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PREAMBLE
The following manual is a working tool for East Stroudsburg University Club Sport Officers. The policies and procedures set forth have been developed to create successful student-leaders and club operations. All Club Officers are expected to know the information provided, along with the Student Senate Handbook for Recognized Student Organizations. Questions regarding any information in this handbook should be directed to Lauren Motzkin, the Assistant Director of the Recreation Center:

lmotzkin@esu.edu
570-422-2968
Recreation Center, Room 115

EQUAL OPPORTUNITY
East Stroudsburg University does not discriminate on the basis of race, color, religion, national origin, gender, veteran status, disability, or age in its programs and activities in accordance with state and federal laws.

SPECIAL THANKS
A special thanks to the following institutions for their assistance in the creation of this handbook:

Bucknell University  University of Connecticut
Georgia Institute of Technology  University of California, Los Angeles
Miami University (Ohio)  Villanova University
Princeton University  West Chester University
Rutgers University (New Brunswick)

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)

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 Recreation Center will provide supervision, risk management, and support for established student organizations.
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 Recreation Center, are a unique group of student organizations. The Recreation Center is a department within the Student Activity Association, Inc. (herein known as the SAA) as a member of the Division of Student Affairs. (See Figure 1 below)

The clubs are student organizations, thus they are also bound by the guidelines of the Student Senate Handbook for Recognized Clubs and Organizations. Club Sport Officers report to the Assistant Director of the Recreation Center overseeing Club Sports (herein known as the Assistant Director) for daily operation.

In the event a member of a Club Sport is accused of violating a policy from the University Student Handbook, the matter will be submitted to the Office of Student Conduct and Community Standards.

![Organizational Structure Diagram]

Figure 1 - Organizational Structure of Club Sports
JOB DESCRIPTIONS
Recreation Center Club Sports Staff

1. Assistant Director of the Recreation Center and Administrative Graduate Assistant - The administrative functions of Club Sports will reside with the Assistant Director of the Recreation Center. The Assistant Director and his/her 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, the Recreation Center will be assigned a Certified Athletic Trainer (herein known 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 Recreation Center Athletic Training manual.
   - Aid the Assistant Director with the distribution, collection, review, and approval of all pre-participation forms.
Club/Organization Staff

1. 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 Senate 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 (1) 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 Senate Handbook for Recognized Clubs.
   - Should work with fellow officers, coach(es), advisor, and the Recreation Center 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 the Recreation Center staff and club members.
  - Operate the club in compliance with the Club Sport Officers’ Handbook and Student Senate Handbook for Recognized Clubs and Organizations.
  - Make sure all required documentation (forms and waivers) is completed and submitted on time. (See APPENDIX: CLUB SPORT OFFICER’S YEARLY CHECKLIST on page A23)
  - 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. (see MEMBERSHIP REGULATIONS on page 21)
The **Treasurer** should –
- Keep all financial records and track spending. (see FINANCES & FUNDING on page 30)
- 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 Senate Handbook for Recognized Clubs and Organizations
- Assist the President and Vice-President as necessary
- Work with the Assistant Director of the Recreation Center pertaining to the specific description of the position
2. **Advisors** - 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 the Recreation Center.

- The **Advisor** 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 him/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.
3. **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. (See FINANCES AND FUNDING on page 30 for payment policy). 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 matter.
  - Encourage the teams to hold various fundraisers.
  - Encourage the use of the Athletic Training Staff for injury prevention, attention, and rehabilitation. (See ATHLETIC TRAINER on page 27)
  - 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. (See FINANCES AND FUNDING on page 30)
  - Complete a Recreation Center Indoor Practice Contract for any club using spaces within the Recreation Center. (See FACILITY SPACES AND RESERVATIONS on page 14)

- **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.
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 Senate Handbook for Recognized Clubs and Organizations, must be followed (see Student Senate Handbook Chapter 1, page 1).

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.
   - Minimum roster of 10 active members. (See MEMBERSHIP REGULATIONS on page 21)
   - Hold the minimum number of meetings.

4. If a club sport is listed as inactive for more than six (6) academic semesters they are defined as defunct. The club may return to active status by filing as a new student organization through the Student Senate.
TIMETABLE AND DEADLINES

There are various time-sensitive tasks throughout the school year. These deadlines are in place to ensure the collection of liability and emergency health documentation, confirm player eligibilities, compose team rosters, and provide consistent club operations for all organizations. In the event the following deadlines are not met, the club may lose operational privileges until tasks are completed. For details on missed deadlines, please refer to DISCIPLINE on page 31.

