

**University of South Carolina
Beaufort**

CLUB SPORTS

HANDBOOK

2017-2018

Important Telephone Numbers & Addresses

University of South Carolina Beaufort
Department of Athletics
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Club Organization and Membership

The emphasis in club sports activities is leadership. The staff provides encouragement, guidance, and coordination, but ultimately, the club survives and thrives only by means of active student involvement and participation. The key to a successful sport club is the fact that is student-initiated and student-controlled, and the emphasis is placed on participation. As a student-initiated activity, the individual club will determine the range and effectiveness of its program.

Department of Athletics

Policy title: Club Sports at the University of South Carolina Beaufort

Issued by: Lindsey Logue

Club Sports are recognized by the University of South Carolina Beaufort (USCB) as student groups that participate in voluntary sport-related activities.

I. Definition of Club Sports

A club sport is a registered student organization which provides a program of instruction, recreation, and/or competition in a specific sport or recreational/physical activity.

II. Purposes of Club Sports

The University recognizes that the purposes of Club Sports are:

- A. To expose students to new activities.
- B. To continue and enhance skills already acquired.
- C. To develop student leadership.
- D. To provide opportunities for students to develop positive interpersonal relationships and to promote an appreciation for cultural diversity.
- E. To enhance holistic development through leisure and physical activities.

III. Criteria to be a Club Sport

The criteria to be a sports club are as follows:

- A. Club Sports must be registered student organizations in accordance with the University regulations governing student organizations.
- B. Club Sports must involve physical activity and competition.
- C. Club Sports must provide instruction for all club members and provide intra-university competition for members when appropriate.
- D. During the first year of establishment, the club sport must compete against one other collegiate club team. After the first year, it is expected that the club has at least two competitions versus other collegiate club teams.

IV. Club Sports Membership

- A. Active membership in a club sports shall be limited to persons officially connected to the University as faculty, staff, or students.
- B. The above individuals agree to comply with the club rules, club constitution, and the guidelines set forth by the Department of Athletics and Student Life.
- C. Each club sport participant must have a Club Sports Waiver of Liability and Release Form on file with the Coordinator of Club Sports in order to be eligible to participate. These forms must be completed **before** participating or traveling to events.
- D. Membership in any club sport is open to all interested students. There are occasions where a club may include additional criteria for membership – such as travel teams, etc. Additional eligibility requirements must first be approved by the Director of Campus Recreation.

V. Conditions of Recognition

- A. Club Sports must be formally recognized by USCB as a registered student organization.

- B. The University reserves the right to review and deem appropriate for registration as a University sports club.

VI. Support for Club Sports from USCB

A University recognized sports club is eligible to:

- A. Use University facilities, equipment, and services according to prescribed policies and procedures.
- B. Be monitored by and receive other support services from the Department of Athletics and other University sources.
- C. Receive the assistance of the Faculty/Staff Advisors in the normal business activities and operations.
- D. Collect reasonable dues, sponsor fundraising events, and solicit funds according to University policy.
- E. Receive awards and honors presented to University organizations and members.
- F. Be listed in University/student publications.
- G. Sponsor program activities consistent with the purpose of the organization.
- H. Participate in leadership training workshops and programs sponsored by the Department of Student Life.
- I. Submit to receive Student Activities monies one year after existence in accordance with Student Government codes.

VII. Obligations of Club Sports

As a University recognized sports club, the club shall be obligated to:

- A. Understand that USCB is not responsible for the activities of the Club Sports. The University considers participation in sports club programs a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.
- B. Adopt, maintain, and conduct business in accordance with a constitution and any other by-laws or regulations. These should:
 - 1. State the purpose of the organization.
 - 2. Identify the titles and duties of the officers and specify the date of their election.
 - 3. Contain no provisions which would discriminate on the basis of sex, race, color, national origin, or disability unless otherwise exempt.
 - 4. Ensure that all activities will not interfere with academic responsibilities.
 - 5. Contain no provisions for and ensure against the sponsoring of destructive activities which would tarnish the reputation of the University or cause damage to the club sports, the University, personal property, or individuals.
 - 6. Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession or use of illegal drugs or controlled substances.
 - 7. Prohibit sexual harassment of all club members.

8. State all rules and regulations of the club. This should include proper equipment procedures.

9. Ensure that membership is limited to students, faculty, and staff.

C. Understand that Club Sports are not agents of USCB. The clubs may use the name “University of South Carolina Beaufort” in describing the organization, however, Club Sports must themselves understand and make it clear in their representation to third parties that they speak only for their own members, not the University or student body as a whole – Club Basketball at the University of South Carolina Beaufort. The Equestrian Club at USCB. Logos must be approved through the Department of Athletics.

