



CLUB SPORTS MANUAL

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1 INTRODUCTION:

Welcome to the St. John's Campus Recreation Club Sports Program!

Campus Recreation's Club Sports program provides opportunities for students with similar interests to participate in various sports and recreational activities. It is administered by Campus Recreation and is dedicated to improving the quality of life for students as well as encouraging healthy life choices.

Club Sports are formed so the participants can learn new skills, improve existing skills, enjoy recreation and engage in competition. Participants can also enjoy both social and recreational fellowship through teamwork and develop their leadership skills.

Contact Us

For all inquiries regarding club sports, please contact club sports or one of the dedicated members of our staff.

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What is the Club Sports Program?

The Club Sports program at St. John's University provides undergraduate and graduate students with an athletic experience unlike that of intramural sports. Club members are afforded the opportunity to compete on and off campus, to learn new skills while enhancing current ones, and to develop a sense of fair play and team camaraderie all while obtaining the health benefits of active participation. Our students are the driving force behind the success of the program, which challenges them to take on active leadership roles.

St. John's University Code of Conduct

St. John's University Policies and Standards of Conduct are University-wide and supersede all other rules of any school, department, or division. The University is committed to creating a campus environment conducive to education, work, study, and personal development. All University students and affiliates are responsible for compliance with all applicable University Policies.

As a member of the St. John's University community, members of recognized Club Sports are required to conduct themselves and their organizations in a manner compatible with the University's philosophy and function as an educational institution, both on and off the field of play.

As clubs participate in leisure and competitive pursuits on and off campus, they must be aware that they are always representing the University to the greater community.



Club officers are vested with the responsibility of ensuring that the recognized Club Sport abides by all University and Club Sports policies and procedures. Club officers are accountable for the actions of the club as a whole and/or any individual member of the club.

Violation of laws, ordinances, or non-compliance with St. John's University and Club Sports policies and procedures by club members and club staff, whether occurring on or off campus, will result in the re-examination of the club's status as a university-affiliated organization and may result in individual discipline under appropriate Club Sports and/or University policies.

Club members are expected to have read and abide by the [St. John's Code of Conduct](#) in its entirety. Some highlights of the Code of Conduct that are salient to club sports are presented below:

- **Disorderly Conduct** – Engaging in behavior that is destructive, dangerous, harmful, and obstructive. Disorderly Conduct that is unreasonable in the time, place, or manner in which it occurs.
- **Alcohol and Drug** – Club Sports must fully comply with all federal, state, and local laws, including the possession, consumption, distribution, and use of alcoholic beverages. All club sports must also comply with the University's Alcohol and Drug Policy, and the Student Code of Conduct. In addition, the following are prohibited:
 1. The use of alcohol drugs, and tobacco during club sport activities including scrimmages, practices, and sanctioned games.
 2. Participation in club sport activities while intoxicated or impaired.
 3. Club Sports and their members are prohibited from the use of drugs or alcohol, while or before traveling, competing / participating, or being a spectator at club events.

The elected officers of each Club Sport are responsible for formulating and implementing internal rules and procedures specific to their own organization, which shall ensure conformity with all University drug and alcohol policies.

- **Harassment** – Any behavior (verbal, written or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person.
- **Theft or Damage to Property** – Theft or damage to property of the University or that of a member of the University community or visitor, while at university sponsored activities.
- **Weapons and Explosives** – Possession, display, use or distribution of any weapon such as a firearm, knife, blackjack, stun gun, etc., or any item used as a weapon or of such a nature that it is intended for use as a weapon or violent purposes, except with expressed University authorization, on University-owned or controlled property or at University-sponsored functions. Fireworks and any other explosive materials are prohibited.
- **Hazing** - St. John's University is committed to maintaining a safe and respectful environment, strictly prohibiting any form of hazing within its community.
- **Sexual Misconduct** is prohibited within the Club Sports Program. Sexual Misconduct includes, but is not limited to, unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment, and/or stalking.

Club Sports Sportsmanship Policy:

Club Sport participants are considered “ambassadors” of the University. Members must be mindful that their actions always reflect on the institution. Thus, Club Sport members are held to the following standards anytime they are engaged in Club Sport sponsored activity. Sponsored

activities include, though are not limited to, team practices, competitions, meetings, travel, or formal gathering arranged by the Club Sport team.

- As recognized representatives of St. John's University Club Sports participants are expected to uphold the highest standards of conduct in alignment with university policies, both on and off the field of play.
- They must demonstrate exemplary sportsmanship and respectful behavior toward teammates, opponents, coaches, officials, spectators, event staff, and University administrators at all times.
- Uphold the integrity of St. John's University by refraining from any behavior—online or offline—that includes but is not limited to bullying, harassment, discriminatory language, inappropriate imagery, or impersonation of others, especially on social media platforms.
- Actively support and help enforce team and club bylaws and participate in the resolution of interpersonal or team-related conflicts in a constructive and respectful manner.
- Promote and maintain an inclusive team environment free from discrimination based on gender, race, ethnicity, nationality, sexual orientation, age, creed, or class year, consistent with the University's commitment to diversity, equity, and inclusion.
- Adhere to all Campus Recreation, Club Sports, and University-wide policies, procedures, and standards of conduct.
- Ensure family, friends, alumni, and spectators accept the same behavior standards when attending events. Club Sport participants are responsible for establishing positive behavior and enforcing policies.
- Ensure that all activity venues, whether on or off campus, are left clean and orderly, showing respect for facilities and the surrounding community.

To maintain the integrity of the Club Sports Program and ensure the safety and well-being of all participants, failure to adhere to SJU's Code of Conduct or the Club Sports Sportsmanship policy may result in disciplinary sanctions against individual club members and the club as a whole including, but not limited to, financial penalties, probation, suspension and/or dismissal from the Club Sports Program. Note, violations by any member of a Club Sport may result in disciplinary action, including possible revocation of club privileges and referral for further review under university conduct procedures. Campus Recreation reserves the right to make the final decision on any conduct violation, despite what the University determines

Violations of these policies include but are not limited to:

- Failure to submit or update forms and documentation such as:
 - Contact Information for New Club Officers
 - Club Constitution
 - Competition / Practice Schedules
 - Season Results
 - Travel Request
 - Club Sport Volunteer Coach - Letter of Agreement
 - Recreation Space Requests
 - Driver Information
- Discrimination—specifically, violation of the University's Non-Discrimination Policy
- Harassment
- Sexual Misconduct
- Theft and Property Damage
- Violation of Local Laws / Off-Campus Conduct
- Weapons, Firearms and Explosives—possession and/or use of at any Club Sports activity or gathering
- Violation of Club Sports Alcohol and Drug Policy:

- Non-approved use of allocated resources for space, equipment, and transportation resources.
- Inappropriate Accounting Practice
- Unauthorized Use of University Marks and Logos
- Membership Identification—allowing ineligible individuals to participate in club activities
- Falsification of Information
- Misuse of University Facilities
- Illegal Sales
- There is a zero-tolerance policy for Club Sports in regard to alcohol and/or drug consumption.
- There will be no alcohol and/or drug consumption during any Club Sports activity or gathering.
- Club Initiation / Hazing

2 TYPES OF CLUB SPORTS:

To create a standardized structure for the various types of club sports, Campus Recreation has established the following Tier system outlined below. It is important to emphasize that this system is not intended to represent a hierarchy of importance among clubs, nor should it be interpreted as a status designation.

The Tier system differentiates Club Sports across three criteria:

- 1) Whether the sport club is “Competitive” or “Recreational”
 - **Competitive clubs**, participate in organized competitions against external organizations, schools, or groups. **Recreational clubs** focus on internal engagement, practicing and/or playing games within the club itself. The club does not compete against any external organizations, schools, or groups.
- 2) If the club is part of a recognized league.
- 3) Where the club competes and/or practices on campus, off campus, or both.

Based upon a club’s classification within the Tier system will determine the rights and responsibilities of the club.

Tier system

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Level	Competitive	Competitive	Competitive	Recreational	Recreational
League	Yes	No	No	No	No
Location	On and Off-Campus The club may travel off campus for practices and/or games as per Club Travel Policy	On and Off-Campus The club may travel off campus for practices and/or games as per Club Travel Policy	On-Campus The club does not travel off campus for practice or games. Opponents come to campus to compete	On and Off-Campus The club may travel off campus for practice as per Club Travel Policy	On-Campus The club does not travel off campus for practice or games.

