



# **Penn State University**



# **Team Sports Handbook**



## TABLE OF CONTENTS

I.	Introduction	2-3
	A. Team Sport Definition	
	B. Criteria for Team Sports	
	C. Eligibility	
II.	Team Sport Yearly Activation	3-5
	A. Activation Responsibility	
	B. Activation deadlines	
III.	Team Sport Leadership	5-6
	A. Manager of Team Sport	
	B. Coaches	
	C. Students	
	D. Advisor	
IV.	Risk Management	6-9
	A. Requirements	
	B. AED procedures	
	C. Emergency Action Plan	
V.	Planning	9
	A. Travel	
	B. Scheduling	
	C. Financial Requests	
VI.	Financial Policies	10-14
	A. Summary of Accounts and Funding	
	B. University policy on Team Sport Accounts	
VII.	Team Sport Code of Conduct	15-19
	A. Code of Conduct	
	B. Disciplinary Action	



## I. Introduction

### Team Sport Definition

Team Sports represent a sector of student recreation which enhances a student's experience through highly competitive, organized and dedicated sports competition. These teams operate under the leadership of dedicated coaches and volunteers and are heavily supported by outside groups such as booster clubs and alumni organizations. Students' participating in Team Sports, benefit from the following: leadership experience, competition at a higher level than high school, volunteer academic support, time management skills, alumni networks, and the opportunity to participate in a sport with a long standing tradition at Penn State. Team Sports are specifically defined by the criteria listed below.

*Team Sports are classified using the following criteria:*

- Sport offered by the club not currently at varsity level, but otherwise generally recognized as an NCAA or Olympic sport.
- History and tradition of club and sport at Penn State University Park Campus
- Preference for clubs that were once varsity teams and then changed to club status
- Long history of well-run club organization and leadership by officers
- Demonstrated record of excellent fund-raising initiatives
- High level of financial self-sufficiency
- Broad student, community and alumni support
- Club's primary focus on intercollegiate club competition
  - Strength of clubs with competitive teams, including:
    - Skills and experience of coaching staff
    - Participation in a recognized league or conference
    - Annual competitive excellence that results in frequent regional and National championships
    - Recognized excellence among other University club teams

### 2013 Team Sports

- Men's Rugby
- Women's Rugby

\*2012 Men's & Women's Hockey became varsity programs at Penn State. These 2 teams were a part of Team Sports from 2005-2012.

Team Sports are housed under Intercollegiate Athletics (ICA) and supported by ICA through funding, upkeep of fields, provision of athletic trainers, and the Team Sport Manager.

### Team Sports Office Contact information:

139 White Building  
University Park, PA 16802  
814-863-9530 (O)  
814-863-2851 (F)

**Manager:** Dayna Wenger [dmh136@psu.edu](mailto:dmh136@psu.edu) 139 White Building

**Admin Asst:** Molly Heckard [meh235@psu.edu](mailto:meh235@psu.edu) 146 White Building



### **Eligibility**

- Full-time Pennsylvania State University, University Park students must comprise at least 51% of the membership of the organization; and
- Full-time Pennsylvania State University, University Park students must fill the leadership roles within the organization; and
- Only full-time Pennsylvania State University, University Park students may compete on behalf of University Park Club Sport organizations.
- Exemptions to this rule may be made if a Penn State University Park student is completing his/her final semester prior to graduation, and requires less than 12 credits (undergraduate) or 9 credits (graduate) for graduation.
- All organizational decisions must be made by full-time elected student leaders; and membership in the organization must be open to all Pennsylvania State University, University Park students, faculty, and staff.
- The organization's membership may be exclusively men, exclusively women, or mixed. The organization may not exclude any Pennsylvania State University, University Park students, faculty, or staff on any basis other than gender or disciplinary cause.

### **II. Team Sport Yearly Activation**

Team Sports are activated before the fall semester each year by completing a list of essential requirements for the Team Sport Office. These requirements are necessary to be in compliance with University, ICA, and risk management policies. There will be no exceptions. Please see the chart on page four for required dates of completion of activation items.

#### **Requirements**

##### **Attend Spring Meeting**

This meeting will recap the year, provide information regarding requirements for next year, allow for suggestions by the teams, and begins the activation process for the following academic year.

