



# CAMPUS RECREATION

*Illinois State University*



2023-2024

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## SPORT CLUB ADMINISTRATION

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## IMPORTANT CONTACTS

Campus Recreation (Main Office).....	Office: 438-3700
Student Fitness Center .....	438-7529
Student Activities and Involvement .....	438-3212
Van Training (Facilities Management) .....	ISUFleetTraining@ilstu.edu

## CAMPUS RESOURCES

<a href="#">Bone Student Center</a> .....	438-4636
<a href="#">Campus Classroom Scheduling (Jason Vanheuklon)</a> .....	438-2403
<a href="#">Environmental Health and Safety</a> .....	438-8325
<a href="#">Fleet Dispatcher (University Vehicles)</a> .....	438-2038
<a href="#">Health Promotion and Wellness</a> .....	438-9355
<a href="#">Newspaper – Daily Vidette</a> .....	438-8530
<a href="#">SMART Clinic</a> .....	438-1892
<a href="#">Student Conduct and Conflict Resolution</a> .....	438-8621
<a href="#">Student Counseling Services</a> .....	438-3655
<a href="#">Student Health Services</a> .....	438-8655
<a href="#">University Police</a> .....	438-8631
<a href="#">University Registrar</a> .....	438-2188

Technology Note: If technology ever fails for any process, we will follow through with a paper option. For example, waivers, event registration, participation, accident/incident report.

## **CAMPUS RECREATION MISSION STATEMENT**

Campus Recreation encourages the campus community to embrace fun and well-being through movement, challenge, and play.

### **VALUES:**

*Learning and Development* – Promote leadership, growth, and critical thinking

*Belonging* – Create a welcoming, safe, and valued community

*Responsibility* – Ensure accountable, ethical, informed decisions

*Respect* - Embrace an inclusive and equitable environment

*Teamwork* – Cultivate a fun, collaborative, and transparent atmosphere

## **INTRODUCTION TO SPORT CLUBS**

The purpose of the Illinois State University Sport Club program is to provide athletic opportunities to students who are seeking competition and camaraderie. ISU Sport Clubs are student-led and funded, with advisement and support provided by Sport Club Administration. The Sport Club program provides an avenue for Illinois State students to develop leadership and organizational skills, promotes teamwork, accountability, fun, service, integrity, safety, and provides an outlet for students dedicated to a sport to pursue it at a high level across the state, region, and country.

Each club is required to maintain active status as a Registered Student Organization (RSO) through the [Dean of Students Office](#). The co-curricular environment provides an emphasis on student leadership, development, and learning given students are directly responsible for fundraising, public relations, organization, administration, budgeting, scheduling, decision making, and conflict resolution as it relates to their club. Club teams represent ISU in competitions across the country and the Department of Campus Recreation will serve in a support role for supervision and coordination of all club activities.

Participation in a Sport Club is strictly voluntary. Each participant should understand that the possibility of bodily and other injury does exist and every member must sign a participation waiver to that effect *before* physically participating with the club. Officers are responsible for ensuring participants have signed this waiver *before* participation. Illinois State University does not provide accident or medical insurance for club members and cannot be held responsible for injuries during travel or participation in voluntary activities. Club participants are also held in the highest regard as it relates to personal and team conduct. Incidents, behavior deemed inappropriate, and violation of the procedures outlined in this Handbook are handled in accordance with the Sport Club Compliance Program and the Illinois State University Code of Student Conduct, when applicable.

The purpose the Sport Club Handbook is to outline the procedures of Illinois State University and the Department of Campus Recreation for the general operation of a Sport Club. It also serves as a how-to resource guide to answer questions that arise in the course of leading the club. The procedures outlined in this Handbook are subject to change and officers will be notified of any changes via email from Sport Club Administration.



## SPORT CLUB GENERAL INFORMATION & EXPECTATIONS

Clubs who choose to participate in the Sport Club Program accept the responsibilities and expectations of their Sport Club status. If a club fails to uphold these standards, they risk their active status within the program. These standards include, but are not limited to:

1. Be controlled and directed by ISU students. Mirroring the guidelines laid out for Registered Student Organizations, a minimum of five currently enrolled (at least one credit hour) ISU students are required to be a sport club
2. Maintain a President and Treasurer at all times (clubs are allowed to add additional officers as they see fit per their constitutions). Officers on file with Campus Recreation must be currently enrolled, fee-paying ISU students and meet all National Governing Body (NGB) eligibility standards
3. Abide by all regulations specified by Dean of Students Office, this Handbook, the Illinois State University Code of Student Conduct, and the Sport Club Compliance Program
4. Maintain active status on Redbird Life, keeping an accurate roster, contact information, and constitution
5. Be advised by a full-time faculty or staff member at ISU that is *not associated with* Campus Recreation. The advisor should be able to consult and provide support to the Sport Club, when requested by the club
6. Demonstrate ability to handle club finances in an appropriate manner, including responsible use of an off-campus club bank account and paying all debts in timely manner
7. Active affiliation with a National Governing Body (NGB) for the respective sport
8. Compete at least three times throughout the year and/or work towards a national event
9. Complete all Sport Club Program paperwork by established deadlines
10. Attend all scheduled trainings and meetings as called by Sport Club Administration
11. Regularly communicate with Sport Club Administration, including updating information, responding to emails, asking questions
12. Develop and work towards accomplishing annual goals and objectives for recruitment, fundraising, and competition
13. Fully participate in the safety directives of the Sport Club Program
14. Maintain a club constitution that is reflective of current club activities and meets minimum requirements of Student Activities.
15. Confirm that all sport club members are eligible and have signed the waiver before participating
16. Commit to the fulfillment of the below obligations of teams and individuals under the Sport Club Program

### Compliance Program

The [Sport Club Compliance Program](#) was created in order to supplement incidences and violations not highlighted in the Illinois State University Code of Student Conduct that are of particular significance to the club program. The document encourages accountability for both individual participants and club teams as it relates to club compliance with Handbook, paperwork, meetings, sportsmanship, safety, conduct, and behavior. Clubs should also note that their coaches and spectators should reflect these values as they are an extension of the club and can negatively impact their reputation. Clubs and members will be held accountable through the Compliance Program, and it is the responsibility of club officers to familiarize themselves with these materials.

**Note:** Clubs that have been removed from the Sport Club program due to compliance violations are not eligible to re-register for Sport Club status until all sanctions and restrictions outlines in their compliance letter have been completed. These groups would then need to apply as a NEW Sport Club and be subject to those guidelines, if re-approved by the Executive Board.

### **Club Participation**

Each Sport Club participant must complete and submit a [Sport Club Waiver](#) (follow link for access) *before* physical participation with a club and be a currently enrolled, fee-paying ISU student. Faculty/staff (whose primary appointment is F/S - including those enrolled in classes with a tuition-fee waiver) and non-ISU individuals are not permitted to participate. The waiver **must be submitted once every academic year for each club a student is a member of.** *Club officers should record pertinent participant information for club records on their own (e.g., UID #, emergency contact information) because Campus Recreation will not distribute any information once the waivers are submitted.* If an individual only attends an interest meeting and does not engage in physical club activity beyond the meeting, no waiver is required.

If officers need confirmation of which members have submitted a waiver, they can request a list of names from Sport Club Administration, but the list will not have any student information other than first and last name.

Clubs can expect random roster checks throughout the year where members will be asked to produce their Redbird ID and verify a waiver is on file. The Competitive Sports Student Team Member on duty has the right to stop individuals from practicing/competition if they are unable to produce their Redbird ID.

