TABLE OF CONTENTS

Contact Information 3
Calendar/Important Dates 4
Introduction 5
Definition of Club 6
Presidents Council 6-7
Privileges 6
How to Start 8-11
Medical Insurance 12
Physical Forms 12
Emergency Action Plans/CPR 13-14
Injury Management 15
Facilities 16
  a) Usage
  b) Ad Posting
Equipment 16
Publicity / Promotions 17
Travel / Transportation 18
Finance / Fundraising 19-20
  a) Funds
  b) Contractual Agreements
Membership / Eligibility 21
Code of Conduct 22
  a) Student Code
  b) Hazing
  c) Alcohol
Intramural Participation 23
Contact Information

Campus Recreation Office
Saint Joseph’s University
O’Pake Recreation Center
Maguire Campus
Philadelphia, PA 19131

Corey Shannon
Director of Campus Recreation
Maguire Campus- O’Pake Recreation Center
Office Phone: 610-660-3052
Cell Phone: 610-306-6993
Fax: 610-660-1715
Email: cshannon@sju.edu

Angie Nagle
Assistant Director of Campus Recreation/Club Sports
Maguire Campus- O’Pake Recreation Center
Office Phone: 610-660-2583
Cell Phone: 610-639-6094
Fax: 610-660-1715
Email: anagle@sju.edu

Conor Lesch
Assistant Director of Campus Recreation/Facilities and Aquatics
Maguire Campus – O’Pake Recreation Center
Office Phone: 610-660-1717
Email: clesch@sju.edu

Bryan Brown
Aquatics Coordinator
Maguire Campus-Lower Sports Complex
Office Phone: 610-660-2588
Email: bbrown@sju.edu

Web Page
www.sju.edu/recreation
Important Telephone Numbers

On Campus Emergency (610) 660-1111 or 1111 (from campus phone)

SJU Campus Security

Philadelphia Police 911

CALENDAR / IMPORTANT DATES

All club meetings, practices and competitions are listed on the club google calendar.
This is updated daily.
Introduction

Welcome! This handbook was created in order to assist Saint Joseph’s University club sport officers, advisors, coaches/instructors 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 officer easier.

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

Involvement in the Club Sport Program is strictly voluntary. Club members must recognize and acknowledge the inherent risks associated with participation in a club sport, which they voluntarily assume. Saint Joseph’s University requires all participating individuals carry medical/hospitalization insurance to protect themselves in case of injury.

**It is the responsibility of the club officers, members, advisor and coach/instructor to read, understand and follow all Saint Joseph’s University policies and procedures, the Saint Joseph’s University Student Conduct Code and local, state and federal rules, regulations and laws.**

Mission Statements

The Campus Recreation Office is housed in the Division of Student Life.

The Mission of Campus Recreation at Saint Joseph’s University reflects the Mission of the University by using the programs within the department as a way to develop the whole person and preparing men and women for others.

The Club Sport Mission

Club sports at Saint Joseph’s University are groups of individuals who share a common interest in a sport activity. Club sports are member-initiated and organized with an emphasis placed on participation. It is through participation in sport activity that members are afforded the opportunity to develop their physical, social, administrative, and leadership skills.

The Club Sport Program offers opportunities to participate in many diverse sport activities designed to support the pursuit of lifelong activity and to assist in maintaining a healthy lifestyle. The purpose of these activities is to improve skill level, increase knowledge of the activity and promote cooperative attitudes and behaviors.
**Definition of Club Sport**

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 provide non-varsity athletic opportunities through administration by Campus Recreation as a student organization. A club may be instructional, recreational or competitive, or may be involved in any combination of these elements. Club Sports are strictly voluntary and involvement in a Club Sport 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.

**Privileges**

Registration of a Club Sport 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 Campus Recreation.
How to Start / Establish a Club

The group must:
1) Pick up a Registration Packet (this handbook) from the Assistant Director of Recreation’s office

2) Submit the completed registration packet which includes:
   a. a new club proposal (example can be found in Appendix A)
   b. a petition with 25 signatures (ten of which must be members of the organization). The petition shall read, “We the undersigned do hereby petition Saint Joseph's University Campus Recreation for the registration of (name of proposed organization).”
   c. a completed officer and member listing.
   d. 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 Campus Recreation and discussed with the club officers.

