

COLLEGE *of*
CHARLESTON

CAMPUS RECREATION
SERVICES

Campus Recreation Services

Sport Clubs Handbook

2009 – 2010

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2009 – 2010 Sport Clubs

Aikido	Rugby – women
Badminton	Rugby – men
Belly Dance	Soccer – women
Boxing	Soccer – men
Crew	Swim
Cycling	Tennis
Field Hockey	Triathlon
Golf	Ultimate Frisbee – women
Ice Hockey	Ultimate Frisbee – men
Karate – Shokotan	Watersports
Lacrosse – men	
Roller Hockey	

Important Phone Numbers

Kristin Kolb
Assistant Director for Sport Clubs and Fitness
Campus Recreation Services
#201 67 George Street
Office: 843-953-5750

Gene Sessoms
Director
Campus Recreation Services
#207 Silcox Gym
Office: 843-953-5559

College of Charleston Public Safety Office
Routine calls: 843-953-5609
Emergency calls: 843-953-5611

Office of Student Life
Stern Student Center
843-953-5726

Student Government Association
843-953-5722

CRS Front Desk
Johnson Physical Education Center
843-953-9000

Important Dates for 2009 – 2010 Academic Year

Fall Semester

August 17 – August 31

Club leaders should schedule a meeting with the Sport Clubs Director to review: the budget, constitution, game/performance schedule, contact list, website information, handbook, advisor, and first aid.

August 26 & 27

6:00-7:00 p.m.

“Welcome Week” sport clubs fair held on Cougar Mall

September 11

Student Government Association (SGA) club administration meeting

September 17

Rosters and waivers due

September 19

Funds available if conditions met

October 9

Check in with Sport Clubs Director

November 13

Check in with Sport Clubs Director

December 1

Spring facility requests due

* Clubs that do not attend the SGA’s meeting on 9/11 will not be able to petition for contingency funding at the end of the year.

Spring Semester

January 7-18

Club leaders should schedule a meeting with the Sport Clubs Director

January 22

Updated waivers due

January 22

Funds available

February 26

Check in with Sport Clubs Director

March 15

Budget requests due

April 16

End of year reports are due

April 9-23

Review with the Sport Clubs Director:

Summer contacts

Equipment inventory and storage

End of year report

Facility requests for fall semester

Budget request for next year

Club Organization and Membership

The sport club program is a component of the Campus Recreation Services (CRS) program. Other components of the overall program include: intramural sports, open recreation, fitness programs, and student employment. The overall mission of the CRS program is to provide a comprehensive set of activities that contribute to the recreational needs and wellness of the College of Charleston community. We also wish to foster the development of a lifetime pursuit of recreational participation.

What is a Sport Club?

1. Sport clubs are student-run organizations with membership open to all current students, and where permissible, to the faculty and staff of the College of Charleston.
2. Sport clubs will adhere to written policies and procedures developed by the Campus Recreation Services program. These regulations pertain to membership, budget practices, and other administrative procedures.
3. Sport clubs offer members a chance to develop their knowledge and skill level to a greater degree through organized practice and competitive activity.
4. Sport clubs, in general, fall into one of three categories: competitive, recreational, and instructional.
5. Sport club members have a chance to exhibit their skills by competing against fellow club members and other sport clubs in the area.
6. Sport clubs are not recognized as varsity intercollegiate athletic teams of the College.
7. Sport clubs do not grant financial aid, offer scholarships, or actively recruit student-athletes in high schools.
8. Sport clubs must be registered with CRS. In doing so, our clubs are recognized by the Student Government Association (SGA) and enjoy some of the same benefits accorded other student organizations recognized by the SGA.
9. Sport clubs are organized for physical recreational activity.
10. Sport clubs consist of 12 or more members. If a sport club drops below 12 members, CRS may withdraw the club's privileges.

Forming a new Sport Club

Steps	
1	Meet with the CRS Sport Clubs Director to discuss your ideas for a new sport club. Registration is through the CRS program and not the SGA.
2	Obtain a sport club handbook from the CRS Sport Clubs office or download it from: www.cofc.edu/campusrec .
3	Hold a couple of preliminary meetings with interested students. Twelve individuals ready to participate in the new club are the minimum needed.
4	Prepare and have the club's new members approve a constitution and bylaws. An application must include the club's constitution and bylaws.
Membership in any sport club is open to all interested students, and where permissible, to the faculty and staff of the College of Charleston. A club may institute additional criteria for membership. Most often these are associated with the demands placed by a national sanctioning organization, operational safety, previous experience or skill, etc. All additional eligibility requirements must first be approved by the Sport Clubs Director.	

