

Sport Club Manual

2023-2024



NORTHERN ILLINOIS UNIVERSITY

Recreation

Division of Intercollegiate Athletics

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Welcome!!!

Northern Illinois University's Recreation Sport Clubs program is built around four basic goals: student development, the promotion of sports 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 Brazilian Jiu Jitsu, Equestrian, and Esports that are rapidly growing as well. Additionally, new clubs such as Rock Climbing provide students with a variety of sports to participate in. A focus on student development has taken root in the field of Recreation, and the Sport Club program is a great example of how NIU Recreation 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!

Brandon Knox
Assistant Director of Sport Clubs
NIU Recreation

Vision, Mission, Values, Goals

Intercollegiate Athletics | Recreation

Our Why

We create conditions for success by facilitating opportunities and building a culture that inspires optimal health and well-being.

Our Promise

Have fun. Live well. Feel your best.

Goal Areas

- Customer engagement and experience
 - Programs, education and services
 - Facilities, equipment and spaces
 - Team member experience
 - Brand, marketing and communications
 - Finances

 - Student-centered service
 - Collaborative partnerships focused on student success
 - Inclusive communities striving for equity and social justice
 - Professional growth and competency development
 - Ethical and efficient stewardship of resources
-

NIU Recreation

Vision Statement

Recreation 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 Intercollegiate Athletics, NIU Recreation engages students in achieving lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, employment, and leadership development, and employment opportunities.

Values

Recreation 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.

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 NIU Recreation 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 NIU Recreation Facilities (Student Recreation Center, Chick Evan Field House, Anderson, and Outdoor Recreation Fields)
- On-campus resources
- Starting a recognized organization on campus (new clubs)

Recognized Sport Clubs for 2023-2024

Archery
 Baseball
 Brazilian Jiu Jitsu
 Cheer
 Climbing
 Equestrian
 Esports
 Fencing
 Gymnastics (Men)
 Ice Hockey
 Lacrosse (Men)
 Rugby (Men)
 Rugby (Women)
 Soccer (Men)
 Soccer (Women)
 Softball
 Tennis
 Volleyball (Men)
 Volleyball (Women)

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 clubs at: <https://www.niu.edu/recreation/programs/sport-clubs/index.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 Sport Club administration.
 - a. League/National Governing body knowledge (info necessary for active status)
 - b. Executive Board Members
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - c. Coach and NIU faculty/staff advisor information
 - d. Bylaws/Constitution
 - e. Budget estimation (i.e. Equipment costs, player costs, etc.)
 - f. Location requirements for practice and games (ORSC, indoor rec, courts, etc)
 4. Set up a meeting with the Assistant Director of Sport Clubs
 5. Complete and submit the checklist above to receive consideration from the Sport Club Administration.
 6. Once you have completed the required information (above) you must submit a request to the Student Government Association (SGA) through Huskie Hub using this link: <https://cglink.me/2sZ/s18>
 7. Any club that falls into Bottom Tier status must go through the entire process of registering as a new Sport Club.
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Sport Clubs Administration Overview

The NIU Recreation 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 recreation 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, and a Graduate Assistant.

ASSISTANT DIRECTOR

Brandon Knox
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815-753-0231

GRADUATE ASSISTANT

Nicolas McDaniel
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Administrative Policies and Procedures

Sport Clubs Affiliation Policy

Recreation 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 Board Meeting

The Sport Club administration holds monthly board meetings to go over updates, discuss policy's/ procedures, and answer any questions or concerns.

One executive board member from each club is required to attend the monthly meetings to represent their club. That member is encouraged to participate in discussions and give input to improve the sport clubs overall procedures.

Sport Club – Officer Roles & Responsibilities

- Understand, agree to follow, enforce, and monitor club activities to ensure compliance of NIU Recreation, Sport Clubs, SGA, NIU, and State policies and procedures.
- Must be a full time current fee paying NIU student.
- Must be in good conduct and academic standing. (2.0 cumulative GPA or better).
- Must attend the mandatory meetings set up by Sport Clubs' Administrators.
- Must submit required forms on time electronically to Huskie Hub.

