

**UNIVERSITY OF ILLINOIS  
DIVISION OF CAMPUS RECREATION  
SPORTS CLUB PROGRAM**

**SPORT CLUB MANUAL**

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# IMPORTANT PHONE NUMBERS

## GENERAL

<b>Division of Campus Recreation</b>	333-3806	* CRCE Member Services
Club Sports	244-3997	* Charles Anderson, Asst. Director
Facility Rentals	244-3999	* Craig Stinson, Assoc. Director

<b>Recreation Outdoor Fields</b>	244-0329	* Outdoor Activity Rain line
Complex & Multiplex	244-4331	* Tom Singer, Field Maintenance

<b>Registered Organizations Office</b>	333-1153	* Brooks Moore
280 Illini Union		

<b>SportWell Office</b>	244-0261	* Illini Union
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<b>University Information</b>	333-1000	
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## EMERGENCY

Ambulance	911	
Poison Control Center	1-800-252-2022	

## NON-EMERGENCY

McKinley Health Center	333-2701	
University Police	333-1216	
Champaign Police	351-4545	
Urbana Police	384-2320	
Dial-A-Nurse	333-2700	

## **CURRENT SPORTS CLUBS**

### **TIER A: SPORT CLUBS**

Illini Hockey	Illini Women's Hockey club
Illini roller Hockey	Illinois Women's Fastpitch Softball
Illini Synchronized Ice Skating	Illini Table Tennis
Illini Badminton	Illinois Men's Ultimat Frisbee
Illinois Laacrosse	Illinois Men's volleyabl
Illinois Women's Lacrosse	Illinois Women's Volleyball
Illinois Women's Regby	Underwater Hockey
Illinois Men's Rugby	Women's underwater Hockey
Illinois Men's Soccer	Illini Men's Water Polo
Illinois Women's Soccer	Illini Women's Water Polo
Illinois Baseball club	Flippin Illini Gymnastics Club

### **TIER B: MARTIAL ARTS**

Goshin Jitsu	Kuk Sool Won
Jeet Kune Do/Brazilian Jiu-Jitsu	Hwarang Tae Kwon Do
Illini Judo Club	Illini Tae Kwon Do Club
Illini Ju Jitsu	Tae Kwon Do @ UIUC
Illinois Shotakan Karate	Illini Ving Tsun Association
Shuri-Ryu Karate	Illini Aikido
Kendo/Naginata	

### **TIER C: RECREATIONAL CLUBS**

Illini Dance Team	Illini Synchronized Swim club
Illini Trap ans skeet Club	Competitive Cheerleading
Weightlifting Illini	

## **THE ASSISTANT DIRECTOR OF CAMPUS RECREATION**

The Assistant Director of Campus Recreation serves as the official representative of the Division of Campus Recreation in the supervision of the Sport Club Program. A close relationship is maintained between the personnel of the Office of the Dean of Students, the Registered Student Organization Office, and Campus Recreation to help provide assistance to the student organizations recognized as sport clubs.

It is in the best interest of clubs to communicate frequently with the Assistant Director to remain informed of policies and meetings that pertain to the Sport Club Program.

## **SPORTWELL**

The SportWell Program, a collaborative effort between McKinley Health Center and the Division of Campus Recreation, is charged with the responsibility for providing comprehensive services related to the treatment and prevention of sport and exercise injuries, as well as promoting a healthy lifestyle. In keeping with the mission of these two units, services are targeted toward meeting the needs of participants involved in various intramural/club sports, informal play/exercise, and organized physical activities at the University of Illinois. The SportWell program provides high quality health care in the areas of first aid, sports injury evaluation and consultation, fitness testing and exercise prescription, nutritional assessment, and follow-up care. The program also offers educational services, which foster the on-going development of a healthy lifestyle.

Only UIUC students that have paid the McKinley user fee are eligible to receive services. IMPE Building users may access the wellness resource area. The SportWell Center is staffed by the McKinley Health Center to include a sports nutrition education coordinator (RD), an athletic injury specialist (ATC), a fitness education/SportWell coordinator (exercise physiologist), and support staff. SportWell is part of the Health Education Department, and the Medical Clinic within the McKinley Health Center provides physician consultation. Programs and services will be closely coordinated with clinical departments at the McKinley Health Center and the Division of Campus Recreation.

## **SPORT CLUBS AFFILIATION POLICY**

The Division of Campus Recreation reserves the right to refuse recognition to any club requiring extensive funding, facilities, or resources that involve either high potential liability or risk factors or that does not properly represent the University of Illinois student body.

# THE TIER SYSTEM OF SPORT CLUBS

## 5 Tiers of the Program

- Tier A: Sport Clubs
- Tier B: Martial Arts
- Tier C: Recreation Clubs
- Tier D: Recreational Associations
- Tier E: All R.S.O's

### Requirements and Definitions for Each Tier

- All organization must be R.S.O's

#### Tier A: Sport Clubs

- A competitive team
- Need Campus Rec facilities and space to survive
- National governing body or association of sport
- Team must travel statewide, regionally, or nationally
- Must submit annual report yearly consisting of a budget, club activities for the year, synopsis of fundraising activities, and accomplishments
- Must submit emergency contact information of members, waivers, insurance payments, roster, etc.
- Maintain current status in a recognized league
- Maintain 85 points each year

#### Tier B: Martial Arts

- Must be deemed a Martial Arts Club by the Division of Campus Recreation
- Need Campus Rec space to Survive
- Must submit annual report yearly consisting of a budget, club activities for the year, synopsis of fundraising activities, and accomplishments
- Must submit emergency contact information of members, waivers, insurance payments, roster, etc.
- Must have members certified in CPR /AED and basic First Aid according to the following. Less than 20 members 2 people must be certified. More than 20 members 4 people must be certified.

