

Dartmouth Club Sports 2018-19 Manual

Top Five Things You Need to Know

1. ALL club sport participants must submit annually a waiver prior to any participation. The waiver can be found on your club sport's [OrgSync portal](#).
2. ALL expenditures must be approved before placing orders, having team meals, entering events, making travel plans or any other activity where club payment or reimbursement is expected. Unapproved expenditures will not be covered or reimbursed by club funds.
3. For team travel, ALL drivers must be college certified and use Dartmouth owned or leased vehicles.
4. When your team travels, itineraries and rosters must be submitted at least 24 hours before travel. The travel itinerary form can be found on your club sport's OrgSync portal. Undocumented travel is not covered by insurance; travel expenses, including Enterprise vehicles, will not be reimbursed.
5. Use of the Dartmouth name and logo on apparel and printed material must first be approved.

When in doubt (or just to be sure), ask first.

The old tongue-in cheek-adage "it's better to ask for forgiveness than permission" doesn't apply. Email, call or stop by for assistance and support:

Email: Heather Somers or Joann Brislin

Call: Heather: Office (603) 646-3825; Cell for emergencies (434) 426-6349

Joann: Office (603) 646-2480; Cell for emergencies (603) 667-6604

Stop By: Room 167 of the Alumni Gym

CLUB SPORTS POLICIES AND PROCEDURES

1. Procedures for Recognition and Renewal

The procedure for recognition as a Club Sport are:

1. Complete a Club Sports Recognition form or a Club Sports Renewal form.
2. If necessary, meet with the Club Sports Director.
3. Requests will be reviewed by the Director of Club Sports (Heather Somers), the Senior Associate Athletic Director for Recreation (Joann Brislin) and the Director of Athletics and Recreation (Harry Sheehy).

2. Guidelines for Club Sports

Club sports must be open to all Dartmouth students. Membership shall not be influenced by any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, genetic information, military or veteran status, or any other legally protected status in the administration of and access to the College's programs and activities, and in conditions of admission and employment.

- Membership is limited to Dartmouth College students only.
- Undergraduates must constitute 50% or more of club membership.
- Each club must have an undergraduate president/leader.
- Each club must be represented at Club Sports meetings.
- Each club must file with the Club Sports Office via OrgSync:
 - Release and Assumption of Risk Waivers, Hazing statement and Code of Conduct for each member (annually)
 - Travel rosters and itineraries for away contests and training trips or tours (per trip)
 - Annual Renewal Form
 - Request for PE credit and completed PE rosters (quarterly Fall-Spring)
- All equipment purchased with club funds remains the property of the club.
- Club sports may collect team dues.

Note: All coaches and coaching candidates, volunteer and paid, student or non-student, will meet with the Director of Club Sports before working with a club. All new coaches, whether paid or volunteer must have a background check.

3. Privileges of Recognized Sports

A recognized club sport may:

1. Use the name Dartmouth College in its title.
2. Reserve DCAD facilities and fields.
3. Receive funds for operating expenses.
4. Reserve space in college buildings and on college grounds.
5. Make approved purchases of supplies and equipment using club sport funds.
6. Apply for and maintain a club sport email account.
7. Apply for and maintain a web page.
8. Place notices on college bulletin boards.
9. With approval, use the copier, scanner, computer, and FAX, in Alumni Gym.
10. Have an OrgSync portal

Note: All printed materials must have prior approval.

4. Meetings

- There will be required meetings each fall term of the academic year. Additional meetings may be called if necessary.
- Each club must send at least one representative to each meeting.
- Other Club members may attend the meetings, but each club shall have one vote.
- The Club Sports Advisory Board shall meet as needed to review Requests for Additional Operating Funds and any other Board business.

5. Conduct

- Each team is to conduct itself in an exemplary manner, to bring positive recognition to Dartmouth College, at home and on the road.
- Alcohol and other drugs are prohibited during club contests, meetings, practices and while traveling.
- Hazing is prohibited under any circumstances. Club Sports follow the hazing policies outlined in the Dartmouth Student Handbook. There is zero tolerance for hazing in Club Sports. Hazing violations may result in immediate suspension of the club and freezing of finances. The offending club may appear before the Organizational Adjudication Committee (OAC).

6. Discontinuation of Recognition

Failure to follow club guidelines and policies may result in disciplinary action including, but not limited to, individual suspension, team suspension, rescinding of allocated funds and/or club sport privileges, budget freezing and referral to OAC.

The Club Sports Office shall review annually all club sports for compliance with all policies and procedures. The Club Sports Council may advise the Director of Club Sports to rescind recognition or determine a probationary period for any club sport.

The Club Sports Director may immediately suspend activities of a club.

Club Sports Council and Advisory Board

The Club Sports Council will be comprised of the president, captain or appointed representative from each club sport. Additional club members may attend club sports meetings, but each club will have one vote. All club representatives should be willing to serve on a Club Sports Committee.

The Club Sports Council will meet each fall, plus winter and spring terms if needed. Clubs active in the summer will meet summer term. Attendance in fall term (and if held, winter and spring terms) is required.

The Clubs Sports Advisory Board will be made up of at least 6 members. The term of office for Advisory Board members is one year, beginning the first day of fall term. The Advisory Board will meet as needed. The Advisory Board will review requests for additional operating funds and advise allocation of those funds and will serve as the clearinghouse for club sports concerns and bring those concerns to the Club Sports Director and the Senior Associate Athletic Director for Recreation. The Clubs Sports Advisory Board will have a voice in allocation of facility space and financial resources, policy and publicity.

Requesting Facilities/PE Credit

For 2018-19, Request deadlines:

The last day of classes of the previous term

Fall 2018, due August 15, 2018

Winter 2019, due November 13, 2018

Spring, 2019, due March 6, 2019

For PE Credit

1. Complete the Request for PE credit/ Facilities form.
2. Club members must register individually in Banner Student for PE credit from club sport participation within the PE registration period.
3. Rosters are delivered to your club sport mailbox in the Club Sports Office.
4. The leader responsible for PE credit tracks attendance and returns the roster by the last day of PE classes that term.
5. We recommend you keep a digital attendance record of all participants, regardless if they registered for PE credit.

Failure to follow these policies will result in loss of privilege of PE credit for your club.

Facility space is tight, especially in the winter. We will do our best to accommodate all club sport requests.

For Home Contests or Special Events

Communicate with the Club Sports Director as early as possible before an event for planning.

Outdoor

Sachem Fields
Topliff Tennis Courts
Outdoor Track
Scully-Fahey Field
Astroturf Field
Garipay Fields
Thompson Tennis Courts
Battle & Brophy Fields

Boss Tennis Center

Tennis Courts

Alumni Gym

West Gym
Multi-purpose Rooms
Oberlander Lounge
Karl Michael Pool
Spaulding Pool
Pool View Room

Berry Center

Leede Arena (limited)
Squash Courts
Racquetball Courts

Thompson Arena

Thompson Ice Rink
Smoyer Lounge

Leverone

Leverone Oval & Perm turf
Indoor Track

Floren Varsity House

Classroom

Enterprise Vehicle Rental

We **STRONGLY** recommend renting Enterprise vehicles. Enterprise vehicles are covered by college insurance and you are provided with a gas card for the vehicle. There is a significant pool of money in the club sports budget set aside to supplement Enterprise vehicle rental for competition; the past six years we have reimbursed Enterprise vehicle use 100%. Include the Enterprise vehicle confirmation number in your trip itinerary; this is how we will keep track for reimbursement.

Use of personal vehicles is **STRONGLY** discouraged and is not eligible for reimbursement with club funds. Dartmouth College insurance does not cover the use of personal vehicles; the insurance policy for vehicle would provide coverage in the event of an accident, injury or vehicle damage.

Drivers transporting team members must be driver certified. Dartmouth certified drivers can drive Enterprise cars, SUV's and mini-vans. Enterprise vans (12 passenger) and towing a trailer require completion of specific modules within the driver certification process which we highly recommend you complete along with your initial certification process. [The application for driver certification](#) is on the Dartmouth website – search for Parking and Transportation then click on “Driver Safety Program” – the approval program is run by Risk Management.

NIRSA (National Intramural & Recreational Sports Association) insurance covers travel that is directly to and from the competition (stopping for a meal is ok).

Long Distance Driving Guidelines:

When traveling on or to Club Sport activities which involve one-way travel more than 100 miles from campus, these policies must be followed:

- There must be at least two certified drivers per vehicle for trips under 8 hours of driving time
 - For trips in excess of 8 hours of driving time there must be at least 3 certified drivers per vehicle
- Certified drivers traveling over 100 miles must rotate drivers every two hours and have one other alert and awake individual in the front seat at all times.
- No driving “through the night” is permitted.
- Trips must not exceed 12 hours of driving time* in one calendar day
 - If the distance of the trip exceeds 12 hours of driving time either an overnight stay must be planned, or a bus chartered
- Reminder: First-years are restricted to driving within 100 miles of Hanover.
- Bottom line, if you are a team planning a long-distance trip – please come talk to the Club Sports Office

*- Driving times will be obtained from Google Maps directions.

Class Absence Policy for Club Sport Athletes

Although academic schedules may sometimes conflict with College-sponsored athletic activities, there are no automatically excused absences for participation in such activities. Students who participate in athletics should check their calendars to see that events do not conflict with their academic schedules. If conflicts occur, students are responsible for discussing the matter with their professors at the beginning of the appropriate term. Professors may be accommodating if approached well in advance of the critical date, but they are under no obligation to make special arrangements for make-up opportunities.

Class attendance and other college obligations take precedence over athletic participation. Students should never miss class for practice or meetings; they may approach professors regarding conflicts over competition and travel to competition. Club coaches and leaders will not penalize team members for missing practices or meetings due to academic obligations.

2018-19 Club Sport Budget

The UFC has allocated \$50,000 to club sports. Each of our club sports will receive a \$200 allocation toward their operating budgets; combined clubs with separate scoring for men and women will receive \$300. Clubs will receive matching funds for dues and fundraising up to \$1,000 for the academic year.

Additional UFC Club Sports matching funds will be transferred to club budgets, specifically for expenses such as equipment, league dues, officials' fees and entry fees:

We received \$95,125 from the College and an additional \$10,000 from the Athletic Director's fund. With the UFC allocation our total funds are \$155,125.

\$42,000 is set aside for allocations and matching funds.

\$3,000 is set aside for new clubs, if not used it will be rolled into the vehicle rental reimbursement.

\$72,000 is set aside for Enterprise vehicle rental reimbursement. This is for travel directly to and from competition. Travel rosters and itineraries must be filed **PRIOR TO TRAVEL** for reimbursement to occur. Reimbursement will be allocated after June 1, 2018.

\$35,000 has been set aside for travel to national competition.

\$3,000 for club sports administration.

If there are funds left over from any of these pools of money, clubs may apply for these funds to cover expenses such as special equipment needs, club travel, entry fees, hosting of competitions, etc. The Advisory Board will review applications and advise the director of club sports.

To receive club sports funds, clubs must:

- attend Club Sports meetings
- submit renewal form by Friday, September 28, 2018
- be in good standing

Club Sport Social Media Policy for Team Accounts

Dartmouth College club sport student-athletes are representatives of the College and community. The athletic department requires club sport student-athletes and team representatives to exercise good judgement in their use of team social media accounts and websites, and to conduct these activities in a responsible and respectful manner.

- It is impermissible for clubs to post information, photos, or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or inflammatory.
- Clubs are required to follow all respective social media website rules.

Best Practice and Reminders

- Think twice before posting. If you wouldn't want your high school coach, parents, or future employer to see the post, don't post it.
- Be respectful and positive.
- Remember, many different audiences view your posts including fans, alumni, kids, local authorities, parents, faculty, etc.
- The internet is permanent. Even if you delete something, it's still out there somewhere. Be in the right state of mind when you make a post. Do not post when your judgement is impaired.

Administrators monitor social media websites. Potential employers and others such as the judicial system use these social media websites to judge your character and your actions. Use the privacy/security settings made available to these sites.

Violations of the Club Sports Social Media Policy may result in disciplinary action – including temporary or permanent suspension of the team as determined by the athletic director and director of Physical Education and Recreation.

GUIDELINES FOR CLUB OFFICERS

All club leaders are expected to serve as an example of proper conduct to be expected of all club members

PRESIDENTS, VICE PRESIDENTS/CAPTAINS/LEADERS

- Know the contents of the Club Sports manual and follow all rules and regulations.
- Be listed as an administrator in OrgSync and actively monitor the roster and waivers for accuracy or delegate responsibility to another club member.
- Monitor and track electronically signed releases from all club members on your OrgSync portal.
- Pass on pertinent information from the club sport office to your teammates.
- Complete the proper facility and PE request forms.
- Attend or appoint a club representative to attend all meetings of the Club Sports Council.
- Check your mailbox in the Club Sports Office regularly.
- Submit all required Club Sports information to the Club Sports Office. Travel rosters and plans are critical to maintain insurance coverage for participants.
- Maintain inventory of equipment.
- When leaving office, pass on the Club Sports Manual, any lock combinations, Leverone access codes, email addresses and pertinent passwords to help transition the new leaders. Additionally, give new student leaders admin privileges in OrgSync.

