

Club Sports Officer Handbook

2017-2018



Indiana State University

Campus Recreation Division of Student Affairs

Hollie Power

Associate Director of Competitive Sports & Operation
Hollie.Power@indstate.edu

Emily Walker

Graduate Assistant of Competitive Sports
ewalker9@sycamores.indstate.edu

INDIANA STATE UNIVERSITY

SPORT CLUB HANDBOOK 2017-2018

Welcome to the Club Sports program within the Department of Campus Recreation at Indiana State University. This handbook will serve as a guide of rules, procedures and resources for clubs to remain successful. The guidelines contained within this manual have been adopted to ensure the safety and interests of each participant. The enforcement of these policies and procedures are essential to ensure the safety of all participants as well as securing the support of the University. All club officers are expected to become familiar with this handbook and to follow the specific procedures and guidelines as they pertain to clubs affiliated with Campus Recreation.

A Sports Club is unique in that it is a registered student organization, which provides a program of instruction, recreation, or competition in a specific physical activity. Club members are responsible for the administration of their club activities. Part of the education students receive is the cooperation and collaboration that takes place to achieve a desired goal. Students learn they need assistance and member cooperation to be successful.

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.

Phone: 812-237-4095

Web Address: <http://www.indstate.edu/recsport/>

Email: ISU-intsports@mail.indstate.edu

Mailing address: ISU-Student Rec Center, 601 N. 6th Street, Terre Haute, IN 47809

Attn: Hollie Power/ "name of club"



www.indstate.edu/recsport

Isu-intsports@mail.indstate.edu

Table of Contents

<u>Introduction</u>	<u>Page</u>
• THE NATURE OF CLUB SPORTS	5
• INDIANA STATE CLUB SPORTS PHILOSOPHY	5
<u>Safety/Risk Management</u>	
• RELEASE AND ASSUMPTION OF RISK	5
• WHO MAY JOIN A CLUB	6
• HEALTH AND SAFETY	6-8
<u>Club Sports Overview</u>	
• ACTIVE CLUBS – COMPETITIVE & INSTRUCTIONAL	8-9
• HOW TO REGISTER A CLUB SPORT	10
• MONTHLY MEETINGS	11
• OFFICER TRAINING	11
• CONSTITUTION GUIDELINES	11
<u>Sport Club Rights and Expectations</u>	
• RESPONSIBILITIES OF OFFICERS	12
• COACHES/INSTRUCTOR EXPECTATIONS	13
• SPORT CLUB ADVISOR	14
• SPORT CLUB CODE OF CONDUCT	15
• INTRAMURAL SPORTS PARTICIPATION POLICY	16
<u>Eligibility and Conduct Information</u>	
• ELIGIBILITY AND ROSTERS	16
• CLUB AND PLAYER SUSPENSION	16-17
<u>Support Services Provided for Sport Clubs</u>	
• OFFICE RESOURCES	17-18
○ MAIL, FORMS, PRACTICE SCHEDULES, STORAGE, REC HOMEPAGE, ABSENTEE LETTERS	
<u>Advertising</u>	
• UNIVERSITY OPTIONS	18-19
○ NEWSPAPER, TABLES, DISPLAY CASES, POSTERS, TABLE TENTS	
• OFF-CAMPUS OPTIONS	19
○ RESTAURANT FUNDRAISERS, NEWS, NEWSPAPER, SOCIAL MEDIA	
• PUBLICITY PLANS FOR ALL EVENTS	19
<u>Apparel Purchasing</u>	
• UNIFORM, LOGO, AND APPAREL PURCHASING	19-20
<u>Financial Affairs – Funding, Income, and Expenses</u>	
• FUNDING CRITERIA AND ALLOCATION SYSTEM	20
• FUNDING PROCEDURES	21
• STUDENT GOVERNMENT ASSOCIATIONS/GRANTS (SGA)	21

- INCOME 21-22
 - FUNDRAISING, SALES, SOLICITATION, RAFFLES, SPONSORS, ADMISSION FEES
- EXPENSES 22
 - DEPOSITS
 - SPENDING MONEY

Facility Reservation and Usage

- FACILITY SCHEDULING 23-24
- OUTDOOR FACILITIES 23-24
- INDOOR FACILITIES 23-24
- SCHEDULING CONSIDERATIONS 23-24

Travel Regulations, Deadlines, and Guidelines

- RELEASE STATEMENT FOR TRAVEL 24
- CHECK REQUESTS FOR TOURNAMENTS 25
- TEAM TRAVEL/TRAVEL AUTHORIZATION FORM 25
- REIMBURSEMENT FORMS 25
- TRAVEL ADDENDUMS 25
- VEHICLE – PERSONAL VEHICLE & RENTALS 26

End of the Season/Year Reports

- END OF THE SEASON/YEARLY REPORTS 26-27
 - CLUB ROSTER, BUDGETS (ALL EXPENSES/INCOME), GAME SCHEDULES/RESULTS, GOALS FOR CLUB, WISH LIST, EQUIPMENT ISSUES

Travel Authorization Example 28

Travel Reimbursement Example 29

Travel Addendum Examples 30-31

Check Request Examples 32-33

INTRODUCTION

THE NATURE OF SPORT CLUBS

Sport clubs have been in existence since the early nineteenth century. ISU sport clubs continues 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 allow themselves an amateur coach, but that coach should limit his/her responsibilities to on field coaching and advisement.

