

USI Club Sports
Officer Guidebook
2026-2027



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I. Introduction and General Information

1. Mission Statement

The Department of Recreation, Fitness and Wellness provides quality programs, services, and facilities to the diverse community of the University of Southern Indiana. We encourage the lifelong pursuit of an active, healthy lifestyle that enhances student development by providing leadership and employment opportunities.

2. Vision Statement

The Department of Recreation, Fitness, and Wellness seeks to complement the Mission of the University by encouraging the physical, emotional, relational, spiritual, intellectual, vocational, and environmental growth of students, faculty and staff.

3. Club Sports Program

Club Sports are recognized student organizations that exist to promote and develop interest in a particular sport or activity. These interests may be competitive, recreational, or instructional in nature, and participation in Club Sports is strictly voluntary. Each club is organized and run by its student members under the supervision of the Recreation, Fitness and Wellness. The emphasis of Club Sports is student leadership and development, involvement enhances the college experience and contributes to the student's overall education.

To participate in a club sport, you must be a student of the University of Southern Indiana and meet the requirements set by the club, Student Development, and the Recreation Fitness and Wellness. Each club will have different criteria for membership and an interested student will need to reach out to club leadership for more information about joining the club

4. Definition of a Club Sport

Students, staff or faculty from USI athletically compete against club teams at other institutions of higher learning.

II. Starting and Maintaining a Club Sports Team

1. Before you can become a Club Sport, you must first become a student organization.

2. Requirements to Starting a Student Organization

- a. The following criteria are considered in approving new student organizations at USI. When evaluating new group requests, Student Life Office staff considers the degree to which the proposed organization meets each of the established criteria. Those organizations that best meet all the criteria listed below will most likely be approved.

- i. Does your potential student organization complement the mission of USI?
- ii. Does your organization have a clear purpose?

- iii. Does your group demonstrate a student need that is currently not being met?
- iv. Does the name of the organization clearly represent the function of the group?
- b. A group wishing to be a registered student organization must complete the Intent to Organize process through the Student Life Office. Groups have 60 days to complete the process during the new student organization registration periods held annually October 1 - February 28. The following information must be submitted and approved before student organization status is awarded:
 - i. Name of Organization
 - 1. (no organization shall register a name identical to or closely similar to the name of a currently registered organization nor can the University of Southern Indiana or "USI" precede any organization name)
 - ii. Constitution
 - 1. A Constitution and By-laws of the organization, which includes a declaration of purpose, membership composition, organizational structure, amendment procedures, etc. must be submitted. University of Southern Indiana policies supersede those of an organization's constitution and bylaws.
 - 2. Writing a constitution can seem like a huge undertaking. A constitution should be a "living document" that is updated and reviewed annually. A constitution should be the governing document of your student organization. Below we have included a sample constitution that includes some instructions on how to create a constitution. We have also added the check-list of items your constitution should include.
 - a. The national organization's constitution and/or by-laws or memorandum of understanding must be on file with the Student Life Office if the organization is affiliated with one.
 - b. National constitutions/by-laws imposed upon the local organization may not conflict with the University of Southern Indiana policies and procedures.
 - iii. Roster and Officer List
 - 1. A list of officers or official representatives of the organization. Along with the names of at least five (5) current USI students, who intend on being members of the organization.
 - iv. Advisor
 - 1. The name of a USI faculty or staff advisor and completion of the Advisor Terms and Conditions. Advisors must actively participate in the organization and regularly attend meetings of the organization. Advisor(s) must be full-time employee(s) of USI and not seeking a degree while holding the role of advisor. In case of

severe hardship, the Student Life Office is authorized to waive this requirement for a reasonable period of time.

v. Insurance

1. Secure insurance if required by University (sports/recreational clubs and others conducting high-risk activities). Social fraternities and sororities are required to carry insurance.

vi. Orientation

1. Organization must complete a new student organization orientation or student organization renewal, depending on which is closer.