D. Remain in good standing with local, regional, and national affiliations as appropriate.

E. All Club Sports are required to have at least two representatives at each sports club meeting, which are held once a semester.

F. Comply with all local, state, and federal laws and University Regulations.

G. Participate in all workshops sponsored by the Office of Student Life in regards to student organizations.

H. Abide by travel policies. These include, but are not limited to the following:

1. All persons driving to club activities must sign a form stating that they have proper vehicle insurance before driving to an event. This form will also include the name of the insurance company and the insurance policy number. This form must be submitted to Lindsey Logue in the Department of Athletics.

I. Abide by equipment policies.

1. In case of equipment damage, individual(s) may be held responsible for repayment costs due to negligent use or loss. Cases may be referred to the Department of Athletics for further action.

2. All equipment purchased by a student activity fee funded student organization is property of USCB and may be used for recognized club sports activities. All use of and transactions involving property shall be done in accordance with USCB policy and the organization’s constitution.

J. Complete and submit to the Director of Campus Recreation a general information sheet concerning game schedules, tournaments, practices, etc. at the beginning of each semester.

K. Deposit all money raised or collected from an activity sponsored in whole or in part by Student Activity Fee funds into the Student Activity account of the organization. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.

L. Receive approval from the Director of Campus Recreation prior to the sponsoring of fundraising activities.

VIII. Funding

The appropriation of student activity fee funds is the responsibility of Student Government Association. All club sports receiving student activity fee funds from SGA are expected to follow all policies and procedures.

- A. A club must be a registered student organization for at least one fiscal year before it can receive student activity fees. All funding is allocated to organizations on a fiscal year basis. The fiscal year begins July 1 and ends June 30.
- B. Club sports that receive funds from SGA must spend according to their budget program components. All expenditures must be approved by the advisor.
- C. 50% of money allocated from SGA can be spent on travel – gas, hotels, registration. Food will not be reimbursed.
- D. Budget requests: Club sports will be asked to submit budget request in the spring for the following academic year. Each club must present their budget to SGA and they will make budget approvals.
- E. Money earned through fundraising will rollover to the next year. Money allocated from SGA that is not spent, will not rollover.

IX. Travel Details

The organization's advisor must approve and sign all student organization travel.

- A. Each club is responsible for its mode of transportation to and from club activities.
- B. 50% of travel costs will be reimbursed (only if all paperwork is filled out before travelling).
- C. Club sports that travel should plan to submit a Travel Authorization Form at least 2 weeks in advance. This form must be completed and signed by the club president. A list of students making the trip, along with their VIP number, must be attached to the TA before it can be processed.
- D. Each person listed must have a Waiver from on file prior to participating or traveling.
- E. All persons driving to club activities by personal vehicle must sign a travel insurance form stating that they have proper vehicle insurance before driving to an event. This form will also include the name of the insurance company and policy number.
- F. The University does not provide insurance coverage for privately owned vehicles.
- G. Students are allowed to drive University vans after submitting an official driver's record from the DMV and completing van training with DPS.

Violation of any of the Conditions or Obligations of Affiliation may result in the loss of recognition

Registration

Forming A New Club Sport

Students wishing to establish a new club sport should:

1. Meet with the Director of Campus Recreation to discuss your ideas for a new club sport.
2. Obtain a Club Sport handbook
3. Hold preliminary meetings with interested students.
4. Once the club has 4 students 1 F/S advisor interested, an "Organization Recognition Form" should be filled out.
5. The club's executive board will prepare a constitution and bylaws and submit to the Director of Campus Recreation as part of the registration process.

Existing Club Sports

Existing club sports must renew their registration by submitting a Student Organization Registration Form. Failure by an organization to renew its registration shall terminate its privileges to operate on the University campus or receive monies from the Student Activity Fee or any other student generated revenue.

Risk Management

Safety of sport club participants is of utmost importance. There are inherent risks involved in all recreational and competitive sport programs. All participants in the club should be aware that involvement is voluntary.

Insurance

- A. All club members must have their own insurance.
- B. Some clubs may need to purchase group insurance through national organizations when appropriate (Rugby, Crew, etc)
- C. Club sports may be required to purchase special event insurance. This will be determined on a case-by-case basis.

