SIU CARBONDALE
SPORT CLUB
HANDBOOK
2019 - 2020
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Contact Information

Competitive Sports Office

Administrative Offices – Student Recreation Center
Southern Illinois University
300 East Grand Avenue
Carbondale, IL 62901
Phone: 618-453-1273
E-mail: siucompsports@siu.edu

Follow Us!

@SIURECCENTER

Twitter, Instagram, Facebook, Snapchat, & YouTube

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<th>OTHER IMPORTANT CONTACTS</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Recreational Sports and Services (RSS)</td>
<td>618-453-1277</td>
<td><a href="mailto:reccntr@siu.edu">reccntr@siu.edu</a></td>
</tr>
<tr>
<td>Facility Reservations - Student Recreation Center</td>
<td>618-453-1245</td>
<td><a href="mailto:Rss.scheduling@siu.edu">Rss.scheduling@siu.edu</a></td>
</tr>
<tr>
<td>Scheduling Office – SIU Student Center</td>
<td>618-536-6633</td>
<td><a href="mailto:studentcenterscheduling@siu.edu">studentcenterscheduling@siu.edu</a></td>
</tr>
<tr>
<td>Office of Student Engagement</td>
<td>618-453-5714</td>
<td><a href="mailto:rsohelp@siu.edu">rsohelp@siu.edu</a></td>
</tr>
<tr>
<td>Department of Public Safety (DPS) – Non-Emergency</td>
<td>618-453-3771</td>
<td><a href="mailto:dpsadministration@siu.edu">dpsadministration@siu.edu</a></td>
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<td>Office of the Registrar</td>
<td>618-453-2963</td>
<td><a href="mailto:Registrar@siu.edu">Registrar@siu.edu</a></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>618-453-3311</td>
<td><a href="mailto:shcinfo@siu.edu">shcinfo@siu.edu</a></td>
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<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>618-453-5371</td>
<td><a href="mailto:shcinfo@siu.edu">shcinfo@siu.edu</a></td>
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<tr>
<td>Student Rights and Responsibilities</td>
<td>618-536-2338</td>
<td><a href="mailto:studentrights@siu.edu">studentrights@siu.edu</a></td>
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<tr>
<td>ID Card Office</td>
<td>618-536-3351</td>
<td><a href="mailto:scenter@siu.edu">scenter@siu.edu</a></td>
</tr>
<tr>
<td>Daily Egyptian</td>
<td>618-536-3306</td>
<td><a href="mailto:ericfidler@dailyegyptian.com">ericfidler@dailyegyptian.com</a></td>
</tr>
<tr>
<td>Travel Service</td>
<td>618-453-3357</td>
<td><a href="mailto:travel@pso.siu.edu">travel@pso.siu.edu</a></td>
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<tr>
<td>University Risk Management</td>
<td>618-536-2101</td>
<td><a href="mailto:riskmgmt@siu.edu">riskmgmt@siu.edu</a></td>
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**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 throughout document) through the Office of Student Engagement. Like all RSOs, sport clubs are student driven organizations that place the responsibility for the 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.

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 successfully club operation.

The policies and procedures outlined in this Handbook are subject to change and officers will be notified of any changes via email from Sport Club Administration.
Sport Club Program Leadership

Competitive Sports Office
The 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 and aid sport clubs during practices and competition.

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

1. To review the Sport Club Handbook and Sport Club Compliance Program on an annual basis and provide feedback and recommendations.
2. To serve as a conduct board governing all violations of policies and procedures outlined in the handbook and provide recommendations for consequences and sanctions as outlined in the Sport Club Compliance Program.
3. To make recommendations each spring about the amount of money allocated to each Sport Club based on their demonstrated need.
4. To plan and conduct monthly Sport Club Leadership Series seminars and activities.
5. To consider the best interest of all sport clubs and to make recommendations for the prosperity of the Sport Club Program.

Current, fee-paying students of Southern Illinois University that (a) have held an officer role for at least one academic year and (b) are actively involved in a non-conditional club in good standing may seek to serve on the Advisory Board.

Advisory Board members are expected to be available for all sport club council meetings and Sport Club Leadership Seminars. Members with more than two absences are subject to removal from the Board, and the position would be filled, as deemed necessary, by the Coordinator via appointment.

Sport Club Council
The Sport Club Council consists of two officers from all non-conditional and conditional sport clubs. The purpose and responsibilities of the Sport Club Council include, but are not limited to, the following:

1. To provide feedback and recommendations to the Sport Club Advisory Board regarding the Sport Club Handbook and the Sport Club Compliance Program.
2. To elect Sport Club Advisory Board members.
3. To consider the best interest of all sport clubs and to make recommendations for the prosperity of the Sport Club Program to the Sport Club Advisory Board.
4. To recommend RSOs for acceptance into the Sport Club Program.
**Sport Club General Information**

As a representative of Recreational Sports and Services, 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. For all club-related activities, abide by the policies and procedures of the Competitive Sports Office, RSS, and SIU as well as follow all city, state, and federal laws
2. Complete all annual registration requirements with the Competitive Sports Office and the Office of Student Engagement
3. Seek active affiliation with a National Governing Body (NGB) for the respective sport.
4. Maintain a roster of at least five members or the minimum number of players required to formally compete
5. Currently enrolled SIU students in good standing with the University and the NGB shall serve as the officers. Non-student members (SIU faculty/staff and RSS members) may serve as resources for sport club planning and decision
6. Completion of all required paperwork by established deadlines
7. Attendance at all scheduled trainings and meetings
8. Establish and maintain regular communication with the Competitive Sports Office
9. Development and accomplishment of annual goals and objectives for recruitment, fiscal management, fundraising, and competition
10. Perform an annual review of the club’s constitution

**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.

- **Faculty/Staff**
  - Currently employed SIUC faculty and staff who have purchased a semester or annual RSS membership may participate in sport clubs.
  - Adjunct faculty members who have purchased a semester or annual RSS membership may participate.