3. Steps to Starting an Organization

- a. Set up a meeting with a Student Life Office Professional Staff member.
 - i. At this meeting, you will discuss the proposed student organization and next steps.
 - ii. Prior to your meeting, it may be helpful to have the contact information for the required 5 students and the name of a full-time faculty/staff member that is interested in serving as the group's advisor.
- b. After the meeting, the group will need to create a constitution (see information above).
- c. Once the constitution is drafted, the group will fill out the Organization Registration in Engage.
- d. Officers and Advisor(s) will need to complete the required training pertinent to their position and agree to serve in their position.

4. Becoming a Sports Club

- a. Once you have been officially recognized as a student organization, set up a meeting with the C
- b. Make sure to have established your constitution, find 5 student members, a full-time staff adviser, and a financial manager.
- c. Fill out an application to become a club sport
- d. After the application is reviewed the Associate Director will reach out to set up a meeting with Club Sports Advisory Committee
- e. If your club is deemed feasible for competition and travel the club will be boarded as a club sport. The budget will be given at the start of the fiscal year.

5. Requirements to Renew a Club Sport

- a. Update organization page in Engage
- b. Annually add advisor to approve the organization in Engage (Email should be sent to advisor once added to page for approval)
- c. At least 2 officer representatives attend one renewal session
 - i. The representative must hold an officer position within the organization
 - ii. An advisor's attendance does not fulfill this step within an organization's renewal process; however, advisors are welcome to attend.

- iii. The session must be attended in its entirety
- d. Make sure to attend the renewal meeting held by student organizations as well
- e. **IN ORDER FOR AN ORGANIZATION TO COMPLETE THE RENEWAL PROCESS, ALL THREE STEPS MUST BE COMPLETE!**

6. Obligations of a recognized Club Sports Team

- a. As a club sports team that is recognized by the university, the club may be obligated to:
 - Understand that university is not responsible for the activities of the club sport.
 - Conduct business according to their Constitution. Understand that academic responsibilities should be their first priority.
 - Prohibit the use of alcohol and illegal drugs.
 - Prohibit sexual harassment among club members.
 - Conduct Club business in a professional manner at all times.
 - Guarantee that club memberships are available to all USI students. Understand that club sports are not agents of the university. Clubs may use the name of that university (in the appropriate manner determined by the university); however, club sports must ensure that when talking to third parties they speak only of their members and not the university as a whole.
 - Maintain an active membership roster that is submitted via Eagle Sync.
 - Obtain and maintain any certification requirements instituted by the Club Sports program.
 - Abide by travel and equipment policies, and comply with all local, state, federal laws and university regulations.
 - Submit all required paperwork by deadlines that are determined by Club Sports staff with Recreation Fitness and Wellness.
 - Realize that violation to any policies or procedures could result in probation or expulsion from the club sports Program at USI, and referral to the Dean of Students Office

7. The RFW will hold organizational and informational meetings throughout the academic year. There will be at least two meetings during the fall semester and two during the spring semester. These meetings are essential for effective administration of all active club sports. All clubs must have representation (at least 2 members in attendance) at these meetings. The following meeting attendance policy will be enforced:

- a. **1st Offense:** The club sport will be on probation for the remainder of the academic year and must meet with a RFW staff member within one week of the missed meeting. Failure to meet with the RFW will result in further disciplinary actions.
- b. **2nd Offense:** The club sport will become inactive and lose its registration as a University of Southern Indiana Club Sport. This will result in the removal of facility/space reservations for the club.

III. Administration and Club Leadership

1. Club Sports Program Administration

Recreation Fitness and Wellness supports the club sports program in many ways, such as providing facility space to hold meetings, practices, and competitions, and serves as each of the club's Financial Managers. Recreation Fitness and Wellness Club Sports personnel act primarily as advisors and financial managers. We are available to provide support in areas such as travel, purchasing, reimbursement, inventory and storage of equipment, risk management, and organizational management.

Personnel are also available for consultation regarding any aspect of the organization. If the staff cannot assist you, you will be referred to an office that can. It is the responsibility of the club officers to seek the assistance of the Club Sport Staff. A club representative should schedule an appointment with their contact person to ensure needed attention is provided. Please call or email at least 24 hours in advance to make an appointment.

