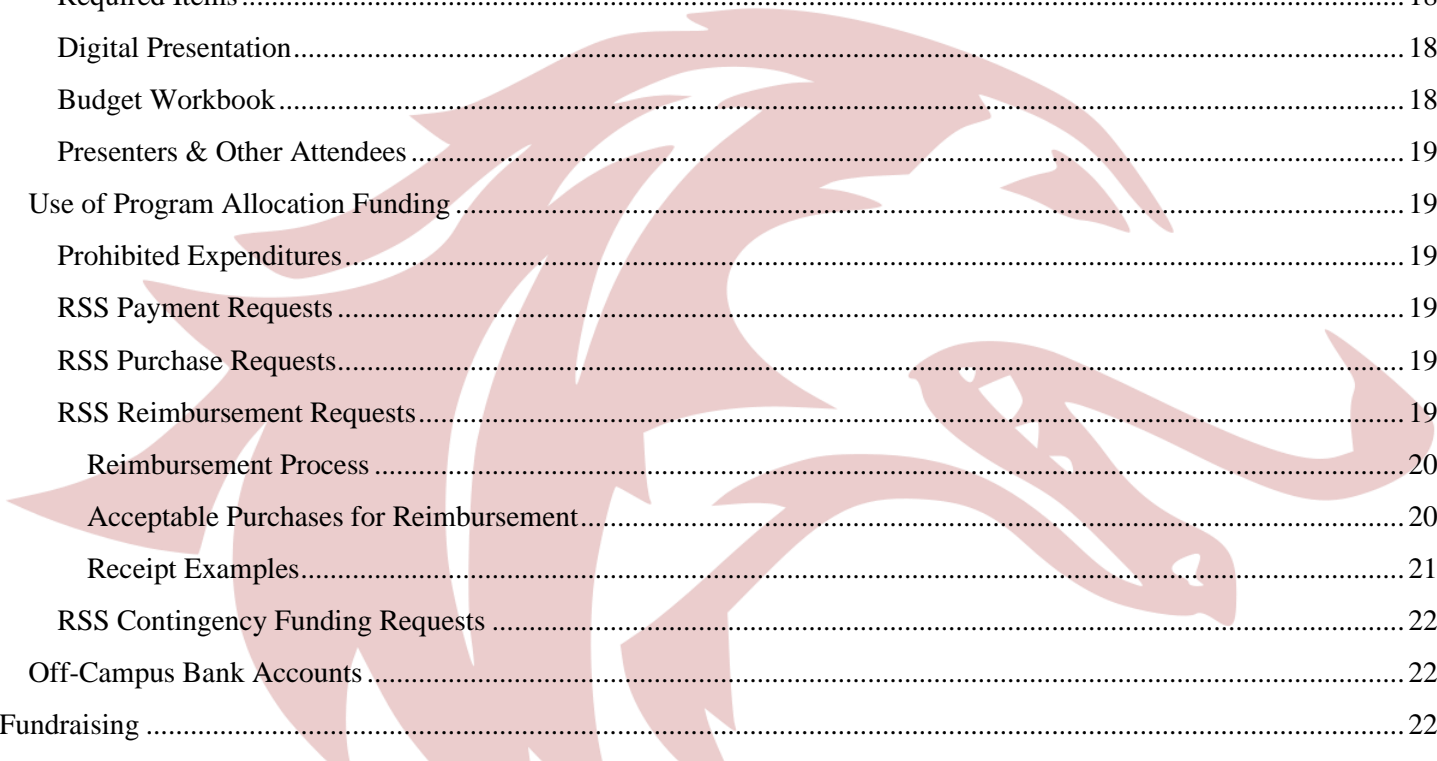


SPORT CLUB
HANDBOOK
2022 - 2023

SIU
Competitive
Sports
Office

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Contact Information

Competitive Sports Office

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RSS Mission Statement

The purpose of Recreational Sports and Services is to enhance quality of life for our students and the SIU community by providing dynamic opportunities in safe facilities and environments.

- Recreational Sports and Services engages patrons to promote wellness through social interaction and healthy lifestyles.
- We strive to be professional, knowledgeable, and resourceful while embracing creativity and inclusivity.

Introduction to Sport Clubs

The purpose of the Southern Illinois University (SIU) Sport Club program is to provide athletic opportunities to students who are seeking enjoyment, personal fulfillment, and camaraderie through recreation and competition. Sports clubs satisfy the goals and interests of former high school athletes, casual enthusiasts, and curious students and members. Through the Sport Club program, Southern Illinois University students develop key skills such as leadership, organizational skills, teamwork, decision making, conflict resolution, and interpersonal interaction.

Each sport club is required to maintain active status as a Registered Student Organization (RSO) through the SIU Office of Student Engagement. Like all RSOs, sport clubs are student driven organizations that place the responsibility for administration and organization in the hands of SIU students. Club teams may represent SIU at conferences, competitions, and other events across the country and worldwide. However, sport clubs are not official bodies of the University and may not sign contracts with third parties on behalf of the University.

Recreational Sports and Services (RSS) supports the SIU Sport Club program financially and administratively. The Competitive Sports Office serves as the liaison between sport clubs and RSS. The Sport Club Handbook outlines and discusses the various policies and procedures of RSS and SIU that directly impact sport club activities. Perhaps, more importantly, the Sport Club Handbook serves as a resource for successful club operation.

The policies and procedures outlined in this Handbook are subject to change, and officers will be notified of any changes via email and electronic messaging from the Competitive Sports Office.

COVID-19 Guidelines

The COVID-19 pandemic's impact on higher education in the United States is unprecedented. The Competitive Sports Office seeks to educate and empower students to make informed decisions to prevent the spread of the COVID-19 virus during sport club activities.

The Competitive Sports Office expects club officers to share the COVID-19 guidelines with all current club members prior to or at the beginning of the academic year. All on-campus sport club activities must comply with University policies and guidelines that address the prevention of contracting the COVID-19 virus. For off-campus activities, sport clubs must follow University, State of Illinois, Centers for Disease Control (CDC), and local guidelines and policies.

Please refer to Appendix F for COVID-19 Guidelines for Sport Clubs.

The decisions and guidelines set by the Competitive Sports Office and the University shall supersede the decisions and guidelines of all National Governing Bodies (NGB). However, all sport clubs are expected to remain cognizant of and in compliance with the rules and policies of their respective National Governing Bodies (NGB) when appropriate.

Sport Club Program Leadership

Recreational Sports & Services

The RSS Program Director and Coordinator of Competitive Sports provides direction and leadership for the SIU Competitive Sports Program. The Competitive Sports Program is comprised of the Intramural Sports Program and the Sport Club Program. Competitive Sport Supervisors monitor sport club activities and enforce compliance with Competitive Sports, RSS, and SIU ideals, policies, and procedures.

The RSS Program Director serves as the advisor for all sport clubs. The Program Director and Coordinator of Competitive Sports shall provide guidance and support while assisting with event planning and execution, enforcing compliance with the RSO Handbook and the Sport Club Handbook, and resolving sport club conflicts.

Sport Club Advisory Board

The Sport Club Advisory Board is comprised of five Sport Club officers. Advisory Board elections are held every Spring Semester for the following academic year. The purpose and responsibilities of the Sport Club Advisory Board include, but are not limited to, the following:

1. To annually review the Sport Club Handbook to provide feedback and recommendations
2. To serve as an appeal board regarding programmatic penalties and Changes in Club Status.
3. To review Sport Club annual reports and make recommendations for future Program Allocation Funding
4. To plan and conduct Sport Club Leadership Series seminars, trainings, and activities
5. To support the prosperity of the Sport Club Program by offering advice and assisting in decision making.

Current, fee-paying students at Southern Illinois University Carbondale that meet the following qualifications may apply for a position on the Advisory Board.

- ✓ The potential member has served on the Sport Club Council for at least one semester.
- ✓ The potential member is in “good standing” with the University. A student’s academic and disciplinary status determines their “standing” with the University. Students on academic and/or disciplinary probation and suspension are ineligible to serve as sport club officers.
- ✓ The potential member’s club is in Good Standing or on Probation.

Sport Club Council members that aspire to join the Advisory Board are expected to complete the Sport Club Advisory Board Application by the stated deadline and deliver a short speech to the Sport Club Council during the designated Sport Club Council meeting.

Advisory Board members are expected to be available for all Sport Club Council meetings and Sport Club Leadership Seminars, trainings, and activities. Members with more than two unexcused absences are subject to removal from the Board, and, if removed, may not serve on the board for the upcoming academic year. The Coordinator of Competitive Sports may appoint an interim member until the Spring Semester election.

Sport Club Council

The Sport Club Council consists of officers from each sport club. The Competitive Spots Office recommends that the President and Vice President of each club represent the club on the Sport Club Council. The purpose and responsibilities of the Sport Club Council include, but are not limited to, the following:

1. To consider the best interest of all sport clubs and support the prosperity of the Sport Club Program
2. To provide recommendations regarding the Sport Club Handbook and the Sport Club program
3. To elect Sport Club Advisory Board members during the Spring Semester or as necessary
4. To serve as an appeal board regarding the removal of a Sport Club Council Member
5. To recommend RSOs for acceptance into the Sport Club Program

Sport Club General Information

As a representative of Recreational Sports and Services (RSS) and Southern Illinois University, each sport club is obligated to obtain the approval or seek advice from the Competitive Sports Office prior to planning and engaging in club-related activities.

Sport clubs are expected to fulfill and meet the following duties, responsibilities, and expectations:

1. Establish and maintain regular communication with the Competitive Sports Office
2. For all club-related activities, abide by the policies and procedures of the Competitive Sports Office, RSS, Office of Student Engagement, and SIU as well as follow all city, state, and federal laws
3. Develop annual goals and objectives for recruitment, fiscal management, fundraising, and competition
4. Maintain a roster of at least five members or the minimum number of players required to formally compete
5. Completion of all required paperwork by established deadlines
6. Attendance at all scheduled trainings and meetings

Eligibility

Students

- On-Campus
 - Undergraduate and graduate students must be currently enrolled for at least one credit hour.
- Off-Campus/Online
 - Undergraduate and graduate students must purchase an “inactive student” membership.

SIU Carbondale Faculty/Staff

- Currently employed SIUC faculty and staff who have purchased a semester or annual RSS membership may participate in non-competitive activities.
- Non-student members may not officially represent the University at formal competitions.

Non-SIU Affiliated Members

- RSS members must purchase a semester or annual membership to participate in sport clubs.
- RSS members under eighteen years of age cannot participate in sport club activities.
- Non-student members may not officially represent the University at formal competitions.
- Guests of RSS members may not participate in sport club activities.

Varsity Athletes

- A varsity athlete may be defined as any individual that appears or has appeared on the roster for a collegiate varsity team at any level (e.g., NJCAA, NCAA, NAIA, etc.)
- Current Saluki varsity athletes may be ineligible to participate in club activities. Please check with [Saluki Compliance](#) and your relevant National Governing Body (NGB) in these situations.

Professional and Semi-Professional Athletes

Please check with your club’s chosen National Governing Body (NGB) for eligibility information regarding teammates that are current and former professional and semi-professional athletes.

Transgender Athlete Participation Policy

Recreational Sports and Services at Southern Illinois University Carbondale celebrates and supports the transgender student population’s participation in sport clubs. Through the guiding policies of the National Intramural-Recreational Sports Association (NIRSA), RSS empowers students to participate in club sport teams based on one’s gender identity, regardless of any medical treatment. While Southern Illinois University Carbondale does not restrict participation based on gender, national governing bodies (NGB) may have additional policies that should be taken into consideration before participating in a competition/game.

Sport Club Classification

The classifications for current sport clubs can be found in Appendix A.

Competitive/Recreational Tier Overview

- Clubs must have five (5) or more active members at practice on a routine basis and must be able to field the minimum number of required players.
- All competing team members must be currently enrolled SIU students in good standing with the University.
- The primary purpose of competitive/recreational clubs is to develop athletic skill and to apply that skill in sanctioned and non-sanctioned contests, tournaments, or competitions.
- The club is required to join a recognized national governing body (NGB).
- The club may opt to travel multiple times throughout the year for competitions, requiring financial support for travel and hotel accommodations.

Instructional/Social Tier Overview

- Clubs in this tier primarily seek to provide instruction, participation, and/or social opportunities.
- Clubs must have five (5) or more active members at practice on a routine basis.
- Any competing members must be currently enrolled SIU students in good standing with the University.
- Clubs in the instructional/social tier are not required to join a National Governing Body (NGB).

Martial Arts Clubs

- Regardless of tier classification, all martial arts clubs are required to meet the following:
 - Affiliation with a recognized National Governing Body (NGB) within the discipline
 - Obtaining the services of an instructor of appropriate rank with certification from a recognized NGB within the discipline
 - No martial arts clubs will be able to operate without the supervision of a certified instructor.

Roster

The Saluki Connect roster is considered the official roster by the Competitive Sports Office and the Office of Student Engagement. Prior to officially practicing or competing each year, official members will complete the Sport Club Participation Form. Clubs can expect random roster checks for accuracy and Sport Club Participation Form completion. The Competitive Sports Supervisor has the authority to stop that member from practicing or competing if the waiver has not been completed, and/or the member cannot be identified.

Tryouts

During tryouts, prospective members will complete the Sport Club Participation Form prior to participating. If the prospective member is not invited to join the team or chooses not to join the team, the club or individual should inform the Competitive Sport Office. The individual's Sport Club Participation Form will be deleted.