### **Notification of Changes**

All club names should read “Club Name at Illinois State University” whenever possible as clubs are independent groups. When an organization changes its name, revises its constitution, selects new officers, chooses a new advisor, and/or when the addresses and telephone numbers of officers change during the academic year, such changes must be reported to Sport Club Administration and reflected on Redbird Life. Failure to notify of changes could result in sanction.

### **Withdrawal of Registration**

Any organization may withdraw its registration and disband as a club at any time by notifying Sport Club Administration. Disposition of organizational funds, if any, and confirmation that there are no outstanding debts, must accompany the withdrawal. Upon the date of notification of the withdrawal of registration, the organization forfeits all privileges afforded to Registered Student Organizations (RSOs) and Sport Clubs. It is possible for a club to terminate their association with the Sport Club program and remain an active RSO (pending there are no discipline concerns), but they would forfeit all sport club benefits. It is recommended that the club’s constitution address what happens to club equipment and funds in the event they disband.

### **Constitution**

A constitution is the basic framework of an organization. It is used to provide an administrative structure for the club. Everything the club does, or could do, should be considered when drafting

this document. If anything happens with the club, the constitution will be referenced to see how your group outlines management of that situation. Club Officers can reference their Microsoft Teams folder to see a sample constitution that includes items clubs must include and other suggestions for content.

Clubs are required to submit an updated constitution at the start of each fall semester to Sport Club Administration for review and the deadline for submission will be communicated via the Fall Schedule of Events (sent out each spring before clubs leave for summer). Clubs should maintain the most updated version of their constitution on Redbird Life.

## **SPORT CLUB LEADERSHIP**

Sport Clubs are dynamic, active student organizations. Each club is unique, possessing their own challenges and successes. The leadership of your club rests in the hands of the student officers. Coaches, instructors, and advisors are important figures within the makeup of the club and in the execution of the club mission and goals. However, at no time should a coach, instructor, or advisor be in a position to dictate to club members or officers how the club must be administered. Clubs that experience this situation can contact Sport Club Administration for assistance in addressing the situation.

In the end, a successful club finds an administrative structure that supports the many functions necessary for club success. Often, this is accomplished through finding a functional balance between club officers, coaches/instructors, the club's advisor, and Sport Club Administration.

### **Club Officers and Duties**

All Sport Clubs are required to maintain an active President and Treasurer throughout the entirety of the academic year and can create as many supplemental positions as they wish, such as Vice President, Fundraising Chair, or Social Media Manager. Sport Clubs are encouraged to elect and/or appoint their club officers early in the spring semester (**around January or February**) to give the club's new leaders the necessary time to transition into their new positions. By concluding the election/appointment process early, it will allow new leadership the opportunity to shadow, ask questions, and prove their capabilities prior to officially taking office. Please see the sample constitution for a detailed list of main officer responsibilities and other common officer positions/responsibilities.

### **Coaches**

Clubs may solicit the services of coaches to assist with the teaching and coaching aspects of related to their sport. Coaches do not need to be affiliated with Illinois State University. The club cannot use their allocation funds to pay coaches. Coaches should, to the extent possible, restrict their involvement in the club to teaching and coaching. Sport Clubs are student organizations and administratively must be handled through the club members and officers. The emphasis is on student leadership and development. Clubs should address coaches, including hiring, payment, removal, role, and expectations in their constitution. If coaches are added/removed, officers should notify Sport Club Administration as contact information is tracked.

The coach should:



- Coach the players to the best of their ability
- Encourage club members to adhere to the Code of Student Conduct, Sport Club Handbook & Compliance Program, and the safety guidelines provided by Sport Club Administration
- Promote good sportsmanship at all times
- Be current with all certifications required of their coaching position

### **Faculty/Staff Advisors**

As a Registered Student Organization, every Sport Club is required to have a full time ISU faculty or staff member serving as an advisor. This person cannot be associated with Campus Recreation. The key role of the advisor is to serve as another resource for the organization. It is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship.

An advisor can use personal expertise and perspective to stimulate individual development of members and the overall development of the organization. Clubs will also utilize their advisor to maintain 'active' status and to sign facility requests, if they are attempting to reserve a campus facility. If a club changes their advisor, Sport Club Administration should be notified immediately. If a club is having difficulty identifying an individual to serve as advisor, contact Sport Club Administration.

### **Sport Club Executive Board**

The Executive Board is comprised of six elected current or past Sport Club officers. The purpose and responsibilities of the Sport Club Executive Board are included below:

1. To review the Sport Club Handbook and provide feedback and recommendations for change, if necessary.
2. To serve as a conduct board concerning violations of procedures outlined in the Handbook and provide recommendations for consequences and sanctions as outlined in the Sport Club Compliance Program.
3. To make recommendations about the amount of money allocated to each Sport Club based on demonstrated need
4. Assist with the facilitation of the monthly Leadership Series, Club Leadership Awards, and other program events
5. To consider the best interest of all sport clubs and to carry out recommendations for the prosperity of the Sport Club Program

## **CODE OF STUDENT CONDUCT**

[Code of Student Conduct for Illinois State University.](#)

To be a student at Illinois State University, we expect you to recognize the strength of personal differences, while respecting institutional values. You are encouraged to think and act for yourself, as that is the purpose of higher education. However, we expect you to understand that the University has non-negotiable values in which it believes strongly. Officers should themselves be familiar with the Code and encourage members to act in accordance with institutional values. Note

that if a club violates a rule, it could go before both Conduct and the Sport Club Executive Board, depending on the situation.

### **Non-Discrimination in Membership Clause**

The Illinois State University RSO Handbook outlines important RSO rules, including the [Non-Discrimination in Membership Clause](#). *Illinois State University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding affirmative action, nondiscrimination, and anti-harassment. Illinois State University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, order of protection, gender identity and expression, ancestry, age, marital status, disability, genetic information, unfavorable military discharge, or status as a veteran in employment, educational programs and activities, or admissions.*

Regarding sanctioned competition, clubs should research the requirements of their National Governing Body and league/division to remain in compliance with those organization's eligibility guidelines. Clubs should reach out to Sport Club Administration if they need assistance with this topic.

### **Hazing**

Students take pride in being part of a community in which all members are treated with dignity and respect. Hazing, in any form, by any student, coach, or advisor poses a serious threat to the health and safety of our students. Any activity that detracts from fostering the personal and intellectual development of our students will not be tolerated. Incidences will be referred to [Student Conduct](#) for review when violations of the Code of Student Conduct occur. The Sport Club Executive Board may also provide sanctions depending on the situation.

For the purposes of this section, [ISU Policy 5.1.13](#), defines hazing to include:

- Any action taken or situation created, wherever it occurs, which induces mental or physical discomfort, embarrassment, harassment, or ridicule. It is victimization – an act of power and control over others.
- Hazing is a societal problem, and such acts will eventually cause the downfall of an organization. Such actions include paddling, creation of excessive fatigue, physical or psychological shock, wearing apparel which is not in good taste, public stunts or buffoonery, morally degrading or humiliating games or events, work sessions which interfere with scholastic requirements, and any other activity which is inconsistent with regulations of Illinois State University or the laws of the State of Illinois.
- Organizations who simply do nothing about hazing assume responsibility for perpetuating a “hazing culture”.

Ask yourself the following questions to determine if your planned activity is hazing:

- Would you tell prospective members what they will go through?
- Would you tell the parents of your members what you are doing?
- Would you let the University administration know what your organization is planning?
- Would you be prepared to go to court to defend the merit of this activity?
- Would you let the Daily Vidette observe and report your activity?

Who should report hazing? YOU SHOULD! If you witness a hazing incident or are hazed, you are responsible for making sure you report the incident. If you witness hazing and do not report it, you're a part of the problem. You can come and speak with Sport Club Administration or use [this form](#) to report an incident anonymously.

