

SPORT CLUB HANDBOOK 2023 - 2024

SIU
Competitive
Sports
Office

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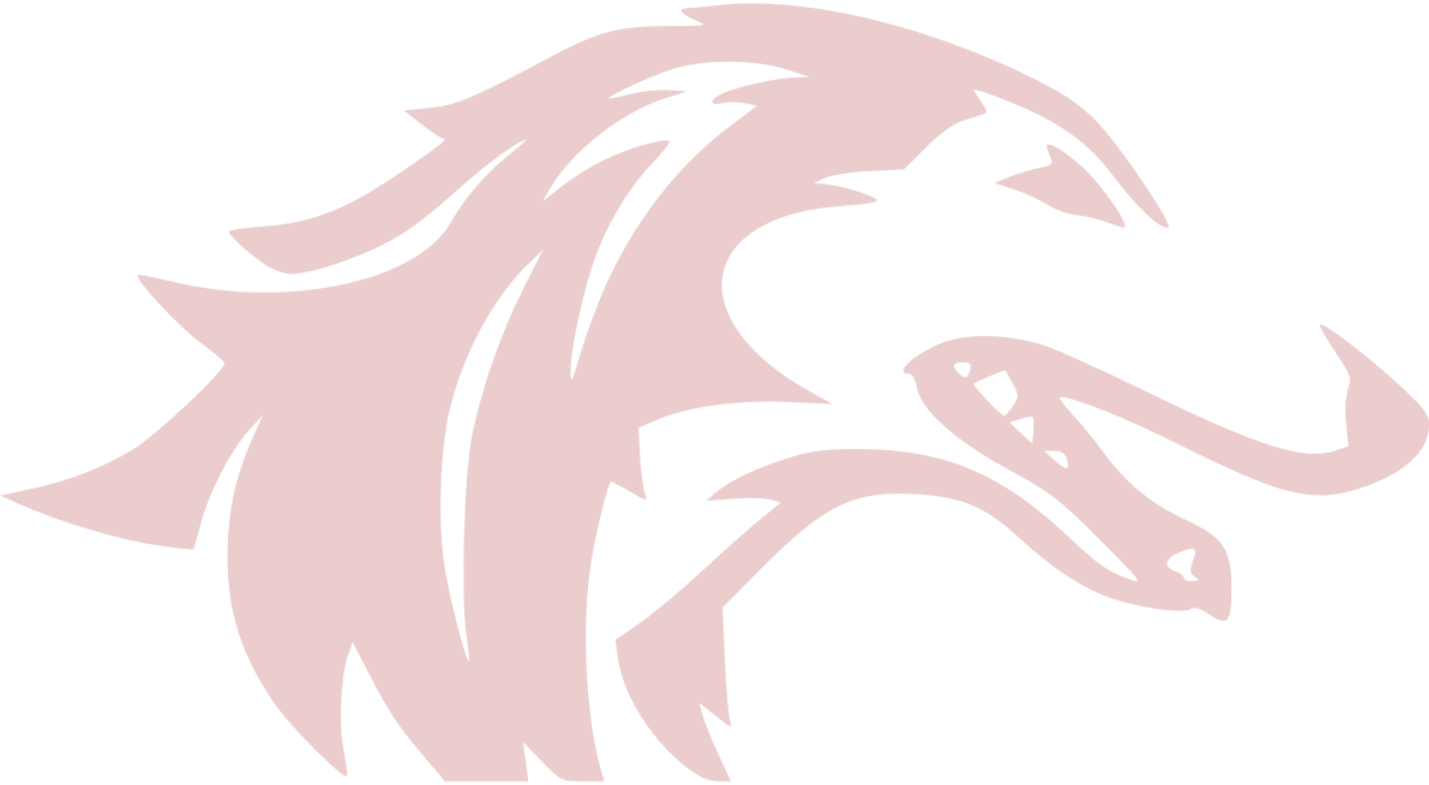
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RSS Mission Statement

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

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

Introduction to Sport Clubs

The purpose of the Southern Illinois University (SIU) sport club program is to provide opportunities to students who are seeking enjoyment, personal fulfillment, and camaraderie through recreation and competition. Sport clubs satisfy the goals and interests of former high school athletes, casual enthusiasts, and curious students and RSS 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 an active status as a Registered Student Organization (RSO) as defined by the SIU Office of Student Engagement. Like all RSOs, sport clubs are student driven organizations that place the responsibility for administration and organization in the hands of SIU students. Club teams may represent SIU at conferences, competitions, and other events across the country and worldwide. However, sport clubs are not official bodies of the University and may not sign contracts with third parties on behalf of the University.

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

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

Sport Club Program Leadership

Recreational Sports & Services

The RSS Program Director provides direction and leadership for the SIU competitive sports program. The competitive sports program is comprised of the intramural sports program and the sport club program. Competitive sport supervisors monitor sport club activities and enforce compliance with competitive sports, RSS, and SIU ideals, policies, and procedures.

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

Sport Club Advisory Board

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

1. To annually review the Sport Club Handbook to provide feedback and recommendations.
2. To serve as an appeal board regarding programmatic penalties and restrictions.
3. To review sport club annual reports and make program allocation funding recommendations.
4. To assist with planning and conducting sport club leadership series seminars, trainings, and activities.
5. To support the prosperity of the sport club program by offering advice and assisting in decision making.

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

- ✓ No more than two representatives from a single club may serve on the Board.
- ✓ Executive officers (e.g., President, Vice President, Treasurer, Safety Officer, and Secretary) from each club are eligible to apply for membership.
- ✓ The potential member has served on the Sport Club Council for at least one semester.
- ✓ The potential member is in “good standing” with the University. A student’s academic and disciplinary status determines their “standing” with the University.
- ✓ The potential member’s club is in Good Standing.

