This person is expected to enforce and uphold Reed College and Club Sport procedures and policies while serving as coach/chaperone. It is understood that this person is in charge of and responsible for the group, and should take reasonable measures to keep the athletes safe.

This person is responsible to the Director of Athletics, Fitness and Outdoor Programs.

This person is expected to meet with the Club Sports Committee before the team's first away competition.

Traditionally, club sport coaches/chaperones are paid positions and are hired by the Director of Athletics, Fitness and Outdoor Programs.

C/C may be proposed by club sport captains/teams and will be appointed by the Director of Athletics, Fitness and Outdoor Programs in consultation with the Club Sports Committee. The Director of Athletics, Fitness and Outdoor Programs or his/her designee has final authority to appoint the C/C

Final approval of any C/C traveling with any team rests on the Director of Athletics, Fitness and Outdoor Programs.

This person is responsible to be sure fully stocked First Aid and medical kits are at all practices and games.

The C/C determines participation and playing time for possible games. The C/C will ensure any athlete that has sustained a concussion will not participate until obtaining written clearance from a physician and approval of the Director of Athletics, Fitness and Outdoor Programs.

The C/C will report any behavior or psychological issues of concern. Any issues or concerns with compliance to Reed's Alcohol and Other Drug policy will be reported.

Budgeting, Reimbursements and Equipment Purchases

Team Captains and Coaches should outline projected costs of events to the Director of Athletics, Fitness and Outdoor Programs.

Director of Athletics, Fitness and Outdoor Programs determines final expenditures.

Receipts are to be turned in within one week following competition/event to Director of Athletics, Fitness and Outdoor Programs office.

The Club Sport coach evaluates equipment purchases, the coach then advises the Director of Athletics, Fitness and Outdoor Programs on any purchases needed for the specific club sport team.

Receipts are required for reimbursement.

Spending Guidelines

No personal items.

All equipment/uniform purchases are to be team apparel that will remain with the team: no personal apparel, sweatshirts, t-shirts (unless the t-shirt is the uniform) allowed.

Travel: gas receipts/mileage, rental cars, plane tickets, and hotel rooms.

Please keep in mind that teams have limited budgets; use discretion in proposing number of hotel rooms, people in vehicles, etc.

Home stays; hostels, campgrounds, etc. are encouraged. With hotels, use common sense and be frugal.

League and tournament registration proposals are to be submitted to the Director of Athletics, Fitness and Outdoor Programs as much in advance as possible of an event for approval and disbursement of fees.

Requests for league, tournament, referee fees submitted in as much advance as possible for approval to the Director of Athletics, Fitness and Outdoor Programs.

Team equipment, must be within reason and available to all (i.e. balls, discs, goals, practice blockers, etc.

Other supplemental costs including equipment, clothing, personal transportation, etc. are the students responsibility.

No personal playing gear (helmets, cleats, shin guards, socks, sticks, pads, etc.) may be purchased with College funds except in extenuating circumstances, which must be approved by the coach (i.e.: your team doesn't have a goalie and needs to be able to rotate players in the position and thus needs team goalie gear).

NO alcohol or other drugs.

Food is a low priority item for reimbursement except when it is part of a league requirement to feed the visiting team. Food for team dinners, games/tournaments, snacks, etc. are not guaranteed to be covered by AFOP. Exceptions may be made. Please present any request to the Director of Athletics, Fitness and Outdoor Programs in advance for approval.

AFOP Food Spending Guidelines:

Maximum \$40 per *actively participating PE registered current student* **per semester** may be approved for food reimbursement for each PE sport team. Ex. 20 students + 2 coaches = 22 participants @ \$40/each = \$880 total eligibility for food reimbursement for *the entire semester/2 quarters. This maximum total amount will include Food, Services/Delivery Fees, Tips.*

Other sources of food sport teams should consider and choose to take responsibility for food supplementation may include:

- Student Senate/Funding Poll.
- Sport Team Fees collected and managed by each team student managers/coaches.
- Fund raising events; car wash, bake sales, etc.
- Boxing/Packing up food from Commons/College food services.
- Individual students covering food costs for events.

