

Collegiate Sport Club Manual



SAINT LOUIS UNIVERSITY

CAMPUS RECREATION AND WELLNESS

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

Benefit Statement:

Benefits derived through participation in Campus Recreation and Wellness include:

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

Purpose:

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

Through this handbook, the hope is to clarify the Collegiate Sport Clubs Program for student officers, coaches, advisors and club members. It is the responsibility of the club officers to accurately convey the information in this manual to the club members.

General Standards for Student Organizations:

Saint Louis University firmly believes that learning takes place in a wide variety of settings and under a wide variety of circumstances. Involvement and participation in a Student Organization provides limitless opportunities for developing leadership skills, and enhances campus life at SLU. In recognition of the potentially important role of Student Organizations in Student formation and the significant contribution they can provide to the comprehensive mission of the University, Saint Louis University continues to support their growth. Learning leadership skills and learning in the area of interpersonal relationships are of great importance. Many ethical and moral decisions are encountered while running a Student Organization, planning an event or carrying out plans for activities. Often, the decisions made, and/or the accomplishments faced foster the skills vital for personal development and self-realization. This knowledge is of equal importance with the skills and information gained in the more typical "academic" setting.

Each organization's purposes and activities are to be consistent with the mission. Any Saint Louis University Student Organization shall retain its status on campus according to the following guidelines:

A. **Definition.** A Student Organization shall be defined as a group of Saint Louis University Students joined together in the pursuit of a common purpose that is not inconsistent with the University's institutional mission and/or Catholic teaching. Student Organizations are open to all Students without regard to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, or any other characteristic protected by law. Fraternities and sororities may retain gender specific membership.

B. **Chartered.** Every chartered Student Organization must submit a copy of its constitution (local and national), and bylaws or other satisfactory information governing its operation, to the Student Involvement Center by the end of the 2nd week of the semester. The University will accept in good faith the provisions of such constitutions and bylaws, indicating that the local organization is free to select members upon the basis of individual merit, and the membership in the local organization is not governed by restrictive clauses that deal with sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, or any other characteristic protected by law.

1. In addition to submitting a copy of a constitution and bylaws, all chartered Student Organizations must provide the Student Involvement Center with an accurate and up-to-date list of executive-level officers who are responsible for organization operations as well as the name of their advisor. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be submitted.

2. Provided the chartered Student Organization submits the aforementioned items, the organization will be entitled to the following:

- The use of Saint Louis University facilities;
- The use of Student bulletin board space;
- Publicity of events and activities open to all Students on all University calendars;
- Help, advice and assistance from the Student Involvement Center personnel;
- Establish an online presence through the university;
- Apply for SGA funding;
- Have a mailbox in the Student Organization Suite or in the BSC.

The Sport Club Program is designed to:

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

Concepts of Sport Clubs:

A sport club is an organized group of individuals that has been established to promote and develop the interests and skills of its members in a particular recreational activity. Membership of a club may be composed of all men, all

women, men and women, students only, or a combination of students, faculty, and staff. However, the most important concept of a sport club is that it is a student organization. The existence of a sport club relies heavily upon the club members' initiative, organization, administration, and leadership. Participation in the administration of a sport club provides a tremendous opportunity to further a student's education in program planning, business management, and organizational behavior.

Sport clubs provide the university community with a recreational alternative. Club members are offered the opportunity to receive instruction from a beginner level to instruction for a highly competitive level of play or the opportunity for organized participation in a physical activity. Sport clubs may be organized for recreational, competitive, or instructional purposes.

Members are responsible for many of the administrative duties of the club and learn leadership and organizational skills through their participation. Funding comes through student fees distributed by Student Government, club fundraising, dues, donations, and special events.

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

Frequently Asked Sport Clubs Questions:

What are Sport Clubs?

Sport Clubs provide opportunities for students, faculty, and staff with similar interests to participate in various sport and recreational activities. Sport Clubs bridge the gap between intramural and intercollegiate athletics by providing competition at specialized levels, participation in tournaments and opportunities to practice. Although some clubs remain solely recreational, most are competitive. Club privileges include the use of the Saint Louis University name, a small budget allotted by the Student Government Association, the Sports Club Coordinator, and recreational and athletic facilities when available. Most clubs supplement their budget through membership fees and fund raising.

What can Sport Clubs do for me?

