



Drake University Recreational Services Sport Club Handbook

Sport Club Participants:

Thank you for showing interest in sport clubs at Drake University. This booklet contains valuable information about the policies and procedures for the operation of a sport club. It is important to read and understand the enclosed information.

I am certain this booklet will help your club throughout the year. If you have any questions about any of the information, please feel free to contact at (515) 271-3522 or stop the Sport Club office in the Bell Center.

I hope you enjoy your sport club experience.

Ryan Parriott
Assistant Director of Recreational Services - Intramurals and Sport Clubs

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General Program Information

Sport Club Program Description

A sport club is a group of individuals organized for the purpose of furthering their interest in an activity through participation and competition. Sport clubs can be organized for any recreational activity for which there is sufficient student interest. The formation and initiative to start a sport club is dependent upon effective student leadership. The interest, the work, the organization and the participation is the responsibility of the club members; and therefore, the success belongs to the sport club exclusively.

The main purpose of the sport club program at Drake University is to promote student participation in a wide variety of sports activities and to provide greater opportunities for students and faculty/staff members to compete at various skill levels.

The following statements define sport clubs and their philosophy:

1. Sport clubs are voluntary innature.
2. Sport clubs are non-profit in nature. The members must assume most of the financial responsibilities according to their interest.
3. Sport clubs adhere to certain regulations governing travel, budget practices and records filed with the Assistant Director's office.
4. Sport clubs offer members a chance to develop their knowledge and skill to greater degrees by organizing practices.
5. Most sport club members have a chance to exhibit their skills in competitive situations by traveling off campus or to other universities. The extent of their road game schedule is limited by their operatingbudget.
6. Club members do not emphasize strict training rules or conference regulations as with varsity competition.
7. Sport clubs do not emphasize recruiting practices, financial aid, scholarships, letters of intent, profits or expanded road trips.
8. Emphasis is placed on student leadership, and the most successful clubs are the ones with outstanding student leaders. The club survives and thrives only by means of active student involvement and participation.

Current Clubs

Women's & Men's Soccer, Women's Volleyball, Co-Ed Tennis, Men's & Women's Ultimate Frisbee, Floor Hockey, Baseball, Badminton, Golf, and Swimming

Role of the Assistant Director of Sport Clubs

The Assistant Director serves primarily as an advisor and resource person and is available to assist student leaders with club business. It is their responsibility to monitor sport club activities to insure the safety of participants and to see that funds are managed in accordance with Drake University guidelines.

The Assistant Director will allow clubs as much freedom to operate as possible, provided they operate within the framework of the guidelines and regulations herein. A sport club should refer to the Assistant Director whenever situations arise that is not covered in this handbook.

Club Organization and Administration

University Recognition - Annual Recognition

Each club must complete a registration process with the Assistant Director in order to "gain" or "regain" active status. No funding is released until all paperwork is processed through the Assistant Director.

Returning Club

Recognition as a sport club is granted for one year only (September to August). It is necessary for each club to reapply for such recognition at the beginning of each academic year. The renewal procedure outlined here shall be followed.

Complete and submit to the Assistant Director:

1. Complete Student Organization Registration (completed through student life office)
2. Changes in the Club Constitution, if any
3. Officers Information Form (Appendix E)
4. Equipment Inventory (Appendix G)
5. Practice schedule and game schedule
6. Approved drivers form online (Appendix O)
7. Private Vehicle (Appendix O)

Forming a Sport Club

Individuals wishing to form a sport club should take the following steps:

1. Meet with the Assistant Director in the Department of Recreational Services to explore the possibilities, benefits and requirements for becoming a sport club.
2. Organize a meeting to attract new members and assess interest.

3. Develop and adopt a constitution and by-laws. (Appendix C)
4. Elect officers.
5. Obtain a faculty/staff member to act as the club advisor.
6. Complete New Student Organization Registration
7. Give presentation at Student Senate meeting to receive formal Student Senate approval.
8. Submit all forms as listed under returning clubs. (See above.)

