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Welcome!!!

Northern Illinois University’s (NIU) Campus Recreation (CR) Sport Clubs program is built around four basic goals: student development, the promotion of sport and recreation, positive representation of the university, and having fun. It is our mission to provide you and your peers with the challenge and the support that you need to have the best Sport Club experience possible. I feel that you have made a good decision to become a club member for several reasons. A Sport Club can be a great way to find your niche on campus, especially on a campus as large as NIU. It can also be a great way for you to learn more about yourself as you push yourself physically, learn new things, meet new people, and take on leadership roles. Club membership, and especially serving as a club officer, can also provide you with valuable experience in leadership, marketing, budgeting, fundraising, organization management, vision, and other skills that you will draw upon for the rest of your life, not to mention during job interviews. In short, there is much to gain from participation in a Sport Club.

Traditional Sport Clubs such as Rugby, Ice Hockey, Fencing, and Lacrosse are among the fastest growing sports in the nation. However, there are a few nontraditional Sport Clubs as Quidditch, Waterski and Wakeboarding, and Triathlon that are rapidly growing as well. Additionally, the martial art clubs such as, Jiu Jitsu and Aikido have a positive impact on our NIU community. A focus on student development has taken root in the field of CR, and the Sport Club program is a great example of how CR can make a positive impact on the students involved. We have been working hard to establish our program (and your club) as one of the nation’s best, and I think that we’ve made some great strides. We want to continue this year to highlight the work of the clubs and make the campus community at large aware of the quality experience and representation that the clubs provide our students. We are also going to continue to improve the value that we as a staff add to your club and to your experience as a club member.

There is much that the university can do for your club, but also think of what your club can do for the campus and the community. Dream of what the club is capable, and reach for that goal. Think of what you can learn from this experience, and dive in. Our door is always open for assistance, support, and as a resource!

Fallon Hartig
Graduate Assistant of Competitive Sports
Campus Recreation

Vision, Mission, Values, Goals

Student Affairs & Enrollment Management

Vision Statement
The Division of Student Affairs & Enrollment Management invites students to become active community members and inspires them to succeed in their individual pursuit of learning as they transform into dynamic leaders.

Mission
In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.
Core Values
Student Affairs & Enrollment Management at Northern Illinois University will be a national leader in higher education through its commitment to:
• Student-centered service
• Partnerships focused on student learning
• Establishing an inclusive community
• Actively building collaborative relationships
-----------------------------------------------------------------------------------

Campus Recreation

Vision Statement
CR strives to be a national leader in the recreation industry and an integral component of the campus community by providing excellence in recreation, diverse opportunities, and student learning.

Mission
In alliance with the educational mission of Northern Illinois University (NIU) and the Division of Student Affairs, CR engages students in achieving lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, employment, and leadership development opportunities.

Values
CR has defined these values as important guiding principles to fulfill its vision and mission:

Reputation for Excellence
• We strive for excellence through dedicated leadership towards the progression of industry standards and the global advancement of the profession.
• We strive to be leaders in the field of recreation by setting a positive example to the campus community.

Collaborative Partnerships Focused on Student Learning
• We believe in building collaborative relationships with community partners that provide stimulating opportunities for engaging students in learning and developing leadership and critical thinking skills through self-discovery, experiential education, and team building.

Student/Patron-Centered Service
• We focus on participant needs by responding with quality programs and services.

Establishing an Inclusive Community
• We recognize and appreciate diverse cultures, experiences, and traditions that contribute to the mission of NIU.
• We strive to provide comprehensive programs that encourage everyone to engage in pursuing healthy lifestyles.

Citizenship
• We are committed to teaching others that ethics, respect for others, and appreciation of differences are integral components of recreation.

Accountability
• We acknowledge that accountability and professionalism are essential components of an effective team.
• We understand the inherent risks involved in sport, exercise, and play, actively pursuing a safe and well-maintained environment.
• Developmental and Dynamic
• We provide a variety of activities for exploration, learning, and attainment of personal goals to enhance individual growth.
• Valuing an ever changing world, we are invested in adapting as the University and society changes.

Department Program Goals
• Provide a learning environment to engage individuals in educational and healthy lifestyle pursuits.
• Encourage individual improvement of health, wellness, and personal growth.
• Provide a customer-centered environment that is welcoming, responsive, and inclusive.
• Provide an aesthetically-pleasing, safe and comfortable environment conducive for recreation.
• Provide appropriate space, equipment, and supervision to support patron recreational needs.
• Promote and support staff development (student, part-time, and full-time).
• Be good stewards of resources by maximizing programs and services, streamlining operations, and seeking appropriate revenue generation and resource opportunities.

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Sport Clubs Program

Vision Statement
The Sport Club program is committed to developing well-rounded individuals cognitively, affectively, and physically through the strengthening of leadership skills, team work, and improving the quality of life.

Statement of Goals
The clubs, staff, and members of the Sport Club program aspire to:

Develop Students
• Provide students with leadership experience
• Foster teamwork and interpersonal skills
• Enrich self-esteem by meeting challenges and accomplishing goals
• Encourage growth by offering new experiences and knowledge
• Provide the stability associated with being part of a group
• Provide the opportunity to improve one’s quality of life
• Provide networking opportunities
• Encourage diversity in staff and clubs
• Promote Sport and Recreation
• Provide a conducive environment for increasing awareness about a sport on campus and locally
• Welcome and teach new members regardless of experience or ability
• Represent Northern Illinois University through Healthy Competition
• Demonstrate the skill, talent, and sportsmanship of Northern Illinois University students
• Exemplify and contribute to Northern Illinois University school spirit

Promote Sport and Recreation
• Provide conducive environment for increasing awareness about a sport in the campus and local communities
• Welcome and teach new members regardless of experience or ability
Represent Northern Illinois University through Healthy Competition
- Demonstrate the skill, talent, and sportsmanship of Northern Illinois University students
- Exemplify and contribute to Northern Illinois University school spirit

Have Fun
- Provide students with an opportunity to make life-long friends
- Provide opportunity for directed travel outside of the region (Competitive Clubs)
- Provide a way for students to push themselves physically and stay competitive beyond intramural or informal sports

Benefits of becoming a CR Sport Club
- Gain leadership experience (formal and informal opportunities to lead)
- Travel to other universities for competition
- Get involved on campus
- Learn a new sport
- Stay competitive in a favorite sport
- Networking opportunities
- Reserve practice and competition space at CR Facilities (Student Recreation Center, Chick Evan Field House, Gabel Pool, Anderson Pool, and Outdoor Recreation Fields)
- On-campus resources
- Starting a recognized organization on campus (new clubs)

Recognized Sport Clubs for 2012-2013

<table>
<thead>
<tr>
<th>Aikido</th>
<th>Roller Hockey Club</th>
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<td>Baseball</td>
<td>Rugby Men’s</td>
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<td>Bass Club</td>
<td>Rugby Women’s</td>
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<tr>
<td>Brazilian Ju-Jitsu</td>
<td>Soccer Club</td>
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<tr>
<td>Cricket</td>
<td>Softball</td>
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<tr>
<td>Equestrian</td>
<td>Table Tennis</td>
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<tr>
<td>Dodgeball Club</td>
<td>Triathlon</td>
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<tr>
<td>Fencing</td>
<td>Tennis</td>
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<tr>
<td>Gymnastics</td>
<td>Ultimate Frisbee</td>
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<tr>
<td>Ice Hockey</td>
<td>Volleyball Men’s</td>
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<tr>
<td>Lacrosse</td>
<td>Volleyball Women’s</td>
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<tr>
<td>Power Lifting Club</td>
<td>Water Polo</td>
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<tr>
<td>Quidditch</td>
<td>Water Ski &amp; Wakeboard</td>
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<tr>
<td>Racquetball</td>
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Recognition Requirements for Sport Club

How to become a Sport Club:

If you have a special interest and cannot find an existing Sport Club which meets your interest, you may apply to start your own Sport Club. To create a new Sport Club:

1. Check the list of current Student Association (SA) to see if the club already exists (at http://www.niu.edu/campusrec/sportsclubs/clubs.shtml)
   a. No duplication of clubs will be accepted
2. Is there an organization on campus already providing the same or similar activity? Does organizations exist that might be receptive to your ideas, talents, interests, and enthusiasm? If you answered yes to either of these questions, please speak with the existing organization to learn how you might become involved. Applications for duplicative clubs will not be accepted.
3. You must meet the following checklist requirements prior to meeting with council, if you do not then please see associate director of competitive sports or graduate assistant to obtain information or guidance.
   a. League/National Governing body knowledge (info necessary for active status)
   b. Executive Board (see page 11-12)
   c. Coach and/or instructor information
   d. Bylaws/Constitution
   e. Budget estimation (i.e. Equipment costs, player costs, etc.) Separate form required.
   f. Location requirements for practice and games (ORSC, indoor rec, courts, etc)
4.
   a.
5.
6. Set up a meeting with the Assistant Director of Competitive Sports and Coordinator Competitive Sports to discuss creating the club.
7. Complete and submit the checklist above to receive consideration from the Sport Club Council
8.
9. Once you have submitted the packet and met with Assistant Director of Competitive Sports and Coordinator Competitive Sports, there a meeting will be scheduled with the Sport Club Council for final approval.
   a. Once the Sport Club Council meets with the perspective club they will submit a recommendation to the Assistant Director of Competitive Sports and Coordinator Competitive Sports on whether or not to admit the new club into the Sports Club Program. The Assistant Director of Competitive Sports and Coordinator Competitive Sports reserves the right to override any decision made by the Sport Club Council.
   i. After final approval has been made a meeting will be set up to give a short orientation to the new Sport Club officers on the operation and expectations of Sport Clubs.
10. Any club that falls into Bottom Tier status must go through the entire process of registering as a new Sport Club (See page 16).

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Sport Clubs Administration Overview

The CR Sport Club staff serves as the official representative in the supervision of the Sport Club program. In this role, the staff will:
• Communicate regularly with club representatives and advise on matters of: scheduling, participant eligibility, coaching, finance, equipment purchases, travel and safety, and risk management.
• Assist with marketing and fundraising efforts
• Assist with the continuing development of policies and procedures of the individual clubs
• Assist with the allocation of facilities and funds
• Assist in mentoring and guiding students’ personal/leadership development
• Refer all participants to training and leadership development opportunities
• Sanction clubs and/or individuals when warranted
• Enforce all policies and regulations as defined by the CR and Northern Illinois University.
• Continue to seek out strategies and resources that further develop the Sport Club program.

The Sport Club staff encourages club officers to seek advice, guidance and support from the staff.

The Sport Club Staff/administration currently consists of an Assistant Director, Coordinator, and Graduate Assistant.

