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<tbody>
<tr>
<td><strong>Gene Sessoms</strong></td>
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<tr>
<td>Director, Campus Recreation Services</td>
</tr>
<tr>
<td><strong>Freddie Lipata</strong></td>
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<tr>
<td>Assistant Director, Campus Recreation Services</td>
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<tr>
<td><strong>Johnson Center Front Desk</strong></td>
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<td><strong>College of Charleston</strong></td>
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<td><strong>Public Safety Office</strong></td>
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</tbody>
</table>
Important Dates for
2015 – 2016 Academic Year

**Fall Semester**

August 21 – 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.

September ?? *
SGA’s Club Summit Meeting
Clubs that do not attend the Club Summit meeting will not be able to petition for the SGA’s contingency funding at the end of the year.

September 1
Rosters and waivers are due

September 1
Funds are available if conditions are met

October 1-2
Check in with Sport Clubs Director

November 2-5
Check in with Sport Clubs Director

December 4
Spring facility requests are due

**Spring Semester**

January 11-14
Schedule a meeting with the Sport Clubs Director

January 15
Updated waivers are due

February 15-18
Check in with Sport Clubs Director

March 28
Budget requests for 2015-2016 are due

April 7
Budget allocations meeting

April 21
Club activity ends for the year

April 21-29
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

May 3
End of year reports are due
Club Organization and Membership

The overall mission of the Campus Recreation Services (CRS) program is to provide a comprehensive set of activities that contributes to the recreational needs of the College of Charleston community. Developing a lifetime pursuit of recreational participation is another aim. The sport clubs are one component of this program.

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 offer members a chance to develop their knowledge and skill in a particular sport to a greater degree through organized practice and competitive activity.
3. Sport clubs also offer its members opportunities to strengthen leadership skills and to build positive interpersonal relationships.
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 region.
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 are organized for physical recreational activity.
9. Sport clubs consist of 12 or more members. If a sport club drops below 12 members, CRS may withdraw the club’s privileges.
10. Sport clubs will register with the Campus Recreation Services office and adhere to the guidelines and procedures developed by the CRS program.

Forming a new Sport Club

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<thead>
<tr>
<th>Steps</th>
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<td>3</td>
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<tr>
<td>4</td>
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</table>

Membership

Membership in any sport club is open to all interested students. There are occasions where a club may include additional criteria for membership. Examples might include such things as the restrictions placed by a sanctioning sport organization or that a prerequisite experience or skill is needed for participation. Additional eligibility requirements must first be approved by the Sport Clubs Director.
### Maintaining Sport Club Status – Each Semester

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>It can be helpful to have a faculty or staff member serve as an advisor, but this is not a requirement. All choices must be approved by the Sport Clubs Director.</td>
</tr>
<tr>
<td>2</td>
<td>Set up an appointment with the Sport Clubs Director early in the semester to discuss: Liability Release form, Requirements for travel, Budget and purchasing, Constitution, Game/performance schedule, Contact list, Website and email information, Facility reservation requests for the next semester, Sport Clubs Handbook, Advisor and coaches.</td>
</tr>
<tr>
<td>3</td>
<td>Have all members of the sport club sign the approved College of Charleston liability release form prior to participating. New members too must sign the liability release form before participating. Return all release forms to the Sport Clubs Director.</td>
</tr>
<tr>
<td>4</td>
<td>Maintain a full membership roster with the names and student ID numbers (CWID) for all individuals in the club. You will be given access to an online file for this task. Assure that the roster remains current throughout the year.</td>
</tr>
<tr>
<td>5</td>
<td>Attend all meetings as requested by the Sport Clubs Director.</td>
</tr>
<tr>
<td>6</td>
<td>Phone the Sport Clubs Director monthly with an update about the sport club’s activity.</td>
</tr>
<tr>
<td>7</td>
<td>A minimum of 12 active participants is needed to maintain the club’s status.</td>
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</tbody>
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### 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 as listed in The Compass, A Guide for Student Organizations. [http://studentlife.cofc.edu/forms-and-policies/index.php](http://studentlife.cofc.edu/forms-and-policies/index.php)

### College’s Event Calendar

Registered clubs may submit their activities or games on the College of Charleston’s calendar. [http://calendar.cofc.edu/](http://calendar.cofc.edu/)

### Posting Flyers

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. Clubs posting snipe signs are subject to being fined by the City of Charleston. [http://studentlife.cofc.edu/forms-and-policies/index.php](http://studentlife.cofc.edu/forms-and-policies/index.php)

### Use of the College Name

Registered sport clubs may use the College of Charleston name in their organizational title. Use the word “club” to differentiate your group as a student organization, e.g. College of Charleston Women’s Soccer Club.

