

The West Chester University Sports Club Program

The West Chester University Department of Campus Recreation is dedicated to offering outstanding service to all of its participants. In order to do so, the Department of Campus Recreation promotes and maintains the highest standard for its Sports Club members. Sports Clubs are a program of Campus Recreation and support the Mission and Values of the Department.

The Sport Club Council, with advice from the Assistant Director of Sport Clubs and Intramurals, has created this manual in order to provide officers with the structural framework necessary for clubs to gain recognition, develop leadership skills, and run safe, efficient programs. The policies and procedures contained herein apply to all of the clubs. Sport club members, officers, coaches, and the faculty/staff advisor are required to read, understand, and follow the procedures outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to the Assistant Director of Sport Clubs and Intramurals, the Graduate Assistant of Sport Clubs or the Sport Club Council executive board.

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Introduction to the Sport Club Program

What is a Sport Club?

A Sport Club is a registered student organization that is recognized by both the Student Government Association (SGA) and the Sports Club Council (SCC). Sports Clubs are formed by students with a common interest in a sport activity that exists to promote and develop interests in that particular activity. Clubs may be categorized as instructional, recreational, competitive or any combination thereof. Clubs must be student initiated and student managed. Each club's level of competition or activity is unique, and is dependent upon the leadership of the club.

Purpose of the Sport Club Program

The Sport Club program at West Chester University offers the community an opportunity to participate in a broad variety of sports and recreational activities. All programs are based on student interest and designed to enhance the West Chester University experience by creating an environment where students can unite in diverse groups to achieve common goals and objectives while encouraging healthy lifestyles. Sport Clubs provide a valuable learning experience through student involvement in fundraising, community engagement, organization, administration, budgeting, scheduling, teaching, and leadership development. The clubs with the most success and stability are those with active members and dedicated officers.

Mission Statement

The West Chester University Sports Club program mission is to provide students with a unique opportunity to develop leadership, organizational and fiscal management skills in a fun and safe supportive learning environment where participants can build a sense of community.

Vision Statement

Using best practices, the West Chester University Sports Club Program seeks to be the leader of its peer and aspirant schools and one of the top programs in the country in the areas of participation, student satisfaction and diverse offerings. Acting as advisors and mentors, the professional staff of the West Chester University Campus Recreation Center provides guidance and strives to teach leadership to sport club officers.

Objectives

The sport clubs are committed to provide a healthy sporting habit among the students. It helps to learn teamwork, coordination among diverse cultural & ethnic groups, infuses discipline, &

instills the value system in one individual. Apart from communication, coordination & teamwork the value of time management is emphasized.

Role of Assistant Director of Sport Clubs & Intramurals and Graduate Assistant

The Assistant Director of Sport Clubs & Intramurals and Graduate Assistant for Sport Clubs serve primarily as advisors and resources for Sport Club leaders and are available to assist student representatives with club business. It is the Assistant Director and Graduate Assistant's responsibility to monitor club activities to ensure all college procedures are being followed, to assist clubs in implementing sound safety practices, to assist clubs in managing club funds in accordance with college fiscal policy, to facilitate club activities and to ensure the policies and procedures are followed. The Assistant Director and Graduate Assistant will allow clubs as much freedom to operate as possible, provided they operate within the regulations and guidelines herein. The Assistant Director and Graduate Assistant shall recommend decisions to the Sport Club Council on items not specifically covered in this manual.

The Sports Club Council

The Sports Club Council (SCC) is the primary, student-lead governing body for the Sports Club Program. They are responsible for advising, advocating and unifying all organizations within the Sport Clubs Program at West Chester University and ensuring that participants are aware of their rights and responsibilities as WCU Sport Club student-athletes. The council works directly with the Assistant Director of Sports Clubs & Intramurals to ensure the current success and shape the future of the program. Every recognized Sports Club at West Chester University is a member of the SCC and is entitled to representation at all SCC meetings.

Composition

The Sports Club Council will consist of:

- Assistant Director of Sport Clubs & Intramurals
- Graduate Assistant for Sport Clubs
- Four Executive Board Members who have at least a one year term
 - President
 - Vice President
 - Treasurer
 - Secretary

SCC Executive Board

The SCC. elects a new Executive Board every spring semester for the following academic year. Individuals eligible for nomination must be a member of an active Sport Club and maintain a 2.25 cumulative G.P.A.

Responsibilities of the SCC Executive Board

- Disciplinary actions
- Addition and/or removal of Sports Clubs from the program
- Representing the SCC to the Student Government Association (SGA) and other bodies
- Organizing budget requests & deciding allocations

Funding and Allocation

The SCC receives an allocation from SGA every year and serves as a funding board under Campus Recreation to allocate the money to the member clubs for league/conference dues,

travel, universal equipment and all other expenditures which are outlined in the “[Guide to SSI Procedures for Student Organization Treasurers](#)”.