AFOP funding for club sport events must occur during the academic semester – to begin no sooner than the first day academic classes begin, extending no later than the last day that academic classes end. Fall, Winter and Spring break events will also *not* be supported..

Supplemental sport team funding will not be offered for events that are not a part of AFOP/PE programming (PE class, club sports for PE credit) occurring outside of the academic semester.

If there are questions concerning appropriate spending, please ask the Director of Athletics, Fitness and Outdoor Programs for approval before making purchases.

Facility Scheduling Procedures

Contact the following for specific space allocation minimally two (2) weeks in advance of proposed event/match:

Michael Lombardo - Director of Athletics, Fitness and Outdoor Programs __ 503/777-7541

Todd McCormack -Administrative Coordinator _____ 503/517-7680
Conference and Events Planning _____ 503/777-7522

Priority of scheduling

1. Athletics, Fitness and Outdoor Programs Classes
2. College Events
3. Club Sports
4. Student Groups

Priority may be given to teams in their primary season. Master schedules will be posted on the Club Sport webpage.

New Sport Recognition Process

The team will first rely on Student Body Funding to display commitment and viability.

All members must sign all liability waivers and player contracts and turn them in to the Sports Center.

The club will apply for club sport status and a club sport budget the year prior to the next budget cycle.

The Director of Athletics, Fitness and Outdoor Programs will decide if club sport status should be granted.

Risk Management

Purpose

It is the purpose of the Athletics, Fitness and Outdoor Programs Department to not only offer a program of activity but also to endeavor to safeguard and protect all students and staff who participate in Club Sports.

Health and Safety

Club Sports require individual and careful attention. A high-risk sport is “any activity in which there is a dangerous factor that could possibly lead to injury or loss of life.” While not all Club Sports would be classified as “high risk,” each club will be responsible for ensuring that the following procedures are followed.

Each club member must sign a Reed College Club Sports Waiver stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life.

Each team coach must meet with the Director of Athletics, Fitness and Outdoor Programs to set up written guidelines and procedures to ensure the safety of all club participants. This will include emergency procedures and inclement weather policies.

Each club must assign an individual (Captain or Equipment Manager) to keep an ongoing equipment inventory checklist that will be handed in to the Director of Athletics, Fitness and Outdoor Programs at the end of each academic year (Mid-May).

First aid kits are available for club use during practices and games from the Sports Center. The Coach/Chaperone is responsible for maintaining medical supplies (through communication with the Sports Center Supervisors). Clubs can be fined \$75 for failing to return their first aid kit.

Accident/Incident Forms (Appendix D) must be submitted to the Director of Athletics, Fitness and Outdoor Programs after any incident/accident (see the next section re: Health and Safety). ALWAYS SUBMIT THIS FORM WITHIN 24 HRS OF THE ACCIDENT/INCIDENT

Risk Management Guidelines for Club Sports

Club Sports are expected to abide by all state and local health and safety regulations. In case of emergency while at one of the Sports Center facilities, basic first aid is available at the CAGE desk of the Sports Center, or by calling Community Safety.

Cancel practices or move indoors if there are dangerous weather conditions, including but not limited to lightening, hail, heavy downpours, flooding, snow, tornadoes, and ice.

Make sure all club participants use appropriate protection gear during contact practice and competition.

Have a first aid kit onsite during practice and competition.

Make pre-game/practice field and facility checks for hazards, debris, and any unsafe conditions.

Returning to play (RTP) after any concussion or serious injury needs to follow the protocol and requires approval of the coach and Director of Athletics, Fitness and Outdoor Programs in consultation with the Health & Counseling (HCC) department on campus.

Concussion Management Plan

Team leaders and coaches are ultimately responsible for insuring that games, practices, competition, and club activities are safe. Club members must act in a safe and responsible manner.

