

[2008-09]

CABRINI SPORT CLUB HANDBOOK



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Cabrini College

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INTRODUCTION

Intramural and Recreation Mission Statement

It is the mission of the Department of Recreation to provide the Cabrini College Community with the opportunity to participate in intramural and recreational programs that promote an active and healthy lifestyle, friendships, sportsmanship and opportunities for student leadership and development. These programs serve as a method to bring members of Cabrini College together positively and add to the Cabrini experience!

Purpose of the Sport Club Manual

The administration at Cabrini College has long recognized the benefits that can be gained by participating in organized sports. The Department of Recreation, as a subset of the Department of Athletics & Recreation, has created this manual in order to provide students with the structural framework necessary for clubs to gain recognition and run safe and efficient programs. It is the responsibility of all sport club members, coaches, and faculty/staff representatives to read, understand, and follow the rules and deadlines set forth within the Cabrini College Sport Club Manual. Participation in sport clubs is a privilege, one that can be taken away at the discretion of the Department of Recreation. Please read the following document in its entirety to ensure your compliance with the Cabrini Sport Club rules and regulations.

Active Clubs

Baseball
Cheerleading
Dance Team
Dodgeball
Lacrosse Club (Men)
Roller Hockey (Men)

SPORT CLUB COUNCIL

Club Council Purpose

The Sport Club Council serves to represent the interests of all Sport Clubs at Cabrini College, and therefore it is necessary for all clubs to take an active part in the council. The Sport Club Council is designed to promote the following:

- Participation in Sport Club Programs.
- Update college administrators on individual club activities, e.g., scheduling of new activities, results of competitions and fundraisers.
- Assist in the development of Sport Club policy
- Make recommendations, offer advice, and assist in the decision-making process in other matters when requested.
- Keep the Department of Recreation informed about club activities.
- Provide a medium for the exchange of information regarding Sport Club activities, policies, and procedures.

Council Membership

Each Sport Club is required to elect one representative to the Sport Club Council. This member must be a current student club member. Each member is entitled to one vote and must be present to vote. Coaches, advisors, club officers and representatives may attend the Council meetings; however, they will not be voting members. The Assistant Director of Recreation will be the highest authority of the Sport Club Council.

Important Sport Club Council Dates

All meetings will be held in the Barclay Classroom, on the second floor of the Dixon Center, unless otherwise noted.

Fall Semester

- Wednesday, September 3 3:30p – 5:00p
- Wednesday, October 1 3:30p – 5:00p
- Wednesday, November 5 3:30p – 5:00p
- Wednesday, December 3 3:30p – 5:00p

Spring Semester (dates & times are tentative)

- Wednesday, February 4 3:30p – 5:00p
- Wednesday, March 4 3:30p – 5:00p
- Wednesday, April 1 3:30p – 5:00p
- Wednesday, May 6 3:30p – 5:00p

Council Officers and Duty Descriptions

During the Fall of 2007, Council Officers will be self-nominated at the first Sport Club Council meeting held on September 4, 2007. Interested parties will provide a brief presentation and summary as to their interest and qualifications for the preferred position. Immediately following these presentations, a blind vote will be executed to determine the approved officer.

Note: New club representatives for the succeeding year will join the current council members, in an effort to provide adequate leadership for the continuation of a successful club. At this meeting, the council members (both existing and incoming) for the 2008-09 academic year will present their intention of running for office to the council, at which time all members will vote. Term of service will be one year from the meeting at which ballots are cast.

Requirements for both positions include:

- 1) attendance at previous, successive, council meetings
- 2) demonstrated interest and effort to promote all sport club activities

Sport Club Council Student Administrator

This Student Administrator will work with the Assistant Director of Recreation to develop regular meeting agendas, as well as provide leadership and direction to the members of the Sport Club Council. The Student Administrator will take a primary role in the planning and implementation of council educational sessions including, but not limited to: leadership development, practice planning, conflict mediation and resolution, risk management assessment, and administrative and budget management.

Sport Club Council Secretary

The Council Secretary will be responsible for accurate documentation of all council discussions, report previous meeting minutes and resolutions to council members, and assist with the planning and agendas of general council meetings. This position may also provide assistance in the planning and implementation of council educational sessions at the request of the Council Student Administrator or the Assistant Director of Recreation.

FORMING A NEW SPORTS CLUB

If you have an interest in forming an organization that does not already exist at the University, you may attempt to create one by taking the following steps:

Step 1 – Contact Assistant Director of Recreation

Contact the Assistant Director of Recreation located on the second level of the Dixon Center on Cabrini's Campus. Arrange a meeting to outline your proposal and discuss resources necessary for your particular sport/club to succeed.

Step 2 – Provide Budget Considerations and Preliminary Roster

Budget: Calculate the financial resources necessary to start a club. Take into consideration all necessary expenses for team equipment, practice, and competition (including any necessary travel). Also calculate planned membership dues and other sources of income to help off-set club costs. This information will be helpful when organizing an informational meeting (see below).

Roster: As the organizer, you will also be responsible for gathering a roster of individuals interested in joining the club – either through word of mouth, or preferably through a formal interest meeting held on campus. This roster must contain a minimum of 1.5 times the number of people necessary to compete. For example, a men's volleyball club would require a minimum potential roster of 9 players (1.5×6 (necessary to play) = 9 members). Individual sports/activities will be considered on a case by case basis.

Step 3 – Proposal to Council

After the Assistant Director of Recreation has examined your roster and budget, you must schedule a presentation of your intentions before the Sport Club Council. The presentation should include: 1) a statement as to why this club will be beneficial to the College, Department of Recreation, as well as students participating in the club, 2) an outline of your proposed budget including all sources of expense and income, 3) possible avenues of competition/performance (local leagues, etc.), 4) any other information you feel necessary. Following your presentation, Sport Club Council members will have a brief opportunity for a Question/Answer session to better understand your intent.

Step 4 – Council Majority Vote

After the presentation, the Sport Club Council will take a vote to see if the proposed club is right for Cabrini College and the Sport Club Department. The vote will be of a majority in which 51% will have the vote.

Step 5 – New Club Approval

The Assistant Director of Recreation will take into consideration your proposal along with the results of the Sport Club Council vote. If necessary, the Assistant Director may consult with additional parties on campus to determine the feasibility of launching your club (insurance/liability, facility needs, etc.). The Assistant Director will then notify you within a reasonable timeframe (<30 days) as to the approval or denial of your club proposal. Upon approval of your club, you will then be expected to arrange a follow-up meeting for the full-campus, to determine additional interest and increase your clubs roster.

*If you have any other questions or concerns feel free to contact the Assistant Director of Recreation (orlinj@cabrini.edu or 610-225-3909).

SPORT CLUB RULES, REGULATIONS, AND POLICIES

Membership and Eligibility

Participation in the sport club program shall not be denied to any individual based on the premise of age, race, gender, ethnicity, sexual orientation or disability.

General Eligibility:

- Must read, understand and agree to follow the Cabrini College Code of Conduct at all times.
- Must be in good physical condition and be cleared by their physician to partake in vigorous physical activity.
- Must have health insurance and provide proof of insurance to the College.
- Must understand the inherent risks associated with participation in their respective sport/activity.
- Must sign a waiver releasing Cabrini College of liability for any injury that they may sustain during any club related activities.
- Must agree to pay club dues (if applicable).

