

The West Chester University Club Sports Program

The West Chester University Department of Campus Recreation is dedicated to offering an 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 Club Sports members. Club Sports are a program of Campus Recreation and support the Mission and Values of the Department.

The manual has been created to serve as a guide for club participants and officers in the daily management of their respective clubs. This manual should be used as a resource for all questions regarding to club business.

What is a Club Sport?

A Club Sport is a registered student organization that is recognized by both Student Government Association (S.G.A.) and the Club Sports Council (S.C.C.). Club Sports 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 clubs level of competition or activity is unique, and is dependent upon the leadership of the club.

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Club Sports Mailing Address

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Registration of Club Sports

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

Registration of a New Club Sport

Since all Club Sports are registered student organizations recognized by S.G.A. anyone who wishes to start a Club Sport at West Chester University must follow specific guidelines. If you are interested in starting a new Club Sport, first please answer the following two questions based on the type of Club Sports you wish to start:

1. Is the Club Sport you wish to start a varsity sport within our Athletics Department?
2. Is there already a recognized Club Sports for the sport/activity you are trying to bring to campus?

If the answer is yes to either of these questions, unfortunately there are policies that prevent you from forming a Club Sports. However, if your answer is no to both questions, then your next step is to schedule a meeting with Mike Reno, Assistant Director of Campus Recreation and Jacqueline Aliotta, Assistant Director of Student Involvement and Greek Life. You can schedule an appointment by contacting the Student Affairs front desk at 610-436-2117. During this time you will be given a step by step guide to help you through the process of forming a new Club Sport.

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

1. Find a full time faculty or staff advisor for the club
2. Create an OrgSync Portal
3. Recruit a minimum of 10 full time undergraduate members
4. Create your club's constitution/by-laws
5. Present to S.C.C. for approval
6. Present to S.G.A. for approval

Eligibility and Membership to join a Club Sport

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

- (A) Maintain status of full time (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 and 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 additional position aligns with S.G.A. by-laws and that Club Sport's by-laws.

The Club Sports Council

The Club Sports Council (S.C.C.) is the governing body for the Club Sports Program. The council works directly with the Assistant Director of Club Sports to ensure the current success and shape the future of the program. The specific responsibilities of the S.C.C. are: disciplinary actions, addition and/or removal of Club Sports from the program, representing the membership to Student Government Association and other bodies, and organizing budget requests and deciding allocations. Every recognized Club Sports at West Chester University is a member of the S.C.C. and is entitled to representation at all S.C.C. meetings.

Club Sports Council Guidelines

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

Funding and Allocation: The S.C.C. receives an allocation from S.G.A. 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.”

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

Meetings: Club Sports Council meets the first Tuesday of each fall and spring semester after classes have begun and the first Tuesday thereafter (some exceptions). The Club Sports Council does not meet during the summer months, unless a special meeting is called by the Executive Board.

Meeting Attendance: Attendance is required of every member club at every Club Sports Council meeting. Meetings are directly tied into the Club Sports Council point system. Multiple absences from Club Sports Council meetings could place a member club on probation which could be detrimental to the club’s overall success.

Club Sports Council Awards

S.C.C. 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 Leadership. 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



Club Sports Council Constitution

Article I: Name

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

Article II: Purpose

The S.C.C. is created and recognized by the Department of Campus Recreation to coordinate the Club Sports 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 Club Sports and the S.C.C.

Article III: Membership

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

Article IV: Officers

1. There shall be four executive officer positions: President, Vice-President, Treasurer, and Secretary.
2. The officers shall be designated members of clubs belonging to the S.C.C, and are in good standing with their respective club/s.
3. Elections shall be held the first school week in April; 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 Committee cannot complete his term in office a new election to fill such a vacancy will be held.
 - a. The duties of the President shall be:
 - To preside at all Club Sports Council meetings. In addition, the President shall serve as the liaison between the Club Sports Council and SGA. He/She shall meet with the Assistant Director of Club Sports and help prepare an agenda for the monthly Club Sports Council meetings.
 - b. The duties of the Vice-President shall be:
 - The Vice-President will serve in the absence of the president. He/She will help to market and represent the Club Sports at any and all student organization fairs.
 - c. The duties of the Secretary shall be:
 - To take the minutes of all the meetings of the Club Sports Council. He/She shall conduct roll call at all meetings and submit absences to the Assistant Director for Club Sports.

d. The duties of the Treasurer shall be:

- To chair work the Finance Committee and attend any and all meetings required by SGA. He/She will communicate with SGA all of Club Sports budget requests and to work with the SGA Treasurer for any addition funding requests. He/She shall preside over the Club Sports Council budget allocations for all of the Club Sports.

