Sports Clubs Operation Manual

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Sports Club Operation Manual

List of Forms

The following is a list of forms that each individual Sports Club is responsible for. It is the responsibility of each individual Sports Club Executive Board to ensure that all proper paperwork is turned in on time and for every member and event. Failure to turn in required paperwork could jeopardize the Sports Clubs affiliation with S.A.I. and the Sports Club Department. If you have any questions regarding these forms please contact the Director of Sports Clubs.

I. Sports Club Roster (excel spreadsheet)
II. Sports Clubs Medical Insurance Information Form
III. Sports Clubs Participant Informed Consent Release & Expressed Assumption of Risk Form
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V. Sports Clubs Assumption of Responsibility for Sports Clubs Equipment Form
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Appendix A

I. Athletic Training Policies and Procedures
Introduction

Welcome to the Sports Club Department at California University of Pennsylvania. This operations manual is intended to assist each Sports Club with day to day operations and to provide each club with all of the necessary paperwork that needs to be completed by each Sports Club and each Sports Club participant.

Every single Sports Club at California University of Pennsylvania operates as part of the Student Association Incorporated (S.A.I.) and the Department of Recreational Services. The purpose of the program is to serve student related interests while providing athletic competition.

It should be emphasized that the program is for and by the students; each club is student initiated and sustained. Therefore, the sports clubs and their members determine the range, effectiveness, and longevity of their existence. The Student Association Incorporated, the Director of Sports Clubs, the Director of Recreational Services, and the individual Sports Clubs Advisors provide support, guidance, and supervision, but in the final analysis, the club exists by means of active student involvement unless otherwise determined by a University Representative.

Unlimited in scope and magnitude, students interested are encouraged to form new clubs as the need arises. In the same area, it should be noted that as student interest diminishes, various sports clubs might become inactive.

It is the policy of California University of Pennsylvania that all persons shall have equal access to programs, admission, and employment without regard to race, color, religion, gender, national origin, sexual preference, age, and status as an individual with a disability.

Mission Statement

The mission of the Sports Clubs Program within the Department of Recreational Services and Student Affairs is to provide students the opportunity for personal growth and development through competitive sports interaction amongst intercollegiate competition. Each Sports Club is a means to provide a well rounded educational experience through physical, social, and leadership development. The Sports Clubs Program mission is to enhance each club and provide the best available resources, and to promote each participant not only as a student, but a student-athlete inside and outside the educational classroom and on the playing field.
Purpose

1. To provide opportunities for athletic competition.
2. To develop student leadership, administrative, and organizational skills.
3. To facilitate social interaction among students, faculty, staff, and community members with a common interest.
4. To provide a diverse offering of leisure opportunities for the college community.
5. To develop skills in specialized sport activities.

Authorization

Sports Clubs that wish to operate on the campus of California University of Pennsylvania must apply for official recognition with Student Association Incorporated and receive recognition through Student Cabinet and Student Senate. All recognized Sports Clubs through S.A.I. (Student Association Incorporated) are required to be open for membership and participation of all California University of Pennsylvania Students and once recognized, each individual Sports Club must remain compliant with all of the Student Association Incorporated policies and procedures. All clubs involved with the Student Association Incorporated must have at least fifteen active members to remain active and to also apply for funding through the annual budget process.

Failure of any Sports Club or Sports Club Member to abide by the rules set forth by the Student Association Incorporated, or partaking in any conduct detrimental to California University of Pennsylvania may result in the immediate suspension of all financial support and, at the discretion of the Student Association Incorporated, Student Conduct Office or Director of Sports Clubs may rescind the Sports Club’s authorization.

Nomenclature

1. Sports Club’s using the University’s name speak only for their own members, not the University or student body as a whole.
2. The use of the word “Varsity” to identify a Sports Club is prohibited.
3. Any Sports Club using any form of publications outside of the University must obtain written approval from the Director of Sports Clubs and California University of Pennsylvania’s Public Relations Department.
Starting a Club

Anyone interested in starting a Sports Club and any club in general can request a manual which has been developed by the Student Association Incorporated to assist new clubs in forming. S.A.I. is located on top floor of the Natali Student Center; if the club is a new Sports Club the persons involved should contact the Director of Sports Clubs for information.

Recognition Process

Student Cabinet and Student Senate are the two entities who approve any club recognition. When you are interested in starting a new club, there are a few things to consider.

1. No two recognized organizations may have the same name or the same purpose.
2. A Club must prepare a Constitution which includes:
   a. Criteria for membership
   b. Qualifications for holding office
   c. Officer elections
   d. Filling vacancy in an elected office
   e. Impeachment procedures
   f. Meeting rules to be followed (Robert’s Rules of Order)
   g. Quorum
   h. Constitution amendment procedure
3. All recognized organizations must have a minimum student membership of fifteen.
4. All materials should be turned into the Director of Sports Clubs upon completion.

The recognition process is pretty simple. A completed Constitution is submitted to the Student Cabinet Chair who will distribute the Constitution to all members of Cabinet for review. Your request for recognition will be placed on the agenda of the next Student Cabinet meeting and a few members will be required to attend that meeting to answer any questions regarding the formation of the club. At that meeting, you will want to have a membership interest listing to show that there are more than 15 students at Cal U who will be involved in your club.