Criteria for Program Acceptance

To determine if a proposed or existing student organization appropriately belongs in the sport club program, it must meet the following criteria:

1. The club's purpose and activity must be appropriate and consistent with the purpose and philosophy of the Department of Recreational Services.
2. Sufficient student interest must be demonstrated by an active membership.
3. The funds must be available to meet the financial needs of the club.
4. The club must have the potential to provide additional funding.
5. Programs offered elsewhere on campus must, not currently meet student needs/interests that the club hopes to meet.
6. Clubs must have the POTENTIAL to compete; subject to the Sport Club Coordinator.
7. Clubs utilize Recreational Services facilities for practices and/or matches.
8. Recreational Services' facility must have space and equipment to accommodate Sport Club needs.
9. Clubs are recognized and approved as a registered student organization (RSO) by Student Life

After review, the Assistant Director will notify each club in writing of its recognition as an "active" sport club. If the application was rejected, a meeting with the club officers and the advisor will be set up to explain the reason for rejection.

The Assistant Director reserves the right to restrict any organization from being a Sport Club.

If any sport club begins to show a steady decrease in participation, student leadership or general interest, the Assistant Director will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a club is no longer meeting the needs of a reasonable number of students and no longer meets the criteria for acceptance as a sport club, termination of status may be appropriate. Once terminated, a club must re-enter the program by following the procedures for a newly formed club.

Sport Club Privilege over Student Organizations

1. Sport Clubs have priority over Student Organizations in reserving space within Recreational Services facilities.
2. Sport Clubs receive direct advisement from the Assistant Director in maintaining/growing their organization.
3. Equipment checkout on a regular basis through Recreational Services is permissible.

Constitution

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern themselves.. Each sport club should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, advisor duties, financial arrangements and qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting quorum and amendments) should insure fulfillment of university requirements. The constitution must be interpreted, so that the club can operate consistently from year to year.

As a recognized student organization, each sport club must submit a constitution to the Assistant Director. (Appendix C)

Responsibilities of the Faculty/Staff Advisor

Each sport club authorized by Drake University must have one or more advisors selected from the faculty or staff of the university.

The advisor is not expected to assume leadership of an organization but is encouraged to work closely with officers and to offer their own input into organization decision-making. The duties of the advisor are as follows:

1. Be responsible for the guidance, leadership and conduct of club members.
2. Assist in the day-to-day operation of the club and serve as an intermediary in the managerial setup of the club between the club representative and the Assistant Director.
3. Be available during the development of plans and programs for the club to provide expertise and mature judgment and to help insure that activities and undertakings of the club are sound and favorably reflect on Drake University.
4. Attend either or both, the regular meetings or the executive meetings, of the club. When the advisor cannot be present at a meeting, it is the club president's responsibility to meet with the advisor to discuss the minutes of the meeting.

The advisor is considered the first point of approval for all measures of the club and for all fund expenditures. The advisor must sign/approve all invoices and requisitions.

Responsibilities of the Coach

It is considered the responsibility of each Sport Club to assist in securing the services of their coach. The Assistant Director must approve all coaches selected by the club before assuming duties.

The duties of the coach are as follows:

1. Assist the club officers in scheduling games for the season well in advance. Notify the Assistant Director for final approval of the schedule once it is completed.
2. Coordinate all practices and home games with the Assistant Director.

3. Be present at all games and practices. This is essential for all out-of-town contests.
4. Help insure good sportsmanship on and off the field.
5. Report all injuries and incidents immediately to the Bell Center staff.

Coach approval

1. Student coaches must meet with the Sports Club Coordinator and sign a release form.
2. Non-student coaches and non-Drake employees must turn in a resume with references and sign a release form.
3. Must pass a background check conducted by Drake University for a fee (the Sport Club is responsible for covering this cost).
If they are associated with a company, must turn in a certificate of insurance.

Responsibilities of the Club Officers

Because the Sport Club is predominantly self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success, but it is the president's responsibility for club functionality.

The President

The task of conducting the business of a sport club is usually too large for any one individual. A good president will learn to delegate some of his/her general responsibilities to others. The effective delegation of tasks and responsibilities to other club members accomplishes at least three things:

1. It eliminates the possibility of having one person do all of the work.
2. It gives other members a sense of value to the club.
3. Commitment increases with involvement, so trust your members to share in the administration of their club.

Responsibilities

Since each sport club is different, the most effective method of operation will vary among the clubs. The club's constitution should outline the general responsibilities of each office as they pertain to that particular club. The club shall decide which tasks should be assigned to each officer. Responsibilities that need to be covered include:

1. Providing a liaison between the club and the Assistant Director
2. Operating the club in compliance with the content of the handbook
3. Informing the club members of the content of the handbook
4. Informing the next club president of the routines and guidelines for club operation prior to his/her assumption of duties
5. Taking appropriate action to obtain a club advisor
6. Keeping the following information current in the Sport Club office
7. Student Organization Registration/Request for Recognition (Appendix A)
 - a. List of club officers and club advisor (Appendix E)
 - b. Membership Roster (Through imleagues.com) and participation tracking.

