Introduction

This Collegiate Sport Clubs Program Manual is designed to help you while you are participating in the SLU Recreational Sports Club Program. We hope this manual will make your job as an officer much easier.

Mission Statement

The mission of the Department of Campus Recreation is to provide recreational opportunities, which aid and encourage a healthy lifestyle, to the Saint Louis University community. To accomplish this mission, the Department promotes the role of Recreational Programs, Services, Facilities, and their contributions to one’s well being.

Benefit Statement

Benefits derived through Campus Recreation participation include:

- improved emotional well-being,
- reduced stress,
- improved happiness and self-confidence,
- character and community building,
- improved interaction with diverse sets of people,
- engagement in college social life,
- improved team-building and leadership skills,
- And time management.

Purpose

This manual has been prepared to assist student officers and faculty/staff advisors in the administration of their clubs. It contains procedures and guidelines to be followed by all clubs affiliated with the Department of Campus Recreation. All sport club officers are expected to become familiar with this manual. Any questions pertaining to club activities not stated in the manual should be referred to and discussed with the Sport Club Coordinator. The clubs are meant to be a learning and developmental experience for the members through participation in leadership, organization, administration, budgeting, working with diverse groups of people, and physical fitness. Involvement in a group and/or team situation helps enhance the student's overall education while being part of the University setting. The leadership training and opportunities available through active participation in a sport club are intended to benefit the participant throughout their life and after they leave the University.
Through this handbook, the hope is to clarify the Collegiate Sport Clubs Program for student officers, coaches, advisors and club members. It is the responsibility of the club officers and coaches to accurately convey the information in this manual to the club members.

**The Sport Club Program is designed to:**

- Assist club officers and members in the organization planning, and direction of the Sport Club programs.
- Assist clubs in obtaining and scheduling appropriate facilities in which to hold meetings, activities, games, practice, tournaments, and special events.
- Evaluate and supervise Club activities, and assist with the registration of Clubs with the University, Student Government, and Campus Recreation.
- Interpret and communicate relevant University and Sport Club policies along with the regulations to Club officers and members.
- Provide clubs with limited financial support when possible, to help fund basic costs associated with the operations, equipment, program promotion, and league affiliation fees.
- Provide opportunities for students, faculty and staff to improve their skill level and overall knowledge of a recreational sport or recreational interest.
- To provide opportunities for individual personal growth and development of leadership.
- Provide guidelines and disseminate information to students regarding the formation and development of clubs.

**Concepts of Sport Clubs**

A sport club is an organized group of individuals that has been established to promote and develop the interests and skills of its members in a particular recreational activity. Membership of a club may be composed of all men, all women, men and women, students only, or a combination of students, faculty, and staff. However, the most important concept of a sport club is that it is a student organization. The existence of a sport club relies heavily upon the club members’ initiative, organization, administration, and leadership. Participation in the administration of a sport club provides a tremendous opportunity to further a student's education in program planning, business management, and organizational behavior.

Sport clubs provide the university community with a recreational alternative. Club members are offered the opportunity to receive instruction from a beginner level to instruction for a highly competitive level of play or the opportunity for organized participation in a physical activity. Sport clubs may be organized for recreational, competitive, or instructional purposes.
Members are responsible for many of the administrative duties of the club and learn leadership and organizational skills through their participation. Funding comes through student fees distributed by Student Government, club fundraising, dues, donations, and special events.

Use of the Department of Campus Recreation’s facilities will be placed after informal (drop-in recreation), departmental recreation programs, intramurals, and athletic (when applicable) utilization has been met. The club must go through the request with the Director or appropriate department representative.

Frequently Asked Sport Clubs Questions

What are Sport Clubs?

Sport Clubs provide opportunities for students, faculty, and staff with similar interests to participate in various sport and recreational activities. Sport Clubs bridge the gap between intramural and intercollegiate athletics by providing competition at specialized levels, participation in tournaments and opportunities to practice. Although some clubs remain solely recreational, most are competitive.

Club privileges include the use of the Saint Louis University name, a small budget allotted by the Student Government Association, the Sports Club Coordinator, and recreational and athletic facilities when available. Most clubs supplement their budget through membership fees and fund raising.

What can Sport Clubs do for me?

Saint Louis University’s Sport Club program gives the student an opportunity to take part in the leadership, responsibility and decision making process of club activities. The success of the Sport Club is dependent on the professionalism and leadership shown by the club officers, advisors and coaches. It is created for students, by students, under the supervision of the Sport Clubs coordinator and SGA. Club members nominate student officers who run the day-to-day operations, which include scheduling practices, activities and games, contracting trainers and referees, arranging transportation, and budgeting.

How are Sport Clubs developed?

A Sport Club usually develops when several students express a desire to participate in a particular sport activity. To be recognized as a Sport Club, a group must provide a valid service to the Saint Louis University community and must adhere to the governing policies established by Sport Club Coordinator, the Department of Campus Recreation and Student Government Association.
How do I become a member?

Individual sport clubs establish their own membership requirements, dues, and club activities. Sport Clubs usually have their sign up posters in the Simon Recreation Center at the beginning of the Fall Semester. All programs are available to students, faculty and staff of Saint Louis University. Interested persons should contact the clubs’ president for specific membership information.

What does it cost to join a club?