Monthly Participation

Certain sport clubs will be required to track and report member participation. Involvement should be tracked for specific club activities (e.g., meetings, try-outs, practices, scrimmages, etc.). The Monthly Participation Report is due by the fifth day of each month for the previous month and should be submitted via e-mail (siucompsports@siu.edu).

Sport Club Leadership Series

The Sport Club Leadership Series was created to provide training and leadership development opportunities to the officers and members of sport clubs. Sessions will be held following monthly sport club council meetings, and two officers and/or representatives are required to attend. The goal for these meetings is to provide officers with leadership skills that they can use to manage their club, to succeed academically, to secure a job after graduation, and to become well-rounded individuals. Topics range from event planning and budgeting to conflict management and recruitment.

Prospective Sport Clubs

Prospective sport clubs may be granted official admission to the Southern Illinois University Sport Club Program during the Spring Semester of the current academic year. Prospective RSOs can work with the Competitive Sports Office during the Fall Semester to complete the application process. The following criteria will be considered when choosing to accept a potential sport club:

1. The organization is officially recognized by the SIU Office of Student Engagement, meeting the basic requirements of an active Registered Student Organization.
2. The organization does not duplicate or closely resemble current sport clubs.
3. The organization is characterized as a sport or recreational activity affiliated with a National Governing Body.
4. The organization has demonstrated a high potential for stability and recruitment.

The prospective sport club should consult the Prospective Sport Club Checklist (Appendix B). The checklist details items to consider *before* meeting with the Competitive Sports Office and explains the presentation process and format to the Program Director, Coordinator of Competitive Sports, and Sport Club Council. Once the prospective club is ready to apply, the club president shall complete the Prospective Sport Club Application.

Available facility accommodations, operational needs, risk management requirements/concerns, current literature and industry standards, and other factors will be considered when reviewing prospective sport club applications. RSOs that are not granted admission are eligible to re-apply the following academic year.

If the Council chooses to recommend the RSO for admission into the Sport Club Program and the Competitive Sports Office chooses to grant admission, conditional membership will begin at the start of the Spring Semester. The conditional sport club will have access to complimentary RSS facility reservations and will appear on RSS marketing. The conditional sport club will not receive Program Allocation funding; however, the conditional sport club may request funds from the Undergraduate Student Government (USG) and RSS Contingency Funding from the Competitive Sports Office. At the end of the Spring Semester, the conditional sport club will present an annual report and may request RSS Program Allocation Funding for the following academic year.

To be granted full status as a sport club, the conditional sport club must satisfy the following conditions:

- ✓ Receive a score of seventy (70) points or higher on the Sport Club Compliance Checklist
- ✓ Attend all required meetings
- ✓ Complete mandatory officer trainings
- ✓ Provide proof that two members are CPR/AED/First Aid certified
- ✓ Successfully hold practices/meetings and have an average of at least five members attending regularly
- ✓ Successfully demonstrated the ability to execute a fundraising strategy

Current Sport Club Registration

Office of Student Engagement Programmatic Requirements

The Office of Student Engagement requires that all active RSOs meet the following criteria:

- ✓ Updated Constitution
- ✓ Updated Saluki Connect Page
- ✓ A minimum of five (5) members
- ✓ Attendance at a RSO Orientation

The Office of Student Engagement mandates that all RSOs attend a Fall or Spring RSO Orientation session during the current academic year. Every RSO must send a minimum of two members to a RSO Orientation. The RSO Orientation provides updates and changes relevant to RSOs for the current year.

For each semester, all RSOs must complete the Transition process via Saluki Connect. To complete the Transition process, each club is required to upload its current constitution, to supply the list of current officers, to provide the most current club roster, and to supply proof of CPR/AED/First Aid certification for two club members. The RSO is not required to initiate a change in leadership during this time.

Sport clubs that do not meet the requirements for the Office of Student Engagement are subject to a change in club status and will also not have access to RSS Program Allocation Funding, RSS Contingency Funding, and USG Funding. These clubs will also lose practice and event privileges at any RSS and Saluki Athletics facilities.

Sport Club Programmatic Requirements

The Competitive Sports Office requests that all sport clubs complete the following actions:

- ✓ Attend the RSO Involvement Fair for the Fall and Spring Semesters
- ✓ Schedule and complete the annual Fall Meeting with the Program Director
- ✓ Complete and Present an Annual Report
- ✓ Attend all Sport Club Council Meetings
- ✓ Complete mandated officer trainings (Treasurer & Safety Officer)
- ✓ Complete Required Concussion Management Trainings and Protocols

Notification of Changes

When a sport club changes its name, revises its constitution, elects or appoints new officers, chooses a new coach/instructor, and/or when contact information has changed, such changes must be reported to the Competitive Sports Office and Office of Student Engagement via Saluki Connect.

Removal or Withdrawal from the Sport Club Program

RSOs or individuals that have been removed from the Sport Club Program due to compliance violations are not eligible to re-register for sport club status until a meeting with the Coordinator of Competitive Sports has been scheduled and completed. The Program Director shall determine if the RSO is eligible to apply for readmission into the Sport Club Program.

Any RSO may cancel its designation as an RSS Sport Club and disband as a club at any time. The sport club should submit a Resolution signed by the club officers to the Program Director. Upon the date of withdrawal from the Sport Club Program, the organization forfeits all privileges and benefits afforded to sport clubs. The RSO should contact the Office of Student Engagement if the organization wishes to disband completely.

Sport Club Organization

Constitution

The constitution is the basic framework of rules and procedures for an organization. It provides principles, procedures, and by-laws for the administration of the Sport Club. The constitution should guide the actions of the sport club. Sport clubs are required to use the current template for their organizational constitution. The template guides the sport club officers and members in fashioning a constitution unique to and meaningful for their organization.

Each sport club should review and ratify the constitution on an annual basis. The template for the constitution can be found on the sport club webpage.

Club Officers

All sport clubs are required to maintain the following five executive officer positions:

- ✓ President
- ✓ Vice President
- ✓ Treasurer
- ✓ Safety Officer
- ✓ Secretary

Prospective officers must be officially affiliated and enrolled at Southern Illinois University Carbondale. Students must also be classified as being in “good standing” with the University. A student’s academic and disciplinary status determines their “standing” with the University. Students on academic and/or disciplinary probation and suspension are ineligible to serve as sport club officers.

Students can hold officer positions in more than one sport club. However, a student may only hold the role of President for one sport club. The Presidential role requires a tremendous amount of focus, energy, and passion. Within a single club, a student may not hold more than two officer positions. The Competitive Sports Office recommends that different individuals are elected for the President and Treasurer positions.

The sport club may create supplemental officer positions (e.g., Social Media Manager, Trip Advisor, Fundraising Chair, etc.) that will serve a function within the club. Sport club officers’ duties will be defined in the sport club’s constitution. The constitutional template provides an initial framework for assigning duties, roles, and responsibilities.

Sport clubs are encouraged to elect and/or appoint their club officers in the Fall Semester or early in the Spring Semester for a smooth transition in leadership. By concluding the election/appointment process early, it will allow the new leadership the opportunity to shadow, ask questions, and prove their capabilities prior to officially taking office.

Officer Transition

During the club designated officer transition period, outgoing officers are required to transfer the following information to incoming officers no more than fifteen (15) business days after the election has occurred. When the transfer of materials has not occurred as intended, the Competitive Sports Office may impose programmatic penalties on the club or outgoing officer(s). Given the situation, the Office of Student Rights and Responsibilities may impose disciplinary sanctions on an individual or club.

- ✓ Organizational data
 - Examples: digital files and vendor/partner contact information
- ✓ Ownership of organizational accounts
 - Please update account passwords and information for two-factor identification.
 - Examples: Access to email, social media, and bank accounts
- ✓ Physical materials
 - Examples: keys, uniforms, and club-owned equipment

Coaches/Instructors

Sport clubs are dynamic and active student-driven organizations. Coaches and instructors serve an important role in the execution of the club mission and goals. However, a non-student coach or instructor may not actively lead or dictate the administration of the sport club. Sport clubs should contact the Coordinator of Competitive Sports for assistance in addressing dilemmas and difficulties with mentors and coaches/instructors.

Sport clubs may solicit the services of coaches/instructors to assist with skill development, strategic development, and preparation for competition. Sport club coaches and instructors are not required to be affiliated with Southern Illinois University in any capacity. Coaches are welcome to provide guidance and feedback reading club administration but should restrict their active involvement to instruction, game day preparation, and game day duties.

The Competitive Sports Office considers all sport club coaches and instructors to be volunteers and will not approve of any personal payments using RSS Program Allocation Funds, RSS Contingency Funding, and/or USG funds. Sport clubs may purchase guest passes and RSS memberships for coaches that need to access the facility to fulfill their duties.

The Competitive Sports Office expects the coach/instructor to fulfill the following duties:

- ✓ Provide ethical and quality coaching and instructions
- ✓ Encourage club members to adhere to the SIU Student Conduct Code, Sport Club Handbook, RSO Handbook, and the policies, procedures, and safety guidelines of the University, Recreational Sports and Services, and the Competitive Sports Office
- ✓ Promote good sporting behavior, inclusivity, diversity, equity, and positive social behavior
- ✓ Maintain required certifications that directly support their coaching/instructor position

Each year, the sport club president will identify the current coaches and/or instructors. New coaches/instructors must complete the Coach/Instructor Agreement before officially interacting with the sport club. Current coaches and instructors should inform the Competitive Sports Office of any changes in contact information and physical address.

Club Promotion, Marketing, and Branding

Recruitment Opportunities

- Involvement Fairs
 - The Fall and Spring RSO involvement fairs are great opportunities for recruitment and networking
 - Sport clubs are required to register with the Office of Student Engagement to attend these fairs.
- Tabling
 - Opportunities are available throughout the academic year in various venues on campus. Clubs must reserve the tables through the appropriate entity.
 - Some of the tabling opportunities available include:
 - SIU Student Center – Contact studentcenterscheduling@siu.edu for details.
 - Student Recreation Center – Contact rss.scheduling@siu.edu for more information.

Team Uniforms, Apparel, and Other Club Branded Items

- Sports clubs are required to follow the design process as stated.
- Sport clubs may use Student Center Marketing & Graphics, Silkworm, Lee's Sports, and other state approved vendors to design and/or produce club items.
 - SIU Institutional Logos and Marks may not be used without permission of the Competitive Sports Office and Saluki Athletics.
 - Current SIU Institutional Marks may be found on the sport club website.
 - The approved vendor must have a valid CLC license to product any product and pay royalties.
 - For questions regarding the CLC application, please contact liscensing@clc.com.
 - For questions regarding SIU licensing, please contact Tayler Sandberg at talyer.sandberg@clc.com.

Apparel Design Approval Process

1. The Sport Club should submit the design to the Competitive Sports Office via E-mail (siucompsports@siu.edu)
 - a. Apparel is considered, but is not limited to, team uniforms, shirts, jerseys, and shorts.
 - b. Approval must be obtained for all other items such as, but not limited to, banners, cups, and water bottles.
2. The Competitive Sports Office and Saluki Athletics will approve the overall design and the use of SIU institutional marks and logos.
3. Once the Competitive Sports Office and Saluki Athletics approve the apparel design, Silkworm or your chosen vendor may complete the order.
 - a. We recommend Silkworm since this vendor will seek approval for the use of SIU marks and logos.
 - b. If your club chooses to use a different approved vendor, your club is responsible for ensuring that University approval was gained prior to production.

Promotion and Advertising

- [Student Center Marketing & Graphics](#)
 - Student Center Marketing and Graphics is an award-winning graphic design studio which provides promotional services for student center departments, RSOs, and students.
 - The studio has full-time design staff that will take an idea from a rough sketch to a professional level finish. They can format your graphics to fit any media you may need including digital, print, or web.
- Flyers
 - Sport clubs may post flyers in the Student Recreation Center on designated bulletin boards.
 - Please contact the specific facility for guidelines regarding flyers.
- Chalking
 - Water-soluble, non-aerosol chalk is permitted.
 - Chalking is not allowed on University walls or buildings.
 - It is required that chalking occurs in open areas where rain and weather can wash old postings away.
 - As with all areas of promotion, it is expected that good taste, judgment, and courtesy be used.
 - Improper chalking may result in financial penalties levied against the club to cover cleaning expenses.
- Social Media Guidance
 - General Information
 - All clubs are encouraged to create and operate social media accounts and to also follow and engage with Recreational Sports and Services (RSS) and other official SIU social media accounts.
 - While reflecting positively on RSS, the Competitive Sports Office, and SIU, your social media presence should reflect your club's culture, mission, and values.
 - All sport club social media accounts are the property of the specific club.
 - Social Media Principles
 - **Protect Information.**
 - **Follow the SIU Student Conduct Code and state/federal laws.**
 - **Be Responsible.**
 - **Be Nice, Have Fun, and Connect.**
 - Best Practices & Recommendations
 - Ensure that appropriate privacy settings are enabled, and account access information is secure.
 - Consider creating a Facebook Group page as opposed to a Facebook Business or Personal page.
 - A group allows members to see posts, to add content, and to maintain their privacy.
 - The administrator role can be transferred to incoming officers with ease.
 - Sport club officers charged with administrating social media accounts should appoint moderators and reviewers for all club accounts.
 - All content should be appropriate for anyone under eighteen (18) years of age, and the appropriate permissions and/or rights to posted content should be obtained.
 - Ensure that all content on all social media platforms is accurate and up to date.
 - Post updated contact information when possible. Potential members, sponsors, or donors may attempt to contact the club.
 - Moderators are strongly encouraged to respond to questions and comments at least once per day.

