



**Department of Athletics  
Club Sports Program  
Policy Manual**

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## CONTACT INFORMATION

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**Website:**

[www.drexel.edu/recathletics/club-sports](http://www.drexel.edu/recathletics/club-sports)

**Dragon Link:**

<https://drexel.collegiatelink.net/>

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# CLUB SPORTS PROGRAM OVERVIEW

## **Introduction:**

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

## **PURPOSE:**

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

## **BACKGROUND:**

### **WHAT IS A CLUB SPORT?**

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

### **UNIQUE NATURE OF CLUB SPORTS/RECOGNITION AT DREXEL**

What makes a club sport unique to other student organizations on campus? Below are some examples of the unique nature of a club sport:

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

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

# CLUB SPORTS MEMBERSHIP

## MEMBERSHIP ELIGIBILITY

Club Sports are open to all currently and actively enrolled Drexel students regardless of race, religion, national origin, gender, sexual orientation, or ability.

- Those enrolled in classes for the current term are eligible to participate for that term.
- Drexel Faculty and Staff are ineligible to participate, but may be involved as either a Coach, Instructor or Advisor.
- Drexel Alumni & Drexel Recreation Center Members are not eligible to participate with Club Sports.
- *Assumption of Risk/Release of Liability Form* is minimum requirement for any member prior to participation and turned into RAO by the next business day each recognition year (August-June). These forms comprise the approved roster of members for each club by the RAO.
- *Participation Agreements* are required to be completed by all members.
- Clubs are subject to all policies, regulations of respective leagues and governing bodies for eligibility or members (i.e.-academic requirements, graduate students, etc.).

## Registration Process:

Students who are interested in participating on a Club Sports team, must first fill out a Pre-Participation Agreement which can be found on the Club Sports Dragon Link Page.

- Navigate to <https://drexel.collegiatelink.net/organization/clubsports>
- Click "Join Organization"
- When prompted to, log-In to Dragon Link, by signing into your Drexel One account,

Once you have been added to the roster, you will need to fill out the Participation Agreement

- On the left-hand side of the page, click "Forms"
- Click "Club Sports Participation Agreement"
- Fill out the Club Sports Participation Agreement.
  - *In order to finish the Club Sports Participation Agreement you will need to create an account on ATS (instructions included in CS Participation Agreement), and upload all medical/health information and Physical (if needed).*

Rosters are updated by 4:00pm daily, if you register after 4:00pm you will not be eligible to participate until the next day. Example: Register at 3:30pm on Wednesday, eligible to participate in practice on Wednesday. Register at 4:01pm on Wednesday, not eligible to participate in practice until Thursday.

**"Tryouts":** While it is understood that many competitive clubs must develop a roster for competition- clubs are not permitted to "cut" participants from the club. Clubs may set forth a competition roster, however the club remains open to all interested and dues paying participants. All activities must be open to all students and clubs must develop methodology to keep interest and sincere participants involved

## NEW MEMBER POLICY

New members are always welcome to each of the 34 Club Sports teams. Please contact the team you are interested in participating on to learn about their schedule for accepting new members. Most teams actively accept new members on a rolling basis, but for many competitive clubs there is an open tryout at the beginning of their season to determine a competition roster for the remainder of the year.

## CLUB SPORTS RECOGNITION PROCESS

**ANNUAL CLUB RECOGNITION**– The recognition cycle is concurrent with the academic year – August 1-June 15<sup>th</sup>. An organization must submit the annual recognition form and the current club constitution to the RAO by END OF SUMMER term.

### RETURNING CLUB ELIGIBILITY

To receive annual recognition, a returning sport club must be in “good standing” with both the RAO and OCA.

“Good Standing” is defined as:

- Have demonstrated successful student leadership and administration of the club.
- Clubs completed all administrative forms by stated deadlines required by the RAO.
- Attend all required meetings for education and leadership development.
- Adherence to any safety requirements by affiliations.
- Meet all University policies and procedures within the spirit and intention of the rules.
- RAO reserves the right to suspend or terminate a club’s recognition status for failure to stay in good standing throughout the year based on the above criteria or any blatant disregard of a policy or “spirit” of policy which jeopardizes mission of sport club program.

During the Summer Term, there will be 3 offered Club Sports Recognition and Officer Training Sessions. Each Club’s E-Board (President, Vice President, Treasurer & Travel Coordinator) are required to attend one of these training sessions. This training will cover the following: SOOT Training, Treasurer Training, Travel Coordinator Training, Facility Scheduling Training, DragonLink Training, and Club Sports Officer Training. This training must be attend by all 4 members in order for a Club to be recognized for the academic year.

### CURRENT CLUB SPORTS RECOGNITION AND FUNDING REQUIREMENTS

In order to properly manage all of the components of the Club Sports Program, a system has been put in place to ensure that the necessary requirements are upheld by each team. The following lists will be used as criteria to receive recognition as an official Drexel University Club Sport, and to be eligible for SAFAC funding, respectively. Failure to comply with any of these requirements will result in a loss of recognition and/or funding for the following fiscal year. Please refer to the Club Sports Calendar (LINK\*\*) for specific deadlines, dates, times, and locations where applicable.

#### Recognition & Club Sports Officer Training

##### Treasurer Training

The treasurer of each club must complete this training session in order to gain access to both team and SAFAC accounts. There will be two official sessions, and additional sessions will be provided upon request. This is a SAFAC requirement.

##### RecFest

Your team must be registered and have one or more representatives present. Representation of your sport is required at this event, which is held Week 1 of Fall Term and Week 1 of Spring Term.

### **CPR/First Aid**

Every Head Coach is required to complete a CPR/First Aid course administered by the Athletic Training Staff. Every team must have at least one CPR certified member.