- **Non-SIU Affiliated Individuals**
  - RSS members must purchase a semester or annual membership to participate in sport clubs.
  - RSS members under eighteen years of age cannot participate in SIU sport clubs.
  - 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 varsity athlete may be ineligible to participate in club activities. Please check with Saluki Compliance in these situations.
Sport Club Classification

Competitive/Recreation 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 strongly encouraged 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 the Recreational 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.

IMLEAGUES Registration

Sport Clubs are required to ensure all members join their club’s roster on IMLEAGUES. The roster on IMLEAGUES is considered the official roster for the sport club, and all members will be prompted to complete the Sport Club Medical History & Emergency Contact Form.

IMLEAGUES Signup Instructions

1. Visit the RSS Fusion PORTAL (Click the link)
2. Use Login Credentials
   a. (CURRENT STUDENTS & FACULTY/SATFF) Log in using your SIU credentials
      i. Username: SIU + nine-digit Dawg Tag
      ii. Password: Saluki net password
   b. (RSS MEMBERS) Log in using your RSS member credentials
      i. Username: RSS Member Number (Omit the dash)
      ii. Password: Fusion Portal Password
3. Click “Competitive Sports”
4. Click the IMLEAGUES Banner
5. You should be immediately logged into IMLEAGUES. You may be asked to allow notifications.

In the process of joining the intended club(s), prior to officially practicing or competing, official members will complete the following items:

- Sport Club Medical History & Emergency Contact Form (must be completed annually)
During tryouts, prospective members will read and sign a hard copy of The Release. Sport club officers may pick up copies of The Release from the Competitive Sports Office. The Release is also available online. If the prospect does not officially join the club, he or she does not need to join the official roster on IMLEAGUES and complete the Medical History and Emergency Contact Form.

Clubs can expect random roster checks for accuracy and waiver 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.

**Monthly Participation**

Certain sport clubs will be required to track member participation through submission of the Monthly Participation Report. Involvement should be tracked for all club activities (e.g. meetings, try-outs, practices, scrimmages, tournaments, games, fundraisers, and recruitment efforts). Participation 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, succeed in classes, find a job after graduation, and become more well-rounded individuals. Topics range from community involvement and budgeting to conflict management and recruitment.

**Prospective Sport Clubs**

Official admission to the Southern Illinois University Sport Club Program occurs during the Spring Semester for the following Fall Semester. Prospective RSOs can work with the Competitive Sports Office at any time during the Fall and Spring semester to ready their group for the demands of the program but will not be formally accepted until the following Fall Semester. The following criteria will be considered when choosing to accept a potential sport club:

1. The organization is recognized by the SIU Office of Student Engagement and meets 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 (located in Appendix B). The checklist details things to consider before meeting with Sport Club Administration and also explains the process of presenting to the Coordinator 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 RSS chooses to grant admission, conditional membership will begin at the start of the upcoming Fall Semester. The conditional sport club will receive 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 contingency funding from the Competitive Sports Office.
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
- Complete all mandatory financial and safety trainings
- Provide proof that two members are CPR/First Aid/AED certified
- Successfully demonstrated the ability to execute a fundraising strategy

**Sport Club Annual Registration Process**

**Registration Process**

The Office of Student Engagement requires that sport clubs (and all RSOs) register annually on Saluki Connect to remain an active RSO for the following academic year. Existing sport clubs will complete the Organization Registration form during the current Fall or Spring Semester.

The Competitive Sports Office requires that all sports club complete the Club Information Summary for each semester. The CIS allows the Competitive Sports Office to remain updated on sport club activities. Sport clubs that fail to complete the CIS will not receive a practice slot at any RSS and Saluki Athletics facilities and will not have access to Program Allocation Funding, Contingency Funding, and USG Funding.

Sport club officers are required to attend a one-on-one meeting with the Coordinator of Competitive Sports and present an annual report to be considered an active sport club for the following Fall Semester. For more information on the annual report, please refer to page fifteen.

RSOs that have been removed from the Sport Club Program due to compliance violations are not eligible to re-register for sport club status until all sanctions and restrictions outlined in their compliance letter have been completed. These RSOs would then need to apply as a prospective sport club and be subject to those guidelines.

**Notification of Changes**

When a sport club changes its name, revises its constitution, elects or appoints new officers, choses a new advisor, and/or when the addresses and telephone numbers of officers change during the academic year, such changes must be reported to the Competitive Sports Office and Office of Student Engagement. Failure to notify either party of changes can result in loss of RSO status, thereby ending Sport Club status.

**Withdrawal from the Sport Club Program**

Any sport club may withdraw its registration and disband as a club at any time. The sport club should submit a Resolution signed by the club officers to the Coordinator of Competitive Sports. Upon the date of withdrawal from the Sport Club Program, the organization forfeits all privileges and benefits of a sport club and will be deemed a RSO. The RSO should contact the Office of Student Engagement if the organization wishes to disband completely.
**Sport Club Organization**

**Constitution**
A constitution is the basic framework of 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’s officers and members.

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.

The template for the constitution can be found on the sport club webpage.

**Club Officers**
All Sport Clubs are required to maintain the following four officer positions:

- President
- Vice President
- Treasurer
- Safety Officer

While a student may be an officer in multiple clubs, a student may only hold the President position for one sport club. 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. Creating a surplus of officer positions may negatively impact 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. The sport club membership may reassign or revise these roles as necessary.

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.

