

Indiana University of Pennsylvania

Club Sports Guidelines

UPDATED MAY 2016

General Principles

Club Sports offers the student a unique opportunity to engage in a pleasurable, competitive athletic endeavor, by taking part in the leadership, responsibility, and decision making process of club activities. The Athletic Facilities Office will provide guidance, facility support and administrative framework under which the clubs function. Each club is empowered to operate as independently as possible.

Organization

Club Sports is under the oversight of the Facilities Director of Athletics who is supervised by the Athletic Director. Each club is required to have an IUP faculty or staff advisor and shall operate under the direction of its advisor and officers. Club officers must include the following: President, Vice-President, Secretary and Treasurer. The officers who will serve in the upcoming academic year (August-May) must be elected by club member votes at the close of the season and reported, along with the name of the advisor, to the Facilities Director of Athletics and the Office of Student Life no later than April 15 of the preceding year.

Crimson Connect

All Club Sports are required to attend a training session and maintain their Crimson Connect web page. This page will house updated rosters, event schedules, required forms, contact information, etc. Failure to maintain this database accurately may result in a loss of the group's recognition by the university. Questions about this training should be directed to the Center for Student Life.

Eligibility of Students

The Club Sports program is open to any currently enrolled student. A student must submit a "Medical Insurance Information Form and an Agreement to Participate Form" each year prior to participation. A student on either academic or disciplinary probation is ineligible to hold any club office as long as he/she remains on probation. The conduct of any student representing IUP as a member of a club sport is expected to reflect favorably on the University. Should individuals or groups violate the student behavior code, they will be referred to the University RORB (Recognized Organization Review Board). To be considered as a member of a club team, the following conditions must be met:

- A) Student's name must appear on the official club roster on the Crimson Connect Database.
- B) Student must have a proof of insurance on file with the Athletic Facilities office.
- C) Student must complete and sign a Medical Insurance Information Form and an Agreement to Participate form to be kept on file with the Athletic Facilities office. If the club member is under 18, this form must be signed by a parent or legal guardian.

- D) Players are required to immediately report any change in eligibility or insurance to the Facilities Director of Athletics.

Faculty/Staff Participation

IUP faculty and staff may participate with clubs that choose to accept them as “associate members”. These individuals do not have voting rights, cannot hold office, and cannot participate in competition with other schools.

Recognized Club Sport

All recognized student organization may petition to be a club sport by meeting the following criteria after at least one academic year in the RSO category “recreation”.

- Regularly compete in season and vie for conference, regional, and/or national honors
- Have team insurance
- Have a volunteer or paid coach
- Be a sport/athletic in nature
- Demonstrate sustained interest
- Demonstrate financial stability
- Have reasonable scheduling possibilities
- Have adequate practice and playing facilities
- Agree to the guidelines set forth in this document

Facility and administrative assistance may also be provided for practices, games, and meetings as needed. Membership dues and fundraising are expected to supplement any allocations by the Student Co-op Association.

Obligations of RSO's

A. All RSO's must attend training and keep their Crimson Connect database accurate and updated. This includes updated schedules, rosters, club officers, advisors, and updated contact information.

B. Required forms must be completed correctly, kept up to date, and filed properly.

C. All Club purchasing of equipment, clothing, supplies, etc. must be signed by the Facilities Director of Athletics prior to approval from the Student Co-op Association. All rentals, hotel accommodations, airfare when needed, etc. must be approved Athletics prior to approval for funding from the Student Co-Op Association prior to signing contracts, purchasing tickets, or making reservations. Refer to the Club Sport Guidelines for licensing concerns.

C. Attendance at all meetings is mandatory. Repeat offenders of this obligation will be penalized.

D. Continuity of positive club leadership is very important, including following the constitutional by-laws developed by each club.

E. Show financial responsibility with all club funds, university allocations, and club fundraising according to University policies.

F. Fundraising and membership dues are expected to supplement club costs. Ethical, acceptable fundraising on behalf of IUP is expected and must be approved by IUP Athletics.

