



RECREATIONAL SPORTS

Xavier University
Recreational Sports Department

Club Sports Manual

Assistant Director of Club Sports – Nave’ Winn – Winnn@xavier.edu / 513-745-3254

Contents

Organization Structure	2
Club Sports Council Executive Board	2
Club Sport Council	2
Club Membership and Eligibility	2
Club Leadership	3
Officer Responsibilities	3
Coach/Instructor Responsibilities	4
Club Advisor Responsibilities	4
Program Operations	5
Financial Operations	5
EngageXU	7
Travel Procedures	7
Rental Policies	8
Risk Management	8
Participant Responsibilities	8
Club Responsibilities	8
Responding to Emergencies	9
Conduct Process	9
Code of Conduct	9
Conduct Review Procedure	9
Appeal Process	10

Welcome to the Xavier University Club Sports Program!

This manual serves as an informational tool for all Club Sport Officers and Participants. The Club Sports Program strives to offer the university community a platform to participate in collegiate athletics, community involvement, and service. We value student leadership, teamwork, ethical and responsible behavior on and off the field, sportsmanship, and respect for all. For additional information, please visit our website at <https://www.xavier.edu/recreational-sports/club-sports/index>.

Organization Structure

Club Sports Council Executive Board

The Club Sports Program is student led, staff facilitated. The Club Sports Executive Board governs the program and is comprised of a small student advisory group who interacts directly with the Recreational Sports Department. The Board serves as an action committee representing all Club Sports organizations. The Club Sports Executive Board 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. The Executive Board, along with the Assistant Director of Club Sports, will work together in order to make programmatic and financial decisions, as well as determine judicial sanctions for violations.

The following are some of the duties of the Executive Board:

- Provide direction for the implementation of new policies and regulations
- Provide a forum for clubs to discuss general concerns and program changes
- Lead budget allocation meetings with all clubs and make funding decisions
- Conduct disciplinary hearings as needed
- Review membership applications for potential clubs
- Provide leadership, direction and guidance for Club Sports membership
- Create service and engagement opportunities for all club members
- Create and oversee high-scale fundraising efforts for all clubs to benefit from

The Executive Board is chosen through an application and interview process. Those interested in being part of the Board should apply in the spring semester. Applicants must have a minimum of one year being part of the Club Sports Program. Officer experience is preferred.

Club Sport Council

The Club Sport Council is comprised of the Leadership Board for every club. Every time the Council meets, each club is required to have at least two representatives at the meeting. Clubs are afforded one unexcused absence per academic year. Additional missed meeting will result in Compliance Checklist point deduction. Additionally, clubs must be present in order to have voting privileges.

Club Membership and 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 Club Sports programs must be open to all currently enrolled students (undergraduate and graduate), pending any league rules stating otherwise, as well as follow the guidelines of the Office of Student Involvement policies.

- 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. Please note that 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 until an online Assumption of Risk Waiver has been completed.
- 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 be in good standing with the University in order to fully participate including games and travel.
- Tryouts cannot be conducted to cut members from the club. Tryouts can only be held to determine what members of the club will compete or to determine A and B squads etc.

Club Leadership

Club Sports officers are an extremely vital and important part of the success of clubs. The clubs are student administered and therefore 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. History has shown that clubs who continue to be successful year after year have a strong succession process. Leadership boards must be determined by the end of the academic year. This will allow time for the outgoing board to provide training and learn their new position. 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 of Club Sports. 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 this manual.

Officer Responsibilities

- Ensure club abides by ALL University and department policies and procedures
- Maintaining the club's constitution and bylaws
- Selecting and evaluating a club coach/instructor
- Properly scheduling opponents, events and facilities
- Development and administration of club finances
- Planning club meeting and practices
- Ensure that all club members are eligible for participation
- Complete all required Club Sports and University forms
- Communicate with the Assistant Director of Club Sports and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Prepare and submit requested documents to the Assistant Director of Club Sports
- Maintain accurate and itemized accounts of expenditures and deposits
- Prepare and submit end-of-semester reports to Assistant Director of Club Sports
- Make all travel arrangements
- Fulfill additional responsibilities as outlined by the Recreational Sports Department
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Notify Assistant Director of Club Sports 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 Sports 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 Assistant Director obligation to protect the club if the coach/instructor is not working in the best interest of the club. The Club Sports Assistant Director also has the right to terminate the contract with a coach for the best interest of the club and its members.

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, selected Coach(s)/Instructor(s) 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
- 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
- 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.
- Provide proper supervision
- Check practice areas for hazardous conditions and ensure equipment is working properly.
- Encourage positive team-building activities
- Complete an annual Clery Act University Training

The coach/instructor shall NOT:

- Be an undergraduate student at Xavier University or any other University or college.
- Be a participating member of the club.
- Manage the day-to-day operations of the club.
- Recruit prospective students as a representative of the University
- Make financial purchases on behalf of the club.

