

Recreational Sports Department
Xavier University

Club Sports Manual
2009-2010

Introduction

Statement of Purpose

The purpose of this handbook is to clarify the expectations of the Xavier University Recreational Sports Department. The function of the Recreational Sports Department is to ensure that all club sports are following applicable policies and procedures and to assist in program development. While the Recreational Sports staff provides professional guidance, the club administration is the responsibility of club officers, advisors, coaches, and/or instructors. This handbook includes administrative policies and procedures and should serve as a resource to club leaders. This online version is the official Club Sports Handbook and may be periodically updated as needed.

Mission Statements

Recreational Sports

The Mission of the Recreational Sports Department is to provide the Xavier community with the finest programs, services, facilities, and equipment in an effort to enhance the learning opportunity and to foster a lifetime appreciation of the total development (body, mind, spirit) experience.

Club Sports

The club sports program is designed to serve the interests of Xavier students, faculty and staff in different sports and recreational activities. These interests may be competitive, recreational, and/ or instructional in nature. The clubs are meant to be a learning experience for the members through their involvement in the organization and administration of club activities as well as the development of sports skills. Clubs may vary in focus and programming since the members are active participants in the leadership and decision making process of club activities.

Club Sport Council

To organize individual Club Sports into a more unified body, as well as to ensure the well being and future success of those Sports Clubs at Xavier University.

About Club Sports

Club Sports provide opportunities for Xavier University students, faculty and staff to continue participating or learn a new sport/recreational activity. Club Sports fall between intramurals and intercollegiate athletics. Teams hold practices two to four times per week and all of them have coaches. They do not have large budgets, so clubs must fundraise and charge dues to sustain. These teams compete against other club teams from other universities. Many club sports play in leagues and can compete for a national

championship. Other clubs may choose to function on a recreational level. Participating in the Club Sports program is a wonderful way to develop leadership skills, meet new friends with similar interests, stay in shape and enhance athletic skills.

Club Sports Council

The Club Sports program is governed by the Club Sports Council. The Council is a student advisory group who interacts directly with the Recreational Sports Department. The Council serves as an action committee representing all Club Sports organizations. The Club Sport Council shall exist to adjudicate disciplinary situations and appeals and to evaluate proposed program and policy changes. Primarily, this Board recognizes its duty to improve and promote a quality Club Sports Program at Xavier University. It is the philosophy of the Club Sports Program to endeavor to create the opportunity for all students, faculty, and staff members at X.U. to participate in the club(s) of their choice. It is the intention of the program to promote athletic vigor and not necessarily varsity skill in accordance with established policies and procedures of X.U. and the Recreational Sports Department. As a part of the Recreational Sports Department, the Club Sports Council recognizes the need for a professional and objective judiciary system. It is the intention of this Council to provide an ethically sound committee, which is professional in its operation, objective in all its decisions, and committed to the philosophy and policies of the Recreational Sports Department and Xavier University.

The following are some of the duties of the Club Sports Council:

- Provide direction for the implementation of new policies and regulations
- Provide a forum for clubs to discuss general concerns regarding the Club Sports program
- Decide on funding allocations and requests
- Conduct disciplinary hearings as needed
- Review membership applications for new Club Sports teams / activities
- Provide leadership, direction and guidance for Club Sports membership

Council Membership

All clubs are required to have a representative serve on the Club Sports Council. If a club wishes to have more than one person attend the meetings, they may but they must declare only one of them the voting member for their club. The Council meets once a month in the evening. Failure to have at least one representative at any given Council meeting will result in a \$10 fine, which will be directly withdrawn from said clubs budget and deposited into the Club Sports Council budget.

Membership/Eligibility

The Xavier University Club Sports Program operates in accordance with all Federal laws and regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnic group, national origin, sexual orientation or handicap. Membership in all XU Club

Sports programs must be open to all currently enrolled students (undergraduate and graduate), faculty and staff, pending any league rules stating otherwise.

- **Undergraduate students must be enrolled at Xavier University for at least six (6) credit hours per semester he/she is participating with the club. Graduate students must be enrolled for at least three (3) credit hours per semester.**
- Graduate students, faculty or staff may be restricted from league or association competition. Please check with your league or association in advance of competition for eligibility guidelines.
- A member is not permitted to practice or play until the following individual participation forms are turned in: Assumption of Risk, Medical Form, and Physical. These documents need to be kept on file with the Club Sports Office.
- Current varsity intercollegiate athletes are not eligible to participate in Club Sports. Former intercollegiate athletes are allowed to participate, however, clubs must check with their leagues or associations to insure that they meet their eligibility requirements.
- Alumni are not eligible to participate in Club Sports. Alumni may assist the club in general club operations.
- Active club sport participants must maintain at least a 2.0 GPA to be eligible. Clubs may also make additional GPA requirements in their club bylaws. In addition, clubs must check with their governing leagues or associations to make sure their participants meet their academic requirements.

Tryouts can only be held to determine what members of the club will compete or to determine A and B squads etc. Tryouts can not be conducted to cut members from the club. All eligible persons that wish to join a club can do so, provided the established membership requirements set forth by the Club Sports Council are met.