##### **Count Inventory**

Teams must provide a detailed inventory list to account for equipment, jerseys etc. which has been purchased using the team's University account. This equipment is official property of the University. The Team Sport is responsible for accounting for the equipment maintained by the team.

##### **Assign Student Leaders**

The following areas are acceptable positions for student leaders on each team:

- Roster Manager
- Safety Officer
- Team Captain
- Volunteer Organization Leader
- Treasurer
- Travel Secretary
- Other (team need specific)

See Section III for more details.

Student leaders will fill out a contact information form with listed duties of each leader to fulfill this requirement.



**Coaches Forms**

All volunteer coaches are required to complete a background check with the university, as well as attend Clery Act Training. Coaches are specifically responsible for making sure the team sport is compliant with all risk management standards.

For full activation the head coach must make sure the following is complete on the Team Sport database:

- Liability Waivers (Before a player can practice each school year)
- Proof of Physical (Before a player can participate in contact practices)
- Safety Officers (CPR/FA/AED cards turned in to Team Sport Office)

**Pre-Season Meeting: Coaches and Student participants**

Team Sport coaching staff will report for a pre-season meeting in August. During the meeting any new polices and procedures will be discussed for the year. All Head coaches must attend. Student leadership is advised to attend as well, but not required. ALL Team Sport participants are required to attend an orientation meeting at the beginning of each season. The Team Sport Manager will direct the meeting and will include: insurance information, team sport office staff help, university/athletic code of conduct, and other pertinent information. Coaches will keep attendance ensuring that all Team Sport participants have attended.

**Complete Booster Club Requirements**

Booster/Alumni organizations affiliated with the team have certain requirements due at the end of the year. These requirements must also be turned in before the team can be activated for the year. See appendix B for Booster/Alumni club policies.

**Activation Dates 2013**

Requirement	Action	Dates
Spring Meeting	Attend	TBD
Inventory	Count and Record	1 week after season is completed
Risk Management/ Safety Officers	Safety Officer names, current certifications, and Safety Officer form signed and all filed in the Team Sport Office  All Safety Officers, Coaches, and Trainers have reviewed, understand, and completed risk management policies (see section IV)	Before the team’s first practice  Daily
Student Leadership contact and duties form	Collect and record	Upon Assignment (must be assigned before the fall season)
Coaches Form	All coaches must sign, volunteer/paid	Before the first practice (fall semester)
Waivers	Submitted online before first	



	practice	
Proof of Physicals	Turned in directly to Team Sport office	Will activate student on website
Pre-Season Meeting	Total Team Sport office present	August
Booster Club requirements	Booster club responsible	August 15th

Beginning in 2007 all paperwork is submitted online with the exception of the physical form. This form should be turned into the Team Sport office where it will be noted on the online form ensuring activation for the student. Coaches will be able to print out a list before each practice of who is eligible to participate. No team will be allowed to participate in any training activity with out a trainer, or in the event of just conditioning, without a safety officer.

### **III. Team Sport Leadership**

This section lists the day to day responsibilities of the team sport coordinator, coaches, students, and advisors. Details regarding day to day operational activities can be found in sections IV through VI.

#### **Manager of Team Sports**

The Team Sport Manager will be responsible for handling all day to day requests made by the teams. The following is a partial, but not limited to, list of operational responsibilities of the Team Sport Manager:

- Managing Team Budget
- Arranging Travel requests
- Purchasing equipment, uniforms, etc.
- Meeting monthly/weekly with team leaders
- Assisting in some event operations when needed

The Team Sport Manager will oversee all aspects of the Team Sport Program, including the teams' booster/alumni organizations, but will specifically be responsible for the above day to day operations.

#### **Team Sport Administrative Assistant**

The Team Sport Administrative Assistant will be responsible for assisting the Team Sport Manager in day to day operations of the teams.

#### **Coaches**

Coaches are responsible for making sure that all Team Sport polices are adhered to. Specifically, the coach is responsible for all risk management policies. As the adult leader on each team, the coach must create a safe environment for students to participate in Team Sports. Risk management polices are listed in section IV of this document. Coaches must also make sure that the team leaders are efficiently running the day to day operations of the team. Coaches should delegate all day to day operational duties to student leaders and should focus diligently on assuring that risk management polices are followed. Coaches report directly to the Team Sport Coordinator.