Membership fee or dues vary for each club, but they try to keep membership costs to a minimum by doing fundraising to help support travel expenses, etc. Clubs also receive funding through the sources listed in the next question. For individual club costs, please attend the organizational meeting or contact the club president. In many cases, personal expenses may be incurred due to the activity and/or supplies/equipment needed. If one chooses to participate in a club where personal expenses occur, it is the individual’s responsibility to pay any debts to the club.

How are the clubs funded?

Clubs are funded through the following means:
- Sport Club allocation
- Donations to Sport Clubs
- Club Fundraising projects
- Club dues or membership fees
- Some out-of-pocket expense

Who can join a Collegiate Sport Club?

All fee paying students, recreation members, and college age individuals and older are able to join Collegiate Sport Clubs. The membership restrictions in some clubs are set by individual leagues and/or divisional rules or tournament requirements. Potential members must read and sign a release/waiver indicating the individual understands the risks and responsibilities assumed in participation.

Collegiate Sport Clubs Organizational Structure

Collegiate Sport Clubs require organizational structure within each of the clubs. The suggested administrative structure of each club is the election of a President, Vice-President, Secretary, Finance/Treasurer, and the faculty/ staff advisor. The names, email, phone number should be reported on the semi-annual report. During the course of the year the club might get new members
and when that occurs the club is responsible for submitting that information and waivers immediately to the Sport Club Coordinator.

Organizational/Informational Meetings

Each club must conduct at least 1 organizational meeting each semester. These meetings should be used to discuss fundraising ideas, budget, new business, upcoming events, practice times, game schedule, guidelines and any other matters of importance.

The Department of Campus Recreation will conduct meetings on a regular basis and the President or a representative of the club must be in attendance.

Constitution

Few people realize the importance and necessity of having an up-to-date constitution to serve their club. About 95% of administrative duties can be solved with a good constitution. The constitution is the framework of the club. The fundamentals of the club’s existence are expressed in the constitution and should be consistently examined to ensure effective operation of the club.

Each club should conduct an annual review of its constitution.

A constitution assures the existence of a viable organization. The document defines the structure and governance of an organization; it is short and compact, general rather than specific. Legal language and phrases are not necessary in a body without law making powers. The constitution contains the fundamental information listed below:

<table>
<thead>
<tr>
<th>Preamble</th>
<th>Amendments</th>
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<tbody>
<tr>
<td>Name and purpose of the club</td>
<td>Meetings</td>
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<tr>
<td>Membership</td>
<td>Discipline</td>
</tr>
<tr>
<td>Parliamentary procedures</td>
<td>Dissolution</td>
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<tr>
<td>Officers (election, duties, committees, etc.)</td>
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Sports Club Officer Position Description

All officers must be kept up-to-date with the SGA, Sport Club Counsel, and the Coordinator of Club Sports.

The positions are:
- President
- Vice President
- Financial Officer (required)
- Advisor (must be a faculty or staff member) (required)
Job Descriptions

President

- Will volunteer his/her time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the Coach, and the Department of Campus Recreation.
- Will follow all of the Department of Campus Recreation procedures/policies as presented in this manual and will pass this information on to club members.
- Will coordinate scheduling and membership requirements.
- Will attend the Department of Campus Recreation officers meetings.
- Will submit facility/field requests to the Director of Campus Recreation at least two weeks prior to the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver form before they participate or compete in any club sport activity. These forms must be kept current and on file in the Department of Campus Recreation.
- Will submit accident/incident reports to the Sport Club Coordinator within 24 hours of any accident/incident whether at practice or in a game if not done so by the Coach.
- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice President, Secretary/Treasurer, and faculty/staff advisor.
- Will inform the next club president of the routines and guidelines for the club operations prior to the next president assuming office. This should be include transferring a list of names and phone numbers/emails of new officers to the Sport Club Coordinator immediately following the elections.
- Will complete and submit all required forms pertaining to the Club’s activities in a timely manner.
- Will work with the Sport Club Coordinator to resolve any conflicts or handle any disciplinary matters or complaints.
- Will inform members of Sport Club policies, operating procedures, emergency procedures, and other imposed regulations and monitor behavior in accordance with all departmental and University policies.
- Will ensure compliance with any conference, league, or union rules governing eligibility, competition, and financial obligations.
- Will inform, manage, and prohibit any activities which may involve hazing.
- Will become familiar with, enforce, and relate all policies and guidelines within this manual to all Club members.
- Will apply for the Club (chartered student organization) with the Student Government Association and the Sport Club Coordinator.
• Will maintain an accurate knowledge of Risk Management and University Policies.
• Will enforce the Club’s Constitution. It is mandatory for the Club to have a Constitution.
• Will train the elected officer for next year.

Note: The above duties can be delegated to various club officer’s or club members, but it is the responsibility of the president to be sure that these duties are completed according to the Collegiate Sport Clubs Manual.

**Vice President**

• Will volunteer his/her time and expect no monetary compensation.
• Will carry out the responsibilities of the President in his/her absence.
• Will submit all team scores and records to the Sport Club Coordinator for publication/ documentation and logging within a week of the competition and keep track of individual statistics throughout the year.
• Will follow all Department of Campus Recreation procedures for spending money, scheduling etc. and understand that nothing will be paid for that has not been pre-approved and ordered through the proper channels. This will be done with the approval of the Department’s Financial Coordinator.
• Will complete all duties as assigned by the Sport Club Coordinator, Club Coach, or President.