Club Tiers:

Tier 1 is a competitive club that practices and competes on and off St. John's Queens Campus against external organizations. A safety officer and coach are required for all off-campus travel and on-campus. This club participates in a Campus Recreation approved league and therefore requires a safety officer and a coach at all practices and games. For example, Club Hockey would be a Tier 1 club as it is part of an approved league, and travels off campus to practices and games.

Tier 2 is a competitive club that practices on and off campus but is not part of a league. A safety officer and coach are required for all off-campus travel and on-campus where Campus Recreation Staff are not present. For example, the track club is not part of any league but practices on and off campus and participates in events off campus.

Tier 3 is a competitive club that practices and competes only on St. John's Queens Campus. A coach is recommended, and a safety officer is required unless in Taffner or Carnesecca during open hours and approved by Campus Recreation. For example, club baseball only stays on campus to practice and compete, but external groups visit St. John's campus to play scrimmages or games.

Tier 4 is a recreational club that practices and competes on and off campus just with its own club members. A safety officer and coach are required for all off-campus travel and on-campus where Campus Recreation Staff are not present. For example, Club Tennis does not compete against other groups/schools, but practices on campus or off campus at local tennis courts.

Tier 5 is a recreational club that practices on St. John's Queens Campus within the club itself. A coach is not required, and a safety officer is required unless in Taffner and Carnesecca during open hours and approved by Campus Recreation. For example, Badminton only practices and plays on campus, with its own club members.

Club Requirements

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Coach	Required	Required	Recommended, but not required	Required	Not Required
President Vice-President Secretary Treasurer	All positions Required	All positions Required	All positions Required	All positions Required	All positions Required
Safety Officer	Two	Two	Two	Two	Two
Facilities Request	Yes	No	No	No	No
Hosting events on Campus with external; participants or organizations.	Must comply with Club Sports Hosting Policy	Must comply with Club Sports Hosting Policy	Must comply with Club Sports Hosting Policy	Must comply with Club Sports Hosting Policy	N/A
Travel	Must comply with Club Sports Travel Policy	Must comply with Club Sports Travel Policy	N/A	Must comply with Club Sports Travel Policy	N/A

As highlighted above, a coach is required for Club Sports in Tiers 1, 2, and 4. All clubs must have a leadership team that includes the roles of President, Vice President, Treasurer, Secretary, and Safety Officer. Please note each team must have two trained safety officers.

3 Club Membership and Leadership Roles

All Full-time or Part-time St. John's University Undergraduate or Graduate student, with a valid Storm Card are eligible to participate in Club Sports.

Prior to participation in Club Sports, all Club members **MUST** be cleared for athletic participation by submitting a **Club Sports Physical Medical Eligibility Form** (see appendix XX) to Student Health Services. Students who do not have an approved **Club Sports Physical Medical Eligibility Form** on file with Student Health are unable to become members of a club sport or participate in any club sport activities. In addition, all Club Sports participants must sign the **Club Sports Participation Agreement** prior to engaging in any Club Sports activities.

A Club Member should be a willing and able participant and abide by the University code of conduct. Each member must be a current St. John's student. Clubs may host tryouts, if so, club membership is not guaranteed. They report to the club president.

The President creates plans for the club to practice/compete, attend all required club president meetings, and plan to build for the future of the club. The position must be APPROVED by, and reports to the Director of Campus Recreation or their designee.

The Vice President assists the club president with day-to-day operations.

The Club Secretary is responsible for communications on behalf of the club which includes but is not limited to recruiting on campus, social media, club email, etc.

The Treasurer is responsible for handling club finances, including budgeting and fundraising. All budgetary matters must be reviewed and approved by the Director of Campus Recreation.

The Safety Officers must be a CPR/AED/First Aid certified club member who must be present at all practices and games. Each club is required to have two Safety Officers. One must be present at all times, unless approved by the Director of Campus Recreation.

All officers are required to:

- Attend mandatory Club Sports leadership meetings and trainings
- Ensure timely submission of rosters, schedules, travel documents, and medical eligibility forms
- Maintain accurate and up-to-date records of club operations
- Communicate policy changes and administrative updates to team members
- Uphold inclusive, respectful, and safe environments at all times
- Serve as liaisons between Campus Recreation and club members
- Use DSE for participation and event reporting.
- Meet with CREC Director at the beginning and end of each semester

Failure by officers to uphold these leadership duties may result in:

- Removal of officer status
- Loss of practice or competition privileges
- Financial and/or administrative penalties for the club
- Suspension or deactivation of the club

4 Coaches

All Tiers 1, 2, and 4, must have a coach. **The Coach** is a volunteer (non-student) who instructs and/or supervises the club to ensure its participants are in good standing with all club and university policies. The position is subject to interview with the Director of Campus Recreation, whom they report to.

Off-campus clubs engaging in off campus activities must have a Campus Recreation approved coach prior to the start of the season.

Coaches may be staff, faculty, or community members. Students may serve as assistant coaches. The primary duty of the coach is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for selection for competition.

All coaches must interview with the Director and Assistant Director of Campus Recreation prior to appointment.

Coaches are required to complete the volunteer coaches' contract as issued by Campus Recreation and are subject to all University policies and procedures. A club cannot post/advertise for a coaching position without the approval of the Department of Campus Recreation. This is an unpaid position.

All coaches must:

- Provide an up-to-date resume
- Background check through Human Resources
- Provide proof of CPR / FIRST AID/AED certification

Within 30 days of being appointed, coaches must complete Discrimination and Sexual Harassment Prevention Training and Title IX Training and become an approved driver through the university.

Please see the Appendix for the Volunteer Coaches Agreement.

Please travel section for additional coaches' responsibilities.

STARTING A CLUB SPORT

There are four steps to forming a club:

1. **Complete the Club Sport Interest Form.** If you are interested in a club sport that is not currently offered by campus recreation, please complete the **Club Sport Interest Form** and schedule a time to meet with the Director of Campus Recreation or their designee. This is an informational meeting during which the steps to forming a club, outlined below, are discussed and reviewed. Typically, it takes approximately 2-6 months for a new club to be formed and start activities.

2. **New Club Proposal**

After you have met with the Director of Campus Recreation or their designee to discuss your club, please complete and submit a New Club Proposal, using the form in the Appendix. Proposals should include and address the following questions:

- A list of students with their St. John's ID X-numbers, and year in school
- Potential availability of facilities for practice and competition.
- How often do you plan to practice, compete, and meet as a club?
- When does your season begin/end?
- How will the club leadership be selected?
- How do you plan to recruit and select students for your club?
- What is your plan to grow and sustain the club after the first year?
- If a competitive club, a listing of other universities within a 100-mile radius with the same club sport who will be your competition.
- If you plan to join a league, please provide the league information.
- Describe any travel (local or non-local) associated with practices, games, and tournaments.
- How will the club team be funded? Dues, fundraising, etc.?
- A detailed budget for the first year of operation. When filling out the form, include any anticipated post-season activities and what the estimated costs would be.

Proposals for forming a Club Sport in the **spring** are due no later than **October 15th**

Proposals for forming a Club Sport in the **fall** are due no later than **April 15th**

3. **Club Sport Proposal review**

Once all documentation required for a proposal is submitted, the proposed club will enter the review process. Each proposal will be reviewed by a committee composed of the Director of Campus Recreation, Assistant Director of Campus Recreation, and Graduate Assistant for Club Sports and Intramurals. Within 14 business days, proposals that demonstrate promise as a club sport will be contacted and asked to provide a presentation of their club proposal to the Club Sport Review Committee.

4. **Club Presentation**

This presentation is an opportunity for the Committee to ask questions about the club sport that may have been addressed within the proposal. Following the presentation the Committee will confer and within 10 business days will notify the students if their club sport proposal was approved.

