



CLUB SPORTS HANDBOOK

UPDATED: MARCH 18, 2015

WELCOME CLUB SPORTS LEADERS

The development of the Club Sports program was established to fill the need for recreational opportunities that were unfulfilled by other campus programs. Sports club activities accommodate varied interests, cultural difference, abilities, and needs of participants. Sports Clubs are permitted to use the name Southern Illinois University Edwardsville in affiliation with their respective club title. However, Sports Clubs and their members speak only for the club and do not officially represent the university or the department of campus recreation in any manner. Please see the Club Sports office staff if you have any concerns about your club. Club Sports Staff are here to help you avoid any problems and are more than willing to provide assistance.

Southern Illinois University Edwardsville encompasses over 35 different student led clubs. 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. 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.

This handbook will serve as a guide of rules, procedures and resources for clubs to remain successful. 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. All club officers are expected to become familiar with this handbook and to follow the specific procedures and guidelines as they pertain to clubs affiliated with Campus Recreation

Website: www.siu.edu/crec/clubsports
Phone: 618-650-3248

This publication is available in alternative formats upon request. Please contact the Club Sports Graduate Assistant with questions about material contained in this handbook.

TABLE OF CONTENTS

Club Sports Overview

- List of Clubs..... 5
- Re-Registering a Club..... 6
- How to Start a New Club Sport..... 7
- Constitutions..... 8

Sports Club Executive Council

- Description..... 9
- Responsibilities..... 9

Rights and Expectations

- Responsibilities of Officers..... 10
- Club Membership..... 11
- Club Member's Roles..... 11
- Intramural Sports Participation Policy..... 11
- Code of Conduct..... 12
- Alcohol Policy..... 12
- Misconduct..... 13

Club Sport Resources

- Club Sport Resources..... 14
- Branding and Marketing Policies..... 15

Scheduling Space

- Scheduling in SFC, Activity Center and RecPlex..... 16
- Scheduling in the Vadalabene Center..... 17
- Morris University Center..... 17
- Tournaments and Special Events..... 17
- Canceling Reserved Space..... 17

Spending Money

- P-Card..... 18
- Checks..... 18
- Reimbursement..... 18
- Deadlines for Spending Money..... 19
- Follow Up on Orders..... 19

TABLE OF CONTENTS

Making Money

• Revenue.....	20
• Club Accounts.....	20
• Club Dues.....	20
• Foundation Accounts (Donations).....	20

Submitting the Budget

• Budget Process.....	21
• New Club Budget.....	21

Equipment and Inventory

• Purchase.....	22
• Storage.....	22
• Inventory	22

Travel

• Starting a Trip.....	23
• Registering for Events.....	23
• Gas Card.....	23
• Lodging.....	24
• Rental Cars.....	24
• Air Travel.....	24
• Travel Deadlines.....	25

Safety/Risk Management

• Safety/Risk Management.....	26
• Accident/Incident Reports.....	26
• Extreme Weather Policy.....	27
• Emergency Action Plan.....	28

Goals, Vision & Values

Four steps to achievement:

Plan purposefully * Prepare prayerfully * Proceed positively * Pursue persistently
- William A. Ward

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

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ACTIVE CLUBS

- ◆ **Aikido**
- ◆ **Archery**
- ◆ **Barbell**
- ◆ **Baseball**
- ◆ **Basketball:** *Men's and Women's*
- ◆ **Bass Masters**
- ◆ **Billiards**
- ◆ **Bowling**
- ◆ **Capoeira Volta ao Mundo**
- ◆ **Cheerleading**
- ◆ **Climbing Club**
- ◆ **Cricket**
- ◆ **Equestrian**
- ◆ **Fencing**
- ◆ **Flying Cougars**
- ◆ **Football (Tackle)**
- ◆ **Golf**
- ◆ **Ice Hockey:** *DII and DIII*
- ◆ **Jiu Jitsu**
- ◆ **Lacrosse:** *Men's and Women's*
- ◆ **Outdoor Adventure**
- ◆ **Quidditch**
- ◆ **Roller Hockey**
- ◆ **Running & Jogging**
- ◆ **Soccer:** *Men's and Women's*
- ◆ **Softball:** *Women's*
- ◆ **Table Tennis**
- ◆ **Tae Kwon Do**
- ◆ **Tennis**
- ◆ **Trap and Skeet**
- ◆ **Ultimate Frisbee**
- ◆ **Volleyball:** *Men's and Women's*
- ◆ **Wresting**



RE-REGISTERING A CLUB

In order to maintain active status as recognized by the Club Sports Office and the Kimmel Leadership Center you must do the following:

2. Login to <https://siue.collegiatelink.net> using your e-id and password.
3. Click on “Organizations”
4. Search for club name in search box in left column.
5. Click “Register this Organization” under club name.
6. Follow the steps on the first screen.
7. Meet with the Club Sports Coordinator prior to the fourth Friday of fall semester.

Failure to complete these steps will result in the club being designated as “inactive” preventing them from scheduling or holding games or practices. It can also limit the clubs ability to request funding.

*** NOTE: The Club Sports Coordinator serves as the official representative of the Department of Campus Recreation in the supervision of the Club Sports Program, and shall act as the Adviser and Fiscal Officer for each Sports Club at SIUE. If your club wishes to utilize an adviser or fiscal officer not employed by Campus Recreation please talk to the Club Sports Coordinator.

*** NOTE: 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 SIUE student body. SIUE and Campus Recreation also reserve the right to require any club to purchase additional insurance to protect the interests of participants, the Club Sports Program and SIUE.

Leadership

“Leaders aren’t born, they are made. And they are made just like anything else, through hard work. And that’s the price we’ll have to pay to achieve that goal, or any goal.”

- Vince Lombardi

HOW TO START A NEW CLUB SPORT

New Club Applications are accepted through Collegiatelink and approved through the Kimmel Leadership Center (hereby referred to as Kimmel) on a rolling basis. Below are the steps to become a new recognized club.

1. Collect the following information
 - a. Proposed name of group
 - b. Name and contact information for student organizer (main contact for group)
 - c. Name and contact information for adviser of group (All club sports advisor is Keith Becherer - kebeche@siue.edu - Campus Box 1157 - 618-650-3242)
 - d. Name and SIUE email addresses for five students interested in joining the group
 - e. Purpose of the group
 - f. Membership Qualifications to join group
 - g. Proposed activities of the group
 - h. Constitution for organization (Sample constitutions can be found on page 8)
2. Log into <https://siue.collegiatelink.net> using your e-id and password
3. Click on “Organizations”
4. Click on “Register a New Organization” in the left hand column
5. Input collected information (Step 1) into form
6. Meet with the Student Organization Advisory Board (SOAB) to review the recognition process and to review your constitution.
7. Start promoting the organization and recruiting new members.
8. Hold organization meeting to discuss the purpose and activities of the organization.
9. Elect officers in accordance with the Constitution.
8. Submit a copy of the Constitution and membership requirements of any local, state, regional or national organization with which the intended organization is/or will be affiliated with.
9. Arrange for a representative of the group to attend an SOAB Meeting. The representative should bring a copy of the constitution on which to write recommendations and changes.
10. Make recommended changes to the constitution and submit the final draft to Kimmel. The SOAB will review the final draft and forward it to the Student Senate for official recognition and final approval.

For more information on this process contact the Kimmel Leadership Center
<http://www.siue.edu/kimmel>

CONSTITUTIONS

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.

What do constitutions do for the club?

- Lay a foundation for the clubs existence
- Outline policies and expectations of the club leaders
- Establishes how the club should be maintained and operated

A Club Constitution should:

- Be reviewed and updated on a regular basis by the club's membership
- Be resubmitted to the Club Sports Department upon updating
- Only include the fundamental framework of the club
- Be made difficult to amend in order to maintain the original intent of the organizing members

Sample Constitutions [Please use this as a guide]

- [Sample Constitution - Cougar Officials](#)
- [Sample Constitution - Tennis](#)
- [Sample Constitution - Softball](#)
- [Sample Constitution - Men's Rugby](#)

Leadership

"A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader, but becomes one by the equality of his actions and the integrity of his intent."

- Douglas MacArthur

SPORTS CLUB EXECUTIVE COUNCIL

All Club Sports are member of the Sports Club Executive Council (SCEC). The SCEC is led by an elected council of four elected student leaders. The SCEC serves as a forum to coordinate the sport clubs, along with organizing fundraisers and activities associated with the sport clubs. The council will involve students in an organization in which they can gain experience in an executive setting that makes decisions critical to the success of the club sports.

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 represents.

IMPORTANT SCEC DOCUMENTS

For more information about the policies and operations of the Sports Club Executive Council please consult the documents linked below:

- [Sports Club Executive Council Constitution](#)
- [Sports Club Executive Council Operating Procedures](#)
- [Meeting Minutes](#)

RESPONSIBILITIES OF OFFICERS

SIUE Club Sports are student led organizations; this means students are responsible for the day to day operations of the club. Because of the high work load, a club must have a minimum of three club officers to exist as part of the Club Sports program.

- Serve as a liaison between the club and the Club Sports Staff
- Operate the club in compliance with, and inform club members of, the content of the Club Sports Handbook, the Kimmel Leadership Center criteria for registered student organizations, and the [SIUE Conduct Code](#).
- Attend **ALL** SCEC meetings. Club leaders may send a representative from the club in their absence.
- Submit on time, and keep the following information current, with the Department of Campus Recreation*:
 - Club Roster
 - Dues Deposit Slip, with a list of dues paying members
 - Copy of club constitution and bylaws (This should be revised annually)
 - An annual inventory of club equipment
 - Travel Roster and Itineraries
 - Annual Budget Request
 - Note of club meeting dates, times and locations
 - Other forms as deemed necessary
- Meet financial obligations incurred by the club
- Check the club mailbox in the Club Sports Office regularly
- Arrange a meeting with the Club Sports Graduate Assistant to discuss club activities and the Club Sports Handbook by week 3 of Fall Semester

***NOTE: 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 or the Club Sports Graduate Assistant will be held to determine the terms of the probation.
2. If the deficient paperwork is not submitted within one week of the meeting with the Assistant Director/Graduate Assistant, 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 2nd Monday of the following semester in order to be reactivated.

CLUB MEMBERSHIP

Membership is open to all current enrolled students at Southern Illinois University Edwardsville. Membership in a registered Club shall be available to all interested students without regard for race, color, sex, gender, creed, religion, national origin, age, sexual orientation, physical handicap or other factors covered by law. Certain clubs may have limits on participation and/or membership due to competitive team size, national governing body rules, resource restrictions, etc.

CLUB MEMBER'S ROLE

Within the Club's activity program, the members have an unlimited number of opportunities to become directly involved with the administration and supervision of their club. Within requirements set by 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 officers and/or coaches
4. The duties of the officers
5. The development and administration of their budget
6. Submission of all appropriate paperwork including the Assumption of Risk Form

INTRAMURAL SPORTS PARTICIPATION POLICY

Club members may participate in Intramural Sports in the sport of their specialty. However, there are the following restrictions:

- Members are restricted to allowing **ONLY TWO CLUB PARTICIPANTS** on one 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 FOUR** on their team roster.

A former or current intercollegiate athlete or club sport 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.

Please consult the [Intramural Sports Handbook](#) for further information.

CODE OF CONDUCT

Each club member is required to fill out an Assumption of Risk Release and Photo Release before participating in club activities. The Cougar Creed reads as follows:

As a member of the SIUE community, I pledge to uphold honorable and high standards. I commit to participating in a friendly and open academic community. While practicing personal and academic integrity, I will respect the dignity of all people and the rights and property of others. I will demonstrate concern for others and their need for conditions and support their work and development. I will strive to achieve academic and personal success and make a positive impact on my campus and community. From this day forward, I will refrain from and discourage behaviors which threaten freedom and respect that every individual deserves.

ALCOHOL POLICY

Illinois state law and University regulations 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.

Leadership and Conduct

“Conduct yourself with the same level of discipline and maturity that you expect from others – and you will get it.”

- Richard Lorenzen

MISCONDUCT

Misconduct is defined as bad and 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 Club Sport related activities. Individual student disciplinary matters are under the jurisdiction of the Office of Student Affairs, as outlined in the Conduct Code.

Organizational Misconduct Process:

1. Assistant Direct shall notify the club president of the clubs alleged violation(s).
2. Club officers, the Club Sports Coordinator or the Assistant Director may request a judicial review by the SCEC.
3. If they do not request a judicial review the officers and adviser of the club in question will be provided with a specified amount of time at a meeting with the Club Sports Coordinator and the Assistant Director of Recreational Programs.
4. 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.
5. At this time the club may request a review by the SCEC.

The club in question shall retain all normal privileges while the case is being adjudicated unless the Club Sports Coordinator and/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.

Please review the [Disciplinary Review Process](#).

CLUB SPORT RESOURCES

The Club Sports Office is located in SFC 1524 in the Student Fitness Center. The Club Sports Staff is typically only present from 9 a.m. - 5 p.m. Monday-Friday. However the office is open:

Monday - Thursday 9 a.m. - 11 p.m.

Friday 9 a.m. - 10 p.m.

Closed Saturday and Sunday

The Club Sports Staff is available to help you navigate the administration of running a club. The Graduate Assistant is generally available for drop in visits though scheduling a meeting will guarantee that they are available. It's best to schedule a meeting with the Club Sports Coordinator or the Assistant Director of Recreational Programs due to their busy schedule.

Club Resources Include:

- Access to Club Sports and Kimmel Leadership Center Staff for resources and support
- Access to trainings, workshops, and conferences for student leadership.
- Establishment of a SIUE financial account and accounting services. (See Spending and Making Money for more information)
- Ability to reserve space on campus. This includes the Student Fitness Center, Vadalabene Center, the MUC amongst others. (See Scheduling Space for more information)
- Promotional resources - club leaders have access to bulletin boards, digital media, and social media outlets. (See Marketing for more information)
- Access to student fees during the annual budget process. (See Spending and Making Money for more information)
- Use of SIUE in the name of your Club Sport
- Club Mailbox - Mailbox's are directly inside the Club Sports Office. Check this regularly for announcements and mail.
- Copier - Available to make copies for club fliers or forms. Please ask Club Sports Staff for assistance.
- Meeting space - Your club can schedule the use of the conference room just behind the Club Sports Office for meetings, information sessions, etc. Contact the Club Sports GA in order to schedule this.

BRANDING AND MARKETING POLICY

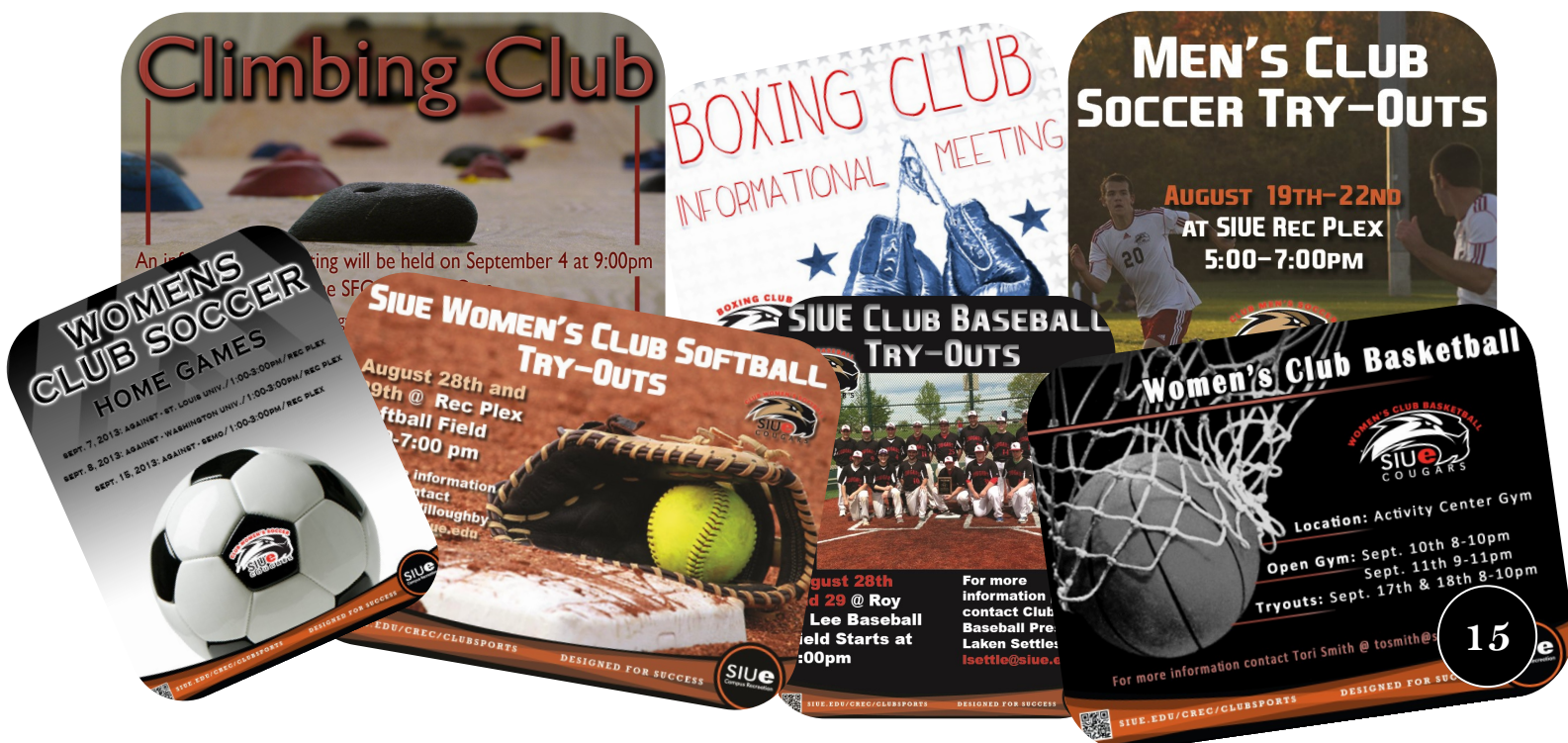
Marketing is crucial for getting the word out about your club. Sport Clubs are responsible for developing their own materials. Clubs must submit a draft copy of flyers, posters, or other promotional material to the Club Sports Coordinator for approval before duplicating and advertising costs are charged to the Club's University Account.

Below are a list of ideas and resources for marketing purposes:

- Posting up flyers
- Using the bulletin boards in the MUC and the Student Fitness Center (must be approved by Kimmel)
- Set up an information table in the quadrangle
- Utilizing social media (can be done through our marketing department)
- Utilizing digital signage (must be done via a marketing request to the Campus Recreation marketing department)

All clubs are required to include their club sports logo on all flyers, jerseys, and marketing material. If anything is being printed (posters or jerseys) they must go through a registered vendor. For more information on this please contact the Club Sports Coordinator or the Club Sports Graduate Assistant.

- Please review the [Specifications for Clearspace around the Club Sports Logo](#).



SCHEDULING SPACE

All clubs are required to submit club schedules at the beginning of every term. An estimation of all events needs to be listed on this schedule. The schedule is important for several reasons:

- It helps the Club Sports office promote your club.
- It allows the Club Sports Staff to support you in planning travel (See Travel Section).
- It allows the Club Sports Graduate Assistant to assist clubs in scheduling the necessary space for events.

SCHEDULING IN THE STUDENT FITNESS CENTER, ACTIVITY CENTER OR REC PLEX

- 1) All area reservations for Club Sports must be submitted to the Club Sports Coordinator or Graduate Assistant 1 week prior to the first day you desire to utilize the space. [Please see the following page for details on reserving for a special event or tournament].
- 2) All reservations are on a “first come, first serve” basis.
- 3) Space requests may be made for 2 practices 2 hours in length. 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 as follows:
 - 1st Priority - Intramurals
 - 2nd Priority - Club Sports
 - 3rd Priority - Student Organizations
- 5) A request **DOES NOT** guarantee space even if it is available at the time of the request. Groups **SHOULD NOT** make any arrangements to do any advertising of the event until they have received a space confirmation from the Department of Campus Recreation.
- 6) Any charges for equipment, staffing, space rented, etc., must be paid within 2 weeks of the event. An invoice will be sent within 5 business days after the event. Clubs can request money be drawn directly from their 8-account (See Spending Money).
- 7) Only Clubs in “Good Standing” are permitted to make and maintain requests for space.

Please review the [Student Fitness Center Court Priority Schedule and Reservations Guide](#) before requesting court space in the SFC.

SCHEDULING SPACE

SCHEDULING IN THE VADALABENE CENTER

In order to schedule space in the Vadalabene Center please contact the Club Sports Coordinator . Please allow 1.5-2 weeks in order to get this space scheduled. Priority for this Space is reserved for Academics and Intercollegiate Athletics. Clubs are only able to reserve these facilities as space allows.

MORRIS UNIVERSITY CENTER

To reserve meeting space in the Morris University Center or to reserve a table in the Quadrangle or surround buildings for an information table please contact the Club Sports Coordinator or the Club Sports Graduate Assistant.

TOURNAMENTS AND SPECIAL EVENTS

Tournaments and Special Events need to be scheduled a minimum of 3 weeks prior to the event. This allows for time to schedule a building supervisor, custodial staff, as well as complete marketing material.

CANCELING RESERVED SPACE

When cancelling practices or meetings please email the Club Sports Coordinator and/ or the Club Sports Graduate Assistant a minimum of 24 hours prior to the event.

For Tournaments and Special events allow for 48-72 hours (2-3 days) notice prior to the event so that staffing and special arrangements may be canceled.

Failure

“I can accept failure, everyone fails at something. But I can’t accept not trying.”
- Michael Jordan

SPENDING MONEY

Each club is responsible for the generation and expending of their funds. It is very important that each club accurately anticipates expense 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 Club Sports Coordinator will act as each club's fiscal officer. The club president, or designated officer, should be the only person to request the purchasing of equipment and services. Keep in mind that all vendors must be registered: [Approved list for SIUE Apparel](#)

Each club has access to two types of funding accounts: a 4-account and a foundation account. The 4-account is the account that dues, SCEC allocations, and income go to. The Foundation account is for monetary donations.

P-CARD (CAMPUS REC CREDIT CARD)

When should you use this?

- The P-Card should be used whenever possible. This is the fastest and easiest way for items/fees to be paid for.
- This cannot be used for any item over \$1,000. If you have an item over \$1,000 please make arrangements with the Club Sports Coordinator or the Assistant Director.

CHECKS

When can you use this?

- Check will be used for any item under \$1,000 that does not accept the P-Card.
- Check are frequently used for registration fees.

REIMBURSEMENTS

In extremely limited cases, clubs will reimburse members for items they purchased with their personal money. There are only three cases where reimbursements will happen.

- Emergencies- if a club is traveling and must purchase something in emergency, members can sometimes get reimbursed.
- Items that cannot be purchased any other way. In rare instances, such as paying for baggage fees when flying, members will personally pay and be reimbursed.
- Gas on a trip where a gas card cannot be issued.

There is a reimbursement form that members must fill out to receive a reimbursement. Attach all receipts and documentation to the reimbursement form. The form must be completed no later than 20 business days after the purchase. **All reimbursements must be approved PRIOR to submitting a reimbursement form.**

DEADLINES FOR SPENDING MONEY

*** Know Them * Learn Them * Use Them**

Expenditures

Credit Card Use	3 weeks
Checks.....	3-4 weeks
Reimbursements.....	6 weeks

Invoice/Bill must be signed before order is made.

FOLLOW UP ON ORDERS

- It is the club leaders responsibility to follow up on orders made through the office to ensure that the order has been completed and the payment has been made.
- Once a purchase has arrived in the office the Club Sports Staff will notify the club leaders.
- Check in with the office if there has been a significant delay in receiving a purchase.
- Invoices received with orders need to be submitted to the Office Support Specialist within 5 days of receiving any packages.
- The club is responsible for checking all packages received by the club and should report anything wrong with their order to the Club Sports Graduate Assistant within 5 days of receiving any packages.

Achievement

“If my mind can conceive it, and my heart can believe it, I know I can achieve it.”

- Jesse Jackson

MAKING MONEY

REVENUE

Membership Dues, Merchandise sales, ticket sales, donations, and fundraisers are all examples of revenue. This is money that your club is bringing in. This is added to your allocation and is accessible for spending.

CLUB ACCOUNTS

There are two types of accounts a club can have:

- University Accounts (4-account or 8-account)
 - Club allocations are placed into this account after the budget allocation meeting in the Spring. This is also where dues money is deposited. A budget must be submitted each year in order to receive an allocation for the following year.
 - If you are collecting money using the PSU club name then the funds need to be deposited into one of the club accounts as soon as possible.
- PSU Foundation Account
 - This is money the club receives as a gift from a family member, community member or organization. This money does not require a budget. It can remain in the account indefinitely until it is spent.

CLUB DUES

Club dues must be paid to the Office Support Specialist located within the Wellness Center in the Student Fitness Center. Dues may be paid by cash or checks made out to SIUE (not the club) and will be placed directly in the clubs account. Club dues cannot be refunded. Club participants are responsible for knowing how much they are supposed to pay. Club leaders are responsible for tracking who has paid dues and in what capacity their dues have been paid.

FOUNDATION ACCOUNT (DONATIONS)

Foundation accounts are special bank accounts for donations that clubs receive. There is a slightly different process for depositing money in the foundation account.

To deposit

- Include the donation, donor information (or make a note if it is an anonymous donation) in a envelope. A separate note should be made for each check or monetary donation. All donations should be given to the Assistant Director of Recreational Programs.
- Any questions on the foundation account should be directed to the Assistant Director of Recreational Programs.

SUBMITTING THE BUDGET

INITIAL BUDGET REQUEST

Club funding caps are determined by the length that the club has been recognized:

- Newly recognized Sport Clubs are eligible for a \$250 allocation upon approval from the SCEC
- Established clubs may request a maximum allocation depending on what tier the club is placed in

The initial budget request should be submitted on the [Club Sports Budget Request Form](#).

Funding Requests are reviewed by the SCEC using the following criteria:

- Need of Club
- Intent of club-activities/attitude/motivation
- Nature and frequency of club activities and their expense. How much club money is spent? How much personal money do club members spend on club activities?
- Club's schedule of events (participation in inter-collegiate events)
- The number of students on the official club membership roster that is on file with the Department of Campus Recreation
- Achievement of Fundraising goal (10% of prior allocation)
- Equipment and supplies needed
- Amount of club dues for each member
- Cooperation of club representatives

SPECIAL REQUESTS

Clubs may request up to \$500 to \$1000 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.]

YEAR END FUNDS

Additional funding may be ascertained if it is still available within the Club Sports Budget at the end of January.

- The SCEC reviews all funding requests and recommendations for funding are then made by the SCEC to the Club Sports Coordinator, the Assistant Director of Programs and the Club Sports Graduate Assistant for the decision on final allocation.

REGIONAL & NATIONAL COMPETITIONS

PRIZE MONEY

ALL PRIZES OR PRIZE MONEY THAT IS WON AT ANY SIUE FUNDED ACTIVITIES (EVENTS/TOURNMANETS) BECOME PROPERTY OF SIUE.

****NOTE**:** This includes but is not limited to trophies, plaques, equipment and cash (\$) prizes. **Effective 07/01/2017.**

Character

“Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.”

- John Wooden

CLASSIFICATION

CLASSIFICATION TYPE

Clubs can be placed into four distinct funding classifications depending on the type of organization and extent of travel and organizational operating expenses. Recreational clubs, generally more social and informative in nature. Competitive clubs, who are generally more active in travel, active in regional leagues and/or national associations and are competing against other clubs. All active clubs are eligible to receive funding based on their classification as well as compliance. Regardless of classification, all clubs must remain compliant to receive the benefits associated with being part of SIUE Club Sports.



EQUIPMENT & INVENTORY

PURCHASE

The club president (or designee) should work with the club members to determine what equipment is needed for the year. See the spending money section for details on buying equipment. All equipment and goods that are purchased with club funds are the property of the club and thus the property of SIUE.

- Club funds may not be used to purchase items that will be for individual benefit or gain.
- The club may purchase uniforms for use by the club, however, these uniforms are the property of the club. Individual uniforms will be checked out to the individual players and if not returned will be charged to their student account.
- If a club leader is found negligent in the loss or damage of club equipment their student account can be charged the replacement amount.

STORAGE

All equipment storage must be approved by Club Sports Staff. Most equipment is stored on campus, unless the club has an off campus practice facility. Most club equipment is stored in the Club Sports Locker located within Equipment Issue. In order to access equipment you must schedule a time with the Club Sports Graduate Assistant one week prior to needing the equipment.

- There are lockers available for check out from the Club Sports Graduate Assistant for equipment that the club wishes to have access to regularly and have locked up within the Student Fitness Center.

INVENTORY

NEW INVENTORY SHEET IS BEING CREATED CHECK BACK SOON! Please address any questions on inventory sheets to the Club Sports Graduate Assistant.

Character

“Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.”

- John Wooden

TRAVEL

STARTING A TRIP

Trip planning should begin 6-8 weeks prior to the trip occurring. Consider meeting with the Club Sports Graduate Assistant to figure out the details and come up with a plan for the trip.

The following must be submitted prior to a trip:

- Assumption of Risk Form must be submitted for each member prior to travel (See Safety/Risk Management Section for Details).
- Travel Request - This is the primary travel form as it identifies all the components of the travel: airfare, event registration, lodging, and the number of vehicles.
- Travel Roster- This includes names, contacts, and student ID's of everyone on the trip. This must be submitted with the Travel Request.

REGISTERING FOR EVENTS

The first step is to find out what the event registration fee is. Not all club sports event will have a registration or event fee. You will need to have identified the registration cost on the Travel Request. You will then send a confirmation email to the Office Support Specialist and the Club Sports Graduate Assistant confirming the following:

- Registration fee cost
- Payment methods accepted (P-Card, Check, Etc.)
- Location to submit payment
- Any additional information

****NOTE**:** Registration fee payment must be requested 4 weeks prior to the fee deadline.

The sooner you get your request in, the sooner it will be paid. There are no rush payments due to poor planning, so plan ahead.

GAS CARD

Gas Cards are only available if the club is renting vehicles thru Enterprise. Drivers must check the gas card out from Transportation Services before they leave on a trip and must be returned to Transportation Services upon their return.

Important things to remember about the gas card:

- It can only be used for gas
- Make sure you keep all receipts and turn them in when you return.
- You must return the gas card as soon as you return.

TRANSPORTATION

LODGING

- 1) Start looking for hotels. Get to know details about the cost, size, and how to make a booking.
- 2) Submit 3 hotel options, in order of preference, with the nights and number of rooms needed to the Club Sports Coordinator, the Office Support Specialist and/or the Club Sports Graduate Assistant.
- 3) Follow any other directions given to you by the Club Sports Coordinator or the Assistant Director of Recreational Programs.

Typically, hotels will not reserve a space until they've received some form of payment. Therefore, in order for a hotel reservation to be made the hotel request submission must be

RENTAL CARS AND CHARTER BUSES

Vehicle Rentals are done directly through the SIUE Transportation Services. To rent vehicles all requests must be submitted to the Club Sports Coordinator or the Office Support Specialist with the following information:

- 1) Dates and Times needed
- 2) Driver's names
- 3) Submit [driver approval form](#) (NOTE: Driver's must be 21 years old)

All requests should be submitted 3 weeks prior to departure.

For Charter Bus reservations please allow a minimum of 4 weeks. Club should also submit:

- 1) A club contact for the bus company
- 2) An itinerary of departure and arrival times

AIR TRAVEL

Any inquiry on flying should be directed to the Assistant Director of Recreational Programs. Arrangements should be made 4-6 weeks prior to your departure. Remember to look at the bag policy before booking your flight. Any additional fees for club cargo (such as bikes or snowboards) will be reimbursed to the member after the trip. Additional fees for personal luggage are the responsibility of the member.

TRAVEL DEADLINES

6 weeks Prior to Trip:

Email the Club Sports Coordinator with the details of your travel. These details may include: airfare, vehicle rental, lodging, registration, fuel charges for a vehicle, purpose of trip, etc. Your Advisor will need the following:

- 1) Travel Roster
- 2) Code of Conduct & Liability Waiver on file for all travelers
- 3) Printed flier or email documenting the purpose of the trip and the official club business

4 weeks Prior to Trip:

Book airline tickets with your Advisor

Event Registration (Check): Provide the Office Support Specialist with any instructions and/or documents, such as registration forms, that need to be included with the check.

3 weeks Prior to Trip:

Travel Request: Submit a completed Travel Request to the Club Sports Coordinator and attach any necessary instructions and/or documents.

Event Registration (credit card) Registering for an event online and paying with the Campus Rec P-card is the most efficient method for your club. Submit a Travel Request form and either:

- a) attach detailed instructions on how to register for the event online or
- b) schedule a time to meet with the Office Support Specialist and complete the online registration/payment together.

Lodging Expenses: Submit hotel options, in order of preference, with the dates and number of rooms to the Office Support Specialist and the Club Sports Coordinator.

For international travel please double the number of business days needed.

SAFETY/RISK MANAGEMENT

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they occur. Every Sports Club is expected to develop, implement, and practice the following safety practices:

- Club Sport Officers, club members, coaches and instructors should emphasize safety during all club-related activities.
 - **If an incident occurs, the athletic training GA can be contacted through the club sports office.****
- Each participant recognizes that they are responsible for their own well-being and the well-being of the group of which they are a member.
- Participants share with the other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
- Officers are expected to inspect fields and facilities prior to every practice, game, or special event. Unsafe conditions should be reported to the Club Sports Program staff.
- Sport Clubs are expected to abide by all local, state, and national health and safety regulations.
- Participants are expected to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk.
- Each member of a club sport is required to sign an Assumption of Risk Form. This form must be signed and on file in the Rec Clubs Office before actual participation begins. ***

***** Individuals that participate in Club activities ARE NOT covered in any way by the University Medical Insurance.** All club members must sign the appropriate waivers 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.

ACCIDENT/INCIDENT REPORTS

In the instance of an emergency the following guidelines should be followed when filing an Accident Report:

1. Accident Reports are to be used for injuries, whereas, Incident Reports are for things such as car accidents, fights, theft, etc. Any questions on when to fill out which report please contact the Club Sports GA.
2. Be clear and concise in your reports. Be objective in your report. Do not imply fault. Contain only the facts. No personal assumptions should be reported.
3. Use witnesses if at all possible. Name, address, and phone number.
4. Always fill out and submit report to the Club Sports Office within 24 hours, or if the accident occurs over the weekend by 5pm on Monday.
5. In the instance the situation is serious; do not communicate any information about the situation to anyone until you have contacted the Assistant Director of Recreational Programs or the Club Sports Coordinator.

If there is any doubt in your mind whether a report is necessary FILL IT OUT!

EXTREME WEATHER POLICIES

Lightning

The Club Sports general lightning policy is as follows:

When you see lightning or hear thunder stop the game/practice/event and clear the field/site. Send all participants and spectators to the nearest sheltered location immediately. An event may resume 30 minutes after the last strike of lightning was seen or thunder was heard.

Tornado (On Campus)

WHEN CAMPUS TORNADO SIRENS ARE SOUNDED:

- If time permits, all participants, staff and spectators should go to the Student Fitness Center and/or Vadalabene Center storm shelters. However, The Rec Plex Bathrooms are the designated safe areas at the Rec Plex. If time does not permit, all participants and staff should enter the safe areas and lock the exterior door.
- Remain in safe areas until notified by Rec Plex personnel that the all clear has been given by University Police.

The tornado alert is a long, wavering intermittent blast of sirens located outside and within University campus buildings. The SIUE Campus storm alert procedures provide that the sirens will not be activated unless a tornado is imminent in the campus area; therefore, it is imperative to follow the above instructions.

If at any time Madison County, IL is placed in a tornado warning by the National Weather Service, all events will be stopped and everyone should take shelter immediately. The event or activity cannot resume until after the warning has expired.

Emergency Phone Numbers

Emergency.....911
University Police.....618-650-3324
Student Fitness Center.....618-650-2348

CLUB SPORTS EMERGENCY ACTION PLAN

