Campus Rec & Wellness
Sport Activities
Student Activity Association, Inc.
East Stroudsburg University

CLUB SPORTS
OFFICERS’ HANDBOOK
Introduction

Emergency Contact Phone Numbers

In the event of an emergency please follow the list of contacts in ascending order.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>ESU Police</td>
<td>N/A</td>
<td>(570) 422-3064</td>
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<tr>
<td>Emergency</td>
<td>N/A</td>
<td>911</td>
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<tr>
<td>MRC</td>
<td>Mattioli Recreation Center</td>
<td>(570) 422-2970</td>
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<tr>
<td>RecB</td>
<td>RecB</td>
<td>(570) 422-2900</td>
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Important Numbers

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Stephen Lynam</td>
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<td>(203)-527-2464</td>
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<td>Jillian Harper</td>
<td>Director of the Campus Rec &amp; Wellness</td>
<td>(570) 422-2977</td>
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<td>Josh Eckert</td>
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<td>Tom Gallagher</td>
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<td>Renee Keiper</td>
<td>SAA Administrative Assistant</td>
<td>(570) 422-3556</td>
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<tr>
<td>Sharon Wary</td>
<td>SAA Fiscal Assistant</td>
<td>(570) 422-2974</td>
</tr>
<tr>
<td>Jill Hill</td>
<td>Reservations Supervisor</td>
<td>(570) 422-3767</td>
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Mission

- Each club has its own mission listed as part of its constitution. The mission typically focuses on the pursuit of its specific sport/activity.
- In an effort to assist club sports, the Campus Rec & Wellness will provide supervision, risk management, and support for established student organizations.

Definition of Club Sports

Club Sports are student organizations that are established based on a physical or athletic common interest. These organizations can be recreational or competitive in nature.

- Recreational Club Sports participate in organized physical activity for the maintaining of skills, general health benefits, and personal well-being. (Badminton, Dance Team, Contemporary Dance, Gymnastics, Martial Arts)
- Competitive Sports form teams, hold practices, and compete in formal matches, games, and tournaments. (Equestrian, Men’s Ice Hockey, Men’s Lacrosse, Men’s Rugby, Women’s Rugby, Ultimate Frisbee, Men’s Volleyball)

Purpose of Club Sports

1. Provide opportunities for athletic competition with off-campus rivals that are not sponsored by the ESU Varsity Athletic Program.
2. Provide non-competitive opportunities and supervision for recreational club sports on campus.
3. Develop club officers’ leadership, administrative, and organizational skills.
4. Facilitate social interaction among students, faculty, and staff with a common interest.
5. Develop skills in specialized sports activities.
6. Facilitate extracurricular educational and learning opportunities for students.

Organizational Structure

East Stroudsburg University Club Sports, a Student Activity Association program supported by the Campus Rec & Wellness, are a unique group of student organizations. Campus Rec & Wellness is a department within the Student Activity Association, Inc. (herein known as the SAA) as a member of the Division of Campus Life and Inclusive Excellence.

The clubs are student organizations; thus they are also bound by the guidelines of the Student Government Association Handbook for Recognized Clubs and Organizations. Club Sport Officers are responsible to the Assistant Director of the Campus Rec & Wellness.

In the event a Club Sport, or a member of a Club Sport, is accused of violating a policy from the ESU Student Handbook, the matter will be submitted to the Office of Student Conduct and Community Standards.
Figure 1 - Organizational Structure of Club Sports

Campus Life and Inclusive Excellence

Student Activity Association Inc

Student Conduct and Community Standards

Jill Harper
Director
Campus Rec & Wellness

Stephen Lynam
Assistant Director
Campus Rec & Wellness

Graduate Assistant
Sport Activities

Graduate Assistant
Athletic Training

Club Sport Officers/Members
Privileges of an Organization

As student organizations, each club is awarded privileges for the successful operation of club business.

Organizations:

1. Have the ability to reserve facility space for programs and meetings.
2. May request funding from the SAA.
3. Have access to the SAA banking services.
4. May use inter-campus mail service.
5. Are issued a mailbox in the University Center, which should be checked regularly.
6. Are permitted use of the SAA Graphics Center.
7. Will be permitted to solicit on campus (e.g. use bulletin boards to advertise on campus).
8. May reserve facilities at Stony Acres.
9. May request use of the SAA Van for fieldtrips, conferences, scrimmages, competitions, etc.

Starting a Club Sport

1. In order to form a new club, strict guidelines, as dictated in the Student Government Handbook for Recognized Clubs and Organizations, must be followed (see Student Government Handbook).

2. Currently, a moratorium is in place for any new/proposed club sport that falls under these categories:
   - Would duplicate any current Varsity Athletic Team currently on campus.
   - Would utilize outdoor field spaces.
   - Has a similar mission statement to any existing club on campus.
   - Cannot be covered by the SAA liability insurance coverage.

3. If a club sport cannot maintain the minimum number of members (defined as inactive), they may return to active with the following actions:
   - Provide a full list of required officers: President, Treasurer and Other Officer.
   - Minimum roster of 10 active members; 15 for SAA funding.

If a club sport is listed as inactive for more than six academic semesters they are defined as defunct. The club may return to active status by filing as a new student organization through the Student Government.
Administrative Information

Job Descriptions

Campus Rec & Wellness Sport Activities Staff

1. **Assistant Director of Campus Rec & Wellness and Graduate Assistant** - The administrative functions of Club Sports will reside with the Assistant Director of Campus Rec & Wellness. The Assistant Director and their Graduate Assistant will execute the following job description:
   - Provide leadership for a variety of competitive, recreational, and instructional club sports.
   - Create and implement club officer and participant leadership/management training program(s).
   - Coordinate clubs’ facility use requests.
   - Assist club leaders with planning and organizing activities, tournaments, and contests.
   - Review and approve participant/player eligibility, club forms, travel itineraries, and other related paperwork.
   - Catalogue, track, and procure club equipment.
   - Assist with clubs’ budget requests as well as track expenditures and fundraising.

2. **Certified Athletic Trainer Graduate Assistant** – In cooperation with the Athletic Training Academic Department, Campus Rec & Wellness will be assigned a Certified Athletic Trainer (herein know as the Athletic Trainer). The Athletic Trainer will follow a priority system based on risk and level of competition of sports in-season, but will be available to all club sports to execute the following job description:
   - Adhere to current medical guidelines for the tracking and documentation of club sports players’ known conditions and injuries.
   - Provide athletic injury prevention, evaluation, treatment, and rehabilitation to all club sports athletes (under the direction of a team physician) and first responder responsibilities to any emergency situation while on-duty, including coaches, advisors, opposing teams, spectators, and/or game personnel.
   - Review and maintain medical records and documentation of injury evaluation, treatment, rehabilitation, and physician referrals.
   - Establish and maintain a signed agreement between the team physician and Certified Athletic Trainer annually.
   - Supervise assigned Undergraduate Athletic Training Student Observers.
   - Communicate necessary injury and playing clearance information with injured athletes, coaches and club sports officials when warranted as well as other members of the sports medicine team.
   - Maintain inventory and procure the purchase of equipment and supplies necessary for daily operations and the Campus Rec & Wellness Athletic Training manual.
   - Aid the Assistant Director with the distribution, collection, review, and approval of all pre-participation forms.
Club/Organization Staff

Club Officers – Club operational functions (day-to-day tasks) are the responsibility of the Club Officers. Officers should be elected towards the completion of the playing season, but prior to the close of business in the spring semester, to allow the maximum amount of transition time between former and current leadership. The Student Government Handbook for Recognized Clubs and Organizations requires the following criteria for all student organizations:

- Each club is required to have a President, Treasurer and one additional officer.
- Only registered ESU students without university suspensions or probations shall be eligible to serve as officers. A minimum GPA of 2.2 is required for all officers.
- Each club shall fill out an Organization Update Form (also called an Officer’s Card) available from the SAA office, listing the officers for the upcoming year as soon as they are elected.
- Should maintain a thorough understanding of the Club Sport Officers’ Handbook and Student Government Handbook for Recognized Clubs.
- Should work with fellow officers, coach(es), advisor, and Campus Rec & Wellness staff to promote good sportsmanship throughout the organization.

The Club Sport Officers’ Job Descriptions are as follows:

- **The President** should –
  - Serve as the liaison between Campus Rec & Wellness staff and club members.
  - Operate the club in compliance with the Club Sport Officers’ Handbook and Student Government Handbook for Recognized Clubs and Organizations.
  - Make sure all required documentation (forms and waivers) is completed and submitted on time.
  - Keep advisor and coach(es) aware of all club activities.
  - Hold elections as stipulated in the club’s constitution.
  - Submit an annual budget proposal in coordination with the club treasurer.
  - Organize and submit practice schedules, game schedules, and facility space requests in cooperation with the club Secretary.
  - Attend all Club Officers’ Meetings.
  - Inform the Assistant Director in the event of an emergency and/or an incident report.
  - Coordinate team equipment check-out, in-season inventory, and end of the year check-in.
  - Compile service contracts for coaches, officials, and other personnel with the club Treasurer.
  - Confirm all travel itinerary and requirements with Assistant Director in coordination with the club Secretary and Treasurer.
  - Recruit and maintain an active membership.

- **The Treasurer** should –
  - Keep all financial records and track spending.
  - Collect and deposit dues, fundraising money, and revenues to the SAA in a timely manner.
  - Process forms for check vouchers, requests to spend revenues, or transfers of funds.
- Work with the President to coordinate service contracts and payments for coaches, facilities, and special events.
- Be knowledgeable of the rules and regulations governing student organizations and their financing.
- In coordination with the President, submit an annual budget request for the following school year.
- Assist the President and Vice-President as necessary.

- **Other Officers** – Other leadership positions or officers may be listed as dictated by a club’s constitution or as the need arises. These positions could include Vice President, Secretary, Team Captain, Sergeant at Arms, Historian, Travel Coordinator, or Fundraising Chair. The job descriptions should focus on their specific role, but also include these general items:
  - Be knowledgeable to the policies and procedures in the Club Sport Officers’ Handbook and Student Government Handbook for Recognized Clubs and Organizations.
  - Assist the President and Vice-President as necessary.
  - Work with the Assistant Director of Campus Rec & Wellness pertaining to the specific description of the position.

- **Members** – Participate on an active basis by attending practices and competition.
  - Pay required dues
  - Assist with fundraising activities.
  - Elect officers and follow constitution.
  - Vote on how to spend funds.
  - Submit the required paperwork and insurance information by set deadlines.
  - Attend mandatory meetings.

- **Advisor**- All organizations are required to have an advisor. Advisors may be selected from the ESU faculty, ESU Staff, or outside the university. Non-University or SAA Affiliated Advisors must complete the “Volunteer Coaches Contract” from the Department of Human Resources (located in Reibman) and be approved by the Vice President of Student Affairs. The advisor should have a personal interest in the nature of the activity, but may not be the Assistant Director of Campus Rec & Wellness. The advisors should –
  - Recognize and support participation in the student organization for its contributions to the educational and personal development of students.
  - Work with the student organization but not dictate the group’s programs or activities.
  - Be frank in offering suggestions, considerations, or ideas and discussing possible consequences.
  - Be well-informed about the plans and activities of the organization.
  - Attend some meetings and consult with the organization’s officers on a regular basis.
  - Know the goals and directions of the organization and should help the group evaluate its progress.
  - Be aware of the constitution and bylaws of the organization and help with the interpretation, if applicable.
  - Provide a source of continuity within the organization and be familiar with the organization’s history.
- Familiarize himself/herself with university policies and procedures and help the organization comply with them.
- Stay abreast of the general financial condition of the organization and encourage good record keeping.
- Help in the training of new officers and developing their leadership skills.
- Be prepared to deal with major problems or emergencies within the organization.
- Monitor group functioning and encourage members to fully participate, assume appropriate responsibility for group activities, and maintain a balance between academic and extracurricular commitments.