The College of Charleston wordmark is the College’s sole brand identifier and it replaces all other icons used previously. The wordmark should be prominently featured in any print promotion. If you simply want the College’s wordmark, call the CRS office and we can email that to you, but upon request the Division of Marketing and Communications can add your club’s name to the wordmark.
The guidelines for the correct use of the College of Charleston name and wordmark can be found in the College’s Brand Manual: http://marcomm.cofc.edu/brandmanual/index.php.

**Email**

All clubs will register for a Gmail account for their club’s business. A consistent naming scheme we use is “cofcclubname@gmail.com”.

Having a Gmail account provides a great storage place for club business so that as new leaders assume charge they can get a better handle on the details involved with running the club. The Gmail account allows for club members to share the responsibility of monitoring and responding to inquiries.

As a courtesy to those who contact your club through email, respond as quickly as you can. Consider too that persons on the other end are making assumptions about you, your club, and the College by the manner in which you respond. Keep in mind the professional requirement expected of you.

**Websites and Social Networking Sites**

Clubs are encouraged to create their own websites. The College will provide space on its server or you can elect to use another system. The CRS website will include a link to your club’s site. If a website is created, it is recommended that you update the information regularly and that more than one person serve as the webmaster.

The material contained and presented on your club’s website is expected to adhere to a level of decorum that causes no harm to the reputation of the College of Charleston, its board of trustees, faculty, staff, students, and alumni. Consider very carefully before you post your information and pictures.

**The Constitution and Sport Club Organization**

Every sport club is required to develop a constitution which is essentially the framework for the club’s existence. The fundamentals of the club are outlined in the constitution and it should be regularly examined to ensure the club operates within the established guidelines. Bylaws are the rules established to govern the internal operations of the club and standing rules pertain to rules that may be adopted by a majority vote at any club meeting. A template for developing a club constitution is included at the end of this document.

All clubs are expected to maintain records of official club business and will provide a copy to the Sport Clubs Director. Some examples of these records include the club’s constitution, all liability release forms, membership roster, the coach’s agreement, and travel itineraries.
Risk Management Requirements

Release Forms
Participation in the sport clubs 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 in, traveling to, or returning from, a sport club event or practice. The release form is a written agreement between each participant and the College of Charleston explaining the risks the individual is accepting by participating in the program.

All persons, whether club members or potential members, will be asked to sign a liability release form before participating. It is the club leader’s responsibility to insure that all participants have completed a form before participating. The form is available online: http://blogs.cofc.edu/campusrec/waiver_form2/.

Personal Insurance Obligations
The College of Charleston does not provide insurance coverage for your participation in this program.

Campus Recreation Services strongly urges all participants to acquire a medical or accident insurance policy to seek protection against any unfortunate circumstances that may develop through one’s participation in this sport club program. 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 a prudent step for an individual to seek a medical release from the family physician before beginning participation in a strenuous program of physical activity.

First Aid/CPR
It is recommended that at least one club member certified in first aid/CPR attend all practices and competitions. You can find a handy listing of the most immediate emergency treatment centers on the CRS website.

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.

When Injuries Occur
- Contact the College of Charleston Public Safety Office at 843-953-5611 for injuries that occur on campus that require the assistance of the EMS unit. If the injury occurs at an off-campus location, use the 911 dispatch.
- Contact Public Safety at 843-953-5611 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 that can transport the injured person, call Public Safety at 843-953-5611.
- Report the incident within 24 hours to the Sport Clubs Director and submit an accident/incident report. This form is available online in the Sport Clubs section of the CRS website.

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.
- 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.