### **Safety Officer Training**

In addition to CPR, 2 officially certified Safety Officers are required to be at every practice/game, and must bring the team's med kit. The Athletic Training staff provides this training and the med kits.

### **Travel Requests**

Travel Requests for away competitions are required to be completed and turned in to the Club Sports Office via the Travel Request Form found on DragonLink, at least 1 week (7 days) prior to the date of departure. A link to this form, via DragonLink, can be found at <http://drexel.edu/recathletics/club-sports/resources>.

### **End-of-Term Schedules/Results/Updates**

It is mandatory that teams send results from their competitions into the Club Sports Office within 2 business days. Teams will also be required at the end of each term to send in that term's schedule and results.

### **Club Sports Council (CSC) Meetings**

All CSC meetings must be attended by representatives of each club. The CSC Representative must be a current Officer of the club. Dates, locations, and attendance requirements can be found on the Club Sports Calendar (\*Link\*)

## **NEW CLUB APPLICATION PROCESS**

Diversity at Drexel is promoted in every facet of the University, including Club Sports. Proposals for new clubs are always welcome, and must undergo the following processes for official recognition:

- Submission of written proposal due by January 1<sup>st</sup> to the Assistant Director of Intramural and Club Sports. Contact with the Assistant Director prior to submission of the proposal is required. The proposal must include:
  - A statement regarding the proposed club's athletic and competitive nature
  - The club's affiliating national or regional governing body
  - Expected budget, expected income, operating costs and possible ways to generate revenue
  - Space/facility required and how often it would be needed
  - Average number of members
  - The club's officer board (President, Treasurer, Travel Coordinator, etc.)
  - Functional history, why the club wants to become a club sport, and what benefits are they going to offer the Club Sports Program and Drexel University
  - Any local, regional, or national competitions the team plans to attend
  - A written plan to meet the Club Sports Recognition Criteria
  - Club Sports Executive Board and Coordinator Review

When a proposal is accepted, a meeting will occur between the Club Sports Coordinator, the petitioning club, and the Club Sports Council Executive Board.

The CSC Executive Board will hold a vote.

- If the Executive Board votes to accept the proposed club, a vote will then be brought to the full Club Sports Council.
- Petitioning Club Sport presentation to Club Sports Council
- Presentation of constitution and written proposal for “conditional recognition” into the Club Sports Program.

### **Club Sports Council Vote**

The Club Sports Council (Total council membership) must achieve at least a two-thirds vote to approve the petitioning club into “conditional recognition”

If approved, club will be granted one (1) year of “conditional recognition: status as a Club Sports team.

A team in “conditional recognition” status must:

- Attend all CSC meetings (as a non-voting member) and events required by the Club Sports Program.
- Participate in bi-weekly meetings per year with their Club Sports Liaison
- Operate without an allocated budget from the Club Sports Program
- Demonstrate financial responsibility
- Submit projected expense and all applicable forms by the deadline dates
- Submit participation reports for each semester and maintain a minimum of ten (10) members
- Follow all policies set forth by the Club Sports Manual
- Maintain good standing with the University (See University’s Code of Student Conduct)
- Final vote after “Conditional Recognition” period by the Executive Board with input from the Club Sports Council
- End of the year vote by the Coordinator and Executive Board for full recognition into the Club Sports Program, Club Sports Council, and access to Club Sports funding.
- A minimum of 80% of the Executive Board Officer must vote in favor of full recognition.
- Full Recognition and acceptance into the Club Sports Program is achieved.



## **CLUB SPORTS COUNCIL (CSC)**

The Club Sports Council is comprised of club officers that will serve as representatives and leaders for all club sports participants.

### **Executive Board:**

The CSC will help to build cohesiveness among the Club Sports program by assisting in administering club teams, serve as a disciplinary hearing board, and represent club teams during the SAFAC funding hearings/requests.

The CSC will elect an Executive Board to guide the Council's activities and work to ensure program goals and club goals are obtained. All members of the Executive Board are expected to serve a full academic cycle (Fall–Spring term), and elections will be held in late Spring term. The roles and responsibilities of the Executive Board include but are not limited to the following:

### **President:**

- Lead Executive Board and communicate information from the Assistant Director and Coordinator of Club Sports to the Executive Board Members
- Schedule, prepare agendas, and lead monthly Executive Board meetings
- Schedule, prepare agendas, and lead Club Sports Council meetings
- Assist in/lead Club Budget Proposals and End of Year Reports
- Organize and participate in the Club Sports Booster Program
- Represent Club Sports athletes in administrative decisions
- Represent Club Sports at monthly Dean's Advisory board meetings
- Other tasks as assigned by Assistant Director and Coordinator of Club Sports

### **Vice President:**

- Assist Executive Board President in all tasks
- Assist in Executive Board meetings and Club Sports Council Meetings as assigned by Executive Board President and/or Assistant Director and Coordinator of Club Sports
- Ensure Drexel University Club Sports Team compliance with policies and procedures
- Assist in/lead Club Budget Proposals and End of Year Reports
- Work with Public Relations chair on Advertising and Marketing duties
- Participate in the Booster Program

### **Secretary:**

- Take minutes at all Executive Board, Reserve Funding, Budget Proposal, and Club Sports Council Meetings
- Perform duties and tasks as assigned by Assistant Director and Coordinator of Club Sports and Executive Board President
- Act as a liaison between OCA, and other outside University Partners
- Assist with Club Sports Paperwork as assigned by Assistant Director and Coordinator of Club Sports and Executive Board President
- Participate in the Booster Program