Waivers/Forms

- A. All club members are required to fill out, sign, and have a witness signature on a Waiver of Liability and Release form. New members will not be able to participate in any club activity until these forms are on file with the Department of Athletics.
- B. Club officers should keep a current roster and copies of each member's waiver.
- C. Visiting clubs will be asked to sign a waiver on game day. Clubs may not participate unless all of the club members that plan on playing sign the waiver.
- D. Complete and submit to the Department of Athletics, "Accident Report Forms" and "Emergency Medical Services Request Forms" for accidents and injuries within 24 hours.

First-Aid/CPR

- A. Each club shall be provided with a first-aid kit that shall be equipped with basic medical supplies. The first-aid kit must be present at any club function involving physical activity.
- B. Each club will be required to have at least 2 members certified in CPR/AED/First-Aid.
 - a. At least one club member certified in CPR/AED/First-Aid must be present at any club function involving physical activity.

Conduct

General student conduct regulations are cited in the current student handbook. All students and student organizations are expected to abide by these regulations.

Violation/Disciplinary Procedures

Upon receiving a complaint of misconduct, or upon his/her own discretion, the student or student organization is given the opportunity to meet with the Director of Campus Recreation. If the evidence warrants disciplinary action, all violation and disciplinary procedures will go through Judicial Affairs..

Advertising

It is imperative that all club sports recognize the importance of presenting a positive image on the campus. All forms of advertising must meet the school's requirements and the Director of Campus Recreation must first approve advertisements before posting. There are many ways to recruit new members to your organization. Below are excellent resources:

- 1)Weekly email through Student Life
- 2)Campus Chronicle
- 3)Club Sports website
- 4)Sharkpalooza (Week of Welcome)

Banner paper and paint markers are available in the Student Life Conference room to registered student organizations for making banner. However, all banners and flyers must be approved by Student Life or the Director of Campus Recreation. Flyers may only go in approved locations.

Program Safety

First Aid and Safety Procedures

It is extremely important that club members be aware of the matter of first aid when participating in sports.

A First-Aid Kit is available for every club. The First Aid kit will be issued to a club officer that is responsible for equipment and inventory. It is their responsibility to maintain ample supplies in the First Aid kit and allow 2-3 weeks' notice to the Director of Campus Recreation for restocking. First aid and

CPR classes are offered through the Department of Public Safety or a local fire department. We encourage each club to have at least 1 member who is certified in First-Aid/CPR/AED with them at all times.

Clubs should educate all individual club members that the University considers participation in Club Sports programs are purely voluntary activities, and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.

The University does not provide accident insurance to club members or to a club. It cannot be held responsible for injuries incurred through participation in voluntary activities. The Department of Athletics strongly recommends that all club members have a medical insurance plan that is in effect before participating in any club activity. Clubs should educate all individual club members regarding the importance of purchasing a medical insurance plan before participating in any club activity.

An Accident Report Form and an Emergency Medical Services Request Form must be completed immediately following an accident that occurs during a practice or a game and must be submitted to the Director of Campus Recreation within 24 hours of accident occurring. These forms are available on the Club Sports website and should be kept with club officers at all times.

Information Regarding Potential Injury

It is important for all club sports officers and coaches to aware of potential injuries that can occur from participation in their sport and inform their participants of these possible injuries. Education for prevention of these injuries is crucial and is the responsibility of the officers and the coach to stay on top of the current information concerning safety equipment, rules, and potential problems. If the club does not have a current rule book for their sport, the club treasurer should order one immediately. Please follow the guidelines for safety as required by the governing board of the sport.

Emergency Action Plan

Emergency Personnel

- Public Safety
- Director of Campus Recreation

Emergency Response Communication

- Cell phones of participants
- Landline in Recreation Center
- Radio carried by Public Safety
- Emergency call box

Emergency Response Equipment

- AED located on wall in Recreation Center

Roles of First Responders

- Immediate first aid care of the injured or ill individual
- Activation of the emergency response plan: Use cell phone to dial 911
- Provide the following information:
 - Your name, address (35 South Campus Drive), and telephone number
 - Number of injured individuals
 - Condition of individuals
 - First aid being administered
 - Specific directions to field
 - Any other information they may request
- Direction of EMS to scene:
 - Recreation field address: 35 South Campus Drive
 - Designate individual to meet EMS at road
 - Have individual direct EMT's to pull onto field
- Emergency equipment retrieval

The most qualified individual on the scene should provide direct/acute care. Individuals with lower credentials should yield to those with more appropriate training.

Life threatening: EMS personnel, Director of Campus Recreation, Public Safety, and Intramural Referees.

Medical: EMT's, Director of Campus Recreation, and Public Safety

Severe Weather: In the case of severe inclement weather (lightening, thunderstorm, high winds), participants should stop activity and seek shelter immediately in the Recreation Center.