## FUNDING INFORMATION

### General Information

The Sport Club program receives a defined amount of funding annually. These funds are available to all registered Sport Clubs through both Program Allocation Funding (hearings held each spring) and Opportunity Funding (funds available through the same reimbursement process; stipulations for qualification are outlined below). It is vital to club success that teams utilize their own self-generated funding sources (stored in their individual club off-campus bank account) and maintain fiscal responsibility for their club membership.

Monies awarded to clubs from the Executive Board and Campus Recreation is a privilege, not a right. Misuse of these funds is not permissible or tolerated and will be punishable by club and/or individual sanctions in accordance with the Sport Club Compliance Program Funding remaining in the club's account on April 15th of each year will be removed from the club's account and reverted to the Sport Club general fund. If the club has plans to spend the remaining funds, an email outlining the spending plan should be submitted to Sport Club Administration at least two weeks before April 15th. An extension may be granted if the club has specific plans to travel or purchase something after the deadline date, but they would still be required to send the notification email. This procedure is to avoid nonuse of allocated funds and timely submission of invoices. Final reimbursement requests of allocated funds must be submitted no later than May 15, unless otherwise approved by Sport Club Administration as in the case of National competition after set deadline

### Funding Guidelines

1. All funded programs must be open and accessible to any and all Illinois State students.
2. Each funded Sport Club is required to follow the budget allocation process, which includes completion of allocation workbook and attendance at scheduled allocation presentation.
3. Club allocations are distributed based on the club's 'need' for the next year, prioritizing fees and dues and travel expenses.
4. Clubs must have the greater of a) five required for ISU RSO status or b) minimum number of competitive members necessary to participate in accordance with their National Governing Body.

### Specific Excluded Expenditures

Sport Club funds allocated by Campus Recreation may **not** request or provide:

- Financial support for political programs or candidates, parties, or lobbying efforts
- Support and/or contributions for any private person, group, association, or business
- Payment for employment of faculty or civil service personnel
- Gifts for advisory and participating members

- Payments of debts and expenditures incurred from any previous fiscal year unless authorized due to specific circumstances (i.e., fines)
- The purchase of alcohol, tobacco, or any other items outlined in the Code of Student Conduct

### **Off-Campus Bank Account**

Registered student organizations are required to hold an account at a bank or credit union for all self-generated funds such as membership dues and money raised through fundraising initiatives. Outside accounts are the sole responsibility of each organization. **The organization is not allowed to use the University taxpayer identification number**. Clubs will work with Sport Club Administration to complete vendor paperwork each semester. If your club has questions about EIN numbers, please reference the resources created by [Student Activities](#).

### **Student Fee/Program Allocation Fund**

Each club is a unique entity in terms of membership, travel requirements, and operating costs and funds are allocated based on each club's demonstrated need. The Department of Campus Recreation is proud to be able to assist clubs with the financial support of their operations. At the same time, it is a modest amount and clubs are responsible for self-generating their club budget as they can only access their allocation through a reimbursement process (detailed below).

In order to qualify for allocation funding, clubs must submit a comprehensive budget workbook and PowerPoint of their anticipated expenditures and self-generated funds for the upcoming fiscal year (July 1 – June 30) to the Department of Campus Recreation by the stated deadline or they risk receiving no allocation. Hearings are scheduled with the Sport Club Executive Board each spring semester to present the club's funding proposal and justification during a 15-minute hearing. Business professional attire and a PowerPoint presentation are expected for hearings. Executive Board members may present on behalf of their club as part of the hearing process, but are not permitted to be involved in the decision making process for the allocation of funds for their respective club.

Open regional and national events or expenses (club does not have to 'qualify') must be highlighted on a separate sheet within the budget workbook. Although an Opportunity Fund request normally, regional/national competition should be projected and planned for during the budgeting process when the club knows their attendance is definite. Additionally, the club is not eligible for funding if it does not submit the Program Funding materials by the established deadline and present their budget to the Executive Board. In these cases, the club will be zero-funded.

### **Opportunity Fund**

Additional monies in the Sport Club program are available through the [Opportunity Fund](#). The Opportunity Fund may be used for special requests not included in the general club funding request, such as:

- An unexpected opportunity has arisen since the last regular funding cycle (i.e., a bid for a Regional or National Tournament was accepted)
- The club experienced an unanticipated need or unexpected cost change (i.e., dramatic increase in club membership not offset by dues)

- The organization's RSO or Sport Club status has changed (i.e., new Sport Club). There is a \$500 maximum allocation available to new Sport Clubs if they have already been active as a RSO for two full, consecutive semesters
- There was unanticipated student interest in a program or travel opportunity
- **NOTE:** Sport Clubs may not request opportunity funding for regular season activities unless they meet one of the stipulations outlined above.

Clubs who think they are eligible for this funding should email Sport Club Administration. The Opportunity Workbook and PowerPoint presentation are due no less than one week prior to the hearing date, unless otherwise worked out with Sport Club Administration due to extenuating circumstances. The typical timeframe for club notification of any allocated Opportunity Funds is two weeks from the hearing date. These funds are available immediately for use in the current fiscal year. Clubs may request funding for an event prior to their qualification or selection for an at-large bid. **However, if a club does NOT qualify for the event, the funding is NOT available for re-allocation and is no longer available for use by the club.** The Executive Board has imposed a \$500 limit for individual competitors and \$3,500 limit for a team per trip/event per as a cap on the Opportunity Fund requests.

### **Foundation Account**

The Illinois State University Foundation is a not-for-profit organization that manages the private gifts that are given to the University each year. The Foundation is in charge of distributing dollars to fulfill the wishes of our loyal alumni who support the University. The Foundation ensures that money given to Illinois State is used as the donor intended and is consistent with the mission of the University. Donations directly to the Foundation are 100% tax deductible (unless otherwise noted) and 100% of the monies go directly to the club. An exception would be the ISU telefund, where a portion of the donation is deducted for telefund expenses.

A club's foundation account is an opportunity for alumni, family, and friends of the organization to make tax-deductible gifts to the club that may be utilized for various reasons including the purchase of equipment, hotel rooms, apparel, transportation costs, and more. As there are various restrictions including payment of fines and purchase of alcohol, for example, Sport Club Administration should be consulted before attempts to use this account.

These tax-deductible gifts may be made online through the [Sport Club Alumni Network](#) website or via mail. **NOTE: For both online and by check donations, you must specify the club name to ensure the money is deposited into their account**

**If writing a check to make a donation to a club, please see below:**

Payable to: **ISU Foundation, ATTN: Club Name (mail to: Illinois State University Foundation, Campus Box 8000 Normal IL 61761**

If your club personally receives a check as a donation, you can deposit it into your off-campus bank account or hand-deliver/mail it to the Foundation Office located in the Alumni Center (1101 N. Main Street, Normal, IL 61761). Please contact Sport Club Administration if your club is interested in opening a Foundation Account with the University in order to receive donations.

## Alumni Relations

Consistent communication with club alumni is an excellent way to build a loyal fan base and raise additional funds for the club. Sport Club Administration expects clubs to engage with their alumni at least twice a year through the method they deem successful. If desired, Sport Club Administration has a template letter for clubs to use. Once the club has completed their letter, they will send it to Sport Club Administration for proofreading and submission to the University's Rel@y system (mass email). Other ways to engage this group include staying active on social media, conducting a letter campaign, and/or hosting an alumni event. Please contact Sport Club Administration if your club would like to plan an alumni event, as there are various resources available to assist with this undertaking.

