RECREATIONAL SPORTS & SERVICES SPORT CLUB MANUAL

2017-2018
# Table of Contents

Administrative Contact Information .......................................................... 3  
Overview of Handbook .................................................................................. 4  
An Introduction to Sport Clubs ....................................................................... 5  
Being an Active Club ...................................................................................... 5  
  Practice and Games ..................................................................................... 6  
  Facilities and Equipment ............................................................................. 7  
Sport Club Membership .................................................................................. 8  
  Information and Policies ............................................................................. 8  
  Member and Officer Expectations ............................................................... 9  
  Coaches and Instructors ........................................................................... 11  
Martial Arts Sport Clubs ................................................................................. 13  
Budget and Finance ....................................................................................... 15  
  Dues and Accounts .................................................................................... 15  
  Budget Allocations ..................................................................................... 15  
  Contingency and Capital Funds ................................................................. 16  
  Other-Fundraising, Sponsorships, Etc. ......................................................... 16  
  Purchase Procedures .................................................................................. 18  
  Apparel ....................................................................................................... 18  
  Reimbursements ....................................................................................... 19  
Travel Policies ................................................................................................. 20  
  Policies ....................................................................................................... 20  
  Documentation ............................................................................................ 21  
  Options ....................................................................................................... 21  
  Behavior ...................................................................................................... 22  
Risk Management ........................................................................................... 24  
Starting a Sport Club ....................................................................................... 26  
Sport Club Executive Board and Council ...................................................... 28  
  The Council ................................................................................................. 28  
  The Executive Board .................................................................................. 28  
Conduct and Discipline .................................................................................. 30  
  Disciplinary Process .................................................................................. 30  
  Conduct ....................................................................................................... 30  
  Infractions ................................................................................................. 31  
Additional Information ..................................................................................... 32
## RECREATIONAL SPORTS & SERVICES
### SPORT CLUBS PROGRAM

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<th>Administrative Staff</th>
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<tr>
<td>Recreational Sports and Services</td>
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**Competitive Sports Office Hours**

- Monday – Friday 12pm to 5pm
- Meeting appointments available upon request
Overview of the Sport Club Handbook

This handbook outlines the policies and procedures of Southern Illinois University Carbondale (SIUC) and Recreational Sports and Services (RSS) that directly affect the safety of Sport Club participants and the operation of each club. All individuals who choose to participate in a Sport Club are required to become familiar with and agree to abide by the guidelines, rules, and requirements for Sport Clubs instituted by SIUC, the RSS and the Competitive Sports department, many of which are detailed in this handbook. As such, all Sport Club participants are strongly encouraged to become familiar with the material presented in this handbook, as well as any additional guidelines established by SIUC (particularly Student Affairs) or the RSS department. The policies and procedures outlined in this handbook are subject to change at any time, provided such changes are promptly and adequately distributed.

Participation in any Sport Clubs program is purely a voluntary act. INDIVIDUALS PARTICIPATE AT THEIR OWN RISK. It is the responsibility of each individual Sport Clubs member to be aware of the possibilities of bodily harm or other injury that may occur during the course of participation in a Sport Clubs activity, and to be aware of the fact that each participant may be responsible for any and all costs arising out of injury or property damage sustained through participation.
An Introduction to Sport Clubs

A Sport Club is a voluntarily organized group of students that meet together to further their common interests in an activity. The common interests should be competitive, instructional, or performance-based and should promote physical and social activity. Each Sport Club will determine its own membership guidelines, but such guidelines must be free of any restrictions or discrimination based on race, color, national or ethnic origin, religion, disability, age, or sexual orientation. Any restrictions based on gender are subject to the approval of SIUC and RSS.

While the competitive sports administration assist clubs in their operations, the emphasis is on student leadership and development. Students are directly and ultimately responsible for all aspects of operating and managing a successful organization. As a result, Sport Clubs present a unique opportunity for students to develop both performance and leadership skills, which will assist participants well beyond their years spent at SIUC.

Being an Active Sport Club: Organization and Member Obligations

The following information details the requirements of each club throughout the year and benefits that each club receive:

1. To maintain status as an active Sport Club, each club must:
   - Keep on file in the Competitive Sport's Office an updated:
     - Constitution (updated every year)
     - Roster (updated as new members added)
     - Liability/Waiver forms for each member on the roster (completed on IMleagues)
     - Practice/Game Schedule: Each club is entitled to two scheduled practices per week. A third practice, including joint practices, may be scheduled if requested by the sport club and cleared with the Competitive Sports Office
   - Clubs are required to submit a schedule of home and away events to the Competitive Sports Office two weeks after the first Sport Club Council Meeting of the semester. If your season starts later in the semester and you are unable to submit a schedule at that time, make alternate arrangements with Sport Club Executive Board
   - Officer Contact List: At a minimum, clubs must have a President, Vice President, Safety Officer and Treasurer.
   - Inventory Sheet of all University purchased items
   - Complete an annual Budget Proposal & Report
   - Have an officer present at all Sport Club meetings
   - Attend yearly one-on-one meetings with the Competitive Sports Office.
   - Submit facility reservation requests by the designated date/time.
   - Contact the Competitive Sports Office promptly when club leadership changes.
   - Re-register with the Office of Student Engagement.
   - Maintain the minimum number of members to field a competitive team or at least 5 members, whichever is greater.
   - Adhere to all policies and procedures that are required to maintain RSO and Sport Club Status
     - Avoid sponsoring or hosting any destructive activities that could tarnish the reputation of SIU or cause damage or injury to Sport Clubs, the university property, personal property, or individuals.
     - Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession, or use of illegal drugs or controlled substances during any Sport Club functions.
     - Prohibit the sexual or anti-discriminatory harassment of all club members in accordance with University policy.
     - Prohibit “hazing” of club members. Hazing is defined in this manual, as well as in the SIU Code of Student Responsibility and in Illinois law. Generally, hazing "refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks
emotional and/or physical harm, regardless of the person's willingness to participate." (See www.stophazing.org).

- Remain in good standing with local, regional, and national affiliations as appropriate.
- Have at least one CPR/First Aid certified officer.
  - Each participant shares the responsibility of safety and agrees to follow safe procedures and to avoid any unnecessary/hazardous situations.
- It is highly recommended that all participants receive a physical examination prior to participation.
  - Participants are obligated to wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
  - Should an injury occur, an Accident Report Form must be completed and filed (within 48 hours) with the Competitive Sports office. If a supervisor is monitoring the shift, they will be responsible for filling out the form, if not; it’s the responsibility of the club officers, especially during travel.
  - An injured participant is responsible for all financial obligations incurred in any treatment necessitated by an injury.

Practice & Game Schedules

- All SIU Sport Clubs are entitled to two practices per week; the dates and times of these will be assigned through the lottery assignment. If the club does not submit practice time requests and proper paperwork they will not receive space.
- Clubs may hold a third practice per week with special permission from the Competitive Sports Office.
- The administration reserves the right to cancel practice at any time due to weather, field conditions, scheduling conflicts, special events or any other extenuating circumstances.
- There will be no home matches or games scheduled on the same day as a Saluki home football game. The administration reserves the right to cancel or move games scheduled on days when there is a home football game.
- The SIU Athletics Department holds preference on all Athletic fields and buildings including, but not limited to, the Football Practice Fields, Track & Field Complex, Saluki Stadium and Davies Gymnasium.

Facilities & Playing Field Use

One of the benefits Sport Clubs enjoy is the use of facilities and playing fields on campus. Unless additional support staff is needed to assist in the coverage of the event, this use is usually at NO COST to the Sport Clubs.

