



Club Sports Manual

Department of Athletics





Department of Athletics Club Sports Program Policy Manual

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INTRODUCTION:

The Recreational Athletics Office (RAO) reports to the Department of Athletics and works in conjunction with the Office of Campus Activities (OCA) to provide official University student organization recognition to Drexel Club Sports. The RAO serves as the Club Sports Program administrator and is responsible for the development and implementation of the policies of the program. The OCA offers official Drexel University recognition and funding of the clubs, but since the program compliments the other recreational sports offerings at the University, the RAO must first approve all clubs and serves as a main contact for Club Sports members. However, club sports are student organizations that are formed and governed by the students based on their common interests. This manual provides the policies and procedures set by the Recreational Athletics Office that require adherence by the clubs to meet the program purpose. This manual is provided to the club leadership, and is available for any club member.

PURPOSE:

The Club Sports Program at Drexel University aims to develop the personal and athletic interests of its students by providing quality recreation, education, and leadership experiences.

BACKGROUND:

WHAT IS A CLUB SPORT? - As defined in the NIRSA (National Intramural Recreational Sports Association) Sport Club Handbook, a club sport is:

“A group of students voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Sport clubs are strictly voluntary. The clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student’s overall education while living in the university setting. Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision-making process of club activities. The key to success of the sport club program and each club is student leadership, interest, involvement and participation. “

Clubs offer opportunities for learning a new sport, improving existing sport skills, practicing and playing for fun, and/or competing at various levels. Club officers develop valuable leadership skills, as the success of any sport club depends on the ability of its leaders to manage the administrative affairs of the club.

CLUB SPORT CATEGORIES - The three generally accepted categories of sport clubs are recreational, instructional and competitive.

Recreational: Club schedules practice/meeting time for open play and/or learning through playing. Activity by group is for fun and socialization through the sport and relaxation.

There are limited opportunities for games, matches or tournaments, either on individual, dual or team level. In this category, instruction and guidance can occur between members with more experienced players guiding less experienced participants.

Instructional: Club schedules practice time for instruction in a particular sport, for the purpose of learning and perfecting an activity. Tournament opportunities and competition may be available, though the primary goal is to improve a skill in an activity. Some “testing” opportunities may also be scheduled for students to demonstrate what they have learned. Skill level can range from beginner to advanced. An instructor/coach with proper qualifications is necessary so that participants may improve their skill level and learn proper techniques in a safe, structured environment.

Competitive: Club holds regular practices for the purpose of competition within a league/conference. Club schedules contests with other university/college sport clubs or sub-varsity programs in seasonal competition format. Club secures a qualified coach/instructor to ensure proper instruction, skill development, techniques and strategy for safe, effective play in competition. Participants may have a level of knowledge or experience prior to participating but clubs are open to novices. The instructor is someone who can improve the skills of the participants as well as ensure proper conditioning, techniques and strategy for safety and success. "Lead-up" skills are developed as well as specific guidelines for novice members.

Note: Some clubs are a combination of the above categories. For example, it is possible for a recreational club to compete. The primary difference lies in the mission of the club, the experience of the members, appropriate skill development by an instructor, as well as the different risks involved for a sport.

UNIQUE NATURE OF CLUB SPORTS/RECOGNITION AT DREXEL - What makes a club sport unique to other student organizations on campus? Below are some examples of the unique nature of a club sport:

- Physical nature of participation & risks of injuries.
- Necessity for proper skill level and physical conditioning to participate.
- Necessity for proper coaching/instruction.
- Consistency of practices/competition throughout the year.
- Travel related to activities.
- Interaction and competition with other universities and colleges.
- Adherence to affiliations and governing bodies.
- Operational requirements, such as facilities, equipment, as well as event management needs. This includes usage of external facilities, distance from campus for basic activities, and the need for documented inventory/maintenance of equipment.

These attributes lend to the interactive administrative requirements set by the Recreational Athletics Office for club recognition.

FREQUENTLY USED TERMS – Below are terms and abbreviations frequently used within the Club Sports Program that will help club leadership and participants understand and function better.

RAO – Recreational Athletics Office. Located in the first floor of the Recreation Center, located on 33rd & Market Streets.

SAFAC – Student Activity Fee Allocation Committee - SAFAC functions under the department of Student Life, and allocates funds to the student organizations (including the Club Sports program.)

OCA – Office of Campus Activities - OCA functions under the department of Student Life, and oversees student organizations and activities recognized by Drexel University.

17 Account – Annual allocation given to clubs based on fiscal year.

71 Account – Fundraising account for the clubs, which rolls over fiscal years.

Safety Officer(s) – Club representative that has received First Aid Orientation and Safety Protocol training through the RAO that is designated each year. Each club has at least 2 safety officers.

CSC – Club Sports Council; Comprised of Club Sport participants and functions as a governing body of the Club Sports program.

Executive Board (E-Board) – The elected officers serving and representing the Club Sports Council.

Annual Recognition – Each club is recognized on a fiscal year cycle (July 1 – June 30) pending paperwork is completed and submitted properly.

RLO - Residence Life Office. Clubs may use this office as an outlet for marketing and promotions.

DAC - Daskalakis Athletic Center. The DAC houses some recreational activities and provides facility space for teams to practice and meet in.

ROLES & RESPONSIBILITIES:

OFFICE OF CAMPUS ACTIVITIES (OCA) – works in collaboration with the Recreational Athletics Office to provide official recognition for clubs and to allocate funding through SAFAC to the Club Sports Council.

RECREATIONAL ATHLETICS OFFICE (CLUB SPORTS COORDINATOR) – serves as administrator of record keeping and paperwork, field/space reservations, and advisor to the Club Sports Council. The Coordinator is also in charge of club leadership development, and promotion of Club Sports program among the Drexel community.

CLUB SPORTS COUNCIL (CSC) – is comprised of club officers and/or members that will serve as representatives and leaders for all club sports participants. Each club will have one vote within the CSC, but all members are eligible to participate in meetings and discussions. The voting member for each club will be designated each term by each respective club.

The CSC will help to build cohesiveness among the Club Sports program by assisting in administering club teams, serve as a disciplinary hearing board, and represent club teams during the SAFAC funding hearings/requests. The CSC will elect an Executive Board to guide the Council's activities and work to ensure program goals and club goals are obtained. All members of the Executive Board are expected to serve a full academic cycle (Fall – Spring term), and elections will be held in late Spring term. The roles and responsibilities of the Executive Board include but are not limited to the following:

- *President:* liaison between Club Sport Coordinator and the CSC. Serve as chair of the disciplinary hearing board. Serve as administrator of the CSC members, and ambassador of all the club teams to the Drexel community.
- *Vice President:* works with Club Sport Coordinator to help develop and establish leadership training workshops. Assist with advisor communication and also serves as an ambassador of all club teams to the Drexel Community.
- *Secretary:* helps with the administration of paperwork, takes meeting minutes. Also assists with communication to advisors.
- *Treasurer:* serves as chair for the CSC budget hearings. Holds records for running CSC budget and represents the CSC during the OCA funding request process. Required to attend all SAFAC meetings.

- *Public Relations Chair:* works with clubs to develop Club Sports Program marketing and advertising pieces. Helps with website development and alumni relations.
- *Member at Large (2):* serve as voice for “general public” within the CSC, with full voting rights. Assists with general functions of the CSC and special event programming.

CLUB LEADERSHIP - The leadership of the club consists of the officers, coach/instructor and the faculty/staff advisor. The OCA requires that each club have a president and treasurer. In basic terms, the club sport officers are expected to take care of all needs of the club on and off of the field.

History has shown that successful clubs are those that take advantage of all available resources. They have strong student leadership, an active advisor, and active club members.

Club Sports officers are an extremely vital and important part of the success of clubs. The clubs are student administered, thus, clubs are dependent on the professionalism and leadership shown by officers, advisors, and coaches. Club Sport participants should have ample opportunities to take part in the administration and supervision of club activities. While the RAO will offer training and development opportunities, it is ultimately the duty of each officer to train and familiarize incoming officers of their duties and responsibilities to the club and the offices they hold. New club leaders/officers should be elected by the end of Winter term.

Officer Responsibilities (including but not limited to):

- Ensure club abides by university and department policies and procedures
- Maintaining the club's constitution and bylaws
- Establishing membership requirements
- Selecting and evaluating a club advisor, coach/instructor
- Properly scheduling opponents, events and facilities
- Development and administration of club finances
- Planning club meeting and practices
- Establishing and delegating the duties of the officers
- Ensure that all club members are eligible for participation
- Complete all required Club Sport and University forms
- Communicate with the Club Sport Coordinator and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Prepare and submit annual recognition forms for the OCA, budget requests and any other requested documents to the Club Sport Council/Coordinator
- Oversee generation of funds/fundraising
- Approve expenditures of funds in accordance with department and university policy
- Maintain accurate and itemized accounts of expenditures and deposits
- Make all travel arrangements

- Administer club meetings
- Maintain accurate club files (membership roster, inventory, etc.)
- Publicize club events
- Promote safety and sportsmanship
- Ensure two Safety Officers are trained and certified by the RAO
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Notify Club Sports Coordinator of any changes regarding club activities and leadership etc.
- Fulfill additional responsibilities as outlined by club constitution or bylaws, the Recreational Athletics Office & the Office of Campus Activities

COACHES & INSTRUCTORS - It is the club's responsibility to secure the services of a coach. The club members must select a coach who meets the specified requirement set forth by each club. However, the club officers have the right and obligation to protect the club and if the coach/instructor is not working in the best interest of the club. The coach/instructor should have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the club members, and be knowledgeable of the policies and procedures of the Club Sport Program. These individuals are to have necessary certifications, experience, and competencies for the sport. (Governing bodies may provide recommendations for specific guidelines).

Coach(s)/Instructor(s) must understand that Club Sports are directed and governed by students, therefore, he/she must acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group. Recommendations by the coach/instructor are encouraged and will be considered by the group; but ultimately the final decision rest on the club members, who will be held accountable.

All coaches and instructors must fill out Coach's Information Sheets and Agreements which are to be turned into the Club Sports Coordinator. All paid Coaches will be hired as Drexel University employees and will need to complete all necessary paperwork required by the Human Resources Department.

ADVISORS - Each recognized Club Sport must have at least one active advisor selected from the faculty, administration, or staff of Drexel University. The advisor is selected by members of the club and should be an individual who has a high interest level in the activity and has some expertise in the areas or respected by the club. The advisor is a vital link between the club and University, providing guidance and offering mature judgment and experience in program development. A Club Sports team may select the Club Sports Coordinator as their advisor if they so choose.

OPERATIONAL POLICIES & PROCEDURES:

The below policies are set by the Recreational Athletics Office (RAO) and serve as the guidelines each organization is to adhere to for annual recognition as a club sport at Drexel. IT IS RESPONSABILITY OF STUDENT ORGANIZATION LEADERSHIP TO ENSURE THESE POLICIES ARE UNDERSTOOD BY CLUB MEMBERSHIP.

1.) RISK MANAGEMENT POLICY:

- a. Participation in club sports is voluntary, and the students organize clubs based on their interests. Each individual participant should understand the risks involved with sports participation and participate within his or her physiological limitations.
- b. Drexel University disclaims all liability for loss, injury or other damage arising out of participation in recreational sports. All participants are to complete an *Assumption of Risk/Release of Liability Form* prior to participation as well as any other pre-participation information requested by RAO.
- c. Participation in sports can result in many injuries, including loss of life.
- d. Medical costs and the expense of an unforeseen accident or injury can seriously delay a student's academic career. It is recommended that participants consult a physician to determine physical ability to participate in a club sport.
- e. All students must have their own health insurance to be enrolled in the University. It is responsibility of each participant to verify their own insurance status and ensure they have appropriate coverage for all club related activities, including travel. Drexel University does not provide any accident, health, hospitalization insurance or the like for participants in recreational sports.

2.) SAFETY OFFICER TRAINING (Emergency Action Plan; CPR Training & First Aid Orientation):

- a. Two members of each club must complete training each recognition year (training is provided by RAO). These members are considered the club Safety Officers and it is understood by club leadership that at least one of these persons is on site during club activities-practice, games & the like.
- b. All coaches must complete this training.
- c. Training for students and coaches must be completed prior to club beginning practice.
- d. The Safety Officer(s), along with other club leaders, will also assist club in completing other safety requirements to be met by the club, including
 - i. Oversight of First Aid Kit.
 - ii. Completion of equipment inventory procedures.
 - iii. Development of written emergency procedures for the club.
 - iv. Adhering to safety guidelines/regulations set by governing bodies for the sport.
 - v. Development of written guidelines for safety of participants. Examples include facility inspections, instruction & development of novices, "lead-up skills" necessary to participate, coaching/instruction of the club, practice plans when coach/instructor not present, and required equipment such as mouth guards, appropriate footwear, etc.

- vi. Assist in ensuring attendance by the club at any educational/leadership development sessions conducted by RAO and OCA.

3.) FIRST AID KITS:

- a. A first aid kit is issued to each sport club.
- b. Kit must have inventory verified by END OF WEEK 2 FALL TERM.
- c. RAO will re-fill kit as necessary.
- d. Club is responsible to replace any lost kits.
- e. Kit must be on site for all club activities.

4.) INJURY, ACCIDENT, & INCIDENT REPORTING:

- a. ALL injuries, accidents or incidents related to club activities are required to be reported to the RAO and/or athletic trainer for club sports within one (1) business day. If trainer unavailable, report to RAO.
- b. Anything out of the ordinary must be purported immediately. Please refer to Drexel General Counsel Office for Confidentiality Reporting Procedures & Whistleblower Policy

5.) ATHLETE CLEARANCE POLICY:

- a. After injury has occurred, players MUST see Athletic Trainer for assessment
- b. According to assessment, player will be cleared by ATC (pending evaluation results and consultation with Drexel doctors)
- c. If player goes elsewhere for doctor's clearance, doctor's note and player must still be cleared by Drexel Sports Medicine Staff.
- d. Please refer to Pre-Participation Packet for more information.

6.) AFFILIATION / GOVERNING BOARD REQUIREMENTS:

- a. Participants must complete any insurance, physical fitness, equipment or competency requirements as mandated by respective affiliations, governing body, conferences or leagues.
- b. Club is to abide by safety standards, precautions and guidelines required by respective leagues, affiliations, governing bodies, conferences, etc. for practices and contests.

7.) EDUCATIONAL REQUIREMENTS:

- a. RAO will organize certain educational initiatives each academic year & attendance is required.
- b. Initiatives include- Safety Officer Training; Officer Transition Training; Hazing or Behavior Education Workshop; Travel Workshop, Budget Workshop, and others as needed.

