

**2020-2021**  
**USC Upstate Club Sport Manual**

**Division of Student Affairs**

# 1

## Introduction & General Information

### I. Sport Club Program Overview

Student organizations fulfill a very important role at USC Upstate. These groups provide a medium through which students enhance the lessons and theories learned in the classroom through real life experiences and responsibilities. The Sport Club Program complements the University's intercollegiate, intramural and physical education programs, while offering the students opportunities to develop skills that will assist them beyond the years spent at Upstate.

As an integral component of Campus Recreation, the Sport Club Program strives to meet the recreational and competitive needs of the USC Upstate community in a wide variety of sporting activities. Opportunities for skill development, recreation and intercollegiate competition are afforded to participants of all skill levels and interests.

While the Campus Recreation Department assists clubs in securing needed funds, facilities and equipment, **the emphasis is on student leadership and development.** Students are directly responsible for all aspects of operating and managing a successful and competitive organization. As a result, sport clubs present a unique opportunity for students to develop both athletic and leadership abilities.

This handbook has been developed as a resource for sport club leaders. It outlines the policies and procedures of USC Upstate and the Campus Recreation Department that directly affect the safety of the sport club participants and the operation of each club. As student leaders, you are strongly encouraged to become familiar with the material presented in this handbook as well as the policies established by the University. **The policies and procedures outlined in this handbook are subject to change.** You will be notified in a timely manner when these changes occur.

## II. The Sport Club Program Association

The USC Upstate Sport Club Association is comprised of registered student organizations that are supervised and coordinated through the Campus Recreation Department. For the 2020 – 2021 academic year the following clubs are members of the Sport Club Association:

Basketball          Tennis          Jiu Jitsu          Super Smash Bros.

## III. Annual Recognition Requirements

All student organizations at USC Upstate are registered on an annual basis. The Campus Recreation Department has outlined the registration process for all Sport Clubs. This process will be as follows:

1. The Sport Club President will attend a Student Organization Introductory meeting presented by the Office of Student Life. During this meeting, officers will be provided with detailed information about the requirements and benefits of being a recognized student organization. Information will include:
  - Advisor agreement
  - Relationship statement
  - Outline of Student Organization Development Process
2. Upon completion of the meeting, the club leadership will need to complete the necessary paperwork and submit to the Assistant Director of Intramural and Club Sports:
  - Updated constitution with signatures of the clubs new leadership
  - Signed statement of understanding
  - Advisor agreement letter
3. The Assistant Director of Intramural and Club Sports will submit all necessary registration paperwork to the Office of Student Life.
4. The Office of Student Life will verify the completion of this phase of registration via e-mail and your organization will continue operating as a registered student organization at USC Upstate.
5. Throughout the year, the Campus Recreation Department in conjunction with the Office of Student Life may coordinate student leadership development seminars that the club leadership will need to attend in order to maintain their active status with USC Upstate.

## **IV. Forming a New Student Organization**

There are nearly 80 active registered Student Organizations at USC Upstate. These organizations have a broad range that includes, but is not limited to, academic and pre-professional organizations, honors organizations, sport clubs, international and multicultural organizations, governing bodies, religious organizations and special interest organizations. With the breadth and variety within these organizations, most every student should be able to find an opportunity to become involved and contribute to campus life at USC Upstate.

If you have a special interest and can't find an existing organization where you can become involved, you may apply to start your own Student Organization. Before creating a new organization, you should follow these steps:

1. Research the existing registered student organizations.
  - Is there an organization on campus already doing what you are interested in doing?
  - Does an organization exist where there would be receptivity to you ideas, talents, interests and enthusiasm?

If you answered yes to either of these questions, perhaps you should speak with the Office of Student Life to learn how you might become involved in an existing organization.

2. Consider the following questions before you submit an application to become a new recognized student organization.
  - How will you define your organization?
  - What will be your goals?
  - How will you accomplish these goals?
  - Do you have support from fellow students in this area of interest?
  - Do you believe these students would be interested in joining the newly formed organization?
  - Do you know of a university employee at USC Upstate who would be interested in serving as your advisor and would be willing to receive the appropriate level of training in order to be qualified to serve in this position?
  - What is unique about the organization?
  - What benefits will this group offer to its members?
  - What type of commitment will the members be required to make?
  - What will be the typical activities of the organization?

## **Steps to becoming a Registered Organization**

1. Be available to answer any questions that may come up as a result of your application to become a New Student Organization.
2. Receive an e-mail from the Office of Student Life either accepting or denying your application.
3. Complete all organizational development requirements.

## **V. Steps for Applying to the Sport Club Association**

The Campus Recreation Department acknowledges that other sport-related clubs wish to seek recognition in the Sport Club Association. Due to limited funding sources and facility space, it may not be feasible to add new clubs. For the 2016-17 academic year, student organizations must meet the following minimum criteria before applying for Sport Club status:

- Must be a registered student organization
- A National Association, League or other governing body must exist for the sport or activity

If your organization meets these minimum requirements, the process for applying for Sport Club status is as follows:

1. Meet with the Assistant Director of Intramural and Club Sports (or designate) to discuss the rules, regulations, policies and expectations of clubs administered by the Campus Recreation Department.
2. If the club wished to pursue recognition, they must submit the following to the Director:
  - Name, address and phone number of each officer
  - Name, address and phone number of current faculty or staff advisor
  - Number of years the club has been registered as an active club through the Office of Student Life
  - Number of current members
  - Copy of current constitution
  - Copy of current Student Organization Center finance statement
  - Information concerning the club's national conference or association affiliation
  - Listing of area or regional competitors
  - List of competition results for the last year if possible
3. If the club is accepted as a member of the Sport Club Association, the club will be on probationary status for the first year. The club will have one year to demonstrate stability in terms of club leadership, membership, interest and the ability to be self-

sufficient in terms of finances. Other than finances, the club will have access to the same benefits as the other members of the Sport Club association. At the conclusion of the first year, the Sports Club Executive Committee will determine the club's eligibility for funding through Campus Recreation or the Office of Student Life.

**CONSTITUTION OF THE SPORT CLUB ASSOCIATION**  
**Updated June 2020**

I. Name

The name of this organization shall be the University of South Carolina Upstate Sport Club Association.

II. Purpose

The objectives of the Sports Club Association shall be to:

- Provide a medium for the exchange of information regarding University rules and regulations and Sport Club policies and procedures
- Establish and amend relevant policies and procedures
- Publicize and promote the sport club program at USC Upstate to encourage involvement in the program as spectators and participants.

III. Membership

Section 1 The Sport Club Association shall be composed of a minimum of one student representative from each of the various sport clubs registered with the Campus Recreation Department. Each club will have one vote.

Section 2 The following criteria must be met before any sport club is registered:

- a. Registration with the Office of Student Life.

Section 3 Membership shall not be limited on the basis of race, color, national or ethnic origin, religion, gender, disability, age and sexual orientation.