• **Coach** - All organizations may utilize the services of a coach. The coach should be knowledgeable in the sport and may be contracted from outside the university. Depending on the league governing body of your sport, a coach may be required. The Coach should –
  - Provide appropriate progression of warm-ups and skills prior to practices, scrimmages, and games.
  - Attend and oversee competitions and events.
  - Provide a safe environment for club related events.
  - Help to ensure good sportsmanship on and off the field.
  - Conduct self in a professional manner.
  - Encourage the teams to hold various fundraisers.
  - Encourage the use of the Athletic Training Staff for injury prevention, attention, and rehabilitation.
  - Acquire and maintain current coaching certifications as required by your individual league. *Note: SAA will not provide compensation for any coaching certifications.*
  - Complete an SAA Service Contract and W-9 Tax Form prior to the start of the playing season and for each calendar year required.
  - Complete a Campus Rec & Wellness Indoor Practice Contract for any club using spaces within the Recreation Center.
  - ***Must have a successful background check and fingerprints BEFORE working with the team.

• The **Coach** cannot –
  - Enter an agreement or sign any type of contract on behalf of the club sport and/or SAA.
  - Represent yourself as a full-time employee of the University or the SAA.
  - Interfere with the student’s administration of the club’s business matters.
  - Make any expenditures or gain access information regarding any of the SAA Accounts.
  - Substitute any service-payment in exchange for membership dues.
  - Make a promise of monetary or other rewards to any player or prospective player.
  - Organize and/or implement international team travel.
Policies, Expectations, and Deadlines

Timetable and Deadlines

Explanation of Timeline and Meetings

Submit Traveling and Financial Documentation – Any team which leaves campus as an organization (either for practice, competition, or organized group meetings) must submit a travel log.

First eligible day of practice – Club Sports are allowed to begin practices on this day as long as they have completed all membership documentation. Note: Clubs requiring travel for practices (e.g. Equestrian, Gymnastics, Ice Hockey) must complete all liability, travel requirements, and contracts prior to leaving campus.

Club Sports Officers’ Meeting – All administrative meetings are mandatory to review policies, upcoming events, general club business, select/draft facility reservations, and leadership development for Club Sports Officers. All club officers are invited to the meeting, but clubs are only responsible for a minimum of one officer at each meeting. Officers will be notified of any needed preparations prior to the meeting.

Fall (or Spring) Semester Schedules Submitted – Teams which compete must submit all scheduled practice, game, and special event information two weeks into the semester for Assistant Director of Campus Rec & Wellness to review. Schedule should include date, time, location, and opponent.

Officers Card and Membership List due to SAA – This mandatory information is required to be submitted in its completion, electronically to the SAA Business Office by the end of business on Friday. All officers and members must have their names, addresses, phone numbers, emails, and class year. New Officers Cards and/or Membership Lists are required whenever changes are made.

First Eligible Game – Fall Semester games may not begin until the SECOND week of the semester. This allows for all required documentation to be completed, submitted, and cleared through the Assistant Director of Campus Rec & Wellness.

For Tournaments: Two weeks prior notice for home tournaments.

For Home Games: 1 week prior notice for home games/matches.

SAA Officers Training and Financial Meeting – Attendance is mandatory for all student organizations, including club sports.

Indoor Practice Only – Due to inclement weather all clubs which utilize outdoor space suspend their outdoor reservations and reserve space in the Recreation Center as available.

Thanksgiving, Winter, and Spring Break - Games and practices should not be scheduled for dates during a holiday break unless approved by Assistant Director of Campus Rec & Wellness.
SAA Budget Submission – Organizations are required to submit their completed budget requests for the following academic school year.

Outdoor Practice Resumes – This is the earliest date permitted to resume outdoor practices. This date is subject to change due to field or weather conditions.

New Officers Elections Due – Elections for the following school year should be held and reported to the Assistant Director of Campus Rec & Wellness by the close of business Friday.

Membership Regulations
Maintaining an active membership for the club/organization is an important duty of all club officers. The following is a list of guidelines for all clubs and organizations on campus as dictated by the Student Government Handbook and the ESU Student Handbook.

1. Clubs must maintain a minimum of 10 active members to retain their active club status and a minimum of 15 active members to access any SAA-controlled funding.
2. Individuals are not recognized as club members by the Assistant Director of Campus Rec & Wellness or the SAA until all mandatory documentations are on file.
3. Organizations are required to have scheduled meetings at least once a month. A member of the Extracurricular Affairs Committee may make an unannounced visit to confirm the organization’s achievement of its purpose and the organization’s compliance with the membership policy requirements.
4. In order to conduct the business of the organization, a majority (51%) or quorum (as defined in their constitution) of the active student membership should be present at the meeting.
5. Clubs who cannot hold a sustainable membership will be deemed inactive until the roster is increased. If a club cannot produce the minimum membership within six academic semesters, the club will be classified as defunct.
6. Only active student members may hold elected positions.
7. The Club Sports Staff, the Student Government, and/or the SAA are eligible to conduct roster checks at random.
Qualifications for Active Student Membership

All student members must be actively enrolled in at least six credits of coursework at ESU and have the appropriate paperwork on file as described below. Active membership is considered participation in a majority (51%) of the clubs activities, including but not limited to practices, club meetings, games/competitions, fundraisers, or volunteer activities. An individual member of a club will not be recognized until all of the following information is on file with the appropriate office:

A. On file with the University Health Center:
   - A completed University Health Services Health Form

B. On file with Campus Rec & Wellness:
   - Health/Accident Insurance & Information form
   - Informed Consent, Release Waiver, & Expressed Assumption of Risk
   - Informed Consent, Release Waiver, & Expressed Assumption of Risk on Transportation in Sponsored Activities and Programs.
   - Club Sports Athletic Trainers Health Evaluation form for Athletic Training Services

C. On file (electronically) with the SAA Business Office:
   - Completed Officers Card with the contact information for all officers, coaches, and advisors, the club’s meeting schedule, online financial access information and short activity statement.
   - Completed Membership List with the Full Name, Local Address, Email Address, Contact Phone Number, and Class Year.

Advertising

Clubs are encouraged to advertise meetings, practices, games, and special events throughout the school year. Club leadership is encouraged to meet with Campus Rec and Wellness to discuss successful advertising techniques. Club leadership can also refer to the Student Government Association Handbook. The following is a guide to advertising and flyer distribution.

Flyers

- Flyers are allowed to be placed around the campus to promote club functions.
- Most buildings have a specific policy for the number of flyers which can be posted and where specific locations exist.
- In an effort to save paper and resources, clubs should only hang the maximum amount of flyers per building. If additional flyers are found, they may be removed by the building staff.
**Electronic Media**
- Clubs are encouraged to use electronic media to communicate the club’s information.
- If clubs utilize electronic media, such as websites or list-servers, the information should be updated regularly with a webmaster or organizer available to answer questions or solve problems.
- Teams are required to maintain WarriorLink to promote their club, information, roster and assist in creating a co-curricular transcript.

**T-Shirts and Merchandise**
- If a club wishes to create t-shirts or other items of merchandise with their SAA-controlled funds to sell or promote the club, the design ideas should be discussed with the appropriate Campus Rec and Wellness Staff member and must be approved by University Relations.
Club Sports Flyer Distribution Checklist
Student Activity Association (SAA) – East Stroudsburg University

Total Number of Copies: 94
Flyers should be distributed approximately 2 weeks prior to an event.

University Center – 4
- Have 4 copies stamped and approved at Info Desk
- Bulletin wall (next to food court) – 1
- Commuter Lounge – 1
- Reservation Area (Rm 211) – 1
- SAA Business Office – 1

Stroud – 7
- Rear entrance bulletin boards – 6
- Board across from Rm 113 – 1

McGarry Communications – 1
- Straight through front doors, left bulletin board

Zimbar – 1
- Straight through front doors, right bulletin board

Rosenkrans (East) – 2
- Hallway on left bulletin boards

DeNike – 2
- Straight through front doors, non-academic boards

Reibman – 1
- 1st Floor, directly to right by stairs

Sci Tech – 1
- Bulletin board by Cafe

Moore Biology – 1
- 1st floor bulletin board

RecB – 3
- Front desk

Hemlock Suites – 40
- Take to Residence Life and Housing Office for distribution

Koehler Fieldhouse – 2
- Bulletin boards in back hallway

MRC – 4
- Front desk

University Ridge – 25
- Drop off in Office
Hazing Prevention Policy (ESU-2019-02)

East Stroudsburg University of Pennsylvania (the “University”) supports activities that are constructive, educational, and contribute to the intellectual and personal development of its students and other individuals. Therefore, the University prohibits hazing within the University community. Any person participating in, suffering from or witnessing an act in violation of this policy is encouraged to report the incident in a timely manner to either ESU Police Department or the Office of Student Conduct and Community Standards.

The University defines hazing as: intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

1. Violate federal or state criminal law
2. Consume any food, drink, alcoholic liquid, drug or other substance that subjects the minor or student to a risk of emotional or physical harm
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment
5. Endure brutality of a sexual nature
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Organization

An organization that is either sponsored or recognized by the University, including, but not limited to: a fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar groups whose members are primarily students or alumni of the University or persons associated with the University.

Accountability

Hazing is a crime and may result in the imposition of criminal penalties against an individual, an organization and/or the University. In addition, students and organizations are subject to discipline under the Student Code of Conduct, up to and including suspension or expulsion of a student and/or a student organization, depending on the specifics of the incident.

Consent is not a defense to hazing, in a criminal case or under this policy. The sanctioning or approval of conduct constituting hazing by the University is not a defense.

Organizations may be held accountable

1. When a violation is committed by one or more officers and/or members of the organization and is supported by the organization’s practices, customs, or traditions;
2. When a violation is authorized, encouraged, or tolerated by one or more officers and/or members of the
organization acting on behalf of the organization within the scope of their office or membership;

3. When the organization, through its membership, fails to take action to prevent violations of University policy.

Allegations against University employees who serve as advisors or are otherwise associated with organizations shall be reported to the Office of Human Resources in the event of allegations that they failed to prevent hazing. Allegations against alumni, volunteers and other individuals associated with the University, shall be reported to the University Police Department and/or other appropriate office and may be reported to any applicable national organization and may result in exclusion from future activities on campus.

**Student Conduct Process Guidelines for this Policy**

In all cases, when a hazing allegation is filed against an organization or representative(s) of the organization, the leader of the organization/team will be the primary contact and voice of the organization. The organization’s faculty and/or alumni advisors, coaches, and governing groups or organizations may be copied on the letter sent to the organization’s leader. Meetings with Student Conduct and Community Standards will be conducted to review and/or investigate the allegations. Any determinations concerning the outcome of a reported incident will be communicated to the leader of the organization or team.

If anyone suspects a student or student organization of hazing, that person should call the ESU Police Department or submit a written referral to Student Conduct and Community Standards (“SCCS”). Students may be held responsible for a hazing violation individually, in addition to the student organization. Student and/or student organization sanctions can include any of the sanctions listed in the ESU Student Code of Conduct.

The University recognizes the sensitivity of certain situations regarding hazing and if and when applicable, the University’s Medical Amnesty Policy will be applied.

**Distribution of the Hazing Prevention Policy**

1. The University’s Hazing Prevention Policy must be distributed by each organization president or, if applicable, organization leader, club sport and athletic team coach to their membership at large.

2. It is the responsibility of the organization or team’s leadership to inform alumni, advisors and coaches of the University’s Hazing Prevention Policy.

3. This policy will also be posted in prominent locations on campus.

**Reason for Policy:**

This policy pertains to acts conducted on or off campus or school property if the acts are deemed to constitute hazing under this policy and/or Pennsylvania law. The policy applies to all students, applicants, admitted individuals, employees, volunteers, alumni and other persons associated with the University.
Alcohol and Illegal Drugs

1. Campus Rec and Wellness supports healthy and holistic lifestyle choices. For the purposes of this handbook and the guidelines for Club Sports, the use of alcohol and illegal drugs is prohibited while participating in any club sport activity. The following are highlights of the ESU Student Code of Conduct: ESU Students regardless of age are prohibited from engaging in the use, consumption, possession, sale, distribution, or abuse of alcoholic beverages on the ESU Campus, on property and facilities supervised by the University, or during University sponsored events and activities.

2. Participants and clubs shall not use alcohol or drugs (except for medical purposes) while traveling, competing, socializing, spectating, and/or using facilities, including lodging spaces.

3. Participants and clubs shall not attend any practice, match, game, or tournament while intoxicated or under the use of non-prescribed drugs.