**Treasurer:**

- Set up/coordinate Budget Hearing times/dates with Assistant Director and Coordinator of Club Sports, Executive Board members and Club Teams
- Lead in oversight of Club Team finances
- Lead/coordinate Reserve Funding requests
- Lead/assist in Club Budget Proposals and Distribution of SAFAC Money
- Attend all SAFAC/OCA Trainings
- Serve as representative of Club Sports at weekly SAFAC meetings
- Ensure Drexel University Club Sports teams' compliance with financial policies
- Review Club Sports financial policies and suggest amendments as appropriate
- Participate in the Booster Program

**Programming Chair (2):**

- Perform tasks as assigned by Executive Board President
- Participate in the Booster Program
- Organize annual Club Sports events, such as Dodgeball and the Club Sports Award Banquet
- Organize various events/activities for Club Sports community participation

**Public Relations Chair:**

- Act as Administrator for all Drexel Club Sports Social Media accounts (Facebook, Twitter, Youtube, etc.) and maintain these pages regularly
- Advise on layout/content of the Rec Athletics Club Sports Page, coordinate with Campus IT personnel and Bryan Ford, Coordinator of Marketing and Membership Services
- Assist Club Teams with media and marketing for games/events by request
- Work with Assistant Director and Coordinator of Club Sports on keeping Club Team information up-to-date on all printed materials and Bulletin Board outside of Rec Suite
- Participate in the Booster Program

**CLUB SPORTS BOOSTER PROGRAM**

The Club Sports Booster Program is an initiative set in place by the Club Sports Executive Board to increase the interrelationships of the Club Sports teams, and expand the network of athletes. In addition to the above duties, the Club Sports Executive Board members are charged with the following responsibilities to uphold the Club Sports Booster Program:

*President:*

- Assign teams to Executive Board members
- Attend at least 1 game/practice per term for each of your assigned teams
- Oversee all Executive Board members' participation in the Program
- Collect feedback from board members regarding team visits

*Vice-President, Treasurer, Public Relations, Secretary, Programming:*

- Attend at least 1 game/practice per term for each of your assigned teams

## **CLUB OFFICERS**

Club Sports are student-led organizations that are developed, governed, and administered by student officers and the members of the club. Clubs may choose to divide the responsibilities of the club any way they prefer. However each club is required to have a minimum of five officers: President, Treasurer, Travel Coordinator and two (2) Safety Officers. The Travel Coordinator can be an existing officer, or it can be its own officer position.

### **REQUIRED OFFICERS:**

#### **PRESIDENT**

The President serves as the primary liaison between the club and the Club Sports Staff by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Club Sports Staff and the Department of Recreational Athletics.
- Enforcing the club constitution
- Informing other officer and members of and adhering to all Club Sports policies and procedures
- Completing all necessary paperwork and meeting all deadlines
- Frequently communicating with the Club Sports Staff

#### **TREASURER**

The Treasurer ensures that all club financial obligations are met and will keep records of all club transactions to provide accountability for use on all funds by:

- Working closely with their Club Sports Liaison
- Ensuring all financial operations follow the Club Sports guidelines and protocols
- Understanding all financial procedures and protocols and overseeing all club financial transactions
- Completing the necessary financial paperwork in a timely fashion

#### **TRAVEL COORDINATOR**

The Travel Coordinator will be responsible for all elements of team scheduling and travel by:

- Submitting the Travel Request Form.
- Ensuring there are an adequate number of approved drivers in the club
- Arranging lodging accommodations
- Understanding all Club Sports Office policies regarding travel and transportation

#### **SAFETY OFFICERS**

Clubs are required to have at least two (2) safety officers who will be trained to respond to accidents and emergencies that may occur during practice, home events or during travel by:

- Checking out the Club First Aid Kit, ensuring it is present at all events and restocking if necessary
- Understanding proper procedures for accidents and emergencies that may occur
- Submitting Club accident reports

## **OPTIONAL OFFICER POSITIONS:**

Two other officer positions that are typically found in student organizations, but are not required of Club Sports

### **VICE PRESIDENT**

The Vice President should assist the President with their responsibilities and duties and assist the other officers. The Vice President should assume the President's responsibilities in their absence and have a full understanding of the operation of their club.

### **SECRETARY**

The Secretary should communicate important information and updates to officers and club membership maintain documentation of club meetings, notify the Club Sports staff on accomplishments throughout the year, and promote the club through publicity and marketing.

## **REQUIRED OFFICER MEETINGS:**

The Recreational Athletics Office coordinates the following annual meetings for clubs to attend:

### **CLUB SPORTS RECOGNITION TRAINING**

- ✓ Each Club's President, Vice President, Treasurer and Travel Coordinator must attend 1 of 3 offered Summer Term Recognition Sessions; for club to get renewed on an annual basis. (Summer Term)

### **BI-WEEKLY MEETING**

- ✓ Each Club's President will meet with their respective Club Sports Representative on a bi-weekly basis. (Entire Year)

### **SAFETY OFFICER TRAINING**

- ✓ TWO members to complete once per year (Fall term).

### **OFFICER TRANSITION TRAINING**

- ✓ TWO (+) members must complete once per year (winter term).

### **TEAM BUILDING & LEADERSHIP WORKSHOP** (i.e.- Hazing Education)

- ✓ TWO members must attend-once per year (fall, winter, or spring term).

### **TRAVEL / EMERGENCY ACTION WORKSHOP**

- ✓ Travel Coordinator must attend – once per year

### **BUDGET WORKSHOP**

- ✓ Treasurer and President members must attend February CSC Meeting (spring term).

### **CLUB SPORTS COUNCIL**

- ✓ One current Club Officer must attend – (**MONTHLY** meeting).

Sample Agendas to be covered:

*Fall:* General Info/Policy Review & Student Organization Officer Training (SOOT).

*Winter:* General Info/Policy Review & SAFAC Training.