**Fall Semester Timeline – Dates to be announced**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day of Classes</td>
<td>First Eligible Day of Practice</td>
</tr>
<tr>
<td></td>
<td>(pending submission and review of all required forms)</td>
</tr>
<tr>
<td>First Week of Classes</td>
<td>Club Sports Officers’ Meeting</td>
</tr>
<tr>
<td>Second Week of Semester</td>
<td>Fall Semester Schedules Submitted</td>
</tr>
<tr>
<td></td>
<td>First Eligible Game Weekend</td>
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<tr>
<td>Third Week of Semester</td>
<td>Officer Card and Membership List due to SAA</td>
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<td>SAA Officers’ and Financial Meeting</td>
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<td>Last Week of September</td>
<td>Club Sports Officers’ Meeting</td>
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<tr>
<td>Last Week of October</td>
<td>Club Sports Officers’ Meeting</td>
</tr>
<tr>
<td>Third Week of November</td>
<td>Indoor Practice Only Begins – No Outdoor Field Space</td>
</tr>
<tr>
<td>Last Week of November</td>
<td>Club Sports Officers’ Meeting</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>No games/practice</td>
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<tr>
<td>Winter Break</td>
<td>No games/practice</td>
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**Spring Semester Timeline – Dates to be announced**

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>First Day of Classes</td>
<td>Club Operations Resume</td>
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<tr>
<td>Last Week of January</td>
<td>Club Sports Officers’ Meeting</td>
</tr>
<tr>
<td>Second Week of Semester</td>
<td>Spring Semester Schedule Submitted</td>
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<tr>
<td></td>
<td>SAA Budget Submission</td>
</tr>
<tr>
<td>Last Week of February</td>
<td>Club Sports Officers’ Meeting</td>
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<tr>
<td>Spring Break</td>
<td>No games/practice</td>
</tr>
<tr>
<td>Monday after Spring Break</td>
<td>Outdoor Practice Resumes</td>
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<tr>
<td>Last Week of March</td>
<td>Club Sports Officers’ Meeting</td>
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<tr>
<td>Last Week of April</td>
<td>Club Sports Officers’ Meeting</td>
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<tr>
<td></td>
<td>New Officers Election Results Due</td>
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<tr>
<td>First Week of May</td>
<td>Submit Equipment Inventory</td>
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**Weekly Deadlines**

<table>
<thead>
<tr>
<th>Day</th>
<th>Deadline</th>
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<tr>
<td>Monday</td>
<td>Monday by 5pm</td>
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<tr>
<td>Wednesday</td>
<td>Wednesday by Noon</td>
</tr>
<tr>
<td>Friday</td>
<td>Friday by Noon</td>
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<td></td>
<td>Report of previous weekend’s events</td>
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<td></td>
<td>Submit Travel Log, Financial Documentation, and Vouchers</td>
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<td></td>
<td>Travel Clearance</td>
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</tbody>
</table>
**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 the club members 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.* (See MEMBERSHIP REGULATIONS on page 21)

**Club Sports Officers’ Meeting** – Mandatory administrative meetings 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 (1) 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 (2) weeks into the semester for Assistant Director of the Recreation Center to review. Schedule should include date, time, location, and opponent. (See APPENDIX: CLUB SPORTS GAME SCHEDULE on page A15)

**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. (See APPENDIX: OFFICER’S CARD and MEMBERSHIP LIST on pages A7-8)

**First Eligible Game** – Fall Semester games may not begin until the **SECOND (2nd) week** of the semester. This allows for all required documentation to be completed, submitted, and cleared through the Assistant Director of the Recreation Center.

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

**Indoor Practice Only** – All clubs which utilize outdoor space suspend their outdoor reservations and reserve space in the Recreation Center. Arrangements for other indoor spaces are permitted (e.g. Koehler Field House, Zimbar Gym).

**Thanksgiving, Winter, and Spring Break** - Games and practices should not be scheduled for dates during a holiday break unless approved by Assistant Director of the Recreation Center.

**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 the Recreation Center by the close of business Friday.
**Assistant Director’s Office Hours**
The Assistant Director of the Recreation Center will typically hold office hours during normal business hours. Any team wishing to meet outside these times should make an appointment.

**FACILITY SPACE AND RESERVATIONS**

**Meeting Schedule**

1. Clubs must submit a schedule of planned activities (including location and time) in advance of actual participation (refer to TIMETABLES AND DEADLINES on page 12). This should include a regular practice schedule and any matches, games, or trips the club has planned. The Assistant Director of the Recreation Center should be notified of any changes or modifications to this schedule as soon as possible.
2. The Assistant Director of the Recreation Center 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 the Recreation Center prior to the club’s first meeting/practice of the fall semester.
4. The facility spaces in the Recreation Center and on the outdoor fields (see FACILITY RESERVATIONS AND DRAFT on page 14) 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 (1) 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 (1) 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 contact the specific ESU Staff Member by their on-campus phone extension or email (see FACILITY SPACE AND RESERVATIONS on page 14).