2. Club Sports Program Administration Responsibilities

- Administrative assistance and guidance on club issues
- Equipment purchase, storage and check out
- Logistic planning
- General publicity and promotion for the program
- Serve as liaison between university staff and club
- Assistance in developing new clubs

3. Club Sports Officers Responsibilities/Job Description

Required

- President: is responsible for oversight of the club and officers. He/she is expected to:
 1. Serve as a liaison between the club and RFW while operating in compliance with the club constitution, Club Sports Officer Handbook, and University Regulations.
 2. Set and make progress towards club goals
 3. Ensure that all club documentation is submitted complete and on time
 4. Ensure that fellow officers carry out their responsibilities
 5. Other duties as assigned by the club's advisor
 6. Teaching the next president how to fill out appropriate paperwork for smooth transition of the club on a year to year basis
- Treasurer: is responsible for the financial obligations of the club. He/she is expected to:
 1. Submit necessary documentation for payments and reimbursements
 2. Create a club budget and maintain the club's budget tracking document
 3. Maintain account records

4. Keep the club financial management in compliance with RFW policies and procedures
 5. Other duties as assigned by the club President or the club's Primary Contact
- Fundraiser: Should plan and initiate fundraising efforts and coordinate member involvement for their club. He/She is expected to:
 1. Seek out fundraising opportunities in an effort to meet the club's fundraising goal for the year
 2. Initiate and plan fundraising events, registering fundraising events with a BoilerLink Event Request as necessary
 3. Complete a Fundraising Log after each event
 4. Fill out fundraising event form for financial advisor/ Associate Director of the RFW
 5. Other duties as assigned by the club President or the club's Primary Contact

Recommended

- Safety: is responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). He/she is expected to
 1. Ensure all club members have the necessary paperwork on file for participation eligibility
 2. Maintain full inventory of the club's First Aid Kit
 3. Monitor facility conditions
 4. Complete and submit Injury Reports as necessary
 5. That a CPR/AED, First Aid certified individual is present at all club events (see Risk Management section of this Handbook)
 6. Other duties as assigned by the club President or the club's Primary Contact
- Vice-President: is responsible for the operation of the club in the event that the president is unable to. He/she is expected
 1. To learn the club procedures as if they are the president
 2. To be ready to transition into the club president position the following years to come
- Recruitment: is responsible for creating and attending social events to grow the club sports roster. He/She is recommended to attend/set up
 1. A table at the involvement fair at the beginning of each semester
 2. A table in or outside the university center during the first week of classes
 3. Informational nights to tell interested people about your club

4. Staff/Faculty/Financial Advisor

a. Staff/Faculty Advisor

- i. Student organizations are required to have an advisor who must be a member of the University of Southern Indiana faculty or professional staff. The advisor assumes responsibility for working on a continual basis with his or her respective club in accordance with the policies of the institution. Advisors give their time and expertise to facilitate the growth and development of students through the group process. The faculty advisor's role is to monitor activities so that the club and each of its members meet all requirements listed in this Club Sports Handbook, including practice, competition, travel, and insurance requirements. It is important to maintain a relationship with the advisor, because he/she provides a degree of continuity to the club as new students arrive and others graduate.
- ii. The advisor must complete and submit the code of conduct form to be kept on file at the RFW. A student organization advisor is a faculty or staff member, who has been asked (or assigned) to advise a registered student organization. To be an advisor, the individual must be a University of Southern Indiana faculty or staff member (part-time faculty and staff qualify as advisors if they are not simultaneously pursuing a graduate degree).
- iii. All student organizations are required to have an on campus advisor. A student organization can also opt to have an off campus advisor and/or multiple advisors. All names of advisors and contact information should be added to the student organization's EagleSync portal profile.
- iv. The role of the advisor will vary based on the needs of the individual organizations. Advisors should have a committed level of interest in the mission and purpose of the organization. The knowledge and expertise of advisors provides continuity for members, ensures success and longevity of the organization.
- v. We highly encourage advisors to be active participants in their organization(s) and regularly attend organizational meetings. By doing so, advisors can enrich organizational functions, such as goal setting, member involvement and discussion, and individual development.