Information regarding the use of SIUC facilities:
1. Each club is responsible for submitting desired practice times to be used in the practice space assignments.
2. Space requests for single events, should be made six weeks or more in advance. Tournaments, games and seminars will be approved on a case by case basis.
3. Each club is responsible for any damage incurred while using the facility or field. In addition, the club is responsible for the conduct of its members and spectators.
4. Proper identification will be necessary to gain access to the facility, such as an SIU ID.
5. If an instructor/coach requires access to the facility, arrangements need to be made with the Competitive Sports Office prior to the event.
6. University facilities may not be used for commercial purposes or for personal gain.
ALCOHOL AND TOBACCO PRODUCTS ARE NEVER ALLOWED ON SIUC FACILITIES.
PETS ARE NOT ALLOWED TO BE ON TURF FIELDS.

Scheduling a Facility

Many recreational/sport facilities are shared between the Athletics Department, the College of Education, and Recreational Sports & Services. It is vital that you plan your facility needs well in advance and submit a Facility Request to the Competitive Sports Office to reserve your space. This must be done each semester! Do not expect that you have a facility just because you have always had it in the past.

Complete and submit a Facility Request Form to the Competitive Sports Office. Your request will be sent to the RSS facilities scheduler. The facility is not scheduled for your use until you receive a confirmation. All requests must be made by the appropriate deadline. While scheduling facilities early in advance does not guarantee use of the facility it does increase the likelihood. If changes need to occur to scheduled practice or competition times, notice needs to be given two (2) weeks prior to the date of the practice or competition.

For all on-campus practices supervised by a Recreational Sports & Services Staff member, clubs have 30 minutes from the scheduled start time of the practice to have a minimum of five (5) members arrive. If there are less than five (5) members 30 minutes after the scheduled start time, the practice will be canceled. If at any point during the scheduled practice time there is less than five (5) members present, the practice may be canceled from that point forward. If a club needs to cancel practice or know there will be a low attendance, they must notify the Competitive Sports Office via email by 9 AM the day of the practice.

Equipment and Equipment Storage

1. All club equipment purchased by SIUC allocated funds becomes the property of SIUC and must be inventoried annually.
2. Sport Club equipment may be used only during the club’s activity season. During the remainder of the year, it must be securely stored. Storage arrangements must be made with the Competitive Sports Office.
3. All equipment and supplies must be issued under the direction of the Competitive Sports Office and with the assistance of the club President and/or club Equipment Manager.
4. Any equipment not turned in will be charged against the club and/or its members.
5. Equipment may not be modified in appearance, representation, and/or functionality. If you must alter the appearance of equipment the Competitive Sports Office must be notified beforehand to determine if such alterations may be made.
**Sport Club Membership**

In order to be a voting member of a Sport Club, an individual must be a **current SIUC student**. Other members of the community, including faculty and staff, who are affiliated with the club may only be associate (non-voting) members. Ultimately, each club must consist of majority students.

All Sport Club participants, coaches, or instructors—whether voting or associate—must have a completed Liability Waiver and Emergency Contact Form on file prior to participation in any club activity on SIUC grounds.

Unless prohibited by SIUC or RSS, membership in any individual club may be governed by the guidelines of that particular club as established in advance in the club's constitution. Such guidelines must also be circulated in advance. For example, clubs may have a designated competitive or traveling team and may “cut” players to form a manageable number of players based on pre-established and disseminated criteria, but it must be documented and supported in the applicable constitution. Any individual wishing to take part in a Sport Clubs that trains or meets at the Student Recreation Center must first become a valid member of the facility. Facility access will not be granted unless the participant holds a current membership at the Student Recreation Center.

**Only those members listed on the official Club Roster may perform, practice, and/or compete with the club.**

**Alcohol and Other Drug Use**

Consumption or possession of alcoholic beverages or illegal substances is not permitted at any club function(s) or event(s) (including traveling to and from venues). Noncompliance with this policy may result in individual disciplinary action by the Sport Clubs Executive Board and may be sent to the Student Judicial Affairs Office. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. Clubs are collectively responsible for individual members of their team. RSS does not permit the use of tobacco products (cigarettes, chewing tobacco, etc.) at any University-sponsored events such as Sport Club events. Additionally, all RSS facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use.

**Hazing**

“Hazing” is frequently defined as any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University.
2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm or personal degradation.

Hazing includes, but is not limited to:

- Paddling in any form
- Physical or psychological shocks
- Late work sessions that interfere with scholastic activities
- Advocating or promoting alcohol or substance abuse
- Tests of endurance
- Submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury.
- Any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment
Hazing is illegal and is prohibited at Southern Illinois University Carbondale.

Any solicitation to engage in hazing is prohibited and subject to disciplinary action by the Sport Clubs Office, RSS, SIUC, or legal authorities. Aiding and abetting another person who is engaging in hazing is prohibited and subject to disciplinary action by the Sport Clubs Office, RSS, SIUC, or legal authorities. All students, faculty, and staff must make reasonable measures within the scope of their individual authority to prevent violations of this policy. **It is not a defense to a violation that the hazing victim consented in the hazing activity.** Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions.

Sexual Harassment

Southern Illinois University is committed to a policy of providing equal employment and educational opportunities. In particular, Southern Illinois University is committed to maintaining a community, in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including sexual harassment. Sexual harassment violates the dignity of the individual and the integrity of the University as an institution of higher learning, and thus, sexual harassment in any form will not be tolerated at Southern Illinois University. This policy applies to all employees, students, contractors, and visitors of Southern Illinois University.

This policy prohibits sexual harassment, retaliation related to sexual harassment claims, knowingly reporting false sexual harassment complaints and knowingly providing false information during the investigation of a sexual harassment complaint. All University employees are responsible for taking reasonable and necessary action to prevent sexual harassment, and all members of the University community are expected to contribute to an environment free of sexual harassment, and are encouraged to report promptly (pursuant to campus procedures) any conduct that could be in violation of this policy. Each SIU campus shall adopt specific procedures for reporting, investigating and resolving harassment claims.

This policy shall not abridge any individual’s speech and due process rights under the First and Fourteenth Amendments; nor shall it abridge principles or rights of academic freedom or the University’s educational mission. Prohibited sexual harassment and discrimination are not expression protected as a matter of academic freedom.

For more information please visit [http://policies.siuc.edu/policies/sexual.html](http://policies.siuc.edu/policies/sexual.html)

Member & Officer Expectations

**Member Expectations:**

1. Abide by all policies, rules, and procedures established by SIUC and RSS.
2. Have a signed Liability Waiver on file with the Competitive Sports Office prior to any participation with the club.
3. Present SIUC IDs when entering facilities coordinated by RSS and enter through the designated access point.
4. Be courteous to and respectful of all staff, Sport Club participants, fans, and members.
5. Demonstrate and advocate sportsmanship and SIUC's role model standards.
6. Each participant is responsible for knowing his or her own physical limitations and restrictions and for taking personal responsibility to limit his or her participation to be within the bounds of those limitations and restrictions. Participants are strongly encouraged to seek the advice of a physician prior to participating in a Sport Club activity.
**Officer Expectations:**

For students to meet the University requirements to be eligible for, elected to, appointed to, or hold office in a RSO they:

- Must be a student officially affiliated and enrolled at SIUC;
- Must be in good standing with the University as defined by the offices of Admissions, Records and Student Judicial Affairs.
- Must meet all other reasonable standards established by the student organization and included in the organization’s constitution and/or bylaws.
- Be familiar with the information presented in this handbook and share and enforce the policies with club members, participants, spectators and coaches/instructors.
- Use initiative and good judgment when handling club matters.
- Maintain good communication with the Sport Clubs Office and Recreational Sports and Services.
- Ensure that an updated copy of the club’s constitution is on file with the Competitive Sports Office.
- Submit all forms and paperwork complete and on-time, to the Competitive Sports Office.
- When needed prepare and submit accident/incident reports completely and in a timely manner.
- Attend all mandatory club meetings. It is recommended that 2 officers attend, but only one is necessary.
- Hold regular club meetings to discuss any and all necessary club business with the members.
- Meet all established deadlines as required.
- Officers must know the exact status of the club (financial, compliance, and members’ involvement).