*Spring:* General Info/Policy Review & Educational Training.

*Summer:* General Info/Policy Review (one/term – Voluntary)

## COACHES, INSTRUCTORS & ADVISORS

The role of the coach is ultimately determined by the student leaders (Officers) in the club. Coaches are required to attend an annual coaches meeting, complete a criminal background check, fill out an electronic coach information form, sign a paper coach agreement and complete online concussion education by the established Fall deadline. If a coach is hired after the initial deadline, they will have 14 days from the date of hire to complete all steps. The roles and responsibilities of a Coach within the Club Sports Program include, but are not limited to the following:

### Coaching

- The coach's primary role is instruction and coaching. In addition, coaches are encouraged to consult and support the club's student leaders in the management of the club. A club sport is first and foremost a student organization and as such, the student representative must serve as the liaison between the club and the Club Sports Office. The key to the Club Sport program is the emphasis placed on student leadership and participation.
- The coach makes player attendance at practice a priority.
- The coach seeks to actively develop and improve the skills of new and returning club members.
- The coach attends all practices and games on time unless discussed previously with the captains and team leadership.
- The coach is prepared for all games and practices, sets goals, and shares them with the team.

### Conduct

- The coach is familiar with the current Club Sports Manual and is required to conform to and abide by any applicable rules and regulations of Drexel University Club Sports.
- The coach keeps his/her interactions with the team at a professional level.
- The coaches work together actively and collaboratively.
- The coach is approachable and willing to listen to suggestions from the team.
- The coach promotes good sportsmanship both in practice and in competition.
- The coach will act as a role model to the team members and ensure that all team members positively represent the Drexel University at all times.
- The coach must be familiar with and enforce the Drexel University Student Code Of Conduct.
- Romantic relationships between a coach and members of the club/team are prohibited

### **Risk Management**

- The coach develops and employs safety practices for all participants including the inspection of sports gear and the reporting of any hazardous facility conditions.
- The coach shall report all accidents and injuries to the Club Sports staff within 24 hours of the event. In the case of a severe injury, the coach will notify the Club Sports staff immediately.
- In the case of an emergency, the coach shall follow all procedures as set forth in the Club Sports Manual.

### **Other**

- The coach should give two weeks' notice if he/she decides to terminate Coach Position.
- The compensation of the coach shall be determined by the individual team and shall be agreed upon in the Coach Agreement.

### **Drexel University Club Sports has three different types of Coaches/Instructors:**

**Independent Contractors** –An Independent Contractor is determined by whether an individual's outside job centers around the instruction of your clubs specific sport. For example: An instructor who runs their own studio outside of Drexel University. These coaches are paid by submitting invoices through the team for payment each term.

**Temporary Employees** – Coaches who are being paid by the team, but do not qualify for the Independent Contractor status. These coaches must submit a time sheet on Drexel One for each pay period they work. Hours will be approved by the Club and Club Sports Coordinator.

**Volunteer**- These coaches are volunteers and are unpaid.

**ADVISORS** – All Club Sports teams will have either the Club Sports Coordinator or Club Sports Assistant Director as their primary advisors. They are also encouraged to select a secondary advisor from the faculty, administration, or staff of Drexel University. This secondary advisor is selected by members of the club and should be an individual who has a high interest level in the activity and has some expertise in the areas or respected by the club.

## RISK MANAGEMENT

### Participant Safety

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

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

Two members of each club must complete training each recognition year (training is provided by RAO). These members are considered the club Safety Officers and it is understood by club leadership that at least one of these persons is on site during club activities-practice, games & the like.

All coaches must complete this training. Training for students and coaches must be completed prior to club beginning practice.

The Safety Officer(s), along with other club leaders, will also assist club in completing other safety requirements to be met by the club, including:

- Oversight of First Aid Kit.
- Completion of equipment inventory procedures.
- Development of written emergency procedures for the club.
- Adhering to safety guidelines/regulations set by governing bodies for the sport.
- Development of written guidelines for safety of participants. Examples include facility inspections, instruction & development of novices, “lead-up skills” necessary to participate, coaching/instruction of the club, practice plans when coach/instructor not present, and required equipment such as mouth guards, appropriate footwear, etc.
- Assist in ensuring attendance by the club at any educational/leadership development sessions conducted by RAO and OCA.

### **FIRST AID KITS**

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

### **INJURY, ACCIDENT, & INCIDENT REPORTING**

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

### **ATHLETE CLEARANCE POLICY**

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

### **AFFILIATION / GOVERNING BOARD REQUIREMENTS**

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

### **EDUCATIONAL REQUIREMENTS**

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



## TRAVEL

Each club's designated Travel Coordinator will be responsible for submitting all Travel forms and documentation for their club. Remember when your club is traveling, you are representing Drexel University as a Club Sport team at all times.

### ***Travel Procedure***

- Fill out a Travel Request Form on DRAGONLINK at least ONE WEEK in advance of travel.
  - If you know your club's competition schedule in the beginning of the semester, you should submit all travel requests as soon as possible.

If travel procedures are not 100% complied with, the club will not be approved to travel. If a club travels without approval from Recreational Athletics, sanctions could include, but are not limited to, suspension from travel for a designated period of time, suspension of club operations or loss of Club Sport status.