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

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

Sport Club Council

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

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

Sport Club General Information

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

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

1. Provide a fun and inclusive experience for SIU students.
2. Establish and maintain regular communication with the University.
3. Abide by the policies and procedures of Southern Illinois University, Recreational Sports & Services, the Competitive Sports Office, RSS, Office of Student Engagement, and SIU as well as follow all city, state, and federal laws.
4. Develop annual goals and objectives for recruitment, retention, fiscal management, and competition/travel.

Eligibility

Students

- On-Campus
 - Undergraduate and graduate students must be enrolled for at least six credit hours during the Fall and Spring semesters or for at least three credit hours during the summer.
 - If enrolled for less than the minimum hours, the student must purchase an RSS membership.
- Off-Campus/Online
 - Undergraduate and graduate students must purchase an RSS membership.

SIU Carbondale Faculty/Staff

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

Non-SIU Affiliated Individuals

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

Varsity Athletes

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

Professional and Semi-Professional Athletes

Please check with your club's chosen National Governing Body (NGB) for eligibility information.

Transgender Athlete Participation Policy

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

Sport Club Classification

Each sport club's classification can be found in Appendix A.

Competitive/Recreational Tier Overview

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

Instructional/Social Tier Overview

- Clubs in this tier primarily seek to provide instruction, participation, and/or social opportunities.
- Clubs must have five (5) or more active members attending practice regularly.
- 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
 - Obtain the services of an instructor of appropriate rank with certification from a recognized NGB within the discipline.
 - No martial arts clubs will be able to operate without the supervision of a certified instructor.

Roster

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

Tryouts

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

Sport Club Leadership Series

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

Prospective Sport Clubs

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

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

The prospective sport club should consult the prospective sport club checklist (Appendix B). The checklist details items to consider *before* the scheduled meeting with the Competitive Sports Office and provides guidance for completing the presentation. 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 Sport Club Council chooses to recommend the RSO for admission into the sport club program and the Competitive Sports Office chooses to grant admission, conditional membership will begin at the start of the Spring Semester. The conditional sport club will have complimentary access to facility reservations and will appear on RSS marketing. The conditional sport club may request funds from the Undergraduate Student Government (USG) and RSS Contingency Funding from the Competitive Sports Office. At the end of the Spring Semester, the conditional sport club will present an annual report, and the Competitive Sports Office will determine their eligibility for unconditional sport club status.

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.
- ✓ Provide proof that two members are CPR/AED/First Aid certified.
- ✓ Successfully hold practices/meetings and have an average of at least five members attending regularly.
- ✓ Successfully demonstrates sound fiscal management strategies.

Current Sport Club Registration

Office of Student Engagement Programmatic Requirements

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

- ✓ Updated club constitution
- ✓ Updated Saluki Connect page
- ✓ A minimum of five (5) active SIU student members
- ✓ Attendance at a RSO orientation

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

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

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

Sport Club Programmatic Requirements

In addition to RSO programmatic requirements, the Competitive Sports Office requires that all sport clubs meet the following additional requirements:

- ✓ Review and ratify the club constitution on an annual basis.
- ✓ Attend an RSO involvement fair for the Fall and Spring Semesters
- ✓ Schedule and complete the annual Fall and Spring meetings with the Program Director
- ✓ Submit sport club weekly reports.
- ✓ Submit and present an annual report.
- ✓ Attend all Sport Club Council meetings.
- ✓ Complete mandated officer trainings
- ✓ Complete required concussion management training and protocols.
- ✓ Complete and submit all forms and documents as required.
- ✓ Meet all other requirements as necessary.

Notification of Changes

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

Removal or Withdrawal from the Sport Club Program

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

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

Sport Club Organization

Constitution

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

Club Officers

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

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

Prospective officers must be officially affiliated with and enrolled at Southern Illinois University Carbondale. Students must also be classified as being in “good standing” with the University. A student’s academic and disciplinary status determines their “standing” with the University. According to the RSO Handbook, all officers must maintain a GPA of 2.0 or higher. Students on academic and/or disciplinary probation and suspension are ineligible to serve as sport club officers.

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

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

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

Officer Transition

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

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

Coaches/Instructors

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

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

The Competitive Sports Office considers all sport club coaches and instructors to be volunteers; however, sport clubs may utilize RSS Program Allocation Funds, RSS Contingency Funding, and/or USG funds to compensate coaches and instructors. Sport clubs may also purchase guest passes and RSS memberships for coaches that need to access the facility to fulfill their duties.

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

- ✓ Provide ethical and quality coaching and instruction.
- ✓ Encourage club members to adhere to the SIU student conduct code, sport club handbook, RSO handbook, and the policies, procedures, and safety guidelines of the University, Recreational Sports and Services, and the Competitive Sports Office
- ✓ Promote good sporting behavior and positive social behavior, as well as diversity, equity, and inclusivity.
- ✓ Maintain certifications that directly support their coaching/instructor position.

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

Club Promotion, Marketing, and Branding

Recruitment Opportunities

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

Team Uniforms, Apparel, and Other Club Branded Items

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

Apparel Design Approval Process

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

Promotion and Advertising

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

Sport Club Finances

General Information

Recreational Sports and Services is proud to financially support club operations. Each club is a unique entity in terms of membership, travel requirements, and operating costs. Competitive/recreational sport clubs have competition-related expenses such as uniforms, equipment, hotel reservations, fuel, vehicle rentals, tournament entry fees, and national governing body (NGB) fees. Conversely, social/instructional clubs do not regularly participate in competitions and may need occasional support for equipment and other basic needs.

- The Competitive Sports Office does not guarantee RSS funding for each fiscal year, and sport clubs are expected to generate funding through the collection of membership dues and the effective execution of a fundraising plan.
- Funds in sport club accounts rollover to the next fiscal year.
- Misuse of University funds is not permissible and will be punishable in accordance with the sport club compliance program.
- Recreational Sports and Services reserves the right to deduct funds from sport club accounts for unexpected expenses incurred by sport club use, through sport club negligence, or any reason deemed appropriate by the Director of Recreational Sports and Services.

Funding Sources

- SIU Campus
 - Recreational Sports & Services
 - RSS program allocation funding
 - RSS contingency funding.
 - [Undergraduate Student Government \(USG\)](#)
 - Fundraising/donations
- Non-SIU Campus
 - Sponsorships
 - Fundraising/donations

RSS Funding Limits for Fiscal Year

	Program Allocation Funding Maximum	Contingency Funding Maximum
Competitive/Recreational	\$7,500	\$7,500
Social/Instructional	\$2,500	\$2,500

Prohibited Expenditures

RSS funds may **not** support or provide:

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

RSS Program Allocation Funding

To request RSS program allocation funding, the sport club is required to follow the annual program allocation funding process, which includes completion, submission, and presentation of the annual report presentation. Funds are awarded based on a club's demonstrated financial need. Required expenditures such as travel expenses (e.g., lodging, fuel expenses/reimbursements), uniform purchases, NGB registration, registration for activities and events, facility rentals, and equipment needs will be prioritized.

Annual Report Guidelines and Expectations

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

Required Items

The sport club annual report has three required submissions:

- ✓ Digital presentation
- ✓ Budget workbook (Ver. 3) – Current FY
- ✓ Budget workbook (Ver. 3) – Projected FY

Digital Presentation

- The presentation should be submitted in one or more of the following formats:
 - Microsoft PowerPoint (PPT)
 - Portable Digital Format (PDF)
 - Google Slides
- The presentation should last no more than thirty (30) minutes, leaving thirty (30) minutes for discussion.
- When creating your club's presentation, please include the following elements in the order as depicted:
 - #1 – Title slide
 - #2 – Agenda
 - #3 – Club summary
 - Briefly discuss the membership, purpose, and goals of the club.
 - List the executive officers for the upcoming fiscal year.
 - List the names of all coaches/instructors for the upcoming year.
 - #4 – Review of club activities for the current year
 - Discuss what the club has accomplished this year.
 - Discuss club events and their results (if applicable).
 - Discuss any revisions to your constitution or bylaws.
 - #5 – Critique of club activities and performance for the current year
 - Perform an honest assessment of your club's activities and performance.
 - Suggest improvements for next year.
 - #6 – Plans for upcoming academic year
 - Discuss future goals.
 - Discuss potential steps to fulfill those goals.
 - #7 – Budgetary review of current year
 - Please use a table that displays expenses, income, and the ending balance.
 - The club is expected to present spending for off-campus bank accounts.
 - The club should submit bank statement(s) that cover the entire fiscal year (July 1st – June 30th) after the official conclusion of sport club activities.
 - #8 – Proposed budget for upcoming fiscal year
 - Please use a table that displays expenses, income, and the ending balance.
 - Provide justification for your proposed purchases (if applicable)
 - #9 – Allocation request
 - The request should be based heavily on your current state and future goals.
 - State whether you are requesting or are not requesting any program allocation funding.
 - Your club is not required to request funding.
 - Your requested allocation amount is equal to the projected balance for the upcoming fiscal year.
 - The budget workbook for the projected fiscal year will determine your award amount.
 - #10 – Conclusion
 - Formally end your presentation
 - Ask if the audience has any questions, comments, or concerns.

Budget Workbooks

The budget workbooks are valuable tools that support and guide effective fiscal planning and management. The Competitive Sports Office requires that the sport club utilize the budget workbook templates. The latest version of each budget workbook may be found on the sport club webpage. Both budget workbooks are Microsoft Excel documents. To prevent any errors or lost information in a budget workbook, please refrain from opening the documents in non-Microsoft Excel programs.

Presenters & Other Attendees

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

Program Allocation Funding Decision Process

If a sport club requests RSS funding for the upcoming fiscal year, a sport club's final program allocation funding decision will be based on the following:

- Annual report (The rubric can be found in Appendix C.)
 - The thoroughness and persuasiveness of the annual report presentation
 - The sport club's fiscal management for the current fiscal year
 - The balance of the budget worksheet for the upcoming fiscal year
- The sport club's compliance checklist score
 - Please refer to the checklist in Appendix D.

RSS Contingency Funding

Additional emergency funds are available through the RSS contingency funding process. Before requesting RSS contingency funding, sports clubs are expected to exhaust current RSS program allocation funds and to spend the balance of their USG/RSO account.

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

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

RSS Funding Policies

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

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

RSS Payment Requests

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

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

RSS Purchase Requests

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

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

RSS Reimbursement Requests

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

Reimbursement Process

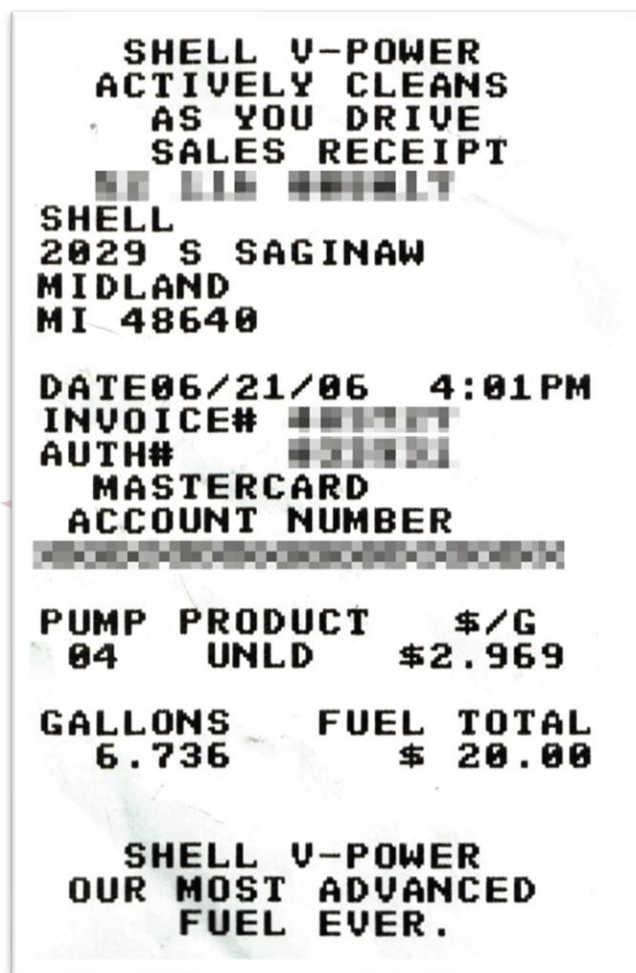
- The purchase(s) is/are necessary for club operations or occurs within the approved travel period.
- Two sport club officers must complete the RSS reimbursement request.
 - When an executive officer is receiving reimbursement, we recommend that two other executive officers approve the reimbursement.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

Acceptable Purchases for Reimbursement

Sport club members may request reimbursement for the following expenses. This list is not exhaustive.

- ✓ Gas, parking, or toll receipts
 - The receipt must clearly show the date, location, number of gallons, cost per gallon, total cost, and method of payment.
 - Date(s) must fall within the approved travel period.
- ✓ Hotel reservations
- ✓ NGB, league, or conference dues
- ✓ Event registration payments
- ✓ Club equipment purchases
- ✓ RSS memberships or guest passes for coaches/instructors.

Receipt Examples



Fuel Receipt Example.

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

An itemized receipt contains the following information:

- The Date
- Business' Name
- Item(s) Purchases
- Price of Each Item
- Total Amount of Bill
- Method of Payment

Itemized Receipt



Credit Card Receipt



RSS Contingency Funding Requests

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

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

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

Off-Campus Business Bank Accounts

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

Fundraising

Tax-Exempt Status

As an RSO at Southern Illinois University, a sport club is not considered an official extension of the University and is **not eligible** to use the tax identification number of the University for tax-exemption purposes.

Alumni Relations

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

Donations

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

SIU Foundation

The [Southern Illinois University Foundation](#), established in 1942, provides alumni and other friends of the University a means to invest in the future of SIU. Its mission is to maximize private support for Southern Illinois University Carbondale to assist the university in achieving its long-range goals.

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.

Business Fundraisers

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

Bake Sales

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

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

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

Sport clubs may also reserve space at the SIU Student Center and other campus locations. Please contact the relevant facility or department for more information.

Beverage Sales

Except for coffee, lemonade, or non-dairy hot chocolate, Pepsi beverages must be sold in individual factory sealed containers. Beverages from other competing companies cannot be sold on campus.

Concession Stands

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

For Saluki Stadium and Banterra Arena, sports clubs are required to provide five to six members to effectively operate the concession stand and are expected to comply with Saluki Athletics policy. Sport clubs can receive ten percent (10%) of the total sales after taxes. Interested clubs should contact Jordan Wantland, Concessions Coordinator @ jordanwatts@siu.edu or 618-453-5204.

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

Apparel Sales

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

Sponsorships

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

Sponsorship Policies and Regulations

- Sport clubs are separate legal entities and cannot receive legal advice from the University.
- The sport club assumes responsibility for the implementation of all conditions of an agreement.
- The sport club does not have the authority to guarantee the utilization of University resources to satisfy the conditions of an agreement.
- Without prior approval, the sport club cannot utilize SIU funding sources (i.e., RSS funding, USG funding) to fulfill contractual obligations.
- SIU institutional marks and logos may not be used to satisfy the conditions of the sponsorship agreement.
- Facility access and usage shall be in accordance with Recreational Sports & Services policies and procedures.
- The Competitive Sports Office has the authority to approve or deny sponsor facility usage requests.
- Sponsorship marketing
 - Sponsorship materials may not interfere with the activities in the area nor increase the risk of injury.
 - Temporary banners during the sponsored event may be hung in designated places.
 - The sponsoring organization may request digital marketing at the Student Recreation Center.
- The following entities are ineligible from serving as sponsors in any capacity:
 - Tanning salons
 - Bars (i.e., a room or establishment whose primary feature is the sale of alcohol.)
 - Alcoholic beverage distributors
 - Tobacco distributors
 - Smoke shops
 - Marijuana dispensaries
 - Other establishments portraying messages that undermine a healthy lifestyle.

Recommendations for Seeking Sponsorships

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

Sponsorship Types

Financial Sponsors

A financial sponsorship involves a business providing funds, incentives, or discounts in exchange for public recognition via banners, signs, shirts or announcements. The club receives revenue, and the sponsor gets publicity directed toward a specific target audience.

In-Kind Sponsors

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

Media Sponsors

Media sponsors are financial sponsors that secure advertising for an event. Purchasing advertising space on local television, in a local newspaper or publishing content on their own social media channels are possible avenues.

Determining the Value of Sponsorship

The following formula may be employed to determine the value of a single sponsorship's marketing and promotional opportunity. Additional marketing and promotional opportunities should be calculated individually and added together to determine the total value of the partnership (e.g., determine the price of a banner and the price of t-shirts separately to obtain the total cost of partnership).

$$\text{IED17} + \text{C} = \text{Sponsorship Value (in US dollars)}$$

Interaction (I) - the degree of partner and participant involvement

Interaction	Weighted Value
Banners, Flyers, Apparel & Merchandise	1
Information Tables, Games	2
Product Demonstration, Sample, Giveaways	4
Title Sponsor	6

Community Engagement (E) - the number of people/participants that marketing and promotion may reach.

Community Engagement	Weighted Value
< 100 people	1
100-1000 people	2
1001- 3000 people	3
> 3000 people	4

Duration (D) - the length of time that the partnership will last.

Duration	Weighted Value
One Day or Less	1
One Week	3
Two Weeks	6
Three Weeks	9
One Month	12
One Year	20

Cost of Production & Maintenance (C) - The final cost is often non-negotiable and represents the cost for a vendor for the time and material dedicated to the creation and maintenance of each individual marketing and promotional opportunity.

Submitting a Sponsorship Request

When your sport club has identified potential sponsors or has been contacted by potential sponsors, please contact the Competitive Sports Office. SIU may have existing sponsorships with organizations which may impact sport club plans. Before meeting with the Competitive Sports Office, please submit the following items via email:

- ✓ Final proposed terms of agreement (i.e., contract)
- ✓ Marketing and promotion items (e.g., photos, digital content, flyers, banner mockups)

Once the Competitive Sports Office has approved the sport club's sponsorship letter or contract, the sport club may contact the approved sponsors and finalize the agreement. Once an agreement has been finalized, the sport club should submit the fundraising request for each sponsorship. Copies of sponsorship materials such as but not limited to signed contracts, banners, digital marketing content, and flyers should be attached to the fundraising request.

Prizes & Awards

Physical Prizes & Awards

Trophies, plaques, and medals

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

Sport club members that win a physical prize or item have the following options:

- Refuse the prize.
- Accept the prize.
- Request that the prize is awarded to the sport club.
 - The sport club will assume ownership of the prize.

Monetary Prizes & Awards

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

Procedure for accepting and distributing monetary awards

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

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

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

Reimbursement Amounts

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

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

Tax Liability

- For physical prizes and awards, the winning member(s) accept all tax liability and any other anticipated or unanticipated expenses related to the ownership and maintenance of the prize.
- For monetary prizes. The member is responsible for reporting the award amount to their state of residence's tax service and Federal Internal Revenue Service (IRS).
- SIU is not responsible for any tax liability or other expenses incurred through the accepting of any prize or award.

Club Activity Classification

The following classification and descriptions should be referenced when planning events, tryouts, meetings, and trips. If there is an activity that is not included below, officers should direct questions to the Competitive Sports Office *before* proceeding with the activity in question.

Sport Club Event

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

Sport Club Recruiting/Tryouts

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

Sport Club Practices and Meetings

- Definition
 - Any non-competitive sport club activity that is held on-campus.
 - Any non-competitive sport club activity that is regularly scheduled at a single off-campus facility (e.g., DuQuion State Fairgrounds, Le Chavel De Boskydell, etc.).
- Examples
 - General practices
 - Informational meetings
 - Watching film
 - General meetings
- Unless the club is reserving space within RSS facilities, the Competitive Sports Office does not need advanced notification of meetings.
- If the club is holding a non-regularly scheduled practice or meeting off-campus, the activity is considered a sport club event, and an RSS travel request form must be completed.

Sport Club Travel Policies

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

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

Travel Request Form

To comply with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\) of 1990](#), the Competitive Sports Office requires that the RSS travel request form is submitted for all sport club events that are located off-campus.

A travel request form must be submitted in the following situations:

- University funds will be utilized to support the trip.
 - Typically, the club will submit RSS or RSO purchase, payment, or reimbursement requests.
- The individual or group is officially representing SIU.

The RSS travel request form must be submitted at least fourteen (14) business days prior to the anticipated travel period. All traveling sport members must be listed on the form, the completed sport club participation form for each member must be on file, all anticipated lodging during the trip must be disclosed, and all requested driver information must be disclosed. The following driver information must be provided:

- | | |
|-------------------------|---|
| ✓ Name | ✓ Driver License Number Expiration Date |
| ✓ Cell Number | ✓ Name on Insurance Card |
| ✓ Email | ✓ Insurance Provider |
| ✓ DAWG Tag | ✓ Insurance Policy Number |
| ✓ Driver License Number | ✓ Insurance Policy Expiration Date |

Class Absence Letters for Sport Club Events

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

Sport club obligations

- Submit the RSS travel request form at least fourteen (14) business days in advance of the travel period.
- Submit the RSS travel letter request form at least fourteen (14) business days in advance of the anticipated travel period.

Competitive Sports Office obligations

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

Personal Vehicle Inspection

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

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

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

Reserving Rental Vehicles

Sport clubs should submit the RSS Rental Vehicle Request Form at least fourteen (14) business days in advance of the anticipated travel period. Sport clubs may choose to reserve a vehicle through SIU Travel Services or to reserve a vehicle off-campus using personal or club funds.

SIU Travel Services

All drivers must be current SIU students, faculty, and staff; be eighteen years of age or older and hold a valid driver's license. Enterprise vehicles reserved through SIU come with a WEX Fleet Card. A sport club member may choose to use the WEX Fleet Card for fuel purchases during the approved travel period. The WEX Fleet Card cannot be used for non-fuel purchases. After the conclusion of the trip, the fuel expenses will be deducted from the sport club's RSS account. The Competitive Sports Office is not liable for any vehicle or personal damage or any loss, theft, or destruction of personal property.

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

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

Non-SIU Vehicle Rentals

Sport clubs may utilize personal or off-campus account funds to reserve rental vehicles from off-campus vendors such as Toyota, U-Haul, and Hertz. University funds cannot be utilized in this case.

Vehicle Accidents

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

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

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

Hotel Reservations

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

Hotel Reservation Procedure (Lucid Travel)

1. At least fourteen (14) business days (Mondays – Fridays) in advance of the anticipated travel period, a club's executive officer shall complete the following:
 - a. Submit the RSS Travel Request.
 - b. Visit the SIU Lucid Travel website → <https://siu.hotelplanner.com/>
 - c. Submit the reservation request for approval to the Program Director.
2. Once the hotel purchase has been approved, the Program Director shall complete the reservation.
 - a. The Competitive Sports Office cannot guarantee that the requested hotel accommodation or the quoted price will remain the same.
 - b. The Competitive Sports Office may seek the best deal on behalf of the club.
3. Lucid Travel shall send a copy of the hotel confirmation to the requesting sport club officer via text and/or email.

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

Hotel Reservation Procedure (Non-Lucid Travel Reservations)

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

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

Approved and Non-Approved P-Card Use

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

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

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

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

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

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

Clergy Act Requirements

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

Facility Requests

Guidelines

Throughout the academic year, the Competitive Sports Office reserves RSS facilities, Davies Gymnasium, and Saluki Athletics facilities for sport club practices, competitions, and other events. Information for scheduling events and meetings for other campus locations can be found [here](#).

- RSS facilities are available for reservation
 - Multisport Courts Three – Seven
 - Indoor Turf
 - Group Fitness Studio
 - Alumni Lounge
 - Martial Arts Studio
 - Natatorium
 - Racquetball Courts
 - Pool Lounge #1
 - 200 Meter Track – Lower Level
 - Saluki Courts
- Saluki Athletics facilities available for reservation
 - Itchy Jones Stadium
 - Lew Hartzog Track and Field Complex
 - Davies Gymnasium

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

- Practices
 - The RSS activity registration form should be submitted for practice spaces and times.
 - Practice spaces and times will be allocated based on order of request submission.
 - Sport clubs are eligible for two practices per week.
 - Additional practices may be scheduled if staffing and facility availability is optimal.
 - Practice Cancellation Policy
 - During the week (Monday – Friday), practices should be canceled no later than 2:00 PM.
 - During the weekend (Saturday & Sunday), practices should be cancelled at least two hours before the scheduled practice time.
 - A practice may be considered cancelled after fifteen minutes (15:00) of inactivity, and the Competitive Sports Supervisor reserves the right to cancel the practice.
 - Excused and unexcused missed practices
 - Excused missed practices
 - In most cases, excused missed practices do not impact a sport club's compliance score.
 - Unexcused missed practices
 - After the first offense, the sport club may receive a five-point deduction to their compliance score for each subsequent offense.
 - After three or more unexcused missed practices, the sport club may forfeit the practice reservation for that space.
- Home events
 - The RSS activity registration form should be submitted for home competitions and special events.
 - The form should be submitted at least twenty (20) business days prior to the event.
 - If field preparation needs, staffing, and facility availability allows, the request will be approved.
 - Special requests for non-RSS facilities will be forwarded to the appropriate contact for approval.
 - Sport clubs may be charged the standard reservation fee and staffing expenses if the event is canceled without notifying the Competitive Sports Office.
- Sports clubs may not reserve the following facilities during Saluki Athletics events:
 - Homecoming - No outdoor field spaces may be reserved.
 - Home Football Games - Upper Arena and the Lew Hartzog Track & Field Complex
 - Baseball Home Games - Upper Arena and the Lew Hartzog Track & Field Complex
 - Softball Home Game - Sam Rinella Fields
 - SIU Varsity Track Meets – Lew Hartzog Track & Field Complex

Risk Management

The safety of and care for sport club members, visitors, and spectators should be a top priority. It is vital for each sport club to identify and evaluate potential risks to streamline response and to mitigate hazards.

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 club activities, by their nature, involve risk; therefore, the answer should not always be to eliminate the activity simply because 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 risk has been identified, clubs should implement the risk management plan. Physical modifications, proper signage, extensive advertising, and pre-event planning may be required. The sport club should reach out to the Competitive Sports Office for advice.

Recommendations to Reduce Risk

Please review the following recommendations to reduce risk. This is not an exhaustive list.

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

Safety Officer Training

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

CPR/AED/First Aid Certifications

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

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

Copies of current certifications for each club must be submitted to Saluki Connect. Each club is required to have at least one CPR/AED/First Aid certified member present at all practices, games, and travel events.

First Aid Kits & AEDs

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

Inclement and Severe Weather

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

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

Accidents & Incidents

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

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

An incident report should be completed when the following occurs:

- Physical altercation
- Removal of someone from a facility during a home activity
- Intentional or reckless damage to SIU, RSS, sport club, or personal property
- Report of stolen SIU, RSS, sport club, or personal property

An accident report should be completed when the following occurs:

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

Writing an Effective Accident or Incident Report

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

Reminders for completing an RSS Incident or Accident Report:

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

Serious Accident/Incident Protocol

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

	Office Number	Cell Number
Victor A. Martin – RSS Program Director	618-453-1284	618-303-6173
William Becque – Coordinator of Competitive Sports	618-453-2525	618-559-2624
Student Recreation Center	618-453-1277	

Examples of Serious Accidents/Incidents

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

Concussion Protocol

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

Suggested Concussion Management Procedure for Play and Practice

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

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

Orthopedic Institute of Southern Illinois

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

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

Sport club athletes are held in the highest regard as it relates to personal and team conduct. As a representative of SIU, the Competitive Sports Office values the physical, emotional, and psychological safety of all sport club members.

Non-Discrimination in Membership

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

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

Regarding sanctioned competition, clubs should research the requirements of their National Governing Body and league/division to remain in compliance with those organization's eligibility guidelines.

Sexual Misconduct

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

Sport club executive officers are required to notify the RSS Program Director, a club advisor, or a University staff member when alleged violations of Title IX may have occurred.

For more information and guidance for reporting sexual harassment and gender-based violence, please visit the [Office of Equity and Compliance's webpage](#).

Hazing

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

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

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

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

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

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

Sport Club Compliance Program

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

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

When a club has committed programmatic minor and/or major violations, the Program Director has the authority to impose a change in club status. With the recommendation of the Sport Club Advisory Board, the Program Director determines the length of programmatic probation, suspensions, or removals.

Sport Club Programmatic Statuses

The following table reviews the six programmatic statuses. Please review the criteria and, if relevant, accompanying restrictions. The nature of the offence(s) as well as the sport club's history and status will be considered.

Sanctions and/or restrictions imposed by the Office of Student Rights and Responsibilities and the Office of Student Engagement or Restrictions shall take precedence over a sport club's programmatic status. As a result, a sport club's programmatic status may be downgraded or upgraded to align with either office's decision.

Criteria		Restrictions
Good Standing	<ul style="list-style-type: none"> The sport club or member does not have any disciplinary or academic sanctions in place. 	None
Probation	<ul style="list-style-type: none"> A sport club or member has failed to comply with expectations outlined in the Sport Club Handbook, RSO Handbook and/or the SIU Student Conduct Code. A sport club or member has pending investigations with the Competitive Sports Office and/or the Office of Student Rights and Responsibilities. 	None
Conditional	<ul style="list-style-type: none"> Conditional status is gained immediately after receiving approval as a new sport club. A sport club that earns a score of fifty points or less on the Sport Club Compliance Checklist. 	The sport may not request RSS program allocation funding.
Restrictive Probation	<ul style="list-style-type: none"> 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. 	<p>A sport club or member may not compete or travel on behalf of Southern Illinois University.</p> <p>A sport club may not access or request University funding.</p>
Suspension	<ul style="list-style-type: none"> A club fails to schedule and attend the Fall or Spring Semester meeting with the Program Director. The sport club failed to submit and present the annual report. The sport club is placed in the RSO Dawg House. A sport club or member commits multiple major violations. After being placed on restrictive probation, the party fails to comply with the terms of the probation. 	<p>All club activities are cancelled and prohibited.</p> <p>A sport club may not access or request University funding.</p>
Deactivation/ Removal	<ul style="list-style-type: none"> The Office of Student Engagement revokes a sport club's RSO status. The Office of Student Rights and Responsibilities revokes a sport club's RSO status. A suspended sport club or member commits a major violation. A suspended sport club or member fails to comply with the terms of the suspension. A sport club or member uses RSS funding and/or USG Funding to support non-sport club related activities or purchases. 	A sport club or member cannot participate in the sport club program and represent Southern Illinois University during the academic year.

Programmatic Violations

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

Minor Programmatic Violations

1. Paperwork
 - a. Failure to submit required documents, forms, and requests by the stated deadline.
2. Meeting Attendance
 - a. Failure to have a club representative attend officer training, 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. Failure of club members to properly manage guests during sport club activities.
 - d. Posting an inappropriate image, text, or link on a club website or social media site.

Major Programmatic Violations

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

Programmatic Investigation Process

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

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

Programmatic Penalties

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

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

Appeal Process

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

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

Appendix A: Classification of Current Sport Clubs

Competitive/Recreational Tier

Barbell
Baseball
Equestrian
ESports
Rugby (Men's)
Rugby (Women's)
Saluki Bassers
Soccer (Men's)
Volleyball (Men's)
Volleyball (Women's)
Waterski

Instructional/Social Tier

Climbing
Medieval Combat
Pickleball
Snowboard & Ski
Water Polo

Appendix B: Prospective Sport Club Checklist

Checklist

- ✓ Check Saluki Connect for the current roster of Registered Students Organizations (RSOs).
- ✓ Complete the RSO registration process.
- ✓ Once the RSO registration process is complete, review the following items:
 - Sport Club Handbook
 - [Sport Club Webpage](#)
- ✓ Email the RSS Program Director to schedule a meeting.
- ✓ Complete the meeting with the program director.
- ✓ After the meeting, complete the following item(s)
 - [Prospective Sport Club Application](#)
 - Budget Worksheet – Projected FY
- ✓ Meet with the RSS Program Director to discuss your application and fiscal management plan.
- ✓ Present to the sport club council during the Fall Semester for Spring admission into the sport club program.

Formal Presentation

The digital presentation and budget worksheet – projected FY should be submitted via email at least twenty-four hours prior to the scheduled meeting time. The presentation has two required elements:

- ✓ Digital Presentation
 - The presentation should last no more than thirty (30) minutes, leaving thirty (30) minutes for discussion.
 - The presentation should be submitted in one or more of the following file formats:
 - Microsoft PowerPoint (PPT)
 - Portable Digital Format (PDF)
 - Google Slides
- ✓ Budget Workbook – Projected FY
 - The budget workbook is a Microsoft Excel document. Please do not use non-Microsoft Office software to complete the workbook.