Newly Recognized Sport Clubs

Any organization that wishes to receive funding through the Sports Club Council must be a recognized WCU student organization and must be active with the Sports Club Council for a full year. “Active” is defined as attendance at Sports Club Council meetings fulfilling all Sports Club requirements. Sports Clubs in their first year will be recognized as “conditional.” While Sports Clubs who are “conditional” still have the right to vote and participate in Sports Club Council meetings, they will not receive funding the first year

****Exception: if a registered student organization has been active for a year and later wishes to be recognized as a Sport Club, they will be recognized as an “active” Sport Club and not “conditional”.**

Meetings (General Body Meetings)

Sports Club Council meets with two executive board members from each recognized sport club on the first Tuesday of each month after classes have begun and the first Tuesday thereafter (some exceptions). The Sports Club Council does not meet during the summer months, unless a special meeting is called by the Executive Board.

Meeting Attendance

Attendance is required of each recognized sport club at every Sports Club Council general body meeting. Meetings attendance is consistently recorded by the Sports Club Council. Multiple absences from Sports Club Council General Body meetings could directly affect a sport club’s budget and place a club under probation/suspension which could be detrimental to the club’s overall success.

Sports Club Council Awards

The SCC has the ability to recognize an individual/s and member club each spring for their accomplishments throughout the year to receive awards by the Office of Student Engagement. The criteria to include for consideration of nominees are:

1. Contributions to the university community
2. Contributions to their constituent group
3. Public or educational service projects
4. Special contributions as an individual in the areas of service and leadership

5. Extraordinary accomplishments by an individual or group within their respective sport

Creation & Registration of Sport Clubs

Creation of a New Sport Club

All Sports Clubs are registered student organizations recognized by SGA. Anyone who wishes to start a Sport Club at West Chester University must follow specific guidelines. If you are interested in starting a new Sport Club, first please answer the following question based on the type of Sports Club you wish to start:

1. Is there already a recognized Sports Club or Student Organization for the sport/activity you are trying to bring to campus?

If the answer is yes to this question, unfortunately there are policies that prevent you from forming a Sports Club. However, if your answer is no, then your next step is to schedule a meeting with the Assistant Director of Sport Clubs & Intramurals. You can schedule an appointment by contacting Demetrius Isaac at disaac@wcupa.edu. During this time you will be given a step by step guide to help you through the process of forming a new Sport Club.

After meeting University staff, the following are the next requirements in order to form a Sport Club:

1. Meet with the Assistant Director of IMs and SCs to review the procedures.
2. Secure a faculty/staff advisor.
3. Submit a Request to Organize form during the five-week period during the Fall or Spring semester.
4. Meet with a Leadership Consultant to discuss recruitment and bylaws.
5. Have up to (3) interest meetings on campus to recruit students.
6. Create bylaws in line with the bylaw template.
7. Recruit (10) interested undergraduate students in addition to a full executive board consisting of a President, VP, Treasurer, and Secretary, at minimum.
8. Send the bylaws and roster to the Leadership Consultant for review. The Leadership Consultant will send the approved bylaws and roster to Sports Club Council.
9. Have at least two members attend a New Organization Training hosted by the Office of Student Engagement.
10. Present to the SCC at a general body meeting for approval.
11. Final Meeting with Assistant Director and Sports Club Council for approval.
12. Attend wrap-up meeting with Leadership Consultant to get RamConnect portal, 25 Live access, and SSI account application.

Eligibility and Membership to Join a Sport Club

All full time undergraduate students of West Chester University are eligible to join a Sport Club. In order to maintain status as an active member of a Sport Club a student must:

- A. Maintain status of full time (at least 12 credit hours)
- B. Remain in good academic status at the university (2.0 cumulative grade point average)

Any undergraduate student who fails to meet these academic requirements will be declared ineligible for no less than one academic semester or until credit and G.P.A. requirements are met.

S.G.A. requires all student organizations to elect an Executive Board consisting of a minimum of the following positions:

- President
- Vice-President
- Treasurer
- Secretary

Executive Board members are required to carry a 2.25 cumulative G.P.A. Clubs may carry additional Executive Board positions as long as the additional position aligns with S.G.A. by-laws and that Sport Club's by-laws.

Re-Registration of a Sport Club

Every year, Sports Clubs who wish to remain active must re-register by updating the club's portal on RamConnect. The update requires the club officers to change any necessary contact information for the Executive Board and also the club's current constitution. Any Sports Club who fails to maintain an updated RamConnect portal could face probation or suspension.

Sport Club Advisor & Coaches

The Role of a Sport Club Advisor

Every recognized Sports Club is required to have a full time faculty or staff employee of WCU to serve as their advisor in order to be a fully recognized club by the university. The role of the advisor is vital to the success of a Sport Club as an organization. Although the depth of the relationship between a Sport Club and an advisor may vary, there are specific functions that a Sport Club cannot complete without the approval of an advisor.

Sport Club Advisor Responsibilities

Although Sports Club Advisor responsibilities vary based on the relationship between the advisor and the club, all advisors at the least should:

1. Serve as an information source, provide guidance and leadership.
2. Be knowledgeable of the guidelines and procedures for Sports Club and encourage that the student leaders of the organization are also aware of these policies.
3. Periodically attend club meetings or activities.
4. Assist members and officers in organization and in planning of projects.
5. Offer assistance in developing and overseeing the club budget.
6. Confirm the generation and appropriate handling of funds.
7. Work with members who may be struggling academically and provide them with information regarding the academic support systems that are available.
8. Ensure the club abides by university policies and procedures including those outlined in: Ram's Eye View, Financial Policies and Procedures of Student Government Association, the specific Sport Club's By-Laws, and this handbook.

