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INTRODUCTION

RECREATIONAL SPORTS MISSION STATEMENT:

Recreational Sports provides quality programming which enriches the academic experience of the university community. In supporting opportunities for students, staff, and faculty to develop a balanced lifestyle through wellness and physical activity, the department offers a broad spectrum for individuals and various interest groups on campus. Within this continuum, students may choose to pursue excellence in an extramural sport club program.

SPORT CLUB PHILOSOPHY:

The **philosophy** of the Sport Club Program is to promote health, physical well being and the acquisition of physical skill development.

The Sport Club program is part of the Recreational Sports Department. Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These activities can be competitive, recreational, or instructional in nature. Clubs may represent the university in competition or may conduct intracub activities such as practice, social, and tournament play.

SPORT CLUB OBJECTIVES:

- (1) To make available to students, staff, and faculty and other members of the community, opportunities for instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills.
- (2) To provide an avenue for camaraderie in the university community through common interest; to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.
- (3) To develop leadership by providing opportunities for students to organize, administrate and problem solve for individual clubs.

DEFINITION OF A SPORT CLUB:

A Sport Club is a group of students, faculty, and staff¹ organized for the purpose of furthering their common interests in an activity through participation and competition. A Sport Club must have a **minimum of 10 active participants** per year to be eligible to be recognized as an active Sport Club.

Sport Clubs are meant to be a learning experience for the member through their involvement in fundraising, public relations, organization administration, budgeting, and scheduling, as well as, through the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting.

ORGANIZATION:

Sport Clubs are ranked on a 2-tier system. This system is necessary in part due to the large increase in demand of groups wanting to develop new sport clubs. The 2-tier system gives clubs that qualify under the guidelines presented in *Forming a new Sport Club* a chance to demonstrate that there is support for such a club amongst the university community. Further, this policy allows for a grace period in order that the Sport Club Program can better prepare to allocate its limited resources.

Conditional Status

- (a) All news clubs are assigned **Conditional Status** for the first year of operation.
- (b) Each club has one year to demonstrate viability in terms of club administration, student interests, and support in terms of club members.
- (c) Conditional clubs have lowest priority for facilities bookings and reservations.
- (d) Financial assistance through Rec Sports is limited for **Conditional** clubs.
- (e) Upon successful completion of **Conditional status**, Clubs will be automatically elevated to **Returning status** and as such be eligible for such support as deemed suitable (at the discretion of the Sport Club Director and subject to available funding).

Returning Status

- (a) **Returning status** is the normal operating mode for a previously recognized club.
- (b) Each club will be allocated the financial, promotional, administrative, and resource support deemed appropriate for each clubs needs. University allocated funding is reserved for administration costs, dues, facility rental, equipment costs, and limited travel expenses.
- (c) **Returning** clubs have normal priority for facilities bookings and reservations (Facilities bookings and reservations shall be at the discretion of the Associate Director for Rec Sports. Sport Clubs may have facilities bookings and reservations superseded by Varsity Teams, Recreational Instructional Programs or Intramural Programs.
- (d) **Returning** clubs that have been found, through a disciplinary hearing to be in violation of the rules and regulations governing the conduct of a Sport Club may, at the discretion of the Recreational Sports Director, be reduced to **Conditional** club status at any given time.

STANDARDS OF CONDUCT:

The basic concept underlying the University's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the University. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent the University, even though you are not on campus for the event.

ANNUAL REGISTRATION AND MEMBERSHIP GUIDELINES

RETURNING SPORT CLUBS:

Recognition as a Sport Club is granted for one year only (August through May). It is necessary for each club to register (at the end of the Spring semester) their intent to return as a Sport Club the following year. This is done through the Student Government Association Rechartering process, and through the Sport Club End of Year Report

Registration procedures for returning clubs are as follows:

- (1) Register with the Sport Club Director by submitting your Year End Report
- (2) Turn in an updated listing of officers to the Sport Club Director.
- (3) Submit an updated or revised club constitution
- (4) Have outgoing and incoming Presidents attend the Sport Club officer's transition workshop at the end of the spring semester.

