



RECREATION SERVICES
Illinois State University

Sport Clubs Handbook

2008 - 2009

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IMPORTANT PHONE NUMBERS

Important Phone Numbers

Student Recreation Building.....	438-PLAY
Ed DeRoeck, Assistant Director.....	438-5106
James Wayne, Coordinator.....	438-2577
Dean of Students Office.....	438-2151
Bone Student Center.....	438-2222
Newspaper – Vidette.....	438-7687
University Police.....	438-8631
Printing Services.....	438-3647
Student Government Association.....	438-7423
Student Health Service.....	438-6555
Student ID Cards.....	438-2273

Introduction

Welcome to the dynamic and unique world of Sport Clubs at Illinois State University. We hope that through your involvement as a club officer you'll have the opportunity to gain and enhance competence in your chosen sports activity, while also developing valuable leadership and decision-making skills.

Sport Clubs at Illinois State University is designed to provide opportunities for students, faculty, and staff of the University community to participate in a variety of recreational activities. Each club is considered an RSO (Registered Student Organization) within the Dean of Students Office. Sport clubs are organized and conducted by students under the direction of the Sport Club Assistant Director & Coordinator.

The purpose of the Sport Clubs Handbook is to provide a concise and useful set of guidelines for the general operation of a sport club. Your input is always welcome. If there is an area that is addressed inadequately or that has not been addressed at all, please discuss it with the Assistant Director/Coordinator.

Mission Statement

The Department of Recreation Services encourages maximum participation by providing a variety of leisure experiences and recreational opportunities. Delivered under the University philosophy of distinctiveness and excellence, programs and services are designed to promote the lifelong pursuit of active, healthy lifestyles and enhance the leisure habits of the Illinois State University campus and surrounding community.

Valuing Diversity

The Department of Recreation Services seeks to celebrate differences by recruiting staff and program participants which reflect the diversity of the University. If we can learn to work together and play together then we can learn to respect each other and live together.

As a member of Illinois State University, The Department of Recreation Services additionally values and respects University policy on Affirmative Action and Equal Opportunity, Sexual Harassment, and a Drug Free Workplace.

WHAT IS A SPORT CLUB?

Definition

A sport club, as recognized by Illinois State University, is an RSO that is designed to serve individual interests in different sports and recreational activities. These interests can be competitive, recreational, or instructional in nature. To be considered an active club, organizations must compete extramurally within 18 months of formation.

A sport club is a group of students (staff, faculty, etc.) voluntarily organized for the purpose of furthering their common interests in an activity through participation and competition. Sports clubs are strictly voluntary.

Sport clubs are designed to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling. Clubs may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision making process of club activities.

Rights and Expectations

As a member of the Department of Recreation Services, each sport club is obligated to obtain the approval of the Program Director of Sport Clubs prior to acting on items, issues, or ideas that are not covered in this handbook. If a sport club chooses to act independently, that club will risk losing its Sport Club status, as well as its status of being an RSO, and all rights and privileges associated with that status.

To Be An Illinois State University Student

To be a student at Illinois State University, we expect you to recognize the strength of personal differences, while respecting institutional values. You are encouraged to think and act for yourself, as that is the purpose of higher education. However, we expect you to understand that the University has non-negotiable values in which it believes strongly.

These values include:

- Character
- Conscience
- Civility
- Citizenship
- An Appreciation of Diversity
- Individual and Social Responsibility

WHAT IS A SPORT CLUB?

These values are the hallmark of the University, and will protect diligently. Each person has the right and ability to make decisions about his or her own conduct. Just as importantly, each person has the responsibility to accept the consequences of those decisions. When individual behavior conflicts with the values of the University, the individual must choose whether to adapt his or her behavior to meet the needs of the community or to leave the University. This decision, among others, assists each person to determine who he or she is with respect to the rest of society.

Source: Division of Student Affairs and Student Dispute Resolution Services (2001).

Individuals must always act in a manner that does not detract from the reputation of the University. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent Illinois State University, even though you are not on campus for the event.

Club Leadership

Sport Clubs are dynamic, active student organizations. Each club is unique, possessing its own challenges and successes. Some operate with very large budgets. Others operate without a budget. Some clubs require the assistance of a coach or instructor.

Regardless of the circumstances of your club, the leadership of your club must rest in the hands of the student officers. Coaches, instructors, and advisors are important figures within the makeup of the club and in the execution of club mission and goals. At no time, however, should a coach, instructor or advisor be in a position to dictate to club members or officers how the club must be administered. Clubs, which experience this situation, should contact the Sport Club Coordinator to address the situation. Clubs can, of course, **choose** to give a coach or instructor administrative responsibilities. This should be done on an annual basis, however, with club membership making that determination.

