

**MUHLENBERG
COLLEGE**

**SPORT CLUB
HANDBOOK**

DEFINITION

Sport Clubs are “groups of students voluntarily organized for the purpose of furthering their common interest in an activity through participation and/or competition.”

Sport Clubs are meant to be learning experiences for members through their involvement in organization, administration, public relations and financial management, as well as through the development of skills. Clubs may vary in focus from competitive to recreational to instructional.

PURPOSE

The Department of Athletics, its Division of Recreation and a variety of support personnel wish to serve and assist those who desire to establish a sport club for any or all of the following purposes:

- 1) To provide an opportunity to experience an activity not already supported by the college.
- 2) To develop student leadership and organizational skills.
- 3) To facilitate social interaction among students with a common interest.
- 4) To develop skills in specialized activities.

AUTHORIZATION

Any student or group may petition the Director of Recreation for consideration, assistance and support as a Sport Club. Those seeking recognition of a new club must submit a written request and funding proposal at such time as they are prepared to demonstrate sufficient interest to support their request. Clubs, once recognized, must submit the appropriate forms for authorization renewal no later than May 1 of each year. Club officers who fail to meet their responsibility in this regard subject their group groups to the potential loss of funding and/or support. Forms are available for these purposes from the Director of Recreation.

Failure of any club or club member to abide by the regulations established by the Division of Recreation risk immediate revocation of their authority to function as a Muhlenberg College Sport Club.

MEMBERSHIP

Sport Clubs are activities available only to full-time Muhlenberg students. Part-time students are not eligible to participate in sport clubs. Adult participation in sport clubs is limited to the coach and advisor whose purpose is to provide instruction, training and advice. Demonstrating techniques and strategies is a fundamental part of this role.

Each member is required to sign a Sport Club Waiver form. If transportation is required to off campus sights for practice or competition, any member of the club who assumes responsibility for driving must have a car insurance form on file.

It is the responsibility of the club sport officers to insure the timely submission of all applicable forms and the eligibility of their participants. Failure to do so is grounds for revocation of authority to function as a Muhlenberg Sport Club.

ADVISORS

All sport clubs are required to have an advisor selected from the faculty, staff or administration of the college. It is essential that advisors, when they accept this responsibility, take their role seriously and indicate their intention to do so by signing an "Acceptance of Responsibility". He/she needs to participate in the organization and planning processes, provide expertise and mature judgment, and insure that the club is in compliance with the philosophy and policies of the College. In the case of sport clubs that do not enter into competition with other collegiate sport club teams, the advisor assumes the responsibility for assuring a safe environment for the activity. No such activities, therefore should take place without the advisor present.

COACH

Clubs desiring to enter into competition against other collegiate club teams are required to obtain the services of a coach whose responsibility shall be to provide expertise and instruction in technique and strategy supportive of a safe environment for the activity. It shall also be the responsibility of that person to be present at all club activities since the coach's absence would diminish the likelihood of assuring such an environment. No club activity shall take place until such time as a coach has been secured, their credentials have been reviewed and approval to serve granted by the Director of Recreation and the appropriate "Acceptance of Responsibility" forms have been completed and submitted. An advisor may also serve as Coach provided both forms have been returned.

The selection of coaches is the responsibility of the club membership, in consultation with their advisor, and subject to the approval of the Director of Recreation. Recommendations to the Director must be in writing, contain information relative to qualifications and experience, and accompanied by a signed Acceptance of Responsibility form. Financial arrangements entered into by the club are its responsibility with the understanding that institutional funds will not be made available for this purpose.

FIRST AID

Each club is further obligated to have available at all activities an individual designated as their first aid representative. This person must be appropriately certified in both CPR and First Aid. The designated individual may be the advisor or coach but may not be a participating member of the club. The club must provide the Director of Recreation with

a form of proof of CPR/First Aid certification before the sport is allowed to begin practice or competition.

Each club shall have an appropriately equipped first aid kit. In addition, a two-way radio or cell phone is required at all locations at which a telephone is not available.

The Muhlenberg College Athletic Department Training Room is not responsible for the treatment of injuries incurred by club sport participants.

OFFICERS

Sport clubs shall provide for the selection of officers. The responsibility of each office holder, length of term, election procedures, etc., are at the discretion of the membership. Club officers must be prepared to exercise appropriate control of the membership.