IV. Representation

Section 1 Each sport club shall choose a representative to attend Sport Club Association meetings and report back to the club. The same individual (preferably) shall attend all meetings as the club's representative. Others may attend as guest, but shall have no voting rights.

Section 2 Responsibilities to the Sport Club Association will require that either the club president or his/her representative should perform the following duties:

- a. Serve as the liaison between the club and the Campus Recreation Department.

- b. Attend all Sport Club Association meetings.
- c. Check the Club's mailbox in the CLC or the Spartan Rec Center on a weekly basis.
- d. Arrange facility reservations for all club functions.
- e. Turn in all required forms on time.
- f. Update forms on file as necessary in the Spartan Rec Center.
- g. Report on results of all club-sponsored activities to the Campus Recreation Director (or designee).

V. Officers

Section 1 There shall be five officers in the Sport Club Association: President, Treasurer, Risk Management Officer, Vice-President – Advertising and Vice President – Banquets making up the Executive Finance Committee.

Section 2 A majority vote of members that attend the last meeting of the year or the first meeting in September shall elect officers annually.

Section 3 The term of each office shall be for one year (May through April). Officers may serve more than one term.

Section 4 Officers of this organization must meet the following requirements:

- a. Be a registered student at the University of South Carolina Upstate throughout the entire term of office and an active member of any registered sport club.
- b. Have attended Sport Club Association meetings for at least one semester.
- c. Have at least a 2.00 overall grade point average at the time of their election and post at least a 2.00 grade point average for the preceding regular semester.
- d. Be in good standing with the University and enrolled in at least six credit hours in a regular semester during the term of office.
- e. Be subject to removal from office by the organization and/or the organization's official University advisor should the student fail to maintain the requirements prescribed above.



Section 5 Vacancies shall be filled:

- a. By majority election at the next Sport Club Association meeting.

Section 6 Election Procedures

The selection for representation on the Sport Club Executive/Finance Committee will be as follows:

- a. Clubs that are interested in representing the Sport Club Association will self-nominate at the March sport club meeting.
- b. Clubs that are nominated will be placed in one of two classifications: Team Oriented and Individual Oriented.
- c. The club will have five minutes to do an oral presentation to the association, if they choose to do so.
- d. Each club at the meeting will have the opportunity to vote for two representatives under each of the classifications. This vote will be done by ballot.
- e. The votes will be counted and the top two vote earners in each category will be named to the committee. A run-off election between the third place candidates in each area will take place and the winner will make up the fifth position on the committee.

Section 7 Officers can be removed from office by two-thirds vote of the membership.

Section 8 The duties and responsibilities:

- a. Conduct disciplinary hearings
- b. Provide direction for the implementation of new policies and regulations
- c. Provide a forum for clubs to discuss concerns without intervention by the Campus Recreation Director.
- d. Accept responsibilities as assigned by the Campus Recreation Director.

Section 9 Meetings

- a. The Sport Club Committee will meet bi-semesterly, generally following the regularly scheduled Sport Club meeting. Other meetings will be scheduled as needed.

VI. Finances

Section 1 All Sport Club Program funds shall be maintained in a University (fiscal) account administered by the Campus Recreation Department. Clubs may request reimbursement for expenditures made up to the amount allocated to that club by Campus Recreation. The staff advisor must approve all requests for reimbursement.

Section 2 All other monies belonging to this organization shall be deposited and disbursed through the Campus Recreation Department. All funds must be deposited within 24 hours after collection or the next business day whichever is sooner. The staff advisor must approve each expenditure before payment.

VII. Amendments

This constitution may be amended at any time by a two-thirds vote of the active membership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Advisor

# 2

## Administration & Leadership

When you thrust inexperienced and overconfident people into knowledge based situations they learn lessons for life. If the model works, it will allow students to grow, mistakes to be made, but no mistakes will cause a significant negative event.

- Craig Clapper, Performance Improvement International

### I. The Division of Student Affairs

The Student Affairs is comprised of ten departments, including the Spartan Rec Center. It is the mission of the Division of Student Affairs to facilitate student's learning both in and out of the classroom by providing continuously improving, high quality services and developmental opportunities while fostering an inclusive campus community in support of the educational mission of the University of South Carolina Upstate.

USC Upstate and the Student Affairs Division have adopted the following philosophy when working with student organizations:

#### The Facilitator University

As facilitators, administrators, faculty and staff working with student organizations to help students make intelligent, fair and reasonable choices within the boundaries established by state, federal and local laws, USC Upstate Student rules and the educational mission of the University of South Carolina Upstate.

Our goal is to advise student organizations of the potential and perceived risks involved in their activities. We also strive to facilitate the coordination of organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and/or loss. As a facilitator university, we seek to balance the rights and responsibilities of students and the university. We strive to be neither authoritarian nor overly apprehensive of student freedom. Importantly, as a facilitator university, we seek to share responsibility rather than allocating it unilaterally or not at all. Facilitation implies an appropriate and reasonable degree of risk. – adopted from Bickel & Lake, 1999

## **II. The Spartan Rec Center**

As sport club leaders, you will be given opportunities to exercise independent initiative and judgment. You will be afforded as much freedom to operate as possible, provided you operate within the framework of the guidelines and regulations presented in this handbook. In return, it is expected that you will exercise your best judgment and maintain an open line of communication with the Campus Recreation Department.

### **Sport Club Executive Committee**

The Sport Club Executive Committee consists of five members as elected by the Sport Club Association. These individuals serve as the leadership of the Sport Club Association and fulfill the following responsibilities.

- Act as a liaison between the sport clubs and the Assistant Director of Intramural and Club Sports
- Make recommendations for annual funding to each eligible sport club
- Conduct disciplinary hearings and make recommendations for disciplinary actions based on those hearings
- Provide input for the development and implementation of new policies and procedures
- Provide a forum for clubs to discuss concerns without intervention by Campus Recreation staff
- Review applications for new sport clubs and make recommendations for the acceptance or decline of new organizations into the Sport Club Association
- Accept additional responsibilities as assigned by the Director of the Campus Recreation Department.

To achieve consistency in the decisions made by the Sport Club Executive Committee, it is important that the five elected individuals fulfill the responsibilities of the committee. For this reason, clubs should ensure that the person elected to the Sport Club Executive Committee attends all Executive Committee meetings. Sport Club Executive Committee members will be held accountable during disciplinary actions sanctioned against their sport club.

The members of the Sport Club Executive Committee will be elected in the following manner:

1. Club members that are interested in representing the Sport Club Association will self-nominate.
2. Clubs that are nominated will be placed in one of two classifications: Team Oriented or Individual Oriented.
3. During the last meeting of the Spring Semester candidates will have five minutes to make an oral presentation to the Association. If they choose to do so.

