

Indiana University South Bend

CLUB SPORTS HANDBOOK



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**2011-2012 Club Sport Contact List
Club Sports Staff**

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South Bend, IN 46634-7111

Recognized Club sport

Bowling

Cheerleading

Equestrian Club

Fast Pitch Softball, Women's

Golf

Japanese Martial Arts and Culture

Kendo

Quidditch

Running

Soccer, Men's

Soccer, Women's

Titan Twirlers

Volleyball, Women's

Volleyball, Men's

Athletics and Activities Staff

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911

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Introduction

The Club Sport program is administered by staff members of the Office of Athletics and Activities who offer professional guidance to the clubs at IU South Bend. Each club is formed, developed, governed, and administered by the student membership of that particular club working in conjunction with the Office of Athletics and Activities. The key to the success of this program is student leadership, interest, involvement, and participation.

The administration at IU South Bend has long recognized the benefits that can be gained by participating in organized sports. The Office of Athletics and Activities has created this manual in order to provide students with the structural framework necessary for clubs to gain recognition, develop leadership skills, and run safe, efficient programs. It is the responsibility of all club sport members, coaches, and faculty/staff representatives to read, understand, and follow the rules and deadlines set forth within the IU South Bend Club Sport Manual. Please read the following document in its entirety to ensure your compliance with the IU South Bend Club Sports policies and procedures.

Mission

The Club Sport program at Indiana University South Bend, IU South Bend, offers the IU South Bend community an opportunity to participate in a wide variety of instructional, recreational, and competitive activities. All programs are based on student interest and designed to enhance the IU South Bend experience by creating an environment where students can unite in diverse groups to achieve common goals and objectives while encouraging healthy lifestyles. Club sports provide a valuable learning experience through student involvement in fundraising, public relations, organization, administration, budgeting, scheduling, teaching, and leadership development.

Purpose and Philosophy

The Office of Athletics and Activities facilitates the club sport program at IU South Bend. It is an integral component of the total Athletic and Activities Program. Its' purpose is to provide all IU South Bend students the opportunity to pursue an interest in a specific sport with others who share a similar interest.

A Club Sport is a recognized campus organization registered with the Office of Athletics and Activities. Club sports are voluntarily organized student groups for the purpose of promoting and developing interest and skills in a particular sport **or recreational activity**. Membership is not limited by skill level and is open to all fee-paying students over the age of 18.

Club sports are student-initiated and student managed. Club members are actively involved in determining the objectives and procedures of their club. The organizational and decision-making duties of each club are the responsibility of the members and their officers. The clubs with the most success and stability are those with active members and dedicated officers.

Office of Athletics and Activities personnel provide administrative assistance to clubs with policy and procedure guidelines, with the securing of facility space, with financial support, with promotion of club activities, and with acquisition of equipment. The role of Athletics and Activities, however, is basically advisory in nature so as to preserve student leadership and development.

Club sports may be competitive, recreational, or instructional in nature. Some clubs participate in structured competitions with other colleges, universities, and clubs while others concentrate on instruction, practice, and social activities.

Club Sports are subject to the policies and procedures of Indiana University and the Office of Athletics and Activities.

Objectives

The club sports program is designed to provide participants the following opportunities:

- 1) To learn new sport skills.
- 2) To practice and refine existing sport skills.
- 3) To engage in structured competition.
- 4) To develop and maintain a measure of physical fitness.
- 5) To develop a feeling of belonging and understanding between individuals and groups through sport and recreational activity.
- 6) To develop leadership skills.
- 7) To develop organizational and administrative skills including: program planning, delegation of responsibility and authority, fund raising and financial management, and public relations.

Becoming a Club Sport

The following steps must be taken in order to become a recognized Sport Club:

- 1) Consult with the Club Sport Director to discuss the possibilities, requirements, and benefits of becoming a club sport.
- 2) Become familiar with the policies and procedures in the Club Sports handbook.
- 3) Hold an organizational meeting to attract members and assess interest.
- 4) Develop and adopt a constitution and by-laws.
 - i. All organizations need a set of operational guidelines or rules by which the members govern themselves. These rules or constitution, provide a framework for the club and express the fundamentals of the club's existence. The constitution should be easily understood and examined yearly to ensure continuity. By-laws and standing rules help keep the constitution up to date and help keep the club operating efficiently.
- 5) Register with the Bursars Office, complete and return the required paperwork to the Office of Athletics and Activities.
- 6) Submit copies of rules, regulations and constitutions of all national organizations or governing bodies.
- 7) New clubs must spend at-least one year on probation to demonstrate stability in terms of attracting campus-wide participation and in terms of accomplishing the club's stated purpose. During this probationary period, clubs are required to be financially self-supporting as no funds will be allocated (some circumstances depending).

