Sport Club Handbook

2014-2015

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Western Illinois University Campus Recreation
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CAMPUS RESOURCES
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Community Rights and Responsibilities ......................................................................................438-8621
Environmental Health and Safety ..............................................................................................438-8325
Fleet Dispatcher (University Vehicles) .........................................................................................438-2038
Health Promotion and Wellness ...................................................................................................438-9355
Newspaper – Daily Vidette ............................................................................................................438-8530
Redbird Card Office .....................................................................................................................438-2273
SMART Clinic .............................................................................................................................438-3655
Student Counseling Services ........................................................................................................438-1892
Student Health Services ..............................................................................................................438-8655
University Police ........................................................................................................................438-8631
University Registrar .....................................................................................................................438-2188

CURRENT SPORT CLUB LIST (AS OF 7/1/2014)

Badminton  Fishing  Roller Hockey  Ultimate Disc-Men’s
Baseball    Golf      Rugby-Men’s  Ultimate Disc-Women’s
Basketball-Women’s Handball  Rugby-Women’s  Volleyball-Men’s
Cheerleading Ice Hockey  Soccer-Men’s  Volleyball-Women’s
Cross Country Lacrosse-Men’s  Soccer-Women’s  Water Polo-Men’s
Dance       Lacrosse-Women’s Softball  Water Polo-Women’s
Equestrian Paintball  Tennis   Water Skiing
Fencing     Quidditch  Triathlon  Wrestling
INTRODUCTION TO SPORT CLUBS

Welcome to the dynamic world of Sport Clubs at Illinois State University! Sport Clubs are designed to provide recreational and competitive opportunities for ISU students to participate in a variety of sports and activities. Each club is a RSO (Registered Student Organization) through the Student Involvement Center and was formed by a group of committed Illinois State students to further their interest in a sporting activity through participation at a high level. To be considered an active sport club, organizations must compete against other collegiate programs within 18 months of formation.

Sport clubs are organized and administered by students under the review of the Coordinator of Sport Clubs. The emphasis is on student leadership, development and learning as students are directly responsible for fundraising, public relations, organization, administration, budgeting, scheduling and decision making.

Participation in a Sport Club is strictly voluntary. Each participant should understand that the possibility of bodily and other injury does exist, and each participant may be responsible for any and all costs arising out of injury or property damage sustained through participation in a Sport Club activity. Club participants are also held in the highest regard as it relates to personal and team conduct. Incidents and behavior deemed inappropriate will be held accountable as outlined in the Sport Club Compliance Program and the Code of Student Conduct.

The purpose of the Sport Clubs Handbook is to outline the policies and 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 for information to answer your questions. The policies and procedures outlined in this handbook are subject to change at any time with prior notice.

Campus Recreation Mission Statement
Our mission is to enhance the quality of life of our unique members by educating and encouraging active participation in recreational opportunities that develop leadership skills, foster social interaction, and reinforce healthy behaviors.

We Commit to Provide You...
- Safe, clean and sustainable indoor and outdoor facilities.
- Consistent, innovative and exciting programs.
- Outstanding service with integrity, civility, and courtesy.
- Opportunities to develop and grow as a leader.
- Knowledgeable, professional and enthusiastic staff.
- Quality and well-maintained equipment.

As a Team, We Value:
- Integrity: firm adherence to a code of morals or values.
- Development: growing or causing to grow or become more advanced by deliberate effort.
- Dedication: self-sacrificing devotion, strong support for or loyalty to a group or cause.
- Teamwork: members contributing a part of the betterment of the whole.
- Fun: amusement, enjoyment and playfulness.
- Service: contribution to the welfare of others.
- Safety: mitigation or risk to protect from injury, loss or accident.
NEW SPORT CLUBS

The requirements to become a registered Sport Club at Illinois State University are as follows:

1. First complete the RSO (Registered Student Organization) registration process through the Student Involvement Center.
2. Arrange a meeting with the Coordinator of Sport Clubs to discuss the club’s mission, goals, preliminary budget, equipment and space needs and the Department expectations.
3. Complete the process to apply as a registered Sport Club with Campus Recreation which is outlined on the NEW Sport Club Checklist. This includes a formal presentation to the Sport Club Council Executive Board in addition to registration paperwork.

A newly created Sport Club must be approved by May 15th of the previous fiscal year in order to be eligible to apply for the upcoming FY Program Fund Hearings in March and April. Clubs are eligible to apply for Opportunity Funding immediately, but must meet the established submission guidelines and timeline.

A few reasons that an RSO may not be approved include, but are not limited to, the following: facility accommodations are not available, funding and budget materials do not support club operations, proper risk management protocols are not outlined, and current literature does not recommend club status.

SPORT CLUB GENERAL INFORMATION

Becoming a registered Sport Club with the Department of Campus Recreation does not end with the registration process. Clubs who choose to participate in the Sport Club Program accept the responsibilities and expectations of Sport Club status. These responsibilities include:

1. Be controlled and directed by students. A minimum of five (5) currently enrolled ISU students (enrolled for at least one credit hour) is required to be a Sport Club. The club officers on file with Campus Recreation must be currently enrolled, fee paying ISU students in good academic and conduct standing.
2. Abide by federal, state, city, and University nondiscrimination laws and policies.
3. Abide by all regulations specified in the Code of Student Conduct and the Sport Club Compliance Program.
4. Be advised by a full-time faculty or staff member at ISU. The advisor should be available to consult with the Sport Club. ISU encourages all advisors to provide active, on-going academic and social support.
5. Be in good financial and conduct standing.
6. Commit to the fulfillment of the obligations of teams and individuals under the Sport Club Program.

These obligations include, but are not limited to:

• Affiliation with a National Governing Body (NGB) for their respective sport.
• Annual registration with the Student Involvement Center and fulfillment of all its requirements.
• Completion of all Sport Club Program paperwork by established deadlines.
• Attendance at all scheduled trainings and meetings as called by the Sport Club staff.
• Regular communication with Sport Club staff, including updating information and asking questions.
• Demonstrated ability to handle club finances in an appropriate manner, including use of the University’s tax exempt status (clubs are **NOT** not-for-profit groups).
• Development and accomplishment of annual goals and objectives for recruitment, fundraising, and competition.
• Full participation in the risk management directives of the Sport Club Program.
• Construction and maintenance of a constitution and by-laws (will help guide the club’s mission and goals).
• Development and maintenance of a leadership structure comprised of only ISU students with the Sport Club office.
• Confirmation that only eligible members that have signed the waiver are participating in club activities.
• Engaged participation in the activities of the Sport Club Council.

**CLUB REGISTRATION PROCESS**

**RSO Re-Registration Process**
The Student Involvement Center’s RSO re-registration process is the annual process allowing over 300 student organizations to continue their registration from one academic year to the next. The re-registration process can be found [online and is completed through Redbird Link](#).

Beginning in 2013 per Sport Club program expectations, the process must be **completed at the conclusion of the spring semester** for the RSO’s upcoming academic year. If you have questions, or need information about how to register a new organization, contact the Student Involvement Center. Failure to register as an RSO excludes a club from recognition as a Sport Club and all Sport Club benefits, including Sport Club Council representation.

**Sport Club Re-Registration Process**
The Department of Campus Recreation’s Sport Club re-registration process is the annual process allowing approximately 32 club teams the opportunity to complete the application process each fall to represent Illinois State University at club competitions.

In order for a club to register as a Sport Club, certain criteria must be met:

• The club currently engages in extramural activity with collegiate clubs and athletic teams (or will within 18 months of admission into the Sport Club Council).
• The club is affiliated with and pays team or individual dues to a National Governing Body (i.e., Collegiate Water Polo Association).
• The number of participants interested in the activity is five or more currently enrolled fee paying ISU students (enrolled for at least one credit hour).
• The organization must provide all required documentation in order to be considered.

There is a five step process each club must complete each year in order to re-register:

1. Register and be approved as a Registered Student Organization (RSO) at Illinois State University.
2. Sign up for and have at least three club officers attend the Sport Club Officer Training, which will be held as a ½ day workshop.
3. Complete and submit the Club Information Sheet along with the Signature Pages (for Club Leadership and the Advisor) available online.

4. Schedule and attend 1-on-1 club meetings with the Coordinator of Sport Clubs in early September to discuss club goals, recruitment efforts, budgeting and Department expectations.