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

- Travel Requests must be submitted to the Recreational Athletics Office at least 1 week (7 days) prior to travel. If travel procedures are not 100% complied with, the club will not be approved to travel. If a club travels without approval from Recreational Athletics, sanctions could include, but are not limited to, suspension from travel for a designated period of time, suspension of club operations or loss of Club Sport status.
- **Fifteen (15) passenger vans are not permitted by any individual, organization or unit of Drexel University.**
- Charter buses or Drexel Transportation are recommended for team travel. A club sport may decide such travel is not feasible for a particular reason & may choose to utilize personal vehicles or rental vehicles. In such cases it is imperative that individuals driving are aware of travel policies and have Driver Agreements on file.
- If personal vehicles or rental vehicles are being used, *Driver Agreement Forms* must be attached to the itinerary or on file in the RAO. Once a Driver Agreement is completed, it is valid for the year.
- A designated person must have a mobile phone during trip and the person/mobile number designated on travel itinerary form.
- If rental vehicles are utilized, the rental agreement must be under individual's name and NOT Drexel University. The individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
- When renting a vehicle, clubs should purchase all available insurance for example- Collision (physical damage of rental), Comprehensive (theft of rental) and Liability (damage to other vehicle or individual). It is club's responsibility to ensure proper insurance is purchased. \*Please be advised that most rental agencies will void insurance

coverage if an unauthorized person(s) drives the rental vehicle. Rental vehicles are subject to local, state and agency laws and regulations.

- If personal vehicles are used, driver must have valid driver's license and valid insurance for vehicle. It is the clubs responsibility to ensure that any driver is a legal driver with appropriate insurance.
- Drexel University does NOT provide any insurance for personal vehicles or rental vehicles. It is responsibility of the driver(s) to ensure that sufficient insurance is in place. In the event no insurance is purchased, is inadequate or coverage has been voided due to a breach in the rental agreement, driver(s) may be held personally liable for any resulting claims for damages or injuries.
- *Seat belts are required at ALL times.* It is the responsibility of the club members traveling to ensure passengers and drivers wear seat belts.
- For all club related travel- ONLY club members, coaches and/or club advisor are to be traveling with the club. This includes when Drexel buses or charter buses are utilized.

Other safety recommendations for travel, which are the responsibility of the club members to enforce:

- No driving between 12AM-6AM.
- Call ahead -coming & going- to check on weather; make safe decision regarding travel.
- Take rests and/or change drivers every three hours.
- Have someone sit with driver to help stay alert.

### ***Fall & Spring Break Trips***

Due to the typically social nature of Fall and Spring Break trips, Clubs are required to provide their Club Sports Liaison with a detailed itinerary of any requested travel during these breaks. Trips that are approved for Fall and/or Spring Break trips will have specific elements, including but not limited to:

- Competitions must affect regional/national rankings and/or be required league competitions
- If competition is not a part of the trip, the training must put on by a national/regional governing body, or must be a training led by a third-party organization that cannot be done in Philadelphia.

## EQUIPMENT

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

## **FACILITY SCHEDULING**

Clubs may request usage of University facilities for practice, meetings or competition by filling out the *Game/Practice Request Form* and submitted to the Club Sports Office.

Club sport requests will be considered along with varsity, intramural and campus needs; priority scheduling depends on facility needed.

### **Cancellations**

- Clubs must notify the Club Sports Staff at least 24 hours in advance if the club needs to cancel a specific practice or plan to move to a different facility

### **Club Sports Site Supervisor**

- Request the assistance of the Club Sports Site Supervisor if there is a problem with the way a facility is set-up, someone using the reserved space, or there are maintenance issues
- The Club Sports Site Supervisor has the final authority in all situations

### **Facility Requests**

- Clubs may submit a Facility Request form on the Club Sports Dragon Link.
  - Facility requests normally take 2-4 business days to be approved.
- Practice and Special Event facility requests are generally reserved one semester in advance
- Practice Requests for the following term are due by Friday of Week 3 of the Current Term
  - Example: Winter Term Schedule is due Friday of Week 3 of Fall Term.
- Requested times are not guaranteed – confirmation of request fulfillment will come in writing from Club Sport Staff. If a request has not been confirmed, the club should inquire about the request.

### **Practices**

- Practices typically begin on the first week of classes and end of the last day of classes for each semester, unless other arrangements have been made with the Club Sports Staff
- Due to facility constraints at Drexel, practice slots will range between 1-3 hours, 1-3 days per week maximum.

# MARKETING & PUBLICITY

## LOGOS AND TRADEMARK GUIDELINES

### Using Drexel University Logo and Trademarks

Club Sport teams allowed to use the official logos and trademarks of Drexel University. When using university logos and trademarks, clubs must follow a number of guidelines to make sure the logos are being used correctly.

Use of University logos must be approved by the Club Sports staff prior to placing the order with an approved vendor. In addition, the Club Sports staff must approve all posters, flyers and newspaper advertisements before distribution and posting.

The logo and trademark guidelines must be followed whenever a club uses any of the approved Drexel Logo's or any University trademark, including but not limited to:

- Apparel (t-shirts, pants, jackets, sweat shirts, warm-ups, hats)
- Uniforms, jerseys, helmets, sport specific equipment
- Print materials (flyers, posters, brochures, pamphlets)
- Social media (Facebook, Twitter)
- Images (website, club logos)

Word mark and Logo Guidelines:

Do not:

1. Alter the mark in any way.
2. Redesign, redraw, animate, modify, distort, or alter the proportions of the mark.
3. Surround the mark with—or place in the foreground over—a pattern or design.
4. Rotate or render the mark three-dimensionally.
5. Add words, images, or any other new elements on top of the mark.
6. Replace the approved typeface with any other typeface.
7. Enclose the mark in a shape or combine it with other design elements or effects.

## Rec Athletics Managed Web Presence

### Individual Club Page on Rec Athletics website:

Club Sports provides each club with a basic web page that includes the following information:

- Team Photo,
- President & Coach Contact Information,
- Current Team Practice schedule,
- Team's Game Schedule

Clubs are responsible for sending updated and accurate information and photos to ClubSports@Drexel.edu

## **SPONSORSHIPS, FUNDRAISERS & CONTRACTS**

### **SPONSORSHIPS**

Sponsorships are defined as the exchange of money or in-kind goods for promotion or advertisements. In the case of Club Sports, they would be given money or in-kind goods in exchange for promoting a company/organization.