**Secretary/Treasurer**

• Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the Sport Club Coordinator according to the Department of Campus Recreation guidelines,
• Will coordinate expenditures with the assistance of the Sport Club Coordinator.
• Will follow the Department of Campus Recreation procedures/policies presented in this manual and understand that nothing will be paid for that has not be pre-approved and ordered through proper purchasing channels. This is in regards to all SGA funding.
• Will handle club correspondence with the assistance of the Club President and Coach.
• Will complete other administrative tasks as assigned by the Sport Club Coordinator, Coach, or President.
• Will submit accurate itemized budget with the proper budget proposal forms to the Financial Coordinator and be prepared to defend the club’s position in a budget hearing with Student Government Association.
• Will keep records of all transactions involving Club accounts and Club budgets, and provide accountability on use of all funds including copies of Checks, and Balances.
• Will maintain complete inventory records of all Club equipment and uniforms.
• Will assure, that all Club financial obligations are met (league membership, official’s fees, etc.)

Fundraising Chairperson
• Will volunteer his/her time and expect no monetary compensation.
• Will be responsible for presenting a written proposal to the Sport Club Coordinator for approval before beginning work on any fundraising event.
• Will follow all Department of Campus Recreation procedures for spending money, scheduling, etc. and understand that anything not approved and ordered through the proper purchasing channels when using SGA funds will not be paid for.
• Will complete and submit a written evaluation of all events to the Sport Club Coordinator within two weeks of the event.

**These responsibilities should not be considered a complete list of the representative’s duties. Please consult with the Sport Club Coordinator on any doubts or questions before taking action.

Obtaining an Instructor or Coach

If a Club desires the services of an instructor or coach, members must secure an individual who is acceptable to the Club and the Department of Campus Recreation. To secure a coach or instructor, student members should follow the following procedures:

1. See the Sport Club Coordinator to discuss the various alternatives in the selection of an instructor, and/or coach.
2. Define responsibilities and conditions required of applicants who meet both Club and SLU requirements.
3. It is advised that all potential instructors be recognized as a member of a national association related to the activity if possible.
4. Formally meet with the Sport Club Coordinator, club officers and potential applicant.
5. Finalize the selection and inform Club members and the Club Sports Administration.

Coaches cannot be paid through funds from the University Account. Coaches who are officially approved and are active in Club programs are covered under University liability insurance. This policy covers all employees and volunteers providing a legitimate service to the University.
It is, however, highly recommended that coaches have their own liability insurance.

Guest Speakers/Instructors

In all cases, Clubs sponsoring guest speakers / instructors for Club meetings, practices, or events, must first receive SLU approval. (See the Department of Campus Recreation for details)
Activities requiring campus publicity must be approved through the Department of Student Life after securing the approval of the Department of Campus Recreation.

Participation Reports

Each club president will be responsible for keeping participation figures and turning in a semi-annual report of participation. This form will allow the Department of Campus Recreation and the clubs to evaluate how the programs are progressing and state any problems, accomplishments, or general news. Failure to submit these reports may result in a freeze placed on the club's budget or cancellation of the club’s field or facility usage. Forms are available from the Sport Club Coordinator.

Club Rosters

A club must have a team roster that will be generated from the waiver sheets. This will provide the student name, phone number and email address. Additional information may be available. It is crucial that these sheets be filled out completely and legibly and must be turned in by the second week of the current semester. An updated roster, phone number and email addresses must be submitted by each club once the roster is set.

**FOR A SAMPLE ROSTER FORM, SEE APPENDIX A**

Club Sports Executive Council (CSE Council)

The purpose of the Club Sports Executive Council is to act as a liaison between Club Sports members and the Club Sports Coordinator. The primary function of the Committee is to advise the Club Sports Coordinator on the following:
- Provide direction for the implementation of new policies and regulations.
- Provide a forum for clubs to discuss general concerns with the Council and the Club Sports Presidents.
- Review membership applications for new Club Sports teams / activities
- Accept responsibilities as assigned by the Club Sports Coordinator
- Provide leadership, direction and guidance for Club Sports members
The Club Sports Executive Council meets on as needed basis. Any and all Club Sport members are invited to attend these open meetings. Any interested Club Sports student athlete or officer who wishes to serve the program should follow the selection and representation procedure:

1. Clubs that are interested in having a representative on the CSE Council should nominate a member (President can represent the club) prior to the deadline. The nominee must then fill out an application form.

2. The selection process for the CSE Council is based on the following:
   - Ability to attend all CSE Council meetings
   - Any previous Committee experience
   - Knowledge of Club programs and operations
   - Previous involvement within Club’s administration
   - Recommendation by others

3. The candidate will be given an opportunity to address the Club Sport Presidents at the Spring Election Meeting to present why they would like to represent them.

4. Each club present at the meeting will have one vote for any nominated individual. The top 8 vote recipients will be awarded Club Sport Executive Council positions. The Final selection of the CSE Council will be reviewed by the Club Sports Coordinator.

**Health and Safety**

Participation in Sport Clubs at Saint Louis University is solely voluntary. Club members must recognize and acknowledge that Saint Louis University Campus Recreation does not carry special Health and/or Hospital insurance. Each individual participant in a sport club assumes responsibility for his/her health. All individuals who intend to participate in vigorous sports in the sport club program should, for their own protection, have a physical examination before participating.

Club officers must be certain that club members have a waiver of liability release on file in the Department of Campus Recreation office and that a staff member or club officer is present for home and away games/events.

