



**RECREATIONAL SPORTS**

**Club Sports Manual  
2021-2022**

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

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# RECREATIONAL SPORTS INFORMATION

## 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

Garrett Fieldhouse 290

Fax: 812-855-8809

Email: [clubsprt@indiana.edu](mailto:clubsprt@indiana.edu)

VACANT Program Director of Intramural and Club Sports

Phone:

Email:

**Laura Kucik**, Assistant Director of Club Sports

Phone: 812-856-0148

Email: [lkucik@iu.edu](mailto:lkucik@iu.edu)

**Grace Olah**, Program Assistant of Club Sports

Email: [golah@iu.edu](mailto:golah@iu.edu)

**Cody Wilson**, Program Assistant of Club Sports

Email: [codwils@iu.edu](mailto:codwils@iu.edu)

### IUPD & Ambulance

Emergency.....911

IUPD Non-emergency.....812-855-4111

### Recreational Sports (RS)

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

SRSC Member Services .....812-855-7772

Garrett Fieldhouse Member Services.....

.....812-855-5222

Garrett Fieldhouse 290 .....812-855-2371

### Club Mailing Address

{Club Name}

c/o Campus Recreational Sports

1025 E. 7<sup>th</sup> Street, Room 290

Bloomington, IN 47405

# PROGRAM STRUCTURE

## RECREATIONAL SPORTS STAFF

### Program Director

The 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 an advocate for the clubs to the University. They are available for individual club consultation and advising on all club matters. 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 disciplinary action against a club or members for policy violation.

### 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 position is designed to be an additional conduit between the clubs, the Club Sports Federation Executive Board and Recreational 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 recognized [Officer](#) recognized to the Club Sports Federation (CSF) Monthly Meetings. The CSF believes that involvement in physical fitness and competition, to promote well-being and university representation, is of utmost importance. Pursuing common interests compels each member to become involved in their club sport. 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. The Exec Board meets weekly, leads monthly CSF meetings, serves as mentors to clubs, and advocates the Club Sports program to the IU-Bloomington campus. Additional duties of each position include:

#### *President*

- Prepare weekly meeting agendas and monthly meeting presentation materials (about 2 hours/week)
- Serve as the representative to Student Recreational Sports Association (SRSA)
- Facilitate meetings with "potential clubs"

#### *Vice President*

- Assist the President in facilitating the monthly CSF meetings
- Process Classification Forms during weekly office hours (about 1 hour/week)
- Chair of the Appeals Committee

#### *Treasurer*

- Process Allocation expense requests during weekly office hours (about 2 hours/week)
- Facilitate the allocation process in the Spring semester for a roughly \$100,000 budget
- Establish and maintain a line of communication with Club treasurers

#### *Secretary*

- Record meeting minutes at CSF monthly meetings and Exec Board weekly meetings
- Coordinate the CSF marketing committee and CSF Facebook account
- Coordinate refreshments/food for various meetings

## Appeals Committee

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 executive 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 CSF 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 each CSF martial arts clubs. The primary function of this committee is to plan and execute all items related to Martial Arts Fest, as well as any other events or initiatives the group may wish to work on. Committee meetings typically take place after the monthly CSF meetings, or as needed.

## Marketing & Social Media Committee

The Marketing Committee was developed in the Spring of 2017 by the CSF and is overseen by the CSF secretary. This committee is still solidifying its purpose and goals, and accepts interested student members from current club sports.

## 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 see ["Classification System"](#) 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 Recreational 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 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 immediately 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.

# CLUB SPORT POLICIES

## 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, and table to recruit members. A Club can only receive the benefits of practice space, hosting events, traveling to events, and all financial resources (allocation distribution, incentives) 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:

### Activation 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.
2. The following forms must be on file in the Club Sports Office, Garrett Fieldhouse 290.
  - a. [Advisor Acceptance Form 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 Recreational Sports must also be a current Safety Lead.
  - c. At least 10 signed [Conditions of Participation and Release](#) Forms (waivers) on file in Garrett Fieldhouse 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 Garrett Fieldhouse Member Services, on the Officer Information page of the website, and on onedrive.iu.
3. All Risk Level I & II Clubs must have at least **two Safety Leads** & Risk Level III Clubs, **one Safety Lead**.
4. The Club Sport must re-register with Student Involvement and Leadership on [beINVolved.indiana.edu](http://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 checkout 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 Recreational Sports and other University facilities for practices or events. Reserving Recreational 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 Recreational Sports facilities. The Club will pay for the hourly wage of these individuals and will be invoiced at the end of each semester.
- **Mailing Address:** Each Club has a mailbox in Garrett Fieldhouse Member Services. Clubs may use the Club Sports office as a [permanent mailing address](#):

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

- **Office Support:** Clubs can use the supplies and services available in Garrett Fieldhouse 290 for Club Sport business. The receptionist in Garrett Fieldhouse 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. 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 stationary, envelopes, and postage. 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 Involvement and Leadership (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.](#)

## 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](mailto: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 can continue with the review process for the CSF.** The Assistant Director will contact the Club with a 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 be currently recognized as a Student Organization by [Student Involvement and Leadership](#).
  - Applications may be submitted for an upcoming academic year starting on August 15. Interested clubs must contact [clubsprt@indiana.edu](mailto:clubsprt@indiana.edu) no later than January 15 to start the application process, and present to the full CSF (if approved) no later than the February CSF meeting. After that time, interested clubs will need to wait until the next academic year to apply.
- 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 student members 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 Department 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.

## 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](mailto:clubsprt@indiana.edu) for the CSF Executive Board's review:
  - i. Written Constitution
  - ii. Written Statement justifying the potential Club and why it should be accepted as a Club Sport
  - iii. An explanation of difference between the potential Club and any similar existing Club Sports
  - iv. 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:
  - i. 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.
  - i. 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:
  - i. The potential club will leave the room during voting, accompanied by a staff member or CSF Executive Board member.
  - ii. The club will then need to be approved by a two-thirds vote of the CSF.
  - iii. 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 at least one 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, Recreational 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.

- **Club Sports have four required officer positions: 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 Recreational 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. They are the primary contact and coordinator of all Club Sport activities. The following tasks are expected to be completed or delegated by President or other officers:

- Attend Club Sport Officer Training in the Fall Semester to become active
- Read and understand the contents of this manual. Additionally, learn what services are available through the Club Sport office – see the section on [Benefits](#).
- See that all Club members have signed a waiver; these are kept on file in the Club Sport office (Garrett Fieldhouse 290)
- 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 beINvolved
  - Ensure that a certified Safety Lead is in attendance at all Club Sport practices, competitions or activities home and away (based on risk level)
- Meet with the Club Sport faculty/staff [Advisor](#) periodically to update them on Club Sport activities
- Promote good sportsmanship on and off the field or court and implement proper disciplinary action procedures when necessary
- Notify the Club Sport Staff 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
- Review the [disciplinary section](#) of the manual annually for updates and new information
- Ensure that all required forms are completed and submitted in a timely manner

### 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 in the Fall Semester to remain active
- Assist with club travel, transportation, lodging and food arrangements

- Game and special events scheduling
- Arrange for officials, supervisors and field lining when necessary
- Assist overseeing Club Sport [Coaches/Instructors](#)
- Develop criteria for Club Sport recognition/awards for membership approval
- Oversee recording keeping from all Club Sport activities, meeting minutes, forms, etc.
- Manage communication with members to remind them of upcoming meeting, events, tournaments, etc.
- Review the [disciplinary section](#) of the manual annually for updates and new information
- 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 in the Fall Semester to become active
- Manage off-campus bank account
- Attend additional treasurer trainings
- Prepare an annual budget to ensure sound spending and fundraising practices
- Submit bills, receipts, invoices for proof of payment in a timely manner via beINvolved form
- Ensure that all club members have paid their [membership dues](#), into Club's off-campus account
- Maintain records for all income, expenses, allocation and incentives for off-campus bank account
- Present allocation application to the CSF execboard each spring
- Review the [disciplinary section](#) of the manual annually for updates and new information.
- 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 in the Fall Semester to remain active
- Keep track of Classification points and submit reports, where applicable
- Maintain a current list of emails and phone numbers for the Club officers and members
- Check the Club Sport mailbox (Member Services, Garrett Fieldhouse) weekly
- Maintain all club documentation on past events (fundraisers, tournaments, etc.)
- Meeting attendance and minutes
- Monthly Roster updates
- Assist with communication between club members and officers
- Review the [disciplinary section](#) of the manual 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 evaluations to determine a travel roster.