Once all questions are answered, Student Cabinet will vote on whether or not to recognize your club. There are two forms of recognition:

1. Recognition with allocation
2. Recognition without allocation

You will be asked by Student Cabinet during the meeting if you wish to be allocated. This means that you will enter the budget process of SAI and ask for funds. Please see the Finance section for more details. If you are forming a club that requires no funding, you may ask just to be recognized without allocation in order to get all the benefits of a recognized club. Refer to the Club and Organization Guidebook available at SAI to see all the benefits of club recognition. If Student Cabinet approves your club, their recommendation for approval will be taken to the next Student Senate meeting. You may be asked to attend this meeting also in case
any questions arise. Once Student Senate votes and approves your club, you become recognized and may function as a recognized club.

There is a one-year probationary period for all new allocated clubs. This means that you will not be able to receive any funding from SAI until your probationary period is complete. An account will be established at SAI for your club and you may fundraise in order to get some money in your account, but SAI will not pay any expenses for you unless there is money available in your account. Fundraising is important because this is the only way that you will be able to ask for a special allocation through Student Senate. Please read the entire Club and Organization Guidebook to understand all requirements of a club.

**Finances**

The basic function of SAI is to provide banking services to all clubs and organizations recognized by Student Senate. All cash collected is to be deposited into your account at SAI and all expenses are to be paid out of that account.

The most important thing to remember once you become an allocated club is that your club is now a part of the Student Association Incorporated, a non-profit 501c3 organization, owned by the students of California University of Pennsylvania. Some other very important things to remember are:

1. You must deposit all gate receipts, fundraising income, or any other type of revenue generated by your club into your account at SAI. You may not keep cash on hand or have a petty cash box.
2. You may NOT have an outside bank account. All money for your club must be kept in your SAI account.
3. No club/organization can have its own tax ID#. This is a violation of SAI policy and will affect your club recognition.

SAI will assign your club a 3 digit cost center number which is the only unique identifier you will have at SAI. This 3 digit number will be the most important part of your account string on any document completed at SAI because it tells us the name of your club. When you are given your cost center code, please write it down and make sure all officers and advisors know this number.

**Expenditures:**

SAI requires that the procurement of goods and services be approved by the Business Office prior to the actual purchase. This is usually done by issuing a purchase order. Clubs should provide detailed information along with the Purchase Requisition in a timely manner. Two signatures and the account number are required for all transactions. One signature must be from an elected officer, the other from an advisor on file for that organization or club. Any purchase of $500 or more must have the CFO of SAI signature. The Business Office has the right to hold a purchase requisition in order to confirm signatures.
SAI is sales tax exempt. As a member organization, you should not be paying sales tax on goods and services. Sales tax exempt certificates are available in the SAI Business Office and are supplied as part of the purchase order procedure described above. Present the certificate at the time of your purchase and you will not be charged sales tax. SAI will not reimburse individuals for sales tax, when they fail to obtain prior approval of the purchase, or fail to obtain a sales tax exempt certificate.

**Cash Advances:**

Organizations are permitted to receive cash advances. Typically cash advances are used for trips so that a student has funds available for expenses. Cash Advance Form #1000 will need to be completed and submitted to SAI.

- Receipts must be submitted to the SAI Business Office within 10 days of return date.
- NO ALCOHOL OR TOBACCO PRODUCT is a reimbursable expense and will be excluded from the receipt total.
- Only receipts that detail out the items purchased will be applied against the advance. Credit card signature receipts that only show the total are not an acceptable receipt. Cash left for tips can be written down on the receipt and included in the total.
- If receipts are not received within 30 days, the organization’s account will be frozen and any request for disbursement from that account will be denied.
- Any cash that is returned must be submitted with the receipts. The cash advance will not be considered closed until the cash is returned.
- The person receiving the cash advance MUST be able to cash a check locally.

**Checks**

The SAI Business Office prints checks every Wednesday and to have a check printed on a Wednesday the proper paperwork must be submitted to the Account Payable office by Tuesday of that week at 2PM. Instant or 24 hour turnaround on check requests is not available. Please plan accordingly.

**General Purchasing Policies**

The purchasing of all goods and services is handled by the SAI business office. Clubs and organizations are not authorized to initiate an order of any kind.

The SAI Board of Directors requires all purchases of $500 or more to be competitively bid. This bid process can be handled by the SAI business office. However, clubs and organization may elect to supply bids at the time of the submitting the purchase request in order to speed up ordering process.

**Solicitation/Fund Raising Procedures**

Registered student organizations may conduct sales of approved merchandise for the purpose of fund raising. The organization Advisor must give approval prior to the beginning of the sale. Location and dates for the sale must be arranged through the appropriate reservation offices.

Sponsoring organizations assume all responsibility for the sale of merchandise and must comply with university policy, state and local laws.
**Contract Review**

The Director of Student Activities and Programming, Melissa Dunn, is available to consult with student organizations on any topic related to the operation of a club or organization. The Student Association CFO, Leigh Ann Lincoln, is also available to review any contracts that your organization may wish to sign. Properly written and executed contracts are important since personal, as well as organizational liability, is involved. You are not permitted to sign a contract without approval from the SAI business office.