**Only Southern Illinois University Carbondale students may hold officer positions**

Clubs are led by students. Since, clubs are both student-led and self-administered the management of club business is the responsibility of the officers. Responsibility for the success of the club belongs to the officers’ and members’, not the coach’s.

Each club should identify the responsibilities of its officers. These duties must be outlined in each club's constitution. The following list of suggested duties should serve as a guideline and checklist to assist in the smooth operation of the club:

1. **President** (mandatory position):
   a. Provide overall vision and direction for the club
   b. Serve as a liaison between the club and the Sports Clubs Office
   c. Attend assigned Sports Clubs meetings
   d. Work with other club members to promote the club (or appoint a marketing chairperson)
   e. Report results of competitions within 48 hours to the Sport Clubs Office
   f. Notify the Sport Clubs Office immediately of any schedule changes
   g. Assure members are up-to-date on policies and procedures from handbook
   h. Train the future president on duties and procedures
   i. Maintain inventory of club equipment and supplies
   j. Submit necessary paperwork, forms, and reports by the indicated deadlines.
   k. Delegate responsibility to involve other club members
   l. Obtain First Aid/CPR/AED Certification
   m. Submit a facility request to the Competitive Sports Office by the designated date/time each semester

2. **Vice President** (mandatory position):
   a. Preside over club meetings and business during the president’s absence
   b. Attend mandatory meetings with or in the absence of the president
   c. Assist the president as needed
   d. Learn the role of the president (typically this position will later become the club president)
3. **Safety Officer** (mandatory position): 
   Club members are expected to place the highest priority on safety and risk management. The Risk Management Officer is responsible for:
   - Maintaining current CPR/AED certification and ensuring that at least one CPR/AED certified club member is present at all club activities
   - Attending meetings and ensuring that the club has and adheres to a comprehensive risk management plan
   - Reporting all safety concerns, issues and incidents to the Sport Clubs Staff in a timely manner;
   - Inspecting all equipment and facilities utilized by the club and report all maintenance and repair needs to the facility management
   - Ensuring that club members are thoroughly familiar with the evacuation plan for relevant facilities and the emergency action plan for events
   - Ensuring that no individuals participate in practices or competition unless they are approved members of the Sport Clubs, are on the updated roster, and have a signed/turned in the Liability Waiver to the Sport Clubs Office
   - Ensuring that a copy of all Liability Waiver forms and emergency procedures are present during any club travel
   - Filling out team accident/incident reports when necessary and turn them in within 48 hours of the occurrence

4. **Treasurer** (mandatory position):
   - Collect dues (if applicable)
   - Keep an accurate financial record; including all receipts to document expenditures.
   - Work with the president in budget preparation

5. **Secretary** (optional position):
   - Attend all club meetings and record minutes
   - Conduct correspondence for the club and update the club roster and submit any changes to the Sport Clubs Office

6. **Web-Site Manager** (optional position):
   - Develop and/or maintain a club website
   - Update all schedules, rosters, upcoming events, and news on web
   - Take pictures to put on the website
   - Assure all items on the website are appropriate by SIUC standards
   - Make sure the site is linked to the RSS website

**Coaches/Instructors**

A club is first and foremost a student organization. A coach should restrict his/her contributions to coaching and should minimize active involvement in the club. The philosophy and key to the success of the Sport Club program has been the continued emphasis placed on student leadership and participation. Clubs are designed to allow students to handle the leadership roles including, but not limited to administering a budget, securing facilities, scheduling contests, and arranging for travel, etc. Being a coach is a position of SERVICE and should be spent serving the club and its members. How much time is spent though, is up to the coach. Please remember that students grow through the responsibility of leading a club. Coaches are not to run the club for officers or to perform their duties unless they are a student. They should let the club succeed or fail, acting as a mentor and supporting good decision-making. Coaches should be mindful in the relationship with the students and in turn, will see the members grow and mature, learning skills and habits useful throughout their lives. This is an important purpose of student organizations.

Coaches/instructors should restrict his/her involvement with the club to teaching and coaching in practice and competition and must not participate in other areas of club management. STUDENTS, NOT COACHES/INSTRUCTORS, SHOULD REMAIN PRIMARILY IN CHARGE OF CLUB BUSINESS, AND IN COMMUNICATION WITH THE COMPETITIVE SPORTS OFFICE AT ALL TIMES. The RSS Department has an obligation to protect the student members of the Sport Club Program. If, in the sole discretion of Recreational Sports and Services, a coach is not fulfilling his/her duties, is not adhering to...
stated or written policies and procedures, is potentially threatening the health, safety, or well-being of any club member, or is not otherwise working in the best interest of the club, he/she will no longer be welcome to serve as a coach/instructor.

The RSS Department and the Competitive Sports Office do not have the expertise to determine the technical skills of a coach/instructor and therefore, rely on the judgment of the Sport Club members to evaluate those qualities and skills. However, selection of coaches and instructors is always subject to the approval of the Competitive Sports Office. **Coaches/instructors may be students, faculty, staff, or community members.** Coaches who are community members must be sponsored by a SIU student and pay the daily $8 guest fee or purchase a facility membership.

**The following are recommended duties of a Sport Club coach/instructor:**
1. Develop and improve skills of club members
2. Assist club officers in scheduling practices and games
3. Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility condition
4. Attend games and practices
5. Promote good sportsmanship on and off the field
6. Help advise students on equipment purchases that may be necessary for practices and games

**IF YOU WOULD LIKE TO COMPENSATE YOUR COACH/INSTRUCTOR PLEASE CONTACT THE COMPETITIVE SPORTS OFFICE FOR MORE INFORMATION.**
Martial Arts Sport Clubs

Martial Arts Sports Clubs addendum to the Sport Clubs Manual

This document is intended to provide the guidelines for the creation and maintenance of a Martial Arts Sports Clubs within the Sports Clubs organization at Southern Illinois University Carbondale.

Introduction

The martial arts, unlike traditional sports, are not specifically competitive: they occupy a sphere between athletic activity, practical skills training, and competitive arts. Many martial artists take the practice and improvement of their martial arts to be an essential part of the way that they lead their lives. To this end, these guidelines are intended to provide a structure for the establishing of a martial arts sports club.

Requirements

Prior to applying for status as a sport club, all Martial Arts clubs must go through the same establishment process as other sports clubs, including officer and membership requirements, as well as any other requirements placed upon the club by the sports clubs executive board, as well as the following requirements:

Certified Instructor: the sports club must possess in its membership a certified instructor in the style being practiced. This instructor must either present their credentials to the executive board, or have a senior instructor in their style vouch for their capacity as an instructor. Certifications include but are not limited to the following:

- Yudansha rank (assuming a dan system)
- Instructor menkyo (assuming a menkyo system)
- Black Belt Rank (assuming a belt ranking system that authorizes black belt instruction)
- Instructor Certificate (assuming a separate certification system for instructors)

Clubs that do not possess a certified instructor will not be allowed to assume sports club status. This issue is one of liability as the practice of the martial arts is inherently dangerous and instruction should only be performed in the presence of an instructor ranked individual.

National Governing Body: prior to establishing a martial arts sports club, the sports club must demonstrate its connection to a national governing body that will authorize promotion or allow for the promotion of students. In the absence of a national governing body, the martial arts club must demonstrate connection to a legitimate style or lineage of practice.

National bodies include, but are not limited to:
- World Taekwondo Federation
- American Taekwondo Association
- International Shinkendo Federation
- Aikido Schools of Ueshiba

Legitimate Lineages include, but are not limited to:
- Katori Shinden Ryu
- Yoshinkan Aikido
- Kyokushin Karate
- Shotokan Karate
- Kook Sul Won

To demonstrate legitimacy in a lineage, the sports club must demonstrate an international or national presence of the martial art, historical lineage of the martial art, or connection to an established dojo.
In the case of Non-Traditional Martial Arts, Mixed Martial Arts, or Greco Roman Wrestling, the above may not be available. However, Mixed Martial Arts instruction should demonstrate instructor certification in a single base martial art (i.e. Brazilian Jiu-Jitsu, Muay Thai), or instructor qualification and the level, in the case of modern martial arts (i.e. Keysi Fighting System, Jeet Kune Do, Krav Maga, SYSTEMA).

