



DUQUESNE
UNIVERSITY

Duquesne University

Club Sports Manual

2021-22

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Introduction

A club sport is a student organization designed to serve individual interests in various sports on a competitive, recreational or instructional level. The clubs are meant to be a learning experience for members through involvement in the organization and administration of all club activities. Student club members should be active in leadership, responsibility and decision making. Clubs compete with other clubs, organizations, colleges and universities and operate at Duquesne within the Division of Student Life, Recreation Department located in the Power Center. Club sports are in keeping with the Mission of Duquesne University to serve God by serving students.

Although club sports can be highly organized and competitive, they should not be confused with varsity sports administered by the Athletic Department.

Intercollegiate varsity athletes are governed by NCAA rules and regulations, are funded, have paid coaches, trainers and mandatory practice and competition attendance. Club sports are not affiliated with the NCAA, are usually coached by volunteers, raise their own funds and are administered by the student members.

Membership/Eligibility

Duquesne's club sports program operates in accord with all federal laws relating to non-discrimination and members cannot be excluded on the basis of age, sex, race, religion, ethnic group, national origin, sexual orientation or handicap.

Club sports are open to all currently enrolled full-time undergraduate students with the following restrictions:

- Current varsity intercollegiate athletes are not permitted to participate in a club sport which is the same as the varsity sport in which they participate.
- Alumni are not eligible to participate, but may assist a club in general administration or coaching.
- Club members must abide by requirements of the club by-laws and/or league and association rules.

- Health insurance is required and proof of such insurance must be provided.
- A member is not permitted to participate in a club sport without first submitting all participation forms including Assumption of Risk, Physical Exam and Emergency Medical Authorization forms, to Recreation Director, Dan McCarthy in the Recreation Department. For clubs requiring tryouts, all required forms must be completed and submitted prior to tryout participation.

Starting a New Club Sport

For a list of currently recognized club sports at Duquesne University go to the Recreation Department website, www.sites.duq.edu/recreation, or contact Dan McCarthy, Recreation Director at extension 4812 or mccarthyd@duq.edu

Students interested in initiating a new club should meet to discuss likely student interest and availability of funding and facilities. Groups seeking recognition as a new club sport must take the following steps:

1. Identify an advisor, practice/meeting space, coach/instructor and league or conferences and funding needs as applicable.
2. Develop a constitution and then identify officers.
3. Complete a new Student Organization application form in accord with all requirements of the Center for Student Involvement www.studentactivities.duq.edu. A copy of all required application information must also be sent to the Recreation Director, Dan McCarthy in the Recreation Department.

Review of the application and formal recognition of an organization is made by the Student Government Association (SGA).

Clubs will be notified of application/status decision by The Center for Student Involvement. Upon notice of approval, clubs are required to provide a copy of approval notification to the Recreation Director in the Recreation Department.

Annual Meeting

All club sport team members, coaches and advisors are required to attend an annual, mandatory meeting with the Recreation Director at the beginning of each academic year (This meeting is in addition to the mandatory meeting of all club presidents required by the Office of Student Activities). All required club sport documents must be completed at that time. Notice of the time and date of the meeting will be provided to the club president who is responsible for notifying all team members. Notice will also be posted on the Recreation Department website and in the Power Center.

Annual Renewal

Clubs are required to complete a renewal process as required through The Center for Student Involvement each year in order to remain active or be in jeopardy of losing their recognized status.

A club must remain active to access funds. To remain active and to renew status annually, a club must:

- Be in compliance with all requirements and rules of the Office of Student Activities, the Duquesne University Mission, Expectations of a Duquesne Student and their Club Constitutional rules.
- Have been formally approved as a club sport.
- Have on file with the Recreation Director in the Recreation Department and the Office of Student Activities, a constitution, officer list with phone numbers, member's list, coach and advisor names and numbers, semester activity summaries, and any other required forms.
- Maintain a positive account balance.
- Clubs must have no reported code of conduct violations in the preceding season.