In the end, a successful club finds an administrative structure that supports the many functions necessary for club success. Often, this is accomplished by finding a functional balance between club officers, coaches/instructors, the club advisor and the Sport Club Staff.

The Sport Club staff is committed to providing adequate support and guidance to club leaders. This handbook outlines specific responsibilities of each club officer, provides resources, and suggests guidelines to assist in fulfilling these responsibilities. Included in this handbook is a student leadership structure proposed by the Sport Club Program. It is not mandatory that clubs follow this structure. However, it is proven successful and it is highly recommended.

Registration

The requirements to become a registered Sport Club at Illinois State University are as follows:

1. All aspiring Sport Clubs must complete the Dean of Students Office registration process, which includes meeting with them to discuss the goals of the new organization.
2. Complete the Application for Recognition process to become a registered sport club with the Department of Recreation Services.
3. Arrange a meeting with the Coordinator for RecSports & Sport Clubs to discuss the clubs mission and goals.

Becoming a registered sport club with the Department of Recreation Services does not end with the registration process. Clubs, who choose to participate in the Sport Club Program, accept the responsibilities of sport club status. These responsibilities include:

- A. The club must be controlled and directed by students. Officers must be currently enrolled students in good academic and conduct standing.
- B. Abide by federal, state, city and university nondiscrimination laws and policies.
- C. Abide by all regulations specified in the Student Code of Conduct.
- D. Be advised by a full-time faculty or staff member at ISU. The advisor should be available to consult with the sport club. ISU encourages all advisors to provide active, on-going academic and social support.
- E. Commit to the fulfillment of the obligations of sport clubs under the Sport Club Program.

These obligations include, but are not limited to:

- Completion of all Sport Club Program paperwork in a timely manner.
- Provide Sport Club Program with an updated Team Roster.
- Attend all appropriate Student Life meetings and meetings as called by the Sport Club staff.
- Communicate regularly with Sport Club staff.
- Demonstrate the ability to handle club finances in an appropriate manner.
- Operate within the university financial system and coordinate all financial transactions with the Department of Recreation Services.
- Establish annual goals and objectives.
- Participate fully in the risk management directives of the Sport Club Program.
- Be responsible for the clean-up/maintenance of facilities used.
- Develop and maintain a leadership structure approved by the Sport Club staff.
- Ensure that only eligible members are participating in practices and competitions.
- Be an active member of the Sport Club Council.

RE- REGISTRATION PROCESS

RSO Re-Registration Process

The RSO re-registration process is the annual process allowing student organizations to continue their registration from one academic year to the next. The registration process dates can be found on the Student Involvement Center web site. If an RSO fails to re-register before the registration process closes, it will result in the expiration of the organization's registration and will be considered a "new" organization if it attempts to register after this date.

The re-registration process is a three-step process that must occur before an organization is recognized and entitled to all of the university benefits associated with being an RSO. Those steps are:

1. Submit the On-line Registration Form. The on-line registration form can be found at the Student Involvement Center web-site. This form is filled out each year by every RSO to update officer contact information and provide information about the organization. The form is filled out and submitted on-line.
2. Signature Pages and Constitution Ratification: Every RSO must have their President/Senior Officer and Advisor (see RSO Advisor section) sign off on the RSO Signature Pages agreeing to follow certain policies set in place by the university and the Dean of Students Office. These signature pages are available at the website listed above for the RSO registration form. These signature pages, along with a newly ratified constitution (see section in this handbook) should be turned in when attending your RSO orientation.
3. Attend a mandatory RSO orientation. Every RSO must attend an orientation where we will cover policy issues, old and new RSO services, risk management, budgeting, and allow the groups to turn in their signature pages and constitutions. During the initial registration period, there are group orientations held during both the day and the evening.

Sport Club Re-Registration Process

Each club must complete the Application for Recognition form each year for re-registering with the Department of Recreation Services. They must submit an updated roster and officer information sheet as well.

General Policies

1. A funded program must provide the student body with educational, cultural, entertainment, or recreational programming which:
 - Uses allocated funds only for direct support of RSO programs which are consistent with the educational goals and purposes of the institution
 - Has a significant impact upon and appeal to the student body
2. The RSO Program Fund is not intended to fund activities that generate academic credit for those students who participate in the funded programs.
3. All funded programs must be open and accessible to any and all students in some manner.
4. The funded RSO is expected to follow the budget as recommended by the fee board and approved by the University unless specifically instructed otherwise in writing from the Dean of Students Office or Recreation Services.
5. Those RSO's receiving RSO Program Fund allocations are required to deposit all income generated from the fee funded programs in their University account. All anticipated income will be identified on the Budget Request Form, be generated in a manner approved by the University, and be deposited with Recreation Services as received. Failure to do so may result in the withholding of funds previously allocated.