Criteria for Recognition as a Club Sport

- 1) Evidence of student interest and commitment (a minimum of 6 active members). Clubs with fewer than 6 members may be put on probation.
- 2) Existence of club leaders with knowledge of the activity, time commitment, and ability to follow and enforce club sport policies and procedures.
- 3) Compliance with all University and Office of Athletics and Activities rules and regulations.
- 4) Availability of safe, suitable facilities and equipment to meet the club's needs.
- 5) Involvement in a physical activity which is structured to maximize participant safety.
- 6) Involvement in an activity which is unique and adds variety and diversity to the club sport program at IU South Bend.
- 7) Have two club members with CPR/First Aid/AED certifications.
- 8) Availability of appropriate competition within a reasonable geographic area (if applicable).
- 9) Potential to meet the club's financial needs.
- 10) Promotion of club activities and benefits in order to attract new members.
- 11) Proper instruction, training, and skill progression in order to accommodate less experienced individuals.
- 12) Non-discrimination on the basis of race, color, national origin, religion, gender, sexual orientation or disability.

Renewing Club Recognition

- 1) Submit a letter of Renewal along with a Budget and Facilities request by the end of the Spring Semester re-confirming the club's commitment to continue as a IU South Bend club sport (include summer contact form).
- 2) **Renew club registration with the Bursars Office prior to the first day of fall classes.**
- 3) Complete and return all required renewal forms and paperwork to the Club Sport Director by September 15.
- 4) Maintain a compliance rating of 70% or more from the previous year.
 - i. Clubs with lower ratings may be put on probation.
- 5) Renew or receive CPR/First Aid/AED certifications for at least two club members.

Club Compliance Rating

The compliance rating of each club will be based on the following factors:

- 1) Representation at each Sport Club Presidents Meeting. (25%)
- 2) Have at least two member CPR/First Aid/AED Certified (10%)
 - a. Clubs cannot practice off site or travel without the certifications
- 3) Submission of renewal paperwork by September 15 of each year. (20%)
- 4) Raising 50% of allocated money each year. (25%)
- 5) Submitting budget proposal by March 15. (10%)
- 6) Cumulative yearly team GPA of 2.5 or better (10%)

Office of Athletics and Activities Services and Resources

- 1) Use of the IU South Bend name.

Only those clubs, which are in good standing with the Office of Athletics and Activities and compete in collegiate club leagues, are eligible to use the name "IU South Bend (specific name) Club Team."

Good standing is defined as compliance with the following minimum requirements:

- a. Attendance at all club sport **officer** meetings.
 - b. All up to date paperwork is on file in the club sports office.**
 - c. Waivers of Liability for each member are on file with the Office of Athletics and Activities.
 - d. Schedule of all practices and competitions have been submitted to the Office of Athletics and Activities.
 - e. A list of approved drivers and the travel itinerary form have been submitted prior to each off-campus trip.
 - f. Conduct in accordance with Federal, State, Local and University regulations.
- 2) Use of Athletic and Activities facilities for practices, competitions, meetings, social functions, and membership recruitment.
 - 3) Partial funding for eligible club sport teams.
 - 4) Requisition and purchasing services.
 - 5) Publicity in Athletic and Activities brochures, webpage and releases.
 - 6) Availability of recreational equipment to "check out" with appropriate student or faculty/staff ID card.
 - 7) Photo copying is available on a limited basis. All requests should be submitted to the Club Sport Director. Allow a minimum of two days lead time when requesting copying services.
 - 8) A club mailbox is available inside the Club Sport Office. It should be checked regularly. Campus mail privileges are for the purpose of communication with members and for conducting club business. The mailing address is:

"Name of Club Sport"
1700 Mishawaka Avenue
Post Office Box 7111
South Bend, Indiana 46634-7111

- 9) General administrative and organizational assistance.

