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## INTRODUCTION

In recent years there has been a tremendous growth of sports clubs in the United States. American sports clubs have been patterned after their European counterparts. Sports clubs in America first began developing in the 1860's but were soon overtaken by the growth of intramural and varsity sports. The rebirth of sports clubs occurred in the late 1950's and early 1960's. Club Sports programs have developed within university structures and presently compliment intercollegiate varsity sports, intramural sports, and physical education activities courses.

The development of the Club Sports program under the Department of Campus Recreation at Southern Illinois University Edwardsville was established to fill the need for recreational opportunities that were unfulfilled by other campus programs. Sports club activities accommodate varied interests, cultural differences, abilities, and needs of participants.

A Sports Club is unique in that it is a registered student organization, which provides a program of instruction, recreation or competition in a specific physical activity. Club members are responsible for the administration of their club activities. Sports Clubs rely heavily upon student initiative, organization, and financing in order to make their clubs successful. In this sense, the Club Sports program contributes to the overall learning process of organization, administration, and leadership. The Department of Campus Recreation takes an advisory role in the administration, so that Sports Clubs may continue as student organizations.

A Sports Club is an organized group of individuals that has been established to promote and develop the interests and skills of its members in a particular physical activity. Membership of a club is composed of SIUE students, while faculty and staff can become involved in an advisory role. However, the most important concept of a sport club is that it is a student organization. The existence of a sport club relies heavily upon the club members' initiative, organization, administration, leadership, financial resources, and facility and field space. Participation in the administration of a Sports Club provides a tremendous opportunity to further a student's education in program planning, business management, and organizational behavior. However, any assistance that faculty, staff, alumni or others can make to the development and longevity of the club is greatly appreciated. Part of the education students receive is the cooperation and collaboration that takes place to achieve a desired goal. Students learn they need assistance and member cooperation to be successful.

Sports Club members are offered the opportunity to receive instruction at a beginner level up to a highly competitive level of play. Sports Clubs may be organized for recreational, competitive, or instructional purposes. Recreational Sports Clubs provide opportunities for participation in a sport, with participation being the sole purpose for the organization. Competitive sport clubs provide instruction in sport skill areas for the major purpose of engaging in extramural competition. Their competitive experiences may be with teams from other clubs, schools, or universities. The emphasis of instructional sport clubs lies mainly upon instruction and development of skills in that particular sport area.

This handbook has been prepared to serve as a guide of the rules and procedures for club officers and advisors in the conduct of their club's programs within the Department of Campus Recreation. The guidelines contained within this manual have been adopted to ensure the safety and interests of each participant. The enforcement of these policies and procedures are essential to ensure the safety of all participants as well as securing the support of the University.

## CLUB SPORTS AT SIUE

A Sports Club is a recognized student organization, as defined by the Kimmel Leadership Center. The Club Sports program was organized to provide students with programs of physical activity (recreational, competitive or instructional), either on or off campus, for persons with a common sport or recreational interest. These programs involve physical skill in accordance with the educational objectives of SIUE and promote fellowship through such activities.

Registered Sports Clubs are permitted to use the name Southern Illinois University Edwardsville in affiliation with their respective club title. In using the University's name, **SPORTS CLUBS AND THEIR MEMBERS SPEAK ONLY FOR THEIR CLUB AND DO NOT OFFICIALLY REPRESENT THE UNIVERSITY OR THE DEPARTMENT OF CAMPUS RECREATION IN ANY MANNER.**

The Assistant Director of Recreational Programs for Campus Recreation is in charge of Club Sports or his/her designee serves as the official representative of the Department of Campus Recreation in the supervision of the Club Sports program, and shall act as the Fiscal Officer for each Sports Club at SIUE. A close liaison is maintained between the personnel of the Kimmel Leadership Center and the Department of Campus Recreation in providing assistance and supervision to the registered student organizations that become Sport Clubs.

### IMPORTANT PHONE NUMBERS

Department of Campus Recreation	Student Fitness Center	650-B FIT
Club Sports Office	SFC, Room 1524	650-3242
Equipment Issue Desk	Vadalabene Center	650-2370
Kimmel Leadership Center	1 <sup>st</sup> Floor, University Center	650-2686
Alestle Sports	2 <sup>nd</sup> Floor, University Center	650-3531
SIUE Police		650-3324

### CLUB SPORTS AFFILIATION POLICY

The Department of Campus Recreation reserves the right to refuse recognition to any club requiring extensive funding, facilities or resources involving high liability or risk factors or which does not properly represent the Southern Illinois University Edwardsville student body. The University and the Department of Campus Recreation also reserves the right to require any club to purchase additional insurance to protect the interests of the participants, the Club Sports Program and Southern Illinois University Edwardsville.

## APPLYING FOR CLUB SPORTS STATUS

### **I. General**

Clubs requesting registration through the Department of Campus Recreation must:

1. Provide a program of instruction, recreation or competition that is available to all SIUE students. The Club and its programs and activities shall be available to all interested students without regard for race, color, sex, creed, religion, national origin, age, sexual orientation, handicap or other factors covered by law.
2. Have provisions for longevity and growth.
3. Be fulfilling a student need.
4. Offer an acceptable curriculum.
5. Must not duplicate the style of an existing Sports Club at SIUE.

In addition, Martial Arts Clubs requesting registration must provide a Martial Art curriculum, which follow a national affiliation. All petitioning Martial Arts Sports Clubs are required to:

1. Appoint a head instructor for the club who is ranked first DAN Black Belt or higher in the style offered.
2. Provide supervision of the Campus Dojo and/or its head instructor.
3. Provide curriculum and testing procedures.
4. Offer students and opportunity to gain rank and certification.
5. Provide workshop, seminars and/or demonstrations.

### **II. Registration**

A. To apply for Club Sports status, the Club must be a registered student organization as defined below. (Each of the forms mentioned below may be picked up at the Kimmel Leadership Center and should be returned to the same office.)

1. Turn in a Petition to Organize Form to indicate your interest in beginning a new Sports Club.
2. Meet with the Constitutional Review Committee Chair of Student Government to review the recognition process and receive a sample constitution.
3. Develop a constitution and bylaws for the organization.
4. Select the following officers: President, Vice President, Secretary/Treasurer
5. Complete the following registration materials:
  - a. Officer/Membership Form listing the organization's officers and advisor, their addresses and telephone numbers.
  - b. Statement of Organizational purposes, goals and proposed activities.
  - c. Membership roster signifying three officers and five enrolled SIUE students.
  - d. Advisor Authorization form signed by the Assistant Director of Campus Recreation in charge of Club Sports or his/her designee.
  - e. Submit a copy of the constitution and membership requirements of any local, state, regional or national organization with which the organization is affiliated.

B. Club must submit to the Department of Campus Recreation a copy of:

1. An approved petition for registration as a Student Organization from the Kimmel Leadership Center.
  2. A copy of the club's constitution.
  3. A club roster. (Form may be picked up at the Department of Campus Recreation)
  4. A Club Sports registration form.
  5. If funding will be requested, complete a Club Sports budget request form.
  6. If you are a Martial Arts Club, the application for approval by a National Affiliation, and a copy of the instructor's credentials.
- C. Groups inactive for three consecutive semesters will automatically lose their Club Sports status. As a result, they will have to reapply. The funds remaining in an inactive club's University account (8-account) will be relinquished to a Club Sport's Administrative Account at the beginning of the fourth consecutive semester of inactivity.
- D. To remain an active Sports Club, the organization must maintain 'RECOGNIZED' status with the Kimmel Leadership Center and continue in good standing with the Department of Campus Recreation.