TREASURERS

- Work directly with the Club Sport Office and keep an accurate balance of the club's account.
- Deposit all dues, monies received from funding, fund-raising, etc. in your club account. No private checking or electronic (Venmo, etc) accounts are allowed.
- Get all expenditures approved before funds are dispersed.
- Keep receipts of all expenditures. Itemized receipts are required for reimbursements.
- Complete the proper funding forms for day-to-day operations, travel and national championship travel.
- Be prepared to attend funding meetings to answer questions about funding requests.

SAFETY OFFICERS

The primary responsibility of a safety officer is to ensure the health and safety of Club members. At least one member of each club must be First Aid, CPR and AED certified and approved as a Safety Officer. If someone is interested in getting certified, it is recommended that they check the Dartmouth EMS schedule. If approved by the club, club funds can be used to cover the certification cost by providing D-EMS with your chart string. It is encouraged that Clubs have as many members certified and approved as Safety Officers as possible.

Some responsibilities of the Safety Officer include:

- Ensure that at least one Safety Officer is present at all Club activities, otherwise the activity must be cancelled or re-scheduled.
- Meet with and be approved by the Club Sports Office, and attend a Safety Officer training.

- Complete and submit the Safety Officer Agreement form ([Appendix F](#)) to the Club Sports Office.
- Complete and submit [Injury/Accident Report form](#) as needed.
- Maintain current CPR, AED and First Aid certification from the American Red Cross or other nationally recognized organization AND submit a copy of the certification to the Club Sports Office.
- Comply with policies, procedures and emergency action plans (see Appendices A-I).
- Enforce any rules and regulations imposed by your club's NGB and/or conference/league and be a safety advocate for the sport.
- Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit stocked with fresh and necessary supplies.
- In consort with club president or delegate, ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have a waiver form on file in your club sport's OrgSync portal.
- Have a charged and functional cell phone at all club activities.

ALUMNI OUTREACH COORINDATOR

- Serve as liaison between your club and Club Sports Office in regard to organizing regular communication with your club alums and friends.
- Prepare and submit for approval at least quarterly updates to be shared with your alums and friends through various media (mailings, emails, your website, etc).

SHARE THE LOAD

Throughout club sports history, our most successful clubs have demonstrated shared leadership. Here is a list of potential leadership potentials, choose the ones that fit your club:

- President
- Vice President
- Captain
- Co-Captain
- Treasurer
- Secretary
- Alumni Chair
- Social Media Chair
- Webmaster
- Equipment/Gear/Apparel Chair
- Social/Programming Chair
- Travel Coorindator
- Tournament Director/Match Secretary/Competition Chair
- Tour/Spring Break Director
- OrgSync Coordinator (waivers, people tab, required forms, etc)
- PE Roster Manager

Summary of Leader Responsibilities:

- Daily:
 - Waivers & Org Sync roster up-to-date
 - Registered Safety Officer present
 - PE attendance taken
- More than One Week Prior to Events:
 - Pay entry fee
 - Hotel reservation made
 - Rooming list and CC auth form submitted
 - Do you need tables, chairs, scoreboard, water coolers, etc
 - Is your First Aid kit properly stocked – where is your FA kit?
 - Are your vehicles reserved?
- Week of Event
 - Submit travel itinerary on OrgSync
 - Plans made to pick up keys from Enterprise before they close at 5pm on Fridays (confirm receipt of gas card, how to use as well and location of vehicles)
- Monthly:
 - Budget review
 - Start to plan for next term
 - Check club sports mailbox frequently
- Termly:
 - PE/Facility requests
 - Inventory status (do you need to order anything?)
 - Review EAP & AED location with team
 - Refs secured and payment paperwork (W-9) printed ready for their signatures. Request payment using e-form portal immediately post-event.
 - Competitions posted as events on OrgSync
- Annually:
 - Renewal & budget
 - Share club passwords, log-ins, combinations for locks etc with incoming leaders – leave in OrgSync
- On Going:
 - Enterprise/Bus reservations & Driver certifications
 - Submit new member activity form on OrgSync in advance of any new member welcome activity

CLUB SPORTS HOW TO...

... Establish a Club Email Account:

Come into the Club Sports office to complete the New Organizational Account Request online form from Dartmouth ITS with the Club Sports Director.

...Renew a Club Email Account:

Your club email account will receive an expiration notice in the fall. When you receive the renewal notice, you do not need to act on it. All club accounts are on the same renewal date which is authorized by the Club Sports office.

...Request Athletic Facility Space:

Complete and submit the Facility Space Request form by the deadline; the request is part of the PE Request form sent to club email accounts and club leaders at the end of each term for the following term.

For special requests such as use of varsity facilities, contact your Club Sports administrator, Heather Somers or Joann Brislin.

...Request Campus Meeting Space:

Any student with admin privileges in OrgSync can request a reservation on behalf of your club for a campus meeting space in V-EMS. Your information will be pre-populated and you should be able to choose it from a drop-down menu.

...Request and Receive PE Credit:

- Complete and submit the PE Credit form by the deadline; the combined PE Credit and Facility request form is sent to club email accounts and club leaders at least a week before the deadline.
- Club members requesting PE credit for participation must register in Banner.
- Pick up the roster for PE attendance and credit from your club mailbox.
- The team member responsible for record keeping must submit the PE roster by the deadline.
- Any improprieties will result in loss of privilege of applying for PE credit and may result in suspension of club.

...Order equipment or clothing:

- Identify exactly what you need.
- Find the best **approved** vendor for quality and price that is on the [Approved Re-Sellers list](#) if you are going to use "Dartmouth" or a Dartmouth logo in your item.
- Make sure you have adequate funds in your budget.
- Get approval from your club sports administrator.
- Come into the office and place your order. It is easiest to do this on-line or on the phone with our purchasing card. If this is not possible, submit a Request for Payment along with new vendor approval forms if necessary in the [Dartmouth E-Forms portal](#).
- Provide receipts to your club sport administrator within 24 hours of purchase.
- If a Purchase order or request for payment is necessary (orders greater than \$2500), we will deal with that when you come into the office to place the order.

...Use of the Dartmouth trademark and/or logo:

- All uses of the word “Dartmouth” and the Dartmouth logo(s) must first be approved by our office.
- All uses need to comply with both the [Dartmouth trademark guidelines](#) and Athletic Department style guide (is coming soon – the updated one will be sent to club leaders once published later this fall)

...Deposit money into your account:

Cash or checks:

- Complete a Deposit Form.
- Take the deposit form and funds to Heather or Joann to record then deposit into your account.

DASH:

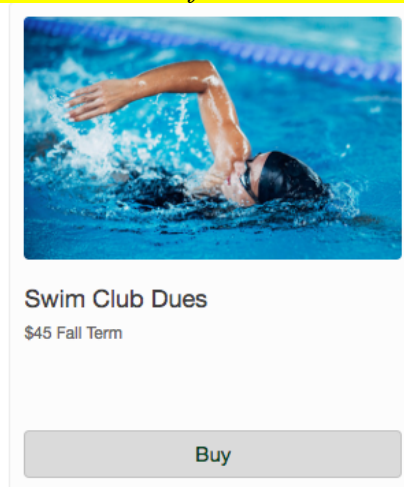
- Within a week of the event, enter the DASH information using the machine in the Club Sports office. Either Heather or Joann can teach you how to use the machine.

Online credit card payment:

- Club Sports now has the capability to set up an online temporary credit card portal to accept online credit card payments for dues, team gear re-payment, entry fees and trip chips. Please contact Heather and she can set-up the portal for you and send you the link to direct your teammates. She will need at least 3 business days to configure the portal. Your club account will be charged a 3% transaction fee. You can either factor that into the amount that you are going to charge or the club can absorb the fee.

**The use of Venmo or other forms of electronic transfers are not accepted nor permitted.*

Sample:



...Have a coach:

- Meet with your club sports administrator to discuss the procedure. Potential coaches must submit a resume. Club leaders will work with their administrator to review the club budget, in the event the coach will be paid, and discuss coach expectations.
- Candidates must apply for the paid position online via the Human Resources website and are subject to a background check.
- Volunteer coaches must complete a background check prior to working with a team. Contact Heather for details.

...See an athletic trainer:

- Club sport athletes have access to an athletic trainer for a one-time evaluation and possible referral (ex. Dick's House, a local physical therapist, etc). Dartmouth College athletic trainers cannot cover ongoing treatments.
- They are available to club sport athletes for drop-ins from 9-noon Monday through Fridays in Davis Varsity House (fall, winter & spring) or in Floren Varsity House (summer).

...Pay an entry fee before the competition:

If by credit card:

- Come into the office and use the club sports p-card.
- Provide receipt for tournament information to your club sport administrator within 24 hours of payment.

If by check: AT LEAST TEN DAYS IN ADVANCE

- Complete the request on the [Dartmouth E-Forms portal](#), there is a tutorial in OrgSync. Checks take approximately 7 business days to be processed and mailed.

... Become an Approved Driver/Van driver:

- Download the application found on the Parking and Transportation website. From the Dartmouth website search for Parking and Transportation then click on "[Driver Safety Program](#)".
- Complete the form and have it signed by Heather or Joann.
- Return the form with a photocopy of your license to Parking and Transportation in '53 Commons.

...Check the status of your budget:

Email your sport administrator; she'll reply with your balance. If you would like to review your account transactions, set up a time to meet with her.

... Plan and pay for team events/games/tourneys on campus:

- Meet with your administrator to determine how best plan for the event and pay for expenses.
- Get approval for all expenditures (team dinners, food for competition, etc.). Save all receipts (remember they must be itemized).
- Scan receipts.
- Bring original receipts to the Club Sports Office.
- If reimbursement is approved and needed, complete the request using the [Dartmouth E-Forms portal](#).

... Reserve Enterprise vehicles:

From the Dartmouth website, search for Parking & Transportation Services then click on the [Enterprise Rental link](#) and complete your reservation accordingly. The person reserving the vehicle(s) must be driver certified. There is a tutorial on OrgSync with rental instructions. If you are asked to enter a chart string, you are doing it incorrectly. Please refer to the tutorial.

...Get a cash advance:

1. At least 3 days out – a week is better – complete a cash advance form on the [Dartmouth E-Forms portal](#), there is a tutorial in OrgSync. Once approved the cash advance will be available for pick-up at the Cashier’s Office located in McNutt. Their hours are 8am-noon Monday-Fridays.
2. After event, complete and submit the reconciliation process using the appropriate E-form.
 - a. NOTE: OBTAIN ITEMIZED RECEIPTS FOR ALL TRANSACTIONS.

...Pay officials or per diem (non-Dartmouth) athletic trainers:

- Using the [Dartmouth E-Form portal](#), submit a payment request for “Other”. You will need to attach a [W-9 form](#) appropriately completed by the official/referee. (See OrgSync tutorial for more details).
- To have a Dartmouth Athletic trainer paid for their service, contact Heather or Joann prior to your event.

...Pay a student:

- **Current Dartmouth students CANNOT be paid in cash or by using the E-forms portal;** they will get paid via Kronos and must be on student payroll prior to your event.
- You need to contact Heather or Joann at least one week prior to your event so an assignment (your club’s chart string) can be added to their Kronos account.

... Make plane reservations or reserve cars at travel site:

To use club funds for travel arrangements:

- Check your account balance; there must be sufficient funds in your account.
- Work with your administrator to request quotes from the College Travel agent.

...Request Additional Club Sport Operating Funds if there are remaining funds:

- Identify specific needs.
- Complete Additional Operations Funding Allocation Request which will be emailed to all clubs.
- Attend the Club Sport Advisory Board Meeting to answer questions regarding your request.
- Maintain the original forms for your records.

...Make hotel reservations:

Three options:

1. We have partnered with Lucid Travel for a pilot program to centralize our hotel booking and provide clubs with a “cash back” fundraising option. Your club will receive, on average, ~4% cash back for each room you book through Lucid: dartmouth.lucidhotels.us. There is a tutorial posted in files tab on OrgSync to assist with you with using Lucid. Lucid also includes a video tutorial as well at the link above.
 - a. When you book through Lucid, please check the “Notify my administrator to approve and provide payment arrangements” feature so either Joann or Heather can enter the payment information using the Club Sports credit card.

The screenshot shows a web form for booking a hotel. It features two dropdown menus for club selection. The first dropdown is labeled 'Clubs' and has 'Club Sports Teams' selected. The second dropdown is labeled with a right-pointing chevron and has 'Badminton Club' selected. Below these is a question: 'How did you want to pay for the reservation?'. There are two radio button options: 'I will use a credit card' (which is unselected) and 'Notify my administrator to approve and provide payment arrangements' (which is selected). A red arrow points to the selected radio button.