Saint Louis University's Sport Club program gives the student an opportunity to take part in the leadership, responsibility and decision making process of club activities. The success of the Sport Club is dependent on the professionalism and leadership shown by the club officers, advisors and coaches. It is created for students, by students, under the supervision of the Sport Clubs coordinator and

SGA. Club members nominate student officers who run the day-to-day operations, which include scheduling practices, activities and games, contracting trainers and referees, arranging transportation, and budgeting.

How are Sport Clubs developed?

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

How do I become a member?

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

What does it cost to join a club?

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

How are the clubs funded?

Clubs are funded through the following means:

- Sport Club allocation from Student Government Association
- Donations to Sport Clubs
- Club Fundraising projects
- Club dues or membership fees
- Some out-of-pocket expense

How can my club be chartered so I can get Student Government Funds?

A. Application for Charter

1. To apply for charter as a recognized Student Organization, the organization seeking charter will submit a copy of its constitution, as well as the constitution of any organization that may be extramurally affiliated, and a list of its current officers and organization's advisor to both the Student Involvement Center and the SGA Vice President for Student Organizations.
2. Upon receipt of an application for charter, the SGA Vice President for Student Organizations will inform all members of SGA that an application for charter has been made and the organization will receive probationary status. The SGA Vice President for Student Organizations will distribute a copy of the organization's constitution to requesting members.

B. Approval of Charter

1. Following the application for charter, provided that a period of 4 months has elapsed between the time of the application and the meeting at which the SGA Vice President for Student Organizations will present the constitution and current list of officers and the organization's advisor to the general assembly. An officer representing the proposed organization will be present to answer any and all questions. If one such officer is not present, the application will be automatically tabled until the following meeting of the General Assembly. Upon a second absence of such an officer, the charter will be automatically denied.
2. Approval or disapproval of an organization's application for Charter will be by a majority vote of the General Assembly.
3. After an organization has been approved by SGA, the Student Involvement Center, as represented by the Director shall have 48 hours in which to file an "objection to charter." This objection must be filed with both the SGA and the organization applying for charter. If no objection is raised during this period, the organization will be immediately chartered and recognized.
4. In the event that both the SGA and the Student Involvement Center, as represented by the Director, "object to charter," the organization's application for charter will be denied without recourse to appeal.
5. Appeals Board. In the event that the SGA and the Student Involvement Center do not concur regarding the granting or revocation of a charter, the question will be referred for resolution to an appeals board composed of one faculty member and one administrator and three Students chosen by the President of the University, or designee. This appeals board will meet and rule within a 10-day period after request for appeal has been made, and its decision will be final.

C. Review of Charter. If it is believed that a Chartered Student Organization has changed its purpose or method of operation, altering the essential nature of the organization as it was originally chartered, or has a purpose which has fallen outside the Jesuit, Catholic mission of the University, the Student Involvement Center, or the SGA, by majority vote, may request a "review of charter." The SGA Senate will conduct the charter review. Should the SGA find that the organization in question has essentially departed from the terms under which it was chartered, it may vote to "suspend charter," and the organization will have to reapply for recognition and charter.

D. Continuation of the Charter. To remain an "active" Student Organization on the campus, with all rights and privileges outlined, each organization must provide the Student Involvement Center with an accurate and up-to-date list of executive-level officers who are responsible for organization operations as well as the name of their advisor by the end of the 2nd week of the fall semester. At minimum, the name, email address, and phone number of a President/Chair, Treasurer, and advisor must be submitted. Each organization must also register its officers with the Student Government Association each September and whenever an election is held during the academic year. Failure to comply automatically suspends the charter indefinitely until such time the organization registers its group. Student Organizations should submit any changes to their constitution or bylaws and its Executive Board membership to the SGA Vice President for Student Organizations within two weeks of the change.

Who can join a Collegiate Sport Club?

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

Collegiate Sport Clubs Organizational Structure:

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

Organizational/Informational Meetings:

Each club must conduct at least 1 organizational meeting each semester. These meetings should be used to discuss fundraising ideas, budget, new business, up-

coming events, practice times, game schedule, guidelines and any other matters of importance.

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

Constitution:

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

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

- Preamble
- Amendments
- Name and purpose of the club
- Meetings
- Membership
- Discipline
- Parliamentary procedures
- Dissolution
- Officers (election, duties, committees, etc.)