### **Students**

There must be at least four student officers listed and on file in the Team Sport Office. The following are acceptable team leader positions.

- Roster Manager
- Safety Officer
- Team Captain
- Volunteer Organization Leader
- Treasurer
- Travel Secretary
- Other (team need specific)

Each Team sport must assign student leaders to help efficiently administer their specific program. The Team Sport Manager will be involved in making sure there are sufficient student leaders to fulfill this requirement. Student leaders will meet with the Team Sport Manager monthly and will assist the coach in making sure that all University and Team Sport Policies are adhered to.

### **Advisors**

Each team must also have a full time faculty/staff advisor of Penn State University, University Park. The advisors will have the following responsibilities:

1. Schedule a meeting with the Team Sport Manager and review Team Sport handbook.
2. Assist the organization's leaders in adherence to University, Athletic Department, and Team Sport policies and procedures.
3. Assist in the development and implementation of team sport organization goals and objectives.
4. Be available to train sport leaders during the development of projects and programs and to provide guidance to help ensure that activities are well planned and reflect favorably on the University.
5. Attend leadership meetings when available.
6. Assist the team in the selection and evaluation of coaches.
7. Assist with academic support program.

## **IV. Risk Management**

The following information is required to be read, understood, and carried out by coaches, safety officers, and the athletic trainers. **Failure to adhere to any of these policies will result in disciplinary action (see section VI).**

### **1. Participants must sign a Waiver-Before Practice**

The Waiver must be signed before the player practices at the beginning of each season. The Waiver is officially recognized by the PSU Risk Management Department and covers the student until August 31<sup>st</sup> or prior to the start of a new season, whichever comes first. Each student will complete waivers through online submission. The website will update each year for students to complete the waiver online as well as other yearly pertinent information. Team Sports participants must provide proof of a physical. A doctor's clearance note is required upon completion of the waiver and before the student can participate in contact practices. **No player can participate in any team activity which involves heavy contact with out clearance from a doctor. No**



**exceptions.** Students can print the physical form off of the team sport website and have their choice of doctor complete the form. Students will submit their physical to the Team Sport office where it will be approved by a trainer and marked through the online system. Coaches can then monitor paperwork through the online database.

**\*\*If a player is under the age of 18,** his/her parent/guardian must sign the waiver in addition to the player.

## 2. **Athletic Trainers-On Site**

A certified athletic trainer must be present at all practices and games. Student trainers are also allowed to work with the teams provided a certified athletic trainer is there for supervision. PSU Team Sports require that a certified athletic trainer be present at away games. If the PSU Team Sport's trainer is not able to travel, the host team must provide a certified athletic trainer that will sufficiently support the PSU Team Sport. In the event a host team can not provide a certified athletic trainer, the PSU Team Sport must either reschedule the event when the host team can provide sufficient athletic training support, cancel the event, or host the event at Penn State's campus. An athletic trainer must be present at all contact events; however, a safety officer is sufficient for conditioning.

## 3. **Management of Confidential Student Information**

The athletic trainer will obtain medical history to be kept in a folder which is to be with the team at all times, especially at away events. Teams should be prepared to give the medical history folder to medical personnel in the event of an injury where this information is pertinent. In the event the Penn State athletic trainer is not at the event, the coach is responsible for safeguarding and managing the medical history information. Athletic trainers and coaches should work together to make sure that updated medical information is included on the medical history form. **Please remember that this information is confidential and must not be accessible to anyone but athletic trainers, EMS, or medical staff. The athletic trainer and/or the coach should keep this information in a secured holder and make sure it is not out in the open during events. It is the responsibility of the trainer and the coach to maintain this information and communicate effectively to medical personnel in the event of an emergency.**

## 4. **Safety Officers-On Site**

At least two people on each team must be named as the safety officer. This can be coaches or students. A safety officer has the following duties: to hold current CPR/FA/AED cards, to understand the emergency action plan, and to check out the AED in the event an athletic trainer is not present (for field sports only). Opportunities to take a class will be provided at minimal cost to the team to certify safety officers. Safety officers must submit a copy of their current CPR/FA/AED cards to the Team Sport Office before the start of the season. Safety officers are sufficient for risk management requirements for practices and events which do not require contact, (i.e. conditioning, weight training). Safety officer cell phone numbers must also be turned in to the Team Sport Office. The safety officer will also receive an important phone number list in the event of an emergency on campus or traveling.