Maintaining Sport Club Status – Each Semester

Steps	
1	Acquire an advisor. The sport club advisor should be a full-time faculty or staff member of the College of Charleston or other individual approved by the Sport Clubs Director.
2 see dates	Set up an appointment with the Sport Clubs Director early in the semester to discuss: Budget Constitution Game/performance schedule Contact list Website information Facility reservation requests for the next semester Sport Clubs Handbook Advisor and coaches
3	Have all members of the sport club sign a release form prior to participating. New members too must sign a release form before participating.
4 see dates	Return all release forms to the Sport Clubs Director.
5 see dates	Attend all meetings as requested by the Sport Clubs Director.
6	Phone the Sport Clubs Director monthly with an update about the sport club's activity.
7	Maintain a roster of 12 individuals.
8	The Sport Clubs Director will register the sport club with the Office of Student Activities once these conditions are met.

Advertising

It is imperative that all sport clubs recognize the importance of presenting a positive image on the campus. All forms of advertising must meet the school's requirements and the Sport Clubs Director must first approve advertisements before you make copies and begin posting. Placement of publicity flyers on campus should follow the campus policies.

Emails

An email highlighting upcoming events is sent to all student email accounts every other day. If a sport club wants its event(s) included in the next post, an event summary must be submitted in writing to studentactivities@cofc.edu. The summary must include the time, place, date, and sponsoring group of the event.

Postings

Refer to advertising resources in The Compass. It outlines where students can post flyers on campus. Carefully read the City of Charleston's laws about snipe posting. Information can be found online under Student Affairs, Forms and Policies. Clubs posting snipe signs will be subject to being fined by the City of Charleston.

Use of the College Name

Officially registered sport clubs may use the name of the College of Charleston in their organizational title. When using the name of the College, it must be remembered, that a sport club in no way officially represents the College of Charleston.

The Constitution and Sport Club Organization

Every sport club is required to develop a constitution which must then be approved by the Sport Clubs Director. A constitution is the framework for the club's existence. The fundamentals of the club are outlined in the constitution and should be regularly examined to ensure the club operates within the established guidelines. A club will need to revise its constitution if it is not in keeping with College policies. An annual review of the constitution by the club is strongly recommended. Bylaws are the rules established to govern the internal operations of the club. Standing rules pertain to rules that may be adopted by a majority vote at any club meeting. The Sport Clubs Director may aid the club in the formation of the constitution, though it would be more appropriate if the club's advisor assisted in the framing of the document.

All clubs are expected to keep official club records with a copy provided to the Sport Clubs Director. All clubs are responsible for preparing and submitting a yearly statement of all financial transactions. The statement must include the following: income, expenditures, credit, and balance.
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Risk Management Requirements

Participation in the sport club program is strictly voluntary. It is important that you, the participant, recognize that you will accept sole responsibility for injuries and damages sustained while participating, traveling to, or returning from, a sport club event or practice. Club members will be asked to sign a waiver/release form before participating. This document is a written agreement between each club member and the College of Charleston detailing what risk you are accepting by your participation in this sport club program.

Campus Recreation Services strongly urges all participants to seek protection against any misfortune through some type of medical or accident insurance policy. Medical costs are constantly increasing and the expense of an unforeseen accident or injury can seriously jeopardize an individual's academic or professional career. It is also recommended that a medical release be obtained from the family physician before beginning participation in a strenuous program of physical activity.

First Aid/CPR

It is highly recommended that at least one club member certified in first aid/CPR attend all practices and competitions.

Teams not training on campus are encouraged to have a first aid kit at every practice and competition. The kit should be tailored for each club's needs. Kits should also contain emergency contact phone numbers and first aid instructions.

When Injuries Occur

- Contact the College of Charleston Public Safety Office at 953-5611 for injuries that occur on campus that require the assistance of the First Responders unit.
- Contact Public Safety at 953-5611 if an ambulance is needed. Do not move the person unless it is absolutely necessary and can be done safely.
- If an ambulance is not required, have a friend take the injured person to the emergency room or other medical service provider. If there is no one else that can transport the injured person, call Public Safety at 953-5611.
- Report the incident to the Sport Clubs Director as soon as possible and file an accident report with the Sport Clubs Director within 24 hours of the injury or accident.

Other Considerations

- Notify the Sport Clubs Director in a timely manner if a potential problem or safety issue develops with a field, facility, or equipment so that the problem can be resolved.
- It is strongly recommended that our club officers review the emergency procedures with the host team or game management before the competition begins.
- If a CRS sport club is hosting an event, the club should develop an emergency care plan well in advance of the event. Share this plan with the Sport Clubs Director. What services will your club provide at the event: injury ice, athletic trainer, etc.? At the very least, you should have a listing of nearby emergency rooms, phone numbers, map directions, and a first aid kit.

Facilities

Facility space at the College of Charleston is limited. All facility requests must be submitted to the Sport Clubs Director, who will relay it to the appropriate facility manager.

Steps	
1	Submit an e-mail to the Sport Clubs Director with the following: The days/times of the week requested. The room or facility space needed. The space required for your event or activity.

