



Club Sports Handbook

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Campus Recreation – Who are we?

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Mission Statement

The mission of the Department of Campus Recreation is to create value added experiences for the University community's growth and development by encouraging involvement in recreational opportunities which will enhance leadership skills, teamwork abilities and the physical well-being of all participants.

*The function of education is to teach one to think intensively and to think critically...
Intelligence plus character - that is the goal of true education."*

Martin Luther King, Jr.

Sportsmanship Policy and Procedure

The Department of Campus Recreation stresses the importance of striving to demonstrate good sportsmanship while representing the University in all club sports contests. Fair play is important, for it provides more enjoyment for all who play. All team captains and co-captains will be responsible for ensuring that his/her teammates practice good sportsmanship while playing and practicing. He/She will report back to the Department of Campus Recreation after each game with a sportsmanship rating, see below for grading scale. In addition, the advisor or coach will provide us with a rating as well if they attend the games or practices. The Director of Campus Recreation will contact the league director in the beginning of each season to discuss protocol if a player (s) are suspended or reprimanded for poor sportsmanship. All participants will be required to

read, sign and adhere to the Sportsmanship Rating Policy Form (**See Appendix A, pages 21-22**)

Persons failing to abide & adhere to this protocol & procedures may be subject to disqualification, ejection, suspension or banned from intramural contest if deemed necessary by the Department of Campus Recreation. All decisions are subject to an appeal process with the Department of Campus Recreation.

Sportsmanship Rating System

Sportsmanship Ratings will be based on the following criteria:

“A” – 4.0 Excellent conduct and sportsmanship: Players cooperate fully with the officials about rule interpretations and calls. The captain has full control of his/her teammates.

“B” – 3.0 Good conduct and sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissension which may or may not merit a yellow violation. Teams that receive one yellow violation will receive no higher than a “B” rating.

“C” – 2.0 Average conduct and sportsmanship: Team shows verbal dissent towards officials and/or the opposing team which may or may not merit a yellow violation. Captain exhibits minor control over him/herself. Teams receiving multiple yellow violation or one red violation (player ejected) will receive no higher than a “C” rating.

“D” – 1.0 Below average conduct and sportsmanship: Team constantly comments to officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little or no control over teammates and him/herself. A team which receives two red violations (players ejected) will receive no higher than a “D” rating.

“F” – 0.0 Poor conduct and sportsmanship: Team is completely uncooperative. Captain has no control over teammates and/or him/herself. Any team causing a game to be forfeited, other than by not showing up, or receives multiple red violations, shall receive no higher than an “F” rating.

Club Sports & Procedures for Participation

Persons subject to the club sports protocol & procedures for participation are **team representatives, including players, substitutes, replaced players, coaches, trainers, spectators & other persons affiliated with the team** are subject to the rules of the game & shall be governed by decisions of officials assigned to the game.

Persons failing to abide & adhere to this protocol & procedures will affect their sportsmanship ratings & ability to qualify for participation.

Team Representative Discipline

1. Team representatives are subject to the same rules as participants.
2. Team representatives do not have the "right" to contribute to a difficult situation.

3. Ejected team representatives must meet with the Ejection Board before they are able to participate in any intramural activity.
4. If a team representative participates in any intramural activity before meeting with the Ejection Board that team representative will cause games in which they participate to result in a forfeit & make a team ineligible for playoffs.
5. The officials are responsible for enforcing the rules of conduct and sportsmanship.

Introduction

The Department of Campus Recreation offers a Club Sports Program at the University of the Sciences in Philadelphia. Club Sports provides many opportunities for students to develop leadership and social skills here at USP through various programming in academic affairs and in student affairs. Club Sports compliment these present offerings significantly. Club sports provides an opportunity for students to get involved and harvest life-long memories, friendships and learning experiences while at USP.

A. Definition of Club Sports

A Club Sport is defined as a recognized student organization, which exists to promote and develop interest in a particular sport or physical activity. Club Sports supports all non-NCAA athletics and provides opportunities to join a team and compete with fellow students on the local and national levels. Focusing on camaraderie and physical activity, Club Sports teams range from the recreational to the national elite in skill and competitiveness. Club Sports are strictly voluntary and involvement in a Sport Club enhances the student's college experience and adds value to the student's overall education. Participation can be comprised of all men or all women or can be comprised of both men and women.

Each Club Sport team is comprised of and managed by students sharing a common interest in the development of their sport. Students will develop skills and knowledge of a particular sport while building character and leadership and creating an environment where lasting friendships can be made.

B. Levels of Club Sports

1. Recreational - Schedules practice time for program instruction. Activity by group is for fun and relaxation. Limited opportunities for sport competitions. (Races, matches, etc.)
2. Instructional - Schedules practice time and program instruction as student interest warrants. Tournament opportunities could be available, though not necessarily required. Skill level can range from beginner to advance.
3. Competitive – Schedules contests with other sport clubs with other institutions, secures coach (es), establishes a regular practice schedule, and strongly encourages to develop on-going fundraising activities through outside sources. Enhanced level of skill development, fundraising and administration.

C. Club Sports Mission

The Mission of the Club Sports program will be to provide a wide range of sports for a diverse student population. The Department of Campus Recreation

will provide direction to the club sports program as a whole, with an emphasis on student development, leadership and social skills. Club Sports will provide students with the opportunity to gain positive lasting attributes that will enable their ability to become well rounded members of their community after college.

D. Club Sports Objectives

- a. To offer competitive and/or recreational club activities for students interested in participation of a particular activity.
- b. To provide a basis for fellowship among students around a common recreational activity sport or non-competitive sport activity interest.
- c. To secure the necessary resources which will ensure the operational functions of each recreational and sports club within the Department of Campus Recreation established policies and procedures.
- d. To offer opportunities for students to develop leadership skills through the provision of learning experiences within the organization and administration of the recreational and sport club program.
- e. To serve as a structured organization in assisting to perpetuate interest in recreational and sports clubs.

E. Club Sports Goals

- a. Enhance student's ability to relate to and work with others.
- b. Develop a student's leadership, decision making and teamwork skills.
- c. Increase student involvement on campus and retention.
- d. Promote the value of sportsmanship and fundraising.
- e. Develop a student's physical, social and administrative skills.
- f. Provide students opportunities to assist them in living a healthier and more active lifestyle.