Any athlete with a suspected concussion should be REMOVED FROM PLAY, medically assessed, monitored for deterioration (i.e. should not be left alone) and should not drive a motor vehicle.

It is important to note that the medical community no longer defines concussions as mild, moderate, or severe. All concussions are given the same weight and treated with equal care and concern. Therefore, any event in which a student has sustained contact that could cause concussion must be reported to the Director of Athletics, Fitness and Outdoor Programs, and formally documented, even if no symptoms of concussion are present, as these symptoms can have delayed onset. Any student suspected of having sustained a concussion should be referred to the Director of AFOP, and the HCC. If it is after hours, the Sports Center Supervisor must be informed and make the necessary referrals, perform the necessary documentation so the AFOP Director and the HCC can follow up with the student immediately. If it is after hours and the student is showing active symptoms of concussion, the student should be referred to OHSU for treatment. It is not necessary to immediately test the student post-injury. Ideally, students should not be tested for 2 to 3 days post-injury in order for their brain to stabilize and ensure the most accurate test results

Return to Participation

Athletes should not be returned to play the same day of injury. When returning athletes to play, they should follow a stepwise symptom-limited program, with stages of progression. For example:

1. Rest until asymptomatic (physical and mental rest)
2. Light aerobic exercise (e.g. stationary cycle)
3. Sports-specific exercise
4. Non-contact training drills (start light resistance training)
5. Full contact training after medical clearance
6. Return to competition (game play)

Player Conduct and Expectations

The basic concept underlying the college's standards of conduct is that students, by enrolling in the college, assume an obligation to conduct themselves and their organizations in a manner compatible with the college's Honor Principle, and relevant policies and procedures. Individuals are expected to behave in a manner that does not detract from the reputation of the college. This includes behavior in game situations. When involved in off-campus events or when traveling, players should be aware that they represent the college.

As a student athlete representing Reed College, and guided by the Honor Principle, you are not only expected to conduct yourself responsibly and with integrity, but you are expected to encourage your fellow Club Sport members to do the same. Club athletes are strongly encouraged to meaningfully address and should not tolerate behavior from team members that violates the Honor Principle, College policies or state laws. All violations of player conduct expectations, as articulated in this handbook, will be investigated by the Club Sport Committee and relevant Reed and/or community officials as appropriate to the incident in question, and will result in disciplinary action following the Disciplinary Process, against individual players and/or the entire Sports Team.

Honor Principle

The Honor Principle is not a static document housed in a leaflet, but rather an active dedication to a set of principles followed by all members of the Reed community, including students, alumni, faculty and staff members. It is constantly redefined and kept alive by the community through our actions and continuous discussion. In consequence, its dynamic nature defies a particular satisfactory definition.

See more details at http://www.reed.edu/honor_principle/index.html

For the purposes of Sports Club conduct, the Honor Principle neither replaces nor supersedes the College's policies and procedures. The policies apply to all players and participants.

Conduct

Clubs are expected to function in a mature and responsible manner both on and off campus in all club-related activity and in accordance with this Handbook.

Club Sports and/or the individual members of Club Sports may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club related activity.

Disciplinary action will be taken following the specific steps outlined in the Disciplinary Process (see below). Disciplinary actions may include but are not limited to the revocation of Club support from the Club Sports Committee and the Athletics, Fitness and Outdoor Programs Department as well as with Reed College.

Drug and Alcohol Policy

As per Reed College policy, illegal drugs and alcohol are not allowed in or on any Reed athletic/recreation facility. Furthermore, illegal drugs and alcohol are prohibited at club-sponsored activities, on or off campus. It is the responsibility of the club to see that visiting teams and its own members adhere to this policy.