The Role of a Sport Club Coach

All active Sport Clubs are strongly encouraged to have a coach/instructor or coaching staff. Any club that is categorized as a competitive Sport Club is required to have a coach who is able to attend most practices and games/tournaments. It is the responsibility of the Sport Club to secure the services of a coach/instructor each year. The Department of Campus Recreation can assist any Sport Club who may need additional help with their search for a qualified coach. All Sport Clubs coaches/instructors are not an employee of Campus Recreation nor West Chester University and are considered nothing more than a volunteer. Coaches/Instructors should be adequately experienced within the specific area of instruction and possess any necessary certifications or licenses required by the appropriate sport's national governing body.

Sport Club Coach Responsibilities

Each Sport Club is unique due to the nature of activity, but all coaches/instructors should be aware of the following:

1. All coaches must be interviewed by the Director and/or Assistant Director to review department policies and procedures relative to Sports Clubs and to discuss qualifications.
2. Coaches/Instructors must be recommended by the Sport Clubs and must submit the required agreement application form each academic year in order to coach.
3. Coaches will also be required to pass a background check.
4. Coaches will restrict their contributions to coaching and/or instruction and should refrain

from activities involved in the club's management. A Sport Club is first and foremost a student organization and, as such, the student representatives should serve as the liaison between the club and the Sport Club staff, the university and all non-university agencies.

5. Coaches must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of West Chester University. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved with off-campus events or when traveling, coaches must be aware that they are still representing the university and must act in a professional manner.
6. Participation in the Sport Club Program is strictly voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
7. Coaches are to refrain from making appointments with the Athletic Director, Sport Club department or any other university administrator to discuss club business without first informing a member of the Sport Club's Executive Board.
8. The Sport Club's Executive Board has the right and obligation to protect the club, and if, in the Executive Board's opinion, the coach is not working in the best interest of the club, the coach will be relieved of their duties.
9. Coaches should not, under any circumstance allow hazing to take place within the club, nor should they allow any environment of hazing to exist.

****The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.**

Insurance for Sport Clubs Athletes

Participation within the West Chester University Sport Club Program is voluntary. Each Sport Club's activity carries some inherent risk/s through participation. It is not uncommon for injuries of different magnitudes to occur during participation. Because of the risk each activity carries, it is important to note:

1. West Chester University does not provide insurance for Sport Club participants. Participants are strongly encouraged to purchase some form of personal accident-health insurance. If an injury occurs, the injured participant is responsible for all financial obligations incurred and any treatment necessitated by injury.
 - a. Some national governing bodies of select sports do carry minor or secondary insurance policies for their members. Participants should contact the Assistant Director for Sport Clubs & Intramurals for additional questions or information.

2. Just as health insurance is not provided, the university does not provide insurance to participants while traveling. Sport Club participants are responsible for their own auto insurance and passengers when traveling in private vehicles. Passengers in private vehicles driven by Sport Club participants are at the sole risk of the driver.
3. WCU Sport Clubs are responsible for their own events and activities, as well as, the actions or negligence of the Sport Club's members/spectators.
4. All participants within the WCU Sports Club program share with other members the concern and responsibilities of safety and agree to follow safe procedures and to avoid any unnecessary hazardous situations.
5. Participants are encouraged to discuss with the WCU Student Health Center medical staff or with their family medical doctor any known physical problems which may limit participation in the Sports Club Program. All medical concerns should be handled before participation.
6. All participants are highly encouraged to receive a physical examination from a physician prior to their participation.
7. Rules and required equipment may vary from sport to sport. Participants are encouraged to wear proper dress and appropriate protective equipment. If a participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk.
8. Proper conditioning is a prerequisite for participation and is the responsibility of the participant.
9. Proper supervision will be arranged at all home club contests held on campus that have been appropriately scheduled through the Department of Campus Recreation.

Reserving Facilities on Campus

Facility Usage

Sport Clubs have been granted access to certain University facilities for practices and competitions during the academic year. Sport Clubs are fortunate to share certain facilities with varsity teams at West Chester University, in addition to sharing certain spaces with Campus Recreation programming. Use of all facilities is subject to availability, and all practices, competitions, and other events must be scheduled and approved by the Graduate Assistant for Sport Clubs. In order to help with scheduling, priority for usage has been determined for all facilities:

- Varsity competitions
- Varsity practices
- Intramural Sports/Sport Club Contests

- Sport Club Practices

Games/Competitions, Tournaments, & Special Events

Sport Clubs who wish to reserve space on campus for a home match or special event should meet with the Assistant Director for Sport Clubs & Intramurals and/or Graduate Assistant for Sport Clubs before any arrangements are made with leagues or other schools. Clubs should check the appropriate varsity team schedule to see if the field they wish to reserve is available. The club should submit a Sport Club Facility Request Form, located on the Sports Club website, to the Assistant Director for Sport Clubs & Intramurals for review. Once final approval is given for the reservation, the club will receive a confirmation through email and should keep that confirmation on file.