Promotion/Advertisement/sponsorship fulfillment could include (but is not limited to):

- Logo presence on a website
- Logos on jerseys, travel bags, helmets, or other sports equipment
- Agreement to exclusive use of a specific type of sporting equipment by a club

Clubs who would like to enter into a sponsorship agreement with any company/organization must request approval through Club Sports Staff BEFORE any type of agreement can be made, money can exchange hands, or logos may be placed.

Clubs are required to work with their Club Sports Liaison to create a Sponsorship Agreement if they are approached by any company/organization about sponsorship

### **FUNDRAISERS**

All Club Sports Fundraisers must be submitted for approval at least 5 business days before the event is to take place. Fundraisers cannot include the Club profiting off the sale of alcohol.

### **CONTRACTS**

All agreements and contracts are to be turned into to the Recreational Athletics Office to coordinate review and approval with appropriate University office (the General Counsel Office, Office of Campus Activities, etc.) at least 5 business days before they are due.

Club banquets, end of year dinners and any off campus non-competition events must be reported to the Director of Recreational Athletics prior to the event and must be approved by the Office of Campus Activities per the University policies related to off campus events.

**Students and coaches ARE NOT authorized to sign contracts, including game contracts.**

The contract must be with the “Drexel University Recreational Athletics” so the contact is with Rec Athletics, and not the club.

Examples of Contracts include:

- League Affiliations
- Game Agreements/Match Contracts
- Fundraising Contracts (Including Sponsorships)
- Facility Rental Contracts (including Sport and Banquet Facilities)

## CONDUCT & SANCTIONING

Drexel Athletics prides itself in promoting a diverse and inclusive environment that does not, under any circumstances, tolerate harassment, discrimination, or hostility in any type of setting or event.

- Any behavior counter-productive to respect and positive development will not be tolerated.
- Students, coaches, instructors subject to all Drexel University policies and code of conduct set forth by the Athletic Department, the Office of Student Conduct & Community Standards, Drexel Human Resources, the Office of Equality & Diversity, Drexel Public Safety, General Counsel or any other applicable University Office.
- All participants, coaches & instructors must sign the BEHAVIOR ACCOUNTABILITY FORM each recognition year.
- Gambling, hazing, harassment, discrimination, alcohol, drugs are prohibited from any club sports activity on and off the field and includes travel, lodging, practices and competitions related to club sports.
- When an individual competes in any club event, he/she indicates an understanding and agreement to represent their club and the University in a manner that does not detract from the reputation of the University.
- Student, coaches, instructors and advisors are expected to display the highest level of behavior and integrity during club activities.
- All individuals expected to abide by the rules, regulations and laws of all corresponding agencies.
- There shall be NO ALCOHOL & NO DRUGS permitted during any club activity, regardless of age, role, and/or status among the team.
- Any violations of University policy or any detrimental behavior by any club individuals (including coaches/instructors) will be reported to the appropriate University Office and subject to sanctioning, individual and/or program penalties.
- The Director of Recreational Athletics reserves the right (in consultation with necessary University Offices and the Club Sports Council) to sanction an individual and/or club as warranted for behavior or actions by individuals or the club during any related club activity. Sanctioning may include suspension or expulsion of an individual, suspension or activity and/or suspension or termination of a club's recognized status.
- In the event of an appeal, the Club Sports Council will form an Ad-hoc Club Sports Disciplinary Appeal Committee (of 7 people) to review the case and make a recommendation to the Recreational Athletics Office. The Director of Recreational Athletics reserves the right to overturn any decision made by this committee.

## SPORTS MEDICINE SERVICES – CLUB SPORTS

Drexel University Club Sports has two full time Certified Athletic Trainers who are dedicated to providing the best possible care to our Club Sport Athletes. Athletic Trainers (ATCs) are health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, assessment of injury/illness, therapeutic intervention and rehabilitation of injuries and medical conditions.

### LOCATION & HOURS:

Club Sports Athletic Training Room is located in the  
Daskalakis Athletic Center  
Basketball Court level- North Gym.

Athletic Training Room Hours  
Monday – Thursday: 1pm-5pm

**\*\*An ATC is on campus Monday – Thursday from 6-10 pm for evening practice coverage\*\***

Morning, Friday & weekend treatments are by appointment only  
& depend on Club Sports game schedules. Please call 215-895-0563 or e-mail  
[clubatc@drexel.edu](mailto:clubatc@drexel.edu) for availability.

### STAFF:

**Bridget A. Wiseley, MS, ATC**  
**Head Athletic Trainer, Club Sports**  
**215-895-4963**  
[baw93@drexel.edu](mailto:baw93@drexel.edu)

**Assistant Athletic Trainer, Club Sport**  
**215-895-0563**  
[clubatc@drexel.edu](mailto:clubatc@drexel.edu)

**Dr. Thomas Trojian** - Drexel Family  
Medicine  
10 Shurs Lane, Suite 203 (Manayunk)  
Philadelphia, PA 19127  
Phone: 215-482-1234  
Fax: 215-482-0465

**Dr. James Tom** - Orthopedics & Surgery  
216-220 N. Broad Street – Feinstein Bldg.  
Philadelphia, PA 19102  
Phone: 215-762-2663  
Fax: 215-762-4447



## ATHLETE FORMS:

Please complete ALL forms through Athletic Trainer Systems: [drexel2.atsusers.com](https://drexel2.atsusers.com)

\*\* Instructions for completing the ATS profile: [ATS New User Instructions](#) \*\*