Sport club officers, club members, volunteer coaches, and instructors should emphasize safety during all club related activities. For safety purposes, the coach or other club representatives should inspect playing surfaces and facilities prior to every practice, game, or special event. Report unsafe conditions to the facility supervisor on duty immediately. If at an off-campus site, report the conditions to the proper managing authority. **DO NOT USE FACILITIES OR EQUIPMENT IF THEY APPEAR UNSAFE.**
Funding

Funding for Sport Clubs may be derived from a number of different sources and should be consistent with the policies outlined in the Saint Louis University Student Handbook. Those are as follows:

1. All registered organizations may apply for funding through the Student Government Association Budget Committee. The application for funds is reviewed and funds are allocated by the SGA Budget Committee. The SGA Budget Committee allocates funds during the spring semester of each year and all recognized student organizations are provided with the necessary request forms. It is mandatory each Sport Club organization establish a University account. The University reserves the right to withdraw funds from the account for damages to University property.

2. Dues and fundraisers generated by the club members usually represent a major portion of the club budget. It is expected that sport clubs be as self-sufficient as possible.

Student Government Provides the Following:

Forms of Funding

There are two forms of funding: Annual Funding and Spot Funding.

1. **Annual Funding**: Annual Funding includes money that the Student Government Association grants from the general revenue, generated by the Student Activity Fee. Any Chartered Student Organization, which has proven itself fiscally responsible, and every committee of the Association, are eligible to petition the Association for funding during the next regularly scheduled budget hearing process.

2. **Spot Funding**: SGA shall set aside a portion of its general revenue to provide for unforeseen financial burdens of Chartered Student Organizations. Every committee of SGA, as well as any Chartered Student Organization that has been chartered for at least two months may request Spot Funding from SGA during the appropriate times designated by the Finance Committee.

Chartered Student Organizations, seeking funding from the SGA shall submit to the Finance Committee a detailed proposal, itemizing their anticipated expenditures and the purpose of the expenditures. Chartered Student organizations that were allocated funds in the previous year through the Association should show full documentation, including, but not limited
to, bank records and financial statements of all uses of these funds. Failure to do so may be grounds for no allocation.

The recommendation of the Finance Committee must be communicated to the Chartered Student Organization requesting funding within one week and brought to the Senate for a final confirmation vote at the first available meeting.

The Chartered Student Organization must make all appeals of the Senate’s Funding decisions within two days. This appeal should be made to the Financial Vice President who shall direct the President to have the appeal placed on the agenda of the next Senate session. The appeal must specify the amount of money over and above the amount previously determined by the Senate. Chartered Student Organizations and committees are permitted only one appeal.

Financial Responsibility

Each club is responsible for the generating and expending of their own funds. It is very important that each club accurately anticipate expenses and insure that funds are available to satisfy the bills that will accrue throughout the course of the year.

Should your club become delinquent in the payment of bills, all benefits afforded to your club by the Department of Campus Recreation will cease until the bill has been completely satisfied.

General Policy Restrictions

Because of heavy field and facility usage, it is crucial that all clubs abide by rules concerning the use of these areas. Clubs failing to abide by the rules may find themselves without a facility or with disciplinary actions taken against them. No alcohol is allowed in or at the Saint Louis University facilities or fields. Violation of this rule will lead to a loss of facility usage and other disciplinary action.

Facilities

Facility / field requests must be submitted by the President or Assigned Representative of the club to the Director of Campus Recreation through the facility scheduling request form. Game schedules for the fall/spring semesters are needed as soon as they are available for the purpose of scheduling facilities and publicity. If lockers and or showers are needed for a visiting team, arrangements should be made at least two weeks in advance.

Sports Clubs may submit requests for facility use to the Director of Campus Recreation for programs to support the following club-related activities:

--Practice
--Competition (visiting teams, tournaments, etc.).
Facilities Available

Sport clubs may reserve appropriate indoor sports facilities for their practice sessions and scheduled extramural games, contests, and/or events. Clubs may also reserve the Simon Recreation Center Conference Rooms for meetings. A facility request form must be filed with the Director of Campus Recreation in order to receive approval for the use of the facility.

Recreational areas and facilities not directly controlled by the Department of Campus Recreation may also be available for the use of sport clubs. All sport clubs requests for the use of these facilities are to be made directly to the Department of Campus Recreation Coordinator for Sport Clubs.

There is limited storage space for club equipment in the Simon Recreation Center.

Use of the Simon Recreation Center for tournaments is generally restricted to holiday/break times. Check with the Sport Club Coordinator concerning each situation. Intramural and Recreation/Fitness Programs receive the highest priority in reserving space through the Department of Campus Recreation. In order to maintain facility space, clubs must submit their space requests to the Simon Recreation Center prior to established deadlines. If space requests are received late, clubs will lose their priority.

Once space has been allocated, the club assumes responsibility for what takes place in the facility throughout the course of the reservation. Clubs are expected to assist in the enforcement of campus policies as well as Department of Campus Recreation policies. Clubs are responsible for any charges over and above any standard services provided for normal operations. Damages incurred to facilities may be charged to the club who had the facility reserved at the time the damages occurred. Clubs unable or unwilling to assist in enforcing policies will have their facility reservation privileges revoked.

Space requests during non-operating hours will also require an approval and standard fee, unless otherwise specified, to provide for additional staff needs. To find out the standard fee for reserved space, check with the Director of Campus Recreation.