### **CONSTITUTION**

Every Sport Club is required to have a constitution submitted to the Assistant Director of Recreational Programs for Campus Recreation. New clubs can receive Club Sports benefits and recognition through the Department of Campus Recreation when their constitution has been submitted and approved.

Constitutions are important in laying the foundations for a club's existence. Because the constitution is the maintenance and operation of a Sports Club, it should be reviewed and updated on a regular basis by the club's membership. The constitution should only include the fundamental framework of the club. It should be made difficult to amend in order to maintain the original intent for the organizing members.

### **INTERNAL CLUB ORGANIZATION**

**Meetings:** Clubs should hold periodic meetings. Meetings must be announced at least one week prior to the meeting date via a campus brief, flyer, ad, etc. The Assistant Director of Recreational Programs for Campus Recreation or his/her designee must approve copies of all club announcements, flyers, posters, etc.

**Elections:** Each club should hold yearly elections during the spring or fall semester. Each club should elect an executive officer and a treasurer. All officers must be currently registered SIUE students in good standing. Results of the election must be on file with the Department of Campus Recreation by the last day of the spring semester. If there is a change of any officer, this information must be reported to the Department of Campus Recreation. If a club is active during the summer term, the name of the contact person must be on file with the Department of Campus Recreation by the last day of the spring semester.

**Club Dues & Charges:** All membership dues charged by registered sport clubs MUST be deposited into the Club's University account. Payment of dues entitles a person to participate in club activities. Club members desiring to travel, enter tournaments, etc., may expect to pay additional costs for each event in which they participate.

**Club Membership:** Membership in a registered Club shall be available to all interested students without regard for race, color, sex, creed, religion, national origin, age, sexual orientation, handicap or other factors covered by law.

1. Up-to-date club membership rosters that include name, phone number, email address and student ID number **MUST** be on file with the Department of Campus Recreation.
2. Clubs may elect whether or not to allow non-students (alumni, etc.) to participate in limited club activities; however, all active members on the sport club roster must be eligible SIUE students.

**Responsibilities of the President:** The Sports Club's President's responsibilities, in addition to the duties of president, as outlined in the club constitution shall include:

1. Serving as the liaison between the club and the staff of the Department of Campus Recreation. The importance of the president's ability to communicate with club members and the staff of the Department of Campus Recreation cannot be overemphasized.
2. Operating the Club in compliance with the content of the Club Sports Handbook, the Kimmel Leadership Center criteria for registered student organizations and the SIUE conduct code.
3. Informing the Club members of the content of the Club Sports Handbook, the Kimmel Leadership criteria for registered student organizations and the SIUE conduct code.
4. Attending ALL scheduled meetings of the Club Sports Council (another club member may be selected as the council representative for a club).
5. Informing the next club president of the routines and guidelines for club operation prior to his/her assumption of duties. This includes the transfer of the Club Sports Handbook to the new president and arranging a meeting between the new president and the Assistant Director of Recreational Programs.
6. Taking appropriate action to obtain an active advisor.
7. Submitting on time \*(see sanctions below) and keeping the following information current with the Department of Campus Recreation (please check sport club calendar for due dates):
  - a. Club Roster (list of all club officers, club advisor, coach, instructors and club members).
  - b. Dues Deposit Slips (if dues are assessed), with a list of dues paying members.
  - c. Copy of club constitution and bylaws. (This should be revised annually)
  - d. An annual inventory of club equipment.
  - e. Travel Roster and Itineraries.
  - f. Annual Budget Request.
  - g. Notice of club meetings dates, times and locations.
  - h. Submitting a report at the end of each semester summarizing club activities.
  - i. Submit a Summer Information Sheet at the end of Spring Semester.
  - j. Arranging for instructors pass for Vadalabene/Student Fitness Center (if necessary).
  - k. Additional Martial Arts Information forms (if applicable).

**SANCTIONS:** The following sanctions will be applied if a club fails to meet paperwork deadlines: (1) After one week late, the club is put on probation. A meeting with the Assistant Director will be held to determine the terms of probation, (2) If the deficient paperwork is not submitted within one week of the meeting with the Assistant Director, the club's Sport Club status will be revoked for the remainder of the semester. Clubs whose status has been revoked must submit the deficient paperwork by the second Monday of the following semester in order to be reactivated.

8. Meeting financial obligations incurred by the club.
9. Making a regular check of the club mailbox in the Kimmel Leadership Center

- and the club mail tray in the Club Sports office.
10. Arranging a meeting early in the fall semester with the Assistant Director to discuss club activities and the Club Sports Handbook.
  11. Submitting to the Department of Campus Recreation the name of the club's outstanding member by the date indicated on the Club Sport's calendar.
  12. Organizing participation in the Chili Cook-off, Welcome Week and other activities.

**Club Member's Role:** Within the Club's activity program, the members have an unlimited number of opportunities to become directly involved in the administration and supervision of their club. Within requirements set by the Kimmel Leadership Center criteria for registered student organizations, club members collectively have the responsibility for:

1. The writing of their constitution and bylaws.
2. The establishment of their dues schedule.
3. The selection of their coaches and/or officers.
4. The duties of their officers.
5. The development and administration of their budget.
6. Submission of all appropriate paperwork including the Assumption of Risk and Release form.

**Advisor's Role/Responsibilities:** The members of the club choose the club advisor. In all instances, the advisor must be accepted by the membership of the club. The advisor must be a faculty or staff member at SIUE who carries status within the group.

The advisor should attend the meetings of the club, as this puts him/her in a better position to understand and assist the group. Other important responsibilities of the advisor may include assisting with the club's annual budget, the general approval of the program for the organization, serving as a source of information and the counseling of individual club members.

### **FISCAL POLICIES AND PROCEDURES**

Each Club is responsible for the generation and expending of their funds. It is very important that each club accurately anticipates expenses and ensures that funds are available to satisfy the bills that will accrue throughout the course of the year. To help ensure accurate bookkeeping, the Assistant Director of Campus Recreation in charge of the Club Sports program will act as each club's fiscal officer. The president, or a designated club officer, shall be the only member requesting the purchasing of equipment or services.

**Should your club become delinquent in the payment of bills, all benefits afforded the club by the Department of Campus Recreation may be ceased until the bill has been completely satisfied.**

**Collection of Funds:** It is the responsibility of the Sports Club's advisor and club officers to:

1. Assume responsibility for the collection and deposit of all funds generated with the support of University funds into the club's University account. This includes all funds generated on campus and those funds generated off campus from activities that were supported by University funds. All monies collected must be processed through the club's University account.
2. Maintain appropriate and proper fiscal records. **Provide receipts** for monies received and disburse monies by check.
3. Insure all applicable university and state policies and procedures are followed.

4. Insure that all applicable solicitation and sponsorship policies and procedures are followed.

#### University Policy Regarding Off Campus Accounts

Sports Clubs may maintain off-campus accounts in special circumstances and by exception, so long as the funds are distinctly non-University monies. Clubs may not use the SIUE name in their off-campus account. The account may have a generic title for your club, such as Executive Council, Volleyball Club, etc. A Sports Club involved in a charitable fund raising project, in which no University/State monies were used to support the project, might wish to deposit the proceeds into an off-campus account until the funds can be given to the charitable organization. However, in such cases, the Sports Club must receive prior approval from the Assistant Director and must file a copy of the deposit slip with the Department of Campus Recreation. Ideally, Sports Clubs should maintain all funds in a University account. University officials may request a review of these accounts.