#### Tier C: Recreation Clubs

- Either is competitive or needs Campus Rec facilities and space to survive
- National governing body or association of sport
- Must submit annual report yearly consisting of a budget, club activities for the year, synopsis of fundraising activities, and accomplishments
- Must submit emergency contact information of members, waivers, insurance payments, roster, etc.
- Maintain 70 points each year

#### Tier D: Recreation Associations

- An organization with recreation goals or has a history of use with Campus Rec
- Does not need our space to survive
- Uses our space to hold events or practices
- Maintain 32 points each year

### **Tier E: R.S.O's**

- All other student organizations that do not need or currently use Campus Rec

### **Creating a New Organization**

All organizations wishing to enter into the tiering system must:

- Be student-initiated and student-led
- Meet with the assistant director at the Division of Campus Recreation office (333-3806) regarding plans to establish a club
- Schedule an organizational meeting to assist in assessing interest
- Develop a constitution and by-laws
- Elect club officers
- Submit a copy of the constitution and by-laws to the assistant director
- Submit a club roster to the assistant director and include a completed Informed Consent and Waiver form for each member
- Maintain R.S.O status for a period of two years and have at least ten active members

### **Moving up or down in the Tier System**

- Club status will be reviewed annually and the Division of Campus Recreation will make the decision to move any club to a different tier.
- To move up to the next highest tier an organization must submit a petition to the appeals committee and show signs of increased competition level, significant increase in club membership, and increased community interest in sport (campus community).
- After the appeals committee grants the petition the organization must achieve the minimum requirements for the desired tier for a period of two years before achieving that tier's status.
- To move down to the next lowest tier an organization must fail to achieve the minimum number of points for two successive years.

### **Appeals System**

- An organization may petition to waive the two year waiting period to enter the tiering system, the two year waiting period to move up in the tier system, or the demotion into a lower tier.
- The organization must go in front of the appeals committee consisting of the associate director of facilities, the assistant director of intramural and club sports, and the graduate assistant of intramural and club sports.
- The committee, if granting the petition, will set case by case stipulations for that organization to meet above the minimum for the chosen tier.

### **Point System for each Tier**

- All tiers have a tier specific point system
- Tier A, B, C, and D have minimum point total to achieve each year
- See Appendix J for specific point values

#### **Tier A Point System**

- Roster Size 10 Points
- Percentage of Hours Used 20 Points
- Budget/Waivers 20 Points
- Travel 10 Points
- Game Schedule 20 Points
- Disciplinary Infractions 10 Points
- Fundraising/Dues 10 Points
- CPR Certified (Possibility of losing 15 Points)

#### **Tier B Point System**

- Roster Size 10 Points
- Percentage of Hours Used 20 Points
- Budget/Waiver 20 Points
- Disciplinary Infractions 10 Points
- CPR Certified (Possibility of losing 15 Points)
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#### **Tier C Point System**

- Roster Size 10 Points
- Percentage of Hours Used 20 Points
- Budget/Waiver 20 Points
- Game Schedule 20 Points
- Disciplinary Infractions 10 Points
- Fundraising/Dues 10 Points
- CPR Certified (Possibility of losing 15 Points)

#### **Tier D Point System**

- Roster Size 10 Points
- Percentage of Hours Used 20 Points
- Disciplinary Infractions 10 Points

### **Priority/Benefits Given To Each Tier**

- Possible added benefits for top tiers: aerobics/conditioning classes, SportWell, website promotion, DI posting results and stories, guest passes, ActiveLead opportunities, fitness classes, office space in new building, plasma screen advertising, and CPR classes

#### **Tier A: Sport Clubs**

- Maximum of 70 hours each semester
- Full Rate of facility used thereafter
- For the Ice Arena, time given will be equivalent of hours times a flat rate

#### **Tier B: Martial Arts**

- Maximum of 40 hours each semester
- Full rate of facility used thereafter

#### **Tier C: Recreation Clubs**

- Maximum of 35 hours each semester
- Full rate of facility used thereafter
- For the Ice Arena, time given will be equivalent of hours times a flat rate

#### **Tier D: Recreation Associations**

- Maximum of 10 hours each semester
- Full rate of facility used thereafter
- For the Ice Arena, time given will be equivalent of hours times a flat rate

#### **Tier E: R.S.Os**

- Zero hours each semester
- Full rate of facility used thereafter

#### **Tier A: Sport Clubs Point System**

##### **Roster Size 10 Points**

For Set Number of People Competing

- 1x the number on the field 2 points
- 2x the number on the field 5 points
- 3x the number on the field 10 points

For Non-Set Number of People Competing

- 0-20 members 2 points
- 20-40 members 5 points
- 40+ members 10 points

##### **Percentage of Hours Used 20 Points**

- 10-20% 4 points
- 20-30% 6 points
- 30-40% 8 points
- 40-50% 10 points
- 50-60% 12 points
- 60-70% 14 points
- 70-80% 16 points
- 80-90% 18 points
- 90+% 20 points
- Possible Bonus Points available if an organization uses more than 100% of given hours

##### **Budget/Waivers 20 points**

- Not on time but complete 5 points
- On time but incomplete/improperly completed 10 points
- All on time and complete by budget meeting 20 points

##### **Travel 10 points**

- Travel statewide 2 points
- Travel regionally 5 points

- Travel nationwide 10 points

**Game Schedule 20 points**

- Any matches or tournaments 5 points
- 5 matches or 2 tournaments 10 points
- 10 matches or 4 tournaments 20 points

**Disciplinary Infractions 10 points**

- Any Disciplinary Infractions Loss of points
- No Disciplinary Infractions 10 points

**Fundraising/Dues 10 points**

- 20-40% 2 points
- 40-60% 4 points
- 60-80% 6 points
- 80-90% 8 points
- 90+% 10 point

**CPR Certification (Possibility of losing 15 points)**

- Must have at least 2 certified people at each practice and game or loss of 15 points