The Department of Athletics, Fitness and Outdoor Programs is committed to fostering health and safety for all members of the Reed community. As such, the use of alcohol or illegal drugs during such events sponsored in full or in part by the Department of Athletics, Fitness and Outdoor Programs is prohibited. All classes, club team sporting and social events, college vehicle use, travel, lodging and use of any Reed athletic/recreation facility, must be drug and alcohol free. Failure to comply with this drug and alcohol policy will result in disciplinary action. Such actions may include, but are not limited to, denial of club sport funding and the suspension of the privilege to participate in the club sport. The nature of the disciplinary action (i.e. duration of the suspension) is at the discretion of the team coach, Director of Athletics, Fitness and Outdoor Programs, and the Club Sports Committee. In addition, all drug and alcohol policy (DAP) violations will be forwarded to the dean's office.

Oregon state law prohibits the purchase, possession or consumption of alcohol by anyone under the age of 21. The Department of Athletics, Fitness and Outdoor Programs operates in a manner consistent with Oregon State law and maintains a policy that **prohibits possession and/or consumption of alcoholic beverages or other illegal drugs by any student-athletes or other students during events sponsored in full or in part by the Department of Athletics, Fitness and Outdoor Programs.** A Athletics, Fitness and Outdoor Programs sponsored event is any activity that is subsidized in any way, or made possible, by PE department funding. This policy applies to PE department events both on campus and away from campus, and is in effect from the time a team or individual begins the activity until the activity is complete, and/or from the time the team or individual leaves campus, until their return.

Hazing

Club Sports teams must comply with the Reed College policy regarding hazing. Hazing is any activity of a physical or psychological nature that is degrading or humiliating to another person. Please refer to:

http://www.reed.edu/student_activities/office_guidelines/index.html#hazing for Reed's complete hazing policy. If you have any questions contact the Dean of Student Service Office or www.hazingprevention.org.

The Disciplinary Process

Violation of, or non-compliance with college policies, campus regulations, Club Sports procedures or Club Sports standard of conduct, may result in loss of Club Sports status or other disciplinary action to the Club Sport(s) involved. The corrective disciplinary process has been developed to assist club leaders in addressing issues that have caused problems for the club and/or the college.

Minor infractions

Examples of minor infractions include but are not limited to the following situations:

- Failure to submit required forms and documentation.
- Non-use of block booked facilities.

If the violation is the club's first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken:

- The club is placed on probation for a designated period of time or until the club corrects the problem.
- The Club Sports Committee will notify the club captain and coach in letter form stating:
 1. The reason for the probation.
 2. The length of the probation period.
 3. The possible consequences the club will face if additional infractions occur.
 4. The club's right to appeal.

If additional infractions occur:

1. The club's funds are frozen and a part of the club's allocation may be forfeited.
2. The Club Sports Committee may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
3. The club is notified in writing of the action(s) taken.
4. The club is reminded of their right to appeal.

Major Infractions

Examples of major infractions include but are not limited to the following situations:

- Displaying conduct that is incompatible with the college's function as an educational institution and the purpose of the Club Sports Team. (i.e. un-sportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
- Misusing club resources.
- Allowing ineligible individuals to participate in club activities.

For all major infractions:

- A meeting with the club representatives and the Club Sports Committee is scheduled.
- Input from appropriate administrators and club members are solicited when deemed appropriate.
- The Director of Athletics, Fitness and Outdoor Programs, after consultation with the Club Sports Committee, determines the disciplinary action(s) to be taken.
- The club is notified in writing of the decision and is reminded of their right to appeal the decision.

Disciplinary Actions

Possible disciplinary actions that may be taken include, but are not limited to:

- Probation.
- Funds are frozen.
- Loss of facility reservations.
- Loss of funding.
- Loss of Club Sports status and sponsorship by the PE Department.
- Notification of disciplinary action is sent to the club's Coach, Captain(s), Dean of Students and Director of Athletics, Fitness and Outdoor Programs.

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against Club Sports are fair and equitable. The Dean of Student Services will review the previous decision and rule on the appropriateness given the infraction(s) committed. Club Sports who initiate an appeal are advised that the Dean of Student Services, who hears the appeal, may at his/her discretion, levy a more severe penalty than the disciplinary decision that is being appealed.