ASSISTANT DIRECTOR  COORDINATOR
Vacant  Vacant

GRADUATE ASSISTANT
Fallon Hartig
fhartig@niu.edu
815-753-5107

------------------------------------------------------------------------------------------------------------

Administrative Policies and Procedures

Sport Clubs Affiliation Policy

CR reserves the right to refuse recognition to any club requiring extensive funding, facilities, and/or resources that involve either high potential liability or risk factors or that do not properly represent the Northern Illinois University and the Northern Illinois University student body. Recognized Sport Clubs must attend and abide by all of Sport Club Policies and Procedures

Sport Club Federation

The Sport Club Federation is a governing body made up of a representative from every recognized Sport Club overseen by CR. Membership and participation is mandatory from every Sport Club. Each Club is responsible for knowing when the Federation meets and sending a member as a representative to every meeting. The Federation will be over seen by the Sport Club Administration as well as by the Sport Club Council. The Sport Club Council will make recommendations and assist in governing the Sport Club Federation.
**Sport Club Federation – Officer Roles & Responsibilities**

- Understand, agree to follow, enforce, and monitor club activities to ensure compliance of CR, Sport Clubs, SA, NIU, and State policies and procedures.
- Must be a current NIU student.
- Must be in good academic standing. (2.0 cumulative GPA or better).
- Must attend the mandatory meetings set up by Sport Clubs’ Administrators.
- See page 15 for required forms to be submitted on time electronically to IM Leagues by Federation from each club.

**Federation Consists of:**

**President**
**Vice President**
**Treasurer**
**Secretary**

All positions will follow and uphold club’s bylaws and constitution created and voted on by entire club.

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**Faculty Advisor Requirements and Responsibilities**

**Requirements of Faculty Advisor**
- Is chosen by the members of the club.
- Must be in good standing with Northern Illinois University.
- Must be approved and accepted by the club based on criteria as outlined in club’s constitution.
- Must be approved and accepted by SA and the Sport Clubs Administration.
- Must be a full-time faculty or staff member.
- Cannot be the coach or instructor.

**Responsibilities of the faculty/staff advisor can be divided into three main categories:**
- Responsibility to the group
- Responsibility to individual members
- Responsibility to CR/Northern Illinois University
- Responsibility to the Student Association

**Responsibility to the group**
The Advisor should:
- Assist the group in setting realistic goals and objectives each academic year, ensuring student opportunities for educational and personal development.
- Help the club justify its expenditures of students’ time, abilities, energy, and funds.
- Approve and provide oversight of club funds and encourage sound financial and business practices.
- Act as the first point of approval of all activities of the club (budget, expenditures, fundraising, purchasing, schedules, traveling, etc).
- Be well informed about all plans and activities of the group which may be achieved through regular attendance at meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual or group of members.
• Be familiar with the history of the club.
• Assist in promoting group interest by evaluating programs.
• Assist the group in making sure that the proper paperwork is submitted to CR and the SA when required and/or when officers change.
• Be aware of University policies.
• Ensure sound leadership and decision making occurs within the club.
• Provide suggestions and constructive criticisms regarding operation of the club.
• Be available for mediation if club conflicts arise.
• Help maintain continuity in club programming during officer and club transitioning.

Responsibility to individual members
The Advisor should:
• Seek to assist the members in maintaining a balance between the academic and the extracurricular and co-curricular aspects of student life.
• Encourage each individual to participate in and plan group events.
• Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
• Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision making.
• Be aware of the goals and directions of the club and help members evaluate their progress toward those goals.

Responsibility to CR/Northern Illinois University
The Advisor should:
• Work with members to help them plan programs that are beneficial to students and consistent with the vision, mission, values, and educational objectives of the NIU Division of Student Affairs & Enrollment Management and CR.
• If the club advised has been allocated funds by the SA, the advisor should monitor the procedure followed by the club in handling its funds and make recommendations when appropriate.
• Become familiar with the policies and procedures pertinent to student organizations and strive to see that they are followed.
• Be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on NIU.
• Interpret and ensure compliance with University policy, philosophy, and CR guidelines.
• Ensure the club is in compliance with state and federal laws.

Instructor/Coach Roles, Responsibilities, and Expectations

Instructor and Coaching positions may be filled by someone from inside and outside of the university community with the approval of club members. However, instructors and coaches are not required of clubs in the Sport Club program. Clubs are first and foremost student organizations, thus it is important to remember that the internal organization and decision making of the Club must be left up to the club membership. An instructor or coach has many opportunities to provide a positive influence on club members both in terms of skill development and interpersonal development. However, the instructor or coach must follow all university and departmental policies and procedures and
does not take the place of the club’s advisor or officers. **Matters involving the management of the club must be left to the club officers, members, and advisors.**

**Clubs should not contract an instructor or coach without first meeting with the Sport Clubs Administration.** All instructors and coaches must have completed Coach’s Contract and Volunteer Agreement Form on file with the Coordinator of Competitive Sports to be eligible to assume the duties of an instructor or coach. All coaches or instructors need to have a security clearance prior to being allowed to coach or instruct a Sport Club.

All instructors and coaches must meet with the Sport Clubs Administration. They must provide a resume or bio and complete a contract with the team/club to determine expectations of the team/club. The contract will include information regarding instructor/coach payment, if applicable.

**Instructor/Coach responsibilities**

- Understand, agree to follow, enforce, and monitor club activities to ensure compliance of CR, Sport Clubs, SA, NIU, and State policies and procedures.
- Serves as an official university representative during travel.
- Assists Sport Club officers in scheduling games/tournaments/events.
- Co-coordinates practices, tournaments, and game schedules with club’s officers.
- Develops and employs safety procedures.
- Responsible for skill improvement, workouts, game strategy, and other coaching/instructing decisions.
- Attends practices, tournaments, and games.
- Promotes good sportsmanship on and off the field.
- Additional duties as needed.

Each club may have up to a maximum of two instructors or coaches. Instructors and Coaches do not have to pay fees to access CR facilities during scheduled practices, tournament, game, and/or meeting times. A maximum of two complimentary instructor/coach passes, that allow individuals to gain access to CR facilities, will be provided to each Sport Club and distributed to approve instructors/coaches.

**Campus Recreation has the right and obligation to protect the Sport Club by relieving any instructor or coach from their position if they are not deemed to be following all University or CR rules and regulations or working in the best interest of the Sport Club. The dismissal of the instructor or coach is subject to appeal to the Director of CR.**

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**Sport Club Council**

**Role, Responsibilities, and Expectations**

The Sport Club Council is the Northern Illinois University recognized governing student body of the Sport Clubs Federation under the auspices of the Sport Club Program and CR.

1. The Sport Club Council represents the Sport Club Federation in all matters related to the policy and procedures of the administration of Sport Clubs.
2. Assists Sport Clubs Officers in representing their Sport Club to the Sport Clubs Administration.
3. Works with Sport Club’s Officers and Administration in developing policies and procedures, for managing and supporting Sport Clubs.
4. May hear complaints brought by club members against other club members or rule violations by clubs or individuals within the club.
5. Makes recommendations for resolution of interclub conflicts and gives recommendations for team sanctions for policy violations to the Sport Club’s Administration.

6. Responsible for recommending student allocations to the Sport Club’s Administration.

7. Directs the allocation of the contingency funds available for club support during the school year.

8. Works to support Sport Clubs through media relations, special projects, and other forms of assistance that can be developed.

9. Will act as a disciplinary board for clubs who violate Sport Club policies and procedures.
   a. Any disciplinary decisions made against clubs will be recommendations to the Sport Club Administration.

10. Must be a member of a Sport Club for at least one (1) semester

11. Be available to meet at for at least eight (8) hours a month

12. Be able to meet twice a month at a minimum

13. Only one member from any given club can be on the council in an academic year

Sport Club Council is comprised of seven (7) members chosen by the Sport Club Administrators: three (3) representatives from Competitive Sports, three (3) from Recreational Sports, and one (1) SA member. The board will be overseen, advised, and directed by the Competitive Sports Coordinator. The Competitive Sports Assistant Director will provide general oversight and assistance when needed.

An election for officers of the Council will be held within the seven (7) members in the Councils first meeting for the following academic year which will be held in May prior to the end of the academic year. The officer positions are as follows: President, Vice-President, Secretary, and Treasurer. Each officer will serve one (1) year term from May 15 to May 15 of the following year. Each officer is allowed to re-run for their positions if chosen to be on the Council again. Duties of each officer are as assigned but not limited to the following descriptions:

**President**
- Provides overall direction to the council, oversees the work of other officers and at-large members, and ensures members fulfill their responsibilities.
- Promotes and encourages the advancement of the overall Sport Club Program.
- Maintains regular contact with the Sport Clubs Administration.
- Meets with Sport Club Administration on a regular basis.
- Serves as liaison between the Sport Club Federation, CR and NIU.
- Leads and coordinates Sport Club Council meetings and hearings.
- Attends **ALL Sport Club Council** meetings called by CR and SA.
- Acts as tie breaker in decisions regarding Sport Club Federation.
- Assists in leading discussions in decision making process.
- Remains neutral and unbiased toward all club functions.
- Submits annual goals to Sport Clubs Administration.
- Assists with planning Federation meetings.
- Ensures and maintains club’s compliance with local, regional, and/or national governing associations.
- Maintain knowledge and procedure of Roberts Rules of Order.
- Acts in other duties as assigned.

**Vice-President**
- Assumes duties of the president in his/her absence.
- Assists the president with his/her performance of their responsibilities.
• Assists in coordination and scheduling of meetings and Sport Club program events.
• Coordinates special projects such as fundraising drives and philanthropy events.

**Secretary**
• Maintains accurate notes of Sport Club Council meetings and hearings.
• Drafts decision letters to clubs for funding, disciplinary, new club acceptance, etc.
• Creates and publishes newsletter to be sent out to all clubs.
• Maintains Sport Club Council website page and assists in creating any promotional material for Sport Clubs.
• Assists president in completion and submission of required forms to CR and SA.
• Assists in keeping track of Sport Club point system.
• Ensures that all participants and officers of club activities are eligible.
• Records attendance of all Sport Club Council/Federation meetings.
• Assists in marketing and promoting Sport Clubs activities.
• Is responsible for club correspondence amongst Sport Club Federation members.
• Serves as liaison for Sport Club Program to the Northern Star.
• Assists President with ensuring Roberts Rules of Order are followed.
• Acts as President if Vice-President are absent or unable to take on responsibilities.

**Treasurer**
• Prepares the Sport Club annual report to the SA (Submits to SA by established deadlines).
• Maintains accurate and itemized accounts of income and expenditures.
• Ensures that all club financial obligations of the club are completed by last day of the spring term (Examples: open P.O's, outstanding bills for rentals, tournament fees, and etc.).
• Prepares the Sport Club’s Program annual financial report and budget requests.
• Verifies all clubs’ statuses with Sport Clubs Administration.
• Acts as President if Vice-President, and Secretary are absent or unable to take on responsibilities.

Any Sport Club member can apply to become a part of the Sport Club Council each Spring Semester for the following school year. Each member will serve a one (1) year term from June 1 to May 31. Each member can reapply after each term and can be placed back on the Council if chosen again by the Sport Club Administration.

All seven Sport Club Council members are equal voting members. In order for any decision to be made or passed there must be at least five (5) voting members present. If there are not at least five (5) members present at the council meeting then decisions must be tabled until the next Sport Club Council meeting.

Council members cannot have more than two (2) unexcused absences from any Council meetings. If a member does miss more than two (2) meetings in an academic year they will be removed from the Sport Club Council for the remainder of the year. All Sport Club Council meetings are confidential and are to remain confidential. Any member releasing any information from council meetings is subject to disciplinary action. Any member of the council can be removed at any time. If a vacancy on the council becomes available there will be another selection process to replace the member.

