Saint Louis University, Simon Recreation Center, St. Louis

Collegiate Sport Clubs Operations Manual

Collegiate Sport Club Program
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Saint Louis University Department of Campus Recreational Sports Collegiate Sport Clubs Operations Manual

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 in the sociological, psychological, and physiological enhancement of the students, faculty, staff, alumni, and their dependents at Saint Louis University. Toward this goal, the Department promotes the role of recreational activities and their contributions to the quality of one’s life.

The Department encourages a high degree of excellence in programming and facilities that parallel the University community’s expectations in the areas of instruction, research, and service. One of Campus Recreation’s programs is the development of the Sport Clubs.

The success of the Sport Club Program can be attributed to the philosophy of the department and the dedication, drive, and interest of Club leaders to provide quality programs. Our goal is to offer the most comprehensive and diversified programs possible in an effort to meet the interests of the Saint Louis University community. The ability of the Sport Club leaders to organize and motivate members is vital to the success and stability of these programs. It is important to note that the understanding of basic procedures and awareness of policies, regulations, and guidelines will serve to simplify the administrative process.

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’s Coordinator. The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling. Involvement in a
group and/or team situation helps enhance the student's overall education while living in 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.

Program is designed to:

- Assist Club officers and members in the organization, planning, and direction of Sports Club programs.
- Assist clubs in obtaining and scheduling appropriate facilities in which to hold meetings, activities, games, practice, competitive games or tournaments, and special events.
- Evaluate and supervise Club activities, and assist with registration of Clubs with the University, Student Government and Campus Recreation.
- Interpret and communicate relevant University, Sport Club policies along with regulations to Club officers and members.
- Provide clubs with limited financial support when possible, to help fund basic costs associated with 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, disseminate information and counsel 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 physical 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. Recreational Sport Clubs provide opportunities for participation in a sport, with participation being the sole purpose for the organization. Competitive Sport Clubs provide instruction in sport skill areas for the major purpose of engaging in extramural competition. Their competitive experiences may be with representative teams from other clubs, schools, colleges, or universities. The emphasis of Instructional Sport Clubs lies mainly upon instruction and development of skills in that particular sport area.

It is the intention of the Department of Campus Recreation to provide the following for the Sport Club Program:
- Leadership
- Guidance
- Facilities

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 activities, dues, donations, and special events. Use of the Department of Campus Recreation’s facilities will be placed after informal, intramural, and athletic (when applicable) utilization has been met. The club must go through the request with the Director and Coordinator of Campus Recreation.

**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 highly competitive. Club privileges include the use of the Saint Louis University name, a small budget allotted by the Student Government Association and the Sports
Club Coordinator, 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 Department of Recreational Sports-Sport Clubs Director and staff. 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. A desire to fill the need for a uniquely structured sport activity, that may be competitive, recreational, or instructional in nature. 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 Director, the Department of Recreational Sports and Student Organizational Services. The sport club must have the potential to compete in a physical activity but competition is not mandatory.

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 via the Sport Club website.

Who is Eligible to be in a Sport Club?

The Sport Clubs are open to any student who is properly registered as a regular full-time student. The student must be performing successfully at least in the minimum semester hours of academic work required by the University in which the student is registered. A student who is on either disciplinary or academic probation is ineligible for any club office as long
as he/she remains on probation. The conduct of an individual representing Saint Louis University as a member of a sport club is expected to reflect favorably on the University. Should individuals or groups discredit the University will be subject to dismissal from the club and disciplinary measures taken against the club.

What Happens to a Club that Loses Club Status?

If a club loses status from either the Department of Campus Recreation or the University officers of the club must meet with the Director of Campus Recreation and the Sport Club Coordinator to determine a timeline for reinstatement.

What does it cost to join a club?

It varies 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 coach or officer through the information provided by the Sport Club Office. In many cases, personal expenses may incur 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. If a participant is delinquent in re-payment to the club, the club has the ability to bring the individual in front of the Appeal and Review Board.

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 and Recreation members, college age and above. 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
General Information

Collegiate Sport Clubs requires organizational structure within each club. The suggested administrative structure of each club is the election of a President, Vice-President, Secretary, Finance/Treasurer Representative, and Technical Representative (maintains web page), Fundraising/Social Chairperson. The names, addresses and phone numbers of these officers must be submitted within 2 weeks of the start of the semester. Because clubs are primarily student fee supported, it is necessary for at least 75% of these officers to be full-time students.