#### Depositing Funds into the Club's University Account (8-Account)

1. To make a deposit into your University Account, contact the Assistant Director for assistance and proper paper work.
2. ALL CHECKS MUST BE MADE PAYABLE TO **SIUE**, rather than to the individual club and may not be more than three months old. For checks that are returned by the Bursar for insufficient funds, the club may request in writing that the Department of Campus Recreation put a hold on the check writer's university account.

#### Expenditure/Disbursement Policies & Procedures

1. Legitimate Expenditures: UNIVERSITY REGULATIONS SHALL GOVERN ALL EXPENDITURES. Please complete the Purchasing Request form to request all expenditures except travel related expenses, three weeks prior to expenditures.

The following items will generally be considered legitimate expenditures from the club's University account:

- A. \*Travel (Transportation/Lodging/Meals)
  - i. Rental of Vehicle(s) – If funds permit, clubs may rent cars, vans or buses through Transportation Service. PLEASE REMEMBER, DUE TO NEW FEDERAL REGULATIONS, 15 PASSENGER VANS ARE STRICTLY PROHIBITED. There is a charge per day and per mile for university vehicles. Be aware that the costs DOES NOT include gasoline charges. If Transportation Services send you through an outside agency, the charges may be different. Proof of vehicle insurance will be required every time a club travels to any event.
- B. Officiating- Local officials should be used whenever possible. The securing and compensating of officials for a contest is the responsibility of the individual Club.
- C. Medical Supervision at Competition – Local staff should be used whenever possible.
- D. \*Entry Fees – Club officers may request entry fees be paid through their account. You must provide the Department of Campus Recreation with one copy of an entry form in

order for it to be paid from your University funds at least three weeks prior to the tournament.

\*Uniforms and Special Supplies – Supplies must be purchased for general club use and remain property of the Club. Each Club will have the option of obtaining a storage cabinet located in the Vadalabene Center. **All uniforms must be consistent with the school colors of SIUE. Also, to support the integrated marketing efforts of the University, all apparel, including uniforms must be approved through the Club Sports office.**

- E. Tournament Expenses, Trophies and Awards-Hotels, trophies, medals, etc.
- F. \*Conventions and National Events – Clubs must make special showing of importance for possible convention or national event funding.
- G. Special Events – Clubs may use funds for special events, as long as all University procedures are followed.
- H. Instructor Fees – Arrangements **MUST** be made to issue a service contract prior to the time instruction begins.
- I. Food Purchases – You must specify that only SIUE students will consume food. To make a food purchase, you must complete a request form. All food/beverage purchases must follow all University contractual agreements. No alcohol may be purchased with university money or out of a student organization account.
- J. Supplies (office and other commodities): Additional funds are available through Student Government annual allocations.
- K. Clubs may purchase supplies from General Stores with approval of the Assistant Director.
- L. Clubs may charge Alestle advertising to their University account with the approval of the Assistant Director.
- M. Clubs may charge postage to their University account for items mailed through the University mailing system.
- N.
- O. Services
- P. Clubs may charge on-campus services such as printing and duplicating work with the approval of the Assistant Director
- Q. Clubs may also obtain clerical assistance. Requests will be considered on a per job basis. **YOU MUST ALLOW A MINIMUM OF ONE WEEK FOR WORK TO BE COMPLETED.** Contact the Department of Campus Recreation.
- R. Conflict of Interest – Applicable conflict of interest rules generally prohibit contracts for goods between the University and any University employee. If University monies of any type are utilized to purchase goods, then a faculty advisor or any other employee of SIUE cannot legally contract with the University to supply those goods. A similar prohibition applies if the vendor is a business owned by the spouse of a University employee. An instructor/coach who has a service contract with the University would generally fall within this conflict of interest prohibition.

- i. It might be possible, therefore, for such a volunteer to become an approved vendor. Due to apparent conflict that could arise if the University were to buy club-related goods from an instructor/coach for the club, however, it is strongly recommended that no such contract be entered into unless absolutely necessary. This could possibly take place if the purchase is competitively bid through Purchasing and the instructor/coach is awarded the contract because he/she is the lowest bidder.

*\*University guidelines have been established; please contact the Assistant Director of Recreational Programs for Campus Recreation for further details.*

### **CLUB SPORTS FUNDING**

Sports Clubs are eligible for funding through the SIUE Club Sports account. Sports Clubs are also eligible for student activity fee allocations through the student government for travel and hosting special events. All Student Activity Allocations and/or funds generated with the support of University funds must be maintained in the club's University account. *Certain restrictions may apply through the Kimmel Leadership Center. Please call 650-2686 for additional information.*

To be considered for any funding, a club must submit a budget that includes the club's planned expenditures for the upcoming fiscal year and a statement of the club's financial/equipment assets (off-campus bank accounts, investments, etc.).

Sports Clubs eligible for funding, which meet the requirements of maintaining approved status as outlined in the Club Sports Handbook, must submit a Funding Request along with an oral presentation each Spring for the next fiscal year when requesting funds. Each club's Funding Request should include justification for all clubs funding as follows:

#### **Funding Requests through the Department of Campus Recreation:**

1. **Initial Funding Request** – Newly recognized Sports Clubs are eligible for a \$250.00 allocation upon approval from the SCEC. Established clubs may request a maximum allocation of \$3250.00 for 1<sup>st</sup> year Clubs and \$6000.00 for Clubs who have been active for more than one year.
  - a. Estimated breakdown of all club's expenses for coming year.
    - A price sheet will be provided by the Assistant Director that all clubs must use for general expenses such as hotel rooms, vehicle rentals, gas, etc...
    - Those who feel certain prices are not realistic may request an audit to determine if they can receive additional funding.
  - b. The number of fundraising activities the club will perform.
  - c. The estimated amount of funding received from donations and sponsors.
  - d. Amount that each club is requesting from the SCEC.
  - e. All information must be provided in an oral presentation to the SCEC at the end of each spring semester.
2. **Special Request**-- Clubs may request up to \$500.00 one time, per year based on an outstanding accomplishment and achievement. This accomplishment must directly lead to a financial need. For example, winning a conference championship and being invited to a national championship tournament. The SCEC will address each request on a case-by-case basis.

3. Year End Funds – Additional funds may be ascertained if money is available at the end of January.

The Sports Club Executive Council reviews all funding requests and recommendations for funding are then made by the Sports Club Executive Council. Recommendations are then forwarded to the Assistant Director for the decision on final allocations. A brief description of the process is as follows:

1. Funding Requests are reviewed by the Sports Club Executive Council using the following criteria:
  - a. Need of club.
  - b. Intent of club-activities/attitude/motivation.
  - c. Nature and frequency of club activities and their expense. How much club money is spent. The amounts of personal money club members spend on club activities.
  - d. Club's schedule of events (participation in inter-collegiate events).
  - e. The number of students on the official club membership roster that is on file with the Department of Campus Recreation.
  - f. Fund-raising activities on the part of the club itself.
  - g. The equipment and supply needs.
  - h. The amount of club dues for each member.
  - i. Cooperation of club representatives.
  - j. Amount of student body participation in club events (both in organizing events and spectator appeal).
  - k. Number of public service activities.
2. The Executive Council recommendations are submitted to the Assistant Director for a decision on the fund allocations.
3. An annual Sports Club budget is prepared by the Assistant Director and submitted to the Director of Campus Recreation for approval.
4. Funds are allocated to the Club Sports Program. Initial allocations are made to the individual Clubs at the beginning of each fiscal year, which begins on July 1<sup>st</sup>.
5. After Funding Requests are approved, each club will be notified on the amount of their funding.
6. To access their funds, Clubs will provide requests to the Assistant Director, who will then process the necessary paperwork to provide payment on these accounts. Funds **will not** be transferred into each club's university account.