Filing an Appeal

All requests for appeals must follow the following procedures:

1. Written notification from the Club Sports representative to the Director of Athletics, Fitness and Outdoor Programs indicating the club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within three working days.
2. The three working day period begins when the Director of Athletics, Fitness and Outdoor Programs notification of disciplinary action is mailed to the Dean of Student Services and a copy placed in the captain's mailbox.
3. The appeal will be forwarded to the Dean of Student Services and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal.
4. When a decision has been reached, the club's captain(s) will be notified in writing of the decision and a copy placed in the captain's mailbox.

Appendix A

Reed College Club Sports Player Contract

In order to be eligible to participate in Reed College Club Sports, students must read, agree to and initial each item below. Failure to do so will result in ineligibility to participate in the club sport. Membership on a club sport team, and participation in activities sponsored in full or in part by the Department of Athletics, Fitness and Outdoor Programs require students to accept the responsibility of representing one's self, the team, and Reed College in a positive and responsible manner.

I hereby verify that I have read and will comply with the following regulations for team participation and travel:

Initial Date

I understand that my participation in events sponsored in full or in part by the Department of Athletics, Fitness and Outdoor Programs is contingent upon my willingness to abide by all relevant rules and regulations. Failure to adhere to the rules and regulations put forth in this handbook will result in disciplinary action. Such action may include, but is not limited to, suspension from the sport in which I am participating.

I will not engage in intimidating, hostile, or offensive behavior, including any behavior that exhibits racial, ethnic, religious, or sexual harassment.

I will not consume alcohol or illegal drugs at the site of any Club Sport competition or event, or during the travel to or from such events.

I will abide by all college regulations, federal, state and local ordinances.

When driving, I will obey all traffic laws and speed limits.

I will follow the directives of the coach, college staff, officer of the college, or adult chaperone during all department-sponsored trips. If any college staff or adult chaperone finds my behavior to be inappropriate or offensive and directs me to stop that behavior, I am obligated to do so. If I choose to not follow the directives I am given, I am also choosing to stop my participation in the PE department event or activity, and my behavior may result in disciplinary action.

I will follow the directives of any persons of authority for the locations we are in, such as hotels, restaurants or other businesses.

I will submit the Reed College Indemnity and Release Form before participating.

I will follow the return to play protocol and not participate without the approval of the Director of Athletics, Fitness and Outdoor Programs and coaches, and written clearance from a physician.

I understand I am a representative of Reed College and as such have an obligation to conduct myself with honor and integrity. I understand I am expected to follow these regulations for the entire duration of all team trips and events sponsored in full or in part by the Department of Athletics, Fitness & Outdoor Programs sponsored event is any activity that is subsidized in any way, or made possible, by Athletics, Fitness and Outdoor Programs department funding..

I, _____, competing in the sport of _____ and representing Reed College, agree to the policies put forth in this handbook and understand the consequences if I fail to follow them.

Signature: _____ Date: _____

Printed Name: _____

Appendix B

Reed College Club Sports Coach/Chaperone Contract

I hereby verify that I have read and will fulfill the following responsibilities that I will be asked to perform as a Club Sport chaperone:

- I will meet with the Director of Athletics, Fitness and Outdoor Programs before my team's first road trip.
- I will confer with the Director of Athletics, Fitness and Outdoor Programs in accordance with travel policy and procedures.
- I will enforce all travel policies and procedures as set by the Director of Athletics, Fitness and Outdoor Programs as I recognize that I am in the position of authority and responsibility for all Club Sports trips that I chaperone/coach.
- I will follow all the Reed Vehicle Rules when using Reed vans.
- I will ensure that any student who embarks on a road trip will also have transportation back home.
- I agree to keep current on CPR/First Aid certifications.
- I understand that I am a representative of Reed College and as such am expected to fulfill my responsibilities as a Club Sport Coach/Chaperone.

Outlined below are several key declarations that are expectations for coaching at Reed College.

