

**INDIANA STATE UNIVERSITY
SPORT CLUB HANDBOOK
2011-2012**

Welcome to our ISU Club Sports program within the department of Recreational Sports (Rec Sports)! This handbook has been designed to serve as a practical resource guide for the student leaders in each of our clubs. A great deal of discussion and idea sharing went into its development. Anyone with input or new ideas on improving our program is encouraged to do so.

Note: ISU constantly reviews their student organization guidelines regarding recognition, funding, travel, insurance, etc., so the following policies and procedures for sport clubs may be altered during the course of the year.

Club Sports Office

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INTRODUCTION

THE NATURE OF SPORT CLUBS

Sport clubs have been in existence since the early nineteenth century. ISU sport clubs continue the tradition of student developed and student led clubs. Most importantly, a sport club at ISU is a student organization derived and sustained through the leadership and interest of students.

A sport club is a student organization established to promote and develop the interests and skills of members in a particular sport activity. Due to the diversity of students' interests and skills, ISU sport clubs offer many unique opportunities to the student body. Generally, sport clubs fall into three categories: Instructional, Recreational, and Competitive. An instructional sport club helps enhance or teach a particular sport activity. A recreational club acts primarily as a social outlet for club members and allows them to gather and participate in a particular sport activity. Competitive clubs allow players to continue to play and develop their skills in a sport activity at a competitive level. These clubs usually belong to leagues or associations, competing in contests or tournaments with other universities.

ISU SPORT CLUBS PHILOSOPHY

Sport clubs at Indiana State University offer opportunities for students to participate in a structure that supports competitive, recreational and instructional outlets in a non-varsity intercollegiate athletic format. Clubs may compete against other universities' clubs throughout the Midwest and country in general or function as non-competitive recreational/instructional organizations. A significant characteristic of the sports club program is the student organizational structure. Leadership is provided by the students resulting in experiential education opportunities and personal growth. As such, it is an expectation that the clubs are coordinated by the students with advisement offered via a faculty/staff advisor. Clubs may avail themselves of a lay coach, but that coach should limit his/her responsibilities to on field coaching and advisement.

Release and Assumption of Risk and Cost

In consideration of the opportunity to be a club sports member and participate in club sport activities, I, on behalf of myself, my agents, heirs and next of kin, hereby agree to release, indemnify, and hold harmless Indiana State University, department of Recreational Sports, the Club Sports Program and their respective employees, agents, members and representatives (herein referred to as "University") from any responsibility or liability for personal injury, including death, and damage to or loss of property, whether or not arising from the negligence of the University, that I may incur while I am traveling to or from, engaged in practice or competition, being coached, treated by trainers, using or operating equipment or otherwise participating in a club sport activity.

I verify that I am informed that the club sports are coached by individuals, who may be team members or former team members and who volunteer their services.

In addition, I understand that the University does not provide medical insurance coverage and that I, as a member and participant in the Club Sports Program, must provide personal medical insurance. In the case of injury or medical emergency and in the event a participant, or their parent or guardian, cannot respond at the time of the emergency, the University has permission to seek, administer, or have administered, whatever first aid or emergency medical care deemed necessary for the participant's welfare, and it is understood that the participant, and not the University, shall be responsible for any and all charges for such health care services regardless of whether the participant's medical insurance would cover such charges.

Furthermore, I recognize that every club sport activity has a certain degree of risk, and I knowingly and voluntarily assume the risk of any injuries, regardless of severity, including death, and all risk of damage to or loss of property which I may incur, even if arising from the negligence of the University, while I am participating in a clubs sport activity.

I certify that to my knowledge there is no medical reason why I cannot safely participate in club sport activities and I agree to abide by all University policies and applicable University regulations regarding my participation in a club sport activity.

WHO MAY JOIN A CLUB

Regular membership in sport clubs is open to currently enrolled ISU undergraduate and graduate/non-traditional students. Club Sports are voluntary student organizations of Indiana State University, which have been recognized by the University, qualifying them for use of facilities and/or funding. Admission is voluntary and open to all eligible students

regardless of race, color, religion, sex, age, or national origin. Such clubs are not agents of the University, and have no authority to represent the institution or commit it to any contract without prior explicit written approval from the Clubs Sport Office.

Governing bodies, leagues and/or event hosts may have additional academic eligibility requirements that participants must meet before they can participate in their event(s). Club officers must submit these academic eligibility requirements and supporting documents into the Registrar Office as soon as they are received.

SPORT CLUB CODE OF CONDUCT

The Clubs Sport Program aims to provide recreational and competitive activities for members of the University community. These activities should be conducted in a manner that represents the best interests of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved.

Club Sports Code of Conduct violations can include, but are not limited to, the following:

Behavior—Disregarding the Club Sports Program policies about drugs, alcohol, and behavior

- Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc).
- Strike, or attempt to strike, an opposing player beyond the realm of the sport.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior – verbal or physical.
- Use obscene gestures, profanity, or disrespectful language.
- Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, University Recreation, Club Sports Program, or the individual club.

Staff/Participant Safety—Jeopardizing the health and well-being of staff and other participants.

- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
- Threats, intimidation, or verbal aggression.
- Initiating acts of physical aggression.
- Fighting (punches thrown).
- Failure to complete incident or accident report form.
- Failure to comply with requests from University Recreation Staff.
- Being under the influence of alcohol/illegal substances.

Facility Policies—Intentionally disregarding existing facilities policies.

- Willful or repeated disregard for Facility Policies.
- Failure to comply with requests from University Recreation Staff.
- Being under the influence of alcohol/illegal substances.
- Using facility space for club purposes when unauthorized or not scheduled.

Access infractions—Engaging in unauthorized entry and exit from University Facilities.

- Allowing unauthorized users to enter the facility.
- Entering the facility through any door other than the main entrance.
- Entering the facility without the proper safety and or authorized personnel in attendance
- Unable to produce a valid Campus ID when requested.
- Exiting door marked as emergency exits only.
- Using facilities as an affiliated member or coach during times and in spaces other than club practice times and space.

Facility/Equipment Issues—Disregarding equipment or facility polices.

- Failure to return checkout equipment in prescribed time.
- Destroying or defacing any property.
- Failure to properly maintain any University equipment or field space.
- Failure to cancel practice or competition due to ground saturation, weather conditions, or other field conditions.

Travel Infractions—Inappropriate behavior while on club/University business.

- Inappropriate use of rental vehicles
- Inappropriate use of hotel/motel rooms
- Consume or in possession of alcohol or illegal drugs while traveling for club.

Failure to Follow any of the policies or procedures listed above could result in:

- Loss of Facility Reservations (Practice/Games)
- Club Suspension
- Referral to The Office of Student Conduct and Integrity

HOW TO REGISTER AS A SPORT CLUB

Proposed new clubs need to meet with the graduate assistant/intramural director before registering with Org Sync. Email ISU-intsports@mail.indstate.edu to schedule an appointment.

Before your organization can be registered with Recreational Sports, you must first register with student activities and organizations using the web-based program OrgSync. OrgSync is the leading provider of organization management software for higher education institutions across the United States and Canada. Our web-based application offers more than 50 tools that together revolutionize the way campus administrators, student organizations, and students communicate and interact. In order to register with OrgSync:

1. Go to <https://orgsync.com/login> and use your ISU login and password to enter the site.
2. Hover over *My Orgs* from the Top Navigation Bar
3. Click on *Join an Org*
4. Click on *Register New Organization* and completely fill out this *Student Organization Form*
5. The Student Activities and Organizations office will conditionally accept your organization
6. Once under the organization page, Under the Main Navigation, click *Forms*
7. To complete Registration fill out:
 - a) Organization Registration
 - b) National Organization Registration (Use N/A if it doesn't apply to your organization)
 - c) Additional Chapter and Student and Alumni Leaderships Information (Social Greeks Only)

***For additional questions or help registering contact Tracy Machtan. Tracy.Machtan@indstate.edu**

Officer Training

The Sport Club Office will hold a two-day seminar the week prior to the start of classes. The purpose of this seminar is to get all club officers together and go over policy and procedure, travel policy, purchasing procedures, and answer any questions that club members may have prior to the start of classes. We require that each club have two members present at the meeting. Failure to have two members present will result in disciplinary action from the Club Sport Office. Club officers will be notified of dates and times a couple of weeks in advance so they can plan to be on campus for the seminar.

