



SPORT CLUB
POLICY MANUAL

UNIVERSITY OF
ILLINOIS
at
CHICAGO

INTRODUCTION

The Sport Club Program at University of Illinois at Chicago (UIC), administered by the Campus Recreation Department, is comprised of approximately 30 student organizations. Campus Recreation provides resources, assistance, and guidance to the individual clubs. Each club is formed, developed, governed, and administered by the student membership of that particular club and overseen by Campus Recreation staff, their advisor, and/or their coach.

This manual has been prepared as a guide to assist student officers in the administration of their club sport program. The policies and procedures contained herein apply to all of the clubs. Each club officer, advisor, and coach is required to be familiar with the policies and procedures so that they may ensure that their club's activities are consistent with the guidelines outlined in this manual.

Questions regarding the policies and procedures within this manual should be directed to the Assistant Director of Programs, Ryan Morse at (312)-413-5165, or e-mail at ryanm@uic.edu.

GOALS OF THE SPORT CLUB PROGRAM

- To provide leadership experiences for the student body at UIC
- To provide recreational opportunities for the students
- To provide assistance, guidance, and resources for the clubs to effectively and successfully operate
- To maintain communication with the club officers so that the organization is effective and successful

PHILOSOPHY OF THE SPORT CLUB PROGRAM

A major function of Campus Recreation is to provide the university community with opportunities for diversified recreational experiences. Campus Recreation offers students, faculty, and staff a comprehensive program of activities which include intramural sports, special events, fitness, informal recreation, and sport clubs

POSITION DESCRIPTIONS

Sport Clubs

A sport club:

- Is an organized group of individuals established to promote interest in a sport and develop the skills of its members in that sport.
- May be organized for recreational, instructional, performance or competitive purposes
- Must have at least 4 members.
- Must have at least two members who are CPR/First Aid certified. At least one of these members must be present at all practice/events/competitions.

Club Officers

Each sport club must hold elections or appoint officers each academic year. Officer positions are limited to full-time and part time, officially registered students at UIC.

Club President

A Club President will:

- Serve as a liaison between Campus Recreation and the student organization.
- Be familiar with the Sport Club Manual and make sure that it is implemented and adhered to.
- Make sure all forms are filled out and submitted to Campus Recreation when necessary.
- Keep Ryan Morse, club advisor, and coach aware of all club activities.
- Hold elections as stipulated in the club's constitution.
- Carry emergency contact information to all club functions.

CLUB VICE-PRESIDENT

A Club Vice-President will:

- Assist the President, and preside when the president is absent.
- Work closely with the president in coordinating organization activities.
- Be familiar with the Sport Club Manual and make sure that it is implemented and adhered to.

CLUB SECRETARY

A Club Secretary will:

- Take the minutes of club meetings and provide to all members and advisor
- Conduct correspondence for the club.
- Update team roster as necessary.
- Circulate publicity information if needed.
- Compile the clubs annual report information.
- Assist the President and Vice-President when needed

CLUB TREASURER

A Club Treasurer will:

- Keep budget and account records up-to-date.
- Collect dues.
- Process all forms needed for purchases and reimbursements.
- Maintain documentation of expenditures and receipts.
- Prepare and submit budget
- Oversee fund-raising activities
- Work with the Campus Recreation Department to ensure financial records are in order

CLUB ADVISOR

Every sport club must have an advisor. It is recommended, though not required, that the advisor have both expertise and a high level of interest in the activity.

Individual clubs are responsible for recruiting and securing an advisor. Advisors **must** be employed as UIC faculty or professional staff. Exceptions to this criterion may be granted on a case-by-case scenario by the Campus Recreation Department.

