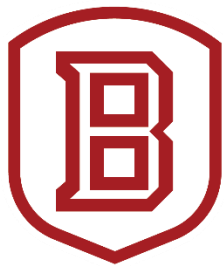


CLUB SPORTS PROGRAM

Policies & Procedures



BRADLEY University
Campus Recreation
and Athletic Facilities

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INTRODUCTION

The Club Sports program at Bradley University, administered by the Department of Campus Recreation and Athletic Facilities (CRAF), is comprised of sport-based student organizations. CRAF provides resources, assistance, and guidance to the individual clubs. Each club is formed, developed, governed, and administered by the student membership of that particular club and overseen by CRAF staff, their advisor, and/or their coach.

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

Questions regarding the policies and procedures within this manual should be directed to the Assistant Director for Campus Recreation and Athletic Facilities at (309)-677-2677 or clubsports@bradley.edu.

DEPARTMENT MISSION STATEMENT

We support the pursuit of healthy lifestyles by engaging and empowering the Bradley community with recreational diverse and inclusive programs services and facilities.

DEFINITION OF CLUB SPORTS

A Club Sport:

- An organized group of individuals established to promote interest in a sport or physical activity and to develop the skills of its members in that sport.
- May be organized for recreational, instructional, performance or competitive purposes.
- Must have at least four members.
- Operates during academic calendar. Club Sports are not active in the summer months.

GOALS OF THE CLUB SPORT PROGRAM

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

CREATING A CLUB

Renewal

1. Student organizations must renew every year with Student Activities by the priority date of August 1st using the online renewal form.
2. Two students from every student organization must participate in BOLT annually to be eligible to renew.
3. Active Student Organizations must maintain:
 - a. At least four students enrolled full time
 - b. Bradley University-employed staff member as an advisor
 - c. A current constitution and by-laws including a non-discrimination clause
4. Some student organizations require pre-approval including:
 - a. Recognition societies, honor societies and academic organizations must have approval from the dean of their college to register.
 - b. Club sports must be approved by the Assistant Director of Campus Recreation and Athletic Facilities (Programs).**
 - c. Communication and media groups, i.e. newspaper, radio station, literary journals, etc., must be approved by the Director of Student Activities.
 - d. Fraternities and sororities must be approved by the Assistant Director of Student Activities-Fraternity and Sorority Life

New Charter

1. Two students from a new organizations must attend a BOLT session with Student Activities first, before completing the Organization Registration form to understand all policies and procedures applicable to registered student organizations.
2. Any new student organization, or re-chartering of an organization which has been inactive for more than 2 years can do so through the Organization Registration form online.
3. New student organizations may form at any time.
4. All new student organizations must have:
 - a. At least four students enrolled full time
 - b. Bradley University-employed staff member as an advisor
 - c. A current constitution and by-laws including a non-discrimination clause
 - i. If the organization is affiliated with a regional or national organization, students shall submit that constitution and by-laws as well. Sample constitutions and by-laws are available on the Student Activities website.
5. Some student organizations require pre-approval including:
 - a. Recognition societies, honor societies and academic organizations must have approval from the dean of their college to register.
 - b. Club sports must submit an application to Campus Recreation and Athletic Facilities and be approved by the Assistant Director of Recreation and Athletic Facilities (Programs).**
 - c. Communication and media groups, i.e. newspaper, radio station, literary journals, etc., must be approved by the Director of Student Activities.

- d. Fraternities and sororities must be approved by the Assistant Director of Student Activities-Fraternity and Sorority Life

Club Sport Application Process

To be considered for the Club Sport Program at Bradley University, the group will need to follow the appropriate steps. After completing a B.O.L.T. session and becoming a registered student organization, Bradley University students need to provide the Assistant Director of Campus Recreation and Athletic Facilities (Programs) with a written proposal to become a club sport. This document needs to contain the following information:

- A history of the sport (background, players needed, etc.)
- A list of students interested in active membership as follows:
 - Team Competitive Club – At least double the full field or 15 whichever is lowest
 - Individual Competitive Club – 6
 - Recreational Club - 4
- At least half of the above list need to be freshmen, sophomores and juniors
- Facility needs (practice and games)
- Provide a detailed budget of the club's first three years of operations. This budget should include all expenses and revenues.
- Provide a list of colleges/universities within 300 miles of Peoria that offer this sport as a club program.
- Does this sport have a governing body (association, etc.)?