Monthly Meetings

The club sport graduate assistant will meet with each club representative at least once a month to get an update on each clubs season. This will include results of events, practices, changes, and any issues that may arise throughout the semester.

CONSTITUTION GUIDELINES

A constitution is the basic framework of an organization. It should state the purpose, and indicate the number of officers, requirements for membership and other general policies which might be subject to frequent change. A well-written constitution should provide all necessary information in brief and concise form. References for further assistance are the Office of Student Activities and Organizations(SAO), Robert's Rules of Order and Sturgis, Standard Code of Parliamentary Procedure.

SPORT CLUB ROLES

THE STUDENT PARTICIPANT

Sport Clubs are student initiated and student controlled activities that offer unlimited opportunities for students to become directly involved in the leadership and administration of their respective clubs. In addition to being able to continue participation or learn a new sport activity, students are also in charge of supervision of the club and can actively take part

in the management of each club. Collectively, they have responsibility for: the writing of their club's constitution and by-laws; the determination of their membership requirements; the establishment of their dues schedules; the selection of their club's advisor; the establishment of the duties of their officers; the selection of their volunteer/paid coach; and the development and administration of their club budget. Students may also take direct leadership positions as an officer of their respective club. The effectiveness and success of each sport club depends on the students involved.

THE CLUB PRESIDENT

It is the responsibility of each Club President to promote and coordinate their sport club's activity on campus and to work with those University offices that assist sport clubs in accomplishing the purpose of the University.

In addition to the duties of the president as outlined in the club constitution, each sport club President is responsible for the delegation (to other members) and completion of the following requirements:

1. Serving as the liaison between the Club and the Sport Clubs Office.
2. Constitutions should be revised and maintained from year to year. Any modifications of a constitution should be properly executed through leadership of the president.
3. Educating club members and operating the club in conjunction with the Trip Leaders, and complying with the contents of the Sport Clubs Handbook, the club's constitution, and the Code of Student Conduct (particularly the hazing policy and other behavior).
4. Obtaining a Club Advisor (ISU faculty/staff member).
5. Submit paperwork to the Office of Student Activities and Organizations(SAO) *as required*.
6. Making sure a club representative (preferably an officer) attends mandatory monthly meetings to give and receive club updates. In addition, facility participation space or meeting space may be rescinded or reduced.
7. Keeping all required paperwork current in the Sport Clubs Office. See the "required paperwork chart" in Appendix.
8. Checking/reading daily of the club email address or personal address listed for the club
9. Meeting financial obligations incurred by the club.
10. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties. All paperwork, budgets, and correspondence pertaining to the club from the past year should be passed on.

NOTE:

The Advisor will be notified of any Club President that does not fulfill these specific responsibilities. If immediate action is not then taken by the President or Advisor, the Club may also be sanctioned by Club Sports/Rec Sports and may lose its recognition.

THE TRIP LEADER

This position is primarily to assist each club in maintaining a safe experience for the club and its participants, particularly when traveling to away competitions and events. Their role will include additional training in safe vehicular transportation, abiding by all laws, group dynamics, and other positive leadership tools. At least one authorized Trip Leader will be required to accompany all clubs on every away trip. They will complete and submit a follow-up document upon their return. Any individual 18 or older, who is currently enrolled in, or employed by ISU, *or listed as a coach or advisor*, will be eligible for this position. Each club can have multiple individuals trained and authorized to be Trip Leaders. Training workshop dates and times will be announced.

THE COACH/INSTRUCTOR (referred to below, simply as "coach")

ISU Sport Clubs are encouraged to operate with the services of volunteer/paid coaches or instructors, made up of students, graduate assistants, faculty/staff members, or community members. A coach of an ISU Sport Club assumes considerable responsibility, and should understand the following:

1. The coach must maintain the philosophy of student-development and allow the students to take on as much responsibility in the administration of the sport club as possible.
2. The coach may assist club officers in scheduling practices and games, but paperwork should be completed by the officers of the club.
3. The coach should be experienced and knowledgeable in their sport (training, strategy, etc.).
4. The coach is encouraged to attend all practices and games in order to fulfill his/her commitment to the sport club, and assumes control of sport club activities during those times relating to coaching decisions.
5. The coach should aim to develop and improve the skills of sport club members.
6. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all sport club members.

7. The coach must be aware of their actions while serving in an official coaching capacity, as well as in a social setting. Excessive socializing, or even dating team members can be considered inappropriate and destructive to team morale and cohesion. Such behavior is strongly discouraged.
8. The coach must be aware of health and safety requirements of the sport club's activities, including the inspection of sport gear and reporting of hazardous facility conditions to the Sport Clubs Office when necessary. *It is recommended that this individual also be certified in CPR and First Aid.*
9. The coach must be aware of emergency procedures relating to the facility at which the sport club conducts its activities.
10. *Any sport club with a non-student coach who needs access to indoor facilities during practice, must notify the Sport Club GA/SC Director at least 48 hours in advance of the coach entering the building. We will set up an account for those coaches in CSI (Rec Sports tracking system), allowing SC access only. If they have not been loaded into our system, it will then be up to them to pay the daily guest fee, or choose not to enter.*

It is the responsibility of each sport club to secure the services of a coach if so desired. All coaches must be approved by the Director of Sport Clubs, who may also dismiss a coach if necessary. If coaching services are secured, the following is required of said individuals:

- completion and submission of the Coaching Agreement Form to the SC Office.

The coach/instructor is expected to attend and supervise practices, competitions and special events. As a coach/instructor, you will be responsible for ensuring that club members act according to the guidelines stated in the Club Sport Handbook in addition to the Indiana State University Code of Student Conduct and other applicable Indiana State University policies and procedures.

Additional coach/instructor information is listed as follows:

- The coach/instructor maybe compensated via a stipend provided by the club. The level of stipend will be limited to what is appropriate to the recreational /competitive philosophy of club sports (see below). No fringe benefits will be provided.
- Coaches must receive a favorable annual evaluation by the club sport graduate assistant to be allowed to continue in that capacity the following year.
- The coach/instructor has an obligation to protect the safety of club members and should ensure that steps are taken to reduce the risk of injury.
- The coach/instructor should restrict his/her involvement with the club to teaching and coaching and should allow the student leadership to provide the club's management and direction. The coach, along with the faculty/staff advisor, is urged to provide guidance as necessary, but understanding that the future viability of any sports club is dependent upon the cultivation of strong student leaders. The club officers, not the coach/instructor, must serve as the liaison between the club and the club sport graduate assistant and other university officials.
- The coach/instructor may attend league organizational meetings along with the club officers.
- Coaches/instructors may not sign contracts or agreements or facilitate contracts or agreements on behalf of Indiana State University or the club.
- Participation in the Club Sport Program is completely voluntary. Monetary rewards or scholarships shall not be promised to any student or prospective student by the coach/instructor, or any "friend of ..." organization or program booster.
- Coaches/instructors should help to ensure good sportsmanship at all times. Club members and coaches/instructors should conduct themselves in a manner that does not detract from the reputation of Indiana State University.
- The coach/instructor shall be aware of and follow all Indiana State University and Office of Recreational Sports policies and procedures relative to the Club Sport Program.
- The coach/instructor must understand and accept the philosophy of the Club Sport Program and be aware that club officers and members, and/or the Sports Club Coordinator have the authority to require the club to terminate any individual (e.g., coach/instructor, officer, player) relationship with the club if in his, her or their determination the best interests of the club are not being served.
- As a member of the National Collegiate Athletic Association, Indiana State University has adopted policies in compliance with the NCAA's constitution and bylaws. The University has adopted a policy of zero tolerance toward any NCAA rules infraction. ISU also takes a strict stance on repeated inadvertent violations. Any violations discovered shall be reported immediately to the Director of Athletics. Staff members who exhibit disregard for NCAA rules will face disciplinary actions that may include suspension without pay and/or employment termination.

THE CLUB ADVISOR

Each sport club's advisor is chosen by the members of the group itself. In all instances the advisor must be accepted by the club based on their constitution, and then approved by the Director of Sport Clubs. The advisor must be a full-time faculty or staff member.

The advisor should attend the meetings of the club, as this puts him/her in a better position to understand and assist the group in providing direction and helping to maintain continuity in club programming. Other important responsibilities of the advisor can include: the approval of the Club's annual budget; the general approval of the program for the organization; request forms, and semester report forms; serving as a source of information; maintaining club records; and the counseling of individual members.

