Table of Contents

**ITEMS HIGHLIGHTED IN GREY THROUGHOUT THIS DOCUMENT REPRESENT NEW CONTENT**

1. Recreational Sports
   Mission..................................................................................4
   Vision..................................................................................4
   Values & Service Statements.............................................4
   Contact Information..........................................................4

2. Program Structure
   Rec Sports Staff..................................................................5
   Club Sports Federation.....................................................5
   CSF Executive Board.......................................................5
   Classification System.......................................................6
   Appeals Board..................................................................6

3. Club Sports Policies
   How to Start a Club............................................................7
   Club Sport Benefits............................................................8
   Annual Activation............................................................9

4. Club Composition
   Training Requirements.................................................10
   Officers..............................................................................10
   Club Membership............................................................11
   Release Forms/Waivers................................................11
   Advisors..........................................................................12
   Coaches/Instructors........................................................12

5. Risk Management
   Risk Levels......................................................................14
   Safety Officer Training Requirements..........................14
   Accidents..........................................................................15
   Incidents..........................................................................15
   Facility Inspections........................................................16
   Reporting Responsibilities............................................16

6. Travel
   Travel Approval..............................................................17
   Rental Vehicles..............................................................17
   Personal Vehicles............................................................17
   Alcohol & Controlled Substances Policy......................17
7. Facility Reservations
   Hosting On-Campus Events ........................................ 18
   Facility Use Application ........................................ 18
   Procedures .......................................................... 18
   Visiting Team Information ...................................... 19
   Practices in RS or Athletic Facilities ............................. 19
   Supervision Requirements ....................................... 19
   Practices ............................................................. 19
   Events in RS or Athletic Facilities ............................... 19
   Hosting Off-Campus Events & Practices ......................... 20
   Financial Commitments ............................................ 20

8. Equipment
   Inventory .............................................................. 21
   Inspection ........................................................... 21
   Purchase ............................................................. 21

9. Finances
   SOA ................................................................. 22
   CSF Allocation ..................................................... 22
   Foundation ........................................................ 23
   Accounts Summary Chart ........................................ 25
   Other Financial Items ............................................. 25
   Dues ................................................................. 25
   Fundraising ......................................................... 25
   Donations & Sponsorships ...................................... 26
   Incentive Funding ................................................ 26

10. Legal
    Contracts ........................................................... 27
    Memos of Understanding ...................................... 27
    National Governing Bodies .................................... 27
    Insurance ........................................................... 27

11. Marketing & Advertising
    Logo Use .......................................................... 28
    License & Trademark ............................................ 28
    Tabling Reservations ........................................... 28
    IU Websites & Email Addresses ............................... 28

12. Disciplinary Guidelines
    Discipline Process ............................................... 29
    Disciplinary Actions ............................................. 29
    Types of Infractions ............................................ 30
    Administrative Infractions .................................... 30
    Behavioral Infractions ........................................ 30
    Appeals ............................................................ 30
Mission
We connect, inform and inspire people to lead active, healthy lifestyles.

Vision
We strive to be the most comprehensive, inclusive and progressive recreational sports program in the country.
We accomplish this through:
• Diverse sport and fitness opportunities
• Advancing a culture of wellness
• Offering student development opportunities
• Distinctive facilities and equipment
• An enhanced sense of community
• Leadership to the profession

Values Statement
We commit to acting with fairness, honesty, and respect; fostering individual responsibility; pursuing learning and improvement; embracing diversity; working collaboratively; and striving for excellence in all we do.

Service Statement
• Presence in a professional manner
• Proactive engagement with our participants
• Policy enforcement in a respectful and informative way
• Problem-solving with the participant’s needs foremost in mind

Contact Information

General Information
Wildermuth Intramural Center (WIC 290)
Fax: 812-855-8809
Email: clubsprt@indiana.edu

Brad Whittaker, Program Director
Phone: 812-855-8359 Email: whittakb@iu.edu

Julia Stulock, Assistant Director of Club Sports
Phone: 812-856-0148 Email: jstulock@iu.edu

Stefanie Bracken, Program Assistant
Email: stefbrac@iu.edu

On Site/On-Call Professional ....812-855-4000

IUPD & Ambulance
Emergency ................................. 911
IUPD Non-emergency ................. 812-855-4111

Recreational Sports
SRSC Member Services ............... 812-855-7772
WIC Member Services ............... 812-855-5222
WIC 290 ..................................... 812-855-2371

Club Mailing Address
{Club Name}
c/o Campus Recreational Sports
1025 E. 7th Street, Room 290
Bloomington, IN 47405

Go Back to Table of Contents
PROGRAM STRUCTURE

REC SPORTS STAFF

Program Director
Program Director helps oversee the Club Sports program. The Program Director has the authority to act with or in the place of the Assistant Director of Club Sports.

Assistant Director
The Assistant Director (AD) of Club Sports assists with overseeing all aspects of the Club Sports Program and shall serve as the primary advisor to the Club Sports Federation and primary University liaison. The AD will be available for individual club consultation and assist clubs by helping to plan, organize, coordinate, and evaluate all projects. The AD has the right to inspect individual club accounts whenever deemed necessary by the Federation or University officials. They will have the right to take corrective and/or disciplinary action against a club for violations of Club Sports, Campus Recreational Sports, and/or Indiana University.

Program Assistant
The Program Assistant reports to the Assistant Director. The Program Assistant will assist with programming duties, daily operations and development of Club Sports. The Program Assistant is designed to be an additional conduit between the Club Sports Federation Executive Board and the Rec Sports staff.

CLUB SPORTS FEDERATION

Each Club is required to send one Officer recognized by Recreational Sports to the CSF Monthly Meetings. This assembly of Indiana University students believes that involvement in the institutions of physical fitness and competition, to promote physical well-being and university representation, is of utmost importance. Pursuing common interests and like goals compels each member to become involved in his/her club sport and in turn the Club Sports Federation. The CSF holds physical well-being, leadership, competitive spirit, and cooperation as its paramount virtues.

CLUB SPORTS FEDERATION EXECUTIVE BOARD

Club Sports Federation consists of a President, Vice-President, Treasurer and Secretary. To run for a position, you must be a full time IUB Student, on campus both Fall and Spring semesters, and an active member of a Club Sport. Each Officer must meet weekly with the CSF Executive Board (1 hour/week) and serve as a liaison to a small group of clubs.

President
The President will facilitate monthly CSF meetings, serve as the representative to Student Recreational Sports Association (SRSA) which meets 1-2 times a month, facilitate meetings with "potential clubs", serve as a liaison to designated Club Sports, and be an advocate the Club Sports program to the IU-Bloomington campus.

Vice President
The Vice President will help the President facilitate the monthly CSF meetings, process Classification Forms during weekly office hours (averages about 1 hr/wk), chair of the Classification Appeals Committee in the spring semester, serve as a liaison to designated Club Sports and advocate the Club Sports program to the IU-Bloomington campus.

Treasurer
The Treasurer will help the President facilitate the monthly CSF meetings, process Allocation and Foundation check requests during weekly office hours (averages about 1 hr/wk), manage the Allocation Account, roughly a $100,000 budget, attend Treasurer Training with the SOA Office at the beginning of the Fall semester, chair the Allocation Committee and facilitate the allocation process in the Spring semester, establish and maintain a line of
communication with Club treasurers, serve as a liaison to designated Club Sports and be an advocate the Club Sports program to the IU-Bloomington campus.

**Secretary**
The Secretary will help the President facilitate the monthly CSF meetings, record meeting minutes at CSF monthly meetings, coordinate refreshments for designated meetings at various meetings, serve as a liaison to designated Club Sports and be an advocate the club sports program to the IU-Bloomington campus.

**CLASSIFICATION SYSTEM**
The Club Sports Classification System is in place to distribute access to facilities and funding, in addition to recognizing the hard work and effort put forth by clubs each year. With the measurable goals outlined below, it is our hope that club leaders and members receive a well-rounded and engaging experience when they choose to join a Club Sport that is part of IU Campus Recreational Sports. For a full explanation of each category in the classification system, please view the [2015-2016 handout](#) on our website.

**A – Outstanding: 160+ points**
The highest levels in recognition is reserved for the clubs that are very organized, active on campus as well as in the community, and regularly support other Club Sports in their activities. This elite group will represent a small number of exceptionally dedicated clubs.