**Explanation of Club Paperwork and Forms**

All forms must be fully completed, legible (if hard copy is turned in), and turned in by established deadlines. All forms listed and explained below can be found in the appendix of this manual, online, or by hard copy through the Sport Club Administration.
Budget Request
Each Fall Semester a budget request for clubs who are funded by the CR are required to submit a budget request to CR. The budget request is due by TBD (please see Sport Club Administration for date) approval by Sport Club Council and Sport Club Administration.

Club Constitution
Each club’s constitution and bylaws must be submitted to CR at the beginning of each year and whenever revisions/updates are made.

Club Profile and Officer Information
This form is typically turned in at the beginning of a semester and whenever a new club requests to become a Sport Club. This form provides basic club and contact information of club officers to CR.

Club Roster, Waiver, and Non-Hazing Agreement
This form, which is submitted to CR as often as roster changes occur, keeps track of a list of active members who participate in club activities. This form is required to be signed by anyone participating in any club activities prior to participation. This form is submitted to CR as often as new members are added to the club. (Note: Even if a person is attending one practice to try-out for a competitive team or seeing if they would enjoy joining the club, they must sign this form to participate.)

Coach/Instructor Profile
Coaches and Instructors completing this form provide additional information about themselves as well as providing information based on qualifications and experience as an instructor or coach. All coaches and instructors should fill out this form prior to first practice/meeting with team and submit to CR.

Emergency Card
Every member, coach, and instructor participating in club activities must complete an emergency card. It is the responsibility of club officers to bring emergency cards to each event. In the event of an emergency, this card will provide information for whom to contact.

Equipment Inventory
This form allows for both SA and CR to have a detailed record of state-purchased equipment along with the status and condition of each item.

Reimbursement Form
Club members who wish to be reimbursed for an approved expenditure can be refunded money by filling out the form properly and completely.

Expert Instructor Profile Agreement
Expert Instructors who are not regular instructors for the club must complete this form. The profile agreement provides additional information about themselves as well as providing information based on qualifications and experience as an instructor or coach. All expert instructors should complete this form prior to first their practice/meeting with the team and submit to CR.

Facility Reservation Request - Events
Clubs requesting space for games, tournaments, and other events must submit this form in advance as deadlines require. Possible spaces available to request are listed on the reservation request form.

Facility Reservation Request - Practices
Clubs requesting space for meetings and practices must submit this form in advance as deadlines require. Possible spaces available to request are listed on the reservation request form.
Monthly Report
Submitted monthly to CR, this document tracks clubs’ practices, attendance, outcomes of games/tournaments, and other additional information valuable to CR. Collecting club activities helps CR to record significant events of the club and convey achievements to the NIU Campus Community.

New Club Application
All student organizations who request to become a CR Sport Club must submit an application to request affiliation with the Sport Club Program and CR.

Schedule of Events
This form is submitted at the beginning of each semester. Teams who travel to and/or host competitions and other activities other than practices and meetings should record all upcoming events on this form and submit to CR by the established deadlines.

Sport Club Manual Signature Form
Submitted at the beginning of every year or whenever officer transition occurs during the school year, this form states that you have read and understood the contents of the Sport Club Manual and agree to enforce all polices that lie within.

Travel Request and Itinerary
Prior to traveling for events and competitions, clubs must request and be approved for travel by the Sport Club Administration. An itinerary must be included for all travel events.

Visiting Assumption of Risks and Liability Waiver:
All visiting teams MUST sign an Assumption of Risks and Liability Waiver before competition begins. If Assumption of Risks and Liability Waiver is not signed by every visiting participant before the start of the competition, Sport Club Administration has the right to immediately stop and cancel any and all competitions.

Sport Club Constitution Guidelines
A constitution is the basic framework of an organization. It should state the purpose, and indicate the number of officers, requirements for membership and other general policies which might be subject to frequent change. A well-written constitution should provide all necessary information in a brief and concise form. References for further assistance are CR, Student Association, Robert’s Rules of Order and Sturgis, and the Standard Code of Parliamentary Procedure. A sample constitution can be found in appendix 1. A new Constitution must be turned at the beginning of every academic year.

Tier System
During the academic year Sport Clubs accrue points and are placed in a system consisting of two levels and two divisions: Competitive Division (Active and Probation) and Recreational (Activeand Probation).
To be considered a Competitive Sport Club the club must compete at least twice per academic year against other colleges and universities.

Being at the Active level gives clubs privileges such as priority facility reservations (practices, competitions, meetings), priority computer usage, priority office resources (copier, fax, etc), as long as resources allow, and equipment storage space. It is in the club’s best interest to meet all criteria to acquire the most rewards and privileges possible.

The following are the basic criteria for evaluating clubs:
- Club officers consistently communicate with the Sport Club Administration.
- Club’s goals and direction continue to be consistent with that of CR.
- Club is a recognized student organization in good standing with the SA.
- Club consistently turns in all required paperwork on time.
- Club has a communicative relationship with their advisor.
- Club properly utilizes all facilities scheduled through CR, adhering to all policies and procedures required of facility users.
- Club meets needs of NIU community by having a strong and positive presence on campus and having an active and committed membership.
- Club frequently updates website for NIU community and potential membership.

**Active Level**

Clubs in this level are models for the rest of the CR Sport Club Program. Active tier clubs have at least thirty five (30) points by the time of allocation. They must have presented a strong leadership base, turned in required paperwork on time, remained in constant contact with the Sport Club Administration, and met all required criteria. Activate tier clubs show strong evidence of commitment to their sport, CR Sport Club Program, SA, and NIU.

**Active Level Privileges include:**
- First priority in CR facility scheduling
- Access to full support of Sport Club Administration
- Access to office resources (computer, printer, fax, etc...) (If available)
- Free facility usage during regular hours of operation
- No restrictions on funding (as funds are available)

**Probation Level**

The clubs in this tier are those clubs who have below 29.9 points at the time of allocation. They must meet with the Sport Club Council as well as the Sport Club Administration to discuss their status as a Sport Club. Disciplinary action including de-activation can become possible if in this tier. Once moved to non-active status as a Sports Club, clubs will have to wait one full year until being allowed to re-apply for temporary status with the Sport Club Program. Inactive clubs may not operate or function as an active, probationary, or temporary club during their one year waiting period. This includes but is not limited to practicing on campus, competing against other universities, receiving funding, or representing the University at any events as a club. All rollover money will be kept in an account for three (3) years until which it will be donated into the Sport Clubs Operation Budget. Status as a club can be revoked at any time during the probationary period.
## Allocation System

### SPORT CLUBS POINT SYSTEM 2014-2015

<table>
<thead>
<tr>
<th></th>
<th>3 Points</th>
<th>2 Points</th>
<th>1 Point</th>
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<td>Misc. Forms</td>
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<td>Attended 2-3</td>
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<tr>
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<td>Summer Facility Requests</td>
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<td>Played in Post Season</td>
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<td>4+ Events</td>
<td>2-3 Events</td>
<td>&lt;2 Events</td>
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</tbody>
</table>

**Finances**

**Philanthropy Award**

Throughout the academic year each club will be given opportunities to get involved with the community. The club that does the most community service each month will be given a fifty ($50) dollar award (as funds are available) to be deposited into their account from the SC operational fund. The winner will be announced at the beginning of each month. The following rules apply:

- Must submit a signed community service form
- Must have at least four (4) active members present at the event
- Must submit form to Sport Club Administration before the end of the month.

**Club Funding**

**Budget Policies and Requirements**
Any student organization that has registered with and received recognition by the SA and CR as Sport Club may request the allocation from CR.

Any CR allocation to a club will be entered in an account assigned to the club at CR.

Each club is responsible for monitoring its expenses with the assistance of Sport Club Administration. CR or the SA assumes no responsibility for the over-expenditure of funds either in a line item or in total. Club members are responsible for covering any budget over-expenses.

Clubs may open up a bank account for Club funds at a commercial banking institution. The Club takes on full responsibility and actions of any Club member who has access to the account. CR is not responsible for any actions or penalties that accrue with the commercial bank account.

In order to receive matching funding the Club must deposit money into the CR account.

Funds may not be transferred from one organization to another without authorization of the Sport Club Administration.

**Sport Clubs with Budgets**

- Club must be recognized by SA and CR.
- Attend trainings on budget management and Club allocation meeting.
- Prepare a budget with the assistance and direction of the Sport Club Administration.
- After a final draft is reached by the treasurer of the club they will submit a budget to the Sport Club Administration and to the Sport Club Council.
- Each Club will prepare a presentation to present to the Sport Club Council.
- The Sport Club Council will make recommendations for the allocation of funds to the Sport Club Administration. Upon approval by the CR Director approval, the Sport Club Administration and Sport Club Council will present to the SA Finance Subcommittee for SA final approval.
- Clubs will be awarded their final allocation based on the tier status they have earned from the previous academic year.
  - Clubs can appeal their tier status after July 1.
  - No club will raise more than one tier.
  - Any club requesting to appeal their tier status must set up a hearing meeting with the Sport Club Council.
  - The Sport Club will then make a recommendation to the Sport Club Administration to make a final decision.
- Clubs will be able to use the money allocated to them as of July 1.
- Any Sport Club can appeal the decision of the funding awarded.
  - The club must set up a hearing meeting with the Sport Club Council after July 1.
  - The Sport Club will then make a recommendation to the Sport Club Administration to make a final decision.

**Other important funding requirements**

- Clubs will be allocated money dependent upon their tier placement and the Sport Club Councils approved allocation on July 1.
- Clubs will have fifty percent (50%) of their budget available to use until they raise twenty percent (30%) percent of the clubs allocated budget.
  - Example: Club A is allocated $1000. As of July 1 Club A will have $500 available to spend. Once Club A has raised $300 (30% of the awarded budget) the remaining $500 will become available for them to use.
- All budget request forms must be properly submitted by the CR budget deadline. Any club failing to submit a budget by the deadline without justifiable reasons accepted by the Sport Club Administration, the club may not receive funding for the following fiscal year.
- Clubs that are in poor standing (as determined by the Tier System) with the Sport Clubs Program may not receive full or any funding for the following year.
- Budget requests that are vague, incomplete, or improperly prepared, shall be returned to the club submitting the request. The club shall not be considered for an allocation until this request is properly
prepared, revised, and resubmitted within 48 hours. Failure to comply with this provision may remove funding eligibility for the next fiscal year.

**Equipment Purchase Orders (allow 4-5 weeks to process and receive item(s)):**
- You may choose to order equipment by:
  - Placing a purchase request though CR four (5) weeks before you need the equipment
  - When placing order please notify Sport Club Administration of any pro-deals or discounts that come with the purchase (i.e. submitting a quote or written discount is helpful).
- Order equipment early.
- When using allocated Sport Club funds, all equipment and commodities become property of NIU. Therefore, all equipment must be delivered CR and stored at CR when the club is not in season.
- An updated inventory list will need to be submitted to CR at the beginning of each academic semester.

**Fieldwork**
This includes field lining, painting, and dragging. To request fieldwork, contact the Sport Club Administration at least 2 weeks prior to the day the work needs to be done.