### Fundraisers

1. Examples of fundraisers include entry fees from tournaments, contracts, golf tournament fundraiser, walk-a-thons, swim-a-thons, car washes, bake sales, gate monies, concessions, equipment rental and novelty sales (to non-club members).
2. Clubs must fill out a fundraising activity form to be approved by the Assistant Director of Recreational Programs, three weeks prior to the event-taking place. (Form can be attained at the Kimmel Leadership Center)
3. This form must then be turned into the Kimmel Leadership Center.
4. Any money raised by a fundraiser which uses University monies to put on the program, must be deposited directly into the club's university account.
5. Clubs must provide the Department of Campus Recreation with some type of written verification that the event took place (solicitation permit, car wash permits, etc.)
6. Clubs must also provide the Department of Campus Recreation with the appropriate deposit slips verifying that these funds have been deposited.

## PURCHASE REQUESTS

1. Purchase Requisitions (for large equipment orders, or anything in large quantity and price).

Authorized Club members must submit a work request for each purchase to the Assistant Director responsible for Club Sports at least two weeks in advance of the date needed for local vendors and at least four weeks in advance for out-of-town vendors because of the SIUE Purchasing Department rules.

**A NOTE OF IMPORTANCE:** Clubs must provide an invoice from a vendor immediately (no more than 5 days) after or prior to receiving any goods or services from the vendor. Failing to do so can result in the Club not receiving funds from their allocation from the Club Sports account. **THE CLUB WILL HAVE THE RESPONSIBILITY OF PAYING THE DEBT FROM A SOURCE OTHER THAN ITS UNIVERSITY ACCOUNT**

The following are some general rules governing expenditures:

1. Clubs must have the following paperwork on file: registered student organization annual registration form, club roster, expenditure of funds form, and approved annual Funding Request (if funding is requested), and annual equipment inventory, current semester report, and if applicable, the required martial art information forms. \*If membership dues are assessed, these must be deposited into the club's University account.
2. The Assistant Director, in advance of making purchases or a commitment to purchase, **MUST** approve all expenditures of a club's University funds. **If prior approval is not secured, it will be the responsibility of each individual sport club to pay any debt incurred by the specific club.**
3. Each Sports Club president will designate in writing (Expenditure of Funds form) no more than two individuals in addition to him/herself who will be responsible for all club expenditure requests. (Total of three names)
4. **Club members will not be reimbursed from the club's account for any purchase they make for the club. All purchases must be pre-approved through the Club Sports office.**
5. University regulations shall govern all expenditures.
6. Sufficient advance preparation is required for all expenditures – PLAN ACCORDINGLY.
7. Expenditures of funds received must be in general accordance with budgets submitted.
8. **THE DEPARTMENT OF CAMPUS RECREATION, BY MAY 1ST OF THE CURRENT FISCAL YEAR, MUST RECEIVE ALL REQUISITIONS CHARGED AGAINST SPORT CLUB ALLOCATION ACCOUNTS.** The end of the University fiscal year is June 30<sup>th</sup>. If you are planning to get items with your University funds, keep this in mind.
9. Funds remaining in a club's account will be carried over to the next fiscal year. Deficits will also be carried over and are the club's responsibility.
10. Expenditures for summer semester may begin July 1<sup>st</sup> unless otherwise noted. You must have money carried over in order to use your account between July 1<sup>st</sup> and the start of the Fall Semester.
11. All checks to be deposited in University accounts need to be payable to **SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**, rather than to the individual club titles.
12. If you want to know how much you have in your account, you can request a printout of your club's account. Your request must be submitted one week before you need the printout. Requests can be made through the Club Sports Office.

## **HEALTH, SAFETY AND INFORMED CONSENT WAIVERS FOR SPORT CLUB MEMBERS**

Any individual participating in the Club Sports program assumes responsibility for his/her own health. All individuals who intend to participate in vigorous activities within the Club Sports program, should, for their own protection, have a physical examination before participating.

**All members of every Club are required to submit the Assumption of Risk and Release form to the Club Sports office. NO club member is eligible to participate in a club sport related activity unless he/she has the signed releases on file. Club members who are under the age of 18 must also have a parent or legal guardian sign the form. A waiver must be submitted for each new club member. These forms are available in and must be returned to the Club Sports office, Student Fitness Center-room 1524. You can also access the form on-line at [www.siu.edu/crec](http://www.siu.edu/crec). Failure to abide by this policy of Campus Recreation and SIUE may result in suspension of Club Sports status and loss of privileges.**

*Clubs must be aware that individuals who participate in Club activities ARE NOT covered in any way by University Medical Insurance.* All club members (student & non-students) must sign the appropriate waivers (available in the Club Sports Office) releasing the Club and the University from all liability. It is required that **ALL** participants also have adequate personal medical insurance prior to participation in any club activity.

### **LIABILITY/RISK MANAGEMENT**

SIUE operates under a self-insurance program that includes the following primary elements of risk management related to Sports Clubs and their official advisers.

1. The institution will defend a Sports Club advisor against a suit in cases where the advisor has acted within the scope of his/her usual and customary role as an official advisor; and has not engaged in any willful and wanton misconduct. \*
2. The institution will defend a Sports Club when:
  - a. Approved activities of a Club have a principal purpose, which is clearly and directly related to the educational, public service, or research function of this Institution and benefits the University.
  - b. The Club is organized and performs activities principally for its members, and within the usual and customary roles of a Sports Club.
  - c. The Club has not engaged in any willful or wanton misconduct. \*

It should be noted that both the Sport Club's advisor and designated officers of the Sport Club may be held responsible for the Sport Club's compliance with all federal, state and university policies, procedures and regulations.

*\*As used above, "willful or wanton misconduct" generally means a course of action which shows an actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference to or conscious disregard for the safety of others and their property; and unreasonable course of action that is knowingly and intentionally committed, or committed under circumstances evincing reckless disregard for the safety of others and their property.*

**Club officers are advised by the University's Office of Risk Management to secure additional liability insurance for every club activity to be held on or off-campus.** Only black belt instructors (in style being taught) will be acceptable for teaching martial art classes at SIUE. The Department of Campus Recreation must approve any exception to this rule.

The University reserves the right to require proof of liability insurance from Sports Clubs in such amounts and for such coverage as the University shall deem appropriate, prior to the use of any University equipment or facilities. The University Legal Counsel and Risk Management Office will make this requirement after consultation with the Department of Campus Recreation and/or the Sports Club(s) affected.

The decision to require proof of insurance shall be based upon the nature of risk involved, the scope of exposure, the claims history of the particular type of activity, and any other factors deemed relevant.

### **ACCIDENT REPORTS**

It is recommended that the Clubs officers seriously consider the adoption of supervisory policies involving: a) the presence of a student trainer, athletic trainer, or person qualified in first aid and CPR at practice sessions and/or games; b) the rules governing the return of an injured or sick player to active status.