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. Indiana State students shall be permitted to participate in Club Sport programs in accordance with the person's gender identity that is exclusively and consistently asserted at school. Participation in competitive Sport Club activities will be reviewed on a case by case basis based on the applicable National Governing Body/League/Association, etc. specific policies and procedures.

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.

SAFETY/RISK MANAGEMENT

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 club 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.

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 a minimum of 3 members certified in Red Cross CPR and First Aid (these are two separate classes). We highly suggest that your club has 5-6 members certified. Rec Sports/Chelsea Dolly will offer classes at a club sports discount rate per 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 with approval from club officers. *if an individual signs up for a class and is a no-show he/she must pay the difference of the regular rate to take a new class. To register for a class at the club discount rate email Chelsea.Dolly@indstate.edu (tell her which club you are a member of)

Clubs will need at least one individual on-site for all practices who is certified in Red Cross 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/club supervisor/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

On-Campus Emergency/Public Safety: 812-237-5555

Club Sports Office: 812-237-4095

Please keep in mind that all facilities utilized by sport clubs have an emergency action plan. Each club should meet with supervisor(s) prior to beginning practice to discuss their respective responsibilities for an emergency. 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 Club Sports 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, 1st Street Club Game Field, Rec West (next to ISU baseball), and Rec North/Kennedy Field) and an emergency situation arises, the emergency action plan for the specific facility should be followed.-

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 ISU Public Safety (on-campus) 812-237-5555, off-campus 911 (ISU Parking Services maps highlight all emergency phones) *Club Sports fields are considered on-campus/ISU Property

3) EMERGENCY MEDICAL SERVICES

Personnel include ambulance attendants, paramedics, firefighters, and police/public safety.

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 club sports programs involve inherent risks, and must be properly monitored. Club sports 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 club activities.

****email hollie.power@indstate.edu immediately to notify us of any injuries that require a trip to the ER/hospital etc. Email us the injured person's name/991/description of incident/what ER etc.***

INJURY/ACCIDENT REPORT INFORMATION:

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. **Forms must be 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 an ISU club, a form should be completed for any person injured, not just ISU players.** Copies of the forms should be in the first aid kit.

What to include:

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

CLUB SPORTS OVERVIEW

FALL 2017 CLUBS

Competitive Clubs – allows 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; and also compete in multiple games and tournaments with other universities.

Instructional/Recreational Clubs –enhance or teach the sporting activity/skills with no travel.

Competitive

Men's Rugby
Men's Soccer
Baseball*
Ultimate Frisbee
Women's Volleyball
Women's Soccer
Fishing – Sycamore Lip Rippers
Men's Basketball
Women's Basketball
Tennis*
Bowling
Golf *
Quidditch
Wrestling*
Women's Rugby

*Currently Inactive

Instructional

Martial Arts



@Sycamores_IMs



@SycamoreIMs

**QUESTIONS? E-MAIL US AT:
ISU-INTSPORTS@MAIL.INDSTATE.EDU**



“NEW CLUB SPORT”

Student leaders of proposed new clubs need to meet with the graduate assistant (Emily Walker)/club sports director (Hollie Power) to discuss requirements to become an active/recognized club sport. Email [ISU-intsports@mail.indstate.edu](mailto:intsports@mail.indstate.edu) to set up an appointment. (We are typically in the office Mon-Thurs 12:30-4:30pm by appointment)

**We will also have to verify with the campus risk management office that they approve the club. Clubs that are considered dangerous/high risk may not be approved.

*For martial arts related groups see below for specifics

All club sports are registered student organizations.

After meeting with the club sports office staff and once approval has been granted your club must now register with student activities and organizations using the web-based program Orgsync/ISU Treehouse.

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*

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 Orgsync questions or help registering as a student organization contact Assistant Director Monique Parks monique.parks@indstate.edu

Here are the Campus Recreation Requirements for your group to become a “club sport” student organization under the supervision of Rec Sports.

- Roster –ISU students, all club members must be listed with the club on ISU Treehouse/Orgsync-see info below on Orgsync (roster minimum = # required starters for the sport plus four (ex. soccer 11starters +4,

ex. volleyball 6 +4, etc.) (we require at least 10 active student members who practice and compete for the club if the sport calculation adds up to less than 10)

- Officers (name/duties/contact info email/phone)—must have at least three leaders/officers (Ex. President/VP/Treasurer etc.)
- Red Cross CPR and 1st Aid Certifications (all officers must be certified)—classes offered through rec sports at discounted rate, bring in cards to the office if you have current members already certified. Campus Recreation Class days/times/info are posted on the rec sports website. Sign up for Online CPR/First Aid Red Cross classes (for \$25) through www.redcross.org
- Anticipated budget for the club – (member dues/fundraising/travel expenses/equipment purchases/uniforms/league-tournament fees/etc.) New competitive clubs are eligible for a max of \$250-500 from rec sports (also depends on how much is available in our general club account after we pay insurance). SGA has had start up grants in the past, for equipment/uniform cost.
- anticipated schedule/events/trips for the year/semester
- In the fall/Spring before classes start we will have mandatory training meetings for officers (President/VP/Treasurer) Learn how to do travel forms/purchases/university policies/etc. We also may have mandatory meetings monthly or at the beginning or end of the semester.
- signed participant waivers for all roster members (we provide copies)

