



CAMPUS RECREATION
Illinois State University

Sport Club Compliance Program

NOTE:

To file a complaint or report a potential violation of any Sport Club policy, please contact Sport Club Administration at (309) 438-2577 or sportclubs@ilstu.edu.

Introduction

As a member of the Illinois State University Sport Club community and one of the 29 sport clubs that the Department of Campus Recreation advises and administers, we are excited to have you actively participating with us! As a participant and/or officer of your club, you have been entrusted the following responsibilities:

- Active and Current – maintain regular communication with Sport Club Administration, ensure that your club is current on registrations, paperwork, regularly attends meetings and workshops, and has an understanding of procedures.
- Representation & Club Business – your club is representing Illinois State University and the Campus Recreation Department both on and off the field of competition and should do so with the utmost respect, character, and pride. Compete in a manner that is fair, observes the rules of the sport, and demonstrates respect towards your opponents, spectators, and event staff. Always represent in a positive light!
- Safety – club participation is voluntary; operate your club in a manner that limits risk and adheres to University and Department rules and local, state, and national laws. Make smart, sound decisions.
- Support and Advisement – as a self-governed student organization, seek input and support from advisors, coaches, and Sport Club Administration throughout the year.

This document has been created to educate about the expectations and procedures clubs are accountable for as members of the Sport Club community and program. It is to be used as a supplement to the Sport Club Handbook and the Illinois State University Code of Student Conduct, which is enforced by Campus Recreation, the Student Activities and Involvement Unit, and Student Conduct and Conflict Resolution. Any violations will be addressed by Campus Recreation, the Sport Club Executive Board, and Student Conduct/law enforcement, when applicable. Sport Club Administration will work with all authorities in support of their activities and may suspend club-specific activities while investigations occur.

The Sport Club Compliance Program serves to highlight the most common infractions but is not meant to act as an all-inclusive document. The Compliance Program exists to provide clubs and individual participants with clear expectations, ensure fair and consistent consequences, and afford the Department of Campus Recreation a tool to ensure individuals and clubs comply with current rules and procedures.

Club Status

A club voluntarily chooses to be a member of the Sport Club Program and a Registered Student Organization (RSO). Below are several terms utilized to identify Sport Club status as it relates to the Department of Campus Recreation and Illinois State University:

1. Good Standing:

- A Sport Club and/or individual participant is listed in good standing when they are current with administrative requirements and have no disciplinary or academic sanctions in place with the Sport Club program or Student Conduct and Conflict Resolution at ISU. A Sport Club or individual participant may have minor violations on record in the academic year through the Sport Club program and remain in good standing.

2. Probation:

- A disciplinary status available to the Executive Board when reviewing a Sport Club and/or individual participant who has not complied with expectations outlined in the Sport Club Handbook or Illinois State University Code of Student Conduct.
- A Sport Club and/or individual participant placed on probation may face disciplinary requirements, such as community service or continuing education, prior to being eligible to return to good standing. The Sport Club or individual on probation is still able to continue participating in club activities such as practices and competitions. The Executive Board determines the length of the probationary status, and

this could be dependent upon not only the nature of the offense, but the Sport Club or individual's history.

- After the probationary period, and contingent upon disciplinary requirements being met, the Sport Club and/or individual participant will return to good standing. Should the Sport Club or individual participant violate their probation, they will have their status reviewed by the Executive Board and may face a lengthened probationary period, restrictive probation, or suspension.

3. Restrictive Probation:

- A disciplinary status available to the Executive Board when reviewing a Sport Club and/or individual participant who has not complied with expectations outlined in the Sport Club Handbook or Illinois State University Code of Student Conduct.
- A Sport Club or individual participant placed on restrictive probation may not be permitted to practice or compete while representing Illinois State University in any capacity. The inability to have home and away competitions approved would effectively create an inability to access club funds.
- At the conclusion of their restrictive probationary period, a Sport Club or individual participant will be moved to a probationary period, unless the Executive Board notes they are eligible to move directly into good standing. Additional disciplinary measures may be taken at the discretion of the Executive Board. Should the Sport Club or individual participant violate their restrictive probation, they will have their status reviewed by the Executive Board and may face a lengthened restrictive probationary period or suspension.