Advisors should participate without domination by facilitating student development opportunities. They should always serve and advise, not sit in judgment. Advisors are most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective and realistic.

THE SPORT CLUBS STAFF

The Director of Sport Clubs serves as the official representative of Recreational Sports in the supervision of the Sport Clubs Program. Other staff members will maintain records, provide weekly updates, and serve as a liaison to the director.

THE SPORT CLUBS GRADUATE ASSISTANT(S)

Assist the Club Sport Director/Assistant Director Rec Sports in the day-to-day operation of the Club Sport program, including but not limited to staff supervision, marketing, scheduling, financial management, policy writing, and risk management.

Duties: Coordinate monthly sport club rep meetings, meet as needed weekly with club reps, send out weekly emails to club presidents regarding deadlines, meetings, upcoming events and important information, assist clubs with scheduling Rec Sports facilities, assist with facility maintenance (painting, equipment, etc), attend practices as needed, attend home games/matches/competitions as needed, track all club paperwork (ex. rosters/schedules/waivers/coaches contracts/ etc.), assist clubs with travel paperwork (TA forms), track/schedule CPR/1st Aid classes for club exec members, assist clubs with promotion and marketing, assist the web manager with website updates, track the general Rec Sports sport club budget and assist clubs with individual budgets, create/update club sports manual(s) and forms, keep track of club participation numbers for end of year reports, be a resource for clubs (rules/equipment/opponents to play/fundraising/university procedures/risk management/etc), work cooperatively with other Rec Sports staff members and assist with departmental special events as needed, perform other duties as assigned.

ELIGIBILITY AND CONDUCT INFORMATION

A. ELIGIBILITY

1. ISU students must be enrolled in 1 credit hour for the current semester to be eligible to be a member of the sport club.
2. Former varsity players are eligible for clubs, based entirely on club, league, and national association rules.
3. For competing clubs Faculty/Staff, alumni, and community members are not eligible for membership, participation, or funding. However, their role as coaches, supporters, and advisors is encouraged.

Governing bodies, leagues and/or event hosts may have additional academic eligibility requirements that participants must meet before they can participate in their event(s). Club officers must submit these academic eligibility requirements and supporting documents into the Registrar Office as soon as they are received.

ROSTERS

1. **All club rosters are due to the Sport Club Office within 7 days of the clubs first practice.**(along with a signed participant waiver for each member)
2. **Rosters need to be updated with the Sport Club Office whenever there are changes made. Ex; New player added/dropped would require and updated roster sent to the Club Sport email address. Failure to update rosters with the office will result in disciplinary action.**

of members on a roster = # required starters for the sport plus four (ex. soccer 11starters +4, ex. volleyball 6 +4, etc) if no min of starters is required to play the sport we require 10 student members)

CLUB SUSPENSION

Suspension may result in loss of financial support and/or facility usage for an appropriate period of time as set by the Director of Sport Clubs, the Sport Clubs Graduate Assistant, or ISU Staff.

1. Failure to file appropriate paperwork as included under President's Responsibilities as per listed due dates (generally, financial penalties will be assessed prior to suspension)
2. Use of ineligible players
3. Unauthorized use of facilities
4. Student Code violations (hazing, etc.)

Hazing is banned at Indiana State University and is very strictly enforced. Hazing is a major topic to address with your clubs. *The ISU policy states, in part:* "Hazing, defined as an act or acts which endanger the mental or physical health or safety of another, or which destroy or remove 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."

Examples (but not limited to):

University of Michigan: J.T. Todd, a freshman, reportedly was given large quantities of alcohol in a player's off-campus house in what had become an annual initiation ritual. He allegedly was stripped, shaved, covered with jam, eggs and cologne and left outside in near-freezing weather for 90 minutes. Four other players also were hazed.

Kent State University (Ohio): The hockey season was canceled after 12 players were charged with violating various hazing and drinking laws during an off-campus initiation party that resulted in the shaving of heads and bodies of the students involved. One rookie nearly died after veterans coerced him to chug liquor and beer through a bong device.

Any individual who feels he/she has been a victim of hazing or has witnessed a hazing incident should notify the SC Office immediately. If you don't feel comfortable speaking with Sport Club staff call a toll free report line 1-888-NOT-HAZE.

PLAYER SUSPENSION

Sport Club members are expected to adhere to a high standard of conduct which reflects a positive image of their sport club, the SC Office, and Indiana State University. Any club member who fails to adhere to the policies as stated by the student code (i.e. hazing), *Participant Waiver Form*, or whose behavior damages the sport club (stealing money or equipment from club, physical abuse, violation of policies at other schools, etc.) will be suspended from further participation for a period of time as deemed appropriate by the Director of Sport Clubs, the Sport Clubs Graduate Assistant, and/or Office of Student Conduct and Integrity.

SUPPORT SERVICES PROVIDED FOR SPORT CLUBS

A. OFFICE RESOURCES

Sport Clubs Mailings: If a club is sent something through the mail at the SRC the club officer will be contacted to pick up the item during SRC business hours at the membership services counter. SRC mailing address: Attn: "Club Name", ISU Student Rec Center, 601 N. 6th Street, Terre Haute, IN 47809

Sport Club Forms: All required sport clubs paperwork and appropriate numbers of copies will be supplied to each club by the Sport Clubs Office. At least 24 hours before they are needed, a club officer should request the number of copies of each required form needed from the office (requests made on Fridays might not be filled until Monday). All SC forms can also be accessed from the SC web site (some can be completed online). All other printing and copying needs and costs must be handled by each club.

Assistance in Scheduling Facilities: Facility scheduling assistance may be sought from the Director of Sport Clubs or designee. All clubs are encouraged to discuss upcoming facility/outdoor space availability with the Director prior to scheduling home matches. Do not assume that space available for your club in the past will automatically be available again.

Providing Practice Schedules: Practice schedules for each club will be posted at the beginning of each semester based on a request form that is filled before the start of the semester. Other factors that will be taken into considerations are clubs that are up to date with all materials and clubs that are "in-season" or "out-of-season." The club sport office will do their best to accommodate each clubs requests, however, there are limited facilities on campus and clubs cannot expect to receive their top choices.

Storage: limited space will be available for some clubs in the Sport Clubs section (SRC outdoor rec storage room) Especially during inactive periods (summer, breaks, etc.) clubs are encouraged to keep their equipment in our storage area.

Home Page: A web page has been established for Sport Clubs off the main Rec Sports page, with contact information for each club. Each club is responsible for checking information on the web page and notifying the club sport graduate assistant of any changes or corrections.

Alumni Lists: For clubs wanting to track down previous members, or start mailing lists for fundraising reasons, the SC Office keeps previous team rosters on file. Clubs can use the Alumni Office to then find current information on the individuals listed.

Competition Assistance: The Rec Sports Office has a NIRSA reference book listing names, addresses, and phone numbers for sport club contacts at most schools across the country. *Web sites for many campus Recreation Departments across the country can also be found by visiting www.nirsa.org/networking/websites.htm.* Clubs can reduce costs by locating and using e-mail addresses when trying to schedule games with other schools.

Letters of Absence: When requested, the SC Office will prepare a letter for clubs needing to miss class for major competitions. This letter can be presented to faculty, explaining that students are participating in a club-sponsored activity, representing ISU. There is no guarantee that professors will excuse student absences, but this letter should help. Requests for letters should be made in email a minimum of 1 week prior to the absence.

A Concerned Ear: For any individuals who feel a club or individual is operating in an unsafe or reckless manner, we would like to hear about it. If the issue cannot be resolved within the club, and speaking personally with our staff is not a preferred option, we encourage anonymous calls to a private phone line, 237-4054. All tips deemed credible will be pursued.

ADVERTISING AND PROMOTION (taken from the SAO “Event Planning Guide”)

If you would like your event to be a campus-wide success, you must have great advertisement and promotion. In order for students to attend your event, you need to let them know that the event is going on, students are busy so the promotion and advertisement is key to a well-attended event.

UNIVERSITY OPTIONS

STATESMAN

The campus newspaper, the Statesman, offers the opportunity for news stories and advertisements (at a cost) about your event. Advertisements should be ordered at least two days before you would like them to appear in the paper by submitting your request at the Statesman Office, located in HMSU room 143, 237-3025. If you believe your event may be “newsworthy” contact that campus editor of the newspaper.