Starting a New Club Sport

Clubs and organizations form the basis of co-curricular life at Xavier and are an important element to educating the total person. Although we have many Club Sports, we may not have a particular one that you wish to join. The following serves as an outline of the process by which you can start your own Club Sport recognized by the Club Sport Council.

- 1) Determine if there is enough interest to satisfy minimum membership requirements. This can be accomplished by organizing and advertising an informational meeting to see who is interested in joining the club. A club must have a President, Vice-President, Treasurer, Safety Officer and a Faculty/Staff Advisor.
- 2) Conduct research to find an advisor, and if required, the availability of practice or meeting space, a coach/instructor and if applicable, leagues/conferences to join and other universities to compete against.
- 3) Complete the **New Club Sport Application Form** and submit to the Assistant Director (Club Sports).
- 4) Come before the Club Sport Council to present and answer questions.
- 5) Be notified if approved or not to be recognized as a Club Sport.

- 6) Determine funding needs. Not all new Club Sports will receive funding. The Club Sports Council will determine an appropriate allocation to new clubs. Some clubs may be required to show desired sustainability for a period of time, as determined by the Club Sports Council, in order to receive funds.

Once the Club Sport organization has been officially recognized, a close working relationship must be maintained with the Assistant Director and Recreational Sports Department.

Club Sport Privileges

- Recognition as Xavier University student organization
- The potential to receive University funding
- The use of Recreational Sports fields and facilities (depending on availability)
- Having a voting member on the Club Sports Council

If you have further questions about starting your own club, call the Assistant Director at 745-2856.

Club Leadership

History has shown that successful clubs are those that take advantage of all available resources, has strong student leadership, an active advisor(s), and active club members. It is the duty of each officer to train and familiarize incoming officers of their duties and responsibilities to the club and the offices they hold.

The leadership of the club consists of the officers, coach/instructor and the faculty/staff advisor.

Club Sports officers are an extremely vital and important part of the success of clubs. The clubs are student administered, thus, clubs are dependent on the professionalism and leadership shown by officers, advisors, and coaches. Club Sport participants have ample opportunities to take part in the administration and supervision of club activities.

Elections

Each club must elect officers by the end of the Spring semester for the upcoming academic year. The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities. If problems concerning officers arise, please contact the Assistant Director. Below are guidelines and responsibilities for the members of the club leadership to help ensure effective management of the club. All members of the club leadership must be knowledgeable of the policies and procedures in the Club Sports Handbook.

Officer Responsibilities

- Ensure club abides by ALL University and department policies and procedures
- Maintaining the club's constitution and bylaws
- Establishing membership requirements

- Selecting and evaluating a club advisor and a coach/instructor
- Fund raising
- Properly scheduling opponents, events and facilities
- Development and administration of club finances
- Planning club meeting and practices
- Establishing and delegating the duties of the officers
- Ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have a completed Assumption of Risk Form, Medical Form, and Physical on file in Club Sports Office.
- Complete all required Club Sport and University forms
- Communicate with the Assistant Director and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Collect dues
- Prepare and submit annual registration, budget requests and any other requested documents to the Assistant Director
- Oversee generation of funds/fundraising
- Deposit funds
- Approve expenditures of funds in accordance with department and university policy
- Maintain accurate and itemized accounts of expenditures and deposits
- Prepare and submit end-of-year report to Assistant Director – IM & Club Sports
- Make all travel arrangements
- Administer club meetings
- Maintain accurate and up to date club files i.e. membership roster, inventory, physicals
- Publicize club events
- Fulfill additional responsibilities as outlined by the Recreational Sports Department
- Promote safety and sportsmanship
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Notify Assistant Director of any changes regarding club activities and leadership etc.

Coach/Instructor Responsibilities

The Department of Recreational Sports appreciates the dedication and commitment of our Club Sport coaches. However, it must be clear to all coaches/instructors that they are employees of the club and NOT Xavier University. In addition, due to the nature and structure of the Club Sport Program it is necessary to clarify the coaches' role in the development of the Club Sport participant. It is the club's responsibility to secure the services of a coach. However, the Club Sports Council has the right and obligation to protect the club if the coach/instructor is not working in the best interest of the club. The

club members must select a coach who meets the specified requirement and will abide by the rules outlined below. The coach/instructor should have a firm grasp of the basics, understand safe conditioning and training methods, can relate to the club members, and be knowledgeable of the policies and procedures of the Club Sport Program. Coach(s)/Instructor(s) must understand that Club Sports are directed and governed by students, therefore, he/she must acknowledge and respect the leadership positions of the officers and abide by all decisions made on behalf of the group. Recommendations by the coach/instructor are encouraged and will be considered by the group; but ultimately the final decision rest on the club members, who will be held accountable.