- Maintain and turn-in completed attendance records to the Director of Athletics, Fitness and Outdoor Programs office no later than the last day of class/practice.
- List all students participating on attendance sheet. Even those students that are not registered for class/sport.
- Ensure that all registered and non-registered participating players sign a: 1) Players Contract and, 2) a Liability/Waiver Form, at the beginning of the Sports Teams season. Each form must be submitted to the Director of Athletics, Fitness and Outdoor Programs office immediately after the first practice. Any students entering team participation after the beginning of the season must also complete and submit these forms.
- Conducting practices and games in a safe physical environment.
- Use of current knowledge of proper skills and methods of instruction and appropriate equipment.
- Proper short- and long-term planning of matches and events.
- The coach should establish a good line of communication with school administrators, the athletic director, coaches and the transportation coordinator. Provision of adequate supervision of athletes on and off campus.
- Provide warnings to athletes of risks inherent in specific sport participation. i
- Sensitivity to the health and well-being of athletes under a coach's care.
- Provision of appropriate emergency care, completing appropriate forms and ensuring follow up occurs through designated protocols of injuries to athlete.
- Review the information provided in University Hospital's "Sports Concussion" handout.

Signature: _____ Date: _____

Printed Name: _____

Appendix C

Reed College-Alternative Transportation Liability Waiver

Driver

I voluntarily choose to drive a vehicle of my own procurement instead of traveling in college-provided transportation to the following event/competition/practice:

_____ for the following dates: _____. I represent that I understand the rules of the road in each state I will be traveling through and agree to abide by them in every particular. All persons in the vehicle I operate will wear seatbelts. I carry at least the legally mandated minimum amounts of liability insurance for my vehicle, and I understand and agree my personal auto insurance will apply for any accidents/injuries that might be incurred. I agree that I am not acting as an agent, express or implied, on behalf of Reed College, its board of trustees, administrators, employees, assigns or other agents (hereinafter "Releasees") and expressly warrant that I will make no representations to the contrary to any third party. Furthermore, I release Releasees from any liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of transporting myself to and from the Event. Also, I agree to hold harmless and defend Reed College from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney's fees—whether occasioned in whole or in part by the negligent acts, errors, or omissions or Releasees—sustained or allegedly sustained by any third party in the course of my providing transportation or otherwise related to my providing transportation.

I acknowledge that a vehicle of my own procurement is in good working order and capable of traveling in various weather conditions including snow and rain. The vehicle is equipped with the proper tools, chains or other items necessary for winter travel.

Driver's Name: _____

(print)

Address/Telephone: _____

Driver's Signature: _____

Passengers

I am voluntarily choosing to ride in the above-named driver's vehicle (hereinafter "Alternative Transportation"). I release and discharge Reed College, its board of trustees, administrators, employees, assigns or other agents (hereinafter "Releasees") from any and all liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of the Alternative Transportation. Also, I agree to hold harmless and defend Reed College from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney's fees—whether occasioned in whole or in part by the negligent acts, errors, or omissions or Releasees—sustained or allegedly sustained by any third party or myself in the course of the Alternative Transportation. Further, I agree to wear a seatbelt.

Passenger: _____

Address/Telephone: _____

Passenger Signature: _____

Passenger: _____

Address/Telephone: _____

Passenger Signature: _____

Passenger: _____

Address/Telephone: _____

Passenger Signature: _____

NOTICE: THIS WAIVER IS A CONTRACT WITH LEGAL CONSEQUENCES.
READ IT CAREFULLY BEFORE SIGNING. YOU WILL RELINQUISH LEGAL
RIGHTS OTHERWISE ACCRUING TO YOUR BENEFIT BY OPERATION OF
LAW.

Appendix D

Reed College Athletics Injury Report

PLEASE PRINT ALL INFORMATION AND SUBMIT TO THE SPORTS CENTER SUPERVISOR AT THE MAIN SPORTS CENTER ENTRANCE IMMEDIATELY FOLLOWING EACH INCIDENT.