Executive Board 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.

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 SGA 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 Recreation/Northern Illinois University
- Responsibility to the Student Association

Faculty Advisor Termination/Removal

- The Assistant Director of Sport Clubs and/or the Associate Director of Student Organizations and Leadership, both have the right to remove the faculty advisor from their position with the club, if these rules/procedures are not followed properly.
- Also, removal/termination will take place if the faculty advisor does not follow the rules/regulations set in place by the University

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.
- Provide oversight of club funds and encourage sound financial and business practices.
- Assist in all activities of the club (budget, expenditures, fundraising, purchasing, schedules, traveling, etc).
 - o Advisors cannot/should not lead these areas but be available to assist.
- 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 the proper paperwork is submitted to NIU Recreation and SGA when required and/or when officers change.
 - o Advisors cannot/should not submit any kind of forms.
- Be aware of university policies.
- Ensure sound leadership and decision making occurs within the club.
- Provide suggestions and constructive criticism regarding the operation of the club.
 - o Advisor cannot/should not make decisions on behalf of 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 everyone 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 Recreation/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 Intercollegiate Athletics and Recreation.
 - o Advisors cannot/should not be the main contact or source of communication between sport club administration or other departments.
 - If the club has been allocated funds by SGA, the advisor should monitor the procedure followed by the club in handling its funds and make recommendations when appropriate.
 - o Advisors cannot/should not make decisions for club funds, only recommendations.
 - 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 Recreation guidelines.
 - Ensure the club is following state and federal laws.
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Instructor/Coach Roles, Responsibilities, and Expectations

Instructor and Coaching positions may be filled by someone from inside or 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 sport clubs administration 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 NIU Recreation, Sport Clubs, SGA, NIU, and State policies and procedures.
- Serves as an official university representative during travel.
- Assists Sport Club officers in scheduling games/tournaments/events.
- Helps coordinate 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 NIU recreation 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 recreation facilities, will be provided to each Sport Club and distributed to approve instructors/coaches.

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 NIU Recreation 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 Assistant Athletics Director of Recreation Center.

Sport Clubs Executive Board 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.

President

- Provides overall direction to the club, 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 Club Administration.
- Acts as the main contact between other departments when needed.
- Meets with Sport Club Administration on a regular basis.
- Serves as liaison between the Sport Club, Recreation and NIU.
- Attends ALL Sport Club Board meetings called by Recreation or SGA.
- Acts as tie breaker in decisions regarding Sport Club.
- Assists in leading discussions in decision making process.
- Remains neutral and unbiased toward all club functions.
- Submits annual goals to Sport Clubs Administration (operating plan).
- Leads in planning club meetings.
- Ensures and maintains club's compliance with local, regional, and/or national governing associations.
- Maintain knowledge of policies and procedure of NIU, Recreation, and SGA
- Acts in other duties as assigned.

Vice President (VP)

- Assumes duties of the president in his/her absence or when requested by president.
- Assists the president with his/her performance of their responsibilities.
- Assists in coordination and scheduling of meetings and Sport Club program events.
- Submits all travel requests, rosters, game requests, space requests, practice requests, etc.
- Ensures all members have all required forms submitted/completed.
 - o Non-hazing, waiver, and emergency contact
- Coordinates special projects such as fundraising drives and philanthropy events.

Secretary

- Maintains accurate notes of Sport Club meetings and hearings.
- Draft decision letters to clubs for funding, disciplinary, new club acceptance, etc.
- Maintains Club Huskie Hub page and assists in creating promotional material for club.
- Assists president/VP in completion and submission of required forms to Recreation and SGA.
 - o Travel requests, rosters, scheduled games, field space, etc.
- 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 meetings.
- Assists in marketing and promoting club activities.
- Is responsible for club correspondence amongst Sport Club members.
- Serves as liaison for Sport Club Program
- Assists President with ensuring policies and procedures are followed.
- Acts as President if Vice-President is absent or unable to take on responsibilities.