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

**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 Program Allocation Funds 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 to fulfill the following duties:
- Coach/instruct to the best of his/her ability
- Encourage club members to adhere to the SIU Student Conduct Code, Sport Club Handbook, Sport Club Compliance Program, and the policies, procedures, and safety guidelines of the University, Recreational Sports and Services, and the Competitive Sports Office
- Promote good sportspersonship, inclusivity, and positive social behavior at all times
- Be current with all certifications required of his/her coaching/instructor position

Each year, the sport club president will identity the current coach(es)/instructor(s). Those coach(es)/instructor(s) must complete the Coach/Instruction Agreement before officially interacting with the sport club.

**Mentor**

The advisor for all sport clubs is the current SIU Coordinator of Competitive Sports. With the approval of the Coordinator of Competitive Sports, a club mentor may be selected by a majority vote of the sport club’s executive board or general membership. The mentor must be affiliated with Southern Illinois University as a faculty/staff member.

The mentor and sport club president shall complete the Mentor Request Form. The sport club president’s and chosen mentor’s signatures indicates the following:
- Through formal vote, the sport club’s membership approves of the selected mentor.
- The selected mentor agrees to fulfill the roles, responsibilities, and expectations of the role

The club mentor must adhere to Recreational Sports and Services facility access rules to be admitted into the Student Recreation Center. The mentor must (A) have a current semester or annual RSS membership, (B) be sponsored by a SIU student or current RSS member and pay the current daily entrance fee or (C) purchase a multi-visit pass.

The club mentor will serve as a resource, assisting the club with delegation of tasks, providing feedback and support, and sharing knowledge and expertise. The Coordinator of Competitive Sports shall maintain responsibility for approving sport club purchases and payments within departmental and University policies and procedures. For the purpose of approving purchases, the Coordinator of Competitive Sports shall be the advisor of record for all sports clubs with the Office of Student Engagement.

The mentor may be removed from the position by a majority vote of the sport club’s Executive Board or General Membership. With justification, the Coordinator of Competitive Sports may remove any mentor at any time.

Each year, the sport club president will identity the current mentor(s). New mentors must complete the Sport Club Mentor Form before officially interacting with the sport club.

**Club Public Relations, Marketing, and Branding**

**Recruitment Opportunities**
- Involvement Fairs
  - Occurring in the Fall and Spring, RSO involvement fairs are great opportunities for recruitment and networking with other sport clubs and RSOs.
  - 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.
Promotion and Advertising
- Social Media
  - All clubs are encouraged to operate social media accounts on behalf of their clubs and also follow and engage with the Sport Club program accounts. Clubs can generate their own content on these platforms, representing the club, program, RSS and the University in a positive light.
- Student Center Marketing & Graphics
- Flyers and chalking
- Tabling

Team Uniforms and Apparel
- The Coordinator of Competitive Sport must approve the design for all club-related uniforms and apparel before production.
- Sport Clubs may use Silkworm, Custom Ink, or other services to both design and produce team uniforms and apparel.
  - Current Saluki Athletics logos may not be used without permission of Saluki Athletics.

Funding Information

General Information
The Sport Club program receives funding annually. These funds are available to all registered Sport Clubs through both Program Allocation Funding (based on Annual Reports in the Spring Semester & a club’s Compliance Checklist score) and Contingency Funding (funds available for unexpected or novel situations).

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. Misuse of Program Allocation funds is not permissible and will be punishable in accordance with the Sport Club Compliance Program. Funds in individual sport club accounts rollover to the next fiscal year.

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.

Sport Club Compliance Checklist
Your 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 for a breakdown of scores, percentages, and corresponding deductions. Please see Appendix C to review the checklist.
Funding Policies

1. All funded programs must be open and accessible to any and 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 funds allocation process, which includes completion of the Budget Proposal Form and completion of the annual presentation.

3. Sport club allocations are distributed based on a club’s demonstrated need for the following:
   ✓ Travel Expenditures
   ✓ Uniform Purchase
   ✓ NGB Registration
   ✓ Registrations for competitions, conferences, and other events.

4. The sport club must have a) five student members or b) minimum number of competitive student members necessary to participate in accordance with its NGB.

Program Allocation Funding Process

Each club is a unique entity in terms of membership, travel requirements, and operating costs, and funds are allocated based on each club’s demonstrated need. Recreational Sports and Services is proud to be able to assist clubs by financially supporting their operations. However, the Competitive Sports Office expects that clubs will generate funding through fundraising and the collection of membership dues.

Program fund allocations account for a significant portion of total annual sport club funding. In order to qualify for funding, clubs must submit the Budget Proposal Form and a PowerPoint presentation of their annual report for the upcoming fiscal year (July 1 – June 30) to the Competitive Sports Office in the Spring Semester.

The sport club officers will present their club’s funding proposal and justification to the Coordinator of Competitive Sports and the Sport Club Advisory Board. The following items are required for inclusion in the annual report:

- Club summary
  - Briefly discuss the members, purpose, and goals of the club.
  - Officers for upcoming fiscal year
- Review of club activities for the current year
  - Discuss what the club has accomplished this year
  - Discuss club events and their results (if applicable)
- Critique of club activities and performance for the current year
  - Perform a honest assessment of your club’s performance
  - Suggest improvements for next year
- Plans for upcoming academic year
  - Speak about current future goals and the steps may be taken to fulfill those goals.
- Budgetary Review of Current Year
- Proposed Budget for Upcoming Fiscal Year
- Allocation Request
  - The request should be based heavily on your current state and future plans.
  - State whether you are requesting or are not requesting any Program Allocation funding.

Business casual dress is expected, and the sport club’s executive board (President, Vice President, Treasurer, and Safety Officer) should be present and involved in the presentation.

Program Allocation funds will be made available at the beginning of the next fiscal year. These funds may not be used to cover expenses in the previous fiscal year.
Use of Program Allocation Funding
When sport clubs choose to utilize Program Allocation funds in their sport club account, the proper form must be completed in its entirety and submitted to the Competitive Sports Office.