- c. Copy of the club constitution
- d. Practice/Game schedules
- 8. Meeting financial obligations incurred *as* a club
- 9. Approving expenditure of funds in accordance with the members' desires
- 10. Collect dues
- 11. Preparing yearly budget request (Appendix N) and submitting it to the Sport Club office for approval
- 12. Making all travel arrangements
- 13. Publicizing club activities
- 14. Completing the Injury Report Form for any injury requiring some form of medical attention that occurs during a related activity (Appendix K)
- 15. Reporting the results of all club competitions
- 16. Additional responsibilities *as* outlined by the Assistant Director

Membership

Each Sport Club will determine its own membership rules, but they must be free of any restriction based on race, color, religion, sex, age, national origin or disability. Clubs may have a designated traveling team, but cannot deny club membership to any student or faculty/staff member based on his/her skill level.

Policies and Procedures

Equipment

Equipment purchases must be approved by the Assistant Director. The following guidelines should be considered when purchasing equipment (See Sport Club Spending).

1. Equipment used by club members should meet the safety standards and specifications of the club's governing body.
2. Equipment must be regularly inspected and repaired or replaced as necessary. Protective equipment must have purchasing priority.
3. The Department of Recreational Service's financial capability to help provide equipment is limited. Each club is expected to purchase most equipment on their own.
4. Budget limitations determine price ranges. Establish spending guidelines to avoid wasteful purchasing practices.
5. Prior to purchasing equipment with institutional dollars, it should be determined that the purchase is in the best interest of all club members.
6. Any equipment purchased with institutional dollars or with funds raised by the club will remain the property of Drake University and will be assigned for use to the club. Equipment purchased by the individual club members should remain the property of those members unless donated to the club. Once donated, ownership is transferred to Drake University.
7. If it is determined that the cost to provide adequate, safe equipment is beyond the means of the department, the club and/or its members, then the club should not be recognized until such time as equipment needs can be met. The provision of substandard equipment is unacceptable.

Maintenance

Improper maintenance of Sport Club equipment cannot only shorten its useful life but can create unsafe situations. The sport club will be responsible for the maintenance of all equipment. Each club should designate one person to act in the capacity of an equipment manager. This person will be responsible for the following:

1. Marking all equipment with the Drake name and numbers
2. Checking out equipment from the Bell Center Equipment Room for seasonal
3. Issuing equipment to the club members
4. Maintaining and repairing equipment as needed
5. Submitting inventory reports at the end of each season
6. Assisting with inspection of equipment conditions
7. Collecting equipment at the end of the season and returning it to the Bell Center Equipment Room

Equipment / Uniform Issue

The club officer checking out the equipment for the season must sign an Equipment Contract. It is the club's responsibility to determine checkout procedures for the remaining club members. (Appendix F)

Failure to return equipment checked out by the club will be the financial responsibility of the club officer checking out the equipment.

Each club must submit an annual inventory report at the end of each season. All equipment should be classified according to condition. (Appendix G)

Facilities & Facility Scheduling

All areas needed for practices and contests must be scheduled through the Assistant Director. Clubs must have approved facility reservations in order to use any university fields or buildings. Reservations need to be requested at least two weeks in advance of the needed date. Standing reservation times for practices should be requested at the beginning of the semester if the time will remain the same throughout the year. The coach or a club officer must be present to supervise club members at practices.

Requests for space within the Recreational Sports Complex may be submitted to the Assistant Director.

Safety

Prior to each day of practice, a club officer is responsible for checking the field/court/facility. They need to contact the Complex Manager immediately if they see anything that could injure a player. If it is severe enough, they need to cancel practice. Things to look for:

1. Things/areas needing repair
2. Items to be removed

3. Potential hazards
4. Suggestions for improvement

If it is not urgent, please send info to the Sport Club Director.

Practices and Matches

At least one club officer or the coach is required to be at every practice and match. If it is not possible, the club cannot practice or play their match. It is their officers and coaches' responsibility to insure only club members are practicing, the environment is safe for practice, and to fill out appropriate paperwork for injuries/incidents.