Groups must have the SAI Artist Contract or Service Contract completed and signed **30 days** prior to an event.

**Presidential Sports Club Council**

**P.S.C.C.**

The Presidential Sports Club Council was formed in the Spring of 2009. The council is comprised of the President of each Sports Club. The PSCC is overseen by the Director of Sports Clubs, Mr. Jamison Roth. A full list of the PSCC Constitution should be kept on file by each respective Sports Club.

**Mission Statement**

*The mission of the council will be to organize all of the Sports Clubs as one unified body acting under a set of by-laws constructed by the Presidents of each Sports Club as well as to provide cohesiveness to the Sports Clubs and allow students the opportunity to work together towards a determined goal.*

**Purpose**

1. Provide cohesiveness to all predetermined Sports Clubs;
2. Build character, respect and self-discipline;
3. Promote physical and mental well-being;
4. Develop and to encourage sportsmanship, teamwork, and the pursuit of excellence at the organizational, team and individual levels
5. Provide leadership opportunities for each Sports Club

**Membership**

Membership will consist of the President of each Sports Club serving as the clubs representative on the board and will assume all voting rights and privileges in any matter taken to a vote. Student Presidents of each Sports Club must be a student paying the students activity fee; students who are on academic probation or disciplinary probation may not serve as President of their respected club. Membership will not be denied because of race, sex, or physical disability.

In the event the student President for an organization is unable to attend a scheduled meeting, the President may send a representative from the club to the PSCC meeting. However, that representative will not receive voting rights or privileges at that meeting.
Meetings

The PSCC will hold meetings monthly. A meeting place will be determined at the meeting prior and emailed to all members if changed. The PSCC Officers have the authority to change or cancel a PSCC meeting at any time. An email notification will be sent to all members in this event.

Medical Information

Guidelines

1. California University of Pennsylvania and the Student Association Incorporated do not assume any risk for participation in any Sports Club activity. Each participant assumes full responsibility for injuries or subsequent results of injuries sustained during a Sports Club activity or travel in connection with the sport.

2. The Student Association Incorporated strongly recommends that all members participating in a Sports Club have an annual physical examination. It is the responsibility of the participants to evaluate their health in relation to the demands of the sport.

3. All Sports Club members must have adequate personal insurance protection and insurance through the Sports Clubs National Governing Association before participating in any Sports Club Activity. Copies of each member’s registration must be provided to the Director of Sports Clubs.

4. All Sports Club members are required to complete the Medical Insurance Form as well as the Informed Consent Release / Expressed Assumption of Risk Form prior to participating in any Sports Club activity, including practices. It is the responsibility of the Sports Club President to have these forms completed and submitted to the Director of Sports Clubs. These forms are valid for one academic year. It is also the responsibility of the Sports Club President to ensure that each participant’s information is updated and accurate with the Director of Sports Clubs each semester. It is also the responsibility of the Sports Club President to have copies of all participants Medical Insurance Form on hand at every event.

5. It is the responsibility of each Sports Club to provide a fully stocked First Aid Kit or BLS Trauma Bag at each event or activity in which their club is participating in. The Director of Sports Club can assist any Sports Club in ordering one. It is strongly recommended that each competitive Sports Club provide medical coverage for all competitions and or games when competing against rival institutions or teams. The Director of Sports Clubs can also assist in this process.
6. It is the responsibility of each Sports Club President to ensure that there is a functioning cell phone at all events and activities that are hosted by California University of Pennsylvania. The cell phone is to be used in the event of an emergency situation.

**Failure to comply with any of these GUIDELINES could result in disciplinary action taking against the Sports Club, the Sports Club officers, and/or the Sports Club Members. In the event of an emergency, the Sports Club Officers must follow the EMERGENCY PROTOCOL.**

**Emergency Protocol**

In the event of an emergency it is the responsibility of the Sports Club Officers to notify the proper authorities immediately. In any emergency time is essential. In the event that you are on campus, California University of Pennsylvania has a Quick Reference Guide for Emergencies which is the preferred method in the event of an emergency. This guide is to be used on campus and at Roadman Park. It would be in the best interest of the current executive officers to become familiar with this guide and to have a copy of it on hand at any event in which their respective Sports Club is participating in. This guide would also apply to those persons who may be on campus or Roadman Park grounds who are not associated with your club, but who need emergency assistance as well. This guide can be found at the following web address and a printed copy will accompany this packet:


Many of our Sports Clubs travel off of University grounds to participate in games, tournaments, competitions, practice, and other events. In the event that anyone is off of the University grounds and has a fire, medical, or police emergency they should immediately contact 911. As stated above, time is essential and very important.

Remember it is important when calling either Cal U Public Safety and/or 911 that you have the proper and accurate information. Important items to know in the event of an emergency include: your location, type of emergency, how many patients or people involved, any injuries. Remember it is always better to be safe than sorry. If you feel at any time your safety or the safety of others is in jeopardy please contact the proper officials.