b. Financial Advisor

- i. A financial manager is a full-time employee of the University who has been assigned responsibility for one or more fund/org combinations by the Vice President of Business Affairs. Financial manager responsibilities include the following activities:
 - Reviewing financial activity for accuracy and conformance with budget constraints
 - Ensuring that financial transactions comply with University guidelines and any external restrictions including grant limitations and federal, state, or local regulations
 - Approving charges to assigned fund/orgs

- Granting permission to others to view activity in assigned fund/orgs
 - ii. Many times, the student organization advisor also serves as the financial manager
- 5. Coach
 - a. Coach
 - i. The coach does not have to be a USI employee, but must be approved by the Club Sports Advisory Committee which may consist of:
 - The RFW Associate Director
 - The RFW Director
 - The Program Advisor for Student Activities
 - ii. The coach must demonstrate the appropriate expertise in that particular activity with an emphasis on safety for those participating. He/she shall have appropriate certifications in that sport (if available) and certifications in CPR and First Aid.
 - iii. The coach also will meet with the Associate Director and Director to ensure that he/she understands and agrees to follow all University policies regarding safety, travel, eligibility, and the USI Code of Student Behavior.
 - iv. The coach(es) must complete and submit the code of conduct form to be kept on file at the RFW.

IV. Membership Guidelines & Standard of Conduct

1. Membership Eligibility
 - a. All USI Club Sports members must fulfill one of the following requirements to be eligible for participation:
 - Current USI student (enrolled in at least 6 credits)
 - Current USI faculty member
 - Current USI staff member
 - b. Each club will determine its own membership rules. However, no participant may be discriminated against for reasons of race, age, religion, sex, color, ethnic or national origin, physical, mental, or sensory disability, marital status, political or social affiliation, or sexual orientation. Not all members are required to compete. Each club is responsible for knowing and adhering to its own association / league regulations governing eligibility for participation. USI Alumni are prohibited from participating.
2. Academic Policy

Each club member must sign a Grade Release Form authorizing the University of Southern Indiana and its designated officials to release semester and cumulative grade reports, midterm grade reports, and hours enrolled to the Office of Student Development Programs, Department of Recreation, Fitness and Wellness, organization president, organization advisor, organization scholarship chair, and organization coach (if applicable). Any disclosure of academic information shall be for use in determining eligibility to participate, scholarship programming, awards recognition, and verification of minimum academic standards.

3. GPA Policy

- a. Minimum cumulative GPA of 2.3 to be a part of the Club Sports program.
- b. When a club member falls below a cumulative GPA of 2.3, one of the following will occur:
 - i. Probation- Club Member with a GPA of 2.0-2.2
 1. Can practice and compete with the club
 - ii. Game Suspension- Club Member with a GPA of 1.5-1.9
 1. Can practice with the club but cannot compete or travel.
 - iii. Club Suspension- Club Member with a GPA of below 1.5
 1. Cannot practice, compete or travel with the club until grades improve.
- c. Semester GPA
 - i. When a club member has two consecutive semesters with a GPA below 2.0, the following will occur:
 1. Probation
 2. Can practice and compete with the club
 - ii. If the member has a third consecutive semester GPA below 2.0, the member will be suspended from all club activities.
 1. Club Suspension
 2. Cannot practice, compete or travel with the club.
- d. Freshmen/New Student
 - i. In the first semester, when a freshman or a new USI student fall below the semester GPA of 2.0 the following will occur:
 1. Probation
 2. Can practice and compete with the club
 - ii. After second semester, freshmen and new USI students will be considered under the general cumulative and semester GPA guidelines
- e. Club GPA
 - i. If the entire club's semester or cumulative GPA falls below a 2.3, then the club may lose the following privileges. This will be decided on a case-by-case basis.
 - Practice times
 - Travel
 - Financial help
 - Club Status