Unless a club has completed the above procedures and is recognized by the Recreational Sports Department, it will be ineligible to receive any assistance or use of facilities from the department. (The request for recognition must be turned in before a budget request will be accepted.) In order to retain its "active" status, any Sport Club must continue to meet the criteria outlined in this Handbook.

FORMING A NEW SPORT CLUB:

Registration:

The following steps must be taken to become a registered Sport Club:

- (a) Meet with the Sport Club Director concerning plans for the establishment of a club.
- (b) Obtain a charter application form from the Student Activities Office.
- (c) Hold an organizational meeting to elect officers and to adopt a constitution and bylaws.

- (d) Obtain a full-time faculty or staff member who agrees in writing to serve as Club Advisor.
- (e) Submit the completed charter and copies of your officer roster and the constitution and bylaws to the Student Government Association.
- (f) Turn in the “Checklist for Organizational Status” (Appendix A) to the Sport Club Director.
- (g) Consult with the Student Government Association about the procedure for requesting funds through the S.G.A.

After completing the preceding steps, the newly registered Sport Club may request facilities bookings from the Department of Recreational Sports. However, prior to official registration, facilities may be made available to prospective clubs **for organizational purposes (i.e. classroom meetings)**.

All clubs are responsible for renewing their registration each year.

Only those clubs registered with **Recreational Sports** are eligible to receive support or assistance from the department.

CLUB ADVISOR’S DUTIES

1. Sign a “Sport Club Advisor’s Commitment Form” (See Appendix C).
2. Work with club officers in coordination and supervision of club activities.
3. Co-sign all checking accounts, purchase orders, and check requests.
4. Attend meetings and stay informed.
5. Be available for consultation.
6. Monitor conduct of participants.
7. Assist in transition as club officers change.

MEMBERSHIP ELIGIBILITY

MEMBERSHIP IN ANY SPORT CLUB IS CONTINGENT UPON THE COMPLETION OF THE MEMBERSHIP AND WAIVER FORM (appendix B)

IT IS THE DUTY OF THE CLUB PRESIDENT TO SEE THAT THIS ITEM IS COMPLETED PRIOR TO ANY PARTICIPATION.

The Loyola Sport Clubs Program operates in accordance with all federal laws and regulations requiring non-discrimination on the basis of sex, race, color, national origin or handicap.

1. All full-time or part-time students, both undergraduate and graduate, who are currently enrolled at Loyola University, are eligible for membership in any or all clubs upon completion of the Certificate of Waiver (**appendix B**).
2. Loyola employees are eligible for associate membership on a non-voting, non-office-holding basis upon payment of club dues.
3. Loyola alumni and persons unaffiliated with Loyola University are eligible to participate as non-voting, non-office-holding associate members providing that the following criteria are met:
 - a. They never constitute more than 20% of the sport club membership.
 - b. Each person in this category is charged a fee set by the Director of Recreational Sports in addition to the Club Dues.
4. Clubs that conduct sport activity in the Recreational Sports Complex must be comprised solely of Loyola students and members of the facility.
5. Recreational Sports has the right, after consultation with the president of the club involved, to refuse permission for membership to alumni or unaffiliated individuals. Recreational Sports also has the right to take disciplinary action against club members.
6. Dues and club fees may be waived for faculty, staff, alumni, and unaffiliated individuals if they are acting as advisors, coaches or instructors.
7. In the event that competition within a league is governed by league eligibility rules, clubs belonging to such leagues will abide by these rules only when competing with other members of the league.

Ensuring Proper Membership:

To assist with monitoring Sport Club memberships, a **Sport Club Assistant** has been assigned to check that the club members have completed all eligibility requirements. This **Sport Club Assistant** will maintain updated club membership lists and may periodically attend club functions to ensure that the participants are registered club members. **To assist with this process, each club member must have a current student Express Card or other picture I. D. available for proper identification at each club function they attend.**

Attendance Records:

Attendance records should be kept for all meetings, practices, games or any other official club functions. All records should be turned in to the Sport Club Assistant at the end of each month.

Eligibility:

Intercollegiate athletes from any college/university (at any level) who have competed on an intercollegiate team are **ineligible to compete** for a **corresponding** Sport Club team during the school year in which they competed on that team. Intercollegiate athletes may, however, become members of any sport club for non-competitive purposes.

