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Quick Reference

Mailing Address for Clubs
Saint Joseph’s University
O’Pake Recreation Center
c/o Alexandra Kissinger/XXX Club
5600 City Ave
Philadelphia, PA 19131

Primary Contact
Alexandra Kissinger
Assistant Director of Campus Recreation
Maguire Campus- O’Pake Recreation Center- Upper Gym
Office Phone: 610-660-1703
Cell Phone: 610-741-9877
Email: akissing@sju.edu

Secondary Contact
Daniel Yen
Campus Recreation Specialist
Maguire Campus- O’Pake Recreation Center-Lower Gym
Office Phone: 610-660-2583
Email: dyen@sju.edu

Important Phone Numbers
On Campus Emergency: (610) 660-1111 or 1111 (from campus phone)
Philadelphia Police: 911

Club Sport Webpage
Please visit our website and social media platforms for updated information regarding club sports.
Website
Facebook
Instagram
Twitter

Club Calendar
All club meetings, practices and competitions will be listed on the club google calendar. Click here to access.
**Program Mission and Goals**

**Program Information**

Located in Athletics, 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. Involvement in the club sport program is strictly voluntary. It is the responsibility of all SJU club sport athletes 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.

**Program Mission**

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.

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.

**Program Goals**

- Provide our student population the opportunity to use their recreational time to extend their competitive lives through intercollegiate physical activity both familiar and perhaps new to them
- Develop leadership skills through organization and administration of club sport teams
- Nurture the opportunity to forge relationships and camaraderie through team activities
- Enhance the educational experience of our student athletes.
- Represent Saint Joseph’s University with pride

**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.

Recognition 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

**New Clubs**

Are not being accepted into the program for 20-21.

**Constitution**

Every club sport is required to have a constitution for their club on file with the Club Sport Program. It is the responsibility of the club leaders to review it internally on an annual basis. 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. Please contact the Assistant Director for examples of a constitution.

**Membership & Eligibility**

Saint Joseph’s University is committed to a policy of equal opportunity in every aspect of its operations. The University values diversity and seeks talented students, faculty, and staff from a variety of backgrounds. Accordingly, the University does not discriminate on the basis of sex/gender, race, age of 40 or over, color, religion, national origin, ethnic origin, sexual orientation, gender identity, disability, genetic information, pregnancy, marital status, and military and military veteran status, and any other status protected by law in the administration of its admission, educational, financial aid, employment, athletic, or recreational policies or programs.

In order to be eligible for Club Sport participation

- A person must be registered as a current student at Saint Joseph's University.
- 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 and must be free from discrimination. University policy prohibiting discrimination, harassment and retaliation
Intercollegiate Athlete Eligibility

Any Intercollegiate Athlete interested in competing on a Club Sport team may do so only under the following circumstances:

- The sport does not coincide with their varsity season.
- The Intercollegiate Athlete has not been previously suspended or removed from the team due to disciplinary reasons;
- The intercollegiate Athlete is not on athletic aid and is no longer able to participate in a sport due to a season and/or career ending injury.

Participation on the club sport is permitted if a physician’s note indicates the student is able to participate.

The intercollegiate athlete, if on athletic aid and sustained a season and/or career ending injury, has been cleared by the SJU Primary Physician for participation in the club sport and the student receives approval from all of the following:

- Varsity Head Coach
- AD for Compliance
- Assistant Director of Campus Recreation
- Club Sport Governing Body (if applicable)
Accountability

SJU Community Standards

The Community Standards shall apply to conduct that occurs on campus, on non campus property owned or controlled by the University, or at University sponsored events or programs (occurring either on or off campus, including University sponsored study abroad programs) The Community Standards shall also apply to any off campus conduct of students (even if unrelated to a University sponsored event or program) that has an actual or potential adverse impact on the University or any member of the University community. Students are responsible for the conduct of their guests, on and off campus.

Incident Reporting
Student leaders are encouraged to report any and all incidents HERE

Campus Recreation and all of its programs (including Club Sports) defer to the guidelines set forth by the Saint Joseph's University Community Standards. Additional guidelines and outcomes may be enforced by a club’s particular league or sport specific governing body. Nonetheless, special attention must be paid to the following:

ANTI HAZING POLICY
ALCOHOL POLICY
DRUG POLICY

Sanction Guidelines

The following list of offenses encompasses most of the issues that may arise, but does not comprise of all offenses. Problems not listed below are left to the discretion of the Assistant Director.

Possible Offenses

- Failure to comply with Club Sports policies and directions
- Traveling/practicing with incorrect or missing paperwork
- Misappropriation of Finances
- Purchase of alcohol, tobacco, gift cards, unapproved expenses
- Mismanagement of budget
- Improper reimbursement requests
- Opening accounts outside of the Saint Joseph’s University student organization accounts
- Unapproved fundraising (crowdfunding)
- Unapproved use of the Saint Joseph’s University name and logo on flyers, uniforms,
- Misuse of facilities
- Hazing
Outcomes, depending on the offense, can include

- A warning
- Limitation of access to benefits for a specific time
- Limitation of allotted practice time and/or space
- Restricted travel
- Cancellation of home events
- Probation
- Complete loss of access to benefits
- Disbandment

Outcomes Appeal Process

- Outcomes are Determined by Assistant Director and Director of Campus Recreation.
- Clubs are permitted 1 written appeal via email within 5 days to the AVP for Campus Life. Determinations made by the AVP for Student Life are final.
Budgets

Funding

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 Campus Recreation. Each club will be allocated funds provided they abide by guidelines outlined in this manual. First year clubs are not eligible for funding.

