



**COUGARS**

**COUGARS  
CLUB  
SPORT  
HANDBOOK**

# Meet our Staff



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# CLUB SPORTS HANDBOOK



## WELCOME CLUB SPORTS LEADERS

College club sports at SIUE (Southern Illinois University Edwardsville) are extracurricular sports teams that are organized and managed by students, but with the support and oversight of the university. These sports are not part of the NCAA varsity sports program and are generally less competitive than varsity sports. However, they still provide students with the opportunity to engage in athletic activities and compete against other colleges and universities.

SIUE has a diverse range of club sports teams, including basketball, soccer, volleyball, ultimate frisbee, Esports, spikeball, and more. These teams are open to all currently enrolled SIUE students, regardless of their level of experience or skill in the sport. Each club has its own set of rules and guidelines, which may include tryouts, fees, fundraising activities, and travel requirements.

The club sports program at SIUE provides many benefits to students beyond physical fitness and athletic competition. It allows students to develop leadership and teamwork skills, make new friends and connections, and gain experience in organizing and managing events and activities. Additionally, participating in a club sport can be a great way to relieve stress, improve mental health, and enhance overall well-being.

Overall, college club sports at SIUE offer students a unique and valuable opportunity to engage in sports activities and be part of a community of like-minded individuals. The program provides an inclusive and supportive environment for students to pursue their interests and passions in sports and physical fitness while also gaining important life skills.

**Website:** [www.siu.edu/crec/clubsports](http://www.siu.edu/crec/clubsports)  
**Phone:** 618-650-5392

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

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# Current Clubs

<b>Baseball</b>	<b>Outdoor Adventure Club</b>
<b>Basketball (Men's)</b>	<b>Pickleball</b>
<b>Basketball (Women's)</b>	<b>Powerlifting Club</b>
<b>Bass Masters</b>	<b>Quiz Bowl</b>
<b>Bowling</b>	<b>Roller Hockey</b>
<b>Boxing</b>	<b>Running</b>
<b>Calisthenics</b>	<b>Soccer (Men's)</b>
<b>Climbing</b>	<b>Soccer (Women's)</b>
<b>Competitive Cheer and Dance</b>	<b>Softball</b>
<b>Cricket</b>	<b>Spikeball (Roundnet)</b>
<b>Disc Golf</b>	<b>Tennis</b>
<b>Esports Club</b>	<b>Trap and Skeet</b>
<b>Fencing</b>	<b>Volleyball (Men's)</b>
<b>Football</b>	<b>Volleyball (Women's)</b>
<b>Golf</b>	<b>Water Polo</b>
<b>Ice Hockey</b>	<b>Wrestling</b>
<b>Lacrosse</b>	<b>Ultimate Frisbee</b>

# START A NEW 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 Natalie Hawkins – [nrosale@siue.edu](mailto:nrosale@siue.edu) - Campus Box 1157 - 618-650-5392)
  - 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
2. Log into <https://getinvolved.siue.edu/> 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.

## 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://getinvolved.siue.edu/> 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



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# COACHES

Effective as of 5/23/23 the Department of Campus Recreation and Club Sports will no longer pay coaching stipends. Teams may still have coaches but they will need to be volunteers and understand that they will not be able to pay their coaches through any of the club accounts.

Any coaches that a team decides to have will need to be sent over to the club sports coordinator to have on file.

Coaches are not SIUE employees and therefore are not able to drive any rental vehicles while on trips.

Please see the club sports coordinator or the assistant director of programming with any questions you might have.

# CONSTITUTIONS



## Purpose

This memorandum outlines the mandatory requirement for every Sport Club to submit a constitution to the Assistant Director of Recreational Programs for Campus Recreation. Upon submission and subsequent approval, new clubs will be eligible to receive Club Sports benefits and recognition through the Department of Campus Recreation. All club needs need to update their constitution yearly.

## II. Significance of Constitutions

Constitutions play a vital role in the development and sustenance of Sport Clubs. They establish a solid foundation for the existence of these clubs and serve as a guiding framework for their operations. Moreover, constitutions outline essential policies and expectations, providing clarity and direction for club leaders.

## III. Constitution Review and Updates

To ensure continued relevance and alignment with the evolving needs of the club, club constitutions must undergo periodic reviews and updates by the club's membership. Consequently, any revisions or modifications made to the constitution must be resubmitted to the Club Sports Department for further evaluation and approval.