**B – Above Average: 120-159 points**
The mid-level in the classification system is for clubs that go beyond expectations by attending extra Rec Sports events and being organized by submitting necessary forms by the priority deadlines.

**C – Base Level: 75-119 points**
This is the level that every club is expected to meet each year in order to maintain their status as a Club Sport. Clubs that are building their membership base can still achieve these base requirements through Club Sports Federation (CSF) involvement.

**APPEALS BOARD**
The Appeals Board is in charged on Allocation, Classification and Discipline appeals. The board members will be appointed at the First CSF Meeting by the President and shall consist of a pool of 10 people. The President should make a balanced board by choosing members that represent varying sports and activities (field sport clubs, martial arts clubs, off-campus clubs, individual/dual clubs, etc.). When a hearing is necessary, the Club Sport Federation Vice President (chairperson) and at least 5 other club representatives from the pool (not related to any Clubs involved) shall be appointed. One member of the Appeals Hearing Board shall be designated as secretary.

**Classification**
Classification appeals will happen in April. The Appeals Board will act as a jury between Recreational Sports and the Club Sport. Recreational Sports will present the information and their position on the issue. The Club Sport will then have time to defend them.
HOW TO START A CLUB

Policies

• In order to **apply** for the Club Sports Federation (CSF), the Club must already be recognized as a Student Organization by Student Life and Learning.

• To be **eligible for membership** in the CSF, a potential Club shall meet the following requirements of a Club Sport:
  - A Club Sport shall be defined as a group consisting of people who meet regularly to pursue an interest in sport activity
  - Offer an activity that does not duplicate that of an existing Club Sport
  - Offer an activity that falls within acceptable safety guidelines, as determined by the Division of Recreational Sports and the Office of Risk Management.
  - Offers an activity for which an approved space is available.

• No more than two (2) potential Clubs may present at any CSF Meeting
  - The Executive Board determines the meeting at which a potential Club Sport may present.
  - The Executive Board may postpone a potential Club Sports’ presentation to the CSF if two other potential Clubs are already scheduled to present at a given meeting.

• The Executive Board shall notify all CSF Representatives at least 24 hours prior to the Club Sports Federation meeting at which the potential club is scheduled to present.

• Each potential Club Sport may only present once a semester year.

Procedure

1. Contact the Assistant Director of Club Sports via clubsprt@indiana.edu to inform them of the Club’s interest in joining the Club Sports Federation (CSF).

2. Meet with the Assistant Director of Club Sports to discuss requirements and expectations of joining the CSF.
   a. Recreational Sports will review the requirements submitted and determine approval based on factors such as risk of the sport, philosophy of the Club, and resources to support the Club.
   b. **Once approved by Recreational Sports, the Club Sport can continue with the acceptance process for the CSF.**
      i. The Assistant Director will contact the Club with approval or denial at this stage.

3. Submit the following documents for review to the CSF Executive Board, which justifies the organization’s existence to WIC 290 or email clubsprt@indiana.edu.
   a. Written Constitution
   b. Written Statement justifying the potential Club and why it should be accepted as a Club Sport
   c. An explanation of difference between the potential Club and any similar existing Club Sports
   d. A written description of the Club’s activities, and the space requirements for such activities.

4. The CSF Executive Board will review the documentation.
   a. The CSF Executive Board may request more information.
   b. Deny the proposal on the basis of failure to meet the requirements of becoming a Club Sport. Executive Board must provide a written explanation of denial.
   c. If the Potential Club is a Martial Art, the Martial Art Committee shall review the proposal and make a recommendation to the CSF Executive Board.

5. After the CSF Executive Board has reviewed the documents and approved, the Potential Club will be asked to attend a **CSF Executive Board** meeting in order to present the information to the Board and provide more detail.
a. The Executive Board will vote whether or not they approve the Club to present at a CSF Meeting.
i. The Assistant Director of Club Sports will contact the Potential Club to inform them of the decision.
ii. If the CSF Executive Board approves, the Potential Club will present to the entire CSF at a monthly meeting.

6. At a CSF meeting, the organizers present their proposal to be admitted to the CSF.
   a. The Potential Club will present to the CSF about their Club.
   b. The Potential Club must be available to answer questions that members of the CSF have.
   c. The Potential Club will be removed from the room for voting.
   d. The proposed organization will then need to be approved by a two-thirds vote of the CSF.

7. A potential Club Sport immediately becomes a member of the Club Sports Federation upon acceptance by the Club Sports Federation.

Expectations

- Complete the Annual Activation requirements
  - Depending on the risk level, the Club may require Coach/Instructor and Safety Officers in order to remain active
- Receive no allocation during the first fiscal year of joining the CSF
- Have a Club Officer attend the mandatory monthly CSF meetings
- Meet minimum requirements for a C club in the Classification System
- Comply with all Rec Sports, Club Sports and CSF Policies

CLUB SPORT BENEFITS

- Programming Assistance. The Assistant Director of Club Sports is available for problem solving, advice, and direction. Club members and officers are encouraged to stop by the office, email or call for assistance.
- Leadership Opportunities. Club Sports Officers can run for Club Sports Federation Executive Board positions and Student Recreational Sports Association positions. Club Sport Officers can also participate in the Leadership Workshops offered each semester, as listed on the Google Calendar.
- Risk Management Resources. UP:PDT, CPR/AED, and Standard First Aid (SFA) classes are provided free of charge for Safety Officers. Clubs can also check out first aid supplies for times when they are outside of Recreational Sports buildings.
- Facility/Field Space. Clubs can request space in the Wildermuth Intramural Center (WIC), School of Public Health (SPH), Student Recreational Sports Center (SRSC), Woodlawn Field, and Evan Williams Field for practices or events. Club may also request field lining and other equipment with their reservation.
- Classroom Space. Clubs can reserve classrooms and rooms in the IMU for meetings through Student Life & Learning (IMU Room 371).
- Mailing Address. Each Club has a mailbox in Wildermuth (WIC) Member Services. Clubs may use the Campus Recreational Sports Office as a permanent mailing address.
- Storage. Clubs may request equipment storage space as necessary.
- Equipment Usage. Special Event Equipment including chairs, tables, scoreboards, flip scores, coolers, may be provided when inventory is available.
- Scheduling Personnel. Recreational Sports Supervisors may be scheduled for games, tournaments, or special events. The Club will pay for the hourly wage of these individuals.
- Club Website & Email. All student organizations are eligible to request a free website on the indiana.edu domain and an indiana.edu email address. The Club’s advisor would serve as the "owner" of the account. To request an account, see the directions on the Student Life & Learning website.
- Office Support. Clubs can use the supplies and services available in WIC 290 for Club Sport business. The receptionist in WIC 290 can assist the Club Officer with these supplies. These resources include:
o **Copies.** Each Club is allotted up to 500 black and white copies and 20 color copies per academic year on standard white paper. If the Club would like to use color paper, cardstock paper, etc. then they can bring the paper to be used.
  - All copies that will be publicly displayed (flyers, letters, etc.) must be previously approved by the Assistant Director of Club Sports.
  - Recreational Sports can provide the IU letterhead, IU envelopes, and stamps for the mailing. All letters and mailings must be previously approved by the Assistant Director of Club Sports. Each Club can mail up to 300 standard size/weight envelopes per academic year.

o **Fax/Scan.** Clubs can use the fax/scanner for Club business.

o **Laminator.** Clubs can laminate up to 20 8.5x11 sized items per academic year.

o **Various office supplies.** Clubs can request use of office supplies such as the stapler, hole punch, paper cutter, etc. in WIC 290.

- **Other Office support** is available at the Community & Leadership Development Center in Read Residence Hall (next to the Hoosier Cafe in the Clark Wing).

### ANNUAL ACTIVATION

#### Policies

A Club may not practice, compete, or hold tryouts prior to becoming active. Clubs are permitted to hold call out meetings. A Club can only receive the benefits of practice space, hosting events, traveling to events, and all financial resources (allocation, SOA, and IU Foundation) if the Club is activated. Please view the Activation Checklist to see the status of each Club Sport.

#### Procedure

1. All Club Sport Officers must attend one of the Officer Workshops.
   a. **The Activation Process only requires the President and Treasurer to have attended the Officer Workshop.** Dates are linked on the Google Calendar on the Rec Sports Website.
      i. At this workshop, the following each Officer must be complete an Officer Acceptance of Responsibility. The forms are only available at the Officer Workshops.
      ii. Insurance Responsibility is to be completed by Club President and is only available at the Officer Workshop.