<table>
<thead>
<tr>
<th>Facility</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koehler Fieldhouse</td>
<td>Cara Bell</td>
<td>570-422-3578</td>
</tr>
<tr>
<td>University Center or</td>
<td>Jill Hill</td>
<td>570-422-3767</td>
</tr>
<tr>
<td>Keystone Annex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zimbar Gym</td>
<td>Sarah-Ruth Tundel</td>
<td>570-422-3061</td>
</tr>
</tbody>
</table>

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 the Recreation Center by the second week of the semester. (See TIMETABLES AND DEADLINES on page 12)
2. The Assistant Director of the Recreation Center and Club Sports Officers should then meet to find suitable facility space to accommodate home matches. (See FACILITY SPACE AND RESERVATIONS on page 14)
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 the Recreation Center prior to making further arrangements.
**Location of Campus Facilities**

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

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

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

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Center (69)</td>
<td></td>
</tr>
<tr>
<td>Koehler Fieldhouse (33)</td>
<td></td>
</tr>
<tr>
<td>University Center(15)</td>
<td></td>
</tr>
<tr>
<td>Zimbar Gym (13)</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 the Recreation Center must be notified prior to competition. **No field lining should occur unless a Recreation Center Club Sports Staff Member is present.**

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 the Recreation Center or by the University Police (call x3063) with a proper reservation. Once the field lights are turned on, they must remain on for at least one (1) 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 ¼ 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 the Recreation Center Leagues program and special Recreation Center 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 the Recreation Center 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.

**Recreation Center**
- All club members, including officers, coaches, and advisors (see Club/Organization Staff on page 7) must have a working eCard to access the Recreation Center.
  
  **Note:** Advisors and Coaches who do not currently have a Recreation Center membership may gain access to the facility with a Recreation Center Coaches/Advisor’s contract on file and a working eCard from the University Center’s eCard Center. (See APPENDIX: RECREATION CENTER CLUB SPORTS ADVISOR/COACH ACCESS CONTRACT on page A11-12)
- Individuals who have had his/her Recreation Center 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 (4) 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.
- 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 the Recreation Center. 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 the Recreation Center.
- The Club officers should also review any plans for field changes or additions required for the game with the Assistant Director of the Recreation Center.
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 (See APPENDIX: FIELD INSPECTION CHECKLIST on page A22) 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 the Recreation Center.
- 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, 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. (See FACILITY SPACE AND RESERVATIONS on page 14)

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 the Recreation Center is not available, the officers should contact the University Police (x3063) 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. (See APPENDIX: CLUB SPORTS EQUIPMENT INVENTORY on page A13)

2. Clubs are encouraged to store this equipment in a secure location while in-season, and return equipment to the Recreation Center 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 the Recreation Center.

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 the Recreation Center may do so, but access to the equipment will be at the discretion of the Assistant Director of the Recreation Center.

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 the Recreation Center.

7. Any and all items that can be washed or sanitized must be cleaned prior to their long-term storage in the Recreation Center.

**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 Senate Handbook (Chapter 2, pages 6-10) and the University Student Handbook (pages 33-54).

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 the Recreation Center or the SAA until all mandatory documentations are on file. (See below)

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 (6) academic semesters, the club will be classified as defunct. (See STARTING A CLUB SPORT on page 11)

6. Only active student members may hold elected positions. (See Club/Organization Staff on page 7)

7. The Club Sports Staff, the Student Senate, and/or the SAA are eligible to conduct roster checks at random.
Qualifications for Active Student Membership

An individual member of a club will not be recognized until all of the following information is on file with the appropriate office:

1. Currently registered ESU Undergraduate or Graduate Student with the following:
   - Without any University prohibitions or suspensions, active or deferred
   - Having all documentation on file with the Assistant Director of the Recreation Center.
   - Participation in a majority (51%) of the clubs activities, including but not limited to practices, club meetings, games/competitions, fundraisers, or volunteer activities.