4. Each club represented at the last Spring meeting will have the opportunity to vote for two Team Oriented representatives and two Individual Oriented representatives. This vote will be done by ballot.
5. The votes will be counted and the top two vote earners in each category will be named to the committee. A runoff election between the third place candidates in each classification will take place and the winner will make up the fifth representative on the committee.
6. Responsibilities will begin with any finance meetings that conclude the spring semester.

The elected members of the 2016 – 2017 Sport Club Executive Committee will be:

- President –
- Treasurer –
- Risk Management Officer –
- VP Advertising –
- VP Banquets –

### **Sport Club Student Leaders**

The success of each sport club depends on the dedicated and mutual efforts of its student leaders and club members. The following outline provides a description of responsibilities that may be assigned to the various leadership positions. This is by no means a complete list of officer positions or assignments. The positions needed for the successful operation varies from club to club.

#### **President**

- Provide the overall vision and direction for the club
- Serve as the liaison between the club members, the Campus Recreation Director and the Spartan Rec Center
- Schedule and lead team meetings
- Serve as a representative to the national governing body
- Monitor the activities of the club to ensure compliance to the policies and procedures of USC Upstate, the Spartan Rec Center and the Office of Student Activities

#### **Vice-President**

- Act in place of the club president in their absence
- Assist other officers in the fulfilling of their duties and responsibilities
- Head special committees or projects such as fund raisers, tournament preparations, promotional campaigns, etc.

### **Secretary**

- Coordinate the scheduling of matches and competitions with other institutions and the national/regional league or association
- Maintain club records, including membership rosters, alumni lists, competitive records, etc.
- Record minutes of club meetings

### **Treasurer**

- Coordinate all financial transactions of the club
- Keep detailed records of the club's financial records through the Campus Recreation Department
- Work with the club leadership to prepare and present the club's annual budget to the Sport Club Executive committee
- Coordinate all club purchases with the Director of Campus Recreation.

### **Risk Management Officer**

- Raise awareness of risk issues and ensure adherence to all risk management rules and procedures
- Coordinate needed training and education on risk management with the Campus Recreation Director
- Facilitate discussions on risk management
- Develop policies and procedures to address risk issues in your organization
- Produce and/or maintain a club specific operations manual
- Connect leaders with risk management sources.

## **III. Office of Student Activities**

The Office of Student Activities exists to aid all recognized student organizations including Sport Clubs and to help coordinate club functions. This office is responsible for registering all student organizations and offers a variety of services including leadership seminars. The Office of Student Activities is located in the CLC and can be contacted at 864-503-5196.

## **IV. Advisors**

All student organizations are required to have an advisor to provide direction and help maintain continuity in club programming. The Campus Recreation Director serves as the primary advisor for all members of the Sport Club Association. However, clubs are encouraged to seek the services of a secondary advisor. A secondary advisor can be a valuable asset to the club in terms of providing mature judgment, advice based on experience

and insight into university operations and policies when the Campus Recreation Director is unavailable.

Some specific advisory responsibilities may include:

- To be aware of and have an understanding of the rules and regulations of the USC Upstate Student Rules, particularly those pertaining to USC Upstate student organizations
- To be aware of liability issues (i.e. hazing, alcohol, travel, etc) and assist the club in making reasonable and prudent decisions regarding these issues when planning activities
- To be available to the officers and members of the organization on a regular basis for advice and consultation.

How best to utilize your advisor:

- Keep your advisor informed of the club's activities and plans.
- Met with your advisor prior to club meetings to discuss the agenda and topics to be covered.
- Be open to suggestions and criticism from your advisor. His/Her knowledge and experience will help when faced with difficult issues.
- If your advisor cannot attend club meetings, meet with him/her after the meeting to discuss what happened.
- Advisors can be a great resource for your club, take advantage of their insight and experience.

## V. Coaches & Instructors

Coaches/Instructors are not a requirement for members of the Sport Club Association. The Campus Recreation Department and its employees do not have the expertise to determine the technical skills of a coach/instructor and therefore relies on the judgment of the sport club members to evaluate those qualities and skills. If a club feels the expertise of a coach or instructor would be an asset, it is the club's responsibility to secure the services of an instructor or coach for their team. **The person who serves in this role will not be considered an employee of USC Upstate or the Campus Recreation Department and cannot be paid with university funds.**

Coaches and instructors must abide by the following guidelines:

1. The coach/instructor shall be aware of and follow all University and Department procedures relative to the sport club program. The officers should schedule an appointment with the Campus Recreation Director and coach to cover these procedures.

2. The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. The student leaders and not the coach must serve as the liaison between the sport club and the Director of Campus Recreation.
3. Club business matters, (i.e. hosting tournaments, submitting form and requesting facilities and equipment) must be coordinated by the club members, with the coach/instructor serving in an advisory capacity. Club activities and events should not be left solely to the coach or single student leader.
4. Coaches and instructors should refrain from discussing sport club matters with anyone but the club, its advisor and the Director of Campus Recreation.
5. Participation in the sport club program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. Where club scholarship funds have been established, a committee of club members shall decide who will receive these rewards according to the written guidelines for that account.
6. Coaches and instructors should help ensure good sportsmanship at all times. Sport Club members are representatives of USC Upstate and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off campus, contact with other teams and institutions and interactions with event staff.
7. The Campus Recreation Department has an obligation to protect the student members of the Sport Club Program. If, in the Director's opinion the students are being neglected or misled by the coach/instructor or if the coach/instructor is not working in the best interest of the club, he/she will be released from their position within the club.
8. Coaching is not only an obligation to develop skills, condition and motivate players, but also to protect their safety. In addition to taking certain steps to reduce the risk of injury to the students, coaches should be concerned with the risk of their own liability as a result of serious injury. **It is recommended that coaches purchase travel, medical and liability insurance.**



# 3

## Membership Guidelines & Standards of Conduct

### I. Membership Guidelines

Each Sport Club will determine its own membership rules, but they must be free of any restriction based on race, color, national or ethnic origin, religion, gender, disability, age or sexual orientation. Clubs may have a designated competitive or traveling team, but cannot deny club membership to any student based on his/her skill level.

**A. Student:** All registered graduate and undergraduate students at USC Upstate are eligible for membership in the sport club of their choice. Only student members have the right to hold offices and USC Upstate students shall have membership priority.

**B. Associate:** Any USC Upstate community member who holds a current Spartan Rec Center membership is eligible for membership in the sport club of his/her choice. The membership must be purchased at the Spartan Rec Center. Spouses and dependents who hold a current membership are eligible for associate membership upon approval of the club and the Campus Recreation Department.

Associate members are eligible for participation in Sport Clubs provided the following guidelines are met:

- a. USC Upstate is not responsible for any medical or accident claims that may occur during practice or competition.
- b. USC Upstate funds cannot be used to support travel and competitive expenses for non-USC Upstate students.
- c. Equipment purchased with USC Upstate funds cannot be issued to non-USC Upstate students
- d. Non-USC Upstate students cannot displace a student on a team supported by USC Upstate. If a problem occurs, the non-student will become ineligible for participation in the sport club.