## 5. **Roster and Travel Information-Before Departure**

The coach will use the Team Sport online database to submit travel rosters for each trip. No player will be allowed to be on the travel roster without all online paperwork





completed. One of the safety officers or a designee will be responsible for contacting the University in the event of an emergency. Any players found participating without a waiver or proof of physical, the entire team will be subject to disciplinary action.

**6. AED Check Out-On Site (if applicable)**

An AED has been purchased for use by the PSU Team Sports who practice outside on a regular basis. The Athletic Trainer will be responsible for checking out the AED. An AED must be present at all contact events. A safety officer can also check out the AED for events.

**EMERGENCY ACTION PLAN-TEAM SPORTS**

In the event of an emergency, each team should be prepared by knowing and understanding the following plan. Safety officers must be prepared to implement the details set forth in the following plan in the event a certified athletic trainer is not present.

**1. Chain of Command (in attendance)**

- a. Team Physician (if present)
- b. Certified Athletic Trainer (s)
- c. Student Trainer
- d. Coaching Staff (CPR/FA/AED certified)
- e. Student Safety Officer (CPR/FA/AED certified)

**2. EMT Call Procedures**

*a. Caller Information*

- Name:** Clearly state your name  
**Site:** Give correct directions to the location of the injury and offer to meet the responding EMS crew at an easily identifiable location  
**Phone Number:** Give your phone number you are calling from  
**Type/Nature of injury:** Give a brief description of the injury, how it occurred, which body part, and the extent of the injury.

*b. Criteria/Level of Response:*

Give the EMT an idea of the nature of the injury and what might be needed to treat the injured person. Be aware that local dispatch protocols vary widely between communities and the nature of the response will be driven by how you describe the injury.

- Needs:** Basic Life Support  
Advanced Life Support  
Non-emergency

*c. Vital Information:*

Give EMT what type vitals the injured may be showing or not showing.

- Vitals:** Cardio-respiratory arrest  
Choking/Airway obstruction  
Unconscious/unresponsive

\* Please make sure that the EMT knows there is a physician/trainer/or safety officer attending the injured until they arrive and be sure to introduce the person providing initial care to the EMS staff when they arrive.

**\*\*Note, when EMS personnel arrive, their duty to the patient and the services they provide are under legal authority of their scope of practice and any applicable**



regional/state EMS protocols which govern their actions. These actions do not typically permit the care and release of any ill or injured person without transportation to a hospital emergency department and an examination by a member of that hospital’s medical staff. If a team physician is present and wishes to dictate the actions of EMS personnel at the scene and on the way to the hospital, it is likely the team physician will need to accompany the ill or injured person in the ambulance.

**3. Other Numbers to Call-**

After calling the appropriate emergency personnel the Team Sport Manager must be notified. If the Team Sport Manager is not available call down the list until someone in administration is reached.

<b>Emergency</b>	<b>Contact</b>	<b>Numbers</b>
Mt. Nittany Med Center	814-231-7000	814-231-7800
MNMC Emergency Room	814-234-6110	
PSU Police/EMS	814-863-1111	
Center County Dispatch/EMS	911	
Chip Harrison	814-777-1181	
Associate Athletic Director’s Office	814-863-3489	

**V. Planning  
Travel**

Travel arrangements can begin being made after approval of the schedule. The following is a list of information required to be turned in to the Team Sport Manager to complete any travel.

Transportation:

Teams are required to take a charter bus for travel. Some exceptions will be made based on team needs and financial situations. In the event an exception is made, each vehicle owner must complete a Driver’s Form, required by risk management, to transport team mates to an official event. Teams can also travel using vans. 15 passenger vans require a university employee who has taken an online van driving test and is over 25 to be qualified to drive. Mini Vans can be used as well with fewer restrictions. Air travel can also be arranged through the Team Sport office. Teams must make sure to allow room for athletic trainers during travel. Travel requests can be completed by the coach in the coaches section of the Team Sport website.