4. Violations of this policy will be handled by The Office of Student Conduct and Community Standards.

Sportsmanship

“Fair play, respect for opponents, and polite behavior by someone who is competing in a sport or other competition.”

- *Merriam Webster Definition*

All members of an ESU Club Sport will be held to the utmost standards of sportsmanship, on and off the field. Each member of a club sport, their officers, advisor, and coaches’ actions are viewed as direct reflections of the University and SAA and each should conduct themselves accordingly.

1. Examples of SPORTSMANLIKE Conduct include but are not limited to:
   - Pregame and postgame handshakes, positive encouragement of self and opponents, assisting other players off the ground, admitting errors to the officials, respectful usage of equipment and property, playing by the rules, and having a general respect for the competition.

2. Examples of UNSPORTSMANLIKE Conduct include, but are not limited to:
   - Fighting, taunting, cursing, gesturing, harassing, disrespectful language, participating under the influence of non-prescribed drugs or alcohol, destruction of property, and cheating.

Club Officers should actively promote sportsmanship throughout the organization. Officers must pledge team sportsmanship by signing a Sportsmanship Code of Conduct agreement. This sportsmanship agreement can be shown as a positive step in personal and team accountability to Campus Rec & Wellness, SAA, and the club’s governing body.
Facilities

Facility Space and Reservations

Meeting Schedule
1. Clubs must submit a schedule of planned activities (including location and time) in advance of actual participation. This should include a regular practice schedule and any matches, games, or trips the club has planned. The Assistant Director of Campus Rec & Wellness should be notified of any changes or modifications to this schedule as soon as possible at least 24 hours prior.
2. The Assistant Director of Campus Rec & Wellness reserves the right to approve or deny specific dates and/or activities by a club.
3. The Club Officers should notify the Assistant Director of Campus Rec & Wellness prior to the club’s first meeting/practice of the fall semester.
4. The facility spaces in Campus Rec & Wellness and on the outdoor fields will be presented in a Draft format (see below) and selected by the Club Officers during a Club Sports Officers’ Meeting.

Facility Reservations and Draft

Practice Facilities: Recreation Center and Fields
1. The Recreation Center and Outdoor Fields can be reserved by the Club Officers in a Draft format during a Club Sports Officers Meeting.
2. The Draft will have the following guidelines:
   a. Clubs will be ranked in numerical order by their time of arrival and overall attendance at Club Sports Officers Meetings. Note: Priority may be given to clubs in-season.
   b. A Draft Board will be designed to show each pre-determined practice day, time, and location available.
   c. Each club’s representative(s) will have an opportunity to select one pre-determined Day, Time, and Location from the Draft Board in the order of their rankings. (e.g. First selection, Mary Street #1, Mondays from 4-6pm)
   d. The order of the selections will allow all clubs one selection before another club has the opportunity to select a second facility space.
   e. The last team in the selection series will be given the opportunity to select first in the second round of the Draft. The order of the selections will then follow as such: Club 1, Club 2, Club 3, Club 3, Club 2, Club 1, etc.
   f. This draft process will continue until all facility spaces are reserved or until all the teams have the desired number of practice(s).

Practice Facilities: Other Locations
1. If a club wished to reserve an on-campus facility, the officer(s) should submit a practice request to the Assistant Director for Sport Activities.
2. Other facilities are defined as any facility on- or off-campus which is not the Recreation Center or an on-campus field. (i.e. Zimbar, Koehler, the University Center)
3. If a club wishes to use an off-campus facility for practices (i.e. Ice Hockey Arena, Gymnastics Facility, Horse Stables) a Service Contract **MUST** be completed.

**Game/Competition Facilities**

1. Each team should submit a season schedule to the Assistant Director of **Campus Rec & Wellness** by the second week of the semester.
2. The Assistant Director of **Campus Rec & Wellness** and Club Sports Officers should then meet to find suitable facility space to accommodate home matches.
3. It is strongly suggested that teams plan homes games/competitions for Friday nights, Sunday afternoons and Saturdays of away Varsity Football, Soccer, and Track and Field events to avoid field reservation conflicts.
4. Once a facility request is submitted, a team must wait for confirmation from the Assistant Director of **Campus Rec & Wellness** prior to making further arrangements.

**Location of Campus Facilities**

**Outdoor Facilities** – Numbers correlate to map below

<table>
<thead>
<tr>
<th>Eiler Martin Stadium (11)</th>
<th>Mary Street Complex (near 38)</th>
<th>Smith Street Fields (near 55)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“PIT” Field (34)</td>
<td>Whitenight Field (45)</td>
<td>Mitterling Field (43)</td>
</tr>
<tr>
<td>Zimbar Field (13)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indoor Facilities** – Numbers correlate to map below

<table>
<thead>
<tr>
<th>Mattioli Rec Center (69)</th>
<th>Koehler Fieldhouse (33)</th>
<th>University Center(15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zimbar Gym (13)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Figure 2 – Campus Map](image-url)
General Facility Policies
All indoor and outdoor facilities on campus follow general guidelines for acceptable use. These policies include:

- No Alcohol, Tobacco, Non-Prescribed Medications, Controlled Substances, Pets, Unauthorized Motor Vehicles, or Unauthorized Personnel at any time.
- All trash must be cleared from area after use.
- Facilities without lighting will hold dawn to dusk hours of operation.
- Spectator areas should be established and controlled throughout any event.
- If temporary or additional field lines are required, the Assistant Director of Campus Rec & Wellness must be notified prior to competition. **No field lining should occur unless a Campus Rec & Wellness Staff Member is present.**
- Artificial turf fields may not be lined with baby powder, paint, etc. but only marked with cones.
- Any facility’s policies and procedures in place override any team activity or tradition deemed inappropriate for the area.
- The Assistant Director of Campus Rec & Wellness reserves the right to move club sports to another suitable space if necessary. Home games which require the use of turf spaces will take precedence over club practices on the turf.

Specific Facility Policies
Eiler-Martin and Whitenight Turf Facilities

- Gum, food (including sunflower seeds), and non-sport drinks are PROHIBITED on the turf and track surface.
- **No Cleats are allowed on the track surface at any time.** Teams must access the artificial field surface using rubber matting placed on top of the track surface.
- All shoes or athletic footwear on the track or artificial field surface must be free of mud and debris.
- Golfing, shot putting, javelin or discus throwing, the use of long spike track shoes, and/or high heel shoes are NOT permitted on or around the track or artificial field surface.
- Only current club members, advisors, coaches, athletic trainers, equipment managers, officials, athletic department staff, and visiting team members and/or emergency personnel are allowed at field level. All spectators and non-playing guests must be in the stands.
- Only golf carts, small utility vehicles (gators), lawn tractors, and emergency vehicles are permitted on the playing surface. All other vehicles are prohibited.
- The field lights are permitted for official practices and competitions. The lights may be turned on or off by the Assistant Director of Campus Rec & Wellness or by the **University Police (call x3064)** with a proper reservation. Once the field lights are turned on, they must remain on for at least one hour to avoid damaging the equipment.
- No open flames or fireworks are permitted on/or around the track or artificial field surface.
- Tents must be free standing structures with the legs supported by ¾ inch 4 X 8 foot plywood. No stakes may be used to support any type of tent.
- Metal chair legs must be protected by rubber end tips and cannot contain any jagged edges that may damage the track or artificial field surface.
- Any staging material must be set on top of ¾ inch 4 X 8 foot plywood.
- No long term storage of any materials or equipment is permitted on or around the track or artificial field surface.
- Sufficient quantities of trash receptacles must be kept on the track and/or near the artificial field surface at all times. All debris must be deposited in these receptacles.
- No bicycles, rollerblades, or skateboards are permitted on the track or artificial field surface.

**Mary Street Complex** (located behind Fine Arts)
- The unfenced areas are for athletic and club use. Mary Field #1 is the lower field closest to the storage shed. Mary Field #2 is closest to the fenced area.
- Mary Field #3, the fenced area, is reserved for Campus Rec & Wellness Leagues program and special Campus Rec & Wellness programming and should not be used for club practices.
- These fields are not equipped with lights. All events must be held between dawn and dusk.

**Smith Street Fields** (located in front of Fine Arts)
- Smith #1 (lower field) & Smith #2 (upper field) may be reserved for club sport use.
- Football tackling sleds and/or dummies are **PROHIBITED** from use by all club sports.

**“Pit” Field** (located behind Dansbury and Lenape)
- Clubs are encouraged to avoid the Pit facility while Varsity Track and Field and/or the University Band events and/or practice are taking place.
- Clubs requiring the use of the Predator Scrum Machine should contact the Assistant Director of Campus Rec & Wellness for the proper equipment.
- Clubs requiring the entire length of the field should cone-off and avoid potentially dangerous areas (e.g. Throwing pits and Javelin runway) for their team’s safety.

**Mitterling and Zimbar Fields** (Baseball and Softball Fields)
- These facilities are typically used as a secondary location for club sports.
- The facilities follow all regulations listed above under General Policies and may not be in use when the Varsity Teams are on the field.
- Mitterling Field is also not available when the outfield fence is in place.

**Mattioli Recreation Center**
- All club members, including officers, coaches, and advisors must have a working eCard to access Campus Rec & Wellness.

  *Note: Advisors and Coaches who do not currently have a Campus Rec & Wellness membership may gain access to the facility with a Campus Rec & Wellness Coaches/Advisor’s contract on file and a working eCard from the University Center’s eCard Center.*

- Individuals who have had their Campus Rec & Wellness privileges suspended or revoked will not gain access to the facility for the purposes of club functions.
- Coaches, Advisors, and spectators given access to the practice areas do not have privileges to other portions of the building including the fitness center, racquetball courts, indoor track, fitness arcade, and/or studio.
- The entire club may practice together in the arena or studio facilities reserved but may not work-out in groups larger than four people in the fitness center or on the track.
- The racquetball courts are not eligible to be reserved for activities other than racquetball.
- The dance/fitness studio is eligible for reservations, but group fitness has first priority and must have minimum of three members.
- Clubs may arrive early to their designated practice space/time, but may not utilize these spaces until the previous group has finished and/or the facility area has been set-up by a Recreation Center staff member.
- All equipment utilized in pass/catch drills must be approved by the Assistant Director of Campus Rec & Wellness. Equipment that is “hard” such as lacrosse balls, field hockey balls, and hockey pucks are prohibited. Clubs may use “soft” materials such as Frisbees, and tennis, leather, and synthetic balls.
- Club Sport members may not participate in catch/pass drills in the arena outside their designated practice times or spaces.

**Koehler Fieldhouse**
- The Fieldhouse must be accessed through the front door, located off Smith Street.
- See the Fieldhouse for specific security and facility rules.

**University Center**
- As a registered club, organizations have the privilege of reserving meeting rooms in the University Center and Keystone Room.

**Zimbar Gym**
- The gymnasium located in Zimbar-Liljenstein Hall is available for yearly reservations.

**Home Game Operations**
For all home games, matches, and competitions, a club sports staff member should be present to help prepare the field and monitor the facility. The following procedures should be followed prior to every game to ensure player safety and to maintain the quality of the facility:

**Week of Home Game**
- The field space reservation required for the game/match/competition should be confirmed with the Assistant Director of Campus Rec & Wellness.
- The Club officers should also review any plans for field changes or additions required for the game with the Assistant Director of Campus Rec & Wellness.

**Pregame**
- The club officers should arrive to the field location at least one hour prior to game time.
- At this time, if field lights are required, they will be turned on by the Club Sports Staff, the University Police, or Athletic Department Staff.
- The club officers should conduct a field inspection checking for potential hazards or problems with the facility space. Any problems should be reported to the club sports staff member(s) on duty prior to the game. A Field Inspection includes:
  - Multiple players/officers walking the entire lengths of the field checking for trash, debris, large
divots, and/or items that could cause injury.
- Ensuring unnecessary equipment is relocated away from the playing surface (including: goals/nets, trash cans, bleachers/benches).
- Areas of concern should be discussed with the referee/official and opposing team’s captain and/or coach.
- In the event a field inspection reveals a potential hazard that would interfere with the safety of the game, the club sport officers should contact the club sports staff on duty and/or the Assistant Director of Campus Rec & Wellness.
- Prior to equipment set-up or field modifications by a club officer, the club sports staff member should be present to approve modifications needed for game play. Equipment and modifications include flags, cones, benches, soccer nets, spectator areas, and/or temporary line placement.
- The club officers should also review the facility rules and procedures with the opposing team, including prohibited items, location for spectators, and player conduct.