When a written proposal is completed, the students will need to meet with the Assistant Director of Campus Recreation and Athletic Facilities (Programs) and review the proposal. At this time, the group will need to address any questions the Assistant Director may have.

With all of the above information considered, the Assistant Director will make the decision either to deny or allow the application to become a Club Sport at Bradley University.

If the group is accepted, they will start a 2 semester probationary period starting the semester approved. *They will be eligible for up to \$500 of CSBRC funds.*

During the probationary period, the club must:

- Maintain a list of active student members as follows:
 - Team Competitive Club – At least double the full field or 15 whichever is lowest
 - Individual Competitive Club – 6
 - Recreational Club – 4
- Follow all policies and procedures set forth by the Sports Club Handbook
- Demonstrate financial responsibility- Raise the funds to cover the expenses that the club will incur over the probationary period
- Display quality administrative prowess- Elect officers and schedule weekly meetings/practices.

If the group is not accepted in the Club Sport program, the group may appeal. Steps to appeal can be found on the next page.

Appeal Process

The group has two weeks from the time the Assistant Director of Campus Recreation and Athletic Facilities makes the decision to appeal the outcome. The Appeals Board will consist of the following members:

- Director of Campus Recreation and Athletic Facilities
- Graduate Assistant of Campus Recreation and Athletic Facilities
- Administrator from Student Involvement

The Appeals Board decision will be final.

Note: A group may only go through this process one time per academic year.

POSITION DESCRIPTIONS

The following are the possible positions for a club sport. Each club may not use every position listed.

Club Officers

Each Club Sport must hold elections or appoint officers each academic year. Officer positions are limited to full-time, officially registered students at Bradley. Any decision to remove club officers during the academic year must be first brought to the attention of the Assistant Director for CRAF and then voted on by the club.

Club President

A club president will:

- Attend ALL Club Sport meetings
- Serve as a liaison between Campus Recreation and the student organization.
- Be familiar with the Club Sport Handbook and make sure that it is implemented and adhered to.
- Make sure all forms are filled out and submitted to Campus Recreation by their proper deadlines as set by the Assistant Director.
- Hold elections as stipulated in the club's constitution.
- Carry emergency contact information to all club functions.
- Gain CPR/AED certification through Campus Recreation if not already certified

Club Vice-President

A club vice-president will:

- Attend All Club Sport Meetings
- Assist the president and preside when the president is absent.
- Work closely with the president in coordinating organizational activities.
- Be familiar with the Club Sport Handbook and make sure that it is implemented and adhered to.
- Gain CPR/AED certification through Campus Recreation if not already certified

Club Secretary

A club secretary will:

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

Club Treasurer

A club treasurer will:

- Attend any necessary Club Sport meetings.
- Keep budget and account records up-to-date.
- Collect dues.
- Process all forms needed for purchases and reimbursements.
- Approve all funding requests made by the club president.
- Maintain documentation of expenditures and receipts.
- Prepare and submit budget.
- Oversee fundraising activities.
- Work with Campus Recreation to ensure financial records are in order.

Club advisor

Every club must have an advisor. It is strongly encouraged that a Bradley faculty/staff member should fill this role. If no faculty/staff shows interest then the Assistant Director Campus Recreation and Athletic Facilities Programs will serve as the temporary advisor. The advisor must be aware of and follow all Bradley, Student Activities and Club Sport policies and procedures.

- Serves to guide student organization members through the process of effectively operating an organization.
- Provides continuity to the program from year-to-year by assisting the new officers during the transition process.
- Should encourage the development of leadership, initiative, and the ability to accept responsibility among all officers and members of the club.
- Helps ensure that the activities and undertaking of the club are sound and reflect favorably on the university.
- Can assist in the development and implementation of club sport goals and objectives by attending organizational meetings and consulting with the officers, coaches, and Assistant Director.
- Should be available to club sport officers during the development of projects and programs to provide expertise and direction to help ensure that activities are well-planned and reflect favorably on the university.
- Should be prepared to act as a confidant in both individual and organizational matters.