Treasurer

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

Executive Board Members Removal

- Board members may be removed if they do not follow their club bylaws outlined in the clubs constitution
- Removal may also take place if the above responsibilities are not being met, and the club holds vote to remove said board member (if this process is outlined in the clubs constitution).

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 online (Huskie Hub), or by hard copy through the Sport Club Administration. (Hard copies available only if there are issues with the online version)

Budget Request

Each Fall Semester a budget request for sport clubs who are under NIU recreation are required to submit a budget request through Huskie Hub. The budget request is due by TBD (Sport Club Administration will notify club when the date has been established) approval by Sport Club Administration.

Club Constitution

Each club's constitution and bylaws must be submitted to NIU Recreation through Huskie Hub at the beginning of each year and whenever revisions/updates are made.

Profile and Officer Update Information

This form is typically turned in directly following elections at the end of the year, and whenever a new club requests to become a Sport Club. This form provides basic club and contact information of club officers to Recreation. This can be emailed to the Assistant Director of Sport Clubs.

Club Roster

All member must join their clubs page on Huskie Hub in order to be considered on the roster. Travelling rosters must be submitted at least 2 weeks prior to the clubs travel date, and all required forms must be filled out by each club member travelling. (Waiver of liability, emergency contact, and non-hazing agreement)

Coach/Instructor Profile and Agreement

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 recreation. A meeting will be scheduled with the Sport Club Administration once this form is completed, prior to the coach practicing with the team.

Waiver of Liability, Emergency Contact, and Non-Hazing Agreement

Every active member, participating in club activities must complete the waiver, emergency contact, and non-hazing forms. It is the responsibility of club officers to ensure each member of the club has completed these forms **PRIOR** to participating with the club. In the event of an emergency, this information will provide information for whom to contact. Club members found participating without these forms completed will be removed from club activity and suspended from participation for the remainder of the semester, and/or the entirety of the academic year.

Equipment Inventory

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

Student 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. Note: Mileage for using a personal vehicle for travel is the **ONLY** thing students may be reimbursed for. (unless otherwise approved)

Special Events Request Form

Clubs requesting space for games, tournaments, and other events must submit this form in advance as deadlines require. Please provide Sport Club Administration at least 4 weeks when submitting a Special Events Request. Possible spaces available to request are listed on the reservation request form.

Facility Practice Request Form

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. Clubs that do not submit this form on time, may not be eligible for practice space.

Monthly Report

Submitted monthly to recreation, this document tracks clubs' practices, attendance, outcomes of games/tournaments, and other additional information valuable to recreation. Collecting club activities helps recreation 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 recreation Sport Club must submit an application to request affiliation with the Sport Club Program and recreation (electronic form found on Huskie Hub under the SGA pages forms).

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 recreation by the established deadlines.

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. (This form can be obtained by contacting the sport club administration)

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. A meeting at the beginning of each year will go over the Club's Constitution and goals for the year. References for further assistance are recreation, Student Government Association, Robert's Rules of Order and Sturgis, and the Standard Code of Parliamentary Procedure. A sample constitution can be found in Huskie Hub under Recreation Sport Club page. A new Constitution must be turned at the beginning of every academic year.

Tier System

Recognition and awards for each level are:

- Bronze: Minimum needed in order to stay in active status as a Sport Club with Campus Recreation.
- Silver: Recognition banner and eligibility for more privileges as a Sport Club.
- Gold: Recognition banner and eligibility for more advanced privileges as a Sport Club.

During the academic year Sport Clubs have to hit benchmarks spelled out in each tier in order to be eligible for that level (Gold, Silver, Bronze).

Being at the Gold level over Silver or Bronze 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 recreation.
- Club is a recognized student organization in good standing with the SGA.
- Club consistently turns in all required paperwork on time.
- Club properly utilizes all facilities scheduled through recreation, 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.

