

WIU Sport Club Handbook



“The Benefits Will Last A Lifetime”

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SPORT CLUB DEFINITIONS

Sport Club: A student organization existing to promote and develop interest and skill in a particular recreational activity or sport. All Sport Clubs fall under the umbrella of Sports Council.

Sports Council: A council comprised of one representative from each Sport Club. Each club will have an alternate appointed to sit on the council when the club president is unable to attend a meeting. The club will meet once a month.

Nick Knowles: Assistant Director of Sport Clubs & Facilities, Serves as Fiscal Agent for all Sport Clubs & Sport Council. Oversees the Sport Club Program.

C.S.A.F.: Abbreviation for the Council of Student Activity Funds. Sport Clubs request and receive money from the CSAF. The CSAF also approves all purchases and transportation requests.

O.F.O: Abbreviation for the Organizational Finance Officers, OFO serves in this position for the 2008-09 school year.

O.P.S: Abbreviation for the Office of Public Safety.

O.S.A: Abbreviation for Office of Student Activities, located on the first floor (level above Burger King) in the University Union.

E.M.S.: Abbreviation for the Emergency Medical Services.

D.O.S.S.: Abbreviation for the Department of Student Services includes UHDS, Campus Recreation, Admissions, etc.

Outside Accounts: Bank accounts in a public bank in an individual or groups name, with the intent of paying expenses.

IMPORTANT PHONE NUMBERS

Nick Knowles Assistant Director, Sport Clubs & Facilities	Work: 309.298.1228 ext. 238 Cell: 309.333.5983
Jason Ruehle Assistant Director, Facilities and Aquatics	Work: 309.298.1228 ext. 237
Campus Recreation	309.298.1228
Front Desk	309.298.2797
W.I.U. Garage	309.298.1100
Jeff Stockton Manager of Sports Facilities	309.298.2789
Western Courier	309.298.1876
Emergency	911
Beu Health Center	309.298.1888
McDonough District Hospital (MDH)	309.833.4101
Macomb Police	309.833.4505
OPS	309.298.1949

STANDARD OF PROCEDURES

STANDARD OF PROCEDURES

WAIVER RELEASE FORM

1. The form must be completed and returned to the Assistant Director of Sport Clubs & Facilities prior to the person's participation in any Sport Club practice or game. ****This includes alumni****
2. The club Safety/Risk Management Officer is responsible for the distribution, collection, and returning of the Waiver-Release forms to the Assistant Director of Sport Clubs & Facilities.
3. This form must be read and understood by all club members.
4. The Waiver-Release form must be signed clearly in ink by the club participants, club president, and faculty advisor.

NON-HAZING/PLAYER CONDUCT AGREEMENT FORMS

1. Must be completed and returned to the Assistant Director of Sport Clubs & Facilities prior to the person's participation in any Sport Club practice or game. ****This includes alumni****
2. The club president is responsible for the distribution, collection, and the returning of the Non-Hazing/Player Conduct Agreement Forms to the sport club office.
3. Forms must be read and understood by all club members.
4. Forms must be signed clearly in ink by the club participants, club president, and faculty advisor.

Note: Failure to comply with Waiver Release, Non-Hazing, and Player Conduct Agreement form requirements will result in ineligibility for the Sport Club, and all access to the University paper work, all facilities, and funds will be denied.

SPORT CLUB ASSUMPTION OF RISK AGREEMENT

1. This form must be read and completed by each visiting team player before the start of any game.
2. The club president is responsible for the distribution, collection, and filing of the Assumption of Risk form to the Assistant Director of Sport Clubs & Facilities on the Monday following a weekend game.

Note: Failure to have this forms signed will result in loss of facility usage or 20% loss in allocated funds.

STANDARD PROCEDURES

CAMPUS RECREATION FACILITIES

General Policies:

1. All participants using facilities and fields must have a valid WIU ID card and be currently enrolled as a student. Students become members of Campus Recreation at any time upon enrollment of the current semester.
2. Spectators are welcome to attend club activities. Visitors are not allowed to use Campus Recreation facilities. Sport Clubs are responsible for damage by all spectators and opponents.
3. Campus Recreation reserves the right to schedule activities where deemed appropriate. If a scheduled practice must be moved, Campus Recreation will make every effort to provide an alternative facility.
4. If facilities and/or equipment are damaged during Sport Club activities, it is the responsibility of the club to report such an occurrence to the Assistant Director of Sport Clubs & Facilities. The cost of repair/replacement is the responsibility of the club and the individual member(s) responsible.

Reservation Policies:

1. All Campus Recreation Facility Requests must be filed on a Facility Request Form with the Sport Club office. Requests for facilities should be submitted at the earliest possible date (preferably at the beginning of the semester). Reservations include meeting room setup, court set up, sound system, tables, chairs, scoreboards, and/or garbage cans. **Facility requests should be submitted no later than ten working days prior to an event.** Submitting requests does not guarantee space.
2. Arrangements for usage by visiting participants must be made in advance with the Assistant Director of Sport Clubs & Facilities. Locker rooms and showers may be available with advanced notice.

There is no charge for facilities reserved for Sport Clubs. If a club reserves a facility and does not intend to use the site, the Assistant Director of Sport Clubs & Facilities MUST be notified to the cancellation (a minimum of 24 hours in advance of the start of scheduled activity). If a cancellation is not made, the club may be charged that standard rental rate for the facility and for the hourly time required to set-up the facility.

STANDARD PROCEDURES

PRACTICE POLICY

Each club shall have their own practice policy. It is encouraged that members practice and participate regularly to ensure the strength of the club. Communication within your team aides in achieving team goals, and scheduling practices should be developed and communicated to all members of your team as far in advanced as possible.

PRACTICE FACILITIES

1. Clubs may request practice/event facilities and times for each semester during the previous semester. Practice schedules cannot be altered without approval from the Assistant Director of Sport Clubs & Facilities.
2. All facilities used by sport clubs need to be safe working order. If any problems arise which deem the area unfit or unsafe, suspend all club activities and contact Campus Recreation.

TELECOMMUNICATIONS

Club members should contact the Assistant Director of Sport Clubs & Facilities to place long distance phone calls or send faxes. We will supply the club members with the capabilities to place a call or send a fax as long as the communication is club related.

1. Club members need to make arrangements with the Assistant Director of Sport Clubs & Facilities ahead of time to use the phone and fax machines.

