



**LEWIS UNIVERSITY
RECREATION
CLUB SPORTS
OPERATIONS MANUAL
2011-12**

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General Information

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Campus Recreation Staff

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Mail

All correspondence for club business should be sent to either the club's University mailbox or the Recreation mailbox. Mail sent to the Recreation mailbox can be picked up in the Recreation office.

Mailing Address

"Club Name"
Lewis University Recreation
Box 166
One University Parkway
Romeoville, IL 60446

Introduction

The Club Sports program at Lewis University has been in existence for less than 5 years. The purpose of this Operations Manual is to help club sport participants and staff members to understand the philosophy, objectives and policies of the Lewis University Club Sport program. The information contained in the manual outlines the guidelines necessary for the efficient operation of the club sport program. The manual should provide a positive source of clarification for all individuals involved with the Club Sport program.

Club Sport Philosophy

The philosophy and key to the success of the club sports program at Lewis University is the emphasis placed on student leadership and participation. The clubs provide a learning experience for the members through their involvement in every aspect of the organization and administration of the clubs.

The Club Sport program supports the overall mission of the University by providing educational, recreational and social programs for the undergraduate student population. Club Sports play a large part in the co-curricular experience which complements the academic experience. Therefore, the University reserves the right to make decisions regarding geographic locations and quality of competition to insure that the Club Sport experience is consistent with this philosophy.

Club sport participants value good sportsmanship, diligence, determination and teamwork in their various levels of competition. The Club Sport program is committed to academic excellence, institutional integrity and service to the community.

Club Sport Goals

- Club sports provide educational and leadership opportunities for students at Lewis University.
- Club Sports provide additional recreational opportunities for the Lewis Community.
- Club Sports offer students the opportunity to participate, compete, socialize and develop sport-specific skills.
- Club Sports help to increase student satisfaction and play an integral role in the recruitment and retention of students.
- Support the overall mission of Lewis University.
- Support the Institutional Enrollment Management Plan and Institutional Advancement Plan.

Individual Participant Responsibilities

Each individual club sport participant should recognize that he/she is responsible for his/her own person, and the well being of the group he/she is a part. Each club participant should share with the other participants the responsibility of safety and agree to follow safe procedures, and to avoid unnecessary and hazardous situations. Each club sport participant accepts responsibility for the outcome of the situations resulting when his/her actions are beyond the generally accepted practices for safety in the activity. The club will be held responsible for the actions of the individuals as well. Likewise, each club participant accepts responsibility for the actions that are outside the bounds of public law.

1. Participation in the club sport program at Lewis University is limited to current students only. Current students are defined as currently registered and tuition/student fees paid for a minimum of three (3) credit hours at Lewis University.

2. Individual participants are responsible for carrying some form of health insurance, as well as for their own medical care and do not have access to University athletic trainers. Club participants are responsible for discussing any known physical problems that may limit participation in this program with their family doctor.
3. Transportation for all events needs to be in accordance with the University's travel policy. Driving of individual cars must be approved by the Vice President of Student Services.
4. All participants should wear proper dress and appropriate protective equipment.
5. The injured party is responsible for all financial obligations incurred in any treatment necessitated by an injury.
6. Students are responsible for reporting all injuries to their coach and the Director of Student Recreation, Fitness and Wellness. An injury report must be completed and turned in to Campus Recreation.

Club Responsibilities

Clubs are ultimately responsible for making certain that each club participant of their respective club meets the minimum eligibility requirements. In addition, the entire club is responsible for making certain that the following responsibilities as well as the policies and procedures of this manual are met and/or followed by the club as a whole and each club participant. Recreation reserves the right to add responsibilities during the course of the academic year.

1. In all activities, clubs assume full responsibility for abiding by local, state, and federal laws, and University regulations. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of affiliation with Recreation, loss and/or suspension of club privileges, verbal and/or written warning, and/or negative scores in the club allocation process (depending on the severity of the violation).
2. Clubs are responsible for reporting all competitive and non-competitive upcoming events and results.
3. Clubs are responsible for reserving the practice and game fields necessary for practice and competition by the beginning of September of each school year.
4. Clubs are responsible for providing one member that is certified in CPR/First Aid/AED.

The Role of Coaches

Coaches are a major factor in the learning outcomes derived by club sport participants. Coaches are to provide technical assistance and teaching, on-field game management and administrative guidance. The emphasis remains on student leadership, so while it is not the coaches position to make decisions pertaining to the administration, it is important that coaches help students develop leadership skills necessary to make those decisions.

The job description on pages 31-33 outlines the generic responsibilities and duties for club sport coaches. Coaches are to act as ambassadors of the University, assist with club sport recruiting efforts and are bound to University Human Resource policies. Club sport coaches will report to the Director of Student Recreation, Fitness and Wellness.

Club sport coaches will be paid a stipend to be agreed-upon prior to the start of the academic year.

Eligibility Requirements

Membership in any club sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation or veteran status.

- Clubs are not allowed to cut members or to limit participation in any way.
- Current varsity athletes are not allowed to participate in the same sport that they are currently competing in.
- Members may not use Club Sports to promoted individual financial gain or private practice.
- Presidents of each club sport are responsible for checking the eligibility of their players in the Office of the Registrar.

ACADEMIC STANDARDS

All club sport student athletes are required to be in good academic standing and good judicial standing with the University. A minimum cumulative GPA of 2.0 is required.

Any student who is on academic probation or judicial probation will not be allowed to participate in club sports. This includes any participation in games, practices or team functions.

Class Absence Due to Travel: Campus Recreation will not facilitate any formal communication with University faculty in matters related to team travel. This is expected to be worked out exclusively between the student and faculty member.