Sports Club Officer Position Description:

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

The positions are:

- President
- Vice President
- Financial Officer (required)
- Advisor (must be a faculty or staff member) (required)

Job Descriptions:

President

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

- Will apply for the Club (chartered student organization) with the Student Government Association and the Sport Club Coordinator.
- Will maintain an accurate knowledge of Risk Management and University Policies.
- Will enforce the Club's Constitution. It is mandatory for the Club to have a Constitution.
- Will train the elected officer for next year.

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

Vice President

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

Secretary/Treasurer

- Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the Sport Club Coordinator according to the Department of Campus Recreation and Wellness' guidelines,
- Will coordinate expenditures with the assistance of the Sport Club Coordinator.
- Will follow the Department of Campus Recreation and Wellness' procedures/policies presented in this manual and understand that nothing will be paid for that has not be pre-approved and ordered through proper purchasing channels. This is in regards to all SGA funding.
- Will handle club correspondence with the assistance of the Club President and Coach.
- Will complete other administrative tasks as assigned by the Sport Club Coordinator, Coach, or President.
- Will submit accurate itemized budget with the proper budget proposal forms to the Shared Business Services Center and be prepared to defend

- the club's position in a budget hearing with Student Government Association.
- Will keep records of all transactions involving Club accounts and Club budgets, and provide accountability on use of all funds including copies of Checks, and Balances.
 - Will maintain complete inventory records of all Club equipment and uniforms.
 - Will assure, that all Club financial obligations are met (*league membership, official's fees, etc.*)

Fundraising Guideline Policy:

To ensure the proper use of the University name in fund-raising ventures, to minimize the inconvenience of donors and streamline communication by various University groups and to assure proper adherence to state and municipal laws, the following policies are established.

These policies and procedures pertain to fund-raising ventures entered into by chartered Student Organizations, either on or off-campus.

A. Purpose. The purpose of this policy is to prevent inconveniences and disturbances to Saint Louis University's donors and other stakeholders with multiple contacts soliciting donations by various groups within the University's community, to protect the good name and reputation of the University, and to maintain the University's ongoing compliance with its legal and statutory obligations.

Saint Louis University is a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code and is therefore strictly prohibited from intervening, directly or indirectly, in support of or opposition to the political campaign of any candidate or group of candidates for elected public office. Recognized student organizations are therefore also strictly prohibited from using any of the University's facilities, resources and services, including its names marks and logos for political campaign purposes including, without limitation, the endorsement or solicitation of goods and services or any other commitments, financial or otherwise.

B. Definitions. Fundraising, for purposes of this policy, is defined as any solicitation for financial or other commitments for the provision goods, in-kind donations or services; the sale of goods and services (including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized student organization or are to be used by sponsoring recognized student organization to make a as to donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

1. **Internal Fundraisers** are fundraising activities that are intended for the benefit of organizations within the University community or the University community itself.

2. **External Fundraisers** are fundraising activities that are intended for the benefit of other groups and organizations from outside of the University community, and must be tax-exempt charitable organizations under section 501(c)(3) of the Internal Revenue Code.

The proceeds of Fundraising activities that are intended to benefit an outside organization must be paid directly to the organization in the form of a check unless, pursuant to a written agreement with the outside organization such funds are to be collected directly by the outside organization, in which case the outside organization must provide a detailed accounting of the funds collected.

Student organizations seeking to collaborate in Fundraising activities with third parties and individuals from outside of the University community (e.g. profit shares) must obtain the prior written approval of the Student Involvement Center in accordance with fundraising approval processes that may be established by the Student Involvement Center. At a minimum, requests for approval must contain a detailed written description of the proposed Fundraising activities, the organization(s) who will benefit from the proceeds and how the proceeds are to be used.

3. **Profit shares**, for purposes of this policy are defined as any arrangement where a third party or commercial business shares some of its profits with a student organization for the purposes of raising money toward a cause.

4. **Sales**, for purposes of this policy, shall include, without limitation, the sale of any goods and services, tickets to fundraising events, and chances in a raffle or prize drawing, whether by direct sale or auction.

Sales activities must be conducted in accordance with all municipal, state and federal laws and University. Fundraising activities, which entail "Sales," must receive the prior written approval of the Student Involvement Center. Sales activities may only be conducted from behind a table, and only in those locations specifically designated by Event Services. "Door-to-door" sales which, include but are not limited to, approaching individuals and groups on University premises, or calling on individuals and groups in their offices, and residences are prohibited except as may be expressly authorized by the Student Involvement Center.