Sport Club Finances

General Information

Each club is a unique entity in terms of membership, travel requirements, and operating costs. Recreational Sports and Services is proud to be able to assist clubs by financially supporting their operations. These funds are available to all registered sport clubs through both RSS Program Allocation Funding (based on annual reports in the Spring Semester & a club's compliance score) and RSS Contingency Funding (funds available for unexpected or novel situations).

RSS Program Allocation Funding may account for a significant portion of a club's total annual funding. Funding awarded by the Competitive Sports Office and the Sport Club Advisory Board is not guaranteed to any club, and the Competitive Sports Office expects sport clubs to generate funding through the collection of membership dues and the effective execution of a fundraising plan. Funds in sport club accounts rollover to the next fiscal year, and program allocation funding awards for the upcoming fiscal year will not be available prior to the start of that fiscal year.

Misuse of program allocation funds is not permissible and will be punishable in accordance with the sport club compliance program. Recreational Sports and Services reserves the right to deduct funds from sport club accounts for unexpected expenses incurred by sport club use, sport club negligence, or any reason deemed appropriate by the Director of Recreational Sports and Services. The sport club will be informed when such deductions occur.

As Registered Student Organizations (RSOs), sport clubs may request funding from the Undergraduate Student Government (USG). USG funding policies and procedures may differ from RSS funding policies and procedures. More information can be found on the [USG Funding webpage](#).

RSS Funding Policies

1. All funded programs must be open and accessible to all Southern Illinois students and RSS members with qualifying memberships.
 - ✓ *The policies of NGBs cannot supersede this requirement. Accommodations must be in place to ensure all students and RSS members may participate.*
2. The funded sport club is required to follow the annual fund allocation process, which includes completion, submission, and presentation of the annual report presentation.
3. Funds are awarded based on a club's demonstrated need for the following:
 - ✓ Travel Expenditures
 1. Lodging
 2. Fuel Expenses/Reimbursements
 - ✓ Uniform Purchase
 - ✓ NGB Registration
 - ✓ Registrations for competitions, conferences, and other events.
 - ✓ Equipment Needs
4. The sport club must have a) five student members or b) the minimum number of competitive student members necessary to participate in accordance with its NGB.

Sport Club Compliance Checklist

The club's score on the compliance checklist directly affects your program allocation funding for the following academic year. Sport clubs that receive less than ninety points on the checklist will receive a deduction in program allocation funding. Please refer to the checklist in Appendix C for a breakdown of scores, percentages, and corresponding deductions.

Annual Report Guidelines and Expectations

To receive program allocation funding, clubs must submit and present an annual report for the upcoming fiscal year (July 1st – June 30th) in the Spring Semester of each academic year. The sport club officers will present their club's funding proposal to the Program Director, Coordinator of Competitive Sports, and the Sport Club Advisory Board. A sport club's annual report will be evaluated using the current rubric. The rubric can be found in Appendix D.

Required Items

The sport club annual report has three required submissions:

- ✓ Digital presentation
- ✓ Budget workbook for the current fiscal year
- ✓ Budget workbook for the upcoming fiscal year

All items should be submitted in advance as requested by the Competitive Sports Office.

Digital Presentation

- The presentation should be submitted in one or more of the following formats:
 - Microsoft PowerPoint (PPT)
 - Portable Digital Format (PDF)
 - Google Slides
- The presentation should last no more than thirty (30) minutes, leaving thirty (30) minutes for discussion.
- When creating your club's presentation, please include the following elements in the order as depicted:
 - #1 - Club Summary
 - Briefly discuss the membership, purpose, and goals of the club.
 - List the executive officers for upcoming fiscal year
 - #2 - Review of Club Activities for the Current Year
 - Discuss what the club has accomplished this year
 - Discuss club events and their results (if applicable)
 - #3 - Critique of Club Activities and Performance for the Current Year
 - Perform an honest assessment of your club's activities and performance
 - Suggest improvements for next year
 - #4 - Plans for Upcoming Academic Year
 - Speak about current future goals
 - Discuss potential steps to fulfill those goals.
 - #5 - Budgetary Review of Current Year
 - Please use a table that displays expenses, income, and the ending balance.
 - The club is expected to present spending for off-campus bank accounts.
 - An officer should submit the latest bank statement to the Office via email.
 - #6 - Proposed Budget for Upcoming Fiscal Year
 - Please use a table that displays expenses, income, and the ending balance.
 - Provide justification for your proposed purchases (if applicable)
 - #7 - Allocation Request
 - The request should be based heavily on your current state and goals.
 - State whether you are requesting or are not requesting any Program allocation funding.
 - Your club is not required to request funding.
 - Competitive/Recreational clubs in good standing may request a maximum of \$7,500 per fiscal year.
 - Social/Instructional clubs in good standing may request no more than \$2,500 per fiscal year.

Budget Workbook

The budget workbook is a tool that supports and guides fiscal planning and management. The Competitive Sports Office strongly recommends that the club treasurer utilizes the budget workbook to track revenue and expenses throughout the fiscal year. For the annual report, each budget workbook should be submitted as a Microsoft Excel document. Since converting the Excel document to another file format could break the formulas, please do not attempt to complete or save the original document in a non-Microsoft Office program. The latest version of the budget workbook may be found on the sport club webpage.

Presenters & Other Attendees

- All executive officers (President, Vice President, Treasurer, Safety Officer, and Secretary) are required to be present and involved in the presentation. Additional officers and club members may attend.
- The executive officers and all presenters should adopt business casual attire.
- Professionalism is required. Disruptive or unprofessional individuals will be dismissed from the presentation

Use of Program Allocation Funding

Two members of a sport club's executive board (President, Vice President, Safety Officer, Treasurer, and Secretary) are required to approve the use of a club's program allocation funding. All RSS payment requests, RSS purchase requests, and RSS reimbursement requests must be signed by two of the executive board members. The Competitive Sports Office recommends that the club treasurer approves requests to utilize program allocation funding.

When sport clubs choose to utilize program allocation funds in their sport club account, the proper online form must be completed in its entirety and submitted to the Competitive Sports Office. The following financial requests may be found on the sport club webpage.

Prohibited Expenditures

RSS Program Allocation Funds may **not** support or provide:

- Financial support for political programs or candidates, parties, or lobbying efforts
- Support and/or contributions for any private person, group, association, or business
- Payment for employment of faculty or civil service personnel
- Gifts for advisory and participating members
- Payments of debts and expenditures incurred from any previous fiscal year unless authorized due to specific circumstances (i.e., fines)
- The purchase of food or beverages
- The purchase of alcohol, tobacco, or any other items outlined in the SIU Student Conduct Code

RSS Payment Requests

Payment requests should be received at least fourteen (14) business days in advance of the vendor's deadline, the approved travel period, or the approved event. Sport clubs should submit a payment request for the following services:

- ✓ NGB registration
- ✓ Payment of Independent Contractors (e.g., officials, athletic trainers, etc.)
 - *Independent Contractors are not current SIU employees.*
 - Independent Contractors may be required to complete a W-9, the SIUC Independent Contract Analysis Form, and the Conflict-of-Interest Information Form.
- ✓ Facility Reservations
- ✓ Competition Entrance Fees
- ✓ Hotel Reservations

RSS Purchase Requests

Purchase requests should be received at least fourteen (14) business days in advance of the vendor's deadline, the approved travel period, or the approved event. Sport clubs should submit a purchase request for the following products:

- ✓ Uniforms
- ✓ Equipment
- ✓ Trophies and other awards
- ✓ Shirts for marketing or fundraising purposes
- ✓ RSS Memberships for Coaches/Instructors

RSS Reimbursement Requests

When a sport officer or member completes a purchase with personal funds that is related to sport club activities, he or she may request a reimbursement from the sport club's RSS account. Sport club officers may request a reimbursement on behalf of their members.

Reimbursement Process

- The purchase(s) is/are necessary for club operations or occurs within the approved travel period.
- Two sport club officers must complete the RSS reimbursement request.
 - For multiple purchases, you have the following options:
 1. Complete an individual reimbursement request for each purchase.
 - The Competitive Sports Office strongly recommends this option.
 2. Complete a single reimbursement request for all purchases, and the officer that receives the check will disburse the funding accordingly.
 - For the second option, SIU, RSS, and/or Competitive Sports Office is not responsible for monitoring the distribution of funds.
- Itemized receipts for all purchases must be attached to the RSS Reimbursement Request or submitted to the Competitive Sports Office via email or in person.
 - For fuel reimbursements, the original, unaltered physical receipts must be submitted to the Competitive Sport Office.
 - For other reimbursements, a copy of the recipient's bank or credit card statement must be attached to the RSS Reimbursement Request or submitted separately via e-mail or in person.
 - When appropriate, the Competitive Sports Office will redact important account information.
 - The Program Director may request additional documentation or information to verify the purchase.
- The Competitive Sports Office, RSS Business Office, and University Accounting will review and approve the reimbursement request.
- Accepted reimbursement requests will be processed within four to five weeks, and a check will be mailed to the address of the recipient listed on the form.

Acceptable Purchases for Reimbursement

Sport club members may request reimbursement for the following expenses:

- ✓ Gas, parking, or toll receipts
 - The receipt must clearly show the date, location, number of gallons, cost per gallon, and total charge.
- ✓ Hotel Reservations
- ✓ NGB, League, or Conference Dues
- ✓ Event Registration Payments
- ✓ Club Equipment Purchases
- ✓ RSS memberships or guest passes for coaches/instructors

Receipt Examples

**Not itemized
Not reimbursable**

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : ██████████
CARD NUMBER : ██████████
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46
TIP AMOUNT\$ _____
FINAL AMT\$ _____

**Itemized
Reimbursable**

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL:520-825-5351
www.harvestmoontucson.com

Re-Printing 1
Dine In # 30
Date: 11-11-2013 Time: 1:23PM

Server: CYNTHIA_LOPEZ
TAB#: B05
No. of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50

Amount : 18.00
TAX(8.1%) : 1.46
TOTAL : 19.46

**SHELL V-POWER
ACTIVELY CLEANS
AS YOU DRIVE
SALES RECEIPT**

SHELL
2029 S SAGINAW
MIDLAND
MI 48640

DATE 06/21/06 4:01PM
INVOICE# ████████
AUTH# ████████
MASTERCARD
ACCOUNT NUMBER
████████████████████

PUMP	PRODUCT	\$/G
04	UNLD	\$2.969

GALLONS FUEL TOTAL
6.736 \$ 20.00

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OUR MOST ADVANCED
FUEL EVER.**

Gas Receipt Example.
As shown, the date, location, price per gallon, number of gallons, and total charge must be clearly visible on the receipt.



RSS Contingency Funding Requests

Additional emergency funds are available through the RSS contingency funding process. Before requesting RSS contingency funding, sports clubs are expected to exhaust current RSS program allocation funds and spend the balance of their USG/RSO account. Competitive clubs in good standing may request a maximum of \$7,500 per fiscal year, and social/instructional clubs in good standing may request no more than \$2,500 per fiscal year. Conditional clubs may request a maximum of \$1,000 per fiscal year.

RSS Contingency funding may be used for special requests such as:

- An unexpected opportunity has arisen since the last regular funding cycle (e.g., a bid for a Regional or National Tournament was accepted).
- The club experienced an unanticipated need or unexpected cost change (i.e., dramatic increase in club membership not offset by dues).
- The organization has recently earned conditional sport club status and requires additional support.
- There was unanticipated student interest in a program or travel opportunity
- The club requires additional equipment to support operation.

A sport club will request a hearing by submitting the RSS Contingency Funding Request.

Clubs must submit their budget worksheet and PowerPoint presentation no less than seven (7) business days prior to the hearing date. The sport club should discuss the need for financial support and must show evidence of completed or planned fundraising. Proper fiscal management of program allocation funds will be considered when determining approval or denial of the request.

Within one week, the Competitive Sports Office will notify the club of the decision. Awarded contingency funds must be applied towards satisfying the stated need. If a club fails to attend or take advantage of the opportunity, the awarded contingency funding will be reabsorbed into the Sport Club Administrative Account.

Off-Campus Bank Accounts

Sport clubs may establish an account at a bank or credit union for all self-generated funds such as membership dues and revenue raised through fundraising initiatives. The external bank account is the sole responsibility of the sport club, and the sport club is not allowed to use the University's taxpayer identification number (TIN) or the formal name of the University (e.g., Southern Illinois University, SIU, SIU Carbondale). Interested sport clubs should review the instructions for establishing an off-campus bank account.

Please view Appendix E for instructions for establishing an off-campus bank account.

Fundraising

Tax-Exempt Status

As a Registered Student Organization at Southern Illinois University, your club is **not eligible** for tax-exempt purchases.

Alumni Relations

Consistent communication with sport club alumni is an excellent way to build a loyal fan base and raise additional funds for the club. The Competitive Sports Office expects and strongly encourages clubs to engage with their alumni regularly. Some suggested ways to engage this group include staying active on social media and/or hosting an alumni event. Please contact the Competitive Sports Office if your club would like to plan an alumni event.