Approval Considerations

Approval of a new club will be determined based on a variety of factors including, but not limited to:

- The number of students committed to participating in the club (e.g., percentage of underclassmen students interested)
- Sustainability of the club
- The impact of the proposed activity will have on existing intramural sports, recreational sports, and intercollegiate athletics.
- Required facilities and equipment
- Level of risk for injury involved with the activity proposed

Club Sports Proposal Tips:

1. Review this manual thoroughly.
2. At least 30 individuals are listed on your proposal as interested in participating in the club you are proposing.
3. To demonstrate sustainability, the majority of individuals interested in participating in the club you are proposing are currently in their first or second undergraduate year at St. John's.
4. Ensure that expenses do not exceed income on your proposal budget form.
5. Address all sections of the proposal thoroughly.
6. The proposal should demonstrate evidence of a strong student interest in the club proposed.
7. Schedule time to meet with Campus Recreation throughout your proposal process.

Once a Club is Approved

Once a club sport is approved for recognition, the club is deemed “probationary” and members are unable to practice or compete, until the following steps are completed:

- 1) The club submits a participation roster with 75% of participants (minimum X) of students who have had their **Club Sports Physical Medical Eligibility Form** approved by Student Health Services. All participants must complete this form prior to participating in Club activities.
- 2) Ninety (90%) of participants on the club roster have signed and submitted the Club Sports Participation Agreement form. All participants must complete this form prior to participating in Club activities.
- 3) All participants have completed and submitted their Emergency Contact Information Form. All participants must complete this form prior to participating in Club activities.
- 4) All participants have completed and submitted the Liability waiver. All participants must complete this form prior to participating in Club activities.
- 5) The club provides the names and X numbers of their leadership team (e.g., President, Vice-President, Secretary, Treasurer, and Safety Officers.
- 6) Safety Officers provide proof of active CPR/AED/First Aid certifications.
- 7) Clubs in tiers 1, 2, and 4, have approved volunteer coaches (e.g., approved background check).

6 Club Budget

All Club sports are expected to fully fund their activities. This includes but is not limited to referee fees, league registration, purchase of uniforms, equipment, off campus facilities rentals, travel expenses, etc. Once a Club Sport has been approved and is no longer in their probation period, the Director of Campus Recreation will establish a budgetary account within the University. The Director of Campus Recreation or their designee will oversee this account. All funds collected by the club including dues, fundraising, etc. must be deposited in this fund.

All expenditures and purchases will be approved and managed by the Director of Campus Recreation or their designee and must follow all St. John's University procurement processes. As per University policy purchases should be through university approved vendors and utilize St. John's tax exempt status. **St. John's Club members should not purchase items on their own using personal credit cards, checks or cash as purchases will not be reimbursed.**

- Campus Recreation will establish a budget for each club
- All funds will need to be deposited in this account, including dues, fundraising, etc.
- Any money collected must be given to the Director of Campus Recreation within 7 days to be deposited into the club's university account.
- Money must be in form of check to be deposited. (no cash will be collected or deposited).

Travel

All travel (using commercial transportation) and accommodations for overnight trips and travel must be arranged through the University travel agent and approved vendors. In rare instances a coach may submit for reimbursement for expenses associated with non-local travel when a rental car (e.g., gas. Tool, taxi during and overnight trip, etc.). Coaches should obtain approval from the Director of Campus Recreation for potential reimbursement prior to incurring any expenses.

- All expenses must comply with Campus Recreation and University travel and reimbursement policies.
- Receipts are required for all reimbursements.
- Submit this form within **7 days** of trip completion.
- Incomplete forms or missing receipts may delay or deny reimbursement.

7 Requesting Space for Practices or Events on campus:

All student clubs must request and receive approval to use campus facilities for practices, meetings, or events. Please follow the steps below to ensure timely and successful space reservations.

1. Visit: eventscheduling.stjohns.edu

2. Select:

For Taffner Rec:

- *Queens Student Organization Form*

For DaSilva, Belson, Track, Kaiser, and Tennis Courts:

- *Athletic Space Request*

3. Complete the form with accurate and detailed information, including your club's name, date(s), time(s), location preferences, and purpose of the reservation.

4. Submit the form for review.

Once submitted, requests will be reviewed. Approval is based on availability, purpose, and compliance with university policies.

Additional Requests Information:

- Requests must be submitted at least **28 days in advance**.
- Early submission is highly recommended to allow time for required approvals.
- Include all relevant event details, including setup needs, expected attendance, equipment needed, and whether external guests will be present.
- No space is guaranteed until official confirmation is received.
- Do not promote or advertise any event until you receive space confirmation.
- For recurring reservations (e.g., weekly practices), submit a request for the entire semester if possible.
- Any changes to your request must be communicated and re-approved.

For assistance with space requests or to follow up on a submission, please contact the Campus Recreation office or the Event Scheduling team.

Taffner Usage Policies

Taffner Field House has a primary function of open recreation and intramural programming through the Campus Recreation department.

This space can be reserved for recreational programming as well as events, inside and outside the University. Each request will be reviewed and approved/denied on a case-by-case basis.

The following are policies that must be followed when reserving and utilizing Taffner Field House:

- Each request must come from Conference Services or Student Affairs and be submitted to the Director of Campus Recreation at least (4) weeks prior to the requested date(s).
- No events will be approved that require music or entertainment during normal business hours. Any events that require music or entertainment may only begin after 5 p.m.
- Once the event is complete, it is the responsibility of the renter to ensure all clean-up is completed. This would include any Campus Recreation property put back in its location, and all signs and equipment used for the event removed/taken down.

- When submitting your request, please work with facilities to determine time needs for setting up and breakdown. Once determined, please indicate the full amount of time needed for the event, including the setup and breakdown.
- There is a **NO HANGING** policy in Taffner. Renters of the space **may not hang anything** on the red padding or walls. If there are specific requests for something to be displayed, you must include that in your request for the space, and it will be reviewed.
- In regard to set-ups, if the renter is ordering tables and chairs or any outside furniture, the date of delivery and pickup needs to be approved as well by the Director of Campus Recreation. Please include a side note in your setup if you are planning to order furniture.
- The renter will be responsible for any damage caused to the space from their event.

Capacities for events in Taffner are as follows:

- For both sides of Taffner with open floor is 1,140. The capacity for one side, open floor is 570.
- For a banquet or lecture setup, the total would be 600 for both sides and 300 for each individual side by itself.

8 Hosting a Tournament, Competition, or Event on campus

Clubs hosting a tournament, competition, or event must follow the policies and procedures outlined below.

- Fill out Campus Recreation Event Hosting Form [Club Sports Hosting Event Form](#) at least 60 days prior to the event.
- Meet with the Director of Campus Recreation to review the proposed event.
- Once the event is approved by Campus Recreation, the club will have to submit an event scheduling request as described in the Requesting Space Practices or Events section of this document.
- Meet with the Director of Campus Recreation or their designee two weeks prior to the event to discuss final preparations.
- Clubs hosting events on campus are responsible for cleaning any spaces (e.g., field, gym, classrooms, locker rooms, etc.) after event. This includes any equipment, trash, clothing left behind, food, and drink.
- Clubs hosting events on campus are responsible that all guests (e.g., visiting clubs, spectators, etc.) refrain from engaging in behavior that is destructive, dangerous, harmful, and obstructive.
- Pets, drugs, and alcoholic beverages are strictly prohibited during any club events hosted on campus. Violations could result in a termination of club status as a club.

Requirements of Hosted Events:

Budget

- Club sports must have funds in their account prior to the event to cover all necessary expenses. (14 days before).

Presence of Safety Club Safety Officer

- During all Club sponsored events there must be two (2) Safety Officers present.

Medical Personnel

- All hosted events are required to have medical personnel (e.g., Athletic Trainers) and/or an ambulance present. An Ambulance is mandatory during an entire event for high contact sports such as, but not limited to, soccer, lacrosse, ice hockey, basketball, etc. This is in addition to an athletic trainer. The Director of Campus Recreation reserves the right to require an ambulance at a non-high contact sport.

The Club is responsible for scheduling and ensuring that they have funds to support medical personnel during the proposed event. The Club Coach or President must notify the Director of Campus Recreation or their designee the medical providers they have contracted with to provide services for the event, no later than 30 business days prior to the event.

- To schedule an Athletic Trainer: go4.io
- To schedule an Ambulance: <https://www.jevac.org/>

Officials and Referees

Clubs are responsible for securing referees or officials for their events. The Club Coach or President must notify the Director of Campus Recreation or their designee the referees or officials they have contracted with to provide services for the event, no later than 30 business days prior to the event.