Excluded Expenditures
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
• Prizes and gifts for competitions and tournaments
• 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

Payment Requests
Payment Requests should be received at least seven business days in advance of the vendor’s deadline or the approved travel period. Sport clubs should submit a payment request for the following items:
✓ NGB registration
✓ Independent Contractors (e.g. officials, athletic trainers, etc.)
  o Independent Contractors are not current SIU employees.
  o 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

Purchase Requests
Purchase requests should be received at least fourteen 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 items:
✓ Uniforms
✓ Equipment
✓ Trophies
✓ Shirts for marketing or fundraising purposes
✓ RSS Memberships for Coaches/Instructors
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 account. Sport Club officers may request a reimbursement on behalf of its members.

Reimbursement Process

- The purchase(s) is/are necessary for club operations or occurs within the approved travel period.
- Two sports officers complete the reimbursement request.
  - For multiple purchases, you have the following options:
    - Complete an individual reimbursement request for each purchase
    - Complete a single reimbursement request for all purchases, and the officer that receives the check will disburse the funding accordingly.
  - Receipts must be attached or submitted to the Competitive Sports Office.
- The reimbursement request will be reviewed by the Competitive Sports Office, RSS Business Office, and University Accounting
- Accepted reimbursement requests will be processed within four to five weeks, and a check will be mailed to the address listed on the request.

Acceptable purchases for reimbursement

Itemized receipts must accompany reimbursement requests for the following expenses:

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

Example of a gas receipt.
As shown, the date, location, price per gallon, number of gallons, and total charge must be clearly visible on the receipt.
**Contingency Funding Process**

Additional monies in the Sport Club program are available through contingency funding. Contingency funding may be used for special requests not included in their general club funding request, 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. Conditional sport clubs may request a maximum of $1000 for necessary expenses.
- There was unanticipated student interest in a program or travel opportunity

**NOTE:** Sport Clubs may not request contingency funding for regular season activities unless one of the stipulations outlined above is met.

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

Clubs must submit their Budget Proposal Form and PowerPoint presentation no less than seven 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 allocated 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 contingency funding will be reabsorbed into the Sport Club Administrative Account.

### Fundraising

**Tax-Exempt Status**

As a 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 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.

**Off-Campus Bank Account**

Sport clubs may establish an account at a bank or credit union for all self-generated funds such as membership dues and money 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 taxpayer identification number (TIN) or the formal name of the University (e.g. Southern Illinois University, SIU). Interested sport clubs should review the instructions for establishing an off-campus bank account.

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

**Donations**

Sport clubs may receive donations directly or through the SIU Foundation. Donors seeking formal acknowledgement of their donation for tax purposes should donate through the SIU Foundation. If your club personally receives a donation, you can deposit it into your off-campus bank account or into your Sport Club account with Recreational Sports & Services.
**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. Please visit the [SIU Foundation](https://www.siu.edu/foundation) for donation methods and procedures.

**Lucid Travel**

Sport Clubs may book hotel reservation using their club page on the Lucid Travel website. Sport Clubs should request car rentals through the Competitive Sports Office.

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.

Please refer to Appendix D for your club’s personalized link.

**Bake sales**

- Sport Clubs may reverse a space in front of Member Services in the Student Recreation Center.
  - Contact [rss.scheduling@siu.edu](mailto:rss.scheduling@siu.edu) to reserve the space.
  - All bake sales on or within RSS facilities must follow these guidelines:
    - They must wear gloves when handling food
    - Individuals can’t handle food and money in same gloved hand
    - Ingredients such as nuts, milk, soy, eggs, and other common allergens must be displayed on a sign.
    - All items must be individually wrapped.
- Sport Clubs may also reserve space at the SIU Student Center.
  - Please visit the following [page](https://www.siu.edu/studentcenter) for more information.
**Club Activity Classification**

The following classification and descriptions should be referenced when planning events, tryouts, meetings, and philanthropic opportunities. 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**
- Any activity where *club members* are formally representing their sport club, RSS, and Southern Illinois University in a competitive or non-competitive activity.
  - Example:
    - General practices
    - Any competition
    - Approved or unapproved club travel
    - Alumni-focused special event
    - Training seminars
    - Fundraisers
    - Philanthropy
- Sport club practice and competition schedules should be provided via the Club Information Summary at the beginning of each semester.
  - Practices should be canceled via email no later than 2:00 PM on the day of the practice.
  - A practice may be considered cancelled after thirty minutes of inactivity, and the supervisor reserves the right to shut down the area.
- When traveling more than fifty miles from the City of Carbondale, the sport club should submit the Travel Request Form at least seven business days in advance.
- The sport club should submit the Event Reservation Request Form for home events, competitions, fundraisers, and philanthropic events within fifty miles of the City of Carbondale at least fourteen business days in advance.
- The sport club must meet all eligibility requirements for event approval.
- Participation is limited to current club members that have met all sport club and Competitive Sports requirements.
- Sport clubs that have meetings outside of the Student Recreation Center and/or practice off-campus must submit the Monthly Participation Report.

**Sport Club Recruiting/Tryouts**
- 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.
- Current SIU students and RSS members with qualifying memberships may participate in a tryout as long as they have signed a hard copy of the Release.
  - 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 at non-RSS facilities or off-campus must submit numbers via the Monthly Participation Report.
Sport Club Meeting

- Any Sport Club meeting held in the City of Carbondale area that does not include participating in the sport or related physical activities but is related to fulfilling the mission and/or goals of the club
  - Examples
    - Informational meetings
    - Watching films
    - General Meetings
    - Seminars
  - 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.
- If the club is holding a 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 clubs that have meetings at non-RSS facilities or off-campus must submit numbers via the Monthly Participation Report.

Sport Club Philanthropy

- Any activity organized by the club designed to support the club and/or community and does have a direct benefit for the club.
- 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 fourteen 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, a Travel Request Form must be completed.

