STANFORD CLUB SPORTS
OFFICER’S GUIDE: 2016-2017

CONTACT INFORMATION

Stephanie Cornell
Interim Associate Director - Club Sports
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Office Location: Ford Center (in the hallway next to the men’s locker room)
Office Phone Number: 650-725-0745
Office Fax Number: 650-725-7242
Team Mailboxes: Burnham Pavilion in the BeWell office (on the north side of Burnham between the bleachers)
Team Mailing Address: [Team Name]
Stanford Athletics - Club Sports
615 Serra Street
Stanford, CA 94305-6150
Website: clubsports.stanford.edu

SUMMARY OF DEADLINES & REQUIREMENTS

Fall Competitive Schedule Deadline: October 1, 2016
Coaching Agreement Deadline: October 15, 2016
Livescan Background Check Deadline: October 15, 2016
Budget Proposals Deadline: October 17, 2016
Fall Registration Deadline for All Team Members: October 31, 2016
Ongoing Registration Deadline for New Team Members: Before participation
Driver Form Deadline: the Wednesday before travel
Travel Form Deadline: the Wednesday before travel
Report Form Deadline: every Monday by 1:00pm
Accident Report Deadline: within 48 hours of the incident
ATHLETE REGISTRATION

Anyone who wishes to participate with your team must do the following before participating:

1) Register online at www.dosportseasy.com/stanfordclubsports
2) Sign the Liability Release and Waiver.
3) Complete the Acknowledgement of Health (HA) form*.
4) *Submit a Certification of Health Care Professional form to the Club Sports office, if necessary.
5) Complete the Code of Conduct agreement.

If someone is not a committed member of the team (i.e. is trying out the team or attending their first practice), you can have them sign a hard copy of the Stanford University Non-Varsity Release of Liability and Waiver or Stanford University Non-Student Release of Liability and Waiver instead of registering online. However, should the participant choose to continue with the team beyond that, they would then need to register online and complete all other related requirements. Hard copies of paper waivers should be submitted to the Club Sports office.

It is your responsibility to ensure that every person participating with your team has completed all 4 (*5) of the requirements above. Please print rosters before each practice, or have a smart phone/tablet available at practices to check athletes' registration status. Check your online roster regularly as athletes begin to register and follow up with those who have not registered or completed all requirements.

Fall Registration Deadline for Returning Team Members: October 31, 2016
Fall Registration Deadline for New Team Members: October 31, 2016
Ongoing Registration Deadline for New Team Members: Before participation

COACHING PAPERWORK AND PROCEDURES:

Coaching Agreement (for ALL coaches, old and new, paid and volunteer)

As of Fall 2016, all coaches will be hired through the Department of Physical Education and Recreation (DAPER). The Club Sports office will be following University Human Resource Hiring Guidelines. Every coach, (assistant, volunteer, etc.) will go through an interview process with administrators within the Stanford Recreation division as well as the team in which they are applying for. The selection of the candidate will be the responsibility of the Associate Director of Competitive Sports and the candidate will report to the Associate Director with an evaluation from the team. The club sports team/officers will be included on the interview process and will have a collaborative experience on the selection process of their coach or coaches. However, the final selection of the candidate will be determined by the administrators within Club Sports. The steps indicated below will be the proper channel clubs must go through with the administrator:
(1) Every club sport will be given a coaching job description template and will be asked to add in a few bullet points as necessary for their club
   a. Teams must return the job description back to the Associate Director for final approval

(2) Coaching jobs will be posted on Stanford Recreation channels as well as other direct channels teams may have for their appropriate sport.

(3) Applications and resumes will be sent directly to the Associate Director
   a. ALL applications will be shared in a google drive for each individual team to see the applicants
   b. Collaborating with the team, the Associate Director will select “x” number of candidates to begin the interview process
   c. Players/Officers will be asked to be a part of phone interviews, skype interviews, as well as in person interviews with the candidates. This will be the opportunity teams have to ask sport related and team related questions to the candidate
   d. Players/Officers will be asked to submit interview questions as well as provide written feedback and oral feedback of the candidates
   e. Clubs will assist the Associate Director in the identification of the functions of the job, define and describe the duties and responsibilities of the position, include required regulatory training, develop and document objective criteria for the selection process

(4) Interviews will be conducted for the most qualified candidates and will involve other administrators/coaches of DAPER

(5) A selection process will involve Club Officers and the Associate Director regarding compensation. This will be the decision of the Club and what they can afford within their budget

(6) Clubs will be responsible for coordinating and communicating their practice schedule, competition schedule, and any other hours they feel are necessary for the candidate(s)

Coaching Agreement Deadline: October 15, 2016

Livescan Background Checks (for NEW coaches only, paid and volunteer)

All new coaches need to complete a Livescan background check as required by Stanford Athletics. Coaches can set up an appointment on campus at the Public Safety Office, or at another location offering Livescan in the area. The cost is ~$20, but varies by location. We recommend that teams reimburse their coach, if possible, since many of them are volunteers or only receive a small stipend. Coaches need to bring their team a full-page receipt from their Livescan appointment to be reimbursed. An additional copy of the Livescan receipt must be submitted to the Club Sports office as confirmation of completion.

Some additional information on the Livescan background check:

- After a coach has completed the Livescan, he/she will not need to complete this requirement again during their employment.
• Athletic trainers, strength coaches, etc. working regularly with your team (more than once/month) are also required to complete the Livescan.