2. Required Documentation for all club members and officers includes:
   A. On file with the University Health Center:
      - A completed University Health Services Health Form
   B. On file with the Assistant Director of the Recreation Center:
      - Health/Accident Insurance & Information form
         (herein known as “Health/Accident Form” – See APPENDIX on page A2)
      - Informed Consent, Release Waiver, & Expressed Assumption of RISK
         (herein known as “Informed Consent” – See APPENDIX on page A3)
      - Informed Consent, Release Waiver, & Expressed Assumption of Risk on Transportation in Sponsored Activities and Programs
         (herein known as “Travel Waiver” – See APPENDIX on page A4)
      - Club Sports Athletic Trainers Health Evaluation form for Athletic Training Services
         (herein know as Athletic Training Form – See APPENDIX on page A5-6)
   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. (See APPENDIX on page A7)
      - Completed Membership List with the Full Name, Local Address, Email Address, Contact Phone Number, and Class Year. (See APPENDIX on page A8)

ADVERTISING

Clubs are encouraged to advertise meetings, practices, games, and special events throughout the school year. Clubs are reminded that they are to abide by the Student Code of Conduct for appropriate representation of the University. The following is a guide to advertising and flyer distribution. (See ESU Student Handbook page 83, Article V)
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. (See APPENDIX: FLYER DISTRIBUTION LIST on page A22)
- 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-servs, the information should be updated regularly with a webmaster or organizer available to answer questions or solve problems.

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 Assistant Director of the Recreation Center.

HAZING
All clubs are encouraged to actively recruit new members. In the pursuit of gaining new members and/or retaining current members, a club must adhere to a specific set of non-hazing policies. (See ESU Student Handbook pages 60-64). Starting Fall Semester 2010, all clubs sports will be required to complete an Anti-Hazing Contract.

1. All activities of a club sport should be positive in nature.
2. Recruitment of new members should be based on interest and dedication to the organization and not based on anti-discriminatory basis defined by the University and/or the Commonwealth of Pennsylvania.
3. The term HAZING shall include, but not be limited to:
   o Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of, or recognized as, an organization by an institution of higher education. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
4. Pennsylvania Act 175 of 1986 states that no student can consent to being hazed. Any activity falling within the definition of hazing is considered to be a forced activity, subjecting the organization/athletic team and its members to the full range of penalties.

5. Any club found to be hazing will be subject to investigation by the Office of Student Conduct and Community Standards. (see DISCIPLINE on page 31)

**ALCOHOL AND ILLEGAL DRUGS**

The following is a summary of the Alcohol and Other Drugs Policy listed in the Student Handbook on pages 57-73:

1. 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. (See DISCIPLINE on page 31)

**SPORTSMANSHIP**

“Sportmanship is conformance to the rules, spirit, and etiquette of sport. Sportmanship expresses an aspiration or ethos that the activity will be enjoyed for its own sake, with proper consideration for fairness, ethics, respect, and a sense of fellowship with one’s competitors.”


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 the Recreation Center, SAA, and the club’s governing body. (See DISCIPLINE on page 31, concerning violations of the sportsmanship policy)
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 one hundred and fifty (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 (8) hours in a twenty-four (24) hour period.
3. SAA Budget Funds for travel only allow maximum equivalent of fuel for one (1) car and one (1) 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 two (2) days 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 two (2) days 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 the Recreation Center.
2. It is SAA’s policy to only provide Student Senate 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.

**SAA Van Usage Policies**
The policies below are a highlighted segment for SAA Van usage. Please refer to the Student Senate Handbook (chapter 4, page 30) for complete policies.

1. All local and state driving laws are in effect while operating the SAA Van. Any tickets or infractions occurred while driving the SAA Van will be the responsibility of the driver.
2. Requisition for SAA Van use must be filled out and turned into the Reservation Supervisor in the Student Activities Complex. After approval, a copy will be returned to the organization as evidence for authorized use.
3. The Van Driver must be at least twenty-one (21) years of age, have at least two (2) years of driving experience, must display a valid license, and complete a Request for Driver Information Form. This form must be sent to the Department of Transportation in Harrisburg PRIOR to being considered an authorized driver.
4. Consumption or transportation of alcoholic beverages in the SAA Van is strictly prohibited.
5. The Van will be available on a first-come, first-served basis. Requests for the SAA Van should be made as soon as possible and no less than five (5) days in advance of the trip. Please contact Jill Hill (x3767) for reservations.
6. Seat Belts MUST be worn at all times by the driver and passengers.
7. The SAA Van is not permitted within the city limits of New York City, including all boroughs.

**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 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 (24) 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 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 the Recreation Center or the SAA Business Office within twenty-four (24) hours of the incident.
6. An incident report should also be completed and filed within twenty-four (24) 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.

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:

- The Weather Channel – http://www.weather.com
- or AccuWeather, Inc. – http://www.accuweather.com

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 reached a safe structure of location by the time the person monitoring the weather obtains a flash-to-band (lightening-to-thunder) count of thirty (30) second equivalent to lightening being six (6) 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.”

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 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 the Recreation Center 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 Senate Handbook for Recognized Clubs and Organizations on pages 12-18.

