

ADMINISTRATIVE DIVISION – Division of Student Affairs

POLICY NUMBER – SA 2.09

POLICY TITLE – Sport Clubs Program – Eligibility, Membership, and Operational Requirements

SCOPE OF POLICY – USC UPSTATE

DATE OF REVISION – February 27, 2026

RESPONSIBLE OFFICER - Director of Campus Recreation, Joshua Gordon

ADMINISTRATIVE OFFICE – Campus Recreation

I. Policy Statement

Campus Recreation advances the mission of the University by promoting student success, holistic well-being, leadership development, and community engagement through inclusive recreational and competitive sport opportunities.

Sport Clubs are student-led and student-governed organizations that provide structured instruction, recreation, and/or competition in specific sports or physical activities. Sport Clubs operate under the oversight of Campus Recreation within the Division of Student Affairs.

Participation in Sport Clubs is voluntary and is considered a privilege. Participation is contingent upon compliance with all University and Campus Recreation policies. Members participate at their own risk.

All Sport Clubs must comply with University policies, including but not limited to:

- Student Organization Policies
- Student Code of Conduct
- Title IX and Equal Opportunity/Non-Discrimination Policies
- Risk Management and Insurance Policies
- Anti-Hazing Laws (including South Carolina Code of Laws)
- Travel Policies
- Financial and Procurement Policies

Sport Clubs are independent student organizations and are not agents of the University.

II. Purpose and Scope

The Sport Clubs Program supports:

1. Recreational and instructional sport opportunities.

2. Structured competitive intercollegiate or interclub participation at local, regional, and national levels.
3. Student leadership development and organizational management experience.
4. Risk management competency development.
5. Campus engagement, belonging, and community building.
6. Co-curricular learning outcomes that support retention and student success.

Clubs may range from recreational-focused groups to highly competitive organizations. All clubs must operate within approved risk and operational guidelines.

III. Additional Policy and Procedures

A. Program Policy

The Sport Club Program is a student-oriented program designed to serve individual interest in different sports. The objective of the program is to offer sport activities for interested students and to help participants develop skills in various sports.

B. Program Structure

The Sport Club Program has two primary areas of emphasis:

1. Recreational and instructional participation
2. Highly structured interclub competition

A Sport Club is a registered student organization that provides instruction, recreation, and/or competition in specific sports or recreational activities.

All Sport Clubs must register in accordance with University regulations governing student organizations. Clubs must renew registration annually.

Sport Clubs are organized when students express interest in a particular activity. The Sports Club Director assists students in organizing new clubs.

Sport Clubs emphasize student leadership. The Sports Club Director provides guidance and coordination; however, clubs are student-initiated and student-controlled. Active student involvement is essential to club success. Each club determines the range and effectiveness of its program.

C. Advisors

All Sport Clubs must have an advisor.

- Advisors must be full-time faculty or administrative staff members.
- Advisors must be affiliated with the University of South Carolina Upstate.
- Graduate students may not serve as advisors.

D. Use of University Name

Clubs may use the name “University of South Carolina Upstate” only while recognized as a registered student organization.

Clubs must clearly state that they represent only their membership and not the University or the student body as a whole.

Sport Clubs are not agents of the University.

IV. Recognition and Registration

A. Eligibility for Recognition

To be recognized, a Sport Club must:

1. Be a registered student organization in good standing.
2. Have a primary purpose involving structured physical activity.
3. Maintain at least five (5) currently enrolled student members.
4. Elect student officers, including:
 - President
 - Treasurer
 - Risk/Safety Officer
5. Have a full-time faculty or staff advisor.
6. Submit an updated constitution annually.
7. Complete required annual leadership and safety training.
8. Submit required documentation through the designated student engagement platform.

Campus Recreation may approve or deny recognition based on safety, duplication, resource availability, sustainability, or policy compliance.

B. Annual Renewal

All Sport Clubs must renew recognition annually by the published deadline.