Accommodations:

The Team Sport office will secure accommodations following submission of travel requests through the online system. Preferably, accommodation requests must be submitted as one unit at the beginning of each season/semester. Accommodation requests MUST be submitted at least 2 weeks before departure.

Food:

Teams can request money for food for each player on the coaches section of the Team Sport website. Each team can request up to \$28 per player per day. An amount for food can be requested to the Team Sport Manager. A coach who is a University employee can pick up the money for travel at the athletic finance office, 106 BJC. This money should only be used for team meals (not handed out to each player) and the coach must return any extra cash to the



athletic finance office the first business day after travel. All receipts must be turned into the Team Sport Manager the first business day after travel and a travel expense form must be signed by the coach.

### **Scheduling**

Schedules will be completed 1 month before season begins. All schedules will be approved by the Team Sport Manager. Changes to the schedule after the season has started are not permitted without approval; however, matches/scrimmages during regular practice times are permitted.

### **Financial Requests**

The Team Sport Office is responsible for all financial matters regarding teams or support groups. **Any spending must be approved by the Team Sport Manager.** Please refer to the following guidelines for financial requests:

- **Purchasing Card-** Supplies, Equipment, and Hotel rooms (only for officials), can be paid for with our Purchasing Card if the amount is under \$2000. Please send an email with requests to the Team Sport Manager that includes the company, products needed, phone number, and amount.
- **Reimbursements-** The Team Sport Coordinator must approve expenditures prior to purchase. Only approved purchases with original receipts turned in to the Team Sport Coordinator within two weeks of a purchase will be accepted for reimbursements. ASA accounts will generally be used for reimbursement purposes. Please include the address where a check for reimbursement should be mailed.
- **Cash Advance-** Cash Advances are used for travel expenses only, typically food for team meals. The coach should determine the amount requested for travel and send the request to the Team Sport Manager. The coach (who is an employee of the University) can pick up the money for travel at the athletic finance office, 106 BJC. This money should only be used for team meals or the specified use approved by the Team Sport Coordinator (not handed out to each player), and the coach must return any extra cash to the athletic finance office the first business day after travel. All receipts must be turned in to the Team Sport Coordinator the first business day after travel and a travel expense form must be signed by the coach.
- **Payment to Vendor-** The Team Sport Coordinator must approve any expenditures prior to purchase. A purchase order must be used to make payments to a vendor. The Team Sport Coordinator will send a purchase order to the vendor upon receiving the details of the order from the team sport coach. After receiving the product the coach must bring the original vendor invoice to the Team Sport Office. Officials can also be paid without an invoice using an ASA form. Contact the Team Sport Manager for this form.

The Team Sport Manager will provide a financial update periodically. A copy of all paperwork and documents will be kept in the Team Sport Office.



## VI. Financial Policies

All money regarding Team Sports must be funneled through a University account. Dues, Booster club support, and any outside fundraising must be deposited into a University account for use by the team. Please see the chart below for an explanation of accounts and specific uses.

### Summary of Accounts and Funding

1. **Athletic Travel and Equipment Fund (ATEF):** Funds provided by the Athletic Department for the purpose of supporting travel to regional and/or national competition and purchasing safety equipment. ATEF funds are available on a grant/as needed basis.
2. **Team Sports Allocation (Allocation):** Funds provided by the Athletic Department for the purpose of supplementing club sport organizations' self generated funds. Allocation funds are available on a budgeted annual basis.
3. **Associated Student Activities (ASA):** Self-generated finds (dues, fundraising revenue, etc.). All funds generated by club sport organizations must be deposited into an ASA account.
4. **Office of University Development (OUD):** Funds donated by individuals or businesses, and interest earned from those donations. Donations to OUD accounts are tax deductible.
5. **Endowment:** Large donations earmarked for specific purposes by the donors. Only the interest from the donations is available for use.