2. The following forms must be on file in the Club Sports Office, WIC 290.
   a. **Advisor Acceptance of Responsibility**
   b. **Coach Acceptance of Responsibility**
      i. All Risk Level I Clubs must have a Coach/Instructor. The coach/instructor on file with Rec Sports must be a Safety Officer.
   c. At least 10 signed **Conditions of Participation and Release** forms on file in WIC 290.
      i. The Club must have signed waivers for all Club members on file in the Club Sports Office. These forms must be completed once every academic year before a person can participate in a club sport activity.
      ii. A returning member’s waiver expires the Sunday prior to the first day of Fall classes.
      iii. Blank copies of waivers are available for each club at WIC Member Services.

3. All Risk Level I & II Clubs must have at least **two Safety Officers**.
   i. See **Safety Officer** in this Manual to see the certifications needed.

4. The Club Sport must re-register on belInvolved.indiana.edu.
   a. The re-registration form includes updating Officer contact information, members of the Club, and submitting an updated constitution if necessary.
   b. Clubs can start applying for the next academic year starting in April.

5. If the Club plans to be active in the **Summer**, in the Spring Semester the President will need to complete the Summer Activation form.
CLUB COMPOSITION

OFFICERS
All Officers must be a full time IUB Student in order to hold a position with the Club Sports program (Safety Officer is the exception). Responsibilities listed below may be distributed differently depending on the availability, expertise and interest of the club officers. The President is ultimately responsible for ensuring that the duties are completed.

- Starting in the 2016-2017 year, clubs will be required to have four officers. The Club must have a President, Vice-President, Treasurer and Secretary. Other titles may be substituted provided the function is similar.

Training Requirements
Each Club Officer is required to attend the Officer Workshop in order to be recognized by Rec Sports. At the Workshop, the Officer will sign the Acceptance of Responsibility form. It recommended that past Officers train new Officers prior to the change in office on club specific tasks in order to assist with transition.

President
The President is the chief officer of each Club Sport. S/he is the primary contact and coordinator of all Club Sport activities. Tasks expected to be completed or delegated to a fellow officer by President:

- Attend the Club Sport Officer’s Workshop.
- Read and understand the contents of this website.
- Maintain a current list of emails and phone numbers for the Club officers and members.
- Determine the location of all Club Sport equipment and submit inventory to the Club Sport office in March.
- Remain aware of the Club’s financial status - income and expenses.
- Ensure that the Club Sport Office has an up-to-date constitution.
- See that all Club members have signed the Conditions of Participation and Release Form. They are kept on file in the Club Sport office.
- Learn what services are available through the Club Sport office – See the section on Benefits.
- Meet with the Club Sport Advisor periodically to update him/her on Club Sport activities.
- Work with the Club Sport Treasurer to prepare an annual budget.
- Attend or send a representative to monthly Club Sport Federation meetings.
- Ensure that a certified Safety Officer is in attendance at all Club Sport practices, competitions or activities home and away.
- Complete all required university forms.
- Promote good sportsmanship on and off the field or court.
- Implement proper disciplinary action procedures when necessary.
- Hold monthly meetings with the Club Sport officers and semestery meetings with the Club Sport members.
- Notify the Assistant Director of Club Sports of travel, fund raising and program plans.
- Submit semester facility requests by the designated deadline.
- Understand and adhere to the insurance policies and procedures.
- Check the Club Sport mailbox (Member Services, WIC) weekly.
- Supervise fund-raising projects.
Vice-President
The Vice President must be prepared to step in for the President if the President leaves or is impeached from Office. Tasks:

- Game and special events scheduling
- Assist club with travel, transportation, lodging and food.
- Assist overseeing Club Sport Coaches/Instructors.
- Arrange for officials, supervisors and field lining when necessary.
- Develop criteria for Club Sport recognition/awards for membership approval.
- Keep records of all Club Sport activities, meeting minutes, forms, etc.
- Call club or email members to remind them of upcoming meeting, events, tournaments, etc.

Treasurer
The Treasurer is in charge of all finances for Clubs. The Treasurer should make sure all Club members and Officers are aware of the financial status of the Club. Tasks:

- Attend a training session at the Student Organization Accounts office at the beginning of each fall.
- Submit bills, receipts, invoices and/or three bids with purchase requests.
- Ensure that all club members have paid their membership dues, if required.
- Prepare ledger sheets for recording all income and expenses for SOA, Allocation and IUF Accounts.
- Present budget requests to the Assistant Director of Club Sports by the Spring deadline.
- Prepare a revised CSF budget each fall.
- Deposit funds (dues, fund raising income etc.) in the SOA account.

Safety Officers
Safety Officers are in charge of the Risk Management aspect of Clubs. A Safety Officer may be a student, faculty, staff or public members. Tasks:

- Possess valid CPR/AED, First Aid and PDT certifications and attend Recreational Sports Safety Workshop.
- Attend all Club Sport practices, competitions, and activities, home and away.
  - Being FY 17 Safety officers are the only members allowed to access facilities and/or equipment.
- Check the safety of facilities and equipment before allowing members to participate. Members shall not be allowed to utilize unsafe facilities or equipment.
- Ensure members are educated on the following topics prior to their participation:
  - Overview of the sport
  - General rules of the game/activity
  - Inherent risk of participating
  - Practicing correctly and incorrectly
  - Difference in practice and a game
  - Roles of the safety team (Coach/Instructor, Safety Officer, Assistant Director)
  - How to bring facility/equipment issues to the attention of the club leadership
  - Emergency procedures
  - Alcohol, non-prescribed controlled substances, and hazing are not permitted
- Complete accident report forms on all accidents, regardless of severity, in accordance with the Campus Recreational Sports Risk Management plan.

CLUB MEMBERSHIP
Membership in any Club Sport is open to all IU Students, faculty, staff, and community members without regard to skill level. Clubs are not allowed to "cut" students interested in becoming a member of that Club or hold tryouts for membership into the Club. However, clubs are permitted to hold try-outs to find out travel rosters.

- IUB students must comprise at least 51% of the Club's members.
• Non-student members using Rec Sport facilities must purchase a pass in order to participate.
• ONLY CURRENT FULL-TIME STUDENT MEMBERS may vote on Club matters or run for officer positions.
• All Club members must keep their IU ID card/RS membership card with them while participating in club sport events and practices.

Release Forms
All Club Sports members (anyone participating in a Club Sport practice, event or competition) must sign a Conditions of Participation and Release Form.

• Failure to fulfill this responsibility will result in the club being placed on inactive status.
• It is recommended that all Club members obtain a physical examination by a qualified physician prior to participating in Club Sport related activities.
• All club members are encouraged to have health and/or accident insurance.
  o Health and accident insurance is available through the University.
  o Indiana University Assumes NO Medical or Financial Responsibility for Voluntary Participation in Club Sports.
  o Each Club Sport is responsible for the actions of its membership, any guest, spectator, or fan at any Club practice or event. Failure to control irresponsible acts or failure to discipline could result in inactive status or disciplinary action for the entire Club Sport.

ADVISORS
Clubs must select a club advisor each year. This advisor must sign Advisor Acceptance of Responsibility form. An advisor is a full-time faculty/staff member at Indiana University-Bloomington. After this point, a club may use their advisor as they deem appropriate. The Club Sport staff will only contact the club’s advisor in disciplinary or recognition matters. Club officers remain responsible for all communication to their advisor. Policies for advisors:

• Assist in the development and implementation of club sport goals and objectives, an evaluation process and documentation of pertinent information.
• Be available to Club Sport leaders 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.
• Attend semester membership meetings and executive board meetings when available.
• Advisors are encouraged to attend or participate in the Club's activities.
• The advisor must approve all expenditures of Student Organization Account funds.
• Assist with the development of annual reports and budgets.