Outdoor Sport Club Practice Procedures

1. You must have a member of the executive committee at every practice to ensure you only have official club members that have filled out a waiver attend practice.
2. If there are any injuries or incidents, they need to be reported to the Bell Center front desk immediately.
3. Weather: If there is lightning, you must suspend practice immediately and not return until 30 minutes after the last lightning strike. If the fields are muddy, do NOT practice. We do not want injuries or for the field to get tore up any more than it has to.
4. If you cancel practice, please let the Assistant Director know ASAP. There are many groups that want to use that field space and if you are not using it, please let us know.
5. Sport Club Fields: The complex manager at the Bell Center will unlock the field 15 minutes before your scheduled start time: if it is not unlocked by your start time, please call the front desk 515.271.3173 and request it is unlocked. If you are club shows up early and it is not unlocked, have them wait patiently... do NOT climb the fence!
6. IM Fields: Someone from your executive team will need to come to the Bell Center to check the key out from the CM. The key will be locked up. They will give you the key in exchange for you ID. Please return the key immediately following practice and you will get your ID back. If we do not get the key back, you will be charged for it. Do NOT allow anyone besides your team members onto the IM fields. Please make sure everyone is gone before you lock it up.
7. EVERYONE that practices MUST have signed a waiver
8. Only players registered on imleagues are permitted to practice.

Field House Sport Club Rules

1. A club executive member must be at every practice. They will be responsible for ensure the club is following all the rules
2. Only club members that have signed a waiver are allowed to practice
3. The Bell Center Complex Manager will let you into the building. You will be responsible for letting your members in. Do NOT prop the door open.
4. Leave the Field House exactly how you found it, pick up all trash, and put nets back down.
5. You must place cones on the East side about 2 feet from the wall. You must do this anytime you are practicing. There should be blue cones for you to use next to the wall. If the cones are missing, please borrow some from the Bell Center Equipment Room and

return them at the end of the night.

6. If you are cancelling practice, let the Sport Club Director know so we can use the space for other groups. Other groups wish to use the space.

Student Organizations: Sport Club Finances

Updated January 2017

Registered Student Organizations (RSO) that fit the criteria below may request the status of Sport Club by emailing student.life@drake.edu. The student leader will meet with the Sport Club Director to determine the appropriate status. All Sport Clubs are registered student organizations and must maintain the qualifications as such.

Criteria for Sport Club Status

1. Clubs must have the potential to compete; subject to the Assistant Director
2. Clubs utilize Recreational Services' facilities for practices and/or matches
3. Recreational Services' facility must have space and equipment to accommodate Sport Club needs
4. Clubs are recognized and approved as a registered student organization (RSO) by Student Life

The Assistant Director reserves the right to restrict any organization from becoming a Sport Club and can revoke Sport Club status to any organization that s/he deems appropriate.

Sport Club Privileges

1. Sport Clubs have priority in reserving space within Recreational Services' facilities
2. Sport Clubs receive direct advisement from the Sport Club Director in maintaining/growing their organization
3. Equipment checkout on a regular basis through Recreational Services is permissible

Current Sport Clubs

- Badminton
- Baseball
- Floor Hockey
- Swimming
- Men's Soccer
- Co-Ed Tennis
- Golf
- Men's Ultimate Frisbee
- Women's Volleyball
- Women's Soccer
- Women's Ultimate Frisbee

Sport Club Funding

Sport Clubs, as registered student organizations, are subject to the [policies](#) on funding and banking as set forth by the Office of Student Inclusion, Involvement, and Leadership. Sport Clubs are able to be funded/house money in the following ways:

1. Annual funding through Senate
2. One time funding through SFAC (Student Fee Allocation Committee)
3. University-housed Agency Account

Sport Club Accounts

The following clubs have the appropriate accounts. Note: Some Sport Clubs are not active, but still have an agency account.

Annually funded

1. Men's Ultimate Frisbee
2. Women's Ultimate Frisbee

University-housed Agency Account

1. Men's Soccer
2. Men's Ultimate Frisbee
3. Men's Lacrosse (inactive)
4. Men's Rugby (inactive)
5. Tennis
6. Triathlon
7. Women's Volleyball
8. Women's Lacrosse (inactive)
9. Women's Soccer
10. Women's Ultimate

Sport Club Spending

Sport Clubs may spend money from their respective accounts. Instructions to using monies for each account are listed below.