Code of Conduct

Club members are representatives of Duquesne University and are expected to conduct themselves in a manner consistent with the [University's Mission](#) and the [Expectations of a Duquesne student](#). It is the responsibility of the club to discipline members for any issues that may arise and the club and individual members are also subject to University level discipline for behavior contrary to the University Mission or damaging to its reputation.

Hazing of club members or prospective members is forbidden. Clubs are prohibited from participating in fundraising events, sponsorships or advertising involving alcohol or illicit drugs either on or off campus. In addition, club member activity including inappropriate or abusive language, fighting or property damage is subject to full disciplinary action up to and including suspension or termination of club status.

Administration/Leadership Responsibilities

Clubs are student administered. Strong student leadership, active faculty advisors and active club members are critical to the club's success. The club is responsible for electing officers, carefully identifying active advisors and qualified coaches.

Officer Responsibilities:

Club officers must be students. Clubs should consider the election of a President/ Vice President, Secretary, Treasurer and Equipment Manager.

President/Vice President

- Liaison between club and University administration.
- Communicate all key information to members.
- Ensure club members are familiar with this manual.
- Conduct elections.
- Ensure compliance with University and Departmental rules.
- Ensure completion and submission of all necessary eligibility forms.
- Arrange for facility/field reservations.

Treasurer

- Keep current financial records.
- Document expenses (keep receipts).
- Prepare budget and follow department guidelines.
- Initiate/manage fundraising in accord with student organization guidelines for fundraising.

Secretary

- Attend meetings.
- Maintain rosters and all membership/eligibility forms.
- Maintain calendar of practices/competitions/events.
- Maintain club constitution.
- Prepare Semester Activity Summary and submit to Club Sports Coordinator.

Equipment Manager

- Keep records of all club owned equipment.
- Distribute and collect equipment each season.
- Track/replace damaged equipment.

Faculty/Staff Advisor Responsibilities

Each club sport must have an active faculty/staff advisor who is a full-time Duquesne University employee. This should be a person who has a high interest in or strong expertise in the club activity. The advisor is an important liaison between the Club and the University.

The advisor should:

- Ensure club members know and abide by all club sport rules of the University and any league or conference in which it participates.
- Provide leadership.
- Assist in developing and overseeing the budget.

- Attend meetings as necessary.
- Monitor conduct to ensure activities reflect the University Mission.
- Ensure that all team members have completed all forms and returned them to the Club Sports Coordinator.

Head Coach Responsibilities

It is the club's responsibility to secure the services of a coach, if necessary. This can be on a volunteer or nominally paid basis- but it is essential that it is understood that club sport coaches must be approved by the Vice President for Student Life and any agreed upon payment is from the club budget. Most club sport coaches provide services on a volunteer basis. Club sports are administered by students and coaches should refrain from managing the day-to-day operations of the club.

The Coach should:

- Attend all practices and competitions.
- Be a positive role model and promote good sportsmanship.
- Develop and improve skills.
- Develop and insist upon safety.
- Make informed decisions relating to team travel in inclement weather conditions.
- Know and abide by University, league and conference rules.
- Assist club officers in scheduling etc.
- Attend club meetings when requested or necessary.
- Ensure that all members conduct themselves according to the University Mission and Expectations of a Duquesne Student.

Budget

Club sport teams are responsible for developing and managing their own budgets. All potential team costs for the season should be outlined. These costs may include, but not be limited to, practice space, travel , food and hotels, uniforms, equipment, officials, conference fees, etc.... . Funds covering all budget items should be secured in ADVANCE OF THE SEASON. Any fundraising that occurs during the season, should be intended as funds to cover the next season budget.

Funding

There are 4 possible sources of funding for club sports:

1. Student Government Association

A club may apply to the Student Government Association (SGA) for some funding support following instructions from the Office of Student Activities www.studentactivities.duq.edu

If granted, an allocation from the SGA is a small fraction of a club's budget. SGA funds will not be allocated for uniforms, equipment or transportation expenses. Clubs are expected to raise their own funds through dues, fundraising events and /or sponsors.