TABLE ADVERTISING

Reserve a table somewhere in the union, residence halls, classroom buildings, outside, etc. where you can hand out promotional material about your group or event.

TABLE TENTS

These may be placed for two consecutive days on tables in the Residence Hall Dining Rooms and/or in the Commons. For permission and approval of content and construction of your table tents, see ISU Dining Services, HMSU 207, 237-7614.

DISPLAY CASES

The Dede II ramp display case is available to reserve up to 14 days at a time. The Display Case Reservation form can be found at <http://www.indstate.edu/sao/a-z.htm#R> (under “D” for Display case).

POSTERS

All posting of posters in any building on campus (academic, residence hall, union, etc.) and any outdoors campus area should follow the Posting Policy below. When posting in the Residence Halls you must take all posters/flyers to the Office of Residential Life to be put up by staff. The University may remove and discard any outdated notice, or any notice posted in violation of the criteria outlined above.

WHAT THE POSTING POLICY STATES:

The University provides facilities for the posting of University related and private notices under the following criteria:

1. Notices must have the name, address, and telephone number of an authorized organization representative (or individual if not affiliated with an organization) clearly printed on the back of the notice.
2. The notice cannot promote any activity in violation of University regulation or policy, or federal, state, or local law or statute.

3. Hulman Memorial Student Union and Residential Life have limitations on the size of notices. Users should contact the directors of those facilities concerning these limitations. In all other areas, posted notices may be no larger than 18 inches by 24 inches.
4. Outdoor displays cannot be nailed to trees or other structures or objects. The use of string, tape, or wire is suggested. No stakes or postholes may be used without the written permission of Facilities Management.
5. Chalking with water soluble chalk is restricted to flat, horizontal walkways in open areas that will allow rain to eventually wash the chalk away. Chalking is prohibited on benches, walls, or other vertical surfaces. Chalking is not allowed on the brick paver walkways.
6. Posters may not be attached to the sides of buildings. Banners may be hung from buildings if approved by the building supervisor and Facilities Management. Posters and notices may not be placed on glass (entry) doors or windows.
7. Private parties may post notice of meetings and services as long as the above criteria are followed. Posters are removed after two weeks or at the end of the effective date of the posted message, whichever comes first.
8. Priority is given to those notices posted by University departments and by registered/recognized student organizations.
9. Table Tents: may be placed for two consecutive days on tables in the Residence Hall Dining Rooms and/or in the Commons. For permission and approval of content and construction of your table tents, see ISU Dining Services, HMSU 207, 237-7614.

OFF-CAMPUS OPTIONS

PLACEMATS OR NAPKINS

Have your publicity printed on paper food tray mats or napkins and ask Terre Haute Restaurants to use them for a week.

PIZZA BOX FLYERS

Putting publicity in the form of flyers on the top of pizza boxes delivered to students. Print a flyer about your event and ask pizza delivery stores to place one in each pizza they deliver for a week.

NEWS MEDIA

Access to the Local Media, including three television stations and a large local newspaper, may be gained through the University's Office of Public Affairs. This office, located in Gillum Hall room 104, 237-3773, acts as the official news bureau for the University and can help you determine the "news worthiness" of your event, as well as present it to the local media.

SUGGESTIONS FOR PUBLICITY PLANS

SMALL EVENT: Should involve enough publicity to catch the maximum number of participants. Posters, portal announcement, personal invitations, etc.

MEDIUM EVENT: Attracting other populations will help increase the attendance numbers. Post posters around campus (Commons, Academic Buildings, Residence Halls, etc.), Portal Announcement, Personal Invitations, hand bills, etc.

LARGER EVENT: Should publicize in at least 8 different ways: posters (inside and outside), portal announcement, global email, personal invitations, hand bills, sidewalk chalking, community publicity, etc.

MAJOR EVENT: Should contain the most publicity of any other event. Make sure to publicize in at least 8 different ways. Depending on whether it is on-campus only or open to public. Posters (Academic buildings, Residence Halls, Commons, outside), chalking, Table reservation in Commons or at Fountain, hand bills, personal invitations, Statesman Advertisement, Radio Advertisement, global email, portal announcement, Community Radio, Community TV, Community posters, etc.

UNIFORMS/APPAREL/PURCHASING

Any items that are created with a logo (ISU, Sycamore, Indiana State, etc) need to be approved prior to ordering items.

Any design/print created must include the word "club" example: ISU Rugby Club, ISU Club Volleyball, etc.

All logos/designs must be submitted to the club sport office so final approval can be given. **NO ORDERS SHOULD BE MADE WITHOUT FINAL UNIVERSITY APPROVAL OF LOGO OR DESIGNS.**

Currently, ISU has "local" licensed vendors: Swags Silk Screening, Graphic FX, Tabco, Logo Connxtion, and Fast Track Apparel. If these companies are used for orders \$500.00 or less – Purchasing will not need to bid the orders out, but a requisition still needs to be done and a purchase order should still be obtained before placing an order. Procurement cards(Hollie's university credit card) cannot be used on promotional logo-ed items. If you would like other approved companies to be considered, purchasing will need to send a bid out to the requested company along with bids to the licensed vendors as well. **Purchasing requires that every design/logo order over \$500 be bid out.**

Bidding Process

Any design/logo being used by a club sport must be approved by the University and a purchase order will be used. If the order exceeds \$500, the order must be bid out by three companies and the company with the lowest bid must be used. This process requires that 3 separate companies are given an opportunity to bid the purchase and the University mandates that the cheapest bid must be taken. For example, uniform purchases of over \$500 can be bid out to Swags, Graphic FX, and Tabco. The company with the lowest bid must be used. **Clubs should allow for one month for entire process to be completed.**

Purchasing Protocol

For purchases UNDER \$1000 with no logo/design

Any equipment/non logo item purchases that are under \$1,000 can be purchased using the club sport director procurement card(university credit card). This does not include clothing where designs are being used. Any clothing with designs must be approved by the University and placed on a purchase order.

FINANCIAL AFFAIRS

A. FUNDING CRITERIA

1. Registration as a University student organization or activity is a necessary condition for requesting funds from the Sport Clubs Office. Registration does not guarantee that a student organization or activity will receive funds.
2. All groups registered with the Sport Clubs Office, and the Office of SAO on OrgSync, as student organizations in good standing for a minimum of two consecutive semesters are eligible to request funding from the Rec Sports/SC Office. All clubs in good standing can also request SGA Grant funding!
3. The amount of SC/Rec Sports support a club receives is based on the length of time a group has been in existence, the record of achievement of the group and the availability of the programs or services of a requesting group to a significant segment of the student body. Funding for sport clubs is also based on stated goals and purposes, fund-raising initiative, individual dues, and contribution to the university community.
4. Sport clubs can receive funding through a variety of sources such as: a SGA Grant, Rec Sports funding, dues, fundraising, etc.

2011-12 Allocation System

Organizations will be allocated money at the beginning of the school year. Money will not be transferred into their club account until all requirements set by the recreational department have been met(orgsync registration complete, RS forms complete/cpr & 1st aid/attended workshop on Aug 22or 23, etc).

Allocations are based on the club's previous school year's activity. Allocations are set on a tier system that grants club money based on what tier or category they fall into. The breakdown for the 2011-2012 school year is as follows:

Level 1- \$0 - \$500 Instructional clubs, did not compete or travel. (New clubs will fall into this level)

Level 2- \$500 - \$1000 Clubs that traveled 1-4 times for competitions

Level 3- \$1000 - \$1500 Club that traveled 4-7 times for competitions

Level 4- \$1500 - \$2000 Clubs that traveled more than 7 times for competitions

* The end of the year report for the previous school year will also be used in determining how much each club will be awarded at the start of each school year. The more active a club is and how well they communicated with the club sports office will also play a factor in their allocations. Other factors that will determine allocations for clubs are: club's ability to meet the policies and procedures set by the university and rec sports, roster size, total number of games, conference/league dues, fundraising, and player dues.

*Note: the above funding levels are based on the budget allowance for the general club sports account and our cost of insurance for clubs. Funding amounts may be increased or decreased depending on insurance cost and budget allocations for the club sports program.