SRC – Student Recreational Committee

The SRC will be composed of individuals from each club sports team. Since the SRC serves to represent the best interests of all the club sports teams, at least two members of each team will be enlisted to serve on the SRC executive board. The executive board of the SRC will consist of a president, vice president, secretary, treasurer, philanthropy chairperson and marketing/events chairperson. The Director and Assistant Director of Campus Recreation will serve as the advisors to the committee. The SRC will meet on a bi weekly basis to discuss policy and procedure during the academic year. We will also meet to discuss strategies for fundraising, budget management, risk management and scheduling. More important it will provide a forum in which individual clubs can voice concerns and receive assistance in solving club sport issues. The SRC will also be encouraged to promote and facilitate interest in other recreational programs at the ARC, including intramurals, group fitness and special events. In deciding important issues, each member is entitled to one vote and must be present to vote. Majority will prevail in the voting process. The Director and Assistant Director will not have a vote but may veto a ruling based on his/her experiences and knowledge of the situation. Coaches, advisors and other members from each team may attend the meetings to voice his/her opinions but will not be voting members.

The SRC, which is recognized by the SGA (Student Government Association), will be required to hold two events per semester for the USP community which all the proceeds will be donated to a designated charity, i.e. organizing an outing to the Phillies or 76ers game. SRC will only request money from SGA to hold these specific events because the event is for the entire community campus and the money received will be donated to charity and not for any of the club sports. Hosting these events endorses our civic responsibility to the local community, promotes school spirit and ensures that SRC and the club sports teams are in good standing with the university. The secretary of the SRC will be required to attend all SGA meetings. In the event he/she can't attend either philanthropy or marketing/events chairperson will serve as an alternate. The SRC as a whole will be required to support various SGA events throughout the year, i.e. Spirit Day.

In conclusion the SRC provides an environment that fosters leadership and teamwork development. Members of the SRC will learn and strengthen administrative skills, fiscal management, problem solving, delegating, sportsmanship, teamwork, and many other facets in their growing process as professionals and mature adults. Each summer, prior to the academic year, the members of the SRC, including the Director and Assistant Director of Campus Recreation will be part of a two day retreat. This retreat will focus on developing team camaraderie and confidence among the group in order for the SRC to be efficient and effective in leading the club sports teams.

SRC Goals and Objectives

1. Develop leadership skills by providing opportunities for students to organize, administer and manage individual clubs.
2. Develop and implement policies, procedures and govern the club sports program.
3. Promote and encourage interest and involvement in the recreational program at the ARC, including club sports, intramurals, group fitness and special events.
4. Discuss and develop solutions to issues and concerns regarding funding, scheduling, fundraising, risk management and operations (i.e. practice fields).
5. Review policies and guidelines of the Club Sports Handbook on a yearly basis and make necessary recommendations for change.
6. Gather feedback from the USP community regarding the recreational program at the ARC. Furthermore make suggestions to improving them to better serve the USP community.
7. Coordinate fundraising ventures to support the clubs and community service projects to support the local community.
8. Create disciplinary guidelines for club sports as they pertain to the Club Sport mission.
9. Serve as the conduct board in dealing with students who violate the sportsmanship policy.
10. Create and foster a sense of community and camaraderie.

Roles and Responsibilities of the Executive Board

1. President
 - a. The President will provide the necessary leadership and guidance to achieve the goals and objectives of the SRC.

- b. The President is responsible for creating an agenda for all SRC Executive Board meetings and functions.
 - c. The President will appoint committees based on the Executive Board's discretion.
 - d. The President will display a positive and influential persona that inspires and motivates the SRC.
 - e. The President shall be responsible for casting a tie-breaking vote.
2. Vice President
- a. The Vice-President will assist the President in conducting SRC business and meetings.
 - b. The Vice-President will assume Presidential responsibilities in his/her absence.
 - c. The Vice-President shall immediately fill the role of the President, should the President resign or be removed before his/her term expires. An election will be held to fill the vice-presidential position, should it become vacant.
 - d. The Vice-President will be responsible for attending all required SGA meetings and events.
3. Secretary
- a. The Secretary shall perform administrative duties by keeping a record of all the minutes of the meetings and special events.
 - b. The Secretary shall inform representatives of scheduled meetings (through email and/or by phone)
 - c. The Secretary will be responsible for attending all SGA meetings throughout the year.
 - d. Maintain all clubs' active rosters.
4. Treasurer
- a. The Treasurer shall perform all financial aspects of the organization.
 - b. The Treasurer, in conjunction with the Director and Assistant Director, shall organize the annual budget requests of each club.
 - c. The Treasurer, with the assistance of the Director and Assistant Director, maintain and monitor budgets for each club sports team.
5. Philanthropy Chairperson
- a. The Philanthropy Chairperson would be required to complete all forms necessary to receive funds from SGA for all their charity fundraisers. Also submit all receipts and other paperwork required by SGA.
 - b. The Philanthropy Chairperson will coordinate, schedule and manage all charity fundraisers.
 - c. The Philanthropy Chairperson will gather support among all club sports participants to assist with the charity fundraisers.
 - d. The Philanthropy Chairperson will assist each club sports team with their individual fundraisers.
6. Marketing/Events Chairperson
- a. The Marketing/Events Chairperson will assist each club with recruitment and retention.
 - b. The Marketing/Events Chairperson shall take pictures during the year and submit them to the Yearbook staff for publication in the yearbook.

- c. The Marketing/Events Chairperson shall design and have approved all posters for meeting and special events.
- d. The Marketing/Events will design and implement methods to gain support from the USP community.

How to Start: Eligibility and Constitution

Every sport club is required to have a constitution approved by the Department of Campus Recreation and it should remain on file with our department. A working constitution is important for your student organization because it describes the purpose and goals of the group and provides a basis for structure and continuity within the organization. The fundamentals of the club's existence are expressed in the constitution and should be constantly examined to ensure the viable operation of the club.

Preparing a Constitution and Bylaws

1. The constitution should state how the group is organized, including:
 - a. The name and purpose of the group.
 - b. Qualifications of the officers.
 - c. Officers and procedures for their election.
 - d. Duties of each officer. These can follow the duties listed on the example below.
 - e. Meetings of the organization (generalities only; leave specific for bylaws).
 - f. How to make amendments to the constitution and its bylaws.
2. The constitution must be typed.
3. The petition, advisor agreement (if applicable), current membership list, and a working copy of the constitution must be on file in the Department of Campus Recreation. The original should be on file with your organization.
4. Each club must conduct an annual review of their constitution.
5. By-laws and standing rules are easier to change than the constitution itself and help to keep the constitution contemporary with the direction of the club. By-laws are the rules established to govern the internal operations of a club. Standing rules pertain to rules, which may be adopted by a majority vote at a club meeting. They usually pertain to meeting times for the year, including location, and are in order to the extent that they do not conflict with the constitution or the by-laws.
6. Every club must have a non-discriminatory clause included in the constitution.