• If you have a guest coach or athletic trainer that comes to a practice/game on rare occasions (less than 1 time per month), they are not required to complete the background check, but another coach or supervisor with a completed Livescan must be present during the practice/game time. If you have a scheduling conflict regarding this requirement, please contact the Club Sports office ASAP for help to secure proper supervision.

• Coaches that are students or player-coaches must also complete the Livescan.

• If a coach has completed the Livescan or similar background check for another employer (not Stanford), they are required to complete a new Livescan for Stanford University as the listed employer because we are not able to access the system for another employer’s Livescan request.

• The only exception to the Livescan background check requirement is for coaches that are current full-time university employees.

To schedule an appointment, follow the directions listed on Scheduling a LiveScan Appointment.

Livescan Background Check Deadline: October 15, 2016

Any coaches hired after the October 15th deadline must complete and submit a Coaching Agreement and Livescan background check to the Club Sports office before working with the team.

**ADDITIONAL FORMS & REQUIREMENTS**

All required forms and related resources can be found online on the Club Sports website (clubsports.stanford.edu) under “Team Resources” on the “Team Documents” page.

**Competitive Schedules**

All teams are required to submit a quarterly Competitive Schedule by stated deadlines throughout the year. Teams should also notify the Club Sports office of any changes to their submitted schedule as the quarter goes.

Fall Competitive Schedule Deadline: October 1, 2016

**Driver Forms**

Any team member, coach, or person driving to or from team activities (practices, tournaments, etc.) must have Driver Forms on file. Completed forms must be scanned and emailed to the Club Sports office, or dropped off as hard copies to the Club Sports office. Forms sent via email must be actual scans, not pictures. Copies of driver licenses must also be actual scans and not picture of the ID. If possible, please convert scanned forms to PDFs. If
an athlete needs access to a scanner or copier, please let us know and they can schedule a
time to stop by the Club Sports office and use ours for free.

Driver Forms Deadline: 10-14 days before travel

**Budget Proposals**

All teams are required to submit a Budget Proposal during fall quarter for the upcoming
school year. An example budget template in Excel is available online (Club Sports Budget
Template) and must be used by all teams.

Budget Proposals Deadline: October 21, 2016

**Facility and Practice Requests**

All teams are required to submit a Practice Request Form or Facility Request Form by stated
deadlines throughout the year to confirm field/facility usage for practices and events (games,
tournaments, etc.) Be sure to include the dates you need the field/facility, as well as any
additional needs, such as field lining, equipment set-up, etc. Teams using aquatic, gymnastics,
equestrian, and tennis facilities may contact the facility managers directly regarding facility
use but need to include the Club Sports office on all correspondence and confirmed
practice/event times. The finalized practice schedule for each quarter will be sent to officers
and posted on the Club Sports website. If your team no longer needs space reserved for
practice or competition, please let the Club Sports office know right away so it may be
released for other groups to use.

**Travel Forms**

All teams are required to submit a Travel Form for any team activity (training, game,
tournament, etc.) that involves travel outside of San Mateo or Santa Clara counties. Travel
forms are due the Wednesday before travel. Travel forms should be submitted online via
https://docs.google.com/spreadsheets/d/1rhkUm53w_S2dy12Zud2XEZZH_K_i-
d1dAHzZBHfW7Xk/edit?usp=sharing. You must select which participants will be traveling
with the team and/or participating in the activity by checking the box next to their name.
Please note that only approved and active members will be displayed as eligible to
travel/participate, and only approved drivers will be displayed as eligible to drive. Teams are
confirmed to travel only after the Club Sports office has approved the submitted travel
form.

Travel Form Deadline: 10-14 days before travel

**Accident Reports**

All injuries requiring medical attention that occur during club practices or competition,
whether to a Stanford affiliate or other person, must be reported to the Club Sports office
within 24 hours of the incident via Accident Report. An accident report must be submitted
before the injured athlete makes an appointment with the athletic trainer.
Report all serious injuries (life threatening injuries, broken bones, loss of consciousness or conditions requiring hospitalization) immediately to Stephanie Cornell at 925-408-3162 or Rick Craig. The information will then be provided to Risk Management and other necessary parties as appropriate.

Accident Report Deadline: within 24 hours of the incident

**TIER SYSTEM AND TEAM ACCOUNTABILITY**

In spring 2011, Club Sports implemented a tier system for organizing teams and holding teams accountable to meet expectations. Each tier has a different set of minimum requirements assigned, with different levels of benefits available to each tier as outlined in the Tier System.

Failure to comply with the Tier system can impact your team’s ability to move up or around the tier system. Examples of instances that could lead to consequences include: lack of attendance at mandatory meetings, compliance with requirements and deadlines, abiding by the University’s Fundamental Standard, fundraising, travel, etc. Tier assignments will be reviewed annually each August based on the point system, as will team requests to move up a tier based on points and minimum criteria.

**CLUB SPORTS MANUAL**

This document serves as a basic guide to officer expectations and responsibilities for Fall 2016, but is by no means comprehensive.

We ask that all officers download and read the Club Sports Manual, which can be found online at clubsports.stanford.edu. The Club Sports Manual serves as a complete reference for team officers, and will aid you in effectively managing your team within Stanford University policies and procedures.

The Club Sports Manual includes additional information regarding: event planning, fundraising, athletic training, academic credit for participation, financial operations, donations, sponsorships, travel and more.

All team officers are required to know the information contained in this officer's guide and the Club Sports Manual, as well as any other documents to which they refer.

Created by Claire Davis 2014
Updated by Stephanie Cornell 2016