Sport Club Travel Policies

The Competitive Sports Office places certain stipulations on Sport Club travel in order to encourage and promote responsible safe travel:

- A CPR certified member must be present.
- Drivers should not drive for more than four consecutive hours without at least a two hour break.
  - No driver should log more than eight hours 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

In order to comply with the Clery Act, the Competitive Sports Office requires that Travel Request Forms are submitted for all Sport Club Events that are located more than fifty miles from the City of Carbondale. The Travel Request Form must be submitted at least seven business days prior to the anticipated travel period. The Travel Request Form must be completed in its entirety. All traveling sport members must be listed on the form, the Emergency Contact Form for each member must be on file, and driver information must be provided.

Travel Summary

After returning to SIU, sport clubs must complete and submit the 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

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. The class letter is only a *notification* of travel and not guarantee an excused absence.

**CLUB OBLIGATIONS**
- Submit the Travel Request Form at least seven business days in advance of the travel period.
- Submit the Travel Letter Request Form at least seven business days in advance of the anticipated travel period.

**PROGRAM OBLIGATIONS**
- The Competitive Sports Office will create letters with the University’s letterhead and email scanned copies to the requester.

**Personal Vehicle Inspection**

If and when a club chooses to travel using personal vehicles, it is recommended that the club’s officers verify that each person driving has insurance coverage suitable for group travel and a valid driver’s license. It is also recommended that each personal vehicle undergo a safety inspection prior to departure. A minimum safety check should include:

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

If a personal vehicle does not pass the basic check, it is strongly recommended that the vehicle NOT be used for a club travel event. SIU, Recreational Sports and Services, and the Competitive Sports Office are NOT responsible for personal vehicle damage.

**Reserving Enterprise Vehicles**

Sport Clubs should submit the Rental Vehicle Request Form at least fourteen 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 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 24 hours a day, 7 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

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 addresses of all witnesses, licenses of other drivers, and people involved in the accident.
3. Obtain the names of the insurance companies of all vehicles involved in the accident.
4. Contact the Coordinator of Competitive Sports. If unavailable, leave a message and notify the Associate Director of Programs.
5. Submit an incident report to the Competitive Sports Office ASAP.

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. 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 disciplinary action.

Hotel Reservations

Sport clubs are welcome secure hotel reservations with personal funds or University funds (i.e. Program Allocation Funds, Contingency Funding, USG Funding). Sport clubs that choose to Program Allocation or Contingency funding will have the opportunity to reserve a University Procurement Card (P-Card) for securing hotel accommodations for approved trips.

The Competitive Sports Office cannot guarantee P-Card availability, and sport clubs may be required to seek reimbursement for travel costs. Please be proactive with trip planning and deciding hotel reservation needs.

Hotel Reservation Procedure

1. A club officer shall submit the travel request form with attached hotel quote at least seven business days (Mondays – Fridays) in advance of the travel period.

2. Once the hotel purchase has been approved, the Competitive Sports Office 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 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, Competitive Sports Supervisor, or a 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. He or she will sign a letter and the P-Card check out log, indicating that he or she has 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 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 Procurement 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)

The designed individual will be asked to reimburse Recreational Sports and Services for any non-approved purchases 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 Coordinator of Competitive Sports or Associate Director of Programs 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, Recreational Sports & Services reserves RSS facilities, Davies Gymnasium, and Saluki Athletics facilities for sport club practices, competitions, and events.

If a sport club wishes to reserve a facility for practice or an event, they must abide by the following procedures and guidelines:

- Club must list its requested practice spaces and times on the Club Information Summary.
  - Practice spaces and times will be allocated based on order of submission.
  - Sport clubs are eligible for two practices per week.
  - Additional practices may be scheduled if staffing and facility availability allows.
- The Event Registration Form should be submitted for competitions and special events.
  - The Event Registration Form should be submitted at least fourteen business days prior to the event.
  - Event Registration Forms for RSS facilities will be approved if field preparation, staffing, and facility availability allows.
  - 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:
  - Home Football Games
    - Upper Arena and the Track & Field Complex
  - Baseball Home Games
    - Upper Arena and the Track & Field Complex
  - Softball Home Game
    - Sam Rinella Fields
  - Homecoming
    - No outdoor field spaces may be reserved.
  - Track Meets
    - Track & Field Complex
Risk Management

The safety of and care for club participants and spectators should be a top priority. It is vital for each Sport Club to identify, evaluate, and treat the potential risks in order to streamline response and mitigate hazards. This plan will include the elements of risk management most closely associated with injury prevention, safety, and response.

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. This could include physical modifications, proper signage, extensive advertising, pre-event planning, etc. The Implementation possibilities are endless and should be discussed with Sport Club Administration.

Safety Plan Example

- A safety officer (see below) should be present
  - Note the location of the nearest AED to the practice site
  - First aid kit onsite and easily accessible
- One safety officer should be present at all practices with the RSS Emergency Contact List, club emergency contact information, and blank injury reports
- If a cardiac emergency happens while practicing, a safety officer will call 911. The first responding safety officer trained in CPR/First Aid will begin life-saving techniques within their scope of training until advanced help arrives. An officer will call and notify the Coordinator of Sport Clubs immediately after the emergency situation is under control.
- Coaches and officers will encourage members to rest or hydrate if they begin to feel exhausted or dehydrated
- Club members are encouraged to bring their own water/sports drink
- All club members should execute pre-practice warm up activities (mainly stretching) to prevent potential injuries.
  - Common injuries include ankle sprains and muscle strains. The club suggests all participants wear athletic shoes to prevent ankle sprains. Warm-ups will reduce muscle strains.
- Playing surfaces will be checked for 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, or RSS staff. Practice will not resume until the issue is resolved.