Club Leadership

These specific positions are not required of your club. However, successful clubs will find a way of incorporating some form of leadership structure to assist in club decision-making and distribute administrative responsibilities.

President

- Provide the overall vision and direction for the club.
- Serve as the liaison between the club members, the Sport Club Council and the Department of Recreation.
- Schedule and lead team meetings.
- Serve as a representative to the national governing body, if applicable.
- Monitor the activities of the club to ensure compliance to the policies and procedures of Cabrini College, Student Development, the Office of Student Activities, and the Department of Athletics & Recreation.

Vice President

- Act in place of the club president in their absence.
- Assist other officers in fulfilling their duties and responsibilities.
- Head special committees or projects such as fundraisers, tournament preparations, promotional campaigns, etc.

Secretary

- Coordinate the scheduling of matches and competitions with other institutions and the national/regional league or association.
- Maintain club records, including membership rosters, alumni lists, competitive records, etc.
- Record the minutes of club meetings.

Treasurer

- Coordinate all financial transactions of the club.
- Work with the club leadership to prepare and present the club's annual budget to the Sport Club Council.
- Coordinate all club purchases with the Assistant Director of Recreation.

Risk Management Officer

- Raise awareness of risk issues and ensure adherence to risk management rules and procedures.
- Coordinate needed training and education on risk management with the Sport Club Staff.
- Facilitate discussions on risk management.
- Develop policies and procedures to address risk issues in your organization.
- Produce and/or maintain a club-specific operation/policy/procedure manual.
- Connect leaders with risk management resources.

Student Membership

All registered undergraduates and graduate students at Cabrini College are eligible for membership in any sport club. Only full-time students in good academic standing may serve as club officers. In addition, since student fees support the Sport Club Program, Cabrini students have membership priority over associate members. Students on academic or disciplinary probation are ineligible for membership in any sport club.

Associate Membership

Any member of the university community with valid campus identification can choose to become a sport club member. This includes faculty, staff, alumni, and members of the community. All participants must be at least 18 years of age. **The associate members can only make up 10% of the clubs membership.** These members are required to have valid insurance and sign the roster. Associate members are required to follow the same protocol while representing Cabrini College and the Department of Recreation as written in this handbook. **Associate membership dues are 1.5 times that of student membership dues.**

Coaches, Instructors, Consultants

Due to the nature of a specific club and the level of competition, coaching may be a major responsibility necessary for the continued success of the club. These positions are volunteer, no salary or reimbursement is provided other than for directly incurred expenses (i.e. gas costs during competition travel, clinic expenses, etc.). The agreement with the coach does not imply employment by Cabrini College or the Department of Athletics & Recreation. In the event that a coach is deemed necessary (for purposes of safety or otherwise) by the College or Department of Athletics & Recreation, additional funding and formal employment by the college may be arranged.

If a club wishes the services of a non-student coach, members should seek an experienced individual who possesses the technical knowledge of the sport and the ability. Prior to any service, the resumé of the potential coach and a copy of the agreement between the club and the coach must be submitted to the Assistant Director of Recreation. The club's constitution must outline the roles and responsibilities of the coach or instructor. The section should list expectations; coach evaluations, the agreement made between the team and coach, and reasons the coach could be terminated. Seasonal coaches are also expected to comply as above. The coach/consultant is to be involved only with coaching the team in practice and competition.

This includes:

- Teaching techniques to develop and improve skills.
- Determining practice schedules with officer approval and input.
- Providing a plan and course of action for the safety and risk management of club activities.
- Providing proper supervision.
- Being a role model of appropriate conduct and sportsmanship to club members.
- Establishing relevant exercises.

Waivers and Insurance Forms

Participation in sport clubs is voluntary. Participants in sport clubs must recognize, understand, and assume all inherent risks associated with participation in sport clubs and the specific sport in which they choose to participate. It is recommended that each individual complete a thorough physical examination with their medical doctor prior to participating in sport clubs. While a physical is not required, a medical history must be submitted for each participant prior to engaging in any club activity.

Insurance: All participants must have their own (primary) medical insurance in order to participate in college activities.

Any club wishing to host extramural competition on campus must provide proof of liability insurance from the visiting school to the Assistant Director of Recreation two weeks prior to competition.

Waivers: Each club participant must fill out a Waiver and Emergency Contact Form (see Appendix) prior to any participation in sport club activities (including try-outs). Club presidents must collect the waivers and submit the original to the Assistant Director of Recreation (including waivers for individuals that participated prior to team cuts). A copy of each waiver should be retained by club administrators in the Sport Club binder. A signed waiver must accompany any additions to the Participant Form. Any participant under the age of 18 must have a legal guardian sign their waiver. The fax machine in the Dixon Center main office may be used for this purpose, if necessary.

Register Events & Travel Time

All events must be registered with the Assistant Director of Recreation. Registrations must be submitted at least 2 weeks prior to the event. Any event requiring the club to travel outside of a 2 hour radius from campus must be submitted 3 weeks prior to the travel date, and all planned expenses, lodging, etc. must be indicated on the Event and Travel forms.

Any event requiring extended travel and/or overnight stays should be scheduled to avoid conflict with class schedules. Sport clubs and their members will not receive any form of official excuse from classes or exams, therefore proper scheduling is the responsibility of the club administrators and the individual members. **At no time should a professor be approached with participation in Sport Club activities as an excuse to miss classes and/or exams.**

Reporting an Injury

It is the responsibility of club administrators, as well as coaches, to oversee all aspects of the practice/competition playing surface, equipment, weather conditions, etc. In the event that an injury occurs during a Sport Club activity, an **Incident Report Form must be completed**, signed by all appropriate club personnel (coach, club president, injured party if physically able), and **submitted to the Assistant Director for Recreation within 24 hours** of the incident. The form should include a detailed description of facility conditions, weather conditions, and events leading to the injury/incident.

SPORT CLUB FINANCIAL ADMINISTRATION, POINTS, ETC

Club Dues

Clubs are required to charge individual dues in order to generate an initial source of funds and generate some sense of accountability among members. It is the responsibility of the club officers, in conjunction with the club advisor, to calculate

the amount to charge for club dues according to proposed budgetary needs and squad size. Once your club is established, fundraising is the preferred method of generating funds.

Clubs must present all fundraising ideas to the Assistant Director for Recreation and Office of Student Activities for approval before the fundraising endeavor begins. Proposals must be submitted no later than 2 weeks prior to the start of the fundraising activity.

Club Status Tiers/Classification

Cabrini Level

Cabrini Level clubs are instructional and/or social clubs in which the primary focus is teaching and training a set of skills. Outlets for competition are generally limited to within the club, with occasional demonstrations and/or exhibitions. The primary purpose of Instruction-level club is to teach skills and offer a more social environment centered on their particular sport or activity. Examples of this club level are: Capoeira, Ski & Outdoor, and boxing.

Blue & White Level

Blue & White level programs are semi-competitive clubs. These clubs meet on a regular basis and are equally based on skill instruction and preparing for some level of competition or exhibition. While previous experience is preferred, it may not be necessary for club participation (depending on the activity). A demonstrated level of competence (for safety sake) may be necessary to participate in scheduled contests or exhibitions, though. Examples of this club level include: Dance Team, Cheerleading, etc.