**Tier B: Martial Arts Point System**

**Hours Used 20 Points**

- 10-20% 4 points
- 20-30% 6 points
- 30-40% 8 points
- 40-50% 10 points
- 50-60% 12 points
- Possible Bonus Points available if an organization uses more than 100% of given hours
- 60-70% 14 points
- 70-80% 16 points
- 80-90% 18 points
- 90%+ 20 points

**Budget/Waiver 20 Points**

- Not on time but complete 5 points
- On time but incomplete/improperly completed 10 points
- All on time and complete by budget meeting 20 points

**Disciplinary Infractions 10 Points**

- Any disciplinary infractions Loss of points
- No disciplinary infractions 10 points

**CPR Certified (Possibility of losing 15 Points)**

- Must have at least 2 certified people at each practice and game or loss of 15 points

**Tier C: Recreation Clubs Point System**

**Roster Size 10 Points**

- For Set Number of People Competing
- 1x the number on the field 2 points
- 2x the number on the field 5 points
- 3x the number on the field 10 points

For Non-Set Number of People Competing

- 0-20 members 2 points
- 20-40 members 5 points
- 40+ members 10 points

**Hours Used 20 Points**

- 10-20% 4 points
- 20-30% 6 points
- 30-40% 8 points
- 40-50% 10 points
- 50-60% 12 points
- 60-70% 14 points
- 70-80% 16 points
- 80-90% 18 points
- 90%+ 20 points
- Possible Bonus Points available if an organization uses more than 100% of given hours

**Budget/Waiver 20 Points**

- Not on time but complete 5 points
- On time but incomplete/improperly completed 10 points
- All on time and complete by budget meeting 20 points

**Game/Tourney Schedule 20 Points**

- Any games or tournaments or 1 community event 5 points
- 5 matches or 2 tournaments or 2 community events 10 points
- 10 matches or 4 tournaments 20 points

**Disciplinary Infractions 10 Points**

- Any disciplinary infractions Loss of points
- No disciplinary infractions 10 points

**Fundraising/Dues 10 Points**

- 20-40% 2 points
- 40-60% 4 points
- 60-80% 6 points
- 80-90% 8 points

90%+ 10 points

**CPR Certified (Possibility of losing 15 Points)**

- Must have at least 2 certified people at each practice and game or loss of 15 point

**Tier D: Recreation Associations Point System**

**Roster Size 10 Points**

- 10-40 members 2 points
- 40-70 members 5 points
- 70+ members 10 points

**Hours Used 20 Points**

- 10-20% 4 points
- 20-30% 6 points
- 30-40% 8 points
- 40-50% 10 points
- 50-60% 12 points
- 60-70% 14 points
- 70-80% 16 points
- 80-90% 18 points
- 90%+ 20 points
- Possible Bonus Points available if an organization uses more than 100% of given hours

**Disciplinary Infractions 10 Points**

- Any Disciplinary Infractions Loss of points
- No Disciplinary Infractions 10 points

# CLUB RESPONSIBILITIES

## CONSTITUTION

Every sport club is required to have a constitution submitted to the Assistant Director of Campus Recreation in charge of sport clubs each year they are in existence. New clubs cannot receive sport club benefits and recognition through the Division of Campus Recreation until their constitution has been submitted and approved.

Constitutions are important in laying the foundations for a club's existence. Because the constitution is important in the maintenance and operation of a sport club, it should be reviewed and updated on a regular basis by the club's membership. The constitution should only include the fundamental framework of the club. It should be made difficult to amend in order to maintain the original intent for organizing the club. By-laws and standing rules help in keeping the constitution contemporary with the direction of the club. By-laws are established to govern its internal operation. Standing rules are those rules that may be adopted or rescinded by a majority vote at any club meeting. They usually entail details such as the meeting times for the year and location, etc. and should not conflict with the constitution and by-laws.

The following is a suggested outline that may assist you in organizing your club constitution:

Article I. Name, Statement of Purpose, Philosophy, and Governance

- Section 1. Name
- Section 2. Statement of Purpose
- Section 3. Philosophy
- Section 4. Governance

Article II. Membership

Article III. Executive Committee

- Section 1. Duties and Responsibilities
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
- Section 2. Elections
- Section 3. Terms of Office
- Section 4. Recall

Article IV. Meetings

Article V. Funding

Article VI. Instructors or Coaches

Article VII. Travel

Article VIII. Ratification and Amendments

Section 1.	Ratification
Section 2.	Amendments

## **ANNUAL REPORT**

It is mandatory that each club submit an annual report at the end of the Spring semester. This report serves as a historical perspective for planning, goal setting, and to assist the new leadership and the University of Illinois with program development. The report will include club goals and status of goals, club activities for the year, budget and expenditure report – actual expenditures and revenues for the year, a synopsis of fundraising activities, and accomplishments. The report can be found in appendix F.

## **MEMBERSHIP REQUIREMENTS**

Membership and participation within a sport club must be free from discrimination based on race, religion, ethnic group, or national origin, pursuant to the Code on Campus Affairs and Regulations Applying to All Students. Each club constitution must carry a statement to this effect. Membership may consist only of current students and current Campus Recreation members.

The Division of Campus Recreation requires the sport clubs under its sponsorship to add the following specific requirements for membership:

1. Students - Individuals desiring membership with a University of Illinois sport club must have been admitted to the University as an undergraduate or graduate student. All student members must have a valid i-card and must have been assessed the Student Service Fee. Student members must be in good standing; i.e., not been dismissed, suspended, or dropped from the University without thereafter having been re-admitted.
2. Campus Recreation Members - Individuals wishing to gain membership within a University of Illinois sport club must have a current Campus Recreation membership and be in good standing with the Division. For membership guidelines, visit our web site [www.uiuc.edu](http://www.uiuc.edu).