*Martial Arts-Based Student Organizations (instructional/non traveling)

Routing Process for Consideration of Martial Arts-Based Student Organizations

- Meeting with Campus Recreation/ Club Sports Office staff
- Meeting with Student Organization and Leadership Development (ellen.malito@indstate.edu)- if the group plans to continue the process and register as a student organization/all clubs are registered student organizations on Orgsync /ISU treehouse.

Expectations for Consideration of receiving and maintaining Registered Status as a Martial Arts Club:

- Certified/Credentialed Instructor (To be reviewed and confirmed by our martial arts consultant)
- Presence of confirmed/approved instructor at all organization sponsored activities
- University Faculty/Staff Advisor
- Use of University Facilities for all organization activities (reserved through Rec Sports/Club Sports Office)
- All members must be enrolled ISU students, and/or appointed ISU faculty/staff members (must have at least 6 active ISU students for instructional club, 10 active students for a traveling competitive club)
- Signed participant waivers for all roster members (we provide copies)
- Proof of personal insurance for each participant
- Red Cross First Aid/CPR requirement that at least two members/instructor of the club be Red Cross First Aid and CPR certified(if the club is going to travel and compete then they would be required to have 3 members/instructor certified)
- If a group wishes to move from instructional status to competitive/traveling status the club officers must make a request and meet with the club sports office 1 month in advance of competing.

MONTHLY CLUB/GA MEETINGS

Weekly Meeting- All “NEW” or clubs determined by the Office of Club Sports are required to sign-up for weekly meetings.

Budget meetings- Clubs are required to sign up for a budget meeting once a month. The sign-up will be located on the Graduate Assistants door on the first of each month and the meeting will be held during the third week of the month.

President Roundtable- This meeting will occur during the final week of each month. This is a time for the president to discuss current issues or trends. We will also be conducting workshops on but not limited to Leadership, Anti-hazing, Budget, Sponsorships, Fundraising & ETC.

OFFICER TRAINING

The Club Sports Office will hold an officers training workshop the week that classes start for the Fall/Spring semester. The purpose of this workshop 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 three officers present at the workshop. Failure to have three officers present will result in disciplinary action from the Club Sport Office. Club officers will be notified of dates and times in advance so they can plan to be on campus for the workshop. *We are also requiring that each club's President/VP and Treasurer schedule a one on one meeting with the Club GA prior to second week of the semester to explain and complete paperwork – (TA) Travel Authorization Form, Check Request Form, Reimbursements, Travel Addendums, Logo Expenses, etc...

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. You can also ask the Graduate Assistant on help writing/revising your club sport constitution.

SPORT CLUB RIGHTS AND EXPECTATIONS

THE STUDENT PARTICIPANT

Club Sports organizations 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 Club Sports 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/Vice President/Treasurer. (And posted on ISU Tree House/Orgsync)
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 Club Sports Office and Office of Student Activities and Organizations (SAO) *as required*.

6. Making sure club representatives/Officers attend 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 Club Sports Office and on ISU Tree House/Orgsync. 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 as a Registered Organization.

THE CLUB VICE PRESIDENT

It is the responsibility of each Club Vice 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 vice president as outlined in the club constitution, each sport club Vice President is responsible for the delegation (to other members) and completion of the following requirements:

1. Assisting with the president as the liaison between the Club and the Club Sports 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/Vice President/Treasurer. (And posted on ISU Tree House/Orgsync)
3. Assisting with the education of 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. Submit paperwork to the Club Sports Office and Office of Student Activities and Organizations (SAO) *as required*.
5. Checking/reading daily of the club email address or personal address listed for the club
6. Informing the next club vice 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.
7. Assist in the hosting of tryouts for the club
8. Assist President in scheduling tournaments and coordinating travel information

THE CLUB SECRETARY/TREASURER

It is the responsibility of each Club Secretary/Treasurer 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 vice president as outlined in the club constitution, each sport club Secretary/Treasurer is responsible for the delegation (to other members) and completion of the following requirements:

1. Assisting with the president as the liaison between the Club and the Club Sports 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/Vice President/Treasurer. (And posted on ISU Tree House/Orgsync)
3. Assisting with the education of 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. Submit paperwork to the Club Sports Office and Office of Student Activities and Organizations (SAO) *as required*.
5. Checking/reading daily of the club email address or personal address listed for the club

6. Informing the next Club Secretary/Treasurer 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.
7. Assist President in scheduling tournaments and coordinating travel information
8. Assist in the hosting of tryouts for the club
9. Manage club budget
 - a. Keep a detailed record of all club transactions
 - b. Budgets must be detailed and forecast for future income/expenses
10. Attend monthly budget audits
11. Collect club dues and apparel payments
12. Keep a detailed record of dues, check request, TA's, reimbursements, and other expense/income documents
13. Complete reimbursement forms before (if necessary) and after traveling
14. Assist in planning and organizing club fundraisers

HEALTH & SAFETY OFFICER

- 1) Manage CPR/First Aid Training
- 2) Manage First Aid Kit (Clubs should invest in a travel first aid kit)
- 3) Fill out Injury reports

TRIP ADVISOR OFFICER

1. Maintain/Monitor driver license & Insurance information that is on file
2. Coordinate drivers for trips
3. Insure travel requirements are turned in and approved by the office of Club Sports

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.