Bronze Tier Action Plan

Benchmark	Description
1. Complete Sport Safety training program	Each officer must accomplish SafeSport training. Submit the names of each officer who completed the training.
2. Develop & update an organizational website or social media	Set up a public account on any of the listed websites: Facebook, Twitter, Instagram, Snapchat, etc. Additional websites will be given

	consideration. Submit the direct link on the application for completion.
3. Establish club policies/constitution/manual etc.	Constitution must include, at a minimum: <ol style="list-style-type: none"> 1. Officer selection process and criteria for selection (ex: timeline, semesters involved/remaining, experience, voting process) 2. Officer and committee chair (if utilized) position descriptions/expectations (president...; Recruiting chair...; Social chair, etc) 3. Club behavioral expectations during play (ex: arguing with referees) <ol style="list-style-type: none"> a. Disciplinary action for breach of behavioral expectations (ex: cannot play in next match) 4. Foundation for recruiting plan (ex: 2 events in fall, 3 in spring) Submit as an attachment to the application for completion.
4. Consistent ongoing recruitment programming	Submit an annual recruiting plan; can range from posting flyers to attending/ volunteering at campus events. Dates do not need to be specific, but needs to be a clearly defined plan & types of events need to be addressed. The more specific the plan, the more likely events will be successful. IE: Fall Semester: Sep - Volunteer at RecFest, Oct – sidewalk chalk, Nov – event at campus rec
5. Semester club evaluation	Schedule a meeting each semester with the Competitive Sports Staff. The entire executive board should be present. List meeting dates each semester.
6. Equipment Usage & Storage	Equipment is to be securely & neatly stored in its proper location. If for any reason equipment cannot be properly stored (ex: other NIU equipment is in the way) communicate with CS staff & store neatly nearby. Must have NIU staff member sign (email to CS staff) semesterly stating appropriate storage.
7. Develop and provide a calendar of events to the public	Maintain a regularly updated electronic Calendar of events during active semester(s). This can be through social media sites or alternative sites. the link or hard copy must be attached to the final application for review.
8. Completion of ALL forms on Huskie Link ON TIME	All deadlines and due dates are clearly stated and distributed to clubs early in the semester, additionally, they are posted on the website. Without exception, ALL required Huskie Link forms must be submitted PRIOR to listed deadline. Any travel requests submitted late – WILL BE DENIED. If for any reason a club is having difficulty submitting a form or something comes up last minute, communicate ASAP. List any forms not submitted by deadline with an explanation & what efforts were made at communication – CS staff will keep track of any/all delayed forms.
9. Goal-setting process for clubs	By the end of the season, must develop 3 distinct goals. Long term, short term, or a mixture. Explain each & include a plan of action to accomplish within the next year. All three goals need to follow the 'SMART' principles.
10. Attendance at all CS club meetings is mandatory	1 representative must attend, can switch as needed during the meeting to ensure a member is present for the ENTIRE duration. Must sign in & out. List the members that attended each meeting; CS staff will confirm records match.
11. Meet fundraising goal	Meet the min fundraising goal for the year. Submit: total amount raised and means by which the funds were raised (ex: car wash, cookout, etc.)

12. Grade Point Average	min 2.0 for the year. This is an average of the entire club; the GPA is cumulative.
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Silver Tier Action Plan