Please review the following link regarding our Concussion Policy: [CONCUSSION](#)

If you need a Physical please print this PDF and take it to your Doctor: [PHYSICAL](#)  
(you can have this form completed at Drexel Student Health ...  
HOWEVER you must call ahead for an appointment)

## PHYSICALS:

Physicals are required to compete in our high intensity/contact sports. You are only required to submit a physical once, however should you sustain a significant injury that could affect your safe participation you may be required to obtain an updated physical. Physicals are to be completed by an MD or DO

Athletes in the following sports are required to submit a physical for participation:

Ice Hockey	Field Hockey	Baseball	M Soccer
M Rugby	W LAX	Softball	W Soccer
W Rugby	M LAX	Roller Hockey	W Basketball
Karate	Judo	Tae Kwon Do	M Basketball
Water Polo			

\*\* All other teams are encouraged to submit a Physical, but are not required to do so \*\*

If you submitted a physical last year ... IT IS STILL VALID ... however you still must complete an ATS user profile. Once your profile is created we will be able to upload your physical. If you still have a digital copy of your physical from last year you can upload it yourself.

**ALL INCOMING FRESHMAN & NEW ATHLETES  
FROM THE TEAMS LISTED ABOVE ARE  
REQUIRED TO SUBMIT A PHYSICAL**

Please reach out to the Club Sport Athletic Trainers regarding any questions you have:

[clubatc@drexel.edu](mailto:clubatc@drexel.edu)

215-895-0563

## COACHES:

We require all of our head coaches to be CPR/AED Certified. This certification is provided by our Sports Medicine Staff and must be renewed every 2 years. We expect all of our coaches to review Our Health & Safety packet. Coaches are also responsible to know the Emergency action plans for their specific practice facility. If you have any questions please reach out to the ATC's.

### COACHES FORMS:

[Health & Safety Packet](#)

[Emergency Action Plan](#) – VIDAS

[Emergency Action Plan](#) – BUCKLEY & ARMORY

[Emergency Action Plan](#) – ICE RINK

\*\* [Concussion Video](#) – PLEASE REVIEW!!



# **CLUB SPORTS: FINANCIAL POLICIES & PROCEDURES MANUAL**

## **TABLE OF CONTENTS**

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## **Financial Overview**

### **Club Sports Council Mission Statement**

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

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

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

### **Fiscal Year**

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

## SAFAC (17) Account Funding

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

	<b>Fund</b>	<b>Org</b>
<b>Example:</b>	170252	- 3554

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

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

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

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

### Annual Allocations

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

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

### Eligibility

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

- Recognized by the Office of Campus Activities and Club Sports Council by February 28 of the year applications are due;

- Student organization has a membership that is made up of currently enrolled Drexel University students;
- Student organization must have its President and Treasurer attends an Annual Allocation Information Session to apply for annual allocations for the upcoming fiscal year;
- Student organization President, Treasurer and Advisor listed on the Annual Allocation Request Form must be consistent with the Student Organization recognition paperwork on file with the Club Sports Coordinator.

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

## **Annual Allocations Process**

### **Budget Workshop**

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

### **Budget Proposals**

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

- The CSC E-Board will review all Club Sports budget requests and make all funding decisions for fiscal year applications.
- The Club Sports Coordinator will review the CSC E-Boards recommendations for allocations, and approve fiscal year allocations
- Failure to turn in a Budget Proposal on time, or attend a scheduled budget hearing will result in a penalty; including but not limited to a percentage cut of allocation, or no allocation for the upcoming fiscal year.
  - Note: Some funding limits may apply. Please attend the CSC Budget Workshop for details relating to all funding limits.

### **CSC E-Board Review**

- The CSC E-Board will review all Club Sports budget requests and make all funding decisions for fiscal year applications.
- Each club sport will schedule a Budget Proposal Hearing with the CSC E-Board during the review week. Teams will sign up via a Doodle Poll, selecting their own hearing time, based on a first-come first-serve basis.
- Upon review of each Budget Proposal, the CSC E-Board will take into account all forms AND the clubs "good standing" within the Club Sports Program (ex. If the club has/has

not completed all required paperwork, attended trainings/meetings, etc.). The review of the clubs' "good standing" within the Club Sports Program may have an effect on the overall budget allocation process.

### **Annual Allocation Distribution Letter**

- The Club Sports Council will receive a SAFAC letter detailing all funding decisions made by SAFAC.
- The CSC E-Board will then distribute the SAFAC allocations among clubs and inform them of their allocation total via letter.

### **SAFAC Allocations Distributed**

- All awarded SAFAC allocations will be deposited into the organizations 17-SAFAC account once the club has attended the Club Sports Recognition and Officer Training.

### **Club Sports Council Allocation Appeals**

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

### **Grounds for Appeals**

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

### **Appeals Process**

#### **Appeals Applications**

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

#### **CSC E-Board Committee Review**

The CSC E-Board will review all requests.

#### **CSC Appeals Letter Distribution**

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



## **Reserve Funding**

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

### **Club Sports Reserve Funding Process**

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

- CSC Reserve Funding Proposals will be submitted to the Club Sports Coordinator via the Club Sports Reserve Funding Form found on DragonLink.
- Appointments for CSC Reserve Funding Proposals will be made with the Club Sports Coordinator and CSC E-Board.
- All CSC Reserve Funding Request Hearings will be reviewed by the Club Sports Coordinator, CSC President and CSC Treasurer.
- The Club Sports Coordinator actively reserves the right to grant or deny any requests for reserve funding.
- Teams must be fully compliant to be eligible for Reserve Funding. Failure to turn paperwork in by a deadline, any missed meetings, etc. will prohibit Clubs from receiving Reserve Funding.