Johnson Center Facility Use

1. It is the responsibility of the club officers to note any changes in the Johnson Center facility schedule that may affect club activities, e.g. holiday closings.
2. Clubs not using their specific time block on any occasion should notify the Sport Clubs Director in advance so that the space may be used by others. Clubs should use their assigned areas. Please, notify us of any changes.
3. Clubs should submit facility requests to the Sport Clubs Director during April for the subsequent fall semester and during November for the spring semester.
4. Be aware that as new clubs are added and limited space remains a complicating factor, alternatives must be considered. Weekend meeting times may be necessary. Little used areas of the facility may be adapted for sport club use. Some reduction in the total number of hours per week may be considered. Prime time hours cannot be monopolized by any of the sport clubs.
5. All students must present a valid Cougar Card ID when entering the facility.
6. Guests, such as coaches, must have their names on file at the front desk to enter. Make sure to submit this list to the CRS Director well in advance.

"The Yard" – James Island Recreation Fields

1. The gate must be locked at the end of practice. The gate key is not to be loaned to others. If your practice ends and unauthorized users are on the fields, ask them to leave because you will be locking the gate. If they refuse, contact Public Safety at 953-5609 and explain the situation to them. Also notify the CRS Director by the following day.
2. Park only in the designated parking lot.
3. The fields are not lighted. Play ends at dusk.
4. When heavy rains leave the fields too wet for practice, teams are not to use the fields. Teams violating this guideline may have practice privileges suspended. If you are in doubt about the field conditions, contact the CRS Director at 953-5559.
5. Walk the field every day before practice or before a game to check for debris, divots, or other safety hazards. Report any hazards to the CRS Director at 953-5559.
6. Report to the Sport Clubs Director if unauthorized persons are using the fields.
7. No pets are permitted on the property.
8. Use only the areas designated for your team's use. The intramural fields are off-limits.

Sport Club Finances

A financial goal for all sport clubs should be to function independently of the College of Charleston. The financial support for the operation of a sport club is to be borne to a large degree by the members of each club. Sport club funds must be used for the benefit of the entire group. Funds for sport club activities will normally come from the following sources:

1. membership dues
2. fund-raising and donations
3. budget allocation from the CRS program.
4. contingency funding from the SGA and the CRS programs. To apply, you must attend the SGA club meetings scheduled at the start of the year.

Recognized sport clubs on campus are funded through CRS. The club presidents will submit to the Sport Clubs Director by mid-March a budget for the next year. In April the sport club council will meet to review these budget submissions and how to best divide the available money. The council is expected to be impartial in its determination of the allocations. Some criteria that may be used in making these decisions include:

1. number of active members in the club
2. previous activities and accomplishments of the club
3. value of the sport club to the College of Charleston
4. prior year's sport club budget
5. the sport club's actual need
6. the sport club's compliance with CRS rules and regulations pertaining to sport clubs
7. past fund-raising efforts of the sport club
8. number of years that the club has been in existence
9. assessment of each club's initiative, responsibility, and morale
10. competitive sport club schedule

The approved budget allocation is deposited into the club's primary account. A secondary account is available for each sport club to deposit any and all money that it raises. These two accounts are separate: one for allocated money and the other for money the club raises. A club may elect to open an account with the College of Charleston Foundation as an alternative place to deposit funds it raises. Allocated funds do not roll over to the next academic year.

Under no circumstances may money raised by the club be deposited anywhere other than the available College of Charleston accounts.

Fund-raising

The Sport Clubs Director is available for brainstorming fund-raising schemes and can share what other clubs have found to be successful. It is recommended that clubs with large budgets nominate one person as a fund-raising chair.

Tax Deductible Donations

To meet tax-deductible requirements, checks must be made payable to the club's College of Charleston Foundation account. The Sport Clubs Director can help arrange the setting up and accessing of a Foundation account.

How to Access Funds from the CRS Budget

All requests must be pre-approved. No orders should be placed or purchases made before first receiving the Sport Clubs Director's approval. You otherwise risk not getting reimbursed! Money allocated from the CRS account may not be used for personal uniforms, T-shirts, other personal gear, food, or fund-raising supplies.

Steps	
1	Contact the Sport Clubs Director at minimum 2 weeks before the item is required.
2	It is recommended that all purchase requests be made at the beginning of the semester. Bring in detailed information about the purchase request, including the company, address, and phone numbers. Get a price quote or web download of what you want to purchase.
3	The Sport Clubs Director will review the request and forward the necessary documents to the Controller's office.
4	Large purchase items will be delivered to: Central Receiving 4750 Goer Dr, Unit D and E North Charleston, SC 29406 (843) 727-6430 Clubs must arrange for pick up from North Charleston. Delivery to another site may be possible, but ask the Sport Clubs Director.
5	Any travel receipts requiring reimbursement must be turned in and a travel reimbursement form completed.
6	Checks can be picked up in the Controller's Office, located in the basement of the Lightsey Center between 12:45 p.m. - 4:30 p.m. Call 953-5570. The checks are usually available one week later.
7	Paying for the services of a coach, a referee, an instructor, or anyone else for that matter requires that the individual is hired before beginning work. Please be sure you submit the person's name and contact information to the Sport Clubs Director who will initiate the paperwork. If the person to be hired is a student, a completed W-4, I-9, and SEAF form is required. If the person is not a student, the hiring process is a bit more complicated. The Sport Clubs Director will take the lead on this hiring process, but remember that the individual cannot begin work until the College approves the paperwork.