**During the Game**
- Club members not playing should assist the club sports staff members with the security and monitoring of the field.
- In the event of injury, club officers should allow a clear working space for the Athletic Trainer.
- Club officers should also inform all non-essential game staff, spectators, and guests to remain in the stands and not on the field.

**Postgame**
- At the end of a game, the club officers and members should dispose of all trash on the field and in the stands.
- Club officers should also return all equipment moved prior to the game to their original place.
- The club sport officers should remain on site until all players, spectators, and personal equipment have been moved from the playing area.
- If Eiler-Martin Stadium’s lights were used, and the Assistant Director of Campus Rec & Wellness is not available, the officers should contact the University Police (x3064) to turn the lights off.

**Equipment Storage**
1. At the beginning of each playing season or semester, a club’s representative/officer will sign out all equipment necessary for the team.
2. Clubs are encouraged to store this equipment in a secure location while in-season, and return equipment to Campus Rec & Wellness while not in use to reduce theft.
3. At the end of each season or semester, the club’s representative/officer will return all checked-out equipment back to Campus Rec & Wellness.
4. All club sports are also required to house any SAA-purchased large equipment pieces (e.g. Predator Scrum Machine, Lacrosse Goals, etc.) on campus during the summer months.
5. Clubs who desire to store non-budget account purchased equipment at Campus Rec & Wellness may do so, but access to the equipment will be at the discretion of the Assistant Director of Campus Rec & Wellness.
6. Clubs are required to file an inventory of equipment once per academic year. Documentation of inventory must be on file with the Assistant Director of Campus Rec & Wellness.
7. Any and all items that can be washed or sanitized must be cleaned prior to their long-term storage in the Recreation Center.
8. Do NOT remove or dismantle the soccer/rugby goals at Mary Street Field. Please contact the Assistant Director of Campus Rec & Wellness for assistance.

Travel

Travel Policies
Travel is a necessary requirement for many club sport teams. Due to the numerous colleges and universities in our area it is strongly recommended clubs travel within a 150 mile travel radius. Distance recommendations are for the safety and risk management of the club. Clubs are also reminded to schedule trips around the following guidelines:

1. Clubs traveling outside the 150-mile radius are required to stay overnight, which is not an approved budget account expense.
2. Individuals who drive the SAA van may not drive more than eight hours in a twenty-four hour period.
3. SAA Budget Funds for travel only allow maximum equivalent of fuel for one car and one van.
4. Special accommodations may be requested for National Championship competitions.
5. All club sports must complete and submit all required documentation to the SAA Business Office before the close of business one week prior to travel.
6. International travel by a club is strictly prohibited.

Travel Log
Any club holding official business off-campus must submit a Travel Log one week prior to leaving campus. This Travel Log will act as a roster and attendance log for the events taking place.

1. Travel Logs will include the emergency contact for each member traveling. Individuals/Members listed on the Travel Log as traveling may NOT be listed as Emergency Contacts.
2. Trips utilizing the SAA van must provide a copy of the approved travel log to gain access to the vehicle keys.
3. Trips utilizing rental or personal vehicles must indicate which members are driving and the individuals they will be transporting.
4. Travel Logs must include a map or directions of the planned route. Any hotels or notable planned stops must be included with proper contact information.

Travel Disbursement
Clubs which provide all documentation by established deadlines may receive requested funds prior to leaving campus.

1. Required documentation for disbursement:
- A Check Voucher with signatures from the Club Officers and Advisor.
- Travel documentation.
- Available funds from the account requested.
- Signature of the Assistant Director of Campus Rec & Wellness.

2. It is SAA’s policy to only provide Student Government Allocated Funds (budget account) for the number of individuals required to compete.

3. If a Club Sport allows a secondary competitive team to participate in a game, match, scrimmage, or competition, funds may only be spent or reimbursed from the team’s Club account.

**Athletic Training**

**First Aid And Athletic Training**

1. All Club Sport Organizations should have a first aid kit on hand for all practices, games, or special events with physical activities.

2. Teams/Clubs may access the services of the Athletic Trainer for home games and tournaments. The priority of Athletic Training services will be decided based on level of play (game or practice), risk of injury in sport, order of services requested, and staff available. Other services will be provided at the discretion of the Athletic Trainer.

3. The Athletic Training Room is located off of Arena Court #1 in the Recreation Center.

4. After a serious injury or any situation requiring emergency personnel, contact the Club Sports Staff or the SAA Business Office within twenty-four hours of the incident. The Club Sports Staff or SAA Business office will then contact the Executive Director of SAA followed by the Vice President of Student Affairs.

**Athletic Trainer**

The Athletic Trainer’s services will help monitor club sport injuries, as well as give a competitive advantage to our teams. Below are the following services offered by the Athletic Trainer:

1. Will perform first responder responsibilities, current athletic training practices, and qualified rehabilitation measures.

2. Will not be responsible for preventative taping unless a player has medical clearance from a personal physician.
   - **Note:** It is recommended that team members requesting tape invest in reusable braces.

3. May use the assistance of Athletic Training Student Observers to serve the most athletes possible.
Emergency Action Plan for the Club Sports Athletic Trainer

Roles within the Emergency Team:

1. Establishing scene safety and immediate care of the student-athlete.
2. Activation of the emergency medical system.
3. Emergency equipment retrieval.
4. Direction of EMS to the scene.

Roles of First Responder:

1. Survey the scene and immediate care of the injured or ill student-athlete
2. Activation of emergency medical system (EMS)
   a. Making the Call:
      - Call 911
      - Notify Campus Police at 570-422-3064.
   b. Important Information that should be provided:
      - Name, address, telephone number of caller
      - Nature of emergency, whether medical or non-medical
      - Number of athletes
      - Condition of athlete(s)
      - First aid treatment initiated by first responder
      - Specific directions as needed to locate the emergency scene
      - Other information as requested by dispatcher
3. Designate Individual to retrieve emergency equipment
4. Direction of EMS to scene
   a. Open appropriate gates
   b. Designate individual to “flag down” EMS and direct to scene
   c. Scene control: limit scene to first aid providers and move bystanders away from area

Special Notes:

1. Once the injured athlete is in the hands of the physician or ambulance personnel, the athletic trainer or coach in charge will ensure that following duties are completed:
   a. Make arrangements to get the injured athlete’s personal belongings to the hospital, if necessary.
   b. Check about the necessity of calling the athlete’s parent/guardians.
   c. Arrange for return transportation to campus from the hospital (check with ESU Police if necessary at 570-422-3064).
   d. Arrange for the proper insurance information to be delivered to the Emergency Room.

   Pocono Medical Main Phone # 570-421-4000
   Pocono Medical Emergency Room # 570-476-3353
   Pocono Medical Emergency Room Fax # 570-420-2528

e. If the injury occurred during a practice or an away game and there is no Athletic Trainer present, contact the Athletic Trainer about the injury status of the athlete as soon as
possible.

2. If the use of an AED is indicated, they are located in the following places:
   - On-site with the Athletic Trainer
   - Koehler Fieldhouse - back hallway near Arena
   - Recreation Center - 1st and 2nd floor
   - RecB Fitness Center
   - Campus Police Patrol Cars
   - Zimbar - Front Entrance
   - University Center
   - Stroud Hall
   - Fine Arts Hall
   - Revolution Ice Centre

**Emergency Action Plan – No Qualified Rescuer or a Club Sport Member**

In the event that the Athletic Trainer, or a qualified rescuer, is not present during an emergency or injury at a club function, the following steps must be followed:

1. Check the scene for your personal safety.
2. Call for emergency personnel and follow their directions. Use specifics when giving your location, contact information, and the nature of the injury when possible.
   - On-Campus and Non-Life-threatening Injury call x3064
   - Off-Campus or Life-threatening Injury call 911.
3. Do not move the injured person, but try to keep them as comfortable as possible while waiting for emergency personnel.
4. **DO NOT** attempt Cardiopulmonary Resuscitation (CPR), Rescue Breathing, First Aid, or other skills unless certified as a responder.
5. After any situation requiring emergency personnel, or a serious injury, contact the Assistant Director of Campus Rec & Wellness or the SAA Business Office within twenty-four hours of the incident.
6. An incident report should also be completed and filed within twenty-four hours of the incident. Be sure to include the name, date, time, location, contact information of injured/affected party, injured body part (if necessary), hospital/ambulance/emergency responder(s) involved (if necessary), and the conclusion of the events. Witnesses should include their contact information for future reference.

**Weather**

**Severe Weather Conditions/Lightning**

**Weather Monitoring with Technology**

The ESU Club Sports Staff will monitor severe weather conditions with the information provided by the following technology sources when available:

Weather Monitoring without Technology
In the event technology is not available, note the following National Severe Storms Laboratory
Recommendations for Lightning:

“The NSSL staff strongly recommends that all individuals should have left the game site and reach a safe
structure of location by the time the person monitoring the weather obtains a flash-to-band (lightening-to-
thunder) count of thirty second equivalent to lightening being six miles away. This recommendation was
developed as a practical way to make a judgment in a situation where other resources such as technology
and instrumentation are not available.”

Cold Weather Policy:
Based on Wind Chill Temperature:

30°F Be aware for the potential of cold injuries.
25°F Provide additional protective clothing and cover as much skin as practical, provide
opportunities and facilities for re-warming.
15°F Consider modifying activity to limit exposure or more frequent chances to re-warm.
0°F Cancellation of activity.

Evacuation of Playing Fields
Immediately following the announcement of suspension of play, all athletes, coaches, officials, personnel,
and fans are to evacuate to the nearest grounded structure. Shelters having both electricity and plumbing are
properly grounded.

When to Resume Activities after Lightning
Outdoor activities may resume thirty (30) minutes after the last flash-to-bang is heard and seen.

Note: Lightning can reach 6 miles from the point of its origin and does not need to be preceded by thunder
or dark skies.

Finances

Finances and Funding
The Treasurer is primarily responsible for the management and allocation of organization funds. Treasurers
should maintain a simple ledger of transactions and check their online accounts regularly. All treasurers are
encouraged to meet with the Assistant Director of Campus Rec & Wellness or the SAA Business Office.
staff to assist with the operation of their responsibilities. To set-up an appointment with the SAA Business Office, call x2974 or x2999.

For full guidelines dealing with the use of Budget Accounts, Club Accounts, Revenues, Vouchers, Checks, Balance Transfers, Annual Budget Requests, and Online Account Management, please consult the Student Government Handbook for Recognized Clubs and Organizations.

Definitions

- **Budget Account (700 Account)** – Funds allocated from Student Government on behalf of the SAA. These funds are allocated from the official Annual Budget requests filed in the Spring Semester prior to the current school year. The funds may only be spent on the specific items approved in the budget request. Budgeted funds **DO NOT** carry over from year to year.

- **Club Accounts (R or Q Accounts)** – Money raised from dues, fundraising and donations on behalf of the organization. These funds may be spent on a variety of items that either reimburse club members, support travel costs, or the general operation of the organization. Club account monies **DO** carry over from year to year. Limitations to Club Account Spending include alcohol, international travel, or anything not directly related to the operation of the organization.

- **Outside Accounts** – Also called “Off-shore” or “Off-Campus Accounts” are private bank accounts held outside the university on behalf of the student organization. These accounts are in violation of the finance policies. This also includes the holding of cash by an individual in a personal account or other means as dictated in the Student Government Handbook for Registered Clubs and Organizations.

- **Vouchers or Disbursement Request** - A request for access to club or budget funds. Voucher requests approved will be paid by an SAA Check. Vouchers must have appropriate documentation for spending, the signature of the organization officer (typically treasurer or president), the signature of the advisor, and the signature of the Assistant Director of Campus Rec & Wellness. Typically, if a voucher is received before Wednesday at Noon a check will be processed by Thursday at 3pm. Also if a voucher is received before Friday at Noon a check will be processed by Monday at 3pm.