Specific Excluded Expenditures

- Organizations allocated fees through the RSO Program Fund, may **not** request or provide:
- Financial support for political programs, parties, individual political candidates, or direct lobbying efforts.
 - Support and/or contributions for any private person, group, association, or business except for good and services rendered.
 - Payment for employment of faculty or civil service personnel unless authorized due to specific circumstances
 - Gifts for advisory and participating members
 - Payments of debts and expenditures incurred from any previous fiscal year unless authorized due to specific circumstances
 - Student fee dollars for the purchase of alcohol

STUDENT LEADERSHIP STRUCTURE

Officers & Duties

Please fill out Officer Information Sheet (see Appendix)

President

The role of the President is to preside over all club meetings. The President works closely with the advisor, coach, and Sport Club staff in the establishment of policies and procedures relative to the club's mission and goals. S/he is directly involved in all operations of the club and responsible for the fulfillment of its mission. The President is responsible for ensuring that the officers fulfill their duties. Typically, the President handles external issues of the club such as league scheduling, facility rental/reservation, and communication with other clubs, national governing bodies, and league offices.

Vice President

The role of the Vice President is to fulfill the duties of the President in his/her absence. Often, the Vice President is responsible for internal matters of the club, such as calling and running meetings. The Vice President assists the President with those duties assigned by the President.

Treasurer

The role of the Treasurer is to assist the president in the financial dealings of the club. The Treasurer works closely with the President in developing opportunities for the club to raise money for operational or discretionary spending. The Treasurer should understand or be willing to learn university account operations when dealing with ISU club agency accounts. The Treasurer is responsible for collecting dues, submitting requests for deposit and disbursement through the Sport Club Office, and keeping an accurate account of the club's finances.

Secretary

The role of the Secretary is to assist the President with recording and reporting the operations of the club. The Secretary works closely with the President and Vice-President in disseminating information, recording minutes and attendance at meetings and practices, and general "housekeeping" duties. Often, the Secretary handles the marketing and promotion of the club, working to present the club in a positive light.

Safety Officer

The Safety Officer works to ensure that club activities remain safe for its members. It is recommended that this person receive training in CPR/First Aid, blood borne pathogen training and be responsible for a fully stocked first aid kit. This person should report unsafe facility concerns to the Sport Club Office and help club members understand the wisdom of safety recommendations from the university's Risk Management Office.

COACHES, INSTRUCTORS, AND ADVISORS

Coaches and Instructors

Please fill out Coach/Instructor Agreement Form

Clubs may solicit the services of coaches and/or instructors to assist with the teaching and coaching aspects of their particular activity.

Coaches need not be affiliated with Illinois State University.

Coaches may be paid with generated revenues including money from dues, fundraisers, donations and so forth. Allocated money may not be used to pay coaches/instructors.

Clubs that give coaches pay or monetary rewards for their service must submit information in the application for recognition and budget request forms stating the amount of the payment, source of the money used to pay the payment/reward, and the justification for making it.

If a club wishes to utilize an instructor/coach not affiliated with ISU, the coach/instructor must complete the form provided in this packet. Each non-university employee who works in any way with ISU clubs, must register with the university as a volunteer, complete the Coach's Agreement and the Coach/Instructor Information forms included in this packet.

Coaches and instructors should, to the extent possible, restrict their involvement in the club to teaching and coaching. Club members may choose to give the coach or instructor administrative responsibilities. However, this should be done annually, with the advice and consent of the members.

Advisors

Every Sport Club is required to have a full time faculty or staff person serving as an advisor. The key role of the advisor is to serve as a resource for the organization. It is crucial for the Sport Club and advisor to communicate what their expectations are of each other so they can effectively work together.

Notification of Change

1. When an organization changes its name, revises its constitution, selects new officers (including advisor), and/or when the addresses and telephone numbers of officers change during the academic year, such changes must be reported to the Student Involvement Center and Recreation Services.
2. These changes must be reported by filling out an RSO Change of Information form. Please fill out the form completely. Print out **TWO** copies **BEFORE** you submit the application electronically. One of the copies **MUST** be sent to Recreation Services as soon as possible. Keep the other copy for your records.
3. If the Student Involvement Center is unable to establish contact with an organization due to an outdated listing of officers/advisor, the organization will be determined to be inactive and will be placed on thirty days probation.
4. If current information is not provided or available by the end of the thirty day period, the registration of the organization will be automatically voided.
5. Such an organization may return to active status once it has declared itself active, filed a new list of officers and advisors, updated its original registration forms, and completed the necessary requirements of a “new” organization.

Withdrawal of Registration

Any organization may withdraw its registration at any time by notifying the Student Involvement Center and Recreation Services. Disposition of organization funds, if any, and certification that there are no outstanding debts, must accompany the withdrawal. Upon the date of notification of the withdrawal of registration, the organization forfeits all privileges accorded to registered student organizations.