The coach/instructor shall:

- Be a positive role model for all participants by offering mature judgment and experience.
- Develop and improve sport skills in a safe and organized manner
- Have personal medical and liability insurance coverage (must provide proof)
- Provide expertise and mature judgment
- Help ensure that activities and undertakings of the club are sound and reflect favorably on the University
- Attend club meetings when deemed necessary
- Know and enforce all University policies affecting club operations
- Be familiar with all club business transactions
- Monitor conduct of participants
- Develop leadership qualities of club officers
- Provide continuity between new and outgoing officers
- Act as a positive critic to club operations
- Serve as resource for alternative ideas or solutions to problems
- Sign coach/instructor agreement and contract
- Abide by all University/Sport Club rules and regulations and insure that club members do the same
- Promote good sportsmanship on and off the field
- Keep abreast on technical knowledge of the game.
- Assist officers in scheduling activities and practices.
- Establish a plan and course of action for safety and risk management
- Provide proper supervision
- Check practice areas for hazardous conditions and ensure equipment is working properly.
- Assist club officers with purchasing and maintenance of equipment.
- Select goals that are attainable and realistic challenges.
- Encourage talk with group about how performance can be improved during competition and practices.
- Encourage positive team-building activities.
- Monitor performance for purposes of evaluating skill levels for recognition or assignment of competitive entries.

The coach/instructor shall NOT:

- Be an undergraduate student at Xavier University or any other University or college. Coach/Instructor should have a degree or same age equivalency.
- Be a participating member of the club.
- Manage the day-to-day operations of the club.

Club Advisor

Each recognized Club Sport must have at least one active advisor selected from the faculty, administration, or staff of Xavier University. The advisor is selected by members of the club and should be an individual who has a high interest level in the activity and has some expertise in the areas or respected by the club. The advisor is a vital link between the club and University, providing guidance and offering mature judgment and experience in program development.

The Advisor shall:

- Provide expertise and mature judgment
- Help ensure that activities and undertakings of the club are sound and reflect favorably on the University
- Attend club meetings when deemed necessary
- Know University policies affecting club operations
- Abide by all University/Sport Club rules and regulations and insure that club members do the same
- Be familiar with all club business transactions
- Monitor conduct of participants
- Develop leadership qualities of club officers
- Provide continuity between new and outgoing officers
- Act as positive critic to club operations
- Serve as resource for alternative ideas or solutions to problems
- Approve budgets, travel and necessary paperwork as requested
- Sign advisor agreement
- Assist members and officers in organizational matters
- Assist in development of club goals
- Assist members in maintaining a balance between academic endeavors and extracurricular activities

Funding/Money Use

Distribution of Funds

All recognized student organizations that receive an allocation of SGA funding from Club Sport Council have a club budget. Currently, any club sport begins its request for funding by completing a detailed budget proposal. Once the packet has been completed by the club sport officers, the materials are submitted to the Club Sport Council.

The Council will then evaluate the club's request in the following manner:

- 1) The club submits a budget proposal to the Assistant Director by the requested deadline.
- 2) The total amount requested is submitted to the Student Government Association.
- 3) SGA allocates a reduced lump sum to the Club Sports Council.
- 4) The Club Sports Council (at its discretion) allocates the money to the individual clubs based on the following criteria:

Note: Not all clubs can/will receive funding.

- Club membership size
- Overall balance from previous years (Note: the amount left in the club budget at the close of the previous year. A large rollover due to profit or fund raising does not detrimentally affect the club's allocation.)
- Necessary expenses
- Amount of activity
- Fundraising
- Community service
- Following policies and procedures
- Discipline

New club sports that are approved by the Council are not eligible for an allocated budget until the next academic year. Said club sports, however, may ask the Council for a special allocation request (see below).

Rollover Policy: All funds in the Club account at the end of the fiscal year over and above the amount of revenue generated by that organization will be recaptured by the Club Sports Council for distribution in the following year's budget.

Special Requests: If unforeseen expenses or circumstances arise, clubs have the opportunity to come before the Club Sports Council and ask for additional funding (based on availability). **The amount of a special allocation request will be no more than 10 percent of the club's overall budget at the time of the request.** Special circumstances may be discussed with the Club Sports Council officers. **It is recommended to exhaust all other possibilities of generating funds and to have at least fund-raised 50% of your original allocation before submitting a special request.**

A special request is conducted as follows:

- 1) A letter describing the request and surrounding circumstances is submitted to the Assistant Director. This will put the request on the agenda for next Club Sports Council meeting.
- 2) Representatives of the club will present the request to the Council at the meeting, followed by questions concerning the request.
- 3) The council will vote on the request by either approving, modifying or denying it. The Council's decision is final.
- 4) The club will be notified of the outcome within 48 hrs.

Revenue

Dues - membership dues are required and the specific amount is established by each club. Dues must be deposited into your club's account.

Fundraising - A fundraising activity is an attempt by an organization to raise money for its own purposes or for charity both on or off campus. All fund raising must be approved by the Assistant Director of Club Sports prior to undertaking any activity of fundraising. In deciding to solicit funds from others it is important that you work closely with the Recreational Sports Department in determining from whom you can and want to seek funds. In addition to seeking approval from the Assistant Director, a Fundraising Permit Form must be filled out and submitted to the Associate Director for Student Life for approval two weeks prior to the start of the fundraiser.

Other sources: Donations and sponsorships are also acceptable from parents, alumni, friends and certain businesses as approved by the Recreational Sports Department.

Expenses

Now that the club has a balance in its account, the club is free to access or deposit funds by completing the appropriate forms and obtaining approval from the Assistant Director. When the balance is zero no funds may be accessed from that budget, but money may be deposited. A club should not, at any time, allow a balance to reach a deficit.

Any and all charges to the budget or expenditures must be approved by the Assistant Director - IM & Club Sports prior to the charge or expense.