Definitions

- **Budget Account (700 Account)** – Funds allocated from Student Senate 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 Senate Handbook for Registered Clubs and Organizations. (See DISCIPLINE on page 31)

- **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 the Recreation Center. Typically, if a voucher is received before Wednesday at Noon a check will be processed by Thursday 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/](http://saa.admin.esu.edu/)
Dues and Fundraising

1. Teams are encouraged to generate funds outside the Student Senate 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 (48) 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

As students of ESU, all members of the team are held to the University Student Code of Conduct as dictated in the Student Handbook. The Code of Conduct follows all students throughout their academic tenure. In the event of a violation, whether on or off-campus, the following actions may occur from the Assistant Director of the Recreation Center, the SAA Student Senate, and/or the Office of Student Conduct and Community Standards.

The next page indicates a chart listing potential violations and investigative actions which can be made by a club officer and/or their membership, and the disciplinary consequences. If a situation arises that is not noted on the chart, it will be passed to the SAA and Student Senate to determine the best course of action.

How to read the Disciplinary Action Chart

- **Warning** – If this is the first offense of a violation, documentation will be kept on file of the event. If this violation is committed a second time, the chart dictates the resulting penalty.
- **Black Box** - If a violation occurs and a black box is listed on the chart, this indicates the minimum action to result. It also lists which office assigns the sanction(s).
- **Gray Box** – If a violation occurs and a gray box is listed on the chart, the severity of the incident may add the potential for this sanction(s).
- **White Box** – If a white box is listed next to a violation, the resulting disciplinary action is not applicable.
- In the event the Office of Student Conduct and Community Standards is called upon for a violation of university policy, players and teams may still participate in club functions until a ruling. The ruling of the Office of Student Conduct and Community Standards will dictate the specific sanctions awarded, with all listed sanctions as possible consequences.
Description of Violations

Office of the Assistant Director of the Recreation Center and/or the SAA/Student Senate

The following violations will be assessed by the Assistant Director of the Recreation Center and/or the SAA/Student Senate. Actions deemed severe, or pertaining to the Student Code of Conduct, will be handed to the Office of Student Conduct and Community Standards.

Failure to honor facility reservations – Due to the numerous organizations on campus requiring facility space, clubs which do not utilize the spaces provided may forfeit their reservation.

Failure to provide requested documentation – In the event documentation is requested by the Assistant Director of the Recreation Center, the SAA, and/or the Student Senate, the club officer or member in question should produce the documentation in a timely manner. This documentation includes information dealing with the business and operation of the club and/or its members.

Failure to maintain minimum active membership – In the event a club is not able to maintain the minimum requirement of members, the club may lose funding and/or their active status as an organization. (See MEMBERSHIP REGULATIONS on page 21)

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 close of spring semester business, the club may lose access to their funds until debts are collected.

Unapproved Travel – In the event a club does not follow the proper travel policies, the club and/or individual members will not be paid for expenses. In the event of multiple violations to travel policies, the club may face overall frozen financial accounts and/or temporary suspension of their organization. (See TRAVEL POLICIES on page 25)

Failure to follow SAA Financial Regulations – Although the Treasurer is expected to maintain a vast majority of the club accounts, the president may assist in these responsibilities. 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 – Most business pertaining to the club works on a consistent timetable and series of deadlines. In the event of a missed deadline, a team may have their accounts frozen, travel suspended, and/or club privileges suspended. (See TIMETABLE AND DEADLINES on page 12)

Failure to maintain accurate rosters – The maintenance of the club’s rosters are vital for emergency and insurance liability reasons. Failure to maintain an active 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 collected and completed liability waivers on file. Teams must also maintain accurate, active rosters as dictated by their league or governing body.

Failure to follow facility policy – In the event a club does not abide by the policies dictated by a facility, an immediate suspension of their reservation and a hold may be placed on their financial accounts. Depending on the severity of the situation, further actions may result.

Failure to submit required documentation – Most required documentation deals specifically with insurance, liability, and emergency contact information. Failure to submit and/or produce this required
documentation may result in immediate freezing of funds to the club and the potential for individual and/or club suspensions.

**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. (See **SPORTSMANSHIP** on page 24).

**International Team Travel** – Teams are not permitted to travel internationally. Teams that travel internationally will automatically lose their active club status and face a possible Student Conduct and Community Services hearing. (See **TRAVEL POLICIES** on page 25)

**Abuse/Damage of SAA or University Property or Equipment** – In the event University or SAA property or equipment is abused or damaged during the course of club operations, facility spaces will be temporary revoked and funds frozen. The length of these actions will be dependent upon the severity of the offense.

**Fighting or attempting to strike another person** – 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.

**Direct Reporting to the Office of Student Conduct and Community Standards**

The following actions are in direct violation with the Student Code of Conduct and will result in an investigation by the Student Senate and a hearing with the Office of Student Conduct and Community Standards (See University Policies in the Student Handbook on pages 57-73).