G. Appropriate behavior when traveling under the auspices of Indiana University of Pennsylvania is required. A club may only travel as a representative of the University when authorized by the Athletics Facilities office. Authorization will be given only under the following conditions:

a) Season schedule is on file and approved, b) all necessary forms are on file (ex. insurance and consent), and c) travel rosters are presented in the office minimally two days prior to departure.

Misconduct

A Club Sport may be referred to the University RORB (Recognized Organization Review Board) for any violations of obligations to this office or university. Please check the list under “Obligations of RSO’s” in this document. Each of those obligations must be met in order to retain good standing

Direction of Club Sport Teams

The Club Sports program is designed to provide not only athletic competition, but also leadership and positive social experience. It is expected that all clubs will be managed by students with assistance from a faculty advisor and the Athletic Facilities office. Each sport is expected to select a full slate of officers, whose responsibilities include, but are not limited to:

a) Club President -Oversee general operations of club, including schedules, forms, and conduct.

- Serve as a liaison between the club and the University.
- Insure compliance with IUP club sport guidelines and operating procedures.
- Maintain a current list of addresses, phone numbers, and emails for the club officers and members.
- Submit all necessary forms, including an annual report of club sport activities, to the Athletic Facilities Office.
- Determine the location of all club sport equipment and submit a semester inventory to the recreation office.
- Ensure financial obligations are met and account for club funds.
- Ensure the club has an up-to-date constitution.
- Attend or send a representative to monthly Club Sports Meetings.
- Supervise fund raising projects.
- Inform incoming president of duties and responsibilities prior to change of officers.

b) Club Vice-President – Assist the president with all responsibilities and act in his or her place during the absence of the president. Responsibilities include scheduling games and special events, travel, transportation, lodging, meals; arranging for officials, supervisors, and field lining.

c) Club Secretary – Keep records of all club sport activities, meetings, forms, and rosters. Call or e-mail club members to remind them of upcoming meetings, events, and competition. Handle all club correspondence.

d) Club Treasurer – Oversee all finances and bookkeeping. Submit bills, receipts, invoices, and purchase requests, with bids. Ensure that all club members have paid their dues, if required. Assist in preparing all expense reports.

e) Faculty Advisor – Assist in the development and implementation of club sport goals and objectives and documentation of pertinent information. Be available to club officers during the development of projects and programs to provide expertise and direction. Ensure that activities are well planned and executed and reflect favorably on the University.

f) Coach – it is strongly recommended that IUP graduate students, faculty or staff act as club coaches. The coach is to act only in the teaching, training and instruction for the sport itself. The coach is not to perform administrative duties for the club. All prospective coaches must comply with the University's Volunteerism Policy and meet with the Athletic Facilities Director before assuming coaching responsibilities. In exceptional cases, permission may be granted for a coach who is not associated with the University to be retained. Such a coach will be allowed only with prior approval of the Athletic Facilities Director.

Club Sport Meetings

Meetings for club sport representatives shall be scheduled by the Athletic Facility Director. These meetings will highlight a specific topic and also provide an open forum for club representatives. It is mandatory that each club be represented by an officer.

Scheduling

All club schedules shall be submitted on proper forms, for approval to the Athletic Facilities Director. Failure to submit a schedule will be viewed as a serious matter and may be grounds for disciplinary action. Schedules must be submitted at least two weeks prior to the start of the season.

In developing a schedule, the following procedures must be followed:

- a) contests may be scheduled only during the academic school year
- b) no contests are to be scheduled during study or exam periods
- c) away contests should constitute no more than sixty percent of a season
- d) home contests must be approved in advance due to facility utilization by various University programs (requests must be submitted on proper forms).
- e) failure to fulfill scheduling commitments with other institutions or organizations will be viewed as a serious breach of the club's obligation
- f) all commitments with other institutions or clubs must be submitted in writing along with the completed schedule

- g) games should only be scheduled with other comparable institutions at the university level.