8.) ADMINISTRATIVE FORMS – Below is a list of administrative forms and deadlines that clubs are responsible for maintaining within RAO. ALL FORMS LOCATED IN THE RECREATIONAL ATHLETICS OFFICE AND/OR THE CLUB SPORTS WEBSITE.

- a. RECOGNITION FORM & CONSTITUTION:
 - This is an online annual organization registration process completed through Drexel One (Dragon Link).
 - Due by end of week 2 fall term.
- b. ASSUMPTION OF RISK / RELEASE LIABILITY FORM:
 - To be completed by each participant each year prior to participation (on recognition cycle-July 1-June 30th).
 - All individuals must complete and club turn into RAO by next business day (8AM-5PM weekdays) after completion.
- c. PRE-PARTICIPATION PACKET:
 - All participants must complete a physical packet prior to participation each year (on recognition cycle - July 1-June 30th) and turn into RAO by next business day (8AM-5PM weekdays).
 - Packet includes
 - ✓ Signing this cover sheet
 - ✓ Emergency Contact & Insurance- FORM A
 - ✓ Concussion Acknowledgement- FORM B
 - ✓ HIPAA Authorization for the Release of Medical Information - FORM C
 - ✓ Club Sports Health Questionnaire- FORM D
 - ✓ Read Addendum
 - ✓ Pre-participation Physical Evaluation –FORM E
 - ✓ Assumption of Risk Form
 - ✓ Driver Agreement Form
 - ✓ Behavior Accountability Form
- d. BEHAVIOR ACCOUNTABILITY FORM
 - For all participants, coaches & instructors to sign.
 - No tolerance for gambling, drugs, alcohol, hazing, discrimination or harassment in club sports program
- e. DRIVER AGREEMENTS:
 - For members that will be driving personal and rental vehicles, due with Pre-Participation Packet; May also be turned in to accompany a *Travel Itinerary Form*
 - To be completed once per recognition year for each individual.
- f. TRAVEL ITINERARY FORM (along with driver agreements):
 - For any club related travel submitted two (2) days prior to travel.
- g. INJURY REPORTS:
 - Injuries must be communicated to the RAO and or Club Sports Athletic Trainer within one business day for documentation & follow-up.
- h. ACCIDENT / INCEDENT FORMS:
 - Due next business day after accident (such as car accident) or any incident.
 - An incident is any out of ordinary happening that needs to be addressed (i.e.-a fight or disturbance or an unsafe condition).
- i. GAME/EVENT & PRACTICE SCHEDULE REQUEST FORM:
 - Due by end of week 2 of the current term or immediately upon completion.

- Due to game management demands/funding set for some high risk sports such as rugby or ice hockey, RAO reserves right to approve or disapprove any games for lack of appropriate communication. Such an incident may result in suspension of recognition.
 - Any changes to the originally submitted form must be communicated to the RAO immediately.
 - j. GAME REPORT / RESULTS:
 - Must be in written form; email is acceptable. Include date, location, opponent(s) & result.
 - Due next business day after contest.
 - k. COACH / INSTRUCTOR AGREEMENT & INFORMATION FORMS:
 - Either Volunteer or Paid Coaching Agreements and Information forms are due with annual recognition form. Required each year for all coaches/instructors involved in club sports-paid or volunteer.
 - l. EQUIPMENT INVENTORY & MAINTENANCE RECORDS:
 - Due by end of week 10 fall term & week 10 spring term.
 - Record to list all equipment, location, condition, as well as document maintenance required and performed. Includes verification of equipment safety and that each student has appropriate equipment.
 - m. EMERGENCY ACTION PLAN / PREPARATION FORM:
 - Due by end of winter term.
 - Development of written guidelines for safety of participants. Examples include summary of affiliation guidelines/requirements, facility inspections, development of novices, “lead-up skills” necessary to participate, coaching / instruction of the club, practice plans when coach/instructor not present, and required equipment such as mouth guards, lifejackets, appropriate footwear, etc.
 - Will also include basic tips for handling emergencies while traveling and competing in away events.
 - Will include explanation of practices/contests in event coach or instructor is absent.
 - n. ANNUAL ALLOCATION BUDGET REQUEST FORMS:
 - Based on fiscal year, due Spring term.
 - Must present Annual Allocation Request before the CSC E-Board
 - o. ANNUAL/END OF YEAR REPORT:
 - Due by end of week 10 of spring term.
 - To be completed each spring to allow club leaders the chance to evaluate the coach and advisor of their organization, document the past year’s schedule and accomplishments, and include a financial summary for the year.
- 9.) MEETINGS** – The Recreational Athletics Office coordinates the following annual meetings for clubs to attend:
- a. SAFETY OFFICER TRAINING:
 - TWO members to complete once per year (Fall term).

- b. OFFICER TRANSITION TRAINING:
 - TWO (+) members must complete once per year (winter term).
- c. TEAM BUILDING & LEADERSHIP WORKSHOP (i.e.- Hazing Education):
 - TWO members must attend-once per year (fall, winter, or spring term).
- d. TRAVEL / EMERGENCY ACTION WORKSHOP:
 - TWO members must attend-once per year (fall and/or spring term).
- f. BUDGET WORKSHOP:
 - TWO members must attend-once per year (spring term).
- h. CLUB SPORTS COUNCIL:
 - TWO members must attend – open to all Club Sports participants (MONTHLY meeting).
 - Sample Agendas to be covered:
 - Fall:* General Info/Policy Review & Student Organization Officer Training (SOOT).
 - Winter:* General Info/Policy Review & SAFAC Training.
 - Spring:* General Info/Policy Review & Educational Training.
 - Summer:* General Info/Policy Review (one/term – Voluntary).

10.) ANNUAL CLUB RECOGNITION & MEMBERSHIP ELIGIBILITY – The recognition cycle is concurrent with the fiscal year – July 1st-June 30th. An organization must submit the annual recognition form and the current club constitution to the RAO by END OF SUMMER term.

- a. **RETURNING CLUB ELIGIBILITY:** To receive annual recognition, a returning sport club must be in “good standing” with both the RAO and OCA.
 - i. “Good Standing” is defined as :
 - Have demonstrated successful student leadership and administration of the club.
 - Clubs completed all administrative forms by stated deadlines required by the RAO.
 - Attend all required meetings for education and leadership development.
 - Adherence to any safety requirements by affiliations.
 - Meet all University policies and procedures within the spirit and intention of the rules.
- b. RAO reserves the right to suspend or terminate a club’s recognition status for failure to stay in good standing throughout the year based on the above criteria or any blatant disregard of a policy or “spirit” of policy which jeopardizes mission of sport club program.
- c. **MEMBERSHIP ELIGIBILITY:**
 - i. Club Sports are open to all currently and actively enrolled Drexel students regardless of race, religion, national origin, gender, sexual orientation, or ability.
 - ii. *Assumption of Risk/Release of Liability Form* is minimum requirement for any member prior to participation and turned into RAO by the next business day each recognition year (July-June). These forms comprise the approved roster of members for each club by the RAO.
 - iii. *Pre-Participation Packets* are required to be completed by all new members. Packet may vary each year due to new or revised policy.

- iv. **Drexel faculty/staff** are welcome to participate with permission of the club student leadership but may not utilize any funding or interfere with club administration.
- v. **Alumni & Members** are not eligible to participate with Club Sports.
- vi. Clubs are subject to all policies, regulations of respective leagues and governing bodies for eligibility or members (i.e.-academic requirements, graduate students, etc.).
- vii. **“Tryouts”**: While it is understood that many competitive clubs must develop a roster for competition-clubs are not permitted to “cut” participants. All activities must be open to all students and clubs must develop methodology to keep interest and sincere participants involved. There may be a roster “cap” set forth by the league governing body of which teams would need to adhere to accordingly.
- viii. **“Two-Week –New Member Policy”**

This is a general policy to support the coaches/instructors as well as novices in providing a fostering and developmental experience for clubs. It is evaluated on a per club basis and is meant as a guide.

The Recreational Athletics Office reserves right to restrict new membership in any club to a two week period each term.

For example, if a club is active at term’s start, no new members may be accepted after week 2 of that term. If club is not active at term’s start, leadership must communicate official start time of club activity-including captain’s practice- and the 2-week recruiting period begins at that time. This policy will be evaluated by the Director of Recreational Athletics, the certified Club Sports Athletic Trainer, the Club Coach/Instructor and Club Student Leadership of each club for each year.

11.) NEW CLUB RECOGNITION POLICY:

The process for the addition of new club sports to the Club Sports Program.

- a. Submission of written proposal due by January 1st to the Director of Recreational Athletics. Contact with the Director prior to submission of the proposal is required.

The proposal must include:

- i. a statement regarding the proposed club’s athletic and competitive nature
- ii. the club’s affiliating national or regional governing body
- iii. expected budget, expected income, operating costs and possible ways to generate revenue
- iv. space/facility required and how often it would be needed
- v. average number of members
- vi. the club’s officer board (President, VP, Treasurer, etc.)
- vii. functional history, why the club wants to become a club sport, and what benefits are they going to offer the Club Sports Program and Drexel University
- viii. any local, regional, or national competitions the team plans to attend

12.) CLUB SPORTS POINT SYSTEM

- a.** To manage all of the requirements of the Club Sports Program, a Point System has been created to help measure team compliance to the program requirements and to ensure proper recognition and funding status of every club.
- b.** Every required document and/or meeting/task has been assigned a numeric value. The team's completion of this task will determine the numeric value they earn. For example, each CSC meeting is worth 2 points - if 2 members attend, the team receives 2 points for that meeting. If 1 member attends, the team receives 1 point, and if no members attend they receive 0 points.
- c.** Each team's total possible points may vary according to the requirements of their specific sport. At the end of the year, the points are tallied and the club's compliance status will affect their funding and recognition status.
- d.** All records for the Club Sports Point System are kept by the Director of Rec Athletics.
- e.** BONUS POINT SYSTEM:
 - The bonus point system will be used to determine how many bonus points a club will earn towards the Point System.
 - Clubs will be given several opportunities to earn bonus points by attending/participating in special events that are determined to be worth bonus points.
 - Clubs will then be ranked against each other in a tier system (same breakdown as in the Points System).
 - Based on the tier system a percentage value will be awarded to the clubs to be added to their standings in the Points System

13.) EQUIPMENT

- a.** Each club is required to keep an Equipment Inventory Record on file in the RAO. This record is to be updated and signed by the club President, Coach, and Safety Officer and turned in with the Annual Allocation Request form during Spring Term.
- b.** This record is to list all club equipment and quantity, location, condition, as well as document maintenance, registration information and the like. Purchase date, costs & other info also required on record.
- c.** Record to include listing of all equipment needed for the sport and affiliation rules and regulations.
- d.** Record includes verification by club leadership that equipment utilized meets safety guidelines for that particular sport and that each student utilizes appropriate equipment (including personal).
- e.** All equipment purchased by club "17" account funding or reserve funding is property of the University.
- f.** As funding issues are coordinated by Office of Campus Activities. The Director of Rec Athletics will work with OCA to review all equipment purchases with institutional funds.
- g.** Director of Rec Athletics reserves right to approve/disapprove of any equipment purchases with University funds ("17" account, reserve funding).

- h. "Safety Officer" from the club is the liaison between club and RAO to review equipment records bi-annually. The Safety Officer will assist with inspection, inventory and appropriate documentation (maintenance, regulations, etc).
- i. RAO can provide storage space as feasible for equipment purchased by the club with University funding.

14.) TRAVEL:

The following policies and procedures must be followed if a club sport wishes to travel for a team function:

- a. Travel itinerary must be submitted to the Recreational Athletics Office at least two (2) days prior to travel. Failure to submit itinerary may result in the denial of reimbursement for travel expenses.
- b. Charter buses or Drexel Transportation are recommended for team travel. A club sport may decide such travel is not feasible for a particular reason & may choose to utilize personal vehicles or rental vehicles. In such cases it is imperative that individuals driving are aware of travel policies and have Driver Agreements on file.
- c. If personal vehicles or rental vehicles are being used, *Driver Agreement Forms* must be attached to the itinerary or on file in the RAO.
- d. Once a Driver Agreement is completed, it is valid for the year.
- e. A designated person must have a mobile phone during trip and the person/mobile number designated on travel itinerary form.
- f. If rental vehicles are utilized, the rental agreement must be under individual's name and NOT Drexel University. The individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
- g. When renting a vehicle, clubs should purchase all available insurance for example- Collision (physical damage of rental), Comprehensive (theft of rental) and Liability (damage to other vehicle or individual). It is club's responsibility to ensure proper insurance is purchased. *Please be advised that most rental agencies will void insurance coverage if an unauthorized person(s) drives the rental vehicle.
- h. Rental vehicles are subject to local, state and agency laws and regulations.
- i. If personal vehicles are used, driver must have valid driver's license and valid insurance for vehicle. It is the clubs responsibility to ensure that any driver is a legal driver with appropriate insurance.
- j. Fifteen (15) passenger vans are not permitted by any individual, organization or unit of Drexel University.
- k. Drexel University does NOT provide any insurance for personal vehicles or rental vehicles. It is responsibility of the driver(s) to ensure that sufficient insurance is in place. In the event no insurance is purchased, is inadequate or coverage has been voided due to a breach in the rental agreement, driver(s) may be held personally liable for any resulting claims for damages or injuries.
- l. *Seat belts are required at ALL times.* It is the responsibility of the club members traveling to ensure passengers and drivers wear seat belts.
- m. For all club related travel- ONLY club members, coaches and/or club advisor are to be traveling with the club. This includes when Drexel buses or charter buses are utilized.

- n. Other safety recommendations for travel, which are the responsibility of the club members to enforce:
 - i. No driving between 12AM-6AM.
 - ii. Call ahead -coming & going- to check on weather; make safe decision regarding travel.
 - iii. Take rests and/or change drivers every three hours.
 - iv. Have someone sit with driver to help stay alert.