2011-12 Club Sports Calendar

August 29	Fall Semester Classes Start
September 2	Team Budget Requests Due
September 2	Fall Facility Requests Due
September 9	Fall Game Schedule Due
September 16	All Participants Forms Due
September 21	MANDATORY ALL CLUB meeting 2pm or 5pm
October 6/7	Fall Break
November 18	Spring Facility Requests Due
November 23-27	Thanksgiving Holiday
December 2	Spring Game Schedule Due
December 10	Fall Semester Classes End
December 12-17	Final Examinations
December 17/18	Commencement
January 17	Spring Semester Classes Start
March 30	Budget Requests for 2012/13 Due
March 5-10	Spring Break
April 26	Red and White Club Sport Recognition Banquet 4:00
April 27	Annual Report Due
May 5	Spring Semester Classes End
May 7-12	Final Examinations
May 19/20	Commencement

Club Sport Policies

New Sport Club Formation

New Sport Clubs can be created during the academic year. New clubs must complete the “New Club Sport Application” (see Forms section) and turn in to the Recreation office.

The Club Sports Council has the authority to approve or deny any new club sport applications. A hearing will be arranged between the prospective leaders of the new club and Campus Recreation personnel after proper review of the application.

New Club Sports will serve a provisional period, whereas the club will be recognized by the University, but will not receive funding. Provisional club sports will have access to University facilities, but will need to demonstrate the ability to function autonomously for at least one academic year before applying for full club sport status.

Event Management

Sport clubs will work with the Campus Recreation office, via the Director of Recreation, in regards to the requirements for event management.

The sport clubs will generally be responsible for the set-up, clean-up, logging all activity, etc. for all events. The Director of Student Recreation, Fitness and Wellness will have the functional responsibility to supervise the activity or designate additional campus recreation staff to do so. Sport clubs will assume any costs associated with the event.

Medical Policies

Club sport participants must have the following documentation on file with the University:

1. Emergency Contact Info
2. Medical Insurance Verification
3. Signed Code of Conduct
4. Signed Risk, Waiver and Release

ATHLETIC TRAINING

Club sport participants do not have access to the Athletic Training Room. Club sports will be required to have an athletic trainer and/or EMT on site for all home competitions. Any game time or schedule changes must be reported to the Director of Student Recreation, Fitness and Wellness.

RETURN TO PARTICIPATION FOLLOWING AN INJURY

Students are also required to obtain clearance following injury. Students who do not receive clearance following an injury will not be able to participate.

PROPER PROCEDURE FOR REPORTING AN INJURY

Students injured during participation in club sports are required to report injuries to coaches and the Director of Student Recreation, Fitness and Wellness.

If a student is injured during club sports, he/she should:

1. Report the injury to the Head Coach and Director of Student Recreation, Fitness and Wellness.
 - a. The Head Coach and/or Director of Student Recreation, Fitness and Wellness will complete the Injury Report form.

2. Seek medical treatment
3. Receive clearance from medical provider to return to play
 - a. Students should receive clearance from original medical provider. For example, if an injured student received treatment from their primary care physician, they should receive clearance to re-engage in activity from their primary care physician.
4. Report any further injury or problems to Head Coach and Director of Student Recreation, Fitness and Wellness.

INJURY & INCIDENT REPORTS

Any club related injury must be reported to the Recreation office as soon as possible. An "Injury & Incident Report Form" must be completed and delivered to the office within one day of the incident.

Injury and incident reports should be completed in the following instances:

- Physical injury to a Lewis University student
- Physical injury to an opponent when game is played at Lewis
- Behavioral problems from either team and/or spectators
- Car/Van accidents during or after practices and/or contests, including traffic tickets, flat tires, etc.
- Hotel or bus problems
- Any other issues that are not typical

CPR Requirement

It is required that at least two club members must be certified in Cardiopulmonary Resuscitation (CPR) and in the use of an Automated External Defibrillator (AED). One of the certified members must be at each game, practice or event. Copies of these certifications must be on file in the Recreation office.

Emergency Plan

Emergency situations may arise at anytime during athletic and/or recreational sport events. Expedient action must be taken in order to provide the best possible care to the athletes in emergency and life threatening conditions. It is imperative that appropriate standards of health care are available to all sport participants, as injuries may occur at any time and during all activity. All participants and coaches must be prepared.

General Emergency Procedure

- A. Call Lewis University Campus Police (ext. 5911) and provide the following:
 1. Name
 2. Title
 3. Location
 4. Situation (briefly describe what happened and what first aid is being performed)
 5. Assistance required
 6. Don't hang up until they tell you to.
 7. Immediately call the Director of Student Recreation, Fitness and Wellness. Make personal contact. If the Director is not available, call the Assistant Director.

Roles of the First Responder

- A. Immediately care for the injured or ill participant (stay with the participant)

- B. Emergency equipment retrieval – appoint someone to get the emergency equipment needed.
- C. Instruct someone to notify Lewis University Campus Police at ext. 5911.
 - 1. Provide name, location, number of individuals injured, condition of participant, request an ambulance if needed. In the case of cardiac arrest and no one on site is certified in CPR w/AED, specify this to the Campus Police. Do not hang up until you are told to do so.
- D. Lewis University Campus Police will provide direction of EMS to the scene.
 - 1. Scene control: limit scene to first aid providers and move bystanders away from the area of the injured participant.

Lightning Safety

- A. Lewis University Club Sports will follow the guidelines of the NCAA regarding lightning safety.
 - 1. The club coach will monitor the weather by using the computer weather reports.
 - 2. When instructions are given by the club coach to suspend a practice or game, teams should go to the nearest shelter for 30 minutes after the last lightning detection. Play may resume if there are no other lightning detections within this time.
- B. Lightning Facts
 - 1. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can strike as far as 10 miles away.
 - 2. Avoid open areas, elevated ground, flagpoles, tall trees, metal fences, golf carts, cell phones.