## Re-Allocation of Funds

Although clubs have been allocated funds for specific line items (example: \$500 for league dues), if club operations dictate that there is another significant financial need or if funds are still available but unusable, clubs may request a re-allocation of funds. Please understand that requests to re-allocate funds *are not guaranteed* and the decision is made at the discretion of the Executive Board. In order to request a re-allocation of funds, reach out to Sport Club Administration to discuss your plan. Re-allocation requests are approved on the same schedule as Opportunity Fund Hearings, meaning clubs should take timing into consideration when submitting these requests.

## Tax-Exempt Status

As an independent RSO at Illinois State University, sport clubs are **not eligible** for tax-exempt purchases. Please note sport clubs are not a not-for-profit organization and are therefore not charitable organizations.

## Utilization of Allocation Monies and Reimbursement

Student fee dollars, once allocated and available for use, are held in a club account within the Department of Campus Recreation. **This money is separate from the money clubs hold in their off-campus account. These club funds are not available in cash and clubs do not have access to funds through use of a debit card or checks.** These allocated funds are only available through the reimbursement process below.

- Clubs will need to purchase all items/services using their off-campus account.
- If the club then requests reimbursement for funded items based on their allocation, the club **must provide documentation within 15 days of the invoice/receipt date for the event and/or items.**
  - The club must submit a [payment processing form](#) and the **original receipt(s) or a copy of the cashed check.**
    - Please note sales tax and payment processing fees are not reimbursable. Shipping and handling charges and hotel taxes (city and state) would be reimbursable.
    - Only monies expended within the current fiscal year (July 1-June 30) are reimbursable with your allocation dollars (i.e., not for future league seasons or tournaments).



- Once the payment processing form and all accompanying documents have been submitted, the request could take two to three weeks to be processed. The reimbursement will be deposited into the club's off-campus account.
- NOTE: Reimbursement requests related to travel will not be processed until after the trip in question has taken place, but a club is welcome to submit paperwork as soon as they spend the money.

Typical itemized receipts would need to include: the total cost, event and/or items paid for, the method of payment, the name of the purchaser and vendor, and either a "zero" balance or "paid in full".

- **Gas or toll receipts:** must be the original receipt (pictures of gas receipts are not accepted), must clearly list a date (which must be within the reported travel dates), show cost per gallon and total paid, must be for gas/toll only.
- **Hotel Receipts:** must be itemized, meaning it shows a breakdown of the cost for each room including all taxes and fees. Failure to secure a receipt with this information may result in the need to submit a bank or credit card statement linking the name of payee to the Credit/Debit card used and to the actual purchase.

### Example Receipts

Identifies "Receipt"

**SALES RECEIPT - TOURNEY REGISTRATION**  
**NCVF Registration Service**

Date: 2/9/2015  
 Team: 2166  
 XID: 2166

BILLED TO: ISU M Club Vball  
 Illinois STA

Method of Payment

CREDIT CARD TYPE	CREDIT CARD NUMBER
Visa	**** * * * *

Team Name	Team Code	Division	Gender	Amount
Illinois Sta	IllinoisSta	Division I	M	\$950.00
<b>Total Amount Due:</b>				<b>\$950.00</b>

Processing Fee \$27.00 USD

**TOTAL \$977.00USD**

Amount Paid

INVOICE

Bill To: Illinois State University  
 ISU Women's Club Basketball  
 Attn: Breanna Schofield

Invoice Date: 2/13/2015  
 Invoice #: 2015001

Description	Units	Rate	Amount
2015 NIRSA Regional Basketball Tournament			
Entry fees	1		\$275.00

Method of Payment

Note: Paid by credit card

Comments: 1.5% finance charge if not paid within 30 days of invoice date

Total Charges	Amount
Total Charges	\$275.00
Paid	\$275.00
<b>Total Due</b>	<b>\$0.00</b>

Paid in Full AND \$0 Remaining Balance

WOMENS CLUB VOLLEYBALL AT ISU

10/1/14 DATE

PAY TO THE ORDER OF Iowa Women's Club Volleyball \$ 275.00

Two hundred seventy five and 00/100 DOLLARS

ISU Credit Union  
 1330 South Center  
 Normal, Illinois 61761  
 (309) 451-8620  
 www.IISUCreditUnion.org

MEMO Illinois State

For Deposit Only  
 University of Iowa  
 Recreational Services  
 FH

DO NOT WRITE, STAMP OR SIGNATURE OVER THIS LINE

FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Failure to secure a receipt with this information may result in the need to submit a bank or credit card statement linking the name of payee to the Credit/Debit card used and to the actual purchase. A club may also submit a copy of the processed check as proof of purchase.

### **Fiscal Management by Clubs**

One of the biggest responsibilities for clubs each year is self-generation of funds and management of those dollars. Clubs are required to self-generate their own funds to support their organization's functions and are encouraged to establish membership dues (as determined by their constitutions). In generating funds, clubs should ensure their event or activity is not in violation of any laws or University procedures by reaching out to Sport Club Administration with any fundraising ideas *before* moving forward.

The Sport Club Executive Board has developed some recommendations for club leaders when handling finances:

- Define duties related to club expenditures and revenue
  - Who expends and approves club expenditures (President, Treasurer)?
  - Who maintains bank records, including deposits and activity reconciliations (Online banking, statements)?
- Keep track of supporting documentation (receipts and invoices, email confirmations, charges, and reimbursements)
- Establishing SMART Goals to guide your club's financial decisions:
  - **S**pecific – What do I want to accomplish? Who is involved?
  - **M**easurable – How many? How will I know when it is accomplished?
  - **A**ttainable – How can the goal be accomplished?
  - **R**elevant – Does this match our vision and mission? Does this seem worthwhile?
  - **T**imely – When?

## **SAFETY**

The safety of, and care for, club participants and spectators should be a top priority for clubs. It is vital for each Sport Club to identify, evaluate, and treat the potential risks in order to streamline response and mitigate risks. Risks are not limited to injury, but also include incidents that relate to club finances, image, etc. Please see our program [Safety Manual](#) for detailed descriptions and procedures. Listed below are some elements involved in the management of risk:

### **Elements of Risk Management**

1. **Identification** – Prior to hosting an event, traveling to a competition, or competing in any other activity clubs should identify the risks associated with that activity.
2. **Evaluation** – Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.
3. **Treatment** – Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks; therefore, the answer should not always be to eliminate the activity simply because

the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.

4. **Implementation** – Once the most effective method for managing the risk has been identified clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, pre-event planning, etc. The Implementation possibilities are endless and should be discussed with Sport Club Administration.

An example of having a safety plan for practice could include the following precautions:

- A safety officer (see below) **MUST** be present
  - Note the location of the nearest AED to the practice site
  - First aid kit onsite and easily accessible
- One safety officer should be present at all practices with the Campus Rec Emergency Contact List, club emergency contact information, and blank injury reports
- If a cardiac emergency happens while practicing, a safety officer will call 911. The first responding safety officer trained in CPR/First Aid will begin life-saving techniques within their scope of training until advanced help arrives. An officer will call and notify Sport Club Administration immediately after the emergency situation is under control.
- Coaches and officers will encourage members to rest or hydrate if they begin to feel exhausted or dehydrated
- Club members are encouraged to bring their own water/sports drink
- All club members should execute pre-practice warm up activities (like stretching) to prevent potential injuries.
  - Common injuries include ankle sprains and muscle strains. The club suggests all participants wear athletic shoes to prevent ankle sprains. Warm-ups will reduce muscle strains.
- Playing surfaces will be checked for debris, wet spots and any other hazards. If the surface is unsafe, the area must be cleaned or be brought to the attention of the facilities contact. Practice will not resume until the issue is resolved.