Suggestions on how to create a Constitution (Appendix B, pages 23-28)

1. Appoint a group of 2-3 members to write a rough and tentative draft of the constitution.

2. Reconstruct the rough draft and disperse copies to the other members before next meeting.
3. Discuss all articles thoroughly and completely. Gathering input and suggestions from all members.
4. Re-write constitution in a well organized professional manner and submit to the department of Campus Recreation for approval.

Membership & Eligibility

1. In order to be eligible for Sport Club participation, a player must be registered as a current student, have a current/valid I.D. and have signed all required documents prior to participation. If the player does not meet such requirements, he/she may not participate in any club activities.
2. Membership must be open to all interested students. Clubs may place additional criteria on eligibility due only to league requirements, safety concerns, or circumstances that would be examined before the inception of the club.
3. Membership must be open to all who meet prescribed criteria for eligibility without respect to race, creed or national origin. Membership and participation within a sport club must be free from discrimination.
4. The Club must abide by all eligibility rules that are particular to their sport. i.e.) The Lacrosse Club must abide by the National College Lacrosse League.

Organization Expectations

To continue to be recognized as a USP official organization, student organizations must:

1. Have a committed and active membership of at least 10 members who are in good standing with the University (academics and student conduct) and submit the names of each member with year and major every semester on the USP Organizational Census Form.
2. Admit students to the organization without regard to race, age, religion, color, gender, disability, sexual orientation, or national or ethnic origins.
3. Prohibit its members, both individually and collectively, from committing any acts of hazing as defined herein: "Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other forced activity that adversely affects

the mental health or dignity of the individual; causing extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.

4. Require the executive officers (president, vice presidents, secretary and treasurer) to maintain GPAs required by their major and to be in good standing in all areas within the University.
5. Must attend (president or his/her representative) all organizational presidents meetings throughout the academic year as hosted by the Department of Campus Recreation and Student Affairs.
6. Have an active member who performs all the responsibilities set forth by SRC. This person shall inform the organization of all events and concerns discussed in the SRC meetings.
7. Have an active advisor, who is a faculty or administrator at the University of Sciences in Philadelphia.
8. Maintain a current (not more than three years old) constitution in the Department of Campus Recreation Office.

Assumption of Risk and Release

Assumption of Risk

Club participants must understand that there are certain inherent risks in sports and accidents and/or injuries may occur in these various activities (offered through the Department of Campus Recreation at the University of the Sciences in Philadelphia. Furthermore, participants must understand that certain activities require proper training and proper physical conditioning. Knowing the risks and conditions required for the activity in which the club participant voluntarily participates, the participant must agree to assume the risks and release and hold harmless University of the Sciences in Philadelphia and all those associated with programming of such events. Additionally, all medical costs resultant from injuries and/or accidents occurring during these activities will be the responsibility of the participant. **Assumption of Risk and Release** form, (**Appendix C, pages 29-31**) must be completed and turned into the Department of Campus Recreation prior to the season.

Risk /Injury/Incident Management

Important Phone Numbers

Local Area Police	911
USP Public Safety	ext 7000 (If on Campus), 215-596-7000
Marc Caserio, Director	215-596-7432 Office

267-269-6732 Cell

Jesse Phillips, Ass't Director

215-596-7597 Office

215-681-8620 Cell

ARC-Department of Campus Recreation 215-596-7440 (Mainline)

Department of Campus Recreation Requirements

- The Department of Campus Recreation is required to have all practice, event and game locations on file.
- Team schedules of practice times and game times are required to be on file with the Department of Campus Recreation.
- All Emergency Contact Information for players and advisors are required to be on file with the Department of Campus Recreation.
- First Aid Kits that the Department of Campus Recreation will provide will be required to be present at all events and practices.
- There should be a designated person to bring a cooler with plenty of water and ice during practice and games
- In the event of a non-life threatening injury or incident, fill out injury/incident report completely. Blank Forms will be available to you through the Department of Campus Recreation.

Each club sport team will be required to have at least 2 members that are certified in CPR, AED and First Aid training. The Department of Campus Recreation will hold these training sessions for you on specific dates. Attendance is mandatory or the Club Team will not be active for the semester. At least one of these members is required to be at each event/ practice/ game.

**** Advisors are not required to be certified but it is strongly recommended by the Department of Campus Recreation.**

Incident Reporting

An Injury / Incident Report need to be filed for any occurrence that interrupts the continuation of play or the travel/lodging of a club while traveling. The form needs to be turned into the Department of Campus Recreation the next business day after the problem occurs. Such occurrences could be, but are not limited to:

- Physical injury to a University of the Sciences student at an away event.
- Physical injury to a University of the Sciences student, or any participant if a home event.
- Behavioral problems from either team and/or spectators.
- Minor fender-bender accidents during or after practices and/or contests.
- Behavior problems to/from/during travel.
- Flat tire.
- Traffic ticket.
- Hotel problems, etc.

See Appendix D, page 32, for copy of incident report

Emergency Procedures

Emergency situations can and will arise during an athletic or recreational event at any time. It is important that we are all prepared to take immediate and diligent action to ensure the safety of all participants. In the event of an emergency, always remain calm. Assess the situation and try to gather as much information as possible and always complete the necessary paperwork. During certain events emergency medical personnel will be required to be present.

Things to Remember in the Event of a Life Threatening Emergency

1. Assess the situation and the victim.
2. There should be either a portable or permanent emergency phone present at all practice and games sites.
 - a. Call 911 if life threatening: Begin with “I have an emergency” and state:
 - i. the exact location of the emergency
 - ii. the care being given
 - iii. the number from which you are calling
 - iv. your name
 - b. Answer all questions asked by the dispatcher.
 - c. Do not hang up until told to do so.
3. Use good judgment if transporting a seriously injured athlete to a medical facility in your vehicle. When in doubt, call 911. (Head, Neck, and Breathing Emergencies, 911 should be called immediately.)
4. Whenever possible (if the injured participant is not being professionally transported) either a coach or certified Athletic Trainer should accompany the athlete to the medical facility when off campus. A parent or responsible student-athlete is also acceptable.
5. Once the participant is with medical care providers, immediately contact the Department of Campus Recreation.

Things to Remember during a Non-Life Threatening Emergency

1. Assess situation and victim.
2. If non-life threatening, use proper first aid where applicable. (i.e. band aid, ice pack etc...)
3. Know where the local hospitals are in the area where you are practicing or playing a game.
4. Fill out all necessary paperwork and give to Department of Campus Recreation.

Key Safety Rules re: Blood borne Pathogens

- Always use “Universal Precautions”
- Do not provide first-aid unless properly trained.
- Do not touch others’ blood unless you are wearing the appropriate safety equipment (e.g., latex gloves).