Cavalier Level

Cavalier Level clubs compete in extramural collegiate leagues and tournaments on a local, regional, and/or national level. These clubs generally have a somewhat rigorous playing schedule in which they represent the college at a number of outside events. Generally, these clubs may operate and compete similar to a varsity-level program without the official varsity status and associated resources (coaching, budget, travel, etc.). Examples of the Cavalier Level Clubs are: Baseball, Roller Hockey, etc.

Budgeting and the Points System

Budgeting

Each club must submit a budget proposal along with their application for recognition or recognition renewal (see Appendix for Budget Proposal Form). Factors to take into consideration when budgeting include, but are not limited to, the following:

- Equipment/uniform purchases
- Rental of off-campus facilities

- Travel expenses (gas, tolls, vehicle rental, hotel costs)
- Officials' costs
- League dues
- Coach's salary
- Medical personnel for home contests
- Site/Tournament Director for home contests
- Fundraising startup costs (t-shirt/candy purchases, etc.)

Probationary clubs – those in their first year of existence as a sport club, or any club placed under Probationary status as a result of disciplinary issues. Once a club has been recognized by the College for one full year, they are eligible to receive College funding. Cabrini Level club allocations will be based on the prior year's spending and their submitted budget proposal, along with the point system described below.

Funds for Blue & White and Cavalier Level clubs will be allocated based on the point system outlined below. Individual sport club budgets will be considered using a general rule of (point total x 1000/2). This calculation will only act as a guideline. Actual sport club needs will also be considered during the budget process, to increase or decrease club allocations accordingly.

Criteria for receiving points:

If the category does not apply, no points will be awarded. Points earned will be limited to a maximum of 60.

Members

- Defined: Total members reported on the official Participant Form and registered with the league/national governing body.
- Point Breakdown:

2pt- 5-10 members
 4pts- 11-15 members
 6pts- 16-25 members
 8pts- 26-40 members
 10pts- 41+ members

2. Years in Existence

- Defined: The number of consecutive years the club has been recognized by the College. This does not include the current year. If no data is available, clubs will be recognized as having a Fall 2003 start date.
- Point Breakdown:

1pt- 1-3 years
 2pts-4-6 years
 3pts-7-10 years
 4pts-11-15 years

3. *League Dues*

- Defined: The amount paid through your club account, as required by your governing body, in order to participate in the league or conference.
- Point Breakdown:

1pt- \$1.00-\$100.00
2pts- \$101.01-\$200.00
3pts- \$201.01-\$300.00
4pts- \$301.00-\$400.00
5pts- \$401.01+

4. *Club Member Dues*

- Defined: Dues paid by each individual club student member to participate. This does not include funds from external parties.
- Point Breakdown:

1pt- \$25.00-\$50.00
2pts- \$51.00-\$75.00
3pts- \$76.00-\$100.00
4pts- \$101.00-\$150.00
5pts- \$151.00-\$200.00
6pts- \$201.00-\$300.00
7pts- \$301.00-\$400.00
10pts- \$401.00+

5. *Competitive Schedule*

- A single home or away game will be counted as 1 game. A single day tournament will be counted as 1 game. A two day or more tournament will count as a total of 2 games. Results and Travel Authorization Forms must be submitted to the Assistant Director for Recreation in order to receive credit for each competition.
- Point Breakdown:

1pt- 1-3 games
2pts- 4-6 games
3pts- 7-9 games
4pts- 10-12 games
5pts- 13+ games

6. *Fundraising*

- Defined: Funds earned by the club that are deposited into the club “fundraising account.” This can come in the form of fundraising initiatives, donations or sponsorships. This does not include member dues.
- Point Breakdown:

1pt- \$100.00-\$500.00
2pts- \$501.01-\$1000.00
3pts- \$1001.01-\$1500.00
4pts- \$1501.00-\$2000.00
5pts- \$2001.00+

7. *National Competition Participation*

- 3 points will be awarded to any team that participated in a National Competition the previous year. All appropriate travel forms must be submitted in to the Office of Intramurals & Recreation in order to receive points.

8. *Sport Club Classification*

- Defined: Points received based on the club’s competitive level.
- Point Breakdown:

0pts- Cabrini Level
1pt- Blue & White Level
2pts- Cavalier Level

9. Facility Use

- Defined: Points received based on the club practice and competition site.
- Point Breakdown:

0pts-	On-campus facility
3pts-	Combination of on/off campus facility
6pts-	Off-campus facility

10. Paperwork

- Defined: Points received based on timely submission of administrative paperwork.
- Point Breakdown: 1 point per form, up to a maximum of 10 points

11. Community Service

- Defined: Points received for completion of mandatory Community Service project
- Point Breakdown: 1 point for completion of program, as approved by The Wolfington Center
 - Initial service requires 10 hours of service with 80% of the club's active roster participating. See Community Service section for additional information.

Extra points:

If awarded extra points, they will be added to your club's point total for the following academic year.

-Additional Community Service

- Defined: Community service will be calculated by multiplying each hour of service completed by the number of participants.
- Community service must be reported to the Office of Intramurals & Recreation. To report community service include the following information:

- 1. Number of participants*
- 2. Number of hours per participant*
- 3. Description and dates of service completed*
- 4. Site and contact information*

- Point Breakdown:

1pt-	5-25 hours
2pts-	26-50 hours
3pts-	51-75 hours

4pts- 76-100 hours
5pts- 101 + hours

Deduction of Points:

Points will be deducted from your club's point total for the following academic year for the following infractions:

- *Failure to send at least one club representative to monthly meetings*
 - 2 points per meeting missed

- *Late paperwork*
 - All paperwork will have a due date. Failure to hand in paperwork by the due date will result in a deduction of club points at the discretion of the Assistant Director of Recreation. This includes failure to hand in injury reports on time.

- *Incidents:*
 - Unauthorized travel and unauthorized purchases will result in a deduction of 5 points for each infraction.
 - Leaving a practice/competition facility in unsatisfactory condition will result in a deduction of 1 point per occurrence. If the problem persists, access to the facility and/or funding may be denied.
 - Cabrini College van misuse will result in a deduction of points at the discretion of the Assistant Director for Recreation. If the misuse persists, the privileges of college van use will be removed.
 - Left over funds in your College account (not fundraised monies) will result in the loss of points. The remaining percentage from the total amount allocated will be the percentage of points deducted from your total points. *(For example, if the club was allocated \$1000 and had \$500 remaining, 50% would be deducted from your total points earned for the following academic year.)*

Negative Points:

If a club falls below zero points, the club will be put on probation and have one semester to bring points above zero or will be in jeopardy of having their college recognition revoked.

STANDARD OF CONDUCT, BEHAVIOR, AND SPORTSMANSHIP

Overview

The students, faculty and staff of Cabrini College are all members of an educational community with the mission of “education of the heart.” Each member of the community has both rights and responsibilities. To ensure that this educational mission is fulfilled, members of this unique institution must learn to use their rights and responsibilities well. Over the years, community standards that represent both the rights and responsibilities of individual members of the Cabrini community and the good of the community have evolved. These standards make it possible for a diverse student body to live, interact and learn together in ways that promote an “education of the heart.”