Responsibilities of Club Officers

- 1) It is recommended that clubs elect a minimum of three officers to ensure that one person does not face the impossible task of fulfilling all duties and obligations.
- 2) Typical club officers include president, vice-president, treasurer, equipment manager, publicity manager, etc. Clubs must have at least two officers.
- 3) **All club officers must be IU South Bend students.**
- 4) The duties and responsibilities of club officers include, but are not limited to the following:

- i. Providing leadership and direction to the club.
- ii. Serving as the liaison between the club and the Office of Athletics and Activities.
Communication is expected on every aspect of the club and is critical to the success of each club.
- iii. Operating the club in accordance with the rules and regulations of this handbook, and the policies of the Office of Athletics and Activities and the University.
- iv. Representing the club at all Club Sports meetings. (Need at least one officer present).
- v. Submitting and updating all required forms and papers by listed deadlines.
- vi. Encouraging officers or members to complete CPR and First Aid certification. **It is required that one CPR and First Aid certified provider be present at all practices and competitions.**
- vii. Informing club members and coach/instructor of all responsibilities and obligations and ensuring their compliance.
- viii. Holding meetings to conduct club business.
- ix. Requesting funding support in accordance with members' needs and wishes.
- x. Managing the club's fund raising efforts and ensuring the funds are properly deposited and used in accordance with university and club guidelines.
- xi. Keeping accurate records of club income and expenditures and submitting all receipts, statements, and financial records for review as requested.
- xii. Meeting all financial obligations incurred as a club.
- xiii. Fulfilling all association or league obligations.
- xiv. Publicizing and promoting club activities **including reporting results of competitions.**
- xv. Maintaining equipment control and inventory.
- xvi. Serving as event management for all home events.
- xvii. Obtaining prior approval from Club Sport Director for any off-campus event.
- xviii. Arranging club travel plans.
- xix. Obtaining a faculty/staff advisor.
- xx. Training the in-coming officers in proper procedures for club operation.
- xxi. **Checking the club mailbox on a weekly basis.**

Coaches and Instructors

- 1) **Coaches/instructors are not considered University employees and are not covered by University medical, health, or liability insurance plans.**
- 2) The selection of a coach/instructor must be approved by a majority of the club's members and is subject to the approval of the Club Sport Director.
- 3) All coaches/instructors must complete, sign and submit the coach/instructor waiver and agreement form prior to assuming duties.
- 4) The coach/instructor must abide by all Athletics and Activities, Club Sport, and University rules and regulations.
- 5) Participation in activities that are not directly related to coach/instructing responsibilities or the unauthorized use of equipment shall result in the immediate removal from the Club Sport program.

- 6) If in the opinion of the Club Sport Director, the club is misled by the coach/instructor, or if the coach/instructor is not working in the best interest of the club, he/she will be relieved of all Club Sport functions.
- 7) Coaches/instructors should always keep the club's best interest in mind when dealing with anyone regarding club matters.
- 8) Coaches/instructors should exercise reasonable care and caution in the execution of all coaching/teaching duties in order to reduce the risk of injury.
- 9) Coaching/teaching is an obligation to instruct, condition, and motivate participants.
- 10) Coaches/instructors should restrict their contribution to those involving knowledge, expertise, and skill in a particular activity. They should refrain from involvement in other areas of budget and club management.
- 11) Coaches/instructors who are not eligible for club membership are prohibited from playing in competitions.
- 12) Coaches/instructors are responsible for their own transportation to and from practices and/or competitions and must purchase their own campus parking permits.
- 13) Coaches/instructors may only be paid through members dues and generated income.
- 14) Responsibilities and duties of coaches/instructors include:
 - i. Conducting themselves in an ethical and professional manner.
 - ii. Developing and employing safety procedures.
 - iii. Promoting and ensuring good sportsmanship on and off the field, court, or facility.
 - iv. Developing and improving skills and strategies needed to participate.
 - v. Coordinating practices.
 - vi. Attending games and practices whenever possible.