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

Prior to the approval of any coach, the coaching candidate along with two officers, must meet with the director of club sports and the club sports graduate assistant to discuss the expectations and requirements of being a "coach". Any "coaches" will NOT be allowed to attend club activities until this meeting has occurred and the coach has been approved by the Club Sports Staff.

ISU Club Sports 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 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/communication 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 club, and assumes control of club activities during those times relating to coaching decisions.
5. The coach should aim to develop and improve the skills of club members.
6. The coach should maintain a philosophy which promotes fair play and conduct both in and out of competition among all 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 Red Cross 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 club 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 make a note on the supervisor report that the specific individual is approved to "coach" for the scheduled practice. If the club has not gotten the coach approved he/she cannot enter the facility.*

It is the responsibility of each club to secure the services of a coach if so desired. All coaches must be approved by the Club Sports Office, 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 Club Sports Office along with a participation waiver.
- 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 may be 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/director 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 club sports organization 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 Club sports staff 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 CLUB SPORTS STAFF

The Club Sports Director 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 GRADUATE ASSISTANT(S) CLUB SPORTS

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 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 RED CROSS CPR/1st Aid classes for club 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 Campus recreation staff members and assist with departmental special events as needed, perform other duties as assigned.

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, Recreational Sports, 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/ball thrown).
- Failure to complete incident or accident report form.
- Failure to comply with requests from Recreational Sports 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 Recreational Sports 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 policies.

- 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 turn in proper license/identification and proof of valid insurance (car/boat)

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

CLUB SUSPENSION

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

- 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)
- Use of ineligible players (ex. non-ISU students)
- Unauthorized use of facilities
- 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

- Club Sports 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.

Intramural Sports Participation Policy

"Club Sport Players" club participants who have participated with a club within the same semester are allowed to participate in related intramural team sports. However, for a single team a maximum of **TWO** related club sport members may appear on the team's IMLeagues roster. Ex. (club baseball--softball) (club volleyball--volleyball) (club soccer--soccer) (club basketball--basketball). If an Intramural team would realize that they have too many club players on their roster the intramural team captain can contact the office and request one (or more) of the club players be removed. A player can only be taken off of an intramural team if he/she has NOT checked-in for any games for that team. Once you are checked-in on the team's game score sheet you are locked on that intramural team's roster and cannot be removed. If you have questions about a player's club status, please check with the Intramural/Club Sports office if you want to participate in Intramural Sports.

ELIGIBILITY

- ISU students must be enrolled as a student (grad or undergrad) for the current semester to be eligible to be a member of the sport club.
- Former varsity players are eligible for clubs, based entirely on club, league, and national association rules.
- 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

- All club rosters are to be up to date on ISU Tree House/Orgsync (Along with a signed participant waiver for each member on file in the office). Once a participant practices he/she has until the next practice to join the Orgsync roster- if he/she is not on Orgsync he/she cannot practice/compete for the club.
- Failure to update rosters with the office will result in disciplinary action.
- Minimum # of members on a roster = # of required starters for the specific 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)

SUPPORT SERVICES PROVIDED FOR SPORT CLUBS

OFFICE RESOURCES

- **Mail:** If a club is sent something through the mail to the SRC –an 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 CS forms can also be accessed from the CS web site (some can be completed online). All other printing and copying needs and costs must be handled by each club.
- **Scheduling Facilities:** All facility requests must go through the Club Sports Office by the posted deadline. Do not schedule games with opposing teams or advertise till you have a confirmed reservation.
- **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 clubs in the SRC rec storage room. Especially during inactive periods (summer, breaks, etc.) clubs are encouraged to keep their equipment in our storage area. Do not leave your equipment in the gym or at the field/press box etc without clearing it with the Office first.
- **Website:** A web page has been established for Club Sports 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. Forms and policies are also posted on the Club Sports website <http://www.indstate.edu/recsport/clubsports.htm>

- **Competition Assistance:** The Rec Sports Office has a NIRSA reference book listing names, addresses, and phone numbers for sport club office 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 (link requires log in)*
- **Letters of Absence:** When requested, the Club Sports 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, **812-237-4054**. All tips deemed credible will be pursued.

ADVERTISING AND PROMOTION

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 vital to a well-attended event.

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.

HMSU ADVERTISING (electronic display boards/TV)

- PDF flyers with 1” margins can be emailed to ISU-HMSU@mail.indstate.edu to be displayed in the commons on their TV display boards. *send your flyer as both portrait and landscape versions for orientation/some TV’s are vertical and some are horizontal. *suggest you send them 3 weeks in advance of when you want them posted and include in the email what date range you would like the flyer on the TVs.