Article V: Representatives of the Club Sports

1. Each Club Sport shall send the required representation to each S.C.C. 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. Club Sports who are unable to fulfill the attendance requirements for a S.C.C. Meeting will not be eligible for attendance points for that meeting and are subject to a fine. The structure for missed meeting fines will be determined by the S.C.C. and its Executive Board.

Article VI: The Department of Campus Recreation and Club Sports Office

1. The S.C.C. must consult with the Club Sports Office on all decisions regarding finances, policy, operation and function.
2. The Club Sports Office shall be an ex-office member of the Club Sports Council.
3. The Club Sports Office shall act in an advisory capacity with regards to all Club Sports.

Article VII: Club Sports Council Meetings

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

Article VIII: Yearly Requirements

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

Article IX: Use of Facilities and Space

1. All clubs must work with the Club Sports Office in order to receive facility space for practice or games.
 - a. Priority for all requests will be based on a club's point standing.
2. The Athletic Department allows outdoor Club Sports two reservations per semester which cannot exceed 4 hours.

- a. Reservations lasting longer than 4 hours will count as two reservations.
 - b. All Club Sports should submit reservation requests to the Club Sports office 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 schedule event.
 - a. Clubs who cancel or change the date of an event less than two weeks in advance may still be charged for a Student Supervisor and Student First Responder depending on the time of cancellation/change.
- 4. Club Sports who choose to host home matches/games/tournaments will be required to have a Student Supervisor and also a Student First Responder during the schedule reservation.
 - a. Student Supervisors and Student First Responders will be schedule by the Club Sports Office.
 - b. Club Sports will be responsible for reimbursing the Club Sports Office for the Student Supervisor and First Responder.
- 5. Club Sports 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 the WCU Club Sports Handbook.

Article X: Suspension, Probation and Expulsion of Clubs

- 1. If at any point the Club Sports Office finds a Club Sports to be in violation of a Club Sports or university policy, the club will be placed on probation immediately.
- 2. During probation a Club Sports 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 S.C.C. voting privileges.
 - d. Suspension of club travel.
- 3. Club Sports are placed on probation for no less than one academic semester, but could be longer if the Club Sports Office deems necessary.
- 4. Any Club Sports on probation who continues to violate policies could potentially face expulsion from the Club Sports Council and also as a Club Sport.

Article XI: 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 Club Sports Council Meeting.
- 3. Amendments require a majority vote by the Club Sports Council.

The Role of the Advisor

Every recognized Club Sports 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 Club Sport as an organization. Although the depth of the relationship between a Club Sport and an advisor may vary, there are specific functions that a Club Sport cannot complete without the approval of an advisor.

Club Sports Advisor Responsibilities

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

- Serve as an information source, provide guidance and leadership.
- Be knowledgeable of the guidelines and procedures for Club Sports and encourage that the student leaders of the organization are also aware of these policies.
- Periodically attend club meetings or activities.
- Assist members and officers in organization and in planning of projects.
- Offer assistance in developing and overseeing the club budget.
- Confirm the generation and appropriate handling of funds.
- Work with members who may be struggling academically and provide them with information regarding the academic support systems that are available.
- Ensure 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 Club Sport's By-Laws, and this handbook.

The Role of a Club Sport Coach

All active Club Sports are strongly encouraged to have a coach/instructor or coaching staff. Any club that is categorized as a competitive Club Sports is required to have a coach who is able to attend most practices and games/tournaments. It is the responsibility of the Club Sports to secure the services of a coach/instructor each year. The Department of Campus Recreation can assist any Club Sports who may need additional help with their search for a qualified coach. All Club Sports coaches/instructors are not an employee of Campus Recreation or 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.

Club Sports Coach Responsibilities

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

- All coaches must be interviewed by the Director and/or Assistant Director to review department policies and procedures relative to Club Sports and to discuss qualifications.
- Coaches/Instructors must be recommended by the Club Sport and must submit the required agreement application form each academic year in order to coach.
- Coaches will also be required to pass a background check.
- Coaches will restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club's management. A Club Sport is first and foremost a student organization and, as such, the student representatives should serve as the liaison between the club

and the Club Sports staff, the university and all non-university agencies. The philosophy and key to the success of the Club Sports Program has been the continued emphasis placed on student leadership and participation.