Class/Sport: _____ **Date:** _____

Name of person completing form (please print clearly): _____

Name of injured student: _____ **Phone #:** _____

Address: _____

Type of Injury:

Head _____ Face _____ Back _____ Chest _____

Neck _____ Abdominal _____ Internal _____

Extremity _____ Leg / Arm, Hand / Foot, Left / Right

Where on the extremity was the injury?

Ankle / Knee / Hip / Shoulder / Elbow / Wrist / Other _____

Was the student unconscious at any time? YES _____ How long? _____ NO _____

Was the student able to return to the activity? YES _____ NO _____

Was there internal bleeding? YES _____ How Much? _____ NO _____

List all immediate medical attention that was administered.

What events lead up to the injury?

Was emergency medical assistance called to the scene? YES _____ NO _____

Was Community Safety called to the scene? YES _____ NO _____

Did you advise the student to seek further medical attention? YES _____ NO _____

Gave Emergency Medical Information Card to Student? YES _____ Coach's initials _____

Instructor/Coach's _____ Date: _____
signature: Revised 10/22 (Please review back side) 23

Emergency Medical Information Card Reed College Health and Safety Services			
IMMEDIATE MEDICAL EMERGENCY 911			
Health & Medical	503-777-7281	9am-5pm	M-F
Counseling	503-517-7349	9am-5pm	M-F
Michael Lombardo	971-404-8453		
AFTER HOURS CALL			
Community Safety Emergency	503-777-7533		
AFTER HOURS ADVICE			
Community Careline	1-800-607-5501		
Consider notifying your family regarding this injury			

Sports Injury Protocols for Reed College Athletics

All injuries submit injury report directly to building supervisor on duty. If major injury or any head injury occurs you must contact Michael Lombardo @ 971-404-8453 in addition to the Immediate Medical Emergency contacts above. Please include the following info:

- Date/time and location of injury
- Brief description of injury cause
- First and Last name of student
- Immediate care given
- Any contact information of injured student
- Any recommendations made to student by coach

1. **Head Coach:** Injury is evaluated, proper actions occur to best manage injury and participants risk. *****PARTICIPANTS WITH ANY HEAD INJURY MAY NOT CONTINUE/RESUME PLAY. MUST BE CLEARED BY MEDICAL TRAINED PERSONNEL (Health Center, M.D.) TO REJOIN ACTIVE PLAYING/PRACTICE*****.

2. **Head Coach:** Injury report form is filled out after game or practice is complete.

3. **Head Coach** drops the form off at the Sports Center Cage and a supervisor is notified. This should occur immediately after the event is concluded.

4. **For head or other serious injuries, Supervisor** then faxes the form to community safety to keep it on file for the on-call medical personnel.

5. **Supervisor** contacts Director or Assistant Athletic Director to discuss injury report.

6. Follow up occurs by **A.D./Assistant A.D. and On-call medical personnel.**

Appendix E - Reed College Emergency Action Plan

Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

Components of the Emergency Plan

There are three basic components of this plan:

1. Emergency personnel
2. Emergency communication
3. Emergency equipment

Emergency Plan Personnel

The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, coaches, managers, and possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or other extenuating circumstances. There are four basic roles within the emergency team. The first and most important role is immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training. The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Managers and coaches are good choices for this role. The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening situation. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. After EMS has been activated, the fourth role in the emergency team should be an individual who is responsible for meeting emergency medical personnel as they arrive to the site of the contest. Depending on the ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A manager, or coach may be appropriate for this role.

Roles within the Emergency Team

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

Activating the EMS system

Making the Call:

On Reed College campus: Community Safety (503) 788-6666 or 9-1-1.
Off campus: 9-1-1.

Providing Information:

- name, address, telephone number of the caller
- number of athletes
- condition of athlete(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene
- other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may be advantageous to have more than one individual assigned to each role. This allows the emergency team to function although certain members may not always be present.

Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communications plan should be in effect should there be failure of the primary communication system. The most common method of communication is a public telephone. However, a cellular telephone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the telephone should be established if it is not easily accessible.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training of the emergency medical providers.