The costs of the phone call or fax will automatically be debited to the Sports Council Administrative telecommunication budget.

STANDARD PROCEDURES

RISK MANGEMENT

Safety of the Sport Club participants is of the utmost importance. There are inherent risks involved in all recreational and competitive sport programs. The participants in the Sport Club Program should be aware that participation is voluntary.

Risk Management for the Sport Club Program:

1. Club members should work with the sport club administration in requesting Athletic Trainers at all homes sport club activities.
2. **An accident report MUST be filed for every injury that occurs during any Sport Club activity (home/away games and practice). These forms must be turned in to the Sport Club office with 48 hours.**
3. If privately owned automobiles are a means of transportation for club members, a proof of insurance form and driver information needs to on file in the Campus Recreation Office prior to using the vehicle for club purposes.
4. All activities in which a sport club represents the University need to be pre-approved by the Assistant Director of Sport Clubs & Facilities.
5. Clubs are required to have a **First-Aid kit at all sport activities, games, and practices.** First-Aid kits may be checked out from the Equipment Room. First-Aid kits can be re-stocked by notifying the Assistant Director of Sport Clubs & Facilities.
6. Each club is required to have a member identified in documentation as the “group leader” for game day emergency situations. There must be a designated alternate.
7. All clubs must have an approved source of communication to be used in emergency situations. Arrangements can be made for a cellular phone to be on location during home events.
8. If there is an emergency situation, the Office of Public Safety can be contacted for medical history information.
9. A travel itinerary, which includes club members traveling with the team, contact info, and places where you are staying, must be filled out and turned in to the Assistant Director of Sport Clubs & Facilities no later than 48 hours before departure.

STANDARD PROCEDURES

PUBLICITY

1. All Sport Clubs must have all printed publicity material pre-approved by the Assistant Director of Sport Clubs & Facilities. Sport Clubs will be held responsible for any inappropriate behavior that is viewed on the Internet.
2. Publicity must benefit the Sport Club and not be detrimental to any person, organization, or university/college. **No abusive, alcohol or tobacco signage, or explicit photo(s)/drawing(s) can be used when publicizing any event.** All flyers and/or posters must have the Campus Recreation and University logo on it.
3. Flyers and other publicity can only be distributed in those designated areas approved by the building managers. Failure to comply may result in disciplinary action.
4. Each club will have the opportunity to be highlighted in the Sport Club Spotlight bulletin board if pictures of the club are turned into the Sport Clubs Office.
5. All clubs need to turn in game results and statistics from the weekend on Monday before 4:30PM to the Assistant Director of Sport Clubs & Facilities (e-mail would be preferred).
6. Each club must provide the Sport Club administration with a written description of their club, the current schedule, practice times, and web address. This information will be used to promote awareness of each club.

PHOTO COPYING

1. Contact the Sport Club Office if copies are needed.
2. Only Sports Council Administration may copy items on the photocopier in the Campus Recreation Center. This rule still applies if a Sport Club member is a student worker of Campus Recreation.
3. Only promotional and informational flyers/forms can be copied. The items being copied must benefit the Sport Club. **No abusive language or explicit language. All previous rules apply to flyers.**
4. Photocopying for publicity is covered by the Sports Council budget if the flyer is pre-approved by the Assistant Director of Sport Clubs & Facilities.

5. Twenty-five copies must be copied through DPS. The cost of copying will be charged to the appropriate Sport Club.

STANDARD PROCEDURES

WORLD WIDE WEB

1. Each Sport Club web page should have a link to the WIU Campus Recreation web page, (<http://www.campurec.wiu.edu>) placed on the club's homepage.
2. Each Sport Club currently has a web site at the campus recreation main page. It is the responsibility of the club officer's to keep all information, pictures, etc. current.

FUNDRAISING

1. Fundraising is any activity that accumulates/generates funds for support or administration of the club. (I.E.: Raffles, dues, special promotions, etc.)
2. A fundraising form must be filled out before any fundraising event takes place. These forms can be found on the Campus Recreation/Sport Clubs/Forms web site. These forms must be turned in to the Sport Clubs Office for approval at least 3 days before the fundraiser.
3. All funds generated at the fundraising event, or collection of dues, must be received by the Sport Club Office within 48 hours of acquiring money.
4. The club Treasurer shall have all receipts from all funds raised/spent and is responsible for the collection and generation of funds.
5. Each Sport Club is allocated a specific amount of money from CSAF at the beginning of the school year. These funds equal one-half of the operating budgets of each club. The other half is to be generated through fundraising efforts. In order to ensure that fundraising is taking place, 50% of the allocated funds will be available to each club until that club shows a good faith attempt at fundraising efforts. These efforts will be determined by the Assistant Director of Sport Clubs & Facilities.
6. Sport Clubs which are funded by the CSAF are not permitted to have any outside accounts. Only those clubs not receiving funding are allowed outside accounts. Any club who fails to comply with this policy will face suspension.

STANDARD PROCEDURES

POLICY OF CONTRIBUTIONS, PROMOTIONAL ITEMS, PRIZES, AND USE OF UNIVERISTY LOGO

Contributions to Organizations:

The purchase of gifts for organizations (fundraising groups, professional organizations, local service clubs, etc.) is prohibited from University funds except under the following circumstances:

Non-Monetary: The contributions is in the form of a plaque, trophy, sweatshirt, etc; and is inscribed with the name/initials of Western Illinois University, (gift certificates are not allowed); and,

The contributions has a unit value under \$75 and is approved by the fiscal agent, or the contribution has a value over \$75 but less than \$150 and is pre-approved by the Vice President of Student Services.

Monetary: The contribution is in accordance with the purpose of the account, is paid from award and grant funds; **and contribution is pre-approved by the Vice President of Student Services.**

Prizes/Awards:

The purchase of prizes/awards is permissible from non-appropriated funds when the prize/award is given as the result of a contest or a random drawing. Purchases with a rental unit value less than \$75 require fiscal agent approval. **Prize/awards with retail values of \$75 of over but less than \$150 must have the pre-approval of the President, respective Vice President, or respective dean.**

Promotional Items:

Promotional items are used to promote WIU, a retail operation, or an event and are given away randomly to prospective consumers.

