SAINT JOSEPH’S UNIVERSITY
CLUB SPORT LEADER ORIENTATION

Tuesday, September 4, 2018
4pm
Campion Doyle Banquet Hall South
OVERVIEW

- Mission
- Introductions and Goals
- Club Roster
- Packets/Insurance
- Risk Management
- Travel
- Finance
- Fundraising
- Coaches/Volunteers
- Social Media/PR
- Conduct Expectations
- Important Upcoming Dates
The SJU Club Sport Program's mission is to provide students with a unique opportunity to develop leadership, organizational and fiscal management skills in a safe, supportive and fun learning environment in which participants can build a sense of community.

Voluntarily organized by students, club sports exist for the purpose of furthering a common interest in a physical activity through competition, instruction, participation, or performance. Students elect their own officers, draft their own constitution, request facility space, get approval for and make travel arrangements, schedule contests with other teams, develop contracts with officials and artists, fundraise and manage their budget.
CLUB SPORT PROGRAM CONTACT INFO

- Upper Gym O’Pake Recreation Center
- anagle@sju.edu
- Angie’s office
  610-660-2583
- Angie’s cell
  610-639-6094 (for emergencies only)
- www.sju.edu/recreation
Roster of Active Clubs

- Adventure
- Baseball
- Basketball – M/W
- Field Hockey
- Gaelic Football
- Golf
- Ice Hockey – M/W
- Judo
- Lacrosse – M/W
- Roller Hockey
- Rugby - M/W
- Running
- Soccer – M/W
- Softball
- Swim
- Tennis
- Ultimate- M/W
- Volleyball – M/W
- Water Polo
RISK MANAGEMENT

- CPR Requirement – Due by 9/28/18
  2 Certified Members At Each Practice/Game

- CPR Training Can Be Done Online or Sign Up for Class w/Angie at anagle@sju.edu

- Steps to take after an injury occurs
  - Injury reports
    Injury Report
  - Insurance claim form/secondary insurance
  - Concussion policy
  - Access to the training room
  - Ambulance and trainer services
PARTICIPATION PACKETS/INSURANCE

- **Packet**

- **Secondary Insurance**
  https://epay.sju.edu/C21318_ustores/web/classic/product_detail.jsp?PRODUCTID=2335&SINGLESTORE=true

- **Typed Club Roster in Excel due by 9/28/18 to anagle@sju.edu**
  In following format Last name, First Name, SJU #ID
TRAVEL

- Travel forms (Roster and Request are due 1 week before)
  Travel forms – online

- Who can drive? How far? When?

- Hotel requests

- What do in case of an incident/accident
## VAN TRAINING

https://www.youtube.com/watch?v=LHlXPO3fIdI &feature=youtu.be

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FINANCE

- Budget Allocations

- Dues collection – Marketplace
  https://epay.sju.edu/C21318_ustores/web/store_main.jsp?STOREID=59&SINGLESTORE=true

- Donations

- How to request money from your account

- What allocations can and cant be used for

- How to pay officials/refs
FUNDRAISING

- Dues - online collection encouraged
  - [Marketplace](#)

- Sponsorships

- Donations - all donations must come through the university

- Tshirt/candle/candy sales

- Special Events

- Off-campus events - all off campus events must be approved by Angie. Events held at a bar are not permitted.
UNIFORMS AND TEAM APPAREL

- Logo use - only approved logos can appear on club apparel

- Image approval - all proofs must be seen by Angie before submitting a team order

- Personal vs Team Gear
Volunteers must register with Angie and Human Resources BEFORE they begin with the club.
CONDUCT EXPECTATIONS

- SJU Code of Conduct (Community Standards)

- Anti – Hazing Policy – trailer
  https://www.youtube.com/watch?v=26WgdXlyMzE

SJU-
http://www.sju.edu/int/studentlife/studentresources/hazing/index.html
Reporting Form:
http://www.sju.edu/int/studentlife/studentresources/hazing/Report%20Hazing.html

- Alcohol Policy

- Social/Party Policy- Clubs are not permitted to host events on or off campus with alcohol. This includes house parties, banquets, and fundraisers.
PROMOTING YOUR CLUB

- Club websites

- Campus Plasma TV
  https://forms.sju.edu/sla/view.php?id=2520

- Facebook/Instagram/Twitter

- University website - needs updates from clubs
  www.sju.edu/recreation

- Nest - https://nest.sju.edu/web/home-community/student-life-calendar-submission

- Game results form for each competition
  http://goo.gl/forms/QI8Z0FS7LN
SCHEDULING

- Practice and Game Schedules
- Conflicts

https://sites.sju.edu/recreation/club-sports/
Fri 9/7
Club Packets and Individual Registrations

Fri 9/29 Rosters Due

Fri 9/29 CPR Due
SO WHO WAS PAYING ATTENTION...