FREQUENTLY ASKED QUESTIONS	ACCOUNTS				
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Where does the money come from?	Team Sports Program	Team Sports Program	Dues, fundraisers, etc.	Contributions from alumni, parents, etc.; interest on principle	Interest on principle
Who must request the Funds?	1) Team Sport Organization 2) Team Sports Manager	1) Team Sport Organization 2) Team Sports Manager	1) Team Sport Organization 2) Team Sports Manager	1) Team Sport Organization 2) Team Sports Manager 3) Associate Director of Athletics	1) Team Sport Organization 2) Team Sports Manager 3) Director of Athletics
How long does it take to get the funds?	5 days	5 Days	5 Days	5-10 Days	5-10 Days
Can Funds be Deposited Into Account by Team Sport Organization?	No	No	Yes	Yes	Specific guidelines for each account
Do Funds Carry Over From Year to Year?	No	No	Yes	Yes	Yes



What can account funds be used for?	Travel to regional and/or national competition, safety equipment	See below	See below	See below	See below
<b>TRAVEL</b>					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Tournament/Event Entry Fees/Registration Fees	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Hotels During Travel	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Vehicle Rental/Gas Costs/Toll Charges	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Bus Rental	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Airline Tickets	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Travel Meal Per Diem (Cash Advance)	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Meal/Food Reimbursement	No	No	Yes	No	No
<b>PAYMENTS TO INDIVIDUALS</b>					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Lump Sum Payments to Coaches/Instructors	No	No	No	No	No
Hourly Wages to Coaches/Instructors	No	No	Yes – For approved Coaches/Instructors who have completed all PSU employment paperwork	No	Specific guidelines for each account



Team Sports Supervisor Hourly Wages	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Officials/Guest Instructors/ Professional Services	No	Yes (with invoice or Statement of Service Form). Must be pre-approved by TSM	Yes (with invoice or Statement of Service Form).	Yes (with invoice or Statement of Service Form) – Must be pre-approved by TSM	Specific guidelines for each account
<b>MEMBERSHIP FEES</b>					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Group Organizational Membership Dues	No	Yes – Must be pre-approved by TSM	Yes (if required for club participation)	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Individual Organizational Membership Dues	No	No	No	No	No
<b>EQUIPMENT</b>					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Team Equipment Purchases	Yes – Must be pre-approved by TSM	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Individual Equipment Purchases	No	No	Yes	No	Specific guidelines for each account
Equipment Rental	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
<b>RISK MANAGEMENT</b>					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
First Aid/CPR/AED/ Lifeguard Certifications for Safety Officers and Coaches/Instructors	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
First Aid Supplies	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account



<b>OTHER</b>					
	ATEF	ALLOCATION	ASA	OUD	ENDOWMENT
Alcohol	No	No	No	No	No
Apparel (kept by individuals)	No	No	Yes	No	No
Apparel (returned to team)	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Awards/Trophies/ Prizes/Certificates	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Charitable Donations	No	No	Yes – Must be pre-approved by TSM	No	No
Duplicating/Copying Printing	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Facility Rental	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Fundraising Supplies	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Misc. Supplies	No	Pending Approval from TSM	Yes	Pending Approval from TSM	Specific guidelines for each account
Personal Items/Individual Items/Gifts	No	No	Yes – Must be pre-approved by TSM	No	No
Phone Expenses	No	Pending Approval from TSM	Yes	Pending Approval from TSM	Specific guidelines for each account
Postage	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Small Games of Chance Licenses	No	Yes – Must be pre-approved by TSM	Yes	Yes – Must be pre-approved by TSM	Specific guidelines for each account
Social Expenses (food, soda, facility rentals, etc.)	No	Yes – Must be pre-approved by Team Sports Coordinator	Yes	Yes – Must be pre-approved by Team Sports Coordinator	Specific guidelines for each account



## VII. Team Sport Code of Conduct

The Team Sport program is housed under Intercollegiate Athletics which has a sincere interest in the general welfare of its programs. As a participant in the Team Sport program under Intercollegiate Athletics, coaches and students assume the obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Team Sport participants are part of the Penn State Community and also represent coaches, teammates and the proud tradition of Team Sport programs and Intercollegiate Athletics.