Other Donations

Clubs are encouraged to seek donations. The Sport Clubs Director can review with each club the best procedures for securing donations. Those donations that are not tax deductible can be deposited in the club's individual account with the school.

Some companies have matching fund arrangements where they will donate or match the amount that an employee has donated. A name and address are necessary for thank-you notes to be mailed. Donations made to a club should be followed with a thank-you letter from the club.

Roles in the Sport Clubs Program

Sport Clubs Director

The Sport Clubs Director monitors and oversees the operation of all sport clubs. The CRS office will provide assistance to all sport clubs which request help. Some of the responsibilities and services the office may provide:

1. Assist the sport club officers in budget preparation, game scheduling, equipment procurement, and completion of records.
2. Monitor and certify membership eligibility.
3. Offer orientation and leadership workshops for sport club officers. This may be done in conjunction with programming of the Student Activities office.
4. Receive all equipment and supplies purchased by a sport club and storage of this equipment during the summer.
5. Render decisions on disciplinary matters.
6. Review with sport clubs sound safety practices that should be followed. As for injuries, the CRS office must receive notification by the next day of injuries that occur during practice or games.
7. Approval of all sport club travel.
8. Assist sport clubs in securing facility space in the Johnson Center or the James Island fields. Facility requests should be submitted by the deadline listed in the front of this manual.
9. Assist sport clubs in obtaining space off-campus for practices or competitions. Obtaining space from other agencies is difficult at best. Submit these requests as early as possible.
10. Assist new sport clubs in the early stages of formation.
11. Approve any publicity (flyers, posters, brochures) before it is distributed around campus.

Advisor

Club advisors should submit a short note to the CRS office confirming their interest in serving in this capacity. Their address and phone number should be on file in the office. Some areas where the sport club advisor may provide invaluable guidance:

1. approving the club's annual budget
2. approving the club's program
3. serving as a source of College information
4. assisting and counseling members of the club
5. serving as a liaison with outside organizations during extramural competition
6. remaining current with the sport club handbook
7. assisting the Sport Clubs Director in monitoring the club's activity
8. attending sport club meetings throughout the year.

Coach

It is not mandatory for a club to have a coach, but clubs that want or require one must seek out a qualified individual. A coach selected by the club must meet with the Sport Clubs Director and be approved before assuming any coaching duties.

Clubs that elect to have a coach must have the coach sign the coach's contract that is included in this handbook. It stipulates the guidelines the coach is expected to honor. It also serves as an agreement for any payment for services. Whether the coach agrees to serve as a volunteer or insists on a stipend, the coach's contract must be completed. Payment to a coach requires additional paperwork. Have the Sport Clubs Director begin the paperwork as soon as possible.

Duties:

1. Organize weekly practice sessions.
2. Although the position is of an authoritative nature, the coach is still responsible to the club as a whole, the club officers, and the club advisor. The coach will not represent the club in any official capacity. Clubs are member run and member organized!
3. Assist the club officers in scheduling games. Notify the Sport Clubs Director of the schedule when completed.
4. Present a list of all equipment and supplies needed for the following season to the Sport Clubs Director.
5. Ensure the safety of all practices and game situations. Instill a sense of good sportsmanship on and off the field.
6. Insure that all injuries are reported to the Sport Clubs Director within 24 hours.

Sport Club President

This information is by no means a complete list of the president's responsibilities and it is recommended that the president delegate duties as needed.

1. Serve as liaison between the club and the CRS office concerning club activities.
2. Attend all meetings with the Sport Clubs Director. If not able to do so, this individual should insure that an alternate attends.
3. Make any necessary arrangements for the scheduling of meetings, games, and facilities.
4. Submit and justify the club's budget request.
5. Inform club members of the contents of this handbook.
6. Responsible for assigning or electing a new club president to serve for the upcoming year. This position should be filled by May 1st.
7. Insure the club's compliance with the guidelines contained in this handbook and any additional directives from the CRS staff.
8. Follow proper procedures in areas of administration pertaining to the budget, planning, and organization.
9. Complete and submit accident and injury forms, waiver/roster forms, evaluation forms, and facility request forms related to all club activity.
10. Responsible for supplying the Sport Clubs Director with the most current information on all club members.

The president is the liaison between the club and the CRS office. This responsibility should not be assigned to another officer, although it is appropriate to include other officers and/or club members in the communication process.