**NOTE:** Clubs that have been removed from the Sport Club Council and program due to Compliance and accountability violations are not eligible to re-register for Sport Club status until all sanctions and restrictions outlined in their Compliance Letter have been completed. These RSO's would need to apply as a NEW Sport Club and be subject to those guidelines if re-approved.

**Conditional Club Status**

If an RSO is granted Sport Club status, it will be approved under the following funding model and noted as a Conditional Club for the first year or partial:

- 1st year/Partial year – 1st year clubs may request funding through the Opportunity Fund hearings, but are eligible to receive a maximum of $500.00 in that current fiscal year. As a conditional or probationary club, facility reservations for practices and events are only provided after full members of the Sport Club Council.
- 2nd year – For clubs approved prior to May 15th the previous year, clubs will now earn points in the Sport Club Point System. These clubs would be eligible to request monies through both the Program Fund (at the conclusion of the Fiscal Year) and Opportunity Fund (as eligible).

**Notification of Changes**

When an organization changes its name, revises its constitution, selects new officers (including Advisor), and/or when the addresses and telephone numbers of officers change during the academic year, such changes must be reported to the Student Involvement Center and Campus Recreation. Failure to notify the Student Involvement Center of changes can result in loss of RSO status thereby ending Sport Club status.

1. These changes must be reported with Campus Recreation by filling out a Club Information Sheet. Please fill out the form completely. Print out TWO copies. One of the copies MUST be sent to Campus Recreation as soon as possible. Keep the other copy for your records. This information must be shared with the Student Involvement Center as well to maintain the required RSO status.

**Withdrawal of Registration**

Any organization may withdraw its registration at any time by notifying the Student Involvement Center and Campus Recreation. Disposition of organizational funds, if any, and certification 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 accorded to Registered Student Organizations (RSO’s) and Sport Clubs.

**Constitution**

A constitution is the basic framework of an organization. It is used to provide an administrative structure for your group.

Items required:

- The name of the Sport Club (RSO)
- Purpose/Mission Statement – your goals should be included in this
  - This statement will be used in publications advertising your organization
• Qualifications of Membership – what criteria are in place for member selection and expectations
• Officer Position and Structure – how are your officer positions organized?
• Ratification Date – when did you ratify your constitution?
• Anti-Hazing statement
• Inclusion of this statement: “The organization and its members agree to adhere to city/state/federal laws and university policies.”

Items that are recommended:
  • Inclusion of Illinois State University Faculty or Staff Advisor
  • How to remove a member or officer from an organization
  • Officer qualifications and duties
  • How to amend the constitution
  • Meetings of the organization – how often, how are they run?
  • Dues structure and payment deadlines; reimbursement procedures
  • Coach recruitment and selection processes, including terms of service (timeframe, payment, etc.) and process for removal; relationship with players
  • Delineation of duties for club officer fiscal responsibility

We highly recommend that new organizations use the sample constitution provided by the Student Involvement Center. You can use this sample as a template when creating your constitution.

SPORT CLUB COUNCIL

The Sport Club Council (SCC) was created to provide funding, training, facilities, administrative services and accountability procedures to all eligible Sport Clubs that are members of the program. The Sport Club Council’s budget is allocated directly from student fees, and the Department of Campus Recreation provides facilities, training, administrative support, and the Coordinator of Sport Clubs. Each club President will represent their club on Sport Club Council. If the President is not available for any meeting, an alternative must attend in his/her place. Others may attend as guests, but shall have no voting rights. SCC meetings are not optional. **THEY ARE MANDATORY**, as outlined in the Compliance Program.

Sport Club Council Purposes and Responsibilities:

1. To approve all SCC business and provide voting rights.
2. To nominate and elect a SCC Executive Board.
3. To make program suggestions to the Executive Board and facilitate discussion amongst the Council.
4. To act as a liaison between each club and the university.
5. To provide a venue through which clubs can market and promote their organization, including assistance with fundraising by offering ideas and suggestions.
6. To understand the Sport Club policies and procedures.
7. To be aware of all dates, deadlines, and meetings.

The meetings will be informational in nature except when a change in policy is to be decided upon or other instances where a vote must take place. The voting process will utilize Robert’s Rules of Order to discuss the topic, hear arrangements, ask for a vote, and voting itself.
1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

3. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

4. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

5. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

The voting will be conducted by casting your vote on a piece of paper. A simple majority of present voters is needed to pass a vote. Clubs are allowed one vote which can be a yes, no or abstention.

Meeting minutes will be distributed the following week by the Secretary of the Sport Club Executive Board or the Coordinator of Sport Clubs.

### SPORT CLUB EXECUTIVE BOARD

The Executive Board began its first year in 2012-2013. Elections and nominations for these positions will occur during each spring semester. The purpose and responsibilities of the Sport Club Executive Board include:

1. To review all existing university policies and procedures and express the collective viewpoint on said policies and procedures in the interest of all clubs represented by the SCC.
2. To notify clubs of all policies, procedures, meetings, events, and dates.
3. To act as a conduct board governing all violations of policies and procedures and make recommendations for sanctions outlined in the Sport Club Compliance Program, including:
   1. Monetary – Loss of funding.
   2. Membership – Probation or expulsion of clubs and/or their participants.
   3. Facilities – Loss of fields, court space, etc.
   4. Activities – Suspension from competition, practice or travel for a member or entire club.
   5. Resources – Loss of advertising, publicity, or press.
   6. Holds – Place a student or students on academic hold through the university.
4. To make recommendations on the allocation of funds allotted to Sport Clubs through the Sport Club Allocation Committee (SCAC).
5. To consider the best interest of all sport clubs and to carry out recommendations made by the SCC for the prosperity of the Sport Club program.
6. To create sub-committees that may work on special projects and/or perform a study.

Positions and Responsibilities
The officers of the Sport Club Executive Board shall include (in order of succession): President, Vice President, Treasurer, Secretary, and Events Coordinator. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President will only vote in the case of a tie for Executive Board voting procedures. Any officer may be re-elected, however not for more than two consecutive terms. Officers cannot reappoint themselves for a second term; they must be re-elected.

President
- Supervise and control the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Work in conjunction with the Treasurer to prepare and present the SCAC budget.
- Ensure all officers are performing their duties.
- Assist the Vice President and Treasurer with management of the Budget Point System.
- Assign special projects to officers.
- Be familiar with Robert’s Rules of Order to conduct meetings.

Vice President
- Assist the President in his/her duties.
- Assumes the President’s responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary’s absence.
- Assist in preparation of Sport Club Workshops and Trainings.
- Assist in the management of the Program Funding Point System.
- Assist in special projects as assigned by the President.
- Meet monthly with the Coordinator of Sport Clubs to discuss progress, duties, and expectations.

Treasurer
- Keep an accurate account for all funds requested and allocated.
- Work in conjunction with the President to prepare and present the SCAC budget.
- Manage the Program Funding Point System.
- Assist in special projects as assigned by the President.
- Meet monthly with the Coordinator of Sport Clubs to discuss progress, duties, and expectations.

Secretary
- Keep accurate records of all meetings.
- Maintain an accurate list of all members and their contact information.
- Perform a roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members.
- Assist in special projects as assigned by the President.
- Meet monthly with the Coordinator of Sport Clubs to discuss progress, duties, and expectations.

Events Coordinator
• Coordinate all Expo, Recognition Celebration, volunteer activities, and any other special events assigned by the President.
• Assist in special projects assigned by the President.
• Meet monthly with the Coordinator of Sport Clubs to discuss progress, duties, and expectations.

Executive Board members must be current, fee-paying students of Illinois State University and active members of the Sport Club Program, and may not miss more than two meetings in a semester. A board member’s failure to attend more than two meetings in any given semester, whether scheduled or unscheduled absences, will result in removal from the Sport Club Council Executive Board. The position may be filled as deemed necessary by the Coordinator via appointment.

**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. At no time, however, 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 should contact the Coordinator of Sport Clubs to assist in addressing the situation. Clubs can, of course, choose to give a Coach or Instructor administrative responsibilities. This should be done on an annual basis, however, with club membership making that determination.

In the end, a successful club finds an administrative structure that supports the many functions necessary for club success. Often, this is accomplished by finding a functional balance between club officers, Coaches/Instructors, the club Advisor and the Sport Club staff.