### **Inclement and Severe Weather**

To ensure safety and maintain field conditions, events may be cancelled due to weather or weather-related risks, such as standing water or impending/current inclement weather. For weekly practices, the decision to close the fields will be made prior to the start of the first scheduled practice (goal of 2:00pm) or onsite by the Competitive Sports Supervisor. The general guideline for assessing the field is – if there is any question or doubt about the viability of the fields, the event should be rescheduled.

### **Safety Officers**

Clubs are required to maintain two (2) safety officers through the entire academic year. The club can choose to certify additional members, if they wish. The club is responsible for covering the cost of the certifications (\$25.00, but subject to change). Sport Club Administration will share payment details with officers. Safety Officers must be certified through the **American Red Cross** in basic CPR/AED/First Aid and must complete Safety Officer Classroom Training. Sport Club Administration provides a cluster of these trainings at the beginning of each fall and spring

semester. If a member wants to be a safety officer but fails to attend one of these American Red Cross Certification Courses, it is their responsibility to obtain the certification on their own. Each club is required to have at least one safety officer present at all practices, games, and travel events.

If a member has an American Red Cross Certification that was not obtained through Campus Recreation, they must submit said certification to Sport Club Administration for approval. If approved, they would only need to attend the Classroom Training to become a safety officer.

### **First Aid Kits**

Sport Club Administration will provide the club's safety officers a first aid kit at the beginning of each fall semester, if they'd like. If the club chooses to take ownership of this kit, they will keep it for the remainder of the academic year and return it by the last day of classes each spring, or the club's last day of practice (whichever comes first). It is the club's responsibility to contact [sportclubs@ilstu.edu](mailto:sportclubs@ilstu.edu) to schedule a time to restock their kit. If the club's safety officer shows up unannounced, there is no guarantee they will be able to restock at that time.

Supplies provided in these first aid kits is for the treatment of injuries only. If your club uses athletic tape and pre-wrap for preventative measures, these supplies need to be purchased by the club. Injury reports are used to track the use of first aid supplies. A club is more than welcome to add their own supplies to the kit as needed.

Campus Recreation will also have first aid kits in the following locations:

- Horton Field House
- Horton Pool
- Gregory Street Fields
- Student Fitness Center and McCormick Hall

Below are the nearest AED's for sport club practice locations:

- Gregory Street Field: Portable – look for Competitive Sports Supervisor
- Horton Field House: Staff Central (outside North Gym) and West Entrance (near Elevator)
- Horton North Gym: Staff Central (outside North Gym) and Field House West Entrance (near Elevator)
- Student Fitness Center Sport Courts: Court B South
- McCormick Gymnasium: Outside SFCM 254 (Athletic Training Lab)
- Off-Campus: Check with Facility

### **Accidents & Incidents**

In the event there is an injury or incident during any Sport Club activity it must be documented for the club, the participant, and the University's protection. The accident/incident should then be reported to the Sport Club Administration via the Accident or Incident Reports. *These forms must be turned in to the Sport Club office within 48 hours.* **If an injury occurs that requires transportation to a hospital or if a life-threatening emergency, immediately inform Sport Club Administration and keep them updated with changes as they occur.** All contact numbers will be provided to Safety Officers at training can be found in the safety officer's first aid kit.

An [Accident Report](#) should be completed when:

- Care is provided and/or first aid supplies are used
- Someone is injured/ill/sick
- When someone sustains a head injury
  - The student team member/safety officer should also reference the Head Injury Tip Sheet in their first aid kit, on the website, or on Teams

An [Incident Report](#) should be completed when an atypical situation occurs. For example:

- Physical altercation
- Removing someone from the facility
- Damage to property and/or report of stolen property
- Vehicle accident
- Risk management concern and/or facility deficiency

### **Writing an Effective Accident or Incident Report**

When necessary to write a report, gather all possible facts concerning the incident or injury. Avoid accusations and search out facts systematically and objectively. If your club is practicing on campus, Competitive Sports Student Team Members will complete the Accident Report. If your club is off-campus or traveling, it's the club's responsibility to complete the form.

1. The report form should be filled in with **black ink** as completely and accurately as possible. The report must be turned in to the Admin Suite of Campus Recreation (SFC) within 48 hours of the injury.
2. Please make sure handwriting is legible.
3. Try to accurately determine the time, date, and location where the incident/accident occurred.
4. Keep in mind that the incident/accident report is an official document! Stick to the facts of the situation. When in doubt, state the facts only and do not diagnose injuries or state personal opinions.
5. Fill out the entire report and include the phone numbers of all the parties involved and/or any witnesses to the incident/accident. Use an additional page if necessary.
6. Each report **MUST** include at least one witness (not the injured person or staff member).
7. Obtain a case number for situations where the police or EMS are called.
8. Reports should give the reader a clear idea of what occurred and care provided
9. At the bottom of the accident report, print, sign, and date

### **Calling EMS**

You should **call 911 immediately** in the following situations:

1. The victim is unconscious, not breathing, or shows no signs of life
2. You suspect a head, neck, or back injury or victim displays/reports one or more of the signs/symptoms of a concussion
3. A victim is having trouble breathing or shows signs of a heart attack
4. Unusual or severe bleeding
5. Seizures lasting more than 5 minutes
6. A victim is near drowning
7. Severe burns or the victim is in shock
8. Heat and cold emergencies

9. If in doubt, CALL 911

After EMS has been called, immediately call/text Sport Club Administration after care has been provided and situation stabilized. If you fail to reach the first individual attempted, call down the list until you are able to speak with a member of our administrative team. Other situations that require notifying your Sport Club Admin contact include:

- A sport club athlete leaves a club practice or event (home or away) in an ambulance or goes to a hospital without the assistance of emergency personnel
- Vehicle accident while being transported to a club practice or event (home or away)
- On-campus field or court conditions cause injury (including non-life threatening)
- Major incident requiring a call to Campus Police including fight, patron escorted from venue, weapon on site, alcohol use
- Incident requiring evacuation of the building (including fire, power outage, fire alarm pulled)

**Head Injury**

As participants in sports, it’s possible for concussions to occur. Campus Recreation has a head injury protocol in place for student team members and safety officers. This includes additional training for the safety officers on how to identify and respond to head injuries and the addition of an educational handout that will be in all safety officer kits and on-site for on-campus clubs. Student Team Members overseeing club practices and events are trained to call 911 **if any two** of the below symptoms are reported/displayed.

Headache	Confusion	Difficulty remembering or paying attention	Balance problems or dizziness
Feeling sluggish, hazy, foggy, or groggy	Feeling irritable, emotional, or ‘down’	Nausea or vomiting	Bothered by light or noise
Double or blurry vision	Slowed reaction time	Sleep problems	Loss of consciousness

**Athletic Trainer Presence (high impact sports)**

\*\*As of July 1<sup>st</sup>, Athletico was understaffed. As a result, Sport Club Administration cannot guarantee their presence at events. **For the time being, it is the responsibility of the club to reach out to Athletico (use [THIS link](#)) to schedule coverage. Sport Club Administration will also try to have an EMT present in case Athletico is unable to cover. If neither EMT or Athletico can provide coverage for the event, it cannot take place on campus.**

If a high-risk club moves off campus for an event, they should work with Sport Club Administration to ensure that they have the proper safety coverage for their event. The cost of that coverage will be the responsibility of that club. Clubs are encouraged to utilize all services offered by Athletico, though the cost of all services, outside of competition where Sport Club Admin provides coverage, would be the responsibility of the individual.

In addition, please note the following action steps that need to be taken:

1. The safety officer, a teammate, coach, or friend/family member should accompany the injured person to the medical facility



2. The safety officer or club president will immediately notify the club's Sport Club Administrative Contact of the situation and keep them updated as the situation evolves

## SMART Clinic

The [Sports Medicine and Rehabilitation Therapy \(SMART\) Clinic](#) provides advanced care for students in the areas of prevention, evaluation and rehabilitation. Drop-ins are encouraged, but treatment will need an appointment and referral from Student Health Services. Serious or ongoing issues may need to be referred to a physician or specialist. Please see the above link for detailed information about hours and services, as they are subject to change.