It is recognized that Sport Clubs may enter individuals or teams in competitions both on or off campus whereby specific eligibility rules must be met. It is the club's responsibility to be aware of and abide by such regulations.

INSURANCE

Each club member is required to carry health insurance and maintain the insurance for the duration of the sport. Loyola University does not provide accident insurance for club members and will not be held responsible for injuries incurred through participation in the voluntary sport club program. Each club member is required to sign a "Certificate of Waiver" form (See Appendix B) waiving Loyola University of any claims for injuries sustained by club members.

CONDUCT:

Clubs are expected to function in a mature and responsible manner both on and off campus in all club related activity and in accordance with this Handbook. The Loyola University Student Handbook will be the standard of conduct used for the Sport Club Program. Each club member representing Loyola shall be expected to be an asset to the Loyola Sport Club Program and follow all rules and regulations of Loyola as well as standards of fair play

Sport Clubs and/or the individual members of Sport Clubs may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club related activity.

Disciplinary action may result in the revocation of Club support from the Department of Recreational Sports, as well as from the University. Serious offenses may result in the revocation of a club's charter.

THE DISCIPLINARY PROCESS:

Violation of, or non-compliance with University policies, campus regulations, Sport Club procedures or Sport Club standard of conduct, may result in loss of Sport Club status or other disciplinary action to the Sport Club involved. The corrective discipline process has been developed to assist club leaders in correcting the mistakes that have caused problems for the club and the University.

Minor infractions:

(1) Examples of minor infractions include but are not limited to the following situations:

(a) Failure to submit required forms and documentation

(b) Non-use and non-cancellation of block booked facilities.

(2) If the violation is the clubs' first during the current academic year and the club is not under probation from violations committed the preceding year, the following steps are taken:

(a) The club will receive a written warning.

(b) If additional infractions occur: The Organization will be charged and an Organizational Hearing will be held following the procedures outlined in the Loyola University Student Handbook.

Major Infractions:

(1) Examples of major infractions include but are not limited to the following situations:

(a) Allowing ineligible individuals to participate in club activities.

(b) Misusing club funds.

(c) Displaying conduct that is incompatible with University's functions as an educational institution and the purpose of the Sport Club program. (i.e. unsportsmanlike conduct towards officials or opponents or disruptive behavior on trips)

(2) For all major infractions:

The Organization will be charged and an Organizational Hearing will be held following the procedures outlined in the Loyola University Student Handbook. The discipline process and appeal process can be found in the Loyola University Student Handbook.

Disciplinary Actions:

Possible disciplinary actions that may be taken include, but are not limited to:

(1) Probation.

(2) Funds are frozen.

(3) Loss of facility reservations.

(4) Loss of funding

(5) Loss of Sport Club status.

(6) Revocation of Charter

Notification of disciplinary action is sent to the club's President, Vice-President and Advisor and a copy is placed in the club's mailbox in the Recreational Sports Office.

Appeal Process:

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. **Sport clubs who initiate an appeal are advised that the person who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.**

The discipline process and appeal process can be found in the Loyola University Student Handbook.

RECOGNITION AS A UNIVERSITY SPORT CLUB:

Clubs are permitted to use the name, “**Loyola University**” in describing their clubs only at such time that they qualify as a registered Sport Club. In using the University’s name, Sport Clubs must make it clear that they speak only for their own members and do not represent the University or its student body as a whole.

PROCEDURES

Each Sport Club is governed by the membership. The key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, game schedules, membership, practices and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club’s smooth operation and stability over time.

(1) Facility Use:

Sport Clubs must submit requests through the Associate Director for Recreational Sport for facility use to support the following club related activities:

- (a)** Recreation
- (b)** Practice
- (c)** Competition (visiting teams, tournaments, etc.)
- (d)** Instruction
- (e)** Meetings

Spectators are welcome at club related activities but do not have facility use privileges. Spectators are restricted to the area in which competition takes place.

Sport Club participants are required to follow all rules and regulations regarding facility use.

(2) Accessing Facilities:

In order to access any of the Universities facilities during booked club times, **all club members must show a current Loyola Express card.**

LACK OF PROPER IDENTIFACATION BY SPORT CLUB MEMBERS WILL RESULT IN DENIAL OF ACCESS TO THE FACILITY.