**CLUB OFFICERS AND DUTIES**

Sport Clubs are encouraged to elect and/or appoint their club leadership officers early on in the semester prior to transition into their new role (e.g., September 30 or February 28) in order to give the club and new leaders the necessary time to transition into their new positions. By concluding the election/appointment process early, it will allow the new leadership the opportunity to shadow, ask questions, and prove their capabilities prior to officially taking office. Below are some of the common roles and responsibilities of club team officers.

**President**

The role of the President is to govern all operations of the club as it relates to Sport Club program responsibilities. S/he is the primary club contact. Duties include but are not limited to:

- Work closely with the advisor, coach, and Sport Club staff in the establishment of policies and procedures relative to the club’s mission and goals.
- Attend trainings, meetings, and funding allocation hearings as outlined.
- Read and understand the contents of the Handbook, Compliance Program, and website.
- Ensure that all coaches, advisors, and participants are approved to participate in club activities.
- Promote good sportsmanship and appropriate team and player conduct both on and off the field.
- Responsible for ensuring that the officers fulfill their duties.
Vice President
The role of the Vice President is to fulfill the duties of the President in his/her absence. Duties include, but are not limited to:

- Responsible for internal matters of the club, such as calling and running meetings.
- Responsible for disseminating information, recording minutes and attendance at meetings and practices, and general “housekeeping” duties.
- Handle external issues of the club such as league scheduling, facility rental/reservation, and communication with other clubs, national governing bodies, and league offices.
- Handle the marketing and promotion of the club, working to present the club in a positive light.
- Assist with those duties assigned by the President.

Treasurer
The role of the Treasurer is to assist the President in the fiscal operations of the club. Duties include:

- Attend trainings, meetings, and funding allocation hearings as outlined.
- Develop opportunities for the club to raise money for operational or discretionary spending.
- Understand or be willing to learn university account operations when dealing with ISU club agency accounts.
- Collect dues, submit requests for deposit and disbursement through the Sport Club Office.
- Maintain accurate account of the club’s finances.
- Prepare a revised and updated Program Fund budget each spring.

Safety Officer
The Safety Officer works to ensure that club activities remain safe for its members. Beginning in 2013-2014, all clubs are required to have a minimum of two safety officers. Duties include:

- Current certification in CPR/AED and First Aid throughout the entire club season.
- Attend Sport Club Safety Officer Training prior to start of club’s season.
- Attend all organized team practices, competitions, and activities, home and away.
- Maintain the club’s first aid kit and supplies.
- Understand and educate club members on the Department of Campus Recreation, facility, and team emergency action plan.
- Coordinate travel arrangements for their clubs and submit Event Registration Forms.
- Report any club incidents and injuries on required documentation.
- Document unsafe facility concerns for the Sport Club Office.
- Complete inventory of club equipment and supplies, including team and University items.
- Help club members understand any safety recommendations from the Sport Club Office and the university’s Environmental Health and Safety Office.
COACHES

Clubs may solicit the services of Coaches to assist with the teaching and coaching aspects of their particular activity. Campus Recreation has developed a Coaching Resource Guide to assist with the recruitment, selection, evaluation and termination of club coaches. Coaches need not be affiliated with Illinois State University. Student-fee allocated money may not be used to pay Coaches.

Clubs that give Coaches pay or monetary rewards for their service must submit information in the and Officer Information Sheet and Program Fund forms stating the amount of the payment, source of the money used to pay the payment and the justification for making it.

Coaches should, to the extent possible, restrict their involvement in the club to teaching and coaching. Club members may choose to give the Coach administrative responsibilities; however, this should be done annually with the advice and consent of the club members. Sport Clubs are student organizations and administratively must be handled through the club members and Officers. The emphasis is on student leadership and development.

The coach must:
- Coach the team and players to the best of his/her ability.
- Attend the Coaches’ Orientation session annually with the Department.
- Adhere to the Code of Student Conduct and Sport Club Compliance Program, which is established for Sport Club Program participants, coaches, volunteers, and administrators.
- Promote good sportsmanship on and off the field/court/facilities.
- Understand and educate student-athletes on the Department and club’s emergency action plan.
- Be current with all certifications required of his/her coaching position.

The coach may be removed from his/her responsibilities for any reason at any time if behavior or actions by the coach are deemed inappropriate by the club membership or Sport Club Program administration.

A comprehensive resource guide is available online.

ADVISORS

Every Sport Club is required to have a full time faculty or staff person serving as an Advisor. The key role of the Advisor is to serve as a resource for the organization on University policies and procedures, in addition to “common sense” and elements of good practice. Therefore, it is important to spend time establishing expectations of both parties to develop the best collaborative and supportive relationship.

An advisor is an educator in a “non-traditional classroom.” An advisor uses personal expertise and perspective to stimulate individual development of members and the overall development of the organization.
CLUB PARTICIPATION & CONDUCT

Code of Student Conduct
The following excerpt was utilized from the 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.

These values include:

- Character
- Conscience
- Civility
- Citizenship
- An Appreciation of Diversity
- Individual and Social Responsibility

These values are the hallmark of the University, and will be protected diligently. Each person has the right and ability to make decisions about his or her own conduct. Just as importantly, each person has the responsibility to accept the consequences of those decisions. When individual behavior conflicts with the values of the University, the individual must choose whether to adapt his or her behavior to meet the needs of the community or to leave the University. This decision, among others, assists each person to determine who he or she is with respect to the rest of society.

Rights and Expectations
As a representative of the Department of Campus Recreation, each Sport Club is obligated to obtain the approval of the Coordinator of Sport Clubs prior to acting on items or not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its Sport Club status and all rights and privileges associated with that status.

Non-Discrimination in Membership Clause
The Illinois State University RSO Handbook outlines important RSO rules, including the Non-Discrimination in Membership Clause. “Membership in a Registered Student Organization shall be open to all Illinois State University students. Officers of student organizations shall be students of Illinois State University...The organization shall not discriminate in member selection based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era.”

Club Participation
Each Sport Club participant must complete and submit a Club Participation Waiver and Release Form and be a currently enrolled, fee-paying ISU student. ISU 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 can be found online and must be filled out once every academic year for each club. Clubs should record pertinent participant information for club records prior to submitting the waiver to Campus Recreation (e.g., UID #, emergency contact information).
Waivers must be completed in PEN and are due at the beginning of the fall semester on the date specified by the Coordinator of Sport Clubs. All clubs who have practices or tryouts later in the semester after the due date are still required to turn in these forms within 48 hours after a student practices, tries out, or competes for the club. If an individual only attends an interest meeting and does not engage in physical or club activity beyond the meeting, no waiver is required.

Missing Class Letters for Sport Club Events
Student participation in Sport Clubs is a privilege and 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 with 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.

CLUB OBLIGATIONS
1. Clubs must submit their semester competition EVENT SCHEDULE by Friday, August 29, 2014 (fall 2013) or December 15, 2014 (spring 2015).
2. Clubs must indicate home and away-travel competition dates, in addition to any extracurricular events.
3. Two weeks prior to competition, clubs must submit an Event Registration Form
   a. Trip itinerary, travel roster (players and UID#’s, coaches, etc.), missing class absences requested.

PROGRAM OBLIGATIONS
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 2.5-3 weeks in advance (Monday 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 showing the reason and days and times the student will be absent to provide for their professors. An official copy on University letterhead will be emailed to all participating members as identified on the Event Registration Form.

RESTRICTIONS
• No excused absences will be processed post event.

Hazing
Illinois State University students take pride in being part of a community in which all members are treated with dignity and respect. Activities which detract from fostering the personal and intellectual development of our students will not be tolerated. Hazing in any form by any student poses a serious threat to the health and safety of our students.

For purposes of this policy (ISU Policy 5.1.13) and University disciplinary action, Illinois State University 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 conspicuous and 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 or policies of Illinois State University or the laws of the State of Illinois.
• Organizations who simply do nothing about the members who haze 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 let your advisor, coach, or National Governing Body know your plans?
- 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’re not part of the solution...you’re PART OF THE PROBLEM!

You can leave an anonymous voice message with the Sport Club Program at 309-438-2577.

