INTRODUCTION

The Sport Club program at University of Illinois Springfield (UIS), administered by the Department of Campus Recreation is comprised of sport-based student organizations. Campus Recreation provides resources, assistance, and guidance to the individual clubs. Each club is formed, developed, governed, and administered by the student membership of that particular club and overseen by Campus Rec staff, their advisor, and/or their coach.

This manual has been prepared as a guide to assist student officers in the administration of their club sport program. The policies and procedures contained hereby apply to all of the clubs. Each club officer, advisor, and coach (if applicable) is required to be familiar with the policies and procedures so that they may ensure that their club’s activities are consistent with the guidelines outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to the Assistant Director for Intramurals and Sport Clubs at (217) 206-7103.

DEPARTMENT MISSION STATEMENT

The Department of Campus Recreation strives to meet the needs and interests of all who study and work at the University of Illinois Springfield. Participants of diverse ages, skill levels, and abilities are encouraged to take an active role in an assortment of individual and team opportunities. Services, programs, and facilities help to develop and sustain a culture of wellness on campus while improving the overall well-being of the individual.

DEFINITION OF SPORT CLUBS

A Sport Club:

- An organized group of individuals established to promote interest in a sport and develop the skills of its members in that sport.
- May be organized for recreational, instructional, performance or competitive purposes.
- Must have at least three members.

GOALS OF THE SPORT CLUB PROGRAM

- To provide leadership experiences for the student body at UIS
- To provide recreational opportunities for the students
- To provide assistance, guidance, and resources for the clubs to effectively and successfully operate
- To maintain communication with the club officers so that the organization is effective and successful
CREATING A CLUB

To create a club, you must complete the following:

- Meet with the Assistant Director of Intramurals and Club Sports
- Complete a club constitution and roster sheet
- Attend Sport Club Executive Board Training

Clubs are not eligible to receive funds immediately after becoming a club. Funds may be made available the following semester (as noted in the Sport Club Tier System).

POSITION DESCRIPTIONS

The following are the possible positions for a sport club. Each club may not use every position listed.

Club Officers
Each sport club must hold elections or appoint officers each academic year. Officer positions are limited to full-time, officially registered students at UIS. Any decision to remove club officers during the academic year must be first brought to the attention of the Assistant Director for Intramurals and Club Sports and then voted on by the club.

Club President
A club president will:

- Attend Executive Board Training
- Serve as a liaison between Campus Recreation and the student organization.
- Be familiar with the Sport Club Manual and make sure that it is implemented and adhered to.
- Make sure all forms are filled out and submitted to Campus Recreation by their proper deadlines as set by the Assistant Director for Intramurals and Club Sports.
- Keep Assistant Director for Intramurals and Club Sports and club advisor aware of all club activities by emailing an updated every Monday.
- Request money from the Assistant Director for Intramurals and Club Sports after conversing with the club treasurer.
- Hold elections as stipulated in the club’s constitution.
- Carry emergency contact information to all club functions.

Club Vice-President
A club vice-president will:

- Attend Executive Board Training
- Assist the president and preside when the president is absent.
- Work closely with the president in coordinating organizational activities.
- Be familiar with the Sport Club Manual and make sure that it is implemented and adhered to.
**Club Secretary**
A club secretary will:

- Attend Executive Board Training
- Take the minutes of club meetings and provide to all members and advisor.
- Conduct correspondence for the club.
- Update team roster as necessary.
- Circulate publicity information if needed.
- Compile the club’s annual report information.
- Assist the president and vice-president when needed.

**Club Treasurer**
A club treasurer will:

- Attend Executive Board Training
- Keep budget and account records up-to-date.
- Collect dues.
- Process all forms needed for purchases and reimbursements.
- Approve all funding requests made by the club president.
- Maintain documentation of expenditures and receipts.
- Prepare and submit budget.
- Oversee fundraising activities.
- Work with Campus Recreation to ensure financial records are in order.

**Club advisor**
Every club must have an advisor. It is strongly recommended that the Assistant Director of Intramurals and Club Sports serve as this advisor. If your club has an individual interested in becoming an advisor, he or she must be employed as UIS faculty or professional staff and follow the following guidelines.