Benchmark	Description
1. Annual operating plan	Document which clearly outlines the plan of operation to attain goals for the year. Include: revenue/expenditures, practice days, # expected competitions, travel etc. If a club goal is more subjective (ex: increase participation by 5%) then there needs to be a concrete plan of action (ex: host x amount of informational days). Submit.
2. Communication with Competitive Sports Staff	MUST communicate ASAP if need to cancel a practice, change a home game, travel plans, etc. Each club is to do their best to anticipate any changes ahead of time and relay that information. Provide the # of practices, games, travel dates, etc. changed and submit proof of communication (copy of an email, text, etc.)
3. Develop a mentor program	Can be as detailed as your club would like. Program should include a process for transitioning from new member to seasoned player. Needs to be outlined and submitted with the application. It is encouraged to keep it simple at first, but the more established the program, the more likely clubs are to retain members.
4. Support other NIU clubs	Prove attendance of min 5 sport club events per year, unrelated to their own team. MAJORITY (51%) of the club must be present and visible to the playing team. The playing team will sign off on the Club Support Form.
5. Participate in 3 total Competitions (home and away)	Min of 3 total games (home & away) per year. MUST be sanctioned & approved by the university. Submit the scores, location, & opponent for each event in application
6. Exceeded fundraising goal by 5%	Exceed this min fundraising goal by 5%. Submit: total amount raised and means by which the funds were raised (ex: car wash, cookout, etc.)
7. Community Service	min 10 hours per year volunteering for the community. majority (51%) of club members must be involved. The activity be validated and signed off by a reputable member of the volunteer organization.
8. Registration with national governing body	Sports with NGBs (ex: USA Rugby, US Lacrosse, etc) club & members must be registered as active in the national database. *Exception* Sports without NGBs will state as much in application package (we will check). Clubs not wanting to affiliate must provide detailed reasoning – which will be reviewed on a case by case basis.
9. Conduct a sport club clinic	Must host a clinic within the year. It can be on or off campus, aimed at college students or community members, can be a single sport event or collaborated with another club, and can be as simplistic or detailed as the club would like. Must submit a schedule of activities, date, & sign in list of attendees in application.
10. Grade Point Average	min 2.5 for the year. This is an average of the entire club and the GPA is cumulative.
11. Officer Transition Plan	As outlined in policies/procedures, clubs must have officer transition plan. It can be simplistic or detailed but must include: election procedures, timeline, outlined responsibilities, & process for educating/supporting new officers.
12. Participate in NIU Campus Recreation Events	Min. 1 event per SEMESTER. If interested, clubs can even present new campus recreation event ideas and work with staff to accomplish the event. Clubs are to submit a signed/authorized attendance form for each event

Gold Tier Action Plan

Benchmark	Benchmark	Description
1. Collaborate with other NIU Clubs		Clubs work collaboratively with a min. of 1 other club. Must be a <i>club initiated</i> activity, MAJORITY (51%) of the club must be present for the event to count toward Gold participation. Each team must sign off on the Club Support Form. IE: recruitment events, tournaments, friendly matches, charity events, etc.
2. Host home tournament		Clubs are to host at least 1 home tournament per year. Tournaments can be as large or small as the club can support. Must be a minimum of 2 guest teams present for the event.
3. Participate in Competitions (home or away)		Min of 5 total competitions (home & away) per year. MUST be sanctioned & approved by the university. Clubs will submit the scores, location, and opponent for each game in their submission.
4. Community Service		min 20 hours per year volunteering for the community. majority (51%) of club members must be involved. The activity be validated and signed off by a reputable member of the volunteer organization.
5. Grade Point Average		min 3.0 for the year. This is an average of the entire club and the GPA is cumulative.
6. Participate in NIU Campus Recreation Events		Min. 2 <i>separate</i> events per SEMESTER. If interested, clubs can even present new campus recreation event ideas and work with staff to accomplish the event. Clubs are to submit a signed/authorized attendance form for each event
7. Compete at State or above level		Must be invited to compete in state level competition or above. Clubs do not <i>have</i> to participate in the actual event if they cannot secure funding etc.– however clubs must submit the official invitation (and contact information) to compete at State level
8. Exceeded fundraising goal by 10%		Exceed this min fundraising goal by 10%. Submit: total amount raised and means by which the funds were raised (ex: car wash, cookout, etc.)
9. Representation on Sport Club E-Board		Needs to have an individual elected to serve on the Sport Club E-Board. Does not need to be the same individual from year to year; must maintain an active and participatory position
10. Present on approved topic at monthly meeting		Representative(s) are to complete a 5-10 minute presentation at the monthly meeting on a topic of their choosing (prior approval must be granted). Clubs must communicate their intentions prior to the meeting in order to be placed on the agenda. Presentation topics may include areas such as: budgeting, recruiting, injury prevention, concussion awareness, guest speakers, etc. The content is up to each club but it must be researched and professionally presented.