Hazing Articles

- NIU Hazing Death
- WIU Rugby
- Emory University Hazing
- Florida A & M Band Hazing
- Virginia State Hazing

Compliance Program

The Sport Club Compliance Program was initiated in 2012-13 in order to supplement incidences and violations not highlighted in the 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 paperwork, meetings, sportsmanship, safety, conduct and behavior.

Clubs and individuals not in compliance will be held accountable through censures, restrictions, and application of an “INACTIVE status”. Sport Club teams on inactive status will have no access to on-campus facilities or student-fee funds, are removed from the Department’s website as an active club, and are not permitted to practice or compete as a team until resolution has been made with the Department. Clubs have 48 hours in which to comply with noted deficiencies or compliance violations or risk removal of the club from the Sport Club Council and program entirely. Incidences will be referred to Community Rights and Responsibilities for review when violations of the Code of Student Conduct occur.
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 Funding (held each spring; available to all current clubs in good standing for regular season expenses) and Opportunity Funding (funds available immediately; qualify based on stipulations listed below). It is vital to club success that teams utilize their own self-generated funding sources, and maintain fiscal responsibility for their club membership.

Club allocation and use of student fee money is a privilege, and not a right, of Sport Club Council recognition. Misuse of funds is not permissible and will be punishable by club and/or individual sanctions. Funding remaining in the club’s account on April 15 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, a letter or email outlining the spending plan should be submitted to the Coordinator of Sport Clubs by April 15. This policy is to avoid nonuse of allocated funds and timely submission of invoices.

Sport Club Allocation Committee (SCAC)

The Sport Club Allocation Committee is comprised of Illinois State University students and is responsible for recommending the allocation of Program and Opportunity funds through the budget request and hearing process of both Program and Opportunity Funds based on the following guidelines.

Funding Policies
1. All funded programs must be open and accessible to any and all Illinois State students.
2. The funded Sport Club is required to follow the budget allocation as recommended by the Sport Club Allocation Committee and approved by the University unless specifically instructed otherwise in writing.
3. If student fee funds are used for the purchase of equipment items ($100.01 or more per item), the item(s) must be inventoried by Campus Recreation and stored during club inactivity (i.e., breaks).

Specific Excluded Expenditures
Organizations allocated fees through the Sport Club Funds may not request or provide:
• Financial support for political programs, parties, individual political candidates, or lobbying efforts.
• Support and/or contributions for any private person, group, association, or business except for good and services rendered (i.e., coaches).
• 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).
• Student fee dollars for the purchase of alcohol.
• Reimbursement of personal vehicle gas receipts.

Student Fee Funding
The Sport Club Council funding structure should be a reflection of a club’s compliance, involvement, accountability, success and expenses. It is known and understood that each Sport Club is a unique entity in terms of membership, operating costs and involvement. The Department of Campus Recreation is proud to be able to assist clubs with the financial support of their operations. At the same time, we understand that it is a
modest amount and that clubs are responsible for self-generating a majority of their club budget. Two funding processes have been created to allow clubs to request monies to support their general club operations. All club allocations are made within a specific category for a specific purpose (example: $500 allocated to Lacrosse dues for use toward MCLA league dues). No deposits will be permitted in the club’s Campus Recreation account.

Hearings are scheduled with the Sport Club Allocation Committee to present the club’s funding proposal and justification during a 15-minute hearing. Business professional attire and a Power Point presentation are expected for hearings. Sport Club Council Executive Board members may present as part of the Hearing process, but are not permitted to be involved in the allocation of funds process for their respective club.

Program Fund
Program fund allocations account for approximately 75% of the total club monies allocated each year. In order to qualify for funding, clubs must submit a comprehensive budget workbook and Power Point of their anticipated expenditures and self-generated funds for the upcoming fiscal year (July 1 – June 30) to the Department of Campus Recreation by March 1 of each year. Clubs will want to include all expenses related to equipment, apparel, training, competition, travel, marketing, etc. Regional and National events or expenses when a club must qualify in order to participate will be highlighted on a separate sheet within the budget workbook. Although an Opportunity Fund request, Regional/National competition should still be projected and planned for during your budgeting process.

Clubs will have 15 minutes to present their program funding (regular season) request before the SCAC each March, including time for questions. The typical timeframe for club notification of any allocated Program Funds are May. These funds will be made available on the first day of classes in the upcoming fall semester or as needed.

Program Fund allocations for 2013-14 and in subsequent years will be partially allocated based on a newly developed points system used to reward clubs for compliance. The points system is outlined on the website. The system will be based on current year activity (however, the allocation will be for the upcoming year) and account for approximately 2/3 of the program fund allocation, with the other 1/3 allocated through the hearings and based on club need. The amount allocated to clubs via the points system cannot be adjusted unless the club is not: registered as an RSO, current with the Sport Club office or on suspension. Additionally, the club is not eligible for funding if it does not submit the Program Funding materials and present their budget. In these cases, the club will be zero-funded.

Opportunity Fund
Additional monies in the Sport Club program are available through the Opportunity Fund. There are five potential dates every year when opportunity funds may be requested. The Opportunity Fund May be used for special requests not included in their general club funding request, including:

- An unexpected opportunity has arisen since the last regular funding cycle (i.e., a bid for a Regional or National Tournament was accepted).
- The RSO 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 (Conditional status) in their first year. A club does not have to complete one full year in order to be eligible.
• There was unanticipated student interest in a program or travel opportunity.
• NOTE: Sport Clubs may not request funding for regular season activities unless they meet one of the stipulations outlined above.

Clubs must submit their Hearing Workbook and Power Point presentation no less than one week prior to the hearing date. The typical timeframe for club notification of any allocated Opportunity Funds are one week from the hearing date. These funds are available immediately for use in the current fiscal year.

New limits have been imposed for Opportunity Fund allocations. These limits are $350 for individual competitors and $3,500 for team awards.

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.

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. These dollars support many student scholarships and other opportunities for students of Illinois State. The Foundation is in charge of distributing dollars to fulfill the wishes of our loyal alumni and friends 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 your organization to make tax-deductible gifts to your club that may be utilized for various reasons including the purchase of equipment, hotel rooms, apparel, transportation costs, and more. There are various restrictions including payment of fines and purchase of alcohol to name a few.

These tax-deductible gifts may be made online through the Department of Campus Recreation website (www.campsrecreation.illinoisstate.edu) or via mail.

For gifts to your club’s Foundation Account, please write checks to:
Payable to: ISU Foundation
Memo: “Name” Club

Please mail checks to:
c/o Sport Club Program
Illinois State University
Campus Box 2781
Normal, Illinois 61790

A fundraising resource guide has been developed and is available for ideas related to donations and fundraising efforts. The resource guide provides a sample donation and thank you letter. It is courteous to thank donors with a club letter and photograph in order to express your gratitude. Clubs may also want to host alumni, family or friend events throughout the year to show their appreciation.
Please see the Coordinator of Sport Clubs if your club is interested in opening a Foundation Account with the University in order to receive donations. The following current Sport Clubs had Foundation Accounts in 2014-2015: Women’s Basketball, Cheerleading, Competitive Dance, Equestrian, Men’s Lacrosse, Ice Hockey, Men’s and Women’s Rugby, Men’s and Women’s Volleyball, Fishing, Golf, Men’s and Women’s Ultimate, and Triathlon.

Re-Allocation of Funds
Although clubs have been allocated funds to categories 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 approval. In order to request a re-allocation of funds, complete the Re-Allocation Request Form and submit to the Coordinator of Sport Clubs. Requests will be forwarded to the Allocation Committee or Executive Board for review. Review will take no longer than two weeks before receiving approval or denial.

Tax-Exempt Status
As an independent RSO at Illinois State University, your club is not eligible for tax-exempt purchases. Please note your club is not a not-for-profit organization, and is therefore not a charitable organization.

Utilization of Allocation Monies
Student fee dollars, once allocated and available for use, are held in a club account within the Department of Campus Recreation. These club funds are not available in cash, and clubs do not have access to funds through use of a debit card or checks. There is only one method of accessing these funds, outlined below. In order to utilize the funds, a Payment Processing form would need to be completed and submitted with the receipt. Processing of payments will take approximately 10 business days.

Reimbursement
Clubs will need to purchase items on their own accord. If the club then requests reimbursement for funded items, the club must submit a payment processing form and the original receipt or a copy of the cashed check. Please note sales tax (exception is hotel taxes) is not reimbursable. Shipping and handling charges would be reimbursable.