Tangible Items, (cups, pencils, pens, sweatshirts, etc): **The purchase of tangible promotional items from the University funds with retail unit values less than \$75 is permissible with the approval of the Vice President for Student Services.**

Services, (tickets, season passes, etc.): The promotion of an activity by giving away services is permissible from University funds with fiscal agent approval if the service has a retail value less than \$75. **Services with retail value of \$75 of over require the approval of the Vice President of Student Services.**

Cards, Flowers, Fruit Baskets, etc.:

Cards, flowers, fruit baskets, etc. for the individuals may only be reimbursed/purchased from non-appropriated funds with approval of the respective Vice President.

Use of University of Logos:

All uses of trademarked logos and word marks must be approved. All products which utilize the word makes and/or logos of Western Illinois University must be produced by a licensed manufacturer.

A "Request for Use of Logos and Word Marks" form must be filled out, and approved by the Trademark Licensing Administrator. Sport Clubs will need to submit their artwork to the Assistant Director of Sport Clubs & Facilities for approval. The Assistant Director of Sport Clubs & Facilities will then fill out the appropriate form and submits it to the Trademark Licensing Administrator for approval.

For more detailed guidelines about the use of university logos can be found on the web site at:
<http://www.wiu.edu/trademark/>

STANDARD PROCEDURES

REIMBURSEMENT

1. The reimbursement process begins only if the receipts are turned in for the following: tournament entry fees, lodging, and parking expenses.
2. **Original receipts/original hotel invoices are required for reimbursement. Copies of faxes are not accepted are not accepted by the Business Office or the Internal Auditor.**
3. **Reimbursement MUST be requested no later than 48 hours after the event.**
4. Refer to the CSAF Handbook for what is reimbursable and other specific policies.
5. Remember, this is a REQUEST for reimbursement which be denied if money was spent inappropriately.

CONTRACTUAL PAY

1. Contractual pay includes officials, lifeguards, equipment rental, labor (maintenance), trainers, etc.
2. The Sport Club will automatically be debited for any contractual pay.
3. If the official(s) needs to be paid at the time of the contest, that contract must be completed and returned to the Assistant Director of Sport Clubs & Facilities no later than **TEN** working days prior to the contest. If the contract is not completed properly, the payment will be delayed.

ELIGIBILITY

1. Membership with a Sport Club is limited to employees and students of Western Illinois University.
2. Each student must be a full-time student.
3. Faculty/Staff members must be full-time employees of WIU.
4. A roster must be submitted to the Sport Club Office by September 15th. **(ID card numbers are needed for all Sport Club members).**

UNIVERSITY RECOGNITION

UNIVERSITY RECOGNITION

The Sport Council Administration reserves the right to refuse or deny affiliation to any organization misrepresenting Western Illinois University funding, facilities, fraudulent paper work, or repeated inappropriate conduct.

Affirmative Action/ADA Compliance Statement

Western Illinois University complied fully with applicable federal and state non-discrimination laws, orders, and regulations. The University is an Affirmative Action and Equal Opportunity institution and affirms its dedication to non-discrimination on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, or status as a disabled veteran in employment, programs, and services. WIU's commitment to non-discrimination and affirmative action embraces the entire University community including faculty, staff, and students. The University also has policies on sexual harassment and racial and ethnic harassment. Inquiries these policies and regulations may be directed to the Equal Opportunity & Access, Sherman Hall 203, telephone: (309).298.1977

UNIVERSITY RECOGNITION

STUDENTS PARTICIPATION IN UNIVERSITY-SANCTIONED ACTIVITIES

Western Illinois University values and supports the required participation of students in University-sanctioned activities. Instructors are strongly encouraged to provide such students with reasonable accommodations for completing missed exams, quizzes, and the like. The Council of Admission, Graduation, and Academic Standards (CAGAS) will determine what constitutes University-sanctioned activities. Requests by organizations for permanent and/or temporary sanctioning of educational activities will be heard by CAGAS no later than the semester prior to the event in question.

Instructors are strongly encouraged to support University-sanctioned activities, as student education happens both within and outside of the traditional classroom. However, it is also recognized that sanctioned activities should not significantly disrupt the primary educational mission of the University or negatively impact the integrity of the classroom.

In all cases, it is the responsibility of the student to: 1) inform instructors of scheduled absences in advance; 2) where possible and as soon as possible, provide a schedule of all semester absences; and 3) arrange to complete missed classroom work within a reasonable time frame.

Ultimately, students are responsible for material covered in classes missed due to sanctioned events.

In the event of disagreement between the instructor and the student regarding this policy, the student must first contact the instructor and attempt to work out a solution. If a satisfactory solution does not result after the student contacts the instructor, then an appeal may be made first to the appropriate Chair and then to the Dean. The Dean will be the final authority on matters of substance; and process issues may be further appealed to the Academic Vice President for final decision.

Examples of University Activities That Could Be Sanctioned

Academic/Scholarship

Competitions related to major (i.e. Judging Team) or an academic department (i.e. Debate)

Fine Art Performances

Marching and Pep Band Performances

Responsibilities associated with talent grants/scholarships

High Profile Students Serving the University's Interests

Area Meetings (Admissions)

Annual Legislative Meetings/Lobby Days

Board of Trustees Meetings

NCAA Intercollegiate Athletic Competition (10 women's and 10 men's including student athletes, student athletic trainers, student athletic managers, and cheerleaders).

Examples of University Activities That Will Not Be Sanctioned

Sport Clubs/Intramural Events

Greek educational, events, rushes

Course-related field trips

Career Fairs

UNIVERSITY RECONGITION

ACADEMIC POLICY

In the interest of the individual and team, each student must be good academic and judicial standings according to the Western Illinois University Student Handbook.

RECONGITION REFUSAL POLICY

The Campus Recreation Office reserves the right to refuse recognition to any club requiring extensive funding, facilities or resources involving high liability of risks factors or which does not properly represent Western Illinois University.