(3) Accidents:

All accidents must be reported to Recreational Sports within 24 hours.

(4) Trip Preparation:

(a) A **Trip Itinerary Form** (see **appendix J**) must be completed and turned in at least **ONE WEEK** in advance of the pending trip.

(b) **Travel Advances** are no longer granted through the Recreational Sports Department. Club members are requested to turn in their receipts upon arrival back to the University.

(c) **Two working days** prior to leaving on the trip, the trip leader must check with Recreational Sports for confirmation of travel arrangements and for notification of any unanticipated changes that may have occurred. At this time an updated travel list of members should be submitted.

(5) Post Trip Procedure:

The trip leader must report within two days of returning from the trip to complete an Expense Report with all relevant receipts. All moneys must be accounted for with a **receipt** and balanced on a **Travel Expense Report**. (see **appendix K**).

(6) Reports:

(a) General Sport Club Information:

Each Sport Club is required to submit to the Sport Club Director, a written explanation of what the club does, along with a list of contact names, (including both phone numbers and e-mail addresses). In addition, each Sport Club must submit specific practice/meeting times and locations of the club. This information is compiled and then distributed accordingly. **This information is due the last Friday of September for Fall sports and the last Friday of January for Spring sports.**

(b) Activity Reports:

Each Sport Club is required to submit, an activity report following each competition. This report should detail competition results, injuries, incidents, travel problems or any other significant information. **This report is due on Monday following weekend events or within 24 hours following a weekday event. (appendix G)**

(c) Annual Reports:

Each Sport Club is required to submit an annual report at the end of the school year (April 30). This Annual Report, should include, the club's activities and accomplishments for the year, updated Equipment Inventory Lists (see below), along with the names of the new executive officers for the following year. **This Annual Report must be submitted to the Sport Club Director, by April 30.**

(d) Equipment Inventory Lists:

Each Sport Club is responsible for the care and inventory of their club equipment. A list of what the club has inventoried and its current storage location **must be submitted at the end of April, with the Annual Report.**

(7) Mandatory Club Meetings

Each Sport Club must send two representatives to attend the three mandatory Sport Club Meetings per year. These meetings are held in August, January, and at the end of the spring semester. Presidents will be notified by e-mail as to the date and location of the meetings and the information will be posted on the Sport Club Bulletin Board in the Rec Plex.

PLEASE NOTE THAT FAILURE TO SUBMIT THE ABOVE PAPER WORK OR ATTEND MANDATORY MEETINGS MAY JEPORDIZE A CLUB FROM CONTINUING ON AS A "RETURNING STATUS" CLUB THE FOLLOWING YEAR.

PURCHASING EQUIPMENT AND SUPPLIES

All supplies purchased through Recreational Sports must be done on a University purchase order. To initiate a purchase order, the club president must fill out a "Purchase Order Request Form" (See **Appendix D**) and submit the completed form to the Director of Recreational Sports. When the purchase order has been approved, the General Accounting Office will forward the purchase order to the vendor. The vendor will ship the merchandise to the Recreational Sports Office.

Under no circumstances may a club member sign a contract for goods or services without the approval of the Director of Recreational Sports. If a club member circumvents this policy, he/she will be responsible for the full amount of the contract.

EQUIPMENT STORAGE

A limited number of equipment cages and storage cabinets are available in the Recreational Sports Complex. Equipment can be stored in the off-season and over the summer. Requests for storage areas must go through the Director of Recreational Sports.

TRANSPORTATION

Each club is responsible for arranging transportation. “Van Request Forms” (See Appendix F) may be obtained in the Recreational Sports office and must be returned to the Recreational Sports office no later than two (2) weeks prior to your departure date. Only drivers listed on the Van Request Form may drive a Recreational Sports van. Drivers of private vehicles who transport club members must have liability insurance.

SCHEDULING

Each club is responsible for scheduling all of its games and facilities. All requests for on-campus facilities must go through the Director of Recreational Sports. A copy of the season’s schedule should be submitted to the Recreational Sports office as soon as possible after the start of the semester.