Submit Final Application for each Tier your club wished to apply for by the last day of the spring semester. **No late submissions will be accepted.**

Each benchmark must be documented and provided along with application.

***Remember, tiers build, as such, clubs wishing to pursue Gold Level status must also prove both Bronze and Silver benchmarks have been accomplished.

The process for participating in each level of the program consists of the following steps:

1. All new participating clubs must start at the beginning level and then move to the bronze, silver and gold levels.

2. Each level focuses on a series of benchmarks that must be completed before a club can be recognized at the bronze, silver or gold level. Participating clubs must meet the criteria and expectations of *each* benchmark, as outlined in each downloadable level. The timeframe for completing levels is one academic year.
 3. When needed benchmarks are complete, the club must submit a completed online application to NIU Competitive Sports. The online application will require the club to provide examples of how it met the benchmark and submit supporting documentation. A Sport Club can only send an application for one level at a time. The online application portal can be access on Huskie Link.
 4. Upon submission, the application will be evaluated by Competitive Sports Staff and processed for recognition and award eligibility. NIU CS reserves the right to audit any application. Any applications after the set dates will be held until the following calendar year.
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Club Funding

Budget Policies and Requirements

- Any student organization that has registered with and received recognition by the SGA and recreation as Sport Club may request allocation.
- Any recreation allocation to a club will be entered in an account assigned to the club. .
- Each club is responsible for monitoring its expenses with the assistance of Sport Club Administration, recreation or the SGA 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. Recreation 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 recreation 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 SGA and NIU Recreation.
- 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 through Huskie Hub
- Each Club will prepare a presentation to present their budget if needed.
- 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 Administration

- 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 or when the sport club administration notifies the clubs.
- Any Sport Club can appeal the decision of the funding awarded.
 - The club must set up a hearing meeting with the Sport Club Administration 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 Admins approved allocation on July 1.
- Clubs will have fifty percent (50%) of their budget available to use until they raise thirty 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.
 - Proof must be shown once the 30% of the allocated funds have been met in order to use the remaining 50% of the allocated budget.
- All budget request forms must be properly submitted by the recreation 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 recreation four (4) 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 to NIU Recreation and stored at recreation facilities when the club is not in season.
- An updated inventory list will need to be submitted 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.

Fundraising

Fundraising Guidelines

- Student Organizations are not permitted to send solicitation letters to faculty and staff for fundraising purposes.
- Recreation 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.
- Recreation prohibits the use of tobacco and alcohol products as sponsors for recreation 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 recreation Sport Club or club checking account. All fundraising must be approved by the Sport Club Administration.

Club Dues/Fees

- All clubs are not permitted to charge member dues/fees. But, are permitted and encouraged to charge travel, or facility fees to help with club costs.
- Official amount that clubs will be charging must be submitted and approved by Sport Club Administration.
- 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.

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 Sport Club Administration.

The club that has the most community involvement service hours at the end of the academic year will be recognized at the NIU Recreation Banquet.

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 submitted to the Sport Club Administration. Forms must be submitted 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 admins to bypass the (4) week processing time.

Approval Process

Completed requests will be sent to the Sport Club Administration. The Sport Club Admins 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 Admin a recommendation for approval of funding, portion of funding, or deny of funding will be given to SGA 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.

Recreation 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 FVWUhc 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 recreation 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 recreation 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.

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 recreation, The Office of Community Standards & Student Conduct, Northern Illinois University, and/or appropriate legal authorities.