- Campus Recreation can provide referees, at a reduced cost, for the following sports: soccer, softball, basketball, flag football, and volleyball. Club Coaches or the President should contact the Director of Campus Recreation about scheduling referees for their events no later than 30 business days prior to the event.
- For referees and officials that are not provided by Campus Recreation, Club Coaches or the President should contact either: Zebraweb, Arbitersports, RefQuest, and/or Officiating.com to secure officials. Club Coaches or the President must notify the Director of Campus Recreation or their designee the officials they have contracted with to provide services for the event, no later than 30 business days prior to the event.

Equipment

The Club Coach or President is responsible for insuring they have all the required equipment to conduct a safe and successful event. Requests to rent equipment from Campus Recreation should be made to Director of Campus Recreation or their designee, within 21 business days of the event, and can be entered in the Club Hosting Event Form. Equipment must be checked out within 12-24 hours before event via DSE. If Campus Recreation is unable to provide the requested equipment, the Club is responsible for renting or purchasing equipment through university approved vendors, following University procurement processes. Equipment rented from Campus Recreation must be returned in the same condition the same day, or the next day after the event.

Parking

The Club Coach or President must notify the Director of Campus Recreation or their no later than 30 business days of the teams or organizations who will be participating in the planned event and potential number of cars or buses that will need parking on campus. The Director of Campus Recreation will notify Public Safety and determine if and where these vehicles should park on campus. The Director of Campus Recreation will convey this information to the Club Coach and President who will be responsible for notifying visiting clubs and organizations.

Weather Cancellation Policy

Each club is responsible for developing a weather cancellation policy that is approved by the Director of Campus Recreation. The Club Coach or President must provide the Director of Campus

Recreation or their designee in writing, 30 days before the start of the event, a detailed weather cancellation policy. This policy should outline how decisions will be made regarding cancellations of events due to rain or inclement weather. This policy should also detail how visiting teams and players will be communicated regarding the cancellation or postponement of any events. Decisions regarding the postponement or cancellation of an outdoor or indoor event due to inclement weather should be made, in consultation with the Director of Campus Recreation, no later than 2 days prior to start of the event.

Travel Policy

Tier 1, 2, and tier 4 clubs are permitted to travel off campus for practices and competitions, using the guidelines below.

All travel requests must be submitted to the Director of Campus Recreation or their designee. The Director of Campus Recreation or their designee will notify the club president and coach as to the status of the Travel Request. The notification will provide instructions to the club sports organization on how to proceed with travel arrangements. Clubs may be instructed on how to make travel arrangements or travel arrangements that have been made through Campus Recreation on the club's behalf.

For this policy, travel is viewed from two perspectives:

- (1) **Duration of Travel:** Local, Non-Local travel and Overnight trips
- (2) **Mode of Transportation:** Personal vehicle, public transportation or Commercial transportation (e.g., trains, bus, airplane, rental vehicle, etc.).

Definitions:

Local travel is defined as travel under 120 minutes by (car/public transportation) or within 100 miles of the St. John's Queens campus.

Non-Local Travel is defined as any travel that exceeds 120 minutes by car or beyond 100 miles from the St. John's Queens campus.

Overnight trips by definition is considered non-local travel regardless of travel duration or distance from the St. John's Queens campus. Overnight trips involve any trip in which the club team is staying overnight for practice, events, or competition.

Personal Vehicle is defined as a vehicle registered to the individual (or a family member) as a "passenger vehicle" by the NYS DMV (or corresponding state's DMV). Vehicles registered as "commercial" as per the DMV (e.g., full-size vans and most pickup trucks) are not considered personal vehicles as per this policy. Rental cars are permissible if the individual is renting a "passenger" vehicle for personal purposes.

Public transportation is defined as public transportation within the NY-NJ-CT tristate area such as MTA, LIRR, NJ Transit, Path, SEPTA, Metro North as well as taxis, Uber, and Lyft.

Commercial transportation is defined as travel that involves non-commuter trains (e.g., Amtrak), non-commuter bus travel (e.g., Greyhound, Mega bus, Peter Pan, or any form of chartered bus services), rental cars provided by the University or rented by a university approved vendor, and any form of air travel.

Note: The Director of Campus Recreation makes the final determination as to what constitutes local, non-local, and overnight travel as well as what constitutes a personal vehicle, public, or commercial.

Prior to the start of each season, clubs that plan to engage in local or non-local travel as well as overnight trips for any reason (e.g., practices, events, competitions, etc.) **MUST** provide the Director of Campus Recreation or their designee with a schedule of all practices and competitions.

This schedule should include the dates and location of all practices and competitions, events, including potential post-season and tournaments. Additionally, clubs should designate which events will involve local, non-local and overnight travel. Failure to do so may result in the Club unable to engage in any form of travel off campus including practice, games, or other competitions. Everything must be inputted into DSE.

Local Travel:

All Club Sports engaging in any form of Local Travel **MUST** submit a ***Club Sports Travel Request Form*** to the Director of Campus Recreation or their designee of any Local Travel (including, but not limited to practices, games, and competitions) using a personal vehicle, public transportation, or commercial transportation no later than **Seven (7) business days**. Failure to do so may result in the suspension of Club activities.

When appropriate, Director of Campus Recreation or their designee may determine for safety and security reasons that local travel requires an overnight stay. For this reason, club teams are encouraged to submit their requests early, so there is ample time to address the requirements of overnight travel.

Local Travel using Public Transportation

Local travel using public transportation is limited to travel under 120 minutes or within is 100 miles of the St. John's Queens campus that utilizes public transportation within the NY-NJ-CT tristate area such as MTA, LIRR, NJ Transit, Path, SEPTA, Metro North as well as taxis, Uber, and Lyft. The use of public transportation is done on a voluntary basis and Club Sports members assume full liability for doing so. All club members have signed and are abiding by the Club Sports Participation Agreement. There is no financial reimbursement for Local travel using public transportation.

Local Travel using Personal Transportation

Club members may use their personal vehicles for Local Travel (travel under 120 minutes or is within 100 miles of the St. John's Queens campus.). Carpooling with other club members is permissible as long as all club members have signed and are abiding by the Club Sports Participation Agreement. Transportation via one's personal vehicle and/or carpooling are done on a voluntary basis and Club Sports members assume full liability for doing so. All drivers must have a valid driver's license, be fully insured, and agree to notify the Director of Campus Recreation within seven business days if they are involved in an automobile accident and/or have received a moving violation in any form, regardless of if these occurs while participating in Club Sport Activities. There is no financial reimbursement for Local travel using a personal vehicle.

Local Travel using Commercial Transportation

Clubs may choose to use commercial transportation, such as coach buses, university provided vans or rental cars arranged through university approved vendors for local travel (under 120 minutes or is within 100 miles of the St. John's Queens campus.) All commercial travel **MUST** have the approval of the Director of Campus Recreation or their designee and use University approved vendors.

- If a club is using a university provided vans or rental cars, the Club's coach(es) are the only individuals who may operate these vehicles. Prior to operating a university provided van or rental cars, the coach **MUST** be approved as a driver through the University.
- Clubs can also charter a bus with a professional driver using University approved vendors.

Non-Local Travel

As noted above, non-local travel involves all travel that exceeds 120 minutes by car or is beyond 100 miles from the St. John's Queens campus. Personal vehicles are not to be used for non-local travel. Since commercial travel is necessary for non-local travel which will involve booking train tickets, charter buses, airlines tickets, and/or rental cars through University approved vendors, club sports wishing to engage in non-local travel **MUST** submit a **Club Sports Travel Request Form** to the Director of Campus Recreation or their designee no later than **twenty one (21) business days** prior to the their proposed travel date. Prior to approval of any non-local travel, clubs must have sufficient funds in their budget to cover all travel costs. All non-local travel is required to have an approved coach present. The coach must meet with all club members participating in non-local travel prior to departure to review the itinerary, explain student expectations, and review University Policy and Procedures. Failure to follow the above guidelines may result in the suspension of Club activities.

