



Club Sports Handbook

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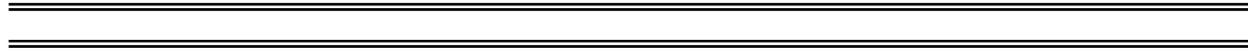
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Important Telephone Numbers

On Campus Emergency

215-596-7000 or 7000 (from campus phone)

Philadelphia Police

911

Introduction

Welcome! This manual was created in order to assist the University of the Sciences sport club coaches, advisors, and members in understanding the guidelines by which their club exists. Use it as often as needed. We hope this will help make your job as club member easier.

The Sport Club Program is designed to offer competitive, instructional and recreational opportunities for the students of The University of the Sciences. If anyone (coaches, advisors, or members) has questions or concerns about their club, or the Sport Club Program, please contact the University of the Sciences Department of Campus Recreation. ***It is the responsibility of the club officers to accurately convey the information in this manual to all club members, coaches and advisor***

Involvement in the Sport Club Program is strictly voluntary. Club members must recognize and acknowledge the inherent risks associated with participation in a sport club, which they voluntarily assume. University of the Sciences requires all participating individuals carry medical/hospitalization insurance to protect themselves in case of injury. The University of The Sciences also requires that each member have current physical examination records.

It is the responsibility of the club officers, members, coaches and advisor to read, understand and follow all University of the Sciences policies and procedures, the University of the Sciences Student Conduct Code and local, state and federal rules, regulations and laws.

The Sport Club Mission

The Mission of the USP 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.

Definition of Sport Club

A Sport Club is defined as a recognized student organization, which exists to promote and develop interest in a particular sport or physical activity. Sport Clubs provide non-varsity athletic opportunities through administration by the Department of Campus Recreation as a student organization. A club may be instructional, recreational or competitive, or may be involved in any combination of these elements. Sport Clubs 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.

Three Levels of Sport Clubs

Recreational-Schedules practice time for program instruction. Activity by group is for fun and relaxation. Limited opportunities for sport competitions. (races, matches, etc.)

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.

Competitive-Schedules contests with other sport clubs or sub-varsity programs with other institutions, may secure coach(s), establishes a regular practice schedule, and develops on-going fundraising activities through outside sources. Enhanced level of skill development, fundraising, and administration.

Privileges

Registration of a Sport Club entitles the group to the following:

- Reserve campus facilities.
- Apply for budgeted operating funds.
- Adopt the University seal and name as part of its identification.
- Administrative support of the Department of Campus Recreation.

STUDENT RECREATIONAL COMMITTEE (SRC)

The Student Recreational Committee is a group of individuals that represent the active sport clubs. The purpose is to make recommendations on the oversight of all clubs and sanctions placed on clubs, share information about their club activities, and through monthly meetings receive information that is pertinent to managing a successful sport club. Additionally, the Council is to provide an environment where students can develop leadership skills through establishing goals and objectives, and to foster an individual program within the larger structure of University of the Sciences. Finally, it will provide a forum in which individual clubs can voice concerns and receive assistance in solving sport club issues.

The Student Recreational Committee serves to represent the interests of all Sport Clubs at University of the Sciences, and therefore it is necessary for all Sport Clubs to take an active part. Each Sport Club is required to have one representative sit on the Student Recreational Committee. This member must be the president of each club. Each member is entitled to one vote and must be present to vote. Sport Club officers and representatives may attend the Council meetings; however, they will not be voting members. The Sport Club Council Presidents will meet once a month during the academic school year.

The president from each club is REQUIRED to attend each meeting. In the event of a scheduling conflict, an officer of the club may fill in for the president a maximum of one time per semester as long as the Department of Campus Recreation is notified at least 24 hours before the meeting.

In addition to Sport Club Representatives, one to two **Senators** from the **Student Senate** will serve as non-voting members of the Council. These Senators will serve as liaisons between the Council and the Student Senate and seek to serve the best interests of the students. Additionally, the Sport Club Coordinator and certain other University Administrators will serve as voting members.

