Club Sports Manual
2016-2017
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**ITEMS HIGHLIGHTED IN GREY THROUGHOUT THIS DOCUMENT REPRESENT NEW CONTENT**

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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 education 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@indiana.edu

Bridget Tasker, Program Assistant
Email: btasker@indiana.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
PROGRAM STRUCTURE

REC SPORTS STAFF

Program Director
Program Director of Club Sports & Intramural Sports 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 at any time.

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, as well as the primary advocate for the clubs to the University. 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 Club Sports Federation or University officials. They will have the authority to implement corrective and/or disciplinary action against a club for violations of Club Sports, Recreational Sports, and/or Indiana University.

Program Assistant
The Program Assistant (PA) reports to the Assistant Director. The Program Assistant will assist with programming duties, daily operations and development of Club Sports. The PA is designed to be an additional conduit between the clubs, the Club Sports Federation Executive Board and Rec Sports staff. The PA also serves as a liaison to an assigned group of clubs, just as the Assistant Director and CSF officers do as well.

CLUB SPORTS FEDERATION
Each Club is required to send one Officer recognized by Recreational Sports to the Club Sports Federation (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 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.

Executive Board
Club Sports Federation consists of a President, Vice-President, Treasurer and Secretary. To run for a position, you must be a current, full-time IUB Student, plan to be on campus for the fall and spring semesters of service, 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 assist the President in facilitating the monthly CSF meetings, process Classification Forms during weekly office hours (averages about 1 hr/wk), chair of the Appeals Committee, serve as a liaison to designated Club Sports and be an advocate for 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 at various meetings, serve as a liaison to designated Club Sports and be an advocate for the club sports program to the IU-Bloomington campus.

**Appeals Board**
The Appeals Board is in charge of Classification appeals, occurring at the end of April, and Discipline appeals, occurring throughout the year as necessary. The board members will be appointed shortly after the first CSF Meeting by the exec board and shall consist of a pool of 10 people, including the exec board members. The President should ensure that the board is balanced by choosing members that represent varying sports and activities (field sports, martial arts, off-campus clubs, individual/dual clubs, etc.). When a hearing is necessary, the Club Sport Federation Vice President (chairperson) and at least 5 other representatives from the Appeals Board (not related to any Clubs involved) shall be appointed. One member of the Appeals Board shall be designated as secretary.

**Martial Arts Committee**
The Martial Arts Committee is comprised of one representative from all martial arts clubs that are a part of the CSF. The primary function of this committee is to plan and execute all items related to Martial Arts Fest, as well as other events or initiatives the group may wish to work on. Committee meetings typically take place after the monthly CSF meetings, or as needed.

**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 Recreational Sports. For a full explanation of each category in the classification system, please view the 2016-2017 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: 80-119 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.

**Relationship to Club Sport Status**
Clubs will be expected to complete the minimum standards outlined to maintain their status as a Club Sport. If a club does not meet the minimum in each required category, they will not receive any funding for the following fiscal year. Clubs that fail to complete two or more required categories will be removed from the CSF. Any clubs that wish to appeal the aforementioned sanctions may make an appeal. The CSF Appeals Committee will make decisions on classification appeals.
ANNUAL ACTIVATION

Policies

A Club may not host practices or any other activities/events prior to becoming active – however, clubs are permitted to host 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) after the Club is activated for the given academic year. Please view the Activation Checklist to see the current status of your club’s activation. All clubs will be inactive the Monday prior to the first day of Fall classes unless the officers have already accomplished the following procedure:

Procedure

1. All Club Sport Officers must attend one of the Officer Trainings.
   a. The activation process only requires the President and Treasurer to attend Officer Training. If a club’s Vice President and Secretary do not complete training by the last date offered, the club will become inactive. Training dates are viewable on the Club Sports Google Calendar.
      i. At this training, each Officer must sign an Officer Acceptance of Responsibility form. These forms are only available at the Officer Trainings.
      ii. Insurance Responsibility is to be completed by Club President and is only available at Officer Trainings.

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. At least one coach/instructor on file with Rec Sports must also be a current Safety Lead.
   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.
      ii. A returning member’s waiver expires the Sunday prior to the first day of Fall classes, and therefore a new waiver must be submitted each academic year.
      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 Leads.

4. The Club Sport must re-register with Student Life & Learning on beINvolved.indiana.edu.
   a. Clubs can start applying for the next academic year starting in April.

5. If the Club plans to remain active in the Summer, the club will need to indicate that on the Club Sports Re-Registration Form in April.

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.

CLUB SPORT BENEFITS

- Programming Assistance: The Assistant Director and Program Assistant of Club Sports are available for problem solving, advice, and direction. Club members and officers are encouraged to stop by, 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 year, as listed on the Google Calendar.

• **Risk Management Resources:** CPR/AED, and Standard First Aid (SFA) classes are provided free of charge for Safety Lead. Clubs can also check out first aid supplies for free to use when they are outside of Recreational Sports staffed facilities.