2. Making your own reservations:
 - Get approval from your administrator for expenditure.
 - Use Club Sports credit card for payment and make reservations at the hotel of your choice.
 - **Within 48 hours of returning to campus after your trip, bring or email itemized hotel folio to Club Sports Office.**
3. Using the hotel service:

At least two weeks out:

 - Email your administrator with: where you are going, dates of overnight stay and how many rooms needed
 - You will receive an option to approve
 - Get a rooming list to the hotel
 - Bring hotel folio back to the club sports office

Dartmouth College Business Expense Policy

Applicable to both students and coaches

Allowable Business Expenses

These policies define an allowable business expense as a necessary, reasonable, appropriate non-compensation expense incurred for a valid business purpose to fulfill the mission of Dartmouth College. While such allowable expenses may be eligible for payment by Dartmouth College funds, other funding sources may have more restrictions. These policies provide criteria for determining an allowable or unallowable expense and provide lists of common expenses.

These policies also list documentation required to pay allowable business expenses. In general, this policy ensures appropriate use of Dartmouth funds in support of its mission, follows Generally Accepted Accounting Principles (GAAP) and complies with federal, state, and local rules/regulations.

In order to be paid directly by Dartmouth or reimbursed to an individual, a business expense must be:

- **Necessary** to perform a valid business purpose fulfilling the mission of Dartmouth; and
- **Reasonable** in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense; and
- **Appropriate** in that the expense is suitable and fitting in the context of the valid business purpose; and
- **Allowable** according to the terms of any federal regulation, sponsored contract, or Dartmouth policy.

Non-Allowable Business Expenses

Dartmouth will not pay for expenses which are inherently personal in nature. The following is a sample list of personal expenses which are generally not eligible as business expenses:

- Travel Related:
 - Airline travel insurance costs
 - Amenities such as movies or video rentals, in-room bars, massages, or saunas, with the exception of hotel/motel fitness center fees, which are allowable during travel
 - Upgraded hotel or motel accommodations such as suites, in-room Jacuzzi, etc.
 - Charges from unwarranted failure to cancel hotel reservations or airline tickets
 - Lodging cancellation fees
 - Collision Damage Waiver Insurance on domestic vehicle rentals for employee travel
 - Premium and luxury car rentals
 - Frequent flyer credits or tickets
 - Incremental airline ticket costs to obtain frequent flyer benefits
 - Non-Dartmouth activities or personal time off taken before, during or after a business trip
- Meal Related:
 - Alcoholic beverages
 - Excessive costs affiliated with a business meal
- Other:
 - Child care, baby-sitting or house-sitting costs
 - Continuing Education costs for maintaining a professional certification that is not directly related to the employee's current position
 - Credit card interest or delinquency fees

- Fees for boarding pets or other animal care
- Fees for personal credit cards
- Fines for parking violations or towing charges
- Grooming expenses such as haircuts and toiletries (includes sunscreen & bug spray)
- Loss of cash advances, airline tickets or personal funds or property
- Magazines, books or other personal reading material
- Membership dues in airline clubs, athletic clubs, faculty clubs, frequent flyer clubs, social clubs, buying clubs, fraternal orders, or other similar
- Personal clothing or accessories
- Personal recreation or entertainment such as greens fees, sightseeing fares, theater tickets, ski lift tickets, and theme park passes, etc.
- Personal services such as but not limited to housekeeping, tax services, etc.
- Prescriptions, over-the-counter medication or other medical expenses
- Professional certification that is not directly related to the employee's current position
- Gifts, flowers, decorations, food or beverages in recognition or celebration of non-work-related achievement or events (e.g., weddings, baby showers, birthdays, housewarming).
- Political contributions of any type

FORMS 101

To pay an entry fee by check.....	Dartmouth E-forms Portal
Paying an entry fee by credit card.....	Documentation to your administrator w/in 24 hrs
Ordering equipment with the credit card	Documentation to your administrator w/in 24 hrs
Tournament expenses with the credit card.....	Documentation to your administrator w/in 24 hrs
Paying officials.....	Dartmouth E-forms Portal
Getting a cash advance.....	Dartmouth E-forms Portal
Settling a cash advance.....	Dartmouth E-forms Portal
Reimbursement for use of personal funds.....	Dartmouth E-forms Portal
Depositing checks and cash.....	Deposit form
Becoming driver certified.....	Driver certification application

Most common natural classes

Income

Dues – 4652
Fundraising – 4652
Food sales – 4648
Trip “Chips” – 4458

Expenses

League or entry fees – 8161
Equipment – 7031
Uniforms/clothing – 7516
Officials – 7775

If you use the club sports purchasing card, documentation and reconciliation needs to be completed as soon as possible. For purchases online or by phone, this is within 24 hours of using the purchasing card.

For travel, reconciliation must be within 48 hours of returning from travel. Failure to do so will result in loss of privilege of using the credit cards.

Appendix A



Dartmouth College Health Service: Concussion Instructions

About Concussions: A concussion is a form of mild traumatic brain injury (TBI) that can be caused by a bump, blow or jolt to the head. Sports injuries, car accidents and falls are common causes of concussions. In most cases, additional testing (such as CT or MRI) is not necessary and does not show any signs of injury. The effects of concussion can have serious long term effects. If the effects of a concussion last more than a few days or you start to develop new and/or worsening symptoms you may need additional evaluation. See Appendices B & C for additional concussion information.

What to Expect: The signs and symptoms of concussion vary. Although most students recover quickly, symptoms can last for a few days, weeks, months, or even longer. Symptoms may include:

- Cognitive – difficulty thinking clearly, feeling slowed down, difficulty concentrating, difficulty remembering new information
- Physical – headaches, dizziness, vomiting, balance issues, fatigue, light or noise sensitivity, difficulty sleeping
- Emotional – irritability, sadness, anxiety, or heightened emotions

What to Do: It is important to rest and help your brain heal following a concussion. Ignoring symptoms and trying to “tough it out” often make the symptoms worse and can prolong recovery. You can:

- Rest your brain – avoid activities that need concentration or attention, including academic activities or computer use, until headache and any other symptoms have completely resolved. You may then restart the activities, gradually building up time and taking frequent breaks to avoid relapse. Minimize your exposure to busy places or crowded rooms.
- Rest your body – Get plenty of sleep and keep a regular schedule. Avoid exercise or too much physical activity. You may return to exercise slowly and gradually once headache and any other symptoms have completely resolved.
- Do not drink alcohol. Alcohol and other drugs may slow your recovery and put you at risk for further injury.

It is OK to:	There is NO need to:	AVOID:
Go to sleep	Wake up every hour	Drinking alcohol
		Driving a car
Use ONLY Acetaminophen (Tylenol) for headaches	Check eyes with penlight	A heavy diet and spicy food (reduce risk of vomiting)
		Studying
Use ice pack on head or neck for comfort	Test reflexes	Using Ibuprofen (Advil/Motrin), Aspirin, or other NSAIDs
	Stay in bed	Social media and video games
		Television and/or intense visual stimuli
		Loud music and party atmosphere
		ALL physical activity

ACADEMICS: Students are urged to contact their professors and Sarah McKinney (Sarah.McKinney@Dartmouth.edu, (603) 646-9157) to notify them of their injury and if possible ramifications to academic work during the recovery period. Students are encouraged to schedule an in-person meeting with their professors to discuss accommodations that may be needed and follow up when symptoms abate.

Graduate students are encouraged to contact their program administration for support as follows:

- Thayer – Holly Wilkinson (603) 646-3483
- Tuck – Sally Jaeger (603) 646-2190
- Geisel – Dino Koff (603) 650-1111
- Graduate Studies – Gary Hutchins (603) 646-2107

When to Call for Help: Seek immediate care (see contact information below) for any of these symptoms:

- Vomiting 3 or more times
- New severe headache or worsening of current headache
- Seizure
- Trouble walking or talking
- Vision changes
- Weakness or numbness in part of your body
- Loss of bowel or bladder control

Prevention: If you have one concussion, it is very important to try to prevent future concussions. Having many concussions might cause long-term brain damage and affect your thinking. To help prevent another concussion you can wear a helmet when you ride a bicycle or motorcycle, wear a seatbelt when in a car and use a helmet for protection in certain sports.

Dartmouth College Health Service Contact Information

Appointments: Fall, Winter, and Spring Terms

Weekday Hours

- **Clinic Appointment Hours:** Monday - Friday, 8:00 AM - 4:00 PM
 - **Urgent Care:** Monday - Friday, 4:00 PM - 6:00 PM; limited appointments available
- Phone:** (603) 646-9401

Weekday After Hours Service

- **Monday - Friday, 6:00 PM - 8:00 AM:** (603) 646-9440 to speak with a nurse

Weekend Days and After Hours Service

- **Days 9:00 AM - 1:00 PM:** Call DHMC at (603) 650-5000 and ask to speak with the Dick's House on-call provider
- **Afternoons and nights 1:00 PM - 9:00 AM:** (603) 646-9440 to speak with a nurse

Appointments: Summer Term and Intersession

- Mid-June through mid-September, Monday - Friday, 8:00 AM - 4:00 PM: (603) 646-9401
- Call DHMC at (603) 650-5000 after hours and weekends: Ask to speak with the Dick's House on-call provider.

For Medical Emergency:

- Call 911
- Be prepared to say what is wrong and exactly where you are, you will be transported by ambulance to the nearest emergency room (Dartmouth Hitchcock Medical Center).

Appendix B – Additional Concussion Education & Awareness

Concussion Education & Awareness

What is a Concussion?

A concussion is a mild traumatic brain injury (mTBI), with both physical and functional components.

How are concussions caused?

Concussions happen when the brain is twisted rapidly or impacts the inside of the skull as a result of a direct blow to the head, a whiplash motion, or a blow to the body that transfers forces to the head. These forces can cause injury to the tissues of the brain. When these tissues are injured, they release chemicals that interfere with the brain's functioning and cause the signs and symptoms we associate with concussions. The specific combination of signs and symptoms will depend on which areas of the brain are affected.

Common Signs & Symptoms

Because concussions are internal injuries that can't be seen directly, or even on medical imaging like MRIs or CT scans, we recognize them by the signs and symptoms they cause. **Signs** are observable clues that a person may be suffering from a concussion, while **symptoms** are feelings and sensations experienced by the person who has the concussion.

Any athlete who sustains a significant blow to the head, neck, or body followed by ANY of the signs or symptoms listed below should be removed from participation and evaluated for concussion.

It is not necessary for a person to exhibit all, or even most, of the common signs and symptoms to have a concussion, and loss of consciousness is not a determining factor of whether a person has sustained a concussion.

No two concussions are the same, and even if an individual has had a previous concussion, subsequent ones may exhibit different signs and symptoms. Recognize that while some concussions cause signs and symptoms right away, others may take 24-48 hours before the injury is noticed by the person suffering it or those around them. For this reason, anyone with a suspected concussion should be closely monitored for the first several hours following the injury.

Both signs and symptoms can be categorized as physical, cognitive, or emotional/behavioral. Common signs and symptoms of concussions are summarized on the following chart.

SIGNS & SYMPTOMS OF CONCUSSION

PHYSICAL	
SIGNS	SYMPTOMS
Dazed or vacant look Decreased playing ability Facial injury following head trauma Grabbing or clutching the head Lying motionless on the ground or being slow to get up Poor coordination or balance Slurred speech	Blurred or double vision Dizziness or problems with balance Fatigue or feeling tired Feeling "off" or not right Headache or feeling of pressure in the head Neck pain Nausea or vomiting Ringing in the ears Seeing stars or flashes of light Sensitivity to light or noise Trouble falling asleep
COGNITIVE	
SIGNS	SYMPTOMS
Confusion Difficulty concentrating Easily distracted Slow reaction/response time	Confusion Difficulty concentrating or remembering Feeling dazed or "in a fog" Slowed down, fatigue or low energy
EMOTIONAL/BEHAVIORAL	
SIGNS	SYMPTOMS
Strange or inappropriate emotions	Irritable, sad, more emotional than usual Nervous, anxious, depressed

Recovering from a Concussion

Everyone recovers from a concussion at their own speed, and recovery is gauged by the patient's self-report of symptoms as well as performance on tests of balance, memory, reaction time, and coordination. The more concussions a person has had, the longer healing is likely to take.

Following a concussion, a patient should have a period of relative physical and cognitive rest. This should involve avoiding strenuous physical activity as well as limiting activities that are cognitively taxing. In addition to the obvious tasks such as schoolwork, other stimulation such as video games, TV, computer work, and texting should all be limited initially, before being gradually reintroduced.