Student Recreational Committee Goals and Objectives:

- Promote the Sport Club Program as a whole and participation in the Sport Club Program.
- Update the Council on individual Sport Club activities, e.g., scheduling of new activities, results of competitions and fundraisers.
- Provide a medium for the exchange of information regarding Sport Club activities, policies, and procedures.
- Assist in the development of Sport Club policies and procedures.
- Create disciplinary guidelines for the sport clubs as they pertain to the Sport Club mission.
- Review policies and guidelines of the Sport Club Manual on a yearly basis and make necessary recommendations for change.
- Advise on the distribution of budgetary funds to the individual Sport Clubs.
- Coordinate joint fund-raising ventures.
- Deal with appeals that are brought forth by sport clubs regarding the policies outlined in the Sport Club Manual.
- Provide an avenue for camaraderie and to develop a sense of community.
- Develop leadership skills by providing opportunities for students to organize, administer, & manage individual clubs.
- Make recommendations, offer advice, and assist in the decision-making process in other matters when requested.

How to Start / Establish a Club

Please contact the Department of Campus Recreation if you are interested in forming a new Sport Club. All Sport Clubs are administered through the Department of Campus Recreation Recreation.

The group must:

- 1) Pick up a Registration Packet from the Department of Campus Recreation.
- 2) Submit the completed registration packet which includes:
 - A new club proposal
 - A petition with 25 signatures (ten of which must be members of the organization). The petition shall read,
“We the undersigned do hereby petition the University of the Sciences Campus Recreation Department for the registration of (name of proposed organization).”
 - A completed officer and member listing.
 - A draft of a constitution describing the purpose of the organization, membership criteria, procedure for election of officers, role of officers, etc. (See Appendix B for sample constitution).
- 3) Completed Registration Packets will be reviewed by the Department of Campus Recreation and discussed with the club officers.
- 4) Registered status is granted once the Department of Campus Recreation authorizes approval. A group may be denied ‘Club status’ for many reasons but most commonly if the group:
 - Duplicates the purposes of an existing organization.
 - Represents a controversial purpose not in line with the mission of the University.
 - Activity is deemed “high risk” by a University official.
 - Requires too extensive funding, facilities, or resources

New clubs are subject to one (1) year probation. During this time, no monies are allocated to the club from the University. New clubs will be given the opportunity to raise money through fundraising activities.

If a student wishes to reactivate a currently existing but dormant club; some of the above steps may be skipped or adjusted but will be dealt with on a case by case basis.

Constitution

Every sport club is required to have a constitution approved by the Department of Campus Recreation and it should remain on file with the office.

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:
 - The name and purpose of the group.
 - Qualifications of the officers.
 - Officers and procedures for their election.
 - Duties of each officer. These can follow the duties listed on the example below.
 - Meetings of the organization (generalities only; leave specific for bylaws).
 - 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.

Representatives / Officers

Each club must have student representatives acting as the President, Vice President, Secretary and Treasurer of the club. The administrative responsibilities must be distributed among the officers and club members. The importance of the officer's role to communicate with club members and with the Department of Campus Recreation cannot be overemphasized. Appointments are suggested and may be arranged by calling the Department of Campus Recreation. The officers should coordinate these meetings to ensure proper representation and communication.

The responsibilities of elected officers include, but are not limited to, the following:

President

- A current student who will serve as a liaison between the club and the Department of Campus Recreation.
- Make any needed arrangements for the scheduling of meetings, matches and facilities with the Department of Campus Recreation.
- Submit and justify the club's budget request.
- Schedule a meeting with the Club Treasurer and the Department of Campus Recreation to discuss guidelines for financial statements.
- Inform club members of the contents of these guidelines for the Sport Clubs.
- Ensure the Club's compliance with the guidelines for the Sport Clubs.
- Ensure the proper procedures are followed in all areas of administration such as budget, organization, planning and controlling.
- Attend a short weekly meeting with a representative of the Department of Campus Recreation.

Vice President

- A current student who will serve as a liaison between the club and the Department of Campus Recreation.
- Make any needed arrangements for the scheduling of meetings, matches, and facilities with the Department of Campus Recreation.
- Inform club members of the contents of these guidelines for the Sport Clubs.