Typical 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”. 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.

Fundraising
Groups are encouraged to self-generate their own funds to support organization functions. RSOs are granted the privilege of establishing membership dues (as determined by their constitutions), which can be a major source of funding. There are also additional ways to fundraise, and many of them have legal or ISU policy implications (including, but not limited to, poker tournaments, raffles, etc.). Fundraising companies may, from time to time, contact organizations regarding their fundraising opportunities. RSOs should always consult with the SC office to determine if the opportunity is legitimate.

In addition to making sure the fundraiser follows law and policy, the RSO needs permission to hold said fundraiser in the desired location. For guidance on fundraising and the law, contact the SIC prior to beginning
the fundraiser. The SIC website is especially helpful for specific fundraising regulations. A club may also contact the Sport Club program for additional fund-raising ideas and opportunities in the community such as:

- Letter-writing campaigns (donation letters to family, friends and alumni)
- Sales of apparel
- Restaurant and local fundraising efforts (i.e., bagging groceries at Jewel-Osco, etc.)

**Fiscal Management by Clubs**

One of the biggest responsibilities for clubs each year is self-generation of funds and management of those dollars. The Sport Club Council Executive Board has developed some recommendations for club leaders when handling finances:

- Segregation of duties over club expenditures and revenue
  - Who expends and approves club expenditures? (President, Treasurer, Executive Board)
  - Who maintains bank records, including deposits and activity reconciliations? (Online banking, statements)
- Adequate Supporting Documentation (Keep Receipts and Invoices, Email Confirmations, Charges and Reimbursements)
- Monthly Reporting of Club Finances (Revenue and Expenditures, Expected Costs; Executive Board or Entire Club) to Club Team
- Establishing SMART Goals to guide your club’s financial decisions:
  - **Specific** – What do I want to accomplish? Who is involved?
  - **Measurable** – How many? How will I know when it is accomplished?
  - **Attainable** – How can the goal be accomplished?
  - **Relevant** – Does this match our vision and mission? Does this seem worthwhile?
  - **Timely** – When?

**Equipment Inventory**

Club equipment (individual items costing $100.01 or more) that is purchased with use of student fee funds belongs to the University and must be checked out and returned at the beginning and end of a club’s season. Failure to return university property will be considered theft and such situations will be handled by the proper authorities. The following is a list of Sport Club procedures regarding University-owned equipment:

1. All club equipment purchased with Illinois State University student fee allocated money becomes the property of the University and must be tagged.
2. University-owned equipment may only be used during the club’s competitive season or upon special approval from the Coordinator of Sport Clubs. During other times, the equipment must be properly stored and secured in a University facility.
3. All equipment must be issued and returned under the direction of the Sports Club Office.
4. Access to Sport Club storage facilities will be coordinated through the Sport Club Office.

**RISK MANAGEMENT**

The safety of and care for club participants and spectators should be a top priority. It is vital for each Sport Club to identify, evaluate and treat the potential risks in order to streamline response and mitigate potential hazards. 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. Risks are not limited to only those things that can lead to injury or incident, but also include risks to club’s finances, image, etc. This plan will include the elements of risk management most closely associated with injury prevention, safety and response.

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 the Sport Club Staff.

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

- A CPR/AED and First Aid certified officer should be present.
- A first aid kit and fully charged cell phone should be onsite and accessible.
- One club 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, an officer will call 911. The first responding officer trained in CPR/First Aid will begin life-saving techniques within their scope of training until advanced help arrives. The club will call and notify the Coordinator of Sport Clubs immediately after the emergency situation is under control.
- Note the location of the nearest AED to the practice site.
- Coaches and officers will encourage members to rest or hydrate if they begin to feel exhausted or dehydrated. Practices will have designated water breaks every 15-30 minutes depending on the sport and activity.
- Club members are encouraged to bring their own water/sports drink. Note water fountain locations.
- All club members are trained to properly execute the pre-practice warm up activities (mainly 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 is brought to the attention of the Coordinator of Sport Clubs. Practice will not resume until the issue is resolved.

In addition to the policies found in this handbook, the Sport Club Staff has developed the following guidelines to reduce the risk to the students participating in Sport Clubs.
CPR/AED/First Aid
It is required that at least two (2) club members obtain current CPR/AED/First Aid certifications and attend our Safety Officer training. These individuals are then known as the club’s Safety Officers. Copies of the current certifications for each club must be on file with the Coordinator of Sport Clubs. The Department of Campus Recreation offers free classes in August and September for the club members to get certified. Students can sign up for classes by calling or visiting the Coordinator of Sport Clubs.

First Aid Kits/AED:
The Department of Campus Recreation will provide a kit at the beginning of each fall semester for each club. It is a requirement that each Sport Club have a first aid kit accessible during all practices and competition events. It is the club’s responsibility to notify the Coordinator of Sport Clubs when the kit needs to be restocked. Contact the Coordinator of Sport Clubs to schedule a time and to check on what supplies and quantities are available. First aid kits must be returned at the conclusion of competition each spring in order to be inventoried and re-stocked. Failure to do so will result in a $25 fine (reduction in PF Allocation).

First aid kits should also be available during travel. Additional kits can be checked out from the Coordinator of Sport Clubs prior to traveling. 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

While most clubs do not have the resources to own/purchase an AED (Automated External Defibrillator), each club should note the following AED locations. Below are the nearest AED’s for sport club practice locations:

- Gregory Street Field: Portable (in Intramural Gators)
- 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 Gymnasium: Court B South
- Student Fitness Center Pool: Northeast Corner (near Drinking Fountain)
- McCormick Gymnasium: Outside Classroom 254 (Athletic Training Lab)
- Off-Campus: Check with Facility

Injuries & Incidents
In the event there is an injury or incident during any Sport Club activity (home/away games and practice), it must be documented for the club, the participant, and the University’s protection. The injury/incident should then be reported to the Coordinator of Sport Clubs. **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, the Coordinator of Sport Clubs should be informed immediately and a status follow-up is required. If the Coordinator of Sport Clubs is not available, the Associate Director must be notified.** All contact numbers should be readily available at all club activities.
An Incident Report should be completed when an atypical situation occurs. For example:

- Physical altercation
- Removing someone from the facility
- Damage to property
- Report of stolen property, etc.
- Risk management concern
- Facility deficiency

An Injury Report should be completed when:

- Someone is injured
- Someone is ill/sick

Writing an Effective Incident or Injury 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 there are any doubts about real facts of a situation, the benefit of the doubt belongs to the patron. Clearly indicate what fact is and what suspicion is.

1. The report form should be filled in as completely and accurately as possible. The report must be turned in to the Coordinator of Sport Clubs and completed in ink (as it can be considered a legal document).
2. Neatness does count! Please make sure your handwriting is legible.
3. Try to accurately determine the time, date, and location where the incident/injury occurred.
4. Fill out the entire report and be sure to include the phone numbers of all the parties involved and/or any witnesses to the incident/injury. Use an additional page if necessary.
5. Remember that you are responsible for protecting the confidentiality of students.
6. Each report MUST include at least one witness.
7. Obtain a case number for situations where the police or EMS is called.
8. At the bottom of the injury report, print, sign, and date the report.

Writing description of events on an Incident/Injury Report
1. The key to a good incident/injury report is to be concise, clear, factual and logical.
2. Describe the events in chronological order. Trace the steps and describe the events of an incident/injury: what was seen, heard, or smelled, and by whom.
3. Information from another person should be noted as such and that person’s name should be listed on the report as a witness.
4. Whenever you have made a judgment about a person’s behavior, support your judgment by an observation. For example, “It seemed that John was slurring his words as he stumbled down the hallway to the basketball courts”.
5. Important: Keep in mind that the incident/injury 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 your own opinions.
Calling EMS:
You should call 911 from a University Phone 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
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

After EMS has been called, immediately call the Coordinator of Sport Clubs. If the Coordinator of Sport Clubs is unavailable, leave a message and notify the Associate Director.

NOTE: Use your best judgment and always consider safety the #1 priority. If in doubt, call 911.