1. All Sport Clubs are limited to two reservations, outside of assigned Campus Recreation time, which cannot last longer than 4 hours per semester (a reservation lasting longer than 4 hours will count as two reservations).
2. Facility requests must be made at least two weeks in advance. Requests made less than two weeks in advance are unlikely to be approved.
3. It is required that all Sport Club home matches have a student supervisor and first responder. The Department of Campus Recreation will schedule these accordingly for the club.
4. Constant communication is required for the overall success of the event. Any changes such as start time should be communicated immediately so those involved can be contacted (supervisor, first responder, public safety, etc).

Unique Cancellations

On occasion, a Sport Club may be asked to cancel scheduled programs, such as a practice, due to extenuating circumstances with conflicting Campus Recreation programs or athletic events. This is not uncommon when sharing facilities with the Athletics Department. Please be prepared to make accommodations for your group in these cases. A schedule of affected dates will be released in advance, when possible.

Sport Club Equipment Rental

The Sports Club program has purchased a few items for Sports Club to rent for home or away matches. Some of these items include:

1. First Aid Kit
2. Pop-up canopy tent
3. 5-gallon Gatorade water cooler

4. Field Painter
5. Game Clocks

To reserve any of the items listed above please fill out the Equipment Rental Form located under the Facility tab on the Campus Recreation website. Sport Clubs are responsible for the equipment they borrow and it must be returned in the same condition as the item was when it was first given to them. If any damage occurs the Sport Club could be responsible for replacing the equipment.

Budgets, Expenses and Purchasing

As a supplement to this handbook, Sports Club Executive Boards are strongly encouraged to review both the Student Organization Policy and Procedure Manual and the Financial Policies and Procedures of Student Government Association. Both manuals contain specific instructions that all student organizations must follow. The Sports Club Council has further policies which are outlined below.

Budgeting

In order for a Sport Club to be eligible for funding through SGA allocation, a club must meet the following requirements:

1. The Sport Club must have maintained an active status for at least one full year
2. Maintain the required Executive Board positions
3. Have a minimum of ten full time undergraduate members (SCC requirement)
4. Submit a budget request to the SCC before the SCC deadline
5. Schedule and present their budget request with the SCC Executive Board before the SCC deadline

****Note: Since the SCC submits one budget to SGA which represents all clubs, individual Sport Clubs will have a separate deadline from all other student organizations. Sport Clubs do not need to submit a separate budget request to SGA**

When completing an annual budget request, Sport Club Treasurers should be aware of the following permitted budget items:

1. League or Tournament Dues for the club (for entire team, individual member dues are prohibited)
2. Team Uniforms (uniforms that are not personalized)
3. Travel Expenses such as gas, rental vehicles, plane tickets and hotels (food cannot be budgeted for)
4. Equipment for Club (equipment not for specific individuals)

5. Fees Associated with Home Matches (supervisor, first responder and officials)
6. Facility Rental (ice rink, fields or building space for practices/games)

Deposits

All funds generated that are not classified from fundraising must be deposited at the SSI Service Center. In order to make a deposit an Executive Board member must fill out a SSI Deposit Slip and bring the completed slip along with all funds being deposited to the SSI Service Center window located on the ground floor in Sykes Union.

Sport Clubs have the ability to deposit club funds through Venmo. Only Executive Board members should send Venmo transactions to the SSI Office (@Ssi-wcu). When completing a Venmo transaction, fill out the Sport Club's SSI number, club name, and explanation of deposited funds (team dues, fundraiser, etc.)

After completing a deposit, it would be extremely beneficial for the Sport Club to bring the deposit receipt to the Sports Club department, so budget records can be accurate to date and so the office can make a copy of the deposit receipt to prevent any future discrepancies.

Expenditures

All Sports Club expenditures must be approved by the Department of Campus Recreation before they can be submitted to the SSI Business Office. Any payment requests submitted without proper approval will be declined.

If a Sport Club wishes to do any of the following: pay an invoice, request a reimbursement or request a cash advance they must complete a SSI Payment Voucher. In order for a SSI Payment Voucher to be processed, the voucher must be filled in properly and be turned in to the SSI Business Office (259 Sykes Union) with all original receipts/invoices and the required signatures.

****Note: SSI Payment Vouchers require two signatures in order to be processed: the Sport Club's Treasurer, the Sport Club's Advisor or the Assistant Director for Sports Clubs**

The justification for the expense should match the description on the receipt/invoice in order for the voucher to be processed. If a Sports Club Treasurer is uncertain of the policies and procedures to fill out a SSI Payment Voucher, he or she should schedule a meeting with the Assistant Director of Sports Clubs to obtain any necessary information.

If a Sport Club wishes, they may request a cash advance to purchase equipment or pay for gas while traveling. If requesting a cash advance "Advance – receipts to follow" should be written in the justification section of the SSI Payment Voucher. Within 5 days of receiving the cash advance, the Sport Club is required to submit all remaining money from the advance and also all

original receipts reflecting the cash spent.