Dues

Clubs are permitted to charge dues to help meet budget expenses. A fee should be set by the members during a meeting and in accord with the club's constitutional voting procedures.

Fundraising

Clubs are encouraged to develop responsible fundraising activities. No activities should be contrary to the University mission or jeopardize its reputation in any way and must be conducted in accord with student organization guidelines for fundraising.

Sponsors

Clubs are permitted to secure local sponsors for their teams. However, clubs are prohibited from alcohol related sponsors. Clubs should inform the Office of Student Activities and the Advancement Office of the identity of proposed sponsors prior to finalizing sponsorship details.

Accounts

Club sports are prohibited from having private bank accounts. All fund deposits and expense payments will be made through the University Office of Finance and Budget. Each club will be assigned an account number and it is the responsibility for the club treasurer to keep a running balance of the club's budget.

Travel

Procedure:

- Advance approval of all club sports travel is required from the Club Sports Coordinator. Submit a completed Travel Itinerary five (5) business days in advance for trip approval. Email this to Dan McCarthy.
- The club president will be notified if the trip has been approved.
- A Duquesne University chaperone or employee (preferably the coach or advisor) must accompany the club on every trip. Failure to do so will result in penalties to the Club up to and including suspension or termination of club status.
- The club is responsible for all travel costs. The club treasurer is responsible to insure that the club's fund balance will cover all expected team expenses at least two weeks prior to the onset of the season
- The first preference for travel is short-term leased vehicles. If that is not an option, privately insured vehicles may be used. Transportation arrangements and funding will be the responsibility of each respective club. If an injury requires medical attention, the club member must use his or her own personal insurance.

- Any short-term vehicle rental must be done in Duquesne 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 Duquesne's authorized driver renting the vehicle will be the responsibility of the club/driver.
- Duquesne'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 Duquesne's policy. Records of rental costs should be retained by the Recreational Sports Department.
- Anyone driving a vehicle rented in Duquesne's name must have on file with the Office of Risk Management an approved Application for Driving Privileges and must have completed Duquesne's required on-line Driver Training Program. Contact Dan McCarthy for details.
- All accidents involving rental vehicles are to be reported promptly to the rental agency as well as the Club Sports Coordinator and the Department of Risk Management. Failure to report accidents will result in penalties to the club.

Conference or League Affiliation

Any club sport desiring affiliation with a conference or league must secure prior approval from the Club Sports Coordinator before becoming a member of that conference or league. The club sport officers must submit the appropriate entry form and fees, and adhere to all eligibility requirements that are set by the conference or league of which it is a member.

Scheduling

Each club president must submit a copy of the club's practice and game schedule to the Recreation Director. The schedule must be submitted in advance of the club season. When planning a schedule of competition, each club should try to maintain a balance between home and away games. Clubs must have funds available 2 weeks prior to the start of the season sufficient to cover all team costs.

Use of Athletic Facilities

If any club wishes to use Duquesne University Athletic Department venues (i.e. the Cooper Fieldhouse or Rooney Field), they must contact the Director of Recreation, Dan McCarthy one (1) month in advance for approval and scheduling. Availability of these venues is limited and the Athletic Department will not provide equipment, storage space or locker rooms. All University guidelines with respect to student conduct must be adhered to at all times when using Athletic Department venues.

Use of Duquesne Intercollegiate Athletic Team Logos

Club sports teams are prohibited from wearing team uniforms which use any Duquesne University logos used by the University's intercollegiate athletic teams. Further, club sports teams are prohibited from using the intercollegiate team logos on any website, promotional or fundraising materials. Therefore, the design of all club sports team uniforms and promotional or fundraising materials must be approved by the Club Sports Coordinator prior to purchase or use.

Athletic Trainers

Rugby and Ice Hockey clubs are required to have certified athletic trainers at all practices and all contests vs. outside competition. For all other club sports, the Recreation Director will determine whether an athletic trainer and or member certified in CPR is required to be present at practices or competitions. It is the responsibility of the club to obtain any required trainers or CPR certified persons. Clubs that are members of leagues or conferences must know and comply with any league or conference rules requiring athletic trainers.