4. Statement of Liability

All participants of Club Sports at University of Southern Indiana are exposed to the possibility of physical injury due to the nature of the activity. Club members accept this risk and responsibility as their own by choosing to participate. Therefore, all club members will be required to read and sign an agreement to participate/release form. **This release form must be completed and filed with the RFW before individuals participate in any practice or competition. Liability forms must be signed every year that you are in the club.**

5. Insurance Coverage

All club sports teams are now provided with commercial general liability insurance through the University of Southern Indiana. Club sports teams are also covered under the university's policy for catastrophic accident medical insurance to cover medical expenses and disability from injuries sustained during the play, practice, and travel for a sport. Club sports teams that are

deemed to be low risk may not be covered under this insurance. Please contact the Associate Director of RFW to confirm that your club is listed.

6. Intramural Sports Participation

Certain club sports are too closely related to offered intramural sports leagues and tournaments that give club members a competitive advantage. In an effort to prevent this if your club sport is listed below in correlation with the league then you may not have more than two (2) club members on an intramural roster. Listed restrictions are:

- Ultimate Frisbee Club (Men or Women) and Ultimate Frisbee intramural tournament
- Ice Hockey Club and Floor Hockey intramural league
- Volleyball Club and Volleyball intramural league
- Soccer Club and Soccer intramural league
- Soccer Club and Futsal intramural league

7. Standards of Conduct

- a. Need to review Student Organization document
- b. Hazing Form

V. Marketing

1. Logo usage

- a. Any version of the Club Sports Logo is required to be visible/on team's official jerseys or uniforms
 - i. Size of the logo can vary
 - ii. Logo can be located on shirts or pants/shorts
- b. Use the logo usage guide link below to view the various patterns and colors allowed for uniforms
 - i. <https://www.usi.edu/brand/usage-guidelines-and-brand-manuals>

2. Wording

- a. Wording and emblems for jerseys cannot use the words "USI" in a way that is designed to stick out
- b. Team names cannot be closely related to "Eagles", "Screaming" or any other word closely related to the mascot of University of Southern Indiana

3. Vendors

- a. For jerseys or uniforms you must go through an approved vendor. Use the link below for the list of approved vendors
 - i. <https://www.usi.edu/brand/licensing-and-trademark/list-of-licensed-vendors/>

4. Social Media

- a. Clubs are required to have social media accounts on any 1 of the following platforms:
 - Twitter
 - Instagram
 - Facebook

- Any other social media will need to be approved and then registered with the Associate Director
- b. Social media handles and usernames should be turned into the Associate Director for RFW marketing purposes
- c. When posting on your social media accounts, be sure to abide by university policies and procedures.

VI. Facilities and Equipment

1. Facility Reservations

To reserve a facility/meeting room take these steps

- Go to USI club sports page on usi.edu
- Click forms
- Click scheduling services
- Click reserve space
- Click USI student organization event reservation form

2. Expectations of Using Facility

It is the responsibility of the officer of a club (president, vice president, captain, etc) to communicate this information to club members, spectators, visiting teams, and other users of recreational/athletic facilities. Failure to adhere to these policies will result in disciplinary action.

- **Alcoholic Beverages:** It is prohibited to consume, provide, or sell alcoholic beverages on University of Southern Indiana grounds in association with any club event or competition. Club members are prohibited from consuming alcoholic beverages before or during any club practice or competition on or off campus. Any club function off campus that involves alcohol requires clubs to abide by all state and University policies and laws. No alcoholic beverages or glass containers are permitted on or around recreational or athletic fields.
- **Tobacco:** It is the policy of the University of Southern Indiana to promote and maintain a clean and healthy working and learning environment for students, faculty, staff, and visitors. The University expects the cooperation and commitment of all students, faculty, staff, and visitors in maintaining a smoke-free environment and an environment free from smokeless tobacco waste. Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco. The use of tobacco or tobacco products in personal vehicles on university-owned, -operated, or -leased property is allowable. This policy extends to all university property and all campus sports facilities.
- **Clubs should inspect the fields prior to every use.** It is the responsibility of the club to report field hazards to the Associate Director of the RFW. If the field is unsafe, practices/competitions must be canceled or moved to an alternate location until the problem is corrected. In case of emergency, contact USI's Office of Public Safety to determine if ground personnel are available to help. **Dial 911 if there is a life or death emergency** or call **812-492-7777** for campus security.
- **For the safety of all participants,** pets on a leash are permitted on recreational fields. Owners must clean up after their pet.