In the event of an injury off campus:

1. As soon as you become aware of an injury, stop the activity. Do not let a player continue to play if you feel that the injury may worsen (especially head, back, and neck injuries).
2. Have the participant remain where they are, any movement could result in further injury.
3. If the club is on another campus, let the other school know. Follow their procedures. If the club is not on another campus, go to a phone and dial 911.
4. Fill out Accident Report Form and EMS form accurately. The participant will need to sign these forms. These forms must be completed and returned to the Department of Athletics within 24 hours.
5. If an emergency has occurred, please notify the Director of Campus Recreation – Lindsey Logue at 843-208-8360 or 843-368-3624 (cell).
6. Be prepared to give the following information: who was injured; what happened; when did the incident occur; where did the incident occur; what is the condition of the injured person; where is the injured person currently.

Facilities

Scheduling

Student organizations must reserve facilities for all on-campus events. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with University policies, it is necessary to maintain a comprehensive reservation procedure for all student organization meetings, fundraising activities, practices, game times and other events.

Reservations for rooms and fields/courts (practices and games) can be made by emailing the Director of Campus Recreation with their request in a timely manner. The earlier a club requests space, the more likely it is that the space will be available. Your club will receive an email confirming your request or informing you that the request could not be met. A game schedule should be given to the Director of Campus Recreation as soon as possible.

Field Policies

1. Players and spectators assume their own risk
2. Players and guests are expected to abide by all University policies
3. Fields are subject to closure for maintenance and/or inclement weather
4. The following are strictly prohibited:
 - Alcohol and tobacco products
 - Firearms
 - Fireworks and other explosive devices
 - Glass containers
 - Pets
 - Grills
 - Unauthorized vehicles
 - Metal cleats
 - Golf and archery
 - Dogs
4. Fields are subject to closure for maintenance and/or inclement weather
5. Intramural sports and Sport Club reservations take priority
6. 24-Hour Video Camera Recording in Progress
7. Use of field must be approved and scheduled through the Director of Campus Recreation.
8. When practicing, stagger the direction you play to prevent wearing one area of the field too heavily
9. Use your best judgement to help keep the fields in the best possible shape. Worn or damaged fields will be shut down until they are refurbished. Please take care of what you have!

Fundraising & Sponsorships

Fundraising

Club sports may use the name “University of South Carolina Beaufort” in describing the organization, however, club sports must understand and make it clear to their representation of third parties that they speak only for their own members, not the University or the student body as a whole.

How to go about fundraising:

As times change and costs increase, so does the availability of student funding. For this reason, club sports should be planning various fundraising events. The Director of Campus Recreation should be notified in advance of planning a fundraiser.

- A. All club sports are encouraged to undertake fundraisers throughout the year. Fundraisers are a good way to create social interaction among club members as well as create awareness about the club.
- B. All sponsorships and fundraisers must be approved by the Department of Athletics.
- C. The Department of Student Life and the Department of Athletics have determined that alcohol or tobacco products are not appropriate sponsors for club sport sponsored activities or programs. Use of such sponsors for fundraising/sponsorships is prohibited. If choosing a restaurant that also serves alcohol for a fundraiser/sponsorship, 51% of the establishment's earnings must come from food sales (alcohol cannot be their main source of revenue).
- D. Deposit all money raised or collected from an activity sponsored in whole or in part by Student Activity Fee funds into D Fund account of the organization. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.

To do a good job in your fundraising efforts, it is crucial that you be organized. Some possible suggestions for organizing are:

1. Form a committee
2. Start early
3. Select the correct season and time for the activity. Be aware of conflicting events and take weather into account
4. Select the proper location
5. Set goals
6. Publicize
7. Design a budget
8. Use a checklist
9. Evaluate
10. Complete and submit a fundraising audit sheet.

Sponsorships

Sponsorships are allowed and encouraged, but **MUST** be approved by the Director of Campus Recreation in advance. Club Sports cannot be sponsored by tobacco companies or corporations that have alcohol as their main source of revenue.

Executive Board Information

Student organization officers are responsible for providing all aspects of leadership for the student organization and are responsible for their own actions as well as the actions of all student organization members. The executive board is instrumental to the efficient and effective operation of a student

organization and may vary slightly from student organization to student organization. Each organization must have the following: President, Vice President, Treasurer, and Secretary.