Permission from advanced instructors in modern martial arts, or those arts that do not convey instructor ranks, may be done through communication with the Competitive Sports Office and decision by the Sport Club Executive Board, after demonstration of the legitimacy of the art has been confirmed.
Budget/Finances

As with any other part of the University, all funds must be handled using specific procedures and policies that are established by the State of Illinois. Finances will receive close scrutiny by the Sport Club Executive Board, Competitive Sports Office, Recreational Sports & Services Department, and the University Auditor. It is imperative that all clubs follow established policies and procedures. At each monthly Sport Club Council meeting, clubs will be provided with an update on the balances of each of their accounts. You may make an appointment with Sport Club Council President for account updates between meetings. All expenditures of funds MUST be approved by the Coordinator of Competitive Sports, Associate Director of Programs, and/or Director of Recreational Sports and Services. As each club is an RSO AND a Sport Club, they will each have two accounts: one with the Office of Student Engagement and one with the Competitive Sports office. Most clubs will only use the account through competitive sports, any exceptions must be discussed with the Competitive Sports Office.

Any club that has been inactive for twelve (12) months or more will have their personal club account reabsorbed into the administration’s contingency fund.

Membership Dues
1. Dues must be established in advance by the membership of the respective clubs and written in the club’s constitution.
2. Clubs are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds to be established at a moderate rate.
3. Funds received from dues should be deposited directly in the club’s account and may be spent, as the club deems necessary.

Club Accounts
1. The Recreational Sports & Services Allocation (or RSS account, the primary source from student fees) is granted to the Sport Clubs and distributed to the clubs via the Sport Clubs Executive Board in amounts determined from annual budget presentations.
2. All club account balances at the end of the fiscal year (June 30) carry over to the next year.
3. Clubs are responsible for staying within their budgets and anticipating future purchases. Any over-expenditure must be resolved by the end of each fiscal year. This may necessitate transfers and deposits toward the end of a fiscal year. In most cases club financial activities should conclude by June 1 in order to allow all outstanding transfers, expenditures, etc., to close by June 30. Only financial transactions absolutely essential should occur between June 1 and June 30.
4. Clubs may not use allocations for future years to clear debts for the current year. All account and other club activity (including allocations) may be frozen until a debt is cleared.
5. Clubs that over expend their budget and do not clear it up by the end of the fiscal year will be deemed inactive.

Budget Allocation Process
1. Each spring the club will complete a RSS Budget Request for their funds.
2. Each club will be required to attend a budget hearing with the Sport Club Executive Board in April to defend your request. Criteria that are taken into consideration during budget hearings include but are not limited to:
   • Meeting and training attendance, fundraising efforts of the club, costs of the club, competition levels, number of members, amount of practices, and level of positive representation of the Sport Clubs, Recreational Sports & Services, and Southern Illinois University Carbondale.
   • Late budget requests will automatically receive a reduced consideration.
3. Clubs can typically expect to know their allocation by the end of the spring semester.
4. These funds are State of Illinois funds derived from a part of the tuition and fees each student pays.
**Sport Clubs Contingency and Capital Funds**

The Sport Clubs Department currently has funds set aside for unique club circumstances. Per request and approval by the Sport Clubs Executive Board and Competitive Sports Administration, a club can use these funds for:

1. Safety equipment (i.e. risk management issues, helmets)
2. Travel (regional and national)
3. Capital equipment requests (i.e. major purchase, such as new goals)
4. Unforeseen expenses (i.e. stolen equipment)

Contingency funds will not be used for:

1. Personal equipment
2. Awards

**Capital Funds**

Capital funding requests will typically take place at the same time or just after annual budget requests. Capital requests are those that are over $1500 in costs AND have an expected lifetime of over five years. Capital funding requests allow clubs to be able to make large equipment purchases without having a tremendous impact on a single year’s budget.

**How to Request Contingency/Capital Funds**

A request for funding must be submitted to the Competitive Sports Administration. Pending approval a hearing request will be submitted to the Sport Club Executive Board. The hearing will take place at the next regularly scheduled Sport Club Executive Board meeting or at a time set by the Sport Club Executive Board. Representatives from the club will be expected to attend the hearing, primarily the president, treasurer and other pertinent members. After deliberations have been completed, the Sport Club Executive Board will put the request to a vote. If the requesting club has members on the Sport Club Executive Board, these persons will not be allowed to vote or be present during the vote or discussion. In the event that this should occur, a deciding vote will be given to the Competitive Sports Administration present at the meeting. In the event that actual costs are less than those expressed in the request the club will be required to return the excess award to the Administrative account. The following criteria will be considered while the Sport Club Executive Board makes their decision:

1. Club attendance at Sport Club Council Meetings
2. Club cooperation with Sport Club administration in handling traveling, practices, etc.
3. How the Club has handled their previous allocation/ why the club is in need of more funds.
4. When necessary, the Sport Club Executive Board will consult with administration to determine the best option for the club requesting additional funds.

**Other**

**Fund-raising Policy**

ALL fund raising activities conducted on the SIUC campus by a Registered Student Organizations require PRIOR permission in the form of a campus solicitation permit. Refer to Solicitation Permits in the RSO handbook, for more specific information. Presently, it is University policy that any and all monies raised on the campus by student organizations MUST be deposited into the appropriate RSO account (account located within Student Engagement).

All fund-raising activities must be kept within State of Illinois, Southern Illinois University Carbondale, and Sport Clubs Departmental policies. All fundraising projects must be approved by your Coordinator of Competitive Sports, and depending on the nature of the activity, other University Departments.
Some fundraisers have special requirements or are not allowed on campus, therefore approval is required in advance. Some examples include:

1. Raffle guidelines can be obtained from your Coordinator of Competitive Sports.
2. Sales of goods are not allowed on campus unless the club outright owns the products. Selling magazines or discount cards etc. and only getting a share of the sales, is not allowed.
3. A BBQ or selling food items at an event, permission and a permit must first be obtained from the Environmental Health and Safety Department.

Unauthorized fundraisers will result in disallowance of the club to use funds and possible disciplinary measures for representing a club, The Recreational Sports & Services, and Southern Illinois University in unapproved activities. Disciplinary actions may include probation, suspension of club activities, or loss of other club privileges.

**Sponsorships**

Sport clubs often seek the aid of off-campus organizations or companies in sponsoring a club event or club activities. There are University policies and regulations that govern a private firm or organization from co-sponsoring events on SIUC property or with SIUC affiliate groups. Additionally, regulations also exist governing the types of printed materials that can be posted and what can appear on them in the case of sponsored or co-sponsored events. It is the policy of the University that all sponsorships or co-sponsorships of events by off-campus entities must be approved. Plan to see the Coordinator of Competitive Sports well in advance of your event to determine whether the sponsorship or co-sponsorship the club plans to receive is allowable under State and University policies.

Currently, there are prohibitions in place regarding alcohol and tobacco sponsors of on-campus events or events affiliated with campus organizations such as Sport Clubs. Due to the legal obligation in sponsorships, even seemingly innocuous sounding products or organizations could pose problems. Be sure to find out what your club can and cannot do before making any commitments.

**Fiscal Procedures – Contracts**

Contracts for speakers, entertainers, bands, and other services (hereafter referred to as vendor) must be processed at least four (4) weeks prior to the date of the performance (additional time is required if payment to vendor is over $5,000). No advance payments may be made for any service or performance. Your RSO must have the required funds to pay the vendor in your account at the time the contract is delivered to the Student Development accounting staff. The University cannot lend money to RSOs to cover contract expenses. If completed contracts are delivered to the accounting staff four weeks prior to the event, a check for the vendor may be available for you to present to the vendor on the date of the event (please notify the Student Development accountant if you wish to have the check available for the vendor). Contracts may not be approved by the University if the contract is presented for approval “after the fact”. Without approval of the contract PRIOR to the scheduled date of the performance of service, the University is not obligated to release the funds. Therefore, it is essential that all deadlines and procedures be followed in order to ensure proper payment to the vendor. Please see the Student Development accounting staff for all applicable forms.
Purchasing Equipment or Club Items

Club officers and coaches are responsible for prioritizing what equipment a club requires and arranging the purchase with Competitive Sports Administration. Only club officers can request purchases of equipment.