- **Vehicles must be parked in the designated parking areas.** No vehicles are permitted on recreational/athletic fields.
- **Clubs are responsible for policing the facility** and placing all trash in the containers provided.
- **Club Sports are not permitted to provide a game site** for two non-University of Southern Indiana teams. Tournaments may be an exception to this policy when the tournament has been approved by the Associate Director and Director, and when facilities have been scheduled through Scheduling Services.

3. Inclement Weather/Cancelation of Practice

The RFW will make the final decision on field conditions and weather-related decisions. The RFW staff will make decisions as to the condition of the fields, when possible, but also will depend on each club when determining whether the scheduled practice/competition will destroy the field space. Clubs should utilize their best judgment when fields are wet and possibly unsafe. In the case of sudden inclement weather, it is the responsibility of the club to clear and stay off the fields. Clubs are responsible for any damage to any field/activity space. This should be kept in mind when deciding whether to use a wet field for practice or competition. Cancelation of practices should be communicated to the team as soon as possible and posted on social media for all to see.

4. Storage

Equipment may be stored at the RFW in the assigned locations (with the exception of clay target shooting club). If the RFW purchases equipment for a club, it must be kept in storage at the RFW and checked out when needed. Remember that your equipment is safe at the RFW and can be accessed at any time. Just find a supervisor and they should be able to make your equipment available to you.

VII. Financials & Account Management

1. Yearly Allocations

- a. Each club sport will be given an amount of roughly \$2,000 for the year for the club to operate. Note, your remaining budget does not roll over to the following year. Your account balance will go back to \$2000 regardless if you have spent it all or not. Example: if you spend \$1,300 leaving \$700 in your club account and the fiscal rolls over your account will be refilled to \$2,000 not \$2,700

2. Purchases

- a. Clubs are allowed to purchase equipment and apparel for their clubs. There are strict guidelines that will need to be followed.
- b. When purchasing apparel and uniforms
 - i. The Club needs to follow the guidelines in section 5 in regards to marketing and logo usage
 - ii. There are specific vendors you may buy uniforms from

- c. When purchasing equipment, there are specifics that need to be highlighted
 - i. Each club will have an annual agreement that needs to be signed by the entire team. Part of the agreement will have outlined the equipment/apparel that the particular club can use their University money/reimbursement money on
 - ii. ***It is STRONGLY RECOMMENDED that before you submit an order, that you meet with the Associate Director to make sure you can get reimbursed for the item in question.
 - iii. Purchases with Club Money
 - 1. It is very important to understand that if you purchase a piece of equipment and want to use University funds that the RFW provides, the equipment must be stored at the RFW. The equipment will be considered the Universities equipment
 - iv. Purchases with your own money
 - 1. If you purchase equipment and do not want reimbursed for it, it will be considered your equipment and do with it as you wish
 - a. ****Depending on whether the equipment falls under the approved campus policy

3. Reimbursement Process

- a. Chrome River
 - i. The platform that will be used to reimburse students for travel
 - 1. Gas
 - 2. Lodging
 - ii. When you return from your trip, you need to take all the receipts from the lodging location you stayed at and the gas receipts and take them to the Associate Director of the RFW.
 - 1. The RFW prefers to have one student pay for it all, but understands if multiple do
 - iii. The Associate Director of the RFW will begin the process of reimbursing the students. It is very important that the students who are being reimbursed pay attention to their school email. They will receive two separate emails at two separate times asking them if they will accept the reimbursement.
 - iv. When the process goes through all the proper channels, a check will be sent to the student. The check will be sent to the address that the University has on file.
- b. BuyUSI
 - i. The platform used to reimburse students for certain purchases
 - 1. Equipment
 - 2. Apparel/shirts/shorts
 - ii. After a student makes a purchase and the Associate Director approves that the purchase can be reimbursed, the process will begin

- iii. The Associate Director of the RFW will need the receipts from any orders that are purchased. The reimbursement will need to go through a process and be approved by four separate people.
- iv. Once it has been approved, a check will be sent to the student who is getting reimbursed. The check will go to the student's address on file at the University.

