LEWIS UNIVERSITY RECREATION CLUB SPORTS OPERATIONS MANUAL 2014-15

sexual orientation. Any restrictions based on gender are subject to the approval of Lewis and the Department of Student Recreation, Fitness and Wellness.

- Instructional Clubs are not allowed to cut members or to limit participation in any way. Competitive clubs may have roster limitations set by the governing body or conference for which the club may be governed by.

- Current varsity athletes are not allowed to participate in the same sport that they are currently competing in.

- Members may not use Club Sports to promoted individual financial gain or private practice.

- Presidents of each club sport are responsible for providing a team roster to the Director of Student Recreation, Fitness and Wellness by the 2nd week of each semester to verify player eligibility with the Registrar's Office.

ACADEMIC STANDARDS

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

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

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

2014-15 Club Sports Calendar

August 25	Fall Semester Classes Start
September 12	Team Budget Requests Due
September 12	Fall Facility Requests Due
September 12	Fall Game Schedule Due
September 12	Roster due for Registrar grade and hour verification
September 26	All Participants Forms Due
September 25	MANDATORY CLUB CAPTAIN MEETING 2pm
October 9/10	Fall Break
November 14	Spring Facility Requests Due
November 26-28	Thanksgiving Holiday
December 5	Spring Game Schedule Due
December 6	Fall Semester Classes End
December 8-13	Final Examinations
December 13-14	Commencement
January 12	Spring Semester Classes Start
March 2-7	Spring Break
April 1	Budget Requests for 2014/15 Due
April 2-6	Easter HolidaySpring B

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

INJURY & INCIDENT REPORTS

Roles of the First Responder

A. Immediately care for

Funding Approach

The Department of Student Recreation, Fitness and Wellness and the Sport Club Council will make all

Club Sport Travel Program

I. GENERAL

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

II. TRAVEL

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

A. Travel Policies for University Sponsored Events Involving the Transporting of Students must be followed. The Director of Student Recreation, Fitness and Wellness will monitor adherence to travel guidelines. Clubs are not authorized to deviate from established guidelines.

B. Clubs are required to adhere to University travel regulations.

C. All travel arrangements must be confirmed with the Recreation Office prior to departure.

D. Clubs are required to submit a travel itinerary and travel party roster to the Recreation office 48 hours prior to leaving campus (see Forms appendix). The Recreation office must approve any adjustments to the itinerary.

III. TRAVEL IN PERSONAL CARS

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

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IV. BUSES/VANS

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

V. INSURANCE

A

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

Flyers/Posters

1. Flyers/posters may be posted on the main campus and in the student residence halls.

2. Flyers/Posters for distribution through Campus Life must be submitted to the SORC Office for approval.

3. All flyers/posters must be submitted for stamping to the SORC office at least 3 days prior to the day they will be posted.

4. Flyers/posters may be placed ONLY on tack strips and bulletin boards in all buildings.

5. The placing of flyers/posters on

CONDUCT POLICY

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

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

1. The club will be made aware of the incident in writing (via email or official memo) within three (3) University business days of occurrence. The Director of Recreation will notify the club of the issue and the process.
2. A meeting will be scheduled to discuss the specific charge(s), a review of proper policies and rules, and the club officers will have an opportunity to state their case. The group will meet with the Sport Club Council.
3. The club will be notified of the sanctions within 48 hours of initial meeting and future sanctions if misconduct persists.
4. The club will have three (3) University business days to appeal final decision in writing to the Director of Recreation.
5. If a club fails to respond to initial notification of charges, the evidence against the club will be consic -0cla -0.004 Tw/ ( )Tjj <</MCID 22 >>d- t59t-0.001cisiub willencedn4(,)2(a(ns)4(t)2e)10(ev)14

SEXUAL MISCONDUCT POLICY
Lewis

Lewis University Campus Recreation
Budget Summary

For academic year: _____ Club: _____

Summary prepared by: _____ Phone #: _____

ANTICIPATED EXPENSES

1. Equipment (any new equipment your club will be purchasing)
    a. New equipment: _____
    b. Uniforms: _____ Subtotal: _____
2. Travel
    a. Fuel costs: _____
    b. Lodging costs: _____
    c. Rental costs of vehicle: _____
    d. Food costs: _____ Subtotal: _____
3. Officials: _____ Subtotal: _____
4. Awards: _____
    a. Other social functions: _____ Subtotal: _____
5. Miscellaneous
    a. _____
    b. _____ Subtotal: _____

REVENUE

1. Membership dues: _____
2. Sport club council funding: _____
3. Fundraising: _____
    a. _____
    b. _____
    c. _____
4. Other (describe): _____

    _____

Revenue total: _____ _

Expense total: _____

Net total: _____