## **Club Sports Line Item Funding**

### **Club Sports Program Line Items**

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

Club Sports Athletic Trainers  
Field maintenance fees and supplies  
First Aid/CPR trainings and Safety equipment  
NIRSA Catastrophic Insurance  
Ambulance services  
Club Sports Coach Background Checks

# Financial Policies

## Club Sports Financial Policies

- Each Club Sports team will need to have the approval of the Office of Recreation for all purchase requests or reimbursements. **In addition, ALL REQUESTS must be brought directly to the Club Sports Office for approval and processing.**
- Any general equipment necessary for basic execution of a Club Sport activity may be purchased with SAFAC (17) Account funding (balls, discs, pucks, cones, etc.).
- Competition uniforms/jerseys/capital expenses may only be funded on a 3 year basis.
- Individual athletic apparel including footwear, skates, warm-ups, swimsuits and practice gear will not be funded.
- All Purchase Requests from a term must be submitted to the Club Sports Office by the last day of classes for that term. Any purchases/reimbursements submitted after this deadline will be denied.
- SAFAC (17) Account funds may be used for LOCAL, REGIONAL & NATIONAL COMPETITIONS ONLY. Requests for non-league sanctioned events, competitions or travel may be reviewed on a case by case basis by the Club Sports Coordinator.
- Gas, car rentals, and buses will NOT be reimbursed out of the 17 account (CAN be reimbursed out of the 71 account).
- Coaching expenses can be paid for by SAFAC funds but for salaries exceeding \$4000, the excess must be funded via alternate means.

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

## Team (71) Account

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

**Fund    Org**  
**Example:    710254 – 3526**

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

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

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

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

## Fundraising

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

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

## Debt

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

### 17-SAFAC Account Debt Process

Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their 17-SAFAC Account.

Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.

Should a student organization have sufficient funds in their Team (71) account, SAFAC will transfer the amount owed from Team (71) account to the SAFAC (17) account.

Should a student organization have in-sufficient funds in their Team (71) account, the group will be sent notification via e-mail to meet with the SAFAC Advisor to set up a payment plan and be placed on interim recognition suspension.

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

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

### **Team (71) Account Debt Process**

Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their Team (71) Account.

Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.

Student organizations will be sent notification via e-mail to meet with the SAFAC Advisor to set up a payment plan and be placed on interim recognition suspension.

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

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

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

## Deposits

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

### Team (71) Deposits

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

### Deposit Process

Student organizations will complete the Student Organization Deposit Form.

The student organization must submit the deposit form along with all checks, cash, and/or money orders to the Club Sports office. They may receive a receipt of deposit upon request.

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

## Purchasing

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

- Students can request to have purchases made a University credit card.
- Students can request to have a check processed from their accounts and mailed to pay for merchandise or services.
- Students can pay for the products and get reimbursed from their accounts, but must get the reimbursement approved by the Club Sports Coordinator before making the purchase.

Club Sports – All purchase requests and reimbursements from club sports must be SUBMITTED ELECTRONICALLY VIA THE CLUB SPORTS PURCHASE REQUEST ON DRAGONLINK by the Office of Recreation before they can be processed.

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

## Purchase Request Form

All Club Sports Purchases need to be filled out via the Club Sports Purchase Request Form found on the Club Sports Dragon Link page.

Type of Purchases includes:

- Credit Card Purchases
- Gas Reimbursements
- Reimbursements for Approved Expenses
- Check Requests

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

### **Purchase Order Process**

Students must complete a “Club Sports Purchase Request Form”.

The form must be submitted by the President and/or Treasurer.

The completed Student organization Purchase Form must be submitted to the Club Sports office via DragonLink along with all necessary documentation:

- Quotes
- Statements
- Invoices
- Online Printouts
- Log-in Information for Registration Sites

The Club Sports office will process the order and payment within 1-2 business days after receipt.

All merchandise will be shipped to: Drexel Recreation Center,  
3301 Market Street, Philadelphia, PA 19104

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

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

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

## Check Requests

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

### Check Request Process

Students must complete a Purchase Request Form (found on the Club Sports DragonLink Page) and include an original receipt, map and mileage rate for gas reimbursement, or invoice for services or goods rendered. Checks cannot be issued for events or services to occur in the future.

The form must be submitted by the Club President and/or Club Treasurer via DragonLink.

The completed Student organization Purchase Request Form must be submitted to Club Sports along with all necessary documentation:

- Original Receipts with accompanying credit/debit statement if credit or debit card used.
  - Invoices [Accounts Payable does not accept statements]
  - W-2 and Invoice (for referees)
  - Copies of cashed checks. If a payment was made with a check, a copy of the front and back of the cashed check is required by Accounts Payable. Online bank print-outs are acceptable.
  - OCA completed signed contract
  - Hotel folios to get reimbursed lodging
  - Rental Car contracts to get reimbursed for rental vehicle usage
- The Club Sports office will process the request within 3 business days of receiving the paperwork
  - Accounts Payable will cut a check within 7-10 business days after receiving the request. The check will take additional 5-7 business days to receive in the mail.

Note: For CLUB SPORTS WHICH NEED TO PAY REFEREES, requests must be submitted to pay the referee(s) directly. Drexel University CANNOT reimburse students who pay for referees out-of-pocket due to tax liability issues. Accounts Payable will accept invoices and W-2 forms and send checks directly to the address listed on their W-2. All Referees must fill out an Independent Contractor Form each fiscal year; to be eligible to be paid by Drexel University

Note: Please be sure that when completing a Check Request Form for reimbursement purposes to supply your current address.

## Unprocessed Orders

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

Common Reasons:

- Missing documentation
- Accounts Payable Requests More Information
- Errors on original submitted paperwork

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

## Reporting Violation of Policies

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