- Must be aware of and follow all UIS, Sport Club, and NCAA policies and procedures.
- Serves to guide student organization members through the process of effectively operating an organization.
- Provides continuity to the program from year-to-year by assisting the new officers during the transition process.
- Should encourage the development of leadership, initiative, and the ability to accept responsibility among all officers and members of the club.
- Helps ensure that the activities and undertaking of the club are sound and reflect favorably on the university.
- Can assist in the development and implementation of sport club goals and objectives by attending organizational meetings and consulting with the officers, coaches, and Assistant Director for Intramurals and Sport Clubs.
• Should be available to sport club officers during the development of projects and programs to provide expertise and direction to help insure that activities are well-planned and reflect favorably on the university.
• Should be prepared to act as a confidant in both individual and organizational matters.
• May provide input on the recruitment, selection, hiring, evaluation, and termination process of any coach, as well as monitoring their effectiveness with the club.
• Should attempt to attend club meetings, practices, and competitions when convenient.

MEMBERSHIP & ELIGIBILITY

• Membership in any sport club must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status.
• Each club must complete and submit a team roster at the beginning of each academic year. The roster should include the following complete information about each member of your club: name, UIN #, year in school, phone number, email address, and local address. All forms will be available online at www.uis.edu/campusrec and must be completed by their designated turn-in date. Failure to complete forms and/or sport club requirements will result in a club receiving inactive status.
• All forms, including all rosters that need eligibility checks from the Registrar must be given to Campus Recreation at least seven days before the final deadline to assure compliance.
• New organizations must turn in all information within 30 days of the first meeting.
• Clubs may consist of students, faculty, alumni & staff. Non-rec members are able to participate in the club as long as proper guest paperwork is filled out and guest fees are paid. Clubs must be comprised of at least 50% UIS community members.
• Current collegiate athletes are not allowed to participate in the same sport they are currently competing in.
• Anyone listed on a sport club roster is limited in participation for corresponding intramural sports as noted in the intramural handbook.
• Presidents of each sport club are responsible for checking the eligibility of each player.

SPORT CLUB TIER SYSTEM

The sport club tier system is designed to provide structure to the sport club program and set standards in which directly affect each sport club’s status with Campus Recreation and the amount of funding a club may request each semester. The system includes the following tiers: Conditional, Recreational, and Competitive.

Tier 1 (Conditional clubs)

• Maximum funding per fiscal year = $1,000.
• Demonstrate effective Club leadership and continuity for at least one semester. An example would be a club forming in the spring semester would then receive funding in the following fall semester.
• Ability to maintain sufficient membership in the sport/Club
• An officer from the Club must meet with the Assistant Director for Intramurals-Club Sports once a month (minimum) to verify program compliance
• Primarily self-supporting organization with most funding raised by the Club
• All fundraising activities must be approved by the Assistant Director for Intramurals-Club Sports at least one week prior to the activity.
• Must comply with all additional Club Sports office requirements as outlined in the club sports handbook prior to tier change.

**Tier 2 (Recreational clubs)**

• Maximum funding per fiscal year = $2,000.
• Demonstrate effective Club leadership
• Ability to maintain sufficient membership in the sport/Club
• Primarily recreational-based as the majority of events will take place on campus
• May receive instruction as deemed appropriate by the Campus Recreation department
• An officer from the Club must meet with the Assistant Director for Intramurals-Club Sports once a month (minimum) to verify program compliance
• All fundraising activities must be approved by the Assistant Director for Intramurals-Club Sports at least one week prior to the activity.
• Must comply with all additional Club Sports office requirements as outlined in the club sports handbook.

**Tier 3 (Competitive clubs)**

• Maximum funding per fiscal year = $3,000.
• Demonstrate effective Club leadership and continuity at the competitive level.
• Ability to maintain sufficient membership in the sport/Club
• Primarily competitive activities as demonstrated by a minimum of three collegiate competitions per year or Club-specific activities
• Are encouraged to have an instructor
• An officer from the Club must meet with the Assistant Director for Intramurals-Club Sports once a month (minimum) to verify program compliance
• All fundraising activities must be approved by the Assistant Director for Intramurals-Club Sports at least one week prior to the activity.
• Must comply with all additional Club Sports office requirements as outlined in the club sports handbook.

**FINANCE & FUNDRAISING**

**Campus Recreation Funding**
All funding for Sport Clubs will be given through Campus Recreation. The total funding that can be requested can be found in each club’s specific tier. The club’s tier status does not guarantee funding; it simply allows a club to apply for the specific amount allowed in each tier.

Clubs may request funding throughout the fiscal year, but all requests must be approved by two members of the board.