COACHES/INSTRUCTORS
Club Sports may seek the assistance of a coach/instructor. This individual should be an experienced and knowledgeable person in the Club’s sport or activity. It is the Officers’ responsibility to secure his/her services. Officers must understand the following criteria as they relate to a coach/instructor. Policies for coaches/instructors:

• A Club Sport is first and foremost a Student Organization, and, as such, the student officers must serve as the liaison between the Club Sport and the staff. The coach/instructor should restrict his/her contribution to coaching/instructing and should refrain from activities involved in the Club’s management. It is the Club Officer’s & Club Sports Administration’s responsibility to oversee the coach.
• The selection of a coach/instructor must be made known to the Recreational Sports staff by completing a Coach/Instructor Information Form.
  o Coaches/Instructors must be recommended by the Club Sport Officers and submit a new Information Form each academic year. Continuation of coaching/instructing is not assumed.
  o This form must be completed and on file in Club Sport Office in WIC 290 before a coach/instructor may begin his/her duties.
• The coach/instructor should be aware of and follow all University and Campus Recreational Sports procedures relative to the Club Sports program.
• At least one coach/instructor on file with Rec Sports for Risk Level I and II Clubs must also be a Safety Officer. The coach/instructor may also take the courses provided through Recreational Sports free of charge.
• The coach/instructor will plan and oversee safe instruction and training for various skill levels during practices and, when appropriate, will monitor performance for the purpose of evaluating skill levels, promotion or assignment of competitive teams. This includes ensuring members are educated on the following topics:
  o Overview of the sport
  o General rules of the game
  o Inherent risk of participating
  o Practicing correctly and incorrectly
  o Difference in practice and a game
  o Roles of the safety team
    (Coach/Instructor, Safety Officer, Assistant Director)
  o How to bring facility/equipment issues to the attention of the club leadership
  o Emergency procedures
  o Alcohol, non-prescribed controlled substances, and hazing are not permitted
• All coaches using Rec Sports facilities must hold a Recreational Sports pass. If the Club wishes to purchase a RS membership for the Coach/Instructor, please contact the Assistant Director of Club Sports.
• Clubs are not permitted to enter contracts with Coaches/Instructors without Recreational Sport’s permission.
RISK MANAGEMENT

RISK LEVELS
Three criteria are assessed when determining a Club’s risk level. They are (1) intentional contact versus inadvertent contact in the sport, (2) the location of activity and access to emergency personnel and/or hospital and (3) prevalence and severity of possible injuries in the given activity. Based on these criteria, clubs are placed into one of the following:

Risk Level 1
- Must have a Coach/Instructor to be activated. The coach/instructor must have a Coach/Instructor Information Form on file in the Club Sports Office.
- Coach/Instructor must be certified as a Safety Officer.
- Must have at least two current Safety Officers.
  - One Safety Officer must be present at all club practices and events, including away trips.
- Must have all members sign a Conditions of Participation and Release Form before participating.
- Must have a Supervisor/Lifeguard in the facility for all home events.
- All Club Members and participants in events must all be 18 years or older.

Risk Level 2
- If Club has a coach/instructor, that person must have a Coach/Instructor Information Form on file in the Club Sports Office. Must be certified as a Safety Officer.
- Must have at least two current Safety Officers.
- One Safety Officer must be present at all club practices and events, including away trips.
- Must have all members sign a Conditions of Participation and Release Form before participating.
- Must have a supervisor/lifeguard in the facility for all home events.
- All Club Members and participants in events must all be 18 years or older.

Risk Level 3
- If Club has a coach/instructor, that person must have a Coach/Instructor Information Form on file in the Club Sports Office.
- When traveling, must have one Safety Officer on the trip.
- Must have all members sign a Conditions of Participation and Release Form before participating.
- Must have a supervisor/lifeguard in the facility for all home events.
- All Club Members and participants in events must all be 18 years or older.
- Beginning FY 17 – one current Safety Officer will be required for Annual Activation.

SAFETY OFFICER TRAINING REQUIREMENTS
- **CPR/AED** from American Red Cross (ARC) or American Heart Association (AHA). This certification is valid for 1 year. If taken through Rec Sports, UP:PDT is part of this class.
- **Standard First Aid** from American Red Cross (ARC) or American Heart Association (AHA). This certification is valid for the time specified by the agency. (typically 2 years)
- **UP:PDT** (Universal Precautions: Preventing Disease Transmission) This is a risk management requirement taught during the first 15 minutes of CPR/AED classes offered through Campus Recreational Sports. In place of this
class, Safety Officers can substitute the Bloodborne Pathogens certification from American Red Cross (ARC) or American Heart Association (AHA). This certification is valid for 1 year.

- **Safety Officer Workshop** is training offered through Campus Recreational Sports. This workshop is valid for the current academic year. (Fall semester of the current year through the Sunday before next Fall semester begins.)

- Club Safety Officers are permitted to turn in ARC or AHA certification cards from an outside source.

- Club Safety Officers have the opportunity to take necessary classes for free at Recreational Sports but will be fined for absences.

**ACCIDENTS**

- An Accident is anytime an injury or illness takes place during a Club activity.
  - Some Accidents will require an ambulance due to the severity of the injury or illness (Code Red).
- Depending on the location and time of the Accident, different protocol will need to be followed.
  - When RS Staff is present, allow the staff to handle the situation and assist with the process.
  - When RS Staff is not present, the Safety Officer will be the head responder.
- In the event of a claim for a loss filed with IU Risk Management or a lawsuit, the Accident Report Packet becomes an important reference document.

**Procedure**

1. Provide care for the participant or assist RS Staff in care
2. Determine if it is a Code Red
   - Call 911 and the On-Site/On-Call Professional for Code Red accidents
3. Complete the Accident Report Form
4. Turn in the Accident Report Form to WIC 290 within 24 hours
5. Return and re-supply risk management supplies.
6. If the Accident was demined a Code Red:
   - Inform the participant, that for their own safety, they cannot be allowed to resume activities until the following day.
7. If anyone requests information from the packet, have them contact Jacqueline D. Puterbaugh, RS Associate Director.

**INCIDENTS**

- An incident is defined as anything that is illegal, suspicious, violates policy or intentionally causes harm.
  - A major incident, referred to as a Code Blue, is one in which the safety officer has determined that the police must be called.
- Depending on the location and time of the Incident, different protocol will need to be followed.
  - When RS Staff is present, allow the staff to handle the situation and assist with the process.
  - When RS Staff is not present, the Safety Officer will be the head responder.
- In the event of a claim for a loss filed with IU Risk Management or a lawsuit, the Incident Report Packet becomes an important reference document.

**Procedure**

1. Respond to the Incident as the Safety Officer finds appropriate
   - Approach vs Do Not Approach
2. Determine if it is a Code Blue
   - Call 911 and the On-Site/On-Call Professional for Code Blue Incidents
3. Complete the Incident Report Form
4. Turn in the Incident Report Form to WIC 290 within 24 hours.
5. If anyone requests information from the packet, have them contact Jacqueline D. Puterbaugh, RS Associate Director.

**FACILITY INSPECTIONS**

Conduct a Facility Inspection before each use, and check for hazards and weather conditions. Locate the nearest risk management supplies, AED, phone, emergency exit and the best entrance for ambulance access. If there is a Hazard, remove it before play begins. If hazard is in a Recreational Sports facility or field, notify the RS staff or Assistant Director of Club Sports.

- Cancel the practice/event if hazard cannot be removed or repaired.
- Cancel Outdoor Activities if there is lightning, severe weather, tornado watches or warnings, or excessive heat or extreme cold.

**Procedure**

1. If at **WIC/SPH, SRSC, Woodlawn, and Mellencamp** (or where RS Staff is present):
   a. Report Issues to the RS Staff and Assistant Director
   b. Allow RS staff to execute Recreational Sports evacuation Protocol
2. If at **Evan Williams, Recreational Sports Complex, or Lake Lemon**:
   a. Report Issues to Assistant Director
   b. Safety Officer Executes evacuation protocol
3. If at **Off-Campus** facility:
   a. Report issues to Facility owner
   b. Know the facility standards could different and to be more aware of your surroundings
   c. Safety Officer needs to know the evacuation protocol
   d. Safety Officer executes the evacuation protocol

**REPORTING RESPONSIBILITIES**

- Accidents and Incidents
  - Call the On-Site/On-Call Professional to inform them of the situation
  - Reports must be turned in within 24 business hours, or within 24 hours upon returning to Bloomington
  - Safety Officers are not permitted to copy the accident report and/or give a copy to anyone
- Facility Inspection
  - Inform the Assistant Director of the facilities issues; if possible, provide photos
  - Submit the information to the Assistant Director via email within 24 hours
TRAVEL

Travel Approval
A Travel Form must be completed 5 business days prior to departure anytime a club travels outside of Bloomington to a location other than their typically practice facility. Club Travel will not be funded by the Allocation account. This includes transportation, lodging, entry fees, meals, etc.