Responsibilities of Club Advisors

- 1) Each club is required to have an advisor. Advisors provide directions, maintain continuity from year to year, and assist new club officers in the transition process.
- 2) Advisors should be faculty/staff members selected by the club's members. They should be highly interested and experienced in the activity and accepted and respected by the club.
- 3) Advisors should help the club achieve its full potential by assisting members in refining their programs, plans, and aspirations effectively and realistically.
- 4) Advisors responsibilities include, but are not limited to the following:
 - i. Attending club meetings and events so as to better understand how to assist the club.
 - ii. Developing leadership and administrative skills in club officers.
 - iii. Serving as an information source and a resource person.
 - iv. Interpreting university policies and procedures.
 - v. Encouraging sound financial and business practices.
 - vi. Counseling and advising individual club members.
 - vii. Assuring club compliance with all club sport, Athletics and Activities, University, and local rules and regulations.
 - viii. Informing others in the University community of the value and importance of the Club Sport Program.

Membership

- 1) All IU South Bend students with current student identification are eligible for Club Sport membership.
- 2) All current University employees and IU South Bend Alumni with SAC membership cards are eligible for limited Club Sport membership. However, due to league regulations, non-IU South Bend students are prohibited from participation in some clubs. **Non-IU South Bend student members may not hold office, represent IU South Bend in league competitions, vote on organizational issues, or assume fiscal responsibility on behalf of the club.**
- 3) **Non-University affiliated members are prohibited from joining Club Sport programs.**
- 4) Each club member must be registered with the Office of Athletics and Activities. Each member is required to sign a waiver of liability and **Club Sports FERPA document** along with providing membership roster information upon registration.
- 5) **All new members must complete and sign a Club Sport Registration/Waiver of Liability form prior to participation.**
- 6) Clubs must be open to all eligible students and may not restrict the number of students allowed to become members, nor deny membership based on skill level. Additionally, clubs are responsible for developing methods for accommodating each member's needs for coaching/instruction.
- 7) Clubs involved in competition should develop fair and equitable criteria to determine which members compete. The method of selection should be clearly explained and structured so that every member is given the opportunity to earn a spot on the competitive team.
- 8) Each club is responsible for ensuring that all league/association eligibility requirements are followed.

Participant Responsibilities

- 1) **Club members participate at their own risk and are encouraged to provide their own insurance and medical coverage plan. The University and Office of Athletics and Activities do not provide medical or health insurance coverage for Club Sport participants.**
- 2) It is the responsibility of each club member to ensure that they are physiologically capable of participating in Club Sport programs; they choose activities that are appropriate for their skill level, and that they adhere to program safety guidelines.
- 3) Appropriate clothing and footwear must be worn at all times while participating in Club Sport programs.
- 4) Inappropriate language and behavior is not permitted while participating in Club Sport programs. Participants are required to comply with specific program, room, facility, and building policies.
- 5) The use of drugs, including alcohol and tobacco, is not permitted in Campus Activities programs and facilities.
- 6) Failure to comply with program policies shall result in disciplinary action.

Medical Insurance and Care

- 1) Participation in Club Sport activities is voluntary. It is the responsibility of each individual to evaluate the condition of their health in relation to the demands of the sport. If uncertain, consult the student health service or a physician.
- 2) **The University does not carry an insurance policy that covers Club Sport activities. Participants are encouraged to provide their own medical and health insurance.** Each participant should be knowledgeable of their own coverage and secure additional coverage as needed.
- 3) Injury procedure for on-campus practices and games.
 - i. **Stay with the injured party.** Send another member to notify the nearest Athletic/Recreation Supervisor. All supervisors are certified in CPR and First Aid. Only persons qualified to perform first aid should do so.
 - ii. If the injury requires emergency assistance and a supervisor is not available, dial 911 at the nearest phone. Inform emergency services of the type of injury and the location of the injured person.
 - iii. All expenses incurred for transportation and/or treatment are the responsibility of the injured person.
 - iv. Each Club Sport is held responsible for explaining these procedures to all visitors.
 - v. It is required that each Club Sport have one person trained in CPR/First Aid at all Club practices and events.
- 4) Injury procedure for off-campus events.
 - i. Prior to the event, check with host club for emergency procedures in case of injury.
 - ii. If examination/treatment by a physician is necessary, a qualified emergency transport service should take the injured person to the emergency room of a local hospital.
 - iii. All expenses incurred for transportation and/or treatment are the responsibility of the injured person.
- 5) A club officer is responsible for completing an injury report form for every injury to any Club Sport member, opponent, guest, or spectator. A description of how the injury occurred and what steps were taken should be included. Completed forms must be submitted to the Office of Athletics and Activities within 48 hours of the injury.