Failure to cancel reserved space will result in the club being billed for that period.
Field Usage

Do not leave cups, tape, or other trash on any fields that are used for practice or games. This rule applies to any Saint Louis University field or field that is rented off campus. If the field is left unclean, it could result in loss of facility privileges or field usage. In case of inclement weather, call the Sport Club Coordinator at 314-977-7174 to find out field conditions. When practicing, stagger the direction you play to prevent wearing one area of the field too heavily.

**FOR MORE INFORMATION ON RECREATIONAL SPORTS FIELDS POLICIES, SEE APPENDIX B**

Travel

During any club travel, the club is expected to uphold the image of Saint Louis University and to act in a sportsperson-like manner. Clubs should notify the Sport Club Coordinator in the event that a change in plans occurs or an emergency arises. If any University funds are used to subsidize the cost of the trip, proper procedures must be followed. According to the published time schedules all receipts must be kept with amount and date clearly printed on the receipt. All out-of-state travel must be scheduled at least 2 weeks in advance so that a travel authorization form can be processed. If a club needs lodging or ground transportation, allow at least 2 weeks before the trip to process appropriately.

**A SAMPLE TRAVEL ITINERARY FORM IS PROVIDED IN APPENDIX C**
Each club within the SLU Sports Club program is student run and under the administration and guidance of the Club Sports Executive Council and the Department of Campus Recreation. Each club member is responsible for the knowledge of and adherence to the policies set forth by this manual and the SLU Student Handbook.

**IGNORANCE IS NO EXCUSE!!!**

All student Club members representing their Club and SLU shall abide by the following:

- Club members must meet acceptable standards of dress and decorum when participating in an event, contest or function, or traveling to an away contest.
- It is the responsibility of each individual to present himself/herself and the University, in a manner which exemplifies the highest quality and standards of conduct at all times.
- It is the team officer's and head Coach's responsibility to monitor and control situations involving participating team members which could produce potential behavioral problems. Failure to do so could jeopardize Club status.
- All Clubs and members shall abide by all state, local law, and University regulations concerning health and safety.
- All students participating in official University events or business held off campus shall observe all state and local traffic laws and regulations while in transit to and away from games or events.
- Consumption of alcohol or illegal substance in connection with any officially sponsored activity, contest, or trip is prohibited. Exceptions related to alcohol must be approved in advance and are subject to all guidelines of the SLU Policy on Substance Abuse.

Campus Recreation has the authority to exercise appropriate disciplinary action in cases of Club and/or member violations of University and Campus Recreation policies and regulations. All Clubs are responsible for the actions of individual members.

**Disciplinary Methods**

Please refer to the Saint Louis University Handbook for more information on the disciplinary methods. Also, the following links will take you to information on the appropriate policies:

- Student Code of Conduct: [http://www.slu.edu/x24293.xml](http://www.slu.edu/x24293.xml)
- Student Organization Policies: [http://www.slu.edu/x31845.xml](http://www.slu.edu/x31845.xml)
- Drug and Alcohol Policies: [http://www.slu.edu/x25107.xml](http://www.slu.edu/x25107.xml)
Individual Member’s Conduct

As students of SLU, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

NOTE:
Alcoholic beverages are not permitted in or on Recreational Sports Facilities. It is the club’s responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games will be delayed until the problem is corrected or may be cancelled if the situation is not addressed.

WHAT IS HAZING?

Hazing is:

A broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants.

Hazing can also be:

Any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student club.

The University Definition is:

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization.

The Need for Initiation

Communities are the ultimate goal of initiation. It is causing of community spirit, equality, and togetherness for new members. It is a three-part process where people who are initiated are separated from others, given information, usually secretive, and go through some ritual and become a member of the group. After passing this stage, the period between being introduced to the organization and becoming a full, member, the individual has completed initiation (Myers, 2000).
Initiation Rites and Hazing

Initiation rites should be comprised of pro-social behaviors that build social relationships understanding, empathy, civility, altruism and moral decision making. Initiation rites become a problem when there is no adult supervision, role modeling and guidance. The problem occurs when groups employ humiliation and danger to initiate new members into their groups. This is when it becomes hazing.

Relationship between Tradition & Hazing

The word tradition and its meaning are big with student athletes. It is very difficult for most student athletes to view anything as tradition as a bad thing. Traditions are generally repeated from class to class.

Hazing may have its roots in a positive element of college athletics: tradition. Students may look at hazing activities as its tradition and something that has possibly been done for decades. The people who are hazing, view hazing as competitive and often try to top what has happened to them.

How Many Students are Being Hazed?

It is projected that more than 1.5 million high school students in the United States are being subjected to some form of hazing each year. Across the United States, the greatest number of high school students was subjected to hazing for sports, peer group or gains, music, art or theater, and church. The organizations that haze the greatest percentage of their members were fraternities or sororities, peer group, sports teams, and cheerleading squad. More than 1/3 of the new members for sports and cheerleading were hazed.

Who is the Most At-Risk of Being Hazed?

All students involved in organizations are at risk for being subjected to hazing. The student’s experiences and attitude greatly influence their involvement in hazing. In the research of hazing in college athletics, it was stated that students with a lower grade point average (GPA) were significantly more likely to be involved with all forms of hazing than those with a higher GPA. Finally, for many students hazing becomes a right of passage.

Code of Silence and Denial.