• **Storage:** Clubs may request equipment storage space as necessary.

• **Facility/Field Space:** Clubs can request space in a number of Rec Sports and other University facilities for practices or events. Reserving Rec Sports space is offered at no cost to Club Sport Federation groups.

• **Equipment Usage:** Equipment including chairs, tables, scoreboards, flip scores, coolers, may be provided for events when inventory is available and requests are made at least 2 weeks in advance.

• **Event Staffing:** Recreational Sports Supervisors may be scheduled for games, tournaments, or special events in Rec Sports facilities. The Club will pay for the hourly wage of these individuals.

• **Mailing Address:** Each Club has a mailbox in Wildermuth (WIC) Member Services. Clubs may use the Club Sports office as a permanent mailing address.

• **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:
  - **Copies** - each Club is allotted up to 500 black and white copies and 20 color copies per academic year. If the Club can bring in their own special paper for printing, and can laminate up to 20 8.5x11” sized items.
    - 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.
    - Each Club can mail up to 300 standard size/weight envelopes per academic year.

• **Classroom Space.** Clubs can reserve rooms in the IMU, including tabling space and Dunn Meadow through Student Life & Learning (IMU Room 371).

• **Club Website & Email.** All student organizations are eligible to request a free indiana.edu website URL and an indiana.edu email address.

• **Other Office Support, Programming & Meeting Space** are available through the Community & Leadership Development Center in Read Residence Hall (next to the Hoosier Cafe in the Clark Wing).

### HOW TO START A CLUB

If your club is interested in joining the Club Sports Federation (CSF), contact the Assistant Director of Club Sports via clubsprt@indiana.edu to inform them of the Club’s interest. If it is initially determined that the below listed policies can be met by the organization, a meeting with the Assistant Director of Club Sports will take place to discuss requirements and expectations of joining the CSF:

- Based upon the information gathered, Recreational Sports staff will review factors such as risk of the sport, philosophy of the Club, and resources to support the Club.

- **If Recreational Sports determines it can support the organization’s philosophy and activities, the Club Sport can continue with the acceptance process for the CSF.** The Assistant Director will contact the Club with approval or denial at this stage, as well as the next steps in the process.

### 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 at least 10 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.
- Each potential Club Sport may only present once a semester year.

Procedure

1. Upon approval from the Assistant Director of Club Sports, the potential new club will submit the following documents via email clubsprt@indiana.edu for the CSF Executive Board’s review:
   - Written Constitution
   - Written Statement justifying the potential Club and why it should be accepted as a Club Sport
   - An explanation of difference between the potential Club and any similar existing Club Sports
   - A written description of the Club’s activities, and the space requirements for such activities.

2. The CSF Executive Board will review the documentation and may:
   - Set up a meeting to discuss the submitted materials, request more information or 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.

3. After the CSF Executive Board, and the Martial Arts Committee if necessary, 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.
   - The Executive Board will vote whether or not they approve the Club to present at a CSF Meeting, and will be notified of the decision by the CSF president.

4. If the CSF Executive Board approves, the Potential Club will present to the entire CSF at a monthly meeting.
   The organizers will present to the full CSF and must be available to answer questions. The CSF will then vote on accepting or denying the potential club:
   - The potential club will be removed from the room for voting.
   - The club will then need to be approved by a two-thirds vote of the CSF.
   - A potential club immediately becomes a member of the CSF upon acceptance.

Expectations of New Club Sports

- Successfully complete the Annual Activation requirements
- Be able to be fiscally sound (the group will receive no CSF allocation during the first fiscal year in the program)
- Have a Club Officer attend the mandatory monthly CSF meetings and meet the minimum requirements for a C club in the Classification System
- Comply with all University, Rec Sports, Club Sports and CSF policies
CLUB COMPOSITION

OFFICERS
All Officers must be a full time IUB Student for their term of service. Individuals that graduate or drop below full time status while still serving as an officer may remain in the role for one semester following their change in status, and retain any privileges granted by the club’s constitution, until the next round of Officer Training. 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 Officer Training each year in order to be recognized by Rec Sports. At the training, the Officer will sign the Acceptance of Responsibility form. It is recommended that outgoing Officers train new Officers on club specific tasks prior to the 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 Club Sport Officer Training (Fall Semester)
- Complete all required university forms
- Read and understand the contents of this manual. Additionally, learn what services are available through the Club Sport office – see the section on Benefits
- Review the disciplinary section of the manually annually for updates and new information
- See that all Club members have signed the Conditions of Participation and Release Form. They are kept on file in the Club Sport office
- Attend or send a representative to monthly Club Sport Federation meetings
- Hold monthly meetings with the Club Sport officers and semester meetings with the Club Sport members.
  - Work with the Club Sport Treasurer to prepare an annual budget. Remain aware of the Club's financial status (income and expenses) and supervise fundraising projects
  - Ensure that the Club’s constitution is up-to-date and posted on belNvolved
  - Ensure that a certified Safety Lead is in attendance at all Club Sport practices, competitions or activities home and away
- Meet with the Club Sport faculty/staff Advisor periodically to update him/her on Club Sport activities
- Promote good sportsmanship on and off the field or court and implement proper disciplinary action procedures when necessary
- Notify the Assistant Director of Club Sports of travel, fundraising and program plans
- Submit semester facility/practice requests by the designated deadline
- Determine the location of all Club Sport equipment and submit inventory report to the Club Sport office in April