### Insurance

USC Upstate does not insure students who are injured during participation in extracurricular activities such as sport club competitions and practices; however, it is possible to purchase

insurance plans for individual sport club events. USC Upstate **STRONGLY RECOMMENDS** that all sport club members have adequate medical insurance coverage.

### **Intramural Sports Eligibility**

Eligibility rules for Intramurals are designed to provide an opportunity for everyone to play, to provide for balanced and fair competition and to keep a team from stacking its roster with athletes of demonstrated or probable skill. The rules listed below cannot provide for all possibilities therefore Campus Recreation along with the Athletic Department reserves the right to rule on the eligibility status of participants not covered specifically by the following rules.

Competitive Sport Club members are defined as:

Any individual, whose name appears on the official competitive roster of a registered USC Upstate Sport Club in the Campus Recreation Department and/or dressed out for a competitive game/match. If a USC Upstate Sport Club has not submitted a competitive team roster before the start of an associated intramural sport, the competitive team roster from the previous academic year will be used to determine eligibility until an updated competitive roster is made available.

Limitations for restricted players:

- Competitive club members must play in the highest skill level offered for the current academic year in their “associated” sport. If there is only one level of competition offered then there may only be three (3) club members on any intramural team of the same sport.

Questions regarding competitive sport club members and Intramural guidelines should be referred to Nick Ames in Campus Recreation.

## **II. Sport Club Standards of Conduct**

As students of the University of South Carolina Upstate, sport club members have an obligation to conduct themselves and their organization in a manner compatible with the university’s philosophy and function as an educational institution. Members of sport clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions, including misuse of equipment or facilities, while participating in any sport club related activity would jeopardize the club’s continued status as a recognized sport club. Furthermore, club members who participate in inappropriate activity which violates university student rules, university policies, campus regulations or state or

federal laws will be subject to disciplinary action by Campus recreation, USC Upstate and/or appropriate legal authorities.

## Expectations

As members of the Sport Club Association, you will be held to the following expectations:

### Members:

- Must be a currently enrolled student at USC upstate, unless special provisions have been made by the Assistant Director of Intramural and Club Sports.
- Abide by all policies, rules and procedures established by USC Upstate, the Division of Student Affairs and Campus Recreation.
- When entering the Spartan Rec Center, all sport club members **must** present their student IDs and show them at the Front Desk.
- Be respectful of Spartan Rec Center Staff, sport club participants, fans and members.
- Advocate role modeling and sportsmanship for other teams and institutions.

### Officers:

- Must be a currently enrolled student at USC Upstate.
- Must maintain a minimum 2.0 grade point average while in office (3.0 for graduate students)
- Be familiar with information presented in this handbook and enforce the policies with club members, participants and coaches/instructors.
- Use initiative and good judgment when handling club matters
- Develop a club manual containing information that is applicable and unique to your organization.
- Maintain good communication with the Assistant Director of Intramural and Club Sports.
- Use office equipment such as computers, phones, copiers, fax machine, etc for club purposes **only**.

### Forms:

- All forms can be found in the Campus Recreation office or online at: [www.uscupstate.edu/campus-life/spartan-rec-center/sport-clubs/](http://www.uscupstate.edu/campus-life/spartan-rec-center/sport-clubs/).
- Once completed, forms should be placed in the Assistant Director of Intramural and Club Sport's box in the Recreation Offices at the Spartan Rec Center.
- All sport club participants must have a signed ASSUMPTION OF RISK on file with Campus Recreation prior to any type of participation with the club.
- An updated copy of the club's constitution should be on file with the Campus Recreation Department.
- Paperwork should be submitted complete and on time, including travel rosters, budget requests and facility reservation requests.
- Prepare and submit accident/incident reports completely and in a timely manner.

Meetings:

- Attend the Sport Club Association meetings when determined – it is recommended that two officers attend.
- Participate in the Sport Club Association meetings – ask questions, be attentive and respectful, etc.
- Attend the recognition meetings held by Office of Student Life.
- Attend ADVANCE seminars hosted by Office of Student Life throughout the year.
- Hold regular club meetings to discuss any and all necessary club business with the membership.

Safety/Risk Management:

- Try to understand the importance of adhering to a comprehensive risk management plan.
- Elect a Risk Management Officer for your club.
- Abide by the policies and procedures that are presented in this handbook.
- Report all safety concerns, issues and incidents to the Director of Campus Recreation in a timely manner.
- Inspect all equipment and facilities utilized by your club and report all maintenance and repair needs to the Director of Campus Recreation.
- Be thoroughly familiar with the evacuation plan for your facility and the emergency action plan for your events.

### **III. Alcohol**

USC Upstate’s Student Rules in accordance with South Carolina State Statute state, “ you must be 21 years of age to purchase, possess and/or consume any alcoholic beverage.” Public consumption or intoxication, regardless of age, is prohibited. It is important that student leaders familiarize themselves with this student rule because it specifies how alcohol can play a part in student activities or events.

### **IV. Hazing**

Hazing is any action taken or situation created whether on or off campus to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing includes, but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements or forced consumption of any food, liquor or other substance.

Hazing is any other forced physical activity that would subject the individual to physical harm or mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment or any other forced activity that could adversely affect the mental health of dignity of the individual. Among prohibited activities

are forced or coerced activities that create excessive fatigue, cause physical and psychological shocks, involve kidnapping, morally questionable quests, treasure hunts or scavenger hunts or any other such activities, involve publicly wearing apparel that is conspicuous and not normally in good taste, cause students to engage in public stunts and buffoonery, morally degrading or humiliating games and activities or late night activities that interfere with scholastic activities. Also prohibited are any activities that are in violation of federal, state or local laws, the University Code of Conduct or accepted standards of good taste or propriety. For purposes of this definition, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be a forced or coerced activity, the willingness of an individual to participate in such activity, notwithstanding.

New member orientation and development programs must be constructive and strive to make individuals a part of the larger group by mutually understanding objectives and participating in programs.

## **V. Disciplinary Issues for Student Organizations or Groups**

Groups and/or students organizations sanctioned by the University are subject to the same regulations as individual students. Violations of the University Code of Conduct by these groups fall under the jurisdiction of the student disciplinary system. Any group charged with violating the University Code of Conduct should have the right to be represented by their president (or highest ranking officer) at any university disciplinary hearing.

Group misconduct need not be officially approved by the entire membership to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group, or if by group action, the incident was encouraged, fostered or might have been prevented. In cases where a group or organization faces judicial action, each person participating in a violation may also be charged on an individual basis.

Student organizations found in violation of University policy are subject to a maximum sanction of termination of recognition by the university or any appropriate lesser sanction. Lesser sanctions include, but are not limited to probation, restriction or suspension of the privilege to sponsor programs or events, loss of university funding, removal of officers, restitution for damages, loss of facilities use, fines or a written disciplinary warning. Sanctions that suspend or limit a group or organization's privileges shall have a set time of duration, after which full privileges may be restored following a meeting with the Dean of Students or designee.