Note: The timeline for both probation and restrictive probation is at the discretion of the Executive Board depending on the severity of the compliance violation(s). Some examples of the timelines may include:

- 60 day probation
- Remainder of the current semester
- Remainder of the current academic year
- Entirety of the following semester/academic year

4. Suspension:

- A disciplinary status reserved for Sport Clubs or individual participants who fail to meet the minimum qualifications of being a member of the Sport Club program. Suspension is also a disciplinary status available to the Executive Board for Sport Clubs and/or individual participants who fail to meet the terms of their probationary status or commit a major violation that forfeits that Sport Club or individual participant's privilege of being a member of the Sport Club program.
- A suspended club or individual is not permitted to practice or compete while representing Illinois State University in any capacity. If a club is suspended, allocation funds will be frozen, on-campus facilities will not be available for use, and the club's name may be removed from the Department's website. The Executive Board may decide to take additional disciplinary measures.
- Any incidents involving the conduct may also be reported to the Dean of Students Office of Student Conduct and Conflict Resolution.
- Sport Clubs or individual participants who are suspended are not considered to be a part of the Sport Club program, and after one academic year of suspension may reapply to be an RSO and then apply for Sport Club status, unless otherwise stated by Executive Board.

Depending on the severity of the infraction the club committed, the following are examples of what could be imposed under restrictive probation and suspension:

- Required educational sessions
- Inability to access funds
- Reduction or complete loss of practice time
- Inability to travel or host events

- Potential sanctions for individual members
- Notification sent to Dean of Students, SCCR, and/or National Governing Body that club is not in good standing with University
 - If a club's actions are referred to Student Conduct, the group would be held accountable to that office's sanctions as well as the ones imposed by the Executive Board.

5. Conditional

- A club is listed as conditional immediately after receiving approval as a new club into the Sport Club program. The Executive Board will communicate with the specific club the terms of their conditional status via email. In order for a club to be moved from Conditional to good standing, the club must
 - Comply with the Sport Club Handbook and Compliance Program
 - Have the greater of a) five required members for ISU RSO status or b) minimum number of competitive members necessary to participate in accordance with their National Governing Body.
 - These conditions must be met for an academic year before the club is eligible to move to good standing
 - Demonstrate ability to successfully manage their club for one academic year

Compliance Violation Types

The following is a summary of violations applicable to all clubs and individuals involved with the Sport Club program as a participant, volunteer, or coach at Illinois State University. The list includes the most common violations, but is not all-inclusive. When reviewing the violations listed below, it is important to note that all violations with a (*) may also violate the [Student Code of Conduct](#) and will be reported to the proper authorities. Officers should be aware of any [University Policies and Procedures](#) that may impact their club.

Minor Violation

- Paperwork
 - Failure to submit original documents (including those with required signatures) by established deadlines in accordance with the Sport Club Handbook and Calendar
- Meetings
 - Failure to have a club representative attend Officer Training, One-on-One Meetings, Leadership Nights, and any other required meeting or workshop
- Club Activity Conduct
 - Failure to notify the Sport Club Administration a minimum of 24 hours in advance that the club will not be utilizing an assigned on-campus space for practice or event
 - Failure to obtain approval to utilize an on or off campus space for any reason, if the space requires a reservation.
 - Holding an on or off campus event or activity without approval
 - This includes not properly reserving the space through the proper entities
 - Additional sanctions may be added depending on the severity of the action in question
 - Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents).
 - Additional sanctions may be added depending on the severity of the action in question.
 - Failure of club members to take responsible action to prevent their guests (including opponents/fans at home events) from violating University regulations
 - If safety is involved in this instance, it could be considered a major violation
- Marketing, Media, and Apparel
 - Posting an inappropriate image, text, or link on a club website or social media site. This may include photos with partial nudity, alcoholic beverages, or poor behavior

- b. Please also note [University Policy and Procedure 5.1.21](#).