How can I pay for items?

You can pay for items using a credit card, personal check* and/or cash. It is recommended that students use a credit card in case the receipt is lost, as the credit card statement can serve as a valid form of receipt in emergencies. The following information details purchase processes.

Purchase Request Form

Purchases can be made in several ways:
1. For purchases made on a p-card or check a Purchase Request Form must be submitted and approved by Competitive Sports Administration before the purchase of any items or equipment using a University P-Card or check.
2. If the amount is greater than $1500 the purchase must be made through a Purchase Order. Please allow at least one month for processing.
3. Any items totaling over $2500 (including shipping and taxes) must go through a competitive bid process with SIU Purchasing. While this can take several weeks, it often produces a lower price than normally quoted. A competitive bid may be solicited for items totaling under $2500 but is not a requirement. Please see the Sport Club Administration well in advance of your purchase if you would like to solicit a competitive bid or your total may be over $2500.
4. No personal equipment may be purchased with RSS funds.
5. RSS funds may be approved for the purchase of items for resale or other large expenditures to support a club’s fund-raising activities. These state funds must be replaced in the RSS account after the fund-raiser is completed.
6. State funds may never be spent on alcohol. With restrictions, trophies, and awards may be purchased from these accounts.
7. All club equipment items must be inventoried at the end of each school year.
8. Uniforms purchased with RSS funds are the property of SIUC and must be returned at the end of the school year.

Apparel Design Approval and Purchase

The following steps MUST be following in the process of purchasing club apparel:
1. Make designs that represent your club and university well.
2. Get designs approved by: Coordinator of Competitive Sports, RSS Director, and submit to artwork@siu.edu for review and approval.
   a. The following URL contains information on design requirements:
      http://logo.siu.edu/applications/custom-appearel.php
3. Once approved, designs can be sent to a producer, such as Silk Worm. At the stage, KNOW HOW YOUR CLUB WILL BE PAYING FOR THE APPAREL. PERSONAL ITEMS CANNOT BE PURCHASED WITH ALLOCATED FUNDS. We recommend each member paying for the apparel item they want, collected all of the funds and depositing them in your club account. You will need approval from your Faculty Advisor, the Coordinator of Competitive Sports, to use funds from this account. COMMUNICATE WITH ADMINISTRATION TO ALLOW FOR EASY PROCESSING.
4. Follow instructions from administration for further steps.

All designs must be approved by the Director of Recreational Sports and Services prior to artwork being sent to the vendor.
Reimbursement Request

A reimbursement is when an organization pays for an event’s cost out-of-pocket and then is repaid for their purchase. Only select items may be reimbursed and must be pre-approved by the Competitive Sports Office.

The following documents are needed:

1. A completed Reimbursement Form. To complete this form you will need your address and last 4-digits of your social security number.
2. A printed copy of the receipt or invoice (no handwritten receipts) showing payment amount & item(s) purchased.
3. A signature of the Club President or Treasurer.

The average processing time for a reimbursement is 4-5 weeks from the date a completed reimbursement is received.

Please note that the Competitive Sports Administration will only reimburse students for money that was specifically allocated for that event. Therefore, misused allocations will not be reimbursed. Any student unsure of whether a purchase is covered by an allocation should contact the Competitive Sports Office.

**ALL PAYMENTS, PURCHASES, AND REIMBURSEMENTS MUST BE APPROVED BY THE DIRECTOR OF RECREATIONIAL SPORTS AND SERVICES. WHEN IN DOUBT, ASK FOR HELP **
Travel Policies for Sport Clubs

It is important to obtain travel authorization so that the Competitive Sports Office can assist the club with trip planning, risk management (particularly when club members will be driving), and travel arrangements. Additionally, authorizing travel ensures that each club is complying with travel guidelines established by SIUC. In short, authorizing travel through the Competitive Sports Office helps protect a club and its members from the risks of travel. To do this effectively, club officers should speak with the Competitive Sports Office about trip planning prior to travel. The Competitive Sports Office will work with the club to ensure that travel is properly authorized, including filling out all of the required forms. **ALL forms must be completed prior to travel if the travel is to be considered authorized travel.**

All Sport Club travel must be authorized by the Competitive Sports Office. Unauthorized travel is in violation of travel policies and will result in sanctions including loss of benefits, and/or loss of recognized status. Violations will be sent to the Director of Recreations Sports and Services to determine the result of the sanctions.

Making the Decision to Take a Trip
As the club makes the decision to take a club trip, here are some of the general issues to consider:

1. Is this trip something the club should do?
2. Is the trip in line with the mission and purpose of the club?
3. Is the trip in line with the vision and goals of the club?
4. Does the club have the capability to plan such a trip?
5. What is the expected outcome?
6. Does the club have the necessary funds to cover the trip and the reimbursements possibly associated with such?
7. Have club members assessed the risks associated with this trip?
8. Has the club made decisions about accepting, reducing, or eliminating those areas of risk?
9. Has the club discussed a trip with the coach/instructor/advisor?
10. Has the trip been approved through the Coordinator of Competitive Sports?

11. **HAS THE CLUB FOLLOWED THE AUTHORIZED TRAVEL PROCEDURES?**

If a club wants to travel anywhere, it must:

1. Submit a Travel Request packet to the Competitive Sports Office at least seven (7) business days in advance of the trip.
2. All members listed on this roster must have an up-to-date Emergency Contact Form on file in the office.
3. If a club wishes to use a University vehicle, the club must contact the Competitive Sports office. The driver must be an SIUC student and at least 21 years of age. This must be done at least three weeks before the expected trip in order to assure clearance to drive the vehicle. It should be noted that only a small number of University vehicles are available for use. To assure the ability to use a University vehicle, reservations with the individual department should be made early as these are taken on a first come, first served basis. For a current list of departments that have vehicles for use, please contact the Competitive Sports office.

4. **NO CLUB MAY TRAVEL BETWEEN THE HOURS OF 12:00 AM AND 6:00 AM**

What should go with the club on the trip (recommended)?

1. First Aid Kit (available for check-out from the Competitive Sports Office upon request)
2. Cell Phones (one for each vehicle/group leader)
3. Credit Cards (for gas or emergencies)
4. Travel Binder provided by Competitive Sports Office, includes: copy of travel request, confirmations for reservations made through the Competitive Sports Office, post-game reports, accident/injury reports
5. Emergency Procedures plan of action & Emergency Phone Numbers: At a minimum, the numbers should include Sport Club Graduate Assistant(s), Sport Club Council President, Competitive Sports Coordinator, the Competitive Sports Office, the others numbers for everyone traveling in the group.
Required Documentation

The following documentation is required to be considered an authorized trip:

1. **Sport Club Travel Request** – will include the following information:
   - Club name
   - Contact Information for responsible party on trip (president if traveling)
   - Information about drivers, vehicles and what vehicle each member is assigned to
   - Name of the scheduled tournament or opponent
   - Location of the tournament/contest (city and state)
   - Tournament or contest date(s)
   - Estimated time of departure and return

2. **Liability Waiver Forms** – Liability Waivers must be completed for EVERY PARTICIPANT WHO IS TRAVELING. One master set stays with the Sport Clubs Office. **Any student that does not have a liability/waiver on file in the Sport Clubs office will put the club in jeopardy of not being authorized for travel to the event.** The Risk Management Officer is expected to ensure that these documents are with the club on all trips. If a club continually travels without these forms filled out for their members, there will be a monetary punishment.