B. FUNDING REQUEST PROCEDURE

There will also be the opportunity to request additional funds to help with capital expenses (uniforms, equipment/supplies). Once budgets have been determined we will email Club Reps and give a deadline for additional funding requests to be used to purchase uniforms/equipment. Remember we/Club sports are covering the cost of your club's insurance which ranges from \$1,000 to \$3,000 per club so we have less money available to hand out. Last year we spent over \$20,000 in insurance cost alone.

STUDENT GOVERNMENT ASSOCIATION (SGA) FUNDING (taken from the SAO "Event Planning guide") SGA has set aside a portion of their budget to help Registered Student Organizations with funding needs. The guidelines are listed in this book under funding policies. By completing the Grant Application, a student organization can receive funds for any event on campus as long as it falls within the stated guidelines of SGA. You can pick up a funding request form for your organization in the SGA office, HMSU Ste. 621 or you can download one at <http://www.indstate.edu/sga/orgs.htm>. An event funding request is money available to organizations who would like Student Government Association to co-sponsor/fund eligible events. The Organizational Funding Committee will evaluate this request.

Who is eligible and what is the purpose of SGA funding?

- Purpose – It is SGA's mission to enrich an Indiana State University student's education outside of the classroom through the encouragement of social, cultural, recreational, and professional development opportunities for the student body. SGA recognizes the vital role organization play in the carryout of this mission and allocates funding for student organizations to assist in implementation.
- Maximum Award – No organization can receive more than \$800.00 per year in total awards. This maximum may be lifted in certain circumstances.
- Eligibility - All funding requests are subject to approval by SGA
 - Only organizations who have been officially registered in the office of Student Activities and Organizations (SAO), Fraternities, Sororities, and Residential Hall Councils may receive funding from the Student Government Association.
 - Please note, that in order to receive money from SGA, all organizations must have an account from the Controller's Office.

Internal operational expenses are eligible for funding.

- Internal operational expenses are: advertisement, supplies to carry out the mission statement and/or purpose, benefits that extend to members of the organization only.

How Do You Apply?

- Fill out the application and deliver it to HMSU Rm. 621, Ext. 3842.
- Attach a detailed budget that focuses on how your organization will be using the funds granted.
- Attach a current balance of the organization's agency account and bank account.
- Event Funding Requests must be turned in three weeks before the planned activity. Please note that Organizational Funding Committee meets every other Wednesday. Please take this into consideration when planning.
- If approved, you organization will be required to fill out a program evaluation form and turn in all copy receipts pertaining to the event within ten academic days after the event. Furthermore, all funded events must demonstrate SGA sponsorship during the event. Please read attached contract for further details. All funds will be transferred directly to the organization's agency account.

You must be able to answer the following questions on the SGA Funding Request Form:

1. What is the name and purpose of your activity?
2. What are the planned times, dates, and location(s) of your activity?
3. Are all ISU students invited to your activity? If not, why?
4. Will there be a fee to participate in your activity? If so, how much per student? Approximately how many students do you expect to attend?
5. Do you have any additional information to tell us?
6. How do you plan to recognize SGA for its contribution?

C. INCOME

All revenue generated through club functions must be deposited into the specific sport club designated departmental account. No individual may use the name of the sport club, name of Indiana State University, facilities or equipment for personal gain.

1. Dues: can be established by each club individually and are considered income. All dues must be documented and recorded by each club and deposited into the club's university agency account.
2. Fundraising: is encouraged within the guidelines for solicitation set down by the Office of SAO. A variety of fund-raising activities exist, but their success depends on the planning and organization of the fund-raiser, and subsequently the consistent dedication and effort of club members working together. Fund-raising suggestions are abundant: bake/candy sales, car wash, ...a-thons, raffles, t-shirt sales etc.

Regulations for fund-raisers held in licensed establishments that serve alcohol:

- a. No money may be generated by alcohol sales. Money may only be generated through "cover charges" at the door.
- b. All publicity must indicate that you must be 21 and over to consume alcohol.
- c. Drink specials or any advertisement that could encourage irresponsible or binge drinking are not permitted.
- d. If approved, only the organization may advertise the event; the third-party vendor may not advertise or promote the event without the written approval of the Sport Clubs Office or SAO.
- e. In addition, sober monitors should be provided by the organization, while also providing some type of food.
- f. Non-alcoholic beverages must also be provided.
- g. No person should be admitted to the event if they are clearly intoxicated.

Contact the Office of SAO for specific fundraising guidelines, strategies, or clarifications.

FUNDRAISING (taken from the SAO "Event Planning Guide")

If you would like to do some fundraising for an event please remember to follow the 3 P's of Fundraising: Plan, Publicize & Placement. Plan: Make all plans as early as possible. Details to remember include: approval from the proper authorities, completing paperwork, getting committees formed, and getting volunteers

Publicize: Use signs, posters, buttons, word-of-mouth, facebook, and ads in the Statesman to get the word out. Placement: Make sure you choose the time and location of your fundraiser to reach the most people.

SALES AND SOLICITATION

The one thing that you should remember when looking at sales and solicitation for fundraising purposes is to follow all guidelines and policies in order to keep from being shut down from Public Safety or facing difficulties with your organizations' registration status. If all policies are followed, the organization can raise money from a variety of different methods. The sky is the limit in this case: bake sales, canning, product sales, etc.

WHAT THE POLICY SAYS ABOUT SALES AND SOLICITATION:

Sales and solicitations may be conducted on campus by an officially registered or recognized student organization. Off-campus charitable, not-for-profit, and commercial enterprises offer programming opportunities that often include sales. Such programs may be brought onto campus under the sponsorship of a registered or recognized student organization. All sales and solicitations must comply with University regulations and policies, as well as local, state, and federal laws and ordinances.

1. Sales or solicitations in residence halls must be approved by the Office of Residential Life in the basement of Rhodes/Mills Halls.
2. Sales or solicitations conducted anywhere on campus except in the residence halls must be approved by Student Activities and Organizations. In addition, use of a facility for the purpose of sales or solicitations must be approved by the person charged with primary responsibility for use of that facility. (Names of such persons are available in Student Activities and Organizations.)
3. Individual students who wish to sell or solicit on campus may do so by renting space in the Hulman Memorial Student Union or by conducting the sale in the privacy of their own residence hall rooms or University Apartments residence, provided such sales have been specifically approved in accordance with the Residential Life guidelines.

LOTTERIES/RAFFLES

State Law prohibits this type of fundraising on the ISU campus. The official statement on lotteries is as follows: "All raffles, lotteries, or distribution by lots of chance have been ruled illegal in the opinion of the University Attorney. Therefore, no types of permission shall be granted to any campus or student organization for the above name purposes."

THINGS TO AVOID WHEN FUNDRAISING

There are several things you should keep in mind when planning a fundraising event, especially things to avoid. Some include the following:

- Avoid anything that endangers participants
- Avoid anything that's been done excessively
- Avoid poorly organized events
- Avoid trying to raise money when it is not needed
- Avoid trying to force an idea upon others
- Avoid trying to raise money for a non-perceived need
- Avoid events associated with previous bad history
- Avoid events based on misinformation, conning, or guilt
- Avoid events which invade the privacy or dignity of anyone

3. Sponsors: Must be University-approved sources (no drug or alcohol references are allowed).

a. Approval is required from the Sport Clubs Office for any sponsorship associated with printed uniforms, banners, or equipment; commercial endorsements via radio, television, or print media; or the provision of other goods or services to any club. Questionable cases will be referred the Office of Campus Involvement.

4. Admission Fees: for contests and exhibitions as a source of income must have prior written approval by the Director of Sport Clubs. Fees must be documented and recorded by each club.

5. Yearly Accounting: must be signed by the Club President *or Treasurer* and filed with the Director of Sport Clubs. A club's financial records may also be audited at any time. Failure to maintain up to date financial records may lead to disciplinary action, loss of facilities, and/or loss of financial assistance.

D. EXPENSES/ACCOUNTS

Each club sport has their designated departmental account under recreational sports.

To Deposit money: Deposit can be either check or cash. Deposit will be taken to controller's office and the organization must have their departmental code available so deposit can be made.

Spending money: Three ways purchases can be made:

1. Logo items = purchase order *If over \$1,000, the University will bid it to three vendors
2. Item with no logo under \$1,000 = Club sport director procurement card
3. Item with no logo over \$1,000 = Check request

FACILITY RESERVATION AND USAGE

Failure to observe the following rules and regulations will likely result in financial penalties and/or forfeiture of the right to use recreation facilities. Organizations that use the facilities must assume responsibility for enforcing these regulations among members and guests of their organization.