## **THE CLUB MEMBER'S ROLE**

Within the sport club's activity program, members have an unlimited number of opportunities to become directly involved in the administration and supervision of their club. Within the requirements set by the Sport Club Handbook and the Code on Campus Affairs and Regulations Applying to All Students (see Appendix B), club members collectively have the responsibility for the following: the writing of their club constitution and by-laws, the determination of their membership requirements, the establishment of their dues and schedule, the selection of their club advisor, the establishment of the duties of their officers, the selection of their coach(s), and the development and administration of their club budget.

## **THE CLUB OFFICERS**

It will be the responsibility of the club officers to make sure that **ALL** club members have an opportunity to read and review the current version of the Sport Club Handbook. Each club will be provided with one copy of the Handbook for club use. The Handbook is also available for viewing online. Clubs are responsible for knowing and implementing all policies, procedures, and regulations as specified or referenced in the Sports Club Handbook and the Student

Handbook. Club officers are also responsible for the accurateness of their club roster. Rosters must be updated as soon as a team member has a change in status to avoid any problems later.

### **THE CLUB ADVISOR**

Each tier A club is required and each tier B,C, D and E club are recommended to have an advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience and insight into university operations and policies.

The primary role of the club's advisor is to act as the first point of approval of all activities of the club (budget, expenditures, fund-raising, purchasing, schedules, travel). The advisor shall be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on The University of Illinois. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor is to guide and counsel club members where it is appropriate or necessary.

Advisors are intended to help with the guidance, conduct, and eligibility status of club members. In addition, it is recommended to help with the following:

- Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club's student officers and student-athletes of the club.
- Providing oversight of club funds and encouraging sound financial and business practices.
- Approving all fund-raising and developmental plan and activities.
- Interpreting and ensuring compliance with University policy, philosophy and Campus Recreation guidelines.
- Assuring club compliance with state and federal laws
- Providing leadership and acting in a professional manner if traveling with clubs.
- Regulations on sexual harassment, use of alcohol, illegal substances, profanity and discrimination are subject to enforcement.

The University Self Insurance Plan for any actions taken within the club does typically not cover the club advisor. Ask your advisor to check on their coverage.

## **RISK MANAGEMENT**

### **First Aid/CPR**

It is recommended that at least two members of the club be First Aid and CPR certified. A class will be provided by DCR in order for club members to obtain certifications, the class will be reduced rate of charge with the exception of a fee which will be assessed to each club for the certification card from the American Red Cross. If an individual wishes to keep instructional materials, a fee will be charged for these items. If the above recommendation is fulfilled, a fully stocked first aid kit will be available for the club to use at scheduled activities. In order for the certified member to check out a kit, a copy of his/her certifications cards must be on file in the DCR Office. A copy of this certification will also be maintained in the club file in the Sport Club Office. It is highly recommended that a club member certified in First Aid and CPR attend all club activities when an EMT is not present.

## **Injury/Incident Reports**

It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should the aforementioned occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, or activity that pose concern to a club, its members or University of Illinois, should be documented on a University of Illinois accident report. The club supervisor on site will fill out the report. It is imperative that a club representative assists the club supervisor by supplying all pertinent information.

## **EMT/Lifeguard Protocol**

It is highly recommended that EMT's be present at activities having a potential for catastrophic injury. Clubs may contact the Illini Emergency Medical Services (IEMS) for EMT's. Lifeguards are required for all aquatic activities at CRCE, Freer, and IMPE pools.

## **ACCIDENTS & INJURIES**

### **ASSISTANCE OF PARTICIPANTS INJURED IN CLUB ACTIVITIES**

It is recommended that sport club officers seriously consider the adoption of supervisory policies involving a) the presence of a student trainer, athletic trainer, or person qualified in first aid at all practice sessions and/or games, b) the presence of a physician at all games and events involving contact sports, and c) the rules governing the return of an injured or sick player to active status as a participant. It is also advised that each player complete a Participant Data Sheet to be placed on file at the Division of Campus Recreation and with the club president at all events

#### **A. Home Sport Club Activities**

When it is deemed necessary to call for assistance in the transportation of an injured participant (Illinois player or visiting team member), follow the procedures outlined below:

1. Proceed to the nearest phone.
2. If it is an emergency phone, your call will go directly to Public Safety. If using a regular phone, dial 911.
3. Explain to the operator:
  - a. There is an injury
  - b. Type of injury (to the best of your knowledge)
  - c. The location
  - d. The activity (i.e. soccer, rugby, hockey)
  - e. Transportation is needed
4. Alert the facility supervisor immediately

**NOTE: All expenses incurred for treatment at the hospital are the responsibility of the injured participant.**

NOTE: Prior to the start of the event, it is recommended that the above procedure be explained to the coach of the visiting team. He/She, as the representative of the visiting team, will determine whether or not to use the services offered.

## B. Away Sport Club Activities

1. Prior to the start of your away club activity, it is recommended that arrangements be made with the host school or club to determine what procedures are to be taken to assist in handling an injury to an Illinois club member.
2. All expenses incurred for treatment, transportation to the hospital, etc., are the responsibility of the injured participant.
3. Submit to the Assistant Director a completed Accident Report form for an injury to an Illinois club member requiring some form of professional or emergency medical attention that occurs during an off-campus club related activity immediately upon return.
4. Students injured away from campus should retain all receipts to submit to the Benefits Center for student insurance coverage.

### **INFORMED CONSENT AND WAIVER FOR SPORT CLUB MEMBERS**

All members of sport clubs are required to submit an Informed Consent and Waiver form to the Assistant Director of Campus Recreation. No club member is eligible to participate in a sport club-related activity unless he/she has a signed release on file. Club members who are under the age of 18 must also have a parent or legal guardian sign the form. A waiver must be submitted for each new club member prior to September 15 each academic year. These forms are available in room 172, IMPE.