Post-Season Play

Travel

A club may only travel as a representative of the University when authorized by the Athletic Facilities Office. Authorization will be given only under the following conditions: a) the season schedule is on file and approved b) all necessary forms are on file (ex. consent and insurance, next of kin, use of vehicle) c) travel roster is presented minimally three days prior to leaving d) travel roster must include trip itinerary. Note: Clubs are not permitted to travel between the hours of 12:00am (midnight) and 6:00am without prior approval.

Club Protocols for Travel

Prior to travel the following documents must be submitted:

- Travel Roster. This will include emergency phone numbers for the host site and a cell phone number for each vehicle.
- Team Itinerary

During travel, clubs will have possession of a binder or notebook that will include the following:

- Club roster with members' insurance company and policy number, phone numbers of each parent or guardian
- University accident report forms
- Copy of trip itinerary with local emergency contact numbers
- Contact numbers for IUP in the event of an emergency:

Notes

- Should a club encounter bad weather, or travel later than anticipated due to an event running longer than scheduled, it is authorized to find motel accommodations and extend its travel duration.
- Clubs are not to travel between 12:00 am midnight and 6:00 am without prior approval.

Travel Involving the Use of Rental or Personal Vehicles

The coach, captain, or the president of a particular club sport is required to submit a travel form, and a rental and/or personal vehicle form, to the Athletic Facilities Office at least 48 hours prior to the scheduled departure of the team. This form must list the names of all people who will travel, including the participants, managers, coaches, and any other passengers who will travel in the automobiles involved, including spectators. Use of personal or rental vehicles must be specified.

The travel form must contain the identity of each person's vehicle to be used as well as the number of the rental vehicles to be used. Proof of bodily injury and property damage coverage must be provided for each personal vehicle used. Insurance coverage must be in the minimum amount of \$50,000 per person/\$100,000 per accident for bodily injury, and \$10,000 per accident for property damage. A certificate from the insurance company detailing the coverage should be attached to the travel form which is submitted to the Athletic Facilities Office.

The drivers of all vehicles must have a valid driver's license and must agree not to use alcohol or drugs of any kind prior to or during the driving of these vehicles. If a rental vehicle is to be used; only those drivers who are specifically authorized by the rental contract shall drive the rented vehicles. Please see the Student Co-op Association for instruction on how to use your Co-op funding for rental vehicles.

Club Sports Accounts

Student Co-Op Account

Each Club Sport has an account-which is monitored by the Student Co-Op Association. All transactions, deposits, purchases, and charges must be submitted to the Student Co-op Association. Forms are available for all transactions and are explained at length in the second part of the Club Sports Guidelines. Clubs have the option of petitioning for funds they would like to carryover. Carry over funds are not automatically granted. Clubs should explain the purpose of the funds, such as a capital expense or trip, in order to avoid a negative impact on requests for future budgets.

See the IUP Student Co-op Association for instructions on obtaining Co-op Funding and to receive a guide to using Student Fund Accounts.

Budgeting

All clubs must submit a Student Fund Budget Request Form, prior to the deadline set each year by the Student Co-Op Association. Each club's budget is based on their membership dues, fundraising, and allocations from the Student Co-op Association (if awarded).

Financial Responsibility

- 1) No club shall purchase, charge or in any way enter into a financial agreement with any entity without prior approval of the Athletic Facilities Office.
- 2) No club shall request work by any University department without prior approval of the Athletic Facilities Office.
- 3) Supplies, equipment and facilities purchased by a club become the property of the Student Co-Op Association.
- 4) No club shall solicit funds without prior approval of the Athletic Facilities Office.
- 5) In order to solicit funds, a proposal must be submitted in writing to the Athletic Facilities Office. Upon preliminary approval the proposal will be forwarded to the Vice President of Student Affairs for final approval.
- 6) All agreements/contracts with volunteer coaches or instructors must first be approved by the Athletic Facilities Office.

