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Saint Joseph’s University
Contact Information

- Alexandra Kissinger
- Assistant Director, Campus Recreation
- Upper lobby, O’Pake Recreation Center
- akissing@sju.edu
- 610-660-1703
- 610-741-9877 (for emergencies only)
- www.sju.edu/recreation
“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.”
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.
Club Sport Handbook

- Policies and procedures that govern the club sport program.
- Please distribute to all athletes on your team via email. Handbook can also be found on our website.
Constitution

- Every club sport is required to have a constitution. 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.
- Due: October 1
Registration & Eligibility

● All Club Sport student athletes must adhere to the same rules and regulations set forth in the Saint Joseph’s University Student Handbook and Saint Joseph’s University Code of Student Conduct.

● All students are required to register on our website prior to participating in ANY club activities including; travel, tryouts, practices or games. No student is permitted to participate without all of the mandatory documentation on file.

● Eligibility is based on league rules & policies.
Covid

- Sports practicing indoors must wear a mask even if vaccinated per PDPH
- Any competitions indoors, both teams must wear masks at this time.
- If you have covid symptoms please report to student health services, do not practice, compete or report to campus.
- Disclosure form
Risk Management

- Injury Reporting
- ATC Access
- PT Access
- Concussion Education/Reporting
- Secondary Insurance
- Safety Leaders
Reporting an Injury

- Injury Report
- Completed within 24 hours
- Report sent directly to Alex & ATC for follow-up

Trainer Access

- O’Pake Training Room
- Thursdays 3pm-6pm
- Injury report must already be filed
- ATC will assess, treat and provide access to tape, ice, etc

Physical Therapy

Club athletes can complete their physical therapy on campus with a Main Line Health professional in the Athletic Center. For more information please contact Rob O’Brien at obrienr@mlhs.org
Concussion Protocol

- Any student who sustains a suspected concussion (sport related or otherwise) is to be immediately removed from play and evaluated by the Athletic Trainer on site and/or Saint Joseph’s University Student Health.
- The Assistant Director of Campus Recreation should be notified immediately via online injury report.
- Return to play occurs 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 play for the remainder of that season and must be reevaluated at the start of the next season by SJU Student Health.
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.
Safety Leaders

- 1-2 reps per club
- Certified in CPR/AED
- Responsible for WeatherSentry Alerts
- Responsible for replenishment of First Aid kits/products
- Responsible for managing each club’s EAP
- Safety Leader Training Sept 24th at 4pm
  - appointed students sent to me by Sept 20
Travel

- **Travel request form**
  - Travel policy
  - List of athletes traveling
- Hotel requests
- Airline requests
- Vehicle requests
  - Register as a driver & attend van driver training, found in the Nest under “transportation information.”
  - You are responsible for communicating rescheduled events.
Scheduling

● Practices and games
  ○ all registration and insurance fees paid prior to tryouts, practices or games.
  ○ home games- will visiting teams bring busses?
● Partner and communicate with varsity coaches
● Conflicts
  ○ Varsity practices, games, events, tournaments and rescheduled events
● If you don’t see your game on the club sport calendar, it’s not confirmed (home & away)
Finance

- Budget allocations
  - How to request money from your account.
- Invoices & POs
  - What allocations can and cannot be used for.
  - How to pay for officials.
- Dues collection– Marketplace
- Donations
  - All donations must come through the university.
- Sponsorships & Fundraising
  - Must raise 67% of allocated funds.
  - Off campus events must be approved by Alex.
- Crowd funding is not permitted (Go Fund Me)
Apparel & Equipment

- Logo use, only approved logos can appear on club apparel.
- Image approval, all proofs must be seen by Alex before submitting a team order.
  - Saint Joseph’s or St. Joe’s or SJU
- Reach out to Brian at BSN first-bbarthmaier@bsnsports.com.
Volunteers

- Volunteers must submit clearances PRIOR to interacting with the club.
- 3 Clearances needed
  - Pennsylvania Criminal Record Search
  - FBI Fingerprinting Check
  - Pennsylvania Child Abuse Check
- All clearances sent to Alex with volunteer contact information (name, address, phone number).
- Alex submits form and receives official letter from HR.
Conduct Expectations

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.
Possible Offenses

- Failure to comply with Club Sport Handbook policies.
- Traveling/practicing with incorrect or missing paperwork
  - (Travel forms, waivers, etc...)
- Misappropriation of Finances
  - Purchase of alcohol, tobacco, gift cards, unapproved expenses
  - Mismanagement of budget
- Unapproved fundraising (Go Fund Me, guest bartending)
- Unapproved use of the Saint Joseph's University name and logo on flyers, uniforms, gear)
- Misuse of facilities
Outcomes

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

- 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.
Promotion

- Social media platforms
- SJU plasma TVs
- Student life calendar
- Recreation website & social media platforms
Q&A

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