All SSI Payment Vouchers are processed in 3 to 5 business days. Sports Club and their Treasurers are strongly encouraged to complete and turn in SSI Payment Vouchers as early as possible in order to ensure they are processed and payment is sent on time. SSI Payment Vouchers turned in with a payment due date less than 3 to 5 days in advance are not guaranteed to be processed on time. The Department of Campus Recreation and SSI understand that there may be special circumstances, in which case the Sports Club Executive Board should contact and schedule a meeting with the Assistant Director of Sports Clubs. Prior to any individual associated with the Sports Club paying an expense upfront, it is recommended that the Sports Club receive approval for reimbursement.

When a Sport Club wishes to order merchandise that will not be delivered until a later date, the Treasurer must submit a Purchase Request. A Purchase Request is similar to a SSI Payment Voucher with the exception that payment will not be sent until the merchandise has arrived. Any time a Sport Club wishes to purchase uniforms or something similar, a Purchase Request must be submitted along with any original vendor order forms. A Purchase Request also requires three signatures similar to SSI Payment Vouchers. The SSI Business Office will process the Purchase Request and confirm everything with the vendor. Once the merchandise is received, the Sports Club should complete the following:

1. Inspect the merchandise to ensure everything ordered has shipped and is satisfactory.
2. Check the merchandise with both the packing slip and invoice.
3. Complete a SSI Payment Voucher and submit along with original packing slip and invoice.

Sport Clubs are permitted to use their allocated funds on the following items:

1. League or Tournament Dues for the club (for entire team, individual member dues are prohibited)
2. Team Uniforms (uniforms that are not personalized)
3. Travel Expenses such as busses, gas, and hotel
4. Equipment for Club (purchasing personal equipment for individual use is not permitted)
5. Fees Associated with Home Matches (supervisor, first responder and officials)
6. Facility Rental (Ice Rink, Fields or building space for practices or games) Items that fall outside of these categories will be approved or denied on a case by case basis.

All equipment purchased using S.G.A. allocated funds is property of S.G.A. and SSI. The equipment will be maintained and managed by the Sport Club. It is important for each Sport Club to keep an active and up-to- date inventory of all the equipment they manage in case it is audited by S.G.A.

Contracts

Sport Clubs who use facilities off campus may be required to uphold a contract with the facility. Under no circumstance are the Sport Club Executive Board members, Sports Club members, coaches or anyone else associated with the club permitted to sign a contract as an agent representing West Chester University. All contracts must be turned into the Department of Campus Recreation and will be forwarded to the Assistant Director of Sports Clubs and Intramurals for final authorization.

Auxiliary Funds

If a Sport Club has a successful season and gets invited to their sport's national championships they may be eligible to request Auxiliary Funding from SGA. Sport Clubs who wish to request Auxiliary Funding must fill out an Auxiliary Request Form on RamConnect and meet with the Assistant Director of Sports Clubs and Intramurals in order to receive their signature. The request should state the reason for the request, date when funds are needed and an itemized list of all perceived expenses (travel costs, hotel, etc.). Sport Clubs should refer to the Financial Policies of Student Government Association for more details.

WCU Foundation and Fundraising

The funding structure for the Sports Club Program requires all clubs to generate additional funds by fundraising. At the beginning of the year, each Sport Club should analyze their budget, the funds allocated from SGA, and dues structure and determine how much money the club needs to raise in order to meet their club expenditures. Sport Clubs who determine that fundraising is needed in order to complete their season should plan well in advance their fundraising efforts.

There are numerous opportunities to fundraise and West Chester University is fortunate enough to have the WCU Foundation to offer support services to the Sports Club Program. Sport Clubs are encouraged to work with the Foundation to increase the effectiveness of their fundraising activities. Once the fundraiser begins, the Foundation will help each Sport Club to process their funds (writing tax receipts) and transfer the funds to the appropriate Sport Club's SSI account.

Sport Clubs should be in constant communication with the Department of Campus Recreation in regards to fundraising. Before any plans are made, the clubs should meet with the Assistant Director for Sport Clubs and Intramurals and receive approval for any fundraising ideas the club may have. This is to ensure that clubs do not violate any university policies and also to eliminate the possibility of the club interfering with the fundraising efforts of other university organizations. Each Sport Club should communicate with the Assistant Director of Sport Clubs and Intramurals to get in contact with WCU Foundation.

Travel Requirements

Most Sport Clubs travel off campus on a regular basis. It is important that the Executive Board for each Sport Club fulfills all of the requirements in order for the club's travel to be approved. Each time a Sport Club travels, they are required to submit a pre-travel form no later than five days in advance. Prior to travel, Executive Board members are required to have filed:

1. Signed consent forms from all members of the club traveling
2. Complete Driver Attest forms for all drivers using personal vehicles (one time only per academic year for each driver)
 - a. Includes photocopy of driver's license and vehicle registration
3. Completed travel itinerary with all travelers listed and driver's marked off. It is understood that in some cases certain members of the club are uncertain if they will be driving or traveling with the club. In these instances, include any potential travelers and/or drivers. Changes should be communicated to the Graduate Assistant for Sport Clubs as soon as possible.