15.) FUNDING

**** REFER TO CLUB SPORTS FUNDING POLICIES & PROCEDURES MANUAL. ****

16.) CONDUCT & SANCTIONING

- a. Drexel Athletics is committed to environment free of harassment, discrimination and hostility with its Club Sports Program. An environment of respect and development is expected at all times.
- b. Any behavior counter-productive to respect and positive development will not be tolerated.
- c. Students, coaches, instructors subject to all Drexel University policies and code of conduct set forth by the Athletic Department, the Office of Student Conduct & Community Standards, Drexel Human Resources, the Office of Equality & Diversity, Drexel Public Safety, General Counsel or any other applicable University Office.
- d. All participants, coaches & instructors must sign the BEHAVIOR ACCOUNTABILITY FORM each recognition year.
- e. Gambling, hazing, harassment, discrimination, alcohol, drugs are prohibited from any club sports activity on and off the field and includes travel, lodging, practices and competitions related to club sports.
- f. When an individual competes in any club event, he/she indicates an understanding and agreement to represent their club and the University in a manner that does not detract from the reputation of the University.
- g. Student, coaches, instructors and advisors are expected to display the highest level of behavior and integrity during club activities.
- h. All individuals expected to abide by the rules, regulations and laws of all corresponding agencies.
- i. There shall be NO ALCOHOL & NO DRUGS permitted during any club activity, regardless of age, role, and/or status among the team.
- j. Any violations of University policy or any detrimental behavior by any club individuals (including coaches/instructors) will be reported to the appropriate University Office and subject to sanctioning, individual and/or program penalties.
- k. The Director of Recreational Athletics reserves the right (in consultation with necessary University Offices and the Club Sports Council) to sanction an individual and/or club as warranted for behavior or actions by individuals or the club during any related club activity. Sanctioning may include suspension or expulsion of an individual, suspension or activity and/or suspension or termination of a club's recognized status.

- I. In the event of an appeal, the Club Sports Council will form an Ad-hoc Club Sports Disciplinary Appeal Committee (of 7 people) to review the case and make a recommendation to the Recreational Athletics Office. The Director of Recreational Athletics reserves the right to overturn any decision made by this committee.

17.) CONTRACTS / BANQUETS

- a. No club participant, advisor, coach or instructor may sign a contract, facility usage agreement, game contract or the like on behalf of Drexel University. All agreements and contracts are to be turned into to the Recreational Athletics Office to coordinate review and approval with appropriate University office (the General Counsel Office, Office of Campus Activities, etc.).
- b. Club banquets, end of year dinners and any off campus non-competition events must be reported to the Director of Recreational Athletics prior to the event and must be approved by the Office of Campus Activities per the University policies related to off campus events.

18.) LOGOS / IDENTITY

- a. Only official Drexel University logos and word-marks may be utilized on all uniforms or any other team promotional piece that will represent Drexel University. RAO can provide a club or vendor with approved logos.

19.) FACILITY SCHEDULING

- a. Clubs may request usage of University facilities for practice, meetings or competition by filling out the *Game/Practice Request Form* and submitted to the Club Sports Office.
- b. Clubs are subject to any costs affiliated with an event, including supervisory staff, security, maintenance, rental, or other.
- c. Due to facility constraints at Drexel, practice slots will range between 1-3 hours, 1-3 days per week maximum.
- d. Club sport requests will be considered along with varsity, intramural and campus needs; priority scheduling depends on facility needed.

20.) PROGRAM FORMS AND UPDATES

- a. All necessary forms that are required to be completed by club teams will be posted on the Club Sports website: **www.drexel.edu/recathletics**. This website should also serve as an information outlet for Club Sports information for the University, and Club members.
- b. The following forms will be sent out via email or posted on the website for club leadership to access:

- | | |
|--|--------------------------------|
| – Accident/Incident Report | – Behavior Accountability Form |
| – Annual/End of Year Report | – Coach Information Form |
| – Application for a New Club | – Concussion Awareness Form |
| – Assumption of Risk/Release of Liability Form | – Driver Agreement Form |

- Emergency Preparation Form
- Equipment Inventory Record
- Event/Practice Schedule Request Form
- Game/Event Report
- Independent Contractor Agrmnt
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Club Sports Council Financial Policies & Procedures Manual

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Introduction

The Club Sports Council (CSC), in collaboration with the Student Activity Fee Allocation Committee (SAFAC), has set forth policies and procedures written in this manual to be used as a guideline tool for all Club Sports funding operations. It is important to remember that Student Activity Fee Allocations is a *subsidized* funding source for all student organizations at Drexel University. The aim is to provide student organizations with enough funding to function as a club, and possibly to fund over just the operational costs.

All existing club sports teams will apply for funding from the Club Sports Council (headed by the CSC Executive Board). Each team's request will be compiled with other teams' requests as well as Club Sports Program line items. The combined budget requests will then be presented to SAFAC by the CSC E-Board for a total Club Sports Program budget allocation. The allocation will then be divided accordingly among Club Sports teams by the CSC E-Board and Club Sports Coordinator.

The following policies and procedures have been set forth to ensure fair and consistent funding decisions of Club Sports teams. The policies are subject to change by the Drexel Department of Athletics as well as SAFAC.

Fiscal Year

The fiscal year of the Drexel University Club Sports Council and Student Activity Fee Allocation Committee (SAFAC) is the same as Drexel University's Institutional fiscal year [July 1 to June 30].

SAFAC (17) Account Funding

All transactions related to SAFAC funding will occur through an organization's 17-SAFAC Account. This is one of two accounts created for all student organizations. The account will consist of a six digit fund number and a four digit org number

Fund Org
Example: 170252 - 3554

The following information under the SAFAC Funding section of this policies and procedures manual will apply only to an organization's 17-SAFAC account.

At the end of the fiscal year any unused money in an organization's 17-SAFAC account will roll back into SAFAC for redistribution.

Student organizations **must** be fully recognized in the fiscal year in which they wish to access their funds. Any organization not fully recognized will be unable to access their account until full recognition is complete.

Note: The Club Sports Coordinator, Sr. Associate Athletic Director of Athletics - Recreation, Club Sports Executive Board President and Treasurer, SAFAC Advisor, and Assistant Dean for Campus Engagement reserves the right to deny any purchase request or reimbursement from this account which may violate SAFAC policies, Drexel Institutional policies, state and/or federal laws.

I. Annual Allocations

Annual Allocations is the process by which student organizations submit a fiscal year operational budget by the designated deadline to receive a portion of the available Student Activity Fee funds. These monies are used to fund club activities (primarily local/regional), equipment, capital expenditures, and events open to all registered students at Drexel University.

Club Sports – All Club Sports will apply for funding through the Club Sports Council which is overseen by the Office of Recreational Athletics. No Club Sports teams will be eligible to apply directly to SAFAC for Annual Allocations.

A. Eligibility

The following criteria must be met in order to receive an Annual Allocation or Appeals Funding:

1. Recognized by the Office of Campus Activities and Club Sports Council by February 28 of the year applications are due;
2. Student organization has a membership that is made up of currently enrolled Drexel University students;
3. Student organization must its President and Treasurer attend an Annual Allocation Information Session to apply for annual allocations for the upcoming fiscal year;

4. Student organization President, Treasurer and Advisor listed on the Annual Allocation Request Form must be consistent with the Student Organization recognition paperwork on file with the Club Sports Coordinator.

All organizations are able to apply for SAFAC Annual Allocations as long as all eligibility requirements are met. Failure to meet eligibility requirements before the designated due date will remove a student organization from SAFAC Annual Allocations consideration.

B. Annual Allocations Process

- i. **Budget Workshop**

Each Club Sport will be required to have both the President and Treasurer of their Team participate in an Annual Club Sports Budget Workshop.

- ii. **Budget Proposals**

Each Club Sport will complete a Budget Proposal and attend a scheduled budget hearing to discuss its requested budget.

Note: Some funding limits may apply. Please attend the CSC Budget Workshop for details relating to all funding limits.

- iii. **CSC E-Board Review**

The CSC E-Board will review all Club Sports budget requests and make all funding decisions for fiscal year applications.

Each club sport will schedule a Budget Proposal Hearing with the CSC E-Board during the review week. Teams will sign up at the Budget Workshop, or through the Club Sports Coordinator.

Upon review of each Budget Proposal, the CSC E-Board will take into account all forms AND the clubs "good standing" within the Club Sports Program (ex. If the club has/has not completed all required paperwork, attended trainings/meetings, etc.). The review of the clubs' "good standing" within the Club Sports Program may have an effect on the overall budget allocation process.

- iv. **Annual Allocation Distribution Letter**

The Club Sports Council will receive a SAFAC letter detailing all funding decisions made by SAFAC.

The CSC E-Board will then distribute the SAFAC allocations among clubs and inform them of their allocation total via letter.

- v. **SAFAC Allocations Distributed**

All awarded SAFAC allocations will be deposited into the organizations 17-SAFAC account by August 1 of each fiscal year.

II. Club Sports Council Allocation Appeals

Club Sports are INELIGIBLE to appeal through SAFAC. Any funding appeals will need to be brought to the Club Sports Council. CSC Appeals is the process by which students apply for initial funding or additional funding after Annual Allocations have been completed. Any excess money after Annual Allocations is moved to the Appeals Process and will vary from year to year. However, in the interest of maximizing funds available for clubs, it can be expected that there will be VERY LITTLE appeals money given out.

A. Grounds for Appeals

Appeals are for any organizations which believe that the outcome of their allocation does not fairly reflect their budget request AND their club's completion of Club Sports requirements during the previous fiscal year.

B. Appeals Process

- i. **Appeals Applications**

Appeals, accurately and effectively describing the nature and grounds for your appeal must be submitted no later than the last Friday of the month of July.

ii. CSC E-Board Committee Review

The CSC E-Board will review all requests.

iii. CSC Appeals Letter Distribution

Club Sports will receive their CSC Appeals Letter detailing all Appeals funding decisions made by the CSC E-Board.

III. Reserve Funding

SAFAC Reserve funding is not available to Club Sports. The Club Sports Council, in an effort to maximize usable funds for all teams, may have limited, if at all, funds available for reserve funding.

A. Club Sports Reserve Funding Process

Existing Club Sports teams may apply for CSC Reserve Funding for **UNFORESEEN EXPENSES AND TOURNAMENT QUALIFICATIONS ONLY**. The Club Sports Reserve Funding Process will follow the same guidelines as the SAFAC Reserve Funding Process with the following exceptions:

1. CSC Reserve Funding Proposals will be submitted to the Club Sports Coordinator.
2. Appointments for CSC Reserve Funding Proposals will be made with the Club Sports Coordinator and CSC E-Board.
3. All CSC Reserve Funding Request Hearings will be reviewed by the CSC E-Board and Club Sports Coordinator.

IV. Club Sports Line Item Funding

A. Club Sports Program Line Items

The Club Sports Program/Council funds products and services which are essential to the functioning of Club Sports. Line items are deducted from the Student Activity Fee Allocation before allocations are made to the Club Sports teams. Line item funding may include but is not limited to:

1. Club Sports Athletic Trainers
2. Field maintenance fees and supplies
3. First Aid/CPR trainings and Safety equipment
4. NIRSA Catastrophic Insurance
5. Ambulance services

VI. Financial Policies

A. Club Sports Financial Policies

1. Each Club Sports team will need to have the approval of the Office of Recreation for all purchase requests or reimbursements. In addition, **ALL REQUESTS** must be brought directly to the Club Sports Office for approval and processing.
2. Any general equipment necessary for basic execution of a Club Sport activity may be purchased with SAFAC (17) Account funding (balls, discs, pucks, cones, etc.).
3. Competition uniforms/jerseys/capital expenses may only be funded on a 3 year basis.
4. Individual athletic apparel including footwear, skates, warm-ups, swimsuits and practice gear will not be funded.
5. SAFAC (17) Account funds may be used for *LOCAL AND REGIONAL EVENTS/COMPETITIONS ONLY*. Requests for outside competitions/travel may be reviewed on a case by case basis by the Club Sports Coordinator or Club Sports E-board.
6. Gas, car rentals, and buses will NOT be reimbursed out of the 17 account (CAN be reimbursed out of the 71 account).

7. Coaching expenses can be paid for by SAFAC funds but for salaries exceeding \$4000, the excess must be funded via alternate means.

Note: Policies may be adjusted or created throughout the fiscal year. Should this occur, student organizations will receive official notification of any policy changes, updates or newly created policies via e-mail.

Team (71) Account

The Team (71) Account is the second of two accounts created for student organizations. This account will consist of a six digit fund number and a four digit org number:

Fund Org

Example: 710254 – 3526

The policies and procedures which guide the use of the SAFAC (17) Account do not apply to an organization's Team (71) Account. Student organizations can utilize money in this account to pay for any expense which does not violate Drexel Institutional Policies, State and/or Federal laws.

Student organizations do not lose any money in this account. At the close of the fiscal year the ending balance of the Tea (71) Account will be the beginning balance in the next fiscal year.

Student organizations **must** be fully recognized in the fiscal year in which they wish to access their funds. Any organization not fully recognized will be unable to access their account until full recognition is complete.

Note: The Club Sports Coordinator, Associate Athletic Director of Athletics - Recreation, and/or the Assistant Dean for Campus Engagement reserves the right to deny any purchase request or reimbursement from this account which may violate Drexel Institutional policies, state and/or federal laws.

Fundraising

Because SAFAC funding is viewed as a subsidized funding source, it can be **expected** that each team will need to do some form of fundraising. Fundraising opportunities and ideas can be found in the Fundraising Resource Guide on the Drexel Office of Campus Activities website, or directly at:

<http://www.drexel.edu/studentlife/oca/downloads/Master%20Fundraising%20Planning%20Document%20-%20Updated%20January04%202007.pdf>.

Debt

Student organizations go into debt when their yearly purchases exceed actual available money in either their SAFAC (17) or Team (71) accounts.

I. 17-SAFAC Account Debt Process

1. Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their 17-SAFAC Account.
2. Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.
3. Should a student organization have sufficient funds in their Team (71) account, SAFAC will transfer the amount owed from Team (71) account to the SAFAC (17) account.
4. Should a student organization have in-sufficient funds in their Team (71) account, the group will be sent notification via e-mail to meet with the SAFAC Advisor to set up a payment plan and be placed on interim recognition suspension.

Note: Student organizations will no longer be able to apply a previous year's fiscal SAFAC (17) debt to their next fiscal year's SAFAC Allocation.

5. Once the debt is paid in full the organization will be removed from interim recognition suspension and be able to operate at full recognition ability. Failure to repay the debt will keep your organization on recognition suspension until the debt is paid.

II. Team (71) Account Debt Process

1. Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their Team (71) Account.
2. Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.
3. Student organizations will be sent notification via e-mail to meet with the SAFAC Advisor to set up a payment plan and be placed on interim recognition suspension.

Note: SAFAC (17) money cannot be used to cover Team (71) debt.

4. Once the debt is paid in full the organization will be removed from interim recognition suspension and be able to operate at full recognition ability. Failure to repay the debt will keep your organization on recognition suspension until the debt is paid.

Note: The Office of Campus Activities may withdraw an organization's recognition should it be unable to make restitution for its debt.

Deposits

Any money earned through fundraising, donations, or dues belongs to the organization at Drexel University. All income must be deposited the Team (71) Account.

I. Team (71) Deposits

Student organizations will deposit all dues and donations into their Team (71) account.