Officiating

In order for officials to be paid, a club officer must insure the officials employment agreement is completed and signed by the club officer and the official. Make sure all instructions on the form are followed completely.

Payment of officials will be made from the club sport fund through normal University channels.

Appendix A

DUQUESNE UNIVERSITY

Club Sports

Emergency Medical Care Authorization

I authorize Duquesne University, through its representatives, to secure emergency medical care, hospitalization or surgical treatment or dental treatment for me during my participation in a Duquesne University recognized Club Sport.

In the event of a medical emergency, Duquesne University, through its representatives, will make every effort to reach the person or persons designated below:

FIRST EMERGENCY CONTACT

SECOND EMERGENCY CONTACT

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Address: _____

Address: _____

Telephone (day): _____

Telephone (day): _____

Telephone (evening): _____

Telephone (evening): _____

Cell Phone: _____

Cell Phone: _____

E-Mail: _____

E-Mail: _____

Certificate of Medical Insurance Coverage

Duquesne University requires that all students have insurance with medical coverage while participating in a Club Sport. By signing below, I certify that I understand Duquesne University is not required to pay for any of my medical costs while I am participating in Club Sport Activities.

I certify that I will be covered by medical insurance during the time that I participate in Club Sport Activities, or that I understand and fully accept any and all consequences of not being covered by such insurance during my participation in Club Sport Activities.

Individual's Signature _____ Date: _____

Parent or Guardian's Signature: _____ Date: _____

(if student is under age 18)

Printed Name of Individual: _____ DU Banner ID: _____

Insurance Company (if applicable): _____ Policy Number: _____

PLEASE ATTACH A COPY OF YOUR INSURANCE CARD, FRONT AND BACK

Appendix B

DUQUESNE UNIVERSITY

Assumption of Risk and Release of Liability for the On- and Off- Campus

Activities of _____ [Name of Club Sport]

During the 20__ - 20__ Academic Year

I, _____ [student name] wish to participate in on- and off- campus activities of _____ [name of Club Sport] at Duquesne University during the 20__ - 20__ academic year (the "Activities"). I understand that unexpected conditions may require changes in the planned or expected Activities or might cause

inconvenience or harm to me. I also understand and agree that Duquesne University does not assume responsibility or liability whatsoever regarding my personal health and safety or that of my property while participating in the Activities.

I realize that there may be inherent risks to my health or well being as a result of my participation in the Activities, which Duquesne University can neither anticipate nor ameliorate. Such risks include but are not limited to any risk inherent in these types of Activities, inexperience or unfamiliarity with these types of Activities, or their requirements, unfamiliarity with an off-campus location's laws, culture, or customs, unfamiliarity with work environment conditions or requirements, violence, complications from weather conditions, inadequate or unavailable healthcare facilities or assistance, inadequate faculty, inappropriate or lack of equipment, accident, or mistake. I recognize that these risks may result in inconvenience, loss, injury, or damage to me, including personal injury, up to and including my death, or damage or loss of my personal property.

I certify that I am physically and emotionally capable of full participation in the Activities, however, I recognize that occasionally an individual participating in this type of event may face a health emergency requiring local hospitalization or emergency treatment. I have separately executed an Emergency Medical Care Authorization Form, however, I understand that Duquesne is under no duty to secure such care or assist me in any other way in the event of such a health emergency.

I promise to abide by all rules and requirements of my participation in the Activities, including the Club Sports Manual and all other University policies and procedures. I promise to exercise common sense and good judgment, and to conduct myself at all times in a manner that is appropriate to this type of experience. I recognize that by breaking any of these promises or for any reason deemed appropriate by Duquesne University or its representatives, my participation in the Activities may be immediately terminated.