Overnight trips

Whenever a Club Sport stays overnight (past midnight) at a location, regardless of travel duration or distance from the St. John's Queens campus the trip is considered non-local. All non-local travel rules apply as well as additional requirements described below. Club Sports engaging in an Overnight trip **MUST** submit a **Club Sports Travel Request Form** to the Director of Campus Recreation or their designee no later than **Twenty-One (21) business days** prior to their proposed travel date. All travel and accommodations for overnight trips and travel must be arranged through the University travel agent and approved vendors. Club sport participants must travel and stay as one unit (e.g., a team) unless they receive prior approval from the Director of Campus Recreation or their designee.

All overnight trips and travel are under the direct and immediate supervision of an approved coach. The coach is required to be present for the duration of any overnight travel. The coach must meet with all club members participating in overnight events prior to (1) review the itinerary, (2) explain student expectations, and (3) review University Policy and Procedures

Prior to approval of any non-local travel, clubs must have sufficient funds in their budget to cover all travel costs.

Failure to follow the above guidelines may result in the suspension of Club activities.

Coach Responsibilities When Travelling

The coach must meet with all club members participating in the overnight/off-campus event prior to the start of the season:

1. Review the itinerary
2. Explain student expectations
3. Review University Policy and Procedures
4. Collect the appropriate forms and/or Liability Waiver

The following must be highlighted:

- Students are always members of St. John's University (on and off campus).
- During all University sponsored programs, students represent the University and are expected to act accordingly.
- All University rules, regulations, policies, and procedures apply while participating in a university sponsored program.
- Students are expected to be responsible (academically, socially, and culturally).

Travel Expectations

When engaging in any type of travel (local, non-local, or overnight trips) Club Sport members must adhere to the Campus Recreation Department travel policy or be subject to disciplinary action and/or potential expulsion from the CLUB.

1. Club Sport participants are to abide by the local rules and regulations of the area.
2. Club Sport participants are to report a violation of St. John's policies to their coach. The Coach is required to report these violations to the Director of Campus Recreation.
3. Club Sport participants are expected to adhere to the conditions outlined in FORMS (student expectations form, liability waiver, etc.)
4. Curfew will be set up and administered by coaches. No curfew is to be later than 1 AM. Under no circumstance are the players to be out of the hotel after curfew or out of their own assigned room after curfew. Curfew will be strictly enforced; and any student breaking curfew is subject to consequences. Club Sport participants are to inform their coach immediately if club sport participants have missed curfew and/or are missing.
5. While on overnight trips, club members must always stay and travel with the official team party. Exceptions may be granted only with prior permission of the Campus Recreation staff.
6. Under no circumstances are club members allowed to leave the hotel unless they have prior approval from the coaches.
7. Under no circumstances is a student or coach, while on a trip with a St. John's club, allowed to be in a bar, nightclub, or any other establishment that is geared for adult entertainment.
8. No drugs or alcohol. Illegal drug use of any kind will not be tolerated. There will be no drinking alcohol or smoking marijuana on overnight trips.
9. Club members are expected to act in a courteous, professional, and respectful manner at all times. Be extra cognizant in public places such as restaurants, planes, buses, and hotels. You are representing St. John's University and Campus Recreation.
10. Club members should ensure that vans, buses, and hotel rooms are neat and clean after use.

10 Health and Safety

Incidents and Accidents

Medical conditions, accidents and injuries to participants sustained during a club sport practice or event must be reported immediately to St. John's Public Safety, even if the participant is treated by a physician other than the team physician staff.

In addition, the Coach or Club President must submit a **Campus Recreation Incident Report Form** within 24 hours of the incident. The Director of Campus Recreation must be notified of all injuries, no matter how big or small.

Examples include:

- Physical injury to a St. John's student
- Physical altercation involved a St. John's student
- Behavioral problems or suspicious behavior a St. John's Student
- Physical Injury to anyone within the club (whether it's on-campus or off-campus)
- Any other issues, occurrences, or happenings that are not considered typical, or considered abnormal.
- Anytime 911 or Publics Safety is called

Health insurance

All club sport participants are encouraged to have health insurance. Club sport members injured during a scheduled, supervised practice or competition are covered be covered by St. John's Accident Insurance Policy. All injuries must go through the student's personal insurance plan before filing with St. John's University's Accident Insurance Policy insurance. The St. John's University's Accident Insurance Policy insurance is SECONDARY to, or in excess of, personal or family medical insurance coverage, and covers only injuries/illnesses/accidents resulting from the direct participation in a practice or competition of his/her sport.

11 Fundraising, Dues and Fundraising

Fundraising Guidelines

All Club Sports have the ability to fundraise in order to offset the club's annual expenses. Fundraising is permitted to support both travel and non-travel related expenses. Approved fundraising activities may include hosting competitions, tournaments, clinics, events with entry fees, car wash, and bake sales.

All fundraising initiatives must receive prior approval from the Director of Campus Recreation or their designee.

- Please fill out the Club Sports fundraising form at least 14 days prior to fundraising.
- Once submitted, the Director of Campus Recreation or designee will review and approve.

All funds raised through approved fundraisers or donations must be deposited into the Clubs fund account.

Dues

If a club collects dues, the money must be deposited as soon as possible and given to Director of Campus Recreation to be deposited into account. Sport Clubs are encouraged to collect dues as a way of raising funds to offset club expenses. Collecting and depositing dues is one way to meet the fundraising requirements each year. Dues structures and amounts can vary from club to club. Clubs are encouraged to collect dues at the beginning of each semester to ensure that funds are collected, and expenses are covered. Once collected, all dues must be deposited promptly into a Club Sports account through the Campus Recreation office within 7 days.

Marketing Guidelines

Each Club Sport is permitted and encouraged to market their program to increase membership and attract new members. As representatives of Campus Recreation and St. John's University, club members are expected to uphold the values and image of the institution in all marketing efforts.

Clubs are encouraged to promote their activities through social media and other appropriate channels. However, content related to political topics or endorsements is not permitted on official club platforms.

All logos or uniforms must be approved by Director of Campus Recreation or designee. To get approval, you must email the logo and uniform

Ways to promote your club:

- Flyers
- Tabling events on campus (ex. Activity Fair, CREC day)
- Social Media

*Campus Recreation will repost on its social media account and post flyers in Fitness Center and Taffner. Campus Recreation can also help display flyer on other screen on campus.

Uniforms or anything that uses St. John's branding or a logo must get approval from the Director of Campus Recreation. The funds will come out of the club sports approved budget line and be purchased through an approved vendor.

Appendix A - FORMS

1. Club Sports Physical Medical Eligibility Form



Student Health Services

PREPARTICIPATION PHYSICAL EVALUATION MEDICAL ELIGIBILITY FORM

To Be Completed by the Student: Check Box Below and complete ALL Fields. The Preparticipation Physical Evaluation Medical Eligibility Form is the **ONLY** form that should be submitted to St. John's University.

<input type="checkbox"/> I give the St. John's University Student Health Services Office permission to contact the medical provider who completed this form.
Student's Name: _____
Student's Address: _____
City/Town: _____ Zip Code: _____
Student's Telephone number: (H) _____ (C) _____
Student's email address: _____
X Number: _____
Student Signature: _____ Date: _____

To Be Completed by Health Care Provider: The Preparticipation Physical Evaluation Medical Eligibility Form is the **ONLY** form that should be submitted to St. John's University.

Student Name: _____ Date of Birth: _____
X-number: _____
Allergies: _____

Medications: _____

Other Pertinent information: _____

Emergency Contact Name & Phone Number: _____



Provider to select one of the following:

☐ Medically eligible for all sports without restriction

☐ Medically eligible for all sports without restriction with recommendations for further evaluation or treatment of

☐ Medically eligible for certain sports

☐ Not medically eligible pending further evaluation

☐ Not medically eligible for any sports

Recommendations:

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined on this form. A copy of the physical examination findings are on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print): _____

Date: _____

Address: _____

Phone: _____

Health care professional's License Number: _____

Practice State: _____

Signature of health care professional: _____ MD, DO, NP, or PA

Health Care Provider Stamp:



NOTE: THE BELOW SECTION IS NOT A FORM THAT SHOULD BE COMPLETED OR SUBMITTED TO ST. JOHN'S UNIVERSITY.