II. Deposit Process

1. Student organizations will complete the Student Organization Deposit Form.
2. The student organization must submit the deposit form along with all checks, cash, and/or money orders to the Club Sports office. They may receive a receipt of deposit upon request.
3. All deposits will be made by the Friday of each week. It can take 7 or more business days for all deposits to clear a student organizations account.

Note: Student organizations are NOT allowed to have an off-campus bank account.

Purchasing

Student organizations have three options in accessing their SAFAC (17) and Team (71) funds:

1. Students can request to have purchases made a University credit card.
2. Students can request to have a check processed from their accounts and mailed to pay for merchandise or services.
3. Students can pay for the products and get reimbursed from their accounts.

Club Sports – All purchase requests and reimbursements from club sports must be **SIGNED AND APPROVED** by the Office of Recreation before they can be processed.

Note: The Club Sports Coordinator, Associate Athletic Director - Recreation, and The Assistant Dean for Campus Engagement reserves the right to change and update all policies and procedures regarding purchasing throughout the fiscal year.

I. Cash Reimbursements

Students who choose to pay for merchandise or services and use cash up to \$100.00 can be reimbursed cash.

A. Cash Reimbursement Process

1. **Students must complete a Cash Request Form and include proof of purchase (original receipt)**
2. The form must be signed by the President and/or the Treasurer.
3. The completed Student Organization Purchase Form must be submitted to the Club Sports office.
4. Students will receive notification to pick up their completed and signed Cash Reimbursement Form.
5. Students will need to take the completed Cash Reimbursement Form to the Cashier's Office and will receive their cash on hand.

Club Sports – All purchase requests and reimbursements from club sports must be **SIGNED AND APPROVED** by the Office of Recreation before they can be processed.

II. Check Requests

Check Requests are used to reimburse students for purchases made with credit or debit card or cash over \$100.00. Check Requests are also used to pay for merchandise and services where credit card is not accepted and students do not want to pay out-of-pocket.

A. Check Request Process

1. **Students must complete a "Check Request Form" and include an original receipt, map and mileage rate for gas reimbursement, or invoice for services or goods rendered. Checks cannot be issued for events or services to occur in the future.**
2. The form must be signed by the President and/or Treasurer.
3. The completed Student organization Purchase Form must be submitted to the Club Sports office along with all necessary documentation:
 - a. Original Receipts with accompanying credit/debit statement if credit or debit card used [receipts should be taped to a sheet of blank paper 1-sided]
 - b. Invoices [Accounts Payable does not accept statements]
 - c. W-2 and Invoice (for referees)
 - d. Copies of cashed checks. If a payment was made with a check, a copy of the front and back of the **cashed** check is required by Accounts Payable. Online bank print-outs are acceptable.
 - e. OCA completed signed contract
 - f. Hotel folios to get reimbursed lodging
 - g. Rental Car contracts to get reimbursed for rental vehicle usage.
4. The Club Sports office will process the request and submit to the SAFAC Advisor, who will complete the check request within 5 business days after receipt. The completed request will be sent to Accounts Payable located in 3201 Arch St.
5. Accounts Payable will cut a check within 7-10 business days after receiving the request. The check will take an additional 5-7 business days to receive in the mail.

Note: If a check is not received within 4-6 weeks, Accounts Payable should be contacted and informed (215.895.2840).

Note: For CLUB SPORTS WHICH NEED TO PAY REFEREES, requests must be submitted to pay the referee(s) directly. Drexel University CANNOT reimburse students who pay for referees out-of-pocket due to tax liability issues. Accounts Payable will accept invoices and W-2 forms and send checks directly to the address listed on their W-2.

*Note: Please be sure that when completing a Purchase Form for reimbursement purposes to supply your **home address**.*

III. Purchase Order

The SAFAC Advisor has a credit card which is used to purchase services, travel arrangements, and merchandise for student organizations. It is highly recommended student organizations take advantage of this resource to limit the amount of out-of-pocket expenses students cover.

A. Purchase Order Process

1. **Students must complete a "Club Sports Purchase Form".**
2. The form must be signed by the President and/or Treasurer. [Purchases over \$500 require Advisor signature].
3. The completed Student organization Purchase Form must be submitted to the SAFAC Advisor in GSDC room 32"A" along with all necessary documentation:
 - a. Quotes
 - b. Statements
 - c. Invoices
 - d. Online Printouts
 - e. Log-in Information for Registration Sites
4. The SAFAC Advisor will process the order and payment within 1-2 business days after receipt.
5. All merchandise will be shipped to your organizations' name at the Office of Campus Activities.

Note: There is a \$2,500 per purchase limit. If your order exceeds \$2,500 it will take an additional 1-3 business days to process.

Note: Any order between \$2,500 - \$4,999 will require one additional competition quote. Any order over \$5,000 will require two additional competition quotes. Failure to submit competition quotes along with your order will cause your order to be unprocessed.

Club Sports – All purchase requests and reimbursements from club sports must be SIGNED AND APPROVED by the Office of Recreation before they can be processed.

IV. Unprocessed Orders

If a cash reimbursement, a check request, or a purchase order cannot be processed the student organization will receive an email with an attached cover sheet and a copy of their request detailing why it cannot be processed.

Common Reasons:

1. Missing documentation
2. Accounts Payable Requests More Information
3. Errors on original submitted paperwork

Once an unprocessed request email is sent, the request will be placed in a holding folder until the organization supplies the information requested in the cover letter.

Reporting Violation of Policies

Any student wishing to report the misuse of SAFAC funding or a violation of university policies can do so by sending notification to safac@drexel.edu for SAFAC funding policies or to askOCA@drexel.edu for university policy violations.



Emergency Action Plan

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**Drexel University Athletics
Recreational Athletics Office
Club Sports Program**

Accident/Incident Report

This report will be utilized to document any accidents, problems, conflicts or incidents related to the activities involved in club sports.

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Nature of Incident:

___ Fight ___ Vehicle Accident ___ Disturbance

___ Missing Item or Theft ___ Other _____

Activity at time of incident: _____

Please describe nature of incident, accident, problem or concern:

Name(s) of individuals involved in incident, include contact information- phone, email address, as well as Status (ie- student, faculty, staff, alumni or other)

Was a Polie Report Taken? ___ Yes ___ No

Do you have copy? ___ Yes ___ No

Was Drexel Public Safety involved? ___ Yes ___ No If yes, name of officer: _____

Action taken by Public Safety & list any other pertinent information:

For use of Recreational Athletics Office:

Date form completed: _____ Time: _____

Report completed by: _____ Phone: _____

Incident Witnesses: _____ Phone: _____

_____ Phone: _____

Report Reviewed by: _____ Date: _____

Follow up Notes:

DREXEL CLUB SPORTS PROGRAM

ANNUAL REPORT FORM

Please discuss this report with your club & receive as much feedback as possible from club members.

NAME OF CLUB:

	Fall	Winter	Spring	<u>Summer</u>
Club Officers				
President				
Vice-president				
Secretary				
Treasurer				
Advisor				
Coach				
Instructor				
Captain				

What is the total club membership? _____ Men _____ Women _____

What are club dues (per term)for each member? _____

What was this year's total budget? _____

What is next year's projected budget? _____

What percentage funding this year was SAFAC allocated vs. Fundraising? _____

What facilities did the club use on a regular or part-time basis? _____

When were practice times? _____

When and where did the club meet other than for practice or games (i.e., business meeting)? _____

How many competitive events were held against other _____

Summarize club travel- ie-quantity of trips, vehicles utilized, lodging, dining, etc.

What was the average personal expenditure for each club member not paid by the club? _____
(include travel, equipment or personal fees used by members; please be specific)

Travel _____

Equipment _____

Entry fees _____

Other:

List any noteworthy accomplishments or awards received by the club. _____

Please provide a written summary of club activities for the past year.

Briefly state the club's goals and objectives for the coming year. _____

List recommendations for improving club internal operations. _____

Please provide a written evaluation of your club coach or instructor.

Please provide a written evaluation of your club advisor.

List recommendations for improving assistance to the club by the Rec Sports Office. _____

Report submitted by: _____

Date: _____

Position: _____

President's Signature: _____

Treasurer's Signature: _____

Vice President's Signature: _____

Secretary's Signature: _____

Captain's Signature: _____

Drexel University – Non-Academic/Academic Programs

Informed Consent, Assumption of Risk and Release of Liability Form

IMPORTANT – READ ENTIRE FORM BEFORE SIGNING

Participant Name: _____ ☐ Male ☐ Female
 Name of Club Sport: _____
 Phone: _____ Email: _____
 Address of Participant or Parent/Guardian (if Participant is under 18): _____
☐ Drexel Undergraduate Student (class year _____) ☐ Drexel Faculty/Staff
☐ Drexel Graduate Student ☐ Other _____
 Program Date (s): _____

Drexel University and its trustees, officers, employees, volunteers, students, and participating organizations, agents and assigns are collectively referred to herein as “Drexel”.

I understand that this Program is completely voluntary, and I freely choose to participate in this Program. I understand that Program activities will include, but are not limited to practices, competitions, training, traveling, lodging, and meetings.

I understand that participation in the Program exposes me to risks, including, but not limited to temporary or permanent muscle soreness, tendonitis, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, head, neck or spinal injuries, loss of arms and/or legs, eye damage, disfigurement or even death.

CONSENT TO PARTICIPATE

I recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur as a result of my participation in the Program that cannot be specifically listed. I acknowledge that I am responsible for making sure that my health is adequate to participate in the activities involved in the Program.

I agree that participating in any activity is an acceptance of some risk of injury. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need for the Program and to provide what I will need. I agree that I must have my own health insurance and that I am responsible for the cost of any medical treatment required during the Program. I agree to fully comply with applicable laws, policies, rules, regulations, Drexel’s Student Code of Conduct, and any supervisor’s instructions or posted warnings regarding participation in this Program. I agree to stop and seek assistance if I do not believe I can safely participate or continue in any activity. I agree to wear or use proper protection or gear as dictated by the activity. I will not wear or use or do any thing that would pose a hazard to myself or others, including using or ingesting any substance which could pose a hazard to me or others. I agree that if I do not act in accordance with this agreement I may not be permitted to continue to participate in the Program.

I understand that Drexel is not an agent of, and has no responsibility for, any third party including without limitation any entity which may provide any services including food, lodging, travel, or any equipment associated with the Program.

Despite precautions, accidents and injuries can occur. I understand that travel and other activities connected with the Program may be potentially dangerous and that I may be injured and/or lose or damage personal property, or suffer financial loss, as a result of participation in the Program. Therefore, for myself, **I ASSUME ALL RISKS RELATED TO THE ACTIVITIES**, including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including but not limited to bodily injury of any nature whether severe or not which may occur as a result of or arising from: participating in an activity or contact with persons or physical surroundings, including animals, insects or plants; travel by air, car, bus, subway or any other means; illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Loss or injury as a result of a crime or criminal act, terrorism, war, civil unrest, riot, detention by a foreign government, arrest or other act of any government or authority including, without limitation, any loss resulting from the cancellation or delay of the Program.
- Exposure to chemicals, hazardous materials or other potentially harmful substances or animals in research facilities or laboratories.
- Theft or loss of my personal property during the Program.
- Loss or injury as a result of natural disaster or other disturbances.

Drexel University – Non-Academic/Academic Programs

Informed Consent, Assumption of Risk and Release of Liability Form

I further acknowledge that the above list is not inclusive of all possible risks associated with the Program and that I am aware of the risks involved whether described or not. I further understand that participating in the Program is an acceptance of risk of injury, death or financial loss.

MEDICAL TREATMENT AUTHORIZATION

I authorize and give my consent to Drexel to act on my behalf, or on behalf of my child (who is under 18), in any medical emergency, including, if necessary, emergency medical treatment and admission to an accredited hospital or emergency care center. I understand and acknowledge that Drexel does not provide health and accident insurance for the Program participants, and I agree to be financially responsible for any medical bills incurred as a result of medical treatment rendered to me (or to my child).

For residential programs only: Meningococcal disease is a rare, but potentially fatal, bacterial infection, and research has shown that persons residing in dormitories appear to be at higher risk for the disease. A meningococcal vaccine is available that provides protection against the most common strains of the disease. I understand the risks of meningococcal disease as well as the benefits of immunization. I also understand that there may be participants in the Program that have not been immunized.

Emergency Contact Name: _____ **Phone #:** _____

PHOTO RELEASE

I grant permission for me/my child to be photographed and/or recorded on audio tape, video tape or film, while participating in the Program, for promotional and educational purposes of Drexel University.

(Check one) ☐ Yes ☐ No

RELEASE OF LIABILITY

In consideration of Drexel providing me the opportunity to participate in this Program, I voluntarily remise, release and forever discharge Drexel, its affiliated entities, successors, assigns, trustees, officers, students, employees and agents from any and all personal injuries, damages, losses, claims, causes of action, or lawsuits of any kind (a "Loss") whatsoever arising out of or in any way relating to my participation in the Program, including, without limitation, a Loss resulting in whole or in part from the negligence of Drexel or its affiliated entities, trustees, officers, agents, faculty, staff or students.

My signature below indicates that I have read, understood, and freely signed this document. I understand that I have given up important rights by signing this document. This document is made in sole consideration of Drexel supporting my participation in the Program and my use of facilities, equipment, or services associated with the Program. This document shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, and I consent to the jurisdiction of said state.

Signature: _____ Date: _____

(If participant is under 18 years of age, a parent or legal guardian MUST sign this document - see below)

PARENTAL CONSENT (must be signed if Participant is under 18 years of age)

I am the parent or legal guardian of the individual identified at the beginning of this document who will participate in the Program. I acknowledge that my child is attending the Program voluntarily with my permission and that I have read, understand and accept the rules and standard(s) of conduct for the Program. I have reviewed the information provided relating to potential risks involved in the activities and Program. By my signature below, I assume all risks on behalf of my child related to the activities and the Program. I have had an opportunity to ask questions about this document. I understand that I have given up important rights for myself and for my child by signing it. This document is made in sole consideration of Drexel providing the opportunity for my child to participate in the Program and my child's use of facilities, equipment or services associated with the Program.

Signature Parent/Guardian: _____ Date: _____

Printed Name of Parent/Guardian: _____

ADDITIONAL INFORMATION (IF NECESSARY)



**Department of Athletics
Office of Recreational Athletics
Club Sports Program**

Memorandum

Date: July 1, 2013

To: Drexel University Club Sport Student-Athletes, Coaches, and Staff

From: Daniel E. Simmons, Senior Associate Athletic Director

Re: Club Sports Behavior Accountability

All participants, employees, coaches, instructors of Club Sports are held accountable to Drexel University Policies and Procedures. These include but not limited to Human Resources Employee Code of Conduct, policies of the Office of Equality & Diversity, and the Office of General Counsel. In addition, all student behavior issues related to Club Sports are subject to the Student Handbook and Student Code of Conduct and will be reported to the Office of Student Conduct & Community Standards.