## Club Activity Definitions

The following are descriptions and considerations officers should reference when planning different club activities. If there is an activity that is not included below, officers should direct questions to Sport Club Administration *before* proceeding with the activity in question. Failure to adhere to the below rules as well as all local, state, and national laws could result in discipline as detailed in the Sport Club Compliance Program. The below information is provided assuming the activity is falling into the fall-spring academic year. For considerations involving summer participation, please see the contact Sport Club Administration.

### Sport Club Event

- Any activity where *club members* are representing Illinois State University and their sport club, such as a practice, scrimmage, competition, or club travel (for **any** club activity outside of the Bloomington-Normal area) that members of the club organize and participate in
  - Example:
    - Any competition
    - Travel as a club to Indianapolis, IN to participate in a fundraiser
    - League mandated scheduling meeting
- Sport Club Administration must be notified of all 'Sport Club Events' at least two weeks in advance through the submission of an Event Registration Form (this applies to any competition, travel, or scrimmage)
- The club, as an organization, must meet all eligibility requirements, detailed in this Sport Club Handbook, in order to be considered active and approved for an event
- Only current club members that have met all the Sport Club requirements for that sport may participate in a 'Sport Club Event'
  - Requirements include:
    - Currently enrolled, fee-paying student of Illinois State University
    - Has completed a Sport Club Participant Waiver for the current school year
- All Sport Club Events should be recorded on the club's monthly participation
- If an on-campus event meets the below criteria, the club will be required to [purchase event insurance](#) *before* the event can take place:
  - Any event that has three (3) or more visiting teams, regardless of where those teams are from
    - Example: Women's Lacrosse is hosting Northern Illinois, Bradley, and Southern Illinois – needs insurance

- Any event with two (2) or more teams where at least one team is from outside the state of Illinois State University
  - Example: Women’s Lacrosse round robin with Indiana and Bradley – needs insurance
- Any single game event will **not** need insurance, regardless of where the team is from
  - Example: Men’s Rugby plays Marquette – **does not need insurance**

### Sport Club Recruiting/Tryouts

- Any activity held by a Sport Club that is used to determine its members for the upcoming season, academic semester, or year
- Sport Club Administration must be notified of all ‘Sport Club Tryouts’ at least two weeks in advance
  - Depending on the nature and location of the activity, Sport Club Administration may require additional information or paperwork, such as an Event Registration Form for Facility Request before the activity is approved.
- Current Illinois State students may participate in a tryout as long as they have signed a Sport Club Participant Waiver
  - This waiver would not be valid for non-ISU students (including students who intend to attend ISU in a coming semester) and clubs are strongly encouraged to create a separate waiver to protect their organization
- Non-Illinois State students may participate in a tryout as long as they will be eligible to participate with the club in the upcoming academic semester of year
  - For activities that include non-ISU students, University procedure may dictate what facility space the activity can be held in
- All recruiting/tryouts should be recorded on the club’s monthly participation, however, only current ISU students will have a valid ID listed

### Sport Club Meeting

- Any Sport Club meeting held in the Bloomington-Normal area that does not include participating in the sport or related physical activities, but rather is related to the mission and/or goals of the club, such as informational meetings, watching film, or discussing club business
  - Sport Club Administration does not need advanced notification of meetings, unless the club is reserving space on campus
  - Both club members and non-club members may be present at a ‘Sport Club Meeting’
- If the club is holding a meeting outside of the Bloomington-Normal area, please see the aforementioned ‘Sport Club Events’ section as travel is involved
- All Sport Club Meetings should be recorded on the club’s monthly participation report

### Sport Club Philanthropy

- Any activity organized by the club designed to support the club and/or community that does not directly benefit the club
  - Sport Club Philanthropy events, off-campus, in the Bloomington-Normal area do not require advanced notice to Sport Club Administration, but should be recorded in the monthly participation like on-campus events

- After all community service events, regardless of location, clubs should submit an [Involvement Report](#) summarizing their event
- If a club seeks to hold a 'Sport Club Philanthropy' event on campus, Sport Club Administration needs to be made aware via email at least two weeks in advance to ensure all University procedures are being followed
- If the club is traveling for the philanthropy event, please see the aforementioned 'Sport Club Events' section as travel is involved

### Sport Club Alumni Event

- Any event planned by current or past club members with the goal of bringing together current club members and alumni members of the club
- If a club is considering planning an alumni event, Sport Club Administration should be contacted as there are various resources available to help the club with the process.
- If current club members are planning the event, an Event Registration Form is required at least two weeks in advance listing all ISU students participating along with event details, such as location and time.

Each semester, every Sport Club must submit their [Club Event Schedule](#) by the date listed on the Event Calendar. The Club Event Schedule should include all home and away competitions (scrimmages, tournaments, league games, etc.) for the entire semester, including possible post-season competition and alumni events. If any changes are made to the schedule, the team representative must notify their Sport Club Administration Contact.

### **Home and Away Event Registration**

Once the club's Event Schedule has been submitted, the club must complete an [Event Registration Form](#) at least two weeks prior to each home and away competition. Notifying the Sport Club Program of each trip or home event must occur **at least two weeks prior to the event**. The form includes a comprehensive roster (complete list of all students traveling, emergency contact numbers for those traveling, ID numbers), the method of transportation used for travel, dates and locations of overnight accommodations, and the competition location.

For home (on-campus events) there are specific guidelines that must be followed depending on the facility your club is using for said event. Please contact Sport Club Administration as soon as you know you plan on hosting an on-campus event so they can make you aware of these guidelines and provide support. For example, one of these guidelines is all visiting participants must sign a Visitor Waiver before participating in a club event.

**NOTE:** A club may not be approved to host or travel if they fail to submit the Event Registration Form and Roster at least two weeks prior to the event. Any expenses associated with the cancellation of the event will be the club's responsibility. The club must adhere to all Illinois State University and Division of Student Affairs procedures and conform to all travel guidelines stipulated by the Department of Campus Recreation.

## Travel Rules

The Department of Campus Recreation places certain stipulations on Sport Club travel in order to encourage and promote responsible safe travel:

- Any trip must have an approved safety officer present
- Club vehicles, both personal and fleet, may not travel between midnight – 5:00am (exception: Charter Buses with driver(s) provided)
- Drivers should not drive for more than four hours successively without at least a two-hour break
- No driver should log more than eight hours each calendar day
- Participants should not consume or transport alcoholic beverages or drugs from the time the club departs Normal for their trip through the time they return.

## Post Event Report

After returning to Illinois State University after a club event, clubs must complete and submit the [Post-Event Report](#) online form by the Monday at 2:00pm following the event. In addition to providing a review of the competition and a picture from the trip, it will allow Campus Recreation to promote club successes through press releases, social media, the department website, and other various formats.

## Class Absence Letters for Sport Club Events

Student participation in Sport Clubs is a privilege, not a right. Sport Club events and activities are *not* identified as sanctioned University activities according to [Illinois State University Policy 2.1.20](#). However, most instructors are willing to accommodate Sport Club student-athletes if you communicate responsibly and are proactive about missed classes. That means students are responsible for 1) informing instructors of scheduled absences in advance (we recommend identifying all possible absences at the beginning of the semester or as soon as they come available; include any conference, regional and national events) and 2) arranging to complete missed classroom work. The class absence letter is only a **notification** of travel.