- A. SIUE Campus Club Activities: When it is deemed necessary to call for assistance in the transportation of an injured participant, follow the procedures outlined below:
1. Proceed to the nearest phone.
  2. If it is a University phone, dial 3324. If it is a pay phone dial 911.
  3. Provide to the operator:
    - a. Your name
    - b. There is an injury
    - c. The type of injury (to the best of your knowledge)
    - d. The location of the injured person
    - e. The activity being performed at the time of the injury
    - f. Medical Transportation (if needed)

**NOTE: All expenses incurred are the responsibility of the injured participant.**

NOTE: Prior to the start of the event, it is recommended that the above procedure be explained to the coach of the visiting team. He/she, as the representative of the visiting team, will determine whether or not to use the services offered.

- B. Off-Campus Club Activities:
1. Prior to the start of your activities, it is recommended that arrangements be made with the host school or club to determine what procedures are to be taken to assist in handling an injury to an SIUE club member.
  2. **All expenses incurred are the responsibility of the injured participant.**
- C. Accident Reports: Club officers **MUST** submit an accident report form within 24 hours, or by 5:00 p.m. on Monday for weekend activities, for any injury that occurs during all club

related activities to the Assistant Director responsible for Club Sports. Report forms are available in the Club Sports office.

## **MISCONDUCT**

Misconduct is defined as bad or dishonest management and/or improper behavior.

**Individual:** Club members are expected to function in a mature and responsible manner both on and off campus in all club related activities in accordance with the Club Sports Handbook and the SIUE Conduct Code. Individuals will face disciplinary action for inappropriate conduct while participating in Sport Club related activities. Individual student disciplinary matters are under the jurisdiction of the Office of Student Affairs, as outlined in the Conduct Code.

**Organizational:** Sport Clubs will face disciplinary action for infractions outlined in the Department of Campus Recreation and the Club Sports Handbook.

The Assistant Director in charge of Club Sports shall notify the president of a club of alleged violation(s). Unless the Assistant Director and the club officers desire a judicial review by the Sport Club Council Executive Committee, the officers and advisor of the club in question shall be provided with a specified amount of time (usually 5 to 10 days) depending on the nature of the charge(s) and the circumstances to discuss the alleged charge(s) at a meeting with the Assistant Director. If the club does not respond or disprove the charge(s) the Assistant Director shall administer appropriate sanctions; furthermore, the case may be forwarded to the Office of Student Affairs for further review. At this time the club may request a review by the Sports Club Executive Council Committee. The club in question shall retain all normal privileges while the case is being adjudicated unless the Assistant Director in charge of Club Sports or the Director of Campus Recreation applies temporary sanctions, if such action is warranted.

All actions of Sports Clubs are subject to review by the Kimmel Leadership Center and the Office of Student Affairs.

## **DISCIPLINARY REVIEW PROCESS**

Initiation of Executive Committee Review/Formal Charges

The Sports Club Executive Council Committee shall notify the club in writing regarding the charge(s) as well as the date, time, and place of the hearing. The club shall have a minimum of 5 days of written notice prior to a hearing. The notification will be considered to have been delivered if the notice is sent to the current local address of the president of the Club as provided to the Department of Campus Recreation by the student. Thus, failure to notify the Department of Campus Recreation of changes of address could result in a hearing being held inabsentia.

### **Formal Adjudication**

1. The Club has the right to:
  - a. Be apprised of all evidence.
  - b. Hear and question available witnesses. Sworn statements will be accepted from those persons unable to attend the hearing.
  - c. Not be compelled to offer evidence, which may be self-incriminating.
  - d. Receive a written description specifying judicial actions.
  - e. Appeal the decision to the Director of Campus Recreation.

2. The club has the option to have:
  - a. Advisory assistance. In addition to having the officers of the club present, the responsibility for selecting an advisor is placed on the charged club. The advisor may be any individual except a principal in the hearing. The advisor shall be limited to advising the club and shall not participate directly in the hearing.
  - b. An open or closed hearing.
  - c. Have witnesses testify on their behalf. Sworn statements shall be accepted from those persons unable to attend the hearing.

## **Judicial Hearing**

1. Time limitations:
  - a. A club electing formal adjudication shall have a minimum of five days written notice prior to a hearing.
  - b. A club shall have five days after receiving notification of the decision in which to submit an appeal.

2. Failure to appear:

Hearing shall be held in absentia when the charged club fails to appear. All appeals shall be denied when the club fails to appear at a judicial hearing.

3. Challenge for cause:

A club may challenge Judicial Committee members for cause. The decision to remove a Judicial Committee member will be made by the Assistant Director and/or the Director of Campus Recreation.

4. Confidentiality:

All evidence, facts, comments, and discussion at a closed hearing shall be held in strict confidence. Failure to maintain confidentiality may result in removal of the Judicial Committee members.

## **Judicial Sanctions**

The Sports Club Executive Council recommends sanctions as follows:

### **Unexcused Absences at Meetings:**

- 1<sup>st</sup> absence – Letter to club president and advisor.
- 2<sup>nd</sup> absence – Probation (terms to be decided by Assistant Director).
- 3<sup>rd</sup> absence – Possible loss of Sports Club Status.

### **Late Paperwork:**

1. After one week late the club is put on probation. A meeting with the Assistant Director will be held to determine the terms of the probation.
2. If not corrected within one week of the meeting with the Assistant Director, the club's status may be revoked for the remainder of the semester. Clubs whose

status has been revoked must submit the deficient paperwork by the second Monday of the following semester in order to be reactivated.

**Probation:**

This implies that certain rights and privileges afforded Sports Clubs will be suspended (for a specified time) and/or that specific projects and/or programs may be assigned to the club.

**Expulsion:**

1. The rights and privileges afforded Sports Clubs are revoked.
2. The Kimmel Leadership Center will be notified of the expulsion.
3. Expulsion means revocation of Sports Club status. A club must reapply for Sports Club status, following all steps established in the “Applying for Sports Club Status” section.

**Terms of Probation:**

One or more of the following sanctions may be applied depending on the type of violation and the number of previous violations. A specific time period for probation will also be determined.

1. Loss of use of the Club’s university account.
2. Loss or restrictions on facility reservation privileges.
3. Loss of solicitation privileges.
4. Budget adjustment (fine or loss of funds).
5. Loss of special event privileges.
6. Travel restrictions.
7. Restitution for damages.
8. Written apologies.
9. Loss of equipment checkout privileges.
10. Community Service.
11. Loss of Sports Club Executive Council vote.

Multiple violations will result in a more severe sanction and a longer probation period.

**Notification:**

After receiving the recommendations of the Executive Council, the Assistant Director shall send written notification to the president of the club within five working days of the decision.

**Appeals:**

Any disciplinary determination or sanction may be appealed from the Assistant Director in charge of Club Sports by submitting a letter for appeal to the Director of Campus Recreation. However, the right to appeal does not guarantee that an appeal will be granted nor does it entitle the club to a full rehearing of the case. An appeal hearing, if granted, will be limited to the issues set forth in subparagraph 2 below. If an appeal is granted, the chairperson will convene Ad Hoc Committee of Sports Club Council members, known as the Appeals Committee, to determine if an appeal hearing is permitted.

1. The burden of proof at the initial jurisdiction level is on the plaintiff. At the appeal level, however, the club bears the burden of demonstrating error as defined in item 2 below.