The sale of food items that are made or prepared by an organization must meet all laws and regulations for the safe handling and preparation of food items. Sponsoring student organizations are solely responsible for obtaining any required authorizations and licenses from the City of St. Louis Department of

Health. The Student Involvement Center will be available to advise organizations on the process for contacting the City of St. Louis Department of Health. Any and all sales for the purpose of fundraising must be conducted directly (person-to-person) by a student member of the sponsoring organization.

Any uses of Saint Louis University's names, registered marks and logos used on, or in reference to any items or services for sale must receive prior written approval from the University's Marketing and Communications Office. The name "Saint Louis University" and the names of campus buildings and areas may be used purpose of providing directions to the location where the Fundraising activity is to be conducted. The sponsoring organization must clearly indicate in all announcements and promotional materials, and at the point of sale that Saint Louis University, a matter of policy will not endorse or provide its approval of any products or services, or any of the providers thereof.

5. **Solicitation**, for purposes of this policy, is defined broadly to include any request express or implied, of any contribution, financial or in-kind, that is made in person or, via the mail, telephone, email or any other means of communication.

6. **In-Kind Contributions**, for purposes of this policy, is defined broadly to include to include any type of non-cash contribution or donation of goods, services, or any other commitment which can be assigned a cash value.

Individuals and groups must be sponsored by a recognized student organization and must be approved by the Student Involvement Center in order to conduct fundraising activities on University premises.

Students are strictly prohibited from using any University phone or mailing lists, email lists, listservs, and bulk mail services for fundraising purposes.

Collection of membership dues and fees - Requiring members to provide personal funds in order to participate in a recognized student organization and/or activities.

Only recognized student organizations are permitted to collect membership dues. The purposes of these funds may be used in support of the organization's sponsored activities, recruitment activities, etc.

Funds collected in this manner do not need to be approved by the Student Involvement Center. Recognized student organizations that hold accounts with Saint Louis University must deposit these funds into the recognized student organization's account through the Student Involvement Center with clear descriptions on how and in what manner the funds were collected.

A Raffle, or prize drawing is a type of lottery in which chances are sold, and the prizes awarded are goods or services rather than money. Raffles, or prize

drawings may be permitted in certain limited circumstances. Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization's and University's ongoing compliance with all applicable laws and regulations. The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

C. Scope. This policy covers any and all fundraising activities conducted by recognized student organizations whether alone or in conjunction with a third party, regardless of the activities' location, that are for the benefit of the student organization, the University community at large, or outside organization that is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Any student, recognized student organization, or group of two or more SLU students may sponsor a Fundraising activity. This policy applies to all Fundraising activities conducted by any of the aforementioned sponsors, whether conducted on or off University premises or with the use of University resources for Fundraising.

Students who are organized as part of a team that is sponsored by a recognized student organization are exempt from needing to obtain approval from the Student Involvement Center for their fundraising activity, unless said approval is expressly outlined in the above sections of this policy for the following:

- Use of Saint Louis University's names, registered marks and logos on reference to items for sale
- The sale of baked goods and other food items requiring preparation
- "Door to Door" sales
- Obtaining and using University phone or mailing lists, email lists, listservs, and bulk mail services to contact alumni, individuals, foundations, or corporations
- Raffles and drawings.

These student teams are still required to follow the guidelines set forth in the previous sections of this policy. Examples of student teams would be for such sponsoring organizations as SLU Relay for Life or SLU Dance Marathon.

D. Policy. The sponsor of a Fundraising activity must complete a request form and obtain approval for the fundraising activity from the Student Involvement Center. Recognized student organizations submitting requests for approval of fundraisers should take into account the purpose, process, and manner in which they plan to raise the funds.

Any fundraising activities that involve the sale or distribution of alcoholic beverages, or which promote the consumption of alcoholic beverages is strictly prohibited. A fundraising activity may not be conducted at or in conjunction with

any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business.

E. Guidelines. Fundraising must provide a benefit to the University community and be consistent with Saint Louis University's mission as a Catholic, Jesuit institution and comply with all applicable local, state, and federal laws and University policies, rules and regulations.