- Clubs will provide a roster of all members attending the event.
  - Even if only one member of the Club is going to an Event and representing IU, there still needs to be a form filled out and a Safety Officer to attend with them.
- A Safety Officer, who accepts responsibility to supervise the club while traveling, must accompany the Club Sport on all trips. This includes Risk Level III clubs.
  - The Safety Officer attending must be listed on the Form.
- If a Club is missing a waiver for a member trying to attend the away event, the club has until the last business day before departure to turn the waiver into WIC 290.
- If a Club travels without submitting a travel form, the Club will be eligible for disciplinary actions from the Assistant Director of Club Sports.

- If your league/NGB requires a verified roster for competitions, it is recommended that officers give the Registrar at least two weeks’ notice.

Rental Vehicles
- All drivers for the Club must complete an MVR Check.
- Clubs may use University vehicles for club travel according to University Motor Pool and IU Risk Management Policies and Procedures.
- Only insured vehicles may be used for Club travel, with a minimum insurance coverage of $300,000 bodily injury per accident/$100,000 bodily injury per person/$25,000 medical per occurrence/$100,000 property damage.
- Clubs may not utilize any 12 or 15 passenger vans.

Personal Vehicles
- All drivers for the Club must complete an MVR Check and Vehicle Owner Acceptance of Responsibility
  - The registered owner of a personal vehicle used for Club Sports travel must submit to the Club Sports Office prior written approval for the use of his/her vehicle and written acknowledgement of his/her understanding that Indiana University and Campus Recreational Sports are not providing insurance for the vehicle or its driver or occupants and are not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during club sports travel. Both the vehicle owner and the driver, if these are the same person, should understand that they may be exposing themselves to personal liability in the event of an accident.
  - Only insured vehicles may be used for Club travel, with a minimum insurance coverage of $300,000 bodily injury per accident/$100,000 bodily injury per person/$25,000 medical per occurrence/$100,000 property damage.
  - Clubs may not utilize any 12 or 15 passenger vans.

Alcohol & Controlled Substances Policy
No alcoholic beverages or non-prescribed controlled substances shall be present or consumed by club sport members while traveling or participating in club sponsored events. Failure to abide by these rules and/or guidelines will subject the club sport and/or individual club members to disciplinary procedures, including possible referral to the Office of Student Ethics.
HOSTING ON-CAMPUS EVENTS

Facility Use Application
To reserve Recreational Sports or Athletic Department facility or field space, clubs must submit a Facility Use Application. Meetings, events and competitions are scheduled on a first-come, first-served basis. Based on the size of the event, certain deadlines must be met in order to provide proper planning time:

- **Small** - hosting 1-2 teams that play a match or event with less than 40 participants on one day.
  - *Small events should be requested at least one month prior to the event.*
- **Medium** - hosting 2-4 teams that play matches or event with 40 to 80 participants over one/two days.
  - *Medium events should be requested at least one month prior to the event.*
- **Large** - hosting 4+ teams or more than 80 participants over two or more days.
  - *Large events should be requested at least two months in advance.*

If requesting Athletic facility space, clubs must submit the FUA and the follow lines of communication:

- If the event is initially approved, the Assistant Director will forward the request to the Executive Director of Recreational Sports to communicate with the Athletic Department.
- The communication will stay between the Executive Director and the Athletic Department until a decision has been made.

Procedure
1. Submit the [Facility Use Application](#) prior to deadline stated above.
   a. If this communication does not take place in a timely manner, the Club Sport may be required to pay personnel, field lining, and/or other related charges.
2. Assistant Director of Club Sports may request to set up a meeting to discuss the logistics of the event
   a. The focus of the meeting will be to review the club's proposed event/tournament.
   b. The Assistant Director will go over past documentation of the event if it has been held before.
   c. If the club would like an exemption to the age minimum for participants, it should be requested at this time.
3. The event will be approved or denied by the Assistant Director.
4. The Assistant Director will pass the information on to the Recreational Sports Facility Use Committee.
   a. Once the Facility Use Committee meets and discusses the event, the Assistant Director will inform the Club of the decision. If approved, the Club continues to plan for the event/tournament as discussed in the initial meeting.
5. Clubs are required to return the space to the condition in which it was receive at the conclusion of the event. Failure to clean the space may result in cleaning and maintenance staff charges.
6. If necessary, a follow up meeting with the Assistant Director of Club Sports will be scheduled to review the event/tournament.
7. Recreational Sports staff reserves the right to cancel an event:
   a. At any time if requirements are not met or events beyond Recreational Sports control.
   b. Due to unsafe weather or playing conditions.
8. If the event is cancelled by the Club, officers must notify the Club Sports office. Staffing fees will still be assessed with less than two days’ notice.
**Visiting Team Information**

During the Facility request process, the Club will be asked to provide the contact information for Visiting Clubs. Recreational Sports will contact the visitors prior to their arrival to inform them of IU policies and procedures.

**PRACTICES IN RS OR ATHLETIC FACILITIES**

**Procedure**

To reserve WIC, SRSC, Rec Sports fields, or Athletic Department Facilities

1. Complete the online Practice Form for regularly scheduled practices during the semesters and break (including summer). Scheduling is prioritized by club classification category.
2. A Rec Sports staff member will notify the club of their request’s status (i.e. - approved, denied, modified).
3. The Safety Officer or Key Officer will ask the Team Leader or the Assistant Manager in SPH, WIC or the SRSC to open the particular facility that the club has been approved to use.
   a. The facility will NOT be opened to any other officer, coach, advisor or member.
   b. **If the Safety Officer or Key Officer needs to check out a key to open storage, the key must be returned 20 minutes after check out.**
      i. The Club can have the privilege of checking out the keys taken away if this policy is broken.
4. The Recreational Sports staff reserves the right to deny practice space if requirements are not met. Facilities may be withheld when improper usage is reported or when clubs fail to adhere to policies and procedures.
5. If a club is not using a facility as assigned, the Assistant Director should be notified so that the facility may be reserved by other users.
6. If another club requests the space for an event during a time that another club has a scheduled practice, the club may be asked to move locations.

**SUPERVISION REQUIREMENTS**

**Practices (On or Off-Campus)**

- All Risk Level I and II Clubs are required to have a Safety Officer at all practices and events.
- All pool related club sports are required to have a certified Recreational Sports lifeguard at all practices and events. The lifeguards will be tested, trained and evaluated by Rec Sports professional staff.
- Recreational Sports reserves the right to require additional supervision at Club Sport practices depending on the nature and location of the activity.
  - Recreational Sports also may send Supervisors/Staff to check on and off campus practices to ensure policies are being followed.
- All club sports using University Middle School, 17th Street Fieldhouse, Mellencamp Pavilion, or other select University facilities may be required to have a Rec Sports Supervisor present for events and/or practices.

**Events in RS or Athletic Facilities**

- Risk Level I and II clubs are required to have a Safety Officer at all practices and events.
- Clubs are responsible for paying the wages to all staff at events. Staffing levels may be determined by event size, which are categorized into small, medium or large
  - **Small** - hosting 1-2 teams that play a match or event with less than 40 participants on one day.
  - **Medium** - hosting 2-4 teams that play matches or event with 40 to 80 participants over one/two days.
  - **Large** - hosting 4+ teams or more than 80 participants over two or more days.
- Events must abide by the following supervision requirements:
  - RSFC and Evan Williams: 1 Rec Sports Head Supervisor and 1 Risk Management First Responder.
    - The Risk Management Responder is required to present during all active warm-up activity. Please limit warm-up activities to 1 hour prior to start time.
  - Woodlawn Field: 1 Rec Sports Head Supervisor if two of more fields are being used simultaneously.
  - WIC/SRSC: 1 Rec Sports Team Leader if the event will have more than 50 participants/spectators.
  - Mellencamp Pavilion: 1 Rec Sports Head Supervisor and 1 Risk Management First Responder.
- The Risk Management Responder is required to present during all active warm-up activity. Please limit warm-up activities to 1 hour prior to start time.
  - Other IU Facilities: may require Rec Sports Head Supervisors or other staff as determined by the Assistant Director of Club Sports and the host facility department.