FACILITIES

Sport Clubs are reminded that the facilities of the college support numerous activities and that clubs have no priority as to time and space. Use of campus facilities, when available, can be arranged through the Director of Recreation.

EQUIPMENT

Each club shall designate one member responsible for the management, maintenance, distribution and collection of equipment. All equipment purchases made with College funds become the property of the Division of Recreation and no such funds shall be used for the purchase of personal equipment. Clubs should maintain an inventory of equipment and make such available to the Director of Recreation along with equipment requests as part of the annual budgetary process.

TRANSPORTATION

VEHICLE TRANSPORTATION POLICY

(Revised 7/16/2003)

I. General Purpose:

The Muhlenberg College Vehicle Transportation Policy was revised because of the growing popularity and frequent use of the College's 14-passenger, 7-passenger, and sedan vehicles. The purpose of this policy is to clearly provide acceptable usage for all College owned vehicles in order to ensure the highest degree of safety attainable for our students, faculty, and management staff. With the information provided by the National Highway Traffic Safety Administration, the College felt it was necessary and prudent to act in a manner consistent with current College values on safety and security. This policy will outline the proper procedures for various functions related to vehicle usage.

II. Applicability:

This policy applies to everyone associated with Muhlenberg College, and on all College-related travel. This also applies to all 14-passenger, 7-passenger, and sedan vehicles, which the College owns or leases, and to any rented 14-passenger, 7-passenger, and sedan vehicles that are rented for College related business. There are certain situations which may allow for some flexibility in the policy. Those individuals who would like consideration of a waiver to the policy must put that request in writing to the Dean of Students. All requests are on a case by case basis and will need final approval from the Dean of Students.

III. Travel Destination:

- a. Local Travel
Local travel is defined as the Lehigh Valley and surrounding area; not more than 15 miles one-way from the Muhlenberg campus.

General Parameters

1. Any trained and certified student, manager, faculty, staff, or approved College-hired driver may locally drive a vehicle in the college fleet.
 2. No drivers shall transport more passengers in a vehicle than the vehicle is intended to haul. In most cases this is the same as the number of factory-installed seat belts.
 3. All trips must be College related or sponsored.
 4. Under no circumstances may anyone other than students of Muhlenberg College ride in the College vehicles, with the sole exception of students from other LVAIC colleges upon presentation of ID. Furthermore, this explicitly bars anyone grade 12 or below from riding.
 5. All drivers will be provided a cell phone for travel, unless driver maintains a personal cell phone. The phone is to remain on and in the driver's possession from the time the keys are picked up until they are dropped off.
 6. It is the responsibility of the organization sponsoring the trip to secure a trained and certified driver.
- b. Travel Outside the Lehigh Valley and surrounding area (in addition to General Parameters previously provided)
- Parameters for 14-passenger vans**
1. Any trained and certified manager, faculty, staff, or approved College-hired driver may drive the van.
 2. Student drivers may not drive the 14-passenger van outside the Lehigh Valley or on the highway (local travel only).
 3. The van may have as many as 9 passengers (plus the driver).
 4. For travel in the 14-passenger vans, distance should be limited to no more than 70 miles one-way from Muhlenberg's campus. Moreover, while Philadelphia is an acceptable destination, New York City is not. If any questions about the destination arise, please contact the Dean of Students Office at ext. 3182.
 5. Trip itinerary and roster must be provided to Campus Safety prior to departure (please refer to the College Trip Policy).
- Parameters for 7-passenger vans and sedans**
1. Any trained and certified student, manager, faculty, staff, or approved College-hired driver may drive the vehicle.
 2. Student drivers may drive the 7-passenger van and sedan outside the Lehigh Valley and on the highway.
 3. The 7-passenger vehicle and the sedan may have, in addition to the driver, as many as 6 passengers and 4 passengers, respectively.
 4. Students may not travel a distance greater than 200 miles, nor are students permitted to travel into or through New York City.
 5. No driver may drive for more than 8 hours out of any 24 hour period.
 6. Trip itinerary and roster must be provided to Campus Safety prior to departure (please refer to the College Trip Policy).