### **MEDICAL INSURANCE**

The Division of Campus Recreation recommends that all sport club members have a medical insurance policy in effect during any club related activity:

1. Student Medical Insurance - Student club members are eligible for the student medical insurance offered by the University. Claims and request must be filed with the Benefits Center, Room 100, Administration Building.
2. Faculty/Staff Medical Insurance - Faculty/Staff members of sport clubs have medical insurance coverage provided through the University benefits plan.

### **HEALTH AND SAFETY**

Each individual participating in a sport club assumes responsibility for his/her own health. All individuals who intend to participate in vigorous sports activities within the sport club program should, for their own protection, have a physical examination prior to participating.

Club officers must be certain that each participant in club activities have an Informed Consent and Waiver form on file in the Division of Campus Recreation office before participating. Facility privileges will be revoked from clubs who do not comply with this mandate. Club officers are also responsible to ensure that NO alcoholic beverages are present at any club event. Failure to abide by Campus Recreation and University of Illinois policy may result in suspension of sport club status and loss of on-campus facility/space privileges.

### DISCIPLINE

- Each club within the University of Illinois Club Sports program is student run and under the administration and guidance of the Club Sports Administration. Each club member is responsible for the knowledge of and adherence to the policies set forth by the Division of Campus Recreation and the University of Illinois Student Handbook.
- **IGNORANCE IS NO EXCUSE**
- Failure to return affiliation forms, failure to attend meetings, violating conduct codes, misusing of funds and privileges, failure to complete roster information, incomplete liability information and unapproved travel are a few serious violations. Disciplinary action will be set forth by the Club Sports Administration under the following guidelines:
 

○ 1 <sup>st</sup> Violation	Verbal Warning	-2 points
○ 2 <sup>nd</sup> Violation	Written Warning	-4 points
○ 3 <sup>rd</sup> Violation	Probation	-6 points
○ 4 <sup>th</sup> Violation	Suspension	-8 points
○ 5 <sup>th</sup> Violation	Expulsion	-10 points
- **It is the club’s responsibility when they go to various tournaments, play in various leagues etc. that they follow all rules completely. This includes eligibility rules, roster rules, game play rules, hotel rules, facility rules etc. Remember you are representing the University of Illinois. Any violation of the above mention will lead to repercussions which could include probation, suspension or expulsion depending on the severity of the situation.**
- Depending on the severity of the violation, probation, suspension, or expulsion may result immediately.
- Club officers are expected to enforce policies within their clubs. However, if a problem persists or becomes serious in nature, the Assistant Director of Club Sports will assist.
- In addition to the aforementioned repercussions, the Assistant Director of Club Sports may take additional action according to the nature of the violation. Serious violations of this nature include, but are not limited to, misappropriation/mishandling of funds, failing to follow emergency procedures, destruction/theft of property (facilities) and conduct which negatively reflects upon the University of Illinois Club Sports

### NATIONAL, REGIONAL & STATE TOURNAMENTS

Before going to any type of tournament please contact our office two weeks in advance to help answer any questions that you may have regarding rules, eligibility, sign off on team rosters, etc.

### OFFICIATING

The securing and compensating of officials for athletic contests is the responsibility of the individual club.

## **CONTACT PERSON**

A name (or names), address, phone number, and e-mail address must be submitted to the Assistant Director at the beginning of each semester to serve as the club contact person prior. September 15 for the Fall Semester, February 1 for the Spring Semester, and May 15 must submit this information for summer. The Division of Campus Recreation receives many phone calls and requests for information on the various clubs. It is to your advantage to update the information on a timely basis. The contact person's name will be distributed as an information source for the club.

## **RECRUITING**

Recruiting is not a primary role of the sport club concept at the University of Illinois. Clubs may actively recruit players and members only from the University of Illinois student and faculty/staff population.

## **SCHEDULES**

Competition schedules should be made available to Campus Recreation. The Division of Campus Recreation receives many phone calls and requests for schedules.

## **VISITING TEAMS**

Visiting teams or competitors may be permitted one-time use of shower and locker room privileges. Any charges for the services will be assessed to the hosting University of Illinois sport club, including lost or stolen equipment by the visiting club as well as damages they may cause. To secure usage of shower facilities, you will need to contact the Assistant Director one week prior to usage. It is also the responsibility of the host club to see that visiting clubs are informed of the campus and the Division of Campus Recreation's alcohol policy and the enforcement of that policy.

## **SPECTATORS**

Spectators are welcome at club-related activities. The collection of donations or establishment of admission fees must have the prior approval of the Assistant Director of Campus Recreation. Likewise, it is the responsibility of the sport club to ensure that all spectators adhere to the policies regarding facility usage during each event.

## **FACILITIES**

### **FACILITY RESERVATIONS**

It is in the best interest of the club to plan ahead and submit requests as soon as possible to ensure that space is available. Sport clubs may submit requests for facility use to the assistant director of facility rentals to support the following club related activities:

1. Practice
2. Competition (Visiting teams, tournaments, etc.)
3. Instruction/Coaching
4. Club business meetings

5. Display of promotional materials
6. Special events

It is vital that you plan your field/facility needs well in advance and submit the proper request form to reserve your space. **THIS MUST BE DONE EACH SEMESTER!!!** Do not expect that you have a facility just because you have always had it in the past. Pick up a **FACILITIES USE REQUEST FORM** from the campus rec web site ([www.campusrec.uiuc.edu](http://www.campusrec.uiuc.edu)) or the Union. Due to high demand and various needs, you may not get what you want when you want it. The longer ahead you schedule the facility, the more likely you will get what you need.