*Fieldwork is expensive. Fieldwork request should only be submitted when necessary.*

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**Fundraising**

**Fundraising Guidelines**
- Student Organizations are not permitted to send solicitation letters to faculty and staff for fundraising purposes.
- CR prohibits the use of lotteries or paid raffles. (Raffles are okay, if no entry fee is paid)
- Under no circumstances will credit card sales, or any fundraiser associated with the act of signing persons up for credit cards, be permitted on or off campus.
- CR prohibits the use of tobacco and alcohol products as sponsors for CR sponsored activities or programs. Use of such sponsors is strictly prohibited.
- Any commercial sponsorship in relation to a fundraising activity must be discussed with the Sport Club Administration prior to any commitment being made by the Sport Club.
- All funds raised must be deposited into the CR Sport Club or club checking account.
- All fundraising must be approved by the Sport Club Administration

**Club Dues/Fees**
- All clubs are permitted and encouraged to charge member dues/fees to assist in offsetting cost for the sport
- Official amount that clubs will be charging must be submitted and approved by SCA
- Dues/Fee money will count toward fundraising, and matching funds

**Sport Club Foundation**

A foundation is set up for donations to be made to the Sport Club Program. The money in the Sport Club Foundation is divided up between all active Sport Clubs and or put to use in a purchase that will benefit all active clubs. Donors may earmark their donation to be given to individual clubs.

Five (5) percent of any non-earmarked donation given will go into the Sport Club Foundation to assist in the development of the Sport Club Program and all active clubs.
The Sport Club Program will sell promotional items and host events in effort to generate funds for the Sport Club Foundation.

Community Involvement

It is highly recommended that each Sport Club participates in annual community involvement events and/or community service projects. This can range from putting on a game, to attending another clubs event, or helping out in the community. Currently it is recommended that each participant engages in 10+ hours of community involvement per school year. For involvement ideas and local community service projects please see the Coordinator of Competitive Sports.

The club that has the most community involvement service hours at the end of the academic year will be given the yearly involvement award and will have their club name engraved on the trophy.

Contingency and Post Season Funding

Purpose
The purpose of the Contingency and Post Season Fund is to ensure that all funded Sport Clubs are given the opportunity to request and receive funding for unexpected expenses or post season play. The submission of a request does not guarantee approval.

Request Form
An Emergency Funding Request Form must be completely filled out by an officer or advisor of the group and turned in to the Sport Club Administration. Forms must be turned in with an expenditure form (breakdown of anticipated budget).

Timeline
All forms must be turned in at least (4) weeks prior to the date of the anticipated travel. In special cases where the group only receives short notice for the need to travel, they may provide proof to the Sport Club Council to bypass the (4) week processing time.

Approval Process
Completed requests will be sent to the Sport Club Council once approved by the Sport Club Administration. The Sport Club Council can meet with the Club to obtain more information on the need for the extra funding. Once a vote is made by the Sport Club Council a recommendation for approval of funding, portion of funding, or deny of funding will be given to the Sport Club Administration for approval of decision.

Membership Guidelines and Conduct

Eligibility
Membership
Membership in any Sport Club is based on interest, not skill level. Admission is open to all currently enrolled NIU undergraduate and graduate fee paying students. Membership in any club will not be restricted on the basis of disability, age, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation. Clubs may have a selective competitive or traveling team, but cannot deny club membership to any student based on his/her skill level. The play and competition of non-student members must be approved by the clubs National Governing Body.

CR Faculty/Staff, Alumni, and Community Members who wish to join a Sport Club must meet the following criteria to be eligible to participate:

- Must purchase a Faculty/Staff, Alumni, or Community Member membership.
- Must become member of a Sport Club and comply with their constitutional guidelines.
- Must be willing to accept responsibility for accidents and injuries while participating.
- In cases of limited space or membership, Alumni/Faculty/Staff and Community Members cannot displace a current NIU student.
- Faculty/Staff, Alumni, or Community Member are ineligible to receive any funding or reimbursements for expenses incurred in Sport Club activities.
- Equipment purchased with University funds cannot be issued to non-NIU students.
- Understand and agree that all physical activities offered by CR carry various degrees of risk for injury. Participants assume sole responsibility for any and all such risk or injury that may result due to voluntary participation. It is an individual's responsibility to be knowledgeable about his/her own physical condition and ability to participate in any of the activities.
- Submit proof of health insurance.
- May not compete in any competitions for the club.
- No varsity or professional athlete in a parallel sport can be an active member in the equal or likeness Sport Club. Must be one (1) academic year removed from sport before participation is legal.

Minors and dependents of members who wish to join a Sport Club must meet the following criteria to be eligible to participate:

- Must purchase a CR membership for parent(s)/legal guardian(s) and minor dependent(s), which are participating and/or supervising.
- Must become members of a club’s student organization and comply with their club’s constitutional guidelines.
- A parent/legal guardian must be in attendance while minor dependent(s) are participating.
- Parent/legal guardians are willing to accept responsibility for accidents and injuries to minor dependent(s) while participating.
- In cases of limited space or membership, a minor dependent(s) cannot displace a current NIU student.
- Minor dependent are ineligible to receive any funding or reimbursements for expenses incurred in Sport Club activities.
- Equipment purchased with University funds cannot be issued to non-NIU students.
- Understand and agree that all physical activities offered by RS carry various degrees of risk for injury. Participants assume sole responsibility for any and all such risk or injury that may result due to voluntary participation. It is an individual's responsibility to be knowledgeable about his/her own physical condition and ability to participate in any of the activities.
- Submit proof of health insurance.
- Follow all CR and club policies and procedures.

Club Eligibility
Clubs must meet all recognition requirements as listed on page 6 of the Sport Club Manual.
**Intramural Eligibility**

A member of a Sport Club is eligible for related intramural activities. However, a doubles partnership or team participating in an activity having five or fewer teammates permitted on the playing surface at any given time, specified by the published rules of the particular activity, may not have more than one Sport Club member, or a combination of one Sport Club member and one former varsity athlete (Men’s, Women’s, & Co-Rec Leagues). Likewise, a team participating in an activity having six or more teammates permitted on the playing surface at any given time, specified by the published rules of the particular activity, may not have more than two Sport Club members, or a combination of one former varsity athlete and one Sport Club member (Men’s, Women’s, & Co-Rec Leagues).

If a Sport Club player removes their name from the official Sport Club roster because they are no longer affiliated with that club, they will be in compliance with the eligibility rules. However, if a player removes their name off of the official roster just to be in compliance with the eligibility rules to play Intramural Sports and then returns to their Sport Club for contest and/or practices, all placement points earned by that team will be removed and a 5 point penalty will be added to the organizations overall total.

A Sport Club member cannot remove themselves from the respected Sport Club roster after their Sport Club season is completed and play Intramural Sports. For example, in the fall, the club soccer season has completed and a club player wants to play Intramural Soccer. They are no longer eligible to remove themselves from the club soccer roster to be eligible for Intramural Sports, since the club season has been completed.

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**Conduct and Sportsmanship**

**Sport Club Standards of Conduct**

As students of Northern Illinois University, Sport Club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an education institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any Sport Club related activity will jeopardize the club’s continued status as a recognized Sport Club. Furthermore, club members who participate in inappropriate activity which violates University Student Rules, University policies, campus regulations, or state or federal laws will be subject to disciplinary action by CR, The Office of Community Standards & Student Conduct, Northern Illinois University, and/or appropriate legal authorities.

CR operates in accordance with university policies, including but not limited to policies and procedures for discrimination and harassment complaints, weapons policy, hazing policies, policies prohibiting sexual violence, drug and alcohol policies, division of facilities policies, event policies, sales, solicitation, and advertising policies.

It is strongly encouraged that every club member thoroughly reviews these policies in the NIU Student Code of Conduct, which can be found online at:

http://www.niu.edu/communitystandards/pdf/SCC.PDF

The following Standards of conduct were adopted from the NIU Student Code of Conduct.

**Abuse (Physical, Verbal, and Threats)**

Acts of abuse include physical violence of any nature against any person, on or off campus other than for self-defense. This includes fighting; assault; battery; the use of a knife, gun, or other weapon; physical abuse; restraining or transporting someone against his/her will; or any action that threatens or
endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Persistent, severe, and/or pervasive abuse, threats, intimidation, coercion, bullying and/or other conduct which threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm.

**Alcohol**
Abuse of alcohol includes but is not limited to the following:

- Providing alcohol to a person less than 21 years of age, by any student
- Consuming alcohol by any student with a person less than 21 years of age including, but not limited to, in the same residence hall room
- Possessing or consuming of alcohol by any student who is less than 21 years of age
- Consumption of alcohol in/on CR facilities, including the Outdoor Recreation Fields, at any time

**Disruptive Behavior**
Disruption or obstruction of a University activity including but not limited to teaching, research, administration, disciplinary proceedings, athletic competitions, club sports, University public service functions, or other authorized non-University activities when the conduct occurs on NIU premises; conduct that is disorderly, lewd, or indecent; or aiding or procuring another person to disrupt activities on University premises, functions, or events.

**Drugs**
Abuse of drugs includes use, possession, manufacture, or distribution of any illegal controlled substance including but not limited to the following: cocaine, hashish, heroin, lysergic acid diethylamide (LSD), marijuana, methamphetamines, or any legally controlled substance without a prescription issued by a licensed physician.

### Student Code of Conduct Addendum

<table>
<thead>
<tr>
<th>Student Code of Conduct Violation</th>
<th>First-Time Offender (ALL STUDENTS)</th>
<th>Second-Time Offender (ALL STUDENTS)</th>
<th>Third-Time Offender (ALL STUDENTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABUSE</strong> (Verbal, Threat)</td>
<td>1. Anger Intervention</td>
<td>1. University Suspension for one (1) academic semester</td>
<td>1. University Suspension for at least one (1) academic year</td>
</tr>
<tr>
<td></td>
<td>2. Probation for one (1) academic year</td>
<td>2. Banishment from NIU Campus Property during the period of Suspension</td>
<td>2. Banishment from NIU Campus Property during the period of Suspension</td>
</tr>
<tr>
<td></td>
<td>3. Educational Sanction</td>
<td>3. Completion of Off-Campus Counseling prior to return to NIU</td>
<td>3. Completion of Off-Campus Counseling prior to return to NIU</td>
</tr>
<tr>
<td></td>
<td>4. No contact (direct or indirect) with victim</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ABUSE</strong> (Physical)</td>
<td>1. University Suspension for one (1) academic semester</td>
<td>1. University Suspension for at least one (1) academic year</td>
<td>1. University Expulsion</td>
</tr>
<tr>
<td></td>
<td>2. Banishment from NIU Campus Property during the period of Suspension</td>
<td>2. Banishment from NIU Campus Property during the period of Suspension</td>
<td>2. Banishment from NIU Campus Property</td>
</tr>
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<td>3. Completion of Off-Campus Counseling prior to return to NIU</td>
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<td></td>
</tr>
<tr>
<td>ALCOHOL (No Harm to Self, Others, or Property)</td>
<td>ALCOHOL (Harm to Self, Others, or Property)</td>
<td>DRUGS</td>
<td>HARASSMENT</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
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<td>-------------</td>
</tr>
</tbody>
</table>
| 1. Referral to BASICS  
2. $50 Student Conduct fine | 1. Substance Use Assessment  
2. Educational Sanction  
3. $75 Student Conduct fine  
4. Probation for one (1) academic year  
5. Parental Notification | 1. University Suspension for one (1) academic semester  
2. $125 Student Conduct fine  
3. Parental Notification  
4. Completion of outpatient substance use assessment (off campus) prior to return to NIU  
5. Probation for at least one (1) academic year upon return | 1. Anger Intervention  
2. Probation for one (1) academic year  
3. Educational Sanction  
4. No contact (direct or indirect) with victim | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim |
| 1. Substance Use Assessment  
2. Educational Sanction  
3. $75 Student Conduct fine  
4. Probation for one (1) academic year  
5. Parental Notification | 1. Completion of outpatient substance use assessment  
2. Educational Sanction  
3. $75 Student Conduct fine  
4. Probation for one academic year  
5. Parental Notification  
6. Restitution for damages (if any) | 1. University Suspension for one (1) academic semester  
2. $100 Student Conduct fine  
3. Parental Notification  
4. Completion of substance abuse treatment (off campus) prior to return to NIU  
5. Probation for at least one (1) academic year upon return,  
6. Restitution for damages (if any) | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim |
| 1. University Suspension for one (1) academic semester  
2. $125 Student Conduct fine  
3. Permanent removal from residence hall system  
4. Parental Notification  
5. Probation for at least one academic year upon return  
6. Restitution for damages (if any) | | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim | | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim |

*Inclusions are defined*
by the Jeanne Cleary Campus Safety Right to Know Act  
counseling prior to return to NIU  
4. No contact (direct or indirect) with victim

| STALKING | 1. University Suspension for one (1) academic semester  
2. Banishment from NIU Campus Property during the period of Suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim |

| WEAPONS (Used in a threatening manner) | 1. University Suspension for one (1) academic semester  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim | 1. University Suspension for at least one (1) academic year  
2. Banishment from NIU Campus Property during the period of suspension  
3. Completion of off-campus counseling prior to return to NIU  
4. No contact (direct or indirect) with victim |

**Harassment**
Acts of harassment include the use of words or actions that persistently and wrongfully attack another person. This communication may be either in person or through any form of electronic communication. The unwanted communication must be objectively offensive to a reasonable person and occur at least three (3) times before it may be considered actionable harassment. For example, the unwanted communications may have caused the recipient of the unwanted communication to fear for his/her safety or for the safety of a family member or close friend. You should report harassment to the Assistant Director or Coordinator of Competitive Sports. Any actions against these two professionals should be reported to the Director of Campus Recreation.

**Hazing**
Acts of hazing include participation in any act or activity by an organization or group in which a member(s) or prospective member(s) may be subjected to an activity that might cause or create a substantial risk to one's physical or mental health. Hazing includes any act or activity that might cause but is not limited to the following: fear or intimidation; embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation, or alteration of any part(s) of the body; mental fatigue, harassment, or duress; and defacement, damage, or destruction of property. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The University or the hazing recipient may charge an individual and/or the Recognized Student Organization with responsibility for the hazing act(s) committed either on or off campus. You should report any hazing charges to the Assistant Director or Coordinator of Competitive Sports.

**Noncompliance with University Officials**
Failure to comply with directions of NIU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so is prohibited.
**Posting of Signage**
Failure to post signage in accordance with established procedures of the specific building is prohibited. For marketing policies visit page 21 of Sport Club Manual.

**Sexual Misconduct**
Sexual misconduct includes but is not limited to the following:
- Deliberate touching of another's sexual parts without consent;
- Deliberate sexual invasion of another without consent;

Deliberate constraint or incapacitation of another without that person’s knowledge or consent so as to put another at substantially increased risk of sexual injury;

- Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's:
  - Academic pursuits
  - University employment
  - Participation in activities sponsored by the University or by organizations or groups related to the University:
    - Opportunities to benefit from other aspects of University life.

You should report any hazing charges to the Assistant Director or Coordinator of Competitive Sports and or the Director of Campus Recreation.

**University Policy Violation**
Violation of any Northern Illinois University policy not specifically mentioned in the *Student Code of Conduct*. A complete list of policies applicable to students can be found on the Office of Community Standards & Student Conduct website: http://www.niu.edu/stuaff/audience/students.shtml

**Weapons**
Weapon violations include the use, possession, sale, or distribution in any residence hall, building, or grounds under University control of the following: fireworks, firearms, shotguns, rifles, hand guns (including but not limited to any BB guns, paint ball guns, air soft guns, tear gas guns, stun guns, tasers, pistols, revolvers, and other objects that resemble firearms), switchblade knives, any type of ammunition, explosives, dangerous chemicals, and all other serious weapons.

**Sportsmanship**
The development of team and individual sportsmanship is of fundamental importance in all CR activities. Behavior before, during, and after any contest reflects on the individual players, club team, Sport Club Program, CR, and NIU. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All team members are responsible to calm difficult situations and restrain troubled teammates. All teams and individuals are expected to maintain the highest level of sportsmanship during all contests and club activities. At the end of each year, a club team will be recognized with a Sportsmanship Award based on its activities and behavior for the year.
Discipline Process

Violation of University Code of Conduct
Any violations of the University Code of Conduct will be reported to the Office of Community Standards & Student Conduct. Any violation of CR policies and procedures listed in but not limited to the Sport Club Manual will be reported to the Assistant Director of Intramural Sports & Sport Clubs. Sanctions determined will be based on the severity of the incident in question.

Disciplinary Hearings:
Will be held by the Sport Club Council for the Sport Club that is in violation of a policy, rule, or Code of Conduct. The Sport Club Council will vote and make a decision on disciplinary action to be taken against the Sport Club in violation. The decision will be a recommendation to the Sport Club Administration on actions to be taken against the Sport Club.

Appeals Process

Appeals to University Sanctions
Please see the NIU Student Code of Conduct for additional information regarding the appeals process for University Sanctions. [http://www.niu.edu/communitystandards/pdf/SCC.PDF](http://www.niu.edu/communitystandards/pdf/SCC.PDF)

Appeals to CR

An appeal can be filed on any decision made by the Sport Club Council or Sport Club Administration no less than twenty-four (24) hours after being notified of the decision. The following process will be used for appeals

1st Appeal- Appeal goes to a member of the Sport Club Council and the Sport Club Administration for a decision.
2nd Appeal- Appeal goes to Director of CR and Assistant Director of Competitive Sports.

Once the appeal has been heard another decision will be made to overturn, alter, or up-hold the decision made. Once a decision has been made by the Director or his/her designee, the decision will be final.

Office Services

Availability of Services
All office services are a privilege and are free to be used as needed unless otherwise noted. Clubs who abuse this privilege will have their officer service privileges revoked. Certain services will only be available at set times and dates.

Sport Club Mailings
Each active Sport Club will be assigned a mailbox at the Student Recreation Center (SRC). Mailboxes are located behind the SRC front desk. Club officers can request their mail from the front desk student worker.

Incoming mail may be directed to
Attention: (Club Name)
Campus Recreation
Northern Illinois University
DeKalb, IL 60115

Faxes may also be received and sent for clubs through the Coordinator of Competitive Sports. The Fax number is 815-753-0245.

Assistance in Scheduling Facilities
Facility scheduling assistance may be sought from the Sport Club Administration. All clubs are encouraged to discuss upcoming facility/outdoor space availability with the Coordinator of Competitive Sports prior to scheduling home competitions. Do not assume that space available for your club in the past will automatically be available again.

Providing Schedules
At the beginning of each semester or earlier, an approved schedule of events will be emailed to each club detailing approved competition and practice dates/times. A composite schedule will be produced monthly, with certain circumstances where the schedule could be weekly, detailing the practice, competition, and special activities of all Sport Clubs. The schedule may be found at the SRC on the Sport Club bulletin board and online at the CR Sport Club webpage under Club Resources tab. A dates and deadlines document will be created and distributed to each club officer and is located on the CR Sport Club web page under the Club Resources tab. (See page 35 for in depth description)

Equipment Storage
Space will be available for some clubs to store equipment at the SRC and FH. It is required that all equipment purchased with university funds be stored during club “off-season/summer”. State purchased equipment is defined as any equipment purchased with any club funds including funds raised.

Home Page
A web page has been established for Sport Clubs which is linked to the main CR webpage, with connections/links to each individual’s club homepage. Clubs are responsible for maintaining and updating their own web pages.

Competition Assistance
The Coordinator of Competitive Sports has a NIRSA reference book listing names, addresses, and phone numbers for Sport Club contacts at most schools across the country. Web sites for many CR. Clubs can reduce mailing costs by locating and using email addresses when trying to schedule competitions with other institutions (universities or colleges).

Computer Access
One computer is available for Sport Club Officers to use in the Coordinator of Competitive Sports office located in the SRC. The computer may only be used when the Coordinator of Competitive Sports is present. The computer may be utilized to access club email accounts, update club web pages, and create and print items related to club business. All print materials must be approved by the Coordinator of Competitive Sports before printing or copying more than one item.

Printing/Copying
Clubs may choose to print/copy club documents and marketing materials through CR and Document Services. However, all requests for printing/copying must go directly to the Coordinator of Competitive Sports. In the request, the club must list the number of copies needed, why the number is needed, and the location or use of the copies being used. After approval, the Coordinator of Competitive Sports will place the order for prints/copies. Please allow 1 week to process, send the order, and receive your
copies and prints. (In some cases, prints/copies may be ready sooner, and club will be notified in that event).

**NOTE:** All print materials will need the SA stamp before materials are posted on campus. CR can provide the stamp during the printing approval process.

**Digital Camera**
A digital camera is available for use to take pictures of club practices, competitions, and events. However, currently it can only be used by the Assistant Director of Competitive Sports and/or Coordinator of Competitive Sports. Please schedule a time with either one to take club roster and/or action pictures.

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**Marketing and Promotions**

**Print**

**Flyers/Posters/Handbills**
Sport Clubs must first get approval from the Coordinator of Competitive Sports before hanging/distributing flyers on or off campus. After approval of the flyer/poster/handbill, the Coordinator of Competitive Sports will electronically stamp the flyer/poster/handbill. All flyers/posters/handbills must meet the following requirements:

- Cannot be larger than 24” x 24”
- Must have the Sport Club Icon on the printed document
- Sponsoring organization needs to be included
  - Example: “Sponsored by Women’s Lacrosse, Contact Kara Lynn at 815-753-9462”
- If you are SA funded, must include on flyer/poster: “SA Allocated and Open to All”
- Any sponsors listed or logos place on flyer should not be bigger than 1/3 of the poster/flyer and should be placed on bottom 1/3 of poster/flyer
- Posters/Flyers must be placed on designated bulletin boards around campus
  - Placing materials on bare wall, glass, artwork, elevators, sidewalks, bus shelters, light poles, and garbage cans will be removed.
- Only one flyer/poster per board
- May not cover any other flyers/posters
- In Residence Halls, give posters to main desk, they will post them for you based on their policies.
- May hang 8” x 10” flyers in Huskie busses within the overhead advertising frames
- Students may print a limited number of copies at University Computer Labs for free.
- As mentioned in office services section, a computer is available for club use for creation of marketing materials.