If a student, who is being hazed, tells anyone or complains, he or she is usually is removed from the “team”. This means that the athlete may still wear the jersey and play, but is not part of the team anymore socially. The athlete would never risk this. The idea of secrecy therefore is an integral piece. The students keep it secret and, until recently, the administration cooperated by not wanting to know.
The student-athletes perception therefore, is that if the hazing is reported, the athlete is at risk of being ostracized by the team. Teammates feel you are breaking the code. There is a very strong code of silence on this issue. Athletics are part of the student-athletes identity, and they are not going to endanger their entire identity by reporting hazing.

Why Do They Do It?

Most students reported that they participate in hazing because:

“It was fun and exciting” “It made us closer as a group”
“I had to prove myself” “I just went along with it” “I was scared to say no”
“I wanted revenge” “I didn’t’ know what was happening” “Adults do it too”

Other reasons for participating in hazing include: a personal choice or status, its tradition, peer pressure, got out aggression and immaturity.

State Anti-Hazing Laws

- 42 states have hazing laws.
- The eight that do not are: Arizona, Hawaii, Michigan, South Dakota, Wyoming, Alaska, Montana, and New Mexico.

MISSOURI STATE HAZING LAWS:

HAZING IN THE FIRST DEGREE

A crime is punishable against any of the individuals who take part in activities if they intentionally or recklessly engage in and cause injury. The person need only have taken part in the activity and if injury results to any person as a result, that person can be guilty of hazing. This form of hazing is a Class A misdemeanor, punishable by a fine up to $1000, up to one year in jail or both.

If the act creates a substantial risk to the life of the student or prospective member it is a Class C felony and is punishable by a fine up to $5,000 and/or up to ten years in prison.

The Missouri Education Law

Intentional or Reckless disregard for others:

Intentionally or recklessly committing any act, conspiring to commit and act, or threatening to commit any act that injures, degrades, disgraces, or tends to injure, frighten, degrade or disgrace any person, including indecent exposure, sexual assault, sexual harassment and hazing, is prohibited.
Education Law Continued:

Such conduct is chargeable to the individual carrying it out and to the organization authorizing it. Sanctions to be invoked upon proof of the violation include whatever penalties are generally applicable in the university to violations of that university's rules and, by statute, rescission of permission for that organization to operate on campus property.

Publicity

Publicity for sport club events, activities, or elections is the responsibility of the sport club. Posters, displays, or other forms of publicity must comply with the regulations outlined in the Saint Louis University Student Handbook. The University reserves all rights in its name, logos, and trademarks. No sport club organization may use the University's name, logos, or trademarks without the express authorization of the University's Department of Marketing and Communications. A request to use the University's name, logos, or trademarks must be submitted to the Sport Club Coordinator.

Posters/Flyers

Posters and flyers may only be posted on bulletin boards. They cannot be taped to sidewalks, poles, walls, etc. Should you decide to do this, you may lose your privilege for practice space, and/or be billed for the removal of these flyers. Check the Saint Louis University Student Handbook for regulations on posters and flyers.
Waivers

Every person who joins a club or wishes to take part in a club activity (workout/practice/game etc.) must sign a Waiver of Liability and Risk before participating. These forms must be turned into the Club Sports Coordinator in the Simon Recreation Center within 24hrs that the participant joins the club. FAILURE TO HAVE THESE WAIVERS ON FILE FOR ALL PARTICIPANTS IN ANY CLUB ACTIVITIES COULD LEAD TO EXPULSION OF ALL CLUB PROGRAMS AND/OR ACTIVITIES. Participation in Club programs is completely voluntary. Many Club activities involve risks of physical injury greater than those encountered in daily life, and by taking part in such activities; participants acknowledge and assume the risks inherent therein.

Campus Recreation strongly recommends that all Club participants have a physical exam prior to participation, and annually thereafter, while a member of the Sport Club. It is the responsibility of the participant to evaluate his/her health and physical condition in relation to the physical demands that participation in the activity places on him/her.

Saint Louis University and the Department of Campus Recreation ARE NOT RESPONSIBLE FOR INJURIES INCURRED BY PARTICIPANTS INVOLVED IN SCHEDULED CLUB EVENTS.

**FOR A COPY OF THE WAIVER, PLEASE SEE APPENDIX D**

Injuries  (Non Life Threatening)

An Injury/Accident Report form should be properly filled out immediately. Student members injured while participating in an on-campus sponsored event should report to Student Health Services. All Club members are personally responsible for costs incurred due to injury or illness. Off campus injuries should be treated by medical services provided at the site or referred to the nearest emergency room. Club officers should carry club member insurance information to all away event.

University Emergency Protocol and Procedures

This emergency procedure guide follows general University Protocol and Procedures with regard to medical and other emergencies. Please contact the club sport coordinator for more specific information if you have questions.

Fire:

- Familiarize yourself with the fire alarms and evacuation routes or exits, and fire extinguishers.
• Evacuate when fire alarm sounds.
• Do not use elevators.
• Assist others during the evacuation.
• Call Department of Public Safety and Security Services (DPSSS) at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone, if you or others need assistance.

Severe Weather:
• Know the location of the building's storm safe area, lowest level or interior hallway or room.
• Stay away from all windows.
• Listen for announcements by the DPSSS and follow the instructions.
• Help to ensure that everyone is aware of the instructions.

Medical Emergency:
• Immediately call DPSSS at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.
• Immediately call 911 if an ambulance is needed.
• Be familiar with the location of automated external defibrillators.

Earthquake:
• Brace yourself firmly in a doorway or move against an interior wall, then kneel or sit with legs drawn into chest and cover your head with your arms.
• When shaking stops, exit the building using the stairs.
• Once outside, move away from the building into an open area, away from buildings and electrical wires.