### University Standards

<http://studentaffairs.psu.edu/conduct/pdf/CodeofConduct.PDF>

The Code of Conduct describes behaviors that are inconsistent with the essential values of the University community. Intentionally or unintentionally attempting or assisting in these behaviors may be considered as serious as engaging in the behavior. Such behaviors include but are not limited to:

1. Physically harming or threatening to harm any person or creating a condition that endangers the health and safety of self or others.
2. Sexually assaulting or abusing a person
3. Harassing, stalking or hazing any person, including sexually harassing
4. Using, possessing or storing weapons or fireworks
5. Tampering with fire or other safety equipment or setting unauthorized fires.
6. Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs.
7. Intentionally providing false or inaccurate reports or knowingly providing false statements to University officials.
8. Stealing, vandalizing, damaging, destroying, or defacing University property or property of others.
9. Obstruction or disruption of classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs.
10. Academic dishonesty, including, but not limited to, cheating and plagiarism.
11. Failing to comply with reasonable directives to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave University-controlled premises when directed to do so by properly authorized persons, including police and/or other University staff.
12. Making, using or possessing any falsified University document or record; altering or forging any University document or record, including identification, meal or access cards.
13. Unauthorized entry into or use of University property or facilities including residence halls, classrooms, offices, and other restricted facilities.
14. Engaging in disorderly, disruptive, lewd or indecent conduct. Inciting or participating in a riot or group disruption. Failing to leave the scene of a riot or group disruption when instructed by officials.
15. Violating written University policy or regulations contained in any official publications or administrative announcements, including University Computer policies.
16. Violating federal, state, or local law if such behavior has Substantial University Interest on the University community.





## **Policy Statement on Intolerance Summary**

The University and Intercollegiate Athletics are committed to creating an educational environment, which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others. The University provides educational programs and activities to create an environment in which diversity and understanding of others' cultures are valued.

Intolerance refers to an attitude, feeling or belief wherein an individual behaves with contempt for other individuals or groups based on characteristics such as race, color, national origin, gender, sexual orientation or political or religious belief.

When any violation of a University policy, rule or regulation is motivated by intolerance toward an individual or group based on characteristics such as race, color, national origin, gender, sexual orientation, or political or religious belief, the sanction will be increased in severity according to the level of intolerance committed, and may include separation from the University.

## **Academic Integrity Summary**

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is the basic guiding principle of this institution. According to Penn State University, academic dishonesty includes, but is not limited to:

- Cheating
- Plagiarizing
- Fabricating of information or citations
- Facilitating acts of academic dishonesty by others
- Having unauthorized possession of examinations
- Submitting work of another person or work previously used without informing the instructor
- Tampering with the academic work of other students

A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. A grade and/or disciplinary action will be presented to the student. However, the instructor may believe that the infraction is sufficiently serious to warrant the referral of the case to the Office of Conduct Standards. The student and faculty member will be afforded formal due process procedures. If students believe they have been falsely accused, they should seek redress through informal discussions with the instructor, department head, or campus executive officer.

## **Behavioral Standards**

The Pennsylvania State University and Intercollegiate Athletics Department expect each student to adhere to a set of standards that positively represents the Athletic Department and the University. The Intercollegiate Athletics sets forth behavioral standards that clearly define the Department's position regarding each of the following issues.



## **Alcohol Code of Ethics**

In order to develop a positive culture at Penn State regarding alcohol, student-athletes need to be leaders in the fight against alcohol misuse. In the quest for excellence, both on and off the playing field, team sport athletes need to make smart choices and realize the long-term athletic, career, and health benefits of choosing not to drink alcohol and/or drink responsibly after age 21.

According to University Code of Conduct illegally possessing, distributing, manufacturing, selling or being under the influence of alcohol or other drugs is inconsistent with the core values of the University community. Intercollegiate Athletics expects representatives of its department (administration, coaches, staff members, team sport athletes) to observe the following as unacceptable behaviors:

- Use of alcohol before, during or after department sponsored athletic events either at home or during road trips. If questions regarding appropriate behavior arise, the teams' administrator should be contacted. (i.e. international trips or foreign tours)
- Use of alcohol that interferes with scholastic success, athletic performance, personal relationships, finances, or leads to legal problems.
- Irresponsible use and/or being intoxicated in public place (i.e. downtown State College, hotels while on road trips, restaurants, etc.)
- Use of alcohol in department-issued Penn State team sport gear (i.e., Penn State University apparel) with specific sport name on it.
- Use of alcohol with recruits; specifically the individual host(s), responsible for the safety and well being of the recruit, regardless of the recruit's or host's age.