If a club only receives one minor violation, there are no sanctions imposed, and they will receive a warning letter from Sport Club Administration. If a club receives more than one minor violation throughout the course of the year, they will receive a letter detailing associated sanctions.

- Second Minor Violation: must meet with Sport Club Administration to discuss ways to help the club avoid future violations
- Third Minor Violation: the club is required to set up a weekly or bi-weekly meeting with Sport Club Administration
- Fourth Minor Violation: all club activities are shut down for one week (7 days)
- Fifth Minor Violation: the club's violations to that point will be presented to the Executive Board and they will decide further action

Note: The Executive Board may attach additional sanctions to each of the above violations depending on the situation.

Major Violations

1. Club Activities and Events (detailed descriptions are located in the Sport Club Handbook)
 - a. Allowing an individual to participate in club activity without completing the [Sport Club participation waiver](#)
2. [Accidents and Incidents](#)
 - a. Failure to report an injury or incident, through submission of required documentation within 48 hours of its occurrence
 - b. Failure to notify Sport Club Administration immediately after an injury involving emergency personnel (i.e. ambulance, hospital, etc.) or any incident involving law enforcement
3. Events & [Club Travel](#)
 - a. Failure to submit an [Event Registration Form](#) for a club event or activity
 - b. Failure to update Event Registration details including, but not limited to, hotel accommodations, departure day or time, safety officers, drivers, and participants
 - c. Failure to register an event with alcohol with the Dean of Students Office, or not abiding by the outlined guidelines
 - d. Transportation and/or use of drugs or alcohol when on a registered club trip
 - e. Operating a motor vehicle in a reckless manner and/or while impaired by alcohol, drugs, or other substances
 - f. Failure to report a vehicle accident or personal injury to proper authorities and Sport Club Administration
 - g. Allowing an unapproved individual to drive a University vehicle while on official club business
 - h. Transporting any non-club member while traveling on official club business unless Sport Club Administration is notified and approves
 - i. Driving without a current and valid license
 - j. Driving between the hours of midnight and 5:00 am
 - k. Failure to comply with University Vehicle Fleet guidelines, including driving without a valid license
4. Use of [Funds and Financial Management](#)
 - a. Failure to pay any University or vendor charges, late fees, or interest in a timely manner
 - b. Misuse of University funds or credit cards (i.e. using the fleet credit card for purchases other than gas)
 - c. Misuse of club funds or appropriations (i.e. using club funds for personal use)
5. See [Code of Student Conduct](#) for the details about the following rules:
 - a. Alcohol
 - b. Damage to Property
 - c. Drugs

- d. Failure to Comply
- e. Hazing
- f. Misconduct
- g. Safety Regulations
- h. Theft

Sanctions

The potential disciplinary sanctions vary greatly based on the infraction(s). The summary of infractions listed above attempts to identify the most common infractions. With more severe violations, typically those that occur due to a blatant disregard of rules and procedures or those directly impacting the health and safety of individuals, the club may receive immediate suspension or status termination. The Sport Club Executive Board will set the terms of the club's sanction(s). The club will receive a letter that details the sanctions and process of appeal.

1. When a warning letter is issued to a club, it is simply meant to inform the club that more severe sanctions may be imposed if they receive another violation. This warning letter is sent via email to the club officers on file with Sport Club Administration.
2. When a club is placed on probation, the terms of the probation will be set based on the infraction(s)
 - a. A typical probation includes notice that if the club receives additional violations during a set period of time, it could result in restrictions such as the cancellation of club meetings, practices, home events, club events hosted off-campus, or travel arrangements.
 - i. A restrictive probation would also take away/limit privileges such as ability to practice, travel, reserve campus space, and/or use funds.
 - ii. There might be additional actions the club has to complete during probationary period, such a community service or meetings with Sport Club Administration.
3. When a club is suspended, the terms of the suspension are based on the infraction(s)
 - a. A typical one-week suspension could include the cancellation of all club activities, including home and away events. Additionally, all club funds may be frozen during the suspension period.
 - i. Any financial burdens (i.e. fees for game cancellation, airfare purchased, hotel reservations, etc.) incurred due to the suspension will remain the club's responsibility.
 - ii. During the suspension, no requests (facility, events, travel, etc.) will be reviewed. Additionally, the club's governing body may be notified of the suspension, if applicable.
4. When a club loses status as a club associated with the Sport Club Program, all benefits of being a Sport Club are lost. This includes:
 - a. Priority access to University-managed facility space, use of the ISU name, access to funding assigned by the Sport Club Executive Board, and marketing and promotion of the club
 - b. The RSO Office will be notified of the status change
 - c. The funds in the club's allocation account will no longer be available for their use
 - d. The club's national governing body will be notified that the club has lost status and association with the Sport Club Program and is no longer recognized by Illinois State University