Student organizations have the right to appeal any disciplinary sanctions as outlined in the University Code of Conduct. More information about the University Code of Conduct and disciplinary system can be found in the Student Handbook.

# 4

## Office Services, Advertising & Promotions

### I. Resources

#### 1. Printing

Most student organizations need printing and duplicating services many times during the year. Here are some hints on printing and duplicating that will assist you.

- Office copy machine: The Campus Recreation office has a copy machine that is available to all registered clubs and organizations for making limited copies (50 copies / day). Organizations must provide their own copy paper.
- Printing Services: The Copy Center provides printing services to all registered clubs and organizations for all copying needs. To have copies made, obtain a Copy Center Request for Printing form available in the Office of Student Life. Take the original(s) and the form to the Copy Center. Make sure that enough time is allotted for copy jobs. Copies can either be charged to your organization's university account or paid for in cash.
- Off-Campus Printing: There may be occasions when you want to have your printing/duplicating work done by an off campus printing service. A number of reliable printing companies with whom the university conducts regular business are located near USC Upstate. Consult with the Campus Recreation Department.
- You should also obtain an estimate before having your work done because outside printers are generally more expensive than the university's services.

***Note: All advertising that is prepared for distributing or posting on campus must have the Student Life "approved for posting" stamp on it (whether it is printed on campus or off campus). If you are printing large quantities of fliers, stamp your original copy before printing.***

Posters or fliers that advertise any event at which alcohol is served (whether or not the advertisement indicates such) will not be approved for distribution or posting unless it has been previously discussed and approved by the Campus Recreation Department. Please consult the Posting Policy.

## 2. Telephone Calls

Campus Recreation office telephones are to be used for organization business only. The Campus Recreation Department receives and carefully reviews the monthly billing for each of these telephones. If it is noted that personal phone calls are being made, the student(s) involved will be required to pay for these calls and the organization will lose the privilege of having access to the telephone. In addition, the organization could lose the right to have an office during the rest of the academic year.

## 3. Organization Mailboxes

Every recognized organization has a mailbox in the Office of Student Life. All mail received in the Office of Student Life is distributed to these boxes on a daily basis. Organization officers should check their mailbox on a regular basis (at least twice a week) for important mail. If the organization is very active, a daily check may be necessary. Mail will not be forwarded to campus box numbers. Notice of retreats, club registration, information forms and all-organization meetings (through the Office of Student Life or the Spartan Rec Center) will be sent through these boxes. Failure to respond to notices placed in your box could result in loss of recognition by the university.

## 4. Organization Offices

All recognized organizations are eligible to apply for office space in the organization work area, located on the second floor of the CLC. When space becomes available, applications are available to all organizations. The Student Life staff will review all applications to determine the need of each applying group for office space.

Office space is limited; thus, we cannot provide offices to every organization. In some cases, a recommendation may be made that organizations share an office to accommodate as many organizations as possible. Any organization that is granted office space must keep office hours. If an organization cannot keep regular office hours, the office space will then be taken away from them.

Organizations that currently occupy an office in the organization work area will be given priority in office space decisions, if they utilize the office in a productive way and have kept regular office hours.

If an organization loses its office, loses its recognition or relinquishes its control of an office at any time during the year, the office will go to the next organization on the waiting list. The Office of Student Life will settle disputes involving office space.

## 5. E-mail and Web Pages

Pornographic or sexually oriented material or direct links to such items will not be allowed nor tolerated. There will also be no links or references regarding illegal drugs, alcohol, tobacco products or any other items deemed objectionable by the Spartan Rec Center or the University of South Carolina Upstate. Any violation of this



policy will initially result in the disabling of your home page. Further violations will result in loss of web space on the server and may result in disciplinary action by the Assistant Director of Intramural and Club Sports or the Office of Student Life. Information found on each club's web pages should be positive in nature containing no derogatory language about any person, other sport club, other USC Upstate departments, other universities or other language deemed objectionable by the Spartan Rec Center or USC Upstate. In addition, web pages may not promote commercial products, companies or sponsors of your sports club without prior approval from the Director of the Campus Recreation.

#### 6. Fax Machine

The Spartan Rec Center has a fax machine that is available to all sport clubs. Clubs may fax at no charge provided they receive approval from the Director. If sending a fax, please follow these procedures:

- Receive approval in advance
- After fax is complete, leave a copy of the material faxed and a signed fax report with your name and the club name in the Directors mailbox.

#### 7. Long Distance Telephone Service

Arrangements can be made to make long distanced telephone calls in the Campus Recreation offices.

#### 8. Mailing Services

Clubs may use the Spartan Rec Center stationery on a limited basis. If your club wishes to send out letters, tournament announcements, entry forms, tournament results, etc. with the Spartan Rec Center mail, three rules must be followed:

1. All items must be mailed in the Spartan Rec Center envelopes and should be labeled with the club name and return address.
2. All items must be TYPED.
3. Clubs should monitor their mailing list.

The Assistant Director of Intramural and Club Sports must approve all club mail outs that go through the Spartan Rec Center or any mail out that uses the name of USC Upstate as a reference.

The procedure for mail outs is outlined below:

1. Clubs should request envelopes from the Director.
2. The name of the club should be handwritten or typed above the department's address.
3. Mailing labels can be run on the computers.
4. Completed envelopes must be mailed from the Spartan Rec Center.

Cost saving suggestions for mail outs:

1. Reduce the number of mail outs. If the tournament is primarily local, do not send mailings to individuals with out of state addresses. Due to cost, international mailings should be done at the Post Office and paid for by the club.
2. Consolidate mailings by sending several flyers to university/colleges/health clubs, etc. rather than to individuals.
3. Do not send mailings to local people. If they don't come to practice then odds are fairly great that they will not enter the tournament.
4. When letters are returned, please cross those names off your mailing list.
5. Rather than do mail outs, bring flyers to tournaments prior to your event.
6. For colleges, universities and military bases, use the addresses listed in the National Intramural-Recreational Sports Association Directory available in the Director's office.

## **II. Advertising & Promotion**

The Campus Recreation Department helps to coordinate the efforts of all the sport clubs and to promote the Sport Club program in general. The Spartan Rec Center offers a variety of ways for individuals who are interested in the Sport Club program to get information. They include the Spartan Rec Center website, ([www.uscupstate.edu/wellness](http://www.uscupstate.edu/wellness)) and posting areas in the facility. Some promotional services available for the sport clubs include:

### 1. Flyers

The Spartan Rec Center can assist clubs with the development of club flyers and advertisements. It is the club's responsibility to copy and distribute the flyers.

### 2. Distribution

If you wish to publicize directly to other campus organizations, there are mailboxes located in the Office of Student Life where you can place flyers.