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, up-coming events, practice times, game schedule, guidelines and any other matters of importance. Waiver cards should be completed at the first organizational meeting of each semester and turned in with the names, addresses and phone numbers of the club officers and coaches within 2 weeks of the start of the semester. As new members join the club they must complete a waiver sheet before participating.

**The Department of Campus Recreation will conduct meetings on a regular basis and the President or a representative of the club must be 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. To aid this process, below are some working definitions of a constitution, bylaws, and standing rules.

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:
Sports Club Executive Officers

Each club must have the following elected officers who must be full-time Saint Louis University students. All officers must be kept up-to-date with the SCC and the Coordinator of sport clubs.

The positions are: President (required)
Vice President
Secretary
Financial Officer (required)
Fundraising/Social Chairperson
Technical Representative

Executive Officer 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 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 a coordinator by 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 Office.
• Will submit accident/incident reports to a coordinator within 24 hours of any accident/incident whether at practices or games if not already 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 Fundraising Chairperson.

• Will inform the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Department of Campus Recreation Operations Manual to the new president and a list of names and phone numbers of new officers to a coordinator immediately following the elections.

• Will check the club mailbox weekly in the Busch Student Center and respond to any correspondence.

• Will complete and submit all required forms pertaining to club activities in a timely manner.

• Will work with a coordinator to resolve any conflicts or handle any disciplinary matters or complaints.

• Will inform members of 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 lead, become familiar with, enforce, and relate all policies and guidelines within this manual to all Club members.

• Will register the Club with the Student Government Association and the Club Sports Office each Fall Quarter.

• Will maintain an accurate knowledge of Risk Management and University Policies.

• Will submit all required forms on time.

• Will enforce the Club’s constitution. It is Mandatory to have a constitution.

• Will train the elected officer for the next year.

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

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 a coordinator for publication and logging within 24 hours of the competition and keep track of individual statistics throughout the season and have
available on request.

- 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 proper purchasing channels.
- Will submit information on events to a coordinator for special event set-up and lockers for visiting teams at least two weeks in advance.
- Will complete all duties as assigned by a coordinator, club coach or club president.
- Will train the elected officer for the next year.

**Secretary/Treasurer**

- Will volunteer his/her time and expect no monetary compensation.
- Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the coordinator according to Department of Campus Recreation guidelines.
- Will coordinate expenditures with the assistance of the coordinator.
- Will follow all Department of Campus Recreation procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will handle club correspondence with the assistance of the club president and coach.
- Will complete other administrative tasks as assigned by the coordinator, coach or president.
- Will submit an accurate itemized budget along with the proper budget proposal forms to the Club Sports Office and be prepared to defend your proposal 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, officials’ fees, etc.)*
- Will train the elected officer for the next year.

**Fundraising Chairperson**

- Will volunteer his/her time and expect no monetary compensation.
- Will be responsible for presenting a written proposal to the 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 proper purchasing channels will not
  be paid for.
• Will complete and submit a written evaluation of all events to the
  coordinator within two weeks of the event.
• Will train the elected officer for the next year.

**These responsibilities should not be considered a complete list of the
representative’s duties. Please consult with the Club Sports Office Staff
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 a volunteer 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 Department of Campus Recreation 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 Department of Campus Recreation and/or
   Staff, Club officers, and potential applicant(s).
5. Finalize the selection and inform Club members and the Club
   Sports Administration.

Coaches cannot be paid through funds from the University Account Funds
may be authorized for instructor/coach honorariums through an outside
account established with dues and money fund raised. Specific
honorarium amounts must be approved by the Sport Club Coordinator.
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. Coaches may be required to complete forms for employment.

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 Center for Student Programming after securing the approval of the Department of Campus Recreation.

PLEASE NOTE: In case of paid honoraria, sufficient lead-time to prepare the necessary paperwork should be provided to the SLU staff office.

Administrative Assistance

The Sport Clubs Coordinator provides assistance to all sport clubs. If the clubs have a need the Coordinator is there to help.

Health and Safety

Saint Louis University Sport Clubs are 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 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, session, 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.