Treasurer

- A current student who will serve as a liaison between the club and the Department of Campus Recreation must occupy this position.
- Schedule a meeting with the President and the Department of Campus Recreation to discuss guidelines for financial statements.
- Submit and justify the Club's budget request.
- Submit and justify the Club's fundraising project requests.
- Ensure the proper procedures are followed in all areas of administration such as budget, organization, planning, and controlling.
- Report to the Department of Campus Recreation all monies that are received by the Club.

Secretary

- A current student who will serve as a liaison between the club and the Department of Campus Recreation must occupy this position.
- Make any needed arrangements for the scheduling of meetings, matches, and facilities with the Department of Campus Recreation.
- Inform club members of the contents of these guidelines for the Sport Clubs.
- Complete and submit all of the accident forms, injury forms, and waiver/roster forms, evaluation forms and facility permit forms related to all club activities.

Advisor

It is not mandatory for clubs to have an advisor; however, clubs choosing to do so must make this known to the Department of Campus Recreation. A club can choose to replace their advisor if he or she has become inactive with the organization

- The Department of Campus Recreation must approve the Club advisor.
- The Club Advisor may be a full-time faculty or staff member.
- Club Advisors must submit a form to Department of Campus Recreation stating their commitment to the Club. Advisors should also include a current address and phone number where they can be reached.
- Serve as a source of information and expected to be a positive role model.
- Assist and counsel individual members as well as the group.
- Serve as the liaison with outside organizations during extramural competition.
- Obtain and read the Sports Clubs Handbook.
- 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.

Sport Club Coordinator-Intern

The Sport Clubs Coordinator is an intern from the Department of Campus Recreation with the Major of Fitness and Health Management. This person will serve as a liaison between the Department of Campus Recreation and the various Sport Clubs. The Sport Club Coordinator's responsibilities include the following:

- Report to the Assistant Director and Director of Campus Recreation
- Act in an advisory capacity with regard to all functions of Sport Clubs.
- Serve as a liaison between the Department of Campus Recreation and the Individual Sport Clubs.
- Assist the clubs in areas of budget preparation and publicity and promotions of the club within the stated guidelines of this Handbook.
- Serve as liaison between the Sport Clubs and other University departments with regards to participation in any special events.
- Check on the eligibility of all Sport Clubs members (full-time student, staff, or faculty).
- Monitor and evaluate the financial status of club funds.
- Authorize and prepare all check request/purchase orders for the Sport Clubs.

Medical Insurance / Physical Requirements

- All Club Sport participants are required to have medical/health and accident insurance. If the participant does not have existing coverage, information about a plan is available in the Student Life Office, Center for International Programs, and the Student Health Center.
- Additionally, all Club Sport participants are required to have a current Physical.
- Copies of the participants Insurance and Physical information must be on file in the Department of Campus Recreation prior to any participation with the club.

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 of University of the Sciences). Additionally, 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 those risks and release and hold harmless University of the Sciences and all those persons associated with the 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.

In consideration for being allowed to participate in the activity, the club participant will waive all claims for injury or accident or liability of any kind and release University of the Sciences, its staff, all managers, officials, or owners of the property on which the facility is located, from any claims, now or in the future, and for such injury or accident.

Liability Disclaimer

University of the Sciences disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following:

- Any injury or damage sustained on property owned by or under the control of the University, its subsidiaries, or affiliated institutions (such as classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.).
- Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit and regardless of cause.
- Any injury or damage suffered in an intercollegiate, club or intramural contest or event (athletics or otherwise) as a participant, spectator or other. This includes transit to or from events.
- Any injury or damage resulting from fire, theft, the elements or by other cause.
- Any injury or damage as a result of any act or omission by any University personnel (faculty, staff, employee, officer, trustee), student or contractor.
- Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with University of the Sciences.

