Welcome to Willamette University Sport Clubs! This Information Packet has been designed to inform Sport Club officers as well as participants on the current Sport Club protocols that relate to the safety and proper functioning of all the Sport Clubs. This packet can be used as a reference and as a resource for everyone.
# TABLE OF CONTENTS

**INTRODUCTION TO SPORT CLUB COUNCIL** ................................................................. 2

**SPORT CLUB REQUIREMENTS** .................................................................................. 3

Types of Sport Clubs ........................................................................................................ 3

- Non-Competitive Clubs with Irregular Membership ..................................................... 3
- Non-Competitive Clubs with Regular Membership ....................................................... 3
- Competitive Clubs .......................................................................................................... 3

Requirements for Sport Clubs & Their Participants ........................................................ 3

Forms & Trainings .............................................................................................................. 4

- Assumption of Risk Form (Also Known as a ‘Liability Form’) ...................................... 4
- Concussion & Hazing Training ....................................................................................... 4
- Safety Officer Training .................................................................................................. 5
- Student Organization Orientation .................................................................................. 5

**SPORT CLUB PROTOCOLS** ...................................................................................... 6

- Competition & Practice Protocol ................................................................................. 6

  Practices: ......................................................................................................................... 6

  Home Competitions: ..................................................................................................... 6

- Away Competitions: ...................................................................................................... 6

- Hazing Protocol ............................................................................................................. 6

- Safety Protocol ............................................................................................................. 8

  Concussions .................................................................................................................. 8

  Blood ............................................................................................................................... 9

  Spine .............................................................................................................................. 10

  General ......................................................................................................................... 10

- Reporting Accidents & Incidents: ............................................................................... 10

- Emergency Protocol .................................................................................................... 11

  If On Campus: ............................................................................................................. 11

  If Off Campus: ............................................................................................................. 11

**ENFORCEMENT & SANCTIONS** .............................................................................. 11

**IMPORTANT CONTACT INFORMATION** ............................................................... 12

- Campus Safety .............................................................................................................. 12

- Bishop Wellness Center ............................................................................................... 12

- Director of Campus Recreation ..................................................................................... 12

- Sport Club Coordinator .............................................................................................. 12
INTRODUCTION TO SPORT CLUB COUNCIL

What is the Sport Club Council?
The Sport Club Council is the governing body over all Sport Clubs and consists of representatives from each Sport Club, the Sport Club Coordinator, and the Campus Recreation Coordinator.

What is the Purpose of the Sport Club Council?
The purpose of the Sport Club Council is to educate Sport Club leaders on necessary trainings and information related to the proper and efficient functioning of their clubs and to discuss new information. Every Sport Club is required to have membership with the Sport Club Council.

How Often Does the Sport Club Council Meet?
The Sport Club Council meets approximately three times each semester. Topics for the meetings include: protocol updates, upcoming Activity Fairs, selection of field times, information on upcoming inventory and budget requests, informational trainings, etc.

Who Oversees the Sport Club Council?
Every academic year, a new Sport Club Coordinator is selected by the Campus Recreation Coordinator. The President is responsible for the training of club participants and leaders, the scheduling of field times, and the enforcement of club protocols.

The Campus Recreation Coordinator acts as the Club Advisor for all Sport Clubs and aids Sport Clubs with budgets, inventory and accounting forms. The Campus Recreation Coordinator also oversees the incoming injuries sustained during club sports to ensure a safe environment for everyone.
SPORT CLUB REQUIREMENTS

Types of Sport Clubs
There are different requirements, policies, and protocols for Sport Clubs and their participants based on how a Sport Club is categorized. Before reading about the specifics of the Sport Club requirements, policies, and protocols, it is important to understand how your Sport Club is categorized.

Non-Competitive Clubs with Irregular Membership
These clubs do not compete and do not have a consistent base of participants during any given semester. These clubs often have ‘drop-in’ members.

Non-Competitive Clubs with Regular Membership
These clubs do not compete, but have a consistent base of participants during any given semester.

Competitive Clubs
These clubs compete on a regular basis both at home and away, have a consistent base of participants, are generally associated with a regional or national league, and have extensive travel.

Requirements for Sport Clubs & Their Participants
Below is a summary of the requirements for Sport Clubs and their participants, given their categorization.