- **Online Accounts** – Each organization has access to their Club and Budget Accounts online, similar to personal bank accounts. This tool can be accessed with your log-in name, password, and the account number. http://saa.admin.esu.edu/
Dues and Fundraising

1. Teams are encouraged to generate funds outside the Student Government allocated monies. These funds are commonly generated by membership dues and fundraising.
2. A specific Fundraising Form is available from the SAA for any club wanting to fundraise.
3. The rate of dues should incorporate any access fees associated with facilities, leagues, or governing bodies.
4. Dues may be prorated or tiered based on the function of the member.
5. Money generated by dues and fundraising should be deposited into the Club Account within forty-eight hours of its collection. If collected during non-business hours, an over-night deposit bank bag can be provided.
6. New clubs are required to generate a minimum of $300 their first year of operation, while maintaining a minimum balance of $100 at all times.

Discipline

Description of Infractions for Club Sports:

All student organizations at ESU, (Student Activity Association or the University) are governed by the same policies and codes as students. Individuals who participate in an organization, and whose actions contribute to violation of university policies and regulation will be adjudicated under the ESU Student Code of Conduct, in addition to any organizational violation.

Violations, procedures, and processes governing student conduct and set forth in the ESU Student Code of Conduct will govern all Student Organizations.

The following violations will be assessed by Campus Rec & Wellness and/or the SAA/Student Government. Actions deemed severe will be handed to the Office of Student Conduct and Community Standards.

Failure to reserve facilities

Failure to provide requested documentation – documentation includes information dealing with the business and/or operation of the club and/or its members.

Failure to maintain minimum active membership – membership minimum is 10 active members and a minimum of 15 active members to access SAA funding. A club may lose funding and/or their active status as an organization if it cannot maintain its members.

Failure to attend mandatory meetings – club sport officers / team members are required to attend mandatory meetings. If meetings are missed, facility usage may be suspended, funds may be frozen and/or club privileges may be revoked which could lead to club suspension.
Failure to submit required documentation – examples of required documentation are insurance forms, liability forms, and emergency contact information. Failure to submit and/or produce required documentation may result in immediate freezing of funds to the club and the potential for individual and/or club suspensions.

Loss of SAA/University Equipment – If equipment is lost, it should be replaced with equipment of equal or greater value. In the event the equipment is not returned by the agreed upon date, the club may lose access to their funds until debts are collected.

Failure to follow SAA Financial Policies – In the event of improper financial management, clubs may have their accounts frozen and the organization’s privileges revoked. Examples include spending budget or club accounts on non-approved items, maintaining bank accounts outside the SAA or not providing proper documentation for purchases.

Failure to meet established deadlines – In the event of a missed deadline, a team may have their accounts and/or funds frozen, travel suspended, and/or club privileges suspended.

Failure to maintain accurate roster – Failure to maintain an accurate roster or have individuals listed on the roster without proper documentation, can result in the suspension of the organization. Rosters should only be generated from completed liability waivers on file. Teams must also maintain accurate rosters as dictated by their league or governing body.

Unapproved Travel – all clubs planning travel must follow the proper travel policies. In the event of violations of travel policies, club financial accounts may be frozen and the issues may be further referred to the office of Student Conduct and Community Standards. The club may be temporarily suspended.

Poor Sportsmanship – Any individual involved with the ESU Club Sports program will be held to the highest standard of sportsmanship. In the event of an action deemed unsportsmanlike, individuals may be given suspensions with further disciplinary action taken based on the severity of the event.

Fighting or inappropriate contact – Any situation of physical or verbal actions resulting in a fight, attempt to fight, strike or spit, or leaving a bench/spectator area to participate in aggressive actions towards another person. This may be referred to the office of Student Conduct and Community Standards.

International Team Travel – Teams are not permitted to travel internationally. Teams that travel internationally will automatically lose their active club status and may be referred to the office of Student Conduct and Community Standards.
The Following Packet is the Required Documentation for All Club Sports Members and Officers.

INSTRUCTIONS:

1. READ AND COMPLETE ALL DOCUMENTS (front and back)

2. Players are not eligible to practice or work-out until they return ALL forms to their Club President

3. In the event your Health/Accident Insurance is discontinued for any reason, please contact the Assistant Director of Club Sports immediately:
   Recreation Center, Room 115
   (570) 422-2968

NOTE:

All members and officers must have a University Health Services Health Form on file to participate in Club Sports.
Health/Accident Insurance & Information
Student Activity Association (SAA) – East Stroudsburg University

Policy for the participation in Club Sports requires every participant have Health/Accident Insurance Coverage. Evidence of such coverage must be made known to the club sport president, who will then inform Campus Rec and Wellness, so that they are prepared to respond appropriately if the need arises. This form must be completed by each participant at their first club meeting or before their first practice with team, and each semester following. All players must also have a University Health Services Health Form on file to participate in club sports.

Participant’s Information:

Name: ____________________________

Last 6 digits of eCard: ____________

Class Year: Freshman Sophomore Junior Senior Grad

Email: ____________________________ Phone: (_____ ) ______ - _______

Local Address: ______________________ City: ______________ State: _____ Zip: ______

Emergency Contact Information:

Name: ____________________________ Relationship: ____________________________

Address: ____________________________ City: ______________ State: _____ Zip: ______

Home Phone: (_____ ) ______-. _______ Cell Phone: (_____ ) ______- _______

Any limiting physical disabilities or handicaps (temporary or permanent): Yes ______ No ______

If yes, please explain: ____________________________________________________________

Currently taking medication (prescribed or over the counter): Yes _____ No ______

If yes, please state medication: __________________________________________________

Allergies, reactions to medications or other medical limitations: Yes ______ No ______

If yes, please explain: ____________________________________________________________

Insurance Coverage:

Company Name: ____________________________

Policy Number: ____________________________ Expiration Date: _____ / _____ / ______

I understand that I cannot participate in the ____________________________ (Student Organization)

unless I have health/accident medical coverage. I herein certify that I will notify the SAA Accounting Office or the Assistant Director of Club Sports if this coverage is discontinued for any reason.

Participant’s Signature: X ____________________________ Date: _____ / _____ / ______

Parent/Guardian Signature (if under 18): X ____________________________

Print Parent/Guardian Name: X ____________________________ Date: _____ / _____ / ____
Informed Consent Release Waiver &
Expressed Assumption of Risk
Student Activity Association (SAA) – East Stroudsburg University

I, ____________________________, desire to participate in the
(Student Name, Please Print, USE PEN ONLY)

______________________________, Fall 20____ or Spring 20____
(Student Organization)

I realize that this SAA program operates with volunteer nonprofessional instructors. I also realize that injuries are an inevitable consequence of participating in physical activities and that no amount of reasonable coaching, instruction, use of proper equipment, or facilities will prevent all injuries. I realize, and understand, that severe injuries are possible even from sports which have little or no body contact. I understand and appreciate that such injuries can range from the most insignificant to death; serious neck and spinal injuries which may result in partial or total paralysis; brain damage; loss of sight, hearing, sense of smell; serious and permanent injury to all bodily organs and functions; serious injury to general health and well being. I realize that my use of vehicular transportation to and from sporting activities, whether participating as a driver or passenger, and whether using either SAA-supplied vehicles or vehicles of private individuals, although not an inherently dangerous activity, nonetheless, also entails risks or injury to persons, and to property. I understand and am aware that I will be responsible for my actions and conducting myself as outlined in the ESU Student Code of Conduct and in SAA guidelines/handbook. I am aware of the existence of the risks that I take. I appreciate their character and voluntarily assume all risks of harm. I have carefully considered how the possible consequences of injury may impact my life, and I chose to accept these risks and participate in the

______________________________
(Student Organization)

In accepting these risks, I expressly and explicitly release, discharge and waive any and all responsibility of East Stroudsburg University of Pennsylvania, and the Pennsylvania State System of Higher Education, The East Stroudsburg University Student Activity Association, and/or the employees, officials, and/or agents of any of the foregoing, pursuant to, or pertaining, or rising from, in any matter, injuries to my person and property as a result of my participation in the

______________________________
(Student Organization)

Participant’s Signature: X_________________________ Date: _____/_____/______

FOR PARTICIPANTS OF MINOR AGE
This is to certify that I, as parent/guardian with legal responsibility for this participant, do herewith consent and agree to his/her release as provided above, of all the Releases, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Releases from any and all liabilities to my minor child’s involvement or participation in SAA sponsored club activities and programs as regards the provisions of transportation, unless arising from the recklessness and wanton disregard of the Releases.

Parent/Guardian Signature: X_________________________ Date: _____/_____/______

Print Parent/Guardian Name: __________________________

Emergency Telephone Number: (_______)_______-_____________
The East Stroudsburg University Student Activities Association, Inc. (the “SAA”), in its sponsorship of various student club activities and programs, sometimes licenses the use of its and mini-vans (its “vehicles”), or provided reimbursement for traveling expenses where private individuals provide their own means of transportation, to participants in those activities and programs. Prior to and as a condition of its permitting the use of its vehicles, or of providing reimbursement for traveling expenses, the SAA shall require the sponsored club to provide a roster of all club members, none of whom shall be under 18 years of age unless otherwise provided by the SAA, who shall be utilizing those vehicles, whether supplied by the SAA or by a club member, along with emergency contact numbers for all individuals listed upon the roster and a Waiver and Release executed by those individuals. Furthermore, as part of that Waiver and Release, club participants who provide their own vehicular transportation shall acknowledge that their private insurance provides primary coverage with respect to all risks, and any insurance coverage provided by the SAA is secondary to that primary coverage. Failure to abide by these conditions, as well as the ESU Student Code of Conduct, may result in a denial of further use of the vehicles by the sponsored club, and/or denial of reimbursement for the sponsored club’s past and future traveling expenses.

I, __________________________________________, desire to participate in the (Student Name, Please Print, USE PEN ONLY)

________________________________________ Fall 20___ or Spring 20____
(Student Organization)

I realize that vehicular transportation to and from SAA sponsored activities, whether participating as a driver or passenger, and using vehicles supplied by the SAA or by private individuals, although not an inherently dangerous activity, nonetheless, also entail risk of injury to the persons, and to property. I understand the conditions regarding the use of vehicles, whether supplied by the SAA or private individuals, in SAA sponsored club activities and programs, as aforesaid, and will abide by the same, and accept the consequences as heretofore provided.

In accepting these risks, I expressly and explicitly release, discharge and waive any and all responsibility of East Stroudsburg University of Pennsylvania, and the Pennsylvania State System of Higher Education, the East Stroudsburg University Student Activity Association, and/or the employees, officials, and/or agents of any of the foregoing, pursuant to or pertaining, or rising from, in any matter, injuries to my person and property as a result of my participation in the:

________________________________________
(Student Organization)

Signature: X ______________________________ Date: __________________

FOR PARTICIPANTS OF MINOR AGE

This is to certify that I, as parent/guardian with legal responsibility for this participant, do herewith consent and agree to his/her release as provided above, of all the Releases, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Releases from any and all liabilities to my minor child’s involvement or participation in SAA sponsored club activities and programs as regards the provisions of transportation, unless arising from the recklessness and wanton disregard of the Releases.

Parent/Guardian Signature: X ______________________________

Print Parent/Guardian Name: ___________________________________ Date: _______ / _____ / _______

Emergency Telephone Number: (______) ______- ____________
Club Sport Athletic Training Health Evaluation

STUDENT ACTIVITY ASSOCIATION (SAA) - EAST STROUDSBURG UNIVERSITY

Name: ___________________________ Date of Completion: _____/_____/_____

Club Sport: ______________________ Date of Birth: _____/_____/_____

Email Address: ____________________ Local Phone: (_____)______ - _______

Emergency Contact Name: __________ Relationship: ______________________

Emergency Contact Phone: (Home) (_____)______ - _______ (Cell) (_____)______ - _______

Insurance Company: __________________________

Policy Number: ______________________

PLEASE COMPLETE THE FOLLOWING MEDICAL INFORMATION

Have any of the following occurred since your last physical or medical exam? If yes, please list/explain.