Inclement and Severe Weather

In order 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, events will be canceled and, if possible, rescheduled. For weekly practices, the Competitive Sports Office should 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.
Safety Training
The safety officer is responsible for ensuring that at least two (2) club members certified through the American Red Cross in basic CPR/AED/First Aid, and the Safety Officer is required to complete training each semester. Recreational Sports & Services provides a cluster of these trainings at the beginning of each Fall and Spring semester. Clubs can certify more than two officers through RSS at a cost of twenty-eight dollars per certification. Copies of the current certifications for each club must be on file with the Competitive Sports Office. Each club is required to have at least one CPR certified member present at all practices, games, and travel events.

First Aid Kits & AEDs
Sport clubs are required to purchase and maintain their own first aid kits. Competitive Sports Supervisors are also equipped with first aid kits for on-campus club activities. The Student Recreation Center and Competitive Sports Supervisors will have AEDs available for use in emergencies.

Injuries & Incidents
In the event there is an injury or incident during any Sport Club activity, documentation must be completed for the protection of the individual, club, and the University. The injury/incident should then be reported to the Competitive Sports Supervisor or the Competitive Sports Office. During an approved travel period, all injury and incident reports should be returned on the next business day following the travel period.

During approved travel periods, if an injury occurs that requires transportation to a hospital or EMT assistance, a sport club officer should immediately contact the Coordinator of Competitive Sports. All contact numbers can be found in the travel binder.

An Incident Report should be completed when the following occurs:
- Physical altercation
- Removing someone from the facility
- Damage to property
- Report of stolen property
- Vehicle accident
- Risk management concern
- Facility deficiency

An Injury 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 Incident or Injury Report

When necessary to write a report, gather all possible facts concerning the incident or injury. Avoid accusations, opinions, and conjecture when completing the report. If there are any doubts about real facts of a situation, the benefit of the doubt belongs to the participant. The description of the event should be written in a way that the person reading the report has a clear idea of what exactly occurred leading up to and following the injury.

1. The report form should be filled in with black or blue ink as completely and accurately as possible. The report must be submitted to the Coordinator of Competitive Sports immediately.
2. Neatness counts! Please make sure your handwriting is legible.
3. Try to accurately determine the time, date, and location where the incident/injury occurred.
4. Keep in mind that the incident/injury report is an official document! Stick to the facts of the situation. When in doubt, state the facts only and do not diagnose injuries or state your own opinions.
5. Fill out the entire report and be sure to include the phone numbers of all the parties involved and/or any witnesses to the incident/injury. Use an additional page if necessary.
6. Each report must provide a witness or witnesses.
7. Obtain a case number for situations where the police or EMS are called.
8. Obtain the names and signatures of witnesses and the injured party.
9. At the bottom of the injury report, print, sign, and date the report.

Calling 911

You should call 911 immediately in the following situations:

1. The victim is unconscious, not breathing, or shows no signs of life
2. You suspect a head, neck, or back injury
3. A victim is having trouble breathing or shows signs of a heart attack
4. Unusual or severe bleeding
5. Seizures lasting more than 5 minutes
6. A victim is near drowning
7. Severe burns or the victim is in shock
8. Heat and cold emergencies

After EMS has been called, immediately call/text the Competitive Sports Supervisor or the Coordinator of Competitive sports. If you are unable to reach Competitive Sports Staff, please contact the Student Recreation Center to reach a professional staff member.

Serious Incident/Injury Protocol

If a critical incident listed below occurs at any time, it is necessary to inform the Competitive Sports Supervisor or contact the Coordinator of Competitive Sports. If the Coordinator of Competitive Sports or the Associate Director of Programs are unavailable, please contact the Student Recreation Center for assistance.

To report incident and injuries that require a hospital visit while traveling, please contact the Coordinator of Competitive Sports or the Associate Director of Programs. The contact information is located in the travel binder.

Examples of Serious Incidents/Injuries

- EMS (9-1-1) is called
- A sport club athlete leaves a club practice or event (home or away) in an ambulance or goes to a hospital without the assistance of emergency personnel
- A non-SIU student leaves a club practice or event in an ambulance or goes to a hospital without the assistance of emergency personnel
- Vehicle accident while being transported to a club practice or event (home or away)
- On-campus field or court conditions cause injury (including non-life threatening)
- Major incident requiring a call to Campus Police such as fights, patron escorted from venue, weapon on site, or alcohol use
- An incident requiring evacuation of the building (including fire, power outage, fire alarm pulled)
Concussion Protocol
The Competitive Sports Office provides training for concussion management and does not require baseline testing or the hiring of Certified Athletic Trainers.

Training and Education
The club president and safety officer(s) complete the CDC Online Concussion Management Course. The certificates of completion are submitted to the Competitive Sports Office. All other sport club members should receive and review the Concussion Information Sheet.

Suggested Concussion Management Procedure for Play and Practice
When a player shows concussion symptoms, the player should be immediately removed from contact. If a player is diagnosed with a concussion by a medical physician, the club president or safety officer must notify the Competitive Sports Coordinator immediately. It is strongly recommended that the player should 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)).

During competitions, the sport club president, safety officer, and/or coach should obtained a signed note clearing the sport club athlete for play. The original signed note should be returned to the Competitive Sports Office.

Outside of competitions, the Competitive Sports Office strongly recommends that the 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.

Student Conduct Code
Club participants are also held in the highest regard as it relates to personal and team conduct. Incidents, inappropriate behavior, and violation 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).

In regards to 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. 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 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 investigated 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. Any activity that detracts from fostering the personal and intellectual development of our students will not be tolerated. Incidents will be referred to SIU Student Rights and Responsibilities for review when violations of the Code of Student Conduct occur.

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.
The Sport Club Compliance Program is intended to supplement the SIU Student Conduct Code by addressing sport club-specific issues. The Sport Club Compliance Program serves to highlight the most common 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 Recreational Sports and Services 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.