Alcohol Policy

The legal age for the possession and consumption of alcoholic beverages is 21 years of age in the Commonwealth of Pennsylvania. The following guidelines are to be observed by all students at Cabrini:

1. Students who are 21 years of age or older are allowed to consume and possess moderate amounts of alcoholic beverages for their own personal use in their own residence hall room or apartment.
 - a. Moderate amounts means that the amount of alcohol can not exceed the following:
 - i. Per student room/apartment
 - ii. One case of beer or malt beverage; or one (0.75 liters) bottle of distilled spirits (e.g. whiskey, bourbon, vodka, etc.); or one bottle of wine.
2. Residents from other buildings and non-resident guests or commuters are not permitted to enter the residence halls with alcoholic beverages, regardless of age.
3. Students who ARE NOT 21 years of age or older are not allowed to have, consume or be in the presence of alcoholic beverages while on campus.
4. Those students who ARE NOT 21 years of age or older MAY NOT have anyone, including individuals who are 21 years of age or older, possess or consume alcoholic beverages in their residence hall room or apartment.
5. The consumption of alcoholic beverages or having open containers of alcoholic beverages in public areas, including hallways, lounges, buildings or on College grounds is prohibited.
6. Beer kegs, beer balls, and any similar type of common source, container and their equivalents in volume of beer and/or alcohol content are not permitted in the residence halls, houses, apartments or on campus.
7. For personal safety reasons, using or having paraphernalia (e.g. funnels, beer pong tables, etc.) specifically associated with the rapid ingestion of alcohol and/or drinking games on campus is prohibited.

8. The use or possession of grain alcohol, regardless of age, is prohibited.
9. Public display of alcoholic signs or containers in windows, hung from ceilings, etc. are not permitted on campus.
10. Using or having alcohol in college owned or a contracted vehicle is not permitted.
11. Public intoxication, disorderliness or offensive behavior resulting from the use of alcoholic beverages and/or drinking games are inappropriate and therefore subject to disciplinary action.

Recommended Sanctions for Violating Alcohol Policy

The following are **recommended sanctions** for violation of the Cabrini College alcohol policy. Actual sanctions may include additional fines and/or requirements. Any violation will be presented before the Sport Club Council. The club will then face a judicial review by other club council members. Final sanctions will be determined by the Assistant Director of Recreation after consideration of council's recommendations.

Minimum: Disciplinary Warning

Maximum: Suspension

Recommended for First Violation

\$100 fine assessed to club account

Disciplinary warning

Participation in alcohol education program

(N.B. First violations involving common sources such as beer kegs, beer balls or rapid ingestion paraphernalia may result in more serious consequences)

Recommended for Second Violation

\$200 fine assessed to club account

Disciplinary probation for one semester

Participation in alcohol education program

Parental Meeting

Residence Hall access restriction

Recommended for Third Violation

Suspension from housing or college for a minimum of one semester

Parental notification

Successful completion of a substance abuse evaluation

Mandatory substance abuse assessment

Recommended for Fourth Violation

Suspension from college

The College reserves the right to sanction the residents of a room or apartment where a violation occurs whether or not the resident is present at the time of the violation.

When a student is placed on disciplinary probation for an alcohol violation, the College reserves the right to notify parents/legal guardian(s) about the student's disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act.

Hazing

Hazing is absolutely prohibited. The term "hazing" refers to any action or situation which recklessly or intentionally endangers the mental or physical health or safety of an individual 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 the College. 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 and safety of the individual, or a willful destruction or removal of public or private property. For the purpose of the Community Standards, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

In the case of individuals, sanctions may range from fines, probation, suspension or expulsion. In the case of organizations, sanctions may range from fines, probation, or suspension of recognition, to withdrawal of recognition status. The prohibition against hazing applies to acts conducted on or off campus whenever such acts are deemed by the College to constitute hazing.

Disciplinary Action and Due Process

The Department of Athletics and Recreation accepts a **NO TOLERANCE** policy to clubs found hazing. If an incident occurs, clubs will be put on immediate probation and financial accounts will be frozen. The club will then face a judicial review by other club council members. Final sanctions will be determined by the Assistant Director of Recreation after consideration of council's recommendations. If charges are brought up after 75% of the club's account has been spent, the club will be placed on probation for the entire next academic year.

*Note: This disciplinary guide with respect to alcohol, hazing, and other violations of Cabrini College's Community Standards is meant to illustrate the minimum possible repercussion. Clubs and/or individuals may also be brought before a campus judicial review in addition to the Sport Club sanctions.

HOW TO (this section under construction)

Elect Sport Club Council Officers

The Sport Club Council Officers consist of elected representatives from the Council.

- Elections take place during the March meeting of the fall semester. New officers will assume their responsibilities, with the mentorship of outgoing officers, for the April meeting.
- The officers advise the Assistant Director of Recreation concerning disciplinary action, budget allocations and program operation.
- The officers are responsible for planning council meetings in conjunction with the Assistant Director of Recreation.
- Each voting member of the Council is eligible to hold office.
- Nominations may be made to the Assistant Director of Recreation prior to the first meeting and will be accepted from the floor during the meeting.
- Candidates running for office will have two minutes to address the Council. Officers are elected by majority vote of the Council.
- Elected members will serve one-year terms, effective from the time of election, until the next year's election. *(The Fall 2008 vote will be the exception in that the term will run until the March meeting of 2009, when new officers will be announced).*
- The President of the council or Assistant Director of Recreation may call special elections to fill emergency vacancies.

Register a coach
Create an official roster:?
Get mail, email, webpage:?
Reserve a room:?
Register an event:?
Take a swim test:?
Run a meeting:?
Run a practice:?
Order equipment:?
Order uniforms:?
Utilize petty cash:?
Travel:?
Rent Vans:?
Print flyers:?
Fundraise:?

SAFETY, HEALTH, INSURANCE, AND RISK

Overview

The safety of all participants, including club members, students, coaches, consultants, faculty, staff and alumni, is of the utmost importance and concern to the Office of Intramurals and Recreation and Sport Club Program. The Department of Athletics and Recreation attempts to protect and ensure a safe and positive environment for all participants. However, due to the nature of sport club activities, the possibility of physical injury exists. Club members, students, coaches, consultants, faculty, staff and alumni are encouraged to act safely and take precautions.

First Aid and CPR

At every team gathering (practice, game, event, etc.) two First Aid and CPR certified members must be present. The certified members may be an advisor, coach, captain, or player. During the Fall Semester of each year, the Department of Athletics & Recreation will offer free First Aid and CPR training courses. Any member of the club may register for the course, and there is no limit as to the number of members registering.

Physical Examinations & Health

The college strongly recommends that individuals have regular physical examinations before and during participation in Sport Club programs, and to avoid participation when feeling ill, physically injured or has other harmful health conditions. An individual Sport Club may establish a physical examination as criterion for membership, but Cabrini College assumes no responsibility for the health condition of participants.

Acknowledgement of Risk & Hold Harmless

All sport club members are required to complete an Acknowledgement of Risk & Hold Harmless Agreement prior to participation. Copies of all Agreements are to be kept in the sport club's notebook in the Office of Intramurals and Recreation.