Participation Waiver

A Participation Waiver must be signed by all club participants and submitted to the Department of Campus Recreation prior to any club participation. It can be found on line at

Emergency Action Procedures & CPR Requirement

It is now required for at least two (2) club members or other personnel associated with practices, competitions, skills instruction, and strength and conditioning to be certified in Cardiopulmonary Resuscitation (CPR) and in the use of an Automate External Defibrillator (AED) and First Aid. One of the certified members MUST be at each game/practice/event. Copies of these certifications must be on file in the Department of Campus Recreation.

Emergency situations may arise at anytime during athletic and/or recreational sport events. Expedient action must be taken in order to provide the best possible care to the athletes/participants in emergency and/or life threatening conditions. It is imperative that appropriate standards of health care are available to all sports participants. As injuries may occur at any time and during any activity, all participants and coaches/advisors must be prepared.

To achieve this, University of the Sciences must insist that there be proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of all those involved will enable each emergency situation to be managed appropriately.

Points to Remember (For Emergency Situations):

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.
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 Recreation staff.

Additional Points (For Non-Emergency Situations):

1. Contact a member of the Recreation staff as soon as possible. They can help to make a decision in a non-emergency situation. Included in the manual are emergency contact numbers. Please carry this with you for all team activities.
2. Always have a medical kit and ice on-site for wounds, injuries, etc.
3. Designate a student to bring the medical kit and coolers with ice and water to practices and any off-campus activities.
4. Know the location of hospitals in the area you are practicing.

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

Conclusion

The importance of being properly prepared when emergencies arise cannot be stressed enough. An injured participant's survival may hinge on how well trained and prepared the club members, advisors, administrators and healthcare providers are. It is prudent to invest Sport Club "ownership" in the emergency plan by involving the entire club, including the sport club coaches/advisors. Through development and implementation of the emergency action plan, the Department of Campus Recreation helps ensure that all sport club participants will have the best care provided when an emergency situation does arise.

Injury Management / Treatment

Despite our greatest efforts toward safety and prevention, accidents and injuries may occur at any time. With this in mind, it is important to address the management and treatment of resultant injuries following the immediate care.

Requirements

As noted previously, it is crucial that club participants have the following on file with the Department of Campus Recreation prior to any participation with the club:

- Proof of Insurance
- Current Physical Form signed by a doctor
- Emergency Contact Info
- Signed Emergency Procedures Sheet

Injury / Incident Reports

Any Club related injury must be reported to the Department of Campus Recreation as soon as possible. An 'Injury / Incident Report Form' must be filled out completely and delivered to the office within 1 (one) business day of the incident. Blank forms are available in the Department of Campus Recreation or on the Recreation Website

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, 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.

Follow-up

If further treatment or examination of an injury is required, but is not an emergency, Club participants are encouraged to go to the Student Health Center. Additionally, participants will have some limited and pre-arranged access to a University of the Sciences Athletic Trainer. Access to a trainer can only be granted by a member of the Department of Campus Recreation and will only granted following the completion and submission of the injury report form. If you need to see a trainer because of an injury sustained during a sport club event, please come see the Sport Club Coordinator in the Department of Campus Recreation.

Concussion Policy

Any Club member suffering a concussion must be cleared by the University Physician prior to resuming any athletic activity. Additionally, members are subject to the concussion policies of their sports' corresponding governing body.

Facilities

Facility space is limited and on a first come, first served basis. The Director of Campus Recreation will do their 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 to obtain space in the Athletic Recreation Center, a request must be presented to the Sport Club Coordinator and forwarded on to the Director or Assistant Director of Campus Recreation.
- 2) Facility schedules will be updated when possible and Sport Clubs 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 Sport Clubs Coordinator of any potential alterations.
- 2) Clubs not using their specific time block for facility usage for a particular reason must contact the Sport Clubs Coordinator in advance. Failure to notify the Department of Campus Recreation will result in loss of future usage opportunities.
- 3) Clubs are not permitted to use University of the Sciences facilities without the proper permit.

Apparel / Equipment

Apparel / Uniforms

Any club intending to purchase clothing or uniforms must have the apparel and artwork approved by the Sport Clubs Coordinator.