- Many of the competitions hosted by our clubs will require the services of an athletic trainer or the College’s EMS unit. Notify the Sport Clubs Director when an arrangement to provide coverage for the event is made. The paperwork for payment can be initiated then.
- If a sport club is participating in an event at another location, it is strongly recommended that the club’s officers review the emergency procedures with the host team or game management before the competition begins. Be prepared for contingencies such as a player needing to remain hospitalized while the group is ready to return home.

**Visiting Team Waivers**

When one of our sport club teams is hosting an event, it is imperative that it collects waiver forms for all of the participants from the visiting teams. Make sure to verify the number of forms matches the number of visitors. A copy of the form is listed on the CRS website.

Ideally, the club should send the form to the visiting team well in advance of the event so that this important task can be completed before they arrive.

At the conclusion of the event, send the completed forms to the Sport Clubs Director.
Facilities

Sport clubs can request access to the College’s facilities. Submit those facility requests to the Sport Clubs Director well in advance of the semester start. With limited facility spaces, growing interest in participation, clubs seeking more practice times, and many clubs vying for the same days and times of the week, creating an equitable schedule becomes more challenging. It is recommended that the clubs consider several alternate times that are acceptable given that first choices may not be available.

Steps

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<th>Step</th>
<th>Description</th>
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| 1    | Submit an e-mail to the Sport Clubs Director with the following:  
The days/times of the week preferred and include alternate practice times.  
The room or facility space needed.  
The amount of space required to conduct your event or activity.  
Game schedules.  
Any special equipment required.  
Submit your facility request prior to each semester. Practice times do not automatically carry forward to the next semester. |
|      | The Sport Clubs Director has to track all locations used by clubs for practices or games. If using a location other than one of the College’s facilities, report the name and address of that location.  
If using an off-campus site, make sure you have authorization to use that facility and keep the field permit or other documentation. |
|      | Sport clubs are not to use the City of Charleston’s fields or facilities without first securing a permit from the City’s recreation department. |

Johnson Center Facility Use

1. 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 the CRS office of any changes.
2. It is the responsibility of the club officers to note any changes in the Campus Recreation Services facility schedule that may affect club activities, e.g. holiday closings.
3. Clubs should submit facility requests to the Sport Clubs Director during August for the subsequent fall semester and early December 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. Persons not affiliated with the College of Charleston, such as coaches, must have their names on file at the CRS front desk to enter. Submit this list to the CRS Director well in advance.

“The Yard” – James Island Recreation Fields

1. Club officers will be given the gate code to the entry. Lock the gate at the end of practice. Do not share the gate code with others. If your practice ends and unauthorized users are on the fields, ask them to leave because you will be locking the gate. Notify the CRS Director the following day about the incident.
2. Park only in the designated parking area.
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 CRS Director if unauthorized persons are using the fields.
7. Pets are not permitted on the property.
8. Use only the areas designated for your team’s use. The intramural fields are not to be used for club activities.
9. Requests for lining the fields must be made at least 2 weeks in advance of the games. Better yet, when possible submit your full semester game schedule.
10. All students should be in possession of their valid Cougar Card ID when entering the facility.
Sport Club Finances

There is a balancing act between the goals that a club seeks to accomplish during the year and what money it can count upon to reach those goals. In some cases, a tempering of those expectations formed at the start of the year is necessary given the success a club has in raising funds.

Registered sport clubs may receive a modest allocation from the CRS sport club budget. The process requires club presidents to submit to the Sport Clubs Director by mid-March a budget for the next year. In April the sport club representatives will meet to review these budget requests and determine how to best divide the available money. Some criteria that may be used in making these decisions include:

- number of active members in the club
- previous activities and accomplishments of the club
- value of the sport club to the College of Charleston
- prior year’s sport club budget
- the sport club’s actual need
- the sport club’s compliance with CRS rules and regulations pertaining to sport clubs
- dues charged of its members
- past fund-raising efforts of the sport club
- number of years that the club has been in existence
- assessment of each club’s initiative, responsibility, and morale
- competitive sport club schedule

In addition to the allocation from the CRS office there is the opportunity to tap into the SGA’s contingency fund. Sport clubs that do not attend the SGA’s Club Organizational Summit in September will not receive consideration for a contingency award.

Club Accounts

Each club has two College of Charleston financial accounts established for them:
36xxxx – this primary account is where the CRS allocation is placed.
96xxxx – this secondary account is where the club will deposit all money that it raises.