Non-Competitive Clubs with Irregular Membership
Club Leaders
• Current student at Willamette CLA, MBA, or Law School
• Signed Assumption of Risk form (Also known as a ‘Liability Form’)
• Completion of Concussion & Hazing Training
  o Signed Concussion Acknowledgment
  o Signed Anti-Hazing Pledge
• Complete Student Organization Orientation (SOO)
• Attend all Sport Club Council Meetings
Participants
• Current student at Willamette CLA, MBA, or Law School
• Signed Assumption of Risk form (Also known as a ‘Liability Form’)

Non-Competitive Clubs with Regular Membership
Club Leaders
• Current student at Willamette CLA, MBA, or Law School
• Signed Assumption of Risk form (Also known as a ‘Liability Form’)
• Completion of Concussion & Hazing Training
  o Signed Concussion Acknowledgment
  o Signed Anti-Hazing Pledge
• Complete Student Organization Orientation (SOO)
• Attend all Sport Club Council Meetings
Participants
• Current student at Willamette CLA, MBA, or Law School
• Signed Assumption of Risk form (Also known as a ‘Liability Form’)
• Completion of Concussion & Hazing Training
Competitive Clubs

The Overall Club
- Competitive Clubs are required to have at least two fully-trained Safety Officers.
  - It is highly recommended that Club Leaders become trained Safety Officers.

Club Leaders
- Current student at Willamette CLA, MBA, or Law School
- Signed Assumption of Risk form (Also known as a ‘Liability Form’)
- Completion of Concussion & Hazing Training
  - Signed Concussion Acknowledgment
  - Signed Anti-Hazing Pledge
- Complete Student Organization Orientation (SOO)
- Attend all Sport Club Council Meetings

Safety Officers
- Current student at Willamette CLA, MBA, or Law School
- Signed Assumption of Risk form (Also known as a ‘Liability Form’)
- Completion of Concussion & Hazing Training
  - Signed Concussion Acknowledgment
  - Signed Anti-Hazing Pledge
- Completion of Safety Officer Training
  - Current CPR/First Aid Training
- Attend all Sport Club Council Meetings

Participants
- Current student at Willamette CLA, MBA, or Law School
- Signed Assumption of Risk form (Also known as a ‘Liability Form’)
- Completion of Concussion & Hazing Training
  - Signed Concussion Acknowledgment
  - Signed Anti-Hazing Pledge

Forms & Trainings

Below is a detailed description of the forms and trainings referred to under the requirements section.

Assumption of Risk Form (Also Known as a ‘Liability Form’)
By signing this form, Sport Club participants acknowledge the risks associated with sports and physical activities and willingly consent to participate voluntarily.
- This form must be filled out each semester a student participates in a Sport Club.
- It is highly recommended that each Sport Club participant complete a physical examination prior to participation.
- This form must be signed prior to any practice or competition participation in a Sport Club.

Concussion & Hazing Training
This short, 45-minute training educates Sport Club participants and leaders on the relevant information and Sport Club Protocols regarding concussions, general safety, and hazing.

Overview
• All Sport Club participants (excluding participants in clubs with irregular membership) are required to complete this training once each academic year.
• The Concussion & Hazing Training must be completed within two weeks of the first club meeting, practice, or audition, whichever comes first.
• This training is considered complete upon:
  o attending the full course (tardiness is not acceptable);
  o passing a brief, ten question exit-quiz;
  o signing the Concussion Acknowledgement form; and
  o signing the Anti-Hazing Pledge

**Concussion Acknowledgement Form**
By completing the Concussion Acknowledgement form, Sport Club participants acknowledge that they understand the signs, symptoms, and risks of concussions and will abide by the Sport Club Safety Protocols regarding concussions.

**Anti-Hazing Pledge**
By signing this online pledge, Sport Club participants recognize that hazing has no place at Willamette and pledge to avoid any involvement in hazing as well as report any suspected acts of hazing.

**Safety Officer Training**
This hour-long training educates Safety Officers on the Sport Club Protocols for Competitive Clubs. For more information on these protocols, see the “Competition & Practice Protocol,” “Safety Protocol,” and “Emergency Protocol” sections of this document.

**Overview**
• All Safety Officers are required to complete this training once each academic year.
• The Safety Officer Training must be completed within three weeks of the first club meeting, practice, or audition, whichever comes first.
• This training is considered complete upon:
  o attending the full course (tardiness is not acceptable);
  o passing a twenty question exit-quiz;
  o obtaining current CPR/First Aid certification;

**CPR/First Aid Training**
• At the beginning of each semester, two subsidized CPR/First Aid courses will be made available to Sport Clubs, for the purpose of completing Safety Officer requirements.
• Safety Officers are not required to attend this course if they already possess this certification.
• All Safety Officers must send the Sport Club Coordinator and the Director of Campus Recreation a copy of their certification as proof of current certification.