**Off Campus Violations** – Since the student code of conduct is in effect until graduation, any club sports-related legal issues off-campus will automatically be handed to the Student Conduct and Community Services office.

**Discriminating, Harassing, or Hazing Behavior** – Cases involving Discriminating, Harassing, or Hazing towards game staff including Recreation Center Club Sports Staff (defined on page 6), Club/Organization Staff (defined on page 7), emergency personnel, any individual related to the facility or game operation club member, and/or potential recruits during club activities will automatically be handed to the Student Conduct and Community Services office. (See **HAZING** on page 23 or the Student Handbook on pages 58-64)

**Alcohol Violations** – Regardless of age, ESU Students are prohibited from engaging in the use of 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 or activities. (See **ALCOHOL AND ILLEGAL DRUGS** on page 24)

**Drug/Controlled Substances Violations** – Any violations involving non-prescribed medications and/or controlled substances related to club activities will automatically be handed to the Student Conduct and Community Services office.
APPENDIX

CLUB SPORTS DOCUMENTATION................................................................................................................A1
HEALTH/ACCIDENT INSURANCE & INFORMATION.........................................................................................A2
INFORMED CONSENT, RELEASE WAIVER, & EXPRESSED ASSUMPTION OF RISK...........................................A3
INFORMED CONSENT, RELEASE WAIVER, & EXPRESSED ASSUMPTION OF RISK ON TRANSPORTATION IN SPONSORED ACTIVITIES AND PROGRAMS....................................................A4
CLUB SPORTS ATHLETIC TRAINING HEALTH EVALUATION.........................................................................A5
OFFICER’S CARD............................................................................................................................................A7
MEMBERSHIP LIST.........................................................................................................................................A8
CLUB SPORTS ADVISOR’S AGREEMENT........................................................................................................A9
CLUB SPORTS SUB-CONTRACTED COACH’S AGREEMENT........................................................................A10
RECREATION CENTER CLUB SPORTS ADVISOR/COACH ACCESS CONTRACT..............................................A11
RECREATION CENTER RELEASE OF LIABILITY..........................................................................................A12
CLUB SPORTS EQUIPMENT INVENTORY........................................................................................................A13
ASSUMPTION OF RESPONSIBILITY FOR CLUB EQUIPMENT.........................................................................A14
CLUB SPORTS GAME SCHEDULE..................................................................................................................A15
CLUB SPORTS GAME REPORT........................................................................................................................A16
CLUB SPORTS FIELD INSPECTION CHECKLIST............................................................................................A17
CLUB SPORTS TRAVEL LOG...........................................................................................................................A18
CLUB SPORTS SPORTSMANSHIP AGREEMENT AND STANDARD OF CONDUCT........................................A20
DISCIPLINARY ACTION CHART......................................................................................................................A21
CLUB SPORTS FLYER DISTRIBUTION CHECKLIST........................................................................................A22
CLUB SPORTS OFFICERS’ YEARLY CHECKLIST............................................................................................A23
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:

   Lauren Motzkin
   Recreation Center, Room 115
   (570) 422-2968
   lmotzkin@esu.edu

NOTE:

- All members and officers must have a University Heath Services Health Form on file to participate in Club Sports.

- Any members found on University Probation, or to have a University Suspension, will not be granted eligibility.
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 the Assistant Director of Club Sports, 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 & EXRESSED ASSUMPTION OF RISK
STUDENT ACTIVITY ASSOCIATION - EAST STROUDSBURG UNIVERSITY ("SAA")

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
or 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. 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 Student Activity Association, or the employees, officials, 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, or the employees, officials, 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 Sports Athletic Training Health Evaluation

**Student Activity Association - East Stroudsburg University ("SAA")**

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**

---

<table>
<thead>
<tr>
<th>Have any of the following occurred since your last physical or medical exam? If yes, please list/explain.</th>
<th>Please indicate any injuries that you have had in the past 2 years. If yes, please explain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Had any illness?</td>
<td><strong>Body Part</strong></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. Taken medication?</td>
<td>Head</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. Been hospitalized?</td>
<td>Shoulder</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. Been unconscious for any reason?</td>
<td>Arm/Hand</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Do you have allergies?</td>
<td>Neck</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Asthma or Trouble Breathing?</td>
<td>Ribs</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Taken any supplements?</td>
<td>Back</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. Reactions to Medications?</td>
<td>Hip</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td></td>
<td>Thigh</td>
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<td></td>
<td>Knee</td>
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<tr>
<td></td>
<td>Leg</td>
</tr>
<tr>
<td></td>
<td>Ankle/Foot</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Name of Organization:</th>
<th></th>
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</table>

<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>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
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</tr>
<tr>
<td>Vice-President</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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<tr>
<th>Term of Office To/From:</th>
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<tr>
<th>How often do you meet:</th>
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<th>When do you meet:</th>
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<th>Where do you meet:</th>
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<tr>
<th>Approximate Membership:</th>
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<tr>
<th>What is the purpose of your organization?</th>
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<tr>
<th>Primary Advisor Information</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<th>Advisor Responsible for Finances (if different)</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<th>Accounts to be linked to web using password above:</th>
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<th>Budget Acct #</th>
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<th>Club Acct #</th>
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# CLUB SPORTS MEMBERSHIP LIST

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

Team/Organization: ____________________________  Semester: _____________

<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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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 off 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.
10. Complete a Recreation Center Indoor Practice Contract for any club using spaces within the Recreation Center.