**HOSTING OFF-CAMPUS EVENTS & PRACTICES**

Club Sports hosting events and/or practices off-campus (Karst Farms, Frank Southern Ice Rink, etc.) shall abide by the host facility’s policies, emergency action plan, and supervision requirements, in addition to:

  - Risk Level I and II clubs are required to have a Safety Officer at all practices and events.
  - Club Sports hosting events in public/non-supervised locations (roads, trails, Lake Monroe, etc.) shall obtain necessary public permits to host the event. Recreational Sports reserves the right to require additional supervision depending on the nature and location of the activity.
  - High risk club sports (Gymnastics, Martial Arts, etc.) may also require an EMT through the Bloomington Hospital Ambulance Service for events. These events will require a meeting with the Assistant Director of Club Sports to determine appropriate supervision.
  - Beginning FY17, a contract or memorandum of understanding should be created between the Club Sport and host facility to outline cost, supervision responsibilities of both parties, etc.

**FINANCIAL COMMITMENTS**

All Clubs are responsible for the financial commitments to hosting events. Clubs who host events within Recreational Sports or Athletic facilities will be invoiced for the necessary staff fees after the event.
EQUIPMENT

INVENTORY
Inventory should include all items purchased on behalf of the Club. This may include, but is not limited to uniforms, sport equipment and fundraising/promotional Items.

- Each Club is required to log inventory as it is purchased and discarded/broken.
- The Club is required to submit an Inventory Report once an academic year in April.

INSPECTION
Before using the equipment look for wear, tear, cleanliness, and other flaws. During the use of the equipment:

- Instruct members in the proper use of the equipment
- Keep members from misusing the equipment
- Ensure members are wearing personal safety equipment
- Repair and replace equipment that is un-useable
- Develop a long-term plan for replacing and purchasing equipment
- Properly wash shared equipment and uniforms

PURCHASE

- Equipment purchased by a Club Sport is the property of Indiana University and Campus Recreational Sports for club use. It will be checked out to the Club Sport and the Club Sport will in turn check it out to members.
- The Club Sport must be accountable at all times for Club Sport equipment.
  - Inventories will be reported in April each year, however the club is responsible for keeping its inventory up-to-date at all times.
- Clubs must ensure the proper care and storage of equipment.
  - The Club Sport should consult with the Assistant Director to determine an acceptable storage space. After being taken into consideration with the Facility Management, the Club will be notified whether or not storage space has been approved.
- All equipment purchased through Allocation or IUF account is to be delivered to WIC 290 to be inventoried and checked out to the club.
  - Make sure to look through Finance Policies before making a purchase. Purchase Orders may be required for some accounts.
- Club Sport equipment that is worth more than $1,000 should be insured.
FINANCES

SOA (Student Organization Accounts)
The SOA Office manages all SOA accounts, and is located in Poplars W109 (http://www.soa.indiana.edu). Club treasurers need only complete the SOA once during their tenure, unless otherwise noted by SOA.

Responsibility
- The Club Sport Treasurer is responsible for revenue and expenses pertaining to the SOA account with the approval of the Club Sport Advisor.
- The Club Sport Treasurer is responsible for attending the SOA training at the beginning of the year to receive access to this account.

Income
- Deposits should be made on a timely basis and brought to the SOA Office in Poplars Building W109. Cash deposits should be made within 24 hours.
- Find the SOA policies on their website: http://www.soa.indiana.edu/
- All money remaining in the club’s SOA Account at the end of the academic year will roll over to the next academic year.

Expenses
- See the table on page 25 for which expenses this Account can (and can’t) be used for by Club Sports.
- Purchase requests are submitted online by the club treasurer and approved by the club advisor online.
- Paperwork must be turned in to the SOA office in Poplars W109 once the purchase request is submitted.

CSF ALLOCATION
The Allocation Account funding comes from Campus Recreational Sports through the Student Activity Fee fund collected from IU students each semester. The Allocation Process determines how to distribute these funds to the organizations in the Club Sports Federation. In addition to the annual allocation, club sports have the opportunity to earn Incentive Money that is put into the Allocation Account.

Responsibility
- The Allocation Account is managed by the Club Sports Federation (CSF) Treasurer, with approval from the Assistant Director of Club Sports.
- The Club Sport Treasurer is responsible for knowing the Club’s current balance and properly spending the Allocation for the academic year.
- Each Club is responsible to keep track of the amount spent in their Allocation account. If they over draft, they will be asked to transfer from SOA or, if the amount is low, will occur a debt for the next year.
- All money remaining in the club’s Allocation Account at the end of each academic year will be returned to the CSF and disbursed according to the Surplus Funds policy outlined in the CSF Constitution.
- Allocation Requests must be submitted by the spring deadline set by the CSF in order to receive Allocation for the next fiscal year.

Allocation Process
Recreational Sports will provide Clubs with an Allocation Request Form in the spring, which shall include a total operating budget for the club, in order to help validate the Allocation Request. There are four pools through which a club can receive Allocation dollars:
1. Classification Points
2. Needs Based Funding
3. Fundraising Recognition
4. CSF Incentive Funding
Expenses
- See the table on page 25 for which expenses this Account can (and can’t) be used for by Club Sports.
- Turn in all allocation expense requests to the Club Sport Office, in WIC 290.
- See the policy below about Club Sport equipment and inventory procedures when purchasing equipment and other club sport items.
- Allocation funds cannot be transferred to an SOA Account or Foundation Account.
- Club Sports must submit the necessary documentation for requested expenditures.

Invoices
- To pay a company directly, attach the following documentation:
  - Request for Funds Form
  - Itemized invoice from the company

Reimbursements
- Attach the following documentation:
  - Request for Funds Form
  - Itemized receipt (Remember that the Allocation account does not pay for travel. Therefore, receipts that are from outside of Bloomington cannot be reimbursed through this account.)
  - Reimbursement Form

Payment of Services
- To pay coaches/instructors, officials, etc., attach the following paperwork and submit IN ADVANCE of the person performing the services:
  - Request for Funds Form
  - Statement of Services Form
  - Disbursement Voucher (DV)
  - W-9 form
- This paperwork should be submitted IN ADVANCE of the person performing the services rendered.
- Clubs must develop job descriptions for all officials, coaches, managers, instructors, and other individuals that will be paid on a regular basis.
- It is recommended that contracts for service arrangements and pay rates be drafted and that club sports request Student Legal Services to review proposed contracts with third parties prior to execution. Contracts are between the third party and the Club Sport, not with Recreational Sports.

FOUNDATION
The IU Foundation Account is managed by the Club Sports Federation (CSF) Treasurer, with approval from the Assistant Director of Club Sports. The Club Sport Treasurer is responsible for knowing the club’s current balance and properly depositing and spending money from this account.

Income
- Donations are the only income deposited into an IU Foundation Account. These donations are tax exempt to the donor. The IU Foundation will provide a receipt that can be used by the donor for tax purposes.
- All money remaining in the club’s Foundation Account of the academic year will roll over to the next academic year.

Expenses
- See the table on page 25 for which expenses this Account can (and can’t) be used for by Club Sports.
- Turn in all Foundation receipts/documentation to the Club Sport Office in WIC 290.
- Club sports must submit the necessary documentation for requested expenditures in advance of purchase. Exceptions must be approved by assistant director before purchase. Failure to follow proper purchasing procedures puts you, the vendor, and the university at risk.
• See the section below about Club Sport equipment and inventory procedures when requesting equipment and other club sport items.
• Foundation funds cannot be transferred to an SOA Account or Allocation Account.

Purchase Order Request (POR)

• To pay a company directly, complete the following documentation:
  o Foundation Check Request Form
  o Foundation Purchase Order Request Form
    ▪ Purchases need to be ordered from an IU preferred vendor on a purchase order. Contact the Assistant Director for the list of [IU Preferred vendors](#).
    ▪ If equipment is not available from a preferred IU vendor, club may get an estimate from another vendor. However, this does not guarantee purchase through said vendor.

• To pay for Dues/Registration/Membership (to pay league/conference dues, membership to national associations, etc.), complete the following documentation:
  o Foundation Check Request Form
  o Itemized invoice from the company
  o W-9 Form

Payment of Services

• Prior to any service, it is recommended that contracts for arrangements and pay rates be drafted. Campus Recreational Sports recommends that club sports request Student Legal Services to review proposed contracts with third parties prior to execution. Contracts are between the third party and the Club Sport, not with Recreational Sports.