- If exposed to blood (or bodily fluid), wash exposed area immediately with anti-bacterial soap.
- Flush mouth, nose and eyes for 15 minutes (minimum) if blood is splashed in them.
- Report any known or suspected exposure to someone else's blood to the Student Health Office.
- All blood spills should be cleaned up by properly trained people with appropriate disinfectants and personal safety equipment.
- All wastes contaminated with blood must be placed in a red "Biohazard" bag, sealed and disposed of separately.

Advisors Role in Club Sports

Club Advisor

All club sports teams are required to have an advisor from the full-time faculty or staff of the University of the Sciences in Philadelphia. He/she is chosen by the members of the club. Advisors add continuity from year to year, and assist the new captain and treasurer of the club in the transition process. The student-faculty relationship, in a unique sports setting, provides good public relations throughout the university for the clubs.

1. Club Advisors must submit an Emergency contact form to Department of Campus Recreation (**See Appendix E, page 33**). Advisors should also include a current address and cell phone number where they can be reached during an event or game.
2. Serve as a source of information and expected to be a positive role model.
3. Assist and counsel individual members as well as the group.
4. Advising the members on making their yearly budgets and establishing their schedules.
5. Advise the members on fundraising ideas and strategies.
6. Serve as the liaison with outside organizations during extramural competition.
7. Inform others in the USP community of the Club Sports Program.
8. Obtain and read the Sports Clubs Handbook.
9. Assist the Department of Campus Recreation in monitoring the club's activities to ensure that they are abiding by policies and procedures outlined in this Handbook.

Taken from the 2008 USP Advisor Handbook use as a Reference,

The existence of USP's various student organizations represents the very "heart of student life". Students involved in these organizations have significant opportunities to practice leadership skills and contribute to the quality of student life on the USP campus. The Department of Campus Recreation sincerely thanks you for your interest and commitment to the role of advisor.

Many people are not aware of the positive benefits derived from campus activities. Involvement in such activities plays a major role in promoting and facilitating learning and development in the student. As advisor, you will play a vital role in the success and achievement of both the overall student organization and its individual members.

Most importantly, the advisor should be a caring individual with a real interest in and concern for students and their growth. The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. The Director and the Assistant Director of Campus Recreation are available to assist advisors with questions concerning their Club Sports Teams. Do not hesitate to call if there is anything that you need! The Department of Campus Recreation can be reached at 215.596.7440.

Finance and Fundraising

Finance

All clubs receiving funds must:

1. Must be officially recognized by the Department of Campus Recreation.
2. Have at least 10 members.
3. All clubs must submit a Club Sport Revenue & Expense Worksheet at the end of the academic year, accompanied by receipts. Maintain constant communication with the Department of Campus Recreation and the SRC.
4. Clubs are required to raise 25% of money given to the club from the University in an academic year. For example: A club that is allocated \$2,500 from the University of the Sciences must bring in at least \$625 to be deposited in the club's account. Dues counts toward fundraised money.
5. If this criteria is not met, clubs have the following two options:
 - a. Clubs can impose dues such that the equivalent shortfall of fundraised money is deposited into their accounts by the last day of classes of the spring semester.
 - b. If a club chooses not to impose dues or fundraise the deficit, the balance will be deducted from the club's next year's allocation.

Budget Allocation

The Department of Campus Recreation will attempt to assist all recognized Club Sports with funding based on the following factors:

1. Clubs' years in existence
2. Particular club needs
3. Past utilization of funds
4. Current/planned fundraising projects
5. Recommendation of the Director and SRC

The Department of Campus Recreation will review each club budget request to determine allocations. Should the organization fail to meet any deadline, their budget will be considered only after the other clubs' budgets have been decided. **See Appendix F, page 34, for Budget Request form.**

Budget Uses

Club budgets may be used to purchase the following:

1. Equipment (uniforms, balls, plaques, etc.)
2. Official costs
3. Conference/entry fees and union dues
4. Ambulance or trainer expenses
5. Traveling expenses

Fundraising

Fundraising plays an integral part in the Club Sports Program. Even though the University provides funding, it rarely covers the total expenses. Clubs are required to raise 25% of their allocated funds for an academic year. Fundraising projects representatives are required to meet with the Director and Assistant Director of Campus Recreation and Philanthropy Chairperson of the SRC to plan fundraising events. All projects need approval of the Department of Campus Recreation. Fundraising projects conducted also assist in the development of organizational and leadership skills. They will also have a positive impact on the budget appropriation by the Department of Campus Recreation.

Contractual Agreements Related to Student Organizations

Donations and sponsorships are conditional and must be approved by the Department of Campus Recreation. Individual members and officers of student organizations are not authorized to bind the University of the Sciences in Philadelphia in a purchase agreement or any other contractual agreement. Officers of the recognized student organizations may enter into a purchase or other contractual agreements in the name of that student organization only.

Student groups choosing to enter into such agreements are first required to submit a copy of the agreement to the Department of Campus Recreation. It will then be reviewed by the Director and the University's Controllers Office for verification that the agreement is in accordance with University policies.

In the case of purchasing goods or services where the University budgetary funds are to be expanded, the normal purchasing procedures apply. That is, a purchase order must be obtained or a request for funds must be submitted to the Department of Campus Recreation. Purchase or other contractual agreements made contrary to these guidelines may result in personal liability for the individuals involved.

Travel and Transportation Guidelines

All travel by any Club Sport at University of the Sciences in Philadelphia must be approved by the Department of Campus Recreation.

If staying over night, a travel itinerary form must be submitted to the Department of Recreation prior to each away event. The itinerary includes: time of departure to and from the event, a phone number where club representatives can be reached, and a list of individuals traveling.

ALL travel reservations (including hotels and transportation) are made through the captain of the club sport team. Clubs may use University allocated funds for payment of rental vehicles or any travel expenses.

In any club travel, the number of individuals in each vehicle cannot exceed the number of seat belts provided for the vehicle. (A 12-passenger van may not carry more than 12-passengers) Any violation of this policy will result in the immediate suspension of the club

Personal Cars maybe used to drive to locations outside of the University of the Sciences. No individual should drive alone; there should be at least 3-4 club members in the car while traveling to locations outside the University of the Sciences.

The Travel Authorization Form (See Appendix G, page 35) and Travel Roster Form (See Appendix L, page 46) must be completed and signed before members may leave campus. If the trip is NOT approved, the Department of Campus Recreation will contact the club representative.

In the future the Department of Campus Recreation will look into providing a van for travel for club sport teams.