Insurance

Participants must have adequate medical/health and life insurance and be responsible for their own liability.

Medical/Health Insurance Provided By Participant

Cabrini College does not provide medical and health insurance for the participants of a Sport Club program, so it is the participant's responsibility to obtain medical and health insurance as a dependent under their parent's insurance or by the participant's own insurance. Participants can purchase health insurance through the Student Health Center on campus that will cover your medical insurance requirement.

Proof of Insurance

The Department of Athletics and Recreation requires club members to complete the entire Acknowledgement of Risk and Hold Harmless form demonstrating that members have adequate medical/health insurance coverage. The club officers are responsible for ensuring that all club members complete the Proof of Insurance form before participating in any team practice or game.

Participant Responsible for Their Own Liability

Participants in a Sport Club Program are responsible for the liability resulting from their own acts. However, there may be ways to obtain insurance protection. For example, some sport associations provide liability insurance protection for the negligent acts of their members, and a homeowner's or renter's insurance policy may provide some protection as well. Cabrini College strongly recommends to the participant to obtain some form of liability insurance protection.

Life Insurance Provided By Participant

Cabrini College does not provide life insurance coverage to the participant of a Sport Club Program. Again, the participant must determine if life insurance is necessary and obtain the appropriate amount.

Athletic Trainer access

Cabrini College does not provide access to Athletic Trainer for the general student population. Athletic Trainers are authorized only to treat varsity athletes in their chronic injuries. In the event of a significant injury or incident, Cabrini's trainers may provide immediate, "first responder"-type, assistance until medical attention arrives. The trainers are not available for recurring injuries, preventive treatment (taping), rehabilitation, etc. for Sport Club participants.

Physical Therapist access

Cabrini College does provide access to a Physical Therapist (located in the Training Room) for the general student population (including Sport Club participants). The therapist is available to perform and prescribe rehabilitative exercises and manipulations on predetermined injuries (i.e. you have seen doctor and know the extent of the injury). This service does utilize your medical insurance, and may require a payment – typically a standard co-pay, but may be greater depending on your individual insurance coverage.

FINANCES

Allocations

In the spring of each year, every active club is required to create and present a Sport Club Season Report. This report will detail all the activities of your club throughout the prior year. As part of this report, each club will provide a College Fund Allocation Request. After hearing all of the reports, the Sport Club Council will make recommendations for each club's allocation for the upcoming year. Funding for each of the sport clubs will be based upon criteria including, but not limited to:

- Year-end budget reports and budget proposal requests received by each club in the spring.
- Value of the club to the College; how long the club has been active.
- Level of organization demonstrated by the club.
- Commitment to generating revenue through fund-raisers, donations, sponsorships and tournaments.
- Matching of college fund allocation by at least 50% through revenue generating activities.
- Number of active members.
- Previous year's allocation including any additional allocations obtained through Student Government Association (SGA) during the year.
- Operating costs, equipment, facility rental, league dues, travel.
- The compliance to the sport club program policies and procedures demonstrated by the club during the previous year.

The College Fund account may be used for facility rentals, equipment purchases, league dues, etc. Any hard-items (equipment, etc.) purchased with College Fund monies is considered property of the college and must be returned in good condition (normal wear and tear excluded) by May 1. **If items are not returned, their 1.5 times their replacement value may be charged to individual participant accounts. E.g. a jersey with a \$60 replacement value will result in a \$90 charge to the account (60*1.5=90).**

Matching Funds

All sport clubs are required to match their College Fund Allocation a by a minimum of 50% of the full allocation by fundraising. This minimum 50% match must be in the budget before May 1st or the following year's allocation will be cut from the previous year's allocation. This fund matching does not include club dues paid during the year by team members.

Uses

The Foundation account is established for the banking of any funds not acquired through college sources (club allocation, SGA appropriation, etc.). Clubs will primarily operate out of this account. The account is made available to clubs upon recognition by the Sport Club Council and funds may be carried over from one fiscal year to the next.

- Travel reimbursements with proper documentation.
- Entry fees to team contests and tournaments.
- Team dues to league affiliations.
- Referee costs.
- Facility rentals for competition or practices.
- Team equipment (calls, goals, chalk, training tapes, mats, etc.)
- Team operational costs and suppliers (copies, paper/envelopes, room rental, etc.)
- Team awards and banquets.
- Team uniforms, team building clothing, etc.

THE ASSISTANT DIRECTOR OF RECREATION MUST PRE-APPROVE ALL EXPENDITURES OR THERE WILL BE NO REIMBURSEMENT.

Expenditures

The club officers, particularly the treasurer, should be aware of the procedure outlined in this section for the expenditure of funds from the college and foundation accounts. Each club treasurer is to ensure the club operates within an approved budget. Both the club president and treasurer must approve all team expenditures. All club expenditures and reimbursements must be submitted through the Assistant Director of Recreation. The procedure for using club funds is explained in the following section. Any questions regarding expenditures should be directed to the Assistant Director of Recreation. For travel reimbursements see the section on Travel.

No equipment, materials, facility rental or services can be purchased without the prior approval of the Assistant Director of Recreation. Equipment purchased before, or without, approval or with personal funds may not be reimbursed.

Equipment Purchases for the Club

All equipment needed by the club must be approved for purchase by the Assistant Director of Recreation. For all purchases 3 quotes directly from possible vendors must be sent to the Assistant Director of Recreation. Once quotes are received the Assistant Director of Recreation and club will decide which vendor to purchase the equipment from. **ALL EQUIPMENT MUST BE ORDERED DIRECTLY BY THE ASSISTANT DIRECTOR OF RECREATION, OR PRE-APPROVED**

(EQUIPMENT AND VENDOR) BY THE ASSISTANT DIRECTOR OF RECREATION.

When finding quotes, investigate reputable vendors which will take a purchase order number as proof of payment. Ask them to FAX an estimate to The Office of Intramurals and Recreation 610-902-8385 with an attention to your club. You must get at least three estimates (from three different companies) for all equipment purchased.

Purchase requests need to indicate the size, brand, color and quantity to ensure the correct equipment is ordered. See Appendix for a sample request form.

After the Assistant Director of Recreation receives a work order from the vendor with price totals, the vendor will be called and the order will be made based on the information given by the Sport Club.

It is the responsibility of the Assistant Director of Recreation and the club to ensure that vendors have the correct billing and invoice information. *Allow several weeks to process a purchase order. If a purchase request exceeds \$1000.00 dollars, Cabrini's Department of Athletics and Recreation may solicit bids which could take longer for the order to take place. In addition, allow time for delivery of the equipment.*

Clubs are advised to assign one of their members to act as an equipment manager with the responsibility of issuing, maintaining, repairing, inventorying, and replacing the equipment and supplies purchased by the club. Records should be kept in the budget report of all purchases.