There are limitations to what club funds can be used on. Anything purchased with club funds becomes property of Xavier University. Items that will be kept by members of the club must be bought out-of-pocket by the individual member. The following table is to show appropriate use and expenditures of club funds:

Appropriate Expenditures Table

	Club Sports Allocation	Generated Funds	Personal Member Funds (not reimbursed)
Equipment (to be kept by XU)	x	x	x
Uniforms	x	x	x
Coaches	x	x	x
Hotels	x	x	x
Gas	x	x	x
Officials/Referees	x	x	x
Conference/League Dues	x	x	x
Conference/League Insurance	x	x	x
Entry Fees	x	x	x
Field/Facility Rental	x	x	x

Van Rental	x	x	x
Airfare		x	x
Printing/Copies		x	x
Awards		x	x
T-Shirts/Personal Apparel and Screen Printing			x
Personal Equipment			x
Food			x

All expenses not listed above are subject to approval by the Assistant Director and can only be paid for by additional money generated by the club or personal funds. Reimbursements will be approved at the discretion of the Assistant Director.

Accessing Funds

In order to purchase items or request payment, certain guidelines and procedures must be followed. The following table indicates what form should be used for certain expenses. The table is followed by the procedures for using the specified forms. In addition to the methods below, clubs are also allowed to use the department credit card with prior approval from the Assistant Director.

	Purchase Order	Check Request (needs invoice/receipt)	Expense Report (needs invoice/receipt)
Equipment	x		
Uniforms	x		
Van Rental	x		
Entry Fees		x	
Officials/Referees (also need officials payment form)		x	
Hotels		x	x
Reimbursements		x	
League Dues		x	
Gas			x
Coaches (See Assistant Director)			

Using a Purchase Order

- Obtain a Purchase Order Form from the Club Sports Website or Rec Sports Office
- Fill out the form
- Submit the form along with order documentation from vendor to the Assistant Director - IM & Club Sports for approval and signature
- When the purchase order has been approved and signed it will be forwarded to the Purchasing Department
- The Purchasing Department forwards to the vendor.

- The vendor will then ship the merchandise and invoice to the Recreational Sports Department.
- The club verifies and checks the completeness of the order with the Assistant Director - IM & Club Sports
- Once verified, the Purchasing Department is notified and pays the vendor

Using a Check Request

- Obtain a Check Request form from the Club Sports Website or Rec Sports Office
- Fill out the form
- Submit the form along with order documentation or original receipts to the Assistant Director - IM & Club Sports for approval and signature
- When the Check Request has been approved and signed it will be forwarded to Accounts Payable
- Accounts Payable will either mail the check or it can be picked up

Using an Expense Report

- Obtain an Expense Report form from the Club Sports Website or Rec Sports Office
- Fill out the form
- Submit the form along with original receipts to the Assistant Director - IM & Club Sports for approval and signature
- When the Expense Report has been approved and signed it will be forwarded to Accounts Payable
- Accounts Payable will either mail the check or it can be picked up

Cash Receipt - this form is used for depositing funds into the account.

Using Xavier's Tax Exempt Status

- Submit Tax ID number at time of purchase-31-73-0295-F
- Obtain a Blanket Certificate of Exemption form from the Rec Sports Office
- Submit the form to the vendor or company at time of purchase
- NOTE: club members will not get reimbursed for any tax that they paid out during a purchase.

Travel

Procedure

- Submit a completed Travel Itinerary to the Assistant Director - IM & Club Sports five (5) days in advance for trip approval. Any and all changes to the travel itinerary must be changed with the Assistant Director.
- If you will be driving your own personal vehicles, you will need to fill out and submit a Driver Clearance Form. **Note:** As soon as you know who will be driving at any time during the year, you should submit the required paperwork.

- A Xavier University chaperone or employee (preferably the coach or advisor) must accompany the club on every trip. Failure to do so will result in penalties to the club.
- The Club President will be notified if the trip has not been approved.

Rental Policies

- If you will be driving University or rental vehicles, you will need to fill out and submit a Driver Clearance Form, a Xavier University Vehicle Use Authorization Form (online) and complete the required defensive driving course offered by the Office of Risk Management.
- Xavier University Vehicle Use Authorization cards are to be submitted at least five (5) days prior to travel date or that person will not be permitted to drive.
- University vehicles will not be provided. All travel must be done in privately insured vehicles or short-term leased vehicles. Transportation arrangements will be the responsibility of each respective club. If an injury requires medical attention, the club member must use his or her own personal insurance.
- Any short-term vehicle rental must be done in Xavier University's name in order for University insurance to apply. Any defects should be noted on the rental agreement and confirmed by the rental agency. Charges made by the rental agency for damage that was not noted by Xavier's authorized driver renting the vehicle will be the responsibility of the club/driver.
- Xavier's insurance policy will provide liability coverage on rented vehicles as excess coverage to that provided by the rental company. Renters should decline Comprehensive and Collision Coverage offered by the rental agency as this is covered by XU's policy. Records of rental costs should be retained by the Recreational Sports Department.
- All accidents involving rental vehicles are to be reported promptly to the rental agency as well as the Assistant Director - IM & Club Sports. Failure to report accidents will result in penalties to the club.