- May provide input on the recruitment, selection, hiring, evaluation, and termination process of any coach, as well as monitoring their effectiveness with the club.
- Should attempt to attend club meetings, practices, and competitions when convenient.
- Fill out Coach/Advisor Agreement Form (must have on file before entering facility or assisting with practice).

Club Coach/Instructor

A coach/instructor will:

- At direction of the club leaders, attend and assist with conducting, and supervising the Club's competitions and practices;
- Conduct yourself in a manner consistent with the values and mission of Bradley;
- Comply with all rules and regulations of Bradley's Campus Recreation Office, as set forth in Bradley's Club Sports Handbook and any and all other Bradley University policies, including but not limited to the sexual harassment and non-discrimination policies, the drug and alcohol policies, and the Code of Conduct in the Student Handbook, Human Resource Employee Code of Conduct all of which are subject to revision from time to time;
- Provide adequate supervision of students during practices and games to ensure compliance with Bradley policies and appropriate environment.
- Adhere to Bradley Club Sports Travel policies while traveling for club purposes.
- Fill out Coach/Advisor Agreement Form (must have on file before entering facility or assisting with practice).

MEMBERSHIP & ELIGIBILITY

- Membership in any Club Sport must be free from discrimination based on age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status.
- Each club must complete and submit a team roster at the beginning of each academic year. The roster should include the following complete information about each member of your club: name, BU ID, year in school, phone number, email address, and local address. All forms will be available online at www.bradley.edu/campusrec or B-Involved App and must be completed by their designated turn-in date. **Failure to complete forms and/or club sport requirements will result in a club receiving inactive status until such forms are completed.**
- Rosters must be updated on B-Involved a week before first game or by the 3rd Friday of September.
- All forms, including all rosters that need eligibility checks from the Registrar must be given to Campus Recreation at least seven days before the final deadline to assure compliance.
- New organizations must turn in all information within 30 days of the first meeting.
- Clubs may consist of only Bradley students.
- Current collegiate athletes are not allowed to participate in the same sport they are currently competing in.
- Anyone listed on a club sport roster is limited in participation for corresponding intramural sports as noted in the intramural captain's manual.
- Presidents of each Club Sport are responsible for checking the eligibility of each player.

CODE OF CONDUCT

Club Sport members are required to adhere to all University policies, state and federal laws. The Club Sports program expects that members are acting in a mature and responsible manner during competition, travel, and in social situations. Failure to adhere to University policies or the Club Sports code of conduct will result in disciplinary action. All club sport members must agree to a Code of Conduct each year to be able to participate in the club. More information on the Code of Conduct can be found in the Student Organization Handbook.

FINANCE & FUNDRAISING

Club Sports Budget Review Committee (CSBRC)

The purpose of CSBRC is:

- To fund those club sport teams recognized and approved by Bradley University.
- To review and evaluate requests sent by club sport teams so that money is spent in the best interest of Bradley students.
- Work with the Campus Recreation Office to monitor and audit expenditures, by club sport teams, of funds provided by CSBRC.

The goals of CSBRC is:

- To make optimum use of the student activities budget by funding teams in a fair and unbiased manner.
- To serve as the budgetary authority for university authorized club sport funds and be responsible for all funds appropriated to participating student organizations.

CSBRC Chairperson (Appointed by being the SABRC Vice-Chairperson)

The CSBRC Chairperson will

- Appoint CSBRC members based on random listing
- Attend and chair the Club Sports funding meeting
- Work alongside, and communicate with the Assistant Director

Funding Hearings

Clubs may request funding three times throughout the fiscal year, but all requests must be unanimously approved by the members of the committee.