Please sign on back page after reading to acknowledge that you have read and understand the policies at Drexel University.

Alcohol and Drugs

- No one affiliated with Drexel club sports shall be allowed to consume alcoholic beverages or drugs in conjunction with their sport activity; this applies to transportation, lodging as well as competitions and practices.
- No matter your age, alcohol and drugs cannot be consumed while you are representing Drexel University Athletics through Club Sports. Drexel Athletics has a zero tolerance towards alcohol & drugs in any activity related to club sports- on or off campus.

Harassment and Hazing

- No one affiliated with Drexel Club Sports may at any time display discrimination or hostility, towards others on the basis of race, ethnic ancestry, national origin, religion, gender, sexual orientation, age, or physical or mental disability.
- No one shall be involved in any activity that requires the initiation or continued membership into their sports team to be conditional on "forced" activity. Any activity outside the normal parameters of practice, training, competition and the positive development of leadership and teambuilding is prohibited at Drexel.
- Drexel has a zero tolerance policy for harassment and hazing and you and your club will be held accountable.

Social Media

- Remember other people see what you put on social media sites. As long as you are participating in a Club Sport at Drexel, you are representing Drexel University. You are responsible for what you post and will be held accountable.

Sportsmanship

- Sportsmanship is mandatory and expected at all times in competition and practice.
As a club sports representative, you represent the integrity and spirit of the University.
- Treat athletic staff, coaches, teammates, officials, opponents, and spectators with respect at all times!

Title IX

- Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity.
- Sexual harassment, which includes sexual violence, is a form of sex discrimination
- All violations of Title IX such as incidents of harassment, sexual harassment and discrimination must be reported to the University.
- Drexel Athletics is committed to environment free from discrimination, harassment and any violation to student and employee rights.

Crimes

- All Crimes such as rape, date rape, theft, assault, hazing, etc. must be reported to the University Department of Public Safety.

Gambling

- Gambling is defined as wagering money or tangible items. If you are associated with Drexel Athletics through Club Sports gambling is prohibited and you will be held accountable.

Resources & Contacts

Office of Equality & Diversity (*harassment, discrimination issues, Disability Services*)

www.drexel.edu/oed 215-895-1405

Office of Student Conduct & Community Standards

www.drexel.edu/studentlife 215-895-2501

Human Resources

www.drexel.edu/hr 215-895-2850

General Counsel Office (*reporting, confidentiality policy, etc*)

www.drexel.edu/generalcounsel 215-895-1433

Drexel Public Safety

215-895-2820- Non-emergency; 215-895-2222- Emergency

Please Sign Below

I, _____ (*print name*), hereby acknowledge that I have read The Club Sports Behavior Accountability Memorandum and understand the Alcohol, Harassment, and Hazing policies at Drexel University. I also understand the disciplinary actions for violating the policies.

Signature

For any questions regarding this form, please contact Dan Simmons, Senior Associate Athletic Director, 215-895-2025 or des26@drexel.edu



Department of Athletics Recreational Athletics Office

CLUB SPORTS COACH AGREEMENT:

CLUB SPORT: _____ **TODAY'S DATE:** _____

RE: Club Sports Coach

Dear _____:

Thank you for your willingness to as a coach for the _____ sport club (the "Club") at Drexel University ("Drexel"). The purpose of this letter is to provide you with information about some important Drexel policies, and to obtain your agreement to these policies, and to outline your responsibilities as coach for the Club.

You agree to:

- At direction of the club leaders, attend and assist with conducting, and supervising the Club's competitions and practices;
- Conduct yourself in a manner consistent with the values and mission of Drexel;
- Comply with all rules and regulations of Drexel's Recreational Athletics Office, as set forth in Drexel's Club Sports Manual, as well as the rules and regulations of the Drexel Athletic Department and any and all other Drexel University policies, including but not limited to the sexual harassment and non-discrimination policies, the drug, alcohol and smoking policies, and the Code of Conduct in the Student Handbook, Human Resource Employee Code of Conduct all of which are subject to revision from time to time (collectively, "Drexel Policies");
- Provide adequate supervision of students during practices and games to ensure compliance with Drexel Policies and appropriate environment.
- Follow guidelines set by Athletic Trainers (including routine communication, med kits, safety officers, etc).
- Adhere to Drexel Club Sports Travel Safety Guidelines while travelling for club purposes.
- Return all keys, Drexel ID cards and Drexel property, if any, at the conclusion of this Agreement or upon the request of the RSO at any time.
- If you are being paid by the club, you will be required to agree to other University terms

The term of this agreement is for the 2013-14 academic year. As a club coach you are free to discontinue your services at any time. You are not authorized to act in any way on behalf of Drexel in business matters, or to bind Drexel to any agreement. You are not authorized to speak publicly on behalf of Drexel. Drexel reserves the right to terminate relationships at any time without cause and at its sole discretion.

Please acknowledge that you have read this Agreement, that you understand the terms it contains, and that you agree to abide by them as a condition of your service at Drexel.

COACH:

Print Name: _____ Date: _____

Signed Name: _____

Address: _____

Phone: _____ Email: _____

FOR DREXEL UNIVERSITY:

Name: Dan Simmons Date

Title: Senior Associate Athletic Director & Club Sports Administrator



Department of Athletics

Recreational Sports

Club Sports Program

Instructor / Coach Information Sheet:

Name: _____ Phone: _____
Email: _____ Club Sport: _____

Skill Level / Playing Experience:

Instructor / Coaching Certificates or Level:

Affiliations or Memberships in related area:

Any other related experience/certifications (current CPR/1st Aid etc.):

Any other background or personal experience / accomplishments:



**Department of Athletics
Recreational Athletics Office**

CLUB SPORTS COACH/INSTRUCTOR INVOICE:**DESCRIPTION:**

Payment for serving as _____ (Head or Asst Coach/Instructor) of the _____ Club for _____ (term/season). Funding provided by the Club Sports Council and Student Activity Fee Allocation Committee.

PAYABLE TO: _____

SSN: _____

ADDRESS: _____

AMOUNT: \$ _____

DATE: _____

VERIFIED BY:

President/Treasurer (Print): _____

President/Treasurer (Sign): _____

Dan Simmons: _____ Date: _____

Senior Associate Athletic Director

Des26@drexel.edu 215-895-2025

CONCUSSION

A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury. Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.



IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON. WHEN IN DOUBT, GET CHECKED OUT.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.



Driver Agreement Form
Club Sports Program

Directions: This form to be completed by all drivers of rental vehicles and personal vehicles for club sports travel. Once on file, form is valid for annual recognition cycle.

Personal Vehicle Agreement:

I fully understand and agree to the following responsibilities:

1. I will have in my possession at all times a valid state driver's license.
2. I understand that Drexel University does not provide any insurance for personal or rental vehicles used for club purposes. I understand it is my responsibility as a driver to ensure I have at least the minimum insurance coverage required by state law for the vehicle. I understand that in the event no insurance is purchased, is inadequate or has been voided due to a breach of a rental agreement, I may be held personally liable for any resulting claims for damage or injuries.
3. I will ensure that only approved drivers under the insurance policy for the vehicle serve as drivers. I understand some insurance carriers will void coverage if an unauthorized person drives the vehicle.
4. I will be aware of and abide by local, state and interstate parking and traffic laws during travel.
5. When using vehicle for club purposes, I will ensure that travel is only for official purposes- i.e.-to and from lodging/dining, to and from competition, etc.
6. I will ensure that only official club persons are in vehicle(s) during club related travel. Approved persons include-student members who have completed program Assumption of Risk & Release of Liability Form and are on file in Rec Sports Office; faculty/staff advisor and club coach/instructor. I understand that no family, friends or other non-affiliated persons are permitted to travel with club team.
7. I understand that failure to abide by the above responsibilities will invalidate the Catastrophic Insurance Policy purchased by the University for all persons involved in travel.
8. I understand that any accidents must be reported to Recreational Sports Office next business day after arrival home.
9. I have a copy of Travel Safety Recommendations available in Recreational Sports Office.
10. If there are any changes to the above information, I will notify Drexel University.

Print Name	Signature	Club	Date
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Rental Vehicle Agreement:

I fully understand and agree to the following responsibilities:

1. I will have in my possession at all times a valid state driver's license.
2. I will ensure that the rental vehicle is fully insured, including collision, liability & comprehensive insurance before driving. I understand that Drexel University does not provide any insurance for personal or rental vehicles used for club purposes. I understand it is my responsibility as a driver to ensure I have purchased the proper insurance and that in the event no insurance is purchased, is inadequate or has been voided due to a breach of a rental agreement, I may be held personally liable for any resulting claims for damage or injuries.
3. I will ensure only approved drivers under the rental agreement serve as drivers. I understand most rental agencies will void coverage if unauthorized person drives vehicle.
4. I will ensure that the rental agreement must be under individual's name and not Drexel University. I understand that the individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
5. I will be aware of and abide by local, state and interstate parking and traffic laws during travel.
6. I will abide by all regulations and policies of the rental agreement.
7. When using vehicle for club purposes, I will ensure that travel is only for official purposes- i.e.-to and from lodging/dining, to and from competition, etc.
8. I will ensure that only official club persons are in vehicle(s) during club related travel. Approved persons include-student members who have completed program Assumption of Risk & Release of Liability Form and are on file in Rec Sports Office; faculty/staff advisor & club coach/instructor. I understand that no family, friends or other non-affiliated persons are permitted to travel with club team.
9. I understand that failure to abide by the above responsibilities will invalidate the Catastrophic Insurance Policy purchased by the University for all persons involved in travel.
10. I understand that any accidents must be reported to Recreational Sports Office next business day after arrival home.
11. I have a copy of Travel Safety Recommendations available in Recreational Sports Office.
12. If there are any changes to the above information, I will notify Drexel University.

Print Name	Signature	Club	Date
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EQUIPMENT INVENTORY / MAINTENANCE

Club: _____

Term: _____

Section 1: Capital Equipment:

Equipment/Asset: _____

Location Stored: _____

Purchased: _____

Maintenance Required: ___ Yes ___ No

Required Every: _____ Last Completed: _____

Overall Condition/Notes: _____

Equipment/Asset: _____

Location Stored: _____

Purchased: _____

Maintenance Required: ___ Yes ___ No

Required Every: _____ Last Completed: _____

Overall Condition/Notes: _____

Equipment/Asset: _____

Location Stored: _____

Purchased: _____

Maintenance Required: ___ Yes ___ No

Required Every: _____ Last Completed: _____

Overall Condition/Notes: _____

Equipment/Asset: _____

Location Stored: _____

Purchased: _____

Maintenance Required: ___ Yes ___ No

Required Every: _____ Last Completed: _____

Overall Condition/Notes: _____

Equipment/Asset: _____

Location Stored: _____

Purchased: _____

Maintenance Required: ___ Yes ___ No

Required Every: _____ Last Completed: _____

Overall Condition/Notes: _____

[illegible]

“We have reviewed both individually supplied & club supplied equipment with the club members and can verify that all participants in the club utilize appropriate & necessary equipment for our sport.”

Signature of Head Coach	Date
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Department of Athletics
Recreational Athletics

Club Sports Game / Event Report Form

Club: _____

Opponent(s): _____

Date(s): _____

Results: _____

Game/Event Notes (Highlights:

Problems/Concerns:

Submitted By: _____

Date Submitted: _____

DREXEL UNIVERSITY – DEPARTMENT OF ATHLETICS- RECREATIONAL ATHLETICS
ACCIDENT / INJURY REPORT FORM

INJURED PARTY INFORMATION:

Last Name: _____ First Name: _____
 Phone Number: _____ Campus Phone: _____
 University ID#: _____
 Address: _____ City/State/Zip: _____

Drexel Status:

- ☐ Undergraduate Student ☐ Grad Student ☐ Faculty ☐ Staff ☐ Alumni
☐ Other (member, guest etc), specify _____

INJURY INFORMATION:

Date of Injury: _____ Time of Injury: _____
 Location (please be specific- e.g.: North Gym, Squash Court, etc.): _____
 Type of Activity (at time of injury- e.g.: Basketball, Group Fitness, etc): _____

DESCRIPTION OF SITUATION - USE COMPLETE SENTENCES

(Please identify as fully as possible the events leading up to and the specific circumstances at the time of the accident/injury)

PART OF BODY INJURED: (check if Applicable)

- ☐ Right ☐ Left ☐ Ankle ☐ Arm ☐ Back ☐ Ear ☐ Elbow ☐ Eye ☐ Face ☐ Finger ☐ Foot ☐ Groin ☐ Hand
☐ Head ☐ Hip ☐ Knee ☐ Leg ☐ Mouth ☐ Neck ☐ Nose ☐ Shoulder ☐ Toe ☐ Torso ☐ Wrist ☐ _____

DESCRIBE IN GREATER DETAIL (e.g. inside of left ankle, back of right hand, tip of left index finger)

WAS FIRST AID ADMINISTERED? ____ Yes ____ No

Who administered treatment? _____ Role: _____

First Aid actions taken: ☐ Applied Ice ☐ Applied band aid/bandage ☐ Applied pressure to stop Bleeding ☐ CPR

☐ Kept Immobile/applied splint ☐ Elevated injury ☐ Other _____

DESCRIBE IN GREATER DETAIL ANY FIRST AID ADMINISTERED:

Please list any other action:

- ☐ Returned to play
☐ Sent to Student Health Services
☐ Rec./Varsity Trainer Attended injured party
☐ Drexel Public Safety/medical escort called
☐ EMT/Ambulance called; Emergency Room, please name hospital _____
☐ Family/friend escorted party out of facility
☐ Other _____

Please explain any of the above actions taken, including timeline of when help called; who called; arrival time of help, any problems/concerns; who else helped situation (staff involved, etc)

Was blood present?

- ☐ Yes
☐ No

If yes, check the areas/persons the blood was in contact with:

- ☐ Injured parties clothing
☐ Equipment
☐ Staff member
☐ Participants
☐ Floor
☐ Other _____

Blood Policies Checklist

Please identify each person coming in contact with blood and their function (staff, participation, spectator, etc.)