IV. Driver Training:

Policies related to 14-passenger vehicles

1. All employees and students wishing or needing to drive a College owned 14-passenger vehicle must go through a formalized driver training program. If you have been driving the College's 14-passenger vehicles prior to the implementation of this policy, you must still go through the training and certification process. This also includes any non-College personnel or students employed by the College as drivers.
2. The Driver Certification Program is coordinated and scheduled through the Dean of Students Office.
3. There are three components to the Driver Certification Program which must be successfully completed in order to be permitted to drive the College's 14-passenger vehicles.
 - a. A record check of the individuals valid state driver's license. A photocopy of your license must be provided to the Dean of Students Office to begin this process.
 - b. Successful completion of a written driver's examination.
 - c. Successful completion of a driving skills aptitude test.If any component of the Driver's Certification Program is not successfully completed, the individual will not be permitted to drive the College's 14-passenger vehicles.
4. The Dean of Students Office will notify the individual of their status once all components are completed.
5. Approval for driving all vehicles lasts for one school year. During the summer, each driver is subject to a license check. Upon verification of a clean driving record, approval will be extended for the upcoming school year.

Policies related to 7-passenger vehicles

1. All employees and students wishing or needing to drive a College owned 7-passenger vehicle must go through a less formalized driver-training program than the 14-passenger program. If you have been driving the College's 7-passenger vehicles prior to the implementation of this policy, you must still go through the training and certification process. This also includes any non-College personnel or students employed by the College as drivers.
2. The Driver Certification Program is coordinated and scheduled through the Dean of Students Office.
3. There are only two components to the Driver Certification Program, which must be successfully completed in order to be permitted to drive the College's 7-passenger vehicles.

- a. A record check of the individual's valid state driver's license. A photocopy of your license must be provided to the Dean of Students Office to begin this process.
- b. Successful completion of a driving skills aptitude test.

Policies related to sedans

In order to drive the college owned sedans, a record check of the individual's valid state driver's license must be completed. A photocopy of your license provided to the Dean of Students Office will begin this process.

V. Pre-Trip Driver Inspection:

1. Driver should make a visual check of the vehicle prior to departure.
 - a. Headlights
 - b. Brake lights
 - c. Windshield wipers
 - d. Tire pressure
 - e. All locks
 - f. Power windows (where applicable)
 - g. Seat belts (one for each passenger)
 - h. Fuel level

If a problem is discovered, it should be properly documented on paperwork provided by the Transportation Coordinator. Furthermore, if the problem renders the vehicle unusable, then the driver should contact the office of Campus Safety at ext. 3110.

VI. Driver Responsibilities:

1. All drivers, upon completion of training and certification, will sign an agreement stating that he/she have read and understand the policies stated in this document, and that furthermore, he/she will provide the college with written notification of any and all changes to his/her state license status (i.e. the college is to be made aware of any tickets or accidents involving the college driver).
2. Each passenger must wear a seat belt.
3. Driver must follow all posted local and state laws.
4. Driver must ensure the safety of all passengers.
5. If an accident or other incident occurs, which causes harm to College students, staff, or property, the driver should immediately call Campus Safety at x3110. This will bring about an investigation report.
6. In the event of inclement weather, the following procedures must be followed:

a. Prior to Departure

1. During normal business hours, the Transportation Coordinator (Athletics Business Manager) will determine if the vehicle is to be used for that day or evening. After hours, the individual driving the vehicle must confer with campus safety in situations where he or she is unsure.
2. If it is determined that the vehicle will not be operated, the trip must be cancelled or alternate means of transportation must be employed.

b. During Operation

1. If during the course of the trip it is determined that conditions are unsafe for travel, a representative from Campus Safety or the Dean of Students Office will contact the driver and either ask them to return immediately or to cease operation of the vehicle and College representatives will come to assist.
2. Since weather conditions may vary within a short distance, the driver should use their best judgment to determine driving conditions. If they feel unsafe at any time, Campus Safety should be contacted immediately.

VIII. Vehicle and Driver Reservation Process

1. To reserve any vehicle in the College fleet, the perspective user must complete a Van Reservation Request found under "Departmental Forms" located on the message board. Any arising questions should be directed to the Transportation Coordinator.
2. It is suggested that perspective users contact the transportation coordinator as early as possible to help ensure that your reservation can be honored. Since there are only a limited number of vehicles, requests are filled on an availability and first-come, first-served basis.
3. Keys and cell phones are to be picked up in the Athletics Office. At no point should a driver be talking on the cell phone while in operation of the vehicle. If a situation arises where a call must be made, either the driver needs to pull the vehicle over to a safe spot off the road or ask a passenger to handle the call.
4. If a larger vehicle is needed, it is the responsibility of the trip coordinator to make the reservation.