4. Deposits & Donations

- a. Deposits made from a Club need to be taken to the bottom of the Orr Center and put into your club sport account.
 - i. You can get your club account number from the Associate Director.
- b. Donations made to the club need to be taken to the foundations office and turned into them

5. Fundraising

- a. At the RFW we have an expectation for our club sports to raise funds in an effort to financially support their season.
 - i. Clubs will be required to create 1 fundraising event for the year
 - ii. Failure to do so will result in denial of travel requests
- b. Clubs will need to fill out a fundraising event form to send to the Associate Director for approval
- c. The University of Southern Indiana and the USI Foundation strictly prohibit any fundraising activities which involve drawings, raffles, half-pots, bingo, lottery, charity game nights, games of chance, or any scheme for distribution of prizes among persons who are paying for a chance to obtain a prize on the University of Southern Indiana campus.

VIII. Competition

1. Home Competition

Home competitions need to be scheduled in the same manner as if you were scheduling a field or court for practice (see facilities and equipment section for process). You will also need to have incoming teams sign a general liability form prior to the start of the first game of your competition if the competition is being held on USI's campus.

2. Individual Participation Waivers

All participants of Club Sports at University of Southern Indiana are exposed to the possibility of physical injury due to the nature of the activity. Club members accept this risk and responsibility as their own by choosing to participate. Therefore, all club members will be required to read and sign an agreement to participate/release form. **This release form must be completed and filed with the RFW before individuals participate in any practice or competition.**

3. Travel Request Form

- a. Filling out a travel request is very important. This is our way of knowing some basic information regarding the trip your club wants to do.
- b. There is an online form to answer the questions. (To Find Travel Request Form)
 - i. **Go** into your MyUSI
 - ii. **Click** on the Engage App
 - iii. **Click** on Forms
 - iv. **Type** in Student Organization Travel Request
 - v. **Click** start and fill out the form
 - vi. **Fill** out the form and it will be sent to the Associate Director to approve
 1. **DO NOT FORGET TO UPLOAD TRAVEL ROSTER**
 - a. Please note, the travel roster is the people attending the event you are requesting to go to, not your entire club roster
 - b. The non-university representative going on the trip needs to be on the travel roster as well
- c. Travel requests are due 2 weeks prior to any due date of the event

4. Travel/Vehicle Rental

- a. Personal Vehicles
 - i. It is the university's expectation for all Club Sports to use a USI rental vehicle instead of a personal vehicle. Exceptions are rare but can be requested in writing from the Associate Director of the RFW
 - ii. The only exception to the rule is Clay Target Shooting club and Bass Fishing Club. But must still submit a personal vehicle form before every competition
- b. Rental Vehicles
 - i. The number of rental vehicles must accommodate the amount of people that are listed on the travel roster. Example:
 1. If 13 people are on the travel roster you must plan to rent 3 sedans
 - ii. To be eligible to drive a rental vehicle:
 1. You must have your car insurance filed with the RFW
 2. Be the age of 21 or older
 - iii. You must have an eligible driver for all rental vehicles
 - iv. After the travel request form has been approved whoever submitted it will receive an email from the Associate Director of the RFW of the acceptance and then will receive directions on where and when to pick it up
 1. Clubs have an option of having rental vehicles delivered at a premium in cost

- v. Rental vehicles should be returned to the location that they were picked up at

5. Lodging

a. General Guidelines

- i. Club Members that are in a relationship are prohibited from sharing a room.
- ii. Men and women club members are prohibited from sharing a room.
- iii. Coaches must have their own rooms

b. Hotels

- i. When booking hotels for a tournament/competition you must have a bed spot for each person listed on your travel roster
 - 1. Example: If there are 11 people going you would have to book 3 rooms (assuming all rooms hold 4 people)

c. No-Cost Lodging

- i. If lodging is provided to a traveler at no cost, the traveler needs to provide the name, address and telephone number of the person providing the lodging, prior to departure to the Associate Director of the RFW.
- ii. The traveler may not claim reimbursement for lodging when the lodging was provided by a person who is not in the business of providing lodging.