Flyers must contain the following elements:

- Name of the club
- A contact name and telephone number who can be reached for more information
- Must be computer generated and use artwork that promotes a positive image for the club, USC Upstate and the Spartan Rec Center
- Office of Student Life stamp

Any flyers found not meeting these specifications will be discarded. Materials that are to be posted must be submitted to the Director of Campus Recreation for approval. After they

have been approved, a member of the club can post the flyers. To help keep the Spartan Rec Center looking good, please do not post anything on walls, window, doors, railings etc.

### **III. Contracts**

All contractual arrangements made for competition or any other purpose must be made in the name of the Sport Club and not in the name of the Spartan Rec Center or USC Upstate. Any agreement entered into by the club is not binding upon the Spartan Rec Center or the University. No club may enter into an agreement with a guarantee of funding from the University. Clubs should receive approval from the Director prior to entering into any contractual agreements.

# 5

## Facilities

### I. Recreational Sports Facilities

The following facilities are coordinated and scheduled through the Spartan Rec Center for sport club use:

#### Indoor Spaces

- 1 multi-purpose room
- 2 handball/racquetball courts
- 2 basketball / volleyball / badminton courts

#### Outdoor Spaces

multi-purpose field

### II. Facility Use Policies

The following facility use policies have been established by the Spartan Rec Center. As representatives of the Department, all sport club members are expected to know, understand and abide by these policies. Sport clubs are very fortunate to have the unique benefit of access to these facilities at little or no charge. Please do not abuse this privilege. Misuse of facilities or abuse of this benefit will result in the loss of facility use privileges for the club.

#### **Required Identification**

Membership IDs must be presented to the facility attendant upon entering the Spartan Rec Center. Sport club members and coaches are not exempt from this policy. Whether entering the facility for a scheduled sport club event or practice or to utilize the facilities for recreational activities, all sport club members should present their student identification.

#### **Facility Reservations**

All facilities needed for sport club meetings, practices, tournaments, games and other competitions must be reserved through the Spartan Rec Center or Conference and Events Services. Numerous campus groups and organizations utilize the facilities; therefore it is vital that sport club schedules and facility requests are submitted in a timely manner. Failure to do so may result in scheduling conflicts and other organizations will not be bumped in order to accommodate sport club requests.

Clubs should submit a Facility Reservation request to the Spartan Rec Center staff for facility needs that arise at any point during the semester. Factors considered for approval include:

- Facility availability
- Compatibility of the activity with the facility use policies and procedures
- Safety and risk considerations
- Availability of appropriate staffing and supervision

Remember that you are not guaranteed facility reservations based upon your request. It is important to follow up with the Campus Recreation Staff to determine the status of your request.

### **Scheduling**

Sports Clubs will be charged for staff to open and close the Spartan Rec Center outside of normally scheduled building hours as the result of club events. When scheduling tournaments and contests, please keep the following in mind:

- Check with the Director of Campus Recreation prior to advertising tournament starting and finishing times. If you do not plan to publish the starting and finishing times, then you must verify the hours with the Director at least two weeks before the event. This will enable the staff to take necessary steps for opening or closing the facility.
- It is strongly suggested that clubs set up courts, hospitality rooms, etc. the night before the start of the tournament. Many times, set up can begin prior to the building closing. Please establish set up times with the Director or Assistant Director of the Spartan Rec Center to ensure that the facility will be available.
- It is requested that clubs use good judgment when requesting times outside the normal operating hours. In most cases, only very large tournaments should need the building to be available beyond normal operating hours.
- Always verify your tournament hours with the Director. This is to double check that the facility will be available.

# 6

## Finances

The responsible management of organizational funds is critical to a club's success. Club officers assume the responsibility of guaranteeing that expenses support the club's mission and goals and expenses do not exceed income. USC Upstate has established guidelines and procedures regarding the use of university funds. Sport Club officers are strongly encouraged to familiarize themselves with these policies and to coordinate club transactions with the Director of Campus Recreation to ensure that funds are utilized in accordance to these limitations.

### I. Student Activities Fund

1. Fund Usage
  - Any organization requesting funds must be currently registered, have a current constitution on file with the Office of Student Life as well as with the Assistant Director of Intramural and Club Sports and have no off campus bank accounts (excluding organizations required by their national/international chapter to have one).
2. General Policy and Criteria Considered in Fund Allocation
  - The amount of funding available.
  - The extent to which the proposed program/material is likely to entertain, educate and/or strengthen the USC Upstate student body as a whole.
  - The commitment of the activity sponsors to the execution of the activity.
  - The historical performance and the projected needs of the activity for the period to be funded.
  - The amount of outside funding the activity has previously received and the potential for additional funding from other sources.
  - The goals of the organization's primary activities.
  - To promote a variety of student activities.
3. Specific Instances
  - Office budgets. Each qualified student organization will be allocated an equal amount per semester to cover general operating expenses and internal events upon receipt of appropriate paperwork.
  - Each qualifying organization may receive up to a maximum dollar amount for conferences/competitions (to be determined during Primary Funding).
  - Non-fundable purchases
  - Alcoholic beverages may never be purchased with club allocated or USC Upstate money.

- Equipment such as, but not limited to, furniture, computers, printers, VCRs, cabinets, chairs, uniforms, outing equipment, etc. Exceptions will be made at the discretion of the funding committee. All approved equipment purchases are property of USC Upstate, must remain on University property and must have an up-to-date inventory at the end of each academic year. Individual members must pay for missing items before any organization can be considered for future funding. After the academic year, an organization may be ineligible for funding if an inventory list cannot be provided.
- Funds may not be used to purchase capitol equipment. Capitol equipment is any tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit.
- Individual membership dues or other items of personal benefit.
- Paying off existing debts or financing loans.
- Projects, programs or services that are duplication of such activities or services already provided by university departments or other student groups that have funding for similar types of events.
- Personal clothing items, i.e., T-shirts, jackets, hats, etc. The budget committee may review exceptions.
- Private lessons
- Legal fees
- Charitable organizations, donations, scholarships or other philanthropy.
- Fundraiser expenses cannot be funded.

#### 4. Fiscal Planning

- During the spring semester, all organizations will be requested to submit a Fiscal Planning Proposal.
- The proposal will encompass all events held by that organization from the summer term to the following spring semester inclusive and will consist of a cover form followed by a series of fund request forms (used for event planning).
- All proposals are due by the eleventh week of the spring semester.
- The committee will decide on which proposals or portions thereof to grant funding.

#### 5. Process

- Organizations seeking funding for the following academic year must apply during the authorized budget request period the eleventh week of the spring semester.