REPORTING

After each game, a “Sport Club Activity Report” (See Appendix G) must be filled out and submitted to the Recreational Sports office on the Monday following a weekend event or within 24 hours following a weekday event. It is imperative that any injuries be noted on the report.

ELECTION OF OFFICERS

Each club should hold elections for club officers by the first Friday in April. This policy allows an orderly transition from the old to the new slate of officers. A mandatory meeting will be held for all new officers at the end of April.

Immediately following elections, a “Sport Club Officer’s Form” (See Appendix H) must be filled out and submitted to the Recreational Sports office. This list of officers’ names and addresses helps Recreational Sports know whom to contact for information on your club.

CONDUCT

All club members must maintain high standards of behavior and sportsmanship both on and off the field when representing Loyola. When visiting other campuses, club members are expected to respect local regulations and authorities, and the same standards hold true for teams being hosted by Loyola.

To avoid undue dangers to oneself and others, special care should be taken to observe exemplary safety habits when traveling, including the abstention from alcohol by drivers both prior to and during the operation of a motor vehicle.

Each club member representing Loyola University shall be expected to be an asset to the Loyola Sport Club Program and follow all rules and regulations of Loyola University and of fair play.

CLUB SUSPENSION

Failure of any club member to abide by the rules, policies and procedures of the Sport Club Program, or any conduct unbecoming to that club and detrimental to the University will result in the immediate suspension of the member(s) involved and/or suspension of future club activities.

SPORT CLUB ORGANIZATION AND MANAGEMENT

SPORT CLUB RESPONSIBILITIES:

Each Sport Club is conducted by the participants therefore the key to success lies in the degree of student leadership and participation. Students within each Sport Club are responsible for the internal administration for their club to include decision making in such areas as finances, competition, schedules, equipment, facilities, membership, practices, and safety. The ability of a Sport Club to communicate with its members and to delegate and follow through with responsibilities will ensure the Sport Club's smooth operation and stability over time.

The Loyola Sport Clubs and their individual members are fully responsible for abiding by local, state, and federal laws, as well university regulations in all activities.

Each Sport Club must annually resubmit for renewal of affiliation with the Recreational Sports Department.

Each Sport Club member must complete a waiver prior to participating in any club activity. The waiver must be verified and witnessed by a current officer of the club. The waiver should be turned into the Sport Club Director within 24 hours after its execution. A list of eligible members will be placed in the Club Mailbox in the Rec Plex weekly. The membership list will be updated as members are added or deleted.

Each Sport Club is responsible for completing and submitting:

Current List of Club Officers (appendix H) (September 12)

President's Agreement (appendix I) (September 12)

Budget Request (September 12)

Sport Club Constitution (April 30)

CLUB STATUS:

First Year Status:

New Sport Clubs must spend one year to demonstrate stability in terms of attracting campus-wide participation on an annual basis. Sport Clubs in their first year will receive limited funding.

Returning Clubs:

Each Sport Club must annually resubmit for renewal of affiliation with the Recreational Sports Department. This includes submission of the Sport Club's revised Constitution, the List of Current Officers (**appendix H**), the current President's Agreement (**appendix I**), and the current Advisor's Agreement (**appendix C**).

Probation:

Sport Clubs that have failed to follow the required procedures may be placed on probation for the current semester as well as for the following semester/year. Sport Clubs on will receive limited financial support from Recreational Sports allocated funding during this period. This probation could also affect requests for the following years funding. Also facility requests may be canceled during this period of time.

Termination:

If any Sport Club begins to show steady decrease in participation, student leadership, and general interest, Recreational Sports will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a Sport Club is no longer meeting the needs for acceptance, as a Sport Club, termination of the current status may be appropriate. Once terminated a Sport Club must re-enter the program by following the procedures for forming a new club.