4) Registered status is granted once 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 a Jesuit, Catholic 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 club sport is required to have a constitution approved by 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
   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 with 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 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 Recreation Office cannot be overemphasized. Appointments are suggested and may be arranged by calling the Club Sport Office. 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**

1) A current student who will serve as a liaison between the club and the Recreation Office.
2) Serve on the Presidents Council.
3) Make any needed arrangements for the scheduling of meetings, matches and facilities with the Recreation Office.
4) Submit and justify the club’s budget request.
5) Schedule a meeting with the Club Treasurer and the Recreation Office to discuss guidelines for financial statements.
6) Inform club members of the contents of these guidelines for the Club sports.
7) Ensure the Club’s compliance with the guidelines for the Club sports.
8) Ensure the proper procedures are followed in all areas of administration such as budget, organization, planning and controlling.
9) Attend a short weekly meeting with a representative of the Recreation Office.

**Vice President**
1) A current student who will serve as a liaison between the club and the Recreation Office.
2) Make any needed arrangements for the scheduling of meetings, matches, and facilities with the Recreation Office.
3) Inform club members of the contents of these guidelines for the Club sports.

Treasurer

1) A current student who will serve as a liaison between the club and the Recreation Office.
2) Schedule a meeting with the President and the Recreation Office to discuss guidelines for financial statements.
3) Submit and justify the Club’s budget request.
4) Submit and justify the Club’s fundraising project requests.
5) Ensure the proper procedures are followed in all areas of administration such as budget, organization, planning, and controlling.
6) Report to the Recreation Office all monies that are received by the Club.

Secretary

1) A current student who will serve as a liaison between the club and the Recreation Office.
2) Make any needed arrangements for the scheduling of meetings, matches, and facilities with the Recreation Office.
3) Inform club members of the contents of these guidelines for the Club sports.
4) Complete and submit all of the accident forms, injury forms, and waiver/roster forms, performance evaluations, game results, 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 Recreation Office. A club can choose to replace their advisor if he or she has become inactive with the organization

1) The Recreation Office must approve the Club advisor.
2) The Club Advisor may be a full-time faculty or staff member.
3) Club Advisors must submit a form to Recreation Office stating their commitment to the Club. Advisors should also include a current address and phone number where they can be reached.
4) Serve as a source of information and expected to be a positive role model.
5) Assist and counsel individual members as well as the group.
6) Serve as the liaison with outside organizations during extramural competition.
7) Obtain and read the Sports Clubs Handbook.
8) Assist the Recreation Office in monitoring the club’s activities to ensure that they are abiding by policies and procedures outlined in this Handbook.

Coach

It is not mandatory for clubs to have a coach; but, clubs are welcome to pursue the option with the Recreation Office.

1) The coach must be approved by the Recreation Office.
2) Although the coach’s position is authoritative in nature, the coach is still responsible to the club as a whole. For no reason should the coach assume responsibility for the club; clubs must be student initiated and student-organized.
3) All club coaches must sign a club sport coach’s agreement form. The form verifies that the coach understands their role as coach of a club sport. In addition, the coach must verify that they have received, read, understand and agree to the abide by the contents of the Saint Joseph’s University Club sport Handbook.
Club Sports Coordinator/Assistant Director of Recreation

The Club Sports Coordinator is an assigned staff member housed in Campus Recreation. This person will serve as a liaison between the Recreation Office and the various Club Sports. The Club Sport Coordinator’s responsibilities include the following:

1) Report to Director all Club Sports Activities.
2) Act in an advisory capacity with regard to all functions of Club Sports.
3) Serve as a liaison between the Recreation Administration and the Individual Club Sports.
4) Assist the clubs in areas of budget preparation and publicity and promotions of the club within the stated guidelines of this Handbook.
5) Serve as liaison between the Club Sports and other University departments with regards to participation in any special events.
6) Check on the eligibility of all Club Sports members (full-time SJU student, staff, or faculty).
7) Monitor and evaluate the financial status of club funds.
8) Authorize and prepare all check request/purchase orders for the Club Sports.
Medical Insurance / Physical Requirements

ALL FORMS ARE ON LINE AT http://www.sju.edu/recreation/clubsports/forms.html

- 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 physical information must be on file in the Club Sport Office 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 Recreation Office of Saint Joseph’s University). 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 Saint Joseph's University 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 Saint Joseph's University, its staff, all managers, officials, or owners of the property on which the facility is located, from any claims, now or in the future, for such injury or accident.

Liability Disclaimer

Saint Joseph’s University 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 Saint Joseph’s University.
Participation Waiver

A Participation Waiver must be signed by all club participants and submitted to the Recreation Office prior to any club participation.

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). One of the certified members MUST be at each game/practice/event. Copies of these certifications must be on file in the Assistant Director’s Office.

Emergency situations may arise at any time 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, Saint Joseph's University 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 Campus Security (610-660-1111) if on campus or 911 if off campus. 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 Campus Security or 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 (Angie cell: 610-639-6094, Corey cell: 610-306-6993).
**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 handbook 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, coaches/advisors, administrators and healthcare providers are. It is prudent to invest Club Sport "ownership" in the emergency plan by involving the entire club, including the Club Sport coaches/advisors.
**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 Club Sport Office prior to any participation with the club:

- Current Physical Form signed by a doctor
- Emergency Contact Info
- Signed Emergency Procedures Sheet
- Signed Responsibility to Notify Sheet
- Signed Waiver

**Injury / Incident Reports**
Any Club related injury must be reported to the Recreation Office 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 Club Sport Office or on the Recreation Website [https://sites.sju.edu/recreation/club-sports/](https://sites.sju.edu/recreation/club-sports/)

An Injury / Incident Report needs 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 Club Sport Office the next business day after the problem occurs. Such occurrences could be, but are not limited to:

- physical injury to a Saint Joseph's University 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 pre-arranged access to a Saint Joseph's University Athletic Trainer. Access to a trainer can only be granted by the Assistant Director of 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 Club Sport event, please come see the Club Sport Coordinator.

**Concussion Policy**
Any student who reports a suspected concussion (sport related or otherwise) is to be evaluated at Saint Joseph’s University Student Health. Students who sustain any degree of concussion will be removed from participation for a mandatory minimum of 3 weeks from date of injury (21 days). The Assistant Director of Campus Recreation should be notified and they will then notify the club coach or leader. Return to participation after 3 weeks is permitted only after clearance from SJU Student Health, at the discretion of the supervising physician. Any student who receives 2
concussions within the course of their season (sport related or otherwise) will be removed from participation for the remainder of that season and must be reevaluated at the start of the next season by SJU Student Health.

All Students will sign a “Responsibility to Notify” form at the start of each academic year.
Facilities

Facility space is limited and on a first come, first served basis. 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) Facility schedules will be updated when possible and Club Sports will be contacted, as facility space becomes available.
2) It is the responsibility of the club officers to keep up to date on the changes to the facility schedules and to inform the Club Sports Coordinator of any potential alterations.
3) Clubs not using their specific time block for facility usage for a particular reason must contact the Club Sports Coordinator in advance. Failure to notify the Club Sport Office will result in loss of future usage opportunities.
4) Clubs are not permitted to use Saint Joseph’s University facilities without permission

Apparel / Equipment

Apparel / Uniforms

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

Equipment

1) All equipment purchased by the Club Sports with budgetary funds allocated by the Recreation Office becomes the property of the Recreation Office.
2) Equipment can be stored in the Sports Complex 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. If payment is not received, the Bursar’s Office will be notified, and your tuition bill will be charged.