- A. Every club constitution must address how officers are to be elected. Clubs will hold elections during the spring semester for the next academic year. Remember that in order to maintain active status you must follow your club constitution. Prior to any club activities, including but not limited to practices, home events, travel, purchase, and fundraising, a club must submit its constitution and bylaws.
- B. Each board member is expected to fulfill his/her duties and responsibilities as a leader of this organization. An officer may be removed from their position if they are not doing their respective role. A board member can only be removed with the completion of one of the following:
 1. An agreement for removal from all 3 other board members.
 2. An agreement for removal from both the president and advisor.
 3. In the case of removing the president from his/her presidency, there must be an agreement for removal from all 3 other board members and the club advisor.
- C. If a position becomes vacant during the year, a meeting and election will be held to fill that position.
- D. Clubs must secure and a full-time member of the University faculty or staff as an advisor.

The advisor:

 1. Is encouraged to work closely with the officers and to offer input into the organization's decision-making process.
 2. Lends his/her experience, judgment, knowledge, and assist the club members in the development of the club.
 3. Helps maintain continuity in club programming and provides knowledge of University policies and procedures.
 4. Should attend club meetings and be available to counsel club leaders and members as much as possible.

Faculty/Staff Advisors

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have a faculty or staff advisor. The advisor must be selected from full-time faculty or staff.

Finances and Budgetary Planning

Spending Club Money

The appropriation of student activity funds is the responsibility of Student Government Association. Club Sports that receive student activity funds must spend according to their proposed budget. All expenditures must be approved and signed by the Director of Campus Recreation.

All organizations receiving funding from student activity fee funds must attend the Student Life club workshop. Organization treasurers should administer their budgets in compliance with Student Government Association. Assistance can be obtained from the SGA Treasurer.

Allocations

All funding is allocated to organizations on a fiscal year basis. The fiscal year begins July 1 and ends July 30. A club must be a registered student organization for at least one fiscal year before it can receive student activity fee funds.

Collecting and Depositing Money

Clubs that collect money must complete receipts for each person. A receipt book training must be completed with Colleen Sanchez in the Business Office prior to accepting money. Receipt books are available from the Department of Athletics or the Director of Campus Recreation. Receipts are to be written for cash and checks.

Club treasurers should make deposits immediately after collection.

Contracts

Students do not have the authority to enter into contracts which are binding upon the University. Such authority lies solely with the Chancellor. It is of utmost importance that each student, as well as the party with whom one seeks to contract, understand that a student of the University has NO authority whatsoever to enter into a contract that binds in any way the University of South Carolina Beaufort. It is imperative that a student who wishes to enter into a contract clearly state that he/she is merely gathering information and that only the above-mentioned individual has the authority to bind the contract.

Paying for Tournaments/Referees

If given at least two weeks' notice, the Department of Athletics can request a check (out of your club funds) to be paid to tournament provider. If not already in our database, a supplier form will need to be filled out. An invoice must be submitted in order to request a check.

In order to pay referees, they would each need to fill out a supplier packet that includes a W9 form.. Referees will then need to invoice us for their services (number of games refereed/amount you agreed to pay them). At that point, I will do a payment request in Peoplesoft to pay them – it will come either as a check or direct deposit (if they choose to do direct deposit).

Reimbursing Students

Most of the time, students will pay out of pocket for expenses (hotels, gas, tournament fees, etc.). All students needing to be reimbursed, must fill out a student supplier form with the Department of Athletics. Upon returning from trip, submit all receipts to the Department of Athletics and a reimbursement request will be submitted on your behalf.

Travel Details

The Director of Campus Recreation should always be made aware of team travel. Each club is responsible for its mode of transportation to and from club activities. Each club must assume responsibility for associated costs. Travel and transportation will not be reimbursed, nor can funds from SGA be allocated towards travel for club sports.

Clubs sports that travel should plan to submit a travel authorization form at least two weeks in advance.

Social Media Policy

Although the department will not be policing content, statements, photos, or other information on Facebook, Twitter, Instagram, etc., it is expected that attitude, language, and demeanor on these pages should be appropriate, professional, and mature.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include presentations or depictions of the following:

1. Using inappropriate or offensive language in comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
2. Posting photos, videos or comments showing the personal use of alcohol or tobacco, i.e., holding cups, cans, shot glasses, etc. This applies even to students who are of legal age to use these products.
3. Posting pictures, videos or comments that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
5. Posting comments, impressions or intimations contrary to university or team policies. In addition, there will be no tolerance for negative comments about the university, athletics program, coaches or teammates.

If a club's profile and its contents are found to be inappropriate in accordance with the above behaviors he/she will be subject to the following penalties: 1) written warning; 2) a meeting with Lindsey Logue; 3) penalties as determined by the athletics department – including ~~termination~~ of account and suspension of club.