2. Three issues constitute possible grounds for an appeal:
  - a. Were judicial procedures correctly followed?
  - b. Did the evidence justify a decision against the club?
  - c. Was the sanction imposed in keeping with the gravity of the violation? Previous violation(s) and the accompanying sanction(s) will be considered in determining a proper sanction for a current violation.
  
3. The Appeals Committee may make recommendations to the Director of Campus Recreation to:
  - a. Affirm the decision(s) of the initial jurisdiction.
  - b. Affirm the decision(s) and reduce the sanction.
  - c. Modify the decision(s) of violation and reduce the sanction.
  
4. A club dissatisfied with the decision of an appeal may seek review by the Vice Chancellor of Student Affairs by submitting within five working days after receiving notification of the prior decision. This review shall also be limited to the issue specified in subsection 2 above.

Implementation of Sanction(s):

1. The sanction(s) shall be implemented when:
  - a. The club has waived the right of appeal; or,
  - b. The appeal period has expired.
2. The sanction shall be as specified by the final adjudicating agent.

**SPORTS CLUB EXECUTIVE COUNCIL: OPERATING PROCEDURES**

1. Introduction

In order to provide student input and representation for all clubs involved in the Club Sports Program, there shall be an advisory group identified as the Sports Club Executive Council (SCEC).

2. Purpose or Function

A. Advisory: The primary purpose of the SCEC shall be to advise the Assistant Director of Recreational Programs for Campus Recreation in charge of Club Sports and his/her staff of the interests, desires, and needs of sports club members. In this capacity the members of the council will convey the recommendations of their constituents, and in turn, communicate and interpret the policies and procedures of the Club Sports Program to those whom they represent.

B. Review and Evaluate:

1. The SCEC shall review and evaluate the goals, objectives, policies, and services of the Club Sports Program and offer recommendations for the program's improvement.
2. The SCEC shall review cases of reported misconduct amongst members and offer disciplinary recommendations if necessary.

- C. Liaison: The SCEC shall serve as a forum for the exchange of information between all of the clubs that are part of the Club Sports Program.
- D. Support:
  - 1. The SCEC shall support the continuous development of Club Sports Program through appropriate requests for financial allocations, and shall convey this support to the University administration in whatever way seems most suitable.
  - 2. The SCEC shall support adherence by its member clubs to the policies and procedures contained in the Club Sports Handbook.
  - 3. Participating in community outreach programs such as Adopt-a-highway, etc.

3. Constituency

- A. Each registered Sport Club shall provide the SCEC with one representative to be selected by that sport club, preferably the President.
- B. The representative must be a member of the club and an enrolled student at Southern Illinois University Edwardsville.
- C. The selection process will remain at the discretion of the organizations. It is advised that care be used to insure that appointments are made in such a manner that the interests of the entire organization are adequately represented.
- D. Appointments should be made during the Spring Semester for the following fiscal year. All appointment will begin with the first meeting of the school year and last through the following Summer Session, unless the representative resigns or becomes ineligible to serve.
- E. The club representative alone shall have voting privileges and shall be entitled to one vote each.
- F. The SCEC shall include one non-voting ex-officio member, the Assistant Director of Campus Recreation or his/her designee.

4. Organization and Operation

- A. Election of Officers:
  - 1. The Assistant Director of Recreational Programs or his/her designee for Campus Recreation shall chair the first meeting of the SCEC each year.
  - 2. At this meeting the SCEC shall elect a President, Vice-President, Secretary, and a representative to run the official business during the course of that year.
  - 3. All officers shall be the SCEC representative of their respective sport clubs.
  - 4. All officers shall be elected by a simple majority vote using a secret ballot during the first meeting of the SCEC in the Fall Semester. Nominations shall be made from the floor.
  - 5. All officers shall take office immediately after the election results for the office they were elected to serve.

6. The term of office shall be until the next election (one year but may be re-elected for a second one-year term) unless the officer ceased to be an eligible member of the SCEC, resigns, or is recalled.
7. The term of office for the officers shall be from Fall Semester through Summer Session.

B. Duties of the officers:

1. President – The President shall preside over meetings of the SCEC. He/She shall represent and speak for the SCEC during other campus meeting and events.
2. Vice-President – The Vice-President shall assume the duties of the chairperson in his/her absence and shall assist the President in his/her duties as delegated by the chairperson, and shall serve as the Council Parliamentarian.
3. Secretary – The secretary shall keep notes at all SCEC meetings and submit minutes to the Department of Campus Recreation within three business days for distribution to the Council members.

C. Vacancies (Resignation or Recalls):

1. In case of vacancy on the Executive Council, the Assistant Director of Campus Recreation shall request that the appropriate club appoint a replacement.
2. Should an officer's (of the SCEC) position become vacant, the order of succession to the office of President shall be the Vice-President followed by the Secretary. The Secretary shall succeed the Vice-President. This order of succession will be followed if possible or the SCEC will elect a replacement from the membership, at the next Council meeting, to complete the term.
3. An officer of the SCEC may be recalled from the office by a two-third-majority vote of all SCEC representatives present at a meeting of the SCEC. The motion to recall shall be made at least one meeting prior to the meeting at which it shall be voted upon.

D. Recommendations:

In order to make a recommendation the following procedures must be followed:

1. The appropriate standing committee shall meet, decide on their recommendation(s), and then present their recommendation(s) to the SCEC. When making a suggestion for change to the handbook the committee must present the current procedure, the recommended change and the rationale for the change.
2. It shall be required that the recommendation(s) be presented to the SCEC at least one meeting prior to the meeting where it shall be voted on. A written copy of the recommendation(s) shall be mailed to all representatives one week prior to the meeting where it shall be voted on.
3. A two-thirds majority is required to pass a recommendation.

5. Activities

- A. Council Meetings: The council will meet regularly once each month September through April, except December. Required meetings are listed on the Club Sports Calendar and will include the first meeting of each Fall Semester, which is a special orientation for all Sport Club officers and advisors, presented by the Kimmel Leadership Center. Failure to

attend this meeting may result in a club not being funded. Special meetings may be called by the SCEC chairperson or the Assistant Director of Campus Recreation, or by a vote of two-thirds of the membership of the SCEC.

1. Notice: Notice of all SCEC meeting shall be made on the annual calendar of the Club Sports Program, at each council meeting, by mail to the club representative, and in the club mailbox at the University Center, no later than one week in advance. If the name of a representative is not on file, notice will be sent to the club's president and faculty advisor.
  2. Agenda: The SCEC and its committees shall be imposed if a club is not represented (without an excused absence) at a council or committee meeting (if it is a member of that committee):
    - a. Upon the first absence, the club president and faculty staff advisor will be notified. There will be no penalty.
    - b. Upon the second absence, the club will be placed on immediate probation with certain privileges suspended for a period of time and/or performance of a service project by the club. A meeting will be held to decide terms of probation.
    - c. Upon the third absence a meeting will be held to decide upon more severe sanctions. There will also be a \$25.00 fine.
    - d. If a club does not resolve this problem during the following semester (by attending all required meetings), its Sport Club status may be revoked.
  3. Quorum: A quorum for any meeting shall consist of a simple majority of the active Sports Clubs.
  4. Open Meetings: All meetings of the SCEC and its committees shall be open except in the case of disciplinary hearings where the club has the prerogative of an open or closed meeting.
  5. Parliamentary Authority: The SCEC and the committees will use the following simplified Parliamentary Procedure to conduct all business as follows:
    - a. The meeting is "called to order" by the chairperson.
    - b. The minutes of the preceding meeting are read by the secretary. They may be approved as read or approved with additions or corrections.
    - c. Reports of standing committees.
    - d. Report of the Advisory Board Representative.
    - e. Unfinished business is next in the order.
    - f. New Business.
    - g. Adjournment.
- B. Standing Committees: If the SCEC consists of seven or more active members, the chairperson of the SCEC shall appoint council representatives to the following standing committees according to the Guidelines for the Selection of Standing Committees. If the SCEC consists of less than seven active members, the executive officers will fill each of the committee positions and shall report to the SCEC at each meeting.
1. The following standing committees shall be established:
    - a. Judicial

1. To review cases of reported Club misconduct and make recommendations to the Assistant Director in charge of Club Sports.
  2. To review the Club Sports Handbook and recommend appropriate revisions to the Sports Club Executive Council.
- b. Budget
1. To make recommendations on the disbursement of available funds to vendors.
  2. To ensure club members are advised of available funding procedures, guidelines and deadlines, and act as a liaison between the SCEC and funding agents.
- c. Committee Selection
1. Each committee shall consist of a minimum of three (3) members of the SCEC.
  2. All representatives, except officers of the Council, shall serve on one standing committee.
  3. No club shall be represented on one committee for two consecutive years except if the individual representative is a carryover from the previous year. This individual may serve on a committee for two consecutive years. This applies to a specific individual and not a club. A maximum of two individuals per standing committee may be retained from year to year.
  4. The right to vote shall not be denied to any representative serving on any committee except if the club he/she represents becomes ineligible.

C. Guidelines for Standing Committees

1. Each committee shall select a chairperson and secretary by a simple majority vote of the committee members.
2. A quorum must be present in order for each committee to transact business.
3. Committee members are disqualified from voting on any issues pertaining to their clubs.
4. Committee recommendations are to be decided by a simple majority vote of the members present.
5. The secretary of each committee is responsible for keeping notes at all committee meetings and submitting these notes to the Department of Campus Recreation within three business days for distribution to the chairperson of the council and its members. The secretary shall also insure that the committee members are notified of all committee members.

**ALCOHOL POLICY**

The laws of the State of Illinois and the regulations of the University restrict the use of alcoholic beverages on property owned or controlled by the University. The sale, delivery, possession, and the consumption of alcoholic beverages in or on property owned or controlled by the University are strictly prohibited, except as permitted by approved regulations.

The possession and consumption of alcoholic beverages in or on any property governed by the Department of Campus Recreation is strictly prohibited. Any exceptions to this rule must be processed through the Office of the Director of Campus Recreation.

Persons violating this alcohol policy are subject to loss of student privileges such as the use of facilities, participation in Campus Recreation programs, and attendance at Department of Campus Recreation events. Violators of this policy may also be subject to University disciplinary action and/or prosecution under state law.

### **SCHEDULING**

1. All area reservations for Sport Clubs must be submitted directly to the Assistant Director or his/her designee.
2. All reservations are “first-come, first served” basis within each priority group.
3. Space requests can be approved only one semester in advance and for practice time in two-hour blocks. Clubs are permitted to stay longer if the space is available and unscheduled. Clubs must vacate immediately should a scheduled group or event begin in the overrun time.
4. Scheduling requests are prioritized by groups as follows:
  - A. 1<sup>st</sup> Priority - Academics
  - B. 2<sup>nd</sup> Priority - Intercollegiate Athletics
  - C. 3<sup>rd</sup> Priority - Department of Campus Recreation
  - D. 4<sup>th</sup> Priority - Continuing Education
  - E. 5<sup>th</sup> Priority - Club Sports
  - F. 6<sup>th</sup> Priority - Others
5. A request made, DOES NOT guarantee a space, even if available at the time of the request. Groups SHOULD NOT make any arrangements to do any advertising of the event until they receive written notification of space approval from the Department of Campus Recreation.
6. Every attempt will be made to satisfy a group’s request. A group may receive a room of different set-up and size than that requested, depending on availability.
7. Any charges for equipment, staffing, space rented, etc., must be paid within two business weeks of the event. An invoice will be sent to you within five business days after the event. Please make checks payable to Southern Illinois University Edwardsville.
8. Clubs can request money be drawn directly from their University account to pay for these charges.
9. Only Clubs in “good standing” are permitted to make and maintain requests for space. No requests will be processed without the approval of the Assistant Director in charge of Club Sports.
10. Any group that is not totally affiliated with the University (all members) may be charged the non-university affiliated rate.
11. A group is considered a “No Show” if they have not shown up one-half hour after the scheduled time. After this time, the facility supervisor will determine the use/availability of this space.
12. To insure a successful event/activity, the Department of Campus Recreation asks that you make every attempt to request a space, cancel a reservation or to make changes 1 week (5 days) prior to the event.

- A. Intramural Sports Fields – Arrangements for use of their fields MUST be made with the Assistant Director of Recreational Programs.
- B. Other
  - 1. The University Center may be scheduled by clubs for weekly meetings for each semester.
  - 2. To schedule a room in the University Center or in any campus classroom for group meetings or to schedule solicitation space in the University Center, the club's scheduling officer must contact the Offices of Conferences and Institutes in person. They are located on the second floor of the University Center.

### **SOLICITATION POLICY**

Clubs must submit for approval the appropriate solicitation permit for each club-sponsored, on-campus fund raising activity. Solicitation by individual club members/instructors is not permitted on University property. Outside vendors may not sell goods or services through a Sports Club on University property without the prior approval of the University. All funds generated by clubs during on-campus activities must be deposited in the Club's University account. A complete copy of the University regulations governing the use of University property for fundraising, canvassing, soliciting, vending, allied advertising, and additional information on obtaining solicitation permits is available from the Kimmel Leadership Center.

#### 1. Purchase and Sale of Merchandise On-Campus and/or Support of University Funds

Clubs wishing to purchase merchandise for resale in order to offer a service to their members and/or non-club members must receive approval for these transactions through the Department of Campus Recreation.

The following procedure will be followed:

- A. Prior to beginning a project, a club officer will discuss the project with the Assistant Director responsible for Club Sports.
- B. Upon receiving approval, a club officer must apply for and receive approval of an appropriate solicitation permit from the Kimmel Leadership Center before beginning the project.
- C. Upon receipt of the approved solicitation permit, the club officer may proceed to take merchandise orders, or sell merchandise already purchased. A receipt must be issued to each person placing an order or paying for merchandise on hand.
- D. If the club is purchasing merchandise, then an officer will proceed to complete the purchasing request form. The following information about the items to be purchased must be provided:
  - 1. A complete description of each item (providing a catalog number if available).
  - 2. The estimated cost of each item (if applicable a breakdown of sizes to be ordered).
  - 3. The names, Federal Identification Number, address and phone number of the preferred vendor.

NOTE: University purchasing procedures must be followed at all times.

- E. Merchandise will either be delivered to the Department of Campus Recreation or picked up by the club if ordered locally. A club officer will be notified immediately upon receipt of an order at the Vadalabene/Student Fitness Center.

2. Providing Service for a Fee On-Campus or with the Support of University Funds

Clubs wishing to provide a service for a fee must receive approval through the Department of Campus Recreation. The following procedure will be followed:

- A. Prior to offering a service, a club officer must meet with the Assistant Director responsible for Club Sports to discuss the project.
- B. Upon receiving approval, a club officer must apply for and receive approval of an appropriate solicitation permit.
- C. Upon receipt of the approved solicitation permit, the club officers may proceed to complete a Club Sports Work Request Form. The following information must be provided:
  - 1. A complete description of the service.
  - 2. The name, address, phone number, and social security and/or Federal Identification Number of the individual or organization providing the service.
  - 3. The amount to be paid by the club for the service (if applicable) or a list of the fee(s) each club member will pay for this service.
  - 4. The time(s) and place(s) the service will be offered.
  - 5. Other information requested by the Assistant Director of Campus Recreation that is specific to the type of service to be offered.