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: ___________________________
The ESU Recreation Center 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 the Recreation Center 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 the Recreation Center 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 the Recreation Center 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 HEREWITH SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

___________________________________________  ____________________________  __________
ADVISOR/COACH SIGNATURE             PRINT NAME             DATE
RECREATION CENTER

THE EAST STROUDSBURG UNIVERSITY STUDENT ACTIVITY ASSOCIATION, INC.

RELEASE OF LIABILITY
(IMPORTANT - READ BEFORE SIGNING)

I understand, agree and appreciate that the Recreation Center, 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 the Recreation Center 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 the Recreation Center 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 the Recreation Center facility, or portions thereof, used in my participation in activities made available to me at or by the Recreation Center (hereafter referred to collectively as the “Releasees”), 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 Releasees.

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 THE RECREATION CENTER, FULLY UNDERSTANDING ITS TERMS, AND UNDERSTANDING THAT BY VIRTUE THEREOF I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND DO HEREWITH SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

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ADVISOR/COACH SIGNATURE        PRINT NAME                  DATE
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<th>Item Description</th>
<th>Date Out</th>
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<th>Budget or Club Equipment</th>
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I ____________________________________________________________ understand as the
(Print your name)
______________________________________________________________ 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 Club Sports 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.
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<tr>
<th>Date of Event</th>
<th>Time</th>
<th>Opponent/Tournament</th>
<th>Home/Away</th>
<th>Field</th>
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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):
____________________________________________________________________________________
____________________________________________________________________________________
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Club Sports Staff Follow-Up Notes:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Club Sport Staff Signature: ________________________________  Date: _____/_____/______

Club Sport Staff Name (Print): ________________________________
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<th>Emergency Contact Name &amp; Relation</th>
<th>Emergency Contact Address</th>
<th>Emergency Contact Phone Number</th>
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</table>

Club Officer Signature ___________________________ Date ____________ Club Sports Staff Signature ___________________________ Date ____________

Club Officer Print Name ___________________________ Club Sports Staff Print Name ___________________________
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 officials 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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print Name</th>
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<tbody>
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</tbody>
</table>
# How to read the Disciplinary Action Chart

- **Warning** – If this is the first offense of a violation, documentation will be kept on file of the event. If this violation is committed a second time, the chart dictates the resulting penalty.
- **Black Box** - If a violation occurs and a black box is listed on the chart, this indicates the minimum action to result. It also lists which office assigns the sanction(s).
- **Gray Box** – If a violation occurs and a gray box is listed on the chart, the severity of the incident may add the potential for this sanction(s).
- **White Box** – If a white box is listed next to a violation, the resulting disciplinary action is not applicable.
# Club Sports Field Inspection Checklist