Finance

All financial transactions must be processed through the Business office, via the Director of Student Recreation, Fitness and Wellness.

Each club sport will be assigned a University account. No outside accounts are permitted under any circumstances.

Checks: should be made payable to “Lewis University”.

Deposit Request: all funds collected should be turned over to the Director of Student Recreation, Fitness and Wellness with the accompanying deposit request form (p.28) completed.

Petty Cash Request/Travel Money Form: all requests for petty cash must be made one week in advance and be accompanied by the completed cash withdrawal form (p.30). Receipts are needed for all transactions. Failure to produce receipts will prevent the team from receiving cash advances.

Request to Purchase: all purchases should be preceded by a completed request to purchase form (p.29) and followed by a formal quote from the vendor. Three bids must be obtained for all purchases in excess of \$1000. No items will be purchased without the consent of the Director of Student Recreation, Fitness and Wellness.

Funding Approach

The Department of Student Recreation, Fitness and Wellness and the Sport Club Council will make all decisions on funding pertaining to club sports. Primary funding sources include: University contributions, student contributions and fundraising dollars. The essential budget will be defined as items that are necessary for the club to compete, including but not limited to: uniforms, equipment, travel, coaching, etc. Non-essentials budget items may include: team apparel, special travel, etc. Campus Recreation has the final decision on which items are and are not considered essential. Team members will purchase and keep their uniforms.

The annual budget will not include any provisions for championship travel. Funding for championship travel must come exclusively from the members of each club.

Fundraising

Each club will have a designated fundraising account. The "Club Sports Deposit Form" should be completed each time funds are turned over to the Director of Student Recreation, Fitness and Wellness for deposit. All checks should be made to "Lewis University".

Clubs are expected to ease the student contribution piece of the budget through fundraising activities. Areas designated for funds raised include: team apparel, discretionary funds and championship travel. All fundraising must be coordinated with University Advancement via the Director of Student Recreation, Fitness and Wellness.

Dues

Clubs are responsible for charging and collecting yearly dues from each student participating in the sport. Dues will vary by sport, but must be paid before participation begins.

Sponsorship

Club sports are encouraged to seek outside financial support in order to meet their programming needs. All sponsorships must adhere to the following guidelines:

The Director of Recreation must approve all sponsorship proposals prior to finalization.

No financial support shall be accepted that would associate the club sport organization, the Club Sport Program, or Lewis University with performance enhancing drugs, illicit drugs, tobacco products, or alcohol.

Sponsor product or company names, colors and logos are allowed on printed or promotional materials, subject to Director of Student Recreation, Fitness and Wellness approval.

Sponsors must not conflict with current University Advancement and Athletics partners whom hold exclusivity.

Housing

Clubs sport participants do not qualify for early entry into University housing, housing extension or winter break housing.

Club Sport Travel Program

I. GENERAL

The Director of Student Recreation, Fitness and Wellness will maintain supervisory and operational responsibility for the Club Sport Travel program

II. TRAVEL

Coaches and students are expected to provide their full cooperation in all matters related to the Travel Program.

- A. Travel Policies for University Sponsored Events Involving the Transporting of Students must be followed. The Director of Student Recreation, Fitness and Wellness will monitor adherence to travel guidelines. Clubs are not authorized to deviate from established guidelines.
- B. Clubs are required to adhere to University travel regulations.
- C. All travel arrangements must be confirmed with the Recreation Office prior to departure.
- D. Clubs are required to submit a travel itinerary and travel party roster to the Recreation office 48 hours prior to leaving campus (see Forms appendix). The Recreation office must approve any adjustments to the itinerary.

III. TRAVEL IN PERSONAL CARS

A. Travel in personal cars is permitted for trips close to the University subject to the approval of the Vice President of Student Services via the Director of Student Recreation, Fitness and Wellness.

IV. BUSES/VANS

- A. The Recreation office will assist in coordinating bus travel through University vendors when needed.
- B. The Recreation office will work with respective teams to coordinate van rental and approved drivers for vans.

V. INSURANCE

A. All approved Vans drivers must have current valid insurance information on file in the Office of Student Services. They are also required to have completed the Christian Brothers driver safety course and follow all aspects of the University Travel Policy.

- B. The following guidelines should be adhered to in the event of an accident:
 1. Summon aid for the injured party and report the accident to the police.
 2. Record the other driver's name, address, telephone number, license and registration numbers and insurance information (include agent, company name, and policy number)
 3. Get a copy of the accident report and number.
 4. Get names and addresses of the witness (es).
 5. Draw a diagram of the scene. Take notes on the time, place, weather and road conditions.
 6. Notify the Director of Student Recreation, Fitness and Wellness regarding the accident as soon as possible.
 7. Call the Recreation office if assistance is required.

8. Submit a detailed report to the Director of Student Recreation, Fitness and Wellness as soon as possible.

C. All inquiries regarding insurance should be addressed to the Director of Student Recreation, Fitness and Wellness.

VI. HOTEL/OVERNIGHT ACCOMODATIONS

- A. All overnight accommodations should be made in conjunction with the Recreation office.

Club Sport Communications Program

I. General

The Director of Student Recreation, Fitness and Wellness will have supervisory responsibility for the Club Sports Communications program. Club Sports will have operational responsibility for the establishment and maintenance of sports information tools, including but not limited to: club websites, publications, media coverage, publicity and promotion.

II. Club Responsibilities

- A. Inform the Recreation office of any changes in schedules/cancellations for contests.
- B. Inform the Recreation office of any changes on rosters as soon as they occur.
- C. Maintain and update websites accordingly. The Director of Student Recreation, Fitness and Wellness holds the right to request any changes of inappropriate material on club websites.
- D. Advise immediately of any problems that may lead to adverse publicity.