POSTERS/FLYERS

- All posting of posters/flyers 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 hall 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:
 - 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.
 - The notice cannot promote any activity in violation of University regulation or policy, or federal, state, or local law or statute.
 - 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.
 - 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.
 - 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.
 - Posters/flyers 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/flyers and notices may not be placed on glass (entry) doors or windows. If you post a sign make sure you remove it!
 - 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.
 - Priority is given to those notices posted by University departments and by registered/recognized student organizations.

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.

APPAREL PURCHASING

UNIFORMS/APPAREL/PURCHASING

- Any items that are created with a logo (ISU, Sycamore, Indiana State, reference to club sports, etc.) MUST be approved by the club sports office 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 logoed 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 \$1000, 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 \$1000 can be bid out to Swags, Graphic FX, and your preferred vendor. 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 – INCOME, EXPENSES, OTHER FUNDING

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, charging member dues, fundraising, etc.

ALLOCATION SYSTEM

Clubs are required to submit a budget request form. "Active" clubs in good standing 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/Red Cross CPR & 1ST AID/attended workshop prior to start of semester, 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 2014-2015 school years was as follows:

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

Level 2- \$250 - \$1000 Clubs that traveled 1-4 times for competitions

Level 3- \$500 - \$1500 Club that traveled 4-7 times for competitions

Level 4- \$1000 - \$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, player dues, and smart use of funds/not "wasting funds".

*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.

ADDITIONAL FUNDING REQUEST PROCEDURE

There will also be the opportunity during the year 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 (typically in Jan./Feb.). 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 SGA has set aside a portion of their budget to help Registered Student Organizations with funding needs. 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>.

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. (this includes any prize money won from tournaments etc.)

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. Officers can turn in funds to the club sports office to be deposited.
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 fundraiser, 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, weekend tournament, 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 Club Sports Office.
- 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.

FUNDRAISING

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, twitter, 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.

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.
2. Sales or solicitations conducted anywhere on campus except in the residence halls must be approved by 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. (Ex. selling club t-shirts)

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."

SPONSORSHIPS

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

- a) Approval is required from the Club Sports Office for any sponsorship associated with printed uniforms/apparel, banners, or equipment; commercial endorsements via radio, television, or print media; or the provision of other goods or services to any club.

ADMISSION FEE

For contests and exhibitions as a source of income must have prior written approval by the Club Sports Director. Fees must be documented and recorded by each club.

YEARLY ACCOUNTING

Must be signed by the Club President *or Treasurer* and filed with the Director of Club Sports. A club's financial records will also be audited at the monthly budget meeting. Failure to maintain up to date financial records may lead to disciplinary action, loss of facilities, and/or loss of financial assistance. Clubs should keep a receipt book to document exchange of funds (i.e. dues/donations/etc.).

***Clubs must have \$200 in their club accounts at all time. If a club goes below this amount then the Club Sports Office will deny use of the remaining funds.**

THINGS TO AVOID WHEN FUNDRAISING

There are several things to keep in mind when planning a fundraising event, avoid the following such as:

- 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

EXPENSES/ACCOUNTS

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

- **To Deposit money:**
 - Deposit can be either check or cash. Officers can turn in funds to the club sports office to be deposited. The Club GA will take the deposit to controller's office and it should be reflected on your account within 3 business days.
- **To spend money:**
 - Three ways purchases can be made:
 1. Logo/design items = Purchase Order- Theresa will enter in the desired item information into the university's purchasing system (item/brand/model/size/color/logo). *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 (credit card)
 3. Item with no logo over \$1,000 = Check Request Form

FACILITY RESERVATION AND USAGE

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 Club Sports Director/Graduate Assistant by established deadlines in order to accommodate all club requests. When required, a building/club supervisor must be present in each facility during Club usage. **No club practice or game schedule is official until it has been approved/confirmed by the Club Sports Director/Graduate Assistant.** Club players and opponents must park legally for practice and games. Failure to do so may result in disciplinary actions for the club.

****NOTE**** to be eligible for facility reservations your club must have completed all of the requirements asked for by the graduate assistant and club sports director. This includes items such as; Red Cross First Aid/CPR certifications and an up to date roster on ISU Tree House. All reservation requests should be requested using the form on Orgsync if there is issues with orgsync please email it to ISU-intsports@mail.indstate.edu and the Office staff will create a schedule and confirm times/days with each club. **DO NOT CONTACT THE Campus Recreation RESERVATION PERSON OR ATHLETICS RESERVATION PERSON ON YOUR OWN! YOU MUST GO THROUGH THE CLUB SPORTS OFFICE!**

FACILITY CANCELLATIONS

In the event of a change of schedule or failure to play, Clubs must give advance notice of any facility cancellations to the club sports office. Email ISU-intsports@mail.indstate.edu by 3pm the day of practice if you plan to cancel so we can inform the staff that they do not have to work.

*Practices: if your club does not have 7 participants at your practice within the first 15 minutes we will cancel it. If we cancel your team more than twice due to lack of participants your club will be removed from the semester schedule completely and your time will be given to other clubs.