Power Outage:
• If it lasts more than a few minutes, go to the first floor of the building.
• Listen for announcements from the DPSSS and follow their instructions.
• Help ensure that everyone is aware of the instructions.

Elevator Failure:
• If you are trapped, use the elevator alarm and/or use the emergency telephone located in the elevator to contact the DPSSS.
• If you hear someone who is trapped in an elevator, telephone the DPSSS at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.
• If you are trapped in an elevator due to a power outage, REMAIN CALM! All elevators will be checked by Public Safety officers.

Hazardous Condition:
• If you see, smell or hear something that might be a hazard call, the DPSSS at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.

Sounds like a Gunshot:
• Turn off lights to the room and close the blinds.
• Lock and/or barricade the door.
• Hide where you cannot be seen and do not huddle together.
• Call the DPSSS at 7-3000 if using a campus phone, or (314) 977-3000 if using a cell phone.
• Wait for help to arrive.
• If you are on the ground floor and can exit the building safely and quickly, do so.

Contact Information:

Department of Public Safety and Security Services
(314) 977-3000

University Safety and Emergency Preparedness
(314) 977-3048 or (314) 977-3876

Office of Environmental Health and Safety Services
(314) 977-6885

Facilities Management, Grounds and Custodial Services
(314) 977-2955

St. Louis Metropolitan Police, Fire and Emergency Medical Services
(314) 911
# APPENDIX A - SLU SPORT CLUB TEAM ROSTER

<table>
<thead>
<tr>
<th>TEAM/CLUB NAME</th>
<th>YEAR/SEASON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>EMERGENCY CONTACT</th>
<th>CPR/First Aid Certified: Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT'S NAME</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>VICE-PRESIDENT'S NAME</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>TREASURER'S NAME</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>SECRETARY'S NAME</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>CLUB ADVISOR'S NAME</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>COACH'S NAME (S)</td>
<td>EMAIL ADDRESS</td>
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</table>

<table>
<thead>
<tr>
<th>ADDITIONAL STAFF NAMES</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
<th>POSITION</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTOMATED PLAYER COUNT</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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All groups must abide by the Department of Campus Recreation policies regarding the usage of all of Campus Recreation Outdoor Sports Facilities. As part of the Saint Louis University Community or a guest of Saint Louis University, each group should be proactive in the care and maintenance of outdoor sports facilities. All groups that are reserving outdoor recreation space must provide a signed copy of this document to the Department of Campus Recreation Administrative Offices (Simon Recreation Center, upper level) prior to event.

**General Facility/Field Policies and Procedures**

- SLU open recreation, intramurals, club sports, athletic teams, and sponsored events take precedence. A SLU supervisory staff member may ask you for your SLU ID at any point.
- No formal practice without prior field reservation. SLU is not responsible for unauthorized use of the space.
- Reservations can be made at the Simon Rec Center Administrative Offices at 314-977-3975.
- The Department of Campus Recreation reserves the right to monitor the event at any time for compliance with the regulations, policies and terms of the facility scheduling request forms. Failure to comply with the regulations, policies and terms of these forms may cause the group to lose the right to use the facilities.
- The daily schedule can be found on the Department of Campus Recreation website.
- This space is to be left the way it was found. Users are responsible for set-up, clean-up, and any damages to the facilities resulting in use of the facility. Clean-up includes, but is not limited to picking up trash, cups, tape, etc. and dumping garbage cans. Clean-up area includes, but is not limited to playing fields, track, sidelines and spectator areas.
- Supervisory Staff reserves the right to refuse service to any user and/or spectator who violates any University policy or procedure or engages in any verbal and/or physical abuse of the space or staff.
- The space may be closed at any time due to safety related concerns.
- Users are responsible for notifying their guests of our policies.
- No children under 18 years of age unless accompanied by an adult.
- Call the Simon Rec Center at 314-977-3181 for assistance with lights, facility issues, etc.
• No alcohol or tobacco products, loud music, inappropriate conduct, or illegal activities.
• Fields and track are water only spaces. All food and drink is prohibited unless approved by the Department of Campus Recreation. Food and other beverages are limited to spectator areas only. Clean up required.
• No glass bottles or containers are allowed at outdoor recreational sports facilities.
• No fireworks or open flames.
• No skateboards, scooters, bicycles, roller blades, motorized vehicles, or other wheeled objects except for maintenance or emergency. The only exceptions are wheelchairs and strollers.
• No animals or pets of any size (except to assist persons of disability).
• Soccer goals, sport equipment, and other miscellaneous equipment that could cause damage to the space must be lifted when moved. No dragging allowed.
• No chairs, tables, tents, or other event related equipment allowed unless approved by the Department of Campus Recreation.
• Only free standing field markers and sports equipment may be used on the field. No stakes, posts, poles, markers or pointed materials of any kind may be driven into the field unless approved by the Departments of Campus Recreation and Grounds.
• No painting, chalking, tape or other adhesive material shall be placed on the field surface without prior approval.
• No baseballs, softballs, golf balls, croquet balls, or other hard balls and objects.
• The following activities, unless approved by the Department of Campus Recreation, are not allowed in this space: baseball/softball, golf, cricket, croquet, disc golf, contact sports (i.e. tackle football, rugby, martial arts, etc.), or any other activity deemed to be unsafe.
• Failure to comply with any of these rules will result in immediate cancellation of reservation and/or general use of the space.