**Club Status**

**Conditional**
- **Criteria**
  - Conditional status is gained immediately after receiving approval as a new sport club.
  - A sport club that earns a score of nineteen or less on the Sport Club Compliance Checklist for the previous year.
- **Restrictions**
  - No club on conditional status may apply for 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
    - Complete all mandatory financial and safety trainings
    - Successfully demonstrated the ability to execute a fundraising strategy

**Good Standing (non-conditional)**
- **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.

**Probation**
- **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
- With the recommendation of the Advisory Board, the Coordinator of Competitive Sports determines the length of the probationary status. The nature of the offence and the sport club’s history and current status will be considered.
- Additional infractions and violations committed during a probationary period may result in an extended probationary period, restrictive probation, suspension, or inactivation.
- After the probationary period has ended or all pending investigations have concluded, the sport club’s status may return to good standing.
Restrictive Probation

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.

With the recommendation of the Advisory Board, the Coordinator of Competitive Sports determines the length of the restrictive probationary status. The nature of the offence and the sport club’s history and current status will be considered.

Additional infractions and violations committed during a restrictive probationary period may result in an extended restrictive probationary period, suspension, or inactivation.

After the restrictive probationary period has ended or all pending investigations have concluded, the sport club may enter a probationary period or regain their good standing status. Considering the recommendation of the Advisory Board, the Coordinator of Competitive Sports shall determine the club’s status.

Suspension

Criteria
- A sport club or member commits multiple major violations.
- After being placed on restrictive probation, the sport club or member continues to commit minor 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 Program Allocation Funding, Contingency Funding, or USG Funding.

With the recommendation of the Advisory Board, the Coordinator of Competitive Sports determines the length of the restrictive probationary status. The nature of the offence and the sport club’s history and current status will be considered.

Additional infractions and violations committed during a restrictive probationary period may result in an extended restrictive probationary period, suspension, or inactivation.

After the restrictive probationary period has ended or all pending investigations have concluded, the sport club may enter a probationary period or regain their good standing status. Considering the recommendation of the Advisory Board, the Coordinator of Competitive Sports shall determine the club’s status.

Deactivated/Removal

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 Program Allocation Funding or Contingency to support non-sport club related activities.

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.
Violations
The following lists of minor and major 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 whether a violation is minor or major.

Minor 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, One-on-One Meetings, 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 at on-campus and off-campus activities.
   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. This may include photos with partial nudity, alcoholic beverages, or poor behavior.

Major Violations
1. Practices, Competitions, and Club Activity
   a. Allowing an individual to participate in a club activity without completing the Release or appearing on the official IMLEAGUES roster
   b. Failing to represent the sport club, Competitive Sports Program, RSS, and SIU in a positive manner at on-campus and off-campus activities
   c. Failure of club members to take responsible action to prevent their guests (including opponents/fans at home events) from violating University regulations.

2. 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 of its occurrence
   c. Failure to notify the Competitive Sports Office immediately after an injury involving emergency personnel (i.e. ambulance, hospital, etc.) or any incident involving law enforcement

3. Club Travel
   a. Operating a motor vehicle in a reckless manner or while impaired by alcohol or drugs
   b. Failure to report a vehicle accident or personal injury to the Competitive Sports Office
   c. Allowing an unapproved individual to drive a University vehicle while on official club business.
   d. Transporting any non-club member while traveling on official club business
   e. Driving without a current and valid license
   f. Driving between the hours of midnight and 6:00 am
   g. Driving for more than four consecutive hours and/or more than eight hours in a calendar day while on official club business.

4. Events
   a. Failure to submit a Travel Request Form for a club event or trip.
   b. Failure to update travel request details including, but not limited to, hotel accommodations, departure day or time, drivers, and participants.

5. Use of Funds and Financial 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 Program Allocation Funding, Contingency Funding, and USG Funding
   d. Requesting and receiving reimbursement for non-club related purchases

6. Club-related instances of academic, sexual or general misconduct as outlined in the SIU Carbondale Student Conduct Code
**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 informed. The sport club president must contact the Competitive Sports Office within two business days to schedule an investigative meeting with the Coordinator of Competitive Sports and the Advisory Board. If the sport club president does not respond to the notification, the club’s status may be affected, and sanctions may be imposed.

The investigation by Campus Recreation will be conducted by Sport Club Administration (can be occurring concurrently with Student Conduct’s own independent investigation). Once the investigation is completed, the Associate Director of Programs 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.

**Sanctions**

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

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

**Appeal Process**

Once sanctions have been relayed to a club or participant, the opportunity to appeal becomes available. Any sanction(s) 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 Coordinator of Competitive Sports within five business days of the date on the sanction letter issued.** The letter should address all relevant sanctions and include a detailed response to each sanction.
2. **A hearing will be scheduled with the club and/or individual(s) involved, the Sport Club Advisory Board, and the Coordinator of Competitive Sports.**
3. **The appeal hearing is open to**
   a. All of the 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 Coordinator of Competitive Sports.** This recommendations may state to uphold, modify, or eliminate the challenged sanctions.
5. **The appeal letter and recommendation of the Advisory Board shall be submitted to the Associate Director of Programs. The Coordinator of Competitive Sports will meet with the sport club and Advisory Board to discuss the final decision.**
Appendix A: Form Summary

- **Club Information Summary**
  - The Club Information Summary (CIS) is due at the beginning of each semester. The CIS provides important information to the Competitive Sports Office.

- **Coaching/Instructor Agreement**
  - A coach or instructor is required to complete the agreement prior to officially interacting with the sport club.

- **Contingency Funding Request**
  - Contingency funding is requested for unexpected club success, growth, or need. Contingency funding is a limited supplement to Program Allocation Funding and strong fundraising.