UNIVERSITY RECOGNITION

REGISTERING A NEW SPORT CLUB

Before the Sport Club is eligible to receive members, the Council of Student Welfare (located in the Office of Student Activities) must recognize the club as a student organization. At that time, the Sport Club may proceed with the following steps:

1. A group of students requesting recognition from the University as a Sport Club must file a constitution recruit a member of the faculty or administration to serve as an advisor, and have at a minimum 10 students committed to membership.
2. A group must have begun the process to become a recognized student organization (“Letter of Intent”) obtained through the Office of Student Activities in the University Union, 298-3232.
3. Meet with the Assistant Director of Sport Clubs & Facilities to discuss the club's scope, purpose, and financial status as a student organization. All clubs must be student-initiated and student led.
4. Submit a “Request for Recognition” to the Fiscal Agent of Sports Council in the Campus Recreation Office.
5. The Council on Student Welfare will make the final decision on club recognition and/or re-recognition.
6. A recognized organization that changes officers/coaches or faculty advisor(s) after September 15th must report these changes to the Office of Student Activities in writing within 14 days of the change.
7. **Organizations must have at least 10 student-members to be a recognized group on campus. Organizations that fall below 10 members will lose their recognized status and privileges. Organizations must petition the Council on Student Welfare for reinstatement or exemption.**

REGISTERING A CURRENT SPORT CLUB

ATTENTION: All Sport Clubs must be re-registered annually. The re-registration form can be completed online by visiting the Office of Student Activities web site. Each club must also turn in an updated constitution and current roster to the Assistant Director of Sport Clubs & Facilities.

SPORTS COUNCIL

SPORTS COUNCIL

Sports Council is an organized council consisting of one representative from each CSAF funded sport club. Each club President will represent their club on Sport Council. If the President is not available for any meeting, an alternative must attend in his/her place. Sports Council meetings are not optional.

THEY ARE MANDATORY.

DUTIES AND RESPONSIBILITIES OF SPORTS COUNCIL

Sports Council will convene once a month during the school year in order to discuss procedures and topics that are pertinent to the group of clubs. Clubs will also vote on policy and distribution of Sports Council funds.

Only those clubs that are allocated money for CSAF will be eligible for voting rights for dispersion of money.

Each club's vote counts once.

Sports Council will also review any disciplinary problems and decide whether a club will be on probation or suspended. Sports Council will determine what appropriate actions will take place in accordance with the University Disciplinary Code.

Sports Council will continue to collaborate with CSAF on transactional issues.

Ultimately, all Sport Council issues and decisions are subject to the discretion of the Assistant Director of Sport Clubs & Facilities.

MEETING AND PROCEDURES

It is expected that all council members be on time. Those later than five (5) minutes will lose their right to vote.

The meetings will be informational in nature except when a club asks for additional funds, a disciplinary matter is to be resolved, a change in policy is to be decided upon, or other instances where a vote must take place.

The voting process will utilize Robert's Rule of Order (see Appendix) to discuss the topic, hear arrangements, ask for a vote, and voting itself. The voting will be conducted by casting your vote on a piece of paper. A simple majority of present voters is needed to pass a vote. Clubs are allowed one vote which can be a yes, no or abstention.

Meeting minutes will be distributed the following week by the Treasurer of Sports Council.

SPORTS COUNCIL

DUTIES OF THE SPORTS COUNCIL OFFICERS

PRESIDENT OF SPORTS COUNCIL

The President of Sport Council will be elected on a yearly basis at the first Sports Council meeting of the academic year. The President works directly with the Council on Student Activity Funds (CSAF), and is responsible for insuring that the organization develops and carries out programs in accordance with the appropriated budget program and the items that the council has approved. The Council President must also:

1. Assist the Assistant Director of Sport Clubs & Facilities with the preparation of yearly budget for presentation of the CSAF.
2. Convey to the organization the intent, purpose, and responsibility of receiving CSAF funds and charging them with adherence to the guidelines.
3. Initiate pro-active requests for sub-code transfers and supplements (when programs change or when cost estimates exceed the projected budget expense).

TREASURER OF SPORTS COUNCIL

The Sports Council Treasurer works directly with the Organizational Finance Office and is responsible for the day-to-day managing of the organizations' funds. It is also the responsibility of the council Treasurer to:

1. Attend all CSAF workshops to gain a better understanding of the policies and procedures regarding CSAF-funded budgets.
2. Review the Student Activity Funds Operations Manual and have a working knowledge of it.
3. Adhere to the CSAF policies and guidelines as established in the Manual.
4. Be responsible for maintaining the current daily budget standings of each Sport Club.
5. Authorize any materials that are defined as such in the Handbook.
6. Receive and file all Sport Clubs forms and transactions.
7. Assist the President of Sports Council with the preparation of yearly budget for presentation to the CSAF.

SPORTS COUNCIL

FISCAL AGENT OF SPORTS COUNCIL

The role of the Fiscal Agent of Sports Council is to assist in the entire budgetary process. However, the Fiscal Agent does not have direct responsibility for the development of the day-to-day administration in utilizing student funds. The Sports Council Advisor should also:

1. Attend all CSAF workshops to gain a better understanding of the policies and procedures regarding CSAF funded budgets.
2. Meet with the Sports Council President and the Treasurer of Sports Council to insure that they understand their roles and responsibilities in dealing with student activity fund accounts and that they understand policies and guidelines of the council.
3. Provide advice and counsel the Sports Council President and Treasurer in development of the budget request and expenditure funds.
4. Be responsible for the composition of the Administration Budget.
5. Be responsible for reviewing all Sport Clubs budgets prior to delivering them to the Organizational Finance Office.

MISSED SPORT COUNCIL MEETINGS

Attendance at Sport Council Meetings is a mandatory function of every Sport Club. These meetings are used to inform club leaders about policy, vote on monetary requests/policy changes/disciplinary actions, and hear how other groups are performing. Council meetings will be set at least two (2) weeks in advance, and it is expected that each club have a representative present. If a club misses a meeting during the school year, the following will take place:

1. **First absence during the semester – The Sport Club is fined \$50.00**
2. **Second absence during a semester – The Sport Club is fine \$50.00**
3. **Third absence during a semester – The Sport Club is suspended without funding for the remainder of the school year.**

**MEMBER
CONDUCT
&
DISCIPLINE
PROCEDURES**

EXECUTIVE RESPONSIBILITIES

FACULTY ADVISOR DUTIES

In addition to assisting with the entire budgetary process of their specific club, the Faculty Advisor is encouraged to work closely with officers and to offer their own input into club decision-making. Advisors are expected to assume responsibility for the club. The following are some guidelines for effective advising:

1. The Faculty Advisor should be available during the development of plans and programs for the club. The Faculty Advisor should help ensure that the activities and undertakings of the club are sound and reflect favorably on the University.
2. The Faculty Advisor should assist members in identifying and negotiating roles and contributions.
3. The Faculty Advisor should have the sincere enthusiasm and interest in the group and its activities.
4. The Faculty Advisor should help the club with any questions or problems that may arise. The advisor needs to remember one purpose of Sport Clubs is to improve the management abilities of the students.
5. The Faculty Advisor can act as a positive critic of the group. The Faculty Advisor should give them feed back on how they are doing and serve as a resource for alternative ideas and solutions.
6. The Faculty Advisor should be aware of any and all procedures and regulations affecting the group. The Faculty Advisor should assist the club when they have questions about rules and regulations and sign all paperwork (non-hazing and waiver release forms).
7. The clubs records and evaluations will be on file in the Sports Club Office in the Student Recreation Center (SRC).

