Introduction to Sport Clubs

The Loyola University Chicago Sports Club program is comprised of a group of registered sponsored student organizations that provide recreation or competition in specific sport or activities. The Program is designed to assist and develop the interests and skills of its members by offering a unique blend of teams and individual sports. Our Sports Club teams compete on behalf of Loyola University Chicago and the Department of Campus Recreation. Clubs participate in events, locally, regionally, and nationally, displaying the best of Loyola University Chicago’s sportsmanship and leadership. Each Sport Club determines its own membership guidelines, but such guidelines must be free of any restrictions or discrimination based on race, color, national or ethnic origin, religion, disability, age or sexual orientation.

While the Sports Club staff and the Campus Recreation staff assist the clubs in their operations, the emphasis is on student leadership and development. Students are directly and ultimately responsible for all aspects of operating and managing a successful organization. As a result, Sport Clubs present a unique opportunity for students to develop both performance and leadership skills, which will assist participants well beyond their years spent at Loyola University Chicago.

This handbook outlines the policies and procedures of Loyola University Chicago and the Department of Campus Recreation that directly affect the safety of the Sports Club participants and the operation of each club. All individuals who choose to participate in a Sports Club are required to become familiar with and agree to abide by the guidelines, rules and requirements for the Sports Club instituted by LUC and the Department of Campus Recreation, many of which are detailed in this Handbook. As such, all Sports Club participants are required to become familiar with the material presented in this handbook, as well as any additional guidelines established by LUC, Campus Recreation or Student Activities and Greek Affairs (SAGA). The policies and procedures outlined in this handbook are subject to change at any time, provided such changes are promptly and adequately distributed.

Mission Statement

The mission of the Sport Club program is to provide competitive, recreational, and instructional opportunities for the Loyola University Chicago community. We are committed to the development of successful and quality teams with a focus on enhancing the collegiate experience through leadership development, teamwork, sportsmanship, diversity, responsible and ethical conduct, healthy active lifestyles and fun.

Sport Club Staff

The Sports Club staff serves as the official representative of the Department of Campus Recreation in the supervision of the Sports Club program. In this role, the staff will:
Communicate regularly with the club representatives and advise on matters of: scheduling, participant eligibility, coaching, finance, equipment purchases, travel and safety and risk management.
Assist with development of policies and procedures of the individual clubs
Assist with the allocation of facilities and funds
Enforce all policies and procedures set by the University and/or Department of Campus Recreation
Sanction clubs and/or individuals when warranted

The Sport Club Staff encourages club participants to seek advice, guidance and support from our staff which is comprised of the following individuals:

James Alexander
Coordinator of Intramural and Sport Clubs
jalexander4@luc.edu
Good Standing

To maintain “Good Standing” status as an active SSO/Sport Club, each club must:
- Keep on file in the Sport Club office/Department of Campus Recreation and via OrgSync and updated:
  - Constitution (reviewed and updated yearly)
  - Roster (updated as new members are added)
  - Player agreement, Hospitalization, and Waiver, needed for each member on the roster
  - Practice/Game Schedules
  - Officer’s List
  - Semester and Annual Reports
  - Inventory Sheet of all University purchased items
  - Have 2 sports officer present at all Sport Club meetings
  - Attend weekly club sport meetings with the Sport Club coordinator
  - Submit all necessary forms by the designated date/time
  - Must compete in at least 4 competitions per academic year

LUC Services Available to Clubs in Good Standing

Facilities and Playing Field Use
One of the benefits Sport Club teams enjoy is the use of facilities (Halas) and playing fields on campus (Sean Earl Field, Halas Field and Hoyne Field). Clubs that use on campus facilities may be required to pay a nominal fee to help cover the expense of support staff that is required during practices or games.

Some things to remember regarding the use of LUC facilities:
- Submit facility requests by designated dates (space is assigned each semester) through org sync
- Space requests for single events, should be made as far in advance as possible. Tournaments or practices with other institutions will be approved on a case by case basis.
- Each club is responsible for any damage incurred while using the facility or field. In addition, the club is responsible for the conduct of its members and spectators.
- Proper identification will be necessary to gain access into the Halas Sports Center and other facilities.
- If an instructor, coach or advisor requires access to the Halas Sports Center, arrangements need to be made at least 3 business days in advance.
- University facilities may not be used for commercial purposes or for personal gain.
- Club teams must adhere to scheduled times. If a practice is from 5-7pm, the practice (including set up) must start at 5pm and the end (including tear-down) at 7pm. Abuse of the time allotted may result in forfeiture of facility space.
- Clubs must cancel practices on LUC property 24 hours in advance

Telephone, Fax and Copies
Telephones are available to clubs in the Halas Sports Center main office providing the club has made prior arrangements with the Sport Club Administrator. Limits may be placed on long distance calls. Clubs may also have access to the fax and copier for club purposes only. Limits will be placed on the number of copies made. Clubs must make prior arrangements with the Club Sports Coordinator to ensure the availability and accessibility of the telephones, fax and copier.
Equipment and Equipment Storage
Equipment purchased with LUC funds becomes the property of LUC and must be inventoried annually. Sport Club equipment may be used only during the club’s activity season. During the remainder of the year, it must be securely stored. Storage arrangements must be made with the Sport Club Administrator. All equipment and supplies must be issued under the direction of the Sport Club staff and with the assistance of the club executive board. Any equipment not turned in will be charged against the club and/or its members.

Marketing
Marketing is crucial for all Sport Clubs to attract new members and inform others of club activities. Sport Clubs are encouraged to use a variety of methods for exposure such as:
- Appoint a Marketing Chairperson for the club.
- Promote the club during the Student Organization Fairs
- Publicize regular meetings, games and special events through:
  - Club flyers, posters and/or banners*
  - Sport Club bulletin boards
  - Res Life and other campus bulletin boards
  - Campus Recreation website
  - Org Sync
  - Phoenix (may have to pay advertisement rates)

*The use of flyers and posters must be in compliance with all relevant university standards and must be approved by the Program Coordinator. University posting policies need to be followed when posting materials around campus.

Org Sync
All clubs are required to actively use and maintain Org Sync. Org Sync is an online site that will handle all club sports forms, budget, contact lists, messages and more. All clubs must be registered by July 31 on Org Sync. Training will take place at monthly meetings. All forms and communications will take place through Org Sync.

Point System
Club Sport Point Tracking System
The club sports point tracking system is designed for clubs to have a clear understanding of expectations and the importance of completing necessary tasks on time and correctly following club/university policy. It is also designed to show clubs the consequences of failing to follow policy and procedure. This system will be used to help determine budget allotment, sanctions for clubs and as criteria for club of the year in the Men, Women, and Coed categories. This system is subject to change at the discretion of the club sport and campus rec staff. All club officers are required to sign off that they know and understand the Club Sport Manual, the SAGA manual, the University Student Code of Conduct and this point system (which is also included in the Club Sport manual).