Publicity, Promotions

Web Page

Each club team is permitted University server space to host a web page and they are encouraged to do so. Additionally, the Club Sport Office has a web page to disseminate general information. All Club Sports can have their individual home pages linked to the Club Sport web site (you can get space through IT at SJU). The web page can be a successful way to recruit new members to your club. Club web pages are viewed by prospective students seeking information about the Club Sport Program and your club, therefore it is important to keep your club information current. If you would like to link a webpage to the SJU recreation website (www.sju.edu/recreation), please let the Club Sport Coordinator know. If you would like changes made to the SJU recreation website, please also let the Club Sport Coordinator know.
**Travel & Transportation**

All travel by any Club Sport at Saint Joseph's University must be approved by the Campus Recreation Office.

A travel itinerary form must be submitted to the Club Sports 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 5 acceptable forms of transportation to practices and games: personal cars, school vans, yellow school bus, and charter bus. ALL travel reservations (including hotels and transportation) are made through the Recreation Office. 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 Club Sport 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.

School vans are available to be driven by a SJU van certified driver. Dates of van certifications are sent out periodically by the Club Sport Coordinator.

**Travel Authorization Forms** should online 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. The trip organizer must be a member of the registered club and a Saint Joseph's University student, faculty, or staff member. Travel forms can be found at: [https://sites.sju.edu/recreation/club-sports/](https://sites.sju.edu/recreation/club-sports/)

If the trip is NOT approved, the Club Sport 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 Club Sports is made available through the Recreation Office. 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 33% of money given to the club from the University in an academic year. For example: A club that uses $1,000 from SJU, must bring in at least $333 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 fundraise the deficit, the shortfall balance will be deducted from the club’s next year’s allocation.
- Maintain constant communication with the Club Sports Coordinator and adhere to the Club Sport guidelines.
- New clubs are not allocated any money during their 1st year.

Budget Allocation

The Recreation Office 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 Club Sport Coordinator

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 Club Sport Budget Proposal at the end of the academic year. A meeting must occur between the club’s treasurer, president, and the Club Sport 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 Club Sports Coordinator as soon as possible.

Fundraising

Fundraising is an important aspect of any Club Sport. 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 Recreation Office. Representatives are encouraged to meet with the Club Sport 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 Club Sports 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 Club Sports Coordinator.

3) Donations and sponsorships are conditional and must also be approved by the Club Sports Coordinator prior to working any deals out with sponsors. See additional handout for further details.

4) The Club Sports 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 Saint Joseph’s University 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 Club Sports Coordinator, which will ultimately be reviewed by the Director of Recreation and the University Treasurer, for verification that the agreement is in accordance with University policies.
Membership & Eligibility

- In order to be eligible for Club Sport 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 Club Sport must be free from discrimination.

- The Club must abide by all eligibility rules that are particular to their sport.

Academic Standing for Students Involved in Major Extracurricular Activities
(as taken from the SJU 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 Saint Joseph's University 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, The HAWK, Villiger Debate Team, 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

Campus Recreation and all of its programs (including Club Sports) defer to the guidelines set forth by the Saint Joseph's University 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 POLICY

Hazing is defined as “any action or situation created intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Saint Joseph’s University prohibits all forms of hazing. The Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree. It also includes the willful destruction or removal of public or private property in its definition of hazing.

Aside from the legal aspect of hazing, the University believes that hazing is contrary to the Christian teaching of human dignity and contradicts an environment of friendship, maturity and charity within its collegiate community.

Individuals found responsible of hazing may be fined, placed on probation, suspended or dismissed. Likewise, organizations, clubs and teams may be fined, placed on probation or disbanded. Other sanctions may also be appropriately issued. Organizations, teams, or chapters may also face sanctions by University departments under which they function.