Rental Procedures

- Contact the Assistant Director who will contact Enterprise and Mike Albert Leasing for van availability and make the arrangements.
- Complete a purchase requisition form and get it signed by the Assistant Director at least 5 days in advance of scheduled trip. The Assistant Director will submit the purchase requisition form to Purchasing (fax: 745-3666) with dates van is required.
- Purchasing will contact the rental copy with the PO # for the rental.
- After using the van, contact the Assistant Director to forward a 'Receiving copy' of the purchase order to Purchasing. This confirms you did receive the van and approve the invoice being paid.

(NOTE: Make sure you have adequate fuel in the van when returning. Mike Albert charges approx. \$4.50 per gallon to refuel)

Risk Management

All members are required to sign an informed participant consent form before being permitted to participate in any club activity. If a member is under the age of eighteen a parent or legal guardian must also sign this consent form. The Recreational Sports Department requires all Club Sport members to complete an annual physical prior to participating in practices or competitions.

Clubs must have at least one member designated as a Safety Officer certified in CPR and First Aid to attend each competition and practice. It is the responsibility of the Safety Officer to be present at all practices and competitions when another Safety Officer is unavailable in case an emergency occurs that would require medical care. The Safety Officer must have proof of certifications on file in the Club Sports office. **BE REQUIRED TO TURN IN ACCIDENT REPORTS FOR ALL INJURIES.**

Each club must complete an Emergency Action Plan (EAP) as a part of their yearly Registration Packet. The EAP should outline the steps that the club would take when faced with an emergency situation.

Fields and facilities are to be inspected for potential hazards prior to usage. If a hazardous situation is found, you must refrain from use or provide acceptable warning or awareness of the hazard.

If injuries do occur during a club sports function, an accident report must be completed and turned in to the Assistant Director - IM & Club Sports within one week of the occurrence. Club members are asked to provide their own health insurance to cover such a situation. Xavier University will not provide accident insurance for club members and will not be held responsible for injuries that occur through participation in club sports.

Emergencies

In the case of any on-campus emergency, a club must follow these nine steps:

1. Contact the XU Campus Police at 745-1000
 - Tell the officer that this is a **911 call**
 - Identify yourself and who/ which club sport you represent
3. Give the location of the injury as well as where you are calling from
4. State the circumstances surrounding the injury as well as any vital signs from the injured person
5. If possible, give a call back telephone number and designate someone to answer that telephone
6. Stay with the injured person until help comes
7. Upon the arrival of assistance, provide a history of the injury as well as personal information of the injured
8. Notify the Assistant Director Office (513) 745-2856 Cell (207) 590-1596
9. In the event of an injury off campus, do all of the preceding except for calling the XU Campus Police. Dial 911 instead.

Assumption of Risk, Medical Form & Physical Form

The Assumption of Risk and Medical Forms must be completed for each participant immediately upon joining a club. The physical form is to be completed either at the Health Center or by one's personal doctor and **must be submitted within 2 weeks of joining a club**. All Club Sports for which a person plans on participating in must be listed on the physical form. Students will be allowed to participate in a Club Sport from the beginning of a given school year as soon as they complete and submit their Assumption of Risk and Medical Forms.

Any new member who joins a club after the annual physical night has been held will have a 2-week grace period in which they must obtain a physical. At the end of the grace period they must have their physical on file in the Club Sports office or they will NOT be eligible to participate in any club activity.

Note: A physical form must be on file with the Assistant Director or you are not considered to have a physical.

Conduct/Discipline

The Club Sports program acts in accordance with the Xavier University Standards of Student Conduct outlined in the Student Handbook. See below for excerpts from the Student Handbook. The full version is available at www.xavier.edu/handbook/.

UNIVERSITY DISCIPLINE SYSTEM

Code of Student Conduct

In developing responsible students, the University puts primary emphasis on example, guidance, and counseling. At the same time, student discipline procedures play a role in this process by holding students accountable to the standards of this community.

Certain behaviors are incompatible with these standards and are subject to student discipline procedures. Although the University has listed the types of infractions that are most common in collegiate settings, the University is not limited to the conduct in these procedures and may initiate student discipline procedures for conduct that is not included therein. Examples of such behaviors include, but are not necessarily limited to:

1. Disrespect for Oneself

- a. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and the University Alcohol Policy and Campus Alcohol Procedures. It should be understood that the effects of alcohol do not relieve individuals of their responsibility to themselves or to the community.*
- b. Use, possession, or distribution of narcotics or other controlled substances.*
- c. Physical abuse, or harming oneself, or intentionally placing oneself in danger.*

2. Disrespect for Others

- a. *Sexual assault, rape, or any form of sexual contact or conduct with another person without expressed, verbal consent of that person. "Yes" is the only acceptable response.*
- b. *Sexual harassment, including any behavior which does or could result in emotional or physical discomfort, embarrassment, ridicule, or endangerment whether intentionally, for fun, or by consent.*
- c. *All forms of harassment, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct which threaten or endangers the health, sense of security or safety of any person.*
- d. *Hazing-like activity, including any behavior that endangers the mental or physical health or safety of a person for the purpose of initiation, or as a condition for membership in a group or organization.*
- e. *Disruption or obstruction of teaching, administration, disciplinary proceedings, or other University activities.*
- f. *Use or possession of firearms, explosives, or other threatening weapons, fireworks, or dangerous chemicals.*
- g. *Making false fire or other emergency reports and/or misuse of fire safety equipment.*