IX. Payment and Billing

1. The billing of mileage and other associated costs will be handled through the Transportation Coordinator (Athletics Business Manager). The payroll of college-hired drivers will be handled through the Dean of Students Office.
2. Students do not have to be on work-study to be eligible to be a driver.
3. If a work study is used as a certified driver, work study budget dollars can be used. However, because of the difference in pay, the student must contractually be listed as an office employee or a vehicle driver. The work-study budget line should be used for the check requisition.
4. The Transportation Coordinator (Athletics Business Manager) will directly bill the account number provided on the Vehicle Reservation Form for vehicle mileage.

X. Departmental Responsibilities:

1. Transportation Coordinator (Athletics Business Manager)
 - a. Receive all requests for vehicle usage
 - b. Distribute keys, cell phone, information card.

- c. Determine, prior to trip, if vehicles will be used during inclement weather.
 - d. On-call person for emergencies.
 - e. Bill for mileage.
 - f. Provide Plant Operations a schedule of usage.
 - g. Contact Plant Operations for needed vehicle maintenance.
 - 2. Plant Operations
 - a. Handle all service needs and requests of the vehicles.
 - b. Ensure that the vehicles are safely equipped and prepared for transportation.
 - 3. Dean of Students Office
 - a. Payroll for College-hired drivers.
 - b. Discontinuing vehicle service during inclement weather.
 - c. The Coordinator of Shuttle Buses will handle all driver training and instruction.
- 4. Campus Safety
 - a. Liaison to vehicle driver during trip.
 - b. Discontinuing vehicle service during inclement weather.
 - c. Provide transportation support if vehicle service is cancelled during trip due to inclement weather or emergency.
 - The department requesting vehicle services are responsible for the payroll of student drivers.

X. Insurance Information

At all times of operation of a college owned or rented vehicle, the driver is covered by the College's insurance policy.

XI. General Information:

- 1. Any time college-owned vehicles travel, the College Trip Policy must be followed. It provides specific directions for protocol, emergencies, and general guidelines with any trip.
- 2. College Trip Policy is available through the Dean of Students Office.
- 3. Campus Safety must be provided a list of travelers, destination, time of departure and arrival, vehicle company if a larger bus is used, contact person and numbers—all prior to departure.
- 4. In the event of an accident or traffic violation, the driver's (student, faculty, staff, or other) driving status will be temporarily and immediately suspended until a full investigation of the incident has taken place. Once the investigation is completed, the driver will be notified of their driving status as it pertains to Muhlenberg College.
- 5. Local transportation companies we use include:

Levy Bus Transportation (610) 434-5110

Trans-Bridge (610) 868-6001

Bieber (610) 433-2227

List of Important Names and Numbers

Transportation Coordinator (Ray Ramella) Office Phone (484) 664-3377

Transportation Coordinator (Ray Ramella) Cell Phone (484) 894-0317

Dean of Students Office (Jane Schubert) Office Phone (484) 664-3182

Coordinator of Shuttle Buses (Steve Goosley) Office Phone (484) 664-3997

Coordinator of Shuttle Buses (Steve Goosley) Cell Phone (610) 417-1057

Campus Safety – Emergency (484) 664-3110

Campus Safety – Non-Emergency (484) 664-3112

Contact: Dr. Rudolph Ehrenberg, Dean of Students, 484-664-3182

TRIP POLICY

(Revised 1/10/2004)

I. Applicability

- 1. This policy is applicable to all student and staff groups participating in College sponsored extra-curricular trips that are outside the local Allentown area.
- 2. The policy addresses student, staff, or organization sponsored trips using commercial transportation or College owned vehicles.
- 3. The Department of Athletics also has a supplemental policy relating to athletic trips. Other organizations may also have supplemental policies. These policies must be reviewed by the Dean of Students office.
- 4. Trips outside the continental United States must consult the Dean of International Programs (Dr. George Heitmann).
- 5. The College Vehicle Transportation Policy established criteria for use of vehicles, allowable destinations, qualifications of drivers, and other responsibilities.

II. Definitions

All extra-curricular trips outside the local Allentown area must have a designated Advisor and Trip Coordinator.