Injuries can occur anywhere at any time. An injury does not have to be serious or life threatening in nature to warrant a call for emergency services. A simple minor injury can turn major as time elapses if medical treatment is not given. Any time a member of a Sports Club is injured in any fashion, they should seek medical advice. The Cal U Health Center’s contact information can be found in the contacts page of this document.
In the event of a fire, medical, or police emergency of any kind, even if the proper authorities were not contacted at the time of the event or at all, a Sports Clubs Accident Report Form should be completed by the club officers and coaching staff if present. These forms should be turned into the Director of Sports Clubs within 48 hours of the incident. These forms are important not only for the Department of Recreational Services but to the University as well. Failure to complete a Sports Club Accident Report Form could jeopardize the Sports Clubs affiliation with S.A.I.

In the event of any major injury or incident the Director of Sports Clubs should be notified of the event immediately following emergency services intervention. The Director of Sports Clubs contact information can be found on the emergency contact form.

Equipment

Each Sports Club should have someone responsible for the clubs equipment. It is recommended that the person in charge of the equipment is an executive officer of the club. At the beginning and end of the academic school year the Assumption of Responsibility for Sports Clubs Equipment form should be filled out in its entirety as well as the Sports Club Inventory. These forms are due with the rest of the Sports Clubs paperwork. It is recommended that at the start of each semester that each Sports Club completes these forms.

Each Sports Club is responsible for the maintenance and storage of equipment during their respective season. Storage of equipment during the off-season should be arranged with the Director of Sports Clubs. Limited space is available and space is not guaranteed.

It should be noted that all equipment purchased with institutional monies shall become property of S.A.I. Any equipment purchased with Sports Clubs monies shall become the property of the Sports Club.

If an accurate record of equipment utilization is retained, responsible individuals can and will be held accountable for equipment entrusted to their care. The University and S.A.I. will take the appropriate measure to ensure that the club is reimbursed. Suggested replacement costs according to condition of equipment: New = 100%, Good = 75%, Fair = 50%, and Poor = 25% of the purchase price.

Each Sports Club should keep a copy of the inventory and attempt to keep accurate records throughout the course of a season if new equipment is purchased. Any problems or issues relating to Sports Club equipment should immediately be brought to the attention of the Director of Sports Clubs.
Facility Use Reservations

Herron Recreation and Fitness Center and the University do have space available for use by all of the Sports Clubs. Each facility has a different protocol in reserving space. In some buildings other equipment is available with the room such as: TV/VCR/DVD, tables, chairs, projectors, microphones, etc. The following is the proper protocol for all Sports Clubs to reserve space on campus. For those Sports Clubs using Roadman Park, at the beginning of each semester a meeting will be held with Ron Sealy from S.A.I. to layout field usage. Same rules apply in requesting space at Roadman Park.

**Remember to give proper notice when reserving a room or facility, all reservations are on a first come first serve basis, and are not guaranteed, so don’t delay.**

Reserving Space: Herron Recreation and Fitness Center:

All requests should be made in writing to:
Chuck Bohn
Director of Recreational Services
bohn@calu.edu
724-938-5907

Reserving Space: Natali Student Center and all other University Buildings

All requests should be made in writing to:
Jamison Roth
Director of Sports Clubs
roth_j@calu.edu
724-938-5826

Reserving Space: Roadman Park

All requests should be made in writing to:
Jamison Roth
Director of Sports Clubs
roth_j@calu.edu
724-938-5826

Sports Clubs advisors are also authorized to reserve space for individual Sports Clubs. If this is the case, please send a copy of the reservation to the Director of Sports Clubs at the time of the reservation.
Transportation

Each Sports Club is responsible for procuring its own mode of transportation. The University and S.A.I. assume no responsibility for private transportation; however, all private automobile owners should have adequate insurance coverage. Safety is our number one concern and we ask that all Sports Clubs utilize proper precautions when traveling, especially in inclement weather.

Sports Clubs, as part of S.A.I. are entitled to reserving S.A.I. vans throughout the year as long as they have funds in their S.A.I. account. Requests and the proper forms are available for pick up in the S.A.I. business office. You may contact Tonya Kirkland at kirkland@calu.edu if you have any questions. All clubs are billed mileage for all trips. Vans are reserved on a first come, first serve basis, so don’t wait to reserve your van.

It is recommended, though not required that when traveling out of the immediate area that S.A.I. vans or charter buses are used. Safety is our number one concern and we hope that all Sports Clubs take proper precautions when traveling out of the area. If you wish to inquire about reserving a charter bus, please contact the Director of Sports Clubs, as he can assist you with locating bus companies, reserving the bus, and help answer any other questions.

All members who are traveling off campus must have the Student Travel Information Form - #1500 completed prior to leaving campus. These forms are distributed at the beginning of each semester and therefore should be completed by every member.

Also, remember that in the event of any emergency or non emergency during an off campus event, do not hesitate to contact the Director of Sports Clubs with problems or concerns. The Director of Sports Clubs contact information can be found on the emergency contact form.

Coaches and Staff Members

It is recommended that each individual Sports Club hire or have a volunteer coach in some capacity. This is vastly important when running practices, participating in games and or competitions, and traveling. Obviously this would not apply to every single Sports Club, but rather directed more towards Sports Clubs who travel to play other Universities and Colleges. Adding a paid or volunteer coach helps bring professionalism to your Sports Club and this coach can act as a representative at events.