**Sport Club Bulletin Board**
Any postings to the Sport Club Bulletin Board located at the SRC, must be approved by the Coordinator of Competitive Sports, prior to posting. All dates and events requesting to be posted on the Wall Calendar should be submitted with the monthly report prior to the event.

**Chalk Talk**
Sport Clubs may use sidewalk chalk to inform students of upcoming club practices, competitions, and events. Only washable, non-toxic chalk is permitted to be used. Clubs may not chalk any surface other than sidewalks. Clubs chalking privileges will be revoked is chalk is found on but not limited to walls, bricks, stairs, and streets.
Northern Star
The Northern Star is the campus newspaper that is printed and distributed to students for free daily. Thousands of students read the Northern Star daily. Clubs are encouraged to contact the Northern Star for possible features in the newspaper. However, before meeting or speaking with a Northern Star representative, the Coordinator of Competitive Sports must be notified beforehand. Ad space in the Northern Star could be costly, and should only be used for major events or recruitment.

Online

NIU E-Calendar
The E-Calendar can be used to post practices, games, tournaments, fundraising, and recruitment events. A daily email is sent to students and faculty/staff listing events for the day. It is free to use. For additional information and directions for use, contact the Coordinator of Competitive Sports.

Websites
It is the responsibility of each club to maintain and update their club website. Some places that host free websites include:
- Google Sites
- Home Teams Online
- Weebly
- Tripod

The club website should include the following:
- NIU, CR, and Club Logo
- Club Biography (Include information and history about your club and its members)
- Updated Rosters
- Updated Contact Information (VERY IMPORTANT)
- Team Goals/Objectives
- Team Achievements, Awards, and Trophies
- Schedules/Calendar (practices, games, tournaments, fundraising, recruitment)
- Photos/Videos
- Sponsor Information and Logos

TV/Radio

Housing and Dining Channel 20
Channel 20 is a marketing channel that is broadcasted to TVs on campus. The "commercials" are displayed in PowerPoint slide format. To submit a channel 20 slide please see the following requirements:
- Less than 25 words
- Must be submitted to Coordinator of Competitive Sports ONE MONTH in advance of Event
- Slides run for 10 seconds
- Cannot run longer than 15 days
- One small photo may be included on slide
TV and Radio Advertisements
Clubs are advised not to pursue any possible advertisements through TV and Radio on and off campus due to its expensiveness.

Social Media

Facebook/MySpace/LinkedIn/Twitter/ etc...
Clubs must adhere to the current set university standards and guidelines for social media. Furthermore, please keep in mind the following:
• Your club is a representative of CR, SA, and NIU
• Keep all material appropriate
• Keep all material relevant to club activities

Direct Mail
Clubs are advised not to send direct mail on and off campus due to its expensiveness. However, direct mail could be useful for mailing newsletters and letters of request to alumni, if an electronic system is not in place.

In Person

Tabling
Sport Clubs may set up information tables in the following locations (For reservation information and process please see the Competitive Sports Coordinator):
• Student Recreation Center
• Gabel Pool
• Holmes Student Center
• DuSable Hall
• Wirtz Hall
• Anderson Hall
• MLK Commons/Free Speech Area

Special Events
Some special events that clubs may take advantage of are:
• Welcome Week Activities
• Move-In Days
• Taste of Northern
• Sport Club Showcase
• Fall Organizational Expo
• Student Involvement Fair
Special events are not limited to the above list. For more information about marketing/recruitment event possibilities, please contact the Coordinator of Competitive Sports.

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**Logos**

**University Logos**

All student organizations may utilize the University logo on printed materials in order to identify an affiliation with the University. The University has official and/or registered trademarks, which makes it illegal to use them in a commercial way without the University’s permission. More information on graphic standards can be found at: [http://www.niu.edu/graphicstandards/guide/index.shtml](http://www.niu.edu/graphicstandards/guide/index.shtml)

NOTE: University Logos including Athletics may not be used unless written permission has been given.

**CR Nameplate**

Clubs may use the CR nameplate for any marketing and team logos. However, the University Nameplate MUST accompany the CR nameplate. For more guidelines using both of these logos/nameplates, please see the Graphic Standards Guide listed above.

**Using Club Icon**

Sport Clubs are encouraged to design and create their own design for shirts, print materials, and uniforms for their club. All designs must be appropriate to all ages, and consideration must be given to ensure they are not sexist, racist, or derogatory in any manner. The Coordinator of Competitive Sports must approve all designs before printing or production.

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**Facilities and Equipment**

**Available Facilities**

All facility policies, procedures, and rules must be followed by Sport Clubs and their guests at all times. For more information regarding facility policies and procedures, please visit [http://www.niu.edu/campusrec/facilities/index.shtml](http://www.niu.edu/campusrec/facilities/index.shtml)

**Student Recreation Center (SRC)**

- 8 multipurpose courts
- A 3-lane, 1/5 mile jogging and walking track
- 8 racquetball/walleyball courts
- 2 activity rooms with mirrors
- Meeting room
- Lobby

**Chick Evans Field House (CEFH)**

- 2 activity rooms with mirrors
- A 3-lane, 1/7 mile jogging and walking track
- 4 multipurpose courts for basketball, volleyball, indoor soccer, and floor hockey
• A lounge area with vending machines and big screen television
• 2 Smart Classrooms

**Outdoor Sports Complex**
2 multipurpose turf fields
• 4 Natural grass Multipurpose fields
• 1 softball field
• 1 baseball field

**Gabel Pool**
• 25 meter lap pool with 5 lanes (depth 3 feet – 12 feet)
• Bleachers for spectators

**Anderson Pool**
• 25 meter lap pool with 5 lanes (depth 3 feet – 5 feet)
• Bleachers for spectators
• 12 foot diving well
• Can accommodate water polo (depth 4 feet – 12 feet)

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**Available Equipment to Check Out**

Equipment may be checked out/approved for use by the Coordinator of Competitive Sports.

**Sport Equipment**
• High Impact Mats
• Volleyball Net and Standards
• Portable Scoreboard
• Kick Boards
• Pull Buoy
• Water Fitness Belts
• Water Dumbbells
• Fins

**Office Supplies/Other Equipment**
• Dry Erase Board w/ Markers
• Outdoor Tables
• Indoor Tables
• Chairs
• Field Lining Tape Measure
• Trash Cans
• Smart Room
  • TV
  • DVD Player
  • Computer
  • Document Camera
  • Projector
  • Screen
  • Smart board

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Spectator Policy

Spectators who are not current NIU students or active CR members may gain access to the facility as long as they meet the following criteria:

- Must be wearing “street clothes”
- Must remain in the area of the sport they are watching (i.e. May not enter weight room while watching volleyball matches)
- Must sign a spectator admission form at the Student Recreation Center (SRC) Front Desk
- Spectators must adhere to all CR policies and procedures

Facility Reservations

At this time, CR Sport Clubs are not directly charged for use of CR facilities coordinated through CR for practices and competitions held during normal hours of operation. Clubs will be billed for early openings, late closings, and events scheduled outside normal operating hours. Sport Clubs will also be responsible for direct costs (i.e. staffing and cleaning, etc.) associated with events hosted by your organization. In these situations, clubs will be billed according to the following minimum staffing guidelines with their charge:

Student Recreation Center
Two facility supervisors required
Facility Supervisor Rate: $15.00/hr

Chick Evans Field House
Two facility supervisors required
Facility Supervisor Rate: $15.00/hr

Gabel and Anderson Pool
Two lifeguards required
Lifeguard Rate: $8.55/hr

All facilities
Custodial Staff as needed
As Contracted (This cost could vary depending on day of week, time of day, and needs of staff)

All facilities needed for all Sport Club meetings, practices, tournaments, games, and other competitions should be reserved through the Coordinator of Competitive Sports. Numerous campus groups use the facilities that have been listed above, therefore it is vital that Sport Club schedules and facility requests are submitted in a timely manner when requested. Failure to do so may result in scheduling conflicts, and other organizations will not be rescheduled in order to accommodate Sport Club requests.

Facility reservations will be made by the Sport Club Administration based on the schedules submitted by the club leadership. Clubs should submit a FACILITY RESERVATION REQUEST to the Coordinator of Competitive Sports for facility needs that arise before and during the semester. Factors considered for approval include:

- Facility availability
- Compatibility of the activity with the facility use policies and procedures
- Safety and risk considerations
- Availability of appropriate staffing and supervision
Remember that you are not guaranteed facility reservations based on your request. Please allow a three (3) day notice before need of facility. The Sport Club Administration will notify you once your space has been approved or denied with an explanation. Note: the reservation process can take up to two (2) weeks after form is submitted.

The Coordinator of Competitive Sports reserves the right to adjust/reschedule/cancel any practices/competitions for any reason regarding to safety and the wellbeing of all participants. When requesting outdoor space for competitions, it would be in the club’s best interest to have a plan for inclement weather or unsafe field conditions.

Cancellations

Please notify the Assistant Director or Coordinator about any cancellations at least 24 hours before practice/competition. Enough time is needed to contact any staff that was needed for the event. If cancellation was made in less than 24 hours, the Sport Club will be responsible for staff costs for the event. Cancellations due to adverse weather only require notice by 2:00pm the day of the weekday event or noon on weekend activities. Any cancellation made by opposing teams or CR staff is not subject to cancellation penalties.

Club Equipment

Equipment Purchases
Clubs must submit a Purchase Request to the Coordinator of Competitive Sports 3-4 weeks for processing. The Coordinator of Competitive Sports will discuss the purchase and the clubs budget with the club before any purchases will be made. All inventories purchased from funding received by SA and fundraised through club efforts is property or NIU. If a Sport Club becomes inactive, the equipment becomes property of CR. It is required that all equipment and supplies to be shipped to the following address:

Your Club Name
Campus Recreation
Northern Illinois University
Student Recreation Center
DeKalb, IL 60115

Equipment Inventory
Each Sport Club is required to submit a completed equipment inventory at the start and end of the academic year to track state-purchased inventory. This is extremely important when it comes to requesting money for equipment purchases to show a track record on current and past equipment usage and care. (If clubs are active during the summer, and equipment inventory will need to be completed at the beginning and end of the summer.) It is important that clubs demonstrate that they can responsible for cleaning, storing, and securing equipment so that it is kept in good condition.

Equipment Storage
At the completion of each Sport Club’s practice and competition "season", all equipment purchased through SA funding and club fundraising must be stored at CR facilities. CR will not store personal equipment purchased by one individual.
Travel Guidelines

Prior to Travel

Making the Decision to Take a Trip
As the club makes the decision to take a club trip, here are some of the general issues to consider:
1. Is this trip something the club should do?
2. Is the trip in line with the mission and purpose of the club?
3. Is the trip in line with the vision and goals of the club?
4. Does the club have the capability to plan such a trip?
5. What is the expected outcome?
6. Have club members assessed the risks associated with this trip?
7. Has the club made decisions about accepting, reducing, or eliminating those areas of risk?
8. Has the club discussed a trip with the coach/instructor/advisor?
9. Has the trip been approved through the Sport Club Administration?
10. HAS THE CLUB FOLLOWED THE AUTHORIZED TRAVEL PROCEDURES?