3. Disrespect for Authority

- a. *Failure to comply with the directions of University staff/officials acting in the performance of their duties and/or failure to properly identify oneself by presenting an All-Card to these persons when requested to do so.*
- b. *Violation of the University's published policies, rules, or regulations regarding on and off-campus living.*
- c. *Violation of federal, state, local laws, and ordinances.*
- d. *Obstruction of an official University investigation.*

4. Disrespect for Property

- a. *engaging in arson or the irresponsible use of fire, or fire safety equipment.*
- b. *Engaging in the theft, misuse, vandalism, or damage to University, group, or personal property.*
- c. *Theft of or tampering with computer equipment, including unauthorized entry or use, alteration of information, or misuse of records.*
- d. *Engaging in the unauthorized entry, trespassing or tampering with University premises, facilities, or properties.*
- e. *Engaging in the unauthorized possession, duplication, or use of University keys.*

5. Dishonesty or Lack of Integrity

- a. *Engaging in any acts of dishonesty, including cheating, plagiarism, fabrications, or assisting others in doing so. Issues of academic dishonesty are normally handled by the Dean of the student's college of enrollment.*

- b. *Knowingly providing false information or identification to a University official.*
- c. *The Xavier University All-Card is the property of the University and must be surrendered upon request to a University official.*
- d. *Engaging in forgery, alteration, or misuse of University records, documents, instruments, or identification.*

Club Sports Council

This is a governing body comprised of students who participate in club sports activities. When incidents of unsportsmanlike conduct occur, this peer council hears the case. The Director of Recreational Sports, or designee, facilitates the process. Club Sports Council can levy sanctions up to and including probation, suspension, or expulsion of an individual or team from club sports participation. The Council may also recommend to the Dean of Students that additional University sanctions be taken against any individual who is found responsible. Appeals are conducted by the Dean of Students, or designee.

Appeal Officer or Board

Typically, a decision to grant an administrative hearing would be made by the next highest level of administrative authority. An administrator may, however, refer the appeal to an appeal board if they feel that they may not be able to be unbiased or that the appeal would be best heard by a group of people who have been educated about Xavier's judicial procedures. Additionally, the accused student may request that a Board hears the appeal (instead of an individual administrator). The board consisting of three (3) individuals (student, faculty, and administrator) will be convened at the earliest convenience at the discretion of the Dean of Students or designee. The decision of the Appeal Officer or Appeal Board will be the final decision related to the case.

POLICES AND REGULATIONS

A. Alcohol Policy and Campus Alcohol Procedures

The Alcohol Policy and Campus Alcohol Procedures apply to all Xavier University students. They have been established to provide for the preservation and enhancement of the University Community and to define and promote acceptable behaviors regarding the responsible consumption of alcohol. Xavier students are expected to act in ways which demonstrate care and respect for self, others, the University, and the larger community. Conduct which infringes upon the rights of others to a quiet, orderly living environment is not acceptable.

The University adheres to the laws instituted by the State of Ohio. It is illegal:

- *for anyone under the age of 21 to order, pay for, share the cost of, attempt to purchase, possess, or consume beer, or intoxicating liquor.*
- *to furnish false information as to name, age, or other identification.*
- *to use another person's identification, or allow someone else to use your identification, or to manufacture, possess, sell, and/or distribute false identification.*

- *for anyone of legal drinking age to provide alcoholic beverages, either through purchase or gift, to someone under 21 years of age.*
- *to possess an open container of an alcoholic beverage on University property other than, if of legal drinking age, at a sanctioned University event, activity, or location, or in the privacy of an upper class student room.*

Any student or student organization that does not comply with the Alcohol Policy and the Campus Alcohol Procedures will be subject to student discipline procedures. Consumption of alcohol, legal or otherwise, neither removes nor absolves a student from his/her responsibility to observe University regulations.

B. Athletic Events

Alcoholic beverages are not permitted in Schmidt Fieldhouse, O'Connor Sports Center, Cintas Center, or any other locations for University sporting events on any occasion, except by a University-authorized vendor.

D. Climate of Respect

*Xavier's mission is to be a community of inquiry in the Catholic, Jesuit tradition dedicated to forming students intellectually, morally, and spiritually, with rigor and compassion, toward lives of solidarity, service, and success. Only a campus environment of mutual respect and genuine care for all individuals enables this mission to be realized. **Harassment or discrimination of any kind, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, disability or marital status impedes Xavier's ability to carry out the mission.***

H. Fundraising

A fundraising activity is an attempt by an organization to raise money for its own purposes or for charity both on- or off-campus. The full copy of this form can be found online at <http://www.xu.edu/clubs/fundraising.htm>

I. Harassment Policy

Xavier University is committed to eliminating barriers that impede learning and research development and to establishing and maintaining diverse human relationships essential to living harmoniously in a global society. Xavier is creating and implementing educational and development initiatives through the discovery and transmission of knowledge in order to establish and maintain diverse human relationships essential to living harmoniously in a global society. Therefore, it is essential that members of the University community (students, faculty, and staff) function effectively and justly when exposed to ideas, beliefs, values, personal characteristics, and cultures different from their own. Incidents of harassment jeopardize the proper functioning of the Xavier community and therefore the University takes all claims of harassment seriously.