- A. Advisor** - The faculty or staff member that is sponsoring the trip and/or acting in an advisory capacity on behalf of the organization sponsoring the trip. The Advisor is responsible for designating a Trip Coordinator and instructing that person of their responsibilities and for preparing and distributing trip related materials.

- B. Trip Coordinator** – The Advisor, or individual appointed by the Advisor, responsible for handling all the administrative duties of the trip, emergencies, or missing persons. The Trip Coordinator travels with the trip participants.

III. Arranging Transportation

1. The Advisor, or Trip Coordinator, contacts commercial transportation or reserves a College vehicle.
2. College vehicles are reserved through the College's Transportation Coordinator. The College fleet currently includes 14 passenger vans, 7 passenger vans and sedans. Usage of the vehicles is heavy, so advanced scheduling and inquiry of availability will aid in your planning and preparation. Only certified student drivers or College employees may drive College vehicles. The College Vehicle Transportation Policy provides further details on reserving and using College vehicles.

IV. Procedures

- A. The Advisor, or Trip Coordinator, sponsoring any trip off-campus (either using a College vehicle or a van or commercial bus) will be responsible for providing the following information to the Department of Campus Safety prior to departure from campus by completing the "Van or Bus Trip Registration" (copy attached).**

1. The name and telephone number of the Advisor and the Trip Coordinator.
2. The bus/van company's name and phone number. Driver's name and bus/van number.
3. Departure time and departure location from campus.
4. Location of destination and estimated arrival time.
5. Full list of individuals that do not plan to return to campus with the group.
6. Full list of individuals that plan on meeting your group at the destination.
7. Place, time of departure, and estimated time of arrival back to campus.
8. An attendance roster taken immediately before the bus leaves the College. The Trip Coordinator also takes attendance prior to the return trip, and notifies Campus Safety of any students not yet in attendance (see Emergency Procedures, III.D.)

- B. The Advisor, or Trip Coordinator, is responsible for preparing and distributing the materials listed below to the trip participants prior to departure from campus:**

1. A statement of the participant's responsibility during the trip, for recording on the sign up sheet plans not to return with the group, or for notifying the Department of Campus Safety immediately if they miss the bus for the return trip.
2. A travel schedule and notification that the bus will leave promptly for the return trip.
3. A commercial bus schedule for the tardy, city maps, the College Campus Safety telephone number, and other materials designed to facilitate the individual's travel.
4. Tickets, if necessary.

C. Emergencies

1. If the bus/van breaks down en route to the trip destination the Advisor or Trip Coordinator should:
 - (a) Contact Campus Safety at (484) 664-3112
 - (b) Give Campus Safety the approximate location and what steps the bus company is taking to remedy the situation.
 - (c) Update Campus Safety at 1 hour intervals regarding the status, if possible.
2. If the bus/van has an accident the Advisor or Trip Coordinator should:
 - (a) Contact Campus Safety immediately.
 - (b) Provide the approximate location of the accident as well as the seriousness of the accident.
 - (c) Update Campus Safety at 1/2 hour intervals regarding the accident if possible.
3. Medical Emergencies
 - (a) Call 911 for emergency health services should a student become ill or injured on the bus or at the destination.
 - (b) The Trip Coordinator will accompany the ill/injured person to the health care facility or appoint a designee to do it. If the Trip Coordinator asks a designee to accompany the person, he/she will instruct the designee on the procedure.
 - (c) Upon arrival at the health care facility, the Trip Coordinator/designee will contact the Department of Campus Safety at (484) 664-3112. They will advise the dispatcher of what happened and give the dispatcher a phone number at which they can be reached.
 - (d) The Trip Coordinator/designee will stay at the health care facility until the student is released or they are advised by the Dean of Students, or designee, regarding other actions to take.
4. Missing Persons
 - (a) If a student fails to report for the return trip, the Trip Coordinator will telephone the Department of Campus Safety at (484) 664-3112 from the point of departure.
 - (b) You may be advised that the students have already called or be given other information.
 - (c) Whether or not the student arrives during the wait, prior to leaving, the trip coordinator must notify Campus Safety. In all cases of emergencies, the dispatcher will notify the Director of Campus Safety and the Dean of Students or designee.

FINANCES

Sport clubs share the responsibility for funding their program with the College. As a result a portion of their support must be generated by the membership. The amount of support each club receives is determined by the Director of Recreation. Allocations are based upon available funds, type of club, nature of the activity, number of participants, and needs.