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/trash, etc. Inform Club 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 within the Student Rec Center if arrangements are made 48 hours in advance with the Club staff. Locks and towels will not be provided. These privileges must be requested and approved by the Club Sports Director/Graduate Assistant. 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 Club staff'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 Club Sports Office.
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. (Most of the fields have sprinklers and if they are crushed due to the weight of a car it will cause damage to the watering system.)
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. 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/illegal drugs/tobacco/E-cigarettes is prohibited at all facilities and fields.
8. Outdoors: All pets should be controlled via a leash and cleaned up after. Indoors: Dogs and other animals are not permitted in any indoor recreation or sport facility unless their services are medically required and certified.

9. Willful destruction or abuse of University property will result in forfeiture of the facility and field use privileges and/or other University disciplinary action will be taken.
10. Indoor: Spectators are permitted only in designated seating areas for competitions, and have no usage privileges.
11. Indoor: 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.

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. 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 Club Sports Office should be notified immediately via email. This is to ensure the club will not be disciplined for missing/late travel paperwork.

CLUB SOCIALS & TEAM GATHERINGS

Clubs are encouraged to host team social events or other social gatherings in order to build togetherness as a team outside that of their weekly practices. The following is characterized as “Social Event” but is also not limited to: team dinners, Cookouts, Movie Nights, Award Banquets, or any gathering that requires club members to attend outside the realm of practice. In order for a club to hold social events/gatherings it must be requested and approved by the Club Sports Director/Graduate Assistant and the event must meet the following requirements:

1. The office of club sports must be informed of the request a minimum of 48 hours prior to the event. If the event is a larger scale event and requires a reservation then the office will need to be notified 30 days in advance.
2. The purpose and details of the social should be clearly stated.
3. A list of all attendees must be submitted before the event and an updated list should be submitted after.
4. Possession and/or consumption of alcoholic beverages/illegal drugs/tobacco/E-cigarettes are prohibited at all Club Socials & Events.
5. Events & attendees should conduct themselves in a manner that does not detract from the reputation of Indiana State University.
6. Hazing is strictly prohibited in connection with the activities of this organization. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person’s consent or lack of consent.
7. See travel guidelines below.

TRAVEL REGULATIONS, DEADLINES, 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

- **To be eligible to travel the club must meet all requirements to be “competitive.” Instructional/Recreational tier clubs are not eligible to travel.**
- 30 days prior to any club travel off-campus a **“Travel Authorization” (TA)** forms 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 current semester. This form will be completed at the beginning of the semester officers meeting with the club GA. **Link to the “TA” Form:** http://www.indstate.edu/controller/finance/trav-bud/travel_authorization_form.htm
Below shows how an organization fills out a TA form using “\$0” in the estimated amount to be spent on club trips for the semester.
- **Prior to the Club traveling (2 days before)**
 - Pre-travel itinerary must be filled out on Orgsync providing the follow information: traveling roster and drivers list as well as the mapped out route that your club will be taking (google maps or other software). If orgsync is not working email the information to isu-intsports@mail.indstate.edu ex. Your group plans to travel on Saturday, email us the traveling roster/drivers list by 4pm the prior Thursday.
 - Any potential drivers must come into the office and make a copy of his/her driver's license and non-expired car insurance card (once per school year, or if information changes).
 - If you are unsure of who your club's approved drivers are please email us and we can send you a list of who's info we have on file.
 - All traveling members/players **MUST** be listed on the club's Orgsync roster and have a signed waiver on file.
- **After a trip (within 1 week)**
 - Fill out after trip form providing the following information: roster of who traveled & results of the competition. If orgsync is down please email at isu-intsports@mail.indstate.edu
 - Also submit at least 3 pictures of your club for your event/game/competition.
 - File any **requests for reimbursement** with original legible receipts (copies are not accepted) and correct forms ([travel addendum form](#) and [reimbursement request form](#)).
 - **A Reimbursement Form must be filled out/signed by each player claiming reimbursement. Below is an example of the proper way to fill out a Travel Reimbursement Form.**
 - **A “Travel Addendum Form” must also be submitted for travel reimbursement. It is used to “edit” the original \$0 expenditure on the filed Travel Authorization Form (TA). An example of a Travel Addendum can be seen below. Complete one Travel Addendum Form per trip listing all player reimbursements on the form (Ex. Adams- gas \$44.97, Smith- gas \$56.91, Jones- gas \$49.98)**

- Make sure to keep any gas receipts/hotel receipts/tournament fee receipts etc.
- You will not be reimbursed for receipts that do not occur during your travel period! Ex. travel weekend is Jan. 4th-5th -we will not accept a gas receipt that was paid for on Jan. 8th since it was not during the travel period.
- **Club officers should determine prior to a trip what amount will be allowed for trip reimbursements for its members. If a member files to be reimbursed for more than 20% of what is in the specific club account for a trip approval must be given by the club officers AND club sports office.**

CHECK REQUEST (NEEDS TO BE DONE 2 WEEKS PRIOR)

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/League Dues for Team
- Pre-paid Registration Fees
- Pre-paid Travel
- Reimbursements to individuals for non-travel reimbursements (ex. equipment purchase)

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.