The Faculty Advisor is expected to attend the regular meetings of the club. When impractical for the Faculty Advisor to be present, it is the duty of the club President or appointed club official to arrange a meeting with the advisor to inform him/her of actions taken or proposed. If there are any questions regarding the role of the Faculty Advisor, persons are encouraged to contact the Sport Club office in the Campus Recreation Center, or call 298.1228.

COACH/INSTRUCTOR

1. The selection will be based upon; (a) the person's knowledge of the sport, (b) the person's recommendation from peers, and (c) the person's perceived positive ability to deal effectively with their clientele. A coach/instructor is only responsible for teaching the sport to all club members and should be knowledgeable within the specific area of instruction. **REMEMBER:** Sport Clubs are student organization and will be handled through the club members and officers. The emphasis here is a student leadership and development.

2. The coach/instructor should promote good sportsmanship on and off the field/court/facilities. They should always promote leadership and development for club members. If a coach/instructor is a student, they are also required to adhere to the Student Code of Conduct, which is established for Western Illinois University students.
3. The coach/instructor may be removed from his/her responsibilities for any reason at any time, if deemed inappropriate by the club membership, Faculty Advisor, or the Fiscal Agent of Sports Council.
4. All appropriate informational and liability forms should be completed prior to assumption of their duties.

EXPECTED BEHAVIOR

1. Every student participating in a Sport Club event is a representative of WIU and is expected to reflect the highest standards in sportsmanship and non-offensive language. All Sport Club members will be expected to adhere to the Student Code of Conduct.
2. Sport Club members are encouraged to participate in Intramural Sports. Any member who wishes to participate in the Intramural Sports programs at WIU is limited to having two (2) club members on any team.
3. Sport Clubs or individual members of Sport Clubs may face disciplinary action for inappropriate on-campus or off-campus actions while participating in a Sport Club related activity, in accordance with the Sport Clubs Handbook and the WIU Student Code of Conduct. Disciplinary action may result in loss of practice time and facilities, suspensions of individual members, or revocation of recognition as a Sport Club by Western Illinois University.
4. Campus Recreation and the Sports Council expect each club to govern its own behavior. If club behavior is deemed inappropriate, Campus Recreation will take action to correct the problem. All Sport Clubs are expected to abide by the rules and regulations of Campus Recreation and the student code of conduct.
5. Threatening behavior (verbal and physical) toward another participant, Campus Recreation staff member, or spectator will result in an indefinite suspension from Sport Clubs and Campus Recreation programs. OPS may become involved if the action is severe.
6. Action which could potentially cause equipment or facility damage, demeaning actions (such as spitting), and/or intentional acts that result in personal injury-indefinite suspension from Campus Recreation/programs and facilities. OPS may become involved if the action is severe.
7. Personal conduct situations that are not covered by previous rulings will be dealt with in an appropriate manner by the Assistant Director of Sport Clubs & Facilities and Sports Council.

DISCIPLINE PROCEDURES

ALCOHOL POLICY

All Sport Clubs are recognized student organizations; all Sport Clubs must adhere to Western Illinois University's alcohol and drug policies. Any consumption of drugs or alcohol prior to or during any event or evidence of drugs or alcohol during play will not be tolerated. Failure to abide by this policy will result in immediate removal from the team and possible suspension of the team's privileges for one year. Sport Club members are to abide by the Western Illinois University Code of Student Conduct.

Underage Drinking:

Any club member caught by the authorities is subject to the rules of Sport Council.

1. 1st time offense—Removal from the club or any other club for three months of practice/playing time.

DRUG POLICY

Definition: The term "drug" or "drugs" in this statement means any drug or paraphernalia possessed, used, distributed, sold, or manufactured in violation of the laws of the State of Illinois or laws of the United States (note: Alcohol is a depressant. Therefore, it is a drug and considered illegal when distributed to minors). The University, as an agency of the State of Illinois, having a responsibility to abide by state and federal laws, hereby declares that possession, use, distribution, sale, or manufacturing of drugs or paraphernalia on this campus (except allowed by law) is contrary to University policy. The University will cooperate fully with state and federal officials in the enforcement of all state and federal laws. All Sport Club members must also abide by the Western Illinois University Code of Student Conduct which outlines the standards of behavior expected of every student at Western Illinois University.

FAILURE TO PROPERLY FILL OUT MANDATORY TRAVEL FORMS

All clubs are required to complete a mandatory Travel Form located in labeled box in the Sport Club office and online. This form must be filed with the Sport Club Office two (2) days prior to the athletic event. Failure to complete the form will result in the following consequences:

1. 1st time offense—all costs associated with the athletic event, with the exception of entrance fee, **will not be reimbursed, and practice privileges will be suspended for the week following the trip.**
- 2nd time offense – **Team will not travel that weekend.**
2. Continued abuse of this requirement could result in suspension of the team for a period of 30 days or the remainder of the competitive season.

DISCIPLINE PROCEDURES

FAILURE TO SCHEDULE GAMES/EVENTS

All scheduled games must be submitted to the Assistant Director of Sport Clubs & Facilities as soon as schedules are known. Scheduling matches/games during WIU intercollegiate home football games is discouraged, and the Assistant Director of Sport Clubs & Facilities will determine if it is necessary to participate during that time.

Note: Failure to comply with this will result in denial to access of all University travel funds and vehicle funds/permits.

INJURIES & EQUIPMENT

EQUIPMENT

GENERAL INFORMATION

Equipment checkout to individual members of a sport club will be accomplished as a team, via appointment with the Assistant Director of Sport Clubs & Facilities.

In order to check out equipment all clubs will set a date where the entire team can come in and check out uniforms/equipment to each individual or on an individual basis. Each club is required to set a time with the Assistant Director of Sport Clubs & Facilities to check out their equipment. The purpose for this type of checkout is better control over the Sport Club inventory.