**Student Organization Orientation**
This hour-long orientation provides student leaders with important updates as well as useful tools and resources for successfully leading your club.

**Overview**
• Every officially registered club/organization must have at least one, officially registered, club leader (club president and/or treasurer) attend this training each academic year (both are recommended).
• The club/organization will not receive ASWU funding if the officially listed club president and/or treasurer does not attend.
SPORT CLUB PROTOCOLS

The Sport Club Protocols are designed to provide Sport Club Participants with correct injury assessment, protection from hazing, management around four central safety topics, and a plan for emergencies.

Competition & Practice Protocol

These protocols should be altered depending on whether a Sport Club is at practice, a home competition, or an away competition.

Practices:

- All known practices and club events must be reported to the Sport Club Coordinator.
- At least one Safety Officer (or Club President for non-competitive clubs) must be present at every practice. If no Safety Officers (or Club Presidents for non-competitive clubs) are able to be present, the practice must be cancelled.
- Safety Officers (or Club Presidents for non-competitive clubs) serve as the primary responder to minor concerns at practices.
- In the case of an emergency, Safety Officers (or Club Presidents for non-competitive clubs) should follow the Emergency Protocol for on campus emergencies.
- Safety Officers (or Club Presidents for non-competitive clubs) must complete Incident/Accident Reports for any and all accidents and incidents.
- Safety Officers (or Club Presidents for non-competitive clubs) must be aware of and follow all Sport Club Protocols.

Home Competitions:

- All known home competitions must be reported to the Sport Club Coordinator.
- Athletic Trainers must be present at every home competition and are scheduled by the Sport Club Coordinator. These trainers will serve as the medical lead in place of Safety Officers and WEMS. Trainer fees are covered within ASWU budgets.
- Accidents and injuries accrued during home competitions do not need to be reported because the Athletic Trainer will complete a Game Report that will be returned to the Director of Campus Recreation.
- Any incident must still be reported through an Accident/Incident Report Form.
- Every Sport Club participant must follow the medical recommendations given by the Athletic Trainer. If he/she does not, the Director of Campus Recreation will be notified of his/her non-compliance and could become subject to disciplinary actions.

Away Competitions:

- All known away competitions must be reported to the Sport Club Coordinator.
- At least one Safety Officer must be present at every away competition. If no Safety Officers are able to be present, the away game must be cancelled.
- Safety Officers serve as the primary responders to minor concerns at away games.
- In the case of an emergency, Safety Officers should follow the Emergency Protocol for off campus emergencies.
- Safety Officers must complete Incident/Accident Reports for any and all accidents and incidents.
- Safety Officers must be aware of and follow all Sport Club Protocols.

Hazing Protocol
Willamette University and the Department of Campus Recreation recognize that Sport Clubs are at a high risk for hazing. In response, Willamette University and the Department of Campus Recreation have developed an educational program to inform students on topics surrounding hazing as well as to increase the reporting of incidents. Every Sport Club participant is required to sign a hazing pledge in which participants are educated on the definition and consequences of hazing.

**Hazing Defined**

The three key components of Willamette University’s definition of hazing are:

1. Hazing is any act that endangers, embarrasses, discomforts, denies, destroys property, etc.
2. Submission is required in order to join, participate, or remain a member of a group.
3. A person’s willingness to participate is irrelevant.

From the Student Rights & Responsibilities Office:

“Hazing is any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety as a condition of association with a group, regardless of the person’s willingness to participate. Acts of hazing by groups, individuals, or alumni are prohibited. Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the hazing policy.”

**Accountability**

Hazing is prohibited and any member failing to comply with this policy may be subject to action through the Office of Rights and Responsibilities.

- Any student or organization found to be involved in hazing activity may face conduct action and be subject to sanctions including but not limited to:
  - warning, educational workshops, service, probation, revocation or denial of recognition or registration for a student group or organization, suspension or dismissal/removal from the University.
- Individuals who participate in acts of hazing are personally accountable under the Standards of Conduct and the hazing policy, regardless of the outcome of any related case brought against a student group or organization.

**Amnesty**

Students making first reports on hazing are provided amnesty from university sanctions from any involvement in hazing activities.

From the Student Rights & Responsibilities Office:

“It is in the best interest of this community that students choose to report hazing, and that witnesses come forward to share what they know. To encourage reporting, students who report possible hazing activity and who cooperate as witnesses in an investigation or disciplinary process will not be subject to university sanctions for their own conduct, unless the reporting students’ conduct contributed to causing harm.