***Clubs must have \$200 in their club accounts at all time. If a club goes below this amount then the Club Sports Office will deny use of the remaining funds.**

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 two days 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.
5. 12/15 passenger vans may NOT be rented.
6. ISU will not reimburse/pay for any "additional/extra" insurance you purchase through the rental company.

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 two days prior to the trip.
3. Drivers may request gas 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 club that travels and does 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.

TRAVEL RELATED FORMS (SUMMARY)

1. TA Form (done in one officer's name for each semester)
2. Copy of club members driver's license/proof of insurance if driving
3. Prior to travel (2 days before) e-mail roster and list of drivers/e-mail results when returned
4. Fill out check request if needed (2 weeks prior to tournament)
 - a. Must keep copy of receipt/invoice showing tournament fee
 - b. Fill out Travel Addendum Forms
5. Filled out for the whole trip (one for the club trip listing all amounts spent)
6. Fill out Travel Reimbursement Forms (must have original receipts/not copies)
 - a. Filled out by each player claiming reimbursement

End of Semester/Year 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)
 - We will have budget allocation/request meetings in August/September for each club to present their requests.
 - Give us these anticipate budgets for semester/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 2017/SPRING 2018 Club's officers and duties(name/email)

TRAVEL AUTHORIZATION EXAMPLE -

Clubs can complete ONE "TA" form for the current semester in one of their officer's names. This form will be completed at the beginning of the semester officers meeting with the club GA. [Link to the "TA" Form: http://www.indstate.edu/controller/finance/trav-bud/travel_authorization_form.htm](http://www.indstate.edu/controller/finance/trav-bud/travel_authorization_form.htm)

Form A- shows how an organization fills out a TA form using "\$0" in the estimated amount to be spent on club trips for the semester.

1	Form Approved by State Board of Accounts- Aug 08		INDIANA STATE UNIVERSITY	
2	Form Must Be Typed		Travel Authorization (TA)	
3				
4	Date Submitted	1/14/2014	No.	
6	Travel is reimbursed in accordance with ISU travel guidelines, submission of the Travel Reimbursement Request, and original receipts.			
8	Travel for:	<input type="checkbox"/> ISU Employee	<input checked="" type="checkbox"/> ISU Student	<input type="checkbox"/> Grad Student
		<input type="checkbox"/> Candidate	<input type="checkbox"/> Honoraria	<input type="checkbox"/> Consultant
11	Name of Traveler	Jimmy Johns (President)	University I.D.	991HERE
12	Department	Club Sports-Raquetball	Prepared by:	Jimmy John Ext 4035
13	Destination To for Origination From if traveling to ISU	Various Club Competitions Spring 2014		
14	Dates of Travel: Departure Date:	1/14/2014 (First day of semester)	Return Date:	4/25/2014 (last day semester)
15	Beginning Date of Official Univ Business		Ending Date of Official Univ Business	
16	Dates of Personal Time Used			
17	Purpose of University Travel (will be abbreviated to 35 characters for data entry)	Various Club Competitions Spring 2014		
18	(All schedules (set/anticipated) should be turned in at the beginning of each semester - we want to know ahead of time of you plan to travel)			
20	<input type="checkbox"/> Operational or blanket	<input type="checkbox"/> Student Recruiting	<input type="checkbox"/> Professional Development	<input checked="" type="checkbox"/> Field Trip
21				<input type="checkbox"/> Misc Travel (e.g. team, athletic recruitment, candidate, honorarium)
23	Expense Items:	Traveler's INDEX RQTBALL		
25		Activity code:		
27	Mark (X) <i>all</i> that will be claimed under ISU Travel Regulations and Procedures Manual.		Office of Controller use only	
28			Account Code	Estimated Cost of Maximum Allowable
31	<input checked="" type="checkbox"/> TRANSPORTATION:	<input type="checkbox"/> Personal Car	1)	\$
33		<input type="checkbox"/> ISU Vehicle	2)	\$
35		<input type="checkbox"/> Car Rental	3)	\$
36		(Note: Insurance coverage is <u>not</u> a reimbursable expense)	4)	\$
37		<input type="checkbox"/> Airfare	5)	\$ 0.00
39	<input checked="" type="checkbox"/> TRAVELER'S CHECKS:	# of days 0 @ \$ 40 per day	6)	\$ 0.00
41	<input checked="" type="checkbox"/> LODGING:	# of nights 0 @ 0 per night	7)	\$
43	<input checked="" type="checkbox"/> REGISTRATION FEE		8)	\$ 0.00
45	<input checked="" type="checkbox"/> SUBSISTENCE (per diem):	# of days 0 @ \$ 0 per day	9)	\$
47	<input checked="" type="checkbox"/> MISCELLANEOUS : (Explain)		10)	\$
49				
51	Estimated Total Cost of Trip or Maximum Allowable			\$ 0.00
53	Certification			
54	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.			
57	Signature of Traveler	Date		
59	Authorization:			
60	<input type="checkbox"/> University Funds Requested	<input type="checkbox"/> Maximum of \$	<input type="checkbox"/> No University Funds Requested	
61		(including registration fee)		
62	Dept Chair or Administrative Head	date	Dean	date
63				
64				
65	V. Pres/President	date	International Travel	date
66	(V.P. signature required if total cost of trip equals \$2000 or more)			

TRAVEL ADDEDUM FORM - A "Travel Addendum Form" must also be submitted for travel reimbursement. It is used to "edit" the original \$0 expenditure on the filed Travel Authorization Form (TA). Complete ONE Travel Addendum Form per trip listing all player reimbursements for the trip. Also need to turn in original receipts with this document and a Reimbursement Form for each person getting reimbursed.