An athlete should complete a graduated return-to-learn and return-to-play program supervised by a medical professional with specific training in concussion care, and should not return to participation in athletics until concussion symptoms have resolved, both at rest and with exertion. The amount of time this takes can vary from one person to the next, and from one concussion to the next in the same

person. Adults tend to recover faster than children, with most returning to activity in 7-10 days. Children may take four weeks or more to fully recover. While the majority of concussions will resolve on their own in a fairly short time, some individuals experience long-term symptoms referred to as post-concussion syndrome. This condition can last for months or even years following the injury.

Dangers of Ignoring a Concussion

Athletes often don't want to report concussion symptoms because they don't want to be removed from participation, but this is a dangerous choice. As soon as an athlete suspects they may have sustained a concussion, they need to stop participation and be evaluated by a medical professional with training in concussion care.

As a teammate, referee, or sideline observer, if you notice someone showing signs of a concussion, speak up, stop them from participating, and have them be evaluated by a medical professional.

If an athlete suffering from a concussion takes another concussive force before healing, they risk a condition called **second impact syndrome** which causes rapid and severe swelling of the brain, and is often fatal.

Prevention

While there is no magical piece of equipment that can prevent athletes from sustaining concussions, everyone involved in sports can play a role in helping to decrease the number of concussions suffered.

1. Players can demonstrate good sportsmanship and refrain from participating in excessively rough play with the intent of injuring others.
2. Coaches and instructors can teach proper techniques that minimize contact to the head.
3. Sports officials can promote safe and fair game play by consistently enforcing rules, and managing the emotional environment on the field of play to prevent the "in the heat of the moment" and retaliating situations.
4. Facility managers can ensure facilities are safe, minimizing holes or uneven playing surfaces, removing obstacles or obstructions, and making sure appropriate padding is in place on walls and poles when appropriate.
5. Administrators can assess program offerings, offer low- or no-contact versions of sports, and perform a risk-rating exercise for high-risk activities to determine if the department can effectively manage the risk.
6. Parents can explain the consequences of violence in sport and instill a sense of fair play and respect for the other athletes and for the sport itself.
7. Fans can stop reinforcing violent behavior.

Shared Responsibility

Concussion care is a team effort. Everyone involved with recreational sports shares the responsibility of knowing what concussions are and how they occur, how to recognize the signs and symptoms of concussion, and what to do when a concussion is suspected. We may not be able to prevent all concussions from happening, but we can work together to ensure that athletes suffering concussions get the care they need.



Appendix C – Concussion Myths

Concussion Myths

Concussions are a hot topic in sports and recreation, and researchers are hard at work trying to learn more about this injury. While we've known about concussions for a long time, there is still a lot about this common injury that we don't know or understand. A few myths, however, have been debunked.

Myth #1: You must lose consciousness to get a concussion.

This is simply not true. Many people sustain concussions without ever losing consciousness. There is not even a correlation between losing consciousness and the severity of a concussion.

Myth #2: Wearing a helmet will prevent a concussion.

Helmets are important pieces of safety equipment. They protect the head from direct blows, reducing the incidence of skull fractures. One thing they can't do though, is prevent a concussion.

Myth #3: Wearing a mouth guard will prevent a concussion.

As with helmets, mouth guards are important safety equipment, and they protect the teeth from being chipped, broken, or knocked out. But no mouth guard can prevent a concussion.

Myth #4: You must be hit in the head to get a concussion.

Whiplash motions or significant blows to the body can cause the brain to spin or jostle inside the skull, causing a concussion.

Myth #5: An MRI or CT scan is needed to diagnose a concussion.

MRI's and CT scans can show tumors, swelling, or bleeding in the brain, but concussions can't be "seen".

Myth #6: A concussed athlete should be woken up throughout the night.

Fatigue and drowsiness are common symptoms of concussion. An athlete with a concussion should be allowed to sleep uninterrupted.

Myth #7: There is such a thing as "getting your bell rung".

Even if concussion symptoms resolve within a few minutes, it is still considered a concussion.

Myth #8: Children and adults have similar healing times following a concussion.

The still-developing brain of children and adolescents tends to take longer to recover from a concussion.

Appendix D – Emergency Action Plans

WEST GYM & KARL MICHAEL POOL

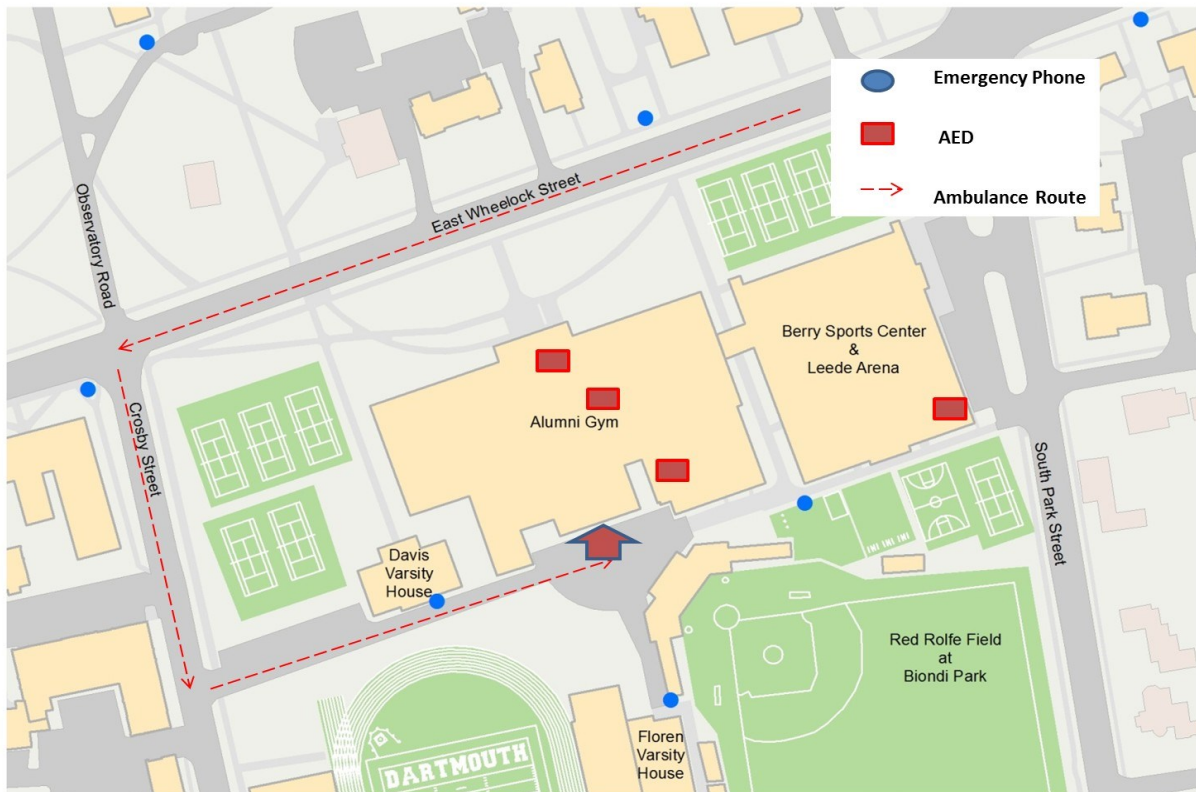
In the event of an EMERGENCY:

1. Call 911

- Location: **2 Crosby Street** (parking lot building entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in the **coed hallway to pool deck**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



ALUMNI GYM MAIN ENTRANCE & LOBBY

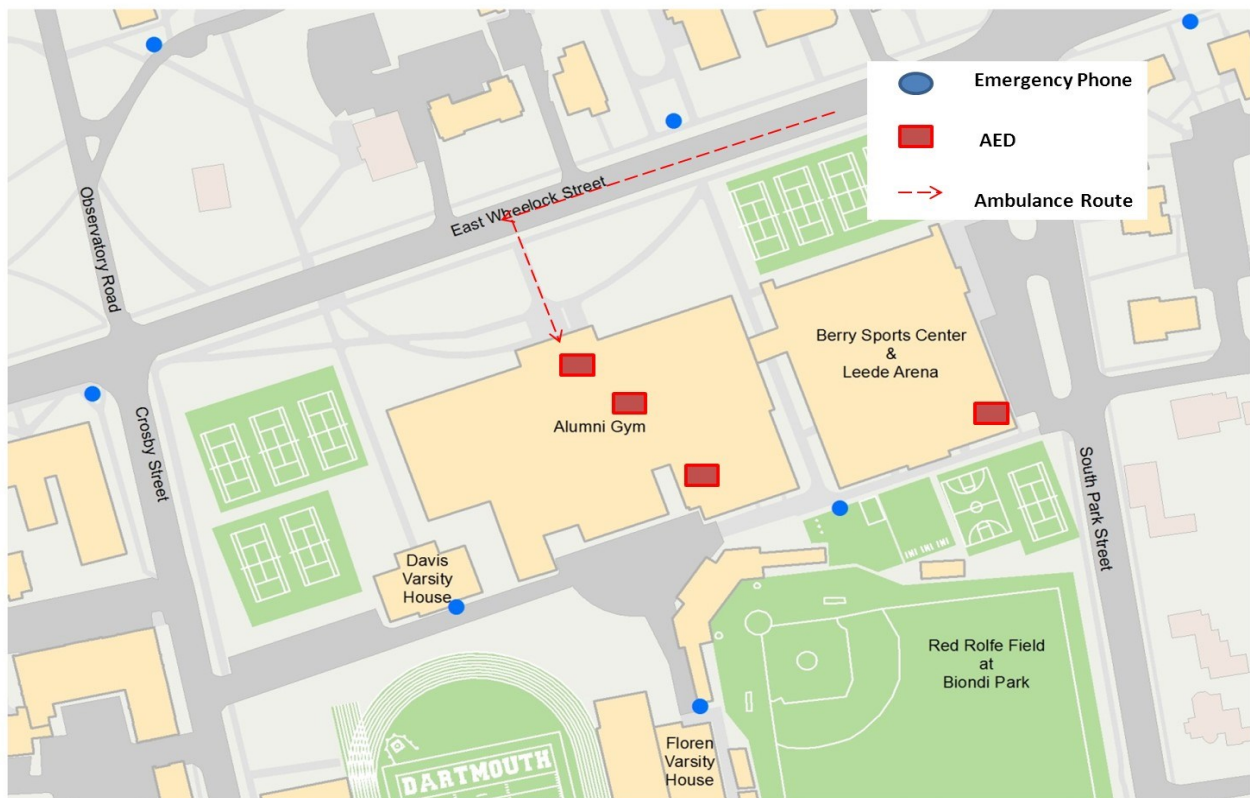
In the event of an EMERGENCY:

1. Call 911

- Location: **2 Crosby Street** (back parking lot); **Elevator to 2nd Floor**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located on **east wall behind desk**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



DAVIS VARSITY HOUSE

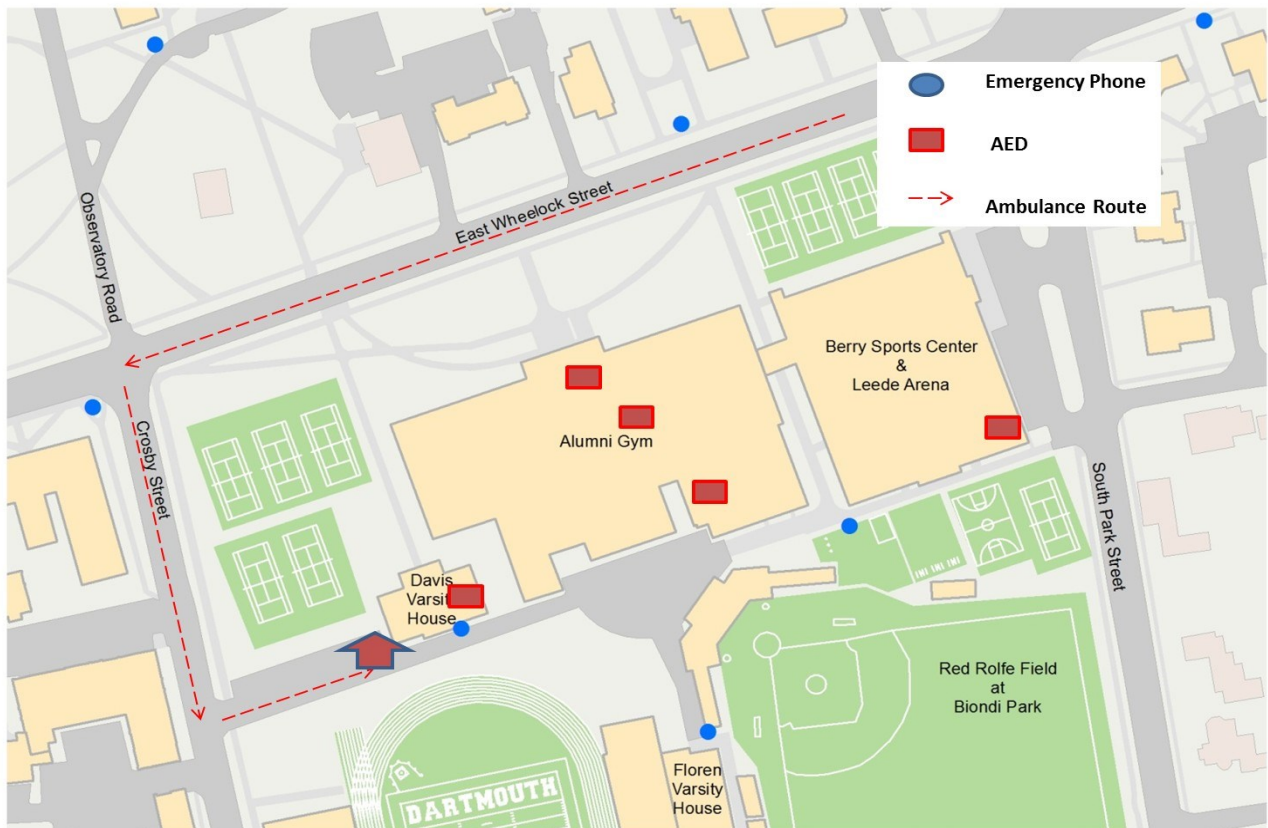
In the event of an EMERGENCY:

1. Call 911

- Location: **1 Crosby Street** (enter at front/north side of building)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **coed hallway near pool deck**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



FLOREN VARSITY HOUSE & WEIGHT ROOM

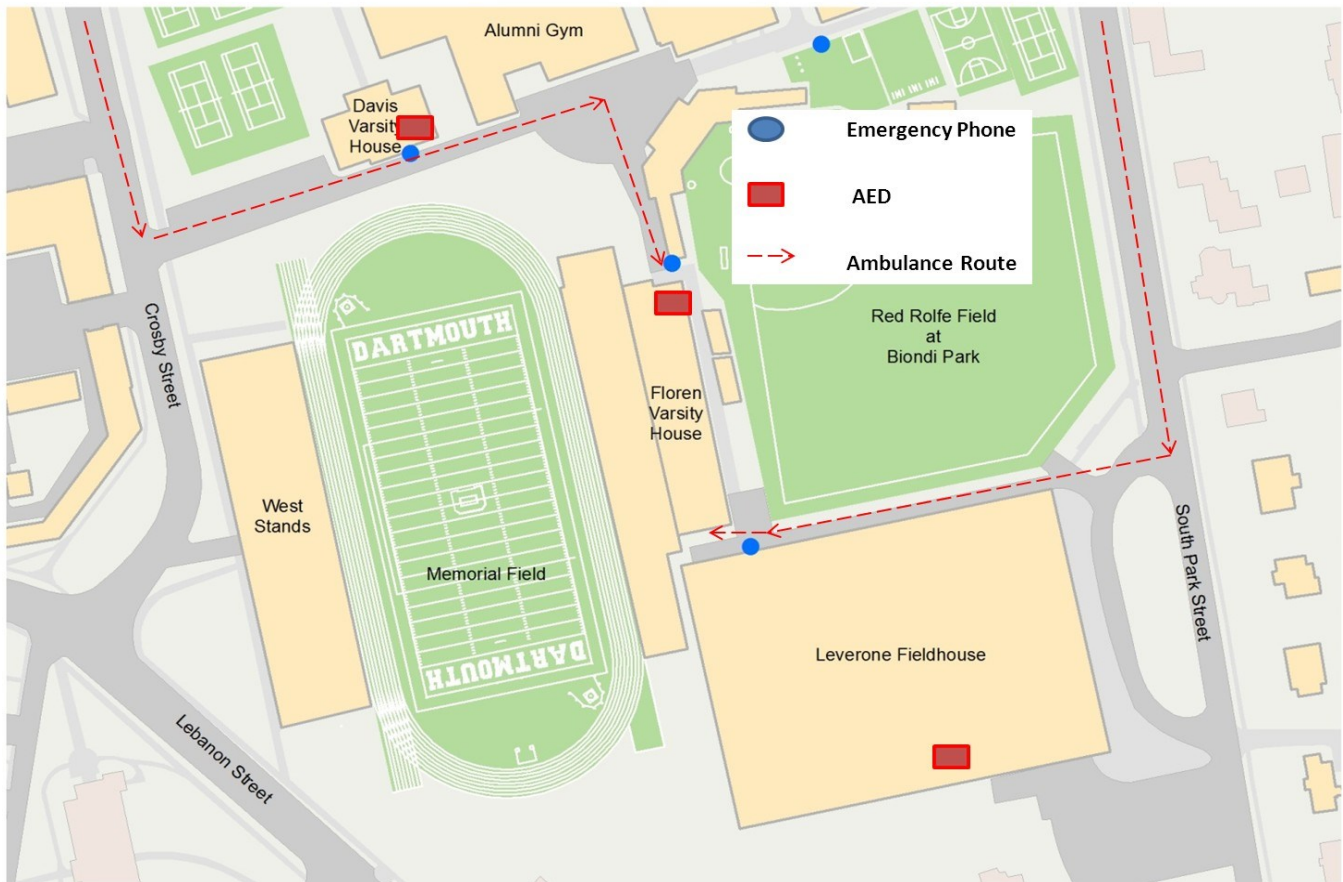
In the event of an EMERGENCY:

1. Call 911

- Location: **1 Crosby Street** (parking lot); **Elevator to 2nd floor – Weight Room**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **main lobby of Floren Varsity House**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



MEMORIAL FIELD

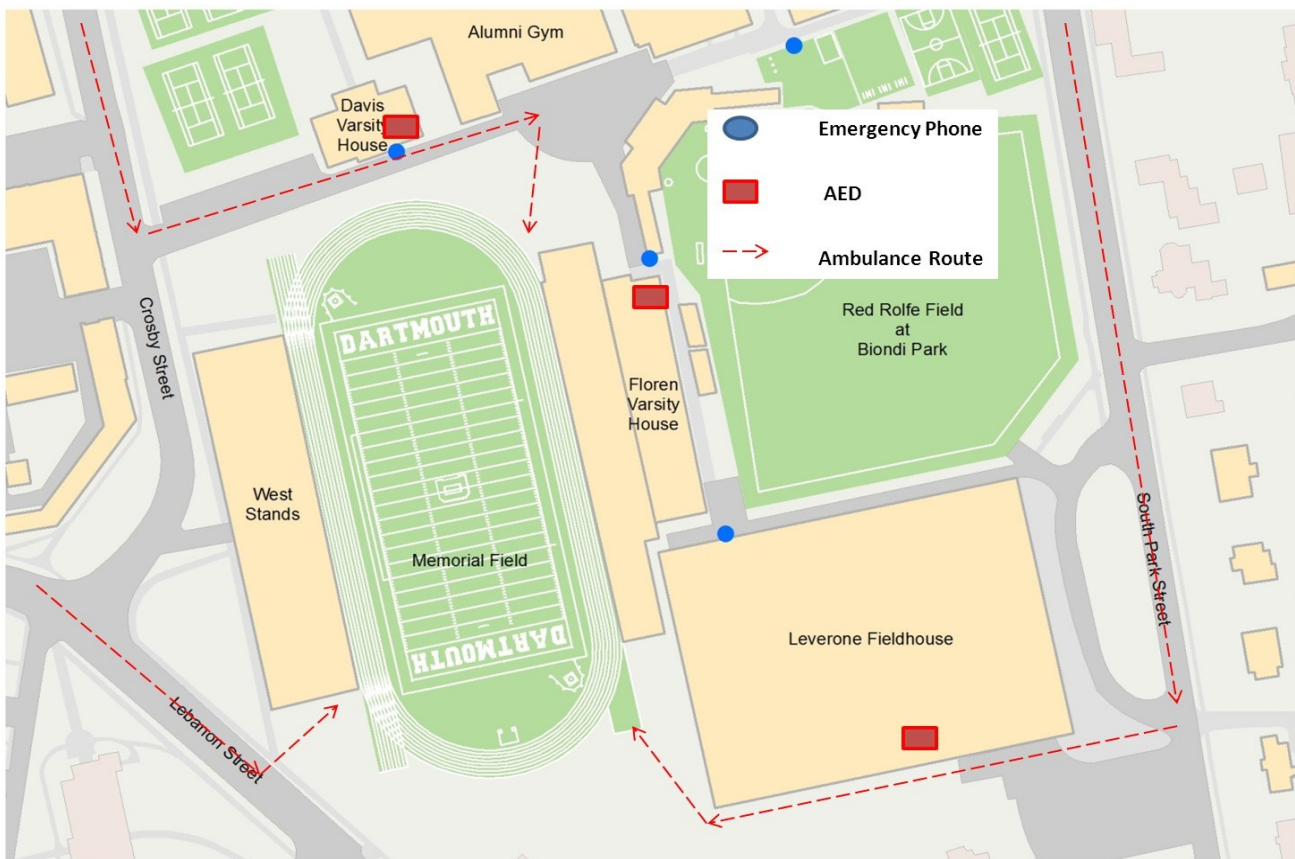
In the event of an EMERGENCY:

1. Call 911

- Location: **1 Crosby Street** (field entrance at northeast corner)
26 South Park Street (track/field entrance at southeast corner)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **main lobby of Floren Varsity House**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



RED ROLFE FIELD AT BIONDI PARK

In the event of an EMERGENCY:

1. Call 911

- Location: **1 Crosby Street** (parking lot; spectators)
26 South Park Street (center field entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **main lobby of Floren Varsity House**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



BERRY SPORTS CENTER

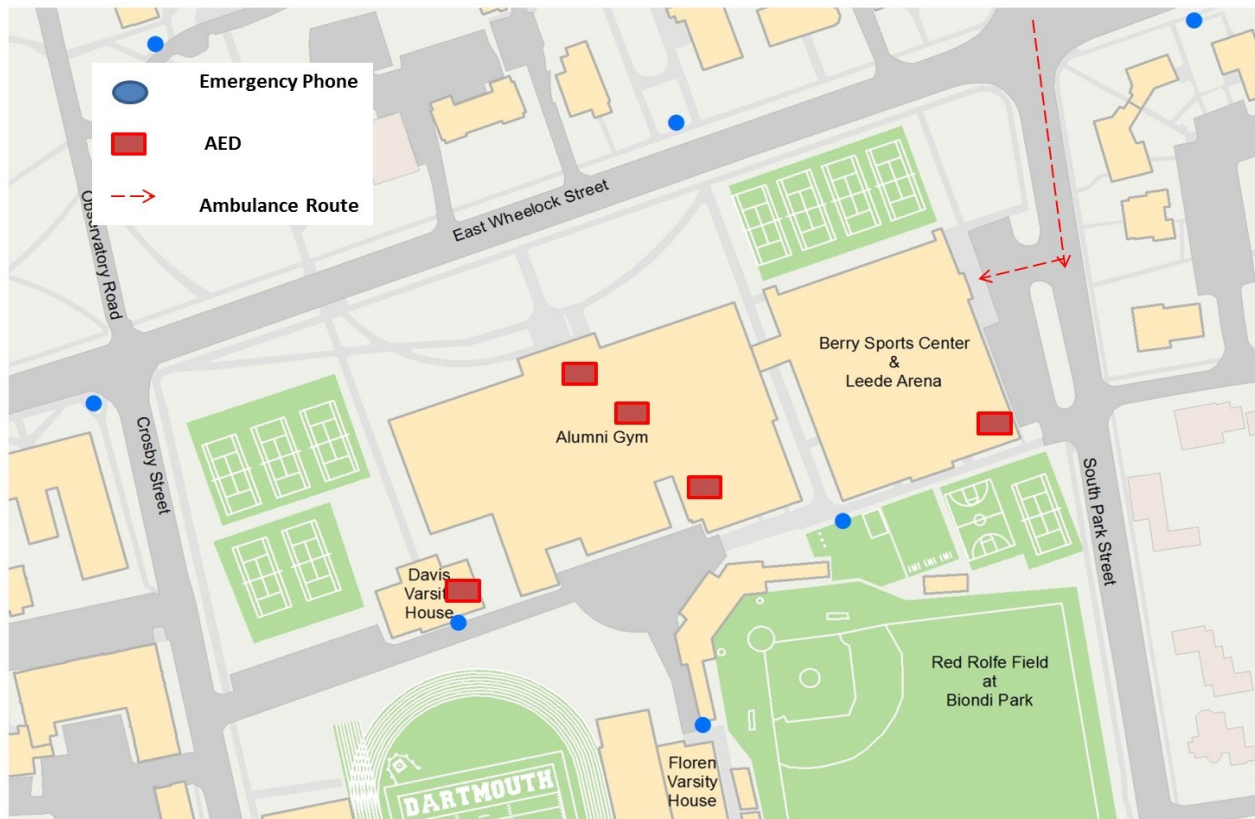
In the event of an EMERGENCY:

1. Call 911

- Location: **6 South Park Street** (east building entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located on **the second level of the Berry Sports Center at the east exit near the squash courts**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