1. Fundraising activities may not disrupt or impair University operations or services.
2. Overbearing, coercive or intimidating Fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary and legal consequences.
3. Students who wish to enter into a contract with a third party to host, co-sponsor, profit-share, speak, perform, or present as part of their fundraiser must first obtain approval from the Student Involvement Center through the Fundraising approval process.
4. All fundraising contracts must be reviewed and approved by the Student Involvement Center prior to their execution or the commencement of any fundraising activities. Fundraising activities must be conducted in compliance with any instructions, limitations and conditions for their conduct that may be established by the Student Involvement Center in consultation with the Vice President for Student Development.
5. When conducting Fundraising activities off of Saint Louis University's campuses, students must obtain prior written permission from the University in order to identify themselves as Saint Louis University students. Such permission will identify the specific student or students conducting the Fundraising activity indicating that they are Saint Louis University students, the student organization with which they are affiliated and the intended use or beneficiary for the proceeds. Students conducting fundraising activities may request a letter from the University identifying them as members of a specific, recognized student organization and the specific purpose and beneficiary for which they are raising funds. Students must show her or his Saint Louis University ID to help identify her or himself as a member of the Saint Louis University community.
6. Recognized student organizations' Fundraising proceeds must be used in a manner that is consistent with the official purpose of the organization, and in accordance with all applicable rules and policies of Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

F. Procedures. Recognized student organizations seeking the required

permissions and approvals for a proposed Fundraising activity must follow the procedures set forth below:

1. Students must complete the Program Planning Form for a Fundraising activity (the "Form"), available in the Student Involvement Center. Completing a Form does not guarantee approval.
2. Completed Forms must be submitted to the Student Involvement Center at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.
3. The Director for the Student Involvement Center or his or her designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring student organization.
4. Following approval by the Student Involvement Center, students may apply to reserve a campus venue for the Fundraising activity in accordance with the policies and procedures of the Department of Event Services, located in Busch Student Center 356.

G. Appeals. Saint Louis University Student organizations whose application to conduct a Fundraising activity is denied by the Student Involvement Center may appeal the decision to the Vice President of Student Development. The appeal process is as follows:

1. Appeals must be in writing and sent to the Vice President for Student Development. At a minimum, appeals must include a detailed explanation of how the student organization believes they followed the fundraising activity guidelines or, how the fundraising activity review guidelines were not followed by the Student Involvement Center.
2. The Vice President for Student Development, or his or her designee, shall contact the Student organization to arrange a meeting time. During the appeals meeting, the Vice President for Student Development, or his or her designee, shall gather all necessary information regarding the process.
3. After meeting with the Student organization, the Vice President for Student Development, or his or her designee, shall gather all other pertinent information at his/her discretion from any other parties involved in the process.
4. The Vice President for Student Development, or his or her designee, shall notify the organization of the decision within ten (10) business days of the initial meeting with the Student organization. All decisions by the Vice President for Student Development, or their designee, are final.

Obtaining an Instructor or Coach:

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

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

Coaches cannot be paid through funds from the University Account. Coaches who are officially approved and are active in Club programs are covered under University liability insurance. This policy covers all employees and volunteers providing a legitimate service to the University.

It is, however, highly recommended that coaches have their own liability insurance.

Guest Speakers/Instructors:

In all cases, Clubs sponsoring guest speakers/instructors for Club meetings, practices, or events, must first receive SLU approval. (See the Department of Campus Recreation and Wellness for details).

Activities requiring campus publicity must be approved through the Department of Student Life after securing the approval of the Department of Campus Recreation and Wellness.

Participation Reports:

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

cancellation of the club's field or facility usage. Forms are available from the Sport Club Coordinator.

Club Rosters:

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

Health and Safety:

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

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

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

Funding:

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

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

University reserves the right to withdraw funds from the account for damages to University property.

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

Student Government Provides the Following:

Forms of Funding

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

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

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

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

Chartered Student organizations that were allocated funds in the previous year through the Association should show full documentation, including, but not limited to, bank records and financial statements of all uses of these funds. Failure to do so may be grounds for no allocation.

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

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

Financial Responsibility:

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

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

General Policy Restrictions:

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

Facilities:

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

Sports Clubs may submit requests for facility use to the Director of Campus Recreation and Wellness for 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 Director of Campus Recreation and Wellness in order to receive approval for the use of the facility.

Recreational areas and facilities not directly controlled by the Department of Campus Recreation and Wellness 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 and Wellness Coordinator for Sport Clubs.

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

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

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

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

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

Field Usage:

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

When practicing, stagger the direction you play to prevent wearing one area of the field too heavily.