## CLUB OBLIGATIONS

1. Clubs must submit their semester competition EVENT SCHEDULE (includes home and away events) per the deadlines listed on the Sport Club Calendar by emailing list of event details to Sport Club Administration.
2. At least two weeks prior to departure date of event, clubs must submit an Event Registration Form where they can indicate if they need a class absence letter for said trip.
  - a. If the class letter is needed sooner, Event Registration must be submitted earlier.
  - b. ALL anticipated attendees should be listed on the Event Roster. It's not guaranteed that a new letter will be created if the roster changes after submission

## PROGRAM COURTESIES

1. The Sport Club Program will compile a list of all home and away competitions, in addition to any extracurricular events (fundraisers, family/alumni events, etc.).
2. Clubs are emailed two weeks in advance (Monday/Tuesday of each week) and notified of Event Registration Form deadline (that Friday, at least two full weeks prior to event).
3. Once approved, an official letter is created (if requested on the Event Registration) confirming the reason and days/times the student will be absent to provide for their

professors. An official copy on University letterhead will be emailed to the individual who completed the Event Registration Form and it is their responsibility to then distribute it to members who need it.

#### RESTRICTIONS

- Class absence letters are not available post event or less than two weeks prior to the event.
- Any updates need to be provided *more* than one week prior to departure for the event. This includes people who join the roster late and request a letter. There is no guarantee changes will be made to a letter after the two-week deadline.

#### Personal Vehicles

If and when a club chooses to travel using personal vehicles, it is recommended that the club's travel coordinator/safety officer verify that each person driving has insurance coverage suitable for group travel and a valid driver's license. It is also recommended that each personal vehicle undergo a safety inspection prior to departure.

At minimum, a safety check should include checking headlights (high & low beams), tail & brake lights, horn, windshield wipers, parking break, mirrors, tire tread & inflation, brake system, engine oil, fluid levels, defroster check, turn signals/hazards, and seatbelt. The vehicle being used for travel should have regular checks for other mechanical functions.

If a personal vehicle does not pass the basic check listed above, it is strongly recommended that the vehicle NOT be used for club travel. ISU, Campus Recreation, and the Sport Club Program are NOT responsible for vehicle damage while on a trip or event.

#### Personal Vehicle Accidents

In case of an accident that occurs with either a personal or University vehicle, please adhere to the following established by Illinois State's Facilities-Fleet and listed on their [website](#), with additional items developed by Campus Recreation:

1. Contact area emergency personnel via 911. Make sure that all individuals receive medical attention immediately.
2. Obtain the names and addresses of all witnesses, licenses of other drivers, and people involved in the accident.
3. Obtain the names of the insurance companies of all vehicles involved in the accident.
4. Contact Sport Club Administration. If unavailable, leave a message and notify the Assistant Director.

#### RESERVING ISU FLEET VEHICLES FOR CLUB TRAVEL

Vehicles reservations can be made at any time but the number of vehicles available is limited. They are reserved on a first-come, first-served basis and must be reserved at least **TWO weeks prior to date of departure**. Event Registration Forms are also due at least **TWO weeks prior to date of departure**. [Please see our website for instructions on reserving Fleet vehicles](#).

#### University Fleet Vehicle Accidents

Clubs should adhere to the above rules in addition to those outlined below. University owned vehicles operated by an employee or other authorized individuals (used for approved purposes;

see [University Policy 5.4.2](#)) are covered by the State of Illinois Self-Insured Motor Vehicle Liability Plan. **If a club is involved in an accident involving a University vehicle, they should contact Sport Club Administration for help with the following steps.**

Reporting procedures involve the following:

- Completion of SR-1 form, "Motorist's Report of Illinois Motor Vehicle Accident"
  - This form is usually found in the glove box of each vehicle. If not available, a copy can be found on the [ISU Risk Management](#) website under Forms
  - NOTE: If you are not able to submit the completed SR-1 promptly, please contact Risk Management at 309-438-2145 or 309-438-1900 with the required information.
- Facilities must be notified immediately, by calling the Fleet Dispatcher (309.438.2038) during business hours or Illinois State University Police Department (309.438.8631) after 7:30am-5:00pm Monday-Friday.
- Failure to promptly report accidents can result in significant liability to the university and may also result in club disciplinary action.
- Prompt submission of completed SR-1 form to University Risk Management. Please e-mail to [RiskManagement@IllinoisState.edu](mailto:RiskManagement@IllinoisState.edu) or mail to: ISU Risk Management, Campus Box 1100, Normal IL 61790-1100
- Availability by phone or email for any required follow-up matters

Please pay special attention to:

1. Recording Owner of Vehicle
2. State owned - If Illinois State University is the owner of the vehicle, under "Insurance" please enter "State of Illinois Self-Insured Motor Vehicle Liability Plan".
3. Privately owned or leased - Complete all driver and owner information and under "Insurance" list information on your personal carrier.

**For Fleet accidents, inform the third party to contact:**

Department of Central Management Services  
Risk Management Division - Auto Liability Section  
201 East Madison Street  
3rd Floor, North Wing  
Springfield, IL 62706  
Phone: (217-782-0202) or (800-442-1300, ext. 4)

In addition to the completed SR-1 form, provide the following information in a report to Risk Management:

- Social security number
- Work title of employee (if applicable)
- Daytime phone number for employee/student
- Police report copy if available
- Brief written statement of how accident occurred
- Incident report for Sport Club Administration
- Traffic controls present
- Weather conditions
- Any traffic citations issued



- Other extenuating circumstances

The above information should be made available to anyone who might be driving a vehicle on University business. All automobile accidents involving a university employee or other authorized person operating a university vehicle must be promptly reported to the proper authorities and then Sport Club Administration. **This includes minor accidents in which you may believe there is no damage or injury.** Failure to promptly report accidents can create significant liability to the University and may result in disciplinary action.

## FACILITY REQUESTS

Throughout the academic year, Competitive Sports within Campus Recreation has three facilities available for use by both the Intramural Sports and Sport Clubs programs, Horton (North Gym, Field House, South Gym, and Pool), Gregory Street Fields & Tennis Courts, and McCormick Gym. The availability for these locations is subject to change and the Sport Club program does not take priority

If a Sport Club wishes to reserve a facility for practice or an event, they must abide by the following procedures and guidelines:

- Club must *completely* fill out the [Facility Request Form](#). You can download this form on the Campus Recreation website (must have your advisor's signature in order to process).
- Spaces are reserved in the order these *completed* requests are received.
- This form must be submitted to the Sport Club Administration via delivery to the Campus Recreation Main Office or via email with a PDF of the document complete with signatures.
- Facility Requests and Use Agreements should be submitted by the assigned deadlines to verify availability and provide the necessary time to coordinate the event.
- Campus Recreation will provide a sprayer, paint, and lining equipment for the club to re-line their field during their competitive season. This must happen when a supervisor is present and after clubs have scheduled the paint session with Sport Club Administration.

### Practice Sessions

Each club will have ability to request the above spaces for practices, but times and/or days available will vary. Clubs will work with Sport Club Administration each semester to identify their practice days/times based on facility availability and staffing coverage. If a club requests a day/time outside of normal request (for example, a club wants to add an additional practice day), the club may be responsible for covering the cost of staffing for the request.

### General Rules

1. All users must have a valid Illinois State University ID card or be listed on the event list.
2. Campus Recreation reserves the right to implement any guidelines that protect the health and safety of the facility and its users.
3. Fields will be evacuated and closed in the event of inclement weather, flooding, or any other potentially hazardous situations as determined by Campus Recreation Student Team Members on duty.
4. Space cannot be guaranteed and all reservations are subject to change. The earlier the request is made, the better we are able to accommodate your club.