- Clubs may choose whether or not to permit non-student members.
  - **IUB students must comprise at least 51% of the Club's active members.**
  - Non-student members using Rec Sport facilities must purchase an RS membership in order to participate.
  - IUB students not assessed the annual Recreational Sports fee must purchase an RS membership in order to participate.
  - **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 Recreational 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.

## Waiver & Conduct Agreement

All club members must sign a Conditions of Participation and Release Form (waiver), which also has the Participant Conduct Agreement on the back. 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.
  - Health and accident insurance is available through the University.
  - **IU assumes no medical or financial responsibility for voluntary participation in Club Sports.**
  - 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 Leads 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 (depending on Risk Level).
  - Safety Leads (RL1 & RL2) & Club Officers (RL3) recognized by Recreational Sports are the only members allowed to access club storage.
- Check the safety of facilities and equipment before allowing members to participate. Members shall not be allowed to utilize unsafe facilities or equipment.
- Know the nearest location, of all emergency equipment for any facilities the club may choose to use.
- Ensure members are educated on the following topics prior to their participation:
  - Roles of the safety team (Coach/Instructor, Safety Lead, Assistant Director)
  - 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
  - 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 Recreational Sports Risk Management plan.
- Stay up to date on policies outline in the [Safety Lead Handbook](#).

## 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 and 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 advisors should be aware of all expenditures from the Club's off-campus bank account.
- 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 their contribution to coaching/instructing and should refrain from activities involved in the Club's management. It is the Club Officers' & Club Sports Administration's responsibility to oversee the coach.
- The selection of a coach/instructor (volunteer or paid) must be made known to the Recreational Sports staff by completing a [Coach/Instructor Information Form](#). Note: this does not apply to guest instructors.
  - Coaches/Instructors must be recommended by the Club Sport Officers and submit a new Information Form each academic year; continuation of relationship is not assumed.
  - This form must be on file in Garrett Fieldhouse 290 before a coach/instructor may begin their 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 Recreational Sports for Risk Level I and II Clubs must also be a Safety Lead. 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:
 

○ Overview of the sport	○ How to bring facility/equipment issues to the attention of the club leadership
○ General rules of the game	○ Emergency procedures
○ Inherent risk of participating	○ Alcohol, non-prescribed controlled substances, and hazing are not permitted
○ Practicing correctly and incorrectly	
○ Difference in practice and a game	
○ Roles of the safety team (Coach/Instructor, Safety Lead, Assistant Director)	
- All coaches/instructors using Recreational Sports facilities must hold a Recreational Sports pass; those with an Information Sheet on file are eligible for the IU faculty/staff membership rate. To purchase at this discounted rate, please contact the Club Sport Staff.
- 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 that obligate Indiana University to anything related to 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, Brazilian Jiu Jitsu, Equestrian, Equestrian-Western, Fencing, Field Hockey, Figure Skating, Gymnastics, Ice Hockey, Judo, Karate, Lacrosse-M, Rugby-M, Rugby-W, Sailing, Swim, Tae Kwon Do, Water Polo-M, 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 (waiver) before participating.

### Risk Level 2

Basketball-W, Cricket, Cycling, Lacrosse-W, Running, Soccer-M, Soccer-W, Ultimate-M, Ultimate-W, Wheelchair Basketball

- If Club has a coach/instructor, that person 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 (waiver) before participating.

### Risk Level 3

Badminton, Ballroom Dance, HooSher Bhangra, Spikeball, 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.
- Must have at least one Safety Lead.
  - When traveling, must have one Safety Lead on the trip.
- Must have all members sign a Conditions of Participation and Release Form (waiver) before participating.