1. All coaches (paid or volunteer) are considered sub-contracted individuals according to S.A.I.
2. All coaches must sign a Sports Club Coaches Agreement, Sports Club Participant Code of Conduct form, and a signed contract with the club.
3. All coaches that are receiving monetary means must also complete a W-9 Tax Form with S.A.I. These forms can be requested at the S.A.I. business office.
4. Payment schedules for all coaches should be agreed upon in writing with each coach and should seek the advisement of the University Advisor as well as the CFO of S.A.I.
5. All sub contracted coaches must have an evaluation completed at the end of that particular Sports Club season. These evaluations should be set up through the Sports Club office.

Sub-contracted coaches have a multitude of responsibilities when being associated with a Sports Club. The following is a brief outline of responsibilities. Each individual Sports Club should agree upon responsibilities with each sub-contracted coach prior to the start of each semester. Copies of these agreements should accompany the Sports Club Coaches Agreement form.

1. Provide appropriate progression of warm ups and drills prior to the start of practices, scrimmages, and competitions.

2. Organize and oversee all practices and events.

3. Attend and oversee all required competitions and events.

4. Oversee the proper use of Sports Club equipment.

5. Report any medical, behavioral, or procedural problems to the Director of Sports Clubs within 24 hours of the occurrence. It is recommended that the Director of Sports Clubs be contacted immediately.

6. Represent California University of Pennsylvania and the Student Association Incorporated in a professional manner at all times. Dress and act appropriately.

7. Encourage teams to hold various fundraising and community service events throughout the given school year. Participating and supporting the University’s programs goes along way at budget request time.


9. Be aware of any medical problems with their players and/or participants. It is required that medical information on all of the players is readily available at all times; this includes traveling to away events.

10. Sign the Sports Clubs Coaches Agreement and the list of responsibilities from that Sports Club at the very beginning of the season or you will not be recognized as a coach until all proper paperwork is turned in accordingly.

11. Acquire and maintain current coaching certifications as required by the individual Sports Club governing bodies. S.A.I. will not directly pay for any coach certifications but it can be the discretion of the individual Sports Club.
12. At any time a coach or volunteer is unsure of proper protocol or rules have them contact the Director of Sports Clubs before proceeding.

**Publicity on Campus**

SAI operates the Multi-media lab located in the Natali Student Center. There are numerous student workers in the lab with special knowledge on design and print. If you have any need for publicity, please go to the Multi-media Lab and ask for assistance. They can provide for free or at minimum cost, posters, brochures, web site design, podcast, etc.

Also remember that the Cal Times is distributed weekly to the campus and local community. Advertising space is cheap and the Multi-media lab could help design an ad for your club.

Being a recognized club under SAI, entitles you to the non-profit status. Froggy radio permits local non-profits to advertise events for free on their radio station. Please feel free to contact them regarding an event you would like to advertise for free publicity.

All advertising campaigns should be approved by the Director of Sports Clubs.

**Statement on Hazing**

California University of Pennsylvania adheres to state, local, and federal guidelines in all matters. Our position on hazing is consistent with state prohibition on hazing activities. This prohibits all forms of hazing by all members of the Sports Clubs. It is the responsibility of the Executive Board Members to share the information with each Sports Club Member not in attendance. The California University of Pennsylvania Statement on Hazing must be read and signed by all Sports Club members. This signed statement will be kept on file in the Sports Club office.

Any infraction of state, local, or federal guidelines reported to the Director of Sports Clubs or Office of Student Development and Services will be dealt with accordingly.

California University of Pennsylvania has recognized the dignity of every individual and has expressed strong opposition to all forms of Sports Clubs Member hazing.

**The Definition of Hazing.** Hazing shall be defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which requires, encourages, or permits violation of any federal, state, or local statute or college policy, for the purpose of initiation or admission into, or affiliation with, or membership in any organization recognized by, or affiliated with California University of Pennsylvania.
The Elimination of Hazing. This is the responsibility of every Active Sports Club Member at California University of Pennsylvania. Any Sports Club reported to be involved in an activity defined as hazing will be dealt with by the Office of Student Development and Services at the earliest convenience. As a Sports Club Member, it is your responsibility to report any of these activities to the Office of Student Development and Services or to the Director of Sports Clubs.

Sports Club Member programs are designed to educate Sports Club Members with the purpose and ideals of the Sports Club, which gives all Sports Club Members the opportunity to develop into worthwhile men and women.

Workshops

It is the goal as a student athlete to be successful inside and outside of the classroom. It is the goal of the Sports Clubs Department to ensure that every single student athlete is able to achieve success. Workshops will be held twice a semester in conjunction with the Fraternity and Sorority Life Department in order to educate the Sports Club members about various topics ranging from a career services seminar, health and wellness, drugs and alcohol, etc.

Attendance will be taken at these workshops and records will be passed along to SAI to ensure your clubs attendance. Please keep an open line of communication with your club’s members in efforts to keep them well informed of upcoming events.

Sports Clubs Student Athlete of the Year

This will be an on-going effort of the PSCC to fundraise and form a scholarship to be given out at the conclusion of each academic year. The members of the PSCC will formulate an application and award criteria for deserving applicants. More information will follow this year at the PSCC weekly meetings.