Please refer to the Student Co-op Association's Guide to Using Student Fund Accounts for instruction on purchasing procedures. You may also contact the Payment Processing Coordinator in the HUB for any questions that may arise.

Approval of Purchase Requests

Team Use Only

Clubs wishing to purchase clothing for either practice or competition, or for club members only must have the approval of the Athletic Facilities Office. Artwork must be approved by the Office of Communications. Clubs must submit, a "Departmental Request to Produce, Distribute, or Sell Merchandise" form, to the Athletic Facilities Office.

Requests for Fundraisers

Selling Merchandise –

Any coach or club wishing to sell merchandise for any event or purpose must make a special request, using the proper form, for approval by the University Licensing Office located in the Co-op bookstore. The IUP logo cannot be used without prior approval.

Funding For a Coach

A club may have a paid coach. This individual is to assume the duties of teaching, training, and instruction for the sport only. All club administration must be performed by the officers as described in the section, Direction of Club Sport Teams, in this handout. The following is an outline explaining the process for hiring a coach:

- 1) Approval must be obtained from the Athletic Facilities Office.
- 2) The coach's salary for two years must be raised before it is possible to seek a coach.
- 3) This money must be placed in a restricted fund account set up for this purpose.
- 4) This position is contracted on a one year basis and will be reviewed at the end of each academic year.
- 5) Fundraising will be the source of funding for any coach. All volunteers whether paid or unpaid, must follow the university volunteer policy.
- 6) Payment of the coach will be processed through the Student Co-op. Payment for coaches must be submitted prior to June 1st of each year.
- 7) The selection of any club coach must be initiated by a committee established by the club involved and the Athletic Facilities Office.

Medical

All segments of the Club Sports Program are voluntary in nature and the University does not provide insurance.

The following conditions govern club sports participation:

- 1) The participant is responsible for all insurance and medical expenses incurred. The University assumes no responsibility for medical expenses
- 2) No player is permitted to take part in any club game or practice until insurance forms and consent forms are completed and on file at the Athletic Facilities Office.
- 3) The University strongly recommends a physical exam before participation.
- 5) Individual clubs may require insurance and/or physical examination of members as criteria of membership.
- 6) Club presidents are required to submit injury reports to the Athletic Facilities Office for injuries sustained during practices or contests.
- 7) It is recommended that club officers establish procedures for medical coverage and supervision at all practices and contests, home and away.

Solicitation of Funds

When soliciting funds, please refer to the following guidelines:

General Alumni, Parents:

Clubs are not permitted to solicit funds from the general alumni or parents/guardians of IUP students.

Parents of club members, club alumni, friends of the club:

Clubs may solicit parents of club members, club alumni, and friends of the club through a newsletter. The newsletter must be approved, in order, by the Athletic Facilities Office and Associate Dean of Students, Student Life, and Community Engagement or her/his designee.

Local Businesses and National Corporations:

Clubs wishing to solicit local businesses, or local franchises of national businesses, must first have solicitation approved by the Athletic Facilities Office and the Vice President of Student Affairs. Clubs seeking to create an advertising book by soliciting businesses for ads must have the approval of the Athletic Facilities Office and the Associate Dean of Students, Student Life, and Community Engagement or her/his designee. These books are limited to events only.

Corporate Sponsorship for Competitive Events:

Clubs wishing to secure corporate sponsorship for an on campus event must submit the request to the Athletic Facilities Office.

Non-competitive fund raising campaigns:

Clubs coordinating a non-competitive fund raising campaign on campus must first have the approval of the Athletic Facilities Office and the Associate Dean of Students, Student Life, and Community Engagement or her/his designee.

Conduct

Clubs are expected to function in a mature and responsible manner, both on and off campus in all club-related activity, including social media accounts, and in accordance with IUP and the Club Sport guidelines. Clubs may face disciplinary action for inappropriate behavior while

participating in any club-related activity. Refer to “The Student Behavior Code” for more information.