The Department of Campus Recreation reserves the right to suspend a Sport Club from travel for failure to turn in the required paperwork on time. The Sport Club will still be held responsible for any financial obligations they may incur from the planning of the trip such as a deposit or facility rental fee. Any Sport Club who travels without permission could face potential suspensions by the Sports Club Council and possibly be referred to Judicial Affairs.

Once a Sport Club returns from travel they will have two days to complete and turn in:

1. Injury reports if any occurred
2. Results submission form with either an overview of the trip or summary/results broken down of the contest/s

Important things to remember while traveling for a Sports Club event:

1. The Sport Club can sign out a first aid kit at the Student Recreation Center
2. A member of the Sport Club must let the Graduate Assistant of Sport Clubs know when every member has arrived safely at the destination, as well as, when the entire club has returned back to West Chester or their home location via email or phone call
3. Sports Club are representatives of West Chester and should continue to act and behave in a manner as if they were on campus

In case of an emergency, contact the Assistant Director of Sport Clubs and Intramurals immediately. If that person cannot be reached, leave a detailed voice message and call the Department of Campus Recreation at 610-436-1REC (1732).

Alcohol Policies

The following guidelines are the minimum requirements for Club Sports participants to follow when representing West Chester University of Pennsylvania and the Club Sports Program. Visitors to West Chester University of Pennsylvania must also follow these guidelines so all efforts should be made by the club to inform its visitors. These guidelines help to ensure that neither the club nor its club members find themselves in indefensible situations. Violations to University and Program policy will be sanctioned on an individual case basis.

1. The possession, use, and/or consumption of alcoholic beverages while on University premises, during official club events, or in any situation sponsored or endorsed by a club is not permissible in compliance with all applicable laws of the University.
2. No alcoholic beverages may be purchased with university funds, nor may the purchase of it for members be undertaken or coordinated by any member in the name of or on behalf of the club.
3. The purchase and/or use of a bulk quantity of alcoholic beverages, e.g. Kegs or punch, is prohibited.
4. No club members, collectively or individually, may purchase for, serve, or sell to any minor (anyone under the legal drinking age) any alcoholic beverage.
5. No club may co-sponsor an event with an alcoholic beverage distributor, charitable organization, tavern (an establishment generating more than half of its annual gross sales from alcohol that is given away, sold at a discount, or otherwise provided to those present at a cost less than that to the general public), pub, bar, etc.
6. No member may permit, tolerate, encourage, or participate in drinking games at any club social activity.
7. No alcohol may be present at any Club Sports activity or program; this includes all university sponsored trips.

Hazing

Hazing involving West Chester University students or student groups is strictly prohibited. Hazing is defined by the State of Pennsylvania Law (Act 175) as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment or any other forced activity that could adversely affect the

mental health or dignity of the individual.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

In addition, the following specific actions and activities are strictly prohibited and include but not limited to:

Physical Hazing

1. Causing excessive physical fatigue through physical and psychological shocks.
2. Forcing, requiring, or endorsing calisthenics, such as sit-ups, push-ups and runs.
3. Conducting a new member-related activity between the hours of midnight and 7:00 a.m. or awakening individuals during these hours.
4. Forcing, requiring, or endorsing less than seven (7) continuous hours of sleep for associates/pledges each night.
5. Pushing, shoving, tackling, paddle swats, or any other act which may cause harm.
6. Forcing, requiring, or endorsing pledges/associate members to drink alcohol, take any illegal drugs, or eat any food or other substance.
7. Dropping food (e.g., eggs, grapes, liver, etc.) into mouths.
8. Forcing, requiring, or endorsing branding, scarring, or tattooing.
9. Throwing anything (whipped cream, garbage, water, paint, etc.) at or on an individual.
10. Forcing, requiring, or endorsing theft of any personal property under any circumstances.
11. Assigning or endorsing “pranks” or harassing another organization.
12. Forcing, requiring, or endorsing the defacing of trees, ground, or buildings on or off campus.
13. Conducting unauthorized quests, treasure hunts, scavenger hunts, paddle hunts, big sister/brother or little sister/brother hunts.
14. Forcing, requiring, or endorsing the carrying of items that will interfere with daily activities.

Mental Hazing

1. Conducting activities that do not allow adequate time for study during the pledge period.
2. Yelling and screaming or directing negative comments at associates/pledges.
3. Deceiving new members prior to the ritual designed to convince an associate/pledge that he/she will not be initiated or will be hurt.
4. Forcing, requiring, or endorsing the playing of extremely loud music or music repeated over and over, or any other audible harassment.

5. Not permitting pledges/associate members to talk for periods of time.
6. Forcing, requiring, or encouraging nudity at any time.
7. Messing up the house or a room for the associate members/pledges to clean.
8. Forcing, requiring, or endorsing the running of unreasonable personal errands (servitude).
9. Forcing, requiring, or endorsing engagement in unauthorized activity that involves compelling an individual or group to remain at a certain place or transporting anyone anywhere, within or outside the Borough of West Chester (drop offs, kidnaps, etc.).
10. Forcing, requiring, or endorsing engagement in public stunts and shenanigans.
11. Forcing, requiring, or endorsing shaving of head or body hair.
12. Forcing, requiring or encouraging pledges/associate members to act like animals or other objects.
13. Wearing apparel publicly that is conspicuous and not “normally” in good taste.