In order to provide a better opportunity for Clubs to measure their organizational growth and success with regards to the Club Sports program goals and requirements, the Club Sports Office has created three Club of the Year categories, along with significantly increased funding, to reward those clubs that consistently meet and exceed the standards of the Club Sports program throughout the academic year. In order to determine the success of the various clubs in the program, the following points will be awarded to, or deducted from clubs throughout the year:
100 points- Complete renewal of the Club’s portal information on or before the due date before the start of the year. (Minus 50 points each day the renewal is overdue.) Club may become ineligible to participate in Campus Rec Fair as well as Student Org Fair. Potential to lose Good Standing Status which will impact your facility usage, access to funds, etc.

100 Points- Submission of a completed End of the Semester Report on or before the due date at the end of each term. (Minus 25 points each day the report is overdue.) Potential to lose Good Standing Status which will impact your facility usage, access to funds, etc.

100 Points- Per Club Sports Council Meeting attended. Get one free miss, then $50 fine for 2nd miss. Each subsequent miss, the fine goes up $25.

50 Points- Submission of a completed Incident/Accident Report no later than 48 hours after the incident. Minus 50 points each day the report is late.

25 points- Submission of a completed Travel Event Request on or prior to the Friday before the week of departure for an away trip. Minus 25 points each day the form is late and potential denial of travel.

10 Points- Per $100 fundraised by the Club.

10 points- Per documented service hour of the Club.

100 Points- Winning your conference and/or being selected for post-season play.

Minus 25 Points- Per player per piece of paperwork caught participating with missing paperwork.

After a club is out of good standing, they will be required to submit a “plan of action” with the Coordinator to ensure they remain in good standing. Clubs who fall into probation or suspension will be required to meet with the Club Sport Coordinator and advisory board.

Violations
The following is a list of common violations and potential outcomes from those violations:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>Failure to cancel practice on Loyola University Chicago property with a 24 hour notice</td>
<td>Risk losing practice privileges</td>
</tr>
<tr>
<td>Travel violations (tolls, parking, speeding, loss of keys, unauthorized vehicles, passengers, etc.)</td>
<td>Risk loss of travel (if multiple, Coordinator will decide). Clubs will pay fees.</td>
</tr>
<tr>
<td>Hoyne Field, Sean Earl Field or Halas violations (losing keys, not return equipment, leaving trash, etc.)</td>
<td>Risk losing practice privileges</td>
</tr>
<tr>
<td>Late fee on anything</td>
<td>Clubs pay (university will not pay late fee)</td>
</tr>
<tr>
<td>*Other (violations to student code of conduct, sport club manual, SAGA manual)</td>
<td>Points will be determined on a case by case basis. These can range from major offenses to minor</td>
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<tr>
<td>Late org sync registration</td>
<td>Potentially not eligible for Org Fair</td>
</tr>
<tr>
<td>Late or incomplete Travel paper work (includes home/away games)</td>
<td>Risk travel being denied</td>
</tr>
<tr>
<td>Late or incomplete hosting paper work</td>
<td>Risk of hosting being denied</td>
</tr>
<tr>
<td>Incomplete post travel/competition paperwork (includes returning keys late)</td>
<td>Risk travel being denied (if multiple violations on one trip, or multiple instances)</td>
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<tr>
<td>Missed Club Sports Council meetings</td>
<td>Get one free miss, then -25 points and $25 fine for next miss. Points and fine amount each increase by 25 for each subsequent miss.</td>
</tr>
<tr>
<td>Failure to have proper paper work on file for players</td>
<td>-25 points and $25 fine per player per piece of paperwork. If widespread or continuous, potential loss of facility use and probation/suspension of club.</td>
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Multiple violations will result in loss of practice space, loss of travel or game privileges and loss of budget.

- **Major violations** - Campus Rec will deal with each instance on a case by case basis. These include, but are not limited to, unauthorized travel or playing in games, violation of student code of conduct, budget violations, negligence or misuse of travel vans. Major violations will over rule the point system above and can lead to major sanctions.
- **Plan of Action** - Clubs will meet with Coordinator and the Club Sports Executive Board to discuss violations and their plan to improve. Failure to follow plan of action will lead to probation or suspension.
- **Probation** - Clubs will meet with the Coordinator and their Eboard to discuss violations and the terms of probation. This ruling will be reviewed by Sport Club Advisory Board. Examples of restrictions – Use of university space for practice, competition and meetings, budget restrictions, travel restrictions.
- **Suspension** - Clubs will meet with the Coordinator and their Eboard to discuss violations and the terms of their suspension. Also will be reviewed by the Sport Club Advisory Board and Director of Campus Rec. Suspension will result in clubs being able to participate in any activities as a club including practices, traveling, meeting or advertising the club. Clubs that reach this status face possible loss of club charter.
- **Appeals** - All clubs have the opportunity to formally apply for an appeal to any of the above listed consequences. Appeals must be filed 24 hours after notification of punishment. (Typed appeal and completed org sync form) Failure to file on time will forfeit the right to appeal and the judgment of Campus Rec will stand. Appeal form can be found online.
Starting and Maintaining a Sport Club

Starting a Sport Club

Starting a student organization can be a rewarding experience. By registering your student organization with Campus Recreation (Sport Clubs) and Student Activities and Greek Affairs, your organization may take advantage of campus resources to promote your organization, recruit members, hold meetings and support other activities.

A group of 5 or more Loyola University Chicago students may apply for organization registration through Campus Recreation (Sport Clubs) and Student Activities and Greek Affairs. Depending on the sport, you may be required to have more members in order to participate in activities. The university reserves the right to limit the number of organizations with duplicate purposes. Here is a guide to creating and registering your organization.

All clubs must be competitive clubs, competing in a minimum of 4 competitions a year against outside collegiate competition.

Step 1.

Search our list of sport clubs (http://www.luc.edu/campusrec) to determine if a similar organization exists.

Step 2.

Request to register your organization with the Coordinator of Sport Clubs. Potential organizations will be required to obtain appropriate number of members. Must develop a Club Constitution (sample will be provided). Potential clubs must meet certain criteria to be considered for the Sport Club program. The following list is an example of criteria that must be met, but is not limited to this list.

- Have enough student members
- Develop a Constitution
- Club is competitive in nature, i.e., will compete against other universities or club teams (minimum of 4 a school year)
- Develop an annual operating budget

Step 3.

New student organization requests will be reviewed by the Sport Club Executive Board. The review panel will consist of the Sport Club Executive Council. Prospective student organization members will meet with the Council to petition for inclusion into the Sport Club program. The Coordinator of Campus Recreation reserves the right to final approval of all Sport Club teams.

Types of questions the panel will be asking include:

- What events or tabling will be done to promote your organization?
- What is your organization offering the community that is unique?
- How will your organization sustain membership?
- How many years has your organization’s leadership been at Loyola and how does your organization plan on transitioning new leadership?
- How does your organization relate to the mission of the Sport Club program and the University?
- How does your organization’s mission relate/uphold to the values of the Student Promise?
Step 4.