III. Merchandise

Club sport organizations may purchase merchandise to sell and/or provide to the club's members. This merchandise may include t-shirts, hats, sport items, etc. Please adhere to the "Logo Guidelines" and have all artwork approved by the Director of Student Recreation, Fitness, and Wellness.

IV. Web Pages

Club sport organizations may develop and maintain websites related to the organization's activities. The Club Sports Program must review and approve the content of all club sport organization web pages. If approved, a link to the organization's site will be provided on the Club Sport Program website. Please include the Club Sports logo and a link to the Club Sports Program website on the main page of the organization's web site.

<http://www.lewisu.edu/studentservices/fitnesscenter/clubsports/index.htm>

V. The Flyer

Club officers should contact the Flyer Sports Editor for coverage of club activities. Contact should be made at least two (2) weeks prior to the scheduled club activity.

VI. Lewis University Information Posting Policy

Student organizations and individual students wishing to post information on the campus of Lewis University must secure authorization from the SORC Office in the Student Union.

Postings, in any form, may not be sexist, racist, or vulgar in content or in substantial opposition to the values and beliefs commonly held by the Catholic tradition. Content must comply with all applicable university policies.

If the sponsoring group does not follow the policies stated below, the group may lose its right to post information on the campus of Lewis University in the future or be charged judicially with failure to comply with the direction of University officials.

Flyers/Posters

1. Flyers/posters may be posted on the main campus and in the student residence halls.
2. Flyers/Posters for distribution through Campus Life must be submitted to the SORC Office for approval.
3. All flyers/posters must be submitted for stamping to the SORC office at least 3 days prior to the day they will be posted.
4. Flyers/posters may be placed ONLY on tack strips and bulletin boards in all buildings.
5. The placing of flyers/posters on walls, windows, doors, woodwork, and painted or wallpapered surfaces in all buildings is prohibited.
6. Flyers/posters may not be placed on car windshields in the University parking lots.
7. Posters from off campus organizations are prohibited.

CODE OF CONDUCT

The following excerpts are from the Lewis University Student Handbook. For the complete version, please click on: <http://www.lewisu.edu/sdl/pdf/StudentHandbook.pdf>

PHILOSOPHY

Admission to Lewis University and its baccalaureate programs, and to represent the University in club competition is a distinct privilege and must be earned by positive performance both in and out of competition. By accepting this privilege, the student-athlete accepts the responsibilities outlined by the Code of Conduct in the Lewis University Student Handbook.

DISCIPLINARY ACTION

A university education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values that enhance mature responsible behavior in all areas of life. Accordingly, student conduct in and out of class is not considered apart from its effect on the total University community; rather it is viewed as integral to an educational process that is both individual and collective in nature. It is in this spirit that Lewis University has developed a set of regulations governing student conduct and has established a judicial system through which conduct violations are adjudicated by members of the campus community

ALCOHOL AND OTHER DRUG POLICY

Use, possession, sale, transfer or manufacture of any controlled substance or paraphernalia commonly associated with controlled substances is prohibited. The University fully complies with the Drug-Free schools and Campuses Act of 1989, as well as all aspects of the Higher Education Act and Amendments. The University will call upon local police agencies as necessary in the Enforcement of its controlled substance policy.

Alcohol may be possessed and consumed in moderation by those students 21 years of age or older at University events or private functions sponsored and supervised by authorized University officials. Students are prohibited from possessing or consuming alcoholic beverages elsewhere on the campus, including grounds and nonresidential campus facilities, without the permission of the University.

Additionally:

1. Possession of alcohol without authorization will result in immediate confiscation and disposal.
2. Students 21 years of age or older are prohibited from supplying alcohol to minors under any circumstance.
3. Public intoxication is prohibited.
4. Regardless of age, no open alcohol is allowed anywhere on campus.
5. Teams traveling to compete on our campus must also comply with the University alcohol and drug policy.
6. Lewis University teams traveling are also expecting to comply with our policies when traveling.
7. All club sport participants have signed a Sport Club Member Code of Conduct (see p. 22)

HAZING POLICY

“Hazing” is frequently defined as any intentional, knowing or reckless act committed by a student, whether individually or in consent with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with the University.
2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm and personal degradation.

Hazing includes, but is not limited to:

1. paddling in any form
2. physical or psychological shocks
3. late work sessions that interfere with scholastic activities
4. advocating or promoting alcohol or substance abuse
5. tests of endurance
6. submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury
7. any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment

Hazing is illegal and prohibited at Lewis University. Any solicitation to engage in hazing is prohibited. All students, faculty and staff must make reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation that the hazing victim consented in the hazing activity.

FACEBOOK/SOCIAL NETWORKING

It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or Lewis University. Any club that has a “club page,” or club sports members that associate themselves and the University on their personal pages with a particular club, must do so in accordance with the Student Handbook of Lewis University. Also, the club member should insure that their pages do not negatively impact the image of the club or of Lewis University as a whole.

CONDUCT POLICY

All club sports participants are expected to act in a mature and responsible manner, both on and off-campus during club-related activities. Participants must realize that their actions, whether positive or negative, are a reflection upon their club, the Club Sports program, Department of Student Recreation, Fitness and Wellness and Lewis University. A position of leadership in a student group or Club Sports group entails responsibility. Student officers that knowingly disregard policies and procedures of Club Sports, Campus Recreation, Lewis University or State and Federal Law will result in disciplinary action. A Club Sports group and its officers may be held collectively and/or individually responsible when violations of policy related to Club Sports, Campus Recreation, Lewis University and/or State and Federal law are committed.