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 Public Relations. A request to use the University's name, logos, or trademarks must be submitted to the Sport Club Coordinator.
Mailboxes

Each club has a mailbox located in Simon Recreation Center Administrative Office as well as a Student Organization mailbox in the Busch Student Center. Newsletters, general notices, etc., will be placed in these mailboxes. Club members should periodically check the to insure their club receives all pertinent information from the Department of Campus Recreation offices.

Contact Person

A name (or names), address, and phone number should be submitted to the Assistant Director - Programs to serve as a club contact. This person’s name will be given out as an information source for the club.

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.

Sport Clubs Forms

Travel Forms

Travel forms will be needed for each trip taken for competitions that the club participates.

Club Sports Budget Analysis Forms

Budget forms will be used for preparation for the club’s presentation to Student Government Association for funding for the following year. Student Government has their own documents to fill out according to their own specifications, however, these forms will be useful in keeping track of club’s budget.
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 of when 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 intrinsically 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 or the Department of Campus Recreation does not provide basic accident or injury insurance to cover participants injured in Club sponsored activities conducted on campus. Catastrophic insurance is purchased for most Club participants by the members. All Club members are required to have insurance, and to provide proof of this insurance on the membership card. Student insurance information is available at Student Health Services.

***SAINT LOUIS UNIVERSITY OR THE SIMON RECREATION CENTER ARE NOT RESPONSIBLE FOR INJURIES INCURRED BY PARTICIPANTS INVOLVED IN SCHEDULED CLUB EVENTS.***

Each Club is required to know and follow emergency procedures established for that particular Club and the facility being used. Copies of these procedures are available in the Main office.

When an injury or accident occurs during Club events, the Club Sports office must be notified within 24 hours of occurrence then a Campus Recreation Accident Report must be filed with the Campus Recreation office within 48 hours.
Participation Reports

Each club president will be responsible for keeping participation figures and turning in a monthly report of participation. This form will allow the Department of Campus Recreation Coordinators and the clubs to evaluate how the programs are progressing and state any problems, equipment needs or repairs. 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 Sports Annual Report Form

Club Sport Annual Report Form is used to find out how active the club has been during the current school year. This will help us give administrators an idea of what the clubs are doing and could lead to increases in funding.

Club Rosters

A club may request a team roster that will be generated from the waiver sheets. This will provide the name, student number, 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. Each club must submit an updated roster with phone numbers and e-mail addresses once the roster is set.

Club Sports Executive Council (CSE Council)

Purpose

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 Administration
- Make recommendations for Excellence Funding and Development requests
- Conduct disciplinary hearings as needed
- 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 membership.

Meetings and Club Representatives

The Club Sports Executive Council meets on a bi-weekly 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 following selection and representation procedure:

1. Clubs that are interested in having a representative on the CSE Council should nominate a member prior to the deadline listed in Club Sports Manual. 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.

Funding

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 your club by the Department of Campus Recreation will cease until the bill has been completely satisfied.
Sources of 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 are 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. The charging of admission fees to club sponsored activities can be used, however, if the Department of Campus Recreation facilities are utilized, a percentage of the gate will be requested, unless otherwise specified, by the Department for maintenance and cleaning.

3. Clubs may also apply for funding from the Department of Campus Recreation if such funding is available. Any funds provided by the Department shall be awarded based upon the following criteria:
   a. Need for funding
   b. Membership dues
   c. Amount of funding from other sources
   d. Community service involvement

Student Government Provides the Following:

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

B. Chartered Student Organizations, seeking funding from the Association shall submit to the Finance Committee a detailed proposal, itemizing their anticipated expenditures and the purpose of the expenditures.

1. 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.

C. 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.

D. Any appeal of the Senate's funding decision must be made by the Chartered Student Organization 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.

E. Funding for and within penumbra organizations must take place in accord with the provisions of the Penumbra Chartered Student Organizations' constitution and bylaws.

Facilities and Travel

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 instant 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 and Coordinator of Campus Recreation. 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 Assistant Director - Programs to support the following club-related activities:

--Practice
--Competition (visiting teams, tournaments, etc.).
--Instruction/Coaching
--Club business meetings
--Display of promotional materials
--Special Events

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 Assistant Director - Programs 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.

Department of Campus Recreation play fields are available on a limited bases. All requests for the use of these playfields are to be made in writing to the Coordinator.