Vice-President
The Vice President must be prepared to step in for the President if the President leaves or is impeached from Office. Tasks:

- Attend Club Sport Officer Training (Fall Semester)
- Game and special events scheduling
- Assist club with travel, transportation, lodging and food.
- Review the disciplinary section of the manually annually for updates and new information
• 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.
• Other duties as assigned

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 Club Sport Officer Training (Fall Semester)
• 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
• Review the disciplinary section of the manually annually for updates and new information.
• 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
• Other duties as assigned

Secretary
The secretary is in charge of club meeting minutes and/or general club documentation. Tasks:

• Attend Club Sport Officer Training (Fall Semester)
• Maintain a current list of emails and phone numbers for the Club officers and members
• Check the Club Sport mailbox (Member Services, WIC) weekly
• Maintain all club documentation on past events (fundraisers, tournaments, etc.)
• Meeting attendance and minutes
• Keeping track of Classification points via checklist document
• Monthly Roster updates
• Communication among club members and officers
• Review the disciplinary section of the manually annually for updates and new information
• Other duties as assigned

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 determine a travel roster.

• Clubs may choose whether or not to permit non-student members.
  o IUB students must comprise at least 51% of the Club's active members.
  o Non-student members using Rec Sport facilities must purchase a RS membership in order to participate.
  o Only current, full time IUB students 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 held in Rec Sports facilities.
• All Club members and participants must be 18 years or older, UNLESS the person is a current IU student, then all privileges are afforded to them as a student.

Release Forms
All club members (regardless of type/level of participation) must sign a Conditions of Participation and Release Form. Failure to fulfill this responsibility will result in disciplinary action.
• 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 **IU assumes no medical or financial responsibility for voluntary participation in Club Sports.**
  o Each Club Sport is responsible for the actions of its members, guests, spectators, or fans at any Club practice or event. Failure to control irresponsible acts or failure to discipline may result in disciplinary action for the individuals or the club itself.

**SAFETY LEAD**

Safety Lead are in charge of the [Risk Management](#) aspect of Clubs. A Safety Lead may be a student, faculty, staff or public members. Tasks:

• Possess valid CPR/AED, First Aid and PDT certifications and attend the RS Safety Lead Workshop.
• Attend all Club Sport practices, competitions, and activities, home and away.
  o **Beginning in FY17** Safety Leads & Club Officers recognized by Rec Sports 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:
  o Roles of the safety team (Coach/Instructor, Safety Lead, Assistant Director)
  o Overview of the sport
    ▪ General rules of the game/activity, including correct and incorrect methods of the activity
    ▪ Inherent risk of participating
    ▪ Difference in practice vs. a competition/game
  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
• Complete [accident report](#) forms on all accidents, regardless of severity, in accordance with the Recreational Sports Risk Management plan.

**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 typically contact the club’s advisor in disciplinary and recognition matters, however, club officers remain responsible for communicating with their advisor. Policies for advisors:

• A Club Sport is first and foremost a Student Organization, and, as such, the advisor should restrict their contribution to advising and should refrain from activities involved in the Club’s management.
• 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.

- 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.
- 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 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 Lead. The coach/instructor may also take the courses provide 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:

- Overview of the sport
- General rules of the game
- Inherent risk of participating
- Practicing correctly and incorrectly
- Difference in practice and a game
- Roles of the safety team
  (Coach/Instructor, Safety Lead, 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

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 encouraged to create agreements with any coach/instructors prior to services beginning.

- Clubs may seek legal guidance in creating an agreement from IU Student Legal Services
- Clubs are not permitted to enter into contracts with Coaches/Instructors without Recreational Sport’s permission. Contracts constitute a different legal document than agreements. Please see the contracts section on page 28 for further details.
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
Aikido, Baseball, BJJ, Equestrian, Equestrian-Western, Fencing, Field Hockey, Figure Skating, Gymnastics, Hapkido, Ice Hockey, Judo, Karate, Lacrosse-M, Quidditch, Rugby-M, Rugby-W, Sailing, Swim, TKD, Water Polo-M, Water Polo-W, Waterski/Wakeboard
- 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 Lead.
- Must have at least two current Safety Leads.
  - One Safety Lead 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.

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 Lead.
- Must have at least two current Safety Leads.
- One Safety Lead 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.