In all conduct issues, the following process will take place:

1. The club will be made aware of the incident in writing (via email or official memo) within three (3) University business days of occurrence.
2. A meeting will be scheduled to discuss the specific charge(s), a review of proper policies and rules, and the club officers will have an opportunity to state their case.
3. The club will be notified of the sanctions within 48 hours of initial meeting and future sanctions if misconduct persists.
4. The club will have five (5) University business days to appeal final decision in writing to the Director of Recreation.
5. If a club fails to respond to initial notification of charges, the evidence against the club will be considered, and a decision will be based on that evidence.

Misconduct

Misconduct is defined as behavior that is subject to disciplinary action and includes violation of Club Sports, Department of Campus Recreation, Lewis University, State and Federal Law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its mission. Clubs may be cited for these behaviors during on campus and off-campus activities. Examples include, but are not limited to:

1. Failure to comply with Club Sports and/or Campus Recreation Policies
2. Underage Alcohol Violation and/or Alcohol Violation
3. Contempt
4. Disorderly Conduct
5. Failure to submit identification or providing false information
6. Harassment
7. Hazing
8. Infliction or threat of bodily harm
9. Misuse of fire safety equipment
10. Possession, distribution, or sale of controlled substance
11. Receipt and/or possession of stolen property
12. Theft
13. Failure to pay outstanding bills
14. Trespassing
15. Vandalism

Levels of Misconduct

Minor incident: A minor incident is a violation that affects only the club (ex: missing a meeting, not turning in physical form, etc.)

Major incident or repeated minor incident: A major incident is classified as a violation that affects not only the club, but also the campus community (ex: Vandalism, etc.)

Critical incident or repeated occurrence of minor or major incidents: A critical incident is classified as a serious misconduct violation that includes behavior not supported by the Club Sports program and/or adversely affects the Recreation Department and its mission (ex: Alcohol violation or failure to pay outstanding bills, etc.)

Depending upon the severity of the incident, a suspension of privileges may occur immediately while proceedings are taking place. In cases of critical incidents in which local, state, or federal authorities and/or Lewis's Campus Life office become involved, disciplinary decisions made by Club Sports and Recreation will be in addition to any sanctions levied by other authorities.

Sanctions

Depending on the severity of the misconduct, the following sanctions may be levied against the club for any determined amount of time:

1. Suspension of privileges (short-term) – allocation funding, practice reservations, event reservations, travel and participation in events (both on and off-campus).
2. Termination of privileges (long-term) - allocation funding, practice reservations, event reservations, travel and participation in events (both on and off-campus).
3. Reimbursement for damage to appropriate persons.
4. Community service or special program attendance.
5. Club placed on Probation Status.
6. Termination of affiliation with the Club Sports program.

The Club Sports program and the Campus Recreation office reserves the right to remove a club from operation based on the safety of the club participants and the campus community.

Lewis University Campus Recreation Budget Summary

For academic year: _____ Club: _____

Summary prepared by: _____ Phone #: _____

ANTICIPATED EXPENSES

1. Equipment (any new equipment your club will be purchasing)

a. New equipment: _____

b. Uniforms: _____ Subtotal: _____

2. Travel

a. Fuel costs: _____

b. Lodging costs: _____

c. Rental costs of vehicle: _____

d. Food costs: _____ Subtotal: _____

3. Officials: _____ Subtotal: _____

4. Awards: _____

a. Other social functions: _____ Subtotal: _____

5. Miscellaneous

a. _____

b. _____ Subtotal: _____

REVENUE

1. Membership dues: _____

2. Sport club council funding: _____

3. Fundraising: _____

a. _____

b. _____

c. _____

4. Other (describe): _____

Revenue total: _____

Expense total: _____

Net total: _____

**Lewis University Campus Recreation
Club Sport Officer List**

Club Name: _____

Academic Year: _____

Advisor: _____

Coach: _____

President: _____ **Term:** _____

Phone #: _____

E-Mail: _____

Vice President: _____ **Term:** _____

Phone #: _____

E-Mail: _____

Secretary: _____ **Term:** _____

Phone #: _____

E-Mail: _____

Treasurer: _____ **Term:** _____

Phone #: _____

E-Mail: _____

Additional Officer: _____ **Term:** _____

Phone #: _____

E-Mail: _____

LEWIS UNIVERSITY

CLUB SPORTS

ASSUMPTION OF RISK, WAIVER, AND RELEASE FROM LIABILITY

FOR PERSONS UNDER EIGHTEEN (18) YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THIS FORM.

PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY:

1. **ASSUMPTION OF THE RISK.** The undersigned assumes all risks which are foreseeable and involved with or may arise out of his or her voluntary participation in Club Sports at Lewis University (CSLU), or his or her child's voluntary participation in CSLU, including, but not limited to, the negligent and or willful and wanton acts of others, the criminal and or intentional acts of others, the omission of an act of another, a defect or condition of the premises, a defect in the vehicles used for transport, or the unavailability of emergency care. The undersigned does not assume the risks of injuries caused by the gross negligence, or willful or wanton misconduct of any officials, officers, employees, or agents of Lewis University.
2. **RELEASE.** The undersigned releases Lewis University and all of its officers, trustees, employees and agents not to initiate litigation on account of or in connection with any claims, causes of action, injuries, illnesses, damages, and/or cost of expenses arising out of the activities involved in CSLU, including, but not limited to, (*practice, competition itself and travel to/from practice and competition*), including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage whether or not caused by the negligence or other fault of the parties being released.
3. **WAIVER.** The undersigned waives the protection afforded by any statute or law in any jurisdiction whose purpose, substance, cause and/or effect is to provide that a general release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing this release. This means, in part, that the undersigned is releasing unknown future claims.
4. **INDEMNITY AND DEFEND.** The undersigned agrees to indemnify and defend Lewis University, and all of its officers, trustees, employees and agents (hereinafter jointly referred to as "indemnitee") against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of the indemnitee or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else.
5. **REPRESENTATIVES.** The undersigned enters into this agreement for him/herself, his/her heirs, assigns and legal representatives.
6. **INSURANCE.** The undersigned understands that Lewis University does not carry insurance to cover any possible losses the undersigned and/or the undersigned's child may incur as a result of his or her voluntary participation in CSLU or his or her child's voluntary participation in CSLU. The undersigned, or the undersigned's child, is encouraged to have a medical physical exam and purchase health insurance prior to any and all participation.
7. **MEDICAL CARE:** I understand and agree that Lewis University may not be able to provide medical personnel at all athletic events. I hereby give my consent to have an athletic trainer, a fellow participant, an adult supervisor, emergency medical personnel, and/or a doctor of medicine or dentistry or associated personnel to provide me (or my