For all Campus Recreation Facilities contact Craig Stinson at: [\*\*cstinson@uiuc.edu\*\*](mailto:cstinson@uiuc.edu)

### **AVAILABLE FACILITIES**

1. Sport clubs may reserve appropriate indoor sports facilities for their practice sessions and scheduled extramural games, contests, and/or events. Clubs may also reserve the IMPE conference rooms for meetings. A Facility Request (see Appendix F) form must be filed with the assistant director of campus recreation in order to receive approval for the use of the facility. This must be done at least **one week**, prior to the date requested.
2. Recreational areas and facilities not directly controlled by the Division of Campus Recreation may also be available for use by sport clubs. All sport club requests for the priority use of these facilities are to be made directly to the Registered Student Organizations (RSO) office in 280 Illini Union. March 1 for summer reservations, June 1 for fall reservations, and November 1 for spring reservations.
3. Division of Campus Recreation playfields, tennis courts, and Ice Arena are available on a limited basis. All requests for the use of these playfields, tennis courts, or Ice Arena are to be submitted on a Facility Request form to the Assistant Director.
4. Limited storage space for club equipment may be made upon request and approval.
5. Use of the IMPE Building for tournaments is generally restricted to holiday/break times. Check with the Assistant Director concerning each situation.
6. In order to maintain priority, clubs must submit their space requests to 170 IMPE, prior to the established deadlines. If space requests are received late, clubs will lose priority status. March 1 for summer reservations, June 1 for fall reservations, and November 1 for spring reservations.
7. Once space has been allocated, the club assumes responsibility for what takes place in the facility throughout the course of the reservation. Clubs are expected to assist in the enforcement of campus policies as well as Division of Campus Recreation regulations. Damages incurred to facilities may be charged to the club who had the facility reserved at the time the damages occurred. Clubs unable or unwilling to assist in enforcing policies will have their facility reservation revoked.
8. If an outdoor space is reserved, all club members, spectators, and coaches are expected to wait outside the gate until the Club Supervisor opens the gate. Jumping over the fences can result in cancellation of the reservation, future reservations, and loss of club privileges.

9. Failure to cancel reserved space one week prior to scheduled date will result in the club being billed for that period.

### **FACILITY CHARGES**

#### Gym Space

Huff 100	Appropriate fee/Hour/Activity Area
Kenney 105	Appropriate fee/Hour/Activity Area
Freer 310	Appropriate fee/Hour/Activity Area
CRCE	Appropriate fee/Hour/Activity Area

#### Pool Space

Kenney	Appropriate fee/Hour/Activity Area
Freer	Appropriate fee/Hour/Activity Area

#### Outdoor Fields (See #4 below)

Lincoln & Florida	Appropriate fee/Hour/Field
Multiplex	Appropriate fee/Hour/Field

### NOTES

1. The appropriate fee includes the cost of a single supervisor or 2 lifeguards. Any additional supervisors or lifeguards required for an event will increase the appropriate rate per hour per additional employee.
2. Additional charges may be added for set-up, clean up, additional staff, or other costs associated with an event. Additional charges will also be added if payment is late.
3. The Intramural-Physical Education Building (IMPE) is not available for reservations, and the Campus Recreation Center - East (CRCE) is only available for reservations at times when the facility is not normally open for business.
4. Outdoor Field Lining- If circumstances require special layout and painting, labor and material costs may be charged back to the club. Contact Tom Singer (244-3331) at least two weeks in advance of field lining needs to see if extra charges will be levied.

### **SPORT CLUB USE OF THE COMPLEX (Lincoln & Florida) AND MULTIPLEX (Stadium, First & Oak) OUTDOOR FIELDS**

1. All requests to use the outdoor fields must be received at least two weeks prior to the event. Space request forms are available in Room 140 of the IMPE and the Union.
2. A student supervisor will be on duty during all scheduled events. The supervisor represents the Division of Campus Recreation and has the authority to make decisions that are in the best interest of the Division. Disrespect for this authority will jeopardize a club's future use of the facility.
3. Alcohol, drugs, and tobacco products are prohibited! The host club is responsible for assisting the supervisor in controlling the problem. If needed, the club must provide gate attendants to assist in preventing alcohol from entering the facility. If between the efforts of the host club and the supervisor, the problem cannot be controlled, the supervisor has been instructed to call the Campus Police and have them stop the event and clear the area. Should this become necessary, the host club will lose any future use of the facility.

4. Climbing the fence to gain access to the facility is prohibited. Several gates should be open to allow entry. Unauthorized entry may be used as grounds for space request denial or cancellation.
  5. Sport clubs using the fields may be required to rotate practice areas in an attempt to preserve the playing surfaces and turf.
  6. A telephone is located in the maintenance building (at the Complex) or at the C-ROC (at the Multiplex) that may be used for medical emergency situations only. Contact the facility supervisor for use.
  7. Vehicles are prohibited in the Complex except to unload equipment. After unloading, the vehicle must be removed. No vehicles are permitted to enter the Multiplex.
  8. Changing space requests for weekends or evenings (either day or time) must be done two week prior to the event by calling the Division of Campus Recreation.
  9. Any request to provide concessions at the facility must be approved by the Division of Campus Recreation, Office of Registered Organizations, and the Office of Environmental Health and Safety.
  10. Any signs that are to be posted must be approved by the Division of Campus Recreation.
  11. Shower facilities can be made available to visiting teams. Arrangements must be made by contacting the Assistant Director one week prior to the event.
  12. Any field maintenance or lining of the field requests should be made by contacting **Tom Singer** at **244-4331** one week in advance. Should an outdoor field need to be lined for an event, charges will be assessed. (Please see Facility Charges on previous page.)
  13. Parking at the Complex:
    - Vehicles may be parked along Lincoln Avenue.
    - Bicycles may be parked at 2 locations:
      - a. On the grass outside the fence along Lincoln Avenue between the designated signs.
      - b. On the grass outside the fence directly north of the regulation soccer field.
    - Motorcycles/Motor Scooters may only be parked on the grass outside the fence along Lincoln Avenue and north of the regulation soccer field.
- Parking at the Multiplex:  
Vehicles may be parked along Stadium and Oak Streets when allowed.  
Bicycles may be parked in the bike racks provided outside the Multiplex.
14. After scheduled events, it is the responsibility of the host club to provide general clean up that is needed as a direct result of the function.