All clubs receiving funds must raise 67% 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 $667 to be deposited in that club’s account. Dues counts toward fundraised money. Clubs who fail to meet this threshold will receive decreased funding the following year.

Funding Allocation

Campus Recreation will attempt to assist all recognized Club Sports with funding. Club leaders shall complete a budget proposal each spring. Proposals will be considered by the Assistant Director when determining allocations. Allocations are based on the following factors:

• Club needs
• Past utilization of funds
• Current/planned fundraising projects

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

Process for Requesting Club Funds

Clubs are to submit all invoices (under $1,000) or request for Purchase Orders (over $1,000) to the Assistant Director for processing. All requests will be reviewed, processed appropriately and submitted to the Office of Financial Affairs.
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 Campus Recreation. Clubs are required to raise 67% of their allocated funds for an academic year.

- 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, donations.
- Fundraising projects need prior approval by the Assistant Director.
- Donations and sponsorships are organized and approved by the University Athletic Development Office.
- Crowdfunding of any type is not permitted.

Collection of Dues

Clubs must collect dues online using the University Marketplace storefront. Clubs can contact the Assistant Director to set up link for their club annually. Dues collected go directly into club operating budgets. Refunds will be issued at the discretion of the Assistant Director.

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 Assistant Director of Campus Recreation, which will ultimately be reviewed by the Senior Associate Athletics Director for High Performance and Campus Recreation for verification that the agreement is in accordance with University policies.
Risk Management

Club Athlete Registration and Release

Students must complete the club registration process prior to participating in any tryout, practice or competition.

Medical Insurance Requirements

We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential conditions that affect your participation. We encourage those with pre-existing conditions to wear an alert bracelet or neck tag indicating the appropriate medical information. We strongly recommend that all participants have a medical insurance policy that will cover injured or illness that may occur due to participating in club sports. Secondary coverage is obtained by the University as an added benefit for the health and safety of our club sport athletes. We have in place a basic and a catastrophic policy that covers costs associated with a club sport related injury that a student's primary insurance may not cover such as co-pays or deductibles. The timely reporting of injuries is necessary to file the appropriate claim.

Injury Management

Club athletes are responsible to report any injuries and illnesses to the Assistant Director including signs and symptoms of a concussion. This includes both athletic and non-athletic related injuries / illnesses / medical conditions which might occur, and any medication, treatments, tests or treating facility notes which are needed in order to determine health status. Students will be presented information regarding concussions, including signs, symptoms, causes and complications of a concussion. It is their responsibility to notify the Assistant Director immediately if they suspect a concussion has been sustained. Failure to notify the Assistant Director of any injuries / illnesses / medical conditions is a violation of the Club Sport Leader Manual and students can face sanctions.

Injury Reporting

Any club sport related injury must be reported to the Assistant Director of Recreation within 24 hours. An injury is any occurrence that interrupts the continuation of play. An ‘Injury Report Form’ must be filled out and submitted online.
Concussion Management

Policy addressing concussions can be found on the Club Sport Leader Resource Page. Club sport leaders and safety leaders receive annual training on the topic.

Athletic Training Room

The Club Sport Athletic Training Room (ATR) is located in the O’Pake Recreation Center. Hours are posted on a weekly basis. Students may drop in during office hours.

Safety Leaders

Each club must appoint a safety leader. Some of the roles and responsibilities include:
- CPR/AED certified
- Attend Emergency Action Plan (EAP) training
- Manage club medical kit, replenish supplies
- Receive text message alerts from Weather Sentry for severe weather
- Submit Club EAP
- Attend all required trainings

Emergency Management

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.

Weather Monitoring

Saint Joseph's University currently utilizes an array of resources to monitor weather conditions both on and off campus. One of these tools is the “Weather Sentry” application which has the capability of pushing location-specific emergency alerts regarding severe weather/lightning to a number of mobile phones. Each Club Sports Safety Leader has been enrolled in this service with the number he/she has provided to the Assistant Director and has downloaded the app onto their phones. Before any home or away game, either the Captain, Co-Captain, and/or Safety Leader should check the weather; conversely they should also monitor their phones throughout the game.
Travel

Club Sports are required to follow the Saint Joseph's University travel policy.

- All travel by any Club Sport at Saint Joseph's University must be approved by the Assistant Director for Campus Recreation.
- A travel authorization form must be submitted to the Assistant Director 5 days prior to each away event.
- There are 5 acceptable forms of transportation to practices and games: personal cars, school vehicles, school bus, and charter bus. Personal vehicles and University vehicles may be driven by individuals who have completed the Public Safety Training.
- All travel reservations (including hotels and flights) are made by Campus Recreation and sent to club leaders.

Club Volunteers

All clubs who choose to engage with volunteers must first register them with University Human Resources.

Step to registering a volunteer:
1) Send email to Assistant Director, notifying them of the volunteer along with the volunteer’s email.
2) Assistant Director will email instructions to the volunteer
3) Volunteer will submit 3 required clearances to Assistant Director
4) Assistant Director will register the volunteer with Human Resources
5) Volunteer will receive letter from Human Resources
6) Volunteer is cleared to begin assisting with the club sport