Sports Club Contacts
Mr. Jamison Roth  
*Director of Sports Clubs*  
Office: Herron Fitness Center  
Phone: (724) 938-5826  
Email: roth_j@calu.edu

Mr. Chuck Bohn  
*Director of Recreational Services*  
Office: Herron Fitness Center  
Phone: (724) 938-5907  
Email: bohn@calu.edu

SAI Business Office  
Office: Natali Student Center 4th Floor  
Phone: (724) 938-4303  
Email: arthur@calu.edu

Public Safety  
Office: Pollock Maintenance Building  
Phone: (724) 938-4299  
**24 Hours a Day**

University Health Center  
Office: Carter Hall  
Phone: (724) 938-4232  
**24 Hours a Day**

Student Information Center  
Office: Natali Student Center  
Phone: (724) 938-4300  
Email: None

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**Operation Hours**  
**Herron Recreation and Fitness Center**

- **Sunday**: 1pm – 9pm  
- **Monday – Friday**: 6am – 10pm  
- **Saturday**: 10am – 6pm

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**Sports Clubs Medical Insurance Information**
The policy for the participation in any of the registered Sports Clubs requires that every participant have insurance through the individual sports clubs National Governing Association and personal medical insurance coverage. Evidence of such coverage must be made known to the sports club president and Director of Sports Clubs so that they are prepared to respond appropriately if the need arises. This information will be held in confidence. This form must be completed by each participant and returned to the sports club president prior to any participation.

1. Participant’s name: _____________________ Student I.D. __________________
   Birthday: _____ / _____ / _____

2. Insurance Company: Name: ______________________________
   Policy Number: ______________________________

3. Any limiting physical disabilities or handicaps (temporary or permanent):
   No ______ Yes _______ (If yes, identify and explain) ______________________________
   ______________________________
   ______________________________

4. Currently taking medication (prescribed or over the counter – i.e. cold medicine):
   No ______ Yes _______ (If yes, state what you are taking and what the condition is for.)
   ______________________________
   ______________________________

5. Allergies, reactions to medications, or other medical limitations:
   No ______ Yes _______ (If yes, identify and explain.) ______________________________
   ______________________________

I understand that I cannot participate in the _______________ club unless I have medical insurance coverage. I herein certify that I will notify the Director of Sports Clubs and S.A.I. in writing if any of my information changes throughout the given year.

Participant’s Signature __________________________________________ Date ______________

Parent’s Signature (if under 18) _____________________________________ Date ______________

Sports Clubs Informed Consent Release &
Expressed Assumption of Risk

STUDENT ASSOCIATION INCORPORATED
CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Organization ___________________________ Date __________________

Name: __________________________ desires to participate in the ___________ club for
(Please Print) (Sports Club)

Fall 20____ or Spring 20____.

I realize that this program operates with volunteer nonprofessional instructors. I also realize that injuries are an inevitable consequence of participating in sport activities and that no amount of reasonable coaching, instruction, use of proper equipment or facilities will prevent all injuries. I realize, and understand, that severe injuries are possible even from sports which have little or no body contact. I understand and appreciate that such injuries can range from the most insignificant to death; serious neck and spinal injuries which may result in partial and total paralysis; brain damage; loss of sight, hearing, sense of smell; serious and permanent injury to all bodily organs and functions; serious injury to all or part of the musculoskeletal system; all of which may detrimentally impact on my general health and well being. I am aware of the existence of the risk I take. I appreciate its character and voluntarily assume all risk of harm. I have carefully considered how the possible consequences of injury may impact my life, and I choose to accept this risk and participate in the _____________________________ club.

(Sports Club)

In accepting this risk, I expressly and explicitly release, discharge and waive any and all responsibility of California University of Pennsylvania and the State System of Higher Education, the State System of Education, the Commonwealth of Pennsylvania, The California University of PA Student Association Incorporated, or the employees, officials or agents of any of the foregoing, pertaining to, or rising from, in any matter, injuries to my person As a result of my participation in the _____________________________ club.

(Sports Club)

Name: __________________________ Date ___ / ___ / ______
(Please Print)

Signature: __________________________

Sports Clubs Participant Code of Conduct
As a participating club member or coach within the ________________ club at California University of Pennsylvania, I agree to adhere to the California University of Pennsylvania Code of Conduct and abide by the following.

I will conduct myself professionally with civility, integrity and responsibility at any and all sports club scheduled activities. These include practices, games and extracurricular activities.

I understand that my actions may adversely affect my team, the sports club program, Student Association Incorporated, Department of Recreational Services and California University of Pennsylvania.

I will represent California University of Pennsylvania and my Sports Club in a professional and positive manner.

I will show respect to all competition officials, my team members, opposing team members, coaches, spectators, Student Association Incorporated employees, the Department of Recreational Service staff members and California University of Pennsylvania employees.

I understand that there is a NO tolerance rule for Hazing practices and Alcohol use during club sponsored activities. I also understand that failure to comply will adversely affect me, my team, and the sports club program, Student Association Incorporated, Department of Recreational Services and California University of Pennsylvania employees.

I understand that if I do not adhere to the above guidelines then consequences may occur. The severity of the offense will determine whether other entities become involved. I understand that the Director of Recreational Services reserves the right to inform California University of Pennsylvania Judicial Affairs of infractions and that their decisions are independent of any decisions made by the sports club, Director of Sports Clubs or Director of Recreational Services.

