



SAINT LOUIS UNIVERSITY
—
CAMPUS RECREATION AND WELLNESS

Sport Club Manual

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Contact:

Julie Johnson
Intramural and Sport Club Coordinator
Simon Recreation Center
3639 Laclede Avenue
St. Louis, Mo. 63108
julianna.johnson.1@slu.edu
314-977-7174

Introduction:

This Collegiate Sport Club Manual is designed to help you while you are participating in the SLU Campus Recreation and Wellness Sport Club Program. We hope this manual will make your job as an officer much easier.

Mission Statement:

Our mission is to improve the well-being of the Saint Louis University community. We connect individuals to recreation and wellness programs, services, and facilities and celebrate their contribution to developing the whole person – *mind, body and spirit*.

Benefit Statement:

Benefits derived through participation in Campus Recreation and Wellness include:

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

Purpose:

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

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

All students are encouraged to utilize the Saint Louis University [Student Handbook](#) as a resource for campus services and information on student policies and procedures. The following student organization policies are an excerpt from the student handbook and provide sport clubs with important information to be successful.

Student Organization Policies:

- 3.1 General Standards for Student Organizations
- 3.2 Chartering Procedures for Student Organizations
- 3.3 Registration of Programs and Events
- 3.4 Student Organization Alcohol Policy
- 3.5 Space Reservation
- 3.6 Publicity
- 3.7 Student Fundraising Policy

3.1 General Standards for Student Organizations:

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

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

A. Definition. A Student Organization shall be defined as a group of Saint Louis University Students joined together in the pursuit of a common purpose that is not inconsistent with the University's institutional mission and/or Catholic teaching. Student Organizations are open to all Students with regard to sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information or any other protected classification. Fraternities and sororities may retain gender specific membership (see Section 3.1.(G)).

B. Types of Organizations. There are five types of Student Organizations:

1. CSO (Chartered Student Organization): These groups are chartered by the Student Government Association (SGA) and officially affiliated with SLU. A CSO has the following rights and responsibilities:

- The use of Saint Louis University facilities;
- The use of Student bulletin board space;
- Publicize events and activities open to all Students on all University calendars;
- Apply for SGA funding;
- Have access to a mailbox in the Busch Student Center.
- Table during Fall and Winter Welcome events
- Receive a bank account through SGA
- Operate and manage a SLU Groups page

Apply for a SLU Email through ITS 126

Attend Leadership Workshops offered by the SGA Committee for Student Organizations (ComSO)

Utilize the Vice President for Student Organizations (VPSO) or the ComSO for questions

Use SLU in their official name

Comply with the University's Community Standards (Student Handbook, 2.0) and Student Organization Policies (Student Handbook, 3.0)

Every Chartered Student Organization must submit a copy of its constitution (local and national), and bylaws or other satisfactory information governing its operation, to the Student Involvement Center by the end of the 2nd week of the semester. The University will accept in good faith the provisions of such constitutions and bylaws, indicating that the organization is free to select members upon the basis of individual merit, and the membership in the organization is not governed by restrictive clauses that deal with sex, gender, gender identity and expression, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran status, pregnancy, genetic information or any other protected classification. (See the University Harassment Policy, 1.8).

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

2. Independent Student Organization (ISO): These groups are not chartered by SGA and have not taken any action to reach out to SGA. While they can operate independently of SGA and the Student Body, they are not eligible for any of the benefits that CSOs receive for being affiliated with SGA. They are prohibited from using SLU's name in association with their organization.

3. Developing Student Organization (DSO): These are groups that have expressed interest in becoming a Chartered Student Organization through SGA. They are responsible for facilitating the process, meaning they must reach out to the VPSO for a meeting, they must request a time to present to ComSO, and if approved by ComSO, to present to Senate. SGA provides DSOs similar rights and abilities as CSO's except funding. The developing period can last anywhere from 6-12 months. ComSO is more likely to advocate to Senate that a DSO receive Chartered Status if the group shows a wide interest on campus, a specific niche, and has been proactive in the time they have spent as a DSO. DSO status cannot be extended past 12 months unless recommended and approved by ComSO in extenuating circumstances.

4. Probationary Student Organization (PSO or ProbSO): These are Student Organizations that have not been meeting SGA standards. When a CSO is placed on probation and becomes a PSO, they retain all the responsibilities of a CSO, however, their SLU Groups page is suspended, they cannot table, reserve space, host events, or apply for funding until they have completed the requirements ComSO has laid out for them to return to Chartered Status.

5. Endorsed Student Organization (ESO): These are groups who demonstrate a temporary necessity or niche on campus and participate in an abbreviated process for a temporary "Charter" from SGA. An ESO has all the rights and responsibilities of a CSO, but will remain a CSO for a limited amount of time in order to carry out a specific goal. They must be re-approved by ComSO and Senate on an annual basis.