THERE WILL BE NO MASS CHECKOUTS FOR SPORT CLUB EQUIPMENT

With the exception of safety issues, no uniforms are to be worn for practice. If someone does wear a jersey, the person in charge of the team is responsible for instructing the member to change or leave practice and return with proper practice gear.

Each club will have an annual review with their respective unions to stay updated with the industry standards in each sport. It is required that all clubs maintain a professional image while representing the University both on and off the field. Uniforms are required to look professional and meet the industry standard. Any questions on this matter can be directed to the Assistant Director of Sport Clubs & Facilities.

EQUIPMENT CHECK IN PROCEDURE

The equipment of all clubs must be returned prior to finals week each semester unless other arrangements have been made with the Assistant Director of Sport Clubs & Facilities. This is subject to change in response to individual Sport Club schedules. **All equipment must be returned by December 5th for the Fall Semester and May 5th for the spring semester,** or administrative holds will be placed on the accounts of everyone who has not returned their equipment until that equipment is returned. A non-refundable \$10.00 fee must be paid in order to clear all administrative holds. An administrative hold will prevent a student from registering from subsequent semester. Transcripts may not be issued to students with administrative holds.

The Assistant Director of Sport Clubs & Facilities is responsible for making the decision on wear, tear, and care.

Encumbrance and replacement will be put on the individual who checks out the equipment.

EQUIPMENT

PROCEDURES

1. An up-to-date list of all equipment should be on file. This list will be in the Campus Recreation Office. The form must be completed and returned to the Campus Recreation Office at the end of the each semester. Updates will be made as needed. Club presidents are responsible for this paper work.
2. No equipment is to be issued to any club members unless:
 - a. All club encumbrances are paid.
 - b. A completed Waiver-Release form is on file with Sport Club Office.
 - c. And a completed Non-Hazing form is on file with the Sport Club Office.
3. Failure to comply with any of the above requirements will result in the removal of the ineligible club participant.
4. An accurate and completed form for all equipment issued is required. The equipment checkout form must be filed when members receive any equipment that is property of Western Illinois University.
5. Equipment issued to club members must be returned by the stated deadline; or within five (5) working days of the end of their club's season unless otherwise authorized. Each individual who checks out equipment and does not return it is responsible for reimbursement of the item(s).
6. Any club events, whether regulated by club unions or organizations, must use equipment which meets all levels of industry standards regulated by the industry. It is the responsibility of club members to make sure the equipment is safely maintained. Any concerns or problems must be communicated promptly to the Assistant Director of Sport Clubs & Facilities.

INJURIES

PROCEDURES

It is Sport Club policy that each club has two (2) individuals certified in CPR and AED procedure. Also, each club must have one of these individuals be designated as the Safety/Risk Management Officer for that club. A First-Aid kit is mandatory at all club activities. First-Aid kits that are not properly stocked need to be brought to the attention of the Assistant Director of Sport Clubs & Facilities. **During home activities, clubs should make arrangements to have an athletic trainer on site.** In the event of an injury (no matter how minor) occurring to club members or to members of the opposing team (home event only for opposing team members) during on or off-campus practice, competition, recreation, or institution, these procedures must be followed:

1. Attend to injured person(s)
2. If the injury is serious, do not hesitate to call Emergency personnel immediately (911 or 298.1849)
 - a. A WIU Injury Report Form, which is located in the First-Aid Kit, should be completed and returned to the Assistant Director of Sport Clubs & Facilities by the close of the first business day following the event. If the injury occurs off the WIU campus, be sure to obtain any additional documentation which might be completed by other universities, police, ambulance personnel, doctors, or hospitals. It is the responsibility of the club's Safety/Risk Management Officer to fill out all paperwork and follow the Emergency Action Plan procedure card that is located in each First-Aid kit.
3. If the injury is serious, call the Assistant Director of Sport Clubs & Facilities at the earliest convenience. If you cannot reach the Assistant Director of Sport Clubs & Facilities, please call the Student Recreation Center at 309.298.1228.
4. Upon return, or after the incident, schedule a meeting with the Assistant Director of Sport Clubs & Facilities. The purpose of this meeting is to attempt to prevent future accidents and to analyze the incident that occurred.
5. The Campus Recreation Gator vehicle is not to be used to transport injured parties.

EMERGENCY PERSONNEL WILL BE RESPONSIBLE FOR DECIDING IF AND HOW THE INJURED PARTY SHALL BE TRANSPORTED AND WHETHER TO TRANSPORT TO THE BEU HEALTH CENTER OR THE LOCAL HOSPITAL (Individual health insurance carried by the participants is the only insurance available for use in these situations).

INJURIES

BLOOD AND BODILY FLUID SPILLS PROCEDURE

Participants involved in activities associated with any Sport Club (*practice, game, and clinic*) that are bleeding are required to leave the activity until bleeding is totally stopped. In order to return the activity, all soiled clothing must be removed and the wound must be cared for appropriately.

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other bodily fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered, and if there is blood on the uniform, it must be changed before the athlete may participate.
2. If bleeding happens outdoors, dilute the affected ground areas and generously with water before continuing play. If bleeding occurs indoors, notify a staff member who will inform the Physical Plant staff. They will properly clean the area.
3. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when in contact with blood or other body fluids is expected. Gloves are available for Sport Club use in First-Aid bags and in the Campus Recreation Office, SRC 206.
4. Immediately wash hands and other skin surfaces that may come in contact with blood or other bodily fluids. Wash hands immediately after removing gloves.
5. **Notify a Campus Recreation Facility Supervisor of any bodily fluid spill.** The Facility Supervisor will contact the proper staff member to resolve the situation. Clean all blood contaminated surfaces and equipment with a solution made from the proper disinfectants before competition resumes.

TRAVEL & TRANSPORTATION

All CSAF funded student organizations utilizing CSAF vehicles will be billed automatically when the actual mileage from the trip is supplied to Auxiliary Services. These charges are reflected on the month-end computer printout.