- 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.
- Participation in the Club Sports Program is strictly voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
- Coaches are to refrain from making appointments with the Men's and Women's Athletic Director or any other university administrator to discuss club business without first informing a member of the Club Sports staff.
- The Club Sports staff has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interest of the club, the coach will be relieved of his/her duties.
- Coaches should not, under any circumstance allow hazing to take place within the club, nor should they allow any environment of hazing to exist.

Medical Insurance for Club Sports Athletes

Participation within the West Chester University Club Sports Program is voluntary. Each Club Sports 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:

- West Chester University does not provide insurance for Club Sports 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.
 - Some national governing bodies of select sports do carry minor or secondary insurance policies for their members. Participants should contact the club's Executive Board for additional questions or information.
- Just as health insurance is not provided, the university does not provide insurance to participants while traveling. Club Sports participants are responsible for their own auto insurance and passengers when traveling in private vehicles. Passengers in private vehicles driven by Club Sports participants are at the sole risk of the driver.
- WCU Club Sports are responsible for their own events and activities, as well as, the actions or negligence of the organization membership.
- All participants within the WCU Club Sports program share with other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid any unnecessary hazardous situations.
- 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 Club Sports Program. All medical concerns should be handled before participation.

- All participants are highly encouraged to receive a physical examination from a physician prior to their participation.
- 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 he/she is doing so at his/her own risk.
- Proper conditioning is a prerequisite for participation and is the responsibility of the participant.
- 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

Weekly Practice

The available space on campus for Club Sports use is extremely limited. Club Sports who wish to reserve facility space on campus for practices must request space every semester. In order to make a request, the Executive Board of each club must complete and submit, before the deadline, a Practice Request Form, which is located on the Club Sports website. Practice times will be scheduled based on space availability and the point system. Club Sports who fail to turn in the Practice Request Form before the deadline may not be allocated practice space.

Matches and Special Events

Club Sports who wish to reserve space on campus for a home match or special event should meet with the Assistant Director 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. Once a date is confirmed as available the club should submit an Athletic Facility Request Form, located on the Club Sports website, to the Assistant Director for review and tracking. Once final approval is given for the reservation, the club will receive a confirmation through email and should keep that confirmation on file. All Club Sports 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).

- Facility requests must be made at least two weeks in advance. Requests made less than two weeks in advance are unlikely to be approved.
- It is required that all Club Sports home matches have a student supervisor and student first responder. The Department of Campus Recreation will schedule these accordingly for the club.
- 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 Club Sport 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.

Club Sports Equipment Rental

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

- First Aid Kit
- Pop-up canopy tent
- 5-gallon Gatorade water cooler
- Field Painter

To reserve any of the items listed above please contact the Assistant Director to see if it is available. Club Sports 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 Club Sports could be responsible for replacing the equipment.

Budgets, Expenses and Purchasing

As a supplement to this handbook, Club Sports 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 Club Sports Council has further policies which are outlined below.

Budgeting

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

- The Club Sport must have maintained an active status for at least one full year.
- Maintain the required Executive Board positions.
- Have a minimum of ten full time undergraduate members (S.C.C. requirement).
- Submit a budget to the S.C.C. before the S.C.C. deadline.

Note: Since the S.C.C. submits one budget to S.G.A. which represents all clubs, individual Club Sports will have a separate deadline from all other student organizations. Club Sports do not need to submit a separate budget request to S.G.A.

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

- League or Tournament Dues for the club (for entire team, individual member dues are prohibited)
- Team Uniforms (uniforms that are not personalized)
- Travel Expenses such as busses, gas, and hotel (food cannot be budgeted for)
- Equipment for Club (equipment not for specific individuals)
- Fees Associated with Home Matches (supervisor, first responder and officials)
- Facility Rental (Ice Rink, Fields or building space for practices or 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 the all funds being deposited to the SSI Service Center window located on the ground floor in Sykes Union.

After completing a deposit, it would be extremely beneficial for the Club Sports to bring the deposit receipt to the Club Sports office 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 Club Sports 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 Club Sport 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 three signatures in order to be processed: the Club Sport's Treasurer, the Club Sport's Advisor and the Assistant Director for Intramural Sports and Club Sports

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

If a Club Sports 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 Club Sport 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. Club Sports 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 Club Sports Executive Board should contact and schedule a meeting with the Assistant Director of Club Sports. Prior to any individual associated with the Club Sports paying an expense upfront, it is recommend that the Club Sports receive approval for reimbursement.