Investigation Process

If a possible infraction is observed by, or reported to, Sport Club Administration that requires additional information or background to be obtained, the club officers shall receive an email notification that the club may have committed an alleged infraction. [Student Conduct and Community Responsibilities](#) may be informed because they also investigate potential violations of the Code of Student Conduct. The notification to the club's officers will include next steps and the club will be provided a timeline of five business days to arrange a voluntary meeting with Sport Club Administration to discuss the next steps.

This meeting would only provide clarity on what the next steps are as the members of the Executive Board are the decision makers on the matter. The investigation by Campus Recreation will be conducted by Sport Club Administration (can be occurring concurrently with Student Conduct's own independent investigation).

Once the investigation is completed, all information will be provided to the Executive Board and they will issue sanction(s) related to the infraction(s). Club officers will then receive an email notification with a written summary explaining the outcome of the investigation and details about the Executive Board's sanctions. Although there is no time limit on the investigation process, investigations will be conducted as quickly and thoroughly as reasonably possible. Once the investigation process is completed, Sport Club Administration will attempt to convene the Executive Board as fast as schedules allow. Due to the straightforward nature, infractions involving missed meetings or training sessions may have a condensed investigation process. Depending on the infraction, the Executive Board may apply a restrictive probation period to a club's activities while the investigation takes place that is separate from the final ruling.

Appeal Process

Once sanctions have been sent via email to a club and/or participant, the opportunity to appeal becomes available. Any sanction(s) imposed is in effect until Sport Club Administration issues a final decision concerning the appeal. To appeal, please follow the procedure outlined below. This process would also apply to a club who wishes to appeal their allocation amount.

1. Submit an appeal letter to Sport Club Administration within five business days of the date on the sanction letter issued. The appeal letter must include the sanctions being appealed and a detailed rationale for the appeal. Proof of new information or claim of unfair treatment should be explained in said letter to move to the next step of appeal.
2. If new information and/or claim of unfair treatment is substantiated, Sport Club Administration will schedule a hearing with the club and/or individual(s) involved, the Sport Club Executive Board, and Department staff. The hearing will be scheduled within ten business days of the receipt of the appeal letter, provided classes are in session (breaks, holidays, and summer excluded). If classes are not in session, the hearing will be scheduled as soon as is reasonably possible.
3. The appeal hearing is open to:
 - a. A maximum of three Campus Recreation Department staff members (not associated with daily operations of Sport Clubs)
 - b. All officers of the Sport Club's Executive Board
 - c. A maximum of five club members (currently on file with Campus Recreation) who were directly involved with the infraction.
4. Within 48 hours of the conclusion of the hearing, the President of the Executive Board shall issue the committee's written recommendation concerning the appeal. This recommendation will be submitted in writing to Campus Recreation's Director. Suggested recommendations include:
 - a. Uphold the sanction(s) imposed by Sport Club Administration
 - b. Negation the sanction(s) imposed by Sport Club Administration
 - c. Modify the sanction(s) imposed by Sport Club Administration
5. Within 48 hours of receiving the written recommendation, the Director or designee shall issue a written decision of the appeal to be distributed to the club, participants, Executive Board, and Sport Club Administration.

Please note, this timeline may alter slightly considering the availability of the individuals involved or if there are breaks/weekends that fall within the timeline. In this case, the club would be notified via email of the modification to the timeline.