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

Travel:

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

****A SAMPLE TRAVEL ITINERARY FORM IS PROVIDED IN APPENDIX C****

Each club within the SLU Sports Club program is student run and under the administration and guidance of the Department of Campus Recreation and Wellness. Each club member is responsible for the knowledge of and adherence to the policies set forth by this manual and the SLU Student Handbook. *IGNORANCE IS NO EXCUSE!!!*

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

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

Campus Recreation has the authority to exercise appropriate disciplinary action in cases of Club and/or member violations of University and Campus

Recreation and Wellness policies and regulations. All Clubs are responsible for the actions of individual members.

Disciplinary Methods:

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

- Student Handbook: <https://www.slu.edu/life-at-slu/community-standards/student-handbook.php>
- Student Organization Policies: <https://www.slu.edu/life-at-slu/student-involvement/student-organization-resources/student-org-faq.php>
- Drug and Alcohol Policies: Reference [Student Handbook](#)

Individual Member's Conduct:

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

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

What is Hazing?

Hazing is:

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

Hazing can also be:

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

The University Definition is:

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public

or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization.

The Need for Initiation:

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

Initiation Rites and Hazing:

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

Relationship between Tradition & Hazing:

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

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

How Many Students are Being Hazed?

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

Who is the Most At-Risk of Being Hazed?

All students involved in organizations are at risk for being subjected to hazing. The student's experiences and attitude greatly influence their involvement in hazing. In the research of hazing in college athletics, it was stated that students

with a lower grade point average (GPA) were significantly more likely to be involved with all forms of hazing than those with a higher GPA. Finally, for many students hazing becomes a right of passage.

Code of Silence and Denial:

If a student, who is being hazed, tells anyone or complains, he or she is usually removed from the “team”. This means that the athlete may still wear the jersey and play, but is not part of the team anymore socially. The athlete would never risk this. The idea of secrecy therefore is an integral piece. The students keep it secret and, until recently, the administration cooperated by not wanting to know.

The student-athletes perception therefore, is that if the hazing is reported, the athlete is at risk of being ostracized by the team. Teammates feel you are breaking the code. There is a very strong code of silence on this issue. Athletics are part of the student-athletes identity, and they are not going to endanger their entire identity by reporting hazing.

Why Do They Do It?

Most students reported that they participate in hazing because:

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

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

State Anti-Hazing Laws:

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

Missouri State Hazing Law:

HAZING IN THE FIRST DEGREE

A crime is punishable against any of the individuals who take part in activities if they intentionally or recklessly engage in and cause injury. The person need only have taken part in the activity and if injury results to any person as a result, that

person can be guilty of hazing. This form of hazing is a Class A misdemeanor, punishable by a fine up to \$1000, up to one year in jail or both.

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

The Missouri Education Law

Intentional or Reckless disregard for others:

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

Education Law Continued:

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

Publicity:

Publicity for sport club events, activities, or elections is the responsibility of the sport club. Posters, displays, or other forms of publicity must comply with the regulations outlined as in the Saint Louis University Student Handbook.

Publicity for Student-sponsored events, activities or elections is the responsibility of the sponsoring organization or Student candidate. Bulletin boards are conveniently placed for the use of Students, faculty and staff. Departmental bulletin boards also are conveniently located and clearly marked for departmental use only. Posters, displays or other forms of publicity must comply with the following regulations. Additional information may be obtained from the Student Involvement Center, located in BSC 319.

A. Posters and Displays

1. All postings including but not limited to fliers, posters, handbills, sheet signs and banners must have the approval stamp of the Student Involvement Center three (3) business days prior to posting or distribution. The permission of department personnel, when applicable, must be received before posting any material on their bulletin boards.
2. All fliers and posters may be displayed for two weeks and must be marked

with the date on which they will be removed.