<table>
<thead>
<tr>
<th>1. Had any illness?</th>
<th>Yes</th>
<th>No</th>
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<th>2. Taken medication?</th>
<th>Yes</th>
<th>No</th>
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<th>3. Been hospitalized?</th>
<th>Yes</th>
<th>No</th>
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<th>4. Been unconscious for any reason?</th>
<th>Yes</th>
<th>No</th>
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<th>5. Do you have allergies?</th>
<th>Yes</th>
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<th>6. Asthma or Trouble Breathing?</th>
<th>Yes</th>
<th>No</th>
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<th>7. Taken any supplements?</th>
<th>Yes</th>
<th>No</th>
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<th>8. Reactions to Medications?</th>
<th>Yes</th>
<th>No</th>
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Please indicate any injuries that you have had in the past 2 years. If yes, please explain.

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<th>Body Part</th>
<th>Yes</th>
<th>No</th>
<th>Explain</th>
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<td>Shoulder</td>
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<td>Ankle/Foot</td>
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</table>
Club Sports Athletic Training Health Evaluation

Have any of the following occurred since your last physical or medical exam? If yes, please list/explain.

1. Have you ever suffered a heat related illness and/or received intravenous (IV) fluids for heat related problems?
   YES  NO

2. Have you ever been diagnosed with diabetes?
   YES  NO

3. Have you ever had chest pain and/or unexplained shortness of breath during or after exercise or practice?
   YES  NO

4. Have you ever felt dizzy, lightheaded and/or passed out during or after exercise/practice?
   YES  NO

5. Have you ever had a feeling of your heart racing or skipping beats during or after exercise/practice?
   YES  NO

6. Do you get tired more quickly than your teammates/friends do during exercise/practice?
   YES  NO

7. Have you ever had a heart murmur?
   YES  NO

8. Has any family member or relative died of heart problems and/or of sudden death before age 50?
   YES  NO

9. Has a physician ever denied or restricted your participation in sports due to any heart problems?
   YES  NO

10. Do you cough, wheeze, or have trouble breathing during or after exercise/practice?
    YES  NO

11. Have you ever had seizures or convulsions?
    YES  NO

12. Do you or anyone in your family have sickle cell trait or disease?
    YES  NO

13. Any limiting physical disabilities or handicaps (temporary or permanent)
    YES  NO

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

Signature of Participant: X ___________________________ Date: _____ / _____ / _____

Signature of Parent/Guardian (if under 18): X ___________________________

Print Parent/Guardian Name: __________________________________________ Date: _____ / _____ / _____
# Organization Update Form

**Name of Organization:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Name</th>
<th>Local Address (including city and zip code)</th>
<th>E-mail Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>President</td>
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<tr>
<td>Vice-President</td>
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<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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</table>

**Term of Office To/From:**

You will need a password that will allow you access to view your accounts. The password should be at least 6 characters. Password must be alpha/numeric.

**How often do you meet:**

When do you meet:

Where do you meet:

Approximate Membership:

What is the purpose of your organization?

**Primary Advisor Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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</table>

**Advisor Responsible for Finances (if different)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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</table>

**Accounts to be linked to web using password above:**

- Budget Acct #
- Club Acct #

---

**Submit Electronically**

---

**CLUB SPORTS OFFICERS’ CARD**

**STUDENT ACTIVITY ASSOCIATION (SAA) - EAST STROUDSBURG UNIVERSITY**
<table>
<thead>
<tr>
<th>#</th>
<th>Name (Last, First)</th>
<th>Local Address (Street, City, State)</th>
<th>Email Address</th>
<th>Contact Phone</th>
<th>Class Rank</th>
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Club Sports Advisor’s Agreement
STUDENT ACTIVITY ASSOCIATION (SAA) - EAST STROUDSBURG UNIVERSITY

The advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization. The list that follows contains possible roles of an advisor. It is important that the advisor and organization communicate their expectations to each other. The advisor should be very clear about the things he/she will do, and the things he/she will not do. Please read the following statements and sign below:

The Advisor should:

1. Recognize and support participation in the student organization for its contributions to the educational and personal development of students.
2. Work with the student organization but not dictate the group’s programs or activities.
3. Be frank in offering suggestions, considerations or ideas and discussing possible consequence.
4. Be well informed about the plans and activities of the organization.
5. Attend some meetings and consult with the organization’s officers on a regular basis.
6. Know the goals and directions of the organization and should help the group evaluate its progress.
7. Be aware of the constitution and bylaws of the organization and help with the interpretation, if applicable.
8. Provide a source of continuity within the organization and be familiar with the organization’s history.
9. Familiarize him/herself with university policies and procedures and help the organization comply with them.
10. Stay aware of the general financial condition of the organization, and encourage good record keeping.
11. Be prepared to deal with major problems or emergencies within the organization.
12. Monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, and to maintain a balance between academic and co-curricular commitments.

Signature: X ____________________________ Date ______/______/_____

Print Name: ________________________________
Email: ________________________________
Contact Phone: ________________________________
ESU Club Sports are eligible to hire a coach on a sub-contracted basis. All coaches enter this agreement freely, and may be removed by the club officers and/or members at the conclusion of the contract. Club Coaches may not be compensated for more than $500/semester with SAA, Inc. Funds. Coaches who serve on a voluntary basis must complete a “Volunteer Contract” with the Human Resources Department. Please read the following statements and sign below:

**Responsibilities of Coach:**
1. Provide appropriate progression of warm-ups and skills prior to practices, scrimmages, and games.
2. Attend and oversee competitions and events
3. Provide a safe environment for club related events
4. Help to ensure good sportsmanship on the field.
5. Conduct self in a professional matter
6. Encourage the teams to hold various fund-raisers
7. Encourage the use of the Athletic Training Staff for injury prevention, attention and rehabilitation.
8. Acquire and maintain current coaching certifications as required by your individual league. (Note: SAA, Inc., will not provide compensation for any coaching certifications.)
9. Complete a SAA, Inc., Service Contract and W-9 Tax Form prior to the start of the playing season, and for each calendar year required.

**Coaches are NOT ELIGIBLE to take the following actions:**
1. Enter an agreement or sign any type of contract on behalf of the club sport and/or SAA, Inc.
2. Represent yourself as a full-time employee of the University or the SAA, Inc.
3. Interfere with the student’s administration of club-business matters.
4. Make any expenditures or gain access information regarding, any of the SAA, Inc., Accounts
5. Substitute any service-payment in exchange for membership dues.
6. Make a promise of monetary or other rewards to any player or prospective player.
7. Organize and/or implement international team travel.

Signature: X ________________________________ Date ______ / ______ / ______

Print Name: ________________________________

Email: ________________________________

Contact Phone: ________________________________
STANDARD CONTRACT

This contract is entered into ________________, (Date) by and between ___________________ (name of Presenter) of __________________________ (full address of Presenter), hereafter referred to as "Presenter" and the ESU Student Activity Association, Incorporated, 200 Prospect Street, East Stroudsburg, Pennsylvania 18301, hereafter referred to as "Sponsor". ESU Student Activity Association Contracting Unit/Student Organization:

The undersigned Presenter(s) and Sponsor agree to the following terms and conditions for the engagement described below:

1. Type of performance/service:

2. Topic (if applicable):

3. Date of performance/service:

4. Time of performance/service:

5. Length of performance/service:

6. Arrival time: ________________ Report to: __________________________

7. Performance/service fee: $____________ to be paid by ESU Student Activity Association Check following the performance/service and payable to __________________________

8. It is understood that the Presenter(s) executes this agreement as an independent contractor, having adequate accident, health and liability insurance and is not an employee of the Sponsor.

9. The named Presenter shall be responsible and obligated to inform the Sponsor, through the Sponsor’s designated agent present at the activity site, of any physical defects or dangerous conditions pertaining to the facilities of East Stroudsburg University or the activity site, of which the named Presenter, its agents and employees, have actual knowledge.

10. The named Presenter agrees to indemnify and hold harmless and release Sponsor, its agents, and employees, from any and all liability resulting from injury or property damage to itself and its agents and employees. Furthermore, Presenter agrees to waive any and all right or claims it may have against East Stroudsburg University, being a separate legal entity from the Sponsor, on account of injury or property damage to Presenter.

11. The named Presenter(s) and/or Presenter’s Agency (if Agency is to be paid in full or in part for the services rendered from this contract) shall supply to the Sponsor within two (2) week(s) of date of contract proof of Presenter’s ownership of a Performing Artist’s General Liability Insurance Policy, with premises liability coverage which shall include but not be limited to, property damage to the facilities provided to Presenter by Sponsor and bodily injury, personal injury and property damage coverage to spectators and any other occupants of the aforementioned facilities so provided, and said policy to be effective on the performance date in coverage amounts of at least $1,000,000.00 per occurrence and $2,000,000.00 per aggregate in the policy year. The certificate of insurance should name the ESU Student Activity Association, Inc., East Stroudsburg University and the Pennsylvania State System of Higher Education as additionally insureds.
By signing here, Presenter states that a Performing Artist’s General Liability Insurance Policy is not held and it is agreed that the above provision shall be waived for the Presenter.  ______________________________

If Presenter’s Agency is be paid in full or in part for the services rendered from this contract or if no Presenter’s signature appears above, a certificate of insurance naming the Student Activity Association, Inc., East Stroudsburg University and the Pennsylvania State System of Higher Education as additionally insureds will be attached.

12. The Presenter agrees and warrants that in the performance of this contract, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, disability or national origin in any manner prohibited by the laws of the State of Pennsylvania.

13. It is further understood that this contract is binding on both parties; it cannot be cancelled except as follows: The Presenter(s) and Sponsor mutually agree either party may cancel this contract and all parties shall be released from any liability or damage hereunder, if the Presenter or Sponsor is unable to fulfill the terms of this contract due to an Act of God. Act of God is defined as destruction of performance location, blizzard, civil disorder, strike, epidemic, or any other legitimate conditions beyond the control of Presenter or Sponsor.

14. In the case of cancellation due to Act of God, neither Presenter nor Sponsor will be liable for any expenses incurred by the other party.

15. The ESU Student Activity Association Contract Rider is attached and incorporated by reference ( ___yes ___ no).

16. It is acknowledged by Presenter that unless otherwise agreed to in writing by Sponsor, Presenter shall not participate in any supplemental program or event to be associated with the contracted program in such manner that it may be reasonably inferred that its engagement in such activities are being promoted or authorized by Sponsor, or that such activities are in any way a part of the contracted program. For it part, Sponsor, through its agent, at the time of the contracted program shall make known to the public by oral and/or written disclaimer that its promotion and authorization of the contracted program is restricted solely to the contracted program and that Sponsor shall not be bound by assertions made by anyone else to the contrary.

17. If this contract is signed by someone other than the Presenter, the person signing for the Presenter expressly warrants that he/she is authorized by the Presenter to execute this contract for the Presenter for this engagement at the time and place specified in this contract.

18. Signers for the Sponsor, in executing this contract, warrants that they are authorized representatives of the ESU Student Activity Association and do not assume any personal liability for fulfilling the terms of this contract.

19. This contract is governed by the laws of the Commonwealth of Pennsylvania.

Signatures:

Presenter:  ______________________________  Date:  ______________________________

Sponsor:  ______________________________  Date:  ______________________________

Dr. John E. Robinson, Ed. D., Senior Director
ESU Student Activity Association, Inc.

Joseph A. Akob, Executive Director
ESU Student Activity Association, Inc.

(Revised 8/18/17)
CLUB SPORTS ADVISOR/COACH
MATTIOLI RECREATION CENTER
ACCESS CONTRACT

The ESU Campus Rec & Wellness understands and respects the contributions an advisor or coach can bring to an ESU sport club. This form allows an advisor/coach have access to the club’s practice without being a member of the facility.

**ADVISOR/COACH’S INFORMATION**

Name: ____________________________________________

Day Phone: (_____)_______-_________   Evening Phone: (_____)_______-_________

Email: ____________________________________________

**EMERGENCY CONTACT**

Name: ____________________________________________ Relationship: _________________________

Day Phone: (_____) ______-_________   Evening Phone: (_____) ______-_________

**ACCESS AGREEMENT**

As an official coach/advisor of the ____________________________ club, I will be bound by the following:

· I am only permitted in Campus Rec & Wellness during the club’s approved reservation time. I will be permitted to access the facility 15 minutes prior to and must leave 15 minutes immediately following the reservation.