Equipment Ownership, Storage, and Return

All equipment purchased with Sport Club College Allocated funds is the property of Cabrini College. Equipment purchased with these funds should be stored in a safe location (locking cabinets are available through the Equipment Room). All club equipment should be inventoried and inspected at the beginning of each semester. In the event that equipment is provided to participants for year long use (e.g. uniforms), detailed information should be kept regarding storage location, person responsible for equipment, starting/ending condition, and signature by the party "checking out" the equipment. A separate waiver-type log (see Appendix for example) should be maintained with participant signatures detailing the each item of equipment they are responsible for, and the replacement value of each item in the event that equipment is lost, stolen, or returned damaged or unusable (beyond normal expected wear and tear). **All club equipment must be returned by May 1st. If items are not returned, their 1.5 times their replacement value may be charged to individual participant accounts. E.g. a jersey with a \$60 replacement value will result in a \$90 charge to the account (60*1.5=90).**

Selling or Donating Club Goods

Clubs may choose to resell some equipment (i.e. jerseys, apparel, etc.) at any time. Purchases for this equipment must come out of the clubs Foundation Account. All equipment will be held by the Assistant Director of Recreation and will be given to the purchaser once they provide the Assistant Director of Recreation with a receipt for the purchase. Purchases can be made in the Campus Recreation Main Office or directly to the team. For every item sold the purchaser must receive a receipt at the time of purchase.

Outside Personnel

Clubs must pay outside personnel using funds from the Fundraised account. Clubs should submit a complete job description, mailing address, social security number, and signatures for any persons being reimbursed for services. This form must be on file with the Office of Intramurals and Recreation before the individual provides any service to the club, otherwise, the individual will not be paid from club funds. The Office of Intramurals and Recreation prefers to pay referees, officials, judges, etc., through their affiliated associations, with one payment per quarter. Clubs should submit the times of service for each individual on the form.

Travel Expenses

Club finances are limited; club members should be prepared to assume an equitable portion of trip costs. With prior approval, budget funds may be used for payment of private or college vehicle use, public lodging, entry fees and gasoline. Club funds cannot be used to pay for expenses such as food, entertainment, souvenir purchases, and repairs to personal vehicles and personal telephone calls. Trips involving overnight travel require the submission of proper paperwork and prior approval. **A pre-trip meeting with the Assistant Director for Recreation will be scheduled with either the club administrators (president, captain, etc.) and/or all members traveling.** The club can obtain reimbursements by making an appointment with the Assistant Director of Recreation upon returning from club trip. **All reimbursements must be turned into the Assistant Director of Recreation within two weeks of returning from the approved trip.** It is the responsibility of the club to divide other expenses among themselves. It is the responsibility of all traveling members to pay part of the outstanding travel costs. When submitting receipts for reimbursement, expect two to three weeks for processing.

Fundraising

The Assistant Director of Recreation must approve fundraising events before the event occurs.

All generated income by clubs must be accompanied with a written report on expenditures and revenue. Money generated during a fundraiser must be deposited into the clubs foundation account. Fundraising again does not include club team players dues.

Deposits must be brought to the Office of Intramurals and Recreation by 5pm the business day following the fundraiser.

Misuse or the non-reporting of funds generated by the club will be subject to disciplinary action. Clubs failing to report any generated income or spending money without going through the proper procedures will lose their funding access.

The Assistant Director of Recreation is available as a resource for developing alternative funding strategies. Funding of club activities is primarily the responsibility of club members. Successful operation of a sport club requires members who are active and willing to work. Clubs are encouraged to take advantage of every available option and avenue of assistance. Coordination with the Alumni Association, other administrative offices, clubs, and community groups can help to attract additional funds for sport clubs.

Sport clubs may not raise funds through methods, or with activities, which are in violation of College regulations, state or federal law; nor may a club raise funds for financial gain of the individual members.

Here are a few past fundraising ideas:

- Corporate sponsorship (cannot advertise alcohol products).
- Reciprocal services with other sport club or varsity athletic teams (i.e. concessions, t-shirt sales, mascot appearances, etc.).
- General fundraisers (raffles, car washes, walkathons, tournaments, etc.).
- Community fundraisers, candy sales, coupon sales, parking cars at community events, etc.
- T-shirt and sportswear sales.
- Raffles of local business items (either donated or purchased).

All that is required to do a fundraiser is some degree of planning and coordination to ensure positive results. The following fundraising guidelines are suggested:

- Obtain approval from the Assistant Director of Recreation for fundraising ideas (complete a Fundraising Proposal form).
- Center the fundraising activity on some specific event or goal.
- Choose a fund-drive chairperson to direct and coordinate the efforts.
- Assign specific tasks to individuals or committees.
- Allow enough time for planning and advertisement.
- Reserve necessary facilities and equipment well in advance.
- Set-up contracts with groups or vendors you might be sponsoring on campus (prior approval required). Have this contract approved by the Assistant Director of Recreation.
- Avoid schedule conflicts with other major campus or community events.
- Inform the appropriate authorities and get approval when necessary.
- Keep accurate records of all money received and spent.
- Sent thank you letters, or other displays of gratitude, to the appropriate individuals in institutions.

Donations

Sport clubs are strongly encouraged to solicit donations from various resources. These include: parents, club alumni, community members, business, etc. Clubs must submit a Fundraising Proposal (see Appendix) detailing planned activities – include copies of any letters/mailings to be sent along with a mailing list of proposed recipients. This information may be sent through Cabrini College’s Office of Institutional Advancement for approval prior to mailing – to ensure proper representation of Cabrini, its programs, and limit repetitive mailings to individual and/or commercial donors. Allow enough time for your idea/proposal to be fully considered by multiple campus departments, a 2 week minimum lead time is best.

To ensure that individuals donating receive the benefit of a tax deduction, a donation card should be sent with the club donation letter. The Assistant Director of Recreation must approve all letters for donation and mailing list. All donations are sent to Assistant Director of Recreation for processing. Checks should be made to “Cabrini College <insert Sport Club>”, with the club name on the memo line of the check. These donations are automatically transferred to the team’s account.

Sponsorship

Teams are encouraged to approach off-campus organizations and companies as prospective sponsors of club activities. The Assistant Director of Recreation must approve all sponsorships. Allow enough time for your idea/proposal to be fully considered by multiple campus departments, a 2 week minimum lead time is best. Please let your sponsors know that you are not associated with Cabrini College Athletic Department. As with Donations (described above), a Fundraising Proposal must be submitted and approved prior to approaching any prospective sponsor. Please submit a separate proposal for each sponsor you expect to approach.

Clubs may offer potential sponsors the following benefits:

Sponsorship of a field or court during a tournament. A display of the company logo or banner may be used at the playing area. * Sponsors must be aware that this will be temporary, for the event only, and in no way constitutes a standing display.*

Company name, product name and logo are allowed on printed material (such as event programs or flyers) at a reasonable size, but not larger than the club name. In addition, sponsors may be acknowledged on club uniforms or T-shirts (subject to size restrictions).

Sponsors may be publicly acknowledged at home games.

Teams can give free tickets to home events.

Teams interested in seeking corporate sponsors should arrange a meeting with the Assistant Director of Recreation. Before a company or corporation can be contacted, they must be approved. When you know who you want to contact, submit a list of companies/businesses along with a Fundraising Proposal to the Assistant Director of Recreation. All donations and

contributions from sponsors must go through the Assistant Director of Recreation, and may be sent through other departments for proper consideration.