## SAFETY LEAD TRAINING REQUIREMENTS

To be a [Safety Lead](#), one must possess valid CPR/AED, First Aid and PDT certifications **and** attend the RS Safety Lead Workshop. Certification classes offered by Rec Sports are in a blended learning format, which requires Safety Leads to complete an online portion prior to class; [registration](#) is required. 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 do count towards a club's free allotment of certifications. Missing an approved certification course will result in \$75 fine to the club's allocation.

<b>Requirement:</b>	<b>Valid for:</b>	<b>Accept certificates from:</b>	<b>Cost for Safety Leads:</b>
CPR/AED & UP:PDT with Standard First Aid (SFA)	1 year	American Red Cross, American Heart Association	<u>Risk Level 1 &amp; 2:</u> up to 5 can attend for free <u>Risk Level 3:</u> up to 4 can attend free
Safety Lead Workshop	Current academic year	Recreational Sports class	Free

## 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, club can assist with the process.
  - When RS Staff is not present, the Safety Lead will be the lead responder.
- In the event of a claim for a loss filed with IU Risk Management or a lawsuit, the [Accident Report](#) 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 (necessary to call an ambulance).
  - a. Call 911 and the On-Site/On-Call Professional for Code Red accidents.
  - b. Code Red: for their own safety, participants cannot resume activities until the following day.
3. Complete the Accident Report Packet & turn in to Garrett Fieldhouse 290 within 24 hours (weekends, form can be turned in the following Monday)
  - a. Restock your first aid supplies at this time, if necessary.
4. If anyone requests information from the accident 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, club can assist with the process.
  - When RS Staff is not present, the Safety Lead will be the lead responder.
- In the event of a claim for a loss filed with IU Risk Management or a lawsuit, the [Incident Report](#) becomes an important reference document.

### Procedure

1. Respond to the incident as the Safety Lead finds appropriate.
  - a. Approach vs Do Not Approach
2. Determine if it is a Code Blue (necessary to call police).
  - a. Call 911 and the On-Site/On-Call Professional for Code Blue Incidents.
3. Complete the Incident Report Packet & turn in to Garrett Fieldhouse 290 within 24 hours (weekends, form can be turned in the following Monday).

4. 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 checking 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 Handbook](#) for further details.
  - A staff member from the Club Sports/Intramural Sports Unit will contact clubs if a Recreational Sports 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 Recreational Sports 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 **Garrett Fieldhouse /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**:
    - Report Issues to Club Sport Staff.
    - 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.

## **PROGRAMS INVOLVING CHILDREN/MINORS**

- Any club activity where members, coaches/instructors or advisors will be interacting with individuals under the age of 18 must be cleared with Recreational Sports staff beforehand.
- Depending on the program, its host, location and other factors, the club leaders may be required to submit a Programs Involving Children (PIC) program registration form or supply written proof from the organizer that there are measures/policies in place.
- It is recommended that clubs start this process at least 8 weeks prior to an event with children/minors in order to allow ample time for approval and any necessary forms required by University policy.

## **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 Club Sport Staff of the facilities issues; if possible, provide photos.
  - Submit the information to Club Sport Staff 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 (Club's off-campus account, and Allocation) are used to cover any portion of the travel expenses.
- Club equipment is used and/or transported.
- Uniforms/clothing with the club name or logo will be worn in conjunction with competition/event participation.
- The group is registered as the "\_\_\_ Club at IU" or an individual from "\_\_\_ Club at IU" at the competition/event.
- The competition results will indicate club affiliation.

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

## Travel Approval Form

A [Travel Approval Form](#) must be completed at least **one week/seven days** prior to departure anytime a club travels outside of Bloomington to a location other than their typical 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. **In individual club competition, a club member cannot be their own safety lead.**
  - 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 by 5:00pm to turn the waiver in electronically or to Garrett Fieldhouse 290.
  - If a Club travels without submitting a travel form, the Club will face disciplinary action.
- If your league/National Governing Body requires a verified roster for competitions, it is recommended that officers give the Registrar at least two weeks' notice.
- If traveling outside of the country, Recreational Sports shall refer to the procedures outlined for student organizations by the [Office of Overseas Travel](#). At this time, no proposal is needed for club trips, unless there is direct involvement from an IU faculty/staff member in the planning and arrangements.