Instructions:

- 1) **STUDENTS:** Please give this guidance sheet to the medical professional (MD, DO, NP, or PA) completing your sports physical.
- 2) **MEDICAL PROFESSIONALS:**
 - a) You may use this guidance sheet for your own personal use. **IT IS NOT TO BE FILLED OUT AND RETURNED TO THE UNIVERSITY.**
 - b) **The only forms that are to be returned to St. John's university is the "PREPARTICIPATION PHYSICAL EVALUATION MEDICAL ELIGIBILITY FORM" located on page 1 & 2 of this packet.**
 - c) The American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine recommend you screen students who are requesting a sports physical for the following items. If a patient answers yes to any of the questions below, this warrants further investigation by the medical provider providing clearance.

Patient History:

- 1) Student Name
- 2) Date of Birth
- 3) Date of Examination
- 4) Sex assigned at birth
- 5) How a student identifies their gender
- 6) List of past and current medical conditions
- 7) Surgical History
- 8) Prescription and OTC medications the student is taking
- 9) Allergies (i.e. medicines, pollens, food, stinging insects)
- 10) PHQ-4 Evaluation

General Questions:

- 1) Do you have any concerns that you would like to discuss with your provider?
- 2) Has a provider ever denied or restricted your participation in sports for any reason?
- 3) Do you have any ongoing medical issues or recent illness?

Heart Health Questions about the patient:

1. Have you ever passed out or nearly passed out during or after exercise?
2. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?
3. Does your heart ever race, flutter in your chest, or skip beats (irregular beats) during exercise?
4. Has a doctor ever told you that you have any heart problems?
5. Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography.
6. Do you get light-headed or feel shorter of breath than your friends during exercise?
7. Have you ever had a seizure?

Heart Health Questions About the Patient's Family:

1. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?
2. Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia (CPVT)?
3. Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?

Bone and Joint Questions:

1. Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?
2. Do you have a bone, muscle, ligament, or joint injury that bothers you?

Medical Questions:

1. Do you cough, wheeze, or have difficulty breathing during or after exercise?
2. Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?
3. Do you have groin or testicle pain or a painful bulge or hernia in the groin area?
4. Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant Staphylococcus aureus (MRSA)?
5. Have you had a concussion or head injury that caused confusion, a prolonged headache, or memory problems?
6. Have you ever had numbness, had tingling, had weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?
7. Have you ever become ill while exercising in the heat?
8. Do you or does someone in your family have sickle cell trait or disease?
9. Have you ever had or do you have any problems with your eyes or vision?
10. Do you worry about your weight?
11. Are you trying to or has anyone recommended that you gain or lose weight?
12. Are you on a special diet or do you avoid certain types of foods or food groups?
13. Have you ever had an eating disorder?

Females only:

1. Have you ever had a menstrual period?
2. How old were you when you had your first menstrual period?
3. When was your most recent menstrual period?
4. How many periods have you had in the past 12 months?

Physical Examination Should include:

1. Height, Weight, Blood Pressure, Pulse, Vision screening, COVID-19 vaccine dates (primary, secondary and booster), Appearance (do they have Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency), ENT evaluation, PERRLA, Basic Hearing evaluation, Lymph node evaluation, Heart evaluation (auscultation for murmurs while standing, supine and with Valsalva maneuver, Lung evaluation, Abdomen evaluation, Skin evaluation (screen for Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant Staphylococcus aureus (MRSA), or tinea corporis), Neurological evaluation, Musculoskeletal (Neck, Back,



Shoulder, Arm, Elbow, Forearm, Wrist, Hand, Fingers, Hip, Thigh, Knee, Leg, Ankle, Foot, & Toes)
evaluation, Functional (Double-leg squat test, single-leg squat test, and box drop or step drop test).

2. Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.



2. Club Sports Participation Agreement

Club Sports Participation Agreement

Please read St. Johns' University Code of Conduct and Sportsmanship Policy thoroughly and sign agreement below.

St. John's University Code of Conduct

St. John's University Policies and Standards of Conduct are University-wide and supersede all other rules of any school, department, or division. The University is committed to creating a campus environment conducive to education, work, study, and personal development. All University students and affiliates are responsible for compliance with all applicable University Policies.

As a member of the St. John's University community, members of recognized Club Sports are required to conduct themselves and their organizations in a manner compatible with the University's philosophy and function as an educational institution, both on and off the field of play.

As clubs participate in leisure and competitive pursuits on and off campus, they must be aware that they are always representing the University to the greater community.

Club officers are vested with the responsibility of ensuring that the recognized Club Sport abides by all University and Club Sports policies and procedures. Club officers are accountable for the actions of the club as a whole and/or any individual member of the club.

Violation of laws, ordinances, or non-compliance with St. John's University and Club Sports policies and procedures by club members and club staff, whether occurring on or off campus, will result in the re-examination of the club's status as a university-affiliated organization and may result in individual discipline under appropriate Club Sports and/or University policies.

Club members should be expected to have read and abide by the [St. John's Code of Conduct](#) in its entirety. Some highlights of the Code of Conduct that are salient to club sports are presented below:

1. **Disorderly Conduct** – Engaging in behavior that is destructive, dangerous, harmful, obstructive disorderly. Conduct that is unreasonable in the time, place, or manner in which it occurs.
2. **Alcohol and Drug** – Club Sports must fully comply with all federal, state, and local laws, including the possession, consumption, distribution, and use of alcoholic beverages. All club sports must also comply with the University's Alcohol and Drug Policy, and the Student Code of Conduct. In addition, the following are prohibited: 1. Participation in club or recreational sport activities including scrimmages, practices, and sanctioned games while intoxicated. 2. Club Sports and their members are prohibited from the use of drugs, while or before traveling, competing / participating, or being a spectator at club events. The elected officers of each Club Sport are responsible for formulating and implementing internal rules and procedures specific to their own organization, which shall ensure conformity with all University drug and alcohol policies.
3. **Harassment** – Any behavior (verbal, written or physical) that abuses, assaults, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person.

4. **Theft or Damage to Property** – Theft or damage to property of the University or that of a member of the University community or visitor, while at university sponsored activities.
5. **Weapons and Explosives** – Possession, display, use or distribution of any weapon such as a firearm, knife, blackjack, stun gun, etc., or any item used as a weapon or of such a nature that it is intended for use as a weapon or violent purposes, except with expressed University authorization, on University-owned or controlled property or at University-sponsored functions. Fireworks and any other explosive materials are prohibited.
6. **Hazing** - St. John's University is committed to maintaining a safe and respectful environment, strictly prohibiting any form of hazing within its community.

Club Sports Sportsmanship Policy:

Club Sport participants are considered “ambassadors” of the University members must be mindful that their actions always reflect on the institution. Thus, Club Sport members are held to the following standards anytime they are engaged in Club Sport sponsored activity. Sponsored activities include, though are not limited to, team practices, competitions, meetings, travel, or formal gathering arranged by the leadership of a Club Sport team.

To maintain the integrity of the Club Sports Program and ensure the safety and well-being of all participants, failure to adhere to SJU's Code of Conduct or the Club Sports Sportsmanship policy may result in disciplinary sanctions against a club including, but not limited to, financial penalties, probation, suspension or dismissal from the Club Sports Program. Campus Recreation reserves the right to make the final decision on any conduct violation, despite what the University determines. Violations by any member of a Club Sport may result in disciplinary action, including possible revocation of club privileges and referral for further review under university conduct procedures.

- I will represent St. John's University Club Sports and am expected to uphold the highest standards of conduct in alignment with university policies, both on and off the field of play.
- I must demonstrate exemplary sportsmanship and respectful behavior toward teammates, opponents, coaches, officials, spectators, event staff, and University administrators at all times.
- I will uphold the integrity of St. John's University by refraining from any behavior—online or offline—that includes but is not limited to bullying, harassment, discriminatory language, inappropriate imagery, or impersonation of others, especially on social media platforms.
- I will actively support and help enforce team and club bylaws and participate in the resolution of interpersonal or team-related conflicts in a constructive and respectful manner.
- I will promote and maintain an inclusive team environment free from discrimination based on gender, race, ethnicity, nationality, sexual orientation, age, creed, or class year, consistent with the University's commitment to diversity, equity, and inclusion.
- I will adhere to all Campus Recreation, Club Sports, and University-wide policies, procedures, and standards of conduct.
- I will ensure family, friends, alumni, and spectators accept the same behavior standards when attending events. Club Sport participants are responsible for establishing positive behavior and enforcing policies.
- I will ensure that all activity venues, whether on or off campus, are left clean and orderly, showing respect for facilities and the surrounding community.