Resulting consequences for an individual infraction may result in probation, suspension, removal from the sports club and/or referral to California University of Pennsylvania Judicial Affairs. Resulting consequences for team infractions may result in probation, suspension of the team, forfeiture of activities, privileges or services provided to the team (including competitions, facilities and finances) and/or referral to California University of Pennsylvania Judicial Affairs.

The California University of Pennsylvania Judicial Affairs Officer, Director of Sports Clubs, Director of Recreational Services and the Club Advisor are responsible for determining the severity of the offense and the resulting consequence(s). They will also determine whether sanctions should be taken against an individual or the entire team. These decisions made are final.

Name: ____________________________ Date __/__/____
(Please Print)

Signature: __________________________

Sports Clubs Assumption of Responsibility for
Sports Clubs Equipment

STUDENT ASSOCIATION INCORPORATED
CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Organization __________________________ Date ______________

I ______________________ understand that as the President of the ___________________club,
(Print your name) (Print name of club)

I am responsible for all the equipment purchased by S.A.I., California University of
Pennsylvania, and this club. I understand that in the event of missing equipment, I could be
charge with paying for lost or stolen equipment, in a timely manner before the end of the school
year. I acknowledge that the list below is an accurate inventory of all equipment belonging to
this club. I understand that disciplinary actions (which may include but not limited to, holding
my grades) may be taken against me if I fail to follow through with the above responsibilities. I
have read and understand the information above.

Signature __________________________ Date __ / __ / __

By signing this document I agree the list below is an accurate inventory of all of our club’s
equipment.

The inventory was taken on __________________________ Date __ / __ / __

Vice President

Signature __________________________ Date __ / __ / __

Secretary

Signature __________________________ Date __ / __ / __

Treasurer

Signature __________________________ Date __ / __ / __

NOTE: It is recommended that each club create a form to hold club members responsible for
any equipment they receive from the club for use during the season. All equipment must be
returned to the club at the end of each semester and a new form should be signed when
equipment is handed out the following semester. This will enable the club representative to keep
track of the equipment use and provide documentation if there are any problems.

Sports Club Inventory
<table>
<thead>
<tr>
<th>Inventory Item</th>
<th>Date Purchased</th>
<th>Quantity</th>
<th>Cost Per Item/Total</th>
<th>Condition</th>
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**California University of Pennsylvania**

**Sports Clubs Statement on Hazing**
California University of Pennsylvania adheres to state, local, and federal guidelines in all matters. Our position on hazing is consistent with state prohibition on hazing activities. This prohibits all forms of hazing by all members of the Sports Clubs. The California University of Pennsylvania Statement on Hazing must be read and signed by all Sports Club members. This signed statement will be kept on file in the Sports Club office.

Any infraction of state, local, or federal guidelines reported to the Director of Sports Clubs or Office of Student Development and Services will be dealt with accordingly.

California University of Pennsylvania has recognized the dignity of every individual and has expressed strong opposition to all forms of Sports Clubs Member hazing.

**The Definition of Hazing.** Hazing shall be defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which requires, encourages, or permits violation of any federal, state, or local statute or college policy, for the purpose of initiation or admission into, or affiliation with, or membership in any organization recognized by, or affiliated with California University of Pennsylvania.

**The Elimination of Hazing.** This is the responsibility of every Active Sports Club Member at California University of Pennsylvania. Any Sports Club reported to be involved in an activity defined as hazing will be dealt with by the Office of Student Development and Services at the earliest convenience. As a Sports Club Member, it is your responsibility to report any of these activities to the Office of Student Development and Services or to the Director of Sports Clubs.

Sports Club Member programs are designed to educate Sports Club Members with the purpose and ideals of the Sports Club, which gives all Sports Club Members the opportunity to develop into worthwhile men and women.

By signing this document I acknowledge that I have read and understand the above statements.

Sports Club: ____________________________________________________________

Date: ___________________________________________________________________

Sports Club Member Name: _________________________________________________

Sports Club Member Signature: ____________________________________________

Current Office Held (if applicable): __________________________________________

**Sports Clubs Coaches Agreement**
STUDENT ASSOCIATION INCORPORATED
CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Coach will provide skills and safety training to the club’s members according to the goals and objectives determined by the club.

Coach must be certified according to guidelines set by that sport’s governing association and provide a copy of the certification card to the Director of Sports Clubs at the start of each season.

Coach will be responsible for attending and supervising all practices and games and providing for a safe environment for all participants.

Coach will report to the Sport’s Club Advisor and the Director of Sports Clubs any disciplinary problem within 24 hours.

Coach will complete The Sports Clubs Accident Report Form for any incident requiring some form of medical attention that occurs during an on-campus or off-campus event associated with the sports club. These reports should be submitted within 48 hours of each occurrence and will be turned into the Director of Sports Clubs.

Coach will educate club members on safety procedures and potential injury in their particular sport according to guidelines set by that sport’s governing association.

Coach will make sure that facilities and/or fields are prepared for practices and competitions.

Coach will inspect facilities and equipment for compliance of safety standards according to the governing organization for that sport.