To ensure the safety of our community members, students who help other individuals receive medical intervention needed due to alcohol or other drug use will not be sanctioned for their personal consumption of alcohol or other drugs at or near the time of the reported incident, provided any such violations did not place the health or safety of any other person at risk. Educational resources regarding alcohol or other drugs will be offered as appropriate.
In some cases an individual may be both hazed by members of a group and also haze members of the group. If a student makes a self-report of behavior that contributed to harm, the act of self-reporting will be considered a mitigating factor in the conduct process. It is important to note that students who choose to report their own conduct under this policy may be liable for criminal or civil penalties that are beyond Willamette University’s control.”

**Retaliation**
From the Student Rights & Responsibilities Office:

“It is a violation of university policy to retaliate against any person making a complaint or perceived to be making a complaint of hazing, or cooperating in an investigation or hearing of alleged hazing. An individual reporting hazing is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. For the purpose of this policy retaliation includes, but is not limited to, behaviors or actions (including on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken, or that may reasonably be perceived to affect adversely that person’s educational, living, or work environment. Sanctions for retaliation may include, but are not limited to, warning, probation, suspension, or dismissal from the university.”

**Reporting Hazing**
Incidents of hazing can be reported anonymously online at:
http://willamette.edu/dept/campuslife

**Safety Protocol**
*There are four main topics covered under the Sport Club Safety Protocols: Concussions, Blood, Spine, and General.*

**Concussions**
The Department of Campus Recreation recognizes that sport-induced concussions pose a significant health risk for Willamette University Sport Club participants. With this in mind, the Department of Campus Recreation and Bishop Wellness Center have implemented policies and procedures to assess and identify those Sport Club participants who have suffered a concussion.

**Expectations of the Concussion Training:**
- Sport Club participants who are observed, or who have otherwise reported, concussion symptoms, including loss of consciousness or memory, dizziness, headache, nausea or confusion, will be assessed and treated through the Sport Club Concussion Protocol.
- All Sport Club participants will become mandatory reporters of concussions and will report any suspected concussions to a Safety Officer and/or Campus Recreation Coordinator.
- All Sport Club participants must comply with the Concussion Protocol when a concussion is suspected. Failure to do so will result in disciplinary action.
- A participant with a suspected concussion needs to go to Bishop Wellness Center to begin the recovery process. The final authority on clearance to play will come from Bishop Wellness.
- Coaches, athletic trainers, Sport Club participants, Safety Officers, the Director of Campus Recreation, or the Sport Club Coordinator will not interfere with the recovery process of the concussed participant.

**3-Step Concussion Protocol:**
1. **SUSPECT & REMOVE**
   - Anytime a concussion is suspected, the Safety Officer on duty will ensure that the player is removed from play immediately and is suspended from play until they are cleared by Bishop Wellness Center.

2. **COMMUNICATE & REPORT**
   - Within 24 hours (preferably ASAP), the Safety Officer will submit and Incident/Accident Report Form
   - The online form sends an automatic response to the Campus Recreation Coordinator who will complete the following:
     1. Email injured student (CC: <irubin>, <abarry>, <lpranger>, and <srobbins>) with:
        - Reminder to seek care ASAP
        - Attached Concussion Communication Form (found online) with directions to:
          - Bring form with you when seeking medical care
     2. Email Safety Officers (& coaches) to remind them that student has suspected concussion and they are to ensure the student does not return to play, practice, and/or competition until further notice.

3. **RESTRICTED FROM PLAY UNTIL CLEARED**
   - Student seeks medical care and brings Concussion Communication Form
   - Student should seek care through whatever means is quickest and within the means of their insurance
   - Student remains restricted from play, practice, or competition until cleared.
     - Safety Officers and coaches ensure that concussed students do not participate at all until cleared.
   - If student seeks care through Bishop Wellness Center, Bishop will contact the Campus Recreation Coordinator with:
     - Student is not cleared to play at this time, we will stay in touch; OR
     - Student is cleared to play
     - In the case of a concussion, Bishop can aid students in contacting Disability Services to restrict the level of academic work to help in the proper recovery from a concussion.
     - Bishop will follow up via communication form each time the injured student seeks care
   - The Sport Club Coordinator will share all updated health information with the President and Safety Officers of the relevant sport club
   - Student can return to play after a clearance form is submitted to the Campus Rec Coordinator and they send an email to the student
     - This allows Campus Rec Coordinator to verify the clearance form if necessary, contact the Safety Officers and coaches, etc.
     - The clearance email includes information on best practices for return to activity and what to do if symptoms re-appear

**Blood**
- When an injury with blood occurs, that participant must be removed from play until the bleeding is CONTAINED. This means that the bleeding must stop completely and/or a Safety Officer and/or athletic trainer administers a bandage/wrapping that will discontinue blood flow.
- When administering First Aid when blood is present, Safety Officers MUST remember to wear gloves! If the proper First Aid supplies are unavailable, call WEMS immediately.
• If on campus and excessive blood spreads to any surface (like benches or gym floor), call WEMS immediately to contain the blood and to properly dispose of it. DO NOT attempt to clean up and dispose of blood on your own.
• Once bleeding has stopped and/or has been contained, the participant may reenter play.