The key for this communication process is to delegate tasks. When assigning duties to individuals, make sure they are suited for the job. A proper fit between person and task is essential for success. The president should describe in detail the desired results and deadlines for the task. Do not assume that the delegate automatically knows what needs to be done. Once the details are explained, let the delegate do the job. Stay on the periphery and be available if help is needed. Confer with the delegate periodically and implement changes or redirection if needed. In addition to the president, each club is encouraged to delegate responsibilities to others serving in the capacity of the vice-president, treasurer, and secretary.

A smooth transition between incoming and outgoing officers is essential for the survival of every club. For this reason, it would be a good idea to keep a survival notebook to pass along to the next president. This book should contain:

- persons to contact for game scheduling, donations, etc.
- evaluations of fund-raisers and ideas for future special projects
- old flyers used for publicity
- budget summaries
- recommendations for the following year
- copies of all forms submitted to the CRS office

Travel

Guidelines

All travel by any sport club at the College of Charleston must be approved by the Sport Clubs Director at least two weeks prior to any scheduled trip.

The Sport Clubs Director can immediately suspend all privileges of a sport club that travels without approval.

Steps	
1	Two weeks before travel, submit travel plans to the Sport Clubs Director by e-mail.
2 No money requested	Include this information: Club that is traveling Date leaving the College of Charleston Date returning to the College of Charleston Destination Lodging The number and type of vehicles being driven Location where you will stay Contact phone numbers List of participants
or	
Funds are requested.	All of the above. List items that CRS funds will be used for If using Enterprise Rent-a-Car or the Citadel's motor pool, submit a list of the names of the drivers and a copy of their drivers' licenses.
	Within 24 hours of returning from a trip, e-mail to the Sport Clubs Director.
4	Name of the club Outcome of competition or activity Date and time left campus Date and time returned Accidents, injuries, or other incidents
5	The trip leader must contact Enterprise or the Citadel and obtain the amount charged for the vehicles. Report this information to the Sport Clubs Director within 5 working days.
6 for refund of travel money	Within 5 working days of travel, submit original receipts and arrange to meet the Sport Clubs Director to complete the required forms. Reimbursement is not possible without the trip receipts.
7	Pick-up your check at the Controller's Office in the Lightsey Center basement, unless you are on the direct-deposit program.

- All sport club members driving a vehicle must have a valid driver's license and proof of insurance on their person during the trip, otherwise they may not drive. All drivers of Enterprise rental vehicles must be at least 21 years of age. Insurance coverage of rental vehicles is a must. The school has arranged for insurance coverage of Enterprise vehicles. Clubs not using Enterprise rental vehicles must obtain that rental company's insurance plan.
- Enterprise 15-passenger vans may not travel to Florida or Washington, D.C. It is recommended that you always check with Enterprise should your travel take you beyond the Southeast, as there are other prohibited states and restrictions that may apply. Citadel vehicles may travel to any state.
- One of the club's officers must be delegated as the "trip leader". Chief among the trip leader's responsibilities is to supervise the safety of those in the group and to insure that College of Charleston policies are followed. The trip leader is in charge and has the final say on matters while the club travels.
- The trip leader is also expected to enforce safe driving behavior. If a driver is operating a motor vehicle in a reckless or unsafe manner, the trip leader must have that individual removed from further driving duties.
- If no member is alert enough to drive safely, find a hotel room or sleep in the car until ready to safely operate the vehicle. When planning away events, consider the time needed to return to campus and how fatigued the drivers will be after competing in an event. Staying an extra night is a small expense compared to a tragic mishap caused by a driver who fell asleep at the wheel.
- Only members of the sport club may travel on trips. All other persons may not travel with the squad or stay in the team's overnight accommodations.
- **The transportation and/or consumption of alcoholic beverages or illegal drugs are prohibited while traveling or engaging in a sport club trip or activity.**

Other Information

Standards of Conduct

This serves as a guide to the type of behavior that is expected of all persons who participate in the Campus Recreation Services program. These standards, and the College of Charleston's Student Code of Conduct, apply whether the sport club activity is held on the premises of the College or elsewhere.

The benefits that participants derive through participation are the true value of this program. To achieve that goal, players, team captains, and spectators are expected to conduct themselves in a sportsmanlike manner at all times. Inappropriate or disrespectful behavior is not an acceptable means of expression. The following are merely guidelines of conduct and are by no means all inclusive.

Participants will:

- demonstrate a cooperative and positive attitude with teammates, opponents, game administrators, and spectators.
- be held responsible for the conduct of one's team members and followers before, during, and after the contest.
- comply with the requests and directives of the CRS officials and supervisors in a respectful, responsive manner.

Participants will not:

- use profane, abusive, or demeaning language or gestures.
- strike, attempt to strike, or otherwise direct physical abuse toward an official, opponent, spectator, or other person.
- disrespectfully address, bait, or taunt an opponent or game administrator.
- incite undesirable reactions from other participants or spectators.
- consume or possess alcohol before, during, or following a contest or while traveling to and from the event.

Violations will result in an immediate suspension from the CRS program pending a review of the incident by the Director. Conditions for reinstatement will be determined following this review.