**There is no 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 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 reservation. Clubs are expected to assist in the enforcement of campus policies as well as Department of Campus Recreation regulations. 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 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 a mess, it could result in loss of facility privileges or field usage. In case of inclement weather, call the Sport Club office at 977-7174 to find out field conditions. When practicing, stagger the direction you play to prevent wearing one area of the field too heavily.

Travel

During any club travel, the club is expected to uphold the image of the University of Colorado and to act in a sportsperson-like manner when traveling. Clubs should notify a 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 3 weeks in advance so that a travel authorization form can be processed. If a club needs lodging or ground transportation, allow at least 4 weeks before the trip to process appropriately.
Personal Automobile Transportation

Club members that expect to drive and be reimbursed for mileage must have travel forms on file and signed at least one week before departure of the trip. All drivers are required to have their personal auto insurance information on file in the Collegiate Sport Clubs Office before the date of the trip. Upon return, gas receipts must be submitted within three days for reimbursement. Each club within the SLU Sports Club program is student run and under the administration and guidance of the Club Sports Executive Council. 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 qualities 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. These actions could jeopardize Club status.

**Companies To Be Considered**

**Buses:**
Cavallo Bus Company  
1-800-527-5675  Larry Cavallo
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
Community is 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 liminal stage, the period between being introduced to the organization and becoming a full member, the individual has completed initiation (Myers, 2000).

What is Initiation?
Student athletes are risk takers, who are used to challenging their limits and overcoming their obstacles to improve themselves. They also want desperately to be a part of the team. Joining groups is a basic human need. Forming a sense of identity and belonging is a major developmental task for students. Appropriate initiation activities teach students how to fit in and be accepted socially by their peers. It is also important for existing members of the group to initiate the new members.

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 is 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. Students are dealing with something that has possibly been done for decades. The people who are hazing, view hazing as competitive. They 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 were subjected to hazing for sports, peer group or gains, music, art or theater, or church. The organizations that haze the greatest percentage of their members were fraternity or sororities, peer group or gain, 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 students 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 is 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, and adults do it too. Other reasons for participating in hazing include: a personal choice or status, it’s tradition, peer pressure, got out my 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 that is punishable against any of the individuals who take part in activities if they intentionally or recklessly engaged in and cause injury. The person that needs to have only taken part in the activity and if injury results to any person as a result, that he/she 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.

Missouri Hazing Laws Continued:

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 MO. 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.

Factors which affect the determination of guilt:

In determining guilt, the University will take into account the following:
- Actual consent of the member.
- Knowingly agreeing to carry out the activity.
- Implied consent.
- Failing to take steps to interdict the activity.

Disciplinary Methods

Failure to return affiliation forms, failure to attend meetings, violating conduct codes, misusing of funds and privileges, failure to complete roster information, incomplete liability information and unapproved travel
are a few serious violations. The Club Sports Administration and the Executive Council will set disciplinary action forth under the following guidelines:

- **1ST VIOLATION** VERBAL WARNING
- **2ND VIOLATION** WRITTEN WARNING
- **3RD VIOLATION** PROBATION
- **4TH VIOLATION** SUSPENSION
- **5TH VIOLATION** EXPULSION

Depending upon the severity of the violation, probation, suspension or expulsion may result immediately.

Club officers are expected to enforce policies within their clubs. However, if a problem persists or becomes serious in nature, the Club Sports Coordinator and the Club Sports Executive Council will assist. In addition to the aforementioned repercussions, the Club Sports Executive Council and / or Clubs Sports Coordinator may take additional action according to the nature of the violation.

Serious violations of this nature include, but are not limited to, misappropriation / mishandling of funds, failing to follow emergency procedures, destruction / theft of property (facilities) and conduct which negatively reflects upon UCLA Club Sports.

### 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 a Sports Club are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any Club Sport related activity, including misuse of equipment or facilities would jeopardize the club’s continued status as a recognized club sport. Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Campus Recreation, SLU and / or appropriate legal authorities.

The Saint Louis University Code of Conduct binds all Club Sports members with particular emphasis given to the following offenses:

- **Hazing** = EXPULSION
- **Discrimination** = EXPULSION
- **Alcohol and / or Drug Abuse** = EXPULSION
- **Wanton Destruction of Private Property** = EXPULSION

**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.