Please address the following questions in your presentation:

- | | |
|--|--|
| ✓ Why should your RSO be accepted into the Sport Club Program? | ✓ Choice of and Explanation of actual or potential national/regional affiliation (NGB) |
| ✓ How is your RSO going to benefit the Sport Club community? | ✓ Typical or Anticipated Travel Schedule |
| ✓ What is your RSO leadership structure? | ✓ Facility Space and Equipment Needs |
| ✓ Member Recruitment and Retention | ✓ Risk Management Plan |
| ✓ Club Goals (Annual & Long Term) | ✓ Coach/Instructor Recruitment |
| | ✓ Financial Management Plan (Projected Budget) |
| | ✓ Fundraising/Sponsorships/Donations |



Decision Process

- Once the presentation has been completed, the Sport Club Council and RSS Professional Staff may ask questions and provide recommendations.
- The Sport Club Council will vote on accepting or rejecting the RSO's application.
- The Program Director will consider feedback from the Sport Club Council, Sport club Advisory Board, and RSS Professional Staff before making a final decision.
- Once a decision has been finalized, the RSS Program Director will meet with your RSO's leadership team to discuss the next steps.

Appendix C: Annual Report Rubrics

Digital Presentation Rubric (15 points)

- ✓ **Requirements – 5 Points**
- ✓ **Organization – 5 Points**
- ✓ **Presenters – 5 Points**

		1	2	3	4	5
Digital Presentation Rubric	Requirements	The presentation has numerous grammatical, spelling, and formatting errors. The presentation was not submitted in the requested file format. The requested file was not submitted twenty-four (24) hours prior to the club's scheduled meeting.		The presentation has noticeable grammatical, spelling, and formatting errors. The presentation was submitted in the requested file format. The requested file was not submitted twenty-four (24) hours prior to the club's scheduled meeting.		The presentation is free of grammatical, spelling, and formatting errors. The presentation was submitted in the requested file format. Requested file was submitted at least twenty-four (24) hours prior to the club's scheduled meeting.
	Organization	None of the elements are included in the presentation. The presentation is ineffective.	Some of the elements have been included as requested. Elements are not presented in the requested sequence. Elements do not address their topic.	All elements have been included as requested. Elements are not presented in the requested sequence. Elements do not address their topic.	All elements have been included as requested. Required elements are not presented in the requested sequence. All required elements address their topic.	All elements have been included as requested. All required elements are presented in the requested sequence. All required elements address their topic.
	Presenters	Presenters are not appropriately dressed and completely unprepared to discuss their club. The presenters cannot effectively answer questions.	Presenters are not appropriately dressed (business casual). Most officers are not actively involved in the presentation. The presenter's speech is problematic. Officers cannot effectively answer questions.	Presenters are appropriately dressed (business casual). A few officers are not actively involved in the presentation. Speech is clear, professional, and appropriate. Officers effectively answer questions.	Presenters are appropriately dressed (business casual). All officers are not actively involved in the presentation. Speech is clear, professional, and appropriate. Officers effectively answer questions.	Presenters are appropriately dressed (business casual). All officers are actively involved in the presentation. Speech is clear, professional, and appropriate. Officers effectively answer questions.

Budget Workbook Rubric (15 Points)

- ✓ **Requirements – 5 Points**
- ✓ **Current Fiscal Year (FY) Workbook– 5 Points**
- ✓ **Projected Fiscal Year (FY) Workbook – 5 Points**

		1	2	3	4	5
Budget Workbook Rubric	Requirements	Both workbooks have numerous grammatical, spelling, and formatting errors. The workbooks were not submitted in the requested file format. The requested files were not submitted twenty-four (24) hours prior to the club's scheduled meeting.	One workbook has numerous grammatical, spelling, and formatting errors. One workbook was not submitted in the requested file format. The requested file was not submitted twenty-four (24) hours prior to the club's scheduled meeting.	Both workbooks have noticeable grammatical, spelling, and formatting errors. The workbooks were submitted in the requested file format. The requested files were not submitted twenty-four (24) hours prior to the club's scheduled meeting.	Both workbooks have some grammatical, spelling, and formatting errors. The workbooks were submitted in the requested file format. The requested files were submitted twenty-four (24) hours prior to the club's scheduled meeting.	The workbooks are free of grammatical, spelling, and formatting errors. The workbooks were submitted in the requested file format. Requested files were submitted at least twenty-four (24) hours prior to the club's scheduled meeting.
	Workbook - Current FY	The workbook fails to effectively document revenue sources and expenses for the current FY.	The workbook fails to effectively document revenue sources or expenses for the current FY.	The workbook effectively documents some revenue sources and expenses for the current FY.	The workbook effectively documents most revenue sources and expenses for the current FY.	The workbook effectively documents all revenue sources and expenses for the current FY.
	Workbook - Projected FY	The workbook fails to effectively represent projected revenue sources and projected expenses for the current FY.	The workbook fails to effectively represent projected revenue sources or projected expenses for the current FY.	The workbook effectively represents some projected revenue sources and projected expenses for the current FY.	The workbook effectively represents most revenue sources and expenses for the current FY.	The workbook effectively represents all revenue sources and expenses for the current FY.

Appendix D: Compliance Checklist

Requirements

Meetings & Events (70 Points)

- ☐ Fall Involvement Fair Attendance - **5 Points**
- ☐ Spring Involvement Fair Attendance – **5 Points**
- ☐ Fall Meeting – **15 Points**
- ☐ Spring Meeting – **15 Points**
- ☐ Annual Report – **30 Points**

Sport Club Council Meetings (20 Points)

- ☐ October - **5 Points**
- ☐ November - **5 Points**
- ☐ March - **5 Points**
- ☐ April - **5 Points**

Treasurer Training (5 Points)

- ☐ Training Completion

Safety Officer Training (5 Points)

- ☐ Training Completion

Deductions

Failure to Submit a Weekly Report

- ✓ First Offense - **5 Point Deduction**; Written email notification.
- ✓ Second Offense – **5 Point Deduction**; Written email notification; Downgraded Club Status
- ✓ Third & Subsequent Offenses - **5 Point Deduction**; written email notification; Downgraded Club Status

Failure to Submit an Incident/Accident Report Form

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

Unexcused Missed Practices – On-Campus

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

Points Breakdown

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