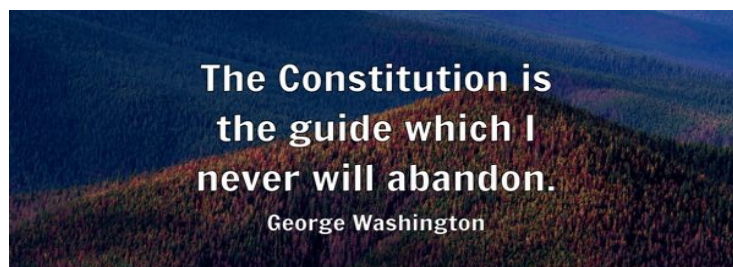
## IV. Core Elements of a Club Constitution

A well-constructed Club Constitution should embody the fundamental principles and objectives of the club. It must remain concise and focused, capturing the essence of the club's purpose and vision. Additionally, to preserve the organizing members' original intent, amendments to the constitution should be intentionally challenging to implement.

## V. Conclusion

The submission and approval of club constitutions form an indispensable part of the journey toward recognition and acquiring Club Sports benefits. Sport Clubs are encouraged to embrace this process, recognizing the significance of their constitutions in shaping their organizational structure and operations.

Your adherence to these procedures and guidelines is greatly appreciated. Should you require further information or clarification, please do not hesitate to contact Natalie.



# **SPORTS CLUB EXECUTIVE COUNCIL**

The Sports Club Executive Council (SCEC) serves as a vital entity for the coordination and management of all club sports within the organization. Comprising a democratically elected council of five student leaders, the SCEC operates as a forum for facilitating the effective functioning of sport clubs while concurrently organizing fundraising initiatives and related activities. This council provides an opportunity for students to partake in an executive environment, making pivotal decisions that contribute to the triumph of the club sports.

Analogous to the role of the Supreme Court in the legal domain and a congressman in legislative affairs, the SCEC assumes a comparable level of importance in the realm of club sports governance. The council members are entrusted with the responsibility of advising the Club Sports Coordinator for Campus Recreation, who oversees Club Sports, and their dedicated staff. By representing the interests, desires, and needs of sports club members, the council acts as an intermediary, effectively conveying the recommendations put forth by their constituents. Concurrently, they play a critical role in interpreting and disseminating the policies and procedures of the Club Sports Program to the individuals they represent.

In essence, the primary objective of the SCEC is to serve as a liaison between the Assistant Director of Recreational Programs and club sports participants. Through their consultative role, the council ensures that the Assistant Director and their team are well-informed about the aspirations and requirements of sports club members. Simultaneously, they effectively communicate and interpret the policies and procedures of the Club Sports Program to their constituents. By fulfilling these responsibilities, the SCEC fosters an environment that enhances the overall experience and success of the club sports community.

## **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
- Attend **ALL** SCEC meetings. Club leaders may send a representative from the club in their absence.
- Meet with the club sports coordinator at least twice a month
- 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
  - Submit Cleary Act forms
  - 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

## **CLUB MEMBERSHIP**

Membership is open to all current enrolled on campus 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. Club Sports Coordinator shall notify the club president of the clubs alleged violation(s).
2. The Club Sports Coordinator will ask the SCEC to review
3. The SCEC will convene and come with a decision and possible punishment and will pass along the punishment to the club coordinator
4. The club coordinator will let the club or individual know the decision of the SCEC and have the right to appeal.
5. All appeals are made to the Assistant Director of Programming and they will make the final decision.

**Please review the Disciplinary Review Process.**

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.**

## **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.

The Club Sport Coordinator will have scheduled meetings twice a month with clubs to go over budgets, travel, games and any other topics the clubs would like to discuss. They will also be available to meet by appointment and by drop in.

It's best to schedule a meeting with the Club Sports Coordinator or the Assistant Director of Recreational Programs due to their busy schedule and there is a chance they will not be in their office.

### **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
- Utilizing digital signage (must be done via a marketing request to the Campus Recreation marketing department)

Any apparel, jerseys or equipment with logos must be done by an approved vendor that has the rights to use the SIUE logo. Please reach out the club sports coordinator to find a vendor that works for your club.

At this time only the SIUE official logo is allowed to be used and club specific logos have not been approved for use by clubs at this time. Please see below for available logos.



## **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 requests need to be submitted to the club sports coordinator on the day that was sent out.
- 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.

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.