Equipment

- 1) All equipment purchased by the sport clubs with budgetary funds allocated by the Department of Campus Recreation becomes the property of the Department of Campus Recreation.
- 2) Equipment can be stored in the Athletic Recreation Center during the off-season (space permitting)
- 3) Equipment is not to be used for any activity outside of the sport club's events.
- 4) Persons failing to return equipment in the condition in which it was taken out will be responsible for replacing the equipment. If payment is not received, the Business Office will be notified, and your tuition bill will be charged six times the original amount of each item.

Publicity, Promotions

Social Media

Each club team is permitted to host a social media page approved by the Assistant Director of Campus Recreation and they are encouraged to do so.

Additionally, the Department of Campus Recreation has a web page to disseminate general information. Club web pages are viewed by prospective students seeking information about the Sport Club Program and your club, therefore it is important to keep your club information current.

Publicity

If you have good quality photos of your club, email a copy to the Athletic Office to be used in various publications and brochures (*JPEG format ONLY*).

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 individual pictures.

Flyers

All flyers must be approved by the Department of Campus Recreation. Additionally, if they are to be posted on campus, they must be approved by Student Activities.

Travel & Transportation

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

If staying over night, a travel itinerary form must be submitted to the Sport Clubs Coordinator 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.

There are 2 acceptable forms of transportation to practices and games: Department vans and mini-buses. *No personal vehicles should be used.* **(DO WE STICK TO THE POLICY IN ITALICS).** ALL travel reservations (including hotels and transportation) are made through the Department of Campus Recreation. Clubs may use University allocated funds for payment of rental vehicles or any travel expenses. If your club needs to make travel arrangements, you must talk to the Sport Club Coordinator at least 10 days before the trip to ensure the proper arrangements can be made.

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.

A Krapf Tour Bus would need to be utilized for trips approximately an hour and a half away.

Travel Authorization Forms (see Appendix C) should be submitted the Department of Campus Recreation **FIVE** business days prior to the trip (For example, if traveling on a weekend, forms are due by 5pm the Monday before). Any Authorization submitted less than five business days prior to a trip is subject to non-approval based on non-compliance of rules. Any Authorization form submitted less than two business days prior to a trip **WILL NOT BE ACCEPTED!** The trip organizer must be a member of the registered club and a University of the Sciences student, faculty, or staff member.

The Travel Authorization Form and Travel Roster Form (see Appendix C) must be completed and signed before members may leave campus. If the trip is NOT approved, the Sport Club Coordinator will contact the club officer.

Finances, Fundraising

University financial support in the form of club budgets plays an important role in the success of any organization. Funding for Sport Clubs is made available through the Department of Campus Recreation. Each club will be allocated funds provided they abide by guidelines outlined in this Handbook. First year Clubs are not eligible for funding.

All clubs receiving funds must:

- Have at least ten (10) members.
- Clubs are required to raise 25% of money given to the club from the University in an academic year. For example: A club that uses \$1,000 from University of the Sciences must bring in at least \$250 to be deposited in that club's account. Dues counts toward fundraised money.
- If this criteria is not met, clubs have the following two options:
 - 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.
 - If a club chooses not to impose dues or fund raise the deficit, the shortfall balance will be deducted from the club's next year's allocation.
- Maintain constant communication with the Sport Clubs Coordinator and adhere to the Sport Club guidelines.
- New clubs are not allocated any money during their 1st year.

Budget Allocation

The Department of Campus Recreation will attempt to assist all recognized Sport Clubs 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 Sport Club Coordinator
- 6) Recommendation of the Presidents Council

The Recreation Staff 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.

Budget Uses

Club budgets may be used to purchase the following:

- Equipment (uniforms, balls, plaques, etc)
- Officials' costs
- Conference/entry fees and union dues
- Ambulance or trainer expenses
- Traveling expenses

Guidelines for submitting expenses & budget projections

- 1) All clubs must submit a Sport Club Revenue & Expense Worksheet at the end of the academic year. A meeting must occur between the club's treasurer, president, and the Sport Club Coordinator. The meeting must take place in the early fall. All clubs must submit a budget request by the last day of classes for the following academic year.
- 2) Be as clear as possible. If requesting equipment, submit a copy of the catalog, page-numbers, or list the item number, place of purchase, cost, quantity, color, size, weight, and any other necessary information.
- 3) Include expected income from dues, fund-raisers, and other revenue producing sources.
- 4) If there is a reason to believe an item may be eliminated from the original budget, inform the Sport Clubs Coordinator as soon as possible.