3. **Emergency Procedures** – The club must bring a copy of the emergency procedures with them to all events in which they travel. The Risk Management Officer is expected to ensure that these documents are with the club on all trips.

**All documentation is due seven (7) business days in advance to the Competitive Sports Office. Changes to the Travel Roster, is due 48 hours in advance.**

Travel Options

Clubs can choose from a variety of modes of transportation including airlines, chartered buses, commercial rental vans and buses, and private vehicles to get to their competition sites. The following information pertains primarily to ground transportation, as the vast majority of travel takes place in this format.

1. **University Vehicles**
   - If you want to inquire about the pricing of Travel Services, please contact the Competitive Sports Office. You must allow at least one week notice if you are considering this form of travel.
   - All drivers of University vehicles must be at least 21 years of age and hold a valid driver's license. All drivers of an Enterprise Rental vehicle must be at least 21 years of age with a valid driver's license.
   - Only valid SIUC students, faculty and staff who are on the University payroll may drive a University vehicle or Enterprise Rental vehicle.
   - Also, no one other than valid SIUC students, faculty or staff is allowed to ride in a University vehicle without written authorization and consent of the President of Southern Illinois University Carbondale or one of his delegates. Although, Enterprise Rental vehicles only require that the driver of the vehicle be a valid student, faculty, or staff member of SIUC. Therefore, other affiliates may be transported in Enterprise Rental vehicles.

2. **Privately Owned Vehicles**
   While private vehicles provide a very cost effective means of transportation, there are disadvantages that must be considered. Liability issues should be a primary concern for clubs that choose to use personal automobiles to travel. Be sure that each vehicle has appropriate insurance, current inspection and registration, and that individuals traveling in private vehicles understand that they do so at their own risk. Drivers need to be aware that by choosing to drive, *they assume responsibility for the safety of those traveling in their vehicle.* This means that drivers must follow all traffic laws and safety guidelines, and should also make sure that their vehicle is in a safe working condition before beginning the trip.
3. **Chartered Bus Service**
   - Chartered services are typically more expensive than other modes of transportation because of the cost of the certified driver, particularly if the trip lasts more than one day. However, the charter service does provide a licensed driver and the club can just to sit back and enjoy the ride.

**Driver Selection**

All drivers (whether in rental vehicles or privately owned vehicles) will be required to provide license, insurance and vehicle information prior to each trip. In order for an individual to be eligible to drive during Sport Club trips, a driver must:
1. Be at least 18 years of age
2. Have a valid driver’s license
3. Have current vehicle registration (if driving a private vehicle)
4. **Possess personal automobile insurance coverage as mandated by the State of Illinois**
5. Agree to obey all local, state and federal traffic laws
6. Agree not to drive under the influence of alcohol or any illegal drug
7. Agree not to possess or transport any alcohol, illegal drugs, firearms or weapons; (Without permission of Coordinator of Competitive Sports)
8. Agree to wear a seatbelt and require all passengers to wear a seatbelt
9. Agree to abstain from horseplay, racing or other distracting or aggressive behavior
10. Not permit any unauthorized persons to drive the vehicle

**Emergency Procedures**

If you are involved in an accident:
1. Stop immediately and notify the local police or call 911
2. **Fill out a police report (necessary for insurance purposes)**
3. Obtain the names and addresses of all witnesses
4. Do not make any statements as to who is at fault.
5. Do not make any offers to pay damages. (Fault or legal liability will be decided by the appropriate authorities)
6. If you are driving a rental vehicle, follow the notification and emergency procedures outlined in the rental packet
7. Please contact the administration if an emergency or breakdown occurs

**Travel Confirmation Letters**

Occasionally, club members will need to be absent from classes in order to attend scheduled Sport Club competitions. At such times, club members can prevent misunderstandings and academic difficulties by obtaining a letter from the Competitive Sports Office verifying the club’s plans to travel and compete. **If a letter is needed, it must be requested at least 2 weeks prior to leaving for travel. Sport Club travel is not a university excused absence. Therefore, trip confirmation letters do not mandate that professors excuse the absence.** To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of Sport Club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor’s demands for rescheduled or make-up exams and assignments.

**Behavioral Expectations During the Trip**

As representatives of Southern Illinois University Carbondale and Recreational Sports and Services, all Sport Club members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a club’s reputation as well as the reputation of SIUC. The policies and procedures of SIUC and those articulated in this handbook are in effect when clubs travel. Reports of violations or any other activities that negatively reflect upon SIUC
may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved. Please review the Standards of Conduct in this handbook as well as the SIU Student Code of Conduct with ALL members prior to leaving. No traveling between the hours of 12:00 am and 6:00 am (unless cleared by the Administration prior to departure).
Risk Management

First Aid/CPR/AED

It is required that at least two club members (one being the Safety Officer) be CPR and AED certified. Certification opportunities will be available to club members for a minimal fee. It is the duty of the Club President to assure that at least one individual that is CPR/AED certified is present at any sanctioned club activity. It is recommended that all officers go through the training. Depending on the contact level of the sport, the number of members that must be certified might vary.

First Aid Kits

First aid kits will be made available for check out for club functions. These kits will generally be stocked with bandages, gauze, alcohol swipes, gloves, CPR mask, biohazard trash bag, scissors, and an accident report form. If the event, practice, or game is taking place on campus, the supervisor on duty will provide the club with the first aid kit.

Accidents/Incidents

1. Minimize the occurrence of accidents and injuries through sound risk management practices.
2. Follow appropriate documentation procedures should an injury occur.
3. If on campus, contact a Facility or Competitive Sports supervisor to assist with the injury and fill out the Accident Report form.
4. If off campus, the officer present should fill out an Accident Report form and submit to the Sport Clubs Office within 48 hours. If it is an emergency, contact the office as soon as possible.

Emergency Procedures

For minor injuries:
1. A qualified individual may render first aid, as required, and with proper consent on the spot.
2. Complete an Accident Report form and submit it to the Competitive Sports Office within 48 hours.

For injuries requiring medical attention:
1. Do not allow the injured party to go to a medical facility unescorted.
2. Complete an Accident Report form and submit it to the Competitive Sports Office within 48 hours.

For emergencies:
1. Call 911 and request EMS.
2. Explain the nature of the emergency and inform them that no EMT is on the scene.
3. Give them clear and specific directions to the site.
4. Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
5. Provide any necessary CPR.
6. If on campus, contact Department of Public Safety (618-453-3771)
7. Contact Veronica Tantoco (773-392-9888) or Kyle Burton (815-954-1189) to notify them of the emergency.
8. Meet or designate someone to meet personnel at the entrance to the building or scene of the accident and guide them to the injured party.
9. Emergency personnel will be responsible for determining if and how the injured party shall be transported.

**Each participant must have a Liability Waiver filled out and on file in the Competitive Sports Office prior to participating in any club activity. **
For Clubs That Participate On Campus:

Lightning – Thor Guard

Thor Guard is the lightning detection system that continually monitors and evaluates the electrostatic atmosphere and predicts the probability of a lightning hazard in an area up to 12 mile radius. It also provides information of the risk in the immediate area of our campus. While in the Intramural Sports Playfields, Sport Club Playfields and the surrounding area, you will be alerted by one loud horn blast that will last 15 seconds.

Upon hearing the horns, everyone should seek shelter immediately. When this occurs, strobe lights located on the roof of the “Brickhouse” will activate and remain active while under a weather alert. Every attempt should be made to seek shelter in a safe environment. The Thor Guard System will determine when conditions are safe with three 5-second horn blasts which indicate that everything is all clear and your activities may resume. (The strobes will also cease when it is clear to resume activities.)

In the event lightning is spotted:

1. Seek shelter immediately in buildings or cars/trucks. All outdoor activity should be postponed immediately.
2. Avoid open areas, elevated ground, water, flagpoles, tall trees, metal fences, golf carts, mowers, cellular phones, and radios.
3. Wait at least thirty minutes after the lightning has ended before resuming activities. If there is lightening within the 30 minute wait time, 30 more minutes will be added to the remaining time.