VEHICLE PROCEDURES

1. Each Sport Club President must notify the Assistant Director of Sport Clubs & Facilities at least **14 DAYS** in advance when wanting to reserve a university vehicle. The Sport Club reserving the vehicle will be charged for mileage and vehicle rental.
2. A Driver Application Form must be filled out by the driver prior to scheduling a vehicle, and it will be kept on record with the Campus Recreation Department. Each club's driver will be paid an hourly rate from the Sport Club's budget. **IMPORTANT: Only state employees are allowed to drive CSAF vehicles. This included graduate students with assistantships.**
3. The Sport Club driver will only be paid for the hours that he/she drives the vehicle to and from the destination, **NOT** for being at the event.
4. If a vehicle is available on the dates requested, it will be scheduled in that organizations name.
5. When you check out the van from the garage, you will need your driver's license with you.
6. When returning a CSAF vehicle, please note mileage and any vehicle problems you experienced on the trip.
7. Credit Cards:
 - a. A credit card will accompany each vehicle scheduled for long distance trips. The credit card shall be used to purchase gas, oil, and repairs necessary during the trip. The credit card and receipts for credit purchases must be turned in to the garage with the vehicle keys.
 - b. Each credit card has the vehicles number imprinted on it. Therefore, charges incurred on the vehicle must be charged to the specific credit card that has been issued at the time of assignment of the vehicle. Please make a notation on receipts when other University vehicle(s) are serviced with the same card. **IMPORTANT: Drivers must verify all charges and be sure that the vehicle license number is on the charge ticket before signing it. Also, credit cards issued for University vehicles cannot be used to charge gas, oil, or repairs for private vehicles.**

8. Inclement Weather—if the weather is inclement, the Director of Transportation may cancel travel requests. If the weather is inclement at any other point during your trip, it is the driver's decision as to continue or not. PLEASE USE COMMON SENSE. **ALL DRIVERS ARE NOT PERMITTED TO DRIVE LONGER THAN 4 HOURS AND CANNOT DRIVE AFTER 12PM.** Failure to follow this policy will result in the club not being allowed to travel to its next scheduled game/event.

TRAVEL AND TRANSPORTATION

CSAF VEHICLE INFORMATION

There are **FOUR** CSAF vehicles available to all student organizations funded by the CSAF, as follows:

<u>Vehicle</u>	<u>Capacity</u>
2 passenger vans	15 each (all sport clubs are limited to 12)
2 mini-vans	7 each

Charge per mile for these vehicles is as follows:

<u>Vehicle</u>	<u>Trip Charge</u>	<u>Cost/Mile of Trip</u>
Passenger van	\$25.00	\$0.45/mile
Mini-van	\$25.00	\$0.54/mile

University Garage:

The University Garage is located across from Thompson Hall, directly behind the baseball field. The phone number is: 298.1110

The hours when the University Garage is open are:

Monday-Friday	6:00AM-5:00PM
Saturday	6:00AM-2:00PM
Sunday	CLOSED

1. If, for any reason it, is necessary to purchase items for the vehicle maintenance (i.e.: wiper bladed, windshield washer, oil, etc.), please obtain a written receipt of the expense and bring it to the attention of the OFO. Student organizations are reimbursed for the maintenance expenses for University vehicles from a University account. **IMPORTANT:** The receipt must be brought back to the OFO for reimbursement.
2. If the University Garage is closed (see "University Garage Hours") when returning a university vehicle, park the vehicle at the University Garage parking lot and leave the key and credit card in the overnight Drop Box.

IMPORTANT: University vehicles are not to be kept at an off-campus residence and should be returned to the University Garage immediately upon return.

TRAVEL & TRANSPORTATION

VEHICLE SECURITY AND RESPONSIBILITY

1. The security and operation of the University vehicle is the responsibility of the person to whom it is released. The responsibility cannot be delegated to others. Before starting on any trip, a driver should:
 - a. Visually check tires (spare also) for flats and low pressure.
 - b. Visually check body for obvious dents, scrapes, etc., and note on trip card or separate sheet. Also, check condition of the interior.
 - c. Note gauges on dash panel after engine starts and test brakes. Any irregularities should be immediately reported.
2. The responsibility of the driver ceases after the vehicle has been returned to the garage. The key, credit card, and charge tickets returned to the garage attendant or the overnight drop box. **IMPORTANT: Please roll up windows, lock the doors, and remove all trash.**
3. Accident and Repair Procedure:
 - a. In case of an accident:
 - i. Contact area emergency personnel via 911. Make sure that all individuals receive medical attention immediately.
 - ii. Obtain the names and addresses of all witnesses, licenses of other vehicles, and people involved in the accident.
 - iii. Obtain the names of the insurance companies of all vehicles involved in the accident.
 - iv. Contact: Randy Powell, 298.1988 (office), or 837.3384 (home); or on duty supervisor, 298.1100 (garage) or 772.2449 (home). If you are unable to reach anyone, contact the Office of Public Safety, 298.1949.
 - v. Finally, contact Campus Recreation at 298.1228 to get in touch with the Assistant Director of Sport Clubs & Facilities.
4. Insurance—University vehicles are insured for collision on a \$500.00 deductible basis. In event of damage to a vehicle, the first \$500.00 will be paid by the organization requesting the vehicle.
5. There shall be NO alcohol or drugs either consumed or transported in any University Vehicle.

6. A \$10.00 progressive cancellation fee will be charge to an organization if a vehicle is canceled within three (3) days of the scheduled date.

TRAVEL & TRANSPORTATION

ADVANCE TRAVEL

1. Travel fees can be secured in advance if the proper paperwork is filled out far enough in advance. To obtain fees before a trip, the Advanced Travel Request Form needs to be filled out three (3) weeks before the event. The President and Treasurer of each club will need to meet with the Assistant Director of Sport Clubs & Facilities to be able to sign the Advance Travel Request.
2. After these requests are made and approved, a Travel Packet will be sent to the “Person in Charge” of the trip from the University Business Office in Sherman Hall. This packet will contain:
 - a. Advance Travel check made payable to the person listed as “in charge of the trip” on the Advance Travel Form
 - b. Forms for recording and submitting travel expenses
 - c. List of Travelers and Cash Disbursements to Individuals Form will be included if food/per diem was requested. The person in charge will distribute the established amount of money to each person; whatever money is left over must be deposited back into the club’s account.
3. Follow instructions contained in this packet. Be sure to keep all receipts for lodging, expenses, registration fees, rental expenses, etc.
4. Reconciliation of travel expenses with the Business Office should be completed with **five (5) working days** after the return from your trip. The reconciliation should be sent directly to the Business Office, 223 Sherman Hall.
5. If there is any money returning from the Advance Travel Request, the money must be deposited at the University Union and recorded on a cash deposit slip. A copy of the cash slip must accompany the reconciliation if there is any travel money left over.