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 Teresa.Sale@indstate.edu

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DATE: 9/5/2013

TO: Travel Account Specialist, Office of the Controller

FROM: Racquetball Club ext 4095

TRAVELER Johnny Smith

RE: TA# NFR Johnny Smith (name on club's TA)

REASON:

list of club members turning in gas receipts/reimbursement form for club tournament at Ohio State
Oct. 1st and 2nd 2013
J. Smith \$55.63
M. Stone \$63.74
T. Simpson \$49.14

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

\$	<u>168.51</u>	Personal Car
\$		University Vehicle
\$		Car Rental
\$		Airfare
\$		Enterprise Fuel Charges
\$		Lodging
\$		Registration Fee
\$		Subsistence
\$		Parking/Tolls/Taxis
\$		Other: _____
<hr/>		
\$	<u>168.51</u>	Total addition or increase amount

Authorization:

Dept. Chair _____ Date _____

Dean _____ Date _____

Vice President _____ Date _____

or President

***TA# Spot = "NFR officer's name" on TA Form filed at start of semester.**

***REASON Spot: list every player getting reimbursed for the trip and for what... (EX. Jones- gas \$23.78, Jones- hotel \$129.99, Adams- tourney fee \$200, Conner- gas \$32.13) then carry over totals to the appropriate column below.**

****Below is another example of a Travel Addendum that includes gas, parking, registration, and gas fees****

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 Teresa.Sale@indstate.edu

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DATE: 9/20/2013

TO: Travel Account Specialist, Office of the Controller

FROM: Racquetball Club ext

TRAVELER Johnny Smith

RE: TA# NFR Johnny Smith (name on club's TA)

REASON:

Racquetball Tournament Overland Park, KS
 J. Smith Gas receipt \$17.08
 J. Smith Parking Fee \$40.36
 J. Smith Registration Fee \$42.00
 J. Smith Lodging Bill \$138.84
 (attach receipts, invoice, tournament registration form, to show payments)

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

\$	<u>17.08</u>	Personal Car
\$	<u> </u>	University Vehicle
\$	<u> </u>	Car Rental
\$	<u> </u>	Airfare
\$	<u> </u>	Enterprise Fuel Charges
\$	<u>138.84</u>	Lodging
\$	<u>42.00</u>	Registration Fee
\$	<u> </u>	Subsistence
\$	<u>40.36</u>	Parking/Tolls/Taxis
\$	<u> </u>	Other: <u> </u>
<hr/>		
\$	<u>238.28</u>	Total addition or increase amount

Authorization:

Dept. Chair _____ Date _____

Dean _____ Date _____

Vice President [✓] _____ Date _____

or President _____

CHECK REQUEST (FOR TOURNAMENT)- 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, (non-travel) reimbursements, and equipment orders. Typically it takes the University 2 weeks to process the request and disperse the check to the vendor or person. When turning this form in, you need the original quote/ tournament registration form showing the fee/an email from the opposing club hosting the tournament etc.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Form Approved by State															Note: Completed forms should be sent	
2	Board of Accounts 1996															to the Office of the Controller.	
3	INDIANA STATE UNIVERSITY																
4	CHECK REQUEST																
5																	
6	DATE:	09/05/13			Typed by:			Johnny Smith			Ext#:			4095			
7																	
8	Vendor Address										Please indicate with an X						
9	OSU Racquetball Club										<input checked="" type="checkbox"/> U.S. Mail Check						
10	Jamie Sampson										<input type="checkbox"/> Campus Mail Check to: _____ (Dept.)						
11	123, Ohio Blvd.,										<input type="checkbox"/> Attachment to Accompany Check						
12	Columbus OH 50124										<input type="checkbox"/> Petty Cash Check						
13																	
14																	
15																	
16	Travel Authorization MFR/Name on T																
17																	
18	Vendor Code :			SSN or ITIN:			Income Type:										
19	or University I.D.			(for 1099 tax purposes only):													
20																	
21	DESCRIPTION										VENDOR INVOICE #			AMOUNT			
22	Racquetball Club Tournament - Ohio State Oct. 1, 2, 2013																
23	Make Check payable to "OSU Racquetball Club" for \$100																
24	tournament registration fee. Mail to above vendor address.																
25	Fee is due by Sept. 15, 2013																
26	(attached invoice and travel addendum form)																
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34																	
35																	
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38	FUND		INDEX		ACCOUNT CODE		ACTIVITY		AMOUNT								
39			YOUR CLUB CODE		Theresa has this code				100.00								
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44																	
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47	*Fund field is necessary for General Ledger Payments only.													100.00			
48																	
49	APPROVALS:										Date Processed:						
50																	
51	Department Head:										Invoice Document Number:						
52																	
53	Office of the Controller:										Audited By:						
54																	
55											Date:						
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