After meeting with the review panel, a recommendation will be made to the Director of Campus Recreation regarding the status of your organization. If approved, your organization will be required to attend a mandatory New Student Organization Orientation.

Maintaining a Sport Club

To maintain status as an active SSO/Sport Club, each club must:

- Keep on file in the Sport Club office/Department of Campus Recreation and via OrgSync and updated:
  - Constitution (reviewed and updated yearly)
  - Roster (updated as new members are added)
  - Player agreement, Hospitalization and Waiver, needed for each member on the roster
  - Practice/Game Schedules
  - Officer’s List
  - Semester and Annual Reports
  - Inventory Sheet of all University purchased items
  - Have 2 sports officer present at all Sport Club meetings
  - Attend bi weekly club sport meetings with the Sport Club coordinator
  - Submit all necessary forms by the designated date/time
  - Must compete in at least 4 competitions per academic year

Sport Club Membership

All members must be currently enrolled students at Loyola University Chicago. All students are welcome to participate based of their own self-identity for gender based sports. The officers of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout their terms of office. Officers are required to be enrolled for at least six credit hours each semester during their terms of office. A student is considered to be in good academic standing as defined by the policy of their school or college. Students who are not in good standing may be removed from offices or membership. The university does not recognize the right of any organization external to the university to decide questions of membership. However, the university recognizes some organizations may have additional policy rules that clubs are expected to follow.

*Only those members listed on the official Club Roster may perform, practice and/or compete with the club. Club members must have the Hospitalization/Waiver forms on file before they can compete or practice with the club.

Responsibilities of Registered Sponsored Student Organizations

Student organizations are expected to adhere to all applicable institutional regulations. The university reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on any of its campuses.

- Student organizations may not host special events or programs during breaks, holidays, or finals, unless approved by the Coordinator.
• Student organizations are expected to exercise good judgment in planning and promoting their activities. The university may deny or restrict the activities of student organizations. Officers of student organizations are responsible for assuring compliance with procedures and policies as outlined in the Campus Recreation website and the Student Handbook. The university prohibits the following types of activities: Eating contests, raffles, date auctions, fundraising events at a bar or tavern (tavern defined as any establishment generating more than half of annual gross sales from alcohol) and other events at the discretion of the Student Activities & Greek Affairs staff.

• A student organization accepts responsibility for a member’s or group’s behavior when
  1. he/she/they is acting as a member of the organization, with or without official sanction, rather than as an individual student;
  2. an event is held, officially or unofficially, in the name of the organization; or
  3. the association between, or the action of, the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.

• Groups or organizations that allow their registration to lapse are denied all rights and privileges accorded student organizations and should not operate on the university campuses. Repeated attempts to operate without university registration could result in disciplinary action against the individual students involved.

• Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration. Loss of registration is an action by the university indicating a total and permanent separation of the group from the university. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the university or at off-campus university associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

• Any organization that financially obligates itself, whether through a member or officer for services, merchandise or facilities does so in the name of the organization and its members. The university is not responsible in any way for debts incurred by an organization.

**Responsibilities of Recognized Sport Clubs**

As a University Sport Club, each club must:

• Adhere to all policies and procedures that are required to maintain club status.
• Provide a plan for injuries and insurance:
  • It is highly recommended that all participants receive a physical examination prior to participation
  • Each participant shares in the responsibility of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations
  • Participants are obligated to wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
  • Should an injury occur, an Injury Report form must be completed and filed (within 48 hours) with Campus Recreation.
  • An injured participant is responsible for all financial obligations incurred in any treatment necessitated by an injury.
• First Aid Kits are available for each club during their seasons.
• CPR/AED classes will be offered by Campus Recreation at various times throughout the year. It is required that the risk management officer and at least 2 other club members also be certified to assist if an injury occurs during club related activities or travel.
• There must be at least 1 CPR/First Aid certified member at each practice or competition
• Avoid sponsoring or hosting any activities that could tarnish the reputation of LUC or cause damage or injury to the University, department, program or individuals.
• Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession or use of illegal drugs or controlled substances during Sport Club functions.
• Prohibit the sexual or anti-discriminatory harassment of all club members in accordance with University policy.
• Prohibit Hazing in any form of club members.
• Remain in good standing with local, regional and national affiliations as appropriate.
Standards of Conduct

General Standards of Conduct

As students of Loyola University Chicago, Sport Club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. It is the responsibility of all club members to not engage in any actions that could result in harm to Loyola University Chicago’s reputation. Furthermore, Club Sport members are expected to act in accordance with all policies set forth by the following institutional documents:

- The bylaws of their club’s constitution
- The Student Promise (see below)
- The Loyola University Chicago Student Handbook
- Available at www.luc.edu/osccr
- The LUC Sport Club Handbook
- Available at www.luc.edu/campusrec/sportsclubs

Inappropriate conduct or actions while participating in any Sport Club related activity could jeopardize the club’s continued status as a recognized Sport Club. Furthermore, club members who participate in any activity which violates University policies, the guidelines of any appropriate governing body, or federal, state or local law will be subject to disciplinary action by the Campus Recreation Department, Loyola University Chicago and/or appropriate legal authorities.

The Student Promise

As a Loyola student being educated in the Jesuit Catholic tradition, I promise to...

1. Care for Myself
   I promise to strive for excellence in all that I do. I will embrace opportunities for leadership, challenge myself academically, and seek experiences that will positively influence my personal development. I will honor the good in myself by being honest, compassionate, and respectful.

2. Care for Others
   I promise to recognize that each individual person is valuable and has a unique perspective that contributes to the growth and development of all. I will respect the individuality of others regardless of appearance, ethnicity, faith, gender, ability, sexual orientation, or social standing.

3. Care for Community
   I promise to acknowledge and celebrate diversity. I will contribute my talents, gifts, and ideas to strengthen the community. I aspire to be a person for others committed to working toward a more just world.

Alcohol

Students and guests are subject to City of Chicago ordinances and Illinois state law, which prohibits the sale, possession, consumption or provision of alcoholic beverages to or by any person under the age of Possession and consumption of alcoholic beverages is not permitted at any sport club function(s) or event(s) (including traveling to and from venues).

Club Sport Organizations may not sponsor events where alcohol is present. This includes hosting parties at local bars. Noncompliance with this policy may result in individual disciplinary action by the Campus Recreation
Department and may be sent to the Office of Student Conduct and Conflict Resolution (OSCCR).