A budget request must be submitted to the Director of Recreation by April 30th. That request shall include estimated income and expenditures. Allocations are made in September of each year. Failure to meet the deadline imposed in the budget process could result in a club not receiving funding.

ACCIDENT/INJURY POLICY

The president of each club accepts as part of the responsibility the compliance of members, individually and collectively, with the College's risk management policies. That includes the timely completion and submission of all waivers, releases, assumptions of responsibility, and travel authorizations, as well as compliance with policies relative to support personnel. In addition, it is the president's responsibility to complete and return to the Director of Recreation the injury report form within 48 hours any time a member of the club is injured either at a practice or competition.

MEDICAL CARE AND INSURANCE

Neither the College nor any of its departments or divisions assumes responsibility for the voluntary participation of individuals in sport clubs. Each participant assumes full responsibility for injuries or the subsequent result of injuries sustained during club activities or in travel associated with such activity. All club members are required to have adequate insurance protection prior to associating with a sport club. No such protection is available through the college. In addition, it is strongly recommended that participants have an annual physical examination to evaluate their health in relation to the demands of the activity.

ELEVATION TO VARSITY STATUS

Criteria for Consideration of the Elevation or Addition of an Intercollegiate Sport

Muhlenberg College will be guided by the following criteria as it considers either the addition or elevation of a sport to intercollegiate varsity status. Any individual or entity interested in the addition or elevation of a sport is encouraged to review the criteria set forth below and prepare a submission to the Director of Athletics. The following factors **must be** addressed.

Impact on Gender Equity

A primary factor that will be considered in connection with the possible addition or elevation of a sport to intercollegiate varsity status is the overall impact that it will have on gender equity within the intercollegiate athletic program.

Interest

The relative interest in and continuing support for a possible new sport at the intercollegiate level will be an extremely important factor in any decision to elevate a club or intramural sport to the varsity level or to add a new sport. In this regard, we will first attempt to assess the relative interest in the sport at Muhlenberg College as demonstrated through expressed interest, participation and support levels at the club and intramural level, requests that certain sports be elevated or added, survey results, and/or other expressions of interest that are brought to our attention.

We will also assess the relative interest and sponsorship level of the sport at the high school level in Pennsylvania and in the College's general recruiting area. Community and alumni interest and support may also be considered. The ability to sustain interest in the program on a prospective basis also will be important.

Sport Sponsorship and Competitive Opportunities

In making any determination on the addition or elevation of a sport, the nature and extent of available competitive opportunities will be examined and assessed. We will consider the available competition within our Conference, within Division III, in our customary travel area, and within other divisions if they would be considered as reasonable and appropriate competitors in our customary travel area. We will also consider any "sample" competitive collegiate schedules that are advanced in support of a request to add or elevate a sport.

Facilities

The existence of (and or plans for the creation of) the appropriate facilities to host the new sport will be considered. In addition, we will assess the impact that the new sport will have on existing sports and their respective use of current facilities. In the event that new facilities are required, we will consider that location, funding plan, cost, and prospective maintenance costs of those facilities.

Costs

The costs and expenses of a program will be considered. In this regard, major equipment purchases, maintenance and replacement costs will be considered, as will potential liability exposure, and costs. In addition, operating expenses ranging from uniforms to travel will be considered.

Revenues

Although there is no expectation that an intercollegiate sport can sustain itself, the ability to generate some revenue can be viewed as a reflection of the relative level of interest and support in a program. In this regard, the history or potential of fundraising or other forms of revenue generation, and the relative level of financial support and interest from alumni will be considered.

Coaching

The number of coaches that are necessary, their respective needs and salary levels may also be considered.

Impact on Support Staff, Resources and Services

We understand that there will be an economic cost associated with a new sport and that there will be an impact on support staff, resources and services. However, we also recognize that it is helpful to have an understanding of the potential impact of a new program. As a result, we will also consider the impact that the addition or elevation of a sport will have on the support staff, resources and services. These include, but are not limited to, the following:

- Medical and training room staff and services, injury incidence and insurance costs,
- Equipment room support services (i.e. practice clothes, equipment issuance, laundry),
- Sports information services,
- Game Management needs,
- Travel costs and arrangements.

Other Relevant Factors

We will also consider any other relevant factors.