Risk Level 3
Badminton, Ballroom Dance, Swing Dance, Tennis, Volleyball-M, Volleyball-W
- 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 Lead on the trip.
- Must have all members sign a Conditions of Participation and Release Form before participating.
- Beginning FY17 – one current Safety Lead will be required for Annual Activation.

SAFETY LEAD TRAINING REQUIREMENTS
Starting in FY17, all certifications will be good for 1-year and offered in a blended learning format which requires Safety Leads to complete an online portion prior to class. Based on risk level, clubs are given a select number of free certifications courses for their Safety Leads. Classes are free for all coaches/instructors (with a Coach/Instructor Form on file), and they don’t count towards a club’s free allotment of certifications. Registration is required for Standard First Aid and CPR/AED & UP:PDT offered by Rec Sports. Missing a certification course will result in $75 fine to the club’s Allocation Account.

<table>
<thead>
<tr>
<th>Requirement:</th>
<th>Valid for:</th>
<th>Accept certificates from:</th>
<th>Cost for Safety Leads:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR/AED &amp; UP:PDT with Standard First Aid (SFA)</td>
<td>1 year</td>
<td>American Red Cross, American Heart Association</td>
<td>Risk Level 1 &amp; 2: up to 5 can attend for free</td>
</tr>
<tr>
<td>Safety Lead Workshop</td>
<td>Current academic year</td>
<td>Rec Sport class</td>
<td>Risk Level 3: up to 4 can attend free</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Free</td>
</tr>
</tbody>
</table>
**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 Lead 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 lead 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 Lead 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 Lead 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 & INCLEMENT WEATHER**

Safety Leads are responsible for conducting a Facility Inspection before each use, and to check for hazards and poor weather conditions. They should also know the location of the nearest risk management supplies, AED, phone, emergency exit and the best entrance for ambulance access.

- Cancel outdoor activities if there is lightning, severe weather, tornado watches or warnings, or excessive heat or extreme cold. Please see the Safety Lead Workbook for further details.
  - A staff member from the Club Sports/Intramural Sports Unit will contact clubs if an RS facility will be closed due to poor weather or other facility concerns.
  - In the event of a weather delay during an event/competition, club leaders may have the choice to modify the event schedule, or cancel the event all together, provided RS staff onsite grant approval.

- If there is a hazard, remove it before play begins.
- Cancel the practice/event if hazard cannot be removed or repaired.
  - At WIC/SPH, SRSC, Sembower RSFC, Woodlawn and Mellencamp (or where RS Staff is present):
    - Report Issues to an RS Staff member
    - Allow RS staff to execute Recreational Sports evacuation protocol
  - At Evan Williams or Lake Lemon:
    - Report Issues to Assistant Director
    - Safety Lead executes evacuation protocol
  - At an Off-Campus facility:
    - Report issues to Facility owner
    - Know that facility standards could differ day to day; be aware of your surroundings
    - Safety Lead needs to know & execute 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 Leads 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

Club Travel
Travel is defined as any trip to a location outside of Bloomington, or away from the club’s normal practice location (if practice location is not in Bloomington). Although travel cannot be funded through a club’s allocation from the CSF, a trip is considered to be a club activity if:

- Club funds (SOA, Allocation, Foundation) are used to cover any portion of the travel expenses
- Club equipment is used
- Uniforms/clothing with the club name or logo will be worn in conjunction with competition/event participation
- The group is registered as the “IU ___ Club” or an individual from “IU ___ Club” at the competition/event
- The competition results will indicate club affiliation

If you can answer yes to any of the above statements, a Travel Approval Form is required. If you answered maybe to any of the above statements, please contact the program staff so they can assist you in making the correct determination.

Travel Approval Form
A Travel Approval 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.

- 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 Lead to attend with them.
- A Safety Lead, 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 Lead 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.

Professor Letters
At times, professors or instructors may request proof of club travel to grant alternate arrangements for course work. When requested via the Travel Approval Form at least 5 days in advance of a trip, a signed PDF letter will be provided to the person that submits the form. We recommend that your club members pass this information along to their professors as soon as possible, so reasonable accommodations can hopefully be made ahead of time, and not last minute.

This letter will confirm trip details, but does not serve as an automatic excuse to miss classes. It is up to each individual instructor/professor to determine if and how absences for club sport events are counted, as well as opportunities to make up missed material.

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 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.** Cargo vans may be used, but may not be equipped to carry more than 6 passengers. See University Policy FIN-INS-05 for details.