- I represent the university, my team, my coach, and myself in my actions and words on and off campus and through social media platforms. If my conduct consistently reflects poorly on my team, I understand this is grounds for removal.
- Agreeing to join a team means that I will attend all mandatory practices, competitions, or events within my capability to do so and if not will communicate with my coach the reasons for non-attendance in a timely manner, preferably 24 hours or more in advance of the missed event.
- Hazing, bullying, unlawful discrimination, and harassment are strictly prohibited.
- I will make responsible and safe decisions that foster a culture of good sportsmanship, appropriate conduct, and positive team practices.
- If I am driving, I will always operate any vehicle in a safe and responsible manner.

By my signature below, I understand and agree with the above statements and expectations

Student's Signature: _____ Print Name: _____

X Number: _____ Sport/Team: _____

Today's Date: _____

Appendix C – Club Sports Liability Waiver

Club Sports Liability Waiver

Campus Recreation Club Sports- Liability Waiver

I, _____, acknowledge, agree, and represent that:

I understand the nature of activities/programs sponsored by the Campus Recreation Department and represent that I am qualified, in good health and in proper physical condition to participate in such activities/program

I fully understand the type of injuries that can occur in and because of participation in the activities/programs sponsored by the Campus Recreation Department and that such participation involves risks and dangers of both serious and minor bodily harm including, but not limited to:

- stoppage of breathing
- spinal and neck injuries (which could result in paralysis)
- heart failure
- damage/abrasions to limbs/appendages
- heat stroke/cramps/exhaustion
- stroke
- convulsions
- unconsciousness/fainting
- internal/organ injuries
- permanent disability
- death

These risks may result from my own actions/omissions or actions/omissions of other participants in activities/programs, the equipment involved in the activities/programs, the facility itself, or the negligence of the Releasees named below. There may be physical/economic risks either not known or readily foreseeable to the Releasees at this time.

I fully accept and assume any and all responsibility for losses, costs and damages that I incur as a result of my participation in any activities/programs associated with the Campus Recreation Department.

I willingly agree to comply with the stated and customary terms and conditions for participation in any activities/programs sponsored by Campus Recreation. I consent to first aid and emergency medical care, including but not limited to, admission to an accredited hospital for treatment for any injuries that I may sustain while participating in any activities/programs sponsored by Campus Recreation.

I, on behalf of my heirs/assigns/personal representatives/ and next of kin/ hereby release, discharge and covenant not to sue St. John's University, its Board of Trustees, its administrators, agents, officers, employees, students, guests of the Campus Recreation Department, sponsors, or advertisers (each considered one of the "RELEASEES" herein) from all liability, claims, demands,



losses, and damages with respect to any and all injuries, disability, death and loss/damage to personal property caused or allegedly caused in whole or in part by the negligence of the Releasees or otherwise.

I, on behalf of myself and my heirs/assigns/personal representatives/and next of kin, further agree to indemnify and hold harmless each of the Releasees from any litigation expenses, attorney fees, liability, damages, or costs which any Releasees may incur as the result of any claim made in contravention of this Agreement.

I have read this agreement and fully accept its terms. I understand that this Agreement is intended to be a complete and unconditional release of all liability and that, by signing this Agreement, I may be giving up legal rights that I may otherwise have.

Participant Name (Print)	Participant Signature	Date
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**If participant is under the age of 18, this form must be signed by their Parent or Guardian*

I, _____ am the parent or legal guardian of the above participant, agree, for myself and for the participant, to be bound by its terms.

Participant 's Parent/Guardian Name (Print)	Participant 's Parent/Guardian Signature	Date
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Emergency Contact Form



ST. JOHN'S
UNIVERSITY

Club Sports Emergency Contact Information

To be completed before first date of play and submitted to the Campus Recreation Office,
Taffner Field House, Room 105.

Athlete's Name: _____ DOB: ____/____/____

Sport: _____ Address: _____

City: _____ State: _____ Phone Number: _____

EMERGENCY CONTACT INFORMATION

In an emergency, contact:

(Last) (First) (Phone) (Relationship)

Address: _____ City, State, and Zip: _____

Evening/Weekend Phone: _____ Day Time Phone: _____

Please declare in the spaces provided below any allergies, medication, prior conditions or other
pertinent information that would be of important knowledge in a medical emergency.

By signing below I acknowledge that I am releasing this information for the disclosure
to and only to appropriate medical officials in the event of an emergency.

Club Sport Participant Signature: _____ Date: _____



ST. JOHN'S
UNIVERSITY

3. Volunteer Coaches Agreement

Volunteer Coaches Agreement

Dear _____,

This letter will serve as the agreement between you and St. John's University for your voluntary services during the 2026--2026 season or such earlier date as the University determines your services are no longer needed. As an uncompensated volunteer, you are not covered by any of St. John's University's employee benefit plans or by St. John's workers compensation insurance for any personal injuries you may sustain while volunteering as a coach. You acknowledge that you are in good health and have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs arising out of or related to your volunteer services as a coach. St. John's general liability insurance policy will provide you with \$1,000,000 of coverage in the event of any claim in connection with your services as a volunteer coach, except that such insurance does not cover automobile liability or property damage in connection with the use of your personal automobile, even if such use is for travel to or from club sports events or to transport team members.

Your services as a Volunteer Coach shall include, without limitation, the following:

1. Supervising and working with students;
2. Complying with all applicable University policies and procedures
3. Making sure students adhere to the St. John's University student code of conduct.
4. Cooperating fully with the Campus Recreation Department staff;
5. Ensuring that student who experience concussion-like symptoms (e.g., headache, irritability, loss of consciousness, amnesia, sensitivity to light and sound, drowsiness, slowed cognitive function, balance issues or emotional changes) receive medical attention at the student Health Center and otherwise comply with their obligations under the St. John's Club Sports Liability Waiver.
6. Securing a physician medical clearance and release from any student who has experienced a concussion before permitting them to return to club sport participation.
7. Obtaining a Cardiopulmonary Resuscitation (CPR) certification and maintaining the certification while serving as a volunteer.
8. Fulfilling your responsibilities under Title IX, the Clery Act and Child Abuse Reporting Policies, as follows:
 - a. As a responsible person under Title IX, you are required to report to the University's Title IX Coordinator or Deputy Title IX Coordinator, any reports of sexual assault, sexual harassment or other sexual misconduct of which you become aware.
 - b. As a Campus Security Authority under the Clery Act, you are required to report to the Department of Public Safety all crimes designated under the Clery Act of which you become aware, as set forth in detail in a memorandum provided to you annually.



- c. Pursuant to the University's Child Abuse Reporting Policy, if you come into contact with children under the age of 18 as part of your employment, you must report any known or suspected child abuse to the Department of Health and Human Services Child Line and the Department of Public Safety, or as otherwise required by law or University Policy.
9. Other services as requested by the Director of Campus Recreation and/or THEIR designee.

As a volunteer, you agree to comply with all University policies, including but not limited to, the University's policies prohibiting harassment and discrimination.

Please review this letter carefully. Sign and date where indicated and return it to the Director of Campus Recreation as soon as possible. I will forward an executed copy back to you. Thank you and best of luck this season.

Name: _____

Signature: _____

Cell Phone: _____

Email: _____

Date: _____

Coaching Experience: _____

Years Playing: _____

4. Club Sport Interest Form

Club Sports Interest Form

The goal of our club sports program is to provide the best possible experience that our resources will allow. Campus Recreation attempts to provide students with the equipment, space, and other needs among its capabilities that are needed to run a successful Club Sport, and acts as a point of contact for our Club Sports. Club Sports allow students to perform at a commitment level above recreational, but below a D1 sports team.

If you are interested in starting or joining a new club sport, please complete this form and express your level of interest and expected involvement with the sport.

For assistance, please contact Dayana Cordero Palomo, Assistant Director of Campus Recreation, at dayana.corderopalomo@stjohns.edu.

Your Information

First Name: _____

Last Name: _____

X Number: _____

St. John's Email: _____

Phone Number: _____

Proposed Club Sport: _____

Why are you interested in creating this Club Sport? _____

Do you know of other students who may be interested in the same sport?