If the cancellation is less than 24hrs the club will be charged the amount of the student worker for that event

Multiple, more than 1, last minute cancellations will result in loss of practice time

## **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 three types of funding accounts: a 4-account, 8-account and a foundation account. The 4-account is the business account and can be used for league dues, travel and anything that benefits the club. The 8 account is used for personal items and things that can benefit the individual. The Foundation account is for monetary donations and is like a savings. Please see the club sports coordinator with any questions regarding the use of funds.

### **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.
- Please plan ahead and make purchases during your scheduled meeting time.
- Students are not allowed to use the card and only the club sports coordinator or assistant director can.

### **CHECKS**

#### **When can you use this?**

- Checks can be used when cards are not accepted.
- An invoice and the W2 of the business or organization is required when using checks.
- Please allow multiple weeks for the check to be dispersed.

### **REIMBURSEMENTS**

It is up to each club to decide what can be reimbursed.

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.**

Screenshots of receipts are acceptable but please contact the club sports coordinator to double check if you are unsure.

## **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)

The 4-account is the business account for the club and can be used for registration, travel, uniforms or anything that will benefit the team. Money CANNOT be used for personal items.

The 8-account is used for personal items such as individual uniforms, food or giveaways. Money from this account CAN be used for everything listed in both the 4 or 8.

## CLUB DUES

Club dues must be paid to the club sports coordinator. Dues may be paid by cash or checks made out to SIUE (not the club) and will be placed directly in the clubs account. Please let the coordinator know which account you would like it in. 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

Funding Requests are reviewed by the club sports coordinator 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

## ***ADDITIONAL FUNDS***

Additional funds are available throughout the year from helping out with events and completing goals. These funds are not guaranteed and are on a year to year basis. Please do not expect extra funds to be given out.

## **REGIONAL & NATIONAL COMPETITIONS**

### **REGIONAL CHAMPIONSHIPS**

Club sports does not offer monetary help to clubs attending regional championships. Any club that believes they will need assistance should reach out to the club sports coordinator to go over fundraising opportunities.

### **NATIONAL CHAMPIONSHIPS**

To receive National Championship funding the club must have won their regional championship or been awarded a bid to play off of performance. Any club that has the opportunity to pay their way to the national championship are not eligible to receive this funding. There is a maximum of \$1500 given to a team that qualifies and must submit a proposal to the club sports coordinator to be considered. This money is not guaranteed.

### **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

# 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 or have hotels and registrations ready to go with your scheduled meetings with the club sports coordinator

The following must be submitted prior to a trip:

- Travel Roster- This includes names, contacts, and student ID's of everyone on the trip.
- Link to the hotel you would like. Need at least two weeks for hotel reservations
- Driver approval forms or all drivers over 21 when needing rental vehicles.

## 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

## FOLLOWING THE TRIP

Submit a Cleary Act form if the team stayed more than 2 nights

Email the club sports coordinator a recap of the trip

## 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.

# 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 or club sports coordinator 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

## ***ISSUES WITHIN THE CLUB***

### **Internal Issue Resolution:**

- a. Encouraging Open Communication: Foster a culture of open and honest communication within the club.
- b. Problem Identification: Recognize and identify issues affecting the club's functioning.
- c. Addressing Issues Internally: Resolve conflicts by encouraging members to communicate directly with those involved.
- d. Conflict Resolution Strategies: Provide effective conflict resolution strategies like active listening, empathy, compromise, and seeking common ground.

### **Involving the Club Sports Coordinator:**

- a. Reporting the Issue: If internal resolution attempts fail, inform the club sports coordinator through a formal report or meeting.
- b. Importance of Documentation: Provide accurate and detailed documentation to assist the coordinator in understanding the problem.
- c. Seeking Guidance: The coordinator can offer advice, mediate discussions, or suggest further actions to address the issue.

### **Involving the Sport Club Executive Council (SCEC):**

- a. Meeting with the Club Sports Coordinator: If the issue persists, request a meeting with the SCEC, including affected club members, the coordinator, and SCEC representatives.
- b. SCEC Involvement: The SCEC will review the situation, listen to all parties involved, and take appropriate action.
- c. Respecting the Decision: Members should respect and adhere to the decisions made by the SCEC.

### **Parental Involvement:**

- a. Student Ownership: Encourage students aged 18 or above to take ownership of their club experience and resolve issues independently.
- b. Parental Guidance: Parents can offer guidance and support while allowing students to handle the internal resolution process without direct contact with the club sports office.