### Rental Vehicles

- **All drivers for the Club must complete an MVR Check.**
- Clubs may use SOA’s [Enterprise page](#) to rent vehicles at a discounted rate. Drivers must be at least 25 years of age to rent or operate a minivan from Enterprise; sedans are available for drivers that are 21-24 years of age.
- Rental vehicles may also be available through Indiana University Motor Pool provided that an advisor is traveling with the club; additional details shall be posted here at a later date.
- 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.
- **Per University policy, clubs may not utilize any 12 or 15 passenger vans.**

### Charter Buses

- It is recommended that Club Sports use the University's list of approved Charter Bus Companies available on the InLOCC website at: [https://inlocc.iu.edu/BusCompanies.cfm](https://inlocc.iu.edu/BusCompanies.cfm)
FACILITY RESERVATIONS

PRACTICES IN REC SPORTS OR ATHLETIC FACILITIES

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

1. **Request**: Complete the online Practice Form for regularly scheduled practices during semesters and breaks (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. If needed, a Safety Lead or Club Officer designated on the Club Sports Activity Sheet will ask the Team Leader or the Assistant Manager to open the particular space that the club has been approved to use.
   a. The facility will NOT be opened for any member or officer not listed on the Activity Sheet for that day.
   b. **If the Safety Lead or Club Officer needs to check out a key to open storage, the key must be returned 20 minutes after check out.** The Club can have the privilege of checking out the keys taken away if this policy is broken.
4. If a club does not plan to use a space, email clubsprt@indiana.edu so that the facility may be reserved by other users. **Repeated no-shows without advance notice** will result in the cancellation of that practices. Clubs must declare a cancelled practice by emailing clubsprt@indiana.edu by 4pm for weekday practice, or 4pm on Friday for weekend practices.
   a. No-Showing for 2 consecutive practice slots (i.e. – Monday, September 5 & Monday, September 12) will result in the cancellation of that particular practice slot for the current semester.
   b. No-Showing for 3 practices in one semester will result in the temporary loss of reservation privileges, cancellation of the particular practice slot, or cancellation of all practices for the current semester, whichever is deemed appropriate by RS staff.

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. If another club requests the space for an event during your scheduled practice time, your club may be asked to move locations.

HOSTING ON-CAMPUS EVENTS

Facility Request Form
To reserve Recreational Sports or Athletic Department facility or field space, clubs must submit a Facility Request Form. Meetings, events and competitions are scheduled on a first-come, first-served basis. Based on the size of the event, certain deadlines should 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 prior to the event.

- If requesting Athletic facility space, submit the Facility Request Form 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.
- If requesting space in the IMU, Dunn Meadow, tabling locations, etc., submit an event request to the Office of Student Life & Learning.
Procedure

1. **Submit the Facility Request Form** 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 staff. Staffing fees will still be assessed with less than two days’ notice.

Visiting Team Information

During the Facility request process, the Club may be asked to provide the contact information for visiting teams. Recreational Sports will contact the visitors, or may ask the host club to do so, prior to their arrival to inform them of IU facility policies and procedures.

- All participants must all be 18 years or older, UNLESS the person is a current IU student, then all privileges are afforded to them as a student.

SUPERVISION REQUIREMENTS

Events in Rec Sports or Athletic Facilities

- Risk Level I and II clubs are required to have a Safety Lead at all events (regardless of location).
- Clubs are responsible for paying the wages for all event staff. Staffing levels are determined by activity, location and event size. Typical supervision requirements include:
  - RSFC and Evan Williams: 1 Rec Sports Head Supervisor and 1 Risk Management First Responder.
    - The Risk Management First Responder is required to present during all 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 First 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.
Practices in Rec Sports or Athletic Facilities

- All Risk Level I and II clubs are required to have a Safety Lead at all practices (regardless of location).
- 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 Mellencamp Pavilion and other select University facilities may be required to have a Head Supervisor present for practices. Clubs are responsible for paying the wages for any required staff.

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 Lead 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, an agreement or memorandum of understanding should be created between the Club Sport and host facility to outline cost, supervision responsibilities of both parties, etc. A copy of this signed document should be given to the Club Sports Office to keep on file for the club.
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 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.

STORAGE & KEY ACCESS
Clubs may request short or long term storage for club equipment, uniforms and other club owned items by emailing clubsprt@indiana.edu. If an appropriate storage location can be identified, the club will be asked to bring the items in at a scheduled time.

Once the items are stored with Rec Sports, safety leads and club officers are the only individuals permitted to check out keys for storage areas. If a key is lost by a club, the organization is responsible for lock replacement costs.
## FINANCES

### ACCOUNTS SUMMARY CHART

<table>
<thead>
<tr>
<th>Questions:</th>
<th>SOA</th>
<th>Allocation</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where does the money come from?</td>
<td>Club Dues, Fundraisers</td>
<td>Rec Sports</td>
<td>Donations</td>
</tr>
<tr>
<td>Where can I deposit money/checks?</td>
<td>Poplars W109</td>
<td>Not permitted</td>
<td>WIC 290</td>
</tr>
<tr>
<td>Who must sign/approve the request?</td>
<td>Club Treasurer &amp; Club Advisor</td>
<td>Club Treasurer, CSF Treasurer &amp; AD Club Sports</td>
<td>AD Club Sports, IU Foundation</td>
</tr>
<tr>
<td>Processing Time (checks, advances, etc.)</td>
<td>3-5 business days</td>
<td>1-2 weeks</td>
<td>2-3 weeks</td>
</tr>
<tr>
<td>Processing Time (payment of services)</td>
<td>2-4 weeks</td>
<td>2-4 weeks</td>
<td>2-4 weeks</td>
</tr>
<tr>
<td>Carries ending balance to next year?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Funds can be used for:

<table>
<thead>
<tr>
<th>SOA</th>
<th>Allocation</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Facility Rentals</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Membership Dues - Club</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Membership Dues - Individual</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tournaments &amp; games outside of Bloomington (entry fees, officials, facility rentals, food, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hotels &amp; Transportation (rental vehicles, gas, meals, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Food, Soda, Banquets, etc.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Gifts, Awards, etc.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Rec Sports hourly wage employees</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Rec Sports hourly wages</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Payment for Services (instructors, officials, coaches, repairs, etc.)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Alcohol/Drugs</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

### SOA (Student Organization Accounts)

The SOA Office manages all SOA accounts, and is located in Poplars W109. For details on SOA polices and trainings, please visit [http://www.soa.indiana.edu](http://www.soa.indiana.edu).

**Responsibility**

- The Club Sport Treasurer is responsible for revenue and expenses pertaining to the SOA account, with approvals being made by 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.
  - Club treasurers need only complete training once during their tenure, unless otherwise noted by SOA.

**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, and can be made even when a club is “inactive”.
- 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 23 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.

CLUB SPORTS FEDERATION ALLOCATION

The Allocation Account funding comes from 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 dollars which are 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 following both SOA and Club Sport expenditure policies.
- 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 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. Allocation Requests must be submitted by the spring deadline set by the CSF in order to receive Allocation for the next fiscal year. 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 23 for which expenses this Account can (and can’t) be used for by Club Sports.
- Allocation balances cannot be transferred to an SOA Account or Foundation Account.
- Turn in all allocation expense requests to the Club Sport Office in WIC 290.

A. Invoices

To pay a company directly, attach the following documentation:

- Request for Funds Form
- Itemized invoice from the company

B. Reimbursements

Attach the following documentation:

- Request for Funds Form
- Reimbursement Form
- Itemized receipt (remember that the Allocation account does not pay for travel)

C. Payment of Services

To pay coaches/instructors, officials, etc., attach the following paperwork. In order to not delay payment after services are completed, we request that this paperwork be submitted IN ADVANCE of the person performing the services:

- Request for Funds Form
- Statement of Services Form
- Disbursement Voucher (DV)
- W-9 form

*It is recommended that agreements for service arrangements and pay rates be drafted, and that club sports request Student Legal Services to review proposed agreements with third parties prior to signing. Agreements are between the third party and the Club Sport, not with Recreational Sports.*
Emergency Funding Access

CSF emergency account funds may only be dispersed in compliance with Allocation guidelines. At any time, an active club sport may petition for use of the emergency funds if they demonstrate unforeseeable dire need.

i. Unforeseeable dire need is defined as:
   1. Expense could not have been reasonably predicted at the time of the allocation hearing.
   2. Without immediate financial assistance, the club sport(s) would cease to function.

ii. Assistance may come in two forms:
   1. Grant: A form of financial assistance in which the club sport is not expected to repay the CSF.
   2. Loan: A form of financial assistance in which the requesting club sport is expected to outline a repayment plan as part of the request.

iii. The President and Treasurer of the requesting club sport must email a formal letter to the CSF Executive Board at clubsprt@indiana.edu to request emergency funding:
   1. In the letter of request, the requesting club should specify the requested amount, a justification for the request, and the form of assistance it is requesting (grant or loan).
   2. The current CSF Executive Board will review the request at their next scheduled Executive Board meeting, or via email in the case of summer or semester breaks.

FOUNDATION ACCOUNTS

The IU Foundation Account is managed by the Club Sports administration. The Club Sport Treasurer is responsible for knowing the club’s current balance and assisting clubs with potential expenses 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 23 for which expenses this Account can (and can’t) be used for by Club Sports.
- Foundation funds cannot be transferred to an SOA Account or Allocation Account.
- 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. Reimbursements are not permitted through Foundation Accounts.

A. Purchase Request
To place an order with a company directly, submit the flowing documentation:
 - Foundation Check Request Form
 - Details on what the club would like to order, or an estimate that outlines the order

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

B. Payment of Services
Prior to services being rendered, the following paperwork must be submitted:
 - Foundation Check Request Form
 - Statement of Services Form
 - W-9 Form
 - 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

- **Lump Sum**: paying the entire amount at the end of the service
  - Payment date must be after services are rendered
- **Installments**: specifying dates during the service period to receive partial amounts.
  - Payment dates can be set throughout the service period, with the last installment at the end of the agreement. Example: service provided Sep 1 - Nov 30. Installments Sep 30 ($1,000), Oct 31 ($1,000), and Nov 30 ($1,000) for a total of $3,000.