CSBRC funding may be used for the following:

- Team equipment (balls, racquets, etc.) – website links will be needed
- Conference and tournament registration fees- invoice needed
- Officiating – need copies of invoice or checks for payment

Funds raised by the club may be used for the above items along with the items listed below:

- Team apparel that will stay with the individual
- Coach/instructor fees
- Hotel costs
- Travel costs

Important Dates:

- Hearing #1 – Early Fall
- Hearing #2 – Late Fall
- Hearing #3 – Late Spring

Forms will be located on B-Involved under the finance tool. You must request access for this tool to be activated by contacting SAO.

Each Club must present in front of the CSBRC to request funds.

- Brief recap of success and struggles
- Why funding is needed.

Paying for registration/dues/fees

A club can request a check approximately 2-3 weeks out from the date of the event. You can do this by e-mailing Scott Wood, swood@bradley.edu the invoice. We generally get checks on Wednesday's and will notify you that the check is in your mailbox in the Markin Office.

If you are requesting the funding and we don't have enough turnaround time to get you a check from the Controller's, you or your club will need to pay the fee and ask for reimbursement. If this is the case, you will need to send a copy of the check or a PAID invoice from the event to Scott Wood. He will have a check request done to you or your organization, please specify. This will take a couple weeks to get and we will notify you when it is available and in your mailbox.

If your request comes in a week before the payment is due, then the club will need to pay for the equipment or event fee and request a reimbursement.

Fundraising

The Department of Campus Recreation and CSBRC encourages club sports to generate additional funds for their operation. All fundraising opportunities must be approved by the Assistant Director for Campus Recreation at least two weeks prior to the event happening.

Equipment Purchases

Any equipment that is purchased with CSBRC allotted funds is the sole property of BU. All uniforms and equipment that is purchased with individual funds are the property of the individual.

Equipment ordering

If you need to order equipment that you have been given funding for, please send the link to Scott Wood and we will get your equipment ordered.

At no time will you or your club physically have the funding you are given from CSBRC, please plan in advance so that your club will not have to provide the funding and be reimbursed.

Any travel expense reimbursements will not be considered or given until the end of the school year and will depend on the amount of funding remaining.

TRAVEL

This page provides a policy outline for Club Sports Travel. Presidents and members will find information about how to fill out a club travel request, and arrange for transportation, and lodging. University expectations are also outlined. Family members are not permitted on Club Sport sponsored trips.

How to fill out Club Travel Registration Form:

1. Filling out a travel registration form is very important. This is our way of knowing some basic information regarding the trip your club wants to do. Here are a few of the items we need to know.

- Who is going? We need to know names and ID numbers of all individuals going on the trip.
- Where are you going? Why are you going? What is the purpose of the trip?
- What money are you requesting? From what budget?
- Who is accompanying your club?
- Who is driving? Do we have a driver's license on file?
- Are you staying at a hotel? If so, which hotel? You must abide by the hotel's policy when staying in hotels. (must have an address)
- Do you need the registration fee to be paid? If so, when is it due? Have you submitted an invoice?

2. There is an online Travel Registration form to answer the questions above.

3. Travel requests are due **2 weeks** prior to any due date of the event or **2 weeks** prior to the date of the event.

4. When leaving on a trip, the club must leave as a team. No member may drive separately. If a club breaks this policy, the club will potentially lose travel privileges.

- It is each club's responsibility to meet (if necessary) with the Assistant Director to make travel arrangements.
- The use of private vehicles is allowed, however, the university does not assume responsibility for accidents, damage, or injury resulting from such travel.
- All Club Sport drivers must turn in a copy of their valid driver's license, along with a copy of proof of insurance to the Assistant Director.
- All Club members traveling must read & sign a Code of Conduct form
- Clubs can be reimbursed using their club budget for all travel (gas, rental car charges, parking, tolls) If money is available. Must keep receipts.
- Day trips should not exceed 450 miles roundtrip.

- Groups/students that plan on exceeding this distance will need to make arrangements for overnight lodging.
- Groups may leave no earlier than 6:00 a.m. and must return no later than midnight of the same day.
- If these time restrictions do not coincide with the needs of the trip, the group will need to make arrangements for overnight lodging.
- Drivers are not allowed to drive more than four consecutive hours without making a stop.
- Only members of the Bradley community can travel in university vehicles.
- When staying in a hotel, you must abide by stated hotel occupancy guidelines.
- All clubs must turn in a roster of all individuals traveling to away contests no less than two weeks prior to the date of travel.
- Must turn in a trip itinerary.
- The Assistant Director must be notified in the case of unforeseen circumstances.