## 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 Form, a signed PDF letter will be provided to the person that submits the form. We recommend that a Travel Form be turned in well in advance of your trip, so club members can pass the letter along to their professors as soon as possible. This way, 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 [Personal Vehicle Use Form](#).** Please read MVR instructions carefully; **this form is not collected or processed by Recreational Sports, this form must be turned into:**

**The Office of Insurance, Loss Control, & Claims  
2805 E 10<sup>th</sup> Street, Room 110  
Bloomington, IN 47405.**

- Only insured vehicles should be used for Club travel. It is recommended that drivers carry 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](#).** Please read instructions carefully; this form is not collected or processed by Recreational Sports.
- Rental vehicles may also be available through Indiana University Motor Pool provided that an advisor is traveling with the club.
- Only insured vehicles should be used for Club travel. It is recommended that drivers carry 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.](#)

### 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?>

### Hotels

- Club Officers may access a list of hotel discounts offered to Club Sports by NIRSA click [here](#) for hotel discounts!

# FACILITY RESERVATIONS

## PRACTICES IN RECREATIONAL SPORTS OR ATHLETIC FACILITIES

### Procedure

To reserve spaces in Garrett Fieldhouse, SRSC, Recreational 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 standing from the previous year.
  - a. A Recreational Sports staff member will notify the club of their request's status (i.e. - approved, denied, modified via beINvolved).
2. **Accessing Space:** If needed, a Safety Lead or Club Sports Officer designated on the Club Sports Activity Sheet will ask the Team Leader or Assistant Manager to open the space that the club has reserved.
  - a. The facility will NOT be opened for any Safety Lead/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.**
3. **Cancellation Policy:** If a club does not plan to use a space, **clubs must email [clubsprt@indiana.edu](mailto:clubsprt@indiana.edu) by 4pm for a weekday practice, or 4pm on Friday for weekend practices to cancel. Repeated no-shows *without advance notice* will result in the below cancellations:**
  - a. No-Showing for 2 consecutive practice slots will result in the cancellation of that particular practice slot for the current semester.
  - b. No-Showing for multiple practices in one semester may 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 event space during your scheduled practice time, your club may be asked to move locations or times.

## 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 Club Sport Staff 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 of Recreational Sports 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 Involvement and Leadership.
  - For additional details and forms, please click [here](#).

## 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 request may be denied.
2. The event will then be approved or denied by the Club Sport Staff.
3. The Assistant Director of Club Sports 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.
  - b. Club Sports staff may request to set up a meeting to discuss the logistics of the event with the club.
4. Clubs are required to return the space to the condition in which it was received at the conclusion of the event. Failure to clean the space may result in cleaning and maintenance staff charges.
5. If necessary, a follow up meeting with the Assistant Director of Club Sports will be scheduled to review the event/tournament.
6. 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.
7. **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 or meets the Club Sport membership requirements of their home institution, then all privileges are afforded to them as a student.

## SUPERVISION REQUIREMENTS

### Events in Recreational 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 Recreational 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.
    - When possible for rugby matches, or deemed necessary for large scale events, EMTs or an ambulance may be contract for the event. The cost of this will be passed on to the clubs.
  - Woodlawn Field: 1 Recreational Sports Head Supervisor if two or more fields are being used simultaneously.
  - Garrett Fieldhouse /SRSC: 1 Recreational Sports Head Supervisor if the event is hosted in a location that is not typically used by the club.
  - Mellencamp Pavilion: 1 Recreational 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 Recreational Sports Head Supervisors or other staff as determined by the Assistant Director of Club Sports and the host facility department.

### Practices in Recreational 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 will be required to have a Head Supervisor present and a Risk Management First Responder for practices. Clubs are responsible for paying the wages for all 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.
- **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

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## 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 encouraged to submit an [Inventory Report](#) via one drive 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 un-useable equipment.
- Develop a long-term plan for replacing and purchasing equipment.
- Properly wash shared equipment and uniforms.