*It is recommended that agreements for service arrangements and pay rates be drafted, and that club sports request Student Legal Services to review proposed agreements with third parties prior to signing.*

Agreements are between the third party and the Club Sport, not with Recreational Sports.

C. **Reimbursements & Travel**

It is Club Sports policy to not accept requests for Foundation account reimbursements, or to pay for any travel expenses.

**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 simply no refunds). Dues must be deposited into the Club’s SOA account as soon as possible.

**Fundraising**

Club must [submit all fundraising projects for approval](#) in order to be considered for the Fundraising Recognition pool that is part of the annual Allocation Process.

1. All merchandise sold should attempt to include/incorporate the Recreational Sports logo on it, and must be ordered through a licensed vendor.
2. 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 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, Recreational Sports, or Indiana University with performance-enhancing or illicit drugs, tobacco products, or alcohol.

**Donations & Sponsorships**

Club must [submit all letter drive and sponsorship materials for approval](#) in order to ensure compliance with University and Club Sports policies.

1. Tax deductible donations can only be made through the IU Foundation.
2. Sponsorship dollars can only 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 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, 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 announce these opportunities as they become available. Potential opportunities might include: Perfect Attendance at CSF meetings, completing activation by a certain date, and participation in Leadership Workshops.

Leadership Workshops
Leadership Workshops are an opportunity for Club Sport Officers to learn about a variety of topics all club leaders experience. The topics will be voted upon at the first CSF meeting of the year. Each officer that attends will receive $15 in the Allocation Account.

Annual Awards
Annual Awards are given to Clubs at the yearend. Past awards have included: Club of the Year, Most Improved Club, Rookie of the Year, Advisor of the Year, Female Athlete of the Year, Male Athlete of the Year, Furthest Traveled, Best Uniform and Best Action Shot. Many of the winners for these categories are determined by a vote of the CSF.
CONTRACTS
Any contract made between a club and an outside party/individual must be reviewed by the Club Sport administration. If necessary to have further review, the Club Sport administration may forward the potential contract to Office of Legal Services for revision. Provide the contract to Recreational Sports at least six 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 “agreement”. If an MOU is offered instead of a contract, this may be easier to be processed through the Office of Legal Services. Provide at least four weeks in advance of the due date for revision.

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
Recreational Sports is currently waiting for new information regarding liability insurance for Club Sports. When those details are available, they shall be posted here.
LOGO USE
All uses of IU logos and trademarks must adhere to the IU Trademark policy, including websites, flyers, uniforms, merchandise, etc. All products and equipment using a logo must be produced by an IU Licensed Vendor. Other information to keep in mind:

- All artwork will be sent (by the vendor) to the Office of Licensing & Trademarks for review. Artwork is required to adhere to the Licensing & Trademark Style Guide.
- When possible, and especially on flyers, include the Rec Sports logo. Various options can be downloaded here.
- If a Club produces gear with a non-licensed vendor, the Club may be asked to dispose of the products and may be subject to additional discipline.

Permitted Brands
Per the agreement signed between IU and Adidas in August 2015, all brands other than Nike & Under Armor are permitted to carry the IU logo. This applies to uniforms, equipment or any type of club purchase that will carry an IU logo or trademarked image. If the item will not have an IU logo, the club may use any brand/company they wish.

APPROPRIATE CONTENT
Many times, the first interaction a prospective club member has with an organization is looking for more information on social media or a website. However, this prospective member can only become an active member if they can easily find the information they need about your club. Below are some guidelines and expectations for Club Sports that choose to have a Club website, email account, and/or social media accounts, which do not apply to personal accounts.

As an organization registered with Indiana University, it is necessary to ensure the images and messages listed online, sent via email, and posted on social media are representative of our institution of higher education. Clubs may not:

- Post pictures or videos that show alcoholic beverages, the consumption of alcohol, or create the illusion of alcohol consumption on club social media or websites. This includes promotions/sponsorships with bars.
- Post or knowingly permit the posting of content or any other use of your club’s account to cause harm, embarrassment, defamation, insult, or injury to any person or entity. This does not prohibit frank discussions, criticism, or opinion.
- Create a personal profile to represent your organization; this is a violation of Facebook terms of service. Only use Pages or Groups to promote your organization.

Additional Resources
- Student Org Advertising: https://studentaffairs.indiana.edu/student-life-learning/student-organizations/advertising.shtml
CLUB WEBSITES
Websites should be updated at least once a semester (fall/spring/summer), that way prospective members can see that the site they’ve landed on is still in use. Important items to include on your website:

- Contact info for your club’s leaders
- Information on how/when to join the club
- Your current and up-to-date practice schedule
- An events calendar

IU WEBSITES & EMAIL ADDRESSES
Each Club Sport can request an indiana.edu website and email address for their organization. To learn more about this opportunity, please visit the Student Life & Learning website at: https://studentaffairs.indiana.edu/student-life-learning/student-organizations/get-email-website.shtml.