child) with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I also agree to save and hold harmless and indemnify Lewis University from all liability, loss, cost, claim, lawsuit, or damage, whatsoever, including injury, death, or property damage, which may be imposed upon Lewis University because of any defect in or lack of such capacity to so act or caused or alleged to be caused in whole or in part by the negligence of the released parties.

- 8. The protections provided by this Assumption of Risk, Waiver, and Release from liability only enhance those protections already provided by the laws of Illinois.
- 9. **ACKNOWLEDGEMENT. THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND REALIZES IT RELATES TO SURRENDERING AND RELEASING VALUABLE LEGAL RIGHTS AND DOES SO FREELY AND VOLUNTARILY. MOREOVER, THE UNDERSIGNED UNDERSTANDS THAT HIS OR HER PARTICIPATION IN CLUB RUGBY AT LEWIS UNIVERSITY IS VOLUNTARY.**

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

PRINTED NAME OF STUDENT IF SIGNED BY PARENT/GUARDIAN:

Lewis University
Sport Club Member Code of Conduct

Students who participate in the Lewis University Sport Clubs program represent Lewis University and the Department of Student Recreation, Fitness and Wellness. We dedicate ourselves to the tradition of proper conduct and expect the same of our club members.

As a Member of a Sport Club offered by Lewis University:

- ✓ I understand that my actions are representative of Lewis University and the Department of Student Recreation, Fitness and Wellness. I will practice good sportsmanship at all practices, scrimmages, and games. I will conduct myself to maintain the highest principles, integrity, and dignity of Lewis University, Sport Clubs, and my sport in general.
- ✓ I accept that participation in Sport Clubs is an opportunity and a privilege, not a right. I will *always* adhere to the rules established by Lewis University and the Department of Student Recreation, Fitness and Wellness.
- ✓ I will not physically, mentally, or psychologically haze anyone as I respect the dignity of all persons.
- ✓ I understand that all practices and games are considered **DRY EVENTS**. The presence and consumption of alcohol or illegal substances is strictly prohibited. I will neither use nor support the use of illegal drugs or alcohol while participating in club activities.
- ✓ I will see that practice, scrimmage, and game sites are clear of trash after use and equipment is returned to original set-up.
- ✓ I accept the notion that an athlete's strong desire to compete and succeed will in no way compromise the respect for the rules and opposing teams.
- ✓ Neither my actions nor those of the team will ever deliberately jeopardize the safety and well being of opponents, teammates, officials, or spectators.
- ✓ It is understood that all members of my team including myself, will follow all policies and procedures described and outlined in the Lewis University Student Handbook, Sport Clubs Manual, and turn in required documents, reports, etc. in a timely manner.

By signing below, I (print name) _____, agree to have fully read and understand the contents of this policy. I understand the expectations set forth by this policy and will uphold said expectations at all times during my role as a member of a Sport Club team. I understand that any breach of this Code of Conduct & Responsibilities document could result in individual and/or team probation or suspension and could possibly lead to judicial action within the university.

Club Member Signature

Club

Date

Lewis University Club Sports Medical Insurance Verification

This form should be kept on file by team officers and brought to every practice and competition.

Student Contact Information:

Name: _____ Club Sport: _____

Class: Freshman Sophomore Junior Senior

Home Address: _____

Local Address: _____

Cell Phone #: _____

Participant Signature: _____ Date: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Cell Phone #: _____ Home Phone #: _____

Are you covered by a personal medical insurance plan? Yes No

If no, then you are not eligible to participate in CLUB SPORTS.

Primary Insurance

Policy Holder: _____

Insurance Company: _____

Address: _____ City _____ Zip _____

Phone Number of Insurance Plan: _____

Plan Name and Number _____

Policy name and Number _____

Employee ID Number _____ Type of Insurance: HMO PPO Other

Physician Phone Number: _____

Signature of Policy Holder: _____ Date: _____

Signature of Student: _____ Date: _____

Lewis University
Club Sports Post Activity Report
(submit within 2 days of activity)

Club: _____ Date of Report: _____

Event: _____

Location: _____ Date of Activity: _____

of Club Members who Participated: _____

Method(s) of Transportation: _____

(Please check one) NO travel related incidents
 YES, there was an incident (see incident form)

Results and brief description of the event:

Highlights (great plays, honors or awards):

Final score: _____

Team Record: _____

Next event: _____

Location: _____ Date/Time: _____

**Lewis University
Sport Club Travel Itinerary**

Club: _____ Date: _____

Club Contact: _____ Phone #: _____

Destination: _____ Type of competition: _____

Departure date/time: _____ Return date/time: _____

Facility manager _____

Phone #: _____ Email: _____

Overnight lodging: _____ Dates: _____

Club members traveling (list all):

MODE OF TRANSPORTATION (please circle)

Private vehicles Rental vans University vans Bus Air Other _____

EMERGENCY ACTION PLAN

- 5. Perform resuscitation and/or first aid as needed.
- 6. Contact local emergency numbers.
- 7. Contact Lewis University Campus Police who will then notify family and appropriate University personnel.
- 8. Immediately following the incident, sit down with all involved parties and fill out accidents reports. Take written and signed reports from all witnesses.