Hazing
Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation or ridicule. For the purposes of this policy, “associate” refers to any potential new member, neophyte, or pledge. Actions and activities that are explicitly prohibited include, but are not limited to, the following:

- All forms of strenuous physical activity not part of an organized voluntary athletic contest or specifically directed toward constructive work that might reasonably be expected to bring physical harm to the individual.
- Paddling, beating, pushing or otherwise permitting anyone to strike an individual.
- Activities that interfere with an individual’s academic effort by causing an unreasonable loss of sleep or study time.
- Forcing or coercing an individual to eat or drink any substance.
- Abductions, road trips, etc., that are conducted in a manner which endangers the health or safety of an individual.
- Subjecting an individual to cruel psychological conditions.
- Behavior that disrupts the normal functioning of the university or is disruptive to the normal living environment.
- Servitude of any kind
- Any requirement which forces an individual to participate in any activity which is illegal, publicly indecent, morally degrading or contrary to the rules, policies and regulations of Loyola University Chicago.

All complaints are taken seriously and no one reporting hazing, including third parties, will suffer retaliation or reprisal from the university. Complaints of hazing will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. If it is determined through an appropriate and prompt investigation that hazing has occurred, effective corrective action will be taken to eliminate the hazing and to attempt to ensure that it does not recur. Organizations should understand that not only is the organization responsible for preventing hazing in any form, but any and all members involved in any hazing violation will be personally accountable for their actions and may be subject to individual disciplinary action.

An infraction of this policy is a Category B violation. Sanctions will depend on the context and severity of the conduct, and may range from an oral/written warning to suspension or expulsion from the university.

Social Media - Facebook/Twitter
As with any new technology, Facebook, Twitter and other social networking sites have both positive and negative aspects. It is important that club officers and members understand how these social media sites can have possible ramifications that can impact a club and/or LUC. Any club that has a “club page” or Sport Club members that associate themselves on their personal pages with a particular club must do so in accordance with the Code of Conduct of Loyola University Chicago. Additionally, club members should take care not to put anything on these pages that will negatively impact the image of the club or the University as a whole.

Conduct Violations
Any Sport Club participant/organization may face disciplinary action for inappropriate behavior while participating in any club related activity. Disciplinary action may result in loss of recognition as a Sport Club, as well as further disciplinary action if deemed necessary, including referral to OSCCR and/or
prosecution. Additionally, clubs will be sanctioned via the sport club point system (see point section)

Acts that may cause a club or participant to be sanctioned include, but not limited to, the following:

- Violation of any local, state or federal law, violation of the Student Promise and/or other policies set forth by Campus Recreation and the university.
- Consumption of alcohol by any coach, participant, officer or affiliate of the club at any club event, competition, trip or function.
- Harassment or sexual harassment
- Striking, attempting to strike or otherwise physically abusing an official, opposing coach, spectator or athlete
- Delinquency when turning in forms, requests, reports, equipment, etc.
- Delinquency in attending practices/events that are supervised by Campus Recreation staff
- Operating without the permission or approval of the Campus Recreation

**Officers**

The following are guidelines designed to assist in determining the duties of Club leadership:

**Expectations:**

For students to meet the University requirements to be eligible for, elected to, appointed to, or hold office in a SSO they:

- Must be a student officially affiliated and enrolled at LUC.
- Must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout the term of office.
- Are required to be enrolled for at least six credit hours each semester during their terms in office.
- Must meet all reasonable standards established by the student organization and included in the organization’s constitution and/or bylaws.
- Be familiar with the information presented in this handbook and share and enforce the policies with club members, participants, spectators and coaches.
- Use initiative and good judgment when handling club matters.
- Maintain good communication with the Sport Club office and Department of Campus Recreation.
- Ensure that all forms are kept current with the Sport Club program and SAGA.
- Submit all forms and paperwork complete and on-time
- When needed prepare and submit Injury and Incident Reports in a timely manner.
- Attend all mandatory club meetings and trainings (i.e. Officer’s Trainings).
- Hold regular club meetings to discuss any and all necessary club business with the membership.
- Meet all established guidelines as required.
- Officers must know the exact status of the club (financial, compliance and member’s involvement).

**Officers – Student Responsibility and Suggested Roles**

Clubs are led by students. Since, clubs are both student led and self-administered the management of club business is the responsibility of the officers. Responsibility for the success of the club belongs to the officers and members, not the coaches. Each club should identify the responsibilities of its officers. These duties should be outlined in the club’s constitution.
The following list of suggested duties should serve as a guideline and checklist to assist in the smooth operation of the club:

**President (mandatory position):**
- Provide overall vision and direction for the club
- Serve as a liaison between the club and the Sport Club office/staff
- Attend assigned Sport Club meetings
- Check in with the Sport Club administrator on a regular basis
- Work with other club members to promote the club (or appoint a marketing chairperson)
- Responsible for completing and submitting (or making sure the following are completed and submitted by another member) the following forms or reports.
  - Officer Contact List
  - Club Roster
  - Liability Waivers
  - Practice/Event Schedules
  - Budget Reports
  - Facility Reservation Requests
  - Semester and Annual Reports
  - Pre and Post Event Summary Reports
- Notify the Sport Club staff immediately of any scheduled changes
- Assure members are up to date on policies and procedures from this handbook
- Train the future president on duties and procedures
- Maintain inventory of club equipment and supplies
- Delegate responsibility to involve other club members
- Obtain First Aid/CPR/AED certification

**Vice President/Risk Management Officer (mandatory position):**
- Preside over club meetings and business during the president’s absence
- Attend mandatory meetings with or in the absence of the president
- Learn the role of the president
- Club members are expected to place the highest priority on safety and risk management. All clubs must have a Risk Management Officer. The Risk Management Officer is responsible for:
  - Maintaining current First Aid/CPR/AED certification and ensuring that at least one First Aid/CPR/AED certified club member is present at all club activities.
  - Attending meetings and ensuring that the club has and adheres to a comprehensive risk management plan.
  - Reporting all safety concerns, issues and incidents to the Sport Club staff in a timely manner
  - Inspecting all equipment and facilities utilized by the club and report all maintenance and repair needs to the Sport Club staff.
  - Ensuring that no individuals participate in practices or competitions unless they are approved members of the club, are on the updated roster and have signed/submitted their Hospitalization/Waiver forms to the Sport Club office.
  - Completing and submitting any Injury Report when necessary within 48 hours of the occurrence.
- Obtain First Aid/CPR/AED certification
Treasurer (mandatory position):
• Collect dues (if club collects dues)
• Keep an accurate financial record; including all receipts to documentation expenditures.
• Work with president in budget preparation
• Attend all Budget workshops hosted by the Sport Club office
• Submit all necessary reimbursements to the Sport Club administrator. Please provide any
  necessary documentation such as a receipt or invoice with reimbursement.
Secretary (optional position):
• Attend all club meetings and record minutes
• Conduct correspondence for the club and update the club roster and submit any changes to the
  Sport Club office and to SAGA
• Org Sync Web Manager/Marketing Chair (This person may have a dual role with the club)
  Maintain Org Sync
• Develop and/or maintain a club website
• Update all schedules, rosters, upcoming event and news on the website
• Take pictures to load to the website
• Assure all items on the website are appropriate by LUC Marketing standards
• Ensure the website is linked to the Campus Recreation homepage.
• Develop any marketing materials, in accordance to University standards
• Post materials around campus, in accordance to University posting policy

Coaches/Instructors
A club is first and foremost a student organization. A coach should restrict his/her contributions to the
coaching and should minimize active involvement in the club. The philosophy and key to the success of the
Sport Club program has been the continued emphasis placed on student leadership and participation.
Clubs are designed to allow students to handle the leadership roles including, but not limited to
administering a budget, securing facilities, scheduling contests, and arranging for travel, etc. Being a coach
is a position of service and should be spent serving the club and its members. How much time is spent
though, is up the coach and the team. Coaches are not to run the club for officers or to perform duties
unless they are a student. They should let the club succeed or fail, acting as a mentor and supporting good
decision-making.