Finances

- 1) Each club will be allocated money from the club sport budget. Each year the Club Sport Director will allocate 70% of the total budget to the clubs. The other 30% will be broken down as follows.
 - i. Reserve Fund (20%)
 - ii. Community Service Project (10%)
- 2) Allocation Process
 - i. To apply for funds, clubs must submit a completed Budget Request Form by deadline for the following academic year.
 - ii. Late or incomplete funding requests may not receive full consideration.
 - iii. Budget Request Forms must itemize all anticipated expenses including league/association dues/entry fees, equipment needs, etc.

- iv. Only clubs which meet the requirements for club recognition and have a compliance rating of 90% or more will be considered for funding.
 - v. Each club will be reviewed annually to determine its' ability to meet student's needs and achieve stated purposes and goals.
 - vi. Allocated funding will be considered in the following order:
 - 1. League/association dues
 - 2. Tournament entry fees
 - 3. Facility rental if not available at the university/Officials
 - 4. Club promotion
 - 5. Team or Club equipment
 - 6. Travel expenses
 - vii. Allocated funding will not be considered for:
 - 7. Funding individuals for championships. Individual costs should be raised through donations or fundraising efforts.
 - 8. Food during travel
 - 9. Personal equipment
 - viii. **League/association dues and entry fee requests must be made at least three weeks prior to due date. Clubs should provide all necessary information including breakdown of fees, dates, and name and address of payee on official league, association, or tournament stationary.**
- 3) Reserve Fund
- i. The reserve fund will be the remainder of each year's budget that is not allocated to the clubs, this will be around 20% of the total Club Sports budget. This money will be used for unexpected tournament costs or equipment costs built into initial budget. The reserve fund will dipped into each year based on the following factors:
 - 1. Regional or National Tournament bids that lead to expenses not anticipated in original budget.
 - 2. At end of academic year the remainder of the reserve fund will be used to buy equipment for club teams . The club sport director will decide on what equipment will be bought. Only requests in budget requests will be considered.
- 4) Each club must account for all funds collected and expended and must submit statements, invoices, receipts, and other financial information for review and audit.
 - 5) In order to receive funds, Clubs must have an IU South Bend account through the Bursar's Office.
 - 6) Clubs will receive allocated funds each fall after they have successfully renewed the clubs with the Office of Athletics and Activities.

Generated Income

- 1) All proposed sources of income including membership dues must be approved by the Club Sport Director and club members prior to their taking effect and should indicate what the revenue will be used for.
- 2) Club sports are expected to supplement their allocated funds with self-generated income from on-campus sources, members' dues, donations, sponsorship and fund-raising.
- 3) All potential sources of generated income must have the prior approval of the Club Sport Director.
- 4) The funds generated by a club may be spent according to the members' wishes and the club's needs with the prior approval of the Club Sports Director.
- 5) All equipment, uniforms, etc. purchased with generated income is property of the University and not the personal property of individual club members.
- 6) Generated income may not be used for personal gain.
- 7) Common sense and ethical behavior should be practiced when dealing with all aspects of generated income.
- 8) Any club, that anticipates donations of money or equipment, should contact the Club Sport Director.
- 9) Clubs should consult with the Club Sport Director prior to obtaining sponsors or planning a fund-raiser.

Equipment

- 1) Requisitions and purchase orders:
 - i. To initiate a purchase, each club should contact the Club Sport Director
 1. All equipment must be ordered through Indiana University Accepted Vendors
 2. All merchandise that represents Indiana University South Bend, the Titans, or any part of the Indiana University South Bend Campus must be ordered through Licensed vendors
 3. All art work and images that involve the Titan Logo or Indiana University South Bend Logo must be approved by the Club Sports Director and the Department of Communications and Marketing.
 - ii. All purchases must be shipped to the attention of the Club Sport Director.
 - iii. Allow 3-4 weeks for processing and delivery.
- 2) All equipment purchased for Club Sports **with club sports funds** becomes property of the University and may not be sold or traded without prior approval of the Club Sport Director.
- 3) All equipment must be accounted for in a year-end inventory. The club and/or individual members may be billed for lost or damaged equipment. Damage, theft, or loss should be reported to the Club Sport Director immediately.
- 4) Equipment should be inspected regularly and each club is responsible for its care and maintenance.
- 5) Storage needs for Club Sports equipment should be discussed with the Club Sport Director.
- 6) Each club should develop methods for equipment control, inventory, and maintenance.