Harassment at Xavier University is defined as follows:

- *The creation of a hostile or intimidating environment, in which conduct, because of its severity and/or persistence, is likely to interfere significantly with an*

individual's life by affecting the person physically or emotionally. Such harassment will not be tolerated.

- *Harassment can be uninvited or unwelcome verbal, physical or visual conduct.*
- *Harassing conduct is often, but not always, in reference to the individual's or a group of individuals' sex, gender identify, race, color, economic status, class, religion, culture, national origin, citizenship, veteran status, ethnicity, sexual orientation, position, age, handicap, or disability.*
- *Verbal conduct may be either oral or written words, such as epithets. Physical conduct may include assault or battery, physically interfering with, blocking or impeding an individual's normal movement. Visual conduct may include drawings, pictures, cartoons, or derogatory posters. (None of these descriptions are intended to describe all manners of the particular type of conduct).*
- *Examples of harassing conduct include, but are not limited to:*
 - *Any intentional, willful or malicious, mocking, or disparaging of a person or persons so as to affect their educational performance or living or working environment at Xavier*
 - *Actions or expressions that might cause or contribute to violent situations, or that create a clear and present danger of violent situations.*
 - *Phone calls, Instant Messenger sessions, or other electronic communications that violate the Ohio Telecommunications harassment statute, O.R.C. #2917.21.*
 - *Acts of violence, stalking, unwelcome physical touch, physical, verbal, or written threats, and/or other inappropriate communications.*
 - *Incidents of sexual harassment, as defined below.*
- *The victim of harassment can be male or female. The conduct alleged to constitute harassment is evaluated from the perspective of a reasonable person similarly situated to the complainant and considering all the circumstances.*
- *Sexual harassment is a particular form of harassment with specific distinguishing characteristics. Conduct that constitutes sexual harassment can be verbal, visual, or physical. It may be direct or explicit or it may be inferred from the conduct, circumstances and relationship of the individuals involved.*
- *What constitutes sexual harassment will vary with particular circumstances, but it generally consists of unwelcome sexual advances, explicit or implicit requests for sexual favors, or other verbal or physical conduct of a sexual nature when:*
 - *Submission to or rejection of such conduct is an explicit or implicit term or condition of education, employment, or participation in other University activities;*
 - *Submission to or rejection of such conduct is used as a basis for an employment, academic, or research decision affecting the individual;*
 - *Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or status; or*
 - *Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive University environment.*
- *In so far as Title VII (Equal Employment Opportunity) of the Civil Rights Act of 1964 is applicable, the University adopts the definition of sexual harassment found in the Equal Employment Opportunity Commission (EEOC) Guidelines:*

- “conduct of a sexual nature...when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”*
- *Examples of sexual harassment may include, but are not limited to:*
 - *Ongoing use of offensive language or discussions of a sexual nature that creates a hostile or offensive environment.*
 - *A supervisor or professor promising a raise or a better grade in exchange for sexual contact.*
 - *Repeated, unwanted attempts to change a professional relationship to a personal relationship.*
 - *Criminal acts such as assault or rape.*
 - *Repeated joking or teasing about sexual orientation.*
 - *Repeated joking or teasing about other peoples’ bodies.*
 - *Whistling, touching, or other repeated unwanted flirtation.*
 - *Displaying graphic pictures that create a hostile or offensive working or living environment.*
 - *Unwelcome attention of a sexual nature after requesting that the attention be stopped.*
 - *Sexual harassment need not be intentional. Behavior is sexual in nature if a reasonable person could have interpreted the alleged behavior to be sexual. The intent of the person who is alleged to have committed sexual harassment is not relevant in determining whether sexual harassment has occurred. In all instances, the alleged harasser will be subject to the procedures relevant to his or her University community status. For example, if a student is alleged to have harassed a staff member, a faculty member, an administrator, or another student, he or she will be subject to the procedures outlined in the Student Handbook and the Code of Student Conduct.*

Special Section on Hazing

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. In years past, hazing practices were typically considered harmless pranks or comical antics associated with young men in college fraternities.

Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

In the Alfred/NCAA survey of college athletes, hazing was defined as:

"any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises."

Hazing is defined by the FIPG (Fraternity Insurance Purchasing Group) as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution."

Non Compliance with Club Sports Policies

Mandatory Meetings and Trainings

If a club is not represented at mandatory Club Sports Council meetings or required Club Sports trainings:

- i. A fine of \$10 will be assessed for each occurrence
- ii. Planned absences may be discussed in advance with the Assistant Director or Club Sports Officers

Registration Packet

If the packet is not submitted by the original due date:

- iii. A fine amounting to 10% of the club's allocation will be assessed
- iv. Access to funds will be suspended until the packet is received
- v. There will be no approval granted by the Assistant Director for anything until the packet is received

If a club fails to submit the packet by the extended due date:

- i. The club will be deemed inactive for the duration of the semester
- ii. The club will lose all of their allocated money
- iii. The club must wait until the following semester to register

Assumption of Risk, Medical Form, and Physical Forms

If a student does not have these required forms on file with Club Sports office by the designated date:

- i. The student will be prohibited from practicing or competing with the club

- ii. If a student is found practicing or competing without the required forms:
 - a. The student will be suspended from club sport activity up to two weeks after the required forms are submitted to the Club Sports office
 - b. The club will be fined 5% of their allocation or \$25 (what ever amount is greater) for each violating student

Travel Itineraries

Not submitted on time:

- i. A \$10 fine will be assessed for each day the travel itinerary is late

Not submitted at all:

- i. A \$50 fine will be assessed
- ii. There will be no reimbursement for trip-related expenses
- iii. All trip-related expenses using club funds must be repaid
- iv. The club is suspended from travel for 30 school days

Membership

If any club does not have the required number of active members at three consecutive random practice checks, that club will not receive funding for the next year or will be declared inactive.

Mandatory Officer Meetings

If a club fails to have the appropriate member present at a mandatory meeting the club will be fined 10% of their allocation or \$50 (what ever amount is greater)

Club Sports Council Conduct Review Procedure

Any matter of conduct or violation without a designated consequence will be referred to the Club Sports Council. The Club Sports Council will review these matters according to the following procedure:

A student will be notified in writing at least 48 hours prior to the conduct review of the date, time, and location of the conduct review, all alleged violations, and the range of possible sanctions associated with the violations. When, at the sole discretion of the Assistant Director, because of time or seriousness of the incident, it becomes necessary to have the conduct review without 48 hours notice, the student will be notified verbally or by his/her University-issued e-mail address of the date, time, and location of the conduct review, all alleged violations, and the range of possible sanctions associated with the violations. Personal delivery, mailing to the last reported address to the University, or University-issued e-mail address will constitute adequate notice.

1. The conduct review will be closed to everyone except those persons specifically provided for in this procedure or persons whose presence at the conduct review is

authorized by the individual or board responsible with conducting the conduct review.

2. Since the purpose of the conduct review is to determine the facts and define appropriate action that will best suit the student's developmental process, there will be no representation by legal counsel.
3. Electronic or other verbatim record of the conduct review will not be made or preserved unless authorized by the Assistant Director. In matters where suspension or expulsion from the University is a possible sanction, a recording of the conduct review will be made. The recording of the conduct review is solely for University use. Any part of the recording that is part of a student's educational record will also be available to that student or his or her parents, as required under the Family Education Rights Privacy Act (FERPA).
4. If a student(s) fail(s) to attend a scheduled conduct review, the conduct review may proceed in the absence of the accused student(s) or any other involved student. Such an absence will not be considered grounds for an appeal. If a student(s) cannot attend the conduct review due to a scheduled class that conflicts with the conduct review, the student(s) is responsible for requesting a new conduct review immediately and prior to the original scheduled conduct review. Other types of scheduling conflicts must be pre-approved by the Assistant Director, or designee, prior to the conduct review.
5. Where two or more student conduct matters involving common occurrences or involving the same student(s) are pending simultaneously, the Council may decide to hear the matters individually or together.
6. The Council may reasonably limit the scope and time devoted to each matter or item of discussion during the conduct review, as well as the number of persons testifying or providing witness material.
7. At the beginning of the conduct review the student(s) will be advised of his/her rights.
8. Student conduct proceedings will not be governed by the Ohio Rules of Evidence or the Federal Rules of Evidence. The level of proof is a preponderance of evidence.
9. Written notice of the outcome of the conduct review will normally be provided within five (5) business days to the student(s) charged with violation.

Field and Facility Use

University recreational facilities and fields are available to use for practices and games. Keep in mind that Xavier University Intramural Sports have priority use of these facilities and fields. Note: The Park Fields are not to be used for club practices, only games.

Clubs seeking use of University recreational facilities, fields and meeting rooms must contact the appropriate people:

Derek Crawford, 745-3671 - Soccer Complex, Armory, Schmidt Fieldhouse, Park Intramural Field, Sand Volleyball Courts, Tennis Courts

Leslie Dulle, 745-3209 - O'Connor Sports Center

Patty Williams, 745-2856 - Sherman Fields

Club Sports Fund Numbers:

Name	Number
Baseball	815185
Boxing	815220
Crew	815040
Dance Team	815435
Equestrian	815915
Fencing	815325
Field Hockey	816040
Football	815960
Golf	816045
Gymnastics	815710
Ice Hockey	815510
Lacrosse (men)	815515
Lacrosse (women)	815516
Martial Arts	815455
Racquetball	815395
Rugby (men)	815155
Rugby (women)	815675
Running	815320
Soccer (men)	815440
Soccer (women)	815441
Softball (women)	815800
Tennis	815720
Ultimate	815580
Volleyball (men)	815445
Volleyball (women)	815520
Water Polo	815715
Council	815460

Budget Account Codes:

Account Codes	Number
Equipment	701204
Event Supplies	701527
Travel -Lodging	702251
Travel - Gas	702351
Van Rental	701711
Dues/Membership	701751
Facility Rental	701716
League Fees	702452
Uniforms/Apparel	701758
Prizes/Awards	701759
Officials	703016
Coaches	703001
Fines-Discipline	507012
Fundra/Dues Dep	507359
31-73-0295-F	Tax ID