Name Function Phone Numbers

Did staff use gloves when coming in contact with blood? ____Yes ____No

Please complete the following checklist:

- Call Unikko/Security to report blood
- Clean area with paper towels & appropriate spray/disinfectant
- Trash/gloves/any blood stained items- placed in red biohazard bag
- Biohazard bag disposed of in designated biohazard bin

List name (s) of person (s) who performed the above actions:

For use of Office of Recreational Athletics:

Date form completed: _____ **Time:** _____

Completed By: **Name:** _____ **Phone#:** _____

Position: _____

Witnesses: **Name:** _____ **Phone#:** _____

Name: _____ **Phone#:** _____

If not taken, please state why _____

PROFESSIONAL STAFF-REPORT REVIEWED BY:

Name: _____ **Date:** _____

Follow-Up**Call log (to be initiated by Rec Staff on day after accident/injury)**

Attempt #1: Date _____ Time: _____ Staff: _____

Attempt #2: Date _____ Time: _____ Staff: _____

Attempt #3: Date _____ Time: _____ Staff: _____

Status of Injured Party:

- ☐ Participant is fine now – no complications
☐ Participant is fine now, but reports _____
☐ Participant has not been to a doctor but has an appointment or is planning to see a doctor soon.

The accident was serious enough to warrant additional medical attention at:

☐ Student Health Services ☐ Hospital ☐ Physician's office/Urgent Care Center ☐ Other _____

☐ Unknown – left messages, but injured participant never called back.

☐ Unknown – unable to contact injured participant. Reason: _____



Department of Athletics Recreational Athletics Program

Club Sports Leaders Outline of General Responsibilities Form

Coach:

1. Develop and improve skills.
2. Assist club officers in scheduling games.
3. Coordinate practices and game schedules
4. Develop and employ safety procedures
5. Attend games and practices
6. Coordinate equipment and supply usage with sport club office
7. Report injuries to the sport club office
8. Promote good sportsmanship on and off the field.
9. Additional duties as outlined by the sport club office.

Officers:

1. Administer club meetings
2. Serve as a liaison between the club and University.
3. Complete all university forms.
4. Prepare yearly budget request.
5. Submit yearly budget request to the sport club office for approval.
6. Deposit funds.
7. Keep updated membership lists.
8. Submit membership and liability waivers to the sport club office.
9. Approve expenditure of funds in accordance with the members' desires.
10. Make all travel arrangements.
11. Publicize club activities.
12. Update club constitution for approval by the membership.
13. Collect dues.
14. Oversee generation of funds.
15. Supervise fund raising events.
16. Record club minutes.
17. Insure club abides by university's policies and procedures.
18. Additional responsibilities as outlined by the sport club office.

Advisor:

1. Attend club meetings.
2. Assist members and officers in organization.

3. Assist in planning projects.
4. Advise in budget preparation.
5. Serve as an information source.
6. Serve as liaison between the club and the university.
7. Assist in development of goals and objectives.
8. Provide guidance and leadership.
9. Oversee preparation and development of club budget.
10. Oversee expenditure of funds.
11. Provide general direction.

Role of Recreational Athletics Office:

1. Responsible for University recognition of sports clubs
2. Develop and implement program policies to ensure a safe environment for club sports.
3. Maintain records and forms related to club activities in order to serve as information source for University.
4. Provide a recreational sports professional to work with sports clubs on a daily basis for the purpose of management, operational assistance and record keeping.
5. Communicate with Campus Activity Office in regards to recognition procedures.
6. Serve as an advisor to SAFAC regarding allocation issues.
7. Serve as informational source for the program at campus events such as Orientation and Open House.
8. Maintain annual report for sport clubs.
9. Maintain contact list for club related leaders.
10. Communicate with club advisors, coaches and instructors.
11. Provide an overall assessment of each club for recognition purposes and an assessment of the overall program.
12. Review all new club interests on campus.
13. Work with Director of Athletics, Office of Campus Activities and Risk Management Office on a continual basis to review club program.
14. Any other duty to best service the club program while maintaining safety, operational standards and efficiency.
15. Organize, develop and advise Sport Club President's Council for the purpose of student leadership of the overall sports club program and communication of program policies.
16. Communicate/interact with clubs on a weekly basis to maintain appropriate paperwork, forms and to ensure the clubs are adhering to all policies.
17. Hire and supervise part-time athletic trainer to oversee sports club activities.
18. Develop annual promotional piece for club program.
19. Maintain and communicate policy manual.
20. Maintain club web site on Drexel athletic page.



Club Sports Program Participation Packet

Name: _____ Sport: _____ Email: _____@drexel.edu

INSTRUCTIONS: This packet must be completed before participation each fiscal year (July-June). The packet is due in the Recreational Athletics Office **within one business day after completion**. Any student without a completed packet is not permitted to participate in the Club Sports Program. Clubs failing to abide by this policy risk penalties including loss of University recognition, funding and/or facility usage.

The completed packet can be dropped off to the Recreation Center Suite or mailed to:

Drexel University Recreational Athletics Office
Club Sports-Recreation Center;
3301 Market Street, Philadelphia, PA 19104

To be eligible, the student participant must fulfill the following requirements:

1. Complete the enclosed participation packet which includes:
 - ✓ Signing this cover sheet
 - ✓ Emergency Contact & Insurance- FORM A
 - ✓ Concussion Acknowledgement- FORM B
 - ✓ HIPAA Authorization for the Release of Medical Information - FORM C
 - ✓ Club Sports Health Questionnaire- FORM D
 - ✓ Read Addendum
 - ✓ Pre-participation Physical Evaluation –FORM E
 - ✓ Assumption of Risk Form
 - ✓ Driver Agreement Form
 - ✓ Behavior Accountability Form
2. Fully disclose information concerning illnesses and injuries sustained prior to matriculation at Drexel University. *Drexel University is not responsible for injuries/illnesses sustained prior to becoming a club athlete.*
3. Report all injuries sustained in the course of University club sports activities at the time of their occurrence to an Athletic Trainer, supervisor, safety officer, or, coach.
4. Report to the physician, hospital, or student health center if directed by the Sports Medicine Team.
5. Follow all the procedures required of their primary insurance carrier if injured. Drexel University does not provide secondary insurance for Club Sports.
6. Provide complete and accurate medical insurance information, to allow the Athletic Trainers to provide the best care. It is the student's responsibility to disclose any current or relevant medical conditions and to update the Sports Medicine Team with any changes throughout the 2012-2013 Fiscal year.

*The Drexel University Sports Medicine Team is responsible for clearing all injured athletes. Drexel University team physicians have the final authority to medically clear a student for participation.

**** Please sign below to signify that you have read and understand the terms and conditions under which you will be permitted to participate in Club Sports at Drexel University.**

Signature of Student: _____

Parent/Guardian Signature (if under 18 years old): _____

Date: _____

Please contact the Director of Recreation or Head Athletic Trainer with any questions or concerns.

Sincerely,

Dan Simmons
Senior Associate Athletic Director, Director of Recreation
215-895-2025 des26@Drexel.edu

Bridget Wiseley, MS, ATC
Club Sports Head Athletic Trainer
215-895-4963 clubatc@Drexel.edu

**Emergency/Contact Information- FORM A**

Name: _____ Sport: _____
Home Address: _____
Home Phone #: _____
Cell Phone #: _____
Email Address: _____
Date of Birth: _____
Campus Address: _____
Roommates: _____

Allergies (Food, Drug, etc.): _____

Current Medications: _____

In case of an emergency, I give permission for the Drexel University's Athletic Training Staff, Director of Recreation, Team Physicians, and head coach to contact the people listed. All pertinent facts concerning my condition/injury may be communicated to the party(ies) below. More contacts can be added on a separate piece of paper if desired.

Parent/Guardian

Name: _____ Relationship: _____
Work#: _____ Cell Phone #: _____

Additional Contact

**2nd contact should be someone that lives near Drexel University, (i.e. roommate, teammate)*

Name: _____ Relationship: _____
Work#: _____ Cell Phone #: _____

Signature of Student:

Parent/Guardian Signature (if under 18 years old):

Date: _____



CONCUSSION

A FACT SHEET FOR STUDENT-ATHLETES

WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.
- Can happen even if you do not lose consciousness.

HOW CAN I PREVENT A CONCUSSION?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.
- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Don't hide it. Tell your athletic trainer and coach. Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion. Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms. The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play. A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.



**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.
WHEN IN DOUBT, GET CHECKED OUT.**

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.



Student Concussion Acknowledgement Statement- FORM B

Initial I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer and/or team physician.

Initial I have read and understand the *NCAA Concussion Fact Sheet*.

After reading the NCAA Concussion fact sheet, I am aware of the following information:

Initial A concussion is a brain injury, which I am responsible for reporting to my team physician or athletic trainer.

Initial A concussion can affect my ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance.

Initial You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Initial If I suspect a teammate has a concussion, I am responsible for reporting the injury to my Team Physician or Athletic Trainer.

Initial I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms.

Initial Following a concussion the brain needs time to heal. You are much more likely to have a repeat concussion if you return to play before your symptoms resolve.

Initial In rare cases, repeat concussions can cause permanent brain damage, and even death.

Signature of Student: _____

Parent/Guardian Signature (if under 18 years old): _____

Date: _____



HIPAA Authorization for the Release of Medical Information- FORM C

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires that we guard the privacy of your protected health information. You have a right to confidential treatment of all information and records pertaining to your care, as well as full consideration of privacy concerning your treatment and rehabilitation plan. You also have the right to be advised as to the reason for the presence of any individual during the course of your medical care. **If you sustain an injury while participating in Club Sports at Drexel University, it is important to understand that we may need to discuss your injury with your coaches, parents, and/or other people involved in your care. We may discuss issues relevant to your care only under the following circumstances:**

1. **You have given oral or implied consent through your actions.**
2. **You have signed the authorization form below, which permits us to disclose health information to the parties mentioned.**

You have the right to restrict disclosure of your health information to any parties by refusing to sign this form. If you choose to do so, you must write, **"REFUSE TO AUTHORIZE"** on the backside of this form in the appropriate box. Include your **SIGNATURE** and the **DATE** for validity purposes.

Please note that even when you have signed the authorization allowing us to share your health information, it is important to know that we will only release the minimum amount of information necessary to protect you.

Name:

Sport(s):

(Please print)

(Please print)

This authorizes the certified athletic trainers, physicians, sports medicine staff and other medical personnel representing Drexel University to release information concerning my medical status, medical condition, injuries, prognosis, diagnosis, and related personally identifiable health information to the coaches, assistant coaches, other athletics staff, my parents/guardians, and the Recreational Director when deemed appropriate. This information includes injuries or illnesses relative to past, present or future participation in Club Sports at Drexel University.

The reason for this disclosure is to advise my coaches and the Club Sports' staff about the diagnosis or treatment concerning my medical condition so that they may make decisions regarding my athletic ability to compete while I am a student athlete. This disclosure is also used to advise coaches of the diagnosis or treatment concerning my medical condition so that they may assist me in making healthcare decisions while I am a student athlete. I understand that the entities that receive the information are not health care providers or health plans covered by federal privacy regulations, and that the information described above may be re-disclosed publicly and the information will no longer be protected by those regulations.

I understand that Drexel University will not receive any compensation for its use of the information. I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment. I may inspect or copy any information used under this authorization. I understand I may revoke this authorization at any time by notifying the Head Athletic Trainer in writing. This authorization expires six years from the date it is signed.

Signature of Student: _____

Parent/Guardian Signature (if under 18 years old): _____

Date: _____



Club Sports Health Questionnaire- FORM D

If you check YES to any of the questions below please explain why below that question.

	YES	NO
1. Has a doctor ever denied or restricted your participation in sports for any reason? (If yes, please explain and include the reason for restriction, the duration of restriction, and the dates or restriction).	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever passed out or nearly passed out DURING or AFTER exercise?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your heart ever race or skip beats (irregular beats) during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> Heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you get lightheaded or feel more short of breath than expected during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever had an unexplained seizure?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you get more tired or short of breath more quickly than your friends during exercise?	<input type="checkbox"/>	<input type="checkbox"/>
10. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident or sudden infant death syndrome)?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?	<input type="checkbox"/>	<input type="checkbox"/>
13. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you ever had a head injury or concussion?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you have any hesitations or know of any other reason to why you should not participate in collegiate level competition? Do you have any concerns that you would like to discuss with a doctor?	<input type="checkbox"/>	<input type="checkbox"/>

I understand if I have answered “yes” to any of the above questions it is my responsibility to contact the Club Sports Athletic Trainers (ClubATC@Drexel.edu) to determine if further evaluation needs to be obtained before competing in Drexel University Club Sports.

Initial

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of Student:

Parent/Guardian Signature (if under 18 years old):

Date: _____

Addendum

The following form (Form E) is required for the following sports:

- Men's Rugby
- Women's Rugby
- Ice Hockey
- Field Hockey
- Men's Lacrosse
- Women's Lacrosse

You will not be able to participate until this form is completed.

Form E is optional but recommended for all other participants.

It must be signed by an MD or a DO. In most cases, you can fax Form E to your doctor's office if you have been seen in the last few months.

If you have any questions please contact:

Bridget Wiseley, MS, ATC

Head Athletic Trainer

baw93@drexel.edu

215-895-4963

Conor Trainor, ATC

Assistant Athletic Trainer

cft32@drexel.edu

215-895-0563

■ PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____

Name _____ Date of birth _____

Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

■ PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

1. Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?

Drexel University – Non-Academic/Academic Programs
Informed Consent, Assumption of Risk and Release of Liability Form

IMPORTANT – READ ENTIRE FORM BEFORE SIGNING

Participant Name: _____ ☐ Male ☐ Female
 Name of Club Sport: _____
 Phone: _____ Email: _____
 Address of Participant or Parent/Guardian (if Participant is under 18): _____
☐ Drexel Undergraduate Student (class year _____) ☐ Drexel Faculty/Staff
☐ Drexel Graduate Student ☐ Other _____
 Program Date (s): _____

Drexel University and its trustees, officers, employees, volunteers, students, and participating organizations, agents and assigns are collectively referred to herein as "Drexel".

I understand that this Program is completely voluntary, and I freely choose to participate in this Program. I understand that Program activities will include, but are not limited to practices, competitions, training, traveling, lodging, and meetings.

I understand that participation in the Program exposes me to risks, including, but not limited to temporary or permanent muscle soreness, tendonitis, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, head, neck or spinal injuries, loss of arms and/or legs, eye damage, disfigurement or even death.

CONSENT TO PARTICIPATE

I recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur as a result of my participation in the Program that cannot be specifically listed. I acknowledge that I am responsible for making sure that my health is adequate to participate in the activities involved in the Program.