When a Club Sport 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 Club Sport 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 Club Sports should complete the following:

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

Club Sports are permitted to use their allocated funds on the following items:

- League or Tournament Dues for the club (for entire team, individual member dues are prohibited)
- Team Uniforms (uniforms that are not personalized)
- Travel Expenses such as busses, gas, and hotel
- Equipment for Club (purchasing personal equipment for individual use is not permitted)
- Fees Associated with Home Matches (supervisor, first responder and officials)
- 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 Club Sport. It is important for each Club Sport to keep an active and up-to-date inventory of all the equipment they managed in case audited by S.G.A.

Contracts

Club Sports who use facilities off campus may be required to uphold a contract with the facility. Under no circumstance are the Club Sports Executive Board members, Club Sports 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 Executive Director of SSI for final authorization.

Auxiliary Funds

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

WCU Foundation and Fundraising

The funding structure for the Club Sports Program requires all clubs to generate additional funds by fundraising. At the beginning of the year, each Club Sports 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. Club Sports 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 Club Sports Program. Club Sports are encouraged to work with the Foundation to increase the effectiveness of their fundraising activities. Once the fundraiser begins, the Foundation will help each Club Sports to process their funds (writing tax receipts) and transfer the funds to the appropriate Club Sport's SSI account.

Club Sports 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 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 Club Sport should also communicate with the Assistant Director before approaching the WCU Foundation as well.

Travel Requirements

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

- Signed consent forms from all members of the club traveling.

- Complete Driver Attest forms for all drivers using personal vehicles (one time only per academic year for each driver).
 - Includes photocopy of driver's license and vehicle registration.
- 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 can be communicated to the Assistant Director as soon as possible.

The Department of Campus Recreation reserves the right to suspend a Club Sport from travel for failure to turn in the required paperwork on time. The Club Sport 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 Club Sport who travels without permission could face potential suspensions by the Club Sports Council and possibly be referred to Judicial Affairs.

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

- Injury reports if any occurred.
- 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 Club Sports event:

- The Club Sports has a first aid kit they check out at the Student Recreation Center.
- A member of the Club Sport must let the Assistant Director of Campus Recreation 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.
- Club Sports 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 Campus Recreation immediately. If that person cannot be reached, leave a detailed voice message and call the Department of Campus Recreation at 610-436-1REC (1732).

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

15. Conducting activities that do not allow adequate time for study during the pledge period.
16. Yelling and screaming or directing negative comments at associates/pledges.
17. Deceiving new members prior to the ritual designed to convince an associate/pledge that he/she will not be initiated or will be hurt.
18. Forcing, requiring, or endorsing the playing of extremely loud music or music repeated over and over, or any other audible harassment.
19. Not permitting pledges/associate members to talk for periods of time.
20. Forcing, requiring, or encouraging nudity at any time.
21. Messing up the house or a room for the associate members/pledges to clean.
22. Forcing, requiring, or endorsing the running of unreasonable personal errands (servitude).
23. 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.).
24. Forcing, requiring, or endorsing engagement in public stunts and shenanigans.
25. Forcing, requiring, or endorsing shaving of head or body hair.
26. Forcing, requiring or encouraging pledges/associate members to act like animals or other objects.
27. 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 Student Involvement and Leadership.

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 Involvement and Leadership (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 Student Leadership and Involvement.

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 club sport athletes, the Department of Campus Recreation provides the following recommendation.

A. Scope of the Policy

1. This policy applies to all activities of club sports 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.

B. Substance of the Policy

All club sport 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 Club Sports will contact the potentially concussed student-athlete within 48 hours to inform of the policy requirements, educate on the process, and discuss 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 Club Sports.

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 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.

C. Enforcement of the Policy

1. The Department of Campus Recreation will enforce this Policy.
2. The Department will maintain a database of club sport athletes with reported head trauma injuries.
3. Club Sport 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-Club Sports, Department of Campus Recreation. This includes possible concussions, as well as concussion-like symptoms.
4. The Department will monitor club sport 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:

- Disqualification of the subject student athlete;
- Revocation of all privileges for use of University facilities;
- Restriction of financial support from the University; and
- Other sanctions as necessary to address the severity of the violation.