Facility Usage

- 1) To reserve any SAC Facility, the SAC reservation form must be filled out and sent to the Asst. Director of Athletics and Activities for approval.
- 2) Since we are in a multi-use facility, not all facility requests can be accommodated. Your understanding of the situation and flexibility are greatly appreciated.
- 3) In an attempt to “lock in” department facilities, please submit a written request as soon as possible. Clubs should not schedule a practice, game, or event without receiving confirmation of the facility request.
- 4) All meeting room spaces (SAC 225, 223, 221, 206 or other buildings) should be made through the campus special events office. Contact Maureen Muldoon.
- 5) Each club is expected to treat all facilities with care. All facilities must be kept clean and returned to their proper setting after each practice or game.
- 6) Any misuse of facilities (failing to make a reservation, not following procedures, disregarding request to not use facility, not returning equipment or mats to proper place, etc.) may cause a loss of facility usage or Club Sport status.
- 7) Any problems or damage to facilities should be reported to the Club Sport Director or a Office of Athletics and Activities Supervisor immediately.
- 8) Animals are not allowed on University facilities (exception: seeing-eye animals).
- 9) Smoking, eating, and drinking are not permitted in SAC facilities. Eating and non-alcoholic beverages are permitted in designated areas with prior approval.
- 10) The Office of Athletics and Activities staff reserves the right to cancel or postpone an event due to inclement weather, facility condition, or other facility conflicts. Clubs are responsible for abiding by these decisions.
- 11) When “home” games or events are scheduled using University facilities, the club is responsible for all aspects of game management. The club should be aware of and make arrangements for: parking, site preparation, equipment set-up and taken down, conduct of participants and spectators, crowd control, facility clean-up, locker room scheduling, care of visiting team and officials, etc.

Travel

- 1) Clubs must obtain prior approval of the Club Sport Director for any off-campus travel or event in which members are representing IU South Bend.
- 2) The club is responsible for making travel and lodging arrangements as well as fulfilling all necessary financial obligations.
- 3) Prior to every trip, club officers are responsible for submitting a Travel Itinerary/Roster Form to the Club Sport Director at least 48 hours prior to leaving. This form must be completed for any travel away from campus.
- 4) Individuals planning to make the trip must be members of the club with signed Waivers of Liability Forms on file in the Campus Activities Club Sport Office.

- 5) If league or tournament rules require roster verification by the University, the verification form must be submitted ten days prior to departure.
- 6) One person traveling with the club, preferably an officer, must be listed as the “person in charge” of that trip.
- 7) It should be emphasized that the University assumes no responsibility for the use of private vehicles. The owner/driver of the vehicle assumes total liability including responsibility of passengers. **Therefore all drivers are required to have a valid driver’s license and adequate insurance coverage.** A copy of each driver’s license and insurance card must be submitted to the Club Sport Director prior to travel.
- 8) All drivers **must** be over the age of 21 if traveling outside of St. Joseph County.
- 9) **When each vehicle arrives at the destination of each leg of a trip, the Club Sports Director must be notified of safe arrival. This may be done through phone, or text. If after 10PM please use text messages.**
- 10) Clubs must notify the Club Sport Director in the event that a change in plans occurs or an emergency arises. Additionally any accident or incident which occurs must be reported immediately upon return.
- 11) Clubs are a “team” and are encouraged to travel together. Individuals traveling separately should discuss plans with club officers and the Club Sport Director.
- 12) The club members are expected to represent the University in a positive fashion and to act in a responsible, sportsmanlike manner while participating off-campus and when traveling.