· I am only able to use the locker rooms, concourse, and the activity area assigned to the club for practice. All other areas are strictly prohibited.

· I understand that the club’s practice is limited to the approved location, time, and date and may not include any other activity area before, during, or following practice.

· I am **NOT** a member of Campus Rec & Wellness and do not have privileges as such (e.g. equipment rental, bringing guests, etc.).

· I am bound by all of the ESU Recreation Center Policies and Procedures (e.g., access, code of conduct, attire).

· **I must have my activated eCard to access the building, and it must work at the turnstiles at the main entrance.** Without this specific form of identification, I will not be granted access to the facility, as the staff is not able to verify your access rights with any other method.

· I understand that failure to follow the above guidelines and Campus Rec & Wellness policies and procedures will result in the immediate removal of my access to the center and/or cancellation or suspension of the club’s reservation privileges.

**I HAVE CAREFULLY READ THIS, FULLY UNDERSTANDING ITS TERMS, AND UNDERSTANDING THAT BY VIRTUE THEREOF I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND DO HEREBY SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.**

________________________________________  ____________________________  _______
ADVISOR/COACH SIGNATURE     PRINT NAME     DATE
THE EAST STROUDSBURG UNIVERSITY STUDENT ACTIVITY ASSOCIATION, INC.

RELEASE OF LIABILITY

(IMPORTANT - READ BEFORE SIGNING)

I understand, agree and appreciate that Campus Rec & Wellness, located upon the campus of East Stroudsburg University and operated by the East Stroudsburg University Student Activity Association, Inc., provides a variety of facilities for activities including, but not limited to, a running track, an arena for competitive court sports such as volleyball and tennis, basketball; courts for sports such as racquetball, walleyball, squash, handball and paddleball, a studio for group fitness classes and activities such as aerobics, yoga, and karate, and a fitness center providing exercise equipment such as cardiovascular machines, machine weights and free weights. Additionally, as part of the programs offered, sports and camping equipment may be lent out for activities to be engaged in outside Campus Rec & Wellness facility. I voluntarily and freely agree to engage in these activities, acknowledging that participation in any physical activity involves some degree of personal risk to health. The degree and extent of participation remains my choice, based on what I can comfortably and willingly risk. Yet there is a risk, both known and unknown, which must be assumed by me, that I may suffer serious physical injury or disability, or even death.

In accordance therewith, in consideration of my participation in the recreational programs offered by the East Stroudsburg University Student Activity Association, Inc., at Campus Rec & Wellness facility, as well as the use of any sports or camping equipment lent out to me or that I may use through that facility, I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby RELEASE AND HOLD HARMLESS The East Stroudsburg University Student Activity Association, Inc., East Stroudsburg University, as well as their respective officers, officials, agents and/or employees, and any other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, lessors of Campus Rec & Wellness facility, or portions thereof, used in my participation in activities made available to me at or by Campus Rec & Wellness (hereafter referred to collectively as the “Releases”), with respect to any and all injury, disability, death and/or loss or damage to person or property, unless arising from the recklessness and wanton disregard of the Releases.

I HAVE CAREFULLY READ THIS RELEASE OF LIABILITY, WHEREIN I HAVE ALSO ASSUMED THE RISK OF MY PARTICIPATION IN ACTIVITIES AND USE OF EQUIPMENT MADE AVAILABLE OR LENT TO ME AT OR BY CAMPUS REC & WELLNESS, FULLY UNDERSTANDING ITS TERMS, AND UNDERSTANDING THAT BY VIRTUE THEREOF I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND DO HEREWITHE SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

ADVISOR/COACH SIGNATURE ___________________________ PRINT NAME ___________________________ DATE ___________________________
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Date Out</th>
<th>Qty Out</th>
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<th>Budget or Club Equipment</th>
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</table>
Assumption of Responsibility for Club Equipment

I____________________________________, understand as the
(Print your name) (eCard #)
__________________________________________________________ representative,
(Student Organization)

I am responsible for all the equipment on the inventory. I am responsible for returning the equipment or paying for lost or stolen equipment, in a timely manner before the end of the school year. I acknowledge that I have received a copy of the inventory and that disciplinary actions may be taken against me if I fail to follow through with the above responsibilities. I have read and understand the information above.

Signature: X_________________________________________ Date: __________

Campus Address: ____________________________________________________________

Phone:_________________________ Email: _______________________________

The Assistant Director of Campus Rec & Wellness recommends that each club create a form to hold club members responsible for any equipment they receive from the club representative for use during the season. All equipment must be returned to the club representative at the end of each semester and a new form should be signed when the equipment is handed out the following semester. This will enable the club representative to keep track of the equipment used and provide documentation to the Assistant Director of Club Sports if there are any problems. Any equipment purchased by the SAA will be property of SAA and must be stored at the Recreation Center during off-season times. Any equipment purchased by club funds will be property of the club, and not individual members of the club. These items may also be stored at the Recreation Center, but will be logged on the inventory.
<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Time</th>
<th>Opponent/Tournament</th>
<th>Home/Away</th>
<th>Field</th>
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</table>
Club Name: ___________________________  Opponent: ___________________________

Date: ________________  Time: ____________  Location: ___________________________

Travel Log Submitted: ____________________  Vouchers Submitted: ____________________

Mode of Transportation: ____________________  Cleared to Travel: ____________________

Roster Additions: ____________________________

Result of Game: ____________________________

Injury Report (attach documentation):

________________________________________

________________________________________

________________________________________

Officer/Coach Notes (attach documentation as needed):

________________________________________

________________________________________

________________________________________

Club Sports Staff Follow-Up Notes:

________________________________________

________________________________________

________________________________________

Club Sport Staff Signature: ____________________________  Date: _____/_____/_____  

Club Sport Staff Name (Print): ____________________________
# Club Sports Dues Log

Student Activity Association (SAA) – East Stroudsburg University

<table>
<thead>
<tr>
<th>Name</th>
<th>Amt/Dues</th>
<th>Date Paid</th>
<th>Check # or Cash</th>
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</table>
Club Sports Travel Itinerary
Student Activity Association (SAA) – East Stroudsburg University

Club______________________________

Officer Name & Title___________________ Phone____________________

Applicant__________________________ Phone____________________

E-mail address________________________

Event Information

Pick-up Date:_______________________ Time:_______________________

Return Date:________________________ Time:_______________________

Date(s) Vans Needed: From________________ To__________________

Alternate dates From________________ To__________________

Alternate dates From________________ To__________________

Describe event From________________ To__________________

How many participants are expected to use the vans?________

Requesting officer’s signature______________________________

Return to Jill Hill, Reservation Supervisor for SAA, University Center

FOR OFFICE USE ONLY

Date Received_________ Approved_________ Not Approved_________

Van Assigned

This form must be received 72 hours prior to travel to receive funding for away trips, with travel log included, and mileage. Please Print:

Club:_________________________ Person completing form:____________

Date Submitted:____________

Phone #:_______________________ E-mail:__________________________

Event:_________________________ Purpose of trip:____________________

Destination:

School/Place___________________ Date(s) of event:_________________

City:___________________________ State:___________________________
Club Sports
Vehicle Reservation Request

Student Activity Association (SAA) – East Stroudsburg University

Contact Person at competition site: ___________________________ Phone: __________________

Competition Site Local Police/Campus Police Phone Number: ________________________________

Departure Day: _______________ Date: _______________ Time: _______________

Return Day: _______________ Date: _______________ Time: _______________

Club Member in charge: ___________________________ Phone: __________________

School/City Mileage from ESU: ___________________________ Traveling Time (1 way): _______________

Method of Travel: Van_______ Car_______ Bus_______ Plane_______ Flight #________

#of Vehicles: _________ # of participants: _____________ (attach travel log form)

If personal vehicles are being used:

Car 1: Drivers Name_________________________ License Plate #_________________________

Car 1: Drivers Name_________________________ License Plate #_________________________

Car 1: Drivers Name_________________________ License Plate #_________________________

Car 1: Drivers Name_________________________ License Plate #_________________________

*reimbursements will only be made to listed drivers.

Overnight Information    # of nights: _____________

Place name: __________________________________________________

Address: ______________________________________________ City: __________ State: __________

Phone Number: __________________
Club Name: ___________________________ Date ___________________________

Officer completing this form ________________________________

CPR
Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

First Aid
Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Defensive Driving
Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

Name/Expiration Date__________________________________________

*Please submit a copy of certificates with this form
Club Sports Practice Request Form
Student Activity Association (SAA) – East Stroudsburg University

Club Name: __________________________ Date ____________________

Requesting Officer _________________________

Phone ____________________________

Email ____________________________

Available Practice Facilities

Recreation Center:

  __ Dance Studio, Court 1, Court 4

Eiler Martin Stadium:

  __ Turf Field

Outdoor Field Space:

  __ Smith Field, White Night Field, Pit Field, Mary Street 1, __ Mary Street 2

Practice Days/Times Requested

Day/Time ____________________________ Site(s) Requested: ____________________

Day/Time ____________________________ Site(s) Requested: ____________________

Day/Time ____________________________ Site(s) Requested: ____________________

Notes: ____________________________________________________________

_____________________________________________________________________
<table>
<thead>
<tr>
<th>#</th>
<th>Participant’s Name</th>
<th>Emergency Contact Name &amp; Relation</th>
<th>Emergency Contact Address</th>
<th>Emergency Contact Phone Number</th>
<th>Drive Y or N</th>
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Club Officer Print Date

Club Officer Signature Date

Campus Rec & Wellness Print Date

Campus Rec & Wellness Signature Date
# CLUB SPORT DISCIPLINARY CHART

<table>
<thead>
<tr>
<th>Infraction/Violation Disciplinary</th>
<th>Assistant Director of Recreation Center</th>
<th>SAA/Student Affairs</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure To Reserve Facilities</td>
<td>Warning</td>
<td>Temporary Suspension of Facility Usage</td>
<td>Individual Suspensions</td>
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<tr>
<td>Failure To Provide Requested Documentation</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Failure To Maintain Minimum Roster</td>
<td>X</td>
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<td>Failure To Attend Mandatory Meetings</td>
<td>X</td>
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<td>Failure To Submit Required Paperwork</td>
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<tr>
<td>Loss Of SAA/University Equipment</td>
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<td>Failure To Follow SAA Financial Policies</td>
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<td>Failure To Meet Established Deadlines</td>
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<td>Failure To Maintain Accurate Roster</td>
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<td>Failure To Maintain Facility Policies</td>
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<td>Unapproved Travel</td>
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<td>Poor Sportsmanship</td>
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<td>Fighting Or Inappropriate Contact</td>
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<td>Team International Travel</td>
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<tr>
<td>Abuse/Damage To SAA/Univ Property</td>
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<td>Off-Campus Violation</td>
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<td>Discrimination, Harassing, Or Hazing Behavior</td>
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<td>Alcohol Violation</td>
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<td>Drug/Controlled Substance Violation</td>
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Violations listed in bold do not require a warning, and could result in immediate suspension of the club until further action has been determined through the Assistant Director of Club Sports, SAA, Student Government and Student Conduct.

Signing below signifies that I have read and understand the stated violations and consequences list.

Name ___________________________ Signature ___________________________
Date ___________________________
Club Sports Sportsmanship & Standard of Conduct
Student Activity Association (SAA) – East Stroudsburg University

The Code of Conduct shall serve as a standard for how individuals are expected to behave when participating with the (Student Organization).

Students, staff and coaches assume an obligation to conduct themselves in a manner compatible with East Stroudsburg University’s function as an educational institution. When involved in an event sponsored or endorsed by the organization, the participant indicates, by his/her registration in the event, he/she agrees to represent the club in a way that does not detract from the reputation of the institution and club he/she represents, and to act morally and display sportsmanship-like behavior, before, during and after any competition. Guidelines of conduct include, but are not limited to, the examples outlined below.

**Participants shall not:**
- Use drugs, except for medical purposes, while traveling, competing, socializing and/or using facilities including lodging spaces.
- Consume alcohol while traveling, competing or spectating.
- Attend any practice, match, game or tournament while intoxicated.
- Force other members to participate in an activity deemed “Hazing”.
- Strike, attempt to strike or otherwise physically abuse any individual.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent conduct.
- Leave the bench area or stands or get involved in a physical altercation that occurs during an event.
- Use of verbal or non-verbal profanity, disrespectful language, obscene gestures or behavior towards any competitor, official, spectators or fellow teammates.
- Violate any rules or policies of East Stroudsburg University, Official Tournaments or Matches, Hotels/Facilities, city, state, or governmental entities and our governing League/Conference/Union.