Alcohol and Drug Policy

Alcohol and illegal drug use have no place within the Campus Recreation Services program. Under no circumstances will the consumption or possession of these items be allowed at any sport club activity or event, whether on the College of Charleston campus or not. This policy includes the travel period to and from an event. Infractions of this policy will jeopardize the future participation for the individuals involved and possibly the club as a whole.

Hazing

In summary, hazing is any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, admission into, or affiliation with any organization at the College of Charleston. Hazing includes any abuse of a mental or physical nature; forced consumption of any food, liquor, drugs, or substances; or any forced physical activity that could adversely affect the health or safety of the individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, regardless of the willingness of the individual to participate in that activity.

Hazing is not permitted – period! Campus Recreation Services will initiate disciplinary action. Students can reference the student conduct standards located in College’s Student Handbook.

Probation

Clubs not abiding by the policies and procedures outlined in this handbook will be placed on probation.

1. First Offense - The club will be notified by letter concerning its first offense. The letter will state the reason for the probation, the length of this period, and the consequences of further infractions. Reasons for a first offense will include missing a sport clubs meeting, failing to keep in contact with the Sport Clubs Director, failure to abide by policies outlined in the handbook, and other related actions.
2. Second Offense - The club will be notified by letter stating that the club’s facility reservation will be cancelled and that all club funding will be terminated.
3. Third Offense - The club will be notified by letter that through continuing non-compliance with the CRS sport clubs policies, all of the club’s privileges will be terminated, including sponsorship by Campus Recreation Services.

If a violation or infraction is deemed serious enough and warrants immediate action by Campus Recreation Services, it is understood that any of these steps may be bypassed.

If a club feels that the disciplinary action was too severe or unwarranted, the president of the club may request an appeal. The written appeal must be received by the Sport Clubs Director within five days following the notice of disciplinary action.

Approval for Missing Classes

For very special cases, clubs may seek approval from the Associate Dean of Students for excused absences related to travel for competitions. **All club members must understand that the Dean’s approval does not mean the professor is obliged to accept it.** Our recommendation is to approach the professor on the first day of class and ask what consideration may be granted for this anticipated absence. If the professor is unwilling to grant an exception or allowance, the student has two choices: accept the consequences as explained by your professor or make alternate plans with the club.

Steps to Obtaining Approval from the Associate Dean of Students

1. Discuss the date and reason for an excused absence with the Sport Clubs Director. You must do this at least 3 weeks before the competition, although it is recommended you do this at the beginning of the semester.

2. Write a letter to the Associate Dean of Students explaining the reason for the request of an excused absence, the exact time you will leave, the days being missed, and the time of return. Send this letter to the Sport Clubs Director complete with a listing of each student's full name and school ID number.
3. The Sport Clubs Director will forward this letter.
4. If approved, the Associate Dean of Students will send a letter to the Sport Clubs Director. The letter will be made available to the club's president who will in turn provide copies to the club members.
5. The club members should distribute this letter to the appropriate professors. The letter is an official confirmation from the College and this should not be the first time the student discusses this matter with the professor.

Club Activity over the Summer

Clubs will function during the fall and spring semesters only. Clubs are not to conduct their business, use campus facilities, or spend club funds after the last day of classes of either semester or during the summer months.

There are occasions when a club may request an exception to this rule. As an example, the club qualified for the national tournament which is only held during the summer. The request must be submitted in writing and justification provided. The Sport Clubs Director and CRS Director will review the request.

Competition and Scheduling

Many sport clubs are organized for the purpose of competition. These teams are not restricted to competition with other colleges and universities, but may also compete with other organized clubs.

1. A sport club desiring to affiliate itself with a conference, union, or league must secure prior approval from the Sport Clubs Director.
2. Establishment of the extramural schedule is the duty of the club officers or advisor and should be done well in advance so as to arrange for facilities. Never schedule home events without first being assured of having a facility available.
3. Clubs are expected to abide by the guidelines of their affiliated conference, union, or league and any change in their status with that affiliation must be reported to the Sport Clubs Director.
4. A copy of each sport club's competition schedule should be on file in the CRS office.
5. When possible, home and away contests should be equally scheduled.
6. Scheduling of activities after the last day of classes of a semester is prohibited. Exceptions to this require the approval of the Sport Clubs Director and the CRS Director.