Club contact signature: _____ Date _____

Director of Student Recreation, Fitness and Wellness: _____ Date: _____

Lewis University Campus Recreation

Request to Purchase

Name: _____

Club Sport: _____

Date: _____

VENDOR INFORMATION

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact Name: _____ Email: _____

Quantity	Item	Cost
TOTAL		\$

-----Office Use Only-----

Campus Recreation Approval: _____

Department of Student Recreation, Fitness and Wellness
Sport Clubs Coach's Code of Conduct and Responsibilities

Please acknowledge the following statements by initialing each.

_____. I accept that student's academic responsibilities supersede all athletic responsibilities. (College Degree FIRST, and Sport Club SECOND)

_____. I will assure all injuries are reported in a timely manner to the Director of Student Recreation, Fitness and Wellness.

_____. I understand that my actions, positive or negative, are representative of Lewis University and the Department of Student Recreation, Fitness and Wellness. I will practice good sportsmanship at all practices, scrimmages, and games, win or lose. I will conduct myself to maintain the highest principles, integrity, and dignity of Lewis University, Sport clubs and my sport in general. I will expect the same of my team on and off the field.

_____. I understand that my position requires leadership skills that must encourage full participation in meeting the goals of the club and its members. I am responsible for the actions of my team as well as my own and must be especially aware of what is going on at all times when traveling.

_____. I accept that participation in sport clubs is an opportunity and a privilege, not a right. I will always adhere to the rules established by Lewis University and the Department of Student Recreation, Fitness and Wellness.

_____. I understand that all practices and games are considered DRY EVENTS, the presence and consumption of alcohol or illegal substances is strictly prohibited. I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

_____. I will not physically, mentally, or psychologically haze anyone as I respect the dignity of all persons.

_____. I will do all in my power to see that practice, scrimmage, and game sites are clean after use, both of trash and equipment, and thus maintained for future events.

_____. I respect the authority of all game officials. I shall treat all game officials in a professional and courteous manner at all times. I shall neither exhibit nor tolerate any behavior from others (staff an team) - verbal or otherwise - that is disrespectful to an official or an opposing team/coach.

_____. I accept the notion that a student's strong desire to compete and succeed will in no way compromise the respect for the rules and opposing teams.

_____. Actions of myself or the team will never deliberately jeopardize the safety and well being of opponents, teammates, officials, or spectators.

_____. I will challenge my team to abide by these obligations and will confront those who violate them.

_____. I shall never interfere with the duties and jurisdiction of other departments of an institution, including but not limited to admissions, compliance, and the various academic disciplines.

_____. I will never place the value of a win above the objective of instilling the highest ideals and character traits in my players. The safety and welfare of the players will always be the utmost importance, and will never be sacrificed for personal prestige or personal gain.

_____. I will never teach my players tactics or skills designed to circumvent the intent of the rulebook and the standards of fair play.

_____. Whenever players exhibit unsportsmanlike behavior on their own, it is my responsibility as the coach to address that behavior and put an end to it. I shall constantly be alert to see that my team is conducting and promoting themselves properly.

_____. I am responsible for myself and my team knowing, understanding, and following all rules of the game as established and directed by the conference in which my team participates.

By signing below, I agree to have fully read and understand the contents of this policy. I understand the expectations set forth by this policy and will uphold said expectations at all times during my enrollment/employment as a Coach of a Sport Club team. Adherence of coaches to a code of conduct is largely a voluntary matter. However, if a coach does not follow this code by engaging in gross misconduct, their relationship with the Lewis University Sport Club program may be terminated. Understand your signature confirms your willingness to work within the guidelines of the Sport Club program.

Coach Signature

Club

Date

SAMPLE COACHING AGREEMENT

DATE

NAME

ADDRESS

CITY, ST ZIP

Dear FIRST:

Thank you for your willingness to serve as a coach for the _____ recreational sport club (the "Club") at Lewis University ("Lewis"). The purpose of this letter is to provide you with information about some important Lewis policies, and to obtain your agreement to these policies, and to outline your responsibilities as coach for the Club.

You agree to:

- Attend and supervise the Club's competitions and practices;
- Conduct yourself in a manner consistent with the values and mission of Lewis University;
- Comply with all rules and regulations as set forth in Lewis' Club Sports Manual, as well as the policies and procedures of Lewis University, and the Lewis University Student Handbook, all of which are subject to revision from time to time (collectively, "Lewis Policies");
- Provide adequate supervision of students during practices and games to ensure compliance with Lewis Policies;
- Return all keys, Lewis ID cards and Lewis property, if any, at the conclusion of this Agreement or upon request at any time.

The term of this agreement is for the ____/____ academic year. In consideration of your services, you will be paid a total of \$_____, payable within thirty (30) days of the Club's final game of the season. Lewis reserves the right to terminate this Agreement at any time should: (1) the Club lose recognition from Campus Recreation; (2) Coach breaches any term or condition of this Agreement or violates any Lewis Policy, or federal, state or local law; or (3) at Lewis' sole discretion. In the event that Lewis terminates this Agreement pursuant to (1) or (3), above, Lewis agrees to pay Coach for services rendered through the date of termination and to reimburse Coach for any approved expenses that are non-refundable. This Agreement cannot be renewed without written agreement by both parties.