SPORT CLUB OFFICERS RESPONSIBILITIES:**(1) Responsibilities of the President:**

(Each Sport Club President is responsible for:)

- (a) Insuring each member's eligibility including the completion of a Waiver Form (appendix B).
- (b) Serving as a liaison between the club and the Department of Recreational Sports, with the contact being the Sport Club Director.
- (c) Informing club officers and club members and complying with the content of the Sport Club Handbook. The President will sign a form stating that he/she has read the Handbook and will comply with all the rules and regulations stated within the Handbook. (see **appendix I**)
- (h) Making a regular weekly check of the club mailbox in the Rec Sports Office.
- (d) Holding regular elections of officers as stipulated in the club constitution.
- (e) Informing the next club president of the routine guidelines for club operation prior to the next president assuming office. This would include transferring this Handbook to the

new president and arranging a meeting between the new president and the Sport Club Director.

- (f) Submitting reports at the end of each term/year summarizing club activities.
- (g) Meeting financial obligations incurred as a club.
- (h) Completing the **Incident Report** form for any accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, informal recreation, or instruction. These reports should be submitted to the Sport Club Director within 24 hours after each occurrence. (**appendix L**)
- (i) Reporting the results of all club associated competitions to the Sport Club Director. (**appendix G**)
- (j) Appointing a qualified individual to be in charge of checking on the equipment for safety and inventory purposes. (Inventory Reports must be submitted to the Sport Club Director on an annual basis.)

(2) Responsibilities of the Vice-President:

(Each Sport Club Vice-President is responsible for:)

- (a) Presiding over meetings and business in the President's absence.
- (b) Assisting the President with his/her duties.
- (c) Check facilities and equipment for safety concerns prior to each use and maintain and inventory of all Club equipment and uniforms.

(3) Responsibilities of the Secretary:

(Each Sport Club Secretary is responsible for:)

- (a) Recording and circulating minutes of all meetings.
- (b) Maintaining updated membership lists.
- (c) Maintaining and submitting to the Sport Club Director attendance records for each practice, game, or event held by the club.
- (d) Developing and circulating publicity regarding club activities and providing a copy to the Sport Club Director prior to posting.

(4) Responsibilities of the Treasurer:

(Each Sport Club Treasurer is responsible for:)

- (a) Preparing with the club president the annual budget request.
- (b) Maintaining all appropriate records for your financial activity.
- (c) Aiding in fund raising activities.

RECREATIONAL SPORTS DUTIES:

Recreational Sports will assist Sport Clubs in the following ways:

- Administrative assistance and guidance
- Budget preparation assistance.
- Assistance and supervision with finances.
- Field and facility reservations assistance.
- Equipment storage, check-out, and purchase.
- Assistance with transportation arrangements- limited basis.
- Mailboxes (in the Rec Sports office).
- Consultation on publicity and promotion.
- Administrative record keeping.

FINANCE

Self-support is an essential principle of any sport club program. Requiring clubs to earn a percentage of their budget assures that members take an active and serious interest in the continued existence of the club. In support of a quality program, the University **may provide supplementary financial assistance to each club when funds are available. (See Budgetary Requests below)**. This money provided by the University is based on financial need of the club and can only be used by the club according to the Guidelines also listed below.

BUDGETARY REQUESTS:

Budgetary requests must be submitted by September 12 of each year for that year's activities. Clubs whose seasons begin prior to this date and who require league dues/fees prior to this date should consult with the Sport Club Director for available options. **Clubs must first receive approval from the Sport Club Director before any funds may be spent.**

BUDGETARY TIME FRAME:

Loyola's Sport Club budgets operate on a ten month term. This term commences on September 1, and terminates on June 1. **Therefore, all budgetary transactions must be completed by the last day of May. NO PURCHASES, REQUESTS, OR TRANSACTIONS WILL BE COMPLETED AFTER THIS DATE.**

GUIDELINES FOR USE OF UNIVERSITY FUNDS:

The following information outlines what Sport Club expenses may be absorbed by the Sport Clubs' Allocated Funds:

(1) Travel:

(a) Allowable Expenses on Rental Vehicles include the daily car rental fee, vehicle insurance, gasoline and mileage charges. On personal vehicles reimbursement will be made only for gasoline expenses with proper receipts.

If personal vehicles are used, drivers must carry liability insurance.

(2) Rental of Facilities:

Some Sport Clubs will be able to find space for practices and activities on-campus, but some will be forced to seek outside facilities due to the nature of their club's activities. For these clubs, a rationale must be given in the budget request as to why any particular set of facilities have been chosen and justify their costs.