**Violation of the Standards of Conduct may result in:**
- Suspension from the game/match;
- Removal of playing time or benching before a game;
- Removal of membership or team status;
- Liability for all monetary damages arising from, or caused by, a participant’s conduct while participating in, and attending, an official organization event.
- Notification to ESU Judicial Affairs for any violation of the Standards of Conduct by an individual or team.

I hereby agree, and the team collectively agrees, to abide by the ESU Club Sport Standards of Conduct set forth above and acknowledge: 1) I have read all of the guidelines in regard to team and individual eligibility, and 2) should I violate any standard of conduct set forth above, I may be subject to disciplinary actions as set forth in this document, including, but not limited to: notification of such violation to university officials; payment of fines, penalties and monetary damages arising from, or caused by, my conduct while attending and/or participating in the practice, game, match or tournament; possible expulsion from the event and team.
Club Sports Sportsmanship & Standard of Conduct Continued

<table>
<thead>
<tr>
<th>Team Name:</th>
<th>Print Name:</th>
<th>Signature:</th>
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A28
## Club Sport Field Inspection Checklist

**STUDENT ACTIVITY ASSOCIATION (SAA) - EAST STROUDSBURG UNIVERSITY**

<table>
<thead>
<tr>
<th>Area</th>
<th>Yes</th>
<th>No</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Game</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Present</td>
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<td></td>
<td></td>
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<tr>
<td>Field Lights On</td>
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<td></td>
<td></td>
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<tr>
<td>Other</td>
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<td></td>
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<tr>
<td><strong>Field Conditions</strong></td>
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</tr>
<tr>
<td>Divot (&lt; 2 inches deep)</td>
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<tr>
<td>Divot (2+ inches deep)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Standing Water in playing area</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Standing Water not in playing area</td>
<td></td>
<td></td>
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<tr>
<td>Large Dirt Patches</td>
<td></td>
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<tr>
<td><strong>Immovable Objects</strong></td>
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<td></td>
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<tr>
<td>Irrigation System on</td>
<td></td>
<td></td>
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<tr>
<td>Irrigation heads sticking out</td>
<td></td>
<td></td>
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<tr>
<td>Goal posts present</td>
<td></td>
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<tr>
<td><strong>Movable Objects</strong></td>
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<tr>
<td>Goal Post Pads Present</td>
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<tr>
<td>Soccer Goals on field</td>
<td></td>
<td></td>
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<tr>
<td>Corner Flags/Pylons on field</td>
<td></td>
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<tr>
<td>Temporary lines established</td>
<td></td>
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<tr>
<td><strong>Non-permitted items</strong></td>
<td></td>
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<tr>
<td>Vehicles present</td>
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<tr>
<td>Tents Present</td>
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<td></td>
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<tr>
<td>Spectators at field level</td>
<td></td>
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<td></td>
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<tr>
<td>Pets at Field Level</td>
<td></td>
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<tr>
<td>Alcohol, tobacco or drugs</td>
<td></td>
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<tr>
<td>Sharp objects in/on Turf/Grass</td>
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<tr>
<td>Cleats on Track</td>
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<tr>
<td><strong>Sideline Areas</strong></td>
<td></td>
<td></td>
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<tr>
<td>Team benches away from playing area</td>
<td></td>
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<tr>
<td>Trash cans moved away from playing area</td>
<td></td>
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<tr>
<td>Equipment moved away from playing area</td>
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<tr>
<td>Emergency/First Aid supplies present</td>
<td></td>
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<tr>
<td><strong>Post-Game</strong></td>
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<tr>
<td>Field Lights Off</td>
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<tr>
<td>Trash present</td>
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<td></td>
<td></td>
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<tr>
<td>Spectators in Stands</td>
<td></td>
<td></td>
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<tr>
<td><strong>Other - add note</strong></td>
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<tr>
<td>Any objects implanted in turf/grass</td>
<td></td>
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<tr>
<td>Group currently using field</td>
<td></td>
<td></td>
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<tr>
<td>Task</td>
<td>Deadline</td>
<td>Date Completed</td>
<td>Initials</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>Attend CS Meeting</td>
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<tr>
<td>Submit All Membership Paperwork</td>
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<tr>
<td>Submit Fall Competition Schedule</td>
<td></td>
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<tr>
<td>Submit Coach’s Agreement, Contract &amp; Voucher</td>
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<tr>
<td>Submit Team Code of Conduct Form</td>
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<tr>
<td>Submit Advisor’s Agreement</td>
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<tr>
<td>Submit Master Team Travel Log</td>
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<tr>
<td>Club Sports Fair – University Center : Deadline 8/28</td>
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<tr>
<td>Attend CS Meeting</td>
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<tr>
<td>Officer Orientation</td>
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<td>Officer Specific Orientation</td>
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<tr>
<td>Summit Meeting</td>
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<tr>
<td>Complete Warrior Link</td>
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<tr>
<td>Submit Membership Roster</td>
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<tr>
<td>Submit Officer’s Card</td>
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<td>Fall Grant Applications Due</td>
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<td>Attend CS Meeting</td>
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<td>Attend CS Meeting</td>
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<tr>
<td>Submit Rec Center Coach’s Access Agreement</td>
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<td>Attend CS Meeting</td>
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<td>Attend CS Meeting</td>
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<td>Homecoming</td>
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<td>Special Events</td>
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<td>Community Outreach</td>
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<td>Intra-club Support</td>
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ESU Campus Rec & Wellness

Incident Report

Incident Date: _____/____/______  Incident Day: ______________  Time: ______________

Person Involved: ________________________________________________ (First, Last Name)

Ecard Number: ___________________  Email Address: ______________________________

Local Address: _____________________  City:___________________  State: _____

Phone Number: _________________________  Age: _______  Gender Identity: __________

Time of Incident: ______________ AM/PM  Location of Incident: ____________________________

Type of Activity: _______________________________

Description of the incident. Please be as specific as possible: (Use back of form if necessary)

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

Was EMS or University Police contacted?  Yes  No

Did the individual cooperate with you?  Yes  No

Did the person continue to participate?  Yes  No

Witness Signature _________________________________________________________________

Name of Supervising Staff: _____________________________  Phone Number: ________________

Recommended Action Taken by the Professional Staff:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
ESU Campus Rec & Wellness          Accident Report & Refusal of Medical Form

Date of Accident ___________________  Time of Accident ___________________

INJURED PERSON'S PERSONAL INFORMATION

Name: __________________________________________________________ Gender Identity_________________
Local Address: __________________________________________________ Date of Birth_________________
Local Phone: __________________________ Status: Student_____Faculty/Staff_______Guest_____
Ecard Number (Last 6 digits): __________________
If under 18, name and phone number of parent/legal guardian: _______________________________

DETAILS OF ACCIDENT

Location of Incident: MRC______RecB_______Mary Street Fields_______Other___________________
Location within building/area (court #, machine, etc.)__________________________
Program participating in: (check all that apply)
Leagues_____ Club Sports_______ Open Recreation_______ Special Event ________
Group Fitness ___________ Personal Training ________________ Other _________________

PART(S) OF BODY INJURED (CHECK ALL THAT APPLY)    Right _____  Left _____
Arm  ______  Back ______  Chest ______  Ear ______  Elbow ______  Eye ______  Shin ______  Torso ______
Face ______  Finger ______  Foot ______  Groin ______  Hand ______  Head ______  Shoulder ______  Waist ______
Hip ______  Knee ______  Leg ______  Mouth ______  Neck ______  Nose ______  Toe ______  OTHER ______

Description of how injury occurred: (please be detailed, attach additional information if necessary)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

IMMEDIATE ACTION TAKEN

First Aid: (Check all that apply)  Name of Care Giver: ____________________________ Position: __________________________
Victim Self Care ______  Stopped Bleeding ______  Immobilized ______  Elevated ______  Applied Ice ______
Washed Wound ______  CPR ______  AED ______
Other (Please Explain) _____________________________________________________________

Further Care: (Check all that apply)
Went Home on own _____  Returned to Activity _____  Friend took home _____ Self/Friend to Hospital _____
Ambulance to Hospital _____
ESU Campus Rec & Wellness

Accident Report & Refusal of Medical Form

I, the injured party, herein certify that the information on page 1 is true and correct to the best of my knowledge.

Injured Signature: __________________________________________ Date ______________________

Witness’ Name: __________________________________ Phone Number: ______________________

Signature of Parent/Legal Guardian (if victim is a minor): __________________ Date __________________

Name of Staff Completing Report: __________________ Signature: __________________________

Date ___________

REFUSAL OF MEDICAL ASSISTANCE/CARE

At this time, I, ______________________ (Print Name) am refusing medical assistance/care from ESU Campus Rec & Wellness.

Injured Person’s Signature __________________________________________ Date ______________________

EXTRA INFORMATION

_____ Number of Patrons at the time of accident
_____ Number of Facility Employees on duty at the time of the accident
_____ Number of additional staff supervising event (i.e. Sport Activities Staff, Fitness Staff, etc.)

Describe the condition of the area at the time of the accident (please be detailed and specific)

____________________________________________________________________________________

Witness __________________ Phone __________________________ Address ______________________

Call Log for Professional Staff Use Only

Date: __________ Time: _________ Caller Signature: __________________________

_____ Left Message _____ LM with person _____ Spoke with individual _____ No Answer

Status of Injured Person

Date: __________ Time: _________ Caller Signature: __________________________

_____ The injured person is fine. No complications

_____ The injury was serious enough to warrant additional medical attention. The injury was diagnosed as

____________________________________________________________________________________

_____ Unknown (Unable to contact person)

Completed by: __________________ Position: __________________ Date: __________________________
East Stroudsburg University Club Sports
Concussion Information and Agreement Form

WHAT IS A CONCUSSION?
A concussion is a brain injury that:
- Is caused by a blow to the head or body
- Can change the way your brain normally works
- Presents itself differently for each athlete
- Can occur during practice or competition in any sport or outside of sport
- Can happen even if you do not lose consciousness

WHAT IS SECOND IMPACT SYNDROME?
- Second impact syndrome is a rare condition in which a second concussion occurs before a first concussion has properly healed
- Causes rapid and severe brain swelling and often catastrophic results
- In many cases, second impact syndrome is fatal. In those cases where it is not fatal, you can expect long-term effects due to traumatic brain injury.
- The second impact causing the second concussion does not have to be severe to cause this fatal condition

YOU CAN HELP PREVENT CONCUSSIONS BY:
- Not initiating contact with your head
- Avoiding striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head can all cause concussions.
- Practicing good sportsmanship at all times

WHAT ARE THE SYMPTOMS OF A CONCUSSION?
Symptoms can occur immediately, hours, or days after injury. Exercise or activities that involve a lot of concentration such as studying, working on computer, watching television, or playing video may cause concussion symptoms to reappear or worsen. It is important to update the athletic trainer on changing or worsening symptoms as soon as possible.
- Amnesia
- Confusion
- Headache
- Loss of consciousness
- Balance problems
- Dizziness
- Double/fuzzy vision
- Nausea
- Feeling sluggish, foggy, or groggy
- Feeling irritable/personality change
- Concentration or memory problems
- Slowed reaction time
WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

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

**Remove Yourself.** 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.

---

**East Stroudsburg University Club Sport Concussion Information Agreement:**

I, ______________________________ have read and fully understand the presented facts about concussions.

I hereby affirm that I have, and will, fully disclose any prior medical injuries and illness regarding signs and symptoms of concussions to East Stroudsburg University Club Sports Athletic Trainer/Sports Medicine personnel.

I have read and signed this document with full knowledge of its significance. I further state that I am at least 18 years of age and competent to sign this waiver. If I am under the age of 18, my legal guardian will also sign this form.

Student-Athlete Signature ______________________________ Date ______________

Sport ______________________________

Parent/Guardian Signature (if under 18 years of age) ______________________________ Date ______________