Donations

Sport clubs may receive donations directly or through the SIU Foundation. If your club personally receives a donation, you can deposit it into your off-campus bank account or into your RSS Sport Club account. Donors seeking formal acknowledgement of their donation for tax purposes should donate through the SIU Foundation.

SIU Foundation

The [Southern Illinois University Foundation](#), established in 1942, provides alumni and other friends of the University a means to invest in the future of SIU. Its mission is to maximize private support for Southern Illinois University Carbondale to assist the university in achieving its long-range goals. On behalf of the University, the SIU Foundation solicits and accepts gifts, manages, and invests funds and property prudently, and distributes funds and property for educational and charitable purposes.

The SIU Foundation is an independent, nonprofit corporation that exists solely to serve the educational, service and research missions of SIU Carbondale. It is a designated 501(c)(3) organization. The foundation has appropriate approval from the Internal Revenue Service to issue tax-deductible receipts for private gifts received to support SIU.

Lucid Travel

Sport Clubs may book hotel and flight reservations using their club page on the [Lucid Travel website](#). Sport Clubs should request car rentals through the Competitive Sports Office.

Lucid Travel searches more than forty websites at once for the best rates and offers exclusive discounts at twenty to fifty percent off the normal price. Perhaps more importantly, qualifying clubs may earn three to seven percent cash back on hotel bookings and a lesser amount on car rentals completed on their club page. Sports clubs may also share their club page link with friends and family to potentially earn cash back on those purchases as well. Cash back rewards will be disbursed at the beginning of each academic year.

Business Fundraisers

Sport clubs are encouraged to contact local restaurants and other businesses to establish potential profit-sharing ventures. Sport clubs may visit [GroupRaise](#) to find local restaurants that will host organizational fundraisers. The Competitive Sports Office may direct sport clubs to select restaurants and business; however, the sport club's executive board is responsible for contacting the business, setting up the fundraiser, and ensuring that all funds are properly distributed to the sport club.

Bake Sales

Sport clubs may reserve space in the Student Recreation Center to sell baked goods. Please visit the following [webpage](#) to reserve a space online or download the facility reservation form.

All bake sales on or within RSS facilities must follow these guidelines:

- Ingredients such as nuts, milk, soy, eggs, and other common allergens must be clearly displayed on a sign.
- All items must be individually wrapped.
- Members must wear gloves when handling food
- Members cannot handle food and money in the same gloved hand.

Sport clubs may also reserve space at the SIU Student Center. Please visit the following [webpage](#) for more information.

Beverage Sales

Except for coffee, lemonade, or non-dairy hot chocolate, Pepsi beverages must be sold in individual factory sealed containers. Beverages from other competing companies cannot be sold on campus. Please click the [link](#) for an exhaustive list of Pepsi products.

Concession Stands

Sport clubs can operate a concession stand during home games in Saluki Stadium and Banterra Arena and during swim meets in the Student Recreation Center.

For Saluki Stadium and Banterra Arena, sports clubs are required to provide five to six members to effectively operate the concession stand and are expected to comply with Saluki Athletics policy. Sport clubs can receive ten percent (10%) of the total sales after taxes. Interested clubs should contact Jordan Wantland, Concessions Coordinator @ jordanwatts@siu.edu or 453-5204.

For the Student Recreation Center, sport clubs can operate a concession stand during Saluki Athletics Swimming & Diving and Saluki Swim Club meets in the Student Recreation Center. Sports clubs are required to provide all merchandise (e.g., food, clothing etc.) and concessions stand staff. Safety guidelines for bake sales must be followed. Interested clubs should contact the Competitive Sports Office for more information.

Apparel Sales

The Competitive Sports Office, Saluki Athletics, and University Marketing and Communications must approve all apparel prior to production and distribution. Please contact the vendor of your choice to set up an apparel fundraiser. The Competitive Sports Office recommends the following vendors:

- Silkworm, Inc (Murphysboro, IL) – 618-687-4077
- Lee's Sports (Nashville, IL) – Contact Pam Kellerman (pam.kellerman@leessports.net)

Sponsorships

A sponsorship is defined as a partnership between two entities to support an event, activity, person, or general rations through the provision of resources, products, and/or services. Typically, the club is provided with valuable resources (cash, equipment, uniforms etc.) The sponsoring organization benefits by promoting or advertising their goods and services, by building brand association with the event participants and audience, and/or by simply generating good will (i.e., corporate social responsibility).

Sponsorship Policies and Regulations

- The sport club assumes all responsibility for the behavior of members of the sponsor.
- The sport club, not the Competitive Sports Office, is responsible for implementation of the sponsorship efforts.
- The Competitive Sports Office has the authority to approve or deny facility sponsorship usage requests.
- The Competitive Sports Office will not be involved in financial transactions or the execution of any compensation agreements between the sport club and the sponsor.
- Facility access and usage shall be in accordance with Recreational Sport Services policies and procedures.
- An RSS Sponsorship Request must be submitted and approved at least fourteen (14) business days in advance.
- Any marketing materials proposed within the Student Recreation Center must be included as attachments in the sponsorship request and approved prior to the event.
 - Sponsorship materials may not interfere with the activities in the area nor increase the risk of injury.
 - Temporary banners during the sponsored event may be hung in designated places.
 - The sponsoring organization may request digital marketing in and outside of the Student Recreation Center.
- To remain consistent with Recreational Sports and Services' mission, vision, and principles, the following entities are ineligible from serving as sponsors in any capacity:
 - Tanning salons
 - Bars
 - A bar is defined as a room or establishment whose primary feature is the sale of alcohol.
 - Alcoholic beverage distributors
 - Tobacco distributors
 - Smoke shops
 - Marijuana dispensaries
 - Other establishments portraying messages that undermine a healthy lifestyle.

Recommendations for Seeking Sponsorships

- ✓ A sponsorship is a business transaction, and the sponsor is paying for you to promote their company.
- ✓ Creativity and flexibility are key to being successful in acquiring quality sponsorships.
- ✓ The most successful seekers listen to the needs of their potential sponsors and adapt their sponsorship offerings.
- ✓ Please establish realistic expectations when dealing with a sponsor. Consult the Competitive Sports Office when determining what you can offer a sponsor in return for their investment.
- ✓ Sport clubs are encouraged to review their organization's historical budget for the costliest items. Suppliers may be interested in providing supplies at a discount or at no cost in exchange for advertising.
- ✓ Maximize the appeal of sponsorships by creating several tiers of sponsorship. While benefits from lower tiers should be included in higher tiered sponsorships, lower tiered sponsorships should have less benefits.

Sponsorship Types

Financial Sponsors

Most discussions of sponsorships focus on financial sponsors. These are the sponsors that give money directly to an organization to fund their events and activities. A cash sponsor receives specific publicity for the cash paid. It is like buying a commercial on television. The advertiser receives revenue, and the company gets publicity directed toward a specific target audience.

In-Kind Sponsors

An in-kind sponsorship is an arrangement where the sponsoring business provides goods or services in lieu of direct financial support. Typically, the sponsor will receive credit or publicity by providing needs goods or services. For example, a restaurant may opt to provide food for a fundraising event or purchase shirts printed with its logo.

Media Sponsors

Media sponsors are financial sponsors that secure advertising for an event. This can mean purchasing advertising space on local television or in a local newspaper or publishing content about the event on their own channels, like creating a blog post about the event or cause.

Partnership Pricing Policy

The Partnership Pricing Policy is a formula that is used to help sport clubs standardize the cost of sponsorship based upon unique variables. You should always work with the Competitive Sports Office to review the price you determined prior to approaching the vendor. The Partnership Pricing Policy is based on the following four variables:

INTERACTION (I)

The degree of partner interaction with participants.

Interaction	Weighted Value
Low: banners, flyers, t-shirts	I=1
Medium: info tables, games	I=2
Medium-High: product demo, sample, giveaway	I=4
High: selling, title sponsor	I=6

PEOPLE (P)

The number of people/participants that a specific marketing and promotional opportunity reaches.

People	Weighted Value
< 100 people	P=1
100-1000 people	P=2
1001- 3000 people	P=3
> 3000 people	P=4

DURATION (D)

The length of time that this form of partnership will last.

Duration	Weighted value
1 day or less	D=1
1 week	D=3
2 weeks	D=5
3 weeks	D=7
1 month	D=8
1 term	D=10
1 year	D=16

COST OF PRODUCTION & MAINTENANCE (C)

The final cost is often non-negotiable and represents the cost to Student Center Marketing & Graphics or a non-SIU vendor for the time and material dedicated to the creation and maintenance of each individual marketing and promotional opportunity.

Determining the Price of Sponsorship

As stated above, the pricing policy is based on three variables and a base multiplier of seventeen (17). The multiplier is constant throughout all modes of partnership; therefore, we multiply all variables by seventeen (17) to determine the final cost of a particular marketing and promotional opportunity.

$$IPD17+C = \$$$

For example, to determine the price of a banner that will be displayed during the event, reaching 3,000+ people, the variables would be as follows:

I = 1 (low or static advertisement)

P = 4 (3,000+ people)

D = 3 (displayed for 1 week)

C = (varies by marketing and promotion opportunity)

Once the values are determined, they can be plugged into the equation to find the price for that specific marketing and promotional opportunity.

$$[1 \times 4 \times 3] \times 17 = \$204 + C = \text{Total Cost for the above banner}$$

REMEMBER: This formula is meant to determine the value of different sponsorship marketing and promotional opportunities on an *individual basis*. Any additional marketing and promotional opportunities should be calculated individually and added together to determine the total value of the partnership (e.g., determine the price of a banner and the price of a t-shirt separately to obtain the total cost of partnership). Discounts are considered donations and cannot be considered monetary or in-kind payment.

Submitting a Sponsorship Request

The Competitive Sports Office will collaborate with each sport club when seeking a sponsorship. When your sport club has identified potential sponsors, please contact the Competitive Sports Office prior to contacting those potential sponsors. SIU may have existing sponsorships with organizations which may impact sport club plans. Before meeting with the Competitive Sports Office, please have the following items ready for submission:

- ✓ Draft of prepared letter or email
 - You must refer to your club as “The ____ Club at Southern Illinois University” in any written or verbal correspondence when soliciting.
 - No agreements should include the words “SIU” or “Southern Illinois University” since the agreement is between the sport club and the sponsoring organization.
- ✓ List of potential sponsoring organizations

Once the Competitive Sports Office has approved the sport club’s sponsorship plan, the sport club may contact approved sponsors. Once an agreement has been reached, the sport club should submit the RSS Sponsorship Request for each sponsorship. The RSS Sponsorship Request must be approved prior to the beginning of the formal agreement. Copies of sponsorship materials such as but not limited to banners, digital marketing content, and flyers should be attached to the sponsorship request. Once the sponsorship agreement has been completed, a fundraising report should be submitted.



Prizes & Awards

Physical Prizes & Awards

Trophies, plaques, and medals

Individual trophies, plaques, and medals are the property of the winner. The Competitive Sports Office requests that sport clubs give team trophies, plaques, and medals to the Office so they may be displayed for future sport club members.

Prizes with an estimated value of \$600 or greater

Sport club members that win a physical item with a Manufacturer Suggested Retail Price (MSRP) of \$600 or greater have the following options:

- Refuse the prize.
- Accept the prize.
 - The winning members accept all tax liability and any other anticipated or unanticipated expenses related to the ownership and maintenance of the prize.
- Request that the prize is awarded to the sport club
 - The sport club will assume ownership of the prize.

Monetary Prizes & Awards

Sport clubs that accept University funding from the Competitive Sports Office, Office of Student Engagement, or any SIU-affiliated department or organization are required to award monetary prizes in line with the following policy.

Procedure for accepting and distributing monetary awards

- When accepting the prize, the sport club will provide the awarding organization with the most current version of SIU Carbondale's W-9 Form.
- The check should be addressed to the sport club, and the following address should be provided:

Recreational Sports and Services
ATTN: Program Director
300 East Grand Avenue
Mail Code 6717
Carbondale, IL 62901

- Once the check has been received and deposited into the sport club's account, the sport club's officers will complete RSS or RSO reimbursement forms for the winning members.

Reimbursement Amounts

Prize money will be distributed between the individuals and the sport club as follows:

- A maximum of seventy-five percent (75%) of the prize may be awarded to the individual(s).
 - For team sports, the payout will be divided equally among the winning individuals.
- A minimum of twenty-five (25%) of the prize will be awarded to the sport club.
 - These funds will be deposited into the sport club's RSS Account.

The sport club executive officers or general membership may choose to distribute funds differently between the sport club and individuals. The chosen ratio cannot award 100% of the funding to the sport club members.

Tax Liability

- If the amount of awarded funds is greater than \$600.00, the winning member is responsible for reporting the amount to the Illinois Department of Revenue (IDR) and Federal Internal Revenue Service (IRS).
- SIU is not responsible for any tax liability incurred through the accepting of a monetary prize or award.

Club Activity Classification

The following classification and descriptions should be referenced when planning events, tryouts, meetings, and trips. If there is an activity that is not included below, officers should direct questions to the Competitive Sports Office *before* proceeding with the activity in question. Failure to adhere to the following policies as well as all local, state, and national laws could result in sanctions and penalties detailed in the Sport Club Compliance Program.