Specific violations of this policy include, but are not limited to:

- Requiring the participation in conduct that is in violation of any federal, state, or local law or any University policy, rule, or regulation.
- Requiring the consumption of any food, liquor, drug, or other substance;
- Requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion;
- Exposing another to weather elements or other physically or emotionally uncomfortable situations;
- Forcing excessive fatigue from sleep deprivation, physical activities, or exercise;
- Requiring anything that can be reasonably expected to be morally offensive to another;
- Committing or requiring any act that deems another based on race, gender, ability, sexual orientation, religion, or age;
- Committing any act of physical brutality against another, including, but not limited to, paddling, striking with fists, open hands or objects, and branding;
- Kidnapping or transporting another with the intent of stranding him or her;
- Committing verbal abuse;
- Forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts;
- Intentionally creating work or labor for another;
- Denying sufficient time for study or other academic activities; or
- Committing or requiring another to commit any sexual act or engage in lewd behavior.

For purposes of this policy, any activity as described, in which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
ALCOHOL POLICY

Saint Joseph’s policy on the use of alcohol combines observance of state law, protection of the overall community and reduction of high risk behavior by students. Consistent with our Catholic, Jesuit mission, the alcohol policy is guided by the care and concern for the individual person and the welfare of other students. It should be understood that the University in no way is a co-sponsor to off campus alcoholic events unless it has specifically stated this prior to the event.

To reflect its commitment to alcohol awareness, the University calls upon key individuals and departments to educate the University community on the dangers of alcohol abuse and to enforce policies on alcohol use:

- The Assistant Director of Student Outreach & Support coordinates alcohol education and programming as well as annual Alcohol Awareness events, and assists students with issues concerning alcohol usage.

- Members of the Division of Student Life and The Office of Public Safety and Security assist in implementing and enforcing the policy.

- The Advisory Council on Alcohol, Drug & Student Health assists the Vice President for Student Life/Associate Provost by making recommendations concerning policy.

The following two paragraphs constitute the official Alcohol Policy as approved by University Council (May 12, 1987) and the President:

In compliance with the laws of the Commonwealth of Pennsylvania, no person under twenty-one years of age shall attempt or carry out the purchase, possession, consumption or transport of alcoholic beverages on University property or at any event sponsored by the University. No student or employee of the University shall attempt or carry out the transfer of any form of identification for the purpose of falsifying age in order to secure alcohol. No student or employee of the University shall give permission or render assistance in the sale, furnishing, or providing of alcohol to any person under twenty-one years of age.

Only under the conditions clearly stipulated in the University guidelines is the possession or consumption of alcoholic beverages by students twenty-one years of age and older permitted. This conditioned permission should not be interpreted to mean that the University encourages the use of alcoholic beverages. Furthermore, the University considers intoxication, disorderliness or offensive behavior deriving from the use of alcoholic beverages, regardless of a person’s age, to be unacceptable and subject to disciplinary action.

Examples of alcohol violations include, but are not limited to:

1. underage possession and/or consumption of alcohol;
2. knowingly furnishing, transporting, and/or allowing minors to consume alcohol;
3. use of alcohol resulting in involuntary, erratic and/or abusive behavior;
4. unauthorized possession of a keg/beer ball;
5. involvement in the high risk use of alcohol;
6. exceptional number of persons observed in a residence on campus or off campus when an open container of alcohol is present;
7. open container of alcohol in public area.
Students are expected to immediately report conduct or activity which poses a danger to the community or its members.

For example, all students are expected to seek appropriate assistance for themselves or others in situations where help is needed to ensure proper care of a person who is significantly intoxicated or under the influence of drugs. Students should not hesitate to seek help because of fear of disciplinary action.

In most circumstances, the help seeker and the student in need will not be charged with a policy violation under the University Community Standards system. Although students may be required to meet with a University official regarding the incident, Saint Joseph’s University will support and encourage this behavior by treating it as a health and safety matter, not as a disciplinary incident. In rare circumstances, such as cases of repeated, flagrant, or serious violations of the Community Standards (e.g., bodily harm, sexual misconduct, physical or verbal abuse or harassment, distribution of drugs, hazing, theft) or violations that caused the harm to another person requiring emergency response, a student’s behavior may be considered more than a health and safety matter.

**Intramural Participation**

Club Sport participants may also participate in Intramurals, however no Intramural team may have more than two (2) members of the corresponding club team on their roster.