A third option is available whereby a club may open an account with the College of Charleston Foundation. The Foundation is the location for any gifts that the club receives. A common reason for having a Foundation account is the donor is seeking a tax deduction and this is the appropriate mechanism for that donation. Contact the College of Charleston Development Office at 11 College Way to open a Foundation account.

**Under no circumstances may money raised by a club be deposited anywhere other than one of these College of Charleston accounts.**
How to Access Funds from the CRS Budget

No orders should be placed or purchases made by the club’s members. You will not be reimbursed in such situations. Order placement and purchasing will be made by the Sport Clubs Director.

Money allocated from the CRS account may not be used for personal uniforms, T-shirts, other personal gear, food, or fund-raising items.

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<tr>
<th>Steps</th>
<th>Instructions</th>
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<tr>
<td>1</td>
<td>Contact the Sport Clubs Director when a purchase is being considered. The lead time necessary to receive your request depends upon factors such as cost, payment options, item type, and vendor paperwork to name a few.</td>
</tr>
<tr>
<td>2</td>
<td>Bring in a price quote that specifies the items to be ordered, sizes, the product codes, quantity, unit cost, shipping cost, and tax. Make sure the company’s address and phone number is included. If a purchase order is required then the vendor’s W-9 form must be included.</td>
</tr>
<tr>
<td>3</td>
<td>The Sport Clubs Director will review the request and get the order underway.</td>
</tr>
<tr>
<td>4</td>
<td>Large purchase items will be delivered to: Central Receiving 4750 Goer Dr, Unit D and E North Charleston, SC 29406 843-308-6500 Clubs must arrange for pick up from North Charleston. Delivery to the Johnson Center gym is another option.</td>
</tr>
<tr>
<td>5</td>
<td>Travel receipts and a travel reimbursement form must be turned in to the Sport Clubs Director within 3 days of returning from a trip.</td>
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<tr>
<td>6</td>
<td>Checks can be picked up in the Controller’s Office, located in the basement of the Lightsey Center after 3:00 p.m. on MWF. Call 843-953-5570.</td>
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<tr>
<td>7</td>
<td>Paying for the services of a coach or an instructor 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. <strong>The individual cannot begin work until the College approves the paperwork.</strong> If the person is not a student, the hiring process is a bit more complicated. The Sport Clubs Director will get the hiring process started, but remember that <strong>the individual cannot begin work until the College approves the paperwork.</strong></td>
</tr>
<tr>
<td>8</td>
<td>If you are seeking to pay for sports officials to referee your games, checks can be issued to those persons, but first a W-9 form for each individual must be received before the paperwork can be processed.</td>
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</table>
Roles in the Sport Clubs Program

Sport Clubs Director
The Sport Clubs Director oversees the operation of all sport clubs. Here are some of the services that a club may expect from the Campus Recreation Services office.
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 Life office.
4. Receive all equipment and supplies purchased by a sport club and possibly provide storage for club equipment during the summer.
5. Render decisions on disciplinary matters.
6. Review with sport club leaders what sound safety practices 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. Submit these requests as early as possible.
10. Approve any publicity (flyers, posters, brochures) before it is distributed.

Advisor
It can be helpful to have a faculty or staff member serve as an advisor, but this is not a requirement. Club advisors should submit a short note to the CRS office confirming their interest in serving in this capacity. Some areas where the sport club advisor may provide invaluable guidance are:
1. approving the club’s annual budget request
2. approving the club’s program and direction
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.

If the individual selected by the club is not employed by the College of Charleston, the choice must be approved by the Sport Clubs Director.

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. The club’s selection for a coach must be approved by the Sport Clubs Director.

There is an agreement form online for the coach to complete. One form is for those persons who will serve as volunteers and a different agreement form for those who will be paid for their service. If the coach will be paid, the Sport Clubs Director will have additional employment paperwork to complete. Whether the coach serves as a volunteer or employee, this individual may not begin any duties associated with the club until the paperwork has been approved by the Human Resources Office.

Coaching 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. Insure that the accepted safety guidelines of the particular sport are followed at practice sessions and games.
6. Instill within the participants a sense of good sportsmanship on and off the field.
7. 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 before 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 listing of all club members and elected leaders.

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 delegate the many other tasks required to run a club. 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, allow the individual to do the job. Stay on the periphery and be available if help is needed. Confer 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 these items in a documents folder maintained on the club’s gmail account:

- yearly budget summaries
- recommendations for the following year
- club constitution, inventory listing, and other pertinent club business
- copies of all forms submitted to the CRS office
- persons to contact for game scheduling, donations, etc.
- evaluations of fund-raisers and ideas for future special projects
- old flyers used for publicity
- travel information such as best hotels, competition locations, etc.
- club alumni listing
Travel Guidelines

All travel by any sport club of the College of Charleston must be approved by the Sport Clubs Director at least one week prior to any scheduled trip. A travel authorization form, travel itinerary form, and liability release need to be submitted as part of your request. Links to these forms are listed on the CRS Sport Clubs web pages.

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

<table>
<thead>
<tr>
<th>Steps</th>
<th>1</th>
<th>One week before travel, submit a College of Charleston travel authorization form (TA) to the Sport Clubs Director. The individual listed on the TA is the only person that may be reimbursed for the trip expenses. The CRS travel itinerary must also accompany the TA form as it has the listing of the other travelers. If your club plans to rent vehicles, the drivers must all submit forms required by the Business and Auxiliary Services office at least 10 days in advance. Additionally, the drivers must complete the online driver training module. Examine these requirements in the Vehicle Use Policy for Conducting the Official Business of the College of Charleston.</th>
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<td></td>
<td>2</td>
<td>Submit the CRS travel itinerary form with this information: Club that is traveling and its destinationTrip leader’s nameDate leaving and returning to the College of CharlestonLodging and addressThe number and type of vehicles being drivenContact phone numbersList of participantsAll of the participants should have completed an online liability release form.</td>
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<td>3</td>
<td>The trip leader will attend the sport club travel meeting scheduled each Wednesday at 3:30 p.m. for those clubs traveling the upcoming weekend.</td>
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<td>4</td>
<td>Upon the club’s return, email the Sport Clubs Director concerning any incidents, accidents, or injuries that occurred during the trip.</td>
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<td>5</td>
<td>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 3 working days.</td>
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<td>6</td>
<td>Within 3 working days of returning, submit a travel reimbursement form along with the original receipts to the Sport Clubs Director. Reimbursement is not possible without the trip receipts.</td>
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<tr>
<td></td>
<td>7</td>
<td>Pick-up your check at the Controller’s Office in the Lightsey Center basement, unless you are on the direct-deposit program.</td>
</tr>
</tbody>
</table>

- The use of 15-passenger vans is not permitted for travel by any College of Charleston group.
- 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 only. Clubs not using Enterprise rental vehicles must obtain that rental company’s insurance plan. See section 8.2 of the Vehicle Use Policy for Conducting the Official Business of the College of Charleston.
• Clubs may elect to use personally owned vehicles (POV) for trips instead of renting vehicles. Drivers are not required to go through the authorized driver process if they elect to use their own vehicles. In these cases, travel related expenses are not reimbursed.

• 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 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. Other persons may not travel with the squad or stay in the team’s overnight accommodations.

• The transportation and/or consumption of alcoholic beverages are prohibited while traveling or engaging in a sport club trip or activity.

Vehicle Use Policy for Conducting the Official Business of the College of Charleston

Review the Vehicle Use Policy for Conducting the Official Business of the College of Charleston. This policy (2.8.1) can be found here: http://policy.cofc.edu/policy.php. There are a number of items that you and your club will need to follow if you elect to use a rental vehicle for your travel.

All persons wishing to drive a rental vehicle must submit to the Business & Auxiliary Services offices a minimum of 10 days in advance these three forms: the Authorization and Student Release Form for Operation of a College Vehicle; Release and Authorization (for DMV checks); and the College of Charleston Liability Release, Emergency Medical Authorization and Agreement (Domestic Travel).

Drivers must also complete the online driver safety module. To register for this training, submit the paperwork to the Sport Clubs Director. Your club’s account will be charged $20.00 per person to access the online training. The Environmental Health & Safety office will review your paperwork and successful completion of the training before the student is authorized to drive.

Rental vehicles must be rented in the College of Charleston’s name AND paid for directly by the College of Charleston through a travel authorization. Club members may not pay for rental vehicles out of pocket for sport club trips.

Questions specific to the College’s travel policy as it relates to renting vehicles can be directed to:
Ms. Katie Ford
Insurance Coordinator
Business & Auxiliary Services
160 Calhoun Street, Room B24
phone 843.953.6418
fax 843.953.6754
e-mail fordkh@cofc.edu
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.

Hazing

From the Hazing Statement found on the College of Charleston policy page 12.3.5.1.8:

Hazing is defined as an act which endangers the mental or physical health or safety of a student, whether the student approves or not to the hazing action, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as condition of membership in a group or organization. Hazing is strictly forbidden by the College of Charleston.

Disciplinary action will be initiated in cases of hazing.

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.
Probation

Clubs not abiding by the guidelines 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, any budget restrictions or penalties, 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.

Absence Memo for Missing Classes

Clubs travelling to competitions will likely want to have their professors notified. The Absence Memo Office will document these absences and provide a notice for your professors. Remember that only the professor can grant an excused absence. Our recommendation is for the student to approach the professor well beforehand and ask what consideration may be granted to participate in an upcoming club activity. 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 for Obtaining a Notice from the Absence Memo Office

1. The club captain will address a letter detailing the club’s reason for the absence from classes, the exact time the group will leave, the days being missed, and the time of return. At the end of the letter, include the listing of each student traveler’s name and CWID number.

2. Email this letter to the Sport Clubs Director, who will in turn forward this letter to the Absence Memo Office.

3. The Absence Memo Office will issue an interoffice memorandum acknowledging the club event. The captain will provide copies to the club’s members for distribution to individual professors.

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 qualifies 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 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. Requests for field maintenance and lining require at least a 2-week lead time.
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. All participants from visiting teams must complete a waiver/release form.
7. 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 Policies**

These College of Charleston policies are listed here for your review since these particular policies touch upon elements common to most clubs’ operations. Please consult the Sport Clubs Director if there are questions related to these.

College Policy Website
[http://policy.cofc.edu/policy.php#facility](http://policy.cofc.edu/policy.php#facility)

- 2.2.3.1 Cash Receipts Policy
- 2.3.2.1.1 Tax Payer Identification
- 2.5.2 Student-Group Travel Policy
- 2.6.1 Inventory Control Procedures for Accounting of College Property
- 2.8.1 Vehicle Use Policy
- 2.8.1.1 Vehicle Use Policy Supplement
- 3.3.1 Use of the College of Charleston Wordmark
- 3.3.3 Other Logos, Marks, or Graphics
- 4.1 Expense Reimbursement Policy – for those clubs who have an account with the Foundation
- 6.1.1 Admission to Recreation Facilities
- 12.3.1 Intramural Sports and Sports Clubs
- 12.3.1.1 Standard of Conduct
- 12.3.5.1.8 Hazing Statement
- 12.3.5.1.18 Funds for Sports Clubs
- 12.3.5.2.20 College Fundraising Policies for Students
- 12.3.5.3 Student Life - Travel and Travel Arrangements - see also Business, Financial and Accounting: Travel: Student-Group Travel Policy
- 12.4.1 Honor Code
- 12.4.2 Student Code of Conduct
Forms

These forms are now available on the CRS Sport Clubs webpages.
http://campusrec.cofc.edu/sport-clubs/forms.php

Accident Form
Agreement for Sport Club Coaches
Annual Report Form
Constitution Template
Liability Release, Emergency Medical Authorization and Agreement (Sports Club)
   now online at: blogs.cofc.edu/campusrec/waiver_form2/

Visitor Liability Release and Waiver
Rules for Using the Yard
Emergency Medical Locations - map and contact information

Travel Forms
Travel Itinerary Form
Travel Authorization  available from the Controller's Office
Travel Reimbursement available from the Controller's Office

Seeking Authorized Driver Approval
Authorization and Student Release Form for Operation of a College Vehicle
DMV Check – Release and Authorization
College of Charleston Liability Release - Domestic Travel
Operating Procedures for College of Charleston Vehicle Use Policy

Forms available from the Student Life Office
Student Life Event Planning Form
Student Handbook - A Guide to Civil and Honorable Conduct
City of Charleston Snipe Sign Warning Letter