Sport Club Event

- Definition
 - Any activity where *club members* are formally representing their sport club, RSS, and Southern Illinois University in a competitive or non-competitive activity.
- Example:
 - Any competition
 - Approved or unapproved club travel
 - Alumni-focused special event
 - Training seminars
 - Philanthropy
- The sport club must meet all eligibility requirements for event approval.
- When traveling more than fifty miles from the City of Carbondale, the sport club should submit the RSS Travel Request Form at least fourteen (14) business days in advance.
- The sport club should submit the Activity Registration Form for home events, competitions, and philanthropic events within fifty miles of the City of Carbondale at least twenty (20) business days in advance.
- Competitions are limited to current club members that have met all NGB and Competitive Sports requirements.
- All philanthropic activities need to be reported via the sport club philanthropy report.
 - If a club seeks to hold philanthropic events on campus, the Competitive Sports Office needs forty (40) business days of advance notice to ensure University policies and procedure are being followed.
 - If the club is hosting or attending a philanthropic event more than fifty miles outside of the City of Carbondale, the RSS Travel Request Form must be completed.

Sport Club Recruiting/Tryouts

- Definition
 - Any activity held by a sport club that is used to determine its members for the upcoming season, academic semester, or academic year.
- The sport club must notify the Competitive Sports Office of any upcoming tryouts at the beginning of each semester or when necessary.
 - Depending on the nature and location of the activity, the Competitive Sports Office may require additional information or paperwork.
- After completing the Sport Club Participation Form, current SIU students and RSS members with qualifying memberships may participate in sport club tryouts.
 - Non-students, non-RSS members, and RSS members under the age of eighteen years of age may not participate in practices or tryouts.
- Sport clubs that have tryouts off-campus must submit numbers via the Monthly Participation Report.

Sport Club Practices and Meetings

- Definition
 - Any Sport club practice or meeting held in the City of Carbondale area that includes participating in the sport or related physical activities but is related to fulfilling the mission and/or goals of the club
- Examples
 - General practices
 - Informational meetings
 - Watching film
 - General meetings
- Unless the club is reserving space within RSS facilities, the Competitive Sports Office does not need advanced notification of meetings.
- Non-club members may be invited.
- Sport clubs that practice or meet off-campus must submit the Monthly Participation Report.
- Sport club practice, competition, and travel plans should be provided via the Sport Club Activity Summary at the beginning of each semester.
- If the club is holding a practice or meeting more than fifty miles outside of the City of Carbondale, the activity is considered a Sport Club Event, and a Travel Request Form must be completed.

Sport Club Travel Policies

For an improved sport club experience, the Competitive Sports Office encourages competitive/recreational and social/instructional clubs to plan trips and competitions. The Competitive Sports Office places certain stipulations on sport club travel to encourage and promote responsible and safe travel:

- A CPR certified member must be present.
- Each driver has insurance coverage for the duration of the approved travel period and a valid driver's license.
- Drivers should not drive for more than four (4) consecutive hours without at least a two-hour break.
 - No driver should log more than eight (8) hours of driving in one day.
- All sport club members should obey all Southern Illinois University, Recreational Sports & Services, and Competitive Sports policies and procedures as well as local, state, and federal laws.

Travel Request Form

To comply with the Clery Act, the Competitive Sports Office requires that the RSS Travel Request Form is submitted for all sport club events that are located more than fifty miles from the City of Carbondale. The RSS Travel Request Form must be submitted at least fourteen (14) business days prior to the anticipated travel period. All traveling sport members must be listed on the form, the completed sport club participation form for each member must be on file, driver information must be provided, and all anticipated lodging during the trip must be disclosed.

Travel Summary

After returning to SIU, sport clubs must complete and submit the RSS Travel Summary within two business days. In addition to providing a quick summary and pictures from the trip, it will allow Recreational Sports and Services to promote club successes through press releases, social media, the department website, and other various formats.

Class Absence Letters for Sport Club Events

When requesting an excused absence for a sport club activity, sport club members may request letters to present to their academic instructors. Sport club events and activities are *not* identified as sanctioned University activities, and instructors are not required to excuse absences or make accommodations. However, most instructors are willing to accommodate sport club student-athletes that communicate proactively. In short, the travel letter is only a *notification* of sport club travel and does not guarantee an excused absence.

Sport club obligations

- Submit the RSS Travel Request Form at least fourteen (14) business days in advance of the travel period.
- Submit the RSS Travel Letter Request Form at least fourteen (14) business days in advance of the anticipated travel period.

Competitive Sports Office obligations

- With reasonable notice, the Competitive Sports Office will create letters with the University's letterhead and email PDF versions of each letter.

Personal Vehicle Inspection

The safety officer should ensure that each personal vehicle undergoes a safety inspection prior to departure. A minimum safety check should include:

- | | |
|------------------------------------|-----------------------------------|
| ✓ Headlights | ✓ Engine Oil |
| ✓ Tail & Brake Lights | ✓ Fluid Levels |
| ✓ Horn | ✓ Visual Hose and Belt Inspection |
| ✓ Windshield Wipers | ✓ AC/Heater |
| ✓ Parking Brake | ✓ Battery |
| ✓ Mirrors | ✓ Turn Signals/Hazard Lights |
| ✓ Tire Tread, Inflation, and Depth | ✓ Seatbelt |
| ✓ Brake System | |

If a personal vehicle does not pass the basic check, it is strongly recommended that the vehicle is NOT used for a club travel event. SIU, Recreational Sports and Services, and the Competitive Sports Office are NOT responsible for personal vehicle damage. The driver of the vehicle may be held responsible for any personal injuries to members.

Reserving Enterprise Vehicles

Sport clubs should submit the RSS Rental Vehicle Request Form at least fourteen (14) business days in advance of the anticipated travel period. All drivers must be current SIU students, faculty, and staff; be eighteen years of age or older and hold a valid driver's license.

Enterprise vehicles reserved through SIU come with a WEX Fleet Card. A sport club member may choose to use the WEX Fleet Card for fuel purchases during the approved travel period. The WEX Fleet Card cannot be used for non-fuel purchases. After the conclusion of the trip, the fuel expenses will be deducted from the sport club's RSS account.

Enterprise rental vehicles are available for pick up at the Travel Service main office, which is located at 225 Travel Service Dr. (across from the Student Center in between McAndrew Stadium and the Physical Plant). Vehicles can be picked up and dropped off between the hours of 6:00 a.m. - 6:00 p.m., Monday through Friday. If you need to pick up a vehicle prior to 6:00 a.m. or after 6:00 p.m. throughout the week or on the weekend, vehicles can be picked up at the Facilities Operation Center located in the Physical Plant Smoke Stack building. This facility is staffed twenty-four hours a day, seven days a week.

If returning a vehicle during normal operation hours, please leave the vehicles parked at the gas pumps with the credit card pack in the vehicle and bring the keys inside to shop personnel. When returning the vehicle after operating hours, please park the vehicle in the Travel Service lot and place the key and credit card pack in the drop box that is located on the door next to the fuel pumps.

Vehicle Accidents

All automobile accidents involving an individual or group officially representing the University vehicle must be promptly reported to the proper authorities and the Coordinator of Competitive Sports or Program Director. **This includes minor accidents in which you may believe there is no damage or injury.** Failure to promptly report accidents can create significant liability to the University and may result in programmatic sanctions.

In case of an accident that occurs with either a personal or University vehicle, please complete the following steps

1. Contact area emergency personnel via 911. Make sure that all individuals receive medical attention immediately.
2. Obtain the names and names of all people (e.g., witnesses, other drivers, etc.) involved in the accident.
3. Obtain the driver information and insurance information of all vehicles involved in the accident.
4. Contact the Program Director immediately. If unavailable, leave a message and notify the Coordinator of Competitive Sports.
5. Submit an incident report to the Competitive Sports Office ASAP.

Hotel Reservations

Sport clubs are welcome to secure hotel reservations with personal funds or University funds (i.e., RSS program allocation funds, RSS contingency funding, and/or USG funding). Sport clubs will have the opportunity to purchase hotel accommodations via the Lucid Travel website, another hotel booking service (e.g., Priceline, Expedia Hotel.com etc.), or the hotel's website. Sport clubs should notify the Program Director immediately of any changes in their hotel accommodations.

Hotel Reservation Procedure (Lucid Travel)

1. At least fourteen (14) business days (Mondays – Fridays) in advance of the anticipated travel period, a club's executive officer shall complete the following:
 - a. Submit the RSS Travel Request.
 - b. Visit the SIU Lucid Travel website → <https://siu.lucidhotels.us/>
 - i. The sport club is strongly encouraged to use the school's link or share the link to the club's travel page to earn passive income for the following academic year.
 - ii. Links to club travel pages can be found [here](#).
 - c. Submit the reservation request for approval to the Program Director and Coordinator of Competitive Sports.
2. Once the hotel purchase has been approved, the Program Director or Coordinator of Competitive Sports shall complete the reservation.
 - a. The Competitive Sports Office cannot guarantee that the requested hotel accommodations or the quoted price will remain the same.
 - b. The Competitive Sports Office may seek the best deal on behalf of the club.
3. The Program Director or Coordinator of Competitive Sports shall send a copy of the hotel confirmation to the requesting sport club officer via text and/or email.

For any issues experienced during check in at the hotel of choice, sport clubs should contact Lucid Travel via text or phone at 984-212-7678.

Hotel Reservation Procedure (Non-Lucid Travel Reservations)

1. A club officer shall submit the travel request or purchase request with attached hotel quote at least fourteen (14) business days (Mondays – Fridays) in advance of the travel period.
2. Once the travel request and hotel purchase has been approved, the Competitive Sports Office will contact the requesting officer to schedule an appointment. Appointments shall be scheduled **after receipt of a quote from the hotel of choice** and during normal office hours (9:00 AM – 5:00 PM Monday - Friday).
3. During the appointment, the club will receive a Procurement Card (P-Card) for reserving the hotel room online or via the phone. After the reservation has been completed, the club officer shall return the P-Card and copy of the reservation to the Coordinator of Competitive Sports or an RSS professional staff member.
4. One business day prior to the approved travel period, the club officer or the designated individual shall pick up the P-Card. P-Card pick up will not be available outside of normal office hours (9:00 AM – 5:00 PM Monday - Friday). A current SIU identification and state driver's license is required for P-Card check out. They will sign a letter and the P-Card check out log, indicating that they have accepted responsibility for the use and return of the P-Card.
5. No later than one business day after the approved travel period has passed, the designated card holder shall return the P-Card and any receipts of any completed purchases (Final hotel invoice(s), parking receipts, etc.).

Failure to return the P-Card and receipts in a timely manner may result in loss of P-Card privileges and possible additional penalties imposed by the Sport Club Advisory Board, Competitive Sports Office, Recreational Sports and Services, and Southern Illinois University.

Approved and Non-Approved P-Card Use

The P-Card may be used for the following hotel purchases:

- ✓ Room Charge
- ✓ Hotel Parking/Valet Service
- ✓ Occupancy & Sales Taxes
- ✓ Any local and/or state hotel/motel fees

Non-approved use of the P-Card includes but is not limited to the following:

- ✓ Room service
- ✓ Movie rentals/Pay-per-view charges
- ✓ Meals or Honor Bar/Mini-Bar use
- ✓ Purchase of Incidentals (e.g., personal hygiene products)

For any non-approved purchases, the designed individual will be asked to reimburse Recreational Sports and Services and may lose P-Card privileges. The sport club is also subject to disciplinary action that may include loss of P-Card privileges, revocation of travel privileges, and any additional sanctions imposed by the Sport Club Advisory Board, the Competitive Sports Office, and Recreational Sports and Services. If you have any questions regarding proper use during your trip, please contact the Coordinator of Competitive Sports.

If the P-Card is stolen or lost during the trip, please contact the Program Director or Coordinator of Competitive Sports immediately. Notifying the department in a timely manner is important to prevent unauthorized use of the P-Card.

Clergy Act Requirements

Sport Clubs that stay at a hotel during an approved or unapproved travel period are required to provide lodging details (e.g., room number(s), location of hotel, time frame of stay, etc.). Typically, the final hotel invoice will provide this information. Sport clubs should provide this information to the Competitive Sports Office.

Facility Requests

Guidelines

Throughout the academic year, the Competitive Sports Office reserves RSS facilities, Davies Gymnasium, and Saluki Athletics facilities for sport club practices, competitions, and other events. Sport clubs may request audio visual equipment (e.g., projector, laptop, TV) for indoor RSS reservations. Information for scheduling events and meetings for other campus locations can be found [here](#).

- The following RSS facilities are available for reservation request:
 - Multisport Courts Three – Seven
 - Indoor Turf
 - Group Fitness Studio
 - Alumni Conference Room
 - Alumni Lounge
 - Martial Arts Studio
 - Natatorium (Diving Well, West End, and East End)
 - Racquetball Courts
 - Squash Court
 - Batting Cage/Golf Practice Area
 - Pool Lounge #1
 - 200 Meter Track – Lower Level
 - Saluki Courts
- Saluki Athletics facilities available for reservation request:
 - Itchy Jones Stadium
 - Lew Hartzog Track and Field Complex

If a sport club wishes to reserve a facility space, they must abide by the following procedures and guidelines:

- Practices
 - Clubs must request practice spaces and times via the approved procedure for each semester.
 - Practice spaces and times will be allocated based on order of request submission.
 - Sport clubs are eligible for two practices per week.
 - Additional practices may be scheduled if staffing and facility availability allows.
 - Practice Cancellation Policy
 - During the week (Monday – Friday), practices should be canceled via email no later than 2:00 PM on the day of the practice.
 - During the weekend (Saturday & Sunday), practices should be cancelled at least two hours before the scheduled practice time.
 - A practice may be considered cancelled after thirty minutes (30:00) of inactivity, and the Competitive Sports Supervisor reserves the right to cancel the practice.
 - Excused and unexcused missed practices
 - Excused missed practices
 - In most cases, excused missed practices do not impact a sport club’s compliance score.
 - Unexcused missed practices
 - Sport clubs may be charged the standard reservation fee for the practice space.
 - After the first offense, the sport club will receive a five-point deduction to their compliance score for each subsequent offense.
 - After three or more unexcused missed practices, the sport club may forfeit the practice reservation for that space.