## FINANCIAL ADMINISTRATION

### FUNDING

Funding for sport clubs may be derived from a number of different sources:

1. Dues and fundraisers generated by club members usually represent a major portion of the club budget. It is expected that sport clubs be as self-sufficient as possible.
2. The Student Organization Resource Fund (SORF) may be applied for by all Registered Student Organizations (RSO). The application for SORF is reviewed and the SORF Board allocates funds. Generally, the SORF board has favorably considered requests for travel, equipment, and space. SORF allocates funds during each semester.
3. Clubs can also apply for funds from Organization Fund Advisory Board (OFAB).
4. SORF Telephone number: **244.2418**
4. Clubs can also apply for funding from the Program Coordination Council, 333-0055, as well as college departments and offices. **Please do not contact the Chancellor's Office.**
5. Clubs can work concessions at athletic events. Contact John Rinkenberger at 323-2923 or email at [mkbrgr@uiuc.edu](mailto:mkbrgr@uiuc.edu). They may also contact Terry Conlon at 333-8486 or email at [tconlon@uiuc.edu](mailto:tconlon@uiuc.edu).
6. See the Assistant Director of Club Sports for a copy of the Guidebook of ideas and theories on Fundraiser.

### FINANCIAL RESPONSIBILITY

Each club is responsible for the generating and expending of its own funds. It is very important that each club accurately anticipate expenses and ensures that funds are available to satisfy the bills that will accrue throughout the course of the year. A budget summary should be completed to ensure adequate funding is available for your club. The budget summary is to be turned into the assistant director by September 15, each academic year.

**Should your club become delinquent in the payment of bills, all benefits afforded the club by the Division of Campus Recreation will cease until the bill has been completely satisfied.**

### CATASTROPHIC INJURY INSURANCE

#### A. Who Is Covered

The plan covers all student participants in an institution approved sport club as listed on the plan information/enrollment form.

#### B. What Is Covered

The plan covers injuries that occur during the play or practice of an insured sports activity, which is under the direction and supervision of an authorized coach, director, or other advisor.

Participants are also covered while traveling to or from a covered event, but only when they are riding as a member of a supervised group in a licensed commercial carrier or vehicle, which is owned or leased by the institution.

C. Medical/Dental/Rehabilitation Benefits (Play, Practice, and Travel)

1. The Deductible:

The deductible is \$30,000 of medical, dental, and/or rehabilitation expenses incurred within two years from the date of injury. The deductible is waived for total and permanent loss of the following: the entire sight in both eyes; hearing in both ears; speech; or loss of use of any two limbs, including hands or feet. Such loss must occur within one year from the date of injury.

2. The Maximum:

There is NO MAXIMUM DOLLAR LIMIT and benefits will continue for the LIFETIME of the injured student as long as the attending physician certifies treatment medically necessary.

The plan will pay for expenses incurred for a hospital, physician or surgeon, physical or occupational rehabilitation, medical services or supplies, confinement in an extended care facility, repair of sound natural teeth, ambulance services, and private duty nursing. Private duty nursing when NOT hospital-confined is limited to \$30,000 per calendar year.

Expenses must exceed the deductible or the total of benefits received from any other insurance, governmental program, or any other source (whether insured or not), whichever is greater.

D. Loss of Income Benefits for Presumptive Disability

The plan will pay the following while the injured student remains "totally disabled": 1. For full-time students, \$200 per month until the injured student's assumed graduation date, 2. For part-time students, \$200 per month for two years.

Thereafter, the plan will pay the difference between other disability benefits, if any, and \$1,500 per month. These payments will be increased at an annual rate of 4%.

E. Loss of Income Benefits for Partial Disability

If an injured student who was totally disabled becomes engaged in some occupation, but is unable to perform all the important duties of that occupation, the plan will pay \$1,000 per month less 50% of any earnings in excess of \$500 per month. These payments will be increased at an annual rate of 4%.

F. Additional Payable Benefits

1. Housing adaptations and the purchase of a special vehicle, if necessary, to accommodate the injured student's disability. The maximum amount payable shall be \$100,000 during the first ten years and \$50,000 during each subsequent ten-year period.

2. Since it may be difficult for the disabled student to obtain standard health insurance, the plan will pay for medical expenses incurred for subsequent unrelated sicknesses or injuries. Benefits will begin once the medical expenses exceed \$5,000 or the amount received from any other source whichever is greater. The maximum payment during the injured student's lifetime shall be \$100,000.
3. Family adjustment expenses for spouse or parents include the following: round trip scheduled airline, rail, or bus tickets from the spouse's or parent's residence to the place where the injured student is confined in a hospital or nursing facility; the cost of a hotel, motel, or other lodging in connection with such trip; the usual and customary charges of a physician or physical therapist engaged in the training of the spouse or parents to assist the injured student; the usual and customary charges of a physician for counseling the spouse or parents. Expenses are payable to a maximum of \$25,000 for all such benefits.

#### G. General Exclusions

1. Services or treatment given by any person employed or retained by the enrolled institution. (This exclusion applies to otherwise free services for which there is an established agreement to perform such services at no charge).
2. The repair or replacement of prescribed eyeglasses or contact lenses.
3. Expenses incurred for the repair or replacement of existing dentures, partial dentures, or braces, fixed or removable.
4. Suicide, while sane or insane, or intentional self-inflicted injury; (in Missouri, the word "insane" does not apply).
5. Sickness, disease or bacterial infections of any kind except pyogenic infections, which occur through an accidental cut or wound. (This exclusion does not apply to special benefits provided for subsequent illness or injury).
6. War or any act of war, whether war is declared or not.
7. Injury sustained while in any of the armed forces of any country or international authority.
8. Coverage in any flying device is limited to riding as a passenger and not as a pilot or crewmember in a licensed commercial carrier.