The Club Advisor:

- Must be aware of and follow all UIC, Sport Clubs, and NCAA policies and procedures.
- Typically volunteers in a personal capacity and not as employees, representatives, or agents of the University. University employees who serve as club advisors are covered by the University's liability insurance.
- Serves to guide student organization members through the process of effectively operating an organization.
- Provides continuity to the program from year-to-year by assisting the new officers during the transition process. They can also provide helpful information about the organization's history and tradition.
- Can be beneficial to a club by giving advice based on experience and insight into University operations.
- Should encourage the development of leadership, initiative, and the ability to accept responsibility among all officers and members of the club.
- Helps ensure that the activities and undertaking of the club are sound and reflect favorably on the university.
- Can assist in the development and implementation of sport club goals and objectives by attending organizational meetings and consulting with the officers, coaches, and Coordinator of Sport Clubs.
- Should be available to sport club officers during the development of projects and programs to provide expertise and direction to help insure that activities are well planned and reflect favorably on the University.
- Should be prepared to act as a confidant in both individual and organizational matters.
- May provide input on the recruitment, selection, hiring, evaluation, and termination process of any coach, as well as monitoring their effectiveness with the club.
- Should attempt to attend club meetings, practices, and competitions when convenient.

COACH/INSTRUCTOR ROLE

Coaches/Instructors may be undergraduate students, graduate students, and faculty, staff, or community members. The primary duty of the coach is to provide organized and safe instruction and training for participants of various skill levels. They will evaluate performance for the purpose of selection for competition or individual recognition.

The Coach/Instructor:

- Must be aware of, and follow, all University, Sport Clubs, and NCAA policies and procedures.

- Must sign a contract stating that the he/she will be held liable to all rules stated in the Sport Club Policy Manual.
- Shall not be guaranteed monetary or other rewards. The club members shall decide how club funds are used according to the club constitution.
- Is not only obligated to develop skills, conditioning, etc. but to protect the club members' safety. The Coach/Instructor should be concerned with the risk of exposure to liability as a result of serious injury. It is recommended that coaches have travel, medical, and liability insurance.
- Should be aware of any situation that could result in sexual harassment, discriminating conduct, or inappropriate conduct by club members.
- Must help ensure good sportsmanship at all times.
- Should restrict his/her contributions to coaching/instructing. They should serve only in an **advisory position** for the clubs management activities, including but not limited to submitting forms, budgeting, scheduling, competition, and travel arrangements, and special events. Keep in mind that a sport club is first and foremost a student organization and therefore the student officers must serve as the liaison between the club and the Coordinator of Sport Clubs.
- Responsibilities are not those of a varsity coach. The sport club program is designed to allow the club members to administer all facets of the club's activity except coaching. **The Coach/Instructor has no control over organization funds.**
- Shall discuss club matters with the club, its advisor, and the Coordinator of Sport Clubs only.
- The Coordinator of Sport Clubs may relieve the club coach at any time if it is determined that the coach is not working in the best interest of the club.

MEMBERSHIP & ELIGIBILITY

- **Membership in any sport club must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation or veteran status**
- Each club must complete and submit a team roster at the beginning of each academic semester. The roster should include the following completed information about each member of your club: Name, UIN #, Year in school, Phone Number, E-mail Address, and Local Address. New organizations must turn in all information within 30 days of the first meeting.
- Clubs may consist of UIC students, faculty, alumni & staff
 - Any individual who is not a UIC student, faculty, staff, or alumni may not participate with or join a UIC Campus Recreation Sport Club
 - Exception: Sport Club coaches who have been approved by the UIC Sport Clubs Coordinator or approved games/scrimmages
 - Exception: Some club's national governing bodies rule eligibility for competition and club must adhere to those specifications to stay active with the governing body.
- Current collegiate athletes are not allowed to participate in the same sport that they are currently competing in.
- Members may not use Sport Clubs to promote individual financial gain or private practice.

- Presidents of each sport club are responsible for checking the eligibility of their players.
- Tryouts will be held if a specific number of participants are required.
- The UIC Sport Club program recognizes and encourages the UIC transgender student population and enables students to participate in divisions based upon their personal gender identity. Transgender students may contact the Sport Club Administration for more information prior to participation.

SPORT CLUB EXECUTIVE BOARD

Role, Responsibilities, and Expectations

The Sport Club Executive Board is the University of Illinois at Chicago recognized governing student body of the Sport Clubs Council under the auspices of the Sport Club Program and Campus Recreation.

1. The Sport Club Executive Board represents the Sport Club Council in all matters related to the policy and procedures of the administration of Sport Clubs.
2. Assists Sport Clubs Officers in representing their Sport Club to the Sport Clubs Administration.
3. Works with Sport Club's Officers and Administration in developing policies and procedures, for managing and supporting Sport Clubs.
4. May hear complaints brought by club members against other club members or rule violations by clubs or individuals within the club.
5. Makes recommendations for resolution of interclub conflicts and gives recommendations for team sanctions for policy violations to the Sport Club's Administration.
6. Responsible for recommending student allocations to the Sport Club's Administration.
7. Directs the allocation of the contingency funds available for club support during the school year.
8. Works to support Sport Clubs through media relations, special projects, and other forms of assistance that can be developed.
9. Will act as a disciplinary board for clubs who violate Sport Club policies and procedures.
 - a. Any disciplinary decisions made against clubs will be recommendations to the Sport Club Administration.
10. Must be a member of a Sport Club for at least one (1) semester
11. Be available to meet at for at least eight (8) hours a month
12. Be able to meet twice a month at a minimum
13. Only one member from any given club can be on the council in an academic year

Sport Club Executive Board is comprised of seven (7) members chosen by the Sport Club Administrators. The board will be overseen, advised, and directed by the Assistant Director of Programs. The seven members will act as equal voting members. Each member will serve one (1) year term from May 15 to May 15 of the following year. Each member is allowed to re-apply for their positions if chosen to be on the Sport Club Executive Board again.

There will be an election held with in the Sport Club Executive Board at the beginning of each semester. During this election the board will elect a President, Vice President, Secretary and Treasure.

The duties of each position is reflected in the Sport Club Executive Board Manual and

Policies.

Any Sport Club member can apply to become a part of the Sport Club Executive Board each Spring Semester for the following school year. Each member can reapply after each term and can be placed back on the Council if chosen again by the Sport Club Administration.

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

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

FINANCES & FUNDRAISING

Sport Clubs with Budgets

- Club must be recognized by Campus Programs and Campus Recreation.
- Attend any training held by Campus Recreation on budget management and Club allocation meeting.
- Prepare a budget with the assistance and direction of the Sport Club Administration.
- After a final draft is reached by the treasurer of the club they will submit a budget to the Sport Club Administration and to the Sport Club Executive Board.
- Each Club will prepare a presentation to present to the Sport Club Executive Board.
- The Sport Club Executive Board will make recommendations for the allocation of funds to the Sport Club Administration.
- Clubs will be able to use the money allocated to them as of July 1.
- Any Sport Club can appeal the decision of the funding awarded.
- The club must set up a hearing meeting with the Sport Club Executive Board after July 1.

Other important funding requirements

- All budget request forms must be properly submitted by the Campus Recreation budget deadline. Any club failing to submit a budget by the deadline without justifiable reasons accepted by the Sport Club Administration, the club may not receive funding for the following fiscal year.
- Clubs that are in poor standing with the Sport Clubs Program or Campus Programs may not receive full or any funding for the following year.
- Budget requests that are vague, incomplete, or improperly prepared, shall be returned to the club submitting the request. The club shall not be considered for an allocation until this request is properly prepared, revised, and resubmitted within 48 hours. Failure to comply with this provision may remove funding eligibility for the next fiscal year.

Emergency Funding

The Campus Recreation Department has set aside money for clubs that are in need of additional funds. No club can submit and be awarded funds from emergency funding more than two (2) times in a fiscal year. Clubs must fill out an emergency funding request and meet with the Sport Club Executive Board. All decisions regarding funding will be submitted as a recommendation to Sport Club Administration. Clubs will be notified 24-48 hours after meeting with the Sport Club Executive Board.

UIC Student Accounts

The Campus Recreation Department assists registered student organizations in keeping proper accounts of their financial activities. Unless exempted by the Sport Club Administration, each club must maintain an unrestricted financial account for the deposit of dues, deposits of fundraising money, and for disbursements.

Chicago Organization Fund (COF)

- All recognized sport clubs will automatically have a Chicago Organization Fund (COF) account. Club officers are responsible for keeping accurate records. The COF accounts are monitored by Student Organization Resources (SOR) and the business office. All funds raised on campus must be deposited in the COF account. The president, treasurer, and an optional third officer are required to fill out the COF Account registration form included in the registration packet. These officers will be the only members allowed to access the COF account. The advisor may not be the third officer. The form must include current addresses, phone numbers, e-mail, and signatures.
- The COF review committee allocates money to a group, such as sport clubs, wishing to participate in an educational program (i.e. conference, tournament, lecture). Each club is eligible to receive up to \$400.00 per semester. For more information, contact the Director of Student Organization Resources, at 312-413-5070.

Fundraising

The Campus Recreation Department encourages sport clubs to generate additional funds for their operation. Some available options include charging membership dues and obtaining corporate sponsorships. The Sport Club Administration may offer some additional ideas for clubs attempting to supplement their budget. SOR also has resource files and seminars on fund raising.

Equipment Purchases

Any equipment that is purchased with Campus Recreation or UIC allocated funds is the sole property of UIC. All uniforms and equipment that are purchased with individual funds are the property of the individual. All equipment must be checked out and checked back in each semester. If a club fails to turn equipment they will be subject to fines and charges to replace the equipment.

Transportation and Travel

It is each club's responsibility to make travel and transportation arrangements for all away contests. UIC **does not** provide vehicles for transportation.

1. The use of private vehicles is allowed, **however**, the university does not assume any

responsibility for accidents, damage or injury resulting from such travel.

2. All sport club drivers must turn in a copy of their valid driver's license, along with a copy of proof of insurance to the Sport Club Administration.

3. All clubs must turn in a roster of all individuals traveling to away contests no more than 2 days prior to the date of travel.

RISK MANAGEMENT

Safety of sport club participants is of utmost importance. There are inherent risks involved in all competitive, instructional, performance, and competitive based sport programs. The University does not assume any risk for participation in club sport activities. Each participant will be responsible for his/her conduct and actions. The following guidelines describe safety and risk management issues. All sport club members must sign a liability waiver before being able to practice or compete with a club.

Accidents and Injuries

The Assistant Director of Programs is to be notified of all sport club related injuries. Clubs are encouraged to have a trainer on hand for all home contests.

LIABILITY

Student officers assume the primary role and responsibilities for safety and liability for their club activities. The scope of responsibilities is directly related to the level of each club's organization and competitive activities. These safety and liability duties are based on various principles and policies.

Principles and Policies

1. The University permits sport clubs to be organized and conduct their activities on campus, as approved by Campus Recreation.
2. Each recognized UIC Sport Club is required to have a minimum of one CPR/AED certified active member at all times.
3. The University regards students (and their organizations) willing participants and therefore **does not assume any liability** for the conduct of their activities, programs, practices or competitions.
4. The University **does not** provide liability insurance coverage for any student-run organization, including sport clubs.
5. The University does not provide liability insurance coverage for any salaried employee while acting in the capacity as club advisor or club coach, provided the employee has been approved to serve as club advisor or coach by the Coordinator of Sport Clubs.
6. The University liability insurance coverage is not extended to wage payroll employees, graduate students or undergraduate students who may serve as club

coach, advisor or student officers.

7. Any University employee who drives a University fleet vehicle to transport students for club activities is covered by the University's vehicle insurance policy; provided the number of passengers does not exceed the seating capacity in the vehicle.
8. The full responsibility for liability coverage of club activities rests within individual clubs. If available through a national governing body, each club should purchase liability insurance for officers and members.

Statement of Liability. Injury or negligent actions that arise from club activities may impact club officer's personal liability and result in liability exposure to their families.

Minimizing Liability Exposure. Elected officers should minimize their club and member's liability exposure by the following operational practices:

1. Require that all members understand the risks of participating in the club's activity by signing a liability waiver.
2. Prior to their first participation, require that all members declare any physical limitations that could be aggravated by their participation in club sports activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participations until they have been examined and cleared by a medical doctor.
4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file in the Campus Recreation Department.
5. To the extent possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
6. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Officers are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel. Individuals who are transporting sport club members **are not permitted to consume alcoholic beverages prior to driving.**

SCHEDULES/FACILITIES

Space Request Procedures

1. Facility request should be made to the Sport Club Administration via email (ryanm@uic.edu) or phone (312) 413-5165.
2. Space at Student Center East must be reserved through Student Center East Reservations at 312-413-5040. Space at Student Center West may be reserved at 312-413-5180.
3. Sport Clubs are responsible for all costs involved with space reservations. **Check all costs before scheduling space.**

PUBLICITY

Web Site

The web site for Campus Recreation was created to provide pertinent information to the clubs. It also acts as a marketing tool to interested clubs. The information within the web site will contain contact and club information and links to club pages. For information regarding the web site, contact Sport Club Administration. The web site address is: www.rec.uic.edu

It is encouraged that all clubs create a facebook and twitter account used to provide information to the public and their team.

CODE OF CONDUCT

Registered student organizations must adhere to the Student Disciplinary Procedures provided by the Office of Student Affairs.

Organizations must also be aware of and adhere to the hazing policy. Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation, or ridicule for the purpose of “testing” the student’s loyalty prior to becoming a group member. Although historically related to fraternities/sororities, hazing may occur with any organizations. Such actions include, but are not limited to the following examples:

1. All forms of strenuous physical activity, not a part of organized, voluntary athletic contest or not specifically directed toward constructive work that might reasonably be expected to bring physical harm to the individual.
2. Paddling, beating, pushing, or permitting anyone to strike a student.
3. Activities that interfere with a student’s academic program (e.g. lost sleep or study time).
4. Coercing a student to eat or drink amounts of any substance.
5. Abduction, road trips, etc. which are conducted in a manner that endangers the health or safety or a prospective or active manner.
6. Subjecting a student to cruel psychological conditions.
7. Behavior which disrupts the normal functioning of the University or is disruptive to the normal living environment.
8. Any requirement which forces a student to participate in any activity which is illegal, publicly indecent, morally degrading, or contrary to the rules, policies, and regulations of the University of Illinois at Chicago.

In addition, any violation of the following regulations by registered student organizations may result in disciplinary sanctions against the organization and may include revocation:

1. A registered student organization must be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations.
2. A registered student organization may not discriminate against a member or prospective member on basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, or sexual orientation.
3. A registered student organization using University facilities must observe the provisions of any contract issued for use of a particular facility, and must follow University policies governing the use of its facilities.
4. A registered student organization may reserve and use University facilities for events which are primarily for University students and employees. Publicity for such events must indicate clearly that the sponsor is a registered student organization and that attendance is limited to University students, faculty, staff and alumni.
5. A registered student organization may not reserve facility space for outside organizations.
6. A registered student organization is responsible for all activities and/or damages at any event.

DICIPLINARY ACTION AGAINST SPORT CLUBS

Minor club infractions will be subject to a fine system. Infractions include but are not limited to the following:

- Missing form deadlines (10 percent of budget deducted)
- Missing mandatory meetings (20 percent of budget deducted)
- Failing to notify Sport Club Administration of a canceled host game/event/practice (30 percent of budget deducted)
- Failing to turn in a travel request in adequate time of departure (35 percent of budget deducted)
- Misusing university property and or facilities (minimum 50 percent of budget deducted)

Fines are based on Sport Club budget

Clubs with no budget will have practice time suspended

Major Club Infractions:

Any club found in violation of university standards and or Sport Club policies and procedures is subject to discipline. The club will be automatically placed on suspension until there is a meeting set up with the Sport Club Executive Board. The club being disciplined will meet with the Sport Club Executive Board, after which a decision will be recommended to Sport Club administration.

ESTABLISHING A SPORT CLUB

CLUB APPLICATION PROCESS

1. Meet with Sport Club Administration for permission to continue with an organizational meeting.
2. Schedule an organizational meeting to assist in assessing interest in the club. Room reservations must be made by contacting Student Center East Reservations at 312-413-5040, the Student Center West at 312-413-5080, the Student Recreation Facility at 312-413-5150, and the Sport and Fitness Center at 312-413-5260.
3. To register with the University, student organizations must file a registration application with the Campus Programs Department according to the following guidelines:
 - A. The name of the organization must not include words such as “University,” “University of Illinois at Chicago,” “Flames” or any abbreviation thereof.
 - B. The names and student identification numbers of at least three currently enrolled UIC students listed as the registered officers, two of whom must be the president and the treasurer (if no person has been designated to perform such duties, that registered officer does by this statement assume the responsibilities of such offices). These registered officers are authorized by the organization to act for it in its relations with the University.
 - C. The name, department affiliation, campus address, phone and e-mail address, as well as the signature of the faculty or academic staff member acting as the sport club’s advisor. The advisor must be either a full-time faculty or staff member as approved by the Coordinator of Sport Clubs. Students, teaching assistants, and part-time staff are generally not eligible; however some exceptions may be approved by the Associate Director of Student Organization Resources. Because an advisor may withdraw his/her participation at any time, it is the responsibility of the sport club to find an appropriate replacement or face cancellation.
 - D. It is the responsibility of the officers attending the SOR Workshop to be accountable for reviewing the information and disseminating it to the registered officers and members. Failure to attend, or to send the officers in their places, will result in registration being revoked. Please contact the Student Organization Resources office 413-5070 for workshop details and times.

Registration is valid through the end of May. Keeping the sport club’s paperwork current is a requirement of the registration process. Without accurate information, SOR cannot provide students with information about the organization, maintain proper records, or mail important correspondence. If the organization is making minimal changes, such as an address or phone number change, only a change of address form needs to be completed. SOR requires that all sport clubs/student organizations file a registration renewal application with the Campus Programs department on or before the first Friday in May each year to maintain its registered status for the following academic year.

4. Submit a list of club officers to Sport Clubs Administration via the Officer and Sport Club Profile form. The list should include the following information: Name, e-mail, local phone numbers, UIN, and year in school i.e.: freshman, sophomore, etc.

5. Prepare a constitution and bylaws and submit a copy for review and approval to the Coordinator of Sport Clubs. A current constitution, containing a statement of purpose of the sport club, shall exist and a copy must be submitted to both the Campus Recreation Department and Campus Programs. It will be made available to any interested party on request by the registered officers. If the organization is nationally affiliated, a copy of the national constitution must also be submitted.

6. Meet with Sport Club Administration concerning the request. A request to join the Sport Club Program will be based on the following:

- A. Availability of facilities and required equipment and the impact of the proposed activity on the usage patterns of existing facilities and equipment for recreational sports, intramural and intercollegiate athletics for sport management purposes.
- B. The availability of the clubs financial requirements and the club's potential to generate revenue to adequately self-fund the proposed activity.
- C. The degree of student participation, leadership and interest in the proposed activity.
- D. The availability of adequate competition (if applicable) within the surrounding area.
- E. Liability issues related to the proposed sport.

Applications will be considered by:

Ryan Morse, Assistant Director of Programs
Samantha Gill, Coordinator of Intramural Sports

7. Due to financial and facility constraints, it may not be feasible for the Campus Recreation Department to recognize a new probationary club sport even though the above procedures have been followed. If this is the case, the petitioning club's information will be held on file for one year.

8. The Campus Recreation Department reserves the right to refuse recognition or grant probationary status to any club requiring extensive funding or resources, any club involving high liability or risk factors, or any club which does not properly represent UIC.

9. Following the approval and recognition of the probationary Sport Club by the Campus Recreation Department, the sport club will be expected to follow all UIC Sport Club Policies.

ADDITIONAL CLUB REQUIRMENTS

The Campus Recreation Department specifies that each club must also act in accordance with the following requirements.

1. Any club applying for or receiving funding assistance from the Campus Recreation Department must have a regular dues structure.
2. Each club must comply with applicable NCAA and/or the sport's National Governing Bodies bylaws.
3. Each club must comply with the UIC Code of Conduct.
4. Each club must adhere to the Policies and Procedures outlined in this manual.

MAINTAINING CLUB STATUS

To maintain an active status, each club must comply with the Campus Recreation Department requirements. Clubs not meeting these standards shall be considered inactive. Inactive status can also be brought on by violations of the policies set forth in this handbook. The nature of the infraction(s) will determine the length of the inactive status.

Clubs that become inactive lose certain club privileges including:

- Funding from Club Sports operating budget
- Opportunity to apply for funding
- Opportunity to reserve athletic facilities
- Participating on the Sport Club Executive Board

Club Officers must meet with Sport Club Administration and Sport Club Executive Board to discuss the process for restoring active status. Clubs may be re-activated by providing documented evidence that they have fully complied with all Campus Recreation sanctions/policies for a period of time to be determined by the Assistant Director of Programs.

SPORT CLUB PARENTS

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

FORMS

All forms are to be used through the duration of the semester and are subject to change. Copies of the forms are listed below. Please note these are not all forms that are needed for Sport Clubs to remain active and are subject to change. All forms can be found on the Sport Club homepage at http://recreation.uic.edu/sport_club/ under Sport Club Resources.