• Prior to services being rendered, the following paperwork must be submitted:
  o Foundation Check Request Form
  o Statement of Services Form
  o W-9 Form
  o Additional requirements for payments totaling over $500:
    ▪ IU and the service provider will execute an agreement. The service provider will be contacted by IU Purchasing Office staff to sign the agreement prior to payment.
    ▪ The club must provide a Job Description, including duties/responsibilities and:
      • Terms of Payment
        o Lump sum is paying the entire amount at the end of the contract
        o Installments are specifying dates during the contract to receive partial amounts. (Ex: total contract of $3,000 may be installed in 3 payments of $1,000.)
        o The Foundation Account cannot pay personnel for travel-related expenses.
      • Date(s) of Payment
        o Lump sum, the payment date must be at the end of the contract
        o Installment dates can be set throughout the contract period, with the last installment at the end of the contract. (Ex: Contract Sep 1 - Nov 30, installments Sep 30 ($1,000), Oct 31 ($1,000), and Nov 30 ($1,000) for a total of $3,000.)

• After services have been rendered, the club must submit the following in order to pay the individual:
  o Invoice from the individual for the services performed
    ▪ For payments under $500, payment will be a lump sum check
    ▪ For payments over $500, invoices are needed before or on the date outlined in the terms and dates of payment stated in the job description

Reimbursements

• It is Club Sports policy to not accept requests for Foundation account reimbursements.
## Accounts Summary Chart

<table>
<thead>
<tr>
<th>Questions</th>
<th>Accounts</th>
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<tbody>
<tr>
<td>Where does the money come from?</td>
<td>Allocation</td>
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<td>Recreational Sports</td>
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<td>SOA</td>
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<td></td>
<td>Club Dues, Fund Raisers</td>
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<td></td>
<td>FOUNDATION</td>
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<td></td>
<td>Contribution by Alumni</td>
</tr>
<tr>
<td>Who must sign the Request for Funds?</td>
<td>1) Asst. Dir. Club</td>
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<td></td>
<td>Sports</td>
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<tr>
<td></td>
<td>2) CSF Treasurer</td>
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<td></td>
<td>1) Club Advisor</td>
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<td>2) Club Treasurer</td>
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<td>1) Asst. Dir. of Club</td>
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<td></td>
<td>Sports</td>
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<td></td>
<td>2) CSF Treasurer</td>
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<tr>
<td>Processing Time</td>
<td>2-3 Days</td>
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<tr>
<td>Accounts can be used for:</td>
<td>1-2 Weeks</td>
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<tr>
<td></td>
<td>2-3 Weeks</td>
</tr>
</tbody>
</table>

- Depositing Money: No, Yes, to Poplars W109, Yes, to WIC 290
- Hotels and Transportation (rental vehicles, gas, etc): No, Yes
- Tournaments and games outside of Bloomington (entry fees, officials, facility rentals, food, etc.): No, Yes
- Rec. Sports Hourly Wage Employees: Yes, Yes, Yes
- Non-Rec Sports Hourly Wage: No, Yes, No
- Lump Sum Payments (i.e. Instructors, Officials or Coaches): Yes, Yes, Yes
- National Membership Dues – Club: Yes, Yes, Yes
- National Membership Dues – Individual: No, Yes, Yes
- Purchasing Equipment: Yes, Yes, Yes
- Carry Money Over: No, Yes, Yes
- Buy Alcohol: No, No, No
- Buy Food, Soda, etc.: Yes, Yes, Yes

## Other Financial Items

### Club Dues

Dues are created by the officers of each Club, based on need. Club Sports encourages good judgement when establishing dues, as well as the adoption of a refund policy (even if it’s no refunds). Dues must be deposited into the Club’s SOA account as soon as possible.

### Fundraising

The Assistant Director of Club Sports must approve all fundraising projects for eligibility consideration for the Fundraising Recognition pool during the Allocation Process.

1. If a Club would like to use the Indiana University logo, the club must receive prior approval through the Office of Licensing and Trademarks. For IU branding guidelines, templates, color palettes and logos visit: [http://communications.iu.edu/brand/index.shtml](http://communications.iu.edu/brand/index.shtml)
2. All merchandise sold must have the Campus Recreational Sports logo on it.
3. Vendor colors, name, logo and product name and/or logo are allowed on printed or promotional materials at a reasonable size, but not larger in proportion to Campus Recreational Sport’s program name.
   - Vendors are allowed to be acknowledged as “brought to you with the assistance from”, “backed by”, or similar; NOT “sponsored by”.
   - Consistent with Club Sports Federation policy, no financial support shall be accepted that would associate the Club Sport, the Club Sports Federation, Campus Recreational Sports, or Indiana University with performance-enhancing or illicit drugs, tobacco products, or alcohol.
Donations & Sponsorships
Clubs may not actively solicit financial donations or sponsorships without approval from the Assistant Director of Club Sports.

1. Tax deductible donations to the CSF or a specific Club Sport can be made through the IU Foundation.
2. Sponsorship dollars should be deposited in the club’s SOA account.
3. Vendor colors, name, logo and product name and/or logo are allowed on printed or promotional materials at a reasonable size, but not larger in proportion to Campus Recreational Sport’s program name.
   - Vendors are allowed to be acknowledged as “brought to you with the assistance from”, “backed by”, or similar; NOT “sponsored by”.
   - Consistent with Club Sports Federation policy, no financial support shall be accepted that would associate the Club Sport, the Club Sports Federation, Campus Recreational Sports, or Indiana University with performance-enhancing or illicit drugs, tobacco products, or alcohol.

INCENTIVE FUNDING
The CSF will determine the use of the Incentive pool of funding, and will post these opportunities in the annual Classification System handout, and as they become available. In the past, Perfect Attendance at CSF meetings, completing activation by a certain date, and participation in Leadership Workshops – have earned clubs incentive funding.

Leadership Workshops
The Leadership Series is an opportunity for Club Sport Officers to learn about a variety of topics all leaders experience in one way or another. The topics will be voted upon at the first CSF meeting of the year. Each officer than attends will receive $15 in the Allocation Account.

Annual Awards
Annual Awards are given to Clubs at the yearend. Each First Place in an award: $200 incentive funding, each Second Place in an award: $150 incentive Funding. Awards include: Most Community Service Hours per person, Furthest Travel, Best Video, Most Leadership Workshops, Best Uniform, Highest Fundraising per person, and Most Safety Officers
LEGAL

CONTRACTS
Any contract made to an outside party must be reviewed by the Club Sport Office. If necessary to have further review, the Club Sport Office may forward the potential contract to Office of Legal Services for revision. Provide the contract to Recreational Sports at least three weeks in advance of the due date for revision.

MEMOS OF UNDERSTANDING
MOU’s (or memorandum of understanding) is a formal agreement between two or more parties. Companies and organizations can use MOU’s to establish official partnerships. MOU’s are not legally binding but they carry a degree of seriousness and mutual respect, stronger than a gentlemen's agreement. If an MOU is offered instead of a contract, this may be easier to be processed through the Officer of Legal Services. Provide at least two weeks in advance of the due date for edits.

NATIONAL GOVERNING BODIES
Clubs are to be governed by the rule and regulations established from Indiana University, Recreational Sports, and Student Life and Learning. If applicable, Clubs should follow recommendations from their National Governing Body that pertain to effective, efficient administration of their sport or activity.

INSURANCE
Each Club Sport must participate in Indiana University's Club Sports liability program. The program policy covers all members of the Club, including Coaches, Instructors and Advisors (“Covered Persons”) against claims from non-participant third parties due to acts of alleged negligence by Covered Persons during club activities. Non-participant third parties are individuals who are not Covered Persons, such as game officials, opponents, or opponent coaches, instructors and advisors.