Club Advisor Responsibilities

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 can be the Assistant Director of Club Sports.

The advisor shall:

- Provide expertise and mature judgement in the oversight of the club operations
- 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 ensure 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

Program Operations

Financial Operations

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 allocation process has been completed by the Club Sport officers, the materials are submitted to the Assistant Director and Executive Board. The Assistant Director and Executive Board (at its discretion) allocates the money to the individual clubs based on the following criteria:

- Club operational costs
- Budget Management
- Fundraising/Revenues
- Club Compliance
- Overall standing

Rollover Policy: All SGA Funds that were not used during the fiscal year may be recaptured. Funds that are remaining due to revenue will rollover to next fiscal year.

Special Requests: If unforeseen expenses or circumstances arise, clubs have the opportunity to come before the Assistant Director and Executive Board and ask for additional funding (based on availability). 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 Special Allocation request from describing the request and surrounding circumstances is submitted to the Assistant Director of Club Sports via EngageXU. This will put the request on the agenda for next Executive Board Meeting.
2. The executive board will vote on the request by approving, modifying, or denying it. The board's decision is final.
3. The club will be notified within 48 hours of the decision.

Revenue

Revenue may be collected in the following categories: membership dues, fundraising, and donations. All monies and items that are collected on behalf of the club belong to the University and need to be deposited in the club account within 48 hours. Money will be deposited by Assistant Director and turned into the Bursar's Office in the Musketeer Mezzanine.

Dues: Membership dues are required and the specific amount is established by each club. Dues can be paid on your club portal store in EngageXU. You can use a debit/credit card and all dues will transfer into your club account.

Fundraising - A fundraising activity is an attempt by an organization to raise money for its own purposes or for a charity both on and off campus. All fundraising 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 whom you can and want to seek funds. In addition to seeking approval from the Assistant Director of Club Sports, an Event Form (Category: Fundraising) must be filled out and approved on EngageXU.

Other sources: Donations and sponsorships are also acceptable from parents, alumni, friends and certain businesses as approved by the Recreational Sports Department. All donations must be given to the Assistant Director of Club Sports.

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 of Club Sports. 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. Purchase form → https://engagexu.campusgroups.com/Admin/survey?survey_uid=42be9f82-e037-11ea-bc6e-0a85c368333a

Any and all charges to the budget or expenditures must be approved by the Assistant Director of 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 items **may** be purchased with Club Funds: equipment (kept by the club), uniforms, coaches, hotels, gas, officials/referees, conference/league dues, conference/league insurance, event entry fees, field/facility rentals, van rentals, airfare, printing/copying, awards, t-shirt/personal apparel (limited by Assistant Director of Club Sports), and team meals. The following items **may not** be purchased with Club Funds: individual equipment that will be kept by the club members, travel costs when a club member travel separately, expenses purchased without prior approval.

All expenses not listed above are subject to approval by the Assistant Director of Club Sports 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 of Club Sports. Form https://engagexu.campusgroups.com/Admin/survey?survey_uid=3c744def-2d23-11ec-9ecd-0afadefa9687

- Student Reimbursement will be processed via Zelle.
- The tax on all purchases made (requesting reimbursement) will not be included in the Zell transition.

- If a board members bank does not partner with Zelle, another member of the board can submit the reimbursement form on their behalf.

In order to access funds, prior approval from the Assistant Director of Club Sports is needed. There are a couple options that can be used Club Funds.

1. Purchase Orders: PO's will be used for large dollar numbers with vendors who are already set up as a vendor with the University. The Assistant Director of Club Sports will generate a Purchase Order based of an invoice.
2. University Purchasing Card: Using the Assistant Director of Club Sport's University P-Card can be used for purchases agreed upon by both club and Assistant Director that are under \$3,000. Receipts must be collected for all P-Card transactions.
3. Student Organizations with a university fund can access **up to \$300** in a payment advance through this form. Once submitted, your Advisor will be asked to log in and approve your form and final approval will be given from the Office of Student Involvement. Once the form has been final approved, your Student Organization/Club can receive a Focus Blue Card from the Bursar's Office located in the Musketeer Mezzanine. Students will need to show their One Pass or state ID to claim the cash or Focus Blue Card.
 - a. Form → https://engagexu.campusgroups.com/Admin/survey?survey_uid=522cadaa-dd04-11ea-bc6e-0a85c368333a
4. The Pre-Spend Authorization form **must** be completed when a student intends to spend over \$300 of personal funds towards a purchase on a student organization's behalf. Authorization is required prior to your spending to ensure that there are no simpler means of making the purchase on your behalf, such as using a university p-card and that the expense is an approved University expense.
 - a. Form → https://engagexu.campusgroups.com/Admin/survey?survey_uid=43fc6b9e-0b1f-11ec-9ecd-0afadefa9687

All purchases that have a logo or any Xavier artwork on them **MUST** be approved. Students AND Coaches should NOT make purchases on their own. All purchases should come from the Club Sports Office.