Please complete all necessary forms in order to make the traveling process as smooth as possible. If you have any questions feel free to contact the Department of Campus Recreation at the University of the Sciences in Philadelphia. Ext (7440)

Facility Usage/Apparel /Equipment

Facility Usage

Facility space is limited and on a first come, first serve basis. The Department of Campus Recreation will do its best to accommodate all club requests. Please try to remain flexible in scheduling and at times settle for something other than the original request. A cooperative attitude will help everyone involved. The following procedures should be followed to secure facility space:

1. In order o obtain space in the ARC, a request must be presented to the Director of Campus Recreation (**See Appendix H, page 36**).

2. Facility schedules will be updated on a daily basis and the Club Sports will be contacted, as facility space becomes available.
3. It is the responsibility of the club officers to keep up to date on the changes to the facility schedules and to inform the Department of Campus Recreation of any potential alterations.
4. Clubs not using their specific time block for facility usage for a particular reason must contact the Department of Campus Recreation in advance. Failure to notify will result in loss of future usage opportunities.
5. Clubs are not permitted to the ARC without proper permit.

Apparel

Any club intending to purchase clothing or uniforms must have the apparel and artwork approved by the Department of Campus Recreation.

Equipment

1. All equipment purchased by the Club Sports with budgetary funds allocated by USP becomes the property of the Department of Campus Recreation.
2. Equipment can be stored in the ARC during the off-season (space permitting)
3. Equipment is not to be used for any activity outside of the Club Sport's events.
4. Persons failing to return equipment in the condition in which it was taken out will be responsible for replacing the equipment.

Publicity and Promotions

A representative from each team will be required to meet with the Marketing/Events Chairperson to discuss marketing strategies to recruit players and a fan base on a monthly basis.

Webpage

Each club sports team is permitted and encouraged to utilize University server space to host a web page. Additionally, the Department of Campus Recreation has a web page to disseminate general information. All club sports teams can have their individual home pages linked to the club sports webpage. The webpage can be a successful tool to recruit new members for your club. Club sports web pages are viewed by prospective students seeking information about the Club Sports Program and your club, therefore it is important to keep your information current.

Publicity

If you have good quality photos of your club, email a copy to the Department of Campus recreation. We can use them for publications and brochures. We can also send over to the university's Marketing Department. All photos must be approved by the Department of Campus Recreation prior to being post on your webpage or used for marketing purposes.

A few tips on taking good photos:

1. Zoom in as much as possible – don't leave a lot of background.
2. Make sure the background is plain, or associated with the activity.
3. Take a variety of photos – action shots, group pictures and individual pictures

Flyers

All flyers must be approved by the Department of Campus Recreation. The Office of Student Activities will need to approve and stamp them if you want to display them on campus.

USP Code of Conduct

Mission Statement and Goals

The Division of Student Affairs contributes to the academic mission of the University through quality student-centered programming and services that support the emotional, intellectual, personal, and ethical growth of the individual student.

To accomplish its mission, the Division of Student Affairs will focus on programs and services to:

- Support the student in scholarly pursuits and the pursuit of career and personal aspirations
- Enhance student learning
- Promote student development
- Promote a shared sense of community
- Facilitate the development of life skills
- Create and maintain a support network that includes partnerships among faculty, administration, and staff
- Engage students in opportunities for productive citizenship
- Promote the health and well-being of students
- Encourage an environment that is tolerant and respectful of individual differences
- Develop a viable organization that is responsive to the needs of students and proactive in its preparation of students for the future

Anti-Hazing Policy

The University is an association of equals who, by working together, comprise a scholarly community. Hazing is inconsistent with the goals and values of the University and is explicitly forbidden.

Hazing is a crime. Hazing is deemed criminal misconduct and is made a third degree misdemeanor, punishable by a year's imprisonment (24 P.S. 5353). Universities are authorized to suspend, expel, or fine students who engage in hazing, and to withhold grades and diplomas to compel payment of fines (24 P.S. 5354[3]).

Pennsylvania "Anti-Hazing Law" Act 175 of 1986

Hazing is defined in the law as any action or situation that (1) intentionally endangers the emotional, mental, or physical health or safety of a student or (2) willfully destroys or removes public or private property for the purpose of admission or maintaining membership in any organization or group associated with the University.

New-member recruitment programs and activities must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole. New-member orientation activities should not interfere with or be detrimental to organization members' or prospective members' academic performance. New-member orientation activities, therefore, shall not be referred to as "hell week."

For the purpose of this code, any activity as described above upon which the admission into or affiliation with a University organization is directly or indirectly conditioned shall be presumed to be a forced activity, regardless of the willingness of an individual to participate in the activity. Any person suffering or witnessing a hazing activity is encouraged to report the incident to appropriate University officials in the Division of Student Affairs. The principal officer of each University organization shall be responsible for informing new recruits and initiated members of the University Anti-Hazing Policy.

Examples of hazing follow. These examples are merely illustrative of specific forbidden practices and are not intended to be all-inclusive.

1. Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements.
2. Forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual.
3. Any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct, which could result in humiliation or embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual (e.g., wearing of conspicuous clothing/costumes).
4. Any willful destruction or removal of public property.
5. Placing a member or pledge in a situation of actual or simulated peril or jeopardy.
6. Undignified stunts or methods, either private or public, and/or any ordeal that is in any respect indecent or shocking.
7. Kidnapping and paddling.
8. Verbal abuse.
9. Any form of questioning under pressure or in an uncomfortable position.

10. Requiring new members to perform personal service for brothers/sisters such as carrying books, running errands.
11. Treasure hunts.

Penalties for engaging in hazing activities include University sanctions against individuals and organizations, and criminal sanctions under state law acknowledgement to stop hazing organization.

For additional information on discouraging hazing activities, see www.stophazing.org/definition.html

Alcohol Use Policy

The goal of the alcohol use policy at USP is to foster alcohol awareness and responsible drinking practices and to promote the health and safety of the faculty, staff, and students. With the growing problems of alcohol and drug abuse in our society, the University seeks to encourage a campus social life that does not emphasize the role of alcoholic beverages in either private or group activities. This policy allows those of legal age an opportunity to develop responsible behaviors for the use of alcohol.

1. The possession and consumption of alcoholic beverages on the University campus and at University-related events off campus are regulated by the laws of the Commonwealth of Pennsylvania. These laws make it unlawful for persons under 21 to purchase, attempt to purchase, consume, possess, or transport any alcoholic beverages. It is also unlawful to serve, sell, or furnish alcoholic beverages to persons under 21.
2. Any University-related organization holding a function on or off campus will be subject to the following guidelines:
 - a. If alcohol is to be served, the host's supervisor or advisor must be notified in writing in advance of the event. At this time, a process to screen minors must be described, and an individual must be designated to be responsible for compliance with the policy.
 - b. If alcohol is to be served and underage persons may be present, a process must be in place to screen minors. During the social function while alcoholic beverages are available, the advisor, the sponsor, or the designee must be in attendance and must observe the area where alcoholic beverages are served and prohibit underage persons from obtaining alcoholic beverages.
 - c. If alcohol is to be served, food and nonalcoholic beverages must also be available in a prominent place and in adequate amounts. Alcoholic beverages must be clearly labeled as such.
 - d. Visibly intoxicated persons must not be served alcohol.
 - e. Advertising to members of the USP campus for any social functions or campus events must not refer to the availability of alcoholic beverages, either specifically or in code. "Advertising" defined here includes flyers and posters as well as online community announcements.
 - f. No student government funds may be used to purchase or supply alcohol.