Failure to renew results in suspension of:

- Facility access

- Travel approval
- Access to Student Activity Fees
- Official University recognition

Officers must annually affirm compliance with:

- Sport Club Handbook
 - Student Code of Conduct
 - Title IX and nondiscrimination policies
 - Anti-hazing laws
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V. Membership

A. Eligibility

Active (voting) membership is limited to:

- Currently enrolled students (full-time or part-time)
- Students enrolled in spring and preregistered for fall
- Students enrolled in Maymester or summer sessions

Additional eligibility requirements:

- Students must be enrolled in at least six (6) credit hours.
- Students must adhere to the club constitution.

Faculty and staff may participate as non-voting members unless otherwise permitted by constitution or league rules.

Community members and alumni are not eligible for membership but may be approved in writing for instructional roles only.

No associate, affiliate, honorary, or proxy memberships are permitted.

B. Participation Requirements

All members must:

1. Complete electronic registration through the approved platform.
2. Sign required electronic documents, including:
 - Assumption of Risk and Waiver of Liability
 - Code of Conduct acknowledgment

- Emergency contact information form
- 3. Maintain personal medical insurance coverage.
- 4. Meet sport-specific governing body eligibility requirements (if applicable).
- 5. Remain in good academic and disciplinary standing.

Only registered members may participate in practices, competitions, travel, or equipment use.

Spectators and guests may not participate in club activities.

Misrepresentation of eligibility may result in disciplinary action.

VI. University Support

Recognized Sport Clubs may:

1. Reserve University facilities.
 2. Access limited equipment and storage, if available.
 3. Receive administrative oversight and advising.
 4. Apply for Student Activity Fee funding after one academic year of active status.
 5. Participate in leadership and risk management workshops.
 6. Conduct approved fundraising activities.
 7. Travel and compete with prior authorization.
 8. Be listed in University publications and engagement platforms.
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VII. Risk Management and Insurance

A. Assumption of Risk

Participation in Sport Clubs involves inherent physical risk. The University does not provide primary accident or medical insurance coverage.

Participants are strongly encouraged to maintain personal medical insurance coverage.

B. Insurance Requirements

Some high-risk clubs may be required to obtain supplemental insurance.

Proof of insurance may be required prior to competition or travel.

C. Safety Requirements

Sport Clubs must:

1. Designate a Risk/Safety Officer.
 2. Ensure at least one officer holds current CPR, AED (Automated External Defibrillator), and First Aid certification.
 3. Maintain an Emergency Action Plan (EAP).
 4. Report injuries within 24 hours.
 5. Comply with concussion and sport-specific safety protocols.
 6. Attend required risk management training.
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VIII. Coaches and Instructors

If a club uses a coach or instructor:

1. Approval is required annually.
 2. Documentation of qualifications is required.
 3. Background checks may be required.
 4. A Volunteer Agreement must be signed.
 5. Required safety and conduct training must be completed.
 6. Coaches are not University employees unless hired through Human Resources.
 7. Direct compensation from Student Activity Fees requires approval.
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IX. Travel Requirements

Sport Clubs must comply with University travel policies, including:

1. Submission of travel authorization prior to departure.
2. Submission of driver documentation and proof of insurance.
3. Compliance with fleet procedures.
4. Submission of travel rosters and emergency contacts.
5. Compliance with transportation laws.

Failure to comply may result in suspension of travel privileges.

X. Equipment and Property

1. Equipment purchased with Student Activity Fees is University property.
2. Each club must designate an Equipment Manager.

3. Inventory must be verified each semester.
 4. Equipment valued over \$500 must follow procurement procedures.
 5. Damaged or lost equipment must be reported within 24 hours.
 6. Off-campus storage requires written approval.
 7. Donations require review and approval.
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XI. Financial Management

Sport Clubs must:

1. Deposit all funds into official University accounts.
2. Not maintain outside bank accounts.
3. Obtain pre-approval for fundraising.
4. Follow purchasing procedures.
5. Maintain transparent financial records.
6. Submit audit documentation when required.

Financial mismanagement may result in suspension or loss of recognition.

XII. Conduct and Discipline

All Sport Clubs and members must comply with:

- Student Code of Conduct
- Division of Student Affairs Policies
- Local, state, and federal laws

Faculty, staff, and coaches must also adhere to University conduct standards.

XIII. Violations and Disciplinary Procedures

Upon receipt of an alleged violation:

1. The Assistant Director of Intramurals and Sport Clubs and/or Director of