In addition to the above stipulations, West Chester University’s Anti-Hazing Policy also includes the following regulations:

1. Individuals and/or student organizations that force, require, and/or endorse violations will be held directly responsible through the University’s judicial process and if appropriate, through local authorities, which may pursue criminal action.
2. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy.
3. Any student organization wishing to proceed with a membership intake process must first get approval from the Department of Campus Recreation and the Director of the Student Engagement office.
4. Pledging programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole.
5. In all cases of alleged violations of this policy, faculty and alumni advisors and the national/international headquarters of any organization will be notified.
6. Members of student organizations having pledge periods and pledges must file Anti-Hazing Compliance Forms with the Department of Campus Recreation and the Director of Student Engagement Office (located in 238 Sykes Union) within three days of the start of the pledge program.
7. Pledge programs and initiations must end, at a minimum, seven days prior to the start of final examinations.

Copies of the comprehensive Anti-Hazing Policy, including guidelines for positive pledge programs and Anti-Hazing Compliance Forms, are available in the Office of Greek Life and Student Organizations, 238 Sykes Union. Specific questions regarding the Anti-Hazing Policy may be directed to the Department of Campus Recreation or Director of the Office of Student

Engagement.

West Chester University Department of Campus Recreation

Head Injury Policy for Sport Clubs

Based upon the research conducted, resources available, collaborative discussions with other West Chester University departments and professionals, and interactions with current sport club athletes, the Department of Campus Recreation provides the following recommendation.

Scope of the Policy

1. This policy applies to all activities of sports clubs recognized by the University.
2. This policy is effective immediately, and it is in addition to any rules imposed by a league and/or association.
3. This policy will not be superseded by any league or association rule or policy regarding head injuries, to the extent such rule or policy provides for shorter absences or less rigorous medical review and release protocols.
4. In some instances, a league or association rule or policy may call for a lengthier absence from competition after a head injury. In that case, this policy will supplement that league or association rule or policy.

Substance of the Policy

All sport club officers will be required to attend The West Chester University, Department of Sports Medicine, Head-Ups Concussion training. Additional periodic training sessions, assessment of skills, and testing will occur throughout the calendar year.

The Assistant Director of Sports Clubs will contact the potentially concussed student-athlete within 48 hours to inform of the policy requirements, educate on the process, and discuss the current state.

All student-athletes engaged in the head-injury/concussion protocol must provide written, documented evidence from a licensed, medical provider to be allowed to return to play. This written documented evidence shall be provided to the West Chester University, Department of Campus Recreation, Assistant Director of Sport Clubs.

1. An athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as unconsciousness, amnesia, headache, dizziness, confusion, or balance problems) either at rest or exertion, shall be immediately removed from practice or competition and shall not return to play until cleared in writing by a medical provider. Written documentation from the medical provider must be provided to the Department of Campus Recreation by the athlete prior to continued participation in club activity.
2. In the instance of weekend competitions, participation in any activity after the student's

removal described above is contingent upon the athlete providing the medical provider's written clearance to Department of Campus Recreation administrators.

3. The student athlete has the choice of which medical provider to see. However, the University Student Health Center will only treat an athlete who has no prior record of a concussion. Thus, a student athlete who suffers a second concussion shall be referred to an outside provider by Student Health.
4. All injured parties will be directed to contact Student Health Services and/or their medical provider to make an appointment to be evaluated.
5. It is essential that no symptomatic athlete be allowed to return to participation without a medical evaluation and written clearance.

Enforcement of the Policy

1. The Department of Campus Recreation will enforce this Policy.
2. The Department will maintain a database of sport club athletes with reported head trauma injuries.
3. Sport Club Officers are fully responsible for reporting any injuries that occur to their club members. Whether competing on or off campus, it is the officers' duty to file injury reports and submit them to the Assistant Director-Sport Clubs, Department of Campus Recreation. This includes possible concussions, as well as concussion-like symptoms.
4. The Department will monitor sport club practices and competitions for policy compliance. Such monitoring will be random and unannounced.
5. Any club that violates this Policy will be subject to immediate discipline, including but not limited to the following consequences:
 - a. Disqualification of the subject student athlete;
 - b. Revocation of all privileges for use of University facilities;
 - c. Restriction of financial support from the University; and
 - d. Other sanctions as necessary to address the severity of the violation.

Sports Club Council Constitution

Article I: Name

The name of this organization shall be the West Chester University Sports Club Council, herein known as SCC.

Article II: Purpose

The SCC is created and recognized by the Department of Campus Recreation to coordinate the Sports Club program and activities, to provide financial assistance as from the budget received from the Student Government Association associated with West Chester University and to address and enforce policy that pertains to each individual Sports Club and the SCC.

Article III: Membership

1. All recognized Sports Clubs in good standing shall be eligible for membership and representation on the SCC.
2. Any potential Sports Club seeking initial recognition as a Sport Club shall present to the Assistant Director of Sport Clubs & Intramurals a statement of purpose, club constitution, club roster, name of faculty advisor, completed Sports Club recognition application, and coaches' information sheet. This information will be presented and voted upon at the subsequent SCC meeting.