6. Hosting a Tournament

- a. If clubs are wanting to host a tournament off campus they are responsible for setting the tournament themselves. Payment should be issued by the facility as an invoice followed by you turning the invoice into the Associate Director of the RFW for payment for the facility.

X. Health and Safety

1. CPR/AED Certification

- All clubs will be required to have a minimum of two members certified in First Aid and Cardiopulmonary Resuscitation (CPR).
- The club will provide a list of all members currently certified in First Aid and/or CPR.
- Copies of certification cards will be on file with the RFW. It is mandated that at least one member with current CPR certification and one member with current First Aid certification be present at all club functions.
- For clubs that do not have anyone with current certification, the RFW will provide classes to obtain certification at very minimal cost (\$5 for the certification card).
- Failure to have a safety officer with proper certification may result in a loss of privileges and status as a club.

2. First Aid

- A First Aid kit must be on site for all club functions. First Aid kits can be checked out from the RFW.

3. Concussions

The RFW takes concussion very seriously and should always be documented with an injury report. To ensure the safety of participants, teams should have the following:

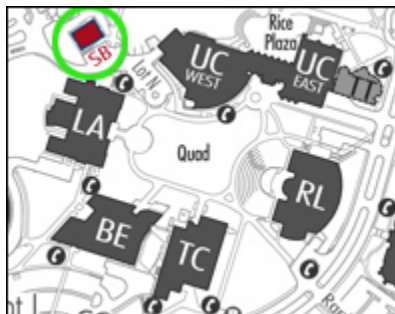
- At least two members fulfill the concussion training for athletic trainers on <https://www.cdc.gov/headsup/youthsports/training/index.html>
 - Email Associate Director of the RFW with completion certificate sent via email
- At least two members who have completed the training be present at all club functions

4. Injury and Accident Reports

All serious injuries should be reported with a completed injury report within 24 hours of it happening. The only exception to this rule is an injury that happens at an away competition. In this instance the president should text or email the Associate Director of the RFW to report the injury. When the team returns to campus they have 24 hours from that moment to fill out an injury report and submit it to the RFW. Example; if the team returns at 4pm on a Sunday they have until 4pm on Monday to turn in a full injury report

5. Public Safety

- USI Public Safety maintains 24-hour, seven-day-a-week security coverage of the campus. Security duties include traffic control, security of physical assets, and safety of all employees, students, and guests of the campus. In addition, all security staff are trained in first aid and other emergency procedures.
- The office is located in the Public Safety Building. The telephone number is 812-464-1845 for routine business. For emergencies, call extension 7777 (812-492-7777 from your cell phone).
- Emergency phones are located around the campus in the blue cylindrical structures with a light on top. Merely pressing the button will connect to the emergency number.
- Building



- Mission Statement
 - i. The University of Southern Indiana strives to create and maintain a safe and secure environment on all properties it owns, and sites it leases or manages for official activities. The University believes that members of the University community can assist in keeping themselves from harm by using safety precautions and by knowing as much as possible about the frequency and type of security breaches which occur on University property. To that end, USI Public Safety records and annually publishes statistics on crime and security matters, and the University provides timely warnings of crimes or incidents which may be considered a threat to the University community.
- 6. Emergency Contact
 - For any non-life threatening situation involving a hospital visit, contact the Associate Director of the RFW to report the incident. For any life threatening emergency or significant incident, please contact the Associate Director of the RFW immediately. If they cannot be reached, leave a message and continue down the call list, in order until you reach someone. Cell phone numbers should only be contacted in case of emergency.
 - i. **1 Drew Hawkins – Associate Director of Fitness, Intramurals and Outdoor Adventure**
Cell: 812 431-3609
 - ii. **2) Stephanie Walden-Schwake - Director – Recreation & Wellness**
Cell: 812-449-6773