Campus Recreation will provide funding for the following:

- Team equipment (balls, racquets, etc.)
- Conference and tournament registration fees
- Travel costs
- Hotel costs
- Team apparel (that will stay with the team and not the individual)
- Event publicity and marketing
- Officiating

Campus Recreation will not provide funding for the following:

- Alcohol
- Team apparel that will stay with the individual
- Coach/instructor fees

Fundraising

The Department of Campus Recreation encourages sport clubs to generate additional funds for their operation. All fundraising opportunities must be approved by the Assistant Director for Intramurals and Sport Clubs at least one week prior to the event happening.

Beginning in July 2016, clubs will need to raise 50% of its requested funds. For example, if a club wants to receive $3,000 from Campus Recreation, that club will need to provide proof that they have raised $1,500 through dues and other fundraising efforts.

Equipment Purchases

Any equipment that is purchased with Campus Recreation allotted funds is the sole property of UIS. All uniforms and equipment that is purchased with individual funds are the property of the individual.

TRANSPORTATION & TRAVEL

- It is each club’s responsibility to meet with the Assistant Director of Intramurals and Club Sports to make travel arrangements.
- The use of private vehicles is allowed, however, the university does not assume responsibility for accidents, damage, or injury resulting from such travel.
• All sport club drivers must turn in a copy of their valid driver’s license, along with a copy of proof of insurance to the Assistant Director of Intramurals and Sport Clubs.
• If using the Campus Recreation van, all drivers must be employed by the Campus Recreation department. The cost per mile for usage of the van will be consistent with the UIS Motor Pool and will be taken from the individual club budget.
• When staying in a hotel, only the number of individuals given to the hotel are allowed to stay in each room.
• All clubs must turn in a roster of all individuals traveling to away contests no less than two days prior to the date of travel.

RISK MANAGEMENT

Safety of sport club participants is of utmost importance. There are inherent risks involved in all competitive, instructional, performance and competitive based sport programs. The university does not assume any risk for participating in club sport activities. Each participant will be responsible for his/her conduct and actions. The following guidelines describe safety and risk management issues. All sport club members must sign a liability waiver before being able to practice or compete with a club.

The Assistant Director for Intramurals and Club Sports must be notified of all sport club related injuries.

LIABILITY

Student officers assume the primary role and responsibilities for safety and liability for their club activities. The scope of responsibilities is directly related to the level of each club’s organization and competitive activities. These safety and liability duties are based on various principles and policies.

Principles and Policies

1. The university permits sport clubs to be organized and conduct their activities on campus, as approved by Campus Recreation.
2. The university regards students (and their organizations) willing participants and therefore does not assume any liability for the conduct of their activities, programs, practices or competitions.
3. The university does not provide liability insurance coverage for any student-run organization, including club sports.
4. The university does not provide liability insurance coverage for any salaried employee while acting in the capacity as club advisor or club coach.
5. The university liability insurance coverage is not extended to wage payroll employees, graduate students, or undergraduate students who may serve as a club coach, advisor, or student officers.
6. Any university employee who drives a university fleet vehicle to transport students for club activities is covered by the university’s vehicle insurance policy; provided the number of passengers does not exceed the seating capacity in the vehicle.
7. The full responsibility for liability coverage of club activities rests within individual clubs.
**Statement of Liability**

Injury or negligent actions that arise from club activities may impact club officers’ personal liability and result in liability exposure to their families.

**Minimize Liability Exposure**

Elected officers should minimize their club and member’s liability exposure by the following operational practices.

1. Require that all members understand the risks of participating in the club’s activity by signing a liability waiver.
2. Prior to their first participation, require that all members declare any physical limitations that could be aggravated by their participation in sport club activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participating until they have been examined and cleared by a medical doctor.
4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file in the Campus Recreation Department.
5. If possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
6. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Officers are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel. Individuals who are transporting sport club members are not permitted to consume alcohol beverages prior to driving.

**SCHEDULES/FACILITIES**

**Space Request Procedures**

1. Space requests in TRAC and SLB can be made by contacting the Assistant Director for Intramural and Club Sports.
2. Sport clubs are responsible for all costs involved with space reservations. Check all costs before scheduling space.

**SOCIAL MEDIA/MARKETING**

Individual clubs are encouraged to use social media for marketing purposes. Clubs must notify the Assistant Director for Intramurals and Club Sports of all social media accounts and allow him/her to follow all accounts.

The Campus Recreation department will make up to 50 copies of fliers for marketing. If more than 50 need to be made, Campus Recreation will work with Printing Services with costs being taken from the individual club budget.
ADDITIONAL CLUB REQUIREMENTS

Campus Recreation specifies that each club must also act in accordance with the following requirements:

1. Each club must comply with applicable NCAA bylaws.
2. Each club must comply with the UIS Code of Conduct.