If a club wants to travel anywhere, it must:
1. Submit a trip itinerary/travel request form to the Sport Clubs Office at least ten days in advance of the trip
2. Submit a Travel Roster to the Sport Clubs Office at least 48 hours in advance of the trip
3. Two club members must sign the Travel Waiver after Travel has been approved.
4. If a club wishes to use a University Charter Bus, the club must contact the Sport Clubs office. This must be done at least three weeks before the expected trip in order to assure availability.
5. NO CLUB MAY TRAVEL BETWEEN THE HOURS OF 12:00 AM AND 5:00 AM
6. If weather is deemed by the Sport Club Administration to be dangerous/hazardous your travel can be cancelled.
7. If travel is cancelled/denied for any reason the traveling club is responsible for all cancelation fees and charges.

All Sport Clubs travel must be authorized by the Sport Clubs Administration.

Travel not authorized is in violation of travel guidelines and will result in sanctions including fines, loss of benefits, and/or loss of recognized status. Violations will be sent to the Sport Clubs Administration and Sport Club Council to determine the result of the sanctions.

It is important to obtain travel authorization so that the Sport Clubs Administration can assist the club with trip planning, risk management (particularly when club members will be driving), and travel arrangements. Additionally, authorizing travel ensures that each club is complying with travel guidelines established by NIU. In short, authorizing travel through the Sport Clubs Administration helps protect a club and its members from the risks of travel. To do this effectively, club officers should speak with the Sports Club Administration about trip planning prior to travel. The Sport Clubs Administration will work with the club to ensure that travel is properly authorized, including filling out all of the required forms. ALL forms must be completed prior to travel if the travel is to be considered authorized travel.

Required Documentation

The following documentation is required to be considered an authorized trip:
1. **Sport Club Trip Itinerary** – will include the following information:
   - Club name
   - Name of the scheduled tournament or opponent
   - Location of the tournament/contest (city and state)
   - Tournament or contest date(s)
   - Estimated time of departure and return
   - Hotel information (if using hotel)
     a. If hotel still needs to be booked information needs to be provided of what hotel, phone number, how many people, how many rooms, and quoted price (if special discount is given)

2. **Drivers and Passengers Traveling Form** – list the names (first and last) of all students who will be traveling. All students who drive vehicles during club travel, whether privately owned or commercially rented must complete the **Driver’s Form** for any individual that may potentially be driving during the trip. This needs to be done once during the year for each potential driver. The information collected will be driver’s license information, insurance information, and registration information.

3. **Liability Waiver Forms** – Liability Waivers must be completed for EVERY PARTICIPANT WHO IS TRAVELING. One master set stays with the Sport Clubs Administration. Any student that does not have a liability/waiver on file in the Sport Clubs Administration will put the club in jeopardy of not being authorized for travel to the event.

4. **Travel Folder/Binder** – The club must bring a prepared folder/binder that will be made for the Club prior to travel. Within the Folder/Binder are directions to event, emergency contact forms, copy of itinerary/travel request, incident/accident forms, post game report, names and numbers of Sport Club Administration, and information on event/hotel of destination. If they Club neglects to pick up the binder there will be a penalty assessed to the Club.

**All documentation is due one week in advance to the Sport Clubs Administration, except for the Travel Roster Form, which is due 48 hours in advance.**

**What should go with the club on the trip?**
1. First Aid Kit & Flashlight
2. Cell Phones: one for each vehicle/group leader
3. Credit Cards (for gas or emergencies)
4. Travel Binder/Folder
5. Information on event (if needed)

**Driving Personally Owned Vehicles (POVs)**
- Driving between the hours of midnight and 5:00am are prohibited.
- No driver may drive more than four hours consecutively, without at least a one hour break.
- No driver may drive more than eight hours in a 24 hour period.
- Drivers are not allowed to use cell phones while operating the vehicle.
- There may be as many passengers as seatbelts in a vehicle.
- POVs should contain the following:
  - First Aid and Safety Kit
  - Road Side Emergency Kit (Car jack, tire iron, spare tire, etc.)
- Reimbursement for gas can be provided if traveling club approves the reimbursement. The driver will be reimbursed per mile travel at the NIU set rate.
**Driver Selection**

All drivers (whether in rental vehicles or private owned vehicles) will be required to complete a Driver Form prior to each trip. In order for an individual to be eligible to drive during Sport Clubs trips, a driver must:

1. Be at least 18 years of age
2. Have a valid driver’s license
3. Have current vehicle registration (if driving a private vehicle)
4. Possess personal automobile insurance coverage as mandated by the State of Illinois
5. Agree to obey all local, state and federal traffic laws
6. Agree not to drive under the influence of alcohol or any illegal drug
7. Agree not to possess or transport any alcohol, illegal drugs, firearms or weapons; (Without permission from the Sport Club Administration)
8. Agree to wear a seatbelt and require all passengers to wear a seatbelt
9. Agree to abstain from horseplay, racing or other distracting or aggressive behavior
10. Not permit any unauthorized persons to drive the vehicle

**If you are involved in an accident:**

1. Stop immediately and notify the local police or call 911
2. Fill out a police report (necessary for insurance purposes)
3. Obtain the names and addresses of all witnesses
4. Do not make any statements as to who is at fault
5. Do not make any offers to pay damages. (Fault or legal liability will be decided by the appropriate authorities)
6. If you are driving a rental vehicle, follow the notification and emergency procedures outlined in the rental packet
7. Please contact either the Coordinator of Competitive Sports and or the Assistant Director of Competitive Clubs, if an emergency or breakdown occurs

**Travel Confirmation Letters**

Occasionally, club members will need to be absent from classes in order to attend scheduled Sport Clubs competitions. At such times, club members can prevent misunderstandings and academic difficulties by obtaining a letter from the Sport Clubs Administration verifying the club’s plans to travel and compete. *If a letter is needed, it must be requested at least 2 weeks prior to leaving for travel. Sport Clubs travel is not a university excused absence. Therefore, trip confirmation letters do not mandate that professors excuse the absence.* To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of Sport Club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor’s demands for rescheduled or make-up exams and assignments.

**Behavioral Expectations during the Trip**

As representatives of Northern Illinois University and CR, all Sport Clubs members are expected to conduct themselves in an appropriate manner when traveling. Member behavior can impact a club's reputation as well as the reputation of NIU. The policies and procedures of NIU and those articulated in this handbook are in effect when clubs travel. Reports of violations or any other activities that negatively reflect upon NIU may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved. Please review the Standards of Conduct in this handbook as well as the NIU Student Code of Conduct with ALL members prior to leaving. No traveling between the hours of 12:00 am and 5:00 a.m. (unless cleared by the Coordinator prior to departure) and during inclement weather and/or hazardous conditions.
Scheduling Considerations

- All travel must be carefully justified and should take into consideration whether the same competition or quality of program is available nearby (i.e. playing other schools farther away just for the sake of traveling there).
- Clubs should combine matches or programs in one geographical area into a single trip (i.e. play Northwestern and University of Illinois-Chicago on the same weekend).
- Confirming game details with opponents in the form of written contract is recommended. In addition, approximately one week before and home or away competition, contacting the opponent to verify game details is also recommended.

Risk Management

First Aid and Safety

Level of Participation
Each individual participating in a Sport Club assumes responsibility for his/her own health. All individuals, for their own protection, should have a physical examination prior to participating. Club officers must be certain that each participant in club activities has signed an Assumption of Risk and Liability Waiver before participation. This waiver is to be filed with CR. Failure to abide by CR and NIU policies may result in suspension of Sport Club status and loss of on-campus facility/space privileges.

Safety Officers - First Aid/CPR Certifications
In order to ensure the safety of all participants and quick response to any accidents and injuries, CR is requiring each club to have TWO Safety Officers. Both safety officers must attend all practices. They do not need to be current club officers. The safety officers will be trained and certified in First Aid, CPR, and AED. There is currently no charge for this training. All certifications will be copied and kept on file with the Coordinator of Competitive Sports. Club members who are currently certified in First Aid, CPR, and AED may submit their CURRENT certification for copy in lieu of attending a class.

Emergency Classifications

Life-Threatening Emergencies
EMS shall be called automatically when any of the following situations occur or are reported:
- Drowning or near drowning
- Any suspected spinal injury
- Exposure to chlorine gas
- Head Injury which results in any or all of the following: blurred vision, dizziness, unequal pupils, light headedness, dizziness or faintness, nausea
- Unconsciousness (no matter how brief)
- Heart problems/chest pain/heart attack/stroke
- Heat stroke
- Breathing difficulties/choking/no breathing
- Seizures
- Severe shock

Urgent Situations
This category includes situations that could be potentially life threatening. EMS should be called when any of the following situations occur:

- Severe fractures - visible deformity
- Open fractures
- Shock – a consideration in any situation
  - Low blood pressure
  - Weak and rapid pulse
  - Cold, clammy skin
  - Shallow, labored breathing
  - Severe/uncontrollable bleeding
  - Possible dislocations (never attempt to reduce a dislocation)
  - Severe ligament or cartilage injuries
  - Excessive internal/external pain
  - Epileptic seizures/convulsions
  - Moderate to severe heat exhaustion
  - Poison Control

IN ANY SITUATION WHERE FIRST AID PERSONNEL ARE UNSURE OF THE EXTENT OF AN INJURY, ALWAYS SIDE WITH CAUTION AND CALL EMS!

Non-Life-Threatening Emergencies:
This category includes all minor injuries that may be treated by the trained first aid personnel. All injured participants should be strongly advised (insisted) to go to NIU Health Services or to go to Kishwaukee Hospital for proper care. Do not attempt to diagnose an injury or give out any information above and beyond your training. These include:

- Minor fractures
- Sprains/twists of joints
- Contusions/minor cuts/abrasions
- Any other minor injuries

Weather Emergencies

NIU Weather Operations
Northern Illinois University employs a full time meteorologist for its multiple campuses. Some of this person’s responsibilities are to provide bulletins and information to the campus and community. Anyone can access this information including watches, warnings, forecasts, radar images, and other information, at the web address http://weather.niu.edu.

Weather Watches and Warnings
It’s very important to understand the different types of weather bulletins, especially the difference between a watch and a warning. While these different types of bulletins have different meanings, they’re all important to pay attention to.

Weather Watch
- A watch is issued for a long block of time, usually 4-6 hours, and means that conditions are favorable for the development of severe weather during the watch period. It does not mean that severe weather is actually occurring at that time; it’s meant to give you a heads up that the possibility exists.
- A severe thunderstorm watch means severe storms are possible such as storms with very strong winds, large hail, deadly lightning, and even a possible tornado.
• A tornado watch means that severe storms (just like the ones described) are possible, and the atmosphere is especially favorable for the development of tornadoes. There doesn’t need to be a tornado watch for a tornado to form, but tornado watches indicate an even higher risk.

Weather Warnings
• A warning is issued for a shorter time period, usually 30-45 minutes, for a specific area where severe weather is occurring
• If a warning is issued for DeKalb County, it means storms will affect at least part of the county
• A severe thunderstorm warning means strong storms with powerful winds, large hail, deadly lightning, is occurring.
• During a severe thunderstorm warning, a tornado is possible at any time, and may occur even before a tornado warning can be issued.
• A tornado warning means that radar has detected, or, spotters have reported a funnel cloud or tornado.
• This type of warning means a tornado is occurring (or will likely occur).
• In either case, warnings should be taken very seriously, and you should be ready to initiate an evacuation to the designated shelter areas should the City of DeKalb be in the path of the storm.
• Should a tornado threat be imminent to the City of DeKalb, the city police department will activate the outdoor warning sirens

Tornado

A TORNADO WATCH means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.