- Home events
 - The RSS Activity Registration Form should be submitted for home competitions and special events.
 - The form should be submitted at least twenty (20) business days prior to the event.
 - If field preparation needs, staffing needs, and facility availability allows, the request will be approved.
 - Special requests for non-RSS facilities will be forwarded to the appropriate contact for approval.
- Sports clubs may not reserve the following facilities during Saluki Athletics events:
 - Homecoming - No outdoor field spaces may be reserved.
 - Home Football Games - Upper Arena and the Lew Hartzog Track & Field Complex
 - Baseball Home Games - Upper Arena and the Lew Hartzog Track & Field Complex
 - Softball Home Game - Sam Rinella Fields
 - SIU Varsity Track Meets – Lew Hartzog Track & Field Complex

Risk Management

The safety of and care for sport club members, visitors, and spectators should be a top priority. It is vital for each sport club to identify, evaluate, and treat the potential risks to streamline response and mitigate hazards. A well-designed Emergency Action Plan (EAP) will include the elements of risk management most closely associated with injury prevention, safety, and response. The safety officer assumes responsibility for implementing the EAP when appropriate and ensuring that proper risk management procedures are followed during all sport club activities.

Elements of Risk Management

1. Identification – Prior to hosting an event, traveling to a competition, or competing in any other activity, clubs should identify the risks associated with that activity.
2. Evaluation – Once you have identified the risks associated with the club’s activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.
3. Treatment – Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks; therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.
4. Implementation – Once the most effective method for managing the risk has been identified, clubs should implement the risk management plan. Physical modifications, proper signage, extensive advertising, and pre-event planning may be required. The sport club should reach out to the Competitive Sports Office for advice.

Recommendations to Reduce Risk

Please review the following recommendations to reduce risk. This is not an all-inclusive list:

- Prior to activity, perform a thorough inspection of practice and competition spaces
 - Playing surfaces should be checked for damage, debris, wet spots, and any other hazards.
 - If the surface is unsafe, the area must be cleaned or is brought to the attention of the Competitive Sports Supervisor, Competitive Sports Coordinator, Program Director, or RSS staff. Practice will not resume until the issue is resolved.
- All club members should execute pre-practice warm up activities to prevent potential injuries.
 - Light jogging, self-myofascial release (i.e., foam rolling), body-weight exercises, and stretching are some examples of warm-up activities.
- The safety officer or their designee should be present at all practices with the RSS Emergency Contact List, member participation forms, and access to the virtual or paper-based incident and accident reports.
- Coaches and officers should encourage members to rest or hydrate if they begin to feel exhausted or dehydrated.
- Teach proper and effective sport specific techniques to reduce the potential harm to the player, teammates, and others.

Safety Officer Training

The safety officer is required to complete a training session at the beginning of the academic year. The training will review basic program information, creating an Emergency Action Plan, responding to emergency situations, and completing reports.

Emergency Action Plan (EAP)

An Emergency Action Plan's (EAP) purpose is to provide a comprehensive and practical response to medical and non-medical emergencies. The EAP guides the actions of sport club personnel when responding to medical incidents and threats to personal health and safety (e.g., bomb threats, fire, inclement weather, civil disturbances, etc.).

Sport clubs that practice, compete, or hold special events on-campus shall follow the RSS, Saluki Athletics, SIU Student Center and/or the University EAP when appropriate. Sport clubs that practice or compete at off-campus locations will be required to create and submit the Saluki Emergency Action Plan (EAP) for club activities. The safety officers for designated clubs will be charged with leading the creation of an EAP.

There are five components of the Saluki Emergency Action Plan:

- ✓ Emergency Personnel
- ✓ Emergency Communication
- ✓ Emergency Information
- ✓ Emergency Equipment
- ✓ Response to Non-Medical & Medical Emergencies

The Saluki Emergency Action Plan will be discussed in detail during the Fall Safety Officer Training. The template can be found on the sport club website, and the Saluki EAP will be submitted via an online form on the sport club website.

CPR/AED/First Aid Certifications

The Competitive Sports Office requires that at least two (2) club members certified in basic CPR/AED/First Aid through the American Red Cross (ARC) or the American Heart Association (AHA). Licensed medical practitioners, Certified Athletic Trainers, and Wilderness First Responders receive extensive training and are not required to obtain certifications from the ARC and AHA. These individuals are required to submit proof of licensing to the Competitive Sports Office.

Recreational Sports and Services offers monthly ARC blended learning certification courses. Interested members can visit online.rec.siu.edu to register for one of the monthly certification courses. Members may also choose to obtain certifications through non-RSS online only courses offered by the American Red Cross (ARC) and the American Heart Association (AHA). The certified member(s) will be required to register for and successfully complete a CPR/FA/AED in-person skills check. A member that fails the skills check will be required to register for and complete the RSS ARC course.

Copies of current certifications for each club must be on file with the Competitive Sports Office. Each club is required to have at least one CPR/AED/First Aid certified member present at all practices, games, and travel events.

First Aid Kits & AEDs

Sport clubs are strongly encouraged to purchase and maintain their own first aid kits. Competitive Sports Supervisors are also equipped with first aid kits for on-campus club activities. During on-campus events, the Student Recreation Center and Competitive Sports Supervisors will have AEDs available for use in emergencies.

Inclement and Severe Weather

To ensure the fields are maintained properly, careful consideration will be made when programming events during rain or on wet fields. If the Competitive Sports Office considers field conditions and the weather to be adverse, sport club events will be canceled. For weekly practices, the Competitive Sports Office may contact all clubs with scheduled practices by 2:00 PM to cancel evening practices. The Competitive Sports Supervisor has the authority to cancel practice in the event of severe weather.

If a Competitive Sports Supervisor is not present, sport club officers are expected to suspend play for thirty minutes from the last recognized lightning bolt or thunder head. When a severe weather watch or warning has been issued, sport club officers should cancel practice and direct members to their vehicles or the nearest shelter.

Accidents & Incidents

If there is an accident or incident during any Sport Club activity, documentation must be completed for the protection of the individual, club, and the University. The accident/incident should then be reported to the Competitive Sports Supervisor or the Competitive Sports Office. During an approved travel period or off-campus activities, all accident and incident reports should be submitted via the online forms within one business day.

During approved travel periods, if an accident occurs that requires transportation to a hospital or EMT assistance, a sport club officer should immediately contact the Program Director.

An incident report should be completed when the following occurs:

- Physical altercation
- Vehicle accident
- Removal of someone from a facility during a home activity
- Damage to SIU, RSS, sport club, or personal property
- Report of stolen SIU, RSS, sport club, or personal property

An accident report should be completed when the following occurs:

- Care is provided and/or first aid equipment is used.
- Someone is injured.
- Someone is ill/sick.
- A head or neck injury occurs.

Writing an Effective Accident or Incident Report

When it is necessary to write a report, gather all possible facts concerning the incident or injury. It is important to avoid accusations, opinions, and conjecture. A properly completed report should illustrate events leading to the incident or accident, describe the nature of the accident or incident, and document what occurs after the accident or incident.

Reminders for completing an RSS Incident or Accident Report:

1. Preferably, the report form should be completed online via the sport club website.
2. Please ensure that all handwriting is legible for any paper reports.
3. Record the actual time, date, and location where the incident/injury occurred.
4. Obtain a case number for situations where the police or EMS are called.
5. Obtain the names, signatures, and contact information of any witnesses and the injured party.

Serious Accident/Incident Protocol

If a critical incident or accident listed below occurs at any time, immediately call/text the Competitive Sports Supervisor or the Coordinator of Competitive Sports. If the Coordinator of Competitive Sports and the Associate Director of Programs are unavailable, please contact the Student Recreation Center for assistance.

Examples of Serious Accidents/Incidents

- EMS (9-1-1) is called in the following situations:
 - a. The victim is unconscious, not breathing properly, or shows no signs of life.
 - b. The victim has sustained a head, neck, or back injury.
 - c. The victim shows signs of a heart attack.
 - d. The victim has unusual or severe bleeding.
 - e. Seizures
 - i. The victim does not have a history of seizures.
 - ii. A seizure lasts more than five minutes.
 - iii. Another seizure occurs soon after the first seizure.
 - iv. A victim has difficulty breathing or waking after a seizure.
 - f. A victim is near drowning.
 - g. The victim has severe burns.
 - h. The victim is in shock.
 - i. The victim shows signs of a heat or cold related injury.
- A SIU sport club athlete leaves a sport club event in an ambulance or visits the hospital without the assistance of emergency personnel.
- A non-SIU sport club athlete leaves a sport club home event in an ambulance or visits the hospital without the assistance of emergency personnel.
- SIU and/or non-SIU sport club members experience a vehicle accident while being transported to a sport club event.
- On-campus field or court conditions cause injury (including non-life threatening).
- Any major incidents requiring a response from DPS or the local police (e.g., fights, a patron escorted from venue, weapon on site, alcohol use etc.)
- An incident requiring evacuation of the building (e.g., fire, power outage)

Concussion Protocol

The Competitive Sports Office does not require training for concussion management and does not require baseline testing or the hiring of Certified Athletic Trainers. The president and safety officer(s) of each club are required to review the NFHS and CDC Concussion Information Sheet and share the information with their club members.

Suggested Concussion Management Procedure for Play and Practice

When a player shows concussion symptoms, the player should be immediately removed from practice or competition. The player shall not return to play or practice unless cleared by a healthcare professional (e.g., licensed physician, advanced registered nurse practitioner, physician assistant, certified athletic trainer, or Doctor of Osteopathic Medicine (DO).) If a player is diagnosed with a concussion by a healthcare professional, the club president or safety officer must notify the Competitive Sports Coordinator immediately, and the Competitive Sports Office must receive a signed note from the healthcare professional, clearing the sport club athlete for participation.

The Competitive Sports Office strongly recommends that a concussed player follow a concussion management protocol as determined and administered by a healthcare professional (e.g., licensed physician, advanced registered nurse practitioner, physician assistant, certified athletic trainer, or Doctor of Osteopathic Medicine (DO).)

Orthopedic Institute of Southern Illinois

The [Orthopedic Institute of Southern Illinois](#) has a satellite office in the Student Health Center and, according to the organization's primary [website](#), "provides care for every subspecialty area of orthopedics including total joint reconstruction, shoulder and knee, hand and wrist, sports medicine/arthroscopy, back and neck, and general orthopedics." Sport club members must seek individual treatment and pay for services with personal funds or insurance. Please contact the Institute directly to make an appointment.

Non-Discrimination, Sexual Misconduct, & Anti-Hazing Policy

Sport club athletes are held in the highest regard as it relates to personal and team conduct. Incidents, inappropriate behavior, and violations of the policies outlined in this Handbook are handled in accordance with the Southern Illinois University Student Conduct Code and the Sport Club Compliance Program.

Non-Discrimination in Membership

The Southern Illinois University Student Conduct Code defines discrimination as follows:

Any act or failure to act that is based upon an individual or group's actual or perceived status (any person or group of persons based on race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, age, physical or mental disability, military status, unfavorable discharge from military service, or veteran's status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational programs or activities (p. 8).

Regarding sanctioned competition, clubs should research the requirements of their National Governing Body and league/division to remain in compliance with those organization's eligibility guidelines. Sport clubs should reach out to the Competitive Sports Office for assistance.

Sexual Misconduct

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational institutions that receive federal funding. Under Title IX, schools are legally required to respond to and remedy hostile educational environments. As a recipient of federal funding, SIU prohibits sexual harassment, dating and domestic violence, stalking, and sexual assault. Other acts of sexual misconduct such as display of pornography, the exchange of money, goods, or services in exchange for any sexual activity; and retaliation towards individuals involved in a sexual harassment complaint are also prohibited.

All allegations of sexual misconduct violations must be reported within one hundred and twenty (120) days of the discovery of an alleged violation by a member of the University community or law enforcement agency. Extensions may be granted at the discretion of the Title IX Coordinator who may waive this deadline in writing if the facts or circumstances warrant such a waiver. The determination of the Title IX Coordinator is final and is not subject to appeal.

Sport club members that are victims or witnesses of sexual misconduct may file a report electronically [here](#).

For more information on SIU's sexual harassment and gender-based violence, please visit the following links:

- [Sexual Harassment Policy](#)
- [Gender Based Violence Policies, Reporting, and Sanctions](#)

Hazing

Students take pride in being part of a community in which all members are treated with dignity and respect. Hazing, in any form, by any student, coach, or advisor poses a serious threat to the health and safety of our students. Allegations of hazing will be referred to SIU Student Rights and Responsibilities for review.

For purposes of this policy, Southern Illinois University defines hazing as the following:

Conduct that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent or failing to discourage or failing to report those acts may also be a violation under this policy (p. 10).