Provided the Chartered Student Organization submits the aforementioned items, the organization will be entitled to and must abide by the following:

A. Membership. The Saint Louis University Student membership must outnumber the non-Student membership in Student Organizations, and all officers or positions, except the Advisor, must be held by Students. Should a Student Organization be found in conflict with University Policy in the selection of its members, the group will be asked to submit evidence that action has been or is being taken to remove such restrictive membership provisions, such as a request for a waiver of the restriction from the national organization. A reasonable period of time as determined by the Student Involvement Center in consultation with the SGA President may be granted to remove the restrictive provisions. Continued restriction of membership by constitutional requirements or other binding enactment contrary to University Policy will result in withdrawal of the charter of the Student Organization.

B. Advisor. Each Student Organization is required to have at least one Advisor who is a full-time member of the faculty or administrative staff, whose purpose is to be a resource for the organization, to provide an educational experience for its individual members, and at the same time serve the entire University community by functioning as a University representative. Student Organizations and the University administration share the goal to select advisors who will serve Student Organizations well.

C. Good standing. Chartered Student Organizations are expected to be respectful of the University Community Standards that help constitute a Catholic Jesuit community. The Community Standards must be followed at all times. Chartered Student Organizations must also adhere to all policies and procedures outlined for Chartered Student Organizations. Only Chartered Student Organizations in good standing with Saint Louis University will be authorized to use University facilities or services, or be permitted to identify themselves directly or indirectly with the University name.

D. Hazing. Hazing in all forms is prohibited. Missouri state law defines hazing as a crime (RSMO Section 578.360). Any Student attending Saint Louis University, any Chartered Student Organization, or sorority or fraternity is prohibited from conspiring to or engaging in hazing (including any act that injures, frightens, degrades or disgraces another Student). Violation of this Policy must be reported to the Office of Student Responsibility and Community Standards for review and possible disciplinary action against the Students and/or Student Organization allegedly involved.

E. Fraternities and Sororities. Through a joint sponsorship of the University and the various national and international Greek-letter organizations, a number of chapters have been established on the campus of Saint Louis University. The recruitment and selection of members, as well as each Greek-letter organization's ritual and tradition, make these organizations somewhat different from other Chartered Student Organizations. In recognition of the extent to which the concerns and objectives of these Greek-letter organizations are reflective of the University mission, self-regulation of the recognized chapters, acting independently or through the Fraternity and/or Panhellenic Council, will be encouraged and supported at all times. The University is committed to assisting each member chapter(s) of the Interfraternity and Panhellenic Councils to develop and pursue a positive intellectual, social, and spiritual atmosphere, and to meet both University standards and the standards of their national and international organization.

F. Historically Black and multi-cultural Greek Organizations. The National Pan-Hellenic Council (NPHC) is comprised of nine historically black fraternities and sororities. The majority of NPHC chapters recognized by Saint Louis University are city-wide chapters, which is defined as a collegiate chapter of two or more

participating colleges or universities. Each city-wide chapter operates under a constitution and bylaws, elects officers, hold initiation, and is recognized by their national headquarters. Saint Louis University supports these chapters through the Multicultural Greek Council (MGC) which serves as the governing board of any NPHC or any other multi-cultural 128 Greek-letter organization. The MGC serves as the liaison between the city-wide chapters and the Saint Louis University community.

G. Dry Recruitment Policy. In accordance with fraternities' and sororities' inter/national bylaws that are members of the Interfraternity and/or Panhellenic Council, the presence of alcohol at any event at which potential new members are present, beginning with the first day of Fall Welcome until fall recruitment is completed, is prohibited as well as spring recruitment. The consumption of alcohol by a member of a Greek organization and a potential new member in a private residence during the same period of time is also prohibited.

H. Online presence. All Chartered Student Organizations in good standing are entitled to an online presence provided by the University. An online presence will be defined by the Student Involvement Center and may include an Internet web page and/or use of a Google site. The University will not provide Student Organizations with access to University server space for their development of organizational web sites, unless an exception is granted by the Student Involvement Center. Web sites are defined as an online presence greater than one page and/or beyond the scope of a Google site. Student Organizations that wish to establish an online presence beyond what is provided by the university may not use Student fee or University funds to do so. Further, the Student Involvement Center may, at its discretion, determine the appropriate use of "@slu.edu" email address, "slu.edu" URL aliases, and usage of SLU email lists for Student Organizations.

I. Failure to comply. Failure to comply with these guidelines should be immediately reported to the Student Involvement Center, SGA and the Office of Student Responsibility and Community Standards for an investigation, charter review, and resolution with the Student members and/or the Chartered Student Organization. The President of the University reserves the right to determine whether any organization proposed for charter does or does not conform to the ideals and goals of the University.

3.2 Chartering Procedures for Student Organizations

Students shall have the right to establish and elect a democratic Student government. SGA, including designated organizations that fall within its structure, will represent the Student body in the formulation and application of Policy affecting academic and Student affairs.

A. Application for Charter

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

B. Approval of Charter

1. Following the application for charter, provided that a period of 6 months has elapsed between the time of the application and the meeting at which the SGA Vice President for Student Organizations will present the constitution and current list of officers and the organization's advisor to the general assembly. An officer representing the proposed organization will be present to answer any and all questions. If one such officer is not present, the application will be automatically tabled until the following meeting of the General Assembly. Upon a second absence of such an officer, the charter will be automatically denied.
2. Approval or disapproval of an organization's application for Charter will be by a majority vote of the General Assembly.
3. After an organization has been approved by SGA, the Student Involvement Center, as represented by the Director shall have 48 hours in which to file an "objection to charter." This objection must be filed with both SGA and the organization applying for charter. If no objection is raised during this period, the organization will be immediately chartered and recognized.
4. In the event that both SGA and the Student Involvement Center, as represented by the Director, "object to charter," the organization's application for charter will be denied without recourse to appeal.
5. In the event that SGA and the Student Involvement Center do not concur regarding the granting or revocation of a charter, the question will be referred for resolution to an appeals board composed of one faculty member and one administrator and three Students chosen by the President of the University, or designee. This appeals board will meet and rule within a 10-day period after request for appeal has been made, and its decision will be final.

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

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

3.3 Registration of Programs and Events

The following policies and procedures cover the registration of programs and events of Student Organizations by the University. These policies and procedures supplement the general standards of good taste and etiquette that govern responsible social and educational events. Students are expected to maintain consideration for both personal and University interests in planning all activities. Those events that are registered and are thus sanctioned by the University are expected to comply with University policies and guidelines. Private behavior at functions of Chartered Student Organizations held off campus without the financial support or sanction of the University are the sole responsibility of the organization and its members. Events occurring on campus may be subject to metal detector "wandering" and persons may have their personal effects searched for illegal weapons.

A. University-Sanctioned and Registered Student Events

Registration of Student-sponsored programs and events provides for coordination of the use of University facilities and provides the opportunity for publicity for sanctioned University events on the All University Activities Calendar. Use of University facilities such as Busch Student Center, academic classrooms and auditoriums, Allied Health Multipurpose Room, DuBourg Grand Hall, IL Monastero and Boileau Hall as well as all mall/quad areas of campus by Student groups require registration of the event through Event Services. All Student programs and events must be scheduled with Event Services.

1. Programs approved by the Student Involvement Center must be registered with Event Services and include:

- a. Any event advertised and open to the campus and/or the general public.
- b. Any event sponsored by a Chartered Student Organization to which a guest speaker has been invited and which is open to the campus and/or the public.
- c. Any event using University funds or facilities at which alcoholic beverages are to be served or sold.
- d. Any event held on University mall/quad/outside areas by Student Organizations.

2. Procedures for registration of Student Organizational meetings include:

To use University premises and facilities: To reserve meeting space, organization officers should use "25Live", the University's event and reservation management software. This program can be found under "tool" in the mySLU portal. If you have questions about "25Live" please contact the staff in Event Services at (314) 977-6338 (MEET).

3.4 Student Organization Alcohol Policy

A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during an organizational event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the Student Organization, must be in compliance with any and all applicable laws of the state, province, county, and/or city and must comply with University Third Party Vendor Guidelines, which can be found on the Student Involvement Center website. This Policy covers any and all activities conducted by recognized Student Organizations whether alone or in conjunction with a third party, regardless of the activities' location. In addition, fraternities and sororities must also follow these and any additional guidelines set forth by their respective governing councils.

B. No alcoholic beverages may be purchased through or with organizational funds or by any members or guests in the name of or on behalf of the Student Organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

C. OPEN PARTIES, meaning those with unrestricted access by non-members of the Student Organization, without specific invitation, where alcohol is present, are prohibited.

D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.

E. No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business) at which alcohol is provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a Student Organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this Policy, including the use of a third party vendor and guest list. As an exception to the Policy, Student Organizations (whose charter allows them to do so) may host events in the Billiken Club (in adherence with other relevant guidelines), including during hours of operation when alcohol is served.

F. No Student Organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

G. All recruitment or rush activities associated with any Student Organization will be non-alcoholic. No recruitment or rush activities associated with any Student Organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this Policy.

H. Student Organizations that violate the University's Student Organization Policies pertaining to alcohol or the University's Alcohol Policy and Guidelines will be subject to a maximum sanction allowed by the Community Standards, including suspension or expulsion from the University. Repeated violations will constitute sufficient grounds for the suspension or permanent dismissal of the organization from the University. To the extent that the University serves society by developing and sustaining an environment free of alcohol and drug abuse, the University reserves the right to take disciplinary action against Students involved in violations of the Standards and Alcohol Policy Guidelines occurring off-campus. Disciplinary measures will be administered consistent with local, state and federal laws.

I. University departments and Student Organizations also may impose additional, more stringent restrictions on the use and distribution of alcohol by their members. The University also reserves the right to restrict Student Organizations from holding off-campus events at certain third-party vendors or taverns.

3.5 Space Reservation

Chartered Student Organizations are encouraged to take advantage of the available facilities for meetings and activities. When adequate or appropriate space or campus facilities are not available, community facilities may be sought.

The following procedure covers the use of all University facilities, such as, but not limited to, Busch Student Center, academic facilities, etc., by Chartered Student Organizations for business meetings and/or all other activities. Use of community or off-campus facilities is the responsibility of the Students involved. While no listing of approved facilities is maintained, assistance in locating facilities may be available in the Student Involvement Center.

A. Residence hall common areas are available to Student Organizations with prior approval from appropriate personnel in the Department of Housing and Residence Life.

B. When rental fees are applicable, payment must be made by interdepartmental order (IDO) or a check made payable to Saint Louis University. This payment must accompany the reservation and will be returned if the reservation is canceled.

C. After satisfactory registration and reservation of space, requests for food and beverages must be made with a representative of Campus Dining Services, Busch Student Center, (314) 977-1559.

D. Particular policies governing the cancellation of facility reservations are at the discretion of the chief administrator of the particular facility and will be explained at the time the reservation is made.

3.6 Publicity

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

A. Posters and Displays

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

2. All fliers and posters may be displayed for two weeks and must be marked with the date on which they will be removed.

3. No group or Chartered Student Organization may have more than one poster at a time on a bulletin board unless the posters publicize separate events.

4. The maximum size of any poster will be 60" in perimeter and the name of the sponsoring group must be clearly identified on the poster.

5. In residence halls, posters and other publicity are subject to the rules and regulations of the Department of Housing and Residence Life.

6. In order to maintain the beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there will be no posting of notices on trees, buildings, telephone poles on the campus or sidewalks. By special authorization of the Student Involvement Center and Facilities Services, posters may be displayed on stake signs. Student Organizations requesting approval to post flyers on the stake sign for a limited period of time (seven business days) must complete an Outdoor Posting Authorization form signed by representatives of the Student Involvement Center and Facilities Services according to the Stake Sign Guidelines available on the Student Involvement Center website.

7. St. Louis City Code states that it is unlawful to stick, paint, brand, attach, hang or suspend upon any house, building, fence or wall, without the consent of the owner thereof, or upon any pole used for the purpose of carrying electrical conductors or upon any street or sidewalk, pavement or other public place, any printed, written, painted or other advertisement, bill, notice, sign or poster.

8. Scotch/duct tape may not be used to post materials.

9. Posting is not permitted on woodwork, doors or bulletin board frames.

10. Municipal, state or national campaign posters are not permitted on the campus.

11. Decorations are permitted, on special occasions, in the windows of the Student residences with the permission of the Department of Housing and Residence Life.

12. In accordance with the state fire marshal's regulations, all postings within 30 inches of any light fixture must be of fireproof material.

13. Special provisions can be made to display posters during Student Government elections or other all campus referenda, through the Student Involvement Center and SGA.

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

15. Violations of the above poster regulations may be referred to the Office of Student Responsibility and Community Standards.

B. Fliers and Handbills

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

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

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

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

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

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

C. Advertising and Alcohol

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

3.7 Student Fundraising Policy

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

These policies and procedures pertain to fundraising ventures entered into by Chartered Student Organizations, either on or off campus.

A. Purpose

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

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

B. Definitions

Fundraising, for purposes of this Policy, is defined as any solicitation for financial or other commitments for the provision goods, in-kind donations or services; the sale of goods and services (including event ticket sales); raffles, prize drawings and auctions; the collection of membership dues and fees, whether the proceeds from which are intended for the benefit of recognized Student Organization or are to be used by sponsoring

recognized Student Organizations or to make as a donation to a tax-exempt charitable organization under section 501(c)(3) of the Internal Revenue Code.

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

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

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

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

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

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

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

The sale of food items that are made or prepared by an organization must meet all laws and regulations for the safe handling and preparation of food items. Sponsoring Student Organizations are solely responsible for obtaining any required authorizations and licenses from the City of St. Louis Department of Health. The Student Involvement Center will be available to advise organizations on the process for contacting the City of St. Louis Department of Health.

Any and all sales for the purpose of fundraising must be conducted directly (person-to-person) by a Student member of the sponsoring organization.

Any uses of Saint Louis University's names, registered marks and logos used on, or in reference to any items or services for sale must receive prior written approval from the University's Marketing and Communications

Division. The name "Saint Louis University" and the names of campus buildings and areas may be used purpose of providing directions to the location where the Fundraising activity is to be conducted. The sponsoring organization must clearly indicate in all announcements and promotional materials, and at the point of sale that Saint Louis University, a matter of Policy will not endorse or provide its approval of any products or services, or any of the providers thereof.

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

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

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

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

Collection of membership dues and fees - Requiring members to provide personal funds in order to participate in a recognized Student Organization and/or activity.

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

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

A Raffle, or prize drawing is a type of lottery in which chances are sold, and the prizes awarded are goods or services rather than money. Raffles or prize drawings may be permitted in certain limited circumstances. Fundraising activities that involve elements of chance, will require that strict oversight measures be put into place to maintain the organization's and University's ongoing compliance with all applicable laws and regulations. The types and number of such measures shall be determined by the Student Involvement Center in consultation with the Vice President for Student Development.

C. Scope

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

Any Student, recognized Student Organization, or group of two or more SLU Students may sponsor a Fundraising activity. This Policy applies to all Fundraising activities conducted by any of the aforementioned

sponsors, whether conducted on or off University premises or with the use of University resources for Fundraising.

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

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

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

D. Policy

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

Any fundraising activities that involve the sale or distribution of alcoholic beverages, or which promote the consumption of alcoholic beverages is strictly prohibited. Fundraising activities may not be conducted at or in conjunction with any establishment for which the sale or distribution of alcoholic beverages is a specific focus of their business.

E. Guidelines

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

1. Fundraising activities may not disrupt or impair University operations or services.
2. Overbearing, coercive or intimidating Fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary and legal consequences.
3. Students who wish to enter into a contract with a third party to host, co-sponsor, profit-share, speak, perform, or present as part of their fundraiser must first obtain approval from the Student Involvement Center through the Fundraising approval process.
4. All fundraising contracts must be reviewed and approved by the Student Involvement Center prior to their execution or the commencement of any fundraising activities. Fundraising activities must be conducted in

compliance with any instructions, limitations and conditions for their conduct that may be established by the Student Involvement Center in consultation with the Vice President for Student Development.

5. When conducting Fundraising activities off of Saint Louis University's campuses, Students must obtain prior written permission from the University in order to identify themselves as Saint Louis University Students. Such permission will identify the specific Student or Students conducting the Fundraising activity indicating that they are Saint Louis University Students, the Student Organization with which they are affiliated and the intended use or beneficiary for the proceeds. Students conducting fundraising activities may request a letter from the University identifying them as members of a specific, recognized Student Organization and the specific purpose and beneficiary for which they are raising funds. Students must show their Saint Louis University ID to help identify her or himself as a member of the Saint Louis University community.

6. Recognized Student Organizations' Fundraising proceeds must be used in a manner that is consistent with the official purpose of the organization, and in accordance with all applicable rules and policies of Saint Louis University. An accounting of any funds raised must be provided to the Student Involvement Center within five (5) business days after the event.

F. Procedures

Recognized Student Organizations seeking the required permissions and approvals for a proposed Fundraising activity must follow the procedures set forth below:

1. Students must submit a fundraising event in SLU Groups, sharing all details of the planned fundraising activity. This should be done at least twenty (20) business days prior to the commencement of the proposed Fundraising activity.
2. The Director for the Student Involvement Center or their designee will conduct an initial review of the Form and may request additional information and documentation from the sponsoring Student Organization.
3. Following approval by the Student Involvement Center, Students may apply to reserve a campus venue for the Fundraising activity in accordance with the policies and procedures of the Department of Event Services, located in Busch Student Center, Suite 313.

G. Appeals

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

1. Appeals must be in writing and sent to the Vice President for Student Development. At a minimum, appeals must include a detailed explanation of how the Student Organization believes they followed the fundraising activity guidelines or, how the fundraising activity review guidelines were not followed by the Student Involvement Center.
2. The Vice President for Student Development, or their designee, shall contact the Student Organization to arrange a meeting time. During the appeals meeting, the Vice President for Student Development, or their designee, shall gather all necessary information regarding the process.

3. After meeting with the Student Organization, the Vice President for Student Development, or their designee, shall gather all other pertinent information at his/her discretion from any other parties involved in the process.

4. The Vice President for Student Development, or their designee, shall notify the organization of the decision within ten (10) business days of the initial meeting with the Student Organization. All decisions by the Vice President for Student Development, or their designee, are final.

The Sport Club Program is designed to:

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

Concepts of Sport Clubs:

A sport club is an organized group of individuals that has been established to promote and develop the interests and skills of its members in a particular recreational activity. Membership of a club may be composed of all men, all women, men and women, students only, or a combination of students, faculty, and staff. However, the most important concept of a sport club is that it is a student organization. The existence of a sport club relies heavily upon the club members' initiative, organization, administration, and leadership. Participation in the administration of a sport club provides a tremendous opportunity to further a student's education in program planning, business management, and organizational behavior.

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

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

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

Frequently Asked Sport Clubs Questions:

What are Sport Clubs?

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

What can Sport Clubs do for me?

Saint Louis University's Sport Club program gives the student an opportunity to take part in the leadership, responsibility and decision making process of club activities. The success of the Sport Club is dependent on the professionalism and leadership shown by the club officers, advisors and coaches. It is created for students, by students, under the supervision of the Sport Clubs coordinator and SGA. Club members nominate student officers who run the day-to-day operations, which include scheduling practices, activities and games, contracting trainers and referees, arranging transportation, and budgeting.

How are Sport Clubs developed?

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

How do I become a member?

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

What does it cost to join a club?

Membership fee or dues vary for each club, but they try to keep membership costs to a minimum by doing fundraising to help support travel expenses, etc. Clubs also receive funding through the sources listed in the next question. For individual club costs, please attend the organizational meeting or contact the club president. In many cases, personal expenses may be incurred due to the activity and/or supplies/equipment

needed. If one chooses to participate in a club where personal expenses occur, it is the individual's responsibility to pay any debts to the club.

How are the clubs funded?

Clubs are funded through the following means:

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

Who can join a Collegiate Sport Club?

All currently enrolled SLU students and active Simon Recreation Center members (in certain instances) can join Sport Clubs. The membership restrictions in some clubs are set by individual leagues and/or divisional rules or tournament requirements. Potential members must read and sign a release/waiver indicating the individual understands the risks and responsibilities assumed in participation.

Collegiate Sport Clubs Organizational Structure:

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

Organizational/Informational Meetings:

Each club must conduct at least 1 organizational meeting each semester. These meetings should be used to discuss fundraising ideas, budget, new business, up-coming events, practice times, game schedule, guidelines and any other matters of importance.

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

Constitution:

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

Each club should conduct an annual review of its constitution. A constitution assures the existence of a viable organization. The document defines the structure and governance of an organization; it is short

and compact, general rather than specific. Legal language and phrases are not necessary in a body without law making powers. The constitution contains the fundamental information listed below:

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

Sports Club Officer Position Description:

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

The required positions are:

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

Job Descriptions:

President

- Will volunteer their time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the Coach, and the Department of Campus Recreation and Wellness.
- Will follow all of the Department of Campus Recreation and Wellness' procedures/policies as presented in this manual and will pass this information on to club members.
- Will coordinate scheduling and membership requirements.
- Will attend the Department of Campus Recreation and Wellness' officers meetings.
- Will submit facility/field requests to the Director of Campus Recreation and Wellness at least two weeks prior to the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver form before they participate or compete in any club sport activity. These forms must be kept current and on file in the Department of Campus Recreation and Wellness.
- Will submit accident/incident reports to the Sport Club Coordinator within 24 hours of any accident/incident whether at practice or in a game if not done so by the Coach.

- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice President, Secretary/Treasurer, and faculty/staff advisor.
- Will inform the next club president of the routines and guidelines for the club operations prior to the next president assuming office. This should include transferring a list of names and phone numbers/emails of new officers to the Sport Club Coordinator immediately following the elections.
- Will complete and submit all required forms pertaining to the Club's activities in a timely manner.
- Will work with the Sport Club Coordinator to resolve any conflicts or handle any disciplinary matters or complaints.
- Will inform members of Sport Club policies, operating procedures, emergency procedures, and other imposed regulations and monitor behavior in accordance with all departmental and University policies.
- Will ensure compliance with any conference, league, or union rules governing eligibility, competition, and financial obligations.
- Will inform, manage, and prohibit any activities which may involve hazing.
- Will become familiar with, enforce, and relate all policies and guidelines within this manual to all Club members.
- Will apply for the Club (chartered student organization) with the Student Government Association and the Sport Club Coordinator.
- Will maintain an accurate knowledge of Risk Management and University Policies.
- Will enforce the Club's Constitution. It is mandatory for the Club to have a Constitution.
- Will train the elected officer for next year.

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

Vice President

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

Secretary/Treasurer

- Will volunteer their time and expect no monetary compensation.
- Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the Sport Club Coordinator according to the Department of Campus Recreation and Wellness' guidelines.
- Will coordinate expenditures with the assistance of the Sport Club Coordinator.

- Will follow the Department of Campus Recreation and Wellness' procedures/policies presented in this manual and understand that nothing will be paid for that has not be pre-approved and ordered through proper purchasing channels. This is in regards to all SGA funding.
- Will handle club correspondence with the assistance of the Club President and Coach.
- Will complete other administrative tasks as assigned by the Sport Club Coordinator, Coach, or President.
- Will submit accurate itemized budget with the proper budget proposal forms to the Shared Business Services Center and be prepared to defend the club's position in a budget hearing with Student Government Association.
- Will keep records of all transactions involving Club accounts and Club budgets, and provide accountability on use of all funds including appropriate segregation of duties (checks and balances).
- Will maintain complete inventory records of all Club equipment and uniforms.
- Will assure that all Club financial obligations are met (league membership, official's fees, etc.)

Obtaining an Instructor or Coach:

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

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

Coaches cannot be paid through funds from the University Account.

Coaches who are officially approved and are active in Club programs are covered under University liability insurance. This policy covers all employees and volunteers providing a legitimate service to the University.

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

Guest Speakers/Instructors:

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

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

Participation Reports:

Each club president will be responsible for keeping participation figures and turning in a semi-annual report of participation. This form will allow the Department of Campus Recreation and Wellness and the clubs to evaluate how the programs are progressing and state any problems, accomplishments, or general news.

Club Rosters:

Sport clubs should utilize SLU Groups (available via the MySLU Tools tab) to create and maintain their rosters internally. Clubs may also be required to provide rosters to conferences or associations to participate in competitions.

Health and Safety:

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

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

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

Funding:

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

1. All registered organizations may apply for funding through the Student Government Association Budget Committee. The application for funds is reviewed and funds are allocated by the SGA Budget Committee. The SGA Budget Committee allocates funds during the spring semester of each year and all recognized student organizations are provided with the necessary request forms. It is mandatory for each Sport Club organization to establish a University account.
2. Dues and fundraisers generated by the club members usually represent a major portion of the club budget. It is expected that sport clubs be as self-sufficient as possible.

Student Government Provides the Following:

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

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

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

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

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

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

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

Financial Responsibility:

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

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

General Policy Restrictions:

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

Facilities:

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

Sports Clubs may submit requests for facility use to the Director of Campus Recreation and Wellness for programs to support the following club-related activities:

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

Facilities Available:

Sport clubs may reserve appropriate indoor sports facilities for their practice sessions and scheduled extramural games, contests, and/or events. Clubs may also reserve the Simon Recreation Center Conference Rooms for meetings. A facility reservation request form must be filed with the Director of Campus Recreation and Wellness in order to receive approval for the use of the facility.

Recreational areas and facilities not directly controlled by the Department of Campus Recreation and Wellness may also be available for the use of sport clubs. All sport club requests for the use of these facilities are to be made directly to the Department of Campus Recreation and Wellness Sport Club Coordinator.

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

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

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

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

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

Field Usage:

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

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

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

Travel:

During any club travel, the club is expected to uphold the image of Saint Louis University and to act in a sportsperson-like manner. Clubs should notify the Sport Club Coordinator in the event that a change in plans occurs or an emergency arises. If any University funds are used to subsidize the cost of the trip, proper procedures must be followed. According to the published time schedules all receipts must be kept with amount and date clearly printed on the receipt.

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

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

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

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

Campus Recreation has the authority to exercise appropriate disciplinary action in cases of Club and/or member violations of University and Campus Recreation and Wellness policies and regulations. All Clubs are responsible for the actions of individual members.

Disciplinary Methods:

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

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

Individual Member's Conduct:

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

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

Waivers:

Every person who joins a club or wishes to take part in a club activity (workout/practice/game etc.) must sign a Waiver of Liability and Risk before participating. These forms must be turned into the Club Sports Coordinator in the Simon Recreation Center within 24hrs that the participant joins the club. Specific sport club waivers are available from the Sport Club Coordinator, Julie Johnson, julianna.johnson.1@slu.edu or 314-977-7174.

FAILURE TO HAVE THESE WAIVERS ON FILE FOR ALL PARTICIPANTS IN ANY CLUB ACTIVITIES COULD JEOPARDIZE THE SPORT CLUB'S STATUS AS A STUDENT ORGANIZATION IN GOOD STANDING.

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

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

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

Injuries (Non-Life Threatening):

An Injury/Accident Report form should be properly filled out immediately.

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

University Emergency Protocol and Procedures:

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

Fire:

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

Severe Weather:

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

Medical Emergency:

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

Earthquake:

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

Power Outage:

- If it lasts more than a few minutes, go to the first floor of the building.

- Listen for announcements from the DPSSS and follow their instructions.
- Help ensure that everyone is aware of the instructions.

Elevator Failure:

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

Hazardous Condition:

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

Sounds like a Gunshot:

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

Contact Information:

Department of Public Safety and Security Services:

(314) 977-3000

University Safety and Emergency Preparedness:

(314) 977-3048 or (314) 977-3876

Office of Environmental Health and Safety Services:

(314) 977-6885

Facilities Management, Grounds and Custodial Services:

(314) 977-2955

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

911

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

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

General Facility/Field Policies and Procedures

- SLU open recreation, intramurals, club sports, athletic teams, and sponsored events take precedence. A SLU supervisory staff member may ask you for your SLU ID at any point.
- No formal practice without prior field reservation. SLU is not responsible for unauthorized use of the space.
- Reservations can be made at the Simon Rec Center Administrative Offices at 314-977-3975.
- The Department of Campus Recreation and Wellness reserves the right to monitor the event at any time for compliance with the regulations, policies and terms of the facility scheduling request forms. Failure to comply with the regulations, policies and terms of these forms may cause the group to lose the right to use the facilities.
- The daily schedule can be found on the Department of Campus Recreation and Wellness website.
- This space is to be left the way it was found. Users are responsible for set-up, clean-up, and any damages to the facilities resulting in use of the facility. Clean-up includes, but is not limited to picking up trash, cups, tape, etc. and dumping garbage cans. Clean-up area includes, but is not limited to playing fields, track, sidelines and spectator areas.
- Supervisory Staff reserves the right to refuse service to any user and/or spectator who violates any University policy or procedure or engages in any verbal and/or physical abuse of the space or staff.
- The space may be closed at any time due to safety related concerns.
- Users are responsible for notifying their guests of our policies.
- No children under 18 years of age unless accompanied by an adult.
- Call the Simon Rec Center at 314-977-3181 for assistance with lights, facility issues, etc.
- No alcohol or tobacco products, loud music, inappropriate conduct, or illegal activities.
- Fields and track are water only spaces. All food and drink is prohibited unless approved by the Department of Campus Recreation and Wellness. Food and other beverages are limited to spectator areas only. Clean up required.
- No glass bottles or containers are allowed at outdoor recreational sports facilities.
- No fireworks or open flames.
- No skateboards, scooters, bicycles, roller blades, motorized vehicles, or other wheeled objects except for maintenance or emergency. The only exceptions are wheelchairs and strollers.
- No animals or pets of any size (except to assist persons of disability).
- Soccer goals, sport equipment, and other miscellaneous equipment that could cause damage to the space must be lifted when moved. No dragging allowed.

- No chairs, tables, tents, or other event related equipment allowed unless approved by the Department of Campus Recreation and Wellness.
- Only free standing field markers and sports equipment may be used on the field. No stakes, posts, poles, markers or pointed materials of any kind may be driven into the field unless approved by the Departments of Campus Recreation and Grounds.
- No painting, chalking, tape or other adhesive material shall be placed on the field surface without prior approval.
- No baseballs, softballs, golf balls, croquet balls, or other hard balls and objects.
- The following activities, unless approved by the Department of Campus Recreation and Wellness, are not allowed in this space: baseball/softball, golf, cricket, croquet, disc golf, contact sports (i.e. tackle football, rugby, martial arts, etc.), or any other activity deemed to be unsafe.
- Failure to comply with any of these rules will result in immediate cancellation of reservation and/or general use of the space.

Additional Turf Policies and Procedures

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

Additional Track Procedures

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

Emergency

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

I have read, understand and will comply with the guidelines above. I also understand that failure to

follow these guidelines could result in fines and loss of privileges.

Group/Organization _____

Requestor's Name (print) _____

Requestor's Signature _____

Date _____

APPENDIX C
Sport Club Travel Itinerary Form

Club Name: _____

Individual Completing Form: _____

Phone: _____ E-mail _____

Event Name: _____

Type of Event: _____

Location: (City/State/Venue): _____

Date(s) of Event: _____

Contact Person On-Site: _____ Phone: _____

Lodging: _____ Phone: _____

Travel Information

If driving an Automobile/ SUV

Individuals driving to and from the event:

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

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

Departure from SLU

Date and time of departure: _____

Date and time arriving at destination _____

Description of Travel Route: _____

Return Trip to SLU

Date and time of departure: _____

Date and time arriving at destination _____

Description of Travel Route: _____

If Flying to Destination

Airline: _____

Flight Number: _____

Date and Time of Arrival at Destination: _____

Return Flight Airline: _____

Flight Number: _____

Date and Time of Arrival at Destination: _____

Appendix D - Accident/Incident Report
SAINT LOUIS UNIVERISTY DEPARTMENT OF CAMPUS RECREATION AND WELLNESS
ACCIDENT/INCIDENT REPORT

Date: _____ **Time of incident:** _____ AM PM **Time of report:** _____ AM PM

Name: _____ Age: _____ Gender: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone #: _____ Email: _____

Signs and symptoms _____

Allergies _____

Medications _____

Past medical history _____

Last oral intake _____

Events leading up to incident and **DESCRIPTION OF WHAT AND HOW IT OCCURRED:** (please describe **events, actions,** and **conditions** which contributed to the incident) _____

Location of the Incident:

FIELDS

POOLS

___ Laclede/Vandeventer

___ Indoor Pool

___ Simon Recreation Center

___ Olive/Compton

___ SLURuba

___ Other _____

___ Softball

___ Marchetti

___ Medical Field

SPECIFIC Location of Incident: (specify the **exact** location where incident occurred) _____

Part of the body that was injured: (circle **R** for the victim's right and **L** for their left)

___ neck

___ head

R L upper leg

R L upper arm

___ spine

___ eye

R L lower leg

R L lower arm

___ back

___ nose

R L knee

R L shoulder

___ pelvis

___ tooth

R L foot

R L elbow

___ lungs

___ mouth

R L ankle

R L hand

___ chest/abdomen

___ toes

R L wrist

___ other _____

___ finger

Action By: _____

Action Taken: _____

Was public safety called? ___ Yes ___ No Call Time: _____ Arrival Time: _____

Was an ambulance called? ___ Yes ___ No Call Time: _____ Arrival Time: _____

The victim:

___ refused medical attention from the staff

___ was taken by ambulance

___ refused to go to the hospital

___ was advised to go to the hospital ___ remained at the activity

___ went home

____ other _____

Victim's signature: (if possible) _____ date: _____

Witness: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Witness's description of the incident: _____

Witness's signature: _____ date: _____

Additional comments: _____

Report prepared by:

Print name: _____

signature: _____

position: _____ date: _____

Injury and blood policy

Individuals who participate in recreation activities do so at their own risk and assume responsibility for their own health and safety. The following procedures need to be followed in the event of an incident/ accident at any of our facilities or intramural events.

- 1) The individual will be assessed and an ambulance and/or Public Safety will be called if there is reason to believe they are needed.
- 2) If the injured individual decides he/she needs to go to the hospital and cannot get a ride, an ambulance or Public Safety will be called to transport them.
- 3) SRC staff will provide what they can to help comfort the injured individual until further help arrives.
- 4) Any incident/accident will be immediately reported to the SRC Supervisor. Only one report needs to be filled out by the Supervisor.
- 5) If an individual is bleeding he/she will be removed from the activity immediately.
- 6) If an individual has blood on their clothing (even if it's not their own blood) they will be ineligible to resume the activity until the clothing saturated with blood has been removed.
- 7) An individual cannot participate in any activities until all bleeding has stopped and any wound or laceration has been covered.