Recreation 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:

<https://www.niu.edu/conduct/process/index.shtml>

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 recreation facilities, including the Outdoor Recreation Fields, at any time.
- Consumption of alcohol while representing NIU during any Sport Club competition.

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

Student Code of Conduct Violation	First-Time Offender (ALL STUDENTS)	Second-Time Offender (ALL STUDENTS)	Third-Time Offender (ALL STUDENTS)
ABUSE (Verbal, Threat)	<ol style="list-style-type: none"> 1. Anger Intervention 2. Probation for one (1) academic year 3. Educational Sanction 4. No contact (direct or indirect) with victim 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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
ABUSE (Physical)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. University Expulsion 2. Banishment from NIU Campus Property
ALCOHOL (No Harm to Self, Others, or Property)	<ol style="list-style-type: none"> 1. Referral to BASICS 2. \$50 Student Conduct fine 	<ol style="list-style-type: none"> 1. Substance Use Assessment 2. Educational Sanction 3. \$75 Student Conduct fine 4. Probation for one (1) academic year 5. Parental Notification 	<ol style="list-style-type: none"> 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
ALCOHOL (Harm to Self, Others, or Property)	<ol style="list-style-type: none"> 1. Substance Use Assessment 2. \$50 Student Conduct fine 3. Parental Notification 4. Restitution for damages (If any) 	<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 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)

DRUGS	<ol style="list-style-type: none"> 1. Substance Use Assessment 2. Probation for at least one (1) academic year 3. \$75 Student Conduct fine 4. Parental Notification 5. Restitution for damages (if any) 	<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 1. University Suspension for at least one (1) academic year 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)
HARASSMENT	<ol style="list-style-type: none"> 1. Anger Intervention 2. Probation for one (1) academic year 3. Educational Sanction 4. No contact (direct or indirect) with victim 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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
PROHIBITED SEXUAL CONTACT (Includes: Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, and Statutory Rape) *Inclusions are defined by the Jeanne Cleary Campus Safety Right to Know Act	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. University Expulsion 2. Banishment from NIU Campus Property 	NOT APPLICABLE
STALKING	<ol style="list-style-type: none"> 1. Anger Intervention 2. Probation for one (1) academic year 3. Educational Sanction 4. No contact (direct or indirect) with victim 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. University Expulsion 2. Banishment from NIU Campus Property

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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 of Sport Clubs. Any actions against these two professionals should be reported to the Director of Recreation.

Hazing

Acts of hazing include participation in any act or activity by an organization or group or by a member of the 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 of Sport Clubs.

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 of Sport Clubs

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 recreation activities. Behavior before, during, and after any contest reflects on the individual players, club team, Sport Club Program, recreation, 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.

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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 recreation 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 Admins for the Sport Club that is in violation of a policy, rule, or Code of Conduct. The Sport Club Admins will vote and make a decision on disciplinary action to be taken against the Sport Club in violation.

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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>

Appeals to Recreation

An appeal can be filed on any decision made by the 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 Administration for a decision.
- 2nd Appeal- Appeal goes to Assistant Athletics Director of Recreation Center and Assistant Director of Sport Clubs

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)
 Recreation
 Northern Illinois University
 DeKalb, IL 60115

Faxes may also be received and sent for clubs through the Sport Club Administration. 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 Assistant Director of Sport Clubs 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 recreation 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 recreation 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 recreation center and ORSC. 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 recreation webpage, with connections/links to each individual's club homepage. Clubs are responsible for maintaining and updating their own web pages.

Competition Assistance

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

Printing/Copying

Clubs may choose to print/copy club documents and marketing materials through recreation and Document Services. However, all requests for printing/copying must go directly to the Assistant Director of Sport Clubs. 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 Assistant Director 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 marketing stamp before materials are posted on campus. Recreation can provide the stamp during the printing approval process.