In performing the services described in this Agreement, you shall at all times be acting as an independent contractor and not as an agent, employee or servant of Lewis. You do not have an employment relationship with Lewis, and you are not authorized to act in any way on behalf of Lewis in business matters, or to bind Lewis to any agreement. You are not authorized to speak publicly on behalf of Lewis. You are not eligible for any benefits, including, but not limited to, vacation pay, paid sick leave, retirement benefits, social security, workers compensation, health, disability, professional malpractice or unemployment insurance benefits or other employment benefits of any kind. Lewis will not withhold any sums for income tax, unemployment insurance, social security, or any other pursuant to any law or requirement of any governmental body. You agree to indemnify and hold Lewis harmless from any and all liability arising from claims relating to that failure to make such payments, withholdings and benefits of any kind. You must maintain your own health, property and auto insurance.

By your signature below, you agree to release and waive any and all claims, demands, or causes of action against Lewis, its trustees, officers, faculty, students, employees and/or agents that arise from or are connected with the services to be performed hereunder, including claims for any injury that might be sustained by you in the course of the services to be performed hereunder, or any damage to or loss of your property. Notwithstanding the foregoing, in the event that a claim, demand or cause of action is brought against you that arises from or is connected with the services to be performed hereunder, Lewis may, in its sole and complete discretion, indemnify you in connection with such claim, demand, or cause of action; provided, however, that any indemnification provided to you by Lewis pursuant to this agreement shall in no event exceed the amount of the insurance coverage that is available to Lewis with respect to such claim, demand or cause of action.

Please acknowledge that you have read this Agreement, that you understand the terms it contains, and that you agree to abide by them as a condition of your service at Lewis.

FOR LEWIS UNIVERSITY:

Name Date
Title:

COACH:

Print Name: Date
Address: _____
Phone: _____

**Lewis University Campus Recreation
New Club Sport Application Checklist**

- New Club Sport Application
- Club Charter/Mission Statement
- Proposed Funding Strategy
- Sample Schedule
- Facilities Summary
- Membership Roster

Please contact Jill Siegfried, Director of Student Recreation, Fitness and Wellness, with any questions. Application materials may be returned to the Campus Recreation office, located on the second floor of the Student Recreation and Fitness Center.

Jill Siegfried
Director of Student Recreation, Fitness and Wellness
Lewis University
One University Parkway
Romeoville, IL 60446
O: 815.836.5277
E: siegfrji@lewisu.edu
W: <http://www.lewisu.edu/studentservices/fitnesscenter/index.htm>

**Lewis University Campus Recreation
New Club Sport Application**

Date: _____ Club: _____

PRIMARY CONTACT

President: _____ Email: _____

Phone #: _____ Student ID #: _____

Address: _____

OTHER OFFICERS

Name and title of officer: _____

Title: _____ Email: _____

Phone #: _____ Student ID #: _____

Name and title of officer: _____

Title: _____ Email: _____

Phone #: _____ Student ID #: _____

Advisor's name: _____

Phone #: _____ E-mail: _____

Club Web Site URL: _____

NATIONAL ORGANIZATION

Does your club belong to a national organization? Yes No

If yes, please list the full name of the organization(s):

Individual membership dues? \$ _____ Group membership dues? \$ _____

Contact: _____

Address: _____

Phone #: _____ E-mail: _____

CPR/FIRST AID CERTIFICATION

List of CPR-Certified Members

Each club should have at least one (1) certified member at each sport club event. Provide a copy of their certification with this form.

Name Student ID # Expiration date of certification

Name Student ID # Expiration date of certification

Name Student ID # Expiration date of certification

List of First Aid-Certified Members

Each club should have a least one (1) certified member at each sport club event. Provide a copy of their certification with this form.

Name Student ID # Expiration date of certification

Name Student ID # Expiration date of certification

Name Student ID # Expiration date of certification

CLUB INFORMATION

The following is information that will be used for individuals inquiring about your club. The information contained may influence someone to join or not to join; therefore, be as detailed as possible in your answers.

Club Dues

\$_____ / per semester OR \$_____ /academic year

Procedure for Joining (check all that apply)

- Complete 1) Assumption of Risk, Waiver and Release from Liability; 2) Proof of Health Insurance and 3) Medical Clearance 4) Sport Club Member Code of Conduct (required for all members)
- Complete Van Driver Training
- Tryouts
- Other

Personal Equipment Needed to Participate: _____

Previous Experience in This Sport Required? Yes No

Commitment Expected of Club Members (check all that apply)

- Attend all practices
- Fundraising
- Assist with home events
- Attend club meetings
- Other: _____

Additional comments that would be beneficial for students interested in becoming members of your club: _____

**LEWIS UNIVERSITY
CLUB SPORTS PROGRAM**

Request for Additional CLUB SPORTS Funding

Club _____

Date _____

Amount requested \$ _____

Date Funds required _____

Applicant Name _____

E-mail _____

Send request to the Director of Student Recreation, Fitness and Wellness. Requests will be reviewed by the SRAC and a response will be delivered within 2 weeks of receipt.

Explanation/Reason for Additional Funding:

Please attach a typed, itemized sheet that includes the following items. If, for any reason, you cannot provide any of the criteria, please explain.

Your request must include:

1. No. of team members involved in the event/benefiting from the request: _____

2. Explanation/Reason for and Intended use of additional funding.

3. Breakdown of Club Expenses:

Travel/Accommodations

Fees

Equipment

Other (Provide an explanation of "other" if you use this category)

SRAC (Office use only)

Funds approved/denied \$ _____

Date: _____

Authorization Signatures:

Director: _____

Vice President of Student Services: _____