Coach will represent California University of Pennsylvania, Student Association Incorporated and this Sports Club in a professional and positive manner.

By signing this form I understand the above statements.

The __________________________ club agrees to pay __________________________ $__________ to coach the __________________________ club for __________________________ season.

(Sports Club) (Name of Coach) (Amount)

(Sports Club) (Length of Service)

________________________ will be paid in __________ payments for the __________ season.

(Name of Coach) (Number of) (Year)

Coach Signature: __________________________ Date __ / __ / __________

Director of Sports Clubs: __________________________ Date __ / __ / __________

STUDENT TRAVEL INFORMATION – FORM #1500
Section 1 – PERSONAL INFORMATION
Name: ___________________________________________ male / female
       Last       First       Middle

Address: ____________________________________________________
         Street/Apt. #  City  State  Zip

Class (circle):  Freshman  Sophomore  Junior  Senior  Grad Student

Birth Date: ___________________  Cal U email: ________________________

Telephone number: ________________________________

Section 2 – EMERGENCY CONTACT INFORMATION
Name: ___________________________________________ male / female
       Last       First       Middle

Address: ____________________________________________________
         Street/Apt. #  City  State  Zip

SPORTS CLUBS ACCIDENT REPORT FORM
Report all accidents occurring anywhere in practice or competition to the Director of Sports Clubs at roth_j@calu.edu or 724-938-5826.

File this form within 48 hours after accident.

Name of Student ______________________________________ Date____________________

Time of Accident: Hour __________ am pm Student I.D. Number __________________

Location of Accident _____________________________________________________

1. Description of the Accident:
How did the accident happen? What was the student doing? Where was the student? List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved.

____________________________________________________________________________
____________________________________________________________________________

2. Nature of Injury: _____________________________________________________________

Instructor or Supervisor in charge when accident occurred: ______________________________
Present at scene of accident: (yes/no) Instructor or Supervisor Phone Number_____________

3. Immediate Action Taken: By (name) ____________________________________
Describe first aid treatment: _______________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please list any facility in which the student was taken to and the mode of transportation (i.e. health center/hospital/ambulance service)
____________________________________________________________________________

SIGNED ______________________________________________ DATE ______________
PRINT NAME _________________________________________________________________

Please RETURN to the SAI Business Office Effective Date__________
Student Association, Inc.
California University of Pennsylvania
724-938-4303
Campus Box # 85
Campus Organization Information Form

Organization Name ________________________________
Campus Box of Advisor ________________________________

<table>
<thead>
<tr>
<th>Officers</th>
<th>Phone Numbers</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>(______) ______ - ______</td>
<td>__________ @calu.edu</td>
</tr>
<tr>
<td>Signature of President</td>
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</tr>
<tr>
<td>Vice President</td>
<td>(______) ______ - ______</td>
<td>__________ @calu.edu</td>
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<tr>
<td>Signature of Vice President</td>
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<tr>
<td>Secretary</td>
<td>(______) ______ - ______</td>
<td>__________ @calu.edu</td>
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<tr>
<td>Signature of Secretary</td>
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<tr>
<td>Treasurer</td>
<td>(______) ______ - ______</td>
<td>__________ @calu.edu</td>
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<tr>
<td>Signature of treasurer</td>
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<tr>
<td>Advisor</td>
<td>(______) ______ - ______</td>
<td>__________ @calu.edu</td>
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<tr>
<td>Signature of Advisor</td>
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</tbody>
</table>

When does your organization meet?
_____________________________________________________________

Where does your organization meet?
_____________________________________________________________

Please circle
We hold elections in:  Spring      Fall      Both

SAI USE ONLY

Received _______________________
Cost Center _______________________

Date: _____________
STUDENT ASSOCIATION INCORPORATED
CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Sports Clubs Checklist

Sport Club _____________________________________________________________

Forms that S.A.I. and the Director of Sports Clubs should receive:

__________ Sports Club Officer Updates
__________ Sports Club Constitution
__________ Sports Club By-Laws

Forms that the Director of Sports Clubs should receive:

__________ Complete the Sports Clubs Participation Roster prior to participating in any club activity, including practices. Remember to list all members. (Excel Spreadsheet)

__________ Complete the Sports Clubs Medical Insurance Information Form for each member prior to participating in any club activity, including practices. (Include Staff or Coaches)

__________ Complete the Sports Clubs Participation Informed Consent Release Expressed Assumption of Risk waiver for each member prior to participating in any club activity, including practices. (Include Staff or Coaches)

__________ Complete the Code of Conduct waiver for each member prior to participating in any club activity, including practices. (Include Staff or Coaches)

__________ Complete the Sports Clubs Assumption of Responsibility for Club Equipment sheet. This should be completed and signed by the current elected officers.

__________ Complete the Club Sport Inventory sheet at the beginning and end of each academic year (Fall & Spring). This should be completed and signed by the current elected officers.

__________ Complete the Sports Clubs Hazing Waiver for each member prior to participating in any club activity, including practices. (Include Staff or Coaches)

__________ Complete the Student Travel Information Form - #1500 waiver for each member prior to participating in any club activity, including practices. (Include Staff or Coaches)

__________ Complete the Coach’s Agreement waiver for each coach or staff member prior to participating in any club activity, including practices.