SEEK SHELTER AT: Restrooms in the Brickhouse or personal vehicles
ALWAYS AVOID THE FOLLOWING: recreation fields, bleachers, open areas, metal fences, dugouts, bodies of water, and isolated trees.
Starting and Maintaining a Sport Club

Starting a Sport Club

If you have a special interest and cannot find an existing Sport Club that meets your interest, you may apply to start your own Sport Club. To create a new Sport Club the club must first be a Registered Student Organization (RSO):

1. Check the list of current RSO to see if the club already exists
   - Is there an organization on campus already providing the same or similar activity?
   - Does an organization exists that might be receptive to your ideas, talents, interests, and enthusiasm?
   - If you answered yes to either of these questions, please speak with the existing organization to learn how you might become involved. **Applications for redundant clubs will not be accepted.**

2. Consider the following questions before you submit an application to become a new RSO/Sport Club:
   - How will you define your organization?
   - What will be your goals and how will you accomplish these goals?
   - Do you have support from fellow students in this area of interest?
   - Do you believe these students would be interested in joining the newly formed organization?
   - What is unique about the organization?
   - What benefits will this group offer to its members?
   - What type of commitment are members required to make?
   - What will be the typical activities of the organization?

3. Set up a meeting with Sport Club Executive Board to discuss creating the club.

4. Complete and submit the Sport Club Registration Packet (**club constitution, roster, practice/game schedule, officer contact list, and proposed budget**) to the Competitive Sports Office.

5. Once you have completed the necessary paperwork you must go through the 4 phases to become an active Sport Club:

**Phase 1:**

A meeting will be set up with the elected Sport Club Executive Board to propose your new Sport Club. All officers of proposed Sport Club must be present. You will present on your organization’s goals, benefits, plans, competitive nature, and financial plans.

**Phase 2:**

The elected Sport Club Executive Board will vote on whether to allow the club a one year probationary status. Their decision will be based on the presentation depicting the organization. The board may place stipulations upon the club, such as demonstrating the existence of a national governing body, before granting a probationary status.

Note:
- Additional meetings with the Sport Club Executive Board may be necessary before acceptance of the club.
- Certain Sport Clubs can be accepted without probationary status if showing proof of being an established organization for one or more years prior to the meeting with the Sport Club Executive Board.

**Phase 3:**

If approved, the club will be granted a one year of probationary status as a Sport Club. During this period, the team will have limited funding that will be designated by the Sport Club Executive Board. As a probationary team, it may be terminated at any time.

During this probationary year, the team must:
- Demonstrate a strong administration through the election of officers and scheduling of weekly meetings and practices. The Club officers will be responsible for submitting several articles of paper work to the Competitive Sport Office, including: participation reports, field/facility requests, a team roster, officer contact list, waiver cards for all participants, a schedule, CPR certification, and any accident/incident reports, travel team rosters, and travel agendas as needed.
Send a representative of the club to all Sport Club Council meetings.
- Maintain at least 5 student participants.
- Demonstrate financial responsibility. The club must raise funds to cover all expenses for the first probationary year. This includes funds for travel, league dues, entry fees, and equipment. A final budget reflecting these expenses and income must be submitted to the Competitive Sports Office.
- Follow all policies and procedures that are set forth by the RSS and Sport Club Manual.

Failure to follow guidelines set forth in this handbook or in the RSO guidelines may be grounds for removal from the Competitive Sport Club Program. The probationary year may be terminated at any point deemed necessary by the Sport Club Executive Board or Competitive Sports Administration.

Phase 4:
After a year of probationary status, another meeting will be scheduled between the Club officers and the Executive Board to evaluate the club's performance over the past year. A decision will be made to activate or terminate the club for the following year. The Recreation Services Director maintains final veto power, and may override a decision made by the Sport Club Executive Board. The Recreation Services Director may implement a moratorium at any time.

If any club fails to meet the requirements stated in this handbook, they will be deemed inactive. A club can be reinstated by the Sport Club Executive Board at their discretion. Any club that has been inactive for more than 12 months must go through the entire process of registering as a new Sport Club.
The Sport Clubs Executive Board and Council

The Sport Club Council

The Sport Club Council is comprised of the President’s or one (1) other club officer to attend the monthly meetings and report back to their respective club. They will be given one (1) vote for any Sport Club business. The meetings are held the first week of every month and special meetings may be called at the discretion of the Executive Board. Meetings will discuss practice scheduling, travel changes, budget hearings, alcohol/drug policies and additional information.

The Sport Club Executive Board

The Sport Clubs Executive Board (SCEB) is the professional governing student body of the Sport Club Council under the auspices of the Sport Club Program and Recreational Sports & Services Department. Members of the executive board will be elected by the Sport Club Council to help facilitate the management of Sport Clubs. The SCEB will work directly with Competitive Sports Administration and have the following duties:

- SCEB members should possess (at least) a basic knowledge of all clubs and what they do.
- Represents the member clubs to the Sport Club Program and in all matters before the RSS Board regarding each Sport Club
- Assists the Sport Clubs’ Officers in representing the Sport Club to the Sport Clubs administration
- Works with the Sport Clubs’ Officers and Administration in developing policies and procedures for managing the Sport Clubs
- May hear complaints brought by club members against other club members or rule violations by clubs or individuals within the club. The Executive Board makes recommendations for resolution of interclub conflicts and gives recommendations for team sanctions for policy violations to the Sport Clubs Administration
- Is responsible for recommending student allocations to the Sport Clubs based on annual budget requests
- Directs the allocation of the contingency funds available for club support during the school year
- Works to support the Sport Clubs through media relations, special projects and other forms of assistance that they can develop

Sport Clubs Executive Board Positions

The SCEB is comprised of seven members elected by the Sport Club Council to serve one academic school year. As a whole, the board acts as a liaison between the Sport Clubs and Competitive Sports Administration. They will facilitate monthly council meetings and annual budget hearings for clubs. The positions and duties are as follows:

1. President
   a. Run Monthly Council Meetings
   b. Work directly with administration as a liaison between the SCEB and Council and administration
   c. Will be aware of club activities including travel, home events, behavioral infractions or any other items of note
   d. Organize SCEB meetings and annual budget meetings
   e. Lead meetings discussing disciplinary actions
   f. Attend regular meetings with the Coordinator of Competitive Sports

2. Vice-President
   a. Run monthly council meetings if president is absent
   b. Assist president in any duties required to facilitate the running and organization of clubs

3. Secretary
   a. Take attendance at monthly council meetings
   b. Monitor SCEB email and respond to/forward emails as appropriate
4. **Treasurer**
   a. Organize and monitor club accounts with administration
   b. Have detailed knowledge of budget and allocation guidelines

5. **Martial Arts Chair**
   a. Act as liaison between martial arts clubs and the SCEB and Administration

6. **At Large (2)**
   a. May act as senator to express a Sport Club view to the Undergraduate Student Government (USG)

**Elections**

Elections to the SCEB take place during the regularly scheduled Sport Club Council Meeting during the spring semester during each school year with the Board members taking their positions, officially, at the beginning of the fall semester. Nominations to the Board positions are to be established at the March or April Sport Club Council Meeting. The month will be determined by the active SCEB so as to allow for appropriate amount of time to train new members. The nominees will be expected to speak, explaining why they feel they should be elected to serve on the Executive Board. Elections will take place at the end of the meeting with each member club in attendance allocated one vote per position. In the case of ties, a runoff vote will be taken. Vacancies due to graduation, leaving school, resignation or removal will be filled at the following Sport Clubs monthly meeting with nominations and election to take place during that meeting.