#### 6. Budget request

An organization representative must pick up a packet from the Office of Student Life to apply for funding. This packet will include information on eligibility for funding, deadline for submitting requests and instructions for completing budget requests. The following requirements are mandatory:

- Prior to the submitting deadline, a representative of each organization requesting funding **must attend one of the pre-budget seminars held by**

**the Office of Student Life.** These seminars will explain the budget process and address additional questions.

- The proposal(s) will encompass all events held by that organization for the following fiscal year and will be submitted in the budget request packet.
- All information requested in the Budget Request packet must be disclosed.
- Each organization that has submitted a budget to the Assistant Director for Office of Student Life will have the opportunity to be advised on their budget prior to submission.
- The packet must be submitted by 5 pm on the deadline date.
- Any organization not meeting these requirements will be ineligible for funding. Only under extenuating circumstances, decided by a 2/3 vote of SAFC, will exceptions be made.

#### 7. Verification

- All requests for reimbursement must be turned in within 10 working days after the event.
- If, at any time, it is uncovered that the organization did not execute the activity for which funding was received or used monies for un-fundable purposes, the organization forfeits all funds allocated for that event.
- All decisions are **final** after the appeals process is complete or the denied organization has waived the right to appeal by not filing within the time limits for appeal. If there are any problems with an organization that cannot be resolved with the guidelines set forth in the Student Organization Manual, the policy issue will be resolved by the Student Government Senate.
- Designated funds must be used for the event purposes, however if the committee is notified, monies can be transferred for other purposes within the event.

## II. Budgeting Suggestions

The following suggestions should help you coordinate and effectively manage the funds utilized by your club.

- Once funds have been allocated, prepare an adjusted budget to accommodate the differences between the request and the actual allocation. Do not use the original request as your approved annual budget.
- Stay within your budget. Spend money carefully and make sure expenses will assist the club in reaching its goals. Receipt all expenses, keep copies of invoices and record all deposits. Keep track of all money that is spent and deposited. If you need to know your current financial status, please contact the Director of Campus Recreation.



- Pay your bills on time. If you are having trouble making a payment, discuss the situation with the Director. A temporary loan may be arranged to assist the club in meeting its expenses. Do not ignore outstanding bills.
- The treasurer should approve all expenditures. Require all club members to obtain approval before they pay for anything for which they expect reimbursement. Demand receipts and do not reimburse members for expenditures you did not approve in advance: No approval & no receipts=No reimbursement.
- Devise a separate budget for major events (i.e. hosting a tournament, staging a race or fundraiser, etc.) that itemizes all projected income and expenses.
- Receipt all income received. Be sure to record and deposit any cash received on the day it was received. If needed, the Spartan Rec Center can supply receipt books. Please notify the Spartan Rec Center if you are interested in utilizing a receipt book.
- Learn to maintain accurate and up-to-date financial records. Club records are subject to review and/or audit by the Spartan Rec Center and/or USC Upstate at any time. It is vital that you maintain an accurate list of all income and expenditures.

### III. Methods of Payment

The Assistant Director of Intramural and Club Sports must approve all sport club purchases and expenses. **Do not purchase items and expect to be reimbursed or make any verbal or written agreements for the purchase of equipment without first receiving approval from the Director.** Agreements made without approval are not binding to USC Upstate or the Spartan Rec Center, which means the party involved in the agreement will be held liable for all expenses.

Equipment purchased with USC Upstate allocations become the property of USC Upstate and cannot be sold or traded. This equipment will be issued to the club for use during the year. All personal equipment must be purchased by individual club members and remains the property of the individual. Other equipment purchased by the club remains club property.

### IV. Donations

It is important to report donations and gifts to the Assistant Director of Intramural and Club Sports to ensure that donors receive the necessary acknowledgments in a timely manner. The IRS does not classify Sport Clubs as “charitable organizations,” therefore individuals wishing to receive the tax benefits of donating to members of the Sport Club Association must follow the procedures outlined below:

## 1. Monetary Donations

- A form letter for making contributions to sport clubs has been created for each individual club. These letters are available in the Director's office at the Spartan Rec Center and should be mailed to potential donors.
- If possible, avoid cash donations. Checks are preferred. If cash is accepted, it is important to give the donor a receipt and to get his/her name and address. This paperwork will be required for the donor to receive the necessary acknowledgements.
- Checks should be made payable to "USC Upstate" with the name of the specific sport club appearing in the memo section of the check. Checks made out to the club itself will NOT be tax deductible.
- If possible, letters outlining the donor's wishes should accompany all donations.
- Donations and letters should be delivered or mailed to:

Nick Ames  
Spartan Rec Center  
USC Upstate  
800 University Way  
Spartanburg, SC 29303

- Letters of receipt and appreciation will be sent from the Director and donations will be deposited into the club's account.

## 2. Equipment Donations

- The item must be inspected by a knowledgeable club member and the Director to judge its condition and suitability for the club.
- Prior to accepting a donation of equipment, clubs must:
  - Determine and locate appropriate storage space on campus.
  - Receive approval from the Director of Campus Recreation.
- Upon delivery of the equipment, the following must be given to the Director:
  - A letter from the donor stating the condition and the market value of the donation.
  - A picture of the item.
- The Director will send a letter to the donor verifying the receipt of the equipment.
- In most instances, the item will be put on the Sport Club Program inventory.

## **V. Fundraising**

Although clubs receive some monetary support from the University, the funding of club activities is primarily the responsibility of each club's membership. It is important that members take an active role in raising funds to reduce the individual costs that are associated with participation in the club. Before organizing a fundraiser or soliciting funds from donors, the club leaders should communicate their plans with the Director of the Spartan Rec Center to ensure compliance with University policies and procedures.

Some possible fundraising activities include:

- Letter campaigns to friends and alumni of the club.
- Car washes.
- Garage sales.
- T-shirt sales.
- Exhibitions.
- Tournaments.
- Game Programs.

Each of these activities requires planning and coordination and should be coordinated with the assistance of the Assistant Director of Intramural and Club Sports. The following guidelines will help make your fundraising efforts successful:

- Determine the purpose of the fundraising campaign.
- Develop a fundraising officer position to coordinate and direct these efforts.
- Recruit and motivate all club members to participate in the activity.
- Avoid scheduling conflicts with other major campus and community events.
- Utilize various forms of media to promote and publicize the activity.
- Reserve the appropriate facilities well in advance.
- Keep accurate financial records of all monies spent and received.
- Prepare a report about the fundraising activity to help future club members plan similar events.

### **Sport Club Alumni**

Sport Clubs are highly encouraged to maintain contact with former club members and alumni. The development of an accurate mailing list takes a lot of time and patience. However, once complete, an alumni mailing list can prove to be very beneficial to the club. To create an alumni mailing list:

- Obtain a former member roster from the Office of Student Life or Campus Recreation.
- Utilize the former student database that is available through the Alumni Office to find mailing addresses.

# 7

## Travel Guidelines

### I. Student Travel Guidelines

For travel, a full-time faculty or staff member must accompany the organization. The demand for these vehicles is great; alternative transportation arrangements should be made if university vehicles are not available. The Office of Student Life will work with you to make such arrangements.