CERTIFIED ATHLETIC TRAINER

The 2014-2015 academic year is the second consecutive academic year where an ATC from the SMART Clinic will be made available to Sport Club athletes. The ATC will emphasize education through meetings, practice interactions, and Trainer Tips of the Week. The ATC will have regular treatment and rehab hours that will be made available to clubs. There is no cost to Sport Club student-athletes interested in treatment, however an appointment and referral with Student Health Services may be needed. Serious or ongoing issues may need to be referred to a physician or specialist.

Hours during fall 2014 for the SMART Clinic when an ATC is available include:
- Mondays 4-5pm
- Tuesdays 2-4:30pm
- Thursdays 2-4:30pm
- Fridays 2-4pm

SERIOUS INCIDENT/INJURY PROTOCOL

For a home event utilizing a Campus Recreation facility, the policy of ISU Campus Recreation with regards to a patron who has sustained a serious/catastrophic injury shall be:

1. For a competition at Illinois State University facilities, the ISU Campus Recreation Emergency Action Plan (EAP) with regards to injury will be activated by the Sport Club Supervisor.
2. For an away contest, please discuss the EAP with the host site coordinator. They should have a plan in place!
3. The Safety Officer or a teammate must accompany the injured patron to the medical facility.
4. The Safety Officer or club President will immediately notify the Coordinator of Sport Clubs of the situation, who will keep the Associate Director updated at regular intervals. If the Coordinator of Sport Clubs cannot be reached, the Associate Director should be contacted.
5. The Coordinator and/or Associate Director will immediately proceed to the medical facility (if applicable).
6. Take additional actions as necessary to ensure participant and team safety and Department notification.
7. Do not communicate with the media.

INCLEMENT AND SEVERE WEATHER

In order to ensure the fields are maintained properly, careful consideration will be made when programming events during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, events will be canceled and rescheduled. For weekly practices, the decision to close the fields will be made prior to the start of the first scheduled practice or onsite by the Supervisor. The general guideline for assessing the field is – if there is any question or doubt, reschedule your event.

The following information on lightning was referenced from the National Lightning Safety Institute website.

Lightning
The 30/30 Method: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, seek proper shelter. If you can’t see the lightning, just hearing the thunder is a good back-up rule. Wait 30 minutes or more after hearing the last thunder before leaving shelter and resuming activity.

If at any time you see lightning or hear thunder within the 30 minutes, the count must start over. NOTE: Lightning strike victims carry no electrical charge. It is perfectly safe to touch a lightning victim to give them first aid.

Lightning Safe Structure
A safe structure or location is defined as “any sturdy, fully enclosed, substantial, and frequently inhabited building that has plumbing and/or electrical wiring that acts to electrically ground the structure” (i.e., your typical house, school, library, or other public building). Examples of locations that routinely DO NOT meet the criteria include:

- Baseball/softball dugouts
- Baseball/softball “covered” batting cages
- Outside storage sheds
- Canopy/awning/tent

In the absence of a sturdy, fully enclosed, and frequently inhabited location as described above, a secondary structure such as a fully enclosed vehicle with a hard metal roof, rubber tires, and completely closed windows can provide a measure of safety. Persons should not touch the sides of the vehicle. Convertible/“soft-top” vehicles, golf carts, and Gators do no provide a high level of protection and cannot be considered safe from lightning.

If you are in:

- An open area – Go to a low place such as a ravine, valley or ditch. Be alert for flash floods.
- On open water – Get to land and find shelter immediately.
- Anywhere you feel your hair stand on end (indicating lightning is about to strike) – Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees.
Make yourself the smallest target possible and minimize your contact to the ground. DO NOT lie flat on the ground.

**Severe Thunderstorm Watch** - Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to a weather website, commercial radio, or television for information.

**Severe Thunderstorm Warning** - Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

**Criteria for Evacuation of a Sport Club Event**
The policy of the Illinois State Campus Recreation will be as follows:

A. When lightning or thunder is present and/or a severe weather warning has been issued, a Sport Club Supervisor will notify the club team President or game Official that all outdoor events should be cancelled immediately.

B. At this point, all game/practice activities are to cease IMMEDIATELY, and ALL personnel are to evacuate to a safe structure or location.

C. All participants and staff should evacuate to a lightning safe structure (as defined above).

D. If no safe structure or location is within a reasonable distance, personnel should find a dry ditch or get inside their vehicle.

E. If unable to reach safe shelter, persons should stay away from the tallest trees or objects (i.e. light poles, flag poles, etc.), metal objects (i.e. fences, bleachers, etc.), individual trees, standing pools of water, and open fields. Persons should avoid being the highest object in an open field.

**VEHICLE ACCIDENTS**

In case of an accident that occurs with either a personal or University vehicle, please adhere to the following policies 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 vehicles, and people involved in the accident. Obtain the social security numbers of all passengers.

3. Obtain the names of the insurance companies of all vehicles involved in the accident.

4. Contact Coordinator of Sport Clubs. If unavailable, leave a message and notify the Associate Director.

**University Vehicle Accidents**

Clubs should adhere to the above policies in addition to those outlined below:

1. For University vehicles, facilities must also 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.

2. Report procedures for University Vehicles include:

3. A copy of the SR-1 form must also be turned in to the Facilities Fleet Dispatcher as soon as possible upon return. The [SR-1 form](#) is to be completed and delivered to University Risk Management (ISU Risk
Management, Campus Box 1100, Normal IL 61790-1100; Attn: Laura Jones) within three (3) days. In most cases, a paper copy of the SR-1 form is available in each vehicle glove box.

4. If you are unable to submit the completed SR-1 promptly, please contact Risk Management at 309-438-2145 or 309-438-1900 with the required information.

5. Please pay special attention to:

6. Recording Owner of Vehicle

7. State owned - If Illinois State University is the owners of the vehicle, under “Insurance” please enter "State of Illinois Self-Insured Motor Vehicle Liability Plan".

8. Privately owned or leased - Complete all driver and owner information and under "Insurance" list information on your personal carrier.

Inform the third party to contact the:
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 (Mail Code 1320, Room 202, Nelson Smith Building):

- Social security number
- Work title of employee
- Daytime phone number for employee
- Police report copy if available
- Brief written statement of how accident occurred
- 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.

TRAVEL

Clubs within the Department of Campus Recreation Sport Club Program may travel for the purpose of practicing and competing with other institutions both within the United States. It is the responsibility of the club to go through the Sport Club program to arrange for travel, financing, and to abide by all local, state, and national laws.

Each semester, every Sport Club must submit their Club Event Schedule by the date listed by the Coordinator of Sport Clubs (or at least two weeks prior to the team’s first game; whichever is earlier). 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. If any changes are made to the schedule, the team representative must notify the Coordinator of Sport Clubs.
Home and Away Event Registration
Once the club’s Event Schedule has been submitted each semester, the club must complete an Event Registration form prior to each home and away competitions. 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 complete list of all students traveling, emergency contact numbers for those traveling, the method of transportation used for travel, dates and locations of overnight accommodations, and the competition location.

NOTE: Failure to submit the Event Registration Form at least two weeks prior to the event will result in cancellation of the club’s trip or home event. Any expenses associated with the cancellation of the event will be the club’s obligation.

The club must adhere to all Illinois State University and Division of Student Affairs policies and procedures and conform to all travel guidelines stipulated by the Department of Campus Recreation.

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

- Any trip involving students must have a certified Safety Officer, Graduate Assistant, Faculty or Staff member accompany the travel
- Club vehicles (exception: Charter Buses with driver(s) provided) may not travel between midnight – 5:00am
- 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 illegal drugs in any University vehicle

Personal Vehicles
If and when a club chooses to travel using personal vehicles, it is recommended that the club’s travel coordinator 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. A minimum safety check should include:

- Seat/Shoulder Belt
- Headlights (Low & High)
- Taillights/Brake Light
- Horn
- Windshield Wipers
- Parking Brake
- Mirrors
- Tire Tread Depth and Inflation
- Turn Signals/Hazards
- Brake System
- Engine Oil (service date)
- Visual Hose and Belt Inspection
- Defroster/Heat/AC
- Fluid Levels
- No Battery Corrosion
If a personal vehicle does not pass the basic check listed above, it is strongly recommended that the vehicle NOT be used for a club travel event. ISU, Campus Recreation, and the Sport Club Council are NOT responsible for vehicle damage while on a trip or event.