(3) Tournament and League Entry Fees:

Tournament entry fees may be covered by University allocated money.

(4) Membership and Affiliation Fees:

Membership and Affiliation Fees may be covered by University allocated money.

(5) Officiating Fees:

Officiating costs may be covered by University allocated money.

(6) Equipment:

Some equipment and uniform purchases may be covered by University allocated money. All equipment and uniforms are the property of the university.

OTHER IMPORTANT FINANCIAL CONCERNS:

(1) The use of Self-Generated Funds:

All self-generated money can be spent on specific other costs incurred by the club.

RISK MANAGEMENT

PURPOSE:

It is the purpose of the Recreational Sports Department to not only offer a program of activity but also to endeavor to safeguard and protect all students, faculty, staff and alumni members who participate in the Sport clubs.

Specifically, high risk sports require individual and careful attention. A high risk sport is, “any activity in which there is a dangerous factor which could possibly lead to injury or loss of life.”

- (a) Each club member must sign a **liability waiver** stating their awareness of the risk and inherent dangers of the activity which could lead to possible injury or the loss of life. (see **appendix B**).
- (b) Each club must assign an officer to check equipment for safety and to keep an ongoing inventory check list which will be handed in to the Sport Club Director at the end of the academic year. (April 30).
- (c) It is **strongly recommended** that each club have at least one of its members certified in both First Aid and CPR. The Red Cross offers classes regularly. At certain time of the year, classes may be available on campus as well. University allocated funds may be used to pay the registration fee.
- (d) **Accident/Incident Forms** must be handed in to the Sport Club Director within 24 hours after any incident.
- (e) Regular meetings will be held with the Sport Club Director and all club presidents to ensure that they are all aware of safety and liability in high risk activities and to ensure that the University rules and regulations are being followed.
- (f) Any Club using the pool facilities at the swimming pool, **must have a qualified lifeguard on deck at all times. This qualified lifeguard must be a current Loyola University Aquatics Employee.** Additional costs incurred for this must be budgeted by each specific club each year.

HEALTH AND SAFETY:

Sport Club Presidents are required to submit an incident/accident report for injuries that occur to club members during on-campus or off-campus practice, competition, informal recreation, or instruction within **24 hours** of the accident, to the Sport Club Director.

RISK MANAGEMENT GUIDELINES FOR SPORT CLUBS:

Loyola University New Orleans requires that all club members have a medical insurance plan in affect during any club related activity.

It is **STRONGLY RECOMMENDED** that a person qualified in First Aid/CPR be present at all club competitions involving contact sports and other activities where such service is warranted. A First Aid Kit should be available at all practices and competitions.

Sport Clubs are expected to abide by all local and state health and safety regulations. In case of emergency at the Rec Plex, report any accident immediately to the Building Manager on Duty who will assist in securing First Aid for the victim.

FUNDRAISING

Funding of club activities has become primarily the responsibilities of Sport Club members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every available option.

Permission for any fundraising activity must be received from the Student Activities Office prior to planning an activity.

GUIDELINES:

- (a) Center the fundraising activity around some specific event or goal.
- (b) Choose a fund drive chair from the club, to direct and co-ordinate the effort.
- (c) Assign specific tasks to committees.
- (d) Allow enough time for planning and advertisement.
- (e) Avoid scheduling conflicts with other major campus or community events.
- (f) Ensure that the event is well publicized.
- (g) Reserve necessary facilities well in advance.
- (h) Inform appropriate authorities.
- (i) Keep accurate records of all moneys received and spent.

LOYOLA UNIVERSITY NEW ORLEANS
RECREATIONAL SPORTS
CERTIFICATE OF WAIVER

State of Louisiana, Parish of Orleans

I, _____ hereby certify that my participation in the

Sport of _____ is entirely voluntary. To my best knowledge, I am in good physical and mental health and able to participate in this sport. I understand that participation in this activity is hazardous and am willing to accept the risks involved. I hereby release Loyola University, its agents, employees, and representatives, from any responsibility or liability for any and all personal injury and property damage to me on account of, or in any way arising out of, my participation in the activities, practice, and play of this sport. I have sufficient personal injury and medical insurance in the event that I am injured and I will maintain the policy for the duration of my sport.