College of Charleston
Campus Recreation Services
Agreement – Sport Club Coach



While this list is not all inclusive, it does specify guidelines that the coach is expected to follow.
The coach will:

- Provide a program open to all levels of competition according to the sport club policies and procedures.
- Provide skills and safety training to the club’s members according to the goals and objectives determined by the club.
- Provide the safest possible program for all participants.
- Inspect facilities and equipment to meet safety standards prior to club activities. Club activities include practices, games, performances, etc.
- Educate the club members on safety procedures and potential injury in the particular activity according to the guidelines set by the sport’s governing association.
- Ensure that a standard first aid kit is available at all club activities.
- Supervise practices and/or games.
- Follow all sport club procedures as outlined in the sport club handbook.
- Receive approval from the Sport Clubs Director before making any purchases.
- Coordinate any promotion, sponsorship, or advertising with the Sport Clubs Director.
- Abide by the guidelines concerning sexual discrimination as specified in the College of Charleston policy.
- Refrain from intimate or dating relationships with club members.
- Present a professional manner and attitude at club activities, and recognize that the College of Charleston is represented at these club functions.
- Receive, as specified in this agreement, a lump sum payment at the end of each semester.
- Ensure that alcoholic beverages and illegal drugs are not present nor consumed at any club activity. These items are not permissible at any time at any club activity whether on campus or away from campus.

This agreement may be terminated at any time, and the coach removed, by decision of the sport club. No cause is required.

Campus Recreation Services may terminate the agreement with the Coach at any time.

The Campus Recreation Services sport club program agrees to pay

Coach _____

Club Team _____

\$_____ dollars for services rendered for the period _____.

Coach Date

Campus Recreation Services Date

The College of Charleston
Campus Recreation Services
Constitution Guide for Sport Clubs

Club Name _____ Date _____

- Article 1 Name
State the purpose of the sport club.
- Article 2 Purpose
State the reasons for the formation of the club and the club's objectives.
- Article 3 Membership
A. State who is qualified for membership and assure that no discrimination shall exist.
B. State what an individual must do to be recognized as a full member.
C. State what rights and privileges a full member has.
- Article 4 Meetings
A. State how many meetings of the membership are to be held during the year and when they are to be held.
B. State the procedures for calling regular and/or special meetings.
- Article 5 Executive Board
A. State what officers will make up the Board and what each officer's duties will be.
B. State the procedures for handling vacancies within the Executive Board.
- Article 6 Elections
A. State which officers will be selected by the membership; length of terms for these offices; and number of times a person may hold the same office.
B. State the nominating procedures and when they will take place.
C. State how the nominees will present their qualifications and how and when the elections will be held.
D. State the procedures in case a runoff election is necessary.
E. State the procedures for removing an officer from the office.
F. State the procedures if an officer leaves office before the term expires.
- Article 7 Funds
A. State the procedures for the allocation of club funds (revenues and expenses).
B. State for what purposes allocated College funds will be used.
- Article 8 Committees
State what standing and ad-hoc committees will exist within the club; the function and composition of each.
- Article 9 Affiliations
A. State any affiliations with local, state, regional, or national organizations.
B. State whether the rules of a sports governing body will be followed.
- Article 10 Coach or Instructor
A. State the qualifications desired of a coach/instructor.
B. State the selection process and procedures for acquiring and/or replacing a coach/instructor.
- Article 11 Advisor
A. State the qualifications desired of an advisor.
B. State the selection process and procedures for acquiring and/or replacing an advisor.
- Article 12 Ratification
State how the Constitution will be approved by the membership.
- Article 13 Amendments
State how an amendment will be presented; to whom it will be presented; and how it will be ratified.
- Article 14 Bylaws
State the procedures for the inclusion of any rules or regulations specific to the club.

The College of Charleston
Campus Recreation Services
Sport Club Team Travel Itinerary Form

Club Name _____

Trip Leader _____

Destination _____

Host Contact _____ Phone _____

Departure Date _____ Return Date _____

Lodging

Hotel _____ Phone _____

Location _____

Transportation

Vehicles - personal _____

Vehicles - rental _____

Mileage _____

Club Members Traveling

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signatures

Trip Leader _____ Date _____

Sport Clubs Director _____ Date _____

The College of Charleston
 Campus Recreation Services
Sport Club Budget Request

Sport Club _____
 President _____ Phone _____
 Treasurer _____ Phone _____
 Advisor _____ Phone _____

Number of active members _____
 Member dues per semester _____

Planned Income

Member dues _____
 Donations _____
 Fund-raisers _____
 Other _____

Total Income

Planned Expenses

Entry fees _____
 Rental vehicles _____
 Lodging _____
 Officials _____
 Equipment _____
 Affiliation dues _____
 Advertising _____
 Facility rental _____
 Telephone _____
 Miscellaneous _____

Total Expenses

Total Request _____ **(total expenses – total income)**

The College of Charleston
Campus Recreation Services
Sport Club Advisor-Coach-Officer Information

Advisor

Name	Department	Phone	e-mail
_____	_____	_____	_____

Coaches

Name	Department	Phone	e-mail
_____	_____	_____	_____
_____	_____	_____	_____

Sport Club Officers

Name	Office held	Phone	e-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COLLEGE OF CHARLESTON
LIABILITY RELEASE, EMERGENCY MEDICAL AUTHORIZATION
AND AGREEMENT
(Domestic Travel)