Promotional Materials / Vendors → https://engagexu.campusgroups.com/Admin/survey?survey_uid=9cf538a-a693-11ea-bc6e-0a85c368333a

Xavier University is tax exempt therefore all of our purchases should be tax exempt. When making a purchase, please reference our tax exempt form located at <https://www.xavier.edu/recreational-sports/club-sports/index>. Students will not be reimbursed for tax.

EngageXU

Each club is required to keep an up to date EngageXU profile page. Officers are also members of the Club Sport Council portal. These pages are necessary for form management, financial checks and balances, and member communication.

Travel Procedures

- Submit a completed Student Domestic Itinerary to the Assistant Director of Club Sports **no later than five (5) days in advance for trip approval**. Any and all changes to the travel itinerary must be changed with the Assistant Director of Club Sports.
- A Xavier University chaperone or employee (preferably the coach or advisor) must accompany the club on every trip that is not practice related. The club's coach **MUST** accompany the club on any

overnight trip or competition. Failure to do so will result in penalties to the club and possible suspension of team travel privileges.

- Students have the option to drive their own personal vehicles or rent vehicles through the University. The Club Sports Office has a right to decline the use of personal vehicles due to safety/distance of the trip.
- Students must have two drivers per vehicle and are not able to drive between the hours of 1A and 5A.
- Club members must stay together for the entirety of the trip: this includes travel, lodging, and time not spent in competition.
- While traveling, members are a representative of both Club Sports and Xavier University. Therefore, members must adhere to all university policies.
- For the full travel policy: <https://www.xavier.edu/student-involvement/documents-2021/student-domestic-travel-policy.pdf>

Rental Policies

- If you will be driving a rental vehicle through the University, you will need to submit a Driver Authorization Form <https://www.xavier.edu/insurance/vehicle-use-and-driver-information/new-driver-authorization-form>
- If you are driving a 12 or 15 passenger van, you must submit a Driver Authorization Form and also must attend mandatory van driver safety training
 - <https://www.xavier.edu/insurance/vehicle-use-and-driver-information/index>
- 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 and complete the required defensive driving course offered by the Office of Risk Management
- University vehicles will not be provided. 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.
- All accidents involving rental vehicles are to be reported promptly to the rental agency as well as the Assistant Director of Club Sports. Failure to report accidents will result in penalties to the club.

Participant Responsibilities

All members are required to fill out an Assumption of Risk 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 Assumption of Risk form is located on EngageXU.

- Form → <https://cglink.me/2cD/s51527>

Club Responsibilities

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 into the

Assistant Director of Club Sports within 48 hours of the occurrence. Club members must provide their own health insurance to cover such a situation. Xavier University does not provide accident insurance for club members and will not be held responsible for injuries that occur through participation in Club Sports.

Responding to Emergencies

1. Contact XUPD at 513-745-1000
2. Identify yourself as a club officer as well as your on-campus location
3. Answer all questions regarding the emergency
4. Provide care until XUPD arrives
5. Upon the arrival of assistance, provide a history of the injury as well as personal information of the injured
6. Notify the Assistant Director of Club Sports Office (513) 745-3094 Cell (859) 559-8072
7. Complete an Accident Report.

Note: In the event of an injury off campus, do all of the preceding except for calling XUPD, dial 911.

Conduct Process

Code of Conduct

The Club Sports program acts in accordance with the Xavier University Standards of Student Conduct outlined in the Student Handbook. The full version is available at www.xavier.edu/handbook/. The Code of Student Conduct outlines five main areas:

1. Disrespect for Oneself
2. Disrespect for Others
3. Disrespect for Authority
4. Disrespect for Property
5. Dishonesty or Lack of Integrity

In addition to the items outlined in the Code of Student Conduct, the following violations will impact club status:

1. Misuse of club funding including unauthorized fundraising
2. Participants practicing without proper waivers or imPact testing on file
3. Lack of communication with the Club Sports Office
4. Missed meetings and training
5. Unauthorized travel

Conduct Review Procedure

Any matter of conduct or violation without a designated consequence will be referred to the Assistant Director and Executive Board. All matters that involve violations of the Code of Student Conduct will be processed individually through the Dean of Student's Office. Violations that are determined to be both individual and club related will be a joint review. Conduct processes will be in accordance with the Code of Student Conduct and are outlined in the Student Handbook.

Following the review process, the Executive Board will review team violations only. Along with the Assistant Director of Club Sports, they can levy sanctions up to and including probation, suspension, or expulsion of an individual or an entire team for the program. Sanctions may also be financial and can include a service component. These sanctions will be determined on a case by case basis.

[**Appeal Process**](#)

An appeal needs to be made to the Assistant Director of Club Sports within 72 hours. The Assistant Director 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

Disclaimer: This document is subject to change. It is the responsibility of the student organization officer(s) to be aware of the content in this document.