3. No group or chartered Student Organization may have more than one poster at a time on a bulletin board unless the posters publicize separate events.
4. The maximum size of any poster will be 60" in perimeter and the name of the sponsoring group must be clearly identified on the poster.
5. In residence halls, posters and other publicity are subject to the rules and regulations of the Department of Housing and Residence Life.
6. In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there will be no posting of notices on trees, buildings, telephone poles on the campus or sidewalks. By special authorization of the Student Involvement Center and Facilities Services, posters may be displayed on the campus trash receptacles cans or by stake sign. Student Organizations requesting approval to post flyers on the outdoor trash receptacles for a limited period of time (48 hours) must complete an Outdoor Posting Authorization form signed by representatives of the Student Involvement Center and Facilities Services according to the Stake Sign Guidelines available on the Student Involvement Center website.
7. St. Louis City Code states that it is unlawful to stick, paint, brand, attach, hang or suspend upon any house, building, fence or wall, without the consent of the owner thereof, or upon any pole used for the purpose of carrying electrical conductors or upon any street or sidewalk, pavement or other public place, any printed, written, painted or other advertisement, bill, notice, sign or poster.
8. Scotch/duct tape may not be used to post materials.
9. Posting is not permitted on woodwork, doors or bulletin board frames.
10. Municipal, state or national campaign posters are not permitted on the campus.
11. Decorations are permitted, on special occasions, in the windows of the Student residences with the permission of the Department of Housing and Residence Life.
12. In accordance with the state fire marshal's regulations, all postings within 30 inches of any light fixture must be of fireproof material.
13. Special provisions can be made to display posters during Student Government elections or other all-campus referenda, through the Student Involvement Center and the Student Government Association.

14. Courtesy and respect for the freedom of expression by others dictates that posters should not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action through designated disciplinary channels.

15. Violations of the above poster regulations may be referred to the Director of Student Conduct.

B. Fliers and Handbills

1. The University reserves the right to regulate locations on campus where fliers and handbills may be distributed. Fliers and handbills must be approved by the Student Involvement Center three (3) business days prior to posting or distribution. In general, handbills, fliers or posters may not be distributed:

- Outside buildings where normal flow may be impeded;
- Inside buildings and offices, except from reserved distribution tables.

2. Fliers and handbills may not be placed on car windshields.

3. Sponsoring Student Organizations or departments must be clearly identified on the flyer or handbill.

4. Sponsoring Student Organizations or departments distributing handbills or fliers are responsible for their content.

5. These same rules also pertain to the distribution of fliers or handbills in the city of St. Louis. City ordinance prescribes that it is unlawful to place, throw or knowingly drop in or upon any street, highway, alley or public ground in the city, handbills, blotters, posters or advertising samples, or to place these or like items in or on any street, highway, alley or public grounds in the city. Permission must be secured from the mayor's office to distribute handbills to homes in St. Louis, along the streets or on any city property. Permission to place large banners (fliers, posters, etc.) in local stores must be obtained from the individual merchants.

C. Advertising and Alcohol. Publicity for events at which alcohol is present must not emphasize or promote the sale, distribution or consumption of alcohol, nor depict the use of alcoholic beverages. Only events that comply with state law and University policy may be advertised to the University community.

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

Waivers:

Every person who joins a club or wishes to take part in a club activity (workout/practice/game etc.) must sign a Waiver of Liability and Risk before participating. These forms must be turned into the Club Sports Coordinator in the Simon Recreation Center within 24hrs that the participant joins the club.

FAILURE TO HAVE THESE WAIVERS ON FILE FOR ALL PARTICIPANTS IN ANY CLUB ACTIVITIES COULD LEAD TO EXPULSION OF ALL CLUB PROGRAMS AND/OR ACTIVITIES.

Participation in Club programs is completely voluntary. Many Club activities involve risks of physical injury greater than those encountered in daily life, and by taking part in such activities; participants acknowledge and assume the risks inherent therein.

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

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

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

Injuries (Non Life Threatening):

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

University Emergency Protocol and Procedures:

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

Fire:

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

Severe Weather:

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

Medical Emergency:

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

Earthquake:

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

Power Outage:

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

Elevator Failure:

- If you are trapped, use the elevator alarm and/or use the emergency telephone located in the elevator to contact the DPSSS.

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

Hazardous Condition:

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

Sounds like a Gunshot:

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

Contact Information:

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

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

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

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

St. Louis Metropolitan Police, Fire and Emergency Medical Services:
911

APPENDIX B

Saint Louis University – Department of Campus Recreation and Wellness Outdoor Recreational Sports Facility Policies