FACILITY SCHEDULING

Clubs may reserve appropriate indoor or outdoor (including meeting rooms) sports facilities for their meetings, practice sessions and scheduled contests. Such scheduling is usually done outside of scheduled Intercollegiate, HHS, or Intramural hours. Requests for standing reservations must be coordinated between the Director of Sport Clubs/Graduate Assistant and/or the appropriate facility director by established deadlines in order to accommodate all club requests. When required, a building supervisor must be present in each facility during Sport Clubs usage. Each club must pay for the cost of the supervisor if one is not on duty for regular recreation hours. No club practice or game schedule is official until it has been approved by the Director of Sport Clubs/Graduate Assistant. Club players and opponents must park legally for practice and games. Failure to do so may result in penalties.

All space managed by Rec Sports will be coordinated using our EMS Software system. These facilities will include the Intramural fields (Rec East), Kennedy Field(Rec North), Student Rec Center, HHS Building (North/South Gyms, Dance Rooms, Classrooms), Varsity Soccer Practice Field, and Rec West

To be eligible for facility reservations your club must have completed all of the requirements asked for by the graduate assistant and assistant director. This includes items such as; First Aid/CPR certifications and an up to

date roster. All reservation requests should be emailed to ISU-intsports@mail.indstate.edu and the SC Office staff will create a schedule and confirm times/days with each club.

Facility Cancellations

In the event of a change of schedule or failure to play, sport clubs must give advance notice of any facility cancellations to the respective facility coordinator. For indoor cancellations contact the building supervisor on-duty to let him/her know you will not need the reserved space. SRC Welcome Desk 237-4358, HHS Equipment Counter 237-4633

OUTDOOR FACILITIES

The primary function of the outdoor facilities is to serve the needs of students. In the interest of maintaining fields and outdoor facilities in proper and safe condition, the following guidelines are to be followed by those using the fields.

1. All persons and organizations using University facilities are expected to leave the facilities in the same or better condition than they found them. This includes responsibility for returning equipment to its proper place and removal of all debris, etc. Inform SC Office staff of full trash cans. Failure to leave premise in proper order will likely result in a financial penalty and/or loss of facility privileges.
2. Visiting teams or competitors may be permitted showering and dressing privileges with use of lockers and showers. Locks and towels will not be provided. These privileges must be requested and approved by the Director of Sport Clubs and/or proper facility director. If the use of a facility is approved and assigned, only the specific facility designated by the facility director may be used. Don't promise facility use to a visiting team unless it has been approved in advance for each game.
3. No holes, ditches, or pits may be dug for any purpose. No tents or other structures may be erected without the facility director's permission. The field is to be used **AS IS** unless prior authorization is given by the facility director. Clubs are responsible for painting their own field lines.
4. Individuals and groups may not sell or provide food or drinks at any of the outdoor fields or facilities without prior authorization from the Sport Clubs Office or authorized facility manager.
5. No transportation equipment of any kind is permitted on the fields without prior authorization. This includes cars, trucks, vending stands, and motorcycles. Any damage incurred will be paid for in full by the person or organization responsible for the activity.
6. Due to the expense, the time necessary to grow grass, and the "shared" use of most University field areas, **WEATHER and turf conditions** become reasons for postponing or canceling scheduled activities. If playing on the grass might cause long-term (weeks/months) damage to the field, don't risk it just for the sake of getting one event played in the short-term. Sport Clubs are expected to use their best judgment when faced with hazardous or inclement weather. Suggested weather guidelines can be found under "Health and Safety".
7. Possession and/or consumption of alcoholic beverages is prohibited at all outdoor facilities and fields.
8. All pets should be controlled and cleaned up after.
9. As per ISU regulations, no bikes, skateboards, in-line skates, or other modes of "wheeled" transportation are permitted on any outdoor tennis courts. Only the game of tennis is permitted to be played on all outdoor tennis courts.
10. Willful destruction or abuse of University property will result in forfeiture of the outdoor facility and field use privileges and/or other University disciplinary action will be taken.

INDOOR FACILITIES

1. All persons and organizations using University facilities are expected to leave the facility in the same or in better condition than that in which they found it. This includes responsibility for returning equipment to its proper place, removal of all debris, etc. If excessive maintenance services are required or if any damages occur, the organization or individual who was responsible for the activity will be billed.
2. In addition to the following rules, all specific facility rules must be followed as well.
3. Smoking is prohibited in all areas including classrooms, swimming pools, gymnasiums, and all other activity areas.
4. Possession or consumption of alcoholic beverages is prohibited in all University indoor sports facilities.
5. Food and soft drinks are not permitted in Rec Sports facility classrooms, swimming pools, gymnasiums, or other activity areas without prior authorization from the respective facility director.
6. Individuals and groups may not sell or provide food or drinks at any of the facilities without prior authorization from the Sport Clubs Office or authorized facility manager.

7. Any footwear that marks or scuffs is prohibited in all activity areas, unless otherwise posted in writing. Some activity areas require special footwear that must be worn. Additional equipment regulations may exist in each facility.
8. Spectators are permitted only in designated seating areas, and have no usage privileges.
9. Dogs and other animals are not permitted in any indoor recreation or sport facility unless their services are medically required and certified.
10. Willful destruction or abuse of University property will result in the forfeiture of the facility use privileges and/or other University disciplinary action, if appropriate.

TRAVEL REGULATIONS AND GUIDELINES

TRAVEL RELEASE STATEMENT

I understand that as a member of the Club Sports Program, I understand that if I choose to be a driver, I must be 18 years of age, must have a valid, proper, and approved driver's license by a U.S. state or Canadian province. As the driver, I agree to abide by and enforce such rules, as well as all applicable laws and University policies. I further understand that all passengers are required to wear seatbelts at all times while traveling in personal vehicles.

Furthermore, as the driver, I recognize that I am responsible for any damage that may occur. I understand that I will be responsible for the payment of any insurance deductible for any damage to the vehicle and any other fines, late fees, penalties or payments assessed legal entity.

Understanding and accepting the aforementioned information, I on behalf of myself, my agents heirs and next of kin, hereby agree to release and hold harmless the University (as defined above) from any responsibility or liability for personal injury including death, and damage to or loss of property, that I may incur due to the negligence of the University or my own negligence or due to accidental occurrences while I am traveling to or from my destination.

SPORT CLUB TEAM TRAVEL

30 days prior to any club travel off-campus a "Travel Authorization" form must be completed as a "field trip" even if the club is not getting reimbursed for the trip. Clubs can complete ONE "TA" form for a traveling officer (President/VP/etc) for the semester. 48 hours prior to the trip the club must email the team roster of who is going on the trip (need full name and 991# on traveling roster).

The "TA" form for the officer going will need to be turned in a minimum of 30 days prior to the FIRST trip of the semester. We encourage each organization to fill out their "TA" form at the beginning of the semester to assure the form is filled out correctly before the team travels. Attached to the handbook is a copy of a "TA" form that has been filled out correctly.

48 hours prior to leaving for the trip email ISU-intsports@mail.indstate.edu the traveling roster of players so that it can be forwarded to the Travel Department for their records. Also need to provide a copy of driver's license/insurance card of any drivers 48 hours prior to each trip. We will need a copy of drivers licenses and proof of car insurance before any trips. Make sure to keep any gas receipts/receipts for paying officials/etc.

Link to the "TA" Form: http://www.indstate.edu/controller/finance/trav-bud/travel_authorization_form.htm

TA forms can be filled out in 1 of 3 ways. Form A (pg 22)shows an organization that put the estimated amount of the trip on the TA form. When done this way, the estimated amount of the trip is put on a freeze in the controller's office and that money will not be available to the organization. Form B (pg 23) shows an organization that put "zero" in the estimated amount of the trip. In this case, a travel reimbursement form will be filled out that breaks down the expenses throughout the trip. The reimbursement form will then be turned in along with receipts so the organization can be reimbursed for the trip. A travel addendum is used to add or subtract money from a TA form with a dollar amount, such as Form A. The third way is to set an estimated amount for the entire semester. This money will be placed on freeze by the University.

Reimbursement Form(s) /receipts must be submitted to Rec Sports within 7 days following a trip. Form C (pg 24) is an example of the proper way to fill out a Travel Reimbursement Form.