## PURCHASE

- Equipment purchased by a Club Sport using Allocation funds **should be monitored by the club and an inventory report submitted to Recreational Sports annually**. Club property is for club use and is not to be kept by 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.
  - Please see the storage & key access section below for details on obtaining storage space.
- All equipment purchased through Allocation should be delivered to Garrett Fieldhouse 290 to ensure arrival.
  - Make sure to look through [finance policies](#) before making a purchase.
- 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](mailto: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 Recreational 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

Questions:	Accounts	
	Off-Campus	Allocation
Where does the money come from?	Club Dues, Fundraisers, Sponsorships	Rec Sports
Where can I deposit money/checks?	Off-Campus Account	Not permitted
Who must sign/approve the request?	Account Signatory	Club Treasurer, CSF Treasurer & PD Club Sports
Processing Time?	Depends on bank	Depends on bank
Carries ending balance to next year?	Yes	No
Funds can be used for:	Off-Campus	Allocation
Equipment	Yes	Yes
Apparel/Uniforms (must stay with club)	Yes	Yes
Facility Rentals	Yes	Yes
Membership Dues - Club	Yes	Yes
Membership Dues - Individual	Yes	No
Tournaments & Games outside of Bloomington (entry fees, officials, facility rentals, food, etc.)	Yes	No
Hotels & Transportation (rental vehicles, gas, meals, etc.)	Yes	No
Food, Soda, Banquets, etc.	Yes	Yes
Gifts, Awards, etc.	Yes	Yes
Rec Sports hourly wage employees	Yes	Yes
Non-Rec Sports hourly wages	Yes	No
Payment for Services (instructors, officials, coaches, repairs, etc.)	Yes	Yes
Alcohol/Drugs	No	No

### Off-Campus Bank Accounts

The treasurer and other officers of the club manages the off-campus bank accounts. For details regarding your off-campus bank account, please see the bank branch at which your account is set up.

- Each club treasurer is responsible for revenue and expenses pertaining to the Off-Campus Bank account.
- Each club treasurer is responsible for completing training at the beginning of the year to receive access to allocation funds.

### Income

- Recommendations:
  - Deposits made to off-campus bank accounts in a timely manner (24-48 hours after receiving cash or checks).
  - Have more than one officer on the bank account.

- Please see your off-campus bank branch for specifics regarding account activities, minimum balances, etc.
- If a club becomes inactive, unspent allocation dollars should be returned to Recreational Sports and unspent fund, should be redistributed to active club dues-paying members and close the account.
- All money that remains in the club's off-campus bank accounts at the end of the academic year will be the responsibility of the clubs.

### Expenses

- See the table above which explains what expenses this Account can (and cannot) be used for by Club Sports.

## 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. There will be a Fall distribution and Spring distribution based on spending habits of club from previous years. In addition to the allocation, Club Sports have the opportunity to earn Incentive money, which is made available in the club's Allocation Account.

### Buy.IU

- Clubs within the Club Sports Federation are required to set themselves up as suppliers through Buy.IU in order to be eligible to receive allocation. <https://purchase.sitehost.iu.edu/buying/suppliers.php>
- Registration is only required once, but clubs will need to update their contact information from year to year as club officers change. Please see steps on how to change your Buy.IU contact information on page 10 below:
  - <https://purchase.sitehost.iu.edu/buying/doc/Individual-Profile-Walkthrough-Domestic.pdf>
- If your club needs to update or reset their log-in information, you will have to reach out to Jaggaer directly. Below is the link to assist with this:
  - <https://solutions.scquest.com/apps/Router/SupplierLogin>

### Responsibility

- The Allocation Account is managed by the Club Sports Federation (CSF) Treasurer with approval from the Assistant Director of Club Sports.
- Each club treasurer is responsible for knowing the Club's current balance and following both off-campus bank account and Club Sport expenditure policies.
- Each club is responsible to keep track of the amount spent in their Allocation Account.
- Clubs will be responsible for submitting Proof of Purchase through beINvolved.
- All money remaining in the club's off-campus bank account that came from the Allocation Account at the end of each academic year will be taken out of next academic year's full allocation.
- If club is disbanding and has not spent all of the money from the Allocation Account, it will be the responsibility to get that money back to the University. Please reach out to the Assistant Director of Clubs for more assistance.
- Once Allocation funds are spent, club will be responsible to pay any outstanding expenses on their own (using off-campus club bank accounts).