Yes

No, just me

Please share any other information about this proposed sport.

By submitting this form, you give [Campus Recreation](#) permission to contact you with additional information regarding the foundation of your proposed sport.

5. Club Sport Proposal Form

Campus Recreation 2025-2026 Club Sport Proposal Form

St. John's University's club sports program's goal is to provide the best experience our resources will allow. After we have had time for an adequate review, we will contact you with any further questions or decisions regarding your proposal. The Club will be asked to give a presentation to provide more detail about their club if the proposal is approved. For questions regarding this proposal please email Campus Recreation at campusrec@stjohns.edu.

Proposed Club: _____ Today's Date: _____

Student Completing Form: _____ Student X Number: _____

Phone:: _____ Email: _____

Approval Considerations

- Required facilities and equipment, and the impact of the proposed activity will have on existing intramural sports, recreational sports, and intercollegiate athletics.
 - Level of risk for injury involved with the activity proposed.
 - Opportunities to compete on a local, regional, and national level.
 - Percentage of underclassmen students interested.
-

Please respond to the following questions as thoroughly as possible.

How do you feel your club would impact the St. John's University community?

Describe your overall experience with the sport you are proposing

What opportunities are there for competition on a local and/or national scale?

What are the potential safety concerns with this type of activity?

What are your facility needs? (Practice frequency, time, location, hosting, competitions, etc....)

Briefly describe the costs associated with operating a club and the club intends to pay for these expenses. (you will also be asked to provide a detailed budget in the Club Sports Proposed Budget Form)

Please provide any other information that may help us better understand why you would like to start this club and how it would benefit the University.

Club Sport Student Interest Form

Proposed Club: _____ Today's Date: _____

Please list the students who are interested in joining the proposed club

[illegible]

Club Sports Proposal Budget Form

Campus Recreation-Club Sports Proposal Budget Form

Proposed Club: _____ Today's Date: _____

Student Completing Form: _____ Student X Number: _____

Phone: _____ Email: _____

Expected Active Members: _____

Governing Bodies:

National: _____

Local: _____

Club Sports Proposal Budget Summary

Income

Expected Income Source	Description	20__-20__
Dues	Dues per member (\$) X # of members ()	
Fundraising	(Provide details on worksheet below)	
Donations	(Provide details on worksheet below)	
Other	(Provide details on worksheet below)	
	TOTAL:	\$

Expenses

Expenses	Description	20__-20__
League Fees	(fee to compete in a local/regional league)	
Club Membership	(Cost of club to belong to a governing body)	
Member Fees	(Cost for club members to belong to association)	
Event Entry Fees	(Cost to enter tournament/matches, etc. List # of events)	

Officials' Fees	(Cost for officials. List # of officials/game & # of games)	
Facility Rental	(Cost to rent facilities. Provide details on worksheet below)	
Uniforms	(Department owned uniforms)	
Equipment	(Provide details on worksheet)	
Travel	lodging & transportation, provide details on worksheet)	
Other		
	TOTAL:	\$

6. Club Sports Hosting Event Form

Club Sports Event Hosting Form

Club Sports that would like to host an event on campus should complete the following form. Event reservations should be submitted 60 days in advance of the event for priority scheduling. All requests must be approved by Campus Recreation.

Campus Recreation will be in contact with you in the next 10 business days to discuss your request.

Club Sport: _____ Today's Date: _____

Student Completing Form: _____ Student X Number: _____

Role within Club: _____ Phone: _____

Today's Date: _____ Email: _____

Please describe the event you are requesting to host.

What space(s) are required for this event?

What are the dates and times of your requested event? (please include additional time for event set up and clean up)

What equipment will your club need for this event?

How many teams/what teams will be attending this event

Approximately how many participants will be present at the event? _____

Approximately how many spectators will be present at the event? _____

What is your proposed budget for this event? _____

Do you have existing funds in your budget to cover these expenses? _____

Are you charging an entrance fee? If so how much? How will you be collecting funds?

7. Travel Itinerary and Roster form

St. John's University Club Sports Travel Request Form

Please complete form 21 days prior to departure.

Club Sport: _____ **Date:** _____

Name of Person Completing Form: _____

Email address: _____ **Cell Phone Number:** _____

Role within Club: ☐ Coach ☐ Club President
☐ Club Vice President ☐ Treasurer

Reason for Travel: ☐ Practice ☐ Competition ☐ Other
Please specify: _____

Number of Club Member who will be travelling: _____

Departure Information:

Day): _____ Date: _____ Time: _____

Return Date:

Day: _____ Date: _____ Time: _____

If this travel is for a reoccurring practice or a multi-day repeating competition provide additional dates/times of departure/return from/to campus. (i.e. practice every Monday and Wednesday starting 9/15/25 until 11/25/25)

Destination (Please provide location address):



Location's Distance in miles from Campus: (use Google maps to provide information):

Location's Driving Time from Campus: (use Google maps to provide information):

Type of Travel Requesting:

☐ Local Travel

☐ Non-Local Travel

☐ Overnight Trip

Proposed Mode of Transportation:

☐ Personal Vehicle ☐ Public Transportation, (please specify: _____)

☐ Commercial Transportation

☐ Rental Car

☐ Charter Bus

☐ Train

☐ Airplane

☐ Other: _____

Club Sport – Travel Roster
Please Print

	Name	X Number	Phone	Emergency Contact	Emergency Contact Phone Number
01.	_____	_____	_____	_____	_____
02.	_____	_____	_____	_____	_____
03.	_____	_____	_____	_____	_____
04.	_____	_____	_____	_____	_____
05.	_____	_____	_____	_____	_____
06.	_____	_____	_____	_____	_____
07.	_____	_____	_____	_____	_____
08.	_____	_____	_____	_____	_____

Club Sport – Travel Roster (pg. 2) **Please Print**

	Name	X Number	Phone	Emergency Contact	Emergency Contact Phone Number
09.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____
21.	_____	_____	_____	_____	_____
22.	_____	_____	_____	_____	_____
23.	_____	_____	_____	_____	_____
24.	_____	_____	_____	_____	_____
25.	_____	_____	_____	_____	_____

8. Incident Report Form

Campus Recreation Incident Report Form

Name of Injured Individual: _____ Injured Individual's X # _____
(If more than one individual involved in the incident, please complete a separate for each individual)

Sex: ☐ Male ☐ Female

Date of Birth: ____/____/____

University Role: ☐ Student ☐ Faculty ☐ Staff/Administrator ☐ Alumni ☐ Guest
If a student,

Year in School: ☐ 1st Year ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate student

☐ Resident Student ☐ Commuter

Phone: _____

Email: _____

Address:

Individual Completing Form: _____ Date form competed: ____/____/____

University Role: ☐ Student ☐ Faculty ☐ Staff/Administrator

Type of Incident: ☐ Injury ☐ Fight ☐ Unsportsmanlike conduct ☐ other _____

When did the incident occur? Date: _____ **Time:** _____

When was the incident reported? Date: _____ **Time:** _____

Where did the incident happen? (Circle One)

Taffner Fitness Center Great Lawn Softball Field Tennis Courts

DaSilva Field Multipurpose Room Belson Stadium Res. Village Quads Montogris

Kaiser Basketball Courts Other: _____

Please describe the nature of the incident. Please be as detailed as possible



Please indicate if the following actions were taken (check all that apply):

☐ First Aid administered

☐ Transported to Student Health Services ☐ Transported to the hospital

How was the individual transported:

☐ Ambulance ☐ Public Safety ☐ Private Vehicle ☐ Walked ☐ Other _____

☐ Public Safety was contacted

Please indicate the name of the Public Safety Office you spoke to on the phone:

Please indicate the name of the Public Safety Officer who responded to the scene:

☐ Other: _____

☐ Individual refused attention

Please explain why individual refused attention:

Please describe the specific actions taken in response to this incident:

Please provide the names and contact information for all witnesses

Name	X Number	Phone	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Club Sports Fundraising Form

Club Sports Fundraising Form

Sport Club Name: _____

President's Name: _____

Date: _____

Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Location: _____

Please describe your fundraising event. (Include Prizes in Detail)

What is your proposed budget for this event? _____

Do you have existing funds in your budget to cover these expenses? _____

Expected Earnings from this event: _____

Please describe how you will be collecting funds for this event?