I agree that participating in any activity is an acceptance of some risk of injury. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need for the Program and to provide what I will need. I agree that I must have my own health insurance and that I am responsible for the cost of any medical treatment required during the Program. I agree to fully comply with applicable laws, policies, rules, regulations, Drexel's Student Code of Conduct, and any supervisor's instructions or posted warnings regarding participation in this Program. I agree to stop and seek assistance if I do not believe I can safely participate or continue in any activity. I agree to wear or use proper protection or gear as dictated by the activity. I will not wear or use or do any thing that would pose a hazard to myself or others, including using or ingesting any substance which could pose a hazard to me or others. I agree that if I do not act in accordance with this agreement I may not be permitted to continue to participate in the Program.

I understand that Drexel is not an agent of, and has no responsibility for, any third party including without limitation any entity which may provide any services including food, lodging, travel, or any equipment associated with the Program.

Despite precautions, accidents and injuries can occur. I understand that travel and other activities connected with the Program may be potentially dangerous and that I may be injured and/or lose or damage personal property, or suffer financial loss, as a result of participation in the Program. Therefore, for myself, **I ASSUME ALL RISKS RELATED TO THE ACTIVITIES**, including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including but not limited to bodily injury of any nature whether severe or not which may occur as a result of or arising from: participating in an activity or contact with persons or physical surroundings, including animals, insects or plants; travel by air, car, bus, subway or any other means; illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Loss or injury as a result of a crime or criminal act, terrorism, war, civil unrest, riot, detention by a foreign government, arrest or other act of any government or authority including, without limitation, any loss resulting from the cancellation or delay of the Program.
- Exposure to chemicals, hazardous materials or other potentially harmful substances or animals in research facilities or laboratories.
- Theft or loss of my personal property during the Program.
- Loss or injury as a result of natural disaster or other disturbances.

Informed Consent/Release Voluntary Program or Trip OGC Rev. 3-15-13

Drexel University – Non-Academic/Academic Programs

Informed Consent, Assumption of Risk and Release of Liability Form

I further acknowledge that the above list is not inclusive of all possible risks associated with the Program and that I am aware of the risks involved

whether described or not. I further understand that participating in the Program is an acceptance of risk of injury, death or financial loss.

MEDICAL TREATMENT AUTHORIZATION

I authorize and give my consent to Drexel to act on my behalf, or on behalf of my child (who is under 18), in any medical emergency, including, if necessary, emergency medical treatment and admission to an accredited hospital or emergency care center. I understand and acknowledge that Drexel does not provide health and accident insurance for the Program participants, and I agree to be financially responsible for any medical bills incurred as a result of medical treatment rendered to me (or to my child).

For residential programs only: Meningococcal disease is a rare, but potentially fatal, bacterial infection, and research has shown that persons residing in dormitories appear to be at higher risk for the disease. A meningococcal vaccine is available that provides protection against the most common strains of the disease. I understand the risks of meningococcal disease as well as the benefits of immunization. I also understand that there may be participants in the Program that have not been immunized.

Emergency Contact Name: _____ **Phone #:** _____

PHOTO RELEASE

I grant permission for me/my child to be photographed and/or recorded on audio tape, video tape or film, while participating in the Program, for promotional and educational purposes of Drexel University. (Check one) ☐ Yes ☐ No

RELEASE OF LIABILITY

In consideration of Drexel providing me the opportunity to participate in this Program, I voluntarily remise, release and forever discharge Drexel, its affiliated entities, successors, assigns, trustees, officers, students, employees and agents from any and all personal injuries, damages, losses, claims, causes of action, or lawsuits of any kind (a "Loss") whatsoever arising out of or in any way relating to my participation in the Program, including, without limitation, a Loss resulting in whole or in part from the negligence of Drexel or its affiliated entities, trustees, officers, agents, faculty, staff or students.

My signature below indicates that I have read, understood, and freely signed this document. I understand that I have given up important rights by signing this document. This document is made in sole consideration of Drexel supporting my participation in the Program and my use of facilities, equipment, or services associated with the Program. This document shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, and I consent to the jurisdiction of said state.

Signature: _____ Date: _____

(If participant is under 18 years of age, a parent or legal guardian MUST sign this document - see below)

PARENTAL CONSENT (must be signed if Participant is under 18 years of age)

I am the parent or legal guardian of the individual identified at the beginning of this document who will participate in the Program. I acknowledge that my child is attending the Program voluntarily with my permission and that I have read, understand and accept the rules and standard(s) of conduct for the Program. I have reviewed the information provided relating to potential risks involved in the activities and Program. By my signature below, I assume all risks on behalf of my child related to the activities and the Program. I have had an opportunity to ask questions about this document. I understand that I have given up important rights for myself and for my child by signing it. This document is made in sole consideration of Drexel providing the opportunity for my child to participate in the Program and my child's use of facilities, equipment or services associated with the Program.

Signature Parent/Guardian: _____ Date: _____

Printed Name of Parent/Guardian: _____

ADDITIONAL INFORMATION (IF NECESSARY)

Driver Agreement Form **Club Sports Program**

Directions: This form to be completed by all drivers of rental vehicles and personal vehicles for club sports travel. Once on file, form is valid for annual recognition cycle.

Personal Vehicle Agreement:

I fully understand and agree to the following responsibilities:

11. I will have in my possession at all times a valid state driver's license.
12. I understand that Drexel University does not provide any insurance for personal or rental vehicles used for club purposes. I understand it is my responsibility as a driver to ensure I have at least the minimum insurance coverage required by state law for the vehicle. I understand that in the event no insurance is purchased, is inadequate or has been voided due to a breach of a rental agreement, I may be held personally liable for any resulting claims for damage or injuries.
13. I will ensure that only approved drivers under the insurance policy for the vehicle serve as drivers. I understand some insurance carriers will void coverage if an unauthorized person drives the vehicle.
14. I will be aware of and abide by local, state and interstate parking and traffic laws during travel.
15. When using vehicle for club purposes, I will ensure that travel is only for official purposes- i.e.-to and from lodging/dining, to and from competition, etc.
16. I will ensure that only official club persons are in vehicle(s) during club related travel. Approved persons include-student members who have completed program Assumption of Risk & Release of Liability Form and are on file in Rec Sports Office; faculty/staff advisor and club coach/instructor. I understand that no family, friends or other non-affiliated persons are permitted to travel with club team.
17. I understand that failure to abide by the above responsibilities will invalidate the Catastrophic Insurance Policy purchased by the University for all persons involved in travel.
18. I understand that any accidents must be reported to Recreational Sports Office next business day after arrival home.
19. I have a copy of Travel Safety Recommendations available in Recreational Sports Office.
20. If there are any changes to the above information, I will notify Drexel University.

Print Name	Signature	Club	Date
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Rental Vehicle Agreement:

I fully understand and agree to the following responsibilities:

13. I will have in my possession at all times a valid state driver's license.
14. I will ensure that the rental vehicle is fully insured, including collision, liability & comprehensive insurance before driving. I understand that Drexel University does not provide any insurance for personal or rental vehicles used for club purposes. I understand it is my responsibility as a driver to ensure I have purchased the proper insurance and that in the event no insurance is purchased, is inadequate or has been voided due to a breach of a rental agreement, I may be held personally liable for any resulting claims for damage or injuries.
15. I will ensure only approved drivers under the rental agreement serve as drivers. I understand most rental agencies will void coverage if unauthorized person drives vehicle.
16. I will ensure that the rental agreement must be under individual's name and not Drexel University. I understand that the individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
17. I will be aware of and abide by local, state and interstate parking and traffic laws during travel.
18. I will abide by all regulations and policies of the rental agreement.
19. When using vehicle for club purposes, I will ensure that travel is only for official purposes- i.e.-to and from lodging/dining, to and from competition, etc.
20. I will ensure that only official club persons are in vehicle(s) during club related travel. Approved persons include-student members who have completed program Assumption of Risk & Release of Liability Form and are on file in Rec Sports Office; faculty/staff advisor & club coach/instructor. I understand that no family, friends or other non-affiliated persons are permitted to travel with club team.
21. I understand that failure to abide by the above responsibilities will invalidate the Catastrophic Insurance Policy purchased by the University for all persons involved in travel.
22. I understand that any accidents must be reported to Recreational Sports Office next business day after arrival home.
23. I have a copy of Travel Safety Recommendations available in Recreational Sports Office.
24. If there are any changes to the above information, I will notify Drexel University.

Print Name	Signature	Club	Date
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**Department of Athletics
Office of Recreational Athletics
Club Sports Program**

Memorandum

Date: July 1, 2013

To: Drexel University Club Sport Student-Athletes, Coaches, and Staff

From: Daniel E. Simmons, Senior Associate Athletic Director

Re: Club Sports Behavior Accountability

All participants, employees, coaches, instructors of Club Sports are held accountable to Drexel University Policies and Procedures. These include but not limited to Human Resources Employee Code of Conduct, policies of the Office of Equality & Diversity, and the Office of General Counsel. In addition, all student behavior issues related to Club Sports are subject to the Student Handbook and Student Code of Conduct and will be reported to the Office of Student Conduct & Community Standards.

Please sign on back page after reading to acknowledge that you have read and understand the policies at Drexel University.

Alcohol and Drugs

- No one affiliated with Drexel club sports shall be allowed to consume alcoholic beverages or drugs in conjunction with their sport activity; this applies to transportation, lodging as well as competitions and practices.
- No matter your age, alcohol and drugs cannot be consumed while you are representing Drexel University Athletics through Club Sports. Drexel Athletics has a zero tolerance towards alcohol & drugs in any activity related to club sports- on or off campus.

Harassment and Hazing

- No one affiliated with Drexel Club Sports may at any time display discrimination or hostility, towards others on the basis of race, ethnic ancestry, national origin, religion, gender, sexual orientation, age, or physical or mental disability.
- No one shall be involved in any activity that requires the initiation or continued membership into their sports team to be conditional on "forced" activity. Any activity outside the normal parameters of practice, training, competition and the positive development of leadership and teambuilding is prohibited at Drexel.
- Drexel has a zero tolerance policy for harassment and hazing and you and your club will be held accountable.

Social Media

- Remember other people see what you put on social media sites. As long as you are participating in a Club Sport at Drexel, you are representing Drexel University. You are responsible for what you post and will be held accountable.

Sportsmanship

- Sportsmanship is mandatory and expected at all times in competition and practice.
As a club sports representative, you represent the integrity and spirit of the University.
- Treat athletic staff, coaches, teammates, officials, opponents, and spectators with respect at all times!

Title IX

- Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity.
- Sexual harassment, which includes sexual violence, is a form of sex discrimination
- All violations of Title IX such as incidents of harassment, sexual harassment and discrimination must be reported to the University.
- Drexel Athletics is committed to environment free from discrimination, harassment and any violation to student and employee rights.

Crimes

- All Crimes such as rape, date rape, theft, assault, hazing, etc. must be reported to the University Department of Public Safety.

Gambling

- Gambling is defined as wagering money or tangible items. If you are associated with Drexel Athletics through Club Sports gambling is prohibited and you will be held accountable.

Resources & Contacts

Office of Equality & Diversity (*harassment, discrimination issues, Disability Services*)

www.drexel.edu/oed 215-895-1405

Office of Student Conduct & Community Standards

www.drexel.edu/studentlife 215-895-2501

Human Resources

www.drexel.edu/hr 215-895-2850

General Counsel Office (*reporting, confidentiality policy, etc*)

www.drexel.edu/generalcounsel 215-895-1433

Drexel Public Safety

215-895-2820- Non-emergency; 215-895-2222- Emergency

Please Sign Below

I, _____ (*print name*), hereby acknowledge that I have read The Club Sports Behavior Accountability Memorandum and understand the Alcohol, Harassment, and Hazing policies at Drexel University. I also understand the disciplinary actions for violating the policies.

Signature

Date

For any questions regarding this form, please contact Dan Simmons, Senior Associate Athletic Director, 215-895-2025 or des26@drexel.edu



Drexel University Club Sports Program

2011-12 Point System Breakdown

Listed below are all of the REQUIRED trainings, meetings, and forms that are to be fulfilled by each club sports team. This form may be used as a checklist for both the team and Club Sports administration to make sure that all requirements are fulfilled in a timely fashion. Each requirement has an assigned point value that the Club Sports administration will assign to your club according to your club's progress on the particular requirement.

REQUIRED TRAINING

- | | | |
|--|------------|------|
| <input type="checkbox"/> Club Sports SOOT Training | 2 Officers | 5pts |
| <input type="checkbox"/> Safety Officer Training | 2 Officers | 5pts |

ADMINISTRATIVE FORMS

- | | |
|--|------|
| <input type="checkbox"/> Recognition Form & Constitution | 5pts |
| <input type="checkbox"/> Game & Practice Schedule Request Form | 3pts |
| <input type="checkbox"/> Release/Liability Forms | 5pts |
| <input type="checkbox"/> Coach's Agreement | 3pts |
| <input type="checkbox"/> Travel Itinerary Form (2 days prior to each competition) | 3pts |
| <input type="checkbox"/> Game Reports (Next business day after competition) | 3pts |
| <input type="checkbox"/> Injury/Accident Report (Next business day after incident) | 3pts |
| <input type="checkbox"/> Emergency Action Plan | 1pts |
| <input type="checkbox"/> New Officer Contact Information | 1pts |
| <input type="checkbox"/> Equipment Inventory & Maintenance Records | 1pts |
| <input type="checkbox"/> Annual Allocation Request Forms | 3pts |
| <input type="checkbox"/> First Aid Kit Turn In (Restock with AT when needed) | 1pts |
| <input type="checkbox"/> Annual Report (SAFAC End of the Year Report) | 5pts |

MEETINGS

- | | |
|---|------|
| <input type="checkbox"/> Club Sports Council Monthly Meetings | 3pts |
| <input type="checkbox"/> Officer Transition Training | 5pts |



Club Sports Recognition /Registration Form

#1 Instructions Page:

Welcome to the Club Sports Annual Recognition process! All Club Sports teams are to complete the following pages, as well as attend specific Club Sports trainings and pre-participation forms each year beginning July 1st and the deadline is Friday of week 2 fall term. The Drexel Recreational Athletics Office coordinates Club Sports Recognition and works with the Office of Campus Activities to grant annual recognition to clubs. Any questions regarding club sports recognition, contact Dan Simmons, Senior Associate Athletic Director, at des26@drexel.edu, or 215-895-2025. The Club Sports Office is in the Recreational Athletics Suite in the Recreation Center

The deadline for Club Sports Annual Recognition is FRIDAY OF WEEK 2.

All required steps must be completed:

1. Complete registration form on Collegiatelink
2. Attend Safety Officer Training (min 2 per club plus coaches)
3. Attend Club Sports SOOT Training (min 2 per club)
4. Document first aid kit & inventory with Club Athletic Trainer
5. Coach must attend start of year meeting.
6. Club must complete Waiver Form & Driver Agreement for each participant year round on an on-going basis.
7. Club required to maintain active records with Recreational Athletics – current practice/game schedule, travel itinerary, results.