**University Vehicles**
RSO’s and Sport Clubs have the opportunity to utilize University vehicles due to the purchase of supplemental vehicle insurance through State Farm. Vehicles may be reserved at any time, but must be requested at least two weeks prior to departure. Vehicles available to RSOs are limited and available on a first-come, first-served reservation basis. To request the use of University Vehicles, please submit the “University Vehicle Request” and “Driver Information” form to the Coordinator of Sport Clubs. These forms must be filled out for every trip.

Available vehicles include:

- 5-passenger sedans
- 7-8 passenger minivans
- 12-passenger vans

All drivers must:

- Be a member or advisor of the RSO that is requesting the vehicle. The RSO must currently be registered and active on the Illinois State University campus.
- Be a currently enrolled ISU student or currently employed faculty or staff member at Illinois State University.
- Be at least 20 years old.
- Have a valid Illinois driver’s license.
- Sign a Driver’s License Certification, Vehicle Usage Consent, and Waiver (available from Facilities Management).
- Until further notice, the driver must obtain their own Motor Vehicle Record (MVR) from a State of Illinois driving facility, at the driver's/RSO's cost.

Fleet Management is located across from University High School at the Carter Harris Building located at 600 Gregory Street (north end of campus).

Fleet is open Monday-Friday from 7:30am – 5:00pm. Pick up of keys for University vehicles can be done only when the office is open. If the Fleet office is closed when returning a University vehicle, please park the vehicle in the lot and leave the key and credit card in the overnight Drop Box.

When vehicles are returned, please make sure to roll up all windows, lock the doors and clean up trash. University vehicles are not to be kept at an off-campus residence and should be returned to Fleet immediately upon return.

**Vehicle Rates**
Rates for vehicle rental through Fleet Management in *2014-2015* are as follows:

- Sedan (seats five) - $11.00 per calendar day, $0.44 per mile
- Minivan (seats seven) - $12.00 per calendar day, $0.46 per mile
- 12 Passenger Van - $13.00 per calendar day, $0.51 per mile
Passenger Van Procedures
1. All passenger van drivers are required to successfully complete the Passenger Van Training Course before driving a van designed to carry up to 12 passengers.
2. The course has been moved online to ReggieNet and/or Blackboard.
3. This course is valid for up to four years.
4. We recommend you begin the course at least three weeks prior to departure. Reservations for the online course and test can be made through Fleet by contacting Phyllis Gillis at pmgilli@ilstu.edu and providing driver names and ULID’s.

Driving University Vehicles
If a club elects to drive University vehicles:
- One vehicle key will be provided (second may be available if requested).
- The club will be provided with a University credit card to be used for gas purchases only.
- The State Farm insurance card will be available on the driver’s sun visor.
- Contact information will be available for vehicle breakdowns and accidents.
- Vehicles may be able to tow trailers or transport items on a bike rack. Please mention any special requests when submitting your Vehicle Request Form.

Trailers with University Vehicles or Vans:
- State Farm (Van Insurance company) will cover damage to a 3rd party that is caused by a collision from the trailer
- State Farm will only cover $500 for damage to the trailer
- Trailer contents are not covered
- Sport Club is liable for repair of any damage to the trailer
- Sport Club will have to purchase insurance if required by rental agency (e.g., U-Haul)

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 Monday at 2pm. In addition to providing a review of the competition, it will allow Campus Recreation to promote club successes through press releases, the department website, and other various formats.

FACILITY REQUESTS

Guidelines
Throughout the academic year, the Department of Campus Recreation has three athletic facilities available for use by both the Intramurals and Sport Clubs programs. The Horton Field House and North Gym are available Monday thru Thursday 7:00 – 11:30 p.m., and the Gregory Street Fields are available Monday thru Friday 3:30 – 7:30 p.m. and Saturday & Sunday 8:00 a.m. – 7:30 p.m. McCormick Gymnasium is available for practices Monday thru Friday 5:00 – 9:30 p.m. 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 web site.
- This form must be handed into the Coordinator of Sport Clubs.
Separate Facility Request Forms must be submitted for practices (one per semester) and home competitions (tournaments, games).

All Department and University guidelines must be followed, including:
  - No alcohol consumption or drugs on University property. No tobacco product use except in designated areas.
  - Be respectful of property and your opponent.
  - Housekeeping: Clean up the space after use. “Leave it better than you found it!”

Facility Requests should be submitted by the assigned deadlines to verify availability and provide the necessary time to coordinate the event.

Campus Recreation will line the club’s practice field at the beginning of the fall semester and after spring break. Campus Recreation will then provide a sprayer, paint and lining equipment for the club to re-line their field during their competitive season.
  - Sport Clubs must line the fields in approved colors (white, red, and orange are recommended).

Sport Club Supervisors are required for on-campus supervision of Sport Club events. Supervisors will be provided for practices Monday through Friday at no cost to the clubs in addition to home events on campus (exception: special request venues where specific staff members are required).

Practice Sessions
Each club will be eligible for two practices per week, 2 hours in length utilizing Department of Campus Recreation and shared venues. Additional times and practice duration can be scheduled, as available. One field/court will be guaranteed, while space for a second can be arranged when available.

General Policies
1. 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. Clubs may request a specific meeting room setup, court set up, sound system, tables, chairs, scoreboards, and/or garbage cans. There may be a small fee for some items.
2. If policies and procedures are not followed prior to or during the event, the club may not be allowed further facility use, and may have other sanctions enacted against them.
3. Admission should not be charged to ISU Students for any sport club event unless the event is facilitated by a third party in non-ISU owned facilities.
4. ISU Campus Recreation has the right to restrict access or contact ISU Police if University and Department policies and procedures are not being followed.
5. All participants using facilities and fields must have a valid ISU ID card and be currently enrolled as a fee-paying student.
6. Spectators are welcome to attend club activities. Visitors are not allowed to use Campus Recreation facilities. Sport Clubs are responsible for damage by all spectators and opponents.
7. Campus Recreation reserves the right to schedule activities in similar venues as deemed appropriate. If a scheduled practice must be moved, Campus Recreation will make every effort to provide an alternative facility.
8. If facilities and/or equipment are damaged during Sport Club activities, it is the responsibility of the club to report such an occurrence to the Coordinator of Sport Clubs. The cost of repair/replacement is the responsibility of the club and the individual member(s) responsible.
9. There is no charge for facilities reserved for Sport Clubs. However, direct costs associated with the use of the facility may be transferred to clubs (i.e., costs for staffing such as lifeguards, facility managers, etc.).
10. If a club reserves a facility and does not intend to use the site, the Coordinator of Sport Clubs MUST be notified of the cancellation (a minimum of 24 hours in advance of the start of scheduled activity). 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. This may also result in a cancellation of activity space for the offending club for the remainder of the semester.

MISCELLANEOUS FORMS

Involvement Form
Participation in public relations efforts both on and off campus is strongly encouraged. Club involvement strong benefits and rewards 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. Points will be awarded through the Program Funding point system for service hours, Homecoming involvement, philanthropy and more. Clubs must complete and submit a Involvement Form within 30 days of each effort.

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. The Participation Counts are due by the 5th of each month. Counts for partial months may be due earlier (December and May). Completion of club participation can be done through IMLeagues.com.

Semester End Report
At the conclusion of both the fall and spring semesters, all clubs are required to submit their Semester End Report. The semester end report provides a “snapshot” of club activities during the past semester including the number of team members, fundraising efforts, practice times and venues, club and individual accomplishments, and areas of improvement for club teams and the Sport Club program.

SPORT CLUB BENEFITS

Team Building Activities
Team building programs can be booked at any time. Programs are available for Low Ropes Courses, Portable Programs, the Climbing Wall, Rappel Tower, and Pool Program. Steps to register are as follows:
- Consider which program(s) you are interested in.
- Consider how much time you have available.
- Remember that several indoor options are available during those cold winter months.
Then, contact the Adventure Connection with any questions or to discuss possible options for your group, or simply fill out the Program Request Form.

As a RSO and Sport Club, grants are available to help you pay for your program. When you complete the Date Request Form, indicate that you are an RSO interested in applying for the Team Building Grant. If you have questions, you can contact the Coordinator-Sport Clubs, the Student Involvement Center, or the Adventure Connection.
University Calendar
The Illinois State University Calendar provides students, faculty, staff, and the community-at-large a view of events happening around campus and beyond. The University Calendar is a tremendous way to promote your home games or tournaments, a public service event being held by your Sport Club, or a fundraising activity that supports a local charity or service. Registered student organizations are permitted to enter their events on the calendar.