It is important to know the proper way to care for and store equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise. Reed Community Safety vehicles are stocked with emergency equipment, including first aid supplies and AEDs.

Transportation

Ambulances are typically not on site for athletic competitions. In the event of an ambulance evacuation, there should be a cleared route for entering/exiting the venue.

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure the activity areas remain supervised should the emergency care provider leave the site in transporting the athlete. On Reed College campus, Community Safety staff will assist in directing EMS to the scene.

Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on how well trained and prepared athletic healthcare providers are. It is prudent to invest athletic department "ownership" in the emergency plan by involving the athletic administration and sport coaches as well as sports medicine personnel. The emergency plan should be reviewed at least once a year with all athletic personnel, along with CPR and refresher training. Through development and implementation of the emergency plan, Reed College helps ensure that the athlete will have the best care provided when an emergency situation does arise.

Emergency Contacts

If one of the following should occur, Death of a Student, Serious Accidents or Injuries involving Students, or Assault of a Student, please call 911, and then the personnel below in the order listed, until one person is reached. Call at anytime. If during 8.00am-5.00pm, call the emergency 503-788-6666 number.

On Campus Resources

Reed Community Safety (non-Emergency)	503/771-1112 x0
Reed Community Safety (Emergency)	503/788-6666
Michael Lombardo 503/777-7542 WK	971/404-8453 Cell
Will Symms 503/777-7232 WK	503/998/0812 Cell

Off Campus Resources

Ambulance/Medical Services	9-1-1
Poison Control	800/222-1222
NW Natural Gas	800/882-3377
PGE	800/743-5000

Other Important Numbers

Dean of Students Services	503/777-7521
Health Services	503/777-7281
Facilities Services	503/777-7283

Appendix F

REED COLLEGE RELEASE, WAIVER AND INDEMNITY

This Release, Waiver, and Indemnity is executed for the benefit of The Reed Institute, a corporation organized and existing under the laws of the State of Oregon ("Reed College"), and the other individuals and entities specified below and is given in consideration for the following individual's being allowed to participate in the following activity:

Name of Individual: _____

Name of Activity: _____

Date or dates of Activity: _____

In consideration of the foregoing, and fully recognizing the dangers and hazards inherent in the Activity and any unknown dangers and hazards which may arise in the course of the Activity, I hereby voluntarily:

1. Agree to assume all of the risks and responsibilities associated with my participation in the Activity;
2. Release and forever discharge Reed College its trustees, officers, employees, agents, insurers, successors and assigns (the "Released Parties"), from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death that may result from my participation in the Activity ("Claims"), whether or not such damage, injury or death is caused by the fault or negligence of any Released Party; and
3. Agree to defend, indemnify and hold harmless Reed and the Released Parties from and against any Claims.
4. Agree, while participating in the Activity, to abstain from the use of drugs, including alcohol, with the exception of drugs prescribed for me by medical personnel.
5. Agree to adhere to Reed College's Covid-19 Prevention and Response Plan, including but not limited to:
 - a. requirements regarding social distancing and face coverings
 - b. participation in health monitoring and contact tracing protocols, if required
 - c. participation in Covid-19 testing requirements, if required:

I HAVE READ THIS RELEASE, I UNDERSTAND IT FULLY, I UNDERSTAND THAT IT IS LEGALLY BINDING, AND I UNDERSTAND THAT, AMONG OTHER THINGS, I AM AGREEING TO WAIVE ANY CLAIM FOR INJURIES, DAMAGES, OR LOSSES I MAY SUFFER AS A RESULT OF THE ACTIVITY. I AGREE THAT THIS RELEASE SHALL BE BINDING UPON MY HEIRS, NEXT OF KIN, PERSONAL REPRESENTATIVES, AND ASSIGNS. I WARRANT THAT I AM OF FULL AGE AND HAVE EVERY RIGHT TO EXECUTE THIS CONTRACT.

Reed ID

[Printed Name]

Signature

Date