Fundraising

Fundraising is an important aspect of any Sport Club. While some University funding is provided, it rarely covers a club's total expenses. Fundraising projects conducted by the clubs will typically have a positive impact on the budget appropriation by the Department of Campus Recreation. Representatives are encouraged to meet with the Sport Club Coordinator to plan fundraising projects. Clubs are required to raise 25% of their allocated funds for an academic year.

- 1) The members of the individual sport clubs must share in the financial support of their clubs through the payments of the individual dues, fundraising projects, and special assessments.
- 2) Fundraising projects need prior approval by the Sport Clubs Coordinator.
- 3) Donations and sponsorships are conditional and must also be approved by the Sport Clubs Coordinator prior to working any deals out with sponsors. See additional handout for further details.
- 4) The Sport Clubs Coordinator will work in conjunction with clubs on fundraising projects.

Contractual Agreements Related to Student Organizations

Individual members and officers of student organizations are not authorized to bind University of the Sciences in a purchase agreement or any other contractual agreement. Officers of the recognized student organizations may enter into 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 Sport Clubs Coordinator, which will ultimately be reviewed by the Director of Recreation and possibly the Athletics Budget Administrator and the University Treasurer, for verification that the agreement is in accordance with University policies.

In the case of purchases of goods or services where University budgetary funds are to be expended, the normal purchasing procedures apply. That is, a purchase order must be obtained or a request for funds must be submitted to the Treasurer's Office via the Department of Campus Recreation prior to issuance of a check.

Purchase or other contractual agreements made contrary to these guidelines may result in personal liability for the individuals involved.

Membership & Eligibility

- 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.
- 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.
- 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.
- 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.

Academic Standing for Students Involved in Major Extracurricular Activities (As taken from the University of the Sciences Student Handbook)

A student on academic probation is ineligible to participate in major extracurricular activities, including intercollegiate athletics, or to serve as an officer or a director of any student activity. An appeal may be made to the Academic Dean by the student if there is an extenuating reason why he/she should not be removed from the organization.

In accordance with University procedures on registration and recognition for student organizations, a major extracurricular activity or organization at University of the Sciences is defined as one that requires a substantial time commitment and/or involves extensive travel. Club Sports along with groups such as the Student Government Association (SGA), Student Union Board (SUB), fraternities, sororities, and varsity athletics are considered to be major extracurricular activities.

Student organizations considered as major extracurricular activities are required to submit an updated listing of officers whenever elections are held or appointments are made. Overall grade point averages (GPA) of officers are required to be 2.0 or above (unless a higher minimum is specified in the organization's constitution). Grades are checked with the Registrar using lists submitted at the beginning of each semester.

A student on academic probation (overall GPA below 2.0) is ineligible to participate in major extracurricular activities, including Club Sports, or to serve as an officer or a director of any student activity. Students will be sent a letter stating that they may not be active in the group until they are in good academic standing and are removed from the probation list. This letter will also include on-campus resources that will aid the student to achieve better grades. An appeal may be made to the academic dean by the student if there is an extenuating reason why he/she should not be removed from the organization.

Code of Conduct

The Department of Campus Recreation and all of its programs (including Sport Clubs) defer to the guidelines set forth by the University of the Sciences Student Code of Conduct. Additional guidelines and sanctions may be enforced by a club's particular league or sport specific governing body.

Nonetheless, special attention must be paid to the following:

Hazing

University of the Sciences absolutely prohibits all forms of hazing!

The purpose of this Hazing Policy is to protect the safety and rights of all student-athletes of University of the Sciences who choose to join an intercollegiate sport team, club, or any other organization which is associated with the Department of Athletics. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any other organization or group of its members is absolutely prohibited.