The Coordinator of Sport Clubs is an author and will approve the postings. All home events identified on the “Club Event Schedule” and check marked by your club will be posted on the ISU Events Calendar. Other items may be sent to the Coordinator as scheduled.

Equipment Storage
Limited space is available in Horton and at Gregory Street Fields for storage of equipment and supplies such as bags, goals, balls, etc. on a first-come, first-serve basis. All club equipment storage must be coordinated with and approved by the Coordinator of Sport Clubs.

Club Photos/Videos
The Sport Club program will provide a photographer on the Quad once each semester for team, group and individual club shots. Clubs are encouraged to wear team uniforms and bring any props (bicycles, banners, balls, etc.). Clubs are limited to one opportunity each academic year, or as availability permits.

In addition, the Marketing program within Campus Recreation can provide photography and video needs for club competitions within Bloomington-Normal on a scheduled basis as resources permit. Both are great opportunities to promote your team through Department promotional materials and club websites, flyers, etc.

Apparel
Club teams are permitted to utilize Reggie Redbird and university logos. However, the proportions, spacing, and size have been carefully established. Use original logo files without alteration. Use of logos on apparel and promotional items should be forwarded to the Coordinator of Sport Clubs as all designs must be approved by University Marketing and Communications (link to ISU Athletics logos) prior to printing. Use of only the full Reggie body and head are permitted, as well as combinations of ISU, Illinois State or Illinois State University.

Recognition Celebration
At the conclusion of the academic year, the Sport Club Council hosts the Sport Club Recognition Celebration which includes food, drink, trivia, prizes and awards. All club members are permitted to attend. Clubs are encouraged to nominate their club and participants for any of the eight available awards, including Sport Club of the Year and the Male/Female Scholar-Athlete Award.

Workshops
During the 2014-15 academic years workshops (club educational opportunities) will be included with each Sport Club Council meeting. At least two members of each club are required to attend for the entire hour. Topics can include budgeting, conflict resolution, impact of alcohol on performance, fundraising, recruitment, and more!
Facility Reservation
Club teams are able to utilize both indoor and outdoor facilities for practices and competitions as space and time permits. Please review the Facility Requests section of this handbook for more information.

Training and Advisement
The Sport Club program prides itself on the training and advisement of club officers and members. Club officers have received training for President, Treasurer, Safety Officer and Paperwork. Officer Meetings are a great avenue to define individual and club goals, seek input and advisement, and maintain organizational continuity. Additionally, the Coordinator of Sport Clubs is a great resource for Illinois State, Sport Clubs and NIRSA related club questions and concerns and is a great advocate for club groups.

Information Meetings
For the first-time ever, the Sport Club Program will coordinate your club’s first information meeting of the academic year. We have strategically scheduled classrooms in McCormick Hall on both Thursday, 8/21 (week of Sport Club Expo) and Thursday, 8/28 (week of Festival ISU). We will assist your clubs with meeting promotion and event coordination. Clubs will be assigned 30-minute increments. The Sport Club staff will assist with your information meetings by providing information, collecting waivers, assisting with technology needs, and more! Sign-ups are available through early August 2013.

Assessment
At the conclusion of each academic year, assessment tools will be sent out to Club Officers and participants. Feedback from these items will be utilized to plan, improve and develop the Sport Club Program for upcoming years. Please encourage all participants to take part in the future success of their program!

Promotional Items
The Sport Club Program has invested in promotional items for recruitment fairs, general tabling, and both on and off-campus events and programs. These Sport Club-branded items will be utilized for interested participants and clubs in order to continue to build the club brand and increase awareness and promotion.

“Clubs That Care” Philanthropy
The Sport Club Program is committed to giving back to the local and University communities. As student-athletes and club teams, it is important to understand how impactful college students can be. During the 2014-2015 academic year, the program will create and develop a week-long initiative promoting community service and philanthropy that includes an American Red Cross blood drive and American Heart Health Big Red Volleyball Tournament. Although the Sport Club program as a whole has a week of philanthropy, 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. Previous efforts have included:

- Women’s Rugby Pack the Pitch Pink tournament where proceeds support a local breast cancer fund
- Baseball’s Michael Collins benefit where proceeds assisted an ISU student’s family with medical bills
- Cheerleading’s support of Leadership and Service’s Holiday Helper program by wrapping presents and sponsoring a local child
Recruitment Opportunities

Welcome Week for both new freshmen and transfer students is held prior to the start of school each fall. This is a great opportunity to connect with new students and promote your club through Move-In, the Rec Rally event held by Campus Recreation, and various other programs.

Campus Connections provides organizations the opportunity to advertise on the ISU CAMPUS RESIDENCE HALL TV channel. For more information, please contact the Coordinator, Sport Clubs.

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. The event is administered by the UPB.

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.

Sport Club Expo was added to the calendar for the first time in fall 2012. It is a Sport Club stand-alone recruitment fair opportunity for clubs to demo their sports, sign up interested students and provide information on club opportunities. The event will be held on Wednesday, August 22 from 11:00am-2:00pm (rain date is Thursday, August 23) on the Quad and will include information and giveaways.

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. Some of the tabling opportunities available include:

- Bone Student Center and Quad (South of Milner Bridge) – Contact the Non-Academic Scheduling Office at 309-438-2403.
- Student Fitness Center – Contact Campus Recreation at 309-438-3700.

Promotion

The Sport Club program and Student Involvement Center offer a variety of opportunities for club promotion and advertisement of the club, activities and accomplishments. Some of those opportunities include:

- Facebook – The Sport Club program has a page called “Illinois State University Sport Clubs” that highlights club successes, updates, pictures and videos
- Twitter – The Sport Club program has an account @ISUSportClubs that allows us to connect and Tweet with the ISU community
- Campus Recreation Website
- Press Releases
- Daily Vidette
- University Calendar – The Coordinator-Sport Clubs has access to posting events.
- Student Fitness Center Digital Signage (digital flyers must be 1016 pixels wide by 632 pixels tall)
- Campus Connection (University Housing Services TV’s)
- Sandwich Boards and Bone Student Center Display Case
- Flyers
- Chalk the Walks
• Marketing – Our Department has graphic designers available to assist with apparel, flyer, and digital signage needs. Contact the Coordinator-Sport Clubs at 309-438-2577 for more information.

CAMPUSSC CAMPUS RESOURCES

SMART Clinic
The clinic is a great resource available on campus beginning in 2012-13. Housed in McCormick 254, the clinic is available throughout the week for taping ankles, rehabilitation sessions, and allows student groups to schedule certified Athletic Trainers for practices or competitions. There are minimal costs for these services. Clubs can call 438-1892 for more information.

Health Promotion and Wellness
HPW provides programs and services that address the health and wellness needs for students and groups at Illinois State University. You may schedule programs, educational sessions and more for your club teams.

Student Counseling Services
This Office offers a variety of outreach services including presentations, workshops and facilitated discussions on time management, communication, alcohol and substance abuse, body image and more. SCS also provides individual and group counseling sessions.

Redbird Card Office
Located on the second floor of the BSC, the Card Office is where you would get a replacement Redbird Card.

Student Health Services
Located in the Student Services Building (across from the Bone Student Center), SHS provides immunizations, a pharmacy, examinations, treatment and nurse consults.

Fleet Dispatcher (University Vehicles) & University Police
In the event of an accident with a University vehicle, please contact the Fleet Dispatcher. If unavailable, please contact University Police. Both phone numbers can be found on page 2 of this Handbook.

Newspaper – Daily Vidette
The Vidette is a great source on campus for student news and highlights, including Sport Club events and feature stories. Feel free to contact a Daily Vidette staff person about exciting news and events.

University Registrar
The Registrar assists students with registering and withdrawals from classes, issuing transcripts and verifying student enrollment and course hours that your league or governing body may require. It is located in 107 Moulton Hall.

Environmental Health and Safety
EHS provides a host of programs and services to the campus community in order to ensure a safe and secure campus to employees, students and visitors. One of the main club benefits is Temporary Food Event Permitting. This is a FREE service to Sport Clubs, but it is recommended that requests be submitted to EHS at least two weeks in advance. For more information, please contact the Coordinator-Sport Clubs.