LEVERONE FIELD HOUSE

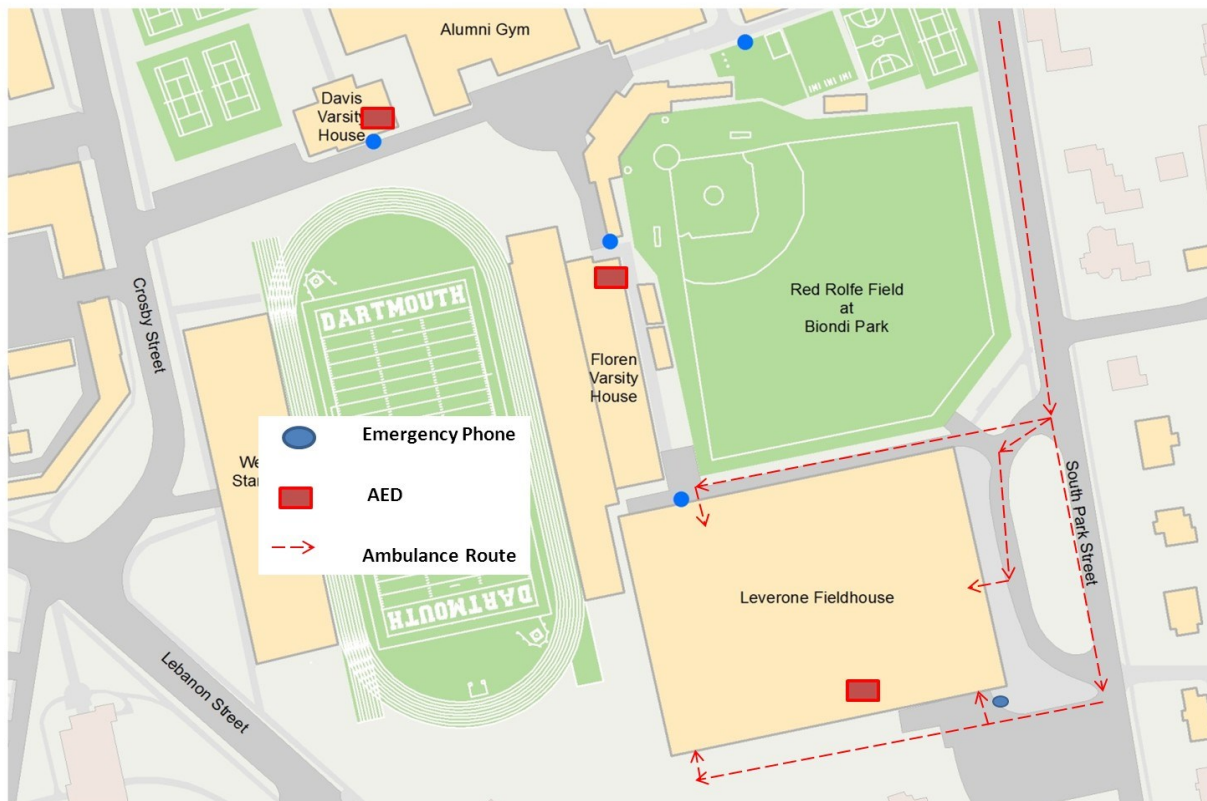
In the event of an EMERGENCY:

1. Call 911

- Location: **26 South Park Street** (direct to appropriate entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located **outside of men's restroom**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



THOMPSON ARENA

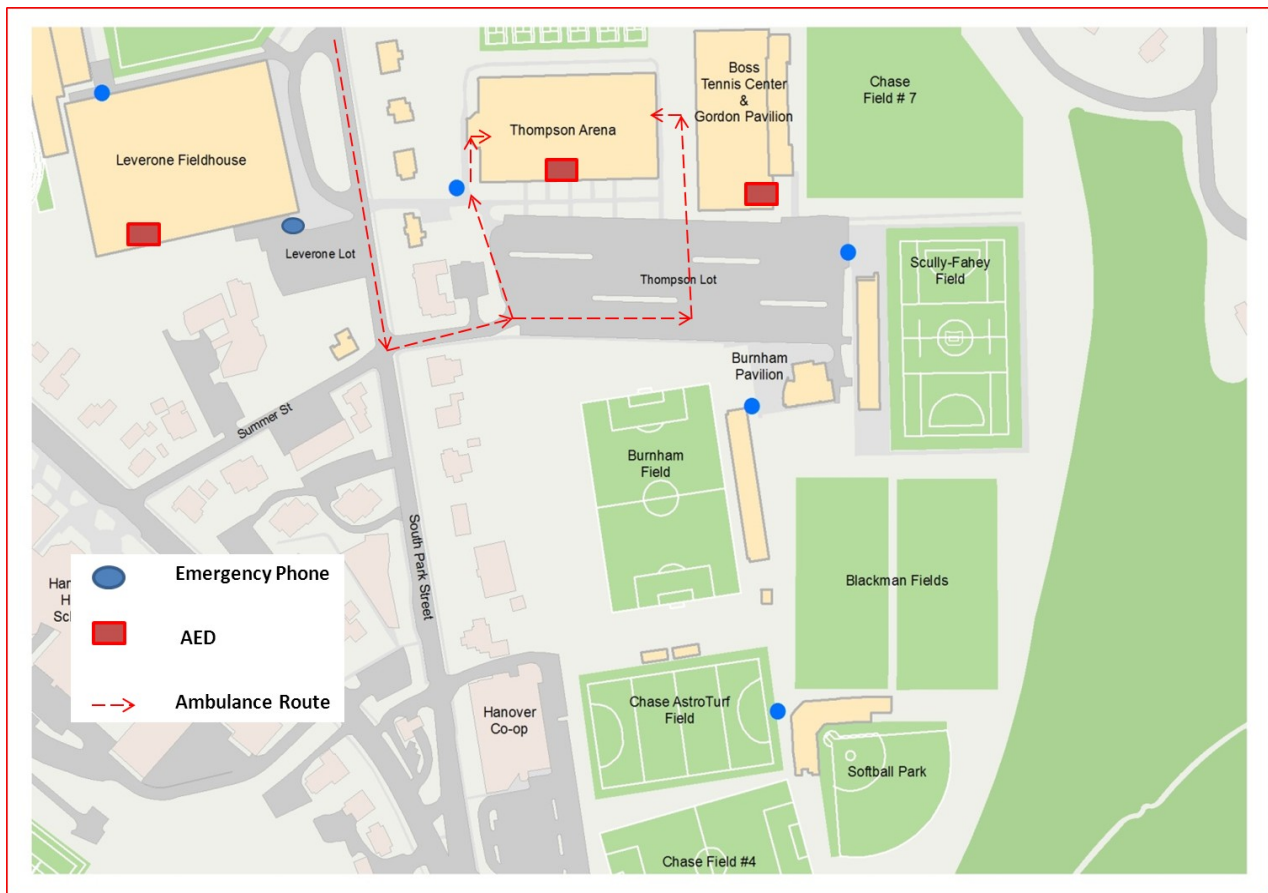
In the event of an EMERGENCY:

1. Call 911

- Location: **4 Summer Court** (off South Park Street)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located at **mezzanine level, south wall by stairs**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



BOSS TENNIS CENTER

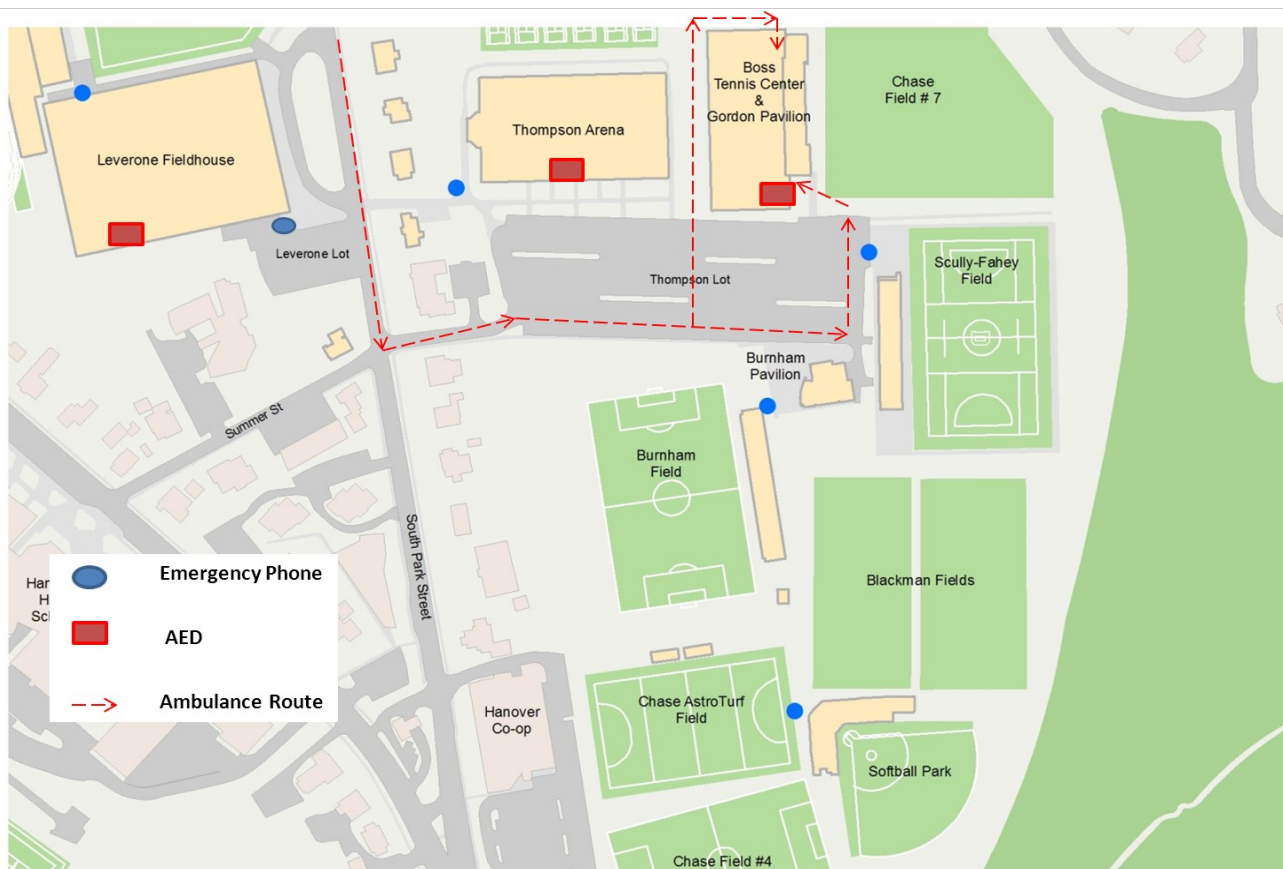
In the event of an EMERGENCY:

1. Call 911

- Location: **6 Summer Court** (off South Park Street; northeast corner of parking lot)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **main entrance foyer**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



SCULLY-FAHEY FIELD

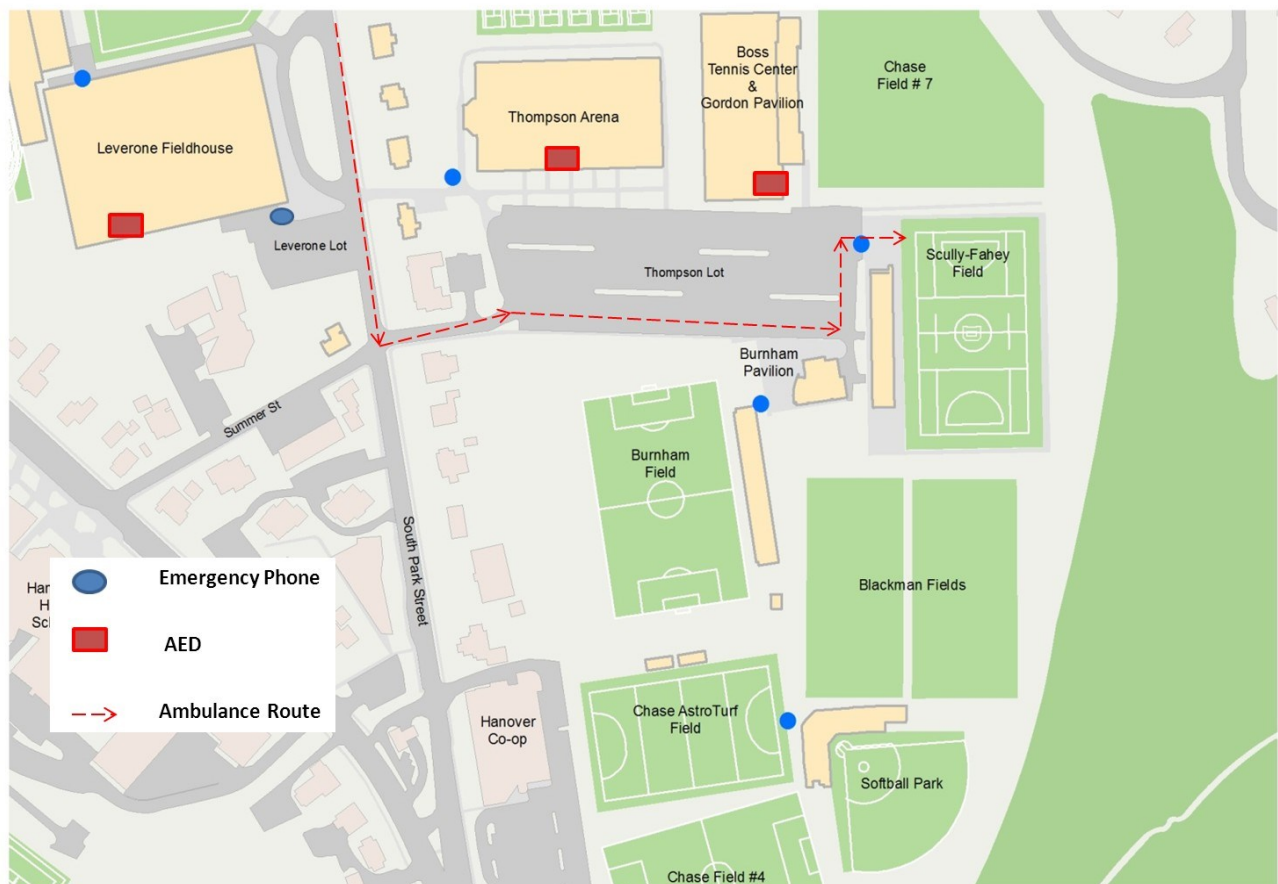
In the event of an EMERGENCY:

1. Call 911

- Location: **10 Summer Court** (off South Park Street; east end of parking lot)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **entrance foyer of Boss Tennis Center**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



BURNHAM FIELD

In the event of an EMERGENCY:

1. Call 911

- Location: **5 Summer Court** (off South Park Street; southeast corner of parking lot is access road to field entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **entrance foyer of Boss Tennis Center**

3. Call **Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



CHASE ASTROTURF FIELD

In the event of an EMERGENCY:

1. Call 911

- Location: **5 Summer Court** (off South Park Street; southeast corner of parking lot is access road to field entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **entrance foyer of Boss Tennis Center**

3. Call **Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



BLACKMAN FIELDS

In the event of an EMERGENCY:

1. Call 911

- Location: **5 Summer Court** (off South Park Street; southeast corner of parking lot is access road to field entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

4. Send bystander to get **AED unit**: located in **entrance foyer of Boss Tennis Center**

5. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



DARTMOUTH ROWING BOATHOUSE

In the event of an EMERGENCY:

1. Call 911

- Location: **8 Boathouse Road**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **main entrance**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



DARTMOUTH SOFTBALL PARK

In the event of an EMERGENCY:

1. Call 911

- Location: **5 Summer Court** (off South Park Street; southeast corner of parking lot is access road to field entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **entrance foyer of Boss Tennis Center**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



CHASE 4 FIELD

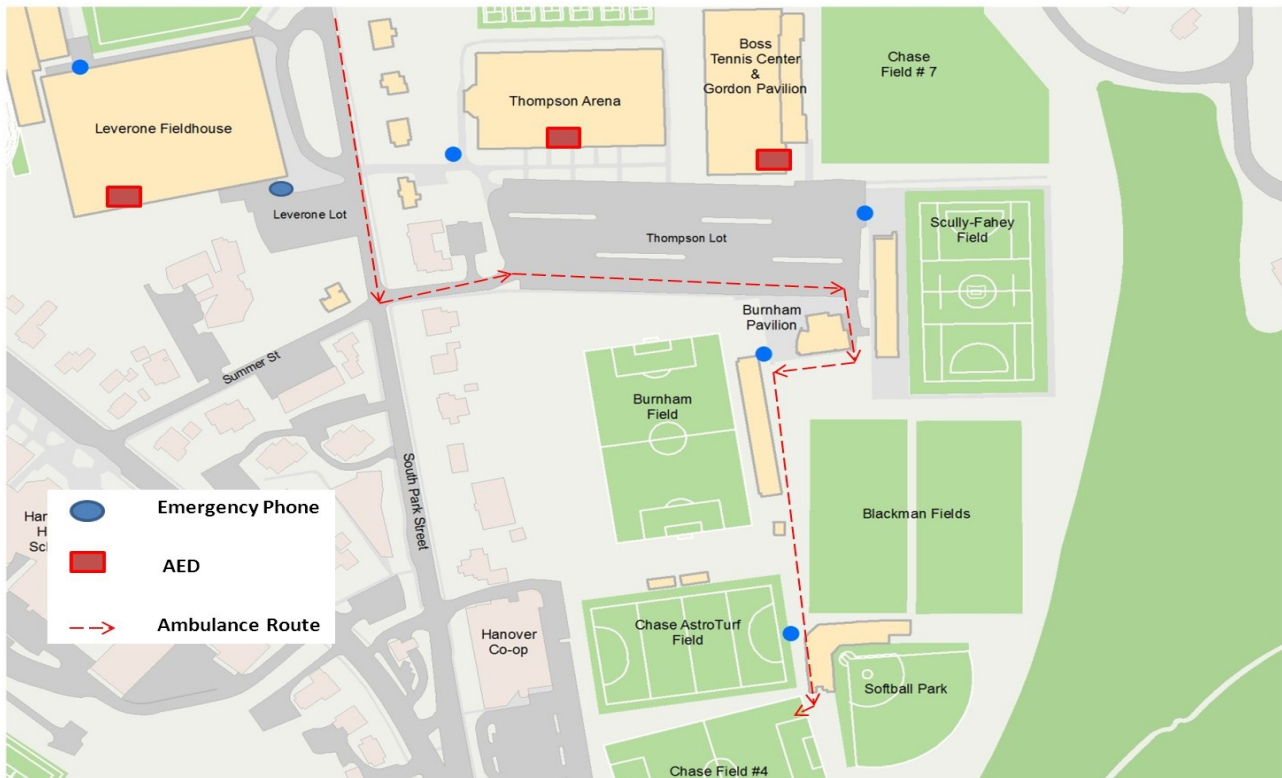
In the event of an EMERGENCY:

1. Call 911

- Location: **5 Summer Court** (off South Park Street; southeast corner of parking lot is access road to field entrance)
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located in **entrance foyer of Boss Tennis Center**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



COREY FORD RUGBY CLUBHOUSE & BATTLE, BROPHY & GARIPAY PLAYING FIELDS

In the event of an EMERGENCY:

1. Call 911

- Location: **9 Reservoir Road**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located on the **main level in the kitchen hallway**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



SACHEM FIELDS

In the event of an EMERGENCY:

1. Call 911

- Location: **Gould Road, Lebanon, NH**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Call Safety & Security: (603) 646-4000 (automatic if calling 911 from Dartmouth-owned landline phone)



HANOVER COUNTRY CLUB

In the event of an EMERGENCY:

1. Call 911

- Location: **36 Hilton Field Lane, Hanover, NH**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located **in the HCC clubhouse**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



MORTON FARM

In the event of an EMERGENCY:

1. Call 911

- Location: **60 Etna Highlands Road, Etna, NH**
- Be prepared to provide the following information to the 911 operator:
 - i. Your name, phone # calling from and specific location/address
 - ii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iii. First aid/treatment being provided
 - iv. Answer any questions & stay on the line until operator has hung up

2. Send bystander to get **AED unit**: located **on the Tack Room wall**

3. **Call Safety & Security: (603) 646-4000** (automatic if calling 911 from landline phone)



Appendix E – Field Use Policy & Inclement Weather Information

Fields are closed if:

- There is audible thunder and/or visible lightening (you must wait 30 minutes from last thunder or lightening to resume play, clock restarts with each incidence)
- They are snow/ice covered
- It is raining
- When stepping on the field, water rises to the surface.
- If when running or cutting this causes damage to the field (i.e., divots, tearing of the sod, etc)
- If there is standing water on the field

Outdoor practices/competitions are to be cancelled if the temperature and/or windchill falls below 25 degrees Fahrenheit.

Additionally, do not stray from the boundaries of your field or use another team's field without prior approval from the Club Sports Office. Fields are shifted +/- 10 feet every season to allow areas to heal and recover. By thinking that you are "protecting" your field by using the perimeter/surrounding areas, you are actually damaging next season's field. If you are practicing outside the boundaries of your field to "protect" your field, you should not be practicing – you have already answered your own question about whether or not you should be outside and the amount of damage you are causing.

Finally, take in consideration two things:

1. You need to be the stewards of your fields and protect them as much as possible.
2. Consider increased safety issues when practicing on wet surfaces.

Lightning is a dangerous phenomenon. Athletic teams that practice and compete while outdoors are at risk when the weather turns inclement. While generally infrequent in our area, lightning storms do occasionally develop and can pose a significant risk to our athletes who may be participating in outdoor activities. This lightning safety policy has been developed to provide information to coaches, administrators, safety officers, club leaders and athletic trainers who oversee these activities. It will serve to minimize the potential risk posed by lightning in our area.

DETERMINATION OF DANGER:

The flash-to-bang method of lightning proximity will be used to determine when a dangerous situation develops.

1. Count the number of seconds from the time a lightning flash is seen until the thunder is heard.
2. If the flash-to-bang is 30 seconds or less, activity should be suspended, and everyone should immediately seek out the nearest shelter.

SUSPENSION OF ACTIVITY:

1. Suspension of practices:
 - A. Whenever present, a member of the Dartmouth College Sports Medicine Staff will monitor the weather when it appears an electrical storm may be imminent. The athletic trainer will notify the head coach when a dangerous situation develops which must result in immediate suspension of activity until the danger has passed.
 - B. When an athletic trainer is not present, the supervising coach and/or club sports safety officer is responsible for monitoring the weather and determining when the conditions become unsafe.

2. Suspension of competition:
 - A. The supervising coach and/or club sports safety officer will meet with game officials prior to the event. He/she will offer to notify them if there is imminent danger from lightning.
 - B. The supervising coach and/or club sports safety officer and game officials will then decide whether to suspend play.

3. Evacuation of facility:
 - A. The decision to evacuate an area will apply to participants, coaches, support staff, officials, and spectators.
 - B. Once the decision has been made to suspend practice or competition due to lightning, the supervising coach and/or club sports safety officer should see that all athletes, coaches, support staff and game officials are removed from the facility and into the nearest shelter as soon as possible.

SAFETY LOCATIONS:

Memorial Field:	Alumni Gym or Floren Varsity House
Red Rolfe Field:	Alumni Gym or Floren Varsity House
Topliff Tennis Courts:	Davis Varsity House
Chase/Blackman fields:	Boss Tennis Center
Burnham Field:	Thompson Arena
Scully-Fahey Field:	Boss Tennis Center
Chase Astro turf:	Boss Tennis Center
Sachem Field:	Campion Arena or cars/vans/buses
Battle, Brophy & Garipay Fields:	Corey Ford Clubhouse
Connecticut River:	Rowing Boathouse or nearest shoreline shelter
Mascoma Lake:	Boathouse Sailing Facility or nearest shoreline shelter
Hanover Country Club:	Clubhouse or Hanover Fire Station or shelter at #12 Tee Box

RESUMPTION OF ACTIVITY:

Activity, once suspended, should not resume until 30 minutes have passed since the last lightning strike with a flash-to-bang less than 30 seconds. During competition, resumption of play will be determined by consultation between game officials, athletic trainers, coaches, safety officer and athletic administrators.

Lightning Safety Tips:

1. You should not be in contact with metal objects during an electrical storm. Avoid metal bleacher seats, golf clubs, aluminum bats, and fences.
2. Avoid single trees, tall objects or standing together in a group.
3. The existence of blue skies and/or absence of rain are not protection from lightning. Lightning can strike from as far as 10 miles away.
4. Avoid using a landline telephone.
5. Avoid standing in water and open fields.
6. A person who has been struck by lightning does not carry an electrical charge. It is safe for responders to perform CPR and has been shown effective in reviving lightning strike victims.
7. If you are unable to reach a safe shelter and lightning is imminent, you should assume the “safety” position. Crouch down with only your feet touching the ground. Keep your feet close together. Wrap your arms around your knees and lower your head to minimize your body’s surface area. Do not lie flat on the ground.
8. If you feel your hair stand on end, feel your skin tingle, or hear crackling noises, you should immediately assume the safety position.