1. For the purpose of this policy, hazing is defined as: any action or situation, created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but not limited to, the following: paddling in any form, use of alcohol, creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is considered conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any other activities which are not consistent with the policies and regulations of University of the Sciences. Hazing also includes any action or situation that requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executive Association and the Commonwealth of Pennsylvania.
2. Any alleged violations of the non-hazing policy by students will be referred to the Student Conduct Committee and the Director of Athletics, which may impose such penalties including suspension or expulsion from the University, as it deems appropriate.

The Department of Athletics and the University of the Sciences administration will not tolerate hazing. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

Re: Alcohol - Definition of a Group (as taken from the Student Handbook)

“A case may be determined by its nature to be an organizational act. Some organizational issues are not easily quantified. No specific number of members is required to establish an event as an organizational activity. Further, simply declaring that an activity is not an organizationally planned or sponsored event may not alter the responsibility of the organization for that event. Factors to be considered in determining organizational responsibility include, but are not limited to, the number of members involved in the activity, the manner in which the activity was planned and financed, the manner in which the activity was publicized, and the unique details of what transpired during the event that may clarify the role of the organization and its members.”

Intramural Participation

Sport Club participants may also participate in Intramurals, however no Intramural team may have more than two (4) members of the corresponding club team on their roster.

Meetings

A club officer must have weekly meetings with the assigned member of the Department of Campus Recreation

Documentation

- 1) Every club is expected to keep official club records.
- 2) Copies should be provided for the Sport Clubs Coordinator.
 - a) Up to date roster
 - b) Copies of CPR/AED certifications
 - c) Calendar of upcoming events, game schedules, and departure times for away games
 - d) Records of publicity
 - e) Advertising flyers
 - f) Financial records
 - g) Meeting minutes
 - h) All Recreation forms

Appendix A

NEW CLUB PROPOSAL

Prior to registration, the Department of Campus Recreation must review this proposal. The students interested in forming the club must write a proposal including all the areas outlined below. [The information in brackets is provided to further explain the topic area.]

- I. Club Name.
- II. Main Purpose and Objective of Club.
- III. History of Injuries in Activity/Sport. [This topic area must be thorough. Find information through the NCAA, a national governing body and/or at the high school level (if relevant). If the committee knows more information is available which was not included, the proposal will be returned without action taken.]
- IV. Make-up of Club Personnel.**
 - A. Advisor. [It would be good to find an advisor with an interest/experience with the activity. If he/she does have any experience or certification, please explain here.]
 - B. Officers. [List any certifications and/or experience the officers/club organizers have with this activity.]
 - C. Membership of the club (Please note that clubs must have a minimum of ten (10) members to ensure financial sustainability.
- V. Facilities Required.
- VI. Equipment
 - A. Type of Equipment Used
 - B. Equipment Maintenance/Safety
- VII. Other Relevant Information. [Anything that club organizers feel is important to include, but does not fit into the above categories. Feel free to include pictures, diagrams, charts, etc.]

Any questions will be communicated back to the student organizers via the Sports Club Coordinator for Recreation. Any and all questions must be answered before the Sport Club may be registered.

~ Write this proposal as if absolutely nothing is known about the activity/sport. ~

Appendix B

THE CONSTITUTION OF THE UNIVERSITY OF THE SCIENCES _____

ARTICLE I. NAME OF ORGANIZATION

Section 1. The name of this club shall be the _____.

(Include the full name of the organization and any abbreviations that also symbolize the group's name.)

ARTICLE II. PURPOSE

Create a mission statement and/or philosophy for your organization. Think about the purpose of your organization and why it was formed at University of the Sciences. Include the goals/objectives of the club and any affiliations the organization maintains with regional, national or professional associations (if applicable).

(List specific goals/objectives for the club as Section 1, Section 2, etc.)

ARTICLE III. MEMBERSHIP Membership must be open to all who meet prescribed criteria for eligibility without respect to race, creed or national origin. Membership to student organizations may not be granted to any person who is not a bona fide member of the University community.

ARTICLE IV. GOVERNANCE

Section 1. List the titles of the officers who will lead the organization. (ie. President, V.P., etc.)