Ask yourself the following questions to determine if your planned activity is hazing:

- Would you tell prospective members what they will go through?
- Would you tell the parents of your members what you are doing?
- Would you let the University administration know what your organization is planning?
- Would you be prepared to go to court to defend the merit of this activity?
- Would you let the Daily Egyptian observe and report your activity?

All club members are responsible for reporting a hazing incident. Reports may be filed in person with the Dean of Student Office or via the [Hazing Report](#). The Hazing Report may be completed anonymously, but the Dean of Students staff may have difficulty in completing the investigation without your contact information.

Sport Club Compliance Program

The Sport Club Compliance Program is intended to supplement the SIU Student Conduct Code by addressing sport club-specific violations. The Sport Club Compliance Program serves to highlight the most common programmatic infractions and is not intended to serve as an all-inclusive document. The Compliance Program exists to provide clubs and individual participants with clear expectations, to ensure the enforcement of fair and consistent consequences, and to afford the Competitive Sports Office a tool to encourage individuals and clubs to comply with current policies and procedures.

Clubs should also note that their coaches and spectators will be held accountable as their behavior can negatively impact their reputation. Clubs and members not in compliance will be held accountable through censures, restrictions, and application of the different club statuses listed in the Compliance Program.

When a club has committed programmatic minor and/or major violations, the Program Director has the authority to impose a change in club status. With the recommendation of the Sport Club Advisory Board, the Program Director determines the length of programmatic probations and suspensions. The nature of the offence(s) as well as the sport club's history and status will be considered. Additional infractions and violations committed during a probationary period or suspension may result in an extended probationary period, suspension, or inactivation.

Sport Club Programmatic Statuses

Conditional Status

- Criteria
 - Conditional status is gained immediately after receiving approval as a new sport club.
 - A sport club that earns a score of thirty points or less on the Sport Club Compliance Checklist for the previous year.
- Restrictions
 - No club on conditional status may receive RSS Program Allocation Funding.
- A club must satisfy the following criteria to become a non-conditional club:
 - Receive a score of seventy (70) points or higher on the Sport Club Compliance Checklist
 - Attend all required meetings
 - Complete mandatory officer trainings
 - Provide proof that two members are CPR/AED/First Aid certified
 - Successfully hold practices/meetings and have an average of at least five members attending regularly
 - Successfully demonstrated the ability to execute a fundraising strategy

Good Standing (non-conditional) Status

- Criteria
 - The sport club or member does not have any disciplinary or academic sanctions in place.
 - The sport club or member does not have any pending investigations with the Competitive Sports Office or Student Rights and Responsibilities.
 - A sport club or member in good standing may have a maximum of three minor violations on record for the academic year.

Probationary Status

- Criteria
 - A sport club or member have failed to comply with expectations outlined in the Sport Club Handbook and/or the SIU Student Conduct Code, earning more than three minor violations or one major violation.
 - A sport club or member has pending investigations with the Competitive Sports Office and/or Student Rights and Responsibilities.
- Restrictions
 - None

Restrictive Probationary Status

- Criteria
 - A sport club or member has committed excessive minor violations or multiple major violations.
 - While on probation, the club or member commits a major violation.
- Restrictions
 - A sport club or member may not compete or travel on behalf of Southern Illinois University.
 - A sport club may not access program allocation funding, contingency funding, or USG funding.

Suspension Status

- Criteria
 - A club fails to schedule and attend the Fall Semester meeting with the Program Director.
 - A club has not completed the RSO transition process
 - The sport club failed to submit and present the annual report.
 - The sport club is placed in the RSO Dawg House.
 - A sport club or member commits multiple major violations.
 - While on probationary status, the sport club or member continues to commit violations.
 - After being placed on restrictive probation, the sport club or member fails to comply with the terms of the probation.
- Restrictions
 - A sport club or member may not meet, practice, hold tryouts, compete, or travel on behalf of Southern Illinois University.
 - A sport club may not access RSS program allocation funding, RSS contingency funding, and USG Funding.

Deactivated/Removal Status

- Criteria
 - A suspended sport club or member commits a major violation.
 - A suspended sport club or member fails to comply with the terms of the suspension.
 - A sport club or member uses RSS program allocation funding, RSS contingency funding, and/or USG Funding to support non-sport club related activities or purchases.
- Restrictions
 - A sport club or member cannot participate in the sport club program and represent Southern Illinois University during the academic year.
- A deactivated club or removed club member may apply for readmission to the Sport Club Program during the next academic year.

Programmatic Violations

The following lists of minor and major programmatic violations is not all inclusive and serves to address more common violations. It is important to know that the circumstances of the situation will determine violation severity.

Minor Programmatic Violations

1. Paperwork
 - a. Failure to submit required documents, forms, and requests by the stated deadline.
2. Meeting Attendance
 - a. Failure to have a club representative attend Officer Trainings, Sport Club Council Meetings, and any other required meeting or workshop.
3. Practices, Competitions, and Club Activity Conduct
 - a. Failure to notify the Competitive Sports Office of practice cancellations by the club
 - b. Failure to obtain approval to utilize an on-campus space
 - c. Holding an unapproved on-campus event, competition, scrimmage, tournament, or try-out
 - d. Failing to represent the sport club, Competitive Sports Program, RSS, and SIU in a positive manner.
 - e. Failure of club members to properly manage guests during sport club activities.
 - f. Posting an inappropriate image, text, or link on a club website or social media site.

Major Programmatic Violations

1. Practices, Competitions, and Club Activity
 - a. Allowing an individual to participate without completing the Sport Club Participation Form
 - b. Failure to submit a RSS Activity Registration Form prior to hosting a home event
 - c. Failing to represent the sport club, Competitive Sports Program, RSS, and SIU in a positive manner at on-campus and off-campus activities
 - d. Failure of club members to take responsible action to prevent their guests (including opponents/fans at home events) from violating University regulations.
 - e. Posting an inappropriate image, text, or link on a club website or social media site.
2. Fall Meeting Attendance
 - a. Failure to have a club representative attend the Fall Meeting with the Competitive Sports Office.
3. Annual Report
 - a. Failure to submit and present an Annual Report in the Spring Semester.
4. Risk Management
 - a. Failure to provide proof that two members possess a current CPR/First Aid/AED certification
 - b. Failure to submit the appropriate paperwork for an accident, incident, or injury within forty-eight hours.
 - c. Failure to notify the Competitive Sports Office immediately after an injury involving emergency personnel (e.g., ambulance, hospital, etc.) or any incident involving law enforcement
5. Club Travel
 - a. Failure to submit the RSS travel request form for an official club trip.
 - b. Failure to update travel request details, changed, and revisions immediately
 - c. Operating a motor vehicle in a reckless manner or while impaired by alcohol or any drug
 - d. Failure to report a vehicle accident or personal injury to the Competitive Sports Office
 - e. Allowing an unapproved individual to drive a University vehicle while on official club business.
 - f. Transporting any non-club member while traveling on official club business
 - g. Driving without a current and valid license
 - h. Driving between the hours of midnight and 6:00 am without approval
 - i. Driving for more than four consecutive hours and/or more than eight hours in a calendar day
6. Misuse of Funds and Improper Fiscal Management
 - a. Failure to pay any University or vendor charges, late fees, or interest in a timely manner.
 - b. Misuse of the University Procurement Card (P-Card)
 - c. Misuse of RSS program allocation funding, RSS contingency funding, and USG funding
 - d. Requesting and receiving University reimbursements for non-club related purchases
7. Club-related instances of misconduct as outlined in the SIU Carbondale Student Conduct Code
8. The Office of Student Engagement places the sport club in the RSO Dawg House.

Programmatic Investigation Process

If a possible infraction is observed by or reported to the Competitive Sports Office that requires additional information, the sport club president shall receive an email notification that the club may have committed an alleged infraction. For any potential violations of the Student Conduct Code, Student Rights and Responsibilities will be consulted. The sport club president must contact the Competitive Sports Office within two business days to schedule an investigative meeting with the Program Director, Coordinator of Competitive Sports, and the Advisory Board. If the sport club president does not respond to the notification, the club's programmatic status may be affected, and programmatic penalties may be imposed.

The Competitive Sports Office will conduct the investigation on behalf of RSS, and this investigation may occur concurrently with the Office of Student Rights and Responsibilities' investigation. The Competitive Sports Office will share all information with the Office of Student Rights and Responsibilities. Once the investigation is completed, the Program Director will review the findings of the investigation. Regardless of the outcome, individual(s) involved and/or the club officers will receive an email notification with a written summary explaining the outcome of the investigation. Although there is no time limit on the investigation process, investigations will be conducted thoroughly and quickly as possible.

Programmatic Penalties

Penalties will be imposed on a case-by-case basis. Major and minor programmatic violations will be evaluated in the context of the situation, and the status and history of the sport club will be considered.

When programmatic penalties have been imposed on a club, the club president will receive an email explaining the nature and time frame of the sanctions, outlining required actions and behaviors, and explaining the appeal process. Programmatic penalties shall be considered final five business days after the sport club and/or individual has been notified via email.

Appeal Process

Once a notice of programmatic penalties(s) has been sent to a sport club or member, the opportunity to appeal becomes available. Any programmatic penalty imposed is in effect until the sport club is notified of a change. To appeal, please follow the procedure:

1. Submit an appeal letter to the Program Director within five business days of the date on the letter issued. The letter should address all relevant programmatic penalties and include a detailed response to each penalty.
2. A hearing will be scheduled with the club and/or individual(s) involved, the Sport Club Advisory Board, and the Program Director, and Coordinator of Competitive Sports.
3. The appeal hearing is open to the following:
 - a. All sport club's officers
 - b. A maximum of five club members who were directly involved with the infraction.
4. Within forty-eight hours of the conclusion of the hearing, the Advisory Board shall issue its recommendation to the Program Director. These recommendations may state to uphold, modify, or eliminate the challenged penalty.
5. The Program Director will meet with the sport club and the Advisory Board to discuss the final decision.

Appendix A: Classification of Current Sport Clubs

<u>Competitive/Recreational Tier</u>	Barbell
	Baseball
	Equestrian
	ESports
	Gymnastics
	Pickleball
	Quidditch
	Rugby (Men's)
	Rugby (Women's)
	Saluki Bassers
	Volleyball (Men's)
	Volleyball (Women's)
	Waterski
<u>Instructional/Social Tier</u>	Aikido
	Badminton
	Climbing
	Diving
	Filipino Martial Arts
	Hiking
	Lacrosse
	Medieval Combat
	Ping Pong
	Scuba
	Soccer (Women's)
	Triathlon
	Water Polo

Appendix B: Prospective Sport Club Checklist

Pre-Meeting Checklist

Items to review:

- ✓ Sport Club Handbook
- ✓ Sport Club Compliance Program

Item(s) to Complete and Submit:

- ✓ Prospective Sport Club Application
- ✓ Budget Worksheet

Introductory Meeting

Once the items have been reviewed and submitted, your leadership team may schedule a meeting with the Competitive Sports Office. Your leadership team should be prepared to discuss the following items *before* arriving for your initial meeting with the Competitive Sports Office.

- ✓ Club's Mission and Goals
- ✓ National Governing Body (NGB) Information
 - Sport clubs are strongly encouraged to become a member of an National Governing Body
 - A National Governing Body (NGB) is an organization that oversees your sport on a national level. The NGB typically breaks the country or region into geographical leagues or division. Teams usually pay a fee to be a member of a NGB and may receive various benefits. Some sport clubs (e.g., martial arts clubs) may be required to join a NGB.
 - The primary contact person for the NGB
 - The benefits and costs (e.g., financial and otherwise) of joining of the NGB
 - Travel requirements (location of opponents, average travel time, etc.)
- ✓ SIU Student Interest in Club:
 - Is your club sustainable?
 - Will your club be able to recruit students to maintain a full roster?
 - Who are your officers?
 - Sport Clubs are required to have five officers (Presidents, Vice President, Treasurer, Safety Officer, and Secretary)
 - What are the current interest levels for your club?
 - What are your projections for recruitment?
 - Example: 'By spring of 2018, we will retain twenty new members through tabling and social media efforts'.
- ✓ Anticipated Facility Use/Risk Management Considerations:
 - Where will your club practice and compete?
 - If your club has equipment, where will it be stored?
 - What are the safety concerns for your sport?
- ✓ Anticipated Budgetary Needs:
 - What is the annual cost of operating the club?
 - What would your membership dues structure look like?
 - If you anticipate traveling more than fifty (50) miles from campus, what will travel cost (entry fees, gas, hotel, etc.)?

Formal Presentation

Once the above items have been discussed, and the Coordinator of Competitive Sports agrees that the RSO is prepared to move forward, the prospective club will present to the Coordinator and Sport Club Council during the Fall Semester for admission into the Sport Club Program. The club is allotted thirty minutes for a formal, professional presentation. **The PowerPoint presentation and Budget Proposal Form must be submitted via Google Drive at least twenty-four hours prior to the scheduled meeting time.**

The following information should be included in your presentation:

Why should your RSO be accepted into the Sport Club Program?	Typical or anticipated travel schedule
What is your RSO leadership structure?	Risk Management Plan
How is your club going to benefit the Sport Club community?	Plans for member recruitment and retention/
Fundraising plans	Club Goals (annual & long term)
Instructor/coaching plans	Facility space and equipment needs
Explanation of actual or potential national/regional affiliation (NGB)	Financial management plan (anticipated budget)

Decision

- Once the presentation has been completed, the Program Director, Coordinator of Competitive Sports, and the Sport Club Council will discuss accepting the RSO's application.
- The Sport Club Council will vote on accepting or rejecting the RSO's application.
- The Program Director and Coordinator of Competitive Sports will discuss the application.
- Once a decision has been finalized, the Program Director will meet with your club's leadership team to discuss the next step.