Cash Handling

When handling any cash related to a club, there are several steps that must be taken. These steps are crucial to your club's existence and are taken very seriously. The steps include:

- Whenever something is paid for, whether it is cash, check or credit, a receipt must be given to the person(s) at that time. Keep one copy for the club and give one to the person(s).
- After receiving payment your club has exactly 1 business day to turn in the payment. Please give the payment plus the original receipt to the Assistant Director of Recreation. If the Assistant Director of Recreation is unavailable, submit all paperwork and monies to Amanda Eckenroad in the Dixon Center Main Office. Request an initialed copy of paperwork, or a receipt from her detailing the day and amount deposited.
- Finally, be sure that checks are made payable to "Cabrini College" with the name of the specific club in the memo line on the check.

COMMUNITY SERVICE

Overview

As we hope that the community will come out and support our clubs, we as a Sport Club Program feel it is important to support our community. In keeping with Cabrini's commitment to community service, each club is required to participate in at least 10 hours of community service as a club each year with 80% of the members on the active roster participating. Community service must be authorized prior to the event by the Assistant Director for Recreation and the Wolfington Center.

Letter of Intent-Approval

Before a community service activity, a letter of intent must be submitted to the Assistant Director of Recreation and Wolfington Center for approval. This letter should include time, location, sanctioning body, emergency contact at the location, and a brief description of what the activity will include.

This must be submitted 7 days prior to the start of the activity.

Confirmation

After the community service activity has been completed, a letter/email detailing program completion must be sent to the Assistant Director of Recreation from the Supervisor of the sanctioning agency and/or the Wolfington Center. This letter should include the number of club members who participated, the hours worked, and the nature of the service activity.

This must be submitted within 48 hours of the activity. Clubs will be credited with their community service activity, and awarded budget points once the Assistant Director for Recreation receives a statement of completion from the Wolfington Center.

APPENDIX

Cabrini College
Sport Club Roster Form

Name of Club: _____

Date: _____

	NAME	ID#	Phone #	Class	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**CABRINI COLLEGE
VEHICLE REQUEST FORM**

Name of Club: _____ Date: _____

Person Making Request: _____ Phone: _____

Reason: _____

Destination: _____

Address: _____

Number of campus vans being requested: _____

Number of Club members traveling: _____

Depart Date: _____ Time: _____

Return Date: _____ Time: _____

List all drivers:

1. _____

2. _____

3. _____

Do you want to rent a car/van if no university vehicles are available?

Yes No

Type of vehicle: _____

of available drivers: _____

SPORT CLUB: _____

WAIVER AND ASSUMPTION OF RISK

In return for being permitted to participate in _____ a voluntary activity and special event undertaken by Cabrini College, during the **Fall / Spring** semester of **20__**, and understanding that there are certain risks both in connection with such activity and in traveling to and from such activity, (together “the Activity”) intending to be legally bound hereby, I the **UNDERSIGNED**, for myself, my assigns and legal representatives hereby agree to:

1. **RELEASE, WAIVE, DISCHARGE AND AGREE NOT TO SUE**, Cabrini College, its successors, assigns, affiliates, officers, directors, employees and agents from all manner of actions and causes of action, suits, debts, judgments, claims and demands whatsoever in law or equity, including all claims for personal injury arising in any way out of my participation in the Activity.
2. **ASSUME ANY AND ALL RISKS** arising from my participation in the Activity, including, without limitation, the risks of death, bodily injury or property damage, the unavailability of emergency medical care or the negligent or deliberate act of another person;
3. **INDEMNIFY, DEFEND AND HOLD CABRINI COLLEGE** and its officers and employees and agents harmless from, any and all claims, cause of action, damages, judgments, costs or expenses, including attorney’s fees, whatsoever, arising from my participation in the Activity. I certify that I have no medical condition that would prohibit me from participating in the Activity and that I have adequate insurance protection to cover the expense of an unforeseen accident or injury.
4. I acknowledge that I have read and understand this **WAIVER** and that by signing it I surrender valuable rights, which I have done freely and voluntarily.

PRINTED NAME:	
STUDENT ID:	CLASS: FR / SO / JR / SR / GR
PHONE NUMBER:	
EMAIL:	
SIGNATURE:	DATE:

If participant is under 18 year of age:

PARENT NAME (print):
PARENT SIGNATURE:
DATE:

EMERGENCY CONTACT INFORMATION: In case of emergency we should contact?

NAME:
RELATIONSHIP:
PHONE NUMBER:
CELL PHONE NUMBER:

OFF-CAMPUS INJURY REPORT

*Note: Injury/Incidents occurring in the Dixon Center or on Athletic Fields should be reported to the Dixon Center Building Supervisor or Front Desk Staff. The Dixon Center has its own incident report, which will be completed in place of this form.

INJURED PERSON

Name _____ Local Address _____

Cabrini ID _____ Phone _____

Age _____ Sex _____ Class: Fr ___ So ___ Jr ___ Sr ___ Grad ___ Fac/Staff _____

INJURY

Date of Injury: ____/____/____ Time of Injury: ____:____ (am/pm)

Location/Event when Injury occurred:

Nature of Suspected/Stated Injury/Illness (Please be detailed): _____

Description of Incident (describe fully, events, actions, and conditions involved):

Witnesses Information (Name, Address, and Phone):

IMMEDIATE ACTION TAKEN

First Aid Treatment Given: YES NO

By Name: _____ Phone #: _____

Describe First Aid Rendered:

Called Public Safety YES NO

By Name: _____ Phone #: _____

Responding Officer: _____

Report Number: _____

Referred to Student Health Center? YES NO

Sent to Hospital? YES NO

By: Ambulance Personal Vehicle Friends Vehicle (name) _____

Other Action Taken:

REFUSAL OF TREATMENT:

I, _____, understand that at my discretion, I can choose not to seek medical treatment recommended by the emergency medical personnel and hereby choose to do so.

Student's Signature: _____ Date: _____

REFUSAL OF TRANSPORT:

I, _____, understand that at my discretion I can refuse official transport to a licensed health care facility. I understand that by signing this refusal I

release Cabrini College and its agents from all responsibility for any claim rising from this decision.

Student's Signature: _____ Date: _____

Form Submitted by: _____

Signature: _____ Date: _____

Please attach additional comments

Cabrini College
Sport Club

Fund Raising Proposal Form

This form must be completed and submitted prior to undertaking any fundraising projects.

_____ Your Name

Phone # _____

1. General description of the proposed project: (use back if necessary)

2. Anticipated income and expenses (itemize):

Amount (- or +)

_____	_____
_____	_____
_____	_____

Total anticipated income _____

Total anticipated expense _____

Estimated profit _____

3. Purpose of the proposed project - why is it needed at this time?

4. Estimated timetable for the project _____

(To be completed after project is completed)

Project Results: Expenses: _____ Income: _____ Profit: _____

I (do, do not) recommend that this project be attempted again. List reasons for recommendation on the back.