5. Clubs should reference the Facility Request for a list of equipment available for use at their event.
6. If procedures are not followed prior to or during the event, the club may not be allowed further facility use, and may have other consequences.
7. ISU Campus Recreation has the right to restrict access or contact ISU Police if University and Department procedures are not being followed.
8. Spectators and coaches are welcome to attend club activities, but must follow all Campus Recreation and facility guidelines for gaining access. The hosting Sport Club is responsible for damage by all spectators and opponents.
9. If facilities and/or equipment are damaged during Sport Club activities, it is the responsibility of the club to report such an occurrence to Sport Club Administration. The cost of repair/replacement is the responsibility of the club and the individual member(s) responsible.
10. Campus Recreation works with many partners and club practices may be moved or altered to accommodate third-party reservations.
11. If a club reserves a facility and does not intend to use the site, Sport Club Administration MUST be notified of the cancellation by at least 2:00pm the day of the practice. If the cancellation is for an event, at least 24 hours in advance is preferred. If a cancellation is not made, the club may be charged that standard rental rate for the facility and for the hourly time required to set-up the facility.
12. Campus Recreation is not responsible for lost, stolen or damaged items.
13. Trash and recycling must be placed in appropriate containers.
14. No animals are permitted in facilities, including Gregory Street Fields, except for service animals.
15. No alcohol or cannabis/tobacco products are permitted in facilities, including outside at Gregory Street Fields, or parking lots.
16. All cars, trucks, motorcycles, and mopeds must park in designated spaces and are prohibited on the fields.

## **MISCELLANEOUS**

### **Redbird Life**

Redbird Life is the University sponsored way to market your club to other students and maintain active RSO status (required to be a sport club). All clubs are required to maintain their individual page, including updating their roster, pictures, and social media. The roster should list all active members each semester and the most recent version of the constitution should be accessible to the public. Officers should monitor the page regularly to ensure interested individuals receive the information about the club they might be seeking.

### **Monthly Participation**

Clubs are required to track the participation of their club members through submission of monthly participation counts. Involvement in club activities should be tracked for all meetings, try-outs, practices, scrimmages, tournaments, games, fundraisers, and recruitment efforts. Participation is due by the 5th of each month for the previous month via website submission. For example, October's participation is due on November 5th. Counts for partial months may be due earlier (December and May). Clubs must use the template provided when submitting.

## **Sport Club Leadership Series**

The Sport Club Leadership Series was created to provide training and leadership development opportunities to the officers and members of sport clubs. These meetings will be held once a month and are mandatory for one main officer to attend (president, vice president, treasurer). The goal for these meetings is to provide officers with leadership skills that they can use to manage their club, succeed in classes, find a job after graduation, and become more well-rounded individuals. Topics range from community involvement and budgeting to conflict management and recruitment.

## **Team Building Activities**

[Team building programs](#) can be booked at any time, but further out is better. Programs are available for low ropes and high ropes courses, portable programs, the climbing wall, and rappel tower. As a RSO and Sport Club, grants are available to help you pay for your program.

## **“Clubs That Care” Community Involvement**

The Sport Club Program is committed to giving back to the local and University communities. The program developed a month-long initiative promoting community service and philanthropy that includes, but is not limited to, and Club that Care Blood Drive, partnering with the Red Cross and partnering with The Center for Civic Engagement to get clubs involved with Bring it Back to Normal. Although the Sport Club program provides coordination of these events, individual clubs are encouraged to initiate their own service and philanthropic efforts. Assistance with a local agency or cause, or promotion of an event or defining proceeds to a charitable organization are all options available to Sport Club teams to give back.

## **Involvement Form**

Participation in community engagement efforts both on and off campus is strongly encouraged. Club involvement in the community results in benefits for both the club members and the population they are assisting. It provides an opportunity for club members to give back to their University and local communities, develop strong public relations efforts in the area, build relationships with stakeholders and potential donors, and contribute to developing civically engaged citizens. Clubs must complete and submit an [Involvement Form](#) within 30 days of each effort. This will allow Sport Club Administration to track involvement in the community for reporting purposes and gives us the opportunity to highlight your work.

## **Sport Club Leadership Awards**

At the conclusion of the academic year, the Sport Club Executive Board hosts the Sport Club Leadership Awards, which includes food, drink, and leadership awards. Clubs are encouraged to nominate their club and participants for the available awards highlighting the values the Sport Club program promotes throughout the year. More information will become available on this event during the spring semester.

## **Info Meetings**

An Info Meeting is a time for your club to provide specific details about your organization to interested members. It usually takes the form of a presentation covering travel schedule, dues, and club expectations. It's a good way to get people information before they show up to the first practice. These typically happen the first two weeks of classes in the fall and spring. If your club would like classroom space for these meetings, please reach out to Sport Club Administration directly to schedule. Given the limited space available, we recommend that clubs consider holding these meetings virtually this year for the convenience of all involved.

## Apparel and Branding

Club teams are permitted to utilize university names as well as the Reggie Redbird head and full-body logos. However, the proportions, spacing, and size have been carefully established and must be followed. Use original logo files without alteration. A club is allowed to create a unique logo, but it must be approved *before* production.

**As all designs for team apparel and promotional pieces must be approved by University Marketing and Communications prior to production, please send image proofs/examples to Sport Club Administration. Sport Club Administration will forward onto Trademark and relay changes that need to be made. This allows Sport Club Administration to catch initial issues and keep track of club logos in use. If in doubt about a design, send it to Sport Club Administration!**

The Redbird head and full-body logos may be used independently or in association with club names on promotional products as long as the vendor is licensed to print. These logos may NOT be altered in any way. This includes any clothing, adorning with objects, and over-obstructing with type or objects. Files can be pulled directly from this website:

<https://universitymarketing.illinoisstate.edu/identity/logos/>.

When university trademarks are used on products (apparel, etc.), please refer to the below list:

®	Illinois State University and Illinois State
	Redbird and Redbirds
	Redbird head and Redbird full-body logos
™	‘Bird’ or ‘Birds’
	ISU
Not permitted	‘ILSTU’
	University seal
	‘State’ or ‘I State’
	Most of the ‘retro’ logos

Approved for use by clubs:



Redbird Athletics logos may NOT BE used in association with any club team. Examples include:



## Recruitment Opportunities

- Sport Club Expo is a program sponsored event the first week of classes that is designed for clubs to recruit new members. Attendance is required for at least one officer from every club.
- Festival ISU is the traditional fall welcome to campus event. Registered Student Organizations and local businesses are present on the quad with information about their groups.
- Winter Fest is the recruitment fair in the Bone Student Center at the beginning of the spring semester. Registered Student Organizations are present with information about their groups.
- Tabling (SFC, Quad, and BSC) opportunities are available throughout the academic year in various venues on campus. Clubs must reserve the tables through the appropriate entity.
  - Bone Student Center and Quad (South of Milner Bridge) – Contact the Non-Academic Scheduling Office at 309-438-2403
  - Student Fitness Center – Work through Sport Club Administration to reserve
- [Campus Advertising Guidelines](#)
- [Campus Recreation Website](#)

## Club Social Media

All clubs are encouraged to operate social media accounts on behalf of their clubs and also follow and engage with the Campus Recreation accounts. Clubs should strive to represent the University and program in a **positive** light.

Starting Fall 2023, the Sport Club Program will no longer have individual social media platforms and all existing accounts will eventually be phased out. If your club would like an event, such as a home game, featured on Campus Recreation's social media platforms, [THIS FORM](#) must be submitted at least two weeks in advance. Approval is not guaranteed, but it's highly preferred that clubs submit as soon as event details exist. Questions about this change can be directed to Sport Club Administration and will be covered in Fall Officer Training.