### 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 three pools through which a club can receive Allocation dollars:

1. Classification Points
2. Needs Based Funding
3. CSF Incentive Funding



## Expenses

- See the table on page 23 for which expenses this Account can (and cannot) be used for by Club Sports.
- Turn in all allocation proof of purchases via the belNvolved form— Proof of Purchase Submission.

*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.*

## Acceptable Proof of Purchases:

- In order to assist with tracking Allocation money, the following will be acceptable Proof of Purchases:
  - Invoice + a bank statement showing the money has been spent by the club
  - Itemized receipt + bank statement showing the money has been spent by the club
  - Club Venmo/PayPal Statement

## Emergency Funding Access

CSF emergency account funds may only be dispersed in compliance with Allocation guidelines, as determined by the CSF exec board and Recreational Sports staff. At any time, an active club sport may petition for use of the emergency funds if they demonstrate unforeseeable/unbudgeted 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](mailto: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

All Foundation accounts for Club Sport in Club Sports Federation have been liquidated. Due to IRS regulation, it has been determined that Clubs that are recognized as SGSO's are no longer eligible to have IU Foundation Accounts.

## 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 written refund policy (even if it's simply no refunds). Dues are encouraged to be deposited into the club's off-campus bank account as soon as possible.

### Fundraising

Club must [submit all fundraising projects for approval](#). This also helps ensure that the fundraiser will follow all applicable policies.

- All merchandise sold that includes a licensed trademark logo, must be ordered through a licensed vendor.
- 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, the Club Sports Federation, Recreational Sports, or Indiana University with performance-enhancing or illicit drugs, tobacco products, or alcohol.

### **Donations & Sponsorships**

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

- Donations can only be made through the club's off-campus bank accounts. Tax Deductions are dependent on club's status as a 501c3 non-for profit organization.
- Sponsorship dollars can only be deposited in the club's off-campus bank account.
- 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.
- Unless otherwise noted on a check, the stall date is 180 days from the date of issue.

### **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, participation in Leadership Workshops, and Safety Lead quizzes.

### **Leadership Workshops**

Leadership Workshops are an opportunity for Club Sport Officers to learn about a variety of topics that leaders may find helpful or beneficial to their club. Each officer that attends will receive \$15 in their Allocation Account.

### **Annual Awards**

Annual Awards are given to clubs at the year-end. Past awards have included: Club of the Year, 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.

# LEGAL

## 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 an "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 Involvement and Leadership. If applicable, clubs should follow recommendations from their National Governing Body that pertain to effective, efficient administration of their sport or activity.

## LIABILITY INSURANCE

IU provides a liability insurance policy that covers clubs, including Coaches/Instructors and Advisors ("Covered Persons") against claims from non-participant third parties (i.e. game officials, opponents, etc.) due to acts of alleged negligence by Covered Persons during club activities.

- **Liability insurance is not medical, health or disability insurance.**
  - It does not cover injuries that occur while participating in a Club activity.
  - It does not cover Injuries suffered during travel in personally-owned or rented vehicles. The driver's automobile insurance should be used to cover claims associated with an accident.
  - **To submit a claim, clubs must inform Rec Sports staff of all accidents or injuries promptly, but in no event more than 2 business days.** Information must be recorded on an Accident or Incident Report.

### Liability Insurance Certificates & Coverage

- **Club Sports may request an insurance certificate** from Indiana University, should a third party require one for reservation or use of an off-campus facility.
  - To request a 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.iu.edu/CAS/COI/COI.cfm>
- The limits of the liability insurance policy are as follows:
  - a. General Aggregate Limit \$2,000,000
  - b. Products Completed Operations Aggregate Limit \$1,000,000
  - c. Personal and Advertising Injury Limit \$1,000,000
  - d. Each Occurrence Limit \$1,000,000

# MARKETING, SOCIAL MEDIA & DIGITAL COMMUNICATION

## 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 an IU Trademark must be produced by an [IU Licensed Vendor](#).

Other information to keep in mind:

- All artwork will be sent (by the licensed 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 Recreational 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.**
  - Exceptions to this rule may be issued for unique products, as approved by IU Licensing and Trademark.
- *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, the Club Sports Federation, Recreational Sports, or Indiana University with performance-enhancing or illicit drugs, tobacco products, or alcohol.
- Indiana University will not approve the use of its trademarks marks in conjunction with certain types of products. These include, but are not limited to:
  - Tobacco and nicotine related products
  - Controlled substances and illegal drugs
  - Weapons
  - Sexually suggestive products
  - Products that are or depict hateful, demeaning or degrading language or statements
  - Products that use profanity
  - Gambling-related products
  - Patches
  - Products that contain statements impugning other universities
  - Products that present an unacceptable risk of liability
  - Products that are harmful to the mission or integrity of the institution
  - Products that contain another entity’s registered trademark, unless explicit written permission has been granted from that entity

## Permitted Brands

Per the agreement signed between IU and Adidas in August 2015, all brands **other than Nike & Under Armour** 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

- IU Social Media Guidelines: <https://brand.iu.edu/tools/social-media/policies-legal.html>
- Student Org Advertising: <https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/promote-organization.html>
- IMU, Dunn Meadow & IMU Space Reservations: <https://studentaffairs.indiana.edu/student-life-learning/space-reservations/index.shtml>

## CLUB WEBSITES

Websites should be **updated at least once a semester** (fall/spring/summer), so 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 IU website and email address for their organization. To request this service, please visit the Student Involvement and Leadership website at: <https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/tech-support.html>

## 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, so 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

<https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/tech-support.html>

## CLOUD STORAGE

For smooth document transfer, it is recommended that clubs create an account for their group at

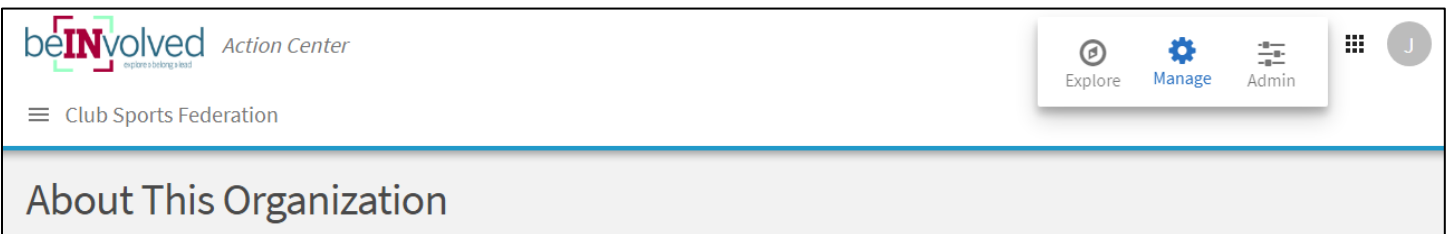
<https://old.uits.iu.edu/onedrive> for all club file storage.

## ACCOUNT TRANSFER & CLOSURE

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

### Updating Information with Recreational Sports

Your club website and/or social media URLs are listed on your beINvolved page, and are updated as part your annual re-registration each spring. If your URL changes at any time during the year, simply have a club officer update the link listed under the "About" section of your club's page, by using their "Manage" tab (see below).



## POSTING FLYERS ON CAMPUS

Please review the guidelines for posting flyers on campus at: <https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/policies/index.html>

Section

**12**

# 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 Recreational Sports will be referred to the Club Sports Staff for an investigation and ruling. The Club Sport staffs 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 Club Sports Staff, written statements may 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 Staffs shall make a ruling based on the evidence collected during the investigation, keeping within the penalties as listed below.
5. The Club Sports Staffs 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 Funding
- **Probation** for a specified period, under specific terms and penalties
- Recommendations of continued review by the Executive 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 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).

### **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 set date. The Appeals Board may set a date when the club is eligible to reapply.

## **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(s) will leave the room.
  - The Appeals Board will discuss and come to a conclusion.
  - The Appeals Board will inform both the club and the Club Sports Staff 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 use 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 Recreational Sports policy on member conduct