Appendix C: Compliance Checklist

Requirements

Meetings & Events (50 Points)

- | | |
|---|---|
| <input type="checkbox"/> Fall Involvement Fair Attendance - 5 Points | <input type="checkbox"/> Fall Meeting – 15 Points |
| <input type="checkbox"/> Spring Involvement Fair Attendance – 5 Points | <input type="checkbox"/> Annual Report – 35 Points |

Sport Club Council Meetings (30 Points)

- | | |
|--|---|
| <input type="checkbox"/> September - 5 Points | <input type="checkbox"/> February - 5 Points |
| <input type="checkbox"/> October - 5 Points | <input type="checkbox"/> March - 5 Points |
| <input type="checkbox"/> November - 5 Points | <input type="checkbox"/> April - 5 Points |

Treasurer’s Training (5 Points)

- Training Attendance - **5 Points**

Safety Officer Training (5 Points)

- Training Attendance - **5 Points**

Fundraising (5 Points Maximum)

- | | |
|---|---|
| <ul style="list-style-type: none"> • For credit to be received, the club must submit a Fundraising Report. | <ul style="list-style-type: none"> • A club shall earn one point for every \$200 raised. |
|---|---|

Deductions

Failure to submit an Incident/Accident Report Form

- ✓ First time offense - **Written Warning**
- ✓ Subsequent Offenses - **5 Points for each offense**

Unexcused Missed Practices

- ✓ First Offense - Written email warning to club and reminder of cancellation policy
- ✓ Second Offense – **5 Point Deduction**; Written email notification
- ✓ Third & Subsequent Offenses - **5 Point Deduction**; written email notification; potential cancellation of future scheduled practice(s)

Points Breakdown

Points	Allocation Amount Awarded
100 – 90	100%
89 – 80	90%
79 - 70	80%
69 - 60	70%
59 - 50	60%
49 - 40	50%
39 - 30	40%
29 - 20	30%
19 – 0	No Allocation Awarded

Appendix D: Annual Report Rubric

Submission of Required Documents (15 Points)

- Digital Presentation Submitted – 5 Points
 - Requested file format was followed - Microsoft PowerPoint, PDF, or Google Slides
- Budget Worksheet for Current Fiscal Year (FY) Submitted – 5 Points
 - Requested file format was followed - Microsoft Excel
- Budget Worksheet for Upcoming Fiscal Year (FY) Submitted – 5 Points
 - Requested file format was followed - Microsoft Excel

Presentation (10 points)

- Organization – 5 Points
 - All elements have been included as requested.
 - All required elements are presented in the requested sequence.
- Presenters – 3 Points
 - Speech is clear and easily understood.
 - Speakers are appropriately dressed.
- Grammar and Spelling – 2 Points

Budget Workbooks (10 Points)

- Workbook for Current FY is accurate and complete – 5 Points
 - All revenue sources have been reported.
 - All expenses have been reported.
- Workbook for Upcoming FY is accurate and complete – 5 Points
 - All projected revenue sources have been reported.
 - All projected expenses have been reported.

Appendix E: Creating An Off-Campus Bank Account

Off-Campus Bank Accounts

- RSS sport clubs may hold an account at a bank or credit union for all self-generated funds.
- The sport club is **not allowed** to use SIU Carbondale's official name or taxpayer identification number.
- Outside accounts are the sole responsibility of each sport club. The sport club understands that these responsibilities include, but are not limited to, account management as well as tax filing and reporting obligations.

Applying for an EIN

1. Apply for a EIN (Employer Identification Number) number for your organization through the IRS at [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
2. Read instructions and click "Apply Online Now"
3. Read instructions and click "Begin Application"
4. Select "View Additional Types including Nonprofit/Tax-Exempt Organizations" and click "Continue"
5. Select "Social or Savings Club" click "Continue".
6. Please use the following address:
Recreational Sports and Services
Southern Illinois University
300 East Grand Avenue
Mail Code 6717
Carbondale, IL 62901
7. Please use the following phone number: 618-453-1273 (Competitive Sports Office)
8. Please enter your social security number
 - a. Please note that you will not be taxed as an individual.

Opening a Bank Account

Please research the best bank for your sport club. Please consider the following questions:

1. What fees are associated with the account?
2. What is the minimum balance required for the account?
3. How many individuals may be authorized to sign on checks?
4. When leadership changes, how do we change the authorized signature(s) on the account?
5. What steps can be taken if the previous signer is unavailable?

The current president and treasurer must go to the bank/credit union together to open the account. You must take the following: (1) driver's license of both individuals, (2) the club's SS-4 form (EIN), & (3) your current constitution.

Bank Account Recommendations

- Use a bank/credit union at which the signature authorities **do not** have a personal account.
- Identify two individuals that have signature authority for checks.
- While debit cards may present an easier form of payment, the misuse of funds can be much greater.
- Sign up for online banking and electronic statements.
- Appoint or elect a treasurer that understands accounting procedures.
 - Develop organizational accounting procedures.
 - Article XII: Financial Procedures in the sport club constitutional template provides a framework for off-campus bank account management.
 - Require receipts for reimbursements and store the receipts in an organized filing system.
 - Develop procedures for the following:
 - Changing the names of authorized account holders
 - Cash handling of membership dues, fund-raising income, etc.
 - Handing of funds in case of bank account closure

Appendix F: COVID-19 Guidelines for Sport Clubs (Updated 8/2/2022)

The COVID-19 pandemic's impact on higher education in the United States is unprecedented. The Competitive Sports Office seeks to educate and empower students to make informed decisions to prevent the spread of the COVID-19 virus during sport club activities.

The Competitive Sports Office expects club officers to share these guidelines with all current club members prior to or at the beginning of the academic year. All on-campus sport club activities must comply with University policies and guidelines that address the prevention of contracting the COVID-19 virus. For off-campus activities, sport clubs must follow University, State of Illinois, Centers for Disease Control (CDC), and local guidelines and policies.

The decisions and guidelines set by the Competitive Sports Office and the University shall supersede the decisions and guidelines of all National Governing Bodies (NGB). However, all sport clubs are expected to remain cognizant of and in compliance with the rules and policies of their respective National Governing Bodies (NGB) when appropriate.

Personal Risk during Sport Club Activities

- Regular exercise is beneficial for your immune system. Prolonged, high intensity exercise may dampen the immune system, particularly when the individual is not used to such high-level activity. Therefore, there is a potentially increased susceptibility to COVID-19 infection in athletes. This risk is probably small and, if players do not exceed a normal training load, they should be at no higher risk than the non-exercising population.
- Those who suffer from underlying illness or any preexisting chronic diseases such as cardiovascular disease, respiratory disease (asthma), diabetes and some forms of cancer appear to be more severely affected by COVID-19. Older individuals (>60) and those who are severely obese (BMI 40+) are also considered vulnerable groups.
 - Athletes without underlying conditions are not part of the vulnerable group.
- Information from China and Italy shows that up to twenty percent (20%) of those hospitalized have cardiac involvement- likely thought to be myocarditis (inflammation of the heart muscle). An appointment with a cardiac specialist may be required after prolonged hospitalization (e.g., six to eight weeks).
- If you have concerns about exercising after COVID-19 infection, you should discuss this with your physician.

General Rules of Engagement

- Education
 - Regularly reference the [University](#), [State of Illinois](#), [SIU Student Health Services](#), and [Centers for Disease Control](#) websites for updates on recommendations to responding to the COVID-19 pandemic.
 - Recognize the symptoms of COVID-19 and educate your club members. The most recent verified list of symptoms can be found [here](#).
- Daily Screening
 - Complete a COVID-19 symptom check at the beginning of each day and before practice.
 - CDC Recognized Symptoms (Symptoms in **bold** are common among younger individuals)

▪ Fever or chills	▪ Breathing difficulty
▪ Cough	▪ Sore Throat
▪ Headache	▪ Congestion or runny nose
▪ Fatigue	▪ Nausea or vomiting
▪ New loss of taste or smell	▪ Diarrhea
▪ Muscle or body aches	
- If possible, have your temperature checked prior to participating in sport club activities. If your temperature is above 100.4, please return home and self-isolate. The Competitive Sports Office recommends that you self-isolate until a COVID-19 screening has been completed.

- Recommended extensive hygiene protocol
 - Frequent hand sanitization, regular disinfection of shared equipment and spaces, and the use of gloves can reduce the risk of infection.
 - Face coverings may be worn non-strenuous physical activity.
 - Appropriate face coverings are optional indoors and outdoors.
 - Face coverings typically include masks, gaiters, bandanas, and face shields
 - You should sanitize your hands with soap and warm water for twenty seconds or use hand sanitizer before and after practice or as needed.
 - Avoid touching high-contact surfaces such as door handles, public computer keyboards etc.
 - No spitting.
 - Use your elbow or a tissue when coughing or sneezing.
 - Do not share water bottles or use team water bottles.
 - Do not share food or eat from a shared container.

Vaccinations

Defining Fully Vaccinated Status

- A person is considered “fully vaccinated” beginning fourteen (14) days after their final dose of a vaccine currently available in the United States through Food & Drug Administration (FDA) approval or vaccines that are approved as part of the World Health Organization (WHO) emergency use listing.
- **An asymptomatic individual with a documented COVID-19 infection within the past ninety-days (90) possesses the equivalent of “fully vaccinated” status.**

Fully Vaccinated Individuals

- **Individuals who are fully vaccinated against the virus that causes COVID-19 may resume sports-related activities without wearing masks or maintaining physical distance for all sports**, except where required by laws, rules, or regulations, including local business and workplace guidance.
- Schools and other sports organizers are permitted to require face coverings and physical distancing for all individuals, including those who are fully vaccinated, as they deem appropriate.

Individuals Not Fully Vaccinated

- Indoor Sports
 - Individuals who are not fully vaccinated may continue to wear a mask during sports-related activities for sports played indoors, except when wearing a mask is against the recommendation of an individual’s health care provider or poses an injury risk.
 - Many sports organizers have heat policies in place to help ensure that participants do not experience heat-related illness and, if they do, organizers know how to properly respond.
 - Participants who are not fully vaccinated should have extra masks available and sports organizers should have a supply of extra masks available to participants who are not fully vaccinated.
 - Individuals should replace any mask that becomes wet with sweat or water.
- Outdoor Sports
 - Individuals who are not fully vaccinated may resume sports-related activities without wearing masks for any sport played outdoors, except where required by laws, rules, and regulations, including local business and workplace guidance.
 - While masks may be removed during training, competition, and other active exercise according to the provisions above, it is important that, whenever possible, individuals who are not fully vaccinated continue to wear a mask during contacts with other unvaccinated individuals that do not occur during gameplay, such as on the sideline or bench, in the locker room, during team meetings, in the weight room, on the team bus or carpooling, or during meals, especially when indoors.

Guidelines for Screening and Confirmed Cases

- Screening
 - Players who present symptoms are encouraged to self-isolate immediately and notify the Competitive Sports Office and the Student Health Center.
 - The symptomatic player, the screener, or any concerned club member is required to complete the confidential [COVID-19 Reporting Form](#).
 - Competitive Sports staff may be required to complete the form.
 - Individuals that have had close contact with the symptomatic player are strongly recommended to self-quarantine until directions are received from the Student Health Center.
 - The symptomatic player(s) is/are required to submit a letter confirming their ability to return to play. A licensed physician or nurse practitioner must sign the letter.
- Confirmed Cases
 - Persons with laboratory confirmed COVID-19 should remain in isolation or should enter isolation for five (5) days.
 - If symptoms are or have been resolved after five (5) days, you may leave your house.
 - Wear a mask around others for an additional five (5) days.
 - The Jackson County Health Department and the Student Health Center will provide further guidance to the individual(s), training group members, the club, and the Competitive Sports Office.

Quarantine Recommendations for Exposed Sport Club Members

- The following individuals are strongly recommended to quarantine if they were in close contact (within six (6) feet of a person for a cumulative total of fifteen minutes (15:00) or more over a twenty-four period) with an individual with COVID-19.
 - Unvaccinated individuals
 - Quarantine for five days → Test on Day five → Wear a mask for five additional days
 - “Fully vaccinated” individuals with COVID-19 symptoms
 - These individuals should quarantine and seek testing.
 - “Fully vaccinated” individuals without COVID-19 symptoms.
 - Wear a mask around other for ten (10) days.
 - Seek testing on Day Five.

Suspension of Sport Club Activities

- To prevent the potential spread of COVID-19, a sport club’s activities will be suspended for ten (10) calendar days after the last close contact.
- After ten (10) calendar days, asymptomatic fully vaccinated individuals may return without testing. Asymptomatic nonvaccinated members are strongly encouraged to seek testing before returning to practice.
- Sport club activities may resume earlier for asymptomatic fully vaccinated members and asymptomatic nonvaccinated members with a confirmed negative test.
 - Proof of vaccination status and/or a negative COVID-19 test must be submitted to the Competitive Sports Office.