A TORNADO WARNING is an URGENT announcement that a tornado or funnel cloud has been reported and warns you to take immediate action to protect life and property.

Indoors – Officers should direct others and follow these guidelines:
• STAY INDOORS; do not exit building.
• Direct and move everyone to designated shelter areas at SRC, Anderson, and Gabel as follows:
  o SRC: Main locker rooms. Have players sit on the benches first and then fill in the middle of the isles, shower rooms and sink areas.
  o FH: Evacuate the FH and move across to Gabel Hall (Rooms 111, 118, 123, 124, 125, 127, and 135) or Graham Hall (any of the lower hallways free of windows).
  o Anderson Pool (main pool locker rooms)
  o Gabel Pool (main pool locker rooms)
• REMAIN INSIDE until storm has passed or the National Weather Service has cleared everyone to leave.
• STAY AWAY from all windows and large glass objects.
• AVOID being underneath heavier objects such as lights, wall hangings and other items, which may fall.
• Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby.
• CROUCH DOWN and cover your head.
• IF INSTRUCTED to evacuate the building, please follow the evacuation plan for Fire Emergency.

Outdoor Warning Sirens
The City of DeKalb is equipped with outdoor warning sirens, also known as tornado sirens, in locations throughout the entire city. The nearest siren is located at the corner of Annie Glidden Road and Lucinda in the corner of the SRC parking lot. This siren is the primary source of warning to persons outside during a tornado or severe weather emergency.
When these sirens are activated, it means that a tornado has actually been sighted approaching the city, and that you should take shelter immediately. While these sirens are very loud, they are intended to alert persons walking around outside on campus of the danger and will not be heard in most interior parts of buildings.

**Outdoors – Officers should direct others and follow these guidelines:**

- MOVE AWAY from trees, buildings, walls, and power lines.
- SEEK the lowest possible ground, i.e. ditch, small trench. Lying flat in a ditch or low-lying area may be the only thing available. Note: Never enter an opening or trench where a “Cave-In or Flooding” may be possible.
- STAY AWAY from power lines and puddles with wires in them; they may be “Live”.
- DO NOT USE matches or lighters in case of leaking natural gas pipes or fuel tanks nearby.
- REMAIN in position until “noise and high winds” have stopped.
- DO NOT ENTER any building that is deemed or looks UNSAFE.

**Lightning**

- Lightning is extremely dangerous and should be taken seriously.
- The safety of our staff and customers should not be put in jeopardy!
- Sound travels more slowly than light, so at the first sound of thunder you should be on alert.
- Lightning’s behavior is random and unpredictable.
- Be proactive and remove patrons from any potential harm in the case of lightning.
- Preparedness and quick responses are the best defenses towards the lightning hazard.

**The following procedures are recommended:**

1. When a thunder and lightning storm threatens, determine the direction the storm is moving and the approximate distance.
2. Once the “Flash to Bang” theory is used and there is lightning in the area, each club officer suspends play and informs the team to take cover.
3. Advise players to take shelter and go inside.
4. Note the time of the lightning. Outdoor activities will not be resumed until there has been 30 minutes of no lightning in a 6-mile radius.
5. Once we have had 30 minutes without lightning, outdoor activities can resume activities.

**“FLASH TO BANG” THEORY**

Club officers will use the “Flash to Bang” (F-B) ratio of 30 seconds. That means if lightning is seen, and the thunder is heard within 30 seconds, the sights will be cleared. Again, there must be 30 minutes of no lightning before activities may resume.

To estimate the rough distance between you and a lightning flash, use the “Flash to Bang” method: If you observe lightning, count the number of seconds until you hear thunder. Divide the number of seconds by five (5) to get the rough distance (in miles) the lightning is away from you.

**EXAMPLE:** If you see lightning and it takes 10 seconds before you hear the thunder, the lightning is 2 miles away from you (10 divided by 5 = 2 miles). For each five seconds from F-B, lightning is one mile away. **At a F-B count of 30 seconds or less, the fields should be closed.** People should be directed to a safe shelter nearby.

<table>
<thead>
<tr>
<th>If Thunder is heard...</th>
<th>The Lightning is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 seconds after a flash</td>
<td>1 mile away</td>
</tr>
<tr>
<td>10 seconds after a flash</td>
<td>2 miles away</td>
</tr>
<tr>
<td>15 seconds after a flash</td>
<td>3 miles away</td>
</tr>
<tr>
<td>20 seconds after a flash</td>
<td>4 miles away</td>
</tr>
<tr>
<td>Time after a Flash</td>
<td>Distance Away</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>25 seconds</td>
<td>5 miles</td>
</tr>
<tr>
<td>30 seconds</td>
<td>6 miles</td>
</tr>
<tr>
<td>35 seconds</td>
<td>7 miles</td>
</tr>
</tbody>
</table>

**Outdoor Activity Weather Guidelines**

- Every storm is different, so the club officers need to take into consideration the direction the storm is moving and how quickly it is moving.
- Because it takes several minutes to clear patrons, you may have to begin to clear patrons before the storm arrives.
- The Assistant Director of Competitive Sports and/or Coordinator of Competitive Sports will email/call club officers when decisions will be made, and they are often available to be contacted if you need help in deciding to suspend play.
- Visibility and field conditions can often be negatively affected by rain or wind.
- In certain cases, severe weather may lead to unsafe playing conditions.
- Be sure to keep players away from trees.
- Advise them to go to a completely enclosed building. If there is not enough time to reach a safe building:
  - Keep everyone away from structures in open areas.
  - Keep away from water and metal objects, such as metal fences, rails, and bleachers.
- Wait for 30 minutes after the thunder and lightning stops entirely before letting patrons return to the fields.
- The combination between the 30-second count and the 30-minute wait is called the 30/30 Lightning Rule.

**HAIL**

- SEEK protective SHELTER immediately.
- REMAIN indoors or under protective shelter until hail has stopped.

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**Accident/Incident Reports**

In the event of any accidents, injuries, and/or incidents, the Coordinator of Competitive Sports must be notified immediately by phone. A written accident/incident report form will need to be submitted by the designated club. The form must be filled out completely and turned in the day following the injury by 2:00pm. The form can be found on the Sport Club Resources page on the CR website.

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**Facility/Equipment Inspection**

It is the intent of CR to keep all facilities both indoor and outdoor in safe, playable condition. CR will make every effort to review the conditions of each playing surface and surroundings prior to all Sport Club activities and events. However, it is important that Sport Club members review facilities immediately prior to use and report any problems or concerns that may pose a hazard to the users of the area to the Sport Club's staff. Please use the following outline as a guide when inspecting facilities:

**Outdoor Facilities**

- Playing Surface
  - Free of debris (bags, rocks, glass, etc.)
  - No holes
  - No tire tracks
- Grass mowed to reasonable height
- No freestanding water
- No designations that field is under repair
- Playing surface should be free of manhole covers, trees, utility access, etc.
- Field playing dimensions should allow for safety zones that are obstacle free

- Equipment
  - Equipment not in use should be far enough off the playing surface so that players running or pushed out of bounds will not fall or trip into it.
  - Equipment should be checked for damages or repairs (i.e. missing bolts, broken parts, etc.).
  - No equipment should have jagged edges.
  - Training equipment should be in safe, working condition without temporary repairs.

- Miscellaneous
  - Vehicles are not permitted on playing fields.
  - Pets are not allowed on playing fields.
    - Alcohol or tobacco products are not permitted at Sport Club events

**Indoor Facilities**
- Playing Surface
  - Free of debris
  - No freestanding water
  - No loose wall panels

- Fixtures
  - No broken windows
  - Nets in good condition
  - Wire cables and pulleys checked
  - Mirrors cleaned and secured
  - Mats clean
  - Appropriate safety padding installed on sport fixtures

- Lighting
  - Ceiling lights in working order.

- Exits
  - No debris or water in doorways or stairs
  - All exit doors in good working order
  - No doors propped open
  - Exit signs highly visible

- Equipment
  - Balls are properly inflated
  - No loose or unnecessary equipment in the practice area
  - All goal/standards/safety pads are properly installed

Inform a facility supervisor of any problems. For any outdoor problems, contact the Assistant Director of Competitive Sports and/or Coordinator of Competitive Sports.
Insurance/ Liability / Waivers

Currently, CR does not carry insurance for Sport Club participants (Both NIU and visiting students). All NIU Sport Club participants must sign the Assumption of Risks and Liability Waiver before participating in any Sport Club related activities.

All visiting teams MUST sign an Assumption of Risks and Liability Waiver before competition begins. If Assumption of Risks and Liability Waiver is not signed by every visiting participant before the start of the competition, Sport Club Administration has the right to immediately stop and cancel any and all competitions.

Sport Club Parents

Sport Club members please keep all parents in the know of Club happenings and events. If parents are interested in getting involved or have questions or concerns about Clubs please send all information through the Club(s) officer(s).

Appendix

SAMPLE CONSTITUTION

Name of Organization

Article I. Name
Include name of your organization as well as any acronym for which the organization might stand for.

Article II. Purpose/Aims
State the purpose of your organization. Include goals that you hope to achieve as a collective group. Goals such as making the community a better place for students, and making your organization’s members into tomorrow’s leaders.

Article III. Membership
Membership requirements should include the standards that members are expected to uphold. Include goals that the organization might have for members. State what does and does not make a member eligible to become part of the organization.

Article IV. Executive Board/Officers/Faculty Advisor

Section 1: Definition of the Executive Board
Example: President, Vice President, Secretary, and Treasurer.

Section 2: Duties of the Executive Board Officers
(Explain in detail the responsibilities of each executive. Outline each duty that they are to perform while in office.)
A. President
B. Vice President
C. Secretary
D. Treasurer

Section 3: Faculty Advisor
(Explain the responsibilities of the faculty advisor)

Section 4: Special Qualifications for any Executive Board Member
(Explain all special requirements such as GPA, or any other special circumstances.)

Article V. Elections
Section 1: Nominations
A. Eligibility
   1. Explain who is eligible to nominate for an election.
B. Procedure
   1. Explain when the nominations will take place.
   2. Explain if there needs to be a second, or if the person can nominate himself or herself.

Section 2: Voting
A. Eligibility
   1. Explain who is able to participate in the voting process.
B. Procedure
   1. Explain when the elections will take place, and the general voting process.

Article VI. Meetings
Section 1: Procedure
A. Definition of Meeting
   1. Explain things like a quorum, and what it consists of.
   2. Things like when and where the meeting is held.
   3. Mention who delegates the meeting and its procedures.

Section 2: Behavior & Etiquette
Explain the general system that will be used to conduct the meeting. Describe the system of warnings or points that will be used if any person does not meet the behavior requirements.

Article VII. Amendments
Section 1: Procedure
Describe the procedure that will be followed during any proposed constitutional amendment. Include how many votes are needed for that amendment to pass. (Example 2/3 vote)