#### H. Club Participation in Catastrophic Injury Insurance

All clubs affiliated with the Division of Campus Recreation must purchase the insurance plan. Premiums are based on the level of risk as assessed by the underwriter. All premiums must be paid prior to facility space being assigned. The process is as follows:

1. Contact CAMPUS RECREATION to secure insurance premium amount. Clubs have the option of charging members individually or paying the amount as a whole dollar amount.

2. Complete Sport Club Membership Roster and turn in to the Sport Club Office in Room 172, IMPE. This must be completed prior to each academic year. This is the official roster.
3. Insurance premiums must be paid prior each academic year. Facility space will be revoked for non-compliance with these dates.
4. Club presidents are responsible for adding members' names to the official roster and paying the appropriate Catastrophic Injury Insurance premium when they join the club after the semester begins, or be subject to penalty.

NOTE: The Sport Club Membership Roster must be complete and on file within the Sport Club Office, 172 of the IMPE Building, in order to file a claim. Club presidents are responsible for making sure all club members' names are on the roster. Don't leave it to chance. Club presidents are responsible for the accuracy of their club's roster.

### **HOTEL/MOTEL DISCOUNTS**

Discount programs for hotel/motel reservations are in place for all University of Illinois employees as well as for sport club travel. It is required that travelers request the corporate, government, or state rate when making reservations. In some cases ID numbers are needed and are listed below. Comparison-shopping is advised and clubs should also ask about available special and weekend rates. More information can be secured from the Purchasing Division, 207 Henry Administration Building. The programs and ID numbers are subject to change. Go to [www.oba.uiuc.edu/prch](http://www.oba.uiuc.edu/prch) for more information.

## **ADMINISTRATIVE SERVICES**

### **PUBLICITY**

The Division of Campus Recreation has the capability to assist individual clubs with various publicity methods. A maximum of 300 flyers or letterhead stationery can be printed at no charge to the club. Should the club desire, the benefit can be broken down to include any combination of flyers or letterhead stationery as long as the total does not exceed **300 per year**. In addition, club logos can be designed.

The Division of Campus Recreation has contacts with the local media. In order for Campus Recreation to help with the publicity of club events, it is advisable that all clubs submit a Sport Club Accomplishment form (see Appendix C) to the assistant director upon completion of a contest or event. The Division of Campus Recreation Web Site can be used for publicity. The practice of housing individual club pages on Campus Recreation's server is not widely used, although the option is available if you so desire. If this is the case, then you must submit the information you wish to have on your page to the Assistant Director, who will then pass it on to the appropriate parties to implement the page. Club members will not have access to the server to make changes; all changes must be made through the Assistant Director or the current Webmaster. In order to have proprietary privileges over the content of your web page (as most clubs do), you must create the page yourself on a student or staff account. Once you have created the page, you would then submit the URL to the Assistant Director to be included on Campus Recreation's sport club page. In this case, Campus Recreation only provides the link to your page, and you control the content and updates on your own. It has proven to be the most

convenient for all parties involved. However, if you still wish to have Campus Recreation maintain your page, arrangements can be made.

**NOTE: All requests for publicity must be received at least three weeks in advance for creation of the announcement and publication time.**

### **POSTERS/FLYERS**

Posters and flyers may only be posted on bulletin boards. They cannot be taped to sidewalks, poles, walls, etc. Should you decide to do this, you may lose your privilege for practice space and/or billed for the removal of these flyers.

### **MAILBOXES**

Each club has a mailbox located at CRCE. Newsletters, general notices, mail, etc. will be placed in the mailbox. Club members must check their mailboxes weekly to ensure their club receives all pertinent information from the Division of Campus Recreation.

### **INSTRUCTOR/GUEST PASSES**

Each club has the option to receive two instructor passes and two guest passes for each semester. These are issued on a semester basis and are valid only at club times. All other passes must be purchased from the Division of Campus Recreation.

### **OFFICE SERVICES**

The Division of Campus Recreation will attempt to provide registered clubs with basic administrative services to assist in their operation.

### **FORMS**

All forms must be fully completed, legible and on time or the club will face point deductions and other repercussions. All forms can be found at the beginning of the appendix. **PLEASE PRINT LEGIBLY AND LEAVE NO BLANK SPACES.**

### **REQUEST FOR AFFILIATION/RENEWAL**

This form will be turned in at the beginning of the year and will explain the goals and objectives for the upcoming year. This form also has a checklist for all information and forms that are due at the beginning of the year.

### **SPORT CLUB INFORMED CONSENT AND WAIVER**

This form must be filled out and signed by every member in the club. It should be turned in at the beginning of the year, and throughout the year when new members are added to the club.

### **EMERGENCY CARD**

This form must be filled out and signed by every member in the club. It should be turned in at the beginning of the year. A copy should be kept by the president and brought to every club event.

### **ROSTER**

The roster must be an accurate representation of the entire club. It should be updated whenever a club member changes status or a new member joins the club.

### **END OF THE SEMESTER REPORT**

This form should be turned in by the end of the fall semester. Activities, events, and tournaments that the club participated in for the semester should be listed.

### **END OF THE YEAR REPORT**

This form should be turned in by reading day of the spring semester. Activities, events, and tournaments that the club participated for the year should be listed along with a preliminary list for the following year.

### **BUDGET/EXPENSE/INCOME REPORT**

The club treasurer should fill out the forms. They will be due at the beginning of the year, the end of the semester, and the end of the year. The beginning of the year will be estimated amounts, while the end of the semester and the end of the year will be accurate representations of the money situation of the club.