Section 2. Do the officers of the organization form an executive committee/board? If so, describe the name of the advising board, and the officers who participate.

Section 3. What procedures are followed if an office is vacated?

ARTICLE V. POWERS, DUTIES, AND RESPONSIBILITIES????

The powers, duties, and responsibilities of the governing structure shall be defined as follows: (adapt as needed)

Section 1. President

1. Serve as the chief administrative officer.
2. Preside over meetings of the organization.
3. Appoint members and chairpersons of all committees.
4. Serve on all committees as an 'ex officio' member.
5. Call special meetings of the membership.
6. Initiate programs and projects he/she deems necessary.
7. Represent the best interest of the organization in all interactions with affiliated organizations, University administration and community.

Section 2. Vice-President

- Preside over the meetings of the organization in the absence of the President.
- Carry out the duties and responsibilities assigned to him/her by the President.
- Define all duties and responsibilities to chairpersons and provide any assistance to the chairpersons in fulfillment of their duties.

Section 3. Secretary

- Assist the President with official correspondence of the organization.

- Maintain and distribute the minutes of all regular and special meetings of the organization.
- Keep a revised copy of the constitution and bylaws available for members at all times and distribute to the membership,
- Prepare a roster each semester to include the address and telephone number of each member.

Section 4. Treasurer

- Be responsible for the collection and accounting of all fees and other monies belonging to the organization.
- Submit all funding requests in a timely fashion.

ARTICLE VI. ELECTIONS????

All elections and nominations to the governing structure of _____ shall be subject to the following criteria which ensures a fair and an equitable process.

Section 1. Candidacy and Nominations (List each office separately)

- What are the qualifications for candidacy?
- When are elections held?
- What is the election process?

Section 2. Voters

- What are the voting qualifications?

Section 3. Votes Needed

- How is a winner determined in the election?

ARTICLE VII. FORMATION OF BYLAWS ????

(The bylaws of the constitution are the specific rules of the organization; bylaws are of such importance that they cannot be changed in any way without previous notice.

Bylaws should be detailed and should explain for the members, their responsibilities, limitations, and expectations of the organization. Bylaws can include dues, meeting time and location, election procedures, attendance, etc.)

Section 1. The (name of organization) shall create a set of bylaws which become a part of this Constitution upon approval demonstrated by a _____ vote of the membership. Deletions or additions can be made to the bylaws by a _____ vote of the membership of the organization.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Constitution can be made by a _____.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Constitution can be made by a _____ vote of the membership of the _____.

ARTICLE IX. RATIFICATION

Section 1. This constitution shall be fully ratified after being approved by a _____ vote by the membership of the _____.

Note: Some organizations will add an advisor section that may be placed between Articles VI and VIII if this section is so desired.

Appendix C

University of the Sciences Sport Club Travel Authorization

Name:

Purpose of Trip:

Destination:

Club/Organization:

Address of Destination:

Names of Persons in Group: Please Complete the Travel Roster Form

Date of Departure:

Time of Competition:

Date of Return:

Time of Return:

PLEASE REMEMBER ALL TRAVEL PAPERWORK MUST BE TURNED IN 5 BUSINESS DAYS BEFORE TRAVEL

Please check which mode of transportation you are requesting:

- Krapf Tour Bus – distance of 1 hour or more
- Athletic Vans and Mini Bus – distance of 25 minutes driven by coach

Please list each driver who is Van Certified _____

Signature of Officer

Signature of Department of Campus Recreation

IMPORTANT INFORMATION:

- Failure to complete the travel process and approval could jeopardize any future travel.

Please complete the Travel Roster with this form.

University of the Sciences
Sport Clubs
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	
1.	15.
2.	16.
3.	17.
4.	18.
5.	19.
6.	20.
7.	21.
8.	22.
9.	23.
10.	24.
11.	25.
12.	26.
13.	27.
14.	28.

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. Sport Club Coordinator * | 215-596-7440 |
| 3. Director * | 215-596-7597 |

* One of these people must be contacted.

Please submit one copy of this form along with the Travel Authorization to the Department of Campus Recreation