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## Phone Numbers

**Gene Sessoms**  
Director, Campus Recreation Services  
#207 Silcox Gym  
843-953-8257

**Freddie Lipata**  
Assistant Director, Campus Recreation Services  
#206 Silcox Gym  
843-953-5559

**Johnson Center Front Desk**  
843-953-9000

**College of Charleston**  
**Public Safety Office**  
843-953-5609  Routine calls  
843-953-5611  Emergency calls
Important Dates for the Academic Year

**Fall Semester**
August 22 – 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 22
Funds are available if conditions are met

September 2
Rosters and waivers are due

October 3-4
Check in with Sport Clubs Director

November 1-2
Check in with Sport Clubs Director

December 5
Spring facility requests are due

**Spring Semester**
January 11-18
Meet with the Sport Clubs Director

January 16
Updated waivers are due

February 13-15
Check in with Sport Clubs Director

March 16
Budget requests for the next year are due

April 4
Budget allocation meeting

April 24
Club activity ends for the year

April 16-27
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 4
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. Our sport clubs program, initiated in 1990, continue to help us to meet those objectives.

What is a Sport Club?

1. Sport clubs are student-run organizations with membership open to all current students 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 or other colleges.
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

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gauge the interest level on campus by holding preliminary meetings with interested students. Twelve individuals ready to participate in the new club are the minimum needed.</td>
</tr>
<tr>
<td>2</td>
<td>Meet with the CRS Sport Clubs Director to discuss your ideas for a new sport club. Sport clubs are supervised by the CRS program. Other clubs not of a sport nature are represented by the Student Government Association.</td>
</tr>
<tr>
<td>3</td>
<td>Familiarize yourself with the guidelines of the Sport Clubs Handbook.</td>
</tr>
<tr>
<td>4</td>
<td>The new membership will prepare a constitution and bylaws and submit these as part of the registration process for the club to receive official recognition.</td>
</tr>
</tbody>
</table>

Membership

Membership in any sport club is open to all interested students. A club may not “cut” or otherwise limit membership through try-outs or other arbitrary means. It is recognized that only a certain number can realistically participate in competitions or practices. It is the responsibility of each sport club to insure an equitable method is worked out to reasonably accommodate individual members’ needs for instruction, practice, coaching, and competitions.
Additional criteria for membership may be considered. One example is the restriction imposed by a sanctioning sport organization with respect to one’s gender. Additional eligibility requirements must first be approved by the Sport Clubs Director.

Campus Recreation Services requires that all club members have with them their Cougar Card identification card at all scheduled activities.

**Maintaining Sport Club Status – Each Semester**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</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/training schedule and locations -- Contact list -- Website and email information -- Facility reservation requests -- Sport Clubs Handbook -- Advisor -- Hiring coaches and volunteers</td>
</tr>
<tr>
<td>2</td>
<td>Have all individuals of the sport club sign the approved College of Charleston liability release form prior to participating. The release form is available online.</td>
</tr>
<tr>
<td>3</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>4</td>
<td>Attend all meetings as requested by the Sport Clubs Director.</td>
</tr>
<tr>
<td>5</td>
<td>Phone the Sport Clubs Director monthly with an update about the sport club’s activity.</td>
</tr>
<tr>
<td>6</td>
<td>A minimum of 12 active participants is needed to maintain the club’s status.</td>
</tr>
<tr>
<td>7</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>
</tbody>
</table>

**Advertising**

It is imperative that all sport clubs recognize the importance of presenting a positive image. All forms of advertising must meet the requirements outlined in the College’s Brand Manual developed by the Division of Marketing and Communications. Have the Sport Clubs Director first approve advertisements before you make copies and begin posting. Placement of publicity flyers in campus locations should follow the policy as listed in The Compass, A Guide for Student Organizations. Find this booklet in the forms section of the Student Life web pages.

**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/). Consider too sharing the information with the CRS office so that these events can be posted on the CRS social media sites.

**Posting Flyers**

Review the College policy 3.9.3 Signage: Banners, Signs, and Posted Material. You will also find information in The Compass, A Guide for Student Organizations. Carefully read the City of Charleston’s laws about snipe signage. Clubs posting unauthorized signs about town are subject to being fined by the City of Charleston.
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 Volleyball 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.

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](http://marcomm.cofc.edu/brandmanual/index.php).

College Wordmark
Here is an example. Your club name would be inserted instead of Campus Recreation Services.

![College of Charleston Wordmark](image)

Email
All clubs will register for a Gmail account for their club’s business. A consistent naming scheme we use is cofcclubname@gmail.com or cofc.clubname@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 expectation we hold for 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.

Consider very carefully before you post your information and pictures. The material contained and presented on your club’s website is expected to adhere to a level of decorum that does not jeopardize the reputation of the College of Charleston, its board of trustees, faculty, staff, students, and alumni.
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, travel itineraries, and a year-end report.
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.

Sport Club Captain or President

This information is by no means a complete list of the club leader’s responsibilities and it is recommended that the captain or 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 April 15. Club presidents are expected to serve the full academic year. Switching leaders at the start of the spring semester presents serious difficulties for the CRS office in administering the club.
7. Insure the club’s compliance with the guidelines contained in this handbook and any additional directives from the Sport Clubs Director.
8. Complete and submit accident/incident forms, waiver forms, annual report forms, and facility request forms related to all club activity.
9. Responsible for providing 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 fundraisers and ideas for future special projects
- old flyers used for publicity
- travel information such as best hotels, competition locations, etc.
- club alumni listing

**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.

**Clubs are member organized and member run!** Although the position of coach is frequently associated with an authoritative role, the coach reports to and is responsible to the club and its members.

Coaching duties:

1. Insure that the accepted safety guidelines of the particular sport are followed at practice sessions and games.
2. Instill within the participants a sense of good sportsmanship expected on and off the field.
3. Organize weekly practice sessions and provide instruction and coaching at these sessions.
4. Assist the club officers in matters where a coach’s experience can be of help such as with game scheduling, what equipment to order, and even the formation of realistic long range goals for the club.
5. Insure that all injuries are referred for the appropriate treatment and the club captain reports the incidents to the Sport Clubs Director within 24 hours.
6. The coach will not represent the club in any official capacity. The club captain is the recognized leader of the club.

**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. 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.

Some areas where the sport club advisor may provide invaluable guidance are:

1. assisting the club as it develops its annual budget request
2. approving the club’s program and direction
3. serving as a source of College information
4. counseling or assisting members of the club
5. serving as a liaison with outside organizations during extramural competition
6. remaining current with the Sport Clubs Handbook
7. monitoring the club’s activity throughout the year
Risk Management Requirements

Liability 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 liability 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. 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 accident/incident report forms. You can find a listing of the most immediate emergency treatment centers on the CRS website.

When Injuries Occur

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<tr>
<th>Steps</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>1</td>
<td>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. Do not move the person unless it is absolutely necessary and can be done safely.</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
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</table>
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 addressed.
- 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.
- 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 the medical coverage for the event is arranged. The paperwork for contracting this service must be initiated before the event.
- 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 signatures matches the number of visitors. A copy of the form is available on the CRS website. Have several blanks on hand for the possibility that some individuals did not complete the task.

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 the club arrives.

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

College Shutdown

In the event the College shuts down its operation, all sport club activities including planned travel is to be halted. The most recent event that caused a shutdown was a forced evacuation necessitated by a hurricane. The CRS Office will notify the clubs regarding postponing its activities.
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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</table>
| 1 | Submit an e-mail to the Sport Clubs Director with the following:  
The days and 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. |
| 2 | 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. |
| 3 | **Sport clubs are not to use the City of Charleston’s fields or facilities without first securing a permit from the City of Charleston’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, varsity basketball schedule.
3. Clubs should submit facility requests to the Sport Clubs Director during August for the 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. Other visitors will need to complete a waiver form before participating. Submit this listing and any questions to the CRS Director in advance of the visits.
“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 843-953-5559.

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 843-953-5559.

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.

11. The College’s campus and other properties are all tobacco-free locations.

12. We will maintain a great neighborly relationship with the Lowcountry Senior Center. To do that let’s make sure not to park on their premises, do not permit persons to attempt to use their restroom facilities, and be mindful that the noise you create and the choice of language you use may be unwelcomed.
**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. It is incumbent upon the club to raise the majority of the money necessary to conduct its planned program and activities.

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 distribute the available money. Some criteria that may be used in making these decisions include:

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

In addition to the allocation from the CRS office there is the opportunity to tap into the SGA’s contingency fund. Contingency funding can be sought when the club has exhausted its funds and has the opportunity to participate in a significant event. 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. Clubs 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. Refer to the College of Charleston 2.2.3.1 Cash Receipts Policy.*

**Club Deposits**

All money raised by the club must be deposited at the College’s Treasurer’s Office located at 170 Calhoun Street. Use the deposit form found on the CRS website for this task. Do keep a record of your deposits just in case.
Authority to Contract
We will all observe the College’s policy 2.3.11 Authority to Contract and Required Review of Contracts. What follows is only the policy statement. The remainder can be found on the College’s policy website. In short, no club member, coach, nor anyone else associated with the sport clubs program can enter into a contract as defined in the following statement. You are advised to bring all matters to the Sport Clubs Director.

This Policy sets forth the nature and extent of the contracting authority of the College of Charleston (hereafter, the “College”) and how it may be exercised. This Policy applies whenever the College is party to a Contract. The term “Contract” means all types of agreements (regardless of content or what they may be called) where there is a mutual exchange of promises or undertakings. Contracts may include, but are not limited to: Agreements, Grants, Cooperative Agreements, Leases, Licenses, Memoranda of Understanding or Memoranda of Agreement, Purchase Orders, a consulting or other revenue-generating agreement, operational or program agreements, renewals, contractor/vendor agreements, and other agreements of any kind whether verbal or written. Certain conditions and requirements apply to all College Contracts, particularly as a result of the College’s status as a state agency.

How to Access Funds from Your Club Accounts
Clubs do not have direct access to the money in their College accounts. Everything has to be directed to the CRS Office.

No orders should be initiated or purchases made by the club or its members. You will not be reimbursed in these cases. Order placement and purchasing must be performed 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 to purchase items for fundraising activities.
### Purchases (not travel related)

<table>
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<tr>
<th>Steps</th>
<th>Details</th>
</tr>
</thead>
</table>
| 1 | 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, additional approvals needed, item type, and paperwork required of the vendor just to name a few. |
| 2 | 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 are included.  
When arranging for a price quote, do not have your name or address listed on the quote. Make sure to have it read:  
Campus Recreation Services  
College of Charleston  
30 George Street  
Charleston, SC 29424 |
| 3 | For purchases under $2500.00, the Sport Clubs Director can use a state purchasing card for purchases made online or by telephone.  
For purchases exceeding $2500.00, a purchase order is required. You will need to provide the vendor’s W-9 form in addition to the price quote.  
For purchases that require the College to issue a check to a vendor, both a price quote and W-9 form are needed to initiate the check request. |
| 4 | The Sport Clubs Director will review the request and get the order underway. |
| 5 | The shipment will be delivered to the Johnson Center. |

### Travel

<table>
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<tr>
<th>Steps</th>
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<tbody>
<tr>
<td>1</td>
<td>A travel authorization and travel itinerary must be submitted before the trip and it should include estimated expenses. You will be reimbursed following the trip.</td>
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</table>
| 2 | Rental Vehicles  
Vehicles are reserved and paid through an approved travel authorization. Use the TA number when making the arrangements with the rental company. |
| 3 | Gas and Lodging  
Within 3 days of returning from a trip submit to the Sport Clubs Director a travel reimbursement form along with the receipts for these expenditures which should have been listed on the travel authorization. |
| 4 | Registration Fees  
List this on the TA. In some cases these are paid in advance of the trip and in other cases these are reimbursed following the trip. Save that receipt! |
Referees, ATs, and Pay for Other Personal Services

Payment for services such as referees or athletic trainers who work your games or for an individual who monitors the facility while you practice all involve situations where we must first hire the individuals. This is a lengthy process that may not work with the expectations of those individuals. For example at many club competitions the officials are not assigned and paid by the league but instead operate as independents who show up to referee and expect to be paid in cash. The money in your College accounts cannot be used to pay these individuals unless they first become hired as employees even if for a single occasion.

Let’s look at a similar situation but with a different outcome. Our rule is that you must provide medical services at your game site for a competition. You seek out the College’s EMS unit or the MUSC Sports Medicine group to send out qualified personnel. In this case we are not paying an individual but instead directing the money to the business who employs these persons. Again we need to make sure that the price quote is sent before we employ their services so that the procurement process can be initiated before the fact. If it is done afterwards then we have violated the procurement code of the College and potentially other state regulations.

Hiring Coaches and Volunteers

Club leaders should consult with the Sport Clubs Director about all individuals you seek to work with your clubs. You do not have the authority to hire or to make any promises regarding employment or volunteer status with the sport clubs program.

There are separate forms required depending upon how the individual wishes to serve either as a volunteer or seeking payment for one’s service. The paperwork will be returned to the Sport Clubs Director who will then initiate the approval process. Once it gets to the HR office, background checks and other details will be completed. Once the HR office has finished, the individual will be required to visit the HR office and complete some few remaining details. It is easy to see why the entire process is expected to take 10 days or more.

Regardless of the time it requires, no individual may begin any duties associated with the club until the paperwork has been approved by the Human Resources Office and you have been notified by the CRS Office that the person is able to start. This applies to both volunteers and employees.

Here are a few details related to hiring for you to consider. An individual must be hired at an hourly rate. There is not option for a lump sum amount to be paid. Additional costs will be charged to the club’s account beyond the hourly rate. There are taxes that may amount to an additional 8.5%. This percentage will vary from individual.

There is also the matter of retirement pay. If the individual is already enrolled in the South Carolina retirement system, then there is no choice – the money will be charged. Otherwise the individual has a choice whether to include the retirement as part of his pay. You should have that discussion.

There are rules related to pay earned during travel. The coach for example can be paid for his time travelling to and from a weekend event held out of town. There are a few factors involved in whether the time is compensable, but it is also something the coach can elect not to declare. Here again, there should be a discussion about what you are paying for and what the coach expects as compensation. Let’s be on the same page before our program extends an offer to the coach.
Travel Guidelines

All travel by any sport club of the College of Charleston must be approved by the Sport Clubs Director and the EVP for Student Affairs. The forms need to be submitted a minimum of 10 business days prior to the 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 web pages.

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

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<td>1. Ten business days before travel, send by email a travel authorization form (TA) and the travel itinerary form to the Sport Clubs Director. The individual listed on the TA is the only person that may be reimbursed for the trip expenses.</td>
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<tr>
<td>2. The CRS travel itinerary must accompany the TA form as it contains the roster of the other travelers. The captain needs to verify that all persons listed on the roster have completed the online waiver form. If there are additions or deletions to this roster before the trip leaves, simply email those changes.</td>
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<tr>
<td>3. 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. If this is not done then the necessary protections you may have received through the College’s negotiated agreement may not apply.</td>
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<td>4. If your club plans to rent vehicles, it must first have drivers who have completed the authorized driver training class.</td>
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<td>5. 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>6. 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>7. The trip leader should contact the rental agency 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>8. 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>9. Pick-up your check within 5-7 business days from the Controller’s Office located in the Lightsey Center, unless you are on the direct-deposit program.</td>
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**College Contracts for Travel by Rental Vehicles or Motorcoach**

The College maintains contracts with vendors to handle our transportation needs. We are obliged to schedule through these companies. If by chance they cannot deliver, you may then seek other companies to fill the travel need, but do check with this office first.

Enterprise Rent-A-Car is the choice for car or van rentals. The contract is set-up so that you can give your travel authorization number to make the reservation and ensure the payment. Of course this requires you to have already submitted the travel authorization paperwork to this office.

For travel by motorcoach, Lancaster Tours has the contract with the College. Call 843-863-9773 to ask for availability and a price quote. In most cases the cost will require that we issue a purchase order for the trip, so provide the Sport Club Director with a written quote.

**Trip Leader and Travel Meetings**

One of the club's officers must be delegated as the “trip leader” for each trip.

Attendance at the travel meeting is a requirement. A $50.00 fine will be levied against the club if this requirement is not satisfied. A second absence will result in future travel plans not being approved. The meeting is held each Wednesday at 3:30-4:00 p.m. in the CRS Office #207 Silcox Gym.

At the meeting the trip leader will report any changes to the travel roster or other details related to the upcoming trip.

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 will report any accidents, incidents, violations of sport club guidelines, and injuries before 9:00 a.m. on Monday morning. For most situations you can send an email to the Sport Clubs Director.

The trip leader is 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.

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

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.

If no member is alert enough to drive safely, find a hotel room or sleep in the vehicle until ready to safely operate it. 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.

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

All of the details regarding vehicle use cannot be listed here but you are urged to review your responsibilities as outlined in the 2.8.1 Vehicle Use Policy for Conducting the Official Business of the College of Charleston and 2.8.1.1 Supplement to the College of Charleston Vehicle Use Policy. These two policies can be found here: [http://policy.cofc.edu/policy.php](http://policy.cofc.edu/policy.php).
Here are just a few key points. The use of vehicles with a stated capacity greater than 12 passengers will not be operated by students for sport club travel.

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 18 years of age. Insurance coverage of rental vehicles is a must and under the College’s contract with Enterprise this coverage is included. Clubs not using Enterprise rental vehicles must obtain that rental company’s CDW and LDW insurance coverage. 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.

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 for passenger vans and other special vehicles. 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 upon successful completion of the training the student is authorized to drive.

From 2.8.1.1 Supplement to the College of Charleston Vehicle Use Policy

VI. Personal Vehicles

Students may drive their Personal Vehicles to conduct official activities of the College. If a student is seeking reimbursement for travel expenses s/he must be deemed an Authorized Driver by EHS prior to the activity.

The following information about insurance is relevant to the operation of Personal Vehicles:

1. Personal Vehicles will not be covered by the College’s Auto Insurance Policy.
2. Personal injuries or property losses sustained by others and arising out of the operation of a Personal Vehicle for an official activity of the College are covered by the auto insurance of the owner of the Personal Vehicle.
3. When a student is using a Personal Vehicle for an official activity of the College, that student is certifying that s/he has, at least, the minimum amount of insurance on the vehicle as may be required by law.
4. A copy of the student’s automobile insurance card must be submitted to EHS with the Driver Authorization Form.

**Lodging**

It is important that we maintain a good business relationship with the various hotels we count upon and pay for the services we are using. We also have our institutional reputation to protect and should not cram additional persons into these rooms. The typical hotel room has a maximum occupancy of 4 persons. Clubs are expected to follow this hotel policy. Plan appropriately for trips and abide by the 4 person rule. For a group of 25 travelers, that means 7 hotel rooms are needed.
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 12.4.2 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 for 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
Excerpt from the hazing policy found on the College of Charleston’s website policy page 12.3.5.1.8:

“The College of Charleston is dedicated to providing experiences, processes and resources which support the advancement of principled decision making, responsible citizenship and adherence to the Student Code of Conduct. In addition, the Division of Student Affairs is committed to promoting an environment which supports the health and safety, dignity and rights, and respect of all community members. As such, the College of Charleston does not tolerate hazing activities by any members of the community.”

Given the importance of this information, it is expected that each club leader will review the hazing policy found on the policy page and share the information with all others in the club.

Disciplinary action will be initiated in cases of hazing and will be handled through the Dean of Students Office.
**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 believes the disciplinary action was 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.

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**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 held only during the summer. The request must be submitted in writing and a 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 scheduled equally.
6. All participants from visiting teams must complete a waiver/release form. The form is available on the CRS website.
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.

**College of Charleston Policies**

These particular policies touch upon elements common to many clubs’ operations. They are listed here for your review. Please contact the Sport Clubs Director if there are questions related to these College policies.

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

You will find many of the forms needed to conduct your club’s business on the Campus Recreation Services webpages.  http://campusrec.cofc.edu/sport-clubs/forms.php