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

General Facility/Field Policies and Procedures

- SLU open recreation, intramurals, club sports, athletic teams, and sponsored events take precedence. A SLU supervisory staff member may ask you for your SLU ID at any point.
- No formal practice without prior field reservation. SLU is not responsible for unauthorized use of the space.
- Reservations can be made at the Simon Rec Center Administrative Offices at 314-977-3975.
- The Department of Campus Recreation and Wellness reserves the right to monitor the event at any time for compliance with the regulations, policies and terms of the facility scheduling request forms. Failure to comply with the regulations, policies and terms of these forms may cause the group to lose the right to use the facilities.
- The daily schedule can be found on the Department of Campus Recreation and Wellness web-site.
- This space is to be left the way it was found. Users are responsible for set-up, clean-up, and any damages to the facilities resulting in use of the facility. Clean-up includes, but is not limited to picking up trash, cups, tape, etc. and dumping garbage cans. Clean-up area includes, but is not limited to playing fields, track, sidelines and spectator areas.
- Supervisory Staff reserves the right to refuse service to any user and/or spectator who violates any University policy or procedure or engages in any verbal and/or physical abuse of the space or staff.
- The space may be closed at any time due to safety related concerns.
- Users are responsible for notifying their guests of our policies.
- No children under 18 years of age unless accompanied by an adult.
- Call the Simon Rec Center at 314-977-3181 for assistance with lights, facility issues, etc.

- No alcohol or tobacco products, loud music, inappropriate conduct, or illegal activities.
- Fields and track are water only spaces. All food and drink is prohibited unless approved by the Department of Campus Recreation and Wellness. Food and other beverages are limited to spectator areas only. Clean up required.
- No glass bottles or containers are allowed at outdoor recreational sports facilities.
- No fireworks or open flames.
- No skateboards, scooters, bicycles, roller blades, motorized vehicles, or other wheeled objects except for maintenance or emergency. The only exceptions are wheelchairs and strollers.
- No animals or pets of any size (except to assist persons of disability).
- Soccer goals, sport equipment, and other miscellaneous equipment that could cause damage to the space must be lifted when moved. No dragging allowed.
- No chairs, tables, tents, or other event related equipment allowed unless approved by the Department of Campus Recreation and Wellness.
- Only free standing field markers and sports equipment may be used on the field. No stakes, posts, poles, markers or pointed materials of any kind may be driven into the field unless approved by the Departments of Campus Recreation and Grounds.
- No painting, chalking, tape or other adhesive material shall be placed on the field surface without prior approval.
- No baseballs, softballs, golf balls, croquet balls, or other hard balls and objects.
- The following activities, unless approved by the Department of Campus Recreation and Wellness, are not allowed in this space: baseball/softball, golf, cricket, croquet, disc golf, contact sports (i.e. tackle football, rugby, martial arts, etc.), or any other activity deemed to be unsafe.
- Failure to comply with any of these rules will result in immediate cancellation of reservation and/or general use of the space.

Additional Turf Policies and Procedures

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

Additional Track Procedures

- SLU Track and Field Team take precedence during practice times.
- Unless approved by the Department of Campus Recreation and Wellness or Athletics, use of the high jump, long jump (sand pits), javelin throw, hammer and discus throw area, shot put area, and all track and field equipment is reserved for the SLU track and field team only.
- Only tennis shoes allowed on the track. No cleats of any kind may be used. Please remove cleats or use the rolled green turf when crossing the track.
- No skateboards, scooters, bicycles, roller blades, motorized vehicles, or other wheeled objects except for maintenance or emergency. The only exceptions are wheelchairs and strollers.

Emergency

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

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

Group/Organization _____

Requestor's Name (print) _____

Requestor's Signature _____

Date _____

APPENDIX C
Sport Club Travel Itinerary Form

Club Name: _____

Individual Completing Form: _____

Phone: _____ E-mail _____

Event Name: _____

Type of Event: _____

Location: (City/State/Venue): _____

Date(s) of Event: _____

Contact Person On-Site: _____ Phone: _____

Lodging: _____ Phone: _____

Travel Information

If driving an Automobile/ SUV
Individuals driving to and from the event:

- Vehicle 1 Driver _____
- Vehicle 2 Driver _____
- Vehicle 3 Driver _____

Please attach list of all Club Members that will be attending the event and riding in one of the above vehicles.

Departure from SLU

Date and time of departure: _____

Date and time arriving at destination _____

Description of Travel Route: _____

Return Trip to SLU

Date and time of departure: _____

Date and time arriving at destination _____

Description of Travel Route: _____

If Flying to Destination

Airline: _____

Flight Number: _____

Date and Time of Arrival at Destination: _____

Return Flight Airline: _____

Flight Number: _____

Date and Time of Arrival at Destination: _____

APPENDIX D
Department of Campus Recreation and Wellness
Saint Louis University
Sport Club Participant
INFORMED CONSENT AND RELEASE FORM

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

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

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

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

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

Signature of Participant
Parent/Guardian if under the age of 18

Date