**Student Activity Association - East Stroudsburg University ("SAA")**

<table>
<thead>
<tr>
<th>Category</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>
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<tr>
<td>Trash Present</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Lights On</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Field Conditions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divot (&lt; 2 inches deep)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divot (2+ inches deep)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing Water in playing area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standing Water not in playing area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Dirt Patches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inmovable Objects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irrigation system on</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Irrigation heads sticking out</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Goal posts present</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Movable Objects</strong></td>
<td></td>
<td></td>
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<tr>
<td>Goal Post Pads Present</td>
<td></td>
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<tr>
<td>Soccer Goals on field</td>
<td></td>
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<tr>
<td>Corner Flags/Pylons on field</td>
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<tr>
<td>Temporary lines established</td>
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<tr>
<td><strong>Non-permitted items</strong></td>
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<tr>
<td>Vehicles present</td>
<td></td>
<td></td>
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<tr>
<td>Tents Present</td>
<td></td>
<td></td>
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<tr>
<td>Spectators at field level</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pets at Field Level</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Alcohol, tobacco or drugs</td>
<td></td>
<td></td>
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<tr>
<td>Sharp objects in/on Turf/Grass</td>
<td></td>
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<tr>
<td>Cleats on Track</td>
<td></td>
<td></td>
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<tr>
<td><strong>Sideline Areas</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Team benches away from playing area</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
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<tr>
<td>Emergency/First Aid supplies present</td>
<td></td>
<td></td>
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<tr>
<td><strong>Post-Game</strong></td>
<td></td>
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<tr>
<td>Field Lights Off</td>
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</tr>
<tr>
<td>Trash present</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Spectators in Stands</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Other - add note</strong></td>
<td></td>
<td></td>
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<tr>
<td>Any objects implanted in turf/grass</td>
<td></td>
<td></td>
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<tr>
<td>Group currently using field</td>
<td></td>
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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
<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>Date Completed</th>
<th>Initials</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Attend August CS Captain’s Meeting</td>
<td>Aug 27, 2013</td>
<td></td>
<td></td>
<td>RCB 8pm</td>
</tr>
<tr>
<td>Submit All Membership Paperwork</td>
<td>1st Practice</td>
<td></td>
<td></td>
<td>MRC</td>
</tr>
<tr>
<td>Submit Fall Competition Schedule</td>
<td>Sep 6, 2013</td>
<td></td>
<td></td>
<td>MRC</td>
</tr>
<tr>
<td>Submit Master Team Travel Log</td>
<td>1st Travel</td>
<td></td>
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<td>MRC</td>
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<tr>
<td>Club Sports Fair – University Center <strong>App Due 9/6</strong></td>
<td>Sep 10, 2013</td>
<td></td>
<td></td>
<td>11am-2pm</td>
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<tr>
<td>SAA Club Meeting Overview</td>
<td>Sep 11, 2013</td>
<td></td>
<td></td>
<td>KS 7pm</td>
</tr>
<tr>
<td>Complete Warrior Link</td>
<td>Sep 20, 2013</td>
<td></td>
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<td>Online</td>
</tr>
<tr>
<td>Submit Membership Roster</td>
<td>Sep 20, 2013</td>
<td></td>
<td></td>
<td>MRC</td>
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<tr>
<td>Submit Officer’s Card</td>
<td>Sep 20, 2013</td>
<td></td>
<td></td>
<td>MRC</td>
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<tr>
<td>Fall Grant Applications Due</td>
<td>Sep 23, 2013</td>
<td></td>
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<td>SAA Office</td>
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<tr>
<td>Attend SAA Club Officers Training/ESU Summit</td>
<td>Sep 25, 2013</td>
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<td>SAA 7pm</td>
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<tr>
<td>Attend September CS Officers Meeting</td>
<td>Sep 26, 2013</td>
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<td></td>
<td>RCB 2:30pm</td>
</tr>
<tr>
<td>Submit Team Code of Conduct Form</td>
<td>Sep 26, 2013</td>
<td></td>
<td></td>
<td>Meeting</td>
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<tr>
<td>Submit Advisor’s Agreement</td>
<td>Sep 26, 2013</td>
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<td>Meeting</td>
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<tr>
<td>Submit Coach’s Agreement, Contract &amp; Voucher</td>
<td>Sep 26, 2013</td>
<td></td>
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<td>Meeting</td>
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<tr>
<td>Attend October Officers Meeting</td>
<td>Oct 31, 2013</td>
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<td>RCB 2:30pm</td>
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<tr>
<td>Submit Rec Center Coach’s Access Agreement</td>
<td>Oct 31, 2013</td>
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<td>Meeting</td>
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<tr>
<td>Attend November Officers Meeting</td>
<td>Nov 21, 2013</td>
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<td>RCB 2:30pm</td>
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<tr>
<td>Attend January Officers Meeting</td>
<td>Jan 30, 2013</td>
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<td>RCB 2:30pm</td>
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<tr>
<td>Submit Updated Membership Roster</td>
<td>1st Practice</td>
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<td>MRC</td>
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<tr>
<td>Submit Spring Competition Schedule</td>
<td>Feb 3, 2014</td>
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<td>MRC</td>
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<tr>
<td>Annual Budget Meeting with Assistant Director</td>
<td>TBA</td>
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<td>MRC</td>
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<tr>
<td>Attend February CS Officers Meeting</td>
<td>Feb 27, 2014</td>
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<td></td>
<td>RCB 2:30pm</td>
</tr>
<tr>
<td>Attend March Officers’ Meeting</td>
<td>Mar 27, 2014</td>
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<td>RCB 2:30pm</td>
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<tr>
<td>Attend April Officers’ Meeting</td>
<td>Apr 24, 2014</td>
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<td>RCB 2:30pm</td>
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<tr>
<td>Submit New Officers Information</td>
<td>Apr 30, 2014</td>
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<td>RCB 2:30pm</td>
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<tr>
<td>Submit Equipment Inventory</td>
<td>May 2, 2014</td>
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<td>MRC</td>
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