ALERT DRIVING ON-LINE TRAINING PROGRAM

1. All individuals who plan on driving a University vehicle must sign up and take the Alert Driving Training Program on-line. This is a two (2) week process, so you will need to sign up for it as soon as possible.
2. **Nobody will be allowed to drive the van without successfully passing this course.**

WIU

SPORT CLUBS



APPENDIX

CAMPUS RECREATION WESTERN ILLINOIS UNIVERSITY

POSITION DESCRIPTION

Sport Club

A Sport Club is an organized group of individuals established to promote interest in a sport and develop the skills of its members in that sport. A Sport Club may be organized for recreational, instructional, performance, or competitive purpose. A Sport Club must have at least 10 members to form.

Club Officers

Each Sport Club must hold elections for officers each academic year. Officer positions are limited to full-time, officially registered students at Western Illinois University. A current Officers Information Sheet must be turned in to the Assistant Director of Sport Clubs & Facilities by September 5th.

Club President

1. Serve as a liaison between Campus Recreation and the student organization.
2. Be familiar with the Sport Club manual, and make sure that it is implemented and adhered to.
3. Make sure all forms are filled out and submitted to Campus Recreation when necessary.
4. Keep Assistant Director of Sport Clubs & Facilities, club advisor, and coach aware of all club activities.
5. Hold elections as stipulated in the club's constitution.
6. Carry emergency contact information to all club function.

Club Vice-President

1. Assist the President, and preside when the president is absent.
2. Work closely with the president in coordinating organization activities.
3. Be familiar with the Sport Clubs manual, and make sure that it is implemented and adhered to.

Club Safety/Risk Management Officer

1. Be certified in First-Aid, CPR, and AED.
2. Sign out and be responsible for First-Aid Kits (contact the Assistant Director of Sport Clubs & Facilities).
3. Hand out waivers to all sport club members and collect and turn them in the Assistant Director of Sport Clubs & Facilities.
4. Be able to fill out Injury Report Forms in case of accident or injury.
5. Turn in Injury Report Forms to Assistant Director of Sport Clubs & Facilities on Monday's after weekend games.

6. Be familiar with Emergency Action Procedures card that is located in First-Aid Kit.
7. Train another member of sport club to perform job duties in case of absence.

Club Treasurer

1. Keep budget and account records up-dated.
2. Collect dues.
3. Process all forms needed for purchases and reimbursements.
4. Maintain documentation of expenditures and receipts.
5. Prepare and submit budget.
6. Oversee fund-raising activities.
7. Work with the Campus Recreation Department to ensure financial records are in order.

Club Advisor

*Every Sport Club **MUST** have an advisor. It is recommended, though not required, that the advisor have both expertise and a high level of interest in the activity.*

Individual clubs are responsible for recruiting and securing an advisor. Advisors **MUST** be employed as WIU faculty or professional staff. Exceptions to this criterion may be granted on a case-by-case scenario by the Campus Recreation Department.

1. The Advisor must be aware of and follow all WIU, Sport Clubs, and NCAA policies and procedures.
2. The Advisor typically volunteers in a personal capacity and not as employees, representatives or agents of the University. University employees who serve as club advisors are covered by the University's liability insurance.
3. The Advisor serves to guide student organization members through the process of effectively operation an organization.
4. The Advisor provides continuity to the program from year-to-year by assisting the new officers during the transition process. They can also provide helpful information about the organization's history and tradition.
5. The Advisor can be beneficial to a club by giving advice based on experience and insight into University operations.

6. The Advisor should encourage the development of leadership, initiative, and the ability to accept responsibility among all officers and members of the club.
7. The Advisor helps ensure that the activities and undertaking of the club are sound and reflect favorably on the university.
8. The Advisor can assist in the development and implementation of sport club goals and objectives by attending organizational meetings and consulting with the officers, coaches, and Assistant Director of Sport Clubs & Facilities.
9. The Advisor should be available to sport club officers during the development of projects and programs to provide expertise and direction to help insure that activities are well planned and reflect favorably on the University.
10. The Advisor should be prepared to act as a confidant in both individual and organizational matters.
11. When applicable, the advisor may provide input on the recruitment, selection, hiring, evaluation, and termination process of any coach, as well as monitoring the coach's effectiveness with the club.
12. Advisors should attempt to attend club meetings, practices, and competitions when convenient.

Coach/Instructor Role

Coaches/instructors may be undergraduate students, graduate students, and faculty, staff, or community members. The primary duty of the coach is to provide organized and safe instruction and training for participants of various skill levels. The coach will evaluate performance for the purpose of selection for competition or individual recognition.

1. The Coach/Instructor must be aware of, and follow, all Western Illinois University, Sport Clubs, and NCAA policies and procedures.
2. The Coach/Instructor and the club shall make no promise of monetary or other rewards to any players or prospective players. The club members shall decide how club funds are used according to the club constitutions.
3. The Coach/Instructor is not only obligated to develop skills, conditioning, etc. but also to protect the club members' safety. The Coach/Instructor should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches have travel, medical, and liability insurance.
4. The Coach/Instructor should be aware of any situation that could result in sexual harassment, discriminating conduct, or inappropriate conduct by club members.

5. The Coaches/Instructors must help ensure good sportsmanship at all times.
6. The Coach/Instructor should restrict his/her contribution to coaching/instructing. The coach should serve only in an **advisory position** for the clubs management activities, including but not limited to submitting forms, budgeting, scheduling, competition, and travel arrangements, and special events. Keep in mind that a Sport Club is first and foremost a student organization and therefore the student officers must serve as the liaison between the club and the Assistant Director of Sport Clubs & Facilities.
7. The Coach/Instructor's responsibilities are not those of a varsity coach. The Sport Club program is designed to allow the club members to administer all facets of the club's activity except coaching. **The Coach/Instructor has no control over organization funds.**
8. The Coach/Instructor shall discuss club matters with the club, its advisor, and the Assistant Director of Sport Clubs & Facilities only.
9. The Assistant Director of Sport Clubs & Facilities may relieve the club coach at any time if it is determined that the coach is not working in the best interest of the club.

All coaches are required to complete the volunteer coach's contract issued by the Campus Recreation Department.