Clery Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (a.k.a. the “Clery Act”), Bradley University must disclose information about crime on and around the campus. Certain categories of crime, arrests and referrals occurring in Clery Act reportable locations (see below) are required to be reported by Campus Security Authorities (CSAs) and included in an Annual Security Report (published by October 1st each year).

Post- Event/Travel Form

Club Sports must submit a post- event/travel follow up form online within 3 days of returning from the trip. This form will assess the purpose of travel and is an opportunity to report any incidents or accidents.

Accidents

For all off-campus accidents, call the applicable Law Enforcement Agency. If the particular agency does not respond, obtain the following information from the other driver(s):

1. Name
2. Address (number, city, and state)
3. Driver's license number and issuing state
4. Name of insurance company
5. Description of other vehicle(s) and extent of damage
6. Name and addresses of any witnesses that are not passengers (in any vehicle)

Lodging Policy

1. Faculty and/or staff are prohibited from sharing a room with a student. This includes advisors and coaches.
2. Managers are prohibited from sharing a room with their subordinates.
3. Club Members that are in a relationship are prohibited from sharing a room.

4. Men and women club members are prohibited from sharing a room.
5. Must provide the address to the hotel.

No-Cost Lodging Provided to Traveler

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 Assistant Director.

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.

REIMBURSEMENT POLICY

1. Club Sports may be eligible up to 50% of travel related expenses for tournaments and league games.
 - a. All reimbursements will be reviewed by CSBRC at the end of the year. The percentage reimbursed will be determined as the committee sees appropriate.
 - b. All travel forms must be submitted ahead of time to be considered for reimbursement.
 - c. The reimbursement request must be completed within seven (7) business days upon return to Peoria.
2. What can be reimbursed?
 - a. Hotel costs
 - i. Reimbursement for lodging is based on four people per room and is limited to a reasonable room rate between \$50 and \$100.
 - b. Mileage Costs
 - i. The reimbursement for gas can be up to \$.20/mile. The mileage will be calculated from Bradley University to the destination. If forms are turned in on time, \$.20/mile will be the maximum amount to be reimbursed. Gas Receipts will no longer be required.
3. What cannot be reimbursed?
 - a. Tax cannot be reimbursed due to University Policy
 - b. Rental Cars
 - c. Food and Beverages
 - d. Uniforms and equipment
 - e. Apparel
 - f. Personal Items
4. Travel Forms to be turned in before and after trip. If forms are not submitted properly, the club may be ineligible for funds.
 - a. Travel Registration Form – Online form must be submitted two (2) weeks before scheduled travel
 - b. Post-Game Report – Online form must be submitted three (3) days after returning to Peoria.
 - c. Reimbursement Request Form – Online form must be submitted with necessary receipts seven (7) days after returning to Peoria.

RISK MANAGEMENT

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

The Assistant Director must be notified of all club sport related injuries. Please fill out an Injury Report form.

LIABILITY

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

Principles and Policies

1. The university permits club sports to be organized and conduct their activities on campus, as approved by Campus Recreation.
2. The university regards students (and their organizations) willing participants and therefore **does not assume any liability** for the conduct of their activities, programs, practices or competitions.
3. The university **does not** provide liability insurance coverage for any student-run organization, including club sports.
4. The university does not provide liability insurance coverage for any salaried employee while acting in the capacity as club advisor or club coach.
5. The university liability insurance coverage is not extended to wage payroll employees, graduate students, or undergraduate students who may serve as a club coach, advisor, or student officers.
6. The full responsibility for liability coverage of club activities rests within individual clubs.

Statement of Liability

Injury or negligent actions that arise from club activities may impact club officers' personal liability and result in liability exposure to their families.