All receipts must be kept throughout trip and attached to Travel Reimbursement form in order to be reimbursed for trip. Copies of receipts will not be accepted.

A Travel Addendum Form is used to increase or add an expenditure to the original Travel Authorization Form. This will be used if a club filled out a TA form with a specific amount requested on the form and then decided they will need more money than requested or an uncalculated expense was added to the TA form. An example of a Travel Addendum can be seen on page 25 , Form D.

CHECK REQUEST

Check Requests are used to issue checks for direct payment to a person or vendor when purchase orders have not been processed. Check Requests should be used for the following:

- Memberships
- Pre-paid Registration Fees
- Pre-paid Travel
- Reimbursements to individuals

Check requests must be typed out and the description of the request must be as detailed as possible. Club members will fill out check requests for purchases, reimbursements, and equipment orders. Typically it takes the University 2 weeks to process the request and disperse the check to the club. Form E (pg 26) is an example of the proper way to fill out a check request.

VEHICLES:

The university has contracted with Summit America for club sports insurance coverage. The following policies are required by Indiana State University and Summit America in order to travel for club competitions and required meetings.

Clubs may either RENT or use PERSONAL vehicles under the following regulations.

Rentals: (Enterprise)

1. Drivers must be 25 years of age.
2. Drivers must file a copy of their driver's license and insurance card with the Office of Recreational Sports 48 hours prior to the trip.
3. Drivers must have attended a university sponsored defensive driving course. If you have individuals who wish to take it contact us and we can schedule a class for club sports individuals.
4. 7 passenger mini-vans are the largest capacity vehicles allowed. 12 passenger vans may NOT be rented.

Personal vehicles:

1. Drivers may be of any legal age.
2. Drivers must file a copy of their driver's license and insurance card with the Office of Recreational Sports 48 hours prior to the trip.
3. Drivers must request gas or mileage reimbursement with receipts to verify that he/she did driver his/her personal vehicle for the trip. This allows the Summit America to pick up where the individual's insurance coverage ends.

Any clubs that travel and do not follow the above policies and procedures will face immediate suspension of university recognition. This will result in loss of university facilities and financial support.

While we fully understand the harsh nature of these policies, the club sport office has no choice but to require that clubs follow university policy.

SCHEDULING CONSIDERATIONS

1. All travel must be carefully justified and should take into consideration whether the same competition or quality of program is available nearby.

2. Clubs should attempt to combine matches or programs in one geographical area into a single trip. (i.e. play Notre Dame and IU-south Bend on same weekend).
3. Confirming game details with opponents in the form of a written contract is recommended (see Paperwork Appendix). In addition, approximately one week before any home or away contest, contacting the opponent to verify game details is also recommended.
4. Where competition is on a dual basis, there should be approximately the same number of home events as away events.
5. Where competition is on a multiple team basis in a single location, the University should host its share of events.
6. **Any time a scheduled trip is canceled or rescheduled, the Sport Clubs Office should be notified by noon on the Monday after the scheduled event date. This is to ensure the club will not be charged for missing/late travel paperwork.**

HEALTH AND SAFETY

STATE AND LOCAL LAWS

All clubs are expected to abide by all Federal, State, and Local health and safety regulations and laws. In addition, clubs are expected to be familiar with regulations and laws which might be relevant to their sport and to conduct regular safety training for club members.

INSURANCE AND PHYSICAL EXAMS

Indiana State University and the Recreational Sports Office are not responsible for any injury or property loss incurred by a participant, instructor, volunteer, or coach in the sport clubs program. It is strongly recommended that all sport clubs members have an annual physical examination. In addition, each participant is strongly urged to carry personal health and accident insurance through the University, their parents, or their own plan. In particular, participants should make sure their policy covers them during sport club travel, practice, competition, or other club-related activity. Individual sport clubs may actually require medical insurance and/or annual physical exams as part of their criteria for membership. Other clubs may be required to provide insurance coverage on boats, planes, etc. All participants are required to sign a release before practicing or playing, that advises them of possible hazards involved with sport club participation.

PERSONNEL

Clubs are required to have at least 3 members/coaches certified in CPR/First Aid. Rec Sports/Chelsea Carlen will offer classes at a club sports rate of \$8/class check the recreational sport website for class dates/times. The class fee is to be paid by the individual taking the class OR it can be taken from club funds.

Clubs will need at least one individual on-site for all practices who is certified in CPR/First Aid. This includes activities on- and off-campus. Based on practice locations, some teams may have this criteria met by Rec Sports facility personnel already on duty (building supervisor/equipment check out person/etc).

Rec Sports First Aid Kits will be available for check out by club officers for the club's season. The kit should be at each practice/game. It is the responsibility of the club to track supplies and to come to the office to refill the kit. A first aid kit, copy of these emergency procedures, copies of everyone's Emergency Medical Information form, and the facility emergency action plan must be kept on-site at all practices and events.

WEATHER AND CANCELLATIONS

All cancellation decisions should be based on facility playing conditions, weather forecasts, the safety and comfort of players, spectators, and officials, and the preservation of facilities for future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

Tornado or Thunderstorm **"WATCH"** Play with caution, or postpone play

Tornado, Thunderstorm, Winter Storm Cancel or Postpone Play or Flood **"WARNING"** (move to safe area immediately)

Lightning detected near the playing area Cancel or Postpone Play (*wait at least 20 minutes after last visible lightning to resume play*)

Clubs should have access to radios, televisions, the internet, or other communication equipment or devices, in order to get updated weather information before and during all practices and contests. Refer to the maps of IL/IN counties to help track storms in the area.

EMERGENCY PROCEDURES

EMERGENCY TELEPHONE NUMBERS

Emergency: x911, use x5555 from on campus phone

Campus Police: 812-237-5555

Sport Clubs Office: 812-237-4095

Please keep in mind that all facilities utilized by sport clubs have a emergency action plan. Each club should meet with facility managers prior to beginning practice to obtain a written copy of the plan and discuss their respective responsibilities. When an emergency arises within one of these facilities, facility personnel should be contacted as quickly as possible to put the plan into action. In addition, a copy of this Sport Clubs Handbook should be on-site for all home and away practices and events.

The Student Recreation Center, and HHS/Arena all have qualified personnel to provide assistance in cases of emergency. If sport club activities are taking place at another on-campus facility (Rec East/Intramural fields, Old ISU Soccer Field, Rec North/Kennedy Field, Wolf Field) and an emergency situation arises, the emergency action plan for the specific facility should be followed. If no written plan is available, please notify the Sport Clubs Office. In those cases, follow the steps below.

THERE ARE THREE LEVELS OF RESPONDENTS NEEDED TO SMOOTHLY COMPLETE THE HANDLING OF A MEDICAL EMERGENCY:

1) THE PRIMARY RESPONDENT - The first person at the scene or the respondent with the highest qualifications.

PRIMARY RESPONDENT RESPONSIBILITIES

- ensure the safety of the environment for the victim and respondents
- administer appropriate care
- call for **HELP** verbally
- give necessary information to secondary respondent if present
- do not leave the victim's side unless necessary to go for help
- complete an Injury/Accident Report (regardless of team affiliation)

2) THE SECONDARY RESPONDENT - This person may be either the person who responded to the primary's call for **HELP** or another original respondent.

SECONDARY RESPONDENT RESPONSIBILITIES

- assist the primary respondent
- activate 911 direct line (ISU Parking Services maps highlight all emergency phones)

3) EMERGENCY MEDICAL SERVICES - Such personnel include ambulance attendants, paramedics, firefighters, and police.

EMS RESPONSIBILITIES

- take over responsibilities as per their qualifications/certifications
- collect relevant data
- if necessary, transport victim to hospital

The safety of everyone is of paramount importance. All sport club programs involve inherent risks, and must be properly monitored. Sport club participants should be aware that involvement is entirely voluntary and personal insurance is the responsibility of the individual. It is the responsibility of each club to minimize the risk of injury during all sport club activities.

Therefore, when an injury occurs, regardless of severity, during any club activity (practice or game) at home or away, an appropriate INJURY/ACCIDENT REPORT form must be fully completed and submitted to the Sport Clubs Office within 48 hours for weekday events, or by Monday morning for weekend events. When the event is hosted by a ISU club, a form should be completed for any person injured, not just ISU players.