Club Publicity

- 1) All promotional or publicity materials must be approved by the Club Sport Director prior to distribution.
- 2) The purpose of publicity is to attract new members and inform the campus community of club activities and achievements.
- 3) Each club is encouraged to develop and maintain a club web site and e-mail address.
 - i. All club web sites are required to follow University guidelines.
 - ii. Only approved sponsors may be listed on club web sites.
- 4) Each club should have a method for dealing with the following publicity concerns:
 - i. Keeping the Club Sport Director informed of all practices, games, tournaments, results, etc.
 - ii. Developing promotional ideas and materials.
 - iii. Complying with University policy regarding distribution and posting of printed material.
 - iv. Developing contacts with campus and local media and submitting to the schedules, results, special events, special features, etc. for publication.

Code of Conduct: Disciplinary Procedures

Clubs are expected to follow Indiana University South Bend and Office of Athletics and Activities regulations, policies and guidelines as well as directives from the Club Sport Director and/or other

recognized IU South Bend officials. Clubs that fail to adhere to this policy shall be subject to administrative action by the Club Sport Director and the University.

The Club Sport Director has full power to take administrative action against any club, club member, or guest of a club member who has committed violations against IU South Bend and the Office of Athletics and Activities regulations, policies, and guidelines. The Club Sport Director also has the authority to determine the length of, the amount of, or the extent of any administrative action levied against a club, club member, or guest of a club member. In addition, the Club Sport Director may list specific conditions to correct violations that the club, club member, or guest of a club member may have committed. Failure to follow these specific conditions may result in additional administrative action against the club, club member, or guest of a club member. Some examples of minor and major violations and their consequences are outline below.

Conduct

- 1) Club Sport members have an obligation to conduct themselves and their organization in a manner compatible with the philosophy and goals of the Office of Athletics and Activities and with the University's function as an educational institution.
- 2) Club members are expected to act in a mature and responsible manner both on and off campus especially while participating in club activities.
- 3) Club members are expected to comply with all Club Sport rules and regulations and University policies, as well as any request/directives from Office of Athletics and Activities staff members.
- 4) Inappropriate conduct or actions while participating in any club-related activity may result in disciplinary action against the individual member and the Club Sport by the Office of Athletics and Activities and Office of Judicial Affairs.
- 5) Any unsportsmanlike conduct infraction by an IU South Bend club sports athlete must be reported in writing to the Assistant Director of Athletics and Activities no later than 48 hours after the conclusion of the competition. Failure to do so would be considered a violation of the code of conduct by the club president.

Alcohol

- 1) Alcoholic beverages are not permitted in or on University facilities at any time.
- 2) Each club is responsible for enforcing the "no alcohol" policy with members, participants, guests, and spectators.
- 3) Club Sport members are expected to act in a responsible, rational, and lawful manner in regard to alcohol consumption, especially when driving may be involved.
- 4) Violators, both individuals and clubs, may be subject to disciplinary action.

Minor Violations

This can result in a freeze of the club budget and any additional facility requests could be denied if the club and/or its' manager members fail to:

1. Turn in appropriate paperwork as directed by the Club Sport Director.
2. Attend or send a representative to the Club Sport Officers' meetings.

3. Insure that all IU South Bend and the Office of Athletics and Activities regulations, policies, and guidelines as well as directives from the Club Sport Director and/or other recognized IU South Bend officials are followed.

Major Violations

These will result in one or more of the following administrative actions: (1) budget freeze, (2) denial or retraction of use of IU South Bend equipment and facilities, (3) relieving the president of his or her responsibilities, (4) probation of the club, (5) suspension of the club, and (6) loss of club registration.

These administrative actions will be applied if the club violates IU South Bend and the Office of Athletics and Activities guidelines or if the club and/or its members fail to follow directives from the Club Sport Director and/or other recognized IU South Bend officials, including the office of Judicial Affairs.

Clubs may also lose official club status and funding if the club fails to follow specific conditions that must be met, to correct violations which caused their original suspension.

Due Process

If sanctions have been levied against a club and/or club members and they feel that the sanctions are not justified or too harsh, they have a right to appeal. Clubs and/or club members who believe that they have been treated unfairly should follow the procedure outlined below.

- A. File a written complaint with the Assistant Director of Athletics and Activities. The Assistant Director will then confer with the president of the club involved and answer the complaint in writing within ten (10) days.
- B. If a satisfactory answer is not received within ten (10) days, the complaint may be filed with the campus Executive Director of Athletics and Activities.