3. Alcoholic beverages are prohibited at all times in the residence halls. Violations will be subject to student conduct procedures as outlined in the Residence Hall Handbook.
4. Consumption of alcoholic beverages is prohibited in public areas of the campus, except under special circumstances with approval of the President.
5. Disciplinary procedures for violations of this policy may be imposed by the dean or the senior administrator responsible for the organization or department.
6. All fraternity and sorority policies on alcohol use must be in compliance with the above-stated policy.

Drug-Free Environment Policy

Recognizing the wide variety of health risks associated with the use of alcohol and other drugs, the University is committed to maintaining a drug-free environment for its employees and students. Because of our special responsibility as an educator in health sciences, we have implemented a campus-wide program to increase awareness concerning alcohol and substance abuse. The Alcohol Use Policy provides information on the regulated, legal use of alcohol for University organizations. The Substance Abuse Policy provides information on available counseling, rehabilitation, and assistance programs for those experiencing problems with alcohol or other drugs.

The University prohibits the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance on the University campus. Controlled substances may be appropriately used in a supervised classroom or research setting. Federal law requires compliance with this policy to maintain a person's status with the University. The law also requires that the institution be notified of any criminal drug statute conviction for a violation occurring in the workplace and/or a University-sponsored clerkship or traineeship site. Students must notify their college dean within five days of any such conviction.

Anyone so convicted must participate satisfactorily in an approved drug abuse assistance or rehabilitation program to resume his or her status with the institution. The University's Student Conduct Policy and Substance Abuse Policy outline additional information and requirements for disclosure and continued enrollment or employment.

In addition to any legal sanctions imposed in conjunction with the unlawful use of alcohol or controlled substances, violations of this policy will also be subject to appropriate internal action whether remedial, rehabilitative, and/or disciplinary. If the offender is an employee, the appropriate action will be determined by the Supervisor and the Director of Human Resources. If the offender is a student, the case will be referred to the Student Conduct Committee for resolution.



USP Sportsmanship Policy for Club Sports

The Department of Campus Recreation stresses the importance of striving to demonstrate good sportsmanship while representing the University in all club sports contests. Fair play is important, for it provides more enjoyment for all who play. All team captains and co-captains will be responsible for ensuring that his/her teammates practice good sportsmanship while playing and practicing. He/She will report back to the Department of Campus Recreation after each game with a sportsmanship rating, see below for grading scale. In addition, the advisor or coach will provide us with a rating as well if they attend the games or practices. The Director of Campus Recreation will contact the league director in the beginning of each season to discuss protocol if a player (s) are suspended or reprimanded for poor sportsmanship. All participants will be required to read, sign and adhere to the Sportsmanship Rating System.

Sportsmanship Rating System

Sportsmanship Ratings will be based on the following criteria:

“A” – 4.0 Excellent conduct and sportsmanship: Players cooperate fully with the officials about rule interpretations and calls. The captain has full control of his/her teammates.

“B” – 3.0 Good conduct and sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissension which may or may not merit a yellow violation. Teams that receive one yellow violation will receive no higher than a “B” rating.

“C” – 2.0 Average conduct and sportsmanship: Team shows verbal dissent towards officials and/or the opposing team which may or may not merit a yellow violation. Captain exhibits minor control over him/herself. Teams receiving multiple yellow violation or one red violation (player ejected) will receive no higher than a “C” rating.

“D” – 1.0 Below average conduct and sportsmanship: Team constantly comments to officials and/or opposing teams from the field and/or sidelines. The team captain exhibits little or no control over teammates and him/herself. A team which receives two red violations (players ejected) will receive no higher than a “D” rating.

“F” – 0.0 Poor conduct and sportsmanship: Team is completely uncooperative. Captain has no control over teammates and/or him/herself. Any team causing a game to be forfeited, other than by not showing up, or receives multiple red violations, shall receive no higher than an “F” rating.

Club Sports Protocol & Procedures for Participation

Persons subject to the intramural protocol & procedures for participation are **team representatives, including players, substitutes, replaced players, coaches, trainers, spectators & other persons affiliated with the team** are subject to the rules of the game & shall be governed by decisions of officials assigned to the game.

Persons failing to abide & adhere to this protocol & procedures will affect their sportsmanship ratings & ability to qualify to play next season.

Persons failing to abide & adhere to this protocol & procedures may be subject to disqualification, ejection, suspension or banned from club sports if deemed necessary by the Department of Campus Recreation and team representative. All decisions are subject to an appeal process with the Department of Campus Recreation

Team Representative Discipline

1. Team representatives are subject to the same rules as participants.
2. Team representatives do not have the "right" to contribute to a difficult situation.
3. Ejected team representatives must meet with the Department of Campus Recreation before they are able to participate in any club sports contests.
4. If a team representative participates in any club sports contests before meeting with the Department of Campus Recreation, they risk the chance of losing membership as a club sports team and as a participant.
5. The team representatives are responsible for enforcing the rules of conduct and sportsmanship.

I, _____, hereby understand, accept and will abide by the USP Sportsmanship Policy for Club Sports.

Signature

Date

Guidelines for a New Organizational Constitution

Please note:

- Before you begin to write your constitution for your new organization, please read the following in the current Sport Clubs Handbook:
 - USP Student Code of Conduct
 - Rules of Eligibility for Sport Clubs
 - Organization Expectation
- SRC only reviews and approves new organizations once a year. They are usually in April. All completed constitutions must be in the Department of Campus Recreation and reviewed at least 10 days prior to the dates set by the SRC.
- Set up two meetings with the SRC. Once to discuss the new organization in detail and second, after you have submitted your constitution for review.
- Required statements - these statements must appear in your constitution as per the goals and objective of the University.
- Suggested wording may be changed as your membership desires but a similar statement must appear regarding this article in your constitution.

Constitution

Name of Organization

Article I

Name of Organization

The name of this organization is _____.

Article II

Purpose

Describe the goals of your organization at the University of the Sciences in Philadelphia. The purpose of the organization and benefits such an organization may provide for its members.

Article III

Membership

Membership qualifications (i.e. requirements for membership). Dues if required.