Signed Date

Witnessed by: _____ Title _____

PLEASE PRINT

Last Name First Middle

Affiliation: Student _____ Faculty/Staff _____ Alumni _____ Other _____

Social Security # _____ Local Phone # _____

Local Address _____

City and State _____ Zip _____

Home Address _____

City and State _____ Zip _____

Notify in case of emergency _____

Name

Area Code, Phone # Relationship

Do you have Loyola Student Accident and Sickness Insurance?

Yes _____ No _____

Are you covered by **your own** or **parents'** hospitalization plan?

Yes _____ No _____

NOTE: Varsity and Club athletes are required to carry their own personal injury and medical insurance.

APPENDIX C

LOYOLA RECREATIONAL SPORTS
SPORT CLUB ADVISORS COMMITMENT FORM

To: Director of Recreational Sports

From: _____

The Loyola _____ Club has asked me to serve as their advisor during the academic year. I understand the responsibilities of this office, I have read the Sport Club Handbook, and will, to the best of my ability, carry out these responsibilities.

Signed

Date

Appendix F

LOYOLA DEPARTMENT OF RECREATIONAL SPORTS
VAN RESERVATION REQUEST

Name: _____ DEPT/ORGANIZATION: _____

S.S.#: _____ DEPT/ORGANIZATION HEAD: _____

ADDRESS: _____ DEPT/ORGANIZATION BOX #: _____

CITY/STATE/ZIP: _____ ACCT.# FOR FUND TRANSFER: _____

REASON FOR REQUEST: _____

DESTINATION: _____ TOTAL TRAVELING DISTANCE: _____

DATES REQUESTED

DEPARTURE: _____ RETURN: _____

DATE

TIME

DATE

TIME

NUMBER OF PERSONS TRAVELING (include drivers): _____

DRIVER 1

DRIVER 2

Name _____

Circle one:
Loyola Employee Loyola Student

Circle one:
Loyola Employee Loyola Student

Date of Birth _____

Driver's License # _____

State of Issuance for Driver's License _____

Number/Kind(s) of Moving Violations
in last 3 yrs _____

Number/Kind(s) of Moving Violations
in last 3 yrs _____

Automobile Insurance Company _____

Automobile Insurance Company _____

Policy Number _____

Policy Number _____

Number of years driving _____

Number of years driving _____

Social Security # _____

Social Security # _____

I, the undersigned, am responsible for borrowing the Recreational Sports Van and have read and understood the "Policies and Procedures for Borrowing the Recreational Sports Van".

Signature

Date

LOYOLA RECREATIONAL SPORTS
SPORT CLUB OFFICERS FORM

APPENDIX H

Club _____ **Academic Year** _____

Advisor: _____ e-mail address _____

Campus Phone # _____ Campus Box # _____

President: _____ Soc. Sec. # : _____

Local Address: _____

Local Telephone # _____ e-mail address _____

Home Address: _____

Home Telephone#: _____

.....

Vice President: _____ Soc. Sec. #: _____

Local Address: _____

Local Telephone # _____ e-mail address _____

Home Address: _____

Home Telephone#: _____

.....

Secretary: _____ Soc. Sec. #: _____

Local Address: _____

Local Telephone # _____ e-mail address _____

Home Address: _____

Home Telephone#: _____

.....

Treasurer: _____ Soc. Sec. #: _____

Local Address: _____

Local Telephone # _____ e-mail address _____

Home Address: _____

Home Telephone#: _____

.....

Coach: _____ e-mail address _____

Home Address: _____

Home Telephone: _____

LOYOLA RECREATIONAL SPORTS
SPORT CLUB PRESIDENT'S AGREEMENT

CLUB _____ YEAR _____ DATE _____

Name of President: _____

I have read and understand the Recreational Sports Handbook concerning Sport Club policies, procedures and regulations and for the 2005-2006 year. I understand the role of the President and the responsibilities I am required to perform.

I understand that all members must fill out the Certificate of Waiver prior to participating in any club activity. Only those individuals meeting eligibility requirements will be allowed to tryout, practice or participate in games with my organization.

Signature of President: _____

Date: _____