In consideration of Duquesne University's financial or other support including sponsorship of the Activities, and because I am voluntarily participating in the Activities, I acknowledge and agree that I assume all risks associated with participating in the Activities and agree to the terms set out in this Assumption of Risk and Release (the "Agreement"). Further, I release Duquesne University from all claims, including negligence, that may arise from my participation in the Activities, whether foreseen or unforeseen, known or unknown, and I assume full responsibility for any injuries, damages, or losses that may arise out of my participation in the Activities, up to and including my death.

I acknowledge that this Agreement shall bind me as well as my family members, heirs, executors, administrators, personal representatives, dependents, successors and assigns. I further acknowledge that at the time of executing this Agreement I may or may not be aware of all the individual activities that will comprise the Activities hereunder, but that fact shall not affect the validity of this Agreement.

In this Agreement, "Duquesne University" means Duquesne University, all past and present directors, trustees, officers, employees, agents, insurers, attorneys, and any other party associated with Duquesne University, including but not limited to any Duquesne University faculty members or

employees that were involved in the planning of, making arrangements for or conducting of the Activities. The Academic Year covered by this Agreement shall begin with the first day of the fall semester and continue for approximately one year through the day before the start of the next fall semester. This Agreement shall be constructed in accordance with the laws of the Commonwealth of Pennsylvania. Should any portion of this Agreement be held invalid, the remaining portion shall not be affected and shall continue to be valid and enforceable.

I certify that I have read and understand this Agreement, and I freely sign it, acknowledge the significance and consequences of doing so. I also acknowledge that I have had all my questions answered to my satisfaction regarding the Activities and this Assumption of Risk and Release.

By signing this Agreement, I assert that I am at least 18 years of age. If I am not yet 18 years of age, I understand that my parent or legal guardian must also sign below before I may participate in the Activities.

Participant's Signature Date

Printed Name: _____

Date of Birth: _____

Duquesne Banner ID: _____

Parent/Guardian's Signature (if under 18) Date

Appendix C

DUQUESNE UNIVERSITY
RECREATIONAL SPORTS DEPARTMENT
CLUB SPORT PHYSICAL EXAM

Name _____ Date _____

Date of Birth _____ Gender M F

Academic Year Fresh Soph Junior Senior

Sport _____

To Be Completed By Physician:

Current Complaints _____

Past Medical History _____

Past Sports Related Injury History (including concussions) _____

Current Medications _____

Medical Exam BP _____ HR _____ RR _____ Weight _____

HEENT Neg Positive _____

Lungs Neg Positive _____

Heart Neg Positive _____

Abdomen Neg Positive _____

Mus/Skel Neg Positive _____

_____ Medically cleared for Sports

_____ Referred for further evaluation

Physician Signature _____

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Appendix D

Duquesne University

Application for Driving Privileges

Completion and approval of this application is required prior to driving any vehicle on university business. The Office of Risk Management will confirm driving privileges with the applicant once approved.

(Please type or neatly print all information.)

Name (as it appears on your driver's license):

Date of Birth: _____ Driver's License No. _____ State:

Address on License: _____

Phone Number: _____ Email: _____

Check one: Duquesne Employee Duquesne Student

Department (check one):

Administrative

Public Safety

Admissions

Residence Life

Athletics

Student Life

Campus Ministry

Trinity Hall

CTS / Telecomm.

University Advancement

Facilities Mgmt.

Other _____

Parking

Vehicle you will be driving:

*All drivers who transport students or drive a University vehicle must be in compliance with Duquesne's Vehicle Safety and Procedures Policy which includes successful completion of a Motor Vehicle Records check and an online Driver Safety Training course.**

This certifies that I completed this application and that all information given is true and complete to the best of my knowledge.

I also grant Duquesne University and their insurance carrier permission to investigate and verify my driving history through the PA Department of Transportation and/or any other appropriate state agency.

Furthermore, I understand that the use of University vehicles for personal use is prohibited.

Applicant's Signature

Date

Revised October 2018

***Upon receipt of this form, the Office of Risk Management will conduct a Motor Vehicle Records check and contact the applicant with instructions on how to complete the online Driver Safety Training course.**