Constitution

A constitution is the basic framework of an organization. It is used to provide an administrative structure for your group. Every Sport Club is required to submit a constitution that has been ratified within two years of the year seeking registration.

Items that are required:

- The name of the Sport Club (RSO)
- Purpose Statement – your goals should be included in this
 - This statement will be used in publications advertising your organization.
- Qualifications of Membership – what criteria are in place for member selection
- Officer Position and Structure – how are your officer positions organized?
- Ratification Date – when did you ratify your constitution?

Items that are Recommended:

- Inclusion of Illinois State University faculty or staff advisor
- Inclusion of this statement: “The organization and its members agree to adhere to city/state/national laws and university policies.”
- How to remove a member or officer from an organization
- Officer qualifications and duties
- How to amend the constitution
- Meetings of the organization, how often, how are they run?

We highly recommend that new organizations use the sample constitution provided by the Student Involvement Center. You can use this sample as a template for you to use when creating your constitution.

Sports Club Council

The Sports Club Council advises the Sport Club staff in administering the Sports Club program. It exists to promote participation in the Sports Club Program and its objective is to provide a medium for the exchange of information and ideas regarding the Sport Club’s guidelines and procedures.

Each eligible sport club shall elect a representative to attend Sports Club Council meetings and report back to the group. Others may attend as guests, but shall have no voting rights.

The Sports Club Council shall exist as a registered student organization. Meeting times will be established as the council deems necessary.

TRAVEL AND PASSENGER VAN PROCEDURES

Travel

Clubs within the Department of Recreation Services Sport Club Program may travel for the purpose of practicing and competing with other institutions both within the United States and internationally. It is the responsibility of the club to go through the Sport Club Program to arrange for travel, finance the travel, and to abide by all local, state, and national laws.

The club must inform the Sport Club Program of *all* travel. Notifying the Sport Club Program and completion of all travel arrangements must be done **at least** 14 days in advance. This includes a complete list of all students traveling, emergency contact numbers for those traveling, the method of transportation used for travel, dates and locations of over night accommodations, and where the competition takes place and on what dates. Please see the Recreation Services web site for the necessary forms. The club must adhere to all Illinois State University and Division of Student Affairs policies and procedures and conform with all travel guidelines stipulated by the Department of Recreation Services.

Passenger Van Procedures

The Department of Recreation Services Sport Club Program highly recommends that each sport club uses university vehicles for traveling. Using university vehicles will keep the club members close during travel and will require less drivers than if they took their own vehicles. The following qualifications must be met for a student to drive a university vehicle:

1. All passenger van drivers are required to successfully complete the Passenger Van Training Course before driving a van designed to carry more than 9 passengers.
2. Only university, student employees, and graduate students may drive university vehicles unless written exception is received from a vice president or designee.
3. Any trip involving students must have a certified safety officer, graduate assistant, faculty, or staff member accompany the travel.
4. The “Request for University Transportation” form must be filled out for *every* trip. See the department web site for this form.
5. The “Student Vehicle Use Authorization” form must be filled out by *every* student driver for *each* trip they attend. See the department web site for this form.

Facility Requests

Throughout the semester, the Department of Recreation Services has three athletic facilities available for the RecSports and Sport Clubs programs. The Horton Field House and North Gym are available Monday thru Thursday 7pm – Midnight, and the Gregory Street Intramural Fields are available Monday thru Friday 3pm-7pm and Saturday & Sunday 9am-7pm. If a sport club wishes to reserve a facility for practice or an event, they must abide by the following procedures and guidelines:

- Club must *completely* fill out the “Facility Request” form provided by Conference Services. You can download this form on the recreation Services web site.
- This form must be handed into the Sport Club Coordinator.
- Facility Requests can be made at any time, however it is recommended that they are handed in as soon as possible to prevent problems with availability.
- If sport clubs wish to have the fields lined, they must do it themselves.
- Sport clubs are **not** allowed to line the fields in white.

General Club Funding

The Sport Club Program receives a certain amount of funding from the RSO Program Fund annually. These funds are available to all registered sport clubs. Clubs must submit budget proposals to the Department of Recreation Services and then schedule a meeting to present their proposal. Clubs will be notified of the deadline for submitting budget proposals (sometime in February). Remember, clubs are submitting proposals for the next fiscal year and any allocated funding will not be available until then.

Opportunity Funding

The money remaining in the Sport Club Program will be available in the opportunity fund. The opportunity fund may be used for new sport clubs who register in the middle of the year, or for special requests (qualified/invited to a tournament, etc.) that were not included in their general club funding request.

Similar to the procedures for general club funding, each sport club must set up a presentation with the Department of Recreation Services Advisory Board to illustrate their reason for a request. Please note that any funding *not* used by the end of the school year will roll over to next year's Sport Club opportunity fund (not *your* club specifically).