Required three statements

Section 1: The name of organization must have 10 active members to remain a recognized organization by the University of the Sciences in Philadelphia (USP).

Section 2: As members of a recognized student organization at the University of the Sciences in Philadelphia, we admit students to our organization without regard to race, age, religion, color, gender, disability, sexual orientation, or national or ethnic origins.

Section 3: 100% of active membership must be University of the Sciences in Philadelphia students. Associate membership may be granted to non-USP students (USP faculty and staff).

Suggested wording (these sections must appear in the Constitution; however, you may word them according to your organization's requirements):

Section 4: Active member must attend at least two-thirds of all meetings and scheduled activities.

Section 5: No dues are required to be a member. OR \$_____ will be collected each _____ to cover the expenses of organizational activities and events.

Article IV **Quorum**

Quorum statement detailing the percentage of active members required to form a quorum to vote on issues relating to the group's operation or its constitution.

Suggested wording (this section must appear in the Constitution; however, you may word it according to your organization's requirements):

A quorum shall consist of 50% +1 of the active membership.

Article V **Hazing**

This section involves the mandatory non-hazing statement.

Required statement

Section 1: This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

'Hazing' means any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other forced activity which adversely affect the mental health or dignity of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Article VI **Officers**

List titles of officers and describe each officer's duties. Include length of term.

Suggested wording (these sections must appear in the Constitution; however, you may word them according to your organization's requirements):

Section 1: Executive Officers shall include a president, vice president, secretary, and treasurer.

Section 2: Duties of the Executive Officers

- Captain: Shall be the executive head of the organization. He/she shall oversee the goals and fulfill the purpose of the organization. Shall have the power to delegate responsibilities and appoint committees. Shall call, plan, organize, preside and maintain order over all executive and general meetings and special activities of the organization. Shall attend all university functions as required by the administration and/or appoint another member to represent the organization. He/she will meet with the organizational advisor regularly and keep him/her informed of the activities and goals of the organization.
- Co-Captain: Shall assist the captain in fulfilling his/her responsibilities. The vice president shall take the role of president in the event of his/her absence. He/she shall also be required to take the minutes and attendance at meetings if the secretary is unavailable.
- Treasurer: Shall perform all financial aspects of the organization. Complete all Department of Campus Recreation required forms, if applicable and submit all receipts in a timely fashion. He/she shall be required to submit an annual budget to the SRC with the approval of the advisor and other officers each April. The treasurer shall work closely with the Advisor concerning all financial aspects. All funds from fundraisers, etc. for the organization must be placed with the controller office under the guidance of the Advisor.

Section 3: Requirements of the Executive Officers

Required statement

- Executive officers (president, vice presidents, secretary, and treasurer) must maintain GPAs required by their major.

Suggested wording (these statements must appear in the Constitution; however, you may word them according to your organization's requirements):

- Officers are expected to attend all meetings. Should an officer miss two consecutive meetings, without a valid excuse, the organization has the right to elect a new officer with the approval of a quorum.
- Members may not hold more than one office position at a time.

- An officer may be removed from office if he/she does not fulfill the role he/she was elected to perform according to Constitution and Bylaws by a quorum vote of the active membership.
- If an officer is removed from office, his/her replacement will be voted upon by a quorum vote of the active members.

Article VII
Election of Officers

Give method of electing officers, when elections are to be held and when the new officers will be installed.

Suggested wording (these sections must appear in the Constitution; however, you may word them according to your organization's requirements):

Section 1: Elections will be held _____.

Section 2: The nomination period shall run (2) weeks. At the end of the two weeks, nominations will be closed and at that time nominations shall be announced to the membership.

Section 3: Newly elected officers will be installed before April 15.

Article VIII
Advisor

Describes who can be an advisor and their duties.

Required statements:

Section 1: The advisor must be a faculty or administrator at the University of Sciences in Philadelphia.

Section 2: The advisor or another faculty/staff designee must attend all special functions held on campus. (e.g. events held in the ARC, STC-145, Wilson Hall, etc.)

Section 3: The advisor shall work closely with the treasurer concerning all financial aspects.

Section 4: All monies from fundraisers, etc. for the organization must be placed with the controller office under the guidance of the Advisor.

Section 5: The advisor must be reinstated as advisor to the organization each year by a quorum of the membership.

Article IX
Meetings

Give frequency of meetings, but do not include specific dates. If meetings cannot be held regularly or special meeting may be called, describe authorization. It should also include rules by which your meetings will be conducted.

Suggested wording (these sections must appear in the Constitution; however, you may word them according to your organization's requirements):

Section 1: The president, advisor or a quorum of the executive board shall call meetings.

Section 2: Meetings will be held _____ (i.e. weekly, biweekly, monthly, and annually).

Section 3: One week's notice must be given before a special meeting.

Section 4: Active members must attend at least two-thirds of all meetings.

Section 5: Select established Rules of Order Parliamentary Procedure under which meetings will be conducted. (i.e. Robert's Rules of Order or Sturgess Rules of Order).

Article X **Committees**

Describe who is authorized to call for committees and who will select or delegate committee members.

Suggested wording (these sections must appear in the Constitution; however, you may word them according to your organization's requirements):

Section 1: The president shall call for committees.

Section 2: The members shall select committee members.

Article XI **Amendments**

Describe the process for making amendments to this constitution.

Suggested wording (this section must appear in the Constitution; however, you may word it according to your organization's requirements):

Amendments to the Constitution must be passed by a quorum of the active members. All amendments must be presented in writing and read at least two weeks previous to their consideration.

The following students accept and agree upon this Constitution and petition the University of the Sciences in Philadelphia for acceptance as a recognized organization with full privileges.

Name

E-Mail Address

Year/Major

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Advisor: _____

Co-Advisor: _____ (if desired)

 UNIVERSITY OF THE
SCIENCES IN
PHILADELPHIA
Club Sports Program
Assumption of Risk and Release

Club Team _____.

Member Name _____ Age _____.

Student ID No. _____ Class _____.

Home Address _____.

City / State / Zip Code _____.

Campus Address _____.

Home Phone No. _____ Cell Phone No. _____.

Assumption of Risk and Release

I acknowledge that I am a student at University of the Sciences in Philadelphia (“University”) and that I desire to participate in the Club Sports Program as a participant in the activities of the _____ Club Sports Team.

I recognize that there are risks and hazards directly or inherently involved as a participant in the activities of the _____ Club Sports Team, with the potential for serious injury, loss of limb or life. I also understand that participation in these activities may require me to travel in a personal or rented vehicle. With full knowledge of the facts and circumstances surrounding the activities, including travel, I voluntarily undertake the activities of the Club Sports Program and ASSUME ALL RESPONSIBILITY AND RISK FROM MY PARTICIPATION IN THESE ACTIVITIES, including risk of injury, loss of limb or life, or property damage.