- **Event Registration**
  - The Event registration form is submitted for all club activities within fifty miles of the City of Carbondale. All events must be registered with the Competitive Sports Office.

- **Fundraising Report**
  - Sport clubs are required to submit a fundraising report for all completed fundraising activities. The sport club will not receive credit for fundraising not documented in a fundraising report.

- **Payment Request**
  - Sport club officers should submit a payment request for the following:
    - NGB registration
    - 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

- **Philanthropy Report**
  - Sport clubs are required to submit a philanthropy report for all completed philanthropic activities.

- **Prospective Sport Club Application**
  - RSOs that wish to join the Sport Program complete this application to begin the process.

- **Purchase Request**
  - Sport club officers should submit a purchase request for the following:
    - Uniforms
    - Equipment
    - Trophies
    - Shirts for marketing or fundraising purposes
    - RSS Memberships for Coaches/Instructors

- **Reimbursement Request**
  - 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 account.

- **Rental Vehicle Request**
  - Sport Club officers should complete this form to rent an Enterprise vehicle at a discounted rate.

- **Sport Club Mentor Form**

- **Travel Letter Request**
  - The travel letter is only a notification of travel and does not guarantee an excused absence.

- **Travel Request**
  - Sport clubs are required to submit a travel request when attending a sport club event more than fifty miles from the City of Carbondale.

- **Travel Summary**
  - A sport club is required submit an event summary for all sport club events (excluding fundraising and philanthropy) and all approved and unapproved sport club travel.
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 Proposal Form

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
  o Sport clubs are strongly encouraged to become a member of a 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.
    o The primary contact person for the NGB
    o The benefits and costs (e.g. financial and otherwise) of joining the NGB
    o Travel requirements (location of opponents, average travel time, etc.)

✓ SIU Student Interest in Club:
  o Is your club sustainable?
    ▪ Will your club be able to recruit students to maintain a full roster?
  o Who are your officers?
    ▪ Sport Clubs are required to have four officers (President, Vice President, Treasurer, and Safety Officer)
  o What are the current interest levels for your club?
  o 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:
  o Where will your club practice and compete?
  o If your club has equipment, where will it be stored?
  o What are the safety concerns for your sport?

✓ Anticipated Budgetary Needs:
  o What is the annual cost of operating the club?
  o 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 Spring 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 email (sportclubssiuc@gmail.com) at least 48 hours prior to the scheduled meeting time.

The following information should be included in your presentation:

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

**Decision**

- Once the presentation has been completed, the Coordinator of Competitive Sports and 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 Coordinator of Competitive Sports will discuss the matter with the Associate Director of Programs.
- Once a decision has been finalized, the Coordinator of Competitive Sports will meet with your club’s leadership team to discuss the next steps.
Appendix C: Compliance Checklist

REQUIREMENTS

Paperwork & Reports (35 Points)
☐ Fall & Spring CIS Submission – 5 Points
☐ Fall Involvement Fair Attendance - 5 Points
☐ Spring Involvement Fair Attendance – 5 Points
☐ Annual 1on1 Meeting – 5 Points
☐ Annual Report – 15 Points

Sport Club Council Meetings (35 Points)
☐ September 4\textsuperscript{th} - 5 Points
☐ October 2\textsuperscript{nd} - 5 Points
☐ November 6\textsuperscript{th} - 5 Points
☐ December 4\textsuperscript{th} – 5 Points
☐ February 5\textsuperscript{th} - 5 Points
☐ March 4\textsuperscript{th} - 5 Points
☐ April 1\textsuperscript{st} - 5 Points

Treasurer’s Trainings (10 Points)
☐ Fall Semester - 5 Points
☐ Spring Semester - 5 Points

Safety Training (15 Points)
☐ Concussion Management Training – 5 Points
☐ Fall Safety Officer Training - 5 Points
☐ Spring Safety Officer Training - 5 Points

Fundraising (10 Points Maximum)
- A club shall earn one point for every $100 raised.
- For credit to be received, the club must submit a Fundraising Report.

DEDUCTIONS

Travel & Vehicle Request Forms
✓ First offense - Written Warning
✓ Subsequent offenses - 5 Points per Offense

Post-Travel Summary/P-Card & Hotel Receipts
✓ First time offense - Written Warning
✓ Subsequent Offenses - 5 Points for each offense; possible loss of P-Card Privileges

Incident/Accident Report Form
✓ First time offense - Written Warning
✓ Subsequent Offenses - 5 Points for each offense; possible loss of P-Card Privileges

Practices
✓ First Offense - Written email warning to club and reminder of cancellation policy
✓ Second Offense - Written email notification, standard facility reservation fee assessed
✓ Subsequent Offenses - 5 Point Deduction; written email notification; standard facility reservation fee assessed
# POINTS BREAKDOWN

<table>
<thead>
<tr>
<th>Points</th>
<th>Allocation Amount Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 90</td>
<td>100%</td>
</tr>
<tr>
<td>89 – 80</td>
<td>90%</td>
</tr>
<tr>
<td>79 - 70</td>
<td>80%</td>
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<td>69 - 60</td>
<td>70%</td>
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<td>59 - 50</td>
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<td>39 - 30</td>
<td>40%</td>
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<tr>
<td>29 - 20</td>
<td>30%</td>
</tr>
<tr>
<td>19 – 10</td>
<td>No Allocation Awarded</td>
</tr>
<tr>
<td>10 - 0</td>
<td>No Allocation Awarded</td>
</tr>
</tbody>
</table>
Appendix D: 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 such as membership dues and money raised through fundraising initiatives.
- 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
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

- It is strongly recommended that you 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.
- Appoint or elect a treasurer that has an understanding of accounting procedures.
  o Develop organizational accounting procedures.
  o Require receipts for reimbursements, and store the receipts in an organized filing system.
  o 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 E: Lucid Travel Team URLs

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