Minimize Liability Exposure

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

1. Require that all members understand the risks of participating in the club's activity by signing a liability waiver.
2. Prior to their first participation, require that all members declare any physical limitations that could be aggravated by their participation in club sport activities.
3. Restrict persons who inform the club officers of pre-existing medical conditions from participating until they have been examined and cleared by a medical doctor.

4. Prepare a written emergency action plan for the club that addresses the protocol to follow for accidents and injuries. A copy of the plan must be on file in the Campus Recreation Department.
5. If possible, ensure that at least one person trained in basic first aid and CPR is present at each practice and competition.
6. Prevent the abuse of alcoholic beverages by any club members, as well as the use of alcoholic beverages by club members who are minors. Officers are responsible for ensuring compliance with relevant state laws governing alcohol consumption by minors during off-campus travel. Individuals who are transporting club sport members **are not permitted to consume alcohol beverages prior to driving.**

SCHEDULING FACILITY SPACE

Space Request Procedures

1. All clubs must use EMS online reservation system when reserving space on campus. This form can be found on the Campus Rec website (www.bradley.edu/campusrec). Click on the red "Book a Room" button, sign in and find the space you need.
2. Club Sports are responsible for all costs involved with space reservations. Check all costs before scheduling space.

HOME EVENTS

Home events are defined as Club Sports sanctioned practices, competitions or special events that occur on campus or within a 20 mile radius of Bradley University. Some events require additional preparation, support staff, rentals, or equipment. Therefore, it is important clubs begin planning events well in advance to ensure all events run as smoothly as possible.

EVENT PLANNING At least a semester (if possible) prior to hosting a home event, a club officer must meet with the Director and Assistant Director by appointment to review event details and the club's planning process. Two weeks prior to the event, another meeting will be held to go over all details of event. It is highly recommended that clubs utilizing facility space have alternatives in mind when planning games, competitions, or events. Bradley Club Sports staff is not responsible for finding other options when fields must be closed due to unsafe playing conditions or inclement weather.

LINING OF FIELDS Clubs needing lines painted on any outdoor fields should submit their requests to the Assistant Director of Club Sports no less than three weeks prior to the event via email or during their event planning meeting. The Campus Rec office needs at least three weeks' notice schedule and layout lining plans. Requests submitted prior to the three week deadline are encouraged.

CANCELATIONS Clubs must notify the Club Sports staff of any reservation cancelations at least 24 hours in advance via email or phone. Failure to do so may result in fees and/or loss of privileges.

VISITING TEAMS Bradley Club Sports members are responsible for the behavior of all visiting team members. Issues pertaining to property damage and violations of the Student code of conduct (possession of alcohol at club events) should be handled appropriately by club members to avoid being

held accountable. A list of all Visiting team members should be completed and turned in before any competition takes place. This list should be turned into the Campus Rec Office prior to the event, but no later than three (3) days after the event.

TOURNAMENT DIRECTOR The Club Sport must assign a Tournament Director to oversee the home event. This individual should not be participating in the tournament but is involved in the planning and managing of the tournament. All problems, situations and results will be given to the Tournament Director to manage.

SOCIAL MEDIA/MARKETING/WEBSITE/EMAIL

Individual clubs are encouraged to use social media for marketing purposes. Clubs must notify the Assistant Director of all social media accounts and allow him/her to follow all accounts.

The Campus Recreation department will make up to 50 copies of fliers for marketing. If more than 50 need to be made, Campus Recreation will work with Duplicating Services with costs being taken from the individual club budget not CSBRC budget.

It is not necessary to create a website for a club, especially if a Facebook page and group exists. If your club desires to create a website, consider using one of the following online website creators:

- **Weebly** www.weebly.com
- **Wix** www.wix.com
- **Wordpress** www.wordpress.com
- **Yola** www.yola.com

All Club Sports must have a generic club email address provided to CRAF within 30 days of club creation.

ADDITIONAL CLUB REQUIREMENTS

Campus Recreation specifies that each club must also act in accordance with the following requirements:

1. Each club must comply with applicable Club Sports and Student Activities policies.
2. Each club must comply with the Bradley University Code of Conduct.
3. Each club must adhere to the Policies and Procedures outlined in this manual.