Student leaders represent both the University and their respective club when they attend such events. Therefore, behavior, decorum and dress should be exemplary.

### II. Trip Planning

The traveling process requires organization, attention to detail and planning on the part of sport club leaders. The Office of Student Life will assist any organization in planning and conducting travel or answer any questions pertaining to this topic.

For traveling to competitions or events, sport club leaders should meet with the Director of the Campus Recreation a minimum of two weeks prior to the event to discuss the club's travel plans. During this meeting, club leaders should be prepared to discuss:

- Purpose of the trip.
- Travel route.
- Itinerary (i.e. lodging, timeline, etc.)
- Mode of transportation.
- Selection criteria for drivers.
- Driving Record Examination approval.
- Emergency procedures.

It is highly recommended that club leaders ensure that the driver:

- Have a valid driver's license.
- Have a good driving record.
- Have adequate insurance.
- Understand and accept the level of liability they are accepting as drivers.

In addition to meeting with the Director of Campus Recreation, a completed Trip Itinerary must be submitted at least one week prior to departure. This form should include:

- The names of all club members who will be on the trip – **all names listed on the Trip Itinerary must have a signed Assumption of Risk on file with the Director of Campus Recreation prior to departure.**
- The names of all drivers.
- Destination.
- Date(s) of departure, competition and return.
- Emergency contact number(s) while on the trip.

If the information on the Trip Itinerary is not complete, clubs will be unable to receive cash advances or obtain reimbursement for expenses incurred as a result of the trip. In addition, clubs could face disciplinary action for failing to abide by the trip planning process.

### **III. Expectations During the Trip**

As representatives of the University of South Carolina Upstate and the Campus Recreation Department, all Sport Club members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports of activities that negatively reflect upon the University will result in disciplinary actions. All funds will be frozen until the situation is resolved.

All sport club members must adhere to the following safety requirements:

- For 15 passenger vans, do not exceed 10 passengers per van.
- Obey all traffic laws and regulations, especially speed limits.
- Do not consume, possess or transport alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- Wear a seat belt at all times. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Do not exceed the recommended load capacity of the vehicle.
- Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of rollover.
- Avoid horseplay, racing or other distracting or aggressive driving.

Drivers are strongly encouraged to follow these safe driving practices:

- Begin the trip well rested.
- Notify the Director upon each departure and arrival.
- Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow, ice, etc). Be prepared to stop and check into a hotel when fatigue or travel conditions warrant.

- Plan routes out in advance, carpool and caravan when possible.
- Divide the trip into segments, stopping for rest when necessary.
- Carry at least one cell phone in each vehicle. Ensure everyone has the numbers and there are designated check-in times.
- Avoid driving between the hours of 12 a.m. and 6:00 a.m.
- On extended trips, have at least one other approved driver in the vehicle. It is recommended that drivers rotate every two hours.
- A passenger or second driver should ride in the front passenger seat and remain awake at all times.
- Carry a flashlight and approved fire extinguisher in all vehicles.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.
- Follow the rules and safety tips provided in the driver's manual.
- When in doubt use common sense when you drive.
- If an accident or breakdown occurs, know and follow the emergency procedures.

## **Emergency Procedures**

If you are involved in an accident:

- Stop immediately and notify the local police or call 911.
- Refer to the Emergency Contact information and notify the Director of Campus Recreation – leave a message if necessary.
- Fill out a police report (necessary for insurance purposes).
- Obtain names and addresses of all witnesses.
- Do not make any statements as to who is at fault nor should you make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- If you are driving a university vehicle or a rental vehicle, follow the procedures outlined in the rental packet.

If someone is injured in the accident:

- Call 911 immediately and obtain medical attention.
- Consult the member's medical release form for any special needs.
- Follow the Emergency Contact information provided.

# 8

## Risk Management

Risk management is neither costly nor burdensome. A good risk management plan will assist you in coordinating events and travel that will increase the safety of participants and spectators. The Campus Recreation Department expects clubs to operate in a manner that reflects this belief and provides clubs with the resources needed to implement a comprehensive risk management plan.

### I. Elements of Risk Management

Risk management is the process of advising organizations of the potential and perceived risks involved in their activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. There are four elements of risk management that clubs should acknowledge:

#### 1. Identification

Prior to hosting an event, traveling to a competition or competing in any other activity clubs should work to identify the risks associated with that activity. Risks not only include those things that can lead to injury, but also include risks to the club's finances, image, etc. This handbook has been developed to include outlines and suggestions for identifying risks associated with your club business.

#### 2. Evaluation

Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.

#### 3. Treatment

Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit or accept the risks. All sport clubs, by their nature, involve risks. Therefore, the answer should not always be to eliminate the activity simply because risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.

#### 4. **Implementation**

Once the most effective method for managing the risk has been identified, clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising etc. The implementation possibilities are endless and should be discussed with the Campus Recreation Staff.

In addition to the risk management guidelines presented throughout this manual, the Campus Recreation Department has developed the following protocols to improve the safety of the students involved with the Sport Club Program.

### **II. Sport Club Safety Officer**

The Spartan Rec Center will provide opportunities for club officers to become certified in CPR. Club presidents will be notified once the schedule of classes has been set. Clubs are strongly encouraged to provide two members who will be certified at no cost to the club. If your club is interested in having more than two certified, please visit with the Director to discuss your options. Some responsibilities of the safety officer may include:

- Ensure at least one safety officer is present at all club activities.
- Communicate changes in Sport Club Trip Rosters with the Campus Recreation Staff.
- Work with the Campus Recreation Staff to ensure that first aid kits are stocked and prepared for club trips.
- Communicate risk management policies with club members.
- Share risk concerns with the Campus Recreation Staff.

### **III. First Aid Kits**

The Spartan Rec Center will make first aid kits available for checkout during club trips. We recognize that there are circumstances during club trips that clubs do not have access to medics or other emergency personnel during club activities. It is the responsibility of the club to ensure that the first aid kit is fully supplied prior to departure and for providing documentation for any inventory that is utilized while checked out.

### **IV. Emergency Procedures**

For minor injuries:

- A qualified individual should render first aid as required on the spot.
- Complete an Injury Report form and submit it to the Director of the Campus Recreation within 48 hours



For injuries requiring medical attention:

- Designate someone to take the injured party to the Health Center or local medical facility. Under no circumstances should the individual go unaccompanied.
- Complete an Injury Report form and submit to the Director of the Campus Recreation within 48 hours.
- If a student has been unconscious he/she must be taken to the Health Center or local medical facility.

For emergencies:

- Call 911 and request EMS.
- Explain the nature of the emergency.
- Give them clear and specific directions to the site.
- Provide the name and exact location of the victim, a brief description of the injury, identification of the caller and phone number.
- Meet emergency personnel at the entrance to the facility or scene of the accident and guide them to the injured party.
- Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the Health Center or the local hospital.