CLUB SOCIAL MEDIA ACCOUNTS
Clubs may also choose to create accounts for any type of social media, including Facebook, Twitter, and Instagram. Some recommendations for the use of these accounts:

- We recommend that accounts at least be checked weekly and updated monthly when the club is active. That way, prospective members can see that the site they’ve landed on is still in use.
- Make sure the name on the page makes it easy for someone to find your club. Avoid abbreviations, acronyms or nicknames.
- Update the “about section” annually, as this typically lists your website URL and/or contact information.

To view helpful tips for creating or managing your social media accounts, please visit http://www.iu.edu/~pagr/docs/social-media-guidelines.pdf

CLOUD STORAGE
For smooth document transfer, it is recommended that clubs create an account for their group at box.iu.edu for all club file storage. Learn more on how to request a group computing account (different from your personal account) at: https://kb.iu.edu/d/bese

ACCOUNT TRANSFER & CLOSURE
As part of officer transition, outgoing officers need to ensure that incoming officers have access to all websites, email accounts, and social media accounts for the club before graduation/departure. Depending on the platform, it may be difficult or impossible for club leaders to regain access to an account, leaving old and inaccurate information floating around the internet.

Updating Information with Rec Sports
Your club website and/or social media URLs are given to Rec Sports annually as part of your CSF re-registration each spring, and is linked from the Club Directory page of the Rec Sports website. If your URL changes at any time during the year, let us know at clubsprt@indiana.edu.

POSTING FLYERS ON CAMPUS
Please review the guidelines for posting flyers on campus at: https://studentaffairs.indiana.edu/doc/sll/advertising-posting-flyers.pdf
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. 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 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. After conducting 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:

- Fines up to $500.00, not to exceed the Club’s annual Club Sports Federation allocation.
- Suspension from the campus and University for a specified period
- Suspension from specified University facilities
- Funds may be frozen
- Warning for suspension
- Loss of Allocation
- Probation for a specified period, under specific terms and penalties
- 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
- 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 an active member of the Club Sports Federation (therefore, the Club will not receive any benefits from Recreational Sports).

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**Removal:**
A Club that is removed will no longer be part of the Club Sports Federation, and will have to go through the full application and approval process in order to rejoin the CSF after the set date.

**APPEALS**
The following process is to be followed when there is an Appeals Board between September and April. Should there be a need for an appeal when the board is not available, then the club wishing to appeal has the choice of waiting for the appeals board to reconvene in the fall, or skipping straight to the final step in the appeals process (see step 4 below).

1. The Club will be notified if the Club has the opportunity to appeal.
2. Pre-hearing:
   - The President of the Club must send a written appeal to the Club Sports Federation.
   - Once the information has been received, the Club will be asked to attend an Appeals hearing.
     - Please see information on Appeals Board if the Club has any questions of who will attend.
3. During the hearing:
   - The Appeals Board Chair will state the infractions and/or policy violations.
   - The Club will be asked to present what they are appealing.
     - The Club should include:
       - 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 both the club and the Assistant Director of Club Sports of the decision.
4. Post-hearing:
   - Clubs have the opportunity to make a final appeal to the Executive Director of Recreational Sports and the Program Director of Club Sports & intramural Sports.
   - The Assistant Director of Club Sports has the opportunity to appeal the decision made by board to the Executive Director of Recreational Sports and the Program Director of Club Sports & intramural Sports.

**TYPES OF INFRACTIONS**
There are two categories of infractions: administrative and behavioral. The lists below for each type of infraction should not be considered exhaustive, and outcomes listed assume a first-time infraction.

**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 inactive or placed on probation:
  - 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.
- A Club committing multiple minor infractions
- Misuse of Club funds
- Failure to submit any University Paperwork (travel forms, waivers, coach/instructor forms, etc.)
- Not getting approval for logos and trademarks

- Traveling without submitting a form is against Risk Management policies
- Failure to submit an accident report in a timely manner, or failure to submit altogether
- Repeated failure to meet Classification System deadlines
- Dishonesty in any form

### Minor Infractions

- Failure to meet Classification System deadlines
- Missing Safety Lead certification classes for which you are registered
- Failure to maintain proper inventory/budget forms
- Failure to clean up fields/facilities after events
- Use of non-approved Recreational Sports facilities
- The Club Sport and/or instructor/coach may receive disciplinary actions if they overstep their authority
  - 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
  - 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
  - On Indiana University Property
    - On site – before, during or after practices or home events
  - While wearing Club Sports Apparel
- Hazing
- Sexual Misconduct
- Breaking any University or Rec Sports policy on member conduct