**Sport Club Handbook**

Only the SCEB may make changes to the Official Sports Club Handbook. Changes should be made at the end of the academic year and go into effect at the beginning of the following year. If needed, the executive board may vote to make changes that will be effective immediately during the academic year. The SCEB may accept input from Competitive Sports Administration and the Sport Club Council, but changes will be confirmed and executed by the Sport Club Executive Board.
Standards of Conduct and Disciplinary Procedures

The Disciplinary Process

Complaints brought before the SCEB, whether from internal or external sources, must be handled with an official response to all parties concerned. Complaints will be given to the Sport Clubs Administration. After review by the Sport Clubs Administration, the complaint may be filed with the SCEB regarding the incident or series of incidents, an unfair policy or procedure engaged in by a club or individual member, violations of SIUC polices or procedures, Departmental or State of Illinois policies or procedures or other similar issues. Coordinator of Competitive Sports may make an interim disciplinary ruling (no longer than three weeks) in regards to violations of policy. A date will be set for a hearing, generally at the next regular Executive Board meeting and verbal notice of the hearing will be given to all individuals involved. All individuals involved may bring supporting evidence to the hearing. The Board will hear both sides of the case with the President presiding over the hearing and Sport Club Administration providing the relevant information as necessary. The SCEB will then provide a recommendation on a decision to the Sport Club Administration. Punishments may include restriction of access to University facilities and vehicles, fines or reductions in allocated funds, probation or removal of the club, removal of individual members from club participation or referral to the Student Judicial Affairs Office. In the case of violence or the threat of violence against any participant, official, coach or spectator at any Sport Clubs activity, the incident will be automatically directed to the Student Judicial Affairs Office for proper handling, and in serious cases may be referred to law enforcement agencies.

All Sport Clubs and their members and officers have an obligation to operate according to all of the policies, procedures, and standards of conduct set forth in this manual, the Code of Student Responsibility, guidelines of any appropriate national governing body, or directives otherwise articulated by Recreational Sports and Services Department or SIUC. Disciplinary action will result from failure to follow any of policy, procedure, and standard of conduct, guideline, or other expectation.

Violation of, or non-compliance with, University policies, campus regulations, Sport Club procedures or Sport Club standards of conduct may result in loss of Sport Clubs membership or other disciplinary action taken against the Sport Club involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and The University.

**ALL DECISIONS MADE BY THE SCEB REGARDING DISCIPLINE MAY BE OVERRULED BY RSS STAFF.**

General Standards of Conduct

As students of SIUC, Sport Club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. It is the responsibility of all club members to not engage in any actions that could result in harm to SIU’s reputation.

Inappropriate conduct or actions while participating in any Sport Club related activity could jeopardize the club’s continued status as a recognized Sport Club. Furthermore, club members who participate in any activity which violates University policies, the guidelines of any appropriate governing body, or federal, state or local law will be subject to disciplinary action by the competitive sports office, the Recreational Sports and Services department, Southern Illinois University Carbondale, and/or appropriate legal authorities.
Minor Infractions (examples would be non-attendance at a representative's meeting or failure to submit required forms on time)

1. First Infraction - If the violation is the Club's first during the current academic year, and the Club is not under probation from violations committed the preceding year, the following steps are taken:
   - The Club will receive a verbal warning from Competitive Sports Staff.
   - The Sport Club Council President will notify the Club stating:
     - Reason for the verbal warning and details on the infraction
     - Possible consequences the Club will face if additional infractions occur
     - Club's right to appeal

2. Two or More Minor Infractions
   - The Club may be placed under inactive status and may face suspension.
   - The Sport Club Administration may take any action deemed appropriate.
   - The Club is notified in writing of the action taken.
   - The Club is advised of their right to appeal.

Major Infractions (these include Club actions that are outside acceptable standards of conduct or are in violation of the Sport Clubs or SIUC rules and guidelines)

1. Examples of major infractions include, but are not limited to, the following situations:
   - Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
   - Misusing Club funds and/or abusive use of Club funds
   - Allowing ineligible individuals to participate in Club activities
   - Compromising the safety of club members while traveling
   - Transporting and/or consuming alcohol or illegal substances while on official club trips

2. For all major infractions:
   - A meeting with the Club representatives and the SCEB is scheduled.
   - Input from appropriate administrators and staff members is solicited when appropriate.
   - Sport Club Administration determines the disciplinary action to be taken with input from SCEB.
   - The Club is notified in writing of the decision and is advised of their right to appeal the decision.

Examples of Sanctions that may be placed upon clubs for multiple minor infractions or any major infraction:

1. Loss of ability to reserve and use facility space for practice/competition or store/use equipment
2. Denial of Funding Hearing Requests
3. Loss of travel authorization
4. Removal of individuals causing problems
5. Removal of officers, advisors, or coaches from their respective positions
6. Letter to the National Governing Body removing the club from participation
7. Loss of Sport Club status
8. Individual or club probation
9. Other disciplinary action by the Sport Club Program, the Recreational Sports and Services Department or SIUC
Additional Information

Intramural Sports Eligibility Requirements

Any SIUC student who is currently a member of a sport club or coach of a sport club may participate in the Intramural Sports Program (in their sport or related sport), under the following conditions:

1. The student is properly listed as a member of the Intramural Sports team following regular eligibility guidelines.
2. No more than two club members and/or coaches per team may be on a single Intramural Sports team roster.
3. Any person who competes in scheduled contests, practices with the team, coaches or assists in coaching and/or is on the club roster kept with the Competitive Sports Office for that academic year is considered a member of the club.

University Licensing and Trademark/Media Guidelines

Poster/Flyer Distribution

Posters/flyers can be a terrific tool for advertising your Sport Clubs activities and campus events. It is however, expected that good taste, judgment, and courtesy be used in the displaying of any poster or flyer. Some a general rules:

1. All posters, signs, or other articles should be placed only on appropriate bulletin boards. Some areas, including, but not limited to, the Student Center and University Housing residence halls, have very specific regulations governing the display of posters and flyers, and thus, require additional approvals to post in these areas.
2. Posters and flyers should identify the name of the sponsoring student organization.
3. Posters and flyers should be hung and removed in a timely manner.
4. No posters, flyers, signs, or other materials should be posted, nailed, taped, stapled, etc., to any part of the interior or exterior (including windows and doors) of University buildings or on light posts, sidewalks, telephone poles, trees, trash receptacles, overpasses/bridges, or automobile windshields. Help keep our campus beautiful. YOUR SPORT CLUBS MAY BE RESPONSIBLE FOR CHARGES INCURRED FOR CLEAN-UP BY PHYSICAL PLANT.
5. Sidewalk chalking is allowed on campus and it is encouraged that it be confined to open areas where rain and weather can wash old postings away. As with flyers, it is expected that good taste, judgment, and courtesy be used.

Websites/Web Pages for RSOs

For more information on SIUC’s web guidelines, please use this link http://web.siu.edu/requirements/

Facebook/Twitter/Google +

As with any new technology, Facebook, Twitter, and other social networking sites have both positive and negative aspects. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or SIUC. Any club that has a “club page,” or Sport Clubs members that associate themselves on their personal pages with a particular club, must do so in accordance with the Student Code of Conduct of SIUC. Additionally, club members should take care not to put anything on these pages that will negatively impact the image of the club or of the University as a whole.
Marketing

Marketing is crucial for all Sport Clubs to attract new members and inform others of club activities. Sport Clubs are encouraged to use a variety of methods for exposure such as:

1. Appoint a Marketing Chairperson for the club.
2. Promote the club during the Registered Student Organization (RSO) Fair.
3. Publicize regular meetings, games, and special events through:
   - Club flyers, posters, handbills, and promotional wall advertisements
   - RSS and Residence Hall bulletin boards
   - Social Media (i.e. Facebook, Twitter, Google+)
   - Resources at Student Center
   - RSS Website - http://www.reccenter.siu.edu/
   - Internal Cable Ads at Student Center
   - Newspaper - The Daily Egyptian
   - SIU Cable Channel 8
   - SIU Radio – WSIU

The use of flyers, posters, handbills and promo walls must be in compliance with all relevant university posting policies.