Signature

Sport Club Information Sheet

Please Type/Print clearly

Date: _____

Name of Club: _____

Coach/Instructor: _____

Address: _____

Phone: _____

Email: _____

Officers

President: _____

Address: _____

Phone: _____

Email: _____

Vice President: _____

Address: _____

Phone: _____

Email: _____

Secretary: _____

Address: _____

Phone: _____

Email: _____

Treasurer: _____

Address: _____

Phone: _____

Email: _____

**Cabrini College
Sport Club**

Budget Worksheet

Team Name:	Year:	# of Members:
-------------------	--------------	----------------------

Revenue			Total
Dues	# Stud. Mem. x \$	\$	
	#non-stud. mem x \$	\$	
			\$
	Event Type		
Fundraising		\$	
		\$	
			\$
Campus Recreation Allocation		\$	
			\$
	Name		
Donations		\$	
		\$	
		\$	
			\$
	Company Name		
Sponsorships		\$	
		\$	
			\$
	Description		
Other		\$	
		\$	
			\$
Total Revenue			\$

Affiliation Expenses			Total
Association: ?	National Dues	\$	
	League Dues	\$	

	Sample 3		
	Sample 4		
			\$
Total Affiliation Expenses			\$

Competition Expenses	Date/Opponent		Total
Referee/Officials Fees		\$	
		\$	
			\$
	Date/Event		
Entry Fees		\$	
		\$	
			\$
	Date/Event/Location		
Regionals		\$	
			\$
	Date/Event/Location		
Nationals		\$	
			\$
Total Competition Expenses			\$

Travel Expenses			Total
Transportation Type Lodging	Date/ Event		
	Rental Cost/Mileage	\$	
	Rate x Rooms x Nights	\$	
			\$
Transportation Type Lodging		\$	
		\$	
			\$
Transportation Type Lodging		\$	
		\$	
			\$
Transportation Type Lodging		\$	
		\$	
			\$
Transportation Type		\$	

Lodging		\$	
			\$
Total Travel Expenses			\$

Equipment Expenses			Total
Team Equipment	Equipment Name		
		\$	
		\$	
		\$	
		\$	
			\$
	Descriptions		
Uniforms		\$	
		\$	
		\$ -	
			\$
Personal Equipment Costs		\$	
		\$	
		\$	
			\$
Total Equipment Expenses			\$

Coaches			Total
Name:	Head Coach	\$	
Name:	Assistant Coach	\$	
Name:	Assistant Coach		
Name:	Assistant Coach		
			\$
Total Coaching Expense			\$

Promotion/Marketing Expenses			Total
	Ring Road	\$	
	Photocopies	\$	
	Postage	\$	
	Office Supplies	\$	
	T-shirts	\$	
	Banners	\$	
	Other		

	Other		
	Other		
	Other		
			\$
Total Promotion/Marketing Expenses			\$

Miscellaneous Expenses	Descriptions		Total
		\$	
		\$	
			\$
Total Miscellaneous Expenses			\$

Total Revenue	\$
Total Expenses	\$
Total Income	\$

Cabrini College
Sport Club

Facility Request Form

Event _____ Sponsoring Organization

Person Responsible _____ Phone: H _____ W

Address : _____

Email _____

Estimate Number of Participants _____ Estimate Number of Spectators

Dates of Use	Facility (Be specific)	Time Start	Time Finished
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Set-up Requirements (including equipment):

Points of Emphasis

(PLEASE INITIAL EACH)

- I included set-up and tear down time in reservation request if needed _____
- Request is specific and includes all areas needed..... _____
- Requests are not confirmed until signed by Asst. Director of Recreation..... _____
- Requests must be made 7 days in advance of use, or may not be considered _____
- Included all requests for equipment or other possible needs..... _____
- Attach additional information if needed on separate copy..... _____
- Request must be within regular facility hours or there may be a facility supervision charge _ _____

Approved : _____ Denied : _____

Assistant Director of Recreation

Date

Sport Club
Purchase Request Form

Club Name _____ Date: _____

Suggested Vendor

Name:

Address:

Phone Number:

Fax:

Quantity	Description (Make, model, number, style, color, etc.)	Unit Cost	Total Cost

Name _____ Phone # _____

Signature of Club Officer _____ Date _____



Order Date: _____ Details: _____

Approved by Assistant Director of Recreation: _____ Date: _____

Cabrini College

Sport Club Annual Report

Please answer all questions (reply "N/A" if it does not apply - so we know you did not skip a question on accident

Club Name:

Submitted by:

Date:

Please answer the following questions:

Current # of Club Members Male_____ Female_____

List all current practice times (during the academic year)

Day(s):

Time(s):

Location(s):

List all planned practice times for next year (Fall 2008-Spring 2009)

Day(s):

Time(s):

Location(s):

Does the club hold tryouts? If yes, please state the reasons.

List all home games/events from the current year with results:

List all away games/events from the current year with results:

List any games/events planned for the summer

List any community service events from the current year

Coaching/Instructional Staff:

Please list names, title, and phone number for the current year.

Please list the names, title and phone number for next year's Coaching/Instructional Staff

Are coaches paid for their services? If so, how much and in what way?

Does the club have a faculty advisor? If so, please list the faculty adviser's name along with their campus department (textiles, engineering, English, etc) and/or title (department head, professor, etc), and phone number.

Does the faculty advisor actively support the club? If so, how?

Budget Report

What bank is used for the club's checking or savings account(s)?

Does the club have a credit card/debit card attached to the bank account?

List the total amount of money generated by the club for the 06-07 year:

Dues _____

Sponsorships _____

Donations _____

Fundraisers _____

Sport Club Allocation _____

Student Government allocation _____

Other _____

List the total amount of expenses for the club for the 06-07 year:

Tournament Entry Fees _____

League Dues (include National Governing Body fees) _____

Lodging _____

Transportation (including gas money, car/truck/van rentals, and plane Tickets

Uniforms _____

Equipment _____
 Practice Facility Rental _____
 Game Facility Rental _____
 Officials/Referees _____
 Other _____

List the club's Taxpayer/Employer Identification Number.

Does the club have documented proof of nonprofit and/or tax exempt status with PA?
 (Please attach a copy if yes)

Does the club have documented proof of nonprofit and/or tax exempt status with the
 federal government? (Please attach a copy if yes)

Does the club have a major equipment purchase (over \$1000) planned for the near future
 (1-5 years)? If yes, please explain and give details of plans for financing, etc

Club Accomplishments:

List any noteworthy accomplishments for current year (use as much space as necessary):

List any competition accomplishments:

List any organizational accomplishments:

Summer Club Contacts:

Please list 2-4 responsible club members (preferably officers) who will be checking email
 for announcements from the sport club office and can pass along to the club

Name	Email	Phone #	Role in Club

Will you club be active during the summer? _____Yes _____No

Describe how the club will be active during the summer?

When did you club last hold elections for new officers?

How long does each officer serve in their appointed position?

Upcoming Fall Club Officers: (this is for next fall) Please list any and all additional positions in the club

Name	Email	Phone #	Club Position
			President
			Vice-President
			Treasurer
			Secretary
			Other

State goals and objectives for the upcoming year that you would like to see the club accomplish (use as much space as necessary):

Please list some suggestions on how the sport club office can better help your club's success:

Sport Club

Competition Report

Club Name: _____

Title of Event: _____

Date of Event: _____

Location: _____

Final Score: _____

Updated win/loss record: _____

Next match Date: _____

Game Highlights: (please include players' names, who scored, etc.):