I understand that my participation in the Club Sports Program, including any transportation, is not covered by any University insurance. I assure officials of the University and the Department of Campus Recreation that I have adequate

health insurance to pay any medical costs that may directly or indirectly result from my participation in the activities of the Club Sports Program and that I will indemnify and hold harmless the University, its Board of Trustees, employees, officers and agents for any injury or loss I may sustain as a result of my participation in the Club Sports Program.

I assure the University and the Department of Campus Recreation that I have no health-related problems which preclude or restrict my participation in the activities of the Club Sports Program.

My participation in the Club Sports Program is voluntary and I hereby release the University, its Board of Trustees, employees, officers and agents from any and all liability that may arise out of my participation in the Club Sports Program, including, but not limited to, any damage to my property or to the property of others and injury to me or to others, including loss of limb or life, resulting from my negligence or the negligence of others, or to others through my participation in the Club Sports Program.

The foregoing is submitted in consideration of the University, the Department of Campus Recreation and the Club Sports Program allowing my participation in the Club Sports Program. I execute this document with full knowledge of the contents and consequences stated in this Assumption of Risk and Release.

PARTICIPANT

WITNESS

(Name)

(Name)

(Signature)

(Signature)

(Date)

(Date)

(IF PARTICIPANT IS UNDER AGE 18)

I am the Parent/Guardian of the above-named Participant who is under eighteen (18) years of age and am full competent to sign this Release.

I hereby give permission for Participant to participate in the above-referenced Club Sports Program. I acknowledge that the Participant has adequate health insurance to provide for and pay any medical costs that may directly or indirectly result from their participation in the activities of the Club Sports Program. I assure the University and the Department of Campus Recreation that the Participant has no health-related problems which will preclude or restrict their participation in the activities of the Club Sports Program.

I further acknowledge that the nature of the activities of the Club Sports Program may expose Participant to hazards or risks that may result in Participant's personal injury, loss of limb or life, or property damage and I understand and appreciate the nature of such hazards and risks. I hereby release the University, its Board of Trustees, employees, officers and agents from any and all liability for any and all claims and causes of action for loss of or damage to property and for any and all injury to Participant, including his/her death, that may result from or occur during Participant's participation in the Club Sports Program activities, whether caused by negligence of the University, its Board of Trustees, employees, officers or agents, or otherwise.

PARENT/GUARDIAN

WITNESS

Name

Name

Signature

Signature

Address (if different than Participant's)

Date

Date



**University of the Sciences in Philadelphia Campus Recreation Department
Injury/Accident Report Form**

Date: _____ **Student's Name:** _____ **Home Phone:** _____
Time: _____ **Home Address:** _____ **Date of Birth:** _____
_____ **Student ID#:** _____
Local Address _____ **Local Phone:** _____

Activity: _____ (Club Sport)

Name of Supervisor/Coach/Advisor: _____

Where: _____

How was it done? : _____

Was any first aid given at the time of the injury, and if yes, what type: _____

Did the injured person go to the hospital: _____ If yes, where: _____

How did they get to the hospital? : _____

Did the person go straight home: _____

Did the person go to the University Student Health & Counseling? : _____

Other Notes: _____

Signature of Person Filling Out Report

Position

*Founded in 1821 as the
Philadelphia College of Pharmacy*

600 South 43rd street
Philadelphia, PA 19104-4495

Phone: 215-596-8800
Web Site: www.usp.edu



Club Advisors Agreement Sheet

Name: _____ Date: _____
Department: _____ Club: _____
Email: _____ Phone: _____

Please read carefully and sign!

Taken from the 2008 USP Advisor Handbook use as a Reference,

The existence of USP’s various student organizations represents the very “heart of student life”. Students involved in these organizations have significant opportunities to practice leadership skills and contribute to the quality of student life on the USP campus. The Department of Campus Recreation sincerely thanks you for your interest and commitment to the role of advisor.

Many people are not aware of the positive benefits derived from campus activities. Involvement in such activities plays a major role in promoting and facilitating learning and development in the student. As advisor, you will play a vital role in the success and achievement of both the overall student organization and its individual members.

Most importantly, the advisor should be a caring individual with a real interest in and concern for students and their growth. The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. The Director and the Assistant Director of Campus Recreation are available to assist advisors with questions concerning their Club Sports Teams.

Signature

Date



Club Sport Budget Request Form

Club Name: _____ Club Officer: _____
 Phone #: _____ Email: _____

Check if you attend: Regional Championships _____ Location: _____
 National Championships _____ Location: _____
 Other Championships _____ Location: _____

Budget Expense Summary – List all your projected expense for 2009-2010 **Amount:**

Travel _____
 Equipment _____
 Local/Regional/National Affiliation Dues _____
 Services (coaches, officials, trainers, etc) _____
 Rental Costs (space, rooms, gyms, etc.) _____
 Uniforms _____
 Marketing and Publicity _____
 Awards _____
 Administration (phone, copying, postage, office supplies) _____
 Other Expenses _____
Total Expenses for 2009-2010 _____

Budget Income Summary – List all your projected income for 2009-2010 **Amount:**

Attached a detailed summary for each category
 Dues _____
 Fundraising _____
 Donations _____
 Other Income _____
Total Generated Income for 2009-2010 _____

Total Requested from Club Sports (This should equal the difference between expenses and income) _____



Club Sports Travel Roster

Sport Club: _____

EMERGENCY ACTION PLAN

Travel Date(s): _____

Destination: _____

Name of Person in Charge: _____

Number of Cell Phone: _____

Planned Response in case of Emergency: _____

List the names of at least two (2) players or coaches or Student Athletic Trainers who are traveling that are First Aid CPR/AED certified:

1. _____
2. _____

(Be sure to list the club members, coach(s), and all other members of the traveling party.) Attach another sheet if needed

Travel Roster			
Name	Cell#	Name	Cell#
1.		14.	
2.		15.	
3.		16.	
4.		17.	
5.		18.	
6.		19.	
7.		20.	
8.		21.	
9.		22.	
10.		23.	
11.		24.	
12.		25.	
13.		26.	

Submitted by: _____

Position with Club: _____

Signature: _____ Date: _____

Only in the event an emergency , please call the following offices in order:

(Always be sure the medical emergency is handled first before making the call with the following updated information)

- | | |
|------------------------|-----------------------------------|
| 1. Campus Safety | 215-596-7000 |
| 2. Director * | 215-596-7432, 267-269-6732 (cell) |
| 3. Assistant Director* | 215-596-7597, 215-681-8620 (cell) |
| 4. Campus Recreation | 215-596-7440 |

- One of these people must be contacted.