• INJURY/ACCIDENT REPORT

Clubs are required to complete an accident/injury report for any individual that required medical assistance, the use of first aid supplies, or refuses medical assistance. Copies of the forms should be in the first aid kit.

To include:

- Full name, address, telephone number of injured
- Date, time, type and cause of injury, location where injury occurred
- First aid treatment given and by whom - signature
- Events leading up to occurrence of injury
- First aid treatment given and activation of EMS and by whom

End of Season Reports

At the end of each semester, each club must complete an “End of Season Report” that gives an overview of the season for each organization. Each club will need to submit an electronic copy to the intramural email as well as schedule a time to meet with graduate assistant to discuss the end of the year report, club status, season summary, budget, and upcoming season. Any club that fails to meet with the graduate assistant or turn in their end of the season report will be placed on probation or possibly dropped as a club sport the following semester. The report should include:

- Game Schedule home/away with results and which players participated
- Fall/Spring Budget (listing expenses(what you bought)/income-dues/fundraising)
- Fall Roster and Spring Roster (names/991s)
- Player’s dues you charged (fall/spring)
- Club’s officers and duties(name/email/phone)
- Inventory of club purchased equipment and uniforms (#s/brand/model/size/etc) and who has it, items can be stored in the rec center over the summer

Anticipated-

- Fall/Spring Budget (listing expenses/income)
—with university budget cuts and the addition of more clubs and insurance going up it is expected that club sports funding will be cut.

We will have budget allocation/request meetings the Mon/Tue in August prior to classes starting for each club to present their requests.

*Give us these anticipate budgets for next year

- Amount you plan to spend on equipment
- Amount you plan to spend on uniforms
- Amount you plan to spend on travel
- Amount you plan to spend on league/association fees
- Amount you plan to spend on tournament fees
- Amount you plan to spend on paying officials/umpires

- Planned fundraising events –anticipated income
- Player’s dues you plan to charge (fall/spring)
- Fall 2011 Club’s officers and duties(name/email)

FORM "A"

Form 10, University State Board of Accounts - Aug. 00

Form must be typed

INDIANA STATE UNIVERSITY
Travel Authorization (TA)

Date Submitted 10/27/2010

No. PTO 41585

Travel is reimbursed in accordance with ISU travel guidelines, submission of the Travel Reimbursement Request, and original receipts

Travel for: ISU Employee ISU Student Grad Student Candidate Honorary Consultant

Name of Traveler James Burton University I.D. 901571017

Department Rec Sports Prepared by James Burton Ext

Destination To (or Origin) from if traveling to ISU: Columbus, Ga

Dates of Travel: Departure Date: 11/5/10 Return Date: 11/7/10

Beginning Date of Official Univ Business: 11/5/10 Ending Date of Official Univ Business: 11/7/10

Dates of Personal Time Used

Purpose of University Travel (Must be abbreviated to 35 characters for data entry) Traveling in a Regional Flag Football Tournament

Operations or blanket Student Recruiting Professional Development Field Trip Misc Travel (e.g., team athletic recruitment, candidate, honorarium)

Expense Items

Activity code: 70630

Mark (X) all that will be claimed under ISU Travel Regulations and Procedures Manual.

TRANSPORTATION: Personal Car ISU Vehicle Car Rental (Note: insurance coverage is not a reimbursable expense) Airfare

ENTERPRISE FUEL CHARGES:

X LODGING: # of nights 10 @ \$65 per night

X REGISTRATION FEE

SUBSISTENCE (per diem): # of days 0 @ \$ 0 per day

MISCELLANEOUS: (Explain)

Activity code: (Office of Controller use only) Account Code	Estimated Cost: or Maximum Allowable
1)	\$
2)	\$
3)	\$
4)	\$
5) 70630	\$
6)	\$ 650.00
7)	\$ 225.00
8)	\$ 0.00
9)	\$
10)	\$

Estimated Total Cost of Trip or Maximum Allowable \$ 875.00

I certify that my travel is necessary and directly related to University business. I agree that if requesting reimbursement, I will (1) sign on-line reports or have completed a Travel Reimbursement Request Form, and (2) present lodging, transportation and all other original receipts which will be required within 30 days of my return.

Signature of traveler [Signature] Date 10-28-10

This amount will be frozen in your account!

Authorization: University Funds Requested Maximum of \$ No University Funds Requested

Dept Chair or Administrative Head [Signature] date 10/28/2010

V. Pres/President, date _____ Interscholar Travel, date _____

IV. I agree to reimburse the cost of trip if total \$200 or more; Office of the Controller, date _____

FORM "B"

Format approved by State Board of Accounts (5/9/03)

Form Must Be Typed

INDIANA STATE UNIVERSITY
Travel Authorization (TA)

Date Submitted: 11/16/2010 No. _____

Travel is reimbursed in accordance with ISU travel guidelines, submission of the Travel Reimbursement Request, and original receipts.

Travel for: ISU Employee ISU Student Grad Student Candidate Honorary Consultant

Name of Traveler: James Burton University I.D. 991562717
 Department: Rec Sports Prepared by: James Burton Fax: _____
 Destination To (or Origination From if traveling to ISU): Orlando, FL
 Dates of Travel: Departure Date: 11/12/2010 Return Date: 11/14/2010
 Beginning Date of Official Univ Business: 11/13/2010 Ending Date of Official Univ Business: 11/14/2010
 Dates of Personal Time Used: _____
 Purpose of University Travel (will be abbreviated to 35 characters for data entry): Regional Football Tournament

Operational or blanket Student Recruiting Professional Development Field Trip Miscellaneous (e.g., team, athletic recruitment candidate, honorarium)

Expense Items: _____

Remarks (M, X, H, G, H): _____

Activity code: _____

Mark (X) all that will be claimed under ISU Travel Regulations and Procedures Manual.

TRANSPORTATION: Personal Car ISU Vehicle Car Rental (Note: Insurance coverage is not a reimbursable expense) Airfare

ENTERPRISE FUEL CHARGES: _____

LODGING: # of nights 0 @ 0 per night

REGISTRATION FEE: _____

SUBSISTENCE (per diem): # of days 0 @ \$ 0 per day

MISCELLANEOUS: (Explain) _____

Office of Controller use only - ACCOUNT CODE	Estimated Cost or Maximum Allowable
1) _____	\$ _____
2) _____	\$ _____
3) _____	\$ _____
4) _____	\$ _____
5) <u>70530</u>	\$ _____
6) _____	\$ <u>0.00</u>
7) _____	\$ _____
8) _____	\$ <u>0.00</u>
9) _____	\$ _____
10) _____	\$ _____
Estimated Total Cost or Trip or Maximum Allowable	\$ <u>0.00</u>

Certification
 I certify that my travel is necessary and directly related to University business. I agree that if requesting reimbursement, I will (1) sign and complete or have completed a Travel Reimbursement Request form, and (2) present lodging, transportation and all other original receipts which will be required within 30 days of my return.

Signature of Traveler _____ Date _____

Authorization: University Funds Requested Maximum of \$ _____ (including registration fee) No University Funds Requested

Dept Chair or Administrative Head: _____ date 11/15/10 Dean: _____ date _____

V. Pres/President: _____ date _____ International Travel: _____ date _____

(V.P. signature required if total cost of trip equals \$2000 or more)

Office of the Controller: _____ date _____

FORM "D"

TRAVEL ADDENDUM

To be used to increase or add an expenditure to original Travel Authorization.
If less than \$100.00 e-mail separate request to Terese.Sale@missouri.edu

DATE: 1/9/2010
TO: Travel Account Specialist, Office of the Controller
FROM: T. Ortega ext 8096
TRAVELER James Burton
RE: TA# _____

REASON:

Expenses for hotel will be less than expected originally, but gas and food expenses will be incurred and were not shown originally.

Amount(s) you are wanting to add or increase to the TA

\$ _____	Personal Car
\$ _____	University Vehicle
\$ _____	Car Rental
\$ _____	Airfare
\$ _____	Enterprise Fuel Charges
\$ <u>370.00</u>	Lodging
\$ _____	Registration Fee
\$ _____	Subsistence
\$ _____	Parking/Fees/Taxis
\$ <u>507.00</u>	Other: <u>gas expense (200), food (307)</u>
\$ <u>137.00</u>	Total addition or increase amount

Authorization:

Dept Chair _____ Date _____

Dean _____ Date _____

Vice President _____ Date _____
or President