Marketing and Promotions

Print

Flyers/Posters/Handbills

Sport Clubs must first get approval from the Sport Club Admins before hanging/distributing flyers on or off campus. After approval of the flyer/poster/handbill, the Assistant Director-

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 First Name Last Name 815- ***_****"
- Any sponsors listed or logos place on flyer should not be bigger than 1/3 of the poster/flyer and should be place 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 recreation center, must be approved 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, Sport Club Admin must be notified beforehand. Ad space in the Northern Star could be costly, and should only be used for major events or recruitment.

Online

Huskie Hub

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 Assistant Director of Sport Clubs

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, Recreation, 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 Assistant Director of Sport Clubs 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 Recreation, SGA, 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 Sport Club Administration):

- 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 Assistant Director of Sport Clubs

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>

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

Recreation Nameplate

Clubs may use the recreation nameplate for any marketing and team logos. However, the University Nameplate MUST accompany the recreation 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 Sport Club Administration must approve all designs before printing or production.

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 <https://www.niu.edu/recreation/facilities-hours/index.shtml>

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, tennis, 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 Multipurposefields
- 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)
-

Available Equipment to Check Out

Equipment may be checked out/approved for use by the NIU Recreation Center front desk.

Sport Equipment

- High Impact Mats
- Volleyball Net and Standards
- Portable Scoreboards
- Kick Boards
- Pull Buoys
- 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
-

Spectator Policy

Spectators who are not current NIU students or active recreation 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 Recreation Center (RC) Front Desk.
 - Spectators must adhere to all recreation policies and procedures.
-

Facility Reservations

At this time, Sport Clubs are not directly charged for use of recreation facilities coordinated through recreation 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:

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

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 Sport Clubs Administration. 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 Sport Club Administration 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 Sport Club Administration 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 GA 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 recreation staff is not subject to cancellation penalties.

Club Equipment

Equipment Purchases

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

Your Club Name
Recreation
Northern Illinois University
180 W Stadium Dr
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 recreation facilities. Recreation 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 travel request form to the Sport Clubs Administration at least 2 weeks in advance of the trip and a traveling roster at least 1 week before the club leaves campus. If the club is requesting hotel accommodations to be placed on the University's card, a travel request must be submitted AT LEAST 4 weeks in advance.
2. If a club wishes to use a Charter Bus, the club must contact the Sport Clubs office and fill out a request for transportation at least three weeks before the expected trip in order to assure availability.
3. NO CLUB MAY TRAVEL BETWEEN THE HOURS OF 12:00 AM AND 5:00 AM
4. If weather is deemed by the Sport Club Administration to be dangerous/hazardous your travel can be cancelled.
5. If travel is cancelled/denied for any reason the traveling club is responsible for all cancellation fees and charges and letting the Sport Club Administration know about cancelled traveled.

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 SGA 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 university vehicles during club travel will be required to fill out additional information with NIU Transportation, also 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 Supplies (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 or the rate set by NIU Transportation to rent an NIU vehicle. (whichever is the cheaper option)

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 the sport club administration 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 recreation, 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 assistant director 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 recreation. Failure to abide by recreation 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, recreation 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 Assistant Director of Sport Clubs. 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 RC, Anderson, and Gabel as follows:
 - RC: Main locker rooms. Have players sit on the benches first and then fill in the middle of the isles, shower rooms and sink areas.
 - 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).
 - Anderson Pool (main pool locker rooms)
 - 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 RC 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.

If Thunder is heard...	The Lightning is...
5 seconds after a flash	1 mile away
10 seconds after a flash	2 miles away
15 seconds after a flash	3 miles away
20 seconds after a flash	4 miles away
25 seconds after a flash	5 miles away
30 seconds after a flash	6 miles away
35 seconds after a flash	7 miles away

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 Sport Clubs 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.
-

Accident/Incident Reports

In the event of any accidents, injuries, and/or incidents, the Sport Clubs Administration 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 recreation website.

Facility/Equipment Inspection

It is the intent of recreation to keep all facilities both indoor and outdoor in safe, playable condition. Recreation 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 Sport Clubs.

Insurance/ Liability / Waivers

Currently, recreation 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)