Annually funded

Clubs that are annually funded can only spend money they have been allocated. For example, if a club has been allocated \$500 for hotel, they can only use that money for hotels. If they would like to use it for gas, they must submit a [Reallocation Form](#) to the Student Body Treasurer.

University-housed Agency Account

Funds in Agency Accounts can be used as the club desires, within reason. Club treasurers should keep a balance of money spent and deposited. To get a balance, club leaders can contact the Coordinator of Student Activities and Organizations.

One Time Funding

Clubs may request one time funding through SFAC. One time funding requests should follow the appropriate guidelines and the [one time funding form](#) must be submitted.

Students may utilize various methods of purchasing items needed for their club. The following procedures should be observed.

Reimbursement

Students can purchase necessary items and then request reimbursement. All purchases should be approved before being made. If annually funded, not all purchases may be covered by allocated funds. Spending of any money needs to be approved by either the Coordinator of Student Activities and Organizations or the Sport Club Director. Once spending has been approved, the student will need to return the following to the Student Life Center:

1. [Reimbursement Form](#)
2. Original itemized, detailed receipt(s) – Receipt includes a list of all purchased items and their cost
3. Copy of publicity (flyer, screenshot, etc.) or description/evidence of event (program, etc.)
4. List of the names of those who were in attendance
5. If traveling, a copy of map to destination indicating total mileage – you will need to return to SLC to sign paperwork prior to submission

Using a Purchase Card (P-Card)

Students may request that the Coordinator of Student Activities and Organizations or the Assistant Director make a request for them on their Pcard. Students should be sure to send links to exactly what they would like to purchase.

Direct Pays

Accounting is able to directly pay for certain events, services, or products. All direct pay requests should go through the Student Life Center (SLC). In order for a direct pay to be processed, students will need to turn in the following to SLC:

1. Invoice (with dates and price)
2. W-9 of the business/individual needing payment
3. Copy of publicity (flyer, screenshot, etc.) or description/evidence of event
4. List of the names of those who were in attendance (if applicable)

Checks are issued on Tuesdays and Fridays. Students should turn in any request for direct pays at least one week in advance.

Sport Club Point Structure 2017-2018

The following is a new structure for Sport Clubs to boost accountability in internal operations, leadership, academic success, and performance. This structure is effective July 1, 2017.

Earning Points

Overview

1. Each time one of these items is completed on time you will receive the appropriate amount of points. This is an all-or-nothing system; if the deadline is missed, you will not receive the points. This point system will help determine fund allocation and practice space and times.
2. Teams will be updated on their point status on a monthly basis. Requests can be made by

executive officers and coaches to find out the team status

Imleagues

1. If there are changes from the Fall roster, the Sport Clubs program needs to be made aware of it before Date
2. All players must be added to the Imleagues roster by Date
 - a. 10 points are awarded to teams with their full roster added to Imleagues- no points will be awarded to teams who do not have their roster from the fall added to Imleagues.

Dues Amounts & Forms

1. Dues amounts and forms turn in by Date. Each team who complies will earn 5 points.

Game Schedule

1. Game Schedules must be given to both the Assistant Director of Sport Clubs by Date
 - a. 5 points will be awarded to teams who are compliant
 - b. Late submissions will not receive points

Officer Trainings

1. Officers must attend specific officer trainings each fall and each spring semester. Points will be awarded based on attendance taken at each training session.
 - a. Trainings – 5 points per officer per training attended

Coach Trainings/Meeting

1. Coaches must attend trainings and meetings each semester. There will be a training at the beginning of the year. Throughout the year coaches will be required to attend coaches meetings with the Assistant Director of Sport Clubs.
 - a. Trainings – 5 points per head coach

Club Awareness and Marketing

1. Updated and active online presence via website, Facebook, or Twitter – 5 points per semester
 - a. Will be checked on a monthly basis by the Assistant Director of Sport Clubs. 1 point will deduct for each month that there is not a presence.
2. Marketing on the Fitness Center TV- 5 points
3. Clubs can also earn points each time they take advantage of an opportunity to actively promote the club to the campus community and incoming Drake students. This can include attending orientation sessions, tabling on campus, participating in student organization fairs, and other similar events. Events must be approved and appropriately documented with the Assistant Director of Sport Clubs.
 - a. Participation in each activity, per approved event – 5 points
 - b. Tabling on campus – 1 point