• New members are to sign the Club Conditions of Participation and Release forms before the next club practice, tournament or activity.
• To request an Insurance Certificate, which may take at least 10 business days to obtain, fill out the online form with the Office of Insurance, Loss Control & Claims: https://inlocc.webhost.iu.edu/CAS/coi/coi.cfm
• Liability insurance is not medical, health or disability insurance.
  1. It does not cover Covered Persons or opponents injured while participating in a Club activity.
  2. Injuries suffered during travel in personally-owned or rented vehicles are not covered. The driver's automobile insurance will cover claims associated with an accident.
• The limits of the insurance policy (coverage period March-March) are as follows:
  1. General Aggregate Limit $1,000,000
  2. Products Completed Operations Aggregate Limit $1,000,000
  3. Personal and Advertising Injury Limit $1,000,000
  4. Each Occurrence Limit $1,000,000
  5. Fire Damage Limit $50,000
  6. Medical Expense Limit $5,000
• To submit a claim, clubs must inform the Assistant Director of Club Sports of all accidents or injuries promptly but in no event more than 2 business days. Information must be recorded on an Accident Report Form.
  a. Should a serious accident occur during a club practice, tournament or activity, the Assistant Director of Club Sports and/or the Program Director of Club Sports must be contacted immediately.
  b. The injured individual should not be informed that the Club Sports insurance policy will automatically cover the claim.
MARKETING & ADVERTISING

LOGO USE
All uses of IU marks must adhere to the IU Trademark policy, including websites, flyers, uniforms, merchandise, etc. All products must be produced by an IU Licensed vendor. Please be sure to tell the vendor:
- The club sport the item is for
- What the item is being used for (if it will be resold, used as a fundraiser, uniform, etc.)
  - Items that will be resold will be assessed a royalty fee
  - All artwork will be sent to the IU Office of Licensing & Trademarks by the company for review. Artwork should adhere to the IU Licensing & Trademark Style Guide.

 LICENSING & TRADEMARK
Licensing and Trademarking is an important detail for the Club Sports program to consider when creating merchandise. The best method to purchasing products with any trademarking would be to go through a License Vendor and communicate with the University Director of License and Trademark. If a Club uses illegal trademarks and logos, the Club will be asked to dispose of the products and may be subject to additional discipline.

SPACE RESERVATIONS
For space reservations outside of Rec Sports facilities, including tabling locations, rooms in the IMU and Dunn Meadow, requests must be made online through Student Life & Learning. More information is available at https://studentaffairs.indiana.edu/student-life-learning/space-reservation.shtml

IU WEBSITES & EMAIL ADDRESSES
Each Club Sport is allowed to have an Indiana.edu website through Student Life and Learning. To learn more about this opportunity, please contact Student Life and Learning at iusll@indiana.edu.
DISCIPLINARY GUIDELINES

DISCIPLINARY PROCESS
Complaints may be considered against a Club for any action in violation of the CSF Constitution, Club Sports Manual, and/or the University’s Policies and Regulations concerning Club Sports (whether committed by the Club, by Club representatives, or Club members involved in a Club function). Proven violations are grounds for penalties to be assessed against the Club. The disciplinary process is outlined as follows:

1. Complaints received by the Division of Campus Recreational Sports will be referred to the Assistant Director of Club Sports for an investigation and ruling. The Club Sport staff shall notify the Club verbally, then in writing that the complaint has been made, and may suspend club activities in certain cases until the investigation is complete.
2. When a complaint is referred to the Assistant Director of Club Sports, written statements shall be obtained from the complainant, accused Club, witnesses, and any other person(s) deemed appropriate.
3. In addition to the written statement, verbal conferences should be conducted with the complainant, accused Clubs, witnesses, any other person(s) deemed appropriate, and the Executive Board.
4. Having conducted an investigation, the Club Sport Staff shall make a ruling based on the evidence collected during the investigation, keeping within the penalties as listed below.
5. The Assistant Director of Club Sports shall notify the Club in writing of the ruling.

DISCIPLINARY ACTIONS
If a Club commits an action that the CSF Executive Board/Appeals Committee finds suitable for disciplinary action, the following may be possible punishment:

1. Fines up to $500.00, not to exceed the Club’s annual Club Sports Federation allocation.
2. Suspension from the campus and University for a specified period
3. Suspension from specified University facilities
4. Funds may be frozen
5. Warning for suspension
6. Loss of Allocation
7. Probation for a specified period, under specific terms and penalties
8. Recommendations of continued review by the Associate Director for Recreational Sports and/or the University, the results of which will not be subject to further disciplinary action by the Federation
9. Adjustments to a Club's classification category placement

Warning:
A warning will most likely accompany another disciplinary action that the Club Sports Federation Executive Board finds necessary. The Club will be given the warning for a first-time, low-level offense. The Club will be given time to correct the issue. If the Club does not fix the issue, the Club may be placed on Probation.

Probation:
A Club may be placed on probation due to committing a high risk infraction, multiple infractions or an offense not stated above that the Club Sports Federation Executive Board decides is a severe action. The Club will be at risk for Suspension if another infraction occurs. The Club may be given other disciplinary action by Recreational Sports or the Club Sports Federation.
**Suspension:**
A Club placed on Suspension will no longer be part of the Club Sports Federation (therefore, the Club will not receive any benefits from Recreational Sports).

**APPEALS**
1. The Club will be notified if the Club has the opportunity to appeal.
2. The President of the Club must send a written appeal to the Club Sports Federation.
3. Once the information has been received, the Club will be asked to attend an Appeals hearing.
   - Please see information on Appeals Committee if the Club has any questions of who will attend.
4. During the hearing:
   - The Club will be asked to present what they are appealing.
     - The Club should include:
       - Charges against them
       - How the Club will prevent similar issues in the future
       - What the Club thinks is an appropriate punishment for the charges
       - Any other information the Club feels necessary
   - Next, the Recreational Sports representative will present their information
   - The Board will ask any questions on the matter
   - The Club and the Recreational Sports Representative will leave the room.
   - The Appeals Board will discuss and come up to a conclusion.
   - The Appeals Board will inform the Assistant Director of Club Sports of the decision.
     - Assistant Director of Club Sports may override the decision made by the CSF Executive and send the issue to the Executive Director of Recreational Sports.
5. Clubs have the opportunity to take the Appeal Board’s decision to the Executive Director of Recreational Sports.
   - The Executive Director of Recreational Sports will have the final say in the matter.

**TYPES OF INFRACTIONS**

**Administrative Infractions**

**(Potential for Automatic Removal)**
- Breaking the policies set forth by *Indiana University Code of Student Rights, Responsibilities, and Conduct*, including but not limited to hazing and discrimination.
  - Violations may subject individual Club members and/or the entire Club to sanctions up to and including dismissal from Club membership, discipline through IU’s Office of Student Ethics, or deactivation of the Club Sport Federation.
- Use of alcohol and/or non-prescribed controlled substances during Club activities or functions (symbols, graphics, terminology or products in association with Club promotion/publicity avenues, fund-raising projects, or Club sponsored events).

**Major Infractions /High Risk**
- Failure to fulfill the following responsibilities could result in the Club being placed on inactive status:
  - Missing Waivers (practice or competition)
  - Allowing ineligible individuals to participate in Club activities (lack of waiver, no Recreational Sports Membership, etc.)
  - Failure to control irresponsible acts or failure to discipline could result in inactive status or disciplinary action for the entire Club Sport.
• Any member, fan or spectator of the Club at any event or practice.
  o A Club committing multiple minor infractions
  o Misuse of Club funds
  o Failure to submit any University Paperwork (travel forms, waivers, coach/instructor forms, etc.)
  o Not getting approval for logos and trademarks
• Traveling without submitting a form is against Risk Management Policies. The Club can receive disciplinary action including Suspension and automatic removal from the CSF.
• If an accident occurs and the Club fails to turn in an Accident Report, the Club can be immediately suspended from the Club Sports Federation or removed from the Club Sports Federation without appeal.

## Minor Infractions

- Fails to meet classification policies
- Missing Safety Officer certification classes for which you are registered
- Failure to maintain proper inventory/budget forms
- Failure to clean up fields/facilities after events
- Using non-approved Recreational Sports facilities
- The Club Sport may receive disciplinary actions if the coach/instructor steps outside their duties
  o the coach/instructor may be asked to refrain from their duties

## Behavioral Infractions

- Unsportsmanlike behavior
- Destruction of Property
- Misuse of Recreational Facilities
- Inappropriate Club Activities
- Alcohol and Drugs Issues
  o Any part of traveling to or from an event
    ▪ At event site with the area of the site
    ▪ At any lodge the club is staying at
  o On Indiana University Property
    ▪ On site – before, during or after practices or home events
  o While weight Club Sports Apparel
- Hazing
- Sexual Misconduct
- Breaking any University Policy on Member Conduct