Appendix F – Safety Officer Agreement

Your Name _____ Your Class Year _____

A. Safety Officer Duties (place your initials next to each statement to indicate you have read and understand it).

Each club must designate at least one Safety Officer who will be present at all club activities, but is HIGHLY ENCOURAGED to have more than one. **The club safety officers must each be certified in First Aid, CPR & AED** and are primarily responsible for:

1. _____ Ensuring the Club First Aid Kit is fully stocked, and subsequently re-stocked after each use.
2. _____ Ensuring that an [Injury/Accident form](#) (Appendix H of club sports manual) is completed and turned in for any injuries or accidents that occur during club activity.
3. _____ Ensuring that the Club Sports Office is contacted ANY TIME an ambulance / EMT is summoned to care for or check on an injured club member, an injured club member is transported to the hospital (either by ambulance or automobile), a club member is in an automobile accident while on a recognized club trip. This is all true regardless of the severity of the injury!
4. _____ Ensuring that all outdoor activity must stop and club members must seek shelter indoors if a thunder / lightning storm approaches. I will then allow 30 minutes after the last sound of thunder or flash of lightning before resuming any club activity.
5. _____ Ensuring the Club Sports Emergency Protocol (Appendices A-I in club sports manual) is on-hand for quick reference at all club activities / events.

B. Additional Safety Protocols

Club Sports provides general Accident / Injury guidelines for clubs in Appendix G of the club sports manual. Because each club operates within varying parameters (i.e. Triathlon Club on open water, Golf Club at the golf course), it may be necessary for your club to provide additional safety protocols. If your club has any additional protocols to those listed on Appendix G, please write them here:

As a club safety officer for (*your club*) _____, I understand the responsibilities as detailed above, and agree to follow all policies set forth by the Club Sports Office.

Club Safety Officer:

(Print Name) _____ (signature) _____

First Aid Certifying Body (i.e. Red Cross): _____ First Aid Expiration Date: _____

CPR/AED Certifying Body (if applicable): _____ CPR Expiration Date: _____

List any additional certifications here (WFA, WFR, EMT, etc):

Appendix G – CLUB SPORTS EMERGENCY PROTOCOLS

Club Sports Chain-Of-Command

After contacting 911 and/or Safety & Security, follow the following chain-of-command until you reach one of us.

Campus Safety & Security: (603) 646-4000		
1st Attempt	Assoc. Director: Heather Somers	w- (603) 646-3825; c- (434) 426-6349
2 nd Attempt	Director: Joann Brislin	w- (603) 646-2480; c - (603) 667-6604

A. Life Threatening Injury

1. Call 911 (if you are on-campus, this number will ring at Safety & Security. Give them the necessary information. They will contact the EMS). Reaction time is critical. If you are off-campus call 911 first then call Safety & Security after care has been initiated if needed at (603) 646-4000.
 - a. Give operator the following information
 - i. Location.
 - ii. Your name, phone # calling from and specific location/address.
 - iii. Condition of injured individual:
 1. Age, consciousness, breathing, body part & injuries
 - iv. First aid/treatment being provided.
 - v. Answer any questions & stay on the line until operator has hung up.
 - b. Note the time of the call.
 - c. Remain calm – do not panic.
2. Have a Safety Officer (trainer, coach, or other qualified individual) administer initial care to the best of his / her training and ability, until EMS arrives.
3. Notify a Club Sports Staff member using the chain-of-command above.
4. While you are waiting for EMS to arrive and transport the victim, have someone fill out an [Injury/Accident Report](#) (Appendix H).
1. Follow-up on the care provided and status of the victim with a Club Sports Staff member using the chain-of-command above. Submit the Injury / Accident Report Form to the Club Sports Office within 24 hrs.

B. Non-Life Threatening Injury

If, in your opinion, an injury is a *major injury, but not life-threatening*, take the following steps:

2. Have a Safety Officer or other qualified individual administer initial care to the best of his / her training and ability.
3. Notify a Club Sports Staff member using the chain-of-command above.
4. Contact Safety & Security. Inform them that it is not a life-threatening injury. Once they arrive, they will determine if the victim should be transported by the EMS, if the victim should seek medical attention, or if the victim should be released.
5. A club leader should stay with the victim and gather pertinent information using the [Injury / Accident Report Form](#) (Appendix H),
6. DO NOT DIAGNOSE AN INJURY TO THE VICTIM, A BYSTANDER OR ON THE INJURY REPORT FORM.
7. Interview witnesses for additional information. (Get names and phone numbers).
8. Fill out the Injury / Accident Report Form completely. Do not share this information with anyone.
9. Follow-up on the care provided and status of the victim with the Club Sports Staff member or using the chain-of-command below. Submit the [Injury / Accident Report Form](#) to the Club Sports Office within 24 hrs.

C. First Aid Kits

The Club Sports Office recommends each club keep and maintain a first-aid kit. The Club Sports Office requires a fully stocked first aid kit at practices, and any club game or event (regardless of whether it is on or off-campus). Contents of a fully-stocked first-aid kit are listed below. You can check out one First Aid Kit for your club for the entire academic year. It is the club's responsibility to maintain a fully stocked first aid kit, using supplies provided by the Club Sports office. Basic supplies include, but are not limited to:

Antiseptic cleansing wipes	Antibiotic ointment	Assortment of bandages
Gauze Pads	Tape	Roller Bandages
Tweezers	Instant Cold Compress	Gloves

D. Vehicle Accident Procedures - In the event of a vehicle accident, take the following steps:

1. Stop immediately and first assess any injuries. Avoid obstructing traffic, if possible.
2. If injuries are present, follow appropriate protocol A or B of this appendix.
3. Unless there is immediate danger, do not attempt to move the injured person(s)
4. Use roadside emergency kit to place emergency reflectors, flares, or flags in plain sight of traffic.
5. While tending to the injured person(s), have someone call for help using cellular phone, or ask passing car to call for help.
6. Report the Accident:
 - a. Accident Reporting for Personal / Enterprise Rental vehicle while on club trip:
 - i. Contact state / local police (911)
 - ii. Contact Club Sports Staff member using chain-of-command above.
Contact Enterprise, if you were in a rental vehicle, after the accident.
 - iii. Exchange insurance information with driver of other vehicle
 - iv. Get witnesses' names and phone numbers
 - v. Record all accident details, including injuries and subsequent treatment, using [Injury/Accident Report Form](#) (Appendix H). Additionally, complete the Dartmouth Vehicle Accident Report found in your club's first aid kit.
 - vi. Submit all paperwork to your Sport Club Administrator upon return from trip within 24 hours.

E. Vehicle Breakdown Procedures during club travel

1. Park vehicle as far from the traveled portion of the road as possible. Turn on hazard lights.
2. Keep passengers in vehicle unless vehicle is on fire or poses other dangers to occupants.
3. Assess the situation and determine the best option to make the needed repair.
4. If repair / towing is needed:
 - a. Personal Vehicle – Find out if a club member has AAA or similar membership that has access to roadside assistance.
 - b. Enterprise Rental Vehicle – Contact Enterprise at 1-800-RENT-A-CAR for roadside assistance.
 - c. Contact a club sports administrator using the chain-of-command.
5. If repairs cannot be made on roadside, make alternate transportation arrangements for all vehicle occupants (taxi, rental service).
6. If vehicle is in need of repair and you are unable to return to campus at the time specified on your trip form, then notify someone from the Chain-of-Command list above to let them know.

Appendix H – Injury/Accident Report Form

SPORT CLUB PROGRAM INJURY/ACCIDENT REPORT

Please complete and submit to the Club Sports Office, Room 167, Alumni Gym

Safety Officer(s) on Duty _____ Sport Club _____

Date of Incident _____	Time of Incident _____
Circle One: Home Game / Away Game / Practice / Other Circle One: Injury / Accident	

INJURED PERSON INFORMATION

First Name _____ Last Name _____ Address _____ City _____ State _____ Zip _____	Phone # () _____ Age _____ D.O.B. _____ Male / Female
---	---

Guardian Parent Info (If injured person is a minor)

First Name _____	Last Name _____	Phone # () _____	Address _____	City _____	State _____	Zip _____
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Suspected Type of Injury <input type="checkbox"/> Burn <input type="checkbox"/> Breathing Difficulty <input type="checkbox"/> Bruise <input type="checkbox"/> Cramp(s) <input type="checkbox"/> Cut/Scrape <input type="checkbox"/> Fainting <input type="checkbox"/> <i>Other:</i> _____	Action Taken <input type="checkbox"/> First Aid by _____ <input type="checkbox"/> 911 called by _____ <input type="checkbox"/> Safety & Security called by _____ <input type="checkbox"/> Taken to the hospital by _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Refused attention _____		
Location of Occurrence: <input type="checkbox"/> Chase AstroTurf <input type="checkbox"/> Berry Racquet Courts <input type="checkbox"/> Boss Tennis Center <input type="checkbox"/> Corey Ford Clubhouse/ Rugby Fields <input type="checkbox"/> Garipay Fields <input type="checkbox"/> Hanover Country Club <input type="checkbox"/> KMP/Spaulding Pools <input type="checkbox"/> Leede Arena <input type="checkbox"/> Leverone Field House <input type="checkbox"/> Memorial Field	<input type="checkbox"/> MP Room _____ <input type="checkbox"/> Pool View Room <input type="checkbox"/> Sachem Fields <input type="checkbox"/> Scully-Fahey <input type="checkbox"/> Thompson Arena <input type="checkbox"/> West Gym Courts/Track <input type="checkbox"/> Outdoor Tennis Courts <input type="checkbox"/> Other _____	Part of Body Injured: <input type="checkbox"/> Torso <input type="checkbox"/> Elbow L / R <input type="checkbox"/> Wrist L / R <input type="checkbox"/> Hand L / R <input type="checkbox"/> Hip L / R <input type="checkbox"/> Leg L / R <input type="checkbox"/> Ankle L / R <input type="checkbox"/> Foot L / R <input type="checkbox"/> Head <input type="checkbox"/> Finger or Toe L / R	<input type="checkbox"/> Eye L / R <input type="checkbox"/> Ear L / R <input type="checkbox"/> Nose <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder L / R <input type="checkbox"/> Back <input type="checkbox"/> Arm L / R <input type="checkbox"/> Internal <input type="checkbox"/> Other: _____

Describe how injury/accident occurred:

WITNESS INFORMATION

Name	Address	Phone Number
		()
		()
		()

Completed by _____ Phone # _____ Email _____

Signature _____ Date _____

IMPORTANT PHONE NUMBERS	
Safety and Security	(603) 646-4000
Club Sports Office	(603) 646-3825
Heather Somers (cell)	(434) 426-6349
Joann Brislin (cell)	(603) 667-6604

Follow-Up

By _____ Date _____
(name)

Action Taken:

Further Follow-up recommend Yes No

If YES, please detail:

Appendix I – Protection of Minors

Dartmouth Policies and Resources for Programs involving Minors

<http://www.dartmouth.edu/~legal/minorspolicy.html>

Useful links found at this site:

- Dartmouth Minors Protection Policy
- Code of Conduct for Interactions with Minors
- State of New Hampshire Youth Skills Camp Fact Sheet
- State of New Hampshire Obligation to Report Suspected Abuse
- Process for Obtaining Background Checks
- Dartmouth Request for Background Check Form
- State of New Hampshire Certification of Background Check Form (Sample Form)
- Sample Materials for Distribution to Minors and Legal Guardians
- Contact Minors Protections Officer: marion.b.simpson@dartmouth.edu

Reporting of Possible Abuse of a Minor:

Every person has an obligation to report child abuse. Under New Hampshire law, all Dartmouth employees, students and volunteers must report any suspected child abuse, including sexual abuse¹, to the New Hampshire Child Protection Services at 800-894-5533 (in state) or 603-271-6562 (out of state).

If you are not sure that you should make a report to New Hampshire Child Protection Services, you may call Safety & Security at 603-646-4000.

Or you may also contact the anonymous Dartmouth Compliance and Ethics Hotline at Dartmouth Hotline or call (888) 497-0516. Reports may be made anonymously. Individuals making reports in good faith are protected from legal liability.

Protection of Minors - DARTMOUTH ATHLETICS

Dartmouth is committed to the safety and protection (those under 18 year old)

Throughout the year, Dartmouth hosts programs that include minors

- ❖ **Under NH law everyone has an obligation to report suspected child abuse. If you are concerned about the safety/wellbeing of a minor**
 - you may intervene directly, and report it to the Athletic Facilities Office, **Room 119** or
 - contact the New Hampshire Child Protection Services at **800-894-5533** (in state) or
 - call Safety & Security at **646-4000** or
 - call Dartmouth's anonymous Ethics Hotline **(888) 497-0516**

- ❖ **When using Dartmouth's Athletic Facilities in the presence of minors**
 - do not use smartphones or other cameras or recording devices
 - cover yourself
 - avoid behavior that is inappropriate around minors

- ❖ **Policies regarding minors can be found on the webpages of the General Counsel's Office**
<http://www.dartmouth.edu/~legal/minorspolicy.html>

Failure to follow these guidelines may lead to revocation of Athletics or Campus privileges