Campus Recreation reserves the right to final approval of all coaches/instructors. All coaches/instructors
must meet with Campus Recreation staff. Coaches/Instructors may be students, faculty, staff or outside
community members. Coaches who are community members may be allowed access to the Halas Sports
Center during scheduled club activities. All coaches are required to go through a criminal back ground
check yearly. This form is found on Org Sync and must be completed before teams can practice or
compete.

The following are recommended duties of a Sport Club coach/instructor:
• Develop and improve skills of club members
• Assist club officers in scheduling practices and games
• Develop and employ safety practices for all participants to include the inspection of sport gear and
  the report of any hazardous facility condition
• Attend games and practices
• Promote good sportsmanship on and off the field
• Help advice students on equipment purchases that may be necessary for practices and games.

Coaches/instructors should restrict his/her/their involvement with the club to teaching and coaching in practice and competition and must not participate in other areas of club management. STUDENTS, NOT COACHES/INSTRUCTORS, SHOULD REMAIN PRIMARILY IN CHARGE OF CLUB BUSINESS, AND IN COMMUNICATION WITH THE SPORT CLUB OFFICE/STAFF AT ALL TIMES. The Department of Campus Recreation has an obligation to protect the student members of the Sport Club program. If, in the sole discretion of the Department of Campus Recreation, a coach is not fulfilling his/her duties, is not adhering to the stated or written policies and procedures, is potentially threatening the health, safety or well-being of any club member, or is not otherwise working in the best interest of the club, he/she will no longer be welcome to serve as a coach/instructor.

Coaches/Instructors are typically a volunteer position and cannot be paid through University funding. If a club team wants to compensate a coach/instructor, they need to discuss with the Sport Club administrator and fund the compensation through dues money. All coaches are required to complete a criminal background check prior to coaching or volunteering.

Faculty/Staff Advisors
Student organization advisors are to serve as role models and as resources to their registered student organization. Their role is to help facilitate the growth and development of students by challenging, supporting, and guiding them throughout their involvement in their organization. Additionally, advisors are to provide advice and counsel by sharing expertise, insights and ideas, and make recommendations when appropriate to help the organization reach their goals. Advisors are required for every registered student organization. Some advisors take a more hands on approach while others are more there to lend a hand when the club needs advice. It is important that you find an advisor that works for you club members. When a club changes advisors, they must notify the Sport Club Office/staff. Staff that is housed within Campus Recreation cannot serve as an advisor to a Sport Club team.
Risk Management

First Aid/CPR/AED
It is required that at least 2 club members (one being the Vice President/Risk Management Officer) be certified. Certification opportunities will be available to club members for a minimal fee. It is the duty of the Club President to assure that at least one individual that is First Aid/CPR/AED certified is present at any sanctioned club activity.

First Aid Kits
First Aid kits will be made available to each club for any club functions. These kits will generally be stocked with ice packs, band-aids, gauze, alcohol swipes, gloves, CPR mask, trash bag, biohazard bags, first aid tape, antibiotic ointment, scissors and injury reports.

Injuries/Incidents
Minimize the occurrence of accidents and injuries through sound risk management practices. Follow appropriate documentation procedures should an injury occur.
If on campus, contact the Sport Club supervisor on duty to assist with injury and to fill out an Injury Report.
If off campus, the Risk Management Officer should fill out an Injury Report and submit to the Sport Club office within 48 hours. If it is an emergency, contact the Halas Sports Center as soon as possible.

Lightning and Inclement Weather
In the event lightening is spotted:
Seek shelter immediately in buildings or cars/trucks. All outdoor activity should be postponed immediately.
Avoid open areas, elevated ground, water, flagpoles, tall trees, metal fences, cell phones and radios.
Wait at least thirty minutes after the lightening has ended before resuming activities.

Emergency Procedures
For minor injuries:
A qualified individual may render first aid, as required, and with proper consent.
Complete an Injury Report and submit to the Sport Club office within 48 hours. For injuries requiring medical attention:
• Do not allow the injured party to go to a medical facility unattended.
• Complete an Injury Report and submit to the Sport Club office within 48 hours.
For emergencies:
1. Call 911 and request EMS
2. Explain the nature of the emergency
3. Give them clear and specific directions to the site
4. Provide the name and exact location of the victim, a brief description of the injury, identification of caller and phone number
5. Provide any necessary CPR
6. If on Campus, contact Campus Safety at (773-508-6039) or use an emergency phone.
7. Notify Program Coordinator and/or Director
8. Meet or designate someone to meet personnel at the entrance to the building or scene of the accident and guide them to the injured party.
9. Emergency personnel will be responsible for determining if and how the injured party shall be transported.
Sport Club Event Planning

Home Competitions (On-Campus or in the City)
Any competition that is held within the Chicagoland Area is considered a home event. Before any competition, Sport Club teams are required to submit a Campus Rec Activity form (found on org sync). This form must be submitted to the Sport Club Office at least 5 business prior to the event. All events must have proper medical personnel on site. The Sport Club office will obtain proper medical personnel for all home events. NovaCare is the preferred vendor as well as Loyola EMS. It is important that when the Campus Rec Activity form is submitted that the exact location of the event is given. It is the responsibility of each club to secure their home venues. The club should always try to reserve an On- Campus facility (Halas Sports Center or Hoyne Field) first. If the space is not available, then the club must make arrangements off campus. Clubs must follow all guidelines set by the reserving parties, i.e. obtain proper field permits, supply proof of insurance (can be obtained through the Sport Club office), etc. Clubs should make venue arrangements as far in advance as possible.

In the case of emergencies for On-Campus Events:
- Notify the Sport Club Supervisor that is at the event.
- When necessary contact Campus Safety via the Emergency Phone or by cell phone, 773-508-6039 for assistance. If injury is life threatening, contact 911 immediately then notify Campus Safety.
- Work with Training staff to assess all injuries and medical emergencies.