**Spine**

- If an injury to the spine occurs, play must immediately stop, and the participant MUST immediately discontinue play.
- Symptoms of a spinal injury can be as simple as tingling in one’s feet to as severe as the loss of feeling of one’s legs.
- If the participant becomes immobile due to injury, **do not attempt to move the participant.**
  - If on campus, leave him/her in that immobile position and call WEMS immediately. WEMS will determine the severity of the injury and if 911 should be called.
  - If off campus, call 911 and enact the emergency protocol discussed below.

**General**

General injuries include tissue, ligament, muscle, and bone injuries.

- If one of the following occurs, the Safety Officer needs to inform the player that he/she should seek out medical help.
- It is not mandatory that WEMS be called if on campus (or 911 if off campus), but instead can be determined by the Safety Officer and/or injured participant.
- Regardless of whether WEMS is called or not, an accident/incident report MUST be completed and submitted to the Campus Recreation Coordinator.
- Participants with these general injuries are not restricted from play but it is highly recommended that he/she seek medical care.

**Reporting Accidents & Incidents:**

**Accidents Defined**
Accidents refer to medical issues accrued from participation in the club. Examples include: concussions (and suspected concussions), broken bones, tears, sprains, and other injuries.

**Incidents Defined**
Incidents refer to non-medical issues and typically occur from breaking codes of conduct. Examples include: alcohol consumption, inebriation, hazing, and physical altercations.

**Policies on Reporting**

- Both accidents & incidents MUST be reported if an accident/incident occurs during a Sport Club function.
- There are two ways in which accidents & incidents can be reported:
  - Fill out the paper version of the Accident/Incident Report Form & submit it to the Director of Campus Recreation within one business day of the accident/incident occurrence.
  - Fill out the online Accident/Incident Report Form within 24 hours of the accident/incident occurrence.
  - Both versions of these forms can be found on the Sport Club webpage under “Leadership Resources” at [http://willamette.edu/offices/campusrec/clubs/leadership-resources/index.html](http://willamette.edu/offices/campusrec/clubs/leadership-resources/index.html)
• Any Sport Club participant may complete an Accident/Incident Form, including the injured player (EXCEPT when the injury is a concussion or suspected concussion). However, it is the responsibility of the Sport Club leaders (Presidents, Vice Presidents, Safety Officers) to ensure the proper paperwork is completed.
• Clubs with unreported accidents/incidents will be subject to disciplinary actions.

Emergency Protocol
*If there is an emergency during any Willamette University Sport Club event, the below chain of command is enacted.*

**If On Campus:**
- Call Campus Safety
- Call Campus Recreation Coordinator
- Complete an Incident/Accident Report Form

**If Off Campus:**
- Call 911
- Call Campus Safety
- Call Campus Recreation Coordinator
- Complete and submit Incident/Accident Report form

ENFORCEMENT & SANCTIONS
Every Sport Club is subject to spot checks by a representative of the Sport Club Council. Clubs found in violation of Sport Club Protocols will become subject to disciplinary actions that could result in the termination of the Sport Club.

Protocol violations include but are not limited to:
- Failure to report injuries
- Participants who have not completed all the necessary forms and trainings
- Non-WU students participating
- Failure to report coaches to Campus Rec
- The absence of the Safety Binder
- The absence of both Safety Officers at practices or away games
- Violations of the code of conduct
- Known concussed participants playing

Repercussions for the violation of Sport Club Protocols will be determined by the Sport Club Coordinator and the Director of Campus Recreation. They could include any or all of the following:
- Restriction of field time
- Travel privileges revoked
- Inability to access funds
- Suspension/termination of that Sport Club
IMPORTANT CONTACT INFORMATION

Campus Safety
503-370-6911
safety@willamette.edu

Bishop Wellness Center
503-370-6062

Campus Recreation Coordinator
Jordis Miller
503-370-6572
530-908-0658
jemiller@willamette.edu

Sport Club Coordinator
Isobel Rubin
irubin@willamette.edu