Safety Certifications

1. Each club is required to have two members certified Red Cross in First Aid and CPR/AED. Certifications must be appropriately documented with the Assistant Director of Sport Clubs.
 - a. Each individual must be certified by the first day of practice.
 - b. 5 points per certification by the due date
 - c. Max 10 points per team

Fundraising

1. No maximum on points possible.
2. Fundraising events must be approved and appropriately documented with the either the Coordinator of Club Sports or the Program Assistant.
 - a. Each fundraising event raising up to \$500 – 5 points
 - b. Each fundraising event raising between \$501 and \$1500 dollars – 10 points
 - c. Each fundraising event raising between \$1501 to \$2500 dollars – 15 points
 - d. Each fundraising event raising greater than \$2500 – 20 points
 - e. Collection of club dues does not count as a fundraising event

Officer Transition Meeting and Form

Each November or April, dependent on when clubs transition officers, clubs must complete an officer transition form. All outgoing and incoming officers must schedule and attend an officer transition meeting with the Assistant Director of Sport Clubs.

1. Officer transition form completed prior to Thanksgiving break or prior to April 21, 2017 – 10 points
2. Attendance at officer transition meeting – 4 points per officer in attendance (maximum 20 points)

Academic Success

Points awarded to each player individually:

1. If a player has a GPA between 3.0 and 3.4 he/she will earn 1 point for his/her team
2. If a player has a GPA between 3.5 and 3.9 he/she will earn 2 points for his/her team
3. If a player has a 4.0 GPA he/she will earn 3 points for his/her team

Monthly Meetings

1. President in attendance – 5 points per meeting
 - a. Additional officers in attendance – 2 points per officer, up to 2 additional officers per meeting Example: If your President plus two additional officers attend a monthly meeting, you will receive 9 points for that meeting.
2. If the team is at fault for missing a meeting, they can earn 3 points for rescheduling and attending a make-up meeting. No additional officer points will award for make-up meetings.

Travel and Competition

Teams will receive 1 point per competition that approve by the Assistant Director of Sport Clubs.

Cancellations must be made 48 hours in advance

Requirement	Due Date
Changes to Fall Roster	Date
Imleagues Registration	Date
Dues amount	Date
Game Schedule	Date
Waivers	Before first day of practice
Officer Training	Date
Coaches Training	Date
Travel and Competitions	Decided by Team
Fundraising	1 / Semester
Academic Success	Beginning of each semester
Monthly Meetings with Form	At the beginning of each month
New Officer Positions	Date
Officer Transition form and meeting	Date

Violations

Clubs will begin with a balance of 35 violation points each academic year. Points will be subtracted as outlined below. It is possible for clubs to end the year with a negative violation point balance. Clubs experiencing no violation related matters throughout the course of the year earn the full 35 points.

1. Failure to notify Assistant Director of Sport Clubs of practice cancellation or change in time/location no later than 5PM the day of practice, or by 5PM on Friday for Saturday and Sunday practices. : -5 points
2. Failure to complete an Injury Report within 24 hours of the injury: -5 points
3. Failure to notify Assistant Director of Sport Clubs at least 48 hours in advance of known game cancellations or change in game time and/or location: - 10 points
4. Failure to complete travel requests at least 3 business days prior to the first official day of travel: - 5 points each day late
5. Failure to complete post-trips within 7 calendar days of the official completion of the trip: - 10 points
6. Allowing an individual who has not officially been added to the roster through Imleagues to participate with the team in any way: - 15 points
7. Allowing a member on academic probation, who has not been cleared for participation by the Assistant Director of Sport Clubs to participate with the team in any way: - 15 points
8. Initiating and/or implementing fundraising, sponsorship, or donation activities, or receiving gifts in any kind, without prior approval from either the Club Sports Coordinator or Program Assistant: - 10 points
9. 25% or more of the team referred to student conduct services: -35 points
10. The list above is not all-inclusive. Other violation points may assess as deemed necessary and appropriate by the Assistant Director of Sport Clubs.
11. Teams that hit 0 Violation points will place on probation temporarily and need to meet with the Coordinator and Program Assistant to determine length of the suspension.
12. Teams under 30 points as a whole will also put on probation and will need to meet with the Assistant Director of Sport Clubs to determine length of the suspension.