Article IV: Officers

1. There shall be four executive officer positions:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
2. The officers shall be designated members of clubs belonging to the SCC, and are in good standing with their respective club/s.
3. Elections shall be held and completed before spring break; new officers shall take office during the new academic year.
4. Elected officers shall serve for a term of one academic year, or until their successors have been chosen. Officers may serve for more than one term.
5. If for any reason an elected officer of the Executive Board cannot complete their term in office, a new election to fill such a vacancy will be held.
 - a. The duties of the President shall be:
 - i. To preside at all Sports Club Council meetings

- ii. Serve as the liaison between the Sports Club Council and SGA
 - iii. They shall meet with the Assistant Director of Sports Clubs & Intramurals and help prepare an agenda for the monthly Sports Club Council meetings
- b. The duties of the Vice-President shall be:
 - i. The Vice-President will serve in the absence of the president
 - ii. They will help to market and represent the Sports Club at any and all student organization fairs
- c. The duties of the Treasurer shall be:
 - i. Chairs the SCC Finance Committee that oversees the Sport Club Compliance SSI account
 - 1. Finance Committee consists of SCC executive board, Graduate Assistant for Sport Clubs, and the Assistant Director for Sport Clubs and Intramurals
 - ii. Attend any and all meetings related to finance required by SGA
 - iii. Communicate with SGA all of the Sports Club budget requests
 - iv. Work with the SGA Treasurer for any additional funding requests
 - v. They shall preside over the Sports Club Council budget allocations for all of the Sports Clubs
- d. The duties of the Secretary shall be:
 - i. Record minutes of all the meetings of the Sports Club Council
 - ii. Conduct roll call at all meetings and submit absences to the Assistant Director for Sports Clubs & Intramurals
 - iii. Maintain the SCC's RamConnect portal
 - iv. Archive club rosters and important forms

Article V: Representatives of the Sports Club

- 1. Each Sport Club shall send at least two executive officers to each SCC meeting in order to be recognized in attendance.
 - a. Some meetings may require specific Executive Officers and their attendance is mandatory. No proxy and alternates will be recognized in their absence.
- 2. Sport Clubs who are unable to fulfill the attendance requirements for a S.C.C. Meeting will not be eligible for attendance points for that meeting.

Article VI: Sports Club Council Meetings

- 1. Sports Club Council meetings will be held once a month or when deemed necessary by the Sports Club Council Executive Committee or the Sports Club Office.
 - a. Meeting times will be scheduled during the previous academic year.
 - b. Amendments can be made to the Sports Club Council meeting time.

2. Meetings will be organized by the S.C.C. Executive Board.

Article VII: Yearly Requirements

1. Throughout the academic year, Sport Clubs will have requirements that include paperwork, meeting attendance and communication with the SCC Executive Board.
2. There will be a Sports Club Point Ranking to help rank the clubs based on their success to meet these requirements.
3. The Sports Club Point System will be used to determine priority for:
 - a. Facility space requests for both practices and games
 - b. The allocation of funds from SGA that a club will receive for the upcoming year
 - c. Other possible rewards and incentives

Article VIII: Use of Facilities and Space

1. All clubs must work with the Graduate Assistant for Sports Clubs in order to receive facility space for practice or games.
 - a. Priority for all requests will be based on sport club standing.
2. All Sport Clubs should submit reservation requests to the Graduate Assistant for Sport Clubs so that the date/s requested can be verified as available.
3. Requests to change facility reservation dates, regardless if the facility space is Athletics or not, must be made no less than two weeks before the current date of the scheduled event.
4. Sport Clubs who choose to host home matches/games/tournaments will be required to have a Sport Club Supervisor and also a First Responder/s during the schedule reservation.
 - a. Sport Club Supervisors and First Responder/s will be scheduled by the Graduate Assistant for Sports Clubs.
 - b. Sport Clubs will be responsible for paying the First Responder/s.
5. Sport Clubs shall be responsible for the conduct of themselves, their opponents and their spectators.
 - a. Opponents and Spectators are required to follow the rules of conduct according to [Ram's Eye View](#).

Article IX: Suspension, Probation and Expulsion of Clubs Define each

1. If at any point the Sports Club Executive Board finds a Sports Club to be in violation of a Sports Club or university policy, the club will be placed on probation immediately.
2. During probation a Sports Club is subject, but not limited one or more of the following:
 - a. Loss or Freeze of appropriated funds
 - b. Loss of practice or game facility space

- c. Suspension of SCC voting privileges
 - d. Suspension of club travel
- 3. Sport Clubs are placed on probation for no less than one academic semester, but could be longer if the Sport Club Office deems necessary.
- 4. Any Sport Club on probation who continues to violate policies could potentially face expulsion from the Sport Club Council and also as a Sport Club.

Article X: Amendments

- 1. Amendments to this constitution can be made if a formal recommendation is made.
- 2. Any recommended amendment will be voted upon during the next immediate SCC Executive Board Meeting.
- 3. Amendments require a majority vote by the SCC Executive Board, Graduate Assistant for Sport Clubs, and Assistant Director of Sport Clubs & Intramurals.