In the case of emergencies at Off-Campus Events:
- Notify the Training staff on site
- Notify 911 if necessary.
- Contact, Nathan Clark at 773-617-5115 or Mark Williams at 773-430-4200. If neither can be reached contact the Halas Sports Center, 773-508-2602 and ask for the Manager on Duty. They will contact the appropriate staff members.
- Notify Campus Safety at 773-508-6039 to file a report

Post Event:
Upon completion of a home event, the following must be submitted:
- Post Event Summary Form
- Details of the action
- Results
- Win/Loss
- Injury Reports, if applicable
- Receipts for reimbursement
- Field fees
- Official’s fees (Attached W-9 Required)
Travel Policies

Loyola University Chicago does not accept responsibility for, nor does insurance coverage extend to, any travel program not authorized by the University. The use of the name Loyola University Chicago in connection with anything other than an authorized travel program is strictly prohibited.

Loyola University Chicago does not have University owned vehicles for student organizations/sport clubs to lease or rent. All vehicles used for travel must either be rented from an outside vendor or be your personal vehicle. Typically all rentals are 7-seater vehicles and usually rented from Enterprise rent-a-car. All rentals go through the Sport Club office. In some circumstances, clubs may need to find an alternative mode of transportation, such as airplane, chartered bus, train, etc. and the club must work with the Sport Club office to make those arrangements.

Vans are only for club sport travel. They can only be used to travel to and from athletic competition and must remain parked on campus while in Chicago. Only club athletes may travel in the vans. Any toll violation or ticket will be paid for by the club and may result in suspension of travel.

Member Travel
Members must commit to travelling (yes or no) no later than the Wednesday prior to the event. If a member(s) commits to travelling, and then do not travel without a valid reason, that member(s) may be fined $50 at the club’s discretion. The money is payable to the club and the member(s) may not practice or compete until the money is paid.

Driver Qualifications
All Drivers who will be driving students for University Business must meet the following qualifications:

- Have a valid state issued driver’s license
- Have no more than two at-fault accidents/violations within the last two years
- Have no DUI or DWI conviction within the last three years
- Submit a copy of valid driver’s license (for all type of Drivers)
- For Personal Automobiles: Submit a Personal Automobile Insurance From, proof of insurance and registration
- Be at least 21 years old. Drivers who are 18-20 years old may, under certain circumstances may be allowed to drive for local travel.

Driver Certification for university vehicles
In order to be authorized to operate a University Vehicle or a Personal Vehicle within the scope of this Policy, a Driver must:

- Be at least 18 years of age and have at least one year of driving experience (Note: Certain University Vehicles and Personal Vehicles may be subject to stricter age requirements in accordance with vehicle lease or rental agreements, and certain University departments may have additional requirements or limitations associated with driving.)
- Have (and have possessed for at least one year) a valid United States driver’s license issued by the Department of Motor Vehicles from Driver’s state of residence. A copy must be on file with Campus Rec
- Have an acceptable driving record (see risk management website) and consent in writing to allow the University to obtain a copy of Driver’s Motor Vehicle Record (“MVR”). An acceptable MVR will be
considered valid for one year from the date of issuance. To initiate the MVR check process, go to: https://lucapps.luc.edu/agreement.

• Please check your Loyola e-mail for further instructions from HireRight after completing the authorization form. You will receive a final e-mail from MVRCheck@luc.edu with the results of your MVR check. Please allow up to 2 weeks for this process to be complete.
• Once you complete the step above, you will receive a result email. Send this to jalexander4@luc.edu
• Successfully complete the University’s online Defensive Driving Course which can be accessed here.
• Abide by the requirements of this Policy.

Personal Vehicles
All clubs taking person vehicles must fill out the Certified Driver form that is on Org Sync (for every trip)

Behavioral Expectations during a University Sponsored Trip
As representatives of Loyola University Chicago and the Department of Campus Recreation, all sport club members are expected to conduct themselves in an appropriate manner when traveling. Member’s behavior can impact a club’s reputation as well as the reputation of Loyola University Chicago. The policies and procedures of the University and those articulated in this Handbook are in effect when clubs travel. Reports of violations or any other activities that negatively reflect upon the University may result in disciplinary actions. Depending on the circumstances of a situation, privileges such as facilities and funding may be frozen until the situation is resolved. Please review the Standards of Conduct in this Handbook as well as the Loyola University Student Handbook, http://www.luc.edu/osccr/index.shtml with ALL members prior to leaving.

Travel Options
Clubs can choose from a variety of modes of transportation including airlines, chartered buses, commercial rental vans and buses, and private vehicles to get to their competition sites. Each option has its own benefits and challenges. Weighing those benefits and challenges is an important part of choosing the best mode of travel. No matter what form of travel, club members must follow the safety guidelines set and all seatbelt and safety restraints must be worn at all times. The following information pertains primarily to ground transportation, as the vast majority of travel takes place in this format.

Travel Emergency Procedures
If you are involved in an accident:
• Stop immediately and notify the local police or call 911.
• Fill out a police report (necessary for insurance purposes).
• Fill out an Accident Report, included in the travel packets with the van keys.
• Do not make any statements as to who is at fault. Do not make any offers to pay for damages. Fault or legal liability will be decided by the appropriate authorities.
• Contact the Assistant Director for Sport Clubs to notify of the situation. (Cell: 773-617-5115). If you cannot reach Assistant Director, call the Campus Recreation Director, (773-430-4200). If that does not work, call the Halas Sports Center, 773-508-2602 and ask for the manager on duty. They will then notify the appropriate staff.

If someone is injured in the accident or while participating in the event:
• Call 911 immediately and obtain medical attention.
• Notify the Assistant Director for Sport Clubs immediately after taking any steps necessary for emergency care. Cell: 773-617-5115.
• Should a major accident or injury occur, also contact Campus Safety at 773-508-6039. A Campus Representative will be in touch to advise the group how to proceed.

Upon the return to campus, an Injury Report must be submitted to the Sports Club office within 48 hours.

**Authorized Travel**

It is important to obtain travel authorization so that the Sport Club Office can assist the club with trip planning, managing risk (particularly when club members will be driving) and travel arrangements generally. Additionally, authorizing travel ensures that each club is complying with travel guidelines established by Loyola University Chicago. To do this effectively, club officers should speak with the Sport Club Office about trip planning prior to travel.

The following forms must be completed and turned in 1 weeks prior to travel for travel to be considered authorized:

- Event form on Org Sync—example of information asked for on form
- Destination
- Departure date and time
- Return date and time
- Name of Designated Officer, who will be the one responsible for all members
- Method of Transportation (private vehicles, rentals, CTA, etc.)
- For private vehicles, appropriate documentation must be submitted
- For rental vehicles, amount of vans needed and driver of each vehicle
- Include name of each club member attending the event or traveling.
- All appropriate Driver requirement
- Waiver and Release Forms must be completed by all traveling members.
- Travel not authorized is in violation of travel guidelines and will result in sanctions including fines, loss of benefits, and/or loss of recognized status.

What documentation and equipment should go with the club on the trip?