## **Sexual Assault and Abuse Policy Summary**

The Pennsylvania State University and Intercollegiate Athletics will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity. These acts degrade the victims, our campus community, and society in general. While the University cannot control all the factors in society that lead to sexual assault and abuse, the University and Intercollegiate Athletics strive to create an environment that is free of acts of violence.

Sexual assault and abuse is defined as nonconsensual physical contact of sexual nature. Sexual assault and abuse can occur between acquaintances or parties unknown to each other.

Allegations of sexual assault and abuse will be thoroughly investigated and violations will result in disciplinary action, which may include suspension and/or expulsion from athletic participation and/or the University.

## **Drug Policy Summary**

University policy and Intercollegiate Athletics do not condone the medically-supervised use, possession, sale, manufacture or distribution of drugs that are illegal. Any violation of this policy either on or off campus may result in disciplinary action, including separation from the University, and the violator may be required to participate in a drug abuse program.



## Hazing Policy Summary

Hazing is a fundamental violation of human dignity. Hazing policies apply to all members of the Penn State community. Intercollegiate Athletics will not tolerate the act of hazing new team members as an initiation rite. Hazing is viewed as illegal, discriminatory, and destructive to team unity.

The term 'hazing' is defined as any action by a student whereby another student suffers or is exposed to the following:

- Any cruelty, intimidation, humiliation, embarrassment, hardship, or oppression
- Exercising to excess
- Sleep deprivation
- Committing dangerous activities
- Currying favor from those in power
- Submitting to physical assaults
- Consuming offensive foods or alcohol
- The threat of bodily harm or death
- The deprivation or abridgement of any right

Any activity of an organization as described upon which the initiation, admission info, affiliation with or continued membership in is indirectly conditioned, shall be presumed to be "forced" activity (the willingness of an individual to participate in such activity notwithstanding).

Team Sport athletes are expected to report incidents of hazing to their specific sport administrator. The report of a possible allegation will be thoroughly investigated and should guilt be found, Team Sport athletes involved may be suspended from the team.

### Disciplinary Action

Violation of or non-compliance with campus regulations, University, ICA, or Team Sport policies will result in disciplinary action by the Team Sport Manager.

### Minor Infractions

Some examples of minor infractions include but are not limited to failure to submit required forms on time, not having a person certified in CPR/FA/AED, failure to inform trainers of a change in schedule, and minor conduct problems.

1. **First Offense:** If the violation is the team's first during the current academic year and the team is not under probation and/or disciplinary action from violations committed the preceding year, the following steps are taken:
  - a. The Team Sport Manager will communicate the violation to the coach and will expect compliance within the next business day.
  - b. If the coach does not address the situation, the team will be placed on probation and may lose facility space or funds until the situation is corrected.
2. **Two or More Minor Infractions:** These infractions are deemed more serious and are therefore subject to greater accountability by the coaches and the team.
  - a. The Team Sport Manager will work to provide additional oversight for the Team Sport organization and determine an appropriate disciplinary action.
  - b. The Team Sport coach will be notified in writing of the infraction and action taken.
  - c. The club may appeal the decision to the Associate Athletic Director, 103 BJC.



### **Major Infractions**

These may include but are not limited to: team actions which are outside the acceptable standards of the code of conduct or violate Team Sport or ICA policies. Examples of major infractions include:

- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Team Sport program. (i.e. unsportsmanlike conduct towards officials or opponents, or disruptive behavior on trips, use of illegal substances),
- Misusing Team funds
- Allowing ineligible individuals to participate in club activities
- Practicing with out a certified athletic trainer
- Hazing
- Violating any risk management policy

For all major infractions a meeting with the team will be scheduled with the Team Sport Manager and her/his supervisor, input from appropriate administrators and staff members is solicited when appropriate, the Team Sport Manager will determine appropriate disciplinary action, the club will be notified in writing of the decision, and reminded of their right to appeal.

For any infraction the team could be disciplined through probation, loss of funding, loss of facility reservations, loss of Team Sport program membership.