Please note that a request for a payment of a fee to an individual or an organization for a service must be made at least two weeks prior to the date of the event in order to ensure processing before the event.

- D. A Service Contract must be prepared to provide payment to the individual named by the club for the service(s) described.

NOTE: Both of these procedures require a sufficient balance in the club's account to cover the purchase amount at the time of the request.

3. Collection of Fees by a Club for Memberships in Other Organizations

All fees collected from club members or the general public for a membership in another organization or for another type of service such as promotional testing must be processed through the club's University account if the activity is held on-campus or supplied with University funds. Clubs must submit all funds with an appropriate application form, completed by the person applying for all monies collected. The Department of Campus Recreation will process the payment of these fees to the organization named by the Club. If a service is held off-campus the Department of Campus Recreation needs to be provided with copies of the paperwork for the club's file.

**SPONSORSHIP POLICY**

Financial support of Campus Recreation programs by companies or corporations directly associated with alcoholic beverages is strictly prohibited unless specifically approved through the Director of Campus Recreation. This policy governs the subsidization of activities for which the Department of Campus Recreation is considered a sponsor or co-sponsor as well as activities with which it is affiliated. This includes the support of Sports Club events, and activities, which take place at Campus Recreation indoor or outdoor facilities. Groups that reserve and use Campus Recreation facilities are responsible for knowing and following the stated guidelines regarding sponsorship and consumption of alcohol while using said facilities. This policy is not intended to regulate the support of a team or Club through the purchase or donation of equipment and/or clothing items.

### **ADVERTISING**

Sports Clubs are responsible for developing their own materials. A bulletin board is available at the Vadalabene/Student Fitness Center. Additional boards are available across Campus, but all advertisements must be cleared through the Department of Campus Recreation and approved by the Kimmel Leadership Center.

Clubs must submit a draft copy of flyers, posters, or other promotional material to the Assistant Director in charge of Club Sports for approval before duplicating and advertising costs are charged to the Club's University account.

Clubs will specifically indicate on all advertising the exact sport and/or exact style of martial arts offered by their Club.

### **MEMBERSHIP DRIVE ACTIVITIES**

1. Speaker's bureau. Volunteer to visit various University and organizations to promote your club.
2. Sponsor clinics and programs to promote interest in your Club. For more information, contact the Assistant Director responsible for Club Sports.

### **EQUIPMENT CHECKOUT**

Before any equipment stored at the Vadalabene/Student Fitness Center can be checked out to any member, a club officer and a Campus Recreation staff member must take an inventory at the beginning of EACH FALL semester. Once this inventory has been taken, the equipment will be released for check-out using the following guidelines:

- A. Club equipment may be stored in equipment cabinets at the Vadalabene/Student Fitness Center located in Equipment Issue.
- B. Checkout privileges will be limited to club members designated by the club president on the checkout eligibility card. Any changes in this procedure must be made with the Assistant Director.
- C. The club members that check out equipment will be totally responsible for that equipment. The Assistant Director will determine fines for undue damage or lost equipment. There will be no penalty for normal wear and tear of equipment.
- D. Equipment may be checked out daily or for weekend use. If equipment must be checked out for longer periods of time, the Assistant Director must grant special permission.

- E. Equipment must be returned by the schedule due date which will be marked on the checkout sheet.
- F. All equipment must be turned in no later than two weeks prior to the end of each semester. Exceptions will be made for special events with prior approval from the Assistant Director.
- G. Only equipment that has been purchased by a given club will be available to that club. Property of other clubs will not be available, unless approved by the Assistant Director and the President of the other club(s).
- H. The procedure for the checkout of equipment will be as follows:
  - 1. Contact the supervisor directly.
  - 2. Equipment borrowers will be asked to complete a checkout slip and show their ID at the Equipment Issue Desk. The ID must be left at the Equipment Issue Desk until the equipment is returned unless prior approval has been received from the Assistant Director.
  - 3. Equipment will be picked up at and returned to the Equipment Issue Desk in the Vadalabene Center.
  - 4. Weekend checkout require equipment to be returned by closing of the Vadalabene Center the following Monday.
- I. The procedure for prolonged checkout of equipment will be as follows:
- J. Contact the Assistant Director of Campus Recreation. A checkout form will be completed and a return date will be determined.
- K. Equipment may then be picked up at the Equipment Issue Desk.
- L. Gymnastics apparatus in the gymnastics room is strictly off limits to all clubs, unless special permission is obtained from the Assistant Director of Recreational Programs.
- M. Clubs are responsible for set up and break down of all equipment they use within the facilities.
- N. Clubs are required to keep the facilities they use clean and tidy. Failure to do so could result in the revocation of their privileges as a Club Sport.

### **LEADERSHIP DEVELOPMENT**

The Kimmel Leadership Center offers programs to assist club officers in developing the skills needed for effective club management.

### **INTRAMURAL SPORTS PARTICIPATION POLICY**

Club members shall be eligible for intramural participation in the sport of their specialty; however, members are restricted to allowing only two such participants on a team's Intramural Sport's roster if the sport calls for 6 or fewer players on the court at one time. Sports that require more than 6 players on the playing field at one time will be allowed up to 4 players on their team roster. The squad list, as compiled by the club coach or club president and the Assistant Director of Campus Recreation shall determine who is a member restricted to this classification.

A former or current intercollegiate athlete or sport club member may complete an appeal form requesting that his/her status relating to restrictions in a particular sport be voided. Such an appeal must be

submitted one week prior to participation in the event. Consult the Intramural Sports Handbook for further information.

### **TOURNAMENT/SPECIAL EVENT PROCEDURES**

Clubs wishing to schedule tournaments/special events on-campus must submit an Application for Approval for a Tournament/Special Event Form to the Assistant Director responsible for Club Sports well in advance of the intended date of the event. It may be necessary for the Club to work with the Campus Recreation staff, the Office of Conference & Institutes and the Athletic Department in planning and coordinating such events.

### **SPORT CLUB TRAVEL POLICY AND PROCEDURES**

Clubs **MUST** complete a Travel Approval and Itinerary Form (prior to leaving on a trip) for every club sponsored off-campus trip. This form must be turned in 2 business days prior to leaving for the said trip. No alcohol is allowed in any vehicle transporting members to and from games, tournaments or contests.

Clubs having sufficient funds may request the rental of the following types of transportation from the University Travel Service with the approval of their faculty advisor and the Assistant Director responsible for Club Sports:

1. Leased vehicles
2. University vehicles (**Reminder – 15 passenger vans are strictly prohibited**)
3. They may also choose to use the personal vehicles of club members

NOTE:

1. Please refer to the Kimmel Leadership Center pamphlet on Travel Information for Sport Clubs if leased or University vehicles are to be used.
2. See Kimmel Leadership Center handout for University procedures and requirements on travel.

### **QUESTIONS ON CLUB SPORTS**

All questions you may have about Club Sports at SIUE should be forwarded to the Club Sports Office at 650-3242 or by calling the Student Fitness Center front desk at 650-2348.