### **Conclusion:**

By following these concise steps, club members can effectively communicate and resolve internal issues, promoting a healthy and productive club sports environment.

# 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 completed beforehand.

## 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.

## ***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.
- 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. \*\*\*

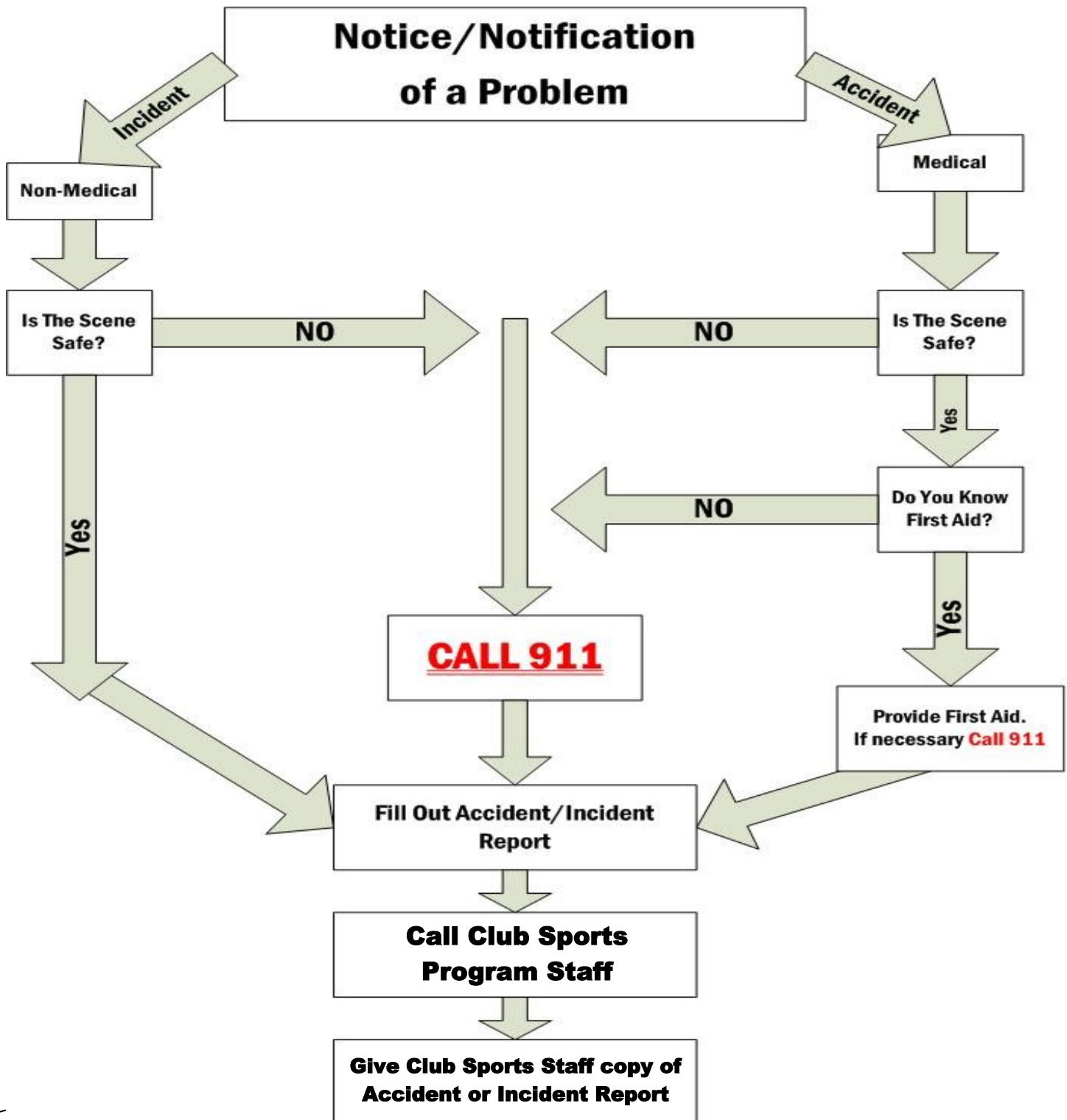
## ***ACCIDENT/INCIDENT REPORTS***

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!**

# CLUB SPORTS EMERGENCY ACTION PLAN



## **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