- First Aid Kit and Flashlight
- Cell Phones: one in each vehicle/group leaders
- Credit Cards (for gas and emergencies)
- Maps of route/directions
- What happens if the club gets separated on the road? Have a plan!
- Accommodation Information – where is the club staying?
- Travel Packet (handed out with the rental keys)
- Steps to take if in an accident
- Steps to take if an emergency or injury occurs
- Accident Report Form
- Insurance Card
- Travel Log, must be completed and returned for each rental vehicle
- Money for Tolls. Clubs are responsible for all TOLLS associated with a trip. It is the club’s responsibility to know when they are traveling on toll roads and should have appropriate money to pay them.
• Some toll booths are not staffed, so having appropriate change is mandatory
• Clubs failing to pay tolls will result in fines not only from the Tollway Association, but from Enterprise.
• Clubs will lose traveling privileges if tolls are not paid.
• If a club knows they will be traveling on tollways an IPASS can be rented for an additional charge. Club members should speak to the Sport Club Office for details.

Travel Confirmation Letters
Occasionally, club members will need to be absent from classes in order to attend scheduled sport club competitions. At such times, club members can prevent misunderstandings and academic difficulties by obtaining a letter from the Sport Club Office verifying the club’s plans to travel and compete. Sport Club travel is not a university excused absence. Therefore, trip confirmation letters do not mandate that professors excuse the absence. To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of sport club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor’s demands for rescheduled or make-up exams and assignments. To request a letter, turn in the names of the individuals traveling for the event. Requests must be turned in 1 week prior to trip.

Post Event
After a trip the following is required from each club:
• Completed Travel Logs
• Post Event Summary Form
• Details of the action
• Results
• Win/Loss
• Injury Reports, if necessary
• Keys for rented vehicles MUST BE TURNED INTO CAMPUS RECREATION NO LATER THAN 9am on Monday!
• Any club failing to return keys by the above mentioned time will be subject to disciplinary actions, such as loss of traveling privileges.
• Receipts of the event if reimbursement is required. Receipts should be typed and explain the total cost paid and the date of event.
Budget/Finances
Finances are an integral component of the Sport Club program. Club teams need to have a viable fiscal plan in place. Club team’s survival usually revolves around team finances. There are several ways club teams can access money. Sport clubs are required to keep track of their budgets via the Treasurer’s Tool and reference the Org Sync’s treasurer section.

University Funding:
The University has established funding for the Sport Club program. Each club must submit an annual budget request.
- Annual Budget Request Forms are due every spring semester.
- Club teams must attend a budget workshop.
Since funds are limited, club teams are only allowed to request funding that is vital to the club’s survival.

Please see the list of acceptable budget items:

Acceptable Budget Items:
- League Dues
- Tournament Entry Fees
- Field/Court/Pool/Ice Rentals
- Official’s Fees (if paying individuals, W-9’s required)
- Team Equipment (balls, pucks, helmets, tackling pads, etc.)
- Team Uniforms (every 3 years)
- Van rentals (Enterprise, 7 seaters, approximately $143.5/weekend)
- Hotel Fees
- Gas Reimbursements

Unacceptable Budget Items:
- Personal equipment (personalized clothing, gloves, sticks, shoes/skates, mouth guards, pads, etc.)
- Food
- Alcohol, party supplies

Budget Process
A Budget Request Form must be submitted for each club. The Sport Club Advisory Board will review each budget for validity and submit their recommendation to the Assistant Director. Each club team will be able to justify their budgets before final approval.

Membership Dues
Dues must be established in advance by the membership of the respective clubs and approved by the Sport Club Office. Clubs are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds established at a moderate rate. Funds received from dues should be deposited directly in the club’s account and may be spent, as necessary, for club operations related to competition.

Fundraising:
All fundraising projects must be approved by the Sport Club Office. Fundraising proposals should be discussed at least 10 business days prior to the event. All fundraising projects must be in compliance with University policies. Fundraising projects involving alcohol, tobacco or any other drugs is strictly prohibited. Any fundraising project that includes sponsorship/donations must be approved by the Sport Club Office. A
written proposal of the plan must be provided. Approval from the Development Office must be obtained prior to an agreement with a business or individual. Tax implications must be discussed. For more details please visit SAGA’s guidelines http://luc.edu/saga/fundraising/#d.en.111125

**Depositing Funds**
Each Sport Club team has a designated On-campus budget account. Clubs wishing to deposit their club dues, fundraising or donated money may use these accounts. Each club must work with the Sport Club Office to make the necessary deposits. Any money that is deposited into these rollover club accounts can be used to help cover operational costs associated with the club. The club team will work with the Sport Club Office to gain access to these accounts. This account does allow for a rollover of funds from year to year.

**Outside Bank Accounts**
The University has prohibited Sport Club teams opening up outside bank accounts.

**Reimbursement Request**
A reimbursement is when an organization pays for an event’s cost out-of-pocket and then is repaid by for the purchase. Reimbursements will only be made for pre-approved costs. The following documentation is needed:
- A completed Reimbursement Form. Completed form will have name, address and amount of reimbursement. This form is available on Org Sync
- Receipt or invoice showing total paid, date and for what purpose.
- If receipt is not given at time of payment, deposited checks from bank will be acceptable or a bank/credit card summary will also be acceptable.
- Average processing time for reimbursement is between 3-4 weeks from the date a completed reimbursement is received.

**Requesting Payments**
Clubs may request to have payments made for entry fees, league dues and other items approved in their annual budgets. The following documentation is needed:
- A completed Purchase Request Form. Completed forms will have name, address, amount of payment and payment due date. Form is found on org sync.
- Documentation supporting payment. Could be an invoice or flyer that describes the event, date of event, who to make check to and address.
- Average processing time for payment requests is usually 3-4 weeks. So it is imperative that clubs submit forms will ample lead time.

**Purchasing Equipment/Uniforms**
Club Officers and coaches are responsible for prioritizing what equipment a club requires and arranging the purchase with the Sport Club administrator. Only club officers can request purchases of equipment. Equipment that is being purchased must be in the club’s approved budget. To request an equipment purchase:
- Complete and submit a Purchase Request Form. Completed form will have name and contact information of the requestor, vendor name and contact information, website of vendor, description/item number of equipment, number of pieces and total cost.
- Once the completed Purchase Request Form is received, purchase will be made using University Credit Card.
- Club will be notified once the equipment has been received.
• All purchases of equipment/uniforms with University funds become property of the University and must be inventoried annually. Each Club is responsible for all equipment purchased by the University and is responsible for items that are lost or misplaced.

The Club Sports Council
The Sport Club Council is comprised of the Presidents or one (1) other club officer to attend twice monthly meetings and report back to their respective club. They will be given one (1) vote for any Sport Club business.
• Clubs are provided one unexcused absence per academic year. The second unexcused absence incurs a fine of $50 with the fine amount increasing $25 for each subsequent unexcused absence.

The Club Sports Executive Board and Council
The Sport Club Executive Board (SCEB) is the governing student body of the Club Sports Council under the auspices of the Sport Club Program and the Department of Campus Recreation.
The Sport Club Executive Board:
• Represents the members of each club to the Sport Club Program.
• Assists the Sport Club Officers in representing the Sport Club to the Sport Club administration.
• Works with the Sport Club Officers and Administration in developing policies and procedures, for managing the Sport Clubs.
• May hear complaints brought by club members against other club members or rule violations by clubs or individuals within the club. The Executive Board makes recommendations for resolution of interclub conflicts and gives recommendations for team sanctions for policy violations to the Sport Club Administration.
• Is responsible for recommending students to sit on the Budget Allocations Committee.
• Directs the allocation of the contingency funds available for club support during the school year.
• Works to support the Sport Clubs through media relations, special projects and other forms of assistance that they can develop.

Club Sports Executive Board Positions
The SCEB is comprised of four members elected by the Sport Club Council to serve one-year terms beginning with the start of each school year. The four Executive positions are:

President:
The Club Sports Council President is responsible for completing the most important elements of leading a successful student organization. The President is ultimately responsible for ensuring the Club Sport program, the Club Sports Executive Board, Advisory Board, and the member club eboard officers are fully compliant with all policies and procedures. Ultimately, the President has the authority to delegate tasks as they see fit.

Responsibilities
• Advise the Program Coordinator regarding the overall vision and direction of the Club Sports program
• Serve as the liaison between member club e-boards, the Club Sports Program Coordinator, and the Campus Recreation Department administration.
• Have/Develop a working knowledge of all Club Sports program policies and procedures
• Attend all weekly Executive Board meetings with the Program Coordinator
• Lead all Club Sports Council meetings
• Monitor the activities of clubs to ensure compliance to the policies and procedures of the Club Sports program
• Work with the Advisory Board to promote, grow, and enhance the Club Sports program
• Ensure members club e-board officers are up-to-date on policies and procedures
• Submit necessary paperwork, forms, and reports by the indicated deadlines
• Create and lead the beginning of year President and Vice President officer training modules in conjunction with the Executive Vice President
• Create the template and main points of the Executive Board portion of the Beginning of Year meeting
• Lead Budget Allocation Hearings in conjunction with the Treasurer

Vice-President:
The Club Sports Council Vice President is responsible for assisting the President with running a successful organization. The Vice President, while previously not having a role set in stone, is in charge of all social media aspects of club sports as well as risk management initiative and assessment. Additionally, the Vice President collaborates with the President to ensure that everything being done is for the betterment of Club Sports as a whole, and works primarily with the President to create new ways to improve the club sport system.

Responsibilities
• Assist the Club Sport Executive President in providing the overall vision and direction of the Club Sports program
• Have/Develop a working knowledge of all Club Sports program policies and procedures
• Preside over Club Sports Council meetings and business during the President’s absence
• Ensure the importance of Risk Management and Safety through auditing member club Emergency Action Plans
• Ensure each club has the required amount of CPR/First Aid certified safety officers
• Ensure member club e-board members are familiar with evacuation plans for relevant facilities
• Lead Safety Officer Training in partner with NovaCare
• Serve as a liaison between member club E-boards, the Club Sports Program Coordinator, and the Campus Recreation Administration in the absence of the Club Sports Executive President
• Attend all Club Sport Council meetings and lead meetings in the absence of the Executive President
• Attend weekly Executive Board meetings with the Club Sports Program Coordinator
• Monitor the activities of clubs to ensure compliance to the policies and procedures of the Club Sports Council
• Work with the Advisory Board to promote and better the Club Sports program
• Ensure member club e-board members are up-to-date on Club Sports policies and procedures
• Assist the Executive President in training member club Presidents and Vice Presidents at the beginning of each academic year
• Assist with Budget Allocation Hearings in conjunction with the Executive Board President, Treasurer, and Secretary
Treasurer
The Club Sports Council Treasurer is responsible for maintaining a system of checks and balances within the Club Sports program and to ensure that all monies are handled properly.

Responsibilities
- Attend weekly Executive Board meetings with the Club Sports Program Coordinator
- Develop/Have a working knowledge of Loyola University and Club Sports financial forms, policies, and procedures
- Have/develop in-depth knowledge of the Treasurer Tool excel program
- Create and lead the beginning of year Treasurer officer training
- Lead Budget Allocation Hearings in conjunction with the Club Sports Executive President
- Review all member club Treasurer Tools at mid-year
- Review all member clubs Budget Request Worksheet prior to Budget Allocation hearings
- Serve as a resource for all member club Treasurers on duties and forms as well as policies and procedures
- Ensure member club e-board members are up-to-date on all Club Sports and University financial policies and procedures
- Attend all Club Sports Council meetings-preside over Club Sports Council meetings and business during the President and Vice President’s absence
- Assist the Club Sport Executive President in providing the overall vision and direction of the Club Sports program
- Monitor the activities of clubs to ensure compliance to the policies and procedures of the Club Sports program
- Work with the Advisory Board to promote, grow and enhance the Club Sports program

Secretary
The Club Sports Council Secretary is responsible for recording meeting minutes and general responsibilities an individual club sport officer secretary would complete.

Responsibilities
- Initiate a relationship with the Phoenix to discuss potential club sports coverage
- Record Club Sport Council and Executive Board meeting minutes
- Manage all social media platforms of the Club Sports program, including Facebook, Twitter, LinkedIn, Instagram and YouTube
- Monitor the activities of clubs to ensure compliance to the policies and procedures of the Club Sports Council
- Work with the Advisory Board to promote, grow, and enhance the Club Sports program
- Create and lead the beginning of year Secretary training module
- Assist the Club Sport Executive President in providing the overall vision and direction of the Club Sports program
- Have/Develop a working knowledge of all Club Sports program policies and procedures
- Attend all Club Sport Council meetings and lead meetings in the absence of the Executive President, Vice President and Treasurer
• Attend weekly Executive Board meetings with the Club Sports Program Coordinator
• Monitor the activities of clubs to ensure compliance to the policies and procedures of the Club Sports Council
• Work with the Advisory Board to promote, grow, and enhance the Club Sports program
• Ensure member club e-board members are up-to-date on Club Sports policies and procedures
• Assist with Budget Allocation Hearings in conjunction with the Executive Board President, Vice President, and Treasurer

Elections
Elections to the SCEB take place at the end of January/early February with newly elected Board members taking their positions, officially, at the beginning of the fall semester. Nominations to the Board positions are to be established at the meeting in January. The nominees will be expected to speak at the last meeting, explaining why they feel they should be elected to serve on the Executive Board. Elections will take place at the end of the meeting with each member club in attendance allocated one vote per position. In the case of ties, a runoff vote will be taken. Vacancies due to graduation, leaving school, resignation or removal will be filled at the following Sport Club meeting with nominations and elections to take place during that meeting.

* The sport club manual is subject to change at the discretion of the Sport Club Office, Campus Rec, SAGA or Loyola University Chicago. Additionally, any issues or policies not discussed in this manual are subject to review by the Sport Club Office, Campus Rec, SAG A or Loyola University Chicago