1. I _____ (sign at the end of the document) _____, the undersigned student desire to participate in the following activity/trip _____ (“Activity”), to be held on _____. I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity, and in any independent research or other endeavors I may undertake supplemental to the Activity. These dangers, hazards, and risks can result in injury and impairment to my body, general health and well being, and could include serious or even fatal injuries. I also understand that these dangers, hazards, and risk could include loss or damage to my personal property.
2. Knowing the dangers, hazards, and risks of such endeavors, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, spouse, heirs, and personal representative(s) (the “Releasors”), I agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation to and from the Activity, and in any independent research or other acts undertaken as supplemental to the Activity, and on behalf of myself and the Releasors I hereby release, waive, forever discharge, and covenant not to sue the State of South Carolina, the College of Charleston, and its trustees, officers, agents, employees and any students acting as employees (“Releasees”), from and against any and all liability and for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me or a Releasor, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while engaged in the Activity, any act supplemental to the Activity, or while I am in transit to or from the premises where the Activity or supplemental act occurs or is being conducted.
3. I further agree to indemnify and hold harmless the Releasees from and against any loss, liability, damage or cost, including court costs and attorneys’ fees that may arise due to my participation in the Activity.
4. It is my expressed intent that this **LIABILITY RELEASE, EMERGENCY MEDICAL AUTHORIZATION, AND AGREEMENT** (the “Agreement”) shall bind me, the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a legally binding release, waiver, discharge and covenant not to sue the Releasees.
5. I understand, agree and hereby grant Releasees permission to authorize emergency medical treatment for me, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.
6. By signing this Agreement, I acknowledge and represent that I have carefully read this Agreement and understand its contents and that I sign this document as my own free act and deed. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this Agreement for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in the Activity, and that I have adequate health insurance necessary to provide for and pay any medical costs that may arise as a result of an injury to me. I recognize that the College of Charleston (“College”) is not obligated to provide for any of my medical or medication needs or insurance and that I assume all risk and responsibility for those needs. If I am a driver and will be driving a vehicle (other than a College vehicle) during the period first stated above, I certify that I will, during such period, personally carry automobile liability insurance that includes medical payments coverage.
7. I further agree that this Agreement shall be construed in accordance with the laws of the State of South Carolina. If any term or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.
8. If I am an employee of the College, I do not consider the Activity within the course and scope of my employment with the College. By signing below I also agree to comply with the College’s Student Code of Conduct and all other College regulations regarding conduct, comportment, and academic integrity during my participation in the Activity. I understand that the College has the right to enforce such standards of conduct and that I may be dismissed from the Activity at any time for failing to abide by such standards. In the event of such dismissal, I shall

forfeit all my fees and other payments to the College that are associated with the Activity and I shall be responsible for the payment of my transportation expenses to return to Charleston, South Carolina.

THIS IS A LEGAL AGREEMENT AND INCLUDES A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

Signature	Printed Name	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If under 18, this form must **ALSO** be signed by a parent or legal guardian before student can participate.

_____	_____
(Print) Parent or Guardian	Signature
	_____ Date

The College of Charleston Campus Recreation Services Sport Club Annual Report

Name of Sport Club _____

Club Officers	Fall	Spring	Fall (if elected)
President			
Vice-President			
Secretary			
Treasurer			
Advisor			
Coach			
Council Rep			
Instructors			

1. Total club members?	
2. Club dues per person?	
3. This year's total budget?	
4. Next year's projected budget?	
5. What facilities did the club use on a regular or part-time basis?	
6. When were the practice times?	
7. When and where did the club meet for other than practice or games?	
8. List the matches and results of all competitive events the club entered.	
9. Where did the club travel?	
10. What was the average personal expenditure by each club member for: travel, equipment, entry fees, other?	
11. Who will serve as the club contact for persons who are interested in joining? List this individual's name, phone number, and e-mail address.	
12. List any noteworthy accomplishments or awards received by the club.	
13. Give a brief explanation of the club's activities.	
14. Summarize the club's activities this past year. Include the club's short-term and long-term goals.	
15. List the club's goals and objectives for the coming year.	
16. Recommendations for improving the club's internal operation.	
17. Suggestions for improving the assistance provided to the sport club by the sport clubs coordinator, CRS program, etc.	

Report submitted by	
Position	
Date	

<i>Injured Person Information</i>			
Subject's Name		Date	
Local Address		Phone	
College ID #		Age	
Activity		Location & Time	
Body part injured?			
Describe how the accident occurred.			

<i>Action Taken</i>	
<input type="checkbox"/> First aid administered by	
<input type="checkbox"/> Subject driven to emergency room by	
<input type="checkbox"/> Ambulance delivered subject to	
<input type="checkbox"/> Subject resumed participation on own volition	
<input type="checkbox"/> Other (explain)	
Remarks:	

<i>Form Completed By</i>	
Name	Phone
Accident witness	Phone

<i>Follow-up Report</i>	<i>for office use only</i>
<input type="checkbox"/> Injured person is fine now	
<input type="checkbox"/> Injured person has	Remarks: