



COLLEGE *of*  
CHARLESTON

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CAMPUS RECREATION  
SERVICES

Campus Recreation Services  
Sport Clubs Handbook  
2023-2024

## **Publication by the**

Office of Campus Recreation Services  
A Member of the Division of Student Affairs

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### ***Notice***

The material contained in this handbook is subject to change during the year.  
Last revision: August 18, 2023.

Some details related to the operation of sport clubs and travel authorizations required for club travel requests are undergoing a change. This handbook is updated as the information becomes available. Students will be notified regarding updates. Students are expected to regularly check for notifications about updates and are responsible for ALL content of this manual and the travel process.

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# Important Dates for the 2023-2024 Academic Year

## Fall Semester

August 22 – September 8	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 health and safety matters.
September 4	Funds are available if conditions are met
September 11	Rosters and waivers are due. Captains should monitor this throughout the semester and update the director as needed.
October 9-20	Check-in meeting with Sport Clubs Director
December 1	Spring facility requests are due

## Spring Semester

January 10	Updated waivers are due (if needed)
January 15-19	Check-in meeting with Sport Clubs Director
March 22	Budget requests for the next year are due
April 10 & 17	Budget allocation meeting
April 24	Club activity ends for the year
April 15-24	Check-in meeting with Sport Clubs Director to review: 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. Another aim is to help our participants develop a lifetime interest in the pursuit of recreational participation. Our sport clubs' program started back in 1990 and continues to help us 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 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 participants to engage in a physical activity.
9. Sport clubs consist of 12 or more members. If a sport club drops below 12 members, the club's privileges may be withdrawn.
10. Sport clubs will register with the Campus Recreation Services office and adhere to the guidelines and procedures developed by the CRS program.

## ***Maintaining Sport Club Status – Each Semester***

1. 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 – health and safety.
2. 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.
3. Maintain a full membership roster with the names and student ID numbers (CWID) for all individuals in the club. Assure that the roster remains current throughout the year.
4. Attend all meetings as requested by the Sport Clubs Director.
5. Contact the Sport Clubs Director monthly with an update about the sport club's activity.
6. A minimum of 12 active participants is needed to maintain the club's status.
7. 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.
8. Submit the Annual Report Form (see Appendix IV) by the end of the academic year by the deadline.
9. Sport club leadership or appointed member to attend the sport club budget allocation meeting held annually in the spring semester AND submission of your sport club's budget allocation request form prior to the annual budget allocation meeting.

*Please note that failure to adhere to the above regarding maintaining a sport club can impact the active status of your sport club.*

## ***Forming a New Sport Club and Requesting Recognition***

1. 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.
2. 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.
3. Familiarize yourself with the guidelines of the Sport Clubs Handbook.
4. The new membership will prepare a constitution and bylaws and submit these as part of the registration process as the group seeks official recognition. On a separate sheet include a membership roster, explanation of financial needs, and information related to national and local governing bodies and competitive leagues.

### **Criteria for Consideration**

- Provide evidence of enough student interest in participating in this new sport club activity.
- Demonstrate that there is responsible student leadership for the club.
- University recognition is needed to be able to participate or compete in regional events or other competitions.
- Availability of appropriate facilities on or near the campus. The cost for facility rental will be a factor.
- The potential impact of adding a new club to the existing CRS program in terms of facility use and availability, equipment, personnel, funding needs, etc.
- The ability of the club to financially support its complete operation.
- For clubs that compete, the availability of reasonable competition within a 325-mile radius.
- Where deemed appropriate by CRS, the existence of a recognized governing body for the sport that sets and publishes widely accepted rules for the sport.
- The availability of qualified coaches or instructors, to include a current certification or license when considered appropriate by CRS.
- The potential risk associated with the club's activities and the ability of the club to manage those risks in a manner considered acceptable by CRS.
- The level of financial support needed by the club.
- The degree to which the club's activities reflect the mission and goals of the CRS program and that of the College of Charleston.

The criteria listed here provide a general guide in evaluating a group's request to be recognized in the sport clubs program. Given the listing is not all inclusive, Campus Recreation Services can consider other relevant factors.

## **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, but it will also be the responsibility of each sport club to ensure an equitable method is worked out to reasonably accommodate individual members' need 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.

## **The Constitution and Sport Club Organization**

Every sport club is required to develop a constitution which is essentially the framework for the club's operation. 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. See Appendix I for a template for developing a club constitution. This template is also available upon request and is found on the Campus Recreation Services' HUB site.

All clubs are expected to maintain records of official club business and will provide a copy to the Sport Clubs Director. Some examples include the club's constitution, all liability release forms, membership roster, the coach's agreement, travel itineraries, inventory listing, and a year-end report.

### **Viewpoint Neutrality**

The registration of student organizations as well as the expenditure of student activity fees conform with all constitutional requirements. All decisions regarding the registration of student organizations as well as funding determinations are rendered using only viewpoint neutral criteria.

### **Appeal Process**

If the student group seeking to gain official recognition in the sport club program is denied, the group's leader will be notified in writing why the application was not accepted. The group can attempt to address the situation and re-submit the application, or they may appeal to the Executive Vice President for Student Affairs who oversees this office. This appeal must occur within 5 business days of the written notification.

Persons aggrieved by the denial of registered student organizations status may appeal the adverse decision to the Executive Vice President for Student Affairs where:

1. The appeal alleges that the decision impermissibly violated the United States Constitution, South Carolina Constitution or any Federal, state or local law.
2. The appealing party has exhausted the process for review of the denial of registered student organization status.
3. Appeals under this policy must be made in writing and state with specificity the basis of the claim. Appeals must be received by the Executive Vice President for Student Affairs within 5 business days of the aggrieved party's receipt of written notice of the denial.
4. Upon receipt of a privileged memorandum from the Office of Legal Affairs, the Executive Vice President for Student Affairs shall review the matter and issue a final decision in writing.



## Promotions and Advertising

Most can agree with the importance of a university presenting a consistent and positive image through print and other promotional opportunities. The College's Division of Marketing and Communications developed the Brand Manual to set the guidelines to accomplish this. The document can be found here: <https://university-marketing.cofc.edu/brandmanual/>. To better assist the sport clubs and their specific needs, an abbreviated version is available by request or on this department's HUB site. Reviewing this booklet, Campus Recreation Services – Branding Guidelines, is strongly encouraged.

### 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 and not one associated with the intercollegiate athletics program, 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: .

### College Wordmark

Here is an example of the wordmark for the women's rugby club. Each club team has its own already created. A link to these wordmarks is shared with each club at the start of the year.



### Email

All clubs will register for a Gmail account for their club's business. A consistent naming scheme we use is [cofcclubname@gmail.com](mailto:cofcclubname@gmail.com) or [cofc.clubname@gmail.com](mailto:cofc.clubname@gmail.com).

Having a Gmail account provides a great storage place for club business, so as new leadership assume control, 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, and consider that those on the other end are making assumptions about you, your club, and the College by the way you respond. Keep in mind the professional expectation we hold for you.

### **Websites and Social Networking Sites**

Clubs are encouraged but not required 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. Information posted on social media sites and websites can be used against you regarding organizational conduct and/or student conduct.

### **Apparel**

Designs, colors, and the use of the College's marks must be approved before orders can be placed for uniforms, t-shirts, or other apparel. Send your request along with a mock-up of the artwork to the Sport Clubs Director. Only licensed vendors may be used to produce your order. A link to the listing of these vendors is available in the Campus Recreation Services – Branding Guidelines.

### **Registering on Cougar Connect**

Student Life maintains the Cougar Connect platform, where all approved student organizations are listed. If your sport club is approved, you must register your sport club on Cougar Connect. Consider 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.

# **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.

- Assist the sport club officers in budget preparation, game scheduling, equipment procurement, and completion of records.
- Assist with determining membership eligibility.
- Offer orientation and leadership workshops for sport club officers. This may be done in conjunction with programming of the Student Life office.
- Receive all equipment and supplies purchased by a sport club and possibly provide storage for club equipment during the summer.
- Render decisions on disciplinary matters.
- 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.
- Approve all sport club travel.
- Assist sport clubs in securing facility space in the Johnson Center or the James Island fields. Submit these requests as early as possible.
- Assist new sport clubs in the early stages of formation.
- 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.

- Serve as liaison between the club and the CRS office concerning club activities.
- Attend all meetings with the Sport Clubs Director.
- Make any necessary arrangements for the scheduling of meetings, games, and facilities.
- Submit and justify the club's budget request.
- Inform club members of the contents of this handbook.
- 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.
- Ensure the club's compliance with the guidelines contained in this handbook and any additional directives from the Sport Clubs Director.
- Complete and submit accident/incident forms, waiver forms, annual report forms, travel forms, inventory listing, and facility request forms related to all club activity.
- Responsible for providing the Sport Clubs Director with the most current listing of all club members and elected leaders.
- Responsible for taking and managing an inventory list for all equipment in use, purchased, maintained, and retired for use by your sport club. An inventory must be completed prior to the start of club sport activities and at the end of the sport club activity period. The inventory must be recorded and sent to the Sport Club Director by email after completion of the task.

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 continued success 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 main email 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 from the College 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. Refer to the section Hiring Coaching and Volunteers below for additional details related to hiring a coach or volunteer coach. All coaches whether volunteer or paid, must complete the necessary paperwork prior to ANY participation with a sports club.

Clubs are student member organized and student 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 include:**

- Ensure that the accepted safety guidelines of the sport are followed at practice sessions and games.
- Instill within the participants a sense of good sportsmanship expected on and off the field.
- Organize weekly practice sessions and provide instruction and coaching at these sessions.
- Assist the club officers in matters where a coach's experience can be of help such as with game scheduling, equipment to order, and even the formation of realistic long-range goals for the club.
- Ensure that all injuries are referred for the appropriate treatment and the club captain reports the incidents to the Sport Clubs Director within 24 hours.
- 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. Potential 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:

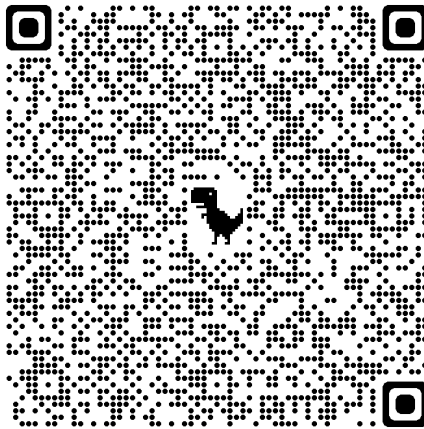
- Assisting the club as it develops its annual budget request.
- Advising the club regarding its program and direction.
- Serving as a source of College information.
- Counseling or assisting members of the club.
- Serving as a liaison with outside organizations during extramural competition.
- Remaining current with the Sport Clubs Handbook.
- Monitoring the club's activity throughout the year.

## **Risk Management**

### ***Liability Release Forms***

Participation in the sport clubs' program is strictly voluntary. Participants need to recognize that they accept sole responsibility for injuries and damages sustained while participating in, traveling to, or returning from, a sport club event, activity, 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. Scan the QR Code below for the 2023-24 academic year sport club liability release form.

All persons must complete a liability release form before participating. A link to the form is sent to the captains of each team at the start of the year. It is the club captain's responsibility to share the link with the club's membership and to maintain a roster listing all who completed the task.



### ***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.

### ***When Injuries Occur***

1. Call 911 for injuries that require greater care than is possible with only a first aid kit and ice. Do not move the person unless it is necessary and can be done safely. For minor injuries that occur in one of the CRS facilities, seek help from the front desk staff.
2. If an ambulance is not required, have a club member 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 843-953-5609.
3. Report the incident within 24 hours to the Sport Clubs Director and submit an accident/incident report. The Accident/Injury 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 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.
- Competitions hosted by our clubs will require the services of an athletic trainer or the College's EMS unit. The MUSC Sports Medicine clinic will provide certified athletic trainers for our events provided they are contacted well in advance. Their contact information will be shared on your club's Gmail account. Notify the Sport Clubs Director when the medical coverage for the event is arranged. The paperwork for contracting either service group must be initiated before the event.
- If a sport club is participating in an event held off-campus, 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 after the event 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 participants from the visiting teams. Make sure to verify the number of signatures matches the number of visitors. [This form](#) is available on the CRS HUB site. 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 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 an emergency develops that causes the College to shut down its operation, all sport club activities, home games, and even travel to other schools for a competition are to be halted. Weather-related events are the more common reason for a shutdown. Clubs may not conduct any business during the time the College is not in operation.

The College through its official channels will notify all personnel of these details.

## **Facilities**

Sport clubs can request access to the College's facilities. Submit those facility requests to the Sport Club Director well in advance of the semester start. Creating an equitable schedule becomes more challenging 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. It is recommended that clubs consider several alternate days and times of the week that are acceptable given that first choices may not be available.

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.
  - Reservations requests for facility time are evaluated weekly. At the start of each week a new schedule is approved. No long-term reservations are made. Your club's facility request for the semester is understood to be a running weekly request. It may be that on some weeks, a club's weekly reservation is preempted.
  - Practice times do not automatically carry forward to the next semester. A new facility reservation request is needed each semester.
2. The Sport Clubs Director must 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 receive a field permit or other official authorization to use the facility and keep it on-hand.
3. The City of Charleston's fields or facilities are off-limits to the sport clubs unless you have first secured a permit from the City of Charleston's recreation department. Submit to the Sport Clubs Director the City's field permit application so that the required signatures can be acquired.
4. Facility reservations are not guaranteed, and reservation priorities are based on several factors including but not limited to:
  - Space availability.
  - Programming needs of CRS and other campus demands.
  - Open recreation needs.
  - Equipment and activity needs.
  - Safety

### ***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.
5. All students must present a valid Cougar Card ID when entering the facility.
6. There are occasions when a visitor may be attending a sport club event. Notify the CRS Director before the visit so that the front desk staff can expect a visitor. Visitors need to complete a waiver form before participating.



## ***“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 before the following day about the incident.
2. Park only in the designated parking area that runs along the gravel road before the backstop.
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 843-953-8257.
5. Walk the field every day before practice and before a game to check for debris, divots, or other safety hazards. Report any hazards to the CRS Director at 843-953-8257.
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 field space designated for your team’s use.
9. Lining the field will be done by each team. A field striping machine and paint are available.
10. All students should be in possession of their valid Cougar Card ID when entering the facility.
11. All College facilities are tobacco-free locations.
12. We will maintain a great neighborly relationship with the Lowcountry Senior Center. To do that 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 funds available 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 much 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 these budget requests will be presented to the budget review committee which is charged with determining 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.

### **Club Financial 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.

Club leaders are expected to maintain an accurate balance of their accounts. The Sport Club Director will NOT make a purchase for a club if accounting records are not up to date.

A third option is available. Clubs may open an account with the College of Charleston Foundation. The Foundation is the location for any donations and sponsorships 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 unless you have a CofC Foundation account and you wish the money to be directed there. You are not to hold on to any money. It should be deposited that same day using the deposit form for sport clubs. This form is found in the forms section online.

Clubs that charge dues of its members are required to use the Marketplace, College's online payment service, to collect dues. Let the Sport Clubs Director know when you are ready to set up your club's online store.

## **Fundraising Money**

At times, Sport Clubs might consider fundraising activities to help bring in additional funds for the programs. It is expected that all fundraising activities are approved by the Sport Club Director and any necessary College of Charleston official (e.g., Legal Affairs, the Executive Vice President for Student Affairs, Athletics, etc.). Funds raised must be deposited into the appropriate College of Charleston account and are also expected to follow all College of Charleston policies and guidelines regarding fundraising and the handling of money, including but not limited to:

- Cash Receipts Policy ([2.2.3.1](#))
- Gift Acceptance Policy ([4.2](#))
- Authority to Contract ([2.3.1.1](#))
- Tax Payer Identification ([2.3.2.1.1](#))

## ***Authority to Contract***

The College's policy [2.3.1.1](#) Authority to Contract and Required Review of Contracts applies to club business. 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. All expenditure requests must be directed to the Sport Clubs Director. No purchase is guaranteed. Available funding and source of funding (i.e., account) for expenses is also a consideration, as some accounts have restrictions.

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 or items, food, or to purchase items for fundraising activities.

## ***Purchases (not travel related)***

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 29401

3. For purchases under \$2500.00, the Sport Clubs Director can use a state purchasing card to make most purchases online or by telephone. For purchases exceeding \$2500.00, a purchase order is required. 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.

## **Hiring Coaches and Volunteers**

Club leaders should consult with the Sport Clubs Director about all individuals you wish to work with your club. 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 whether the individual intends to serve as a volunteer or instead seek payment for 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, and when finished the individual will be required to visit the HR office for a one-hour orientation. This entire process can take 10 days or longer.

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.

When negotiating what dollar amount to offer the coach, there are other considerations beyond the rate of pay. The individual must be hired at an hourly rate. There is not an option to pay a lump sum amount. A second point to consider is that there are benefit costs associated with the hire and these too are charged to the club. Estimate an additional 16% to cover these benefits.

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 all the travel time is compensable, but this too is a point to be discussed with the new coaching hire.

### ***Referees, Athletic Trainers, and Pay for Other Personal Services***

Payment for services for the referees or athletic trainers who work your games involve situations where we must first hire the individuals. This is a lengthy process that may not work with the expectations of those individuals. In many cases at club competitions, the officials are not paid by the league but instead operate as independent contractors 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 are hired as employees of the College before the event. The lead time necessary to push the employment paperwork through the system takes considerable time, involves approval at multiple levels, and for many of these individuals is just not worth their time when they will work only one or two of your games.

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. CRS contracted the MUSC Sports Medicine group to send qualified personnel to your games. In this example, we are not hiring an individual but instead contracting with a business that employs these persons. A contract was arranged by the CRS office prior to the work or service being delivered.

# **Travel**

## ***Travel Overview***

A travel authorization and travel itinerary must be submitted by the club leadership or trip leader no less than 10 business days before the trip and it should include estimated expenses to the Sport Club Director. For reimbursement of approved trip expenses requires completing the appropriate form following the trip within 3 business days upon return to campus. Reimbursement takes up to 10 or more business days to process and are contingent upon prior travel authorization and available funds. Anyone needing an approved reimbursement must submit their own travel authorization for approval. No reimbursement will be given if a travel authorization is not submitted.

Club leaders are expected to submit all planned travel to the Sports Club Director during early semester meetings for the academic year/current semester. Providing this information early to the Sports Club Director allows us to monitor and plan for a large volume of sport club travel by students.

## ***Travel Coordinator & Support***

The Travel Coordinator will arrange for payment in advance of your trip for lodging, rental vehicles, and registration fees as long as the proper travel paperwork is submitted according to respective deadlines, trip leaders have completed the necessary travel checklists, and available funds are secured with the Sport Club Director.

Review all travel checklist prior to all travel arrangements with the travel coordinator.

All expenses are subject to your club's available funding.

## **Lodging**

The club leadership or travel leader is responsible for the initial inquiry with the hotel to see if they can accommodate your team and at what cost. Get a written quote or estimate that you can share with the Travel Coordinator who will make the reservation and handle the payment.

It is important to maintain a good business relationship with the various hotels used for travel. Along with the duty to uphold our institution's reputation, there are legal implications as well. The typical hotel room has a maximum occupancy of 4 persons. State and local fire, life, and safety codes mandate these limits.

Plan appropriately for trips and abide by the hotel's max occupancy code, as well as any curfew/quiet hours. Club members are expected to be respectful to other guest and follow all hotel policies. See Appendix I for a hotel travel checklist.

## **Rental Vehicles**

Enterprise is the vehicle rental company contracted by the state to serve our transportation needs. Reservations and payments are made by Travel Coordinator with approved travel authorization. The TA number is used to make the reservation. Only drivers who completed the College's driver training session are permitted to operate these vehicles. Vehicle rentals are not guaranteed. Available inventory and funds determine eligibility to rent a vehicle.

## **Registration Fees**

These fees are paid by the Club Sport Director. Funding availability and an approved travel authorization are required prior to any registration fees are to be paid.

## **Gas Reimbursement**

Within 3 days of returning from a trip, submit to the Travel Coordinator or Sport Club Director a travel

reimbursement form along with the receipts for gas expenses that were listed on the approved travel authorization form. Only approved drivers may get reimbursed. Anyone seeking a reimbursement must have an approved Travel Authorization with their name on it.

### **Reimbursements**

Reimbursements are not guaranteed for ANY travel expense. Approved paperwork/travel authorization, available funds, approved drivers, timelines and approval the Sport Club Director are needed for any level (e.g., full or partial) of reimbursement.

### **Travel Purchasing Card**

Travel expenses related to registration, vehicle rental, and lodging may be charged in advance to the travel purchasing card as long as all travel paperwork is submitted on time. One benefit is that you will not have to pay out of pocket for these expenses and then wait for reimbursement following the trip.

The travel coordinator within the Student Affairs office will be responsible to work with the student trip leader and handle payments for registration, lodging, and rental vehicles. The individual's contact information will be shared once this plan is finalized.

## **Travel Guidelines**

Travel by any sport club of the College of Charleston must be approved by the Sport Clubs Director and the EVP for Student Affairs. All travel paperwork must be submitted no less than 10 business days prior to planned travel. Failure to submit the required travel paperwork on time can result in a loss of travel privileges and/or out of pocket cost for the clubs' members.

Two forms, [Travel Authorization](#) and [Travel Itinerary](#), are required for any club travel and need to be submitted a minimum of 10 business days prior to the trip. The forms are available on the Campus Recreation Services HUB site. All persons travelling will have a completed liability release form on record.

A sport club that travels without approval will have its privileges rescinded.

1. No less than 10 business days before travel, submit the travel authorization form (TA) and the travel itinerary form.
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 the roster before the trip, simply email those changes to the Sport Clubs Director.
3. Clubs must use the College's vendor for rental vehicles – Enterprise. The rental agreement must be in the College of Charleston's name AND is paid directly by the College of Charleston through a travel authorization. Handling the arrangements this way ensures the necessary protections the College negotiated in its agreement. Club members will not be reimbursed if they pay for rental vehicles for a sport club trip.
4. If your club plans to rent vehicles, it must first have drivers who completed the authorized driver training class. There is a separate driver training session for those who will drive 12-passenger vans.
5. The trip leader must attend the sport club travel meeting scheduled each Wednesday at 3:30 p.m. for those clubs traveling the upcoming weekend.
6. Email the Sport Clubs Director with the details concerning any incidents, accidents, or injuries that same day and no later than 24 hours after the matter.
7. Within 3 working days of your return: submit a travel reimbursement form along with the original fuel receipts to the travel coordinator if you qualify for reimbursement. Failure to submit the proper forms will result in no reimbursement.
8. Pick-up your check within 7-10 business days from the Controller's Office if you are not enrolled in

the direct-deposit program.

### **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. Once your travel authorization paperwork is submitted, the Travel Coordinator can arrange for the reservations with Enterprise.

For travel by motorcoach, SC Coach is the contracted vendor for the College. Call 803-808-1732 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 Clubs 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 prior to ALL authorized travel. Travel is not permitted if this requirement is not satisfied. The pre-travel meetings are held each Wednesday at 3:30-4:00 p.m. in the Sport Club Director's office or another assigned space. If a travel leader is unable to attend during this scheduled time, the travel leader should email the Sport Club Director to schedule an appointment to hold this pre-travel meeting prior to travel.

### **Pre-Travel Meeting Overview**

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

The trip leader's primary responsibilities are to supervise the safety of those in the group and to ensure that College of Charleston policies are followed. The trip leader is recognized as the individual in charge of the trip while the club travels.

- The trip leader will report any accidents, incidents, violations of sport club guidelines, and injuries that same day. For most situations an email notification to the Sport Clubs Director is sufficient.
- 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 fatigue behind the wheel.

See Appendix V for the Pre-Travel Meeting Overview Checklist for the Trip Leader.



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

All 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.

## **Travel 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.

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 training 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 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:

- Personal Vehicles will not be covered by the College's Auto Insurance Policy.
- 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.
- 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.
- A copy of the student's automobile insurance card must be submitted to EHS with the Driver Authorization Form.

## **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 or off campus.

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

For more information regarding student conduct and student organization conduct, please visit the [Dean of Students website](#) and the [Student Life website](#).

#### **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, including during any part of the team travel (e.g., hotel, rest areas, restaurants, etc.).
- 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 or illicit drugs 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. The Student Code of Conduct applies on and off campus.

## **Hazing**

This excerpt is 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](#) 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 entire club. Please also refer to the Student Life Alcohol Policy ([12.4.3](#)) and Student Life Drug Policy ([12.4.5](#))

### **Probation**

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

1. 1<sup>st</sup> Offense – The club will be notified through its Gmail account 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. 2<sup>nd</sup> Offense – The club will be notified by email stating that the club's facility reservation will be cancelled and that all club funding will be terminated.
3. 3<sup>rd</sup> Offense – The club will be notified by email 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. Should a club believe 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**

A policy change from the Provost's Office ends the process of requesting documentation of absences through the Dean's Office.

It is recommended that students approach their professors well beforehand and ask what consideration may be granted to participate in an upcoming club activity. If a professor is unwilling to grant an exception or allowance, the student has two choices: accept the consequences as explained by the professor or make alternate plans with the club.

### **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 competition. These teams are not restricted to competition with other colleges and universities but may also compete with other organized clubs.

A sport club desiring to affiliate itself with a conference, union, or league must secure prior approval from the Sport Clubs Director.

Establishment of the extramural schedule is the duty of the club officers or advisor and should be done well in advance to arrange for facilities. Never schedule home events without first being assured of having a facility available. Requests for field maintenance require at least a 2-week lead time.

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. A copy of each sport club's competition schedule should be on file in the CRS office as well as listed on CRS website under the Sport Club Travel. When possible, home and away contests should be scheduled equally. All participants from visiting teams must complete a waiver/release form. The form is available on the CRS website. Return the completed forms to the Sport Clubs Director following the event. 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 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>

<a href="#">2.2.2.1.1</a>	Student – Group Travel
<a href="#">2.2.3.1</a>	Cash Receipts Policy
<a href="#">2.3.1.1</a>	Authority to Contract
<a href="#">2.3.2.1.1</a>	Tax Payer Identification
<a href="#">2.3.2.2</a>	Petty Cash Reimbursements
<a href="#">2.5.1</a>	Travel – General
<a href="#">2.6.1</a>	Inventory Control Procedures for Accounting of College Property
<a href="#">2.8.1</a>	Vehicle Use Policy
<a href="#">2.8.1.1</a>	Vehicle Use Policy Supplement
<a href="#">3.2.1</a>	Brand Manual, Visual Identity and Style Guide Policy
<a href="#">3.3.1</a>	Use of the College of Charleston Wordmark
<a href="#">3.3.3</a>	Other Logos, Marks, or Graphics
<a href="#">3.9.3</a>	Signage: Banners, Signs, and Posted Material
<a href="#">4.1</a>	Expense Reimbursement Policy – for those clubs who have an account with the Foundation
<a href="#">6.1.5</a>	Tobacco-Free Campus
<a href="#">12.3.5.1.8</a>	Hazing
<a href="#">12.4.1</a>	Honor Code
<a href="#">12.4.2</a>	Student Code of Conduct
<a href="#">12.4.3</a>	Student Life Alcohol Policy
<a href="#">12.4.4</a>	Good Samaritan Policy
<a href="#">12.4.5</a>	Student Life Drug Policy
<a href="#">12.4.8</a>	Off-Campus Jurisdiction

[College of Charleston Student Handbook 2023-2024](#)

### **Forms**

You will find many of the forms needed to conduct your club's business on the Campus Recreation Services HUB site. You will also find some forms in the Appendix section of this handbook.

The College of Charleston  
Campus Recreation Services

## Constitution Guide for Sport Clubs

Club Name \_\_\_\_\_ Date \_\_\_\_\_

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

## **Hotel Check List**

### 1. Check the Reviews

Hotel reviews can be very helpful when selecting a hotel. Make sure you are choosing a hotel that has a good reputation and is sanitary.

### 2. Location

How close are you to your destination? Does the area fit within your budget? Is the area safe? If you need someplace to eat or pick up something at the store, is there anything close by? The closest or cheapest option in the area might not always be the best option. Consider expanding your search to the nearby area.

### 3. Cost

On the hotel website, select the number and type of rooms you are looking for with the dates of your stay. This will let you see an estimate of cost including the room and taxes/fees. Be aware that costs can change as your travel date gets closer, so the price may be higher than expected.

### 4. Availability/Timeline

Are you going to an event with many other schools participating? Are you going to another city with a large college that has other events going on? Hotel availability can change fast, so make sure to get your hotel booked at least 2 weeks in advance of travel.

### 5. Group Number

Hotels only allow 4 per room, take this into consideration when planning your group's rooming.

### 6. Hotel Chains

Hotels Chains are easier to work with and are more used to large groups traveling.

## **Sport Club General Travel Guidelines**

### **Scheduling Your Travel**

- Submit all travel dates for known travel plans for the semester before or during your beginning of the semester meeting with the Sport Club Director. These dates will go on the Sport Club Travel Calendar to help track all sport club travel.
- Be aware of holidays and/or campus breaks as well as academic examinations (e.g., midterms, finals, etc.) when planning your group's travel.

### **Travel Reimbursements**

- Original itemized receipts must be submitted.
- Receipts must be within the approved travel dates. Anything submitted that is not within the dates will be denied.
- If the receipt has a name on it, it must match the name of the approved Travel Authorization. Receipts that do not match the approved Travel Authorization and Travel Reimbursement will be denied.
- Travel Reimbursement are not guaranteed. If they do not meet the College's reimbursement requirements your reimbursement will be denied. If expenses are not pre-approved, your reimbursement will be denied.
- The address on the Travel Reimbursement form is where a check will be mailed if that option is selected.

### **Vehicle Rental**

- All rental vehicles are made with Enterprise. The downtown Enterprise location is now closed. As such, other area Enterprise locations will now serve our needs.
  - Please be aware of Enterprise's hours when requesting/picking up/dropping off a vehicle.
  - The assigned/approved driver is responsible for finding parking for the rental vehicle.
  - Enterprise does have after hours drop off as an option, so you do not have to hold the vehicle until their next business day.
- If a passenger van is needed, you must confirm with Enterprise that there is one available.
- Pick up times and drop off times are when you to pickup/drop off the vehicle. They are not suggestions.
- If a vehicle is dropped off late, you will be charged an additional day for your rental. This is not an approved expense. The driver will be responsible for paying the additional charge.
- If you do not indicate a pickup/drop off time, one will be selected for you that must be met.
- Regarding vehicle drop off, make sure that you have filled the gas tank or there will be an extra fee from Enterprise.

### **Hotel Reservations**

- Hotel information must be submitted to the Travel Coordinator no less than 10 business days before travel.
- Reservations must be made directly with the hotel, no third-party sites can be used.
- The club traveling is responsible for covering all incidental charges.
  - Examples of incidentals are but not limited to: room charges, damage to rooms, extra costs for amenities, etc.
  - The trip leader will need to provide a credit card upon check-in to cover incidentals.
- The trip leader will be responsible for deciding the rooming for the group.

# Sport Club Annual Report

Name of Sport Club \_\_\_\_\_

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

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

Report submitted by	
Position	
Date	



# Pre-Travel Meeting Overview Checklist for Trip Leaders

## Sport Clubs -- Pre-Trip Travel Meeting Agenda

### Brief Outline Listing

1. Recognized trip leader.
2. Completed waiver forms.
3. Contacting Public Safety.
4. Incident report forms.
5. Student injuries and hospital transportation.
6. Post-travel communication.
7. Pre-Travel driver talk.
8. Safety is your priority.
9. You are representing the College of Charleston.
10. Do not deviate from the trip plan.
11. A fun and memorable experience.
12. No alcohol use is permitted.

### Detailed Explanation

1. You are the recognized trip leader and consequently “the buck stops with you”. The College approved your club travel with a specific travel goal led by student leaders. This is not a trip run by committee. There are any number of situations that might develop that will call upon you to exert your influence. For example, one of the drivers in the car caravan is driving recklessly. In another case, three of the club’s members after checking in at the hotel tell you, or don’t tell you, that they are headed up the street to a casino they noticed when driving into town. Of course, there are many other scenarios, but you must appreciate your role for the trip is that of the trip leader and you are expected to manage and take charge of your group.
2. Waiver forms are completed for all club members who are travelling. Prior to any participation in club sport activities, a completed waiver form is completed. Prior to travel, the club leadership and/or the trip leader is responsible for confirming every member of the team that is travel has a completed waiver form.
3. Program the Public Safety phone number into your phone. This is your safety net when things get complicated. Knowledge and navigation of all the College’s policies requires communication and outreach, especially if you’re unfamiliar with the processes involved. That being the case, call Public Safety at any time that an incident occurs during the trip. The key question is what level of severity requires a call to them. If you are in doubt, that is a good enough reason to make the call. Identify yourself, what group you represent, where you are located, and then the nature of your call. They will tell you if there is something more that you need to do on your end.
4. Carry copies of the [incident report form](#) (also see Appendix VI). Complete one for injuries even if another reporting agency is completing a form. The incident report form is not just for injuries. The College has an obligation to collect this type of information. It is not a matter of trying to find fault with what occurred on your trip. It is an important link in our overall risk management program. Do not hesitate to document any incident/accident AND make sure the forms are returned to the Sport Club Director within 24 hours. This form is available on the CRS Hub site, by request, and Appendix VI below.
5. Unfortunately, injuries happen in the sporting world. Have you considered what actions you will take if someone is injured to the extent they have to remain in the hospital? This is a foreseeable event. Events can move quickly during these situations. Prior to leaving, you should think through the following questions: Whom do you call and in what order should they be notified? How do you remain

the trip leader if you are the one who stays with the injured person? Do you leave that person alone in the hospital knowing that the family is on the way? As you can see there are numerous questions to answer. Outline your plan now. Decide before you leave who will stay at the hospital if the team must return home. The call you are most likely to forget to make is the one to Public Safety. The College must be notified. If any significant injury occurs, you must also notify the Sport Club Director as soon as it is safe to do so.

6. Post travel, send the Sport Club Director an email prior to the start of the following business day to notify the director of your return and include any relevant details. If an incident did occur, that should be noted at the beginning of any communication.
7. Prior to departing for your travel, hold a driver talk before you leave. It common for students to believe they are good drivers. "Framing" a positive outcome is what the driver talk is intended to do. The first order of business is to thank the other drivers helping make the club travel possible. Without their help you have no trip. Keep the talk short but be earnest as you mention the impact from distracted driving, driver fatigue, aggressive driving, and driving while handling a cell phone. Remind the drivers to remained focused on the job they agreed to do. At no time should a driver handle a cell phone while driving.
8. Safety is your most important priority. You should think through the following question: What are some occasions where perhaps you let your guard down and make yourself vulnerable to injury or criminal action? Traveling to less familiar areas is a safety concern. One situation where persons on a trip feel safe is when they make it to the hotel. They forget that the criminal element operates there too, and why not, since most persons are only thinking about their trip and the fun they are having. Here is a plausible example. It is late at night, and you left your medication in the van. Rather than bother anyone you head down to the parking lot by yourself. There is a reason the buddy system was developed. Use it.
9. The [Student Code of Conduct](#) applies on and off-campus. Most students traveling on these trips are very proud to be representing the College of Charleston and the College is excited to offer these opportunities. However, you must consider the impact your conduct has on and off the field of play. Competitive spirit is great but if you cross the line, you are harming the reputation of your school. Good sporting behavior is expected. There are other ways that do not involve game situations that also negatively impact you and the school, such as your behavior in hotels and restaurants.
10. Do not deviate from the trip plan that you submitted for approval. Your travel was approved based on the Travel Authorization and Travel Itinerary submitted. At times, your planned travel might change due to unforeseen circumstances. This does NOT give you the liberty to deviate from your approved travel plan.
11. Spend time before you leave thinking how to make the trip fun and memorable. Participating in sport clubs in more than just a way to stay activity. The opportunity to travel with like-minded teammates is a great opportunity to have fun and visit places outside of the College of Charleston.
12. Alcohol possession or consumption is not permitted at any time during the trip. This extends until the time you return to campus.

**Questions?** Make sure to ask before you head out on your trip.

## STUDENT/VISITOR ACCIDENT/INCIDENT REPORT FORM

(Use this form for student or visitor incidents ONLY.)

At NO time should care of the injured or notification of EHS or Public Safety be delayed to assure completion of this form.

*INSTRUCTIONS: All College-related non-vehicular accidents/incidents require the completion of this form. If possible, Sections I and II should be completed by the injured person. Section III shall be completed by the person supervising/sponsoring the activity. Once Sections I, II, III are complete, the completed form must be delivered or faxed to EHS in Room 108, Randolph Hall, FAX: 953- 5840. Please return this form within 24 hours of the incident or notification of an incident.*

<b>Section I</b>		<b>Please Type or Print All Information</b>	
Name: _____	Cougar ID # _____ <small>(Or last four digits of SS #)</small>		
Campus (student) or Home Address: _____			
Telephone # ( ) _____	Number/Street _____	Age _____	City _____
Date of Birth _____	State _____	Zip _____	
Student ( ) Major _____	Visitor ( ) _____ <i>(Reason for being on campus)</i>		
<b>Section II</b>		<b>Accident Data</b>	
Nature of the Incident:	Accident/Injury ( ) _____	Equipment ( ) _____	Chemical ( ) _____
	Property Damage ( ) _____	Fall/Trip/Slip ( ) _____	Other ( ) _____
Date of Accident/Incident: _____	Time of _____		
Accident Location of Accident: _____ <i>(Campus, Building, Room, Lab, Shop, Number)</i>			
<b>What Happened:</b> <i>(Explain what happened; what activities were occurring, what tools or equipment, chemicals, or facility features were involved; what happened to cause injury; what body part was affected and how it was affected (injury, burn, etc.)</i>			
_____			
_____			
_____			
<b>What action was taken: (check all that apply indicating first, second, etc.)</b>			
First Aid ( ) Provided by _____			
Sent to Medical Care ( ) Ambulance ( ) Cab (+) Other (-) _____			
Resumed Activity ( ) Sent Home ( ) Other _____			
College of Charleston Contact/Instructor: _____			
Witness _____		Telephone # _____	
Person Completing this Form _____			Date _____