#2 & #3 Profile Page

no changes

4 Officer Info Update

Add - #14 – Who is your Head Coach/Head Instructor:

The Head Coach/Instructor responsible to conduct practices, teach technique, develop novices, train experienced participants and ensure appropriate environment for the particular sport. They should attend home matches/contests and away matches/contests as feasible and necessary (varies club to club; we consider governing body regulations and standards of the sport). Staff must have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the club members, and be knowledgeable of the policies and procedures of the Club Sport Program. These individuals are to have necessary certifications, experience, and competencies for the sport. (Governing bodies may provide recommendations for specific guidelines). Head Coach/Instructor(s) must understand that Club Sports are directed and governed by students “off the field”, therefore, he/she must acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group.

Add Coach phone, address & email

#5- Leagues, Associations & Governing Bodies:

Local League/Affiliation:

Name
Website
Contact
Title
Phone
Email

Regional League/Affiliation:

Name
Website
Contact
Title
Phone
Email

National Governing Body /Association:

Name
Website
Contact
Title
Phone
Email

#6 Off Campus Facility Information

(For practices and/or off campus “home” contests)

Facility Name:

Address
Phone:
Website:
Contact
Title
Phone
Email

#7- Mission & Purpose:

Privileges:

add mailbox in Rec Athletics Suite

Responsibilities:

add “Maintain active & up to date files in Collegiate Link, OCA as well as Office of Rec Athletics (schedules, waivers, travel itineraries, results, injuries)

add “ Comply with all University policies & regulations as defines in Drexel University Student Handbook and the Office of Campus Activities Policies & Procedures Manual, the Club Sports Program Policy Manual , as well as local, state & national laws.



Department of Athletics
Recreational Athletics Office
*Collaboration * Accountability * Leadership*
*Respect * Wellness*

Purpose

To provide excellent recreational services that connect, develop and empower the Drexel community.

Vision

It is our vision that participation in Recreational Athletics allows for personal development, lifelong habits, socialization through sports and exercise and enhances the Drexel University experience. We strive to provide quality and diverse programs, facilities and services which best serve the needs and desires of the Drexel University students, faculty, staff and members. We strive to create an environment that promotes healthy activity in a safe, fun, collegiate setting.

Goals

1. To provide comprehensive and diverse recreational sports programs and opportunities in all areas of collegiate recreation including; informal recreation, instructional program, health, fitness, wellness.
2. To provide a positive, structured and safe environment for all activities.
3. To promote participation and sportsmanship in all activities.
4. To provide opportunities for student development, leadership for participants and student staff.
5. To create and maintain dynamic as well as flexible recreational spaces and programs to meet the needs of the Drexel community.

Objectives

1. To maintain consistent interaction with University administrators, campus committees' student organizations, student staff, team captains, program & facility participants and student leadership structures (i.e. USGA), to stay "in-tune" with the recreational desires of the University community.
2. To maintain local, regional and national affiliations for professional development opportunities in order to properly implement accepted policies, programs and trends.

Recreational Athletics Values

Leadership

Our program is committed to offering leadership positions that will allow participants, volunteers, and staff to gain valuable skills that will transfer to their professional and personal lives.

Wellness

Our program is committed to offering opportunities to develop lifelong habits and promote healthy, active and well- balanced lifestyles.

Collaboration Through proactive collaboration and a belief in the concept of teamwork we strive to offer diverse opportunities for everyone to participate and for our staff to learn how to work effectively with others.

Respect

We value the concepts of citizenship and sportsmanship in work and play. Participants and staff will learn how to exhibit and develop positive characteristics and will learn how to practice respect.

Community

Recreational Athletics is about introducing sports and exercise into the Drexel experience! The program is committed to fulfilling a vital part of the Drexel experience.



**Department of Athletics
Recreational Athletics Program**

CLUB SPORTS REFEREE/OFFICIAL INVOICE:

CLUB SPORT: _____ **TODAY'S DATE:** _____

GAME DATE: _____

OPPONENT: _____

LOCATION: _____

PAYABLE TO: _____

SSN: _____

ADDRESS: _____

AMOUNT OWED: \$ _____

VERIFIED BY:

President/Treasurer (Print): _____

President/Treasurer (Sign): _____

Dan Simmons: _____ Date: _____

Senior Associate Athletic Director

des26@drexel.edu- 215-895-2025



Department of Athletics Recreational Athletics Office

How to Apply:

1. Your club sport must meet all club sport requirements
2. Complete the “Club Sport Reserve Funding” Form, and please attach all supporting documents of expenses. (I.e. quotes, emails, online printout etc.)
3. Submit to Dan Simmons
4. Sarah will then contact you within 2 weeks about your request review and allocation.

Qualifying Reserve Funding

To qualify for reserve funding you must have an unforeseen/unexpected expense. This event, circumstance or program could not have been anticipated at the time of your annual allocation submission. For example, you became eligible for a tournament or invitational and you either need help paying for the travel arrangements or tournament fees.

Club Sports Reserve Funding

	Expense Request(s)		
	Expense Descriptions	Appendix	Amount Requested
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Total Request:		

All proposals should be submitted at least 4 weeks prior to the event date. Any proposal submitted less than 4 weeks prior to event date cannot be guaranteed review. Your organization is **not** guaranteed funding approval. All requests are reviewed on an event-by-event basis and a first-come first-serve basis

Club Sports Reserve Funding

Club Contributions:

What other options or activities have you done as a club to raise money for this request?

	Description	Amount
1		
2		

Please contact Dan Simmons with any other questions:

Dan Simmons

33rd and Market Streets

Philadelphia, Pa 19104

Office: 215-895-2025

Fax: 215-895-2037

E-mail: des26@drexel.edu



SAFETY OFFICER TRAINING CLUB SPORTS

Safety Officer (SO) is a liaison between the participants of club sports and administration.

- Practice will be cancelled without the presence of 2 safety officers.

Responsibilities of Safety Officer:

- Serve as designated contact for athletics supervisory staff.
- Responsible for communicating with facility management.
- Responsible for knowing team's roster, paperwork compliance, and player clearance.
- Responsible for knowing and implementing team's Emergency Action Plan and proper emergency contacts.
- Responsible for reporting any injuries that take place during practices or competition (both home and away) to the Athletic Training Staff.
- Responsible for bringing medical kits to all practices and competitions.
- Practice will be cancelled if a medical kit is not present.
- Responsible for keeping medical kits fully stocked.

Important Contact Information:

Dan Simmons

Senior Associate Athletic Director/Recreational Athletics
des26@drexel.edu

Office Phone Number: 215-895-2025

Cell Phone Number: 267-257-7243

Tori Mayer

Aquatics Coordinator

Office Phone Number: 215-895-5915

Cell Number: 716-228-2419

Campus Safety

215-895-2222

Bridget Wiseley, MS, ATC

Head Athletic Trainer of Club Sports

baw93@drexel.edu

Office Phone Number: 215-895-4963

Cell Phone Number: 610-457-1754

Conor Trainor, ATC

Assistant Athletic Trainer of Club Sports

cft32@drexel.edu

Office Phone Number: 215-895-0563

Cell Phone Number: 215-279-3344

*****If student is sent to the hospital a phone call/email must be sent immediately to the Director of Recreation (des26@drexel.edu) and athletic trainers (clubatc@drexel.edu)**



CONSTITUTION GUIDE FOR SPORT CLUBS

The format below had been developed as a guide to the development of a Constitution for your organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

Constitution_____ (Club Name)

Adopted_____ (Date)

ARTICLE I - Name

State the official name of the Sport Club organization.

ARTICLE II - Purpose

State the reasons for the formation of the club and the club's objectives.

ARTICLE III - Membership

- A. State which people are qualifies for membership (assuring that no discrimination shall take place).
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.
- D. Must include the following statement:
"All currently and actively enrolled drexel students regardless of race, religion, national origin, gender, sexual orientation, or ability"

ARTICLE IV - Meeting

- A. State how many meetings of the membership are to be held during the school year and when they are to be held.
- B. State procedures for calling regular and/or special meetings.

ARTICLE V - Executive Board

- A. State what officers will make up the club and what each officer's duties will be.
- B. State procedures for handling vacancies within the Executive Board.

ARTICLE VI - Elections

- A. State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.
- B. State the nominating procedures and when they will take place.
- C. State how nominees will present their qualifications and how and when elections will be held.
- D. State procedures in case a runoff is necessary.

ARTICLE VII – Funds

State procedures for the allocation of club funds (revenues and expenses).

ARTICLE VIII – Committees/Divisions

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX – Affiliations

- A. State any affiliations with local, state, regional, or national organization.
- B. State adherence to any rules by a sports governing body.

ARTICLE X – Advisor

State procedures for the qualifications and selection of a club advisor and the function and duties of said person(s).

ARTICLE XI – Coach/Manager

State procedures for the qualifications and selection of a coach/manager and the function(s) and duties of said person(s).

ARTICLE XII – Ratification

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XIV – Bylaws

State procedures for the inclusion of any rules or regulations specific to the club.



Department of Athletics Recreational Athletics Program

Club Sports Travel Itinerary Form

To be completed and submitted to the Club Sports Administrator a minimum of two (2) business days prior to travel.

Club Name: _____ Date: _____
 Person completing form: _____ Phone: _____
 Contact Person for trip: _____ Cell: _____

1.) Trip Information (be specific with all information)

Date of departure: _____ Time of departure: _____
 Location of departure: _____
 Destination(s): _____
 ETA (for each site if necessary): _____
 Date of trip home: _____ Time of departure: _____
 ETA: _____ Location of arrival: _____

2.) Contest Information

Host institution(s): _____
 Contact(s): _____ Phone: _____
 _____ Phone: _____
 Location(s) of Contest(s): _____
 Date(s) of competition: _____
 Time(s) of competition: _____
 Opponent(s): _____

3.) Travel Information

a.) Mode of transportation:

___ Personal vehicles
 Driver(s): _____
All drivers must submit a Driver Agreement Form prior to travel
 ___ Rental Vehicles
 Type of Vehicle(s): _____
 Driver(s): _____
 Rental Agency: _____
 Rental Agreement #: _____
 ___ Drexel Transportation
 ___ Charter Bus
 Charter Agency: _____
 Charter Contract #: _____
 ___ Airplane
 Airline Company: _____
 Departing Flight Number(s): _____
 Arriving Flight Number(s): _____

3.) Travel Information cont.**b.) List of ALL club members traveling** (attach list or roster including coaches & advisors)**c.) Lodging:**

Lodging Name: _____

Location: _____

Name Reservation is under: _____

Confirmation #: _____

Phone: _____

4.) Travel Policies- Check to designate club will abide by basic safety policies of RAO:

- ☐ Club is to have a cell phone on trip.
☐ Only official club persons may travel with club. No family, friends or the like in vehicles or buses.
☐ Club is to have list of emergency contacts of all members on trip. RAO can provide list if needed.
☐ Club is to have issued First Aid Kit on trip.
☐ Club is to abide by driver responsibilities stated on Driver Agreements.
☐ Club is to have Accident & Incidents Forms on trip & submit to RAO next business day upon arrival home.
☐ Injuries are to be reported to club sports athletic trainer upon arrival home.

5.) Travel Safety Recommendations- Ensure club leaders/drivers aware of basic travel safety guidelines of Recreational Athletics Office:

- ☐ Passengers/drivers are to wear seat belts at all times.
☐ Recommended to avoid driving between 12AM-6AM
☐ Have knowledge of weather. Call ahead to destination & make a safe decision regarding travel.
☐ Have a cell phone, but do not use cell phone while driving. No texting.
☐ Drivers should be well rested. It is recommended that someone awake sit in front seat next to driver to observe driver. It is recommended that rest stops be taken every three hours.
☐ Only club sports participant, coaches & instructors in vehicles.
☐ Restrict driving to no more than 600 miles or 12 hours total in any one day.
☐ Develop an emergency action plan (EAP) in case an accident occurs while traveling or an injury occurs during a contest that requires hospitalization. See RAO for help in developing an EAP for your club.
☐ Call Club Sport Administrator for ANY emergency or problem on the road (leave message if needed)

Sign below to signify you have read the above safety recommendations:

 Representative Date Signature of Club

FOR ANY QUESTIONS REGARDING THIS FORM, PLEASE CONTACT
Dan Simmons, Senior Associate Athletic Director & Club Sports Administrator
 215-895-2025 or des26@drexel.edu

For Use of Recreational Sports Office

Date Received: _____ Received by: _____
 Notes: _____



**Department of Athletics
Recreational Athletics Office**

Club Sports Program
Travel Safety Guidelines

1. Passengers/drivers are to wear seat belts at all times.
2. Recommended to avoid driving between 12AM-6AM
3. Have knowledge of weather. Call ahead to destination & make a safe decision regarding travel.
4. Have a cell phone, but do not use cell phone while driving.
5. No texting while driving
6. No alcohol or drugs while driving or in the car.
7. Only valid club participants, coaches or instructors in vehicles during all club related travel.
8. Avoid driving distractions- keep eyes & focus on the road.
9. Headlights- should be on ½ hour before sunset & after sunrise
10. Headlights during reduced visibility- rain, fog, snow
11. Headlights must be on if windshield wipers on
12. Maps-know where you are going
13. Reduce speed to weather conditions
14. Turn signals
15. Caution when backing up
16. Turn off ignition, remove key & lock vehicle when unattended
17. Allow plenty of time for contingency when planning time to arrive at your destination.
18. Drivers should be well rested. It is recommended that someone awake sit in front seat next to driver to observe driver. It is recommended that rest stops be taken every three hours.
19. Restrict driving to no more than 600 miles or 12 hours total in any one day.
20. Develop an emergency action plan (EAP) in case an accident occurs while traveling or an injury occurs during a contest that requires hospitalization. *See RSO for help in developing an EAP for your club.*
21. Call Sport Club Administrator for ANY emergency or problem on the road. Leave message if needed.

Dan Simmons, Sport Club Administrator
215-895-2025-Drexel University
267-257-7243-Cell



Department of Athletics
Recreational Athletics Office
*Collaboration * Accountability * Leadership*
*Respect * Wellness*

Drexel University Mission Statement



Drexel University fulfills our founder's vision of preparing each new generation of students for productive professional and civic lives while also focusing our collective expertise on solving society's greatest problems. Drexel is an academically comprehensive and globally engaged urban research university, dedicated to advancing knowledge and society and to providing every student with a valuable, rigorous, experiential, technology-infused education, enriched by the nation's premier co-operative education program.

Division of Student Life & Administrative Services Mission Statement

Provide excellence in services and programs to advance Drexel's living, learning, and working environment.

Drexel Athletics