Additional Turf Policies and Procedures
• No gum, seeds, peanuts, and other food that can cause field conditions to deteriorate.
• Proper footwear required. No metal cleats or high heels – use only rubber or plastic cleats.
• No spitting on the turf field.

Additional Track Procedures
• SLU Track and Field Team take precedence during practice times.
• Unless approved by the Department of Campus Recreation or Athletics, use of the high jump, long jump (sand pits), javelin throw, hammer and discus throw area,
shot put area, and all track and field equipment is reserved for the SLU track and field team only.

- Only tennis shoes allowed on the track. No cleats of any kind may be used. Please remove cleats or use the rolled green turf when crossing the track.
- No skateboards, scooters, bicycles, roller blades, motorized vehicles, or other wheeled objects except for maintenance or emergency. The only exceptions are wheelchairs and strollers.

**Emergency**

- Please call the Department of Public Safety at 314-977-3000 for any medical emergency, theft, altercation, or any other serious issues. 9-1-1 may also be called in the event of a medical emergency.
- The field cannot be used in weather conditions involving the threat of lightning. The presence of even distant thunder warrants leaving the field and field should be clear for 30 minutes after a storm.
- In the event of severe weather, please seek shelter in the bottom floor of the nearest building (i.e. nearby building that is open, lowest level of a parking garage, etc.). If a building is not accessible, please find the nearest low lying area away from electrical wires and structures.
- Please call the Department of Public Safety at 314-977-3000 to report any emergencies and keep updated on the present conditions.

I have read, understand and will comply with the guidelines above. I also understand that failure to follow these guidelines could result in fines and loss of privileges.

Group/Organization _______________________________________________________

Requestor’s Name (print)___________________________________________________

Requestor’s Signature _____________________________________________________

Date ____________________
APPENDIX C
Sport Club Travel Itinerary Form

Club Name: ___________________________________________________

Individual Completing Form: ______________________________________

Phone: ____________________ E-mail ____________________________

Event Name: __________________________________________________

Type of Event: _________________________________________________

Location: (City/State/Venue): _____________________________________

Date(s) of Event: _______________________________________________

Contact Person On-Site: ____________________ Phone: ______________

Lodging: _________________________________ Phone: _____________

Travel Information

If driving an Automobile/ SUV
  - Individuals driving to and from the event:
    o Vehicle 1 Driver ___________________________________________
    o Vehicle 2 Driver ___________________________________________
    o Vehicle 3 Driver ___________________________________________

Please attach list of all Club Members that will be attending the event and riding in one of the above vehicles.
Departure from SLU
Date and time of departure: ________________________________
Date and time arriving at destination __________________________
Description of Travel Route: ________________________________

Return Trip to SLU
Date and time of departure: ________________________________
Date and time arriving at destination __________________________
Description of Travel Route: ________________________________

If Flying to Destination
Airline: ________________________________________________
Flight Number: __________________________________________
Date and Time of Arrival at Destination: ______________________

Return Flight Airline: _____________________________________
Flight Number: __________________________________________
Date and Time of Arrival at Destination: ______________________
APPENDIX D
Department of Campus Recreation
Saint Louis University
Sport Club Participant
INFORMED CONSENT AND RELEASE FORM

I, ____________________________________________________________, recognize that Participation in the Sport Club _______________________________ is strictly voluntary and that such participation in said activity does not in any manner imply that I am acting in the course and scope of official University business; nor does it in any manner establish an employer-employee or an agency relationship with the University.

I agree and acknowledge that I am familiar with said recreational club activity and Sport Club, and that activities I may participate in may be of a hazardous nature, and may include physical contact, strenuous exercise or conditioning, exposure to the elements, and could result in serious injury. Understanding this, I state that to the best of my knowledge, I presently have no medical, physical, or mental health conditions which would hinder or prevent my participation in the above listed activity.

In consideration of my request and permission to participate in the _____________________ Sport Club I hereby assume full responsibility for all risk of injury, damages or loss which may result from my participation (including travel) in this activity and I hereby agree to release and hold harmless Saint Louis University, its trustees, officers, employees or agents from all claims, demands or actions of any kind arising out of _____________________ Sport Club activities and the use of facilities, services or equipment provided by Saint Louis University, whether occurring on the property of Saint Louis University itself during such activities or use or, before or after such activities or use and going to and from such activities and use in or about the available parking areas that may be brought by myself or any other third party on my behalf notwithstanding the negligence or willful misconduct of Saint Louis University its trustees, officers, employees or agents.

It has been strongly recommended to me that I undergo a complete physical examination prior to participation in said activity. Moreover, I understand that I am financially responsible for all medical costs resulting from an accident, sickness, or injury incurred while I am participating in the aforementioned sport club activity. I also understand that the University and the Department of Campus Recreation does not provide student insurance coverage. Information on student health insurance can be obtained from the Department of Student Involvement Center, Busch Student Center, Suite 335 (Tele - 314-977-2805 Fax – 314-977-7177).

I grant Saint Louis University permission to secure such medical aid and hospital services including anesthesia and or operations which Saint Louis University employees, agents, or representatives deem necessary for the individual noted on this release form, in the event he/she should sustain an injury or illness while participating in a sport club activity. I have also indicated, on the reverse side of this form, any medical information which Saint Louis University should be aware of in consideration of my (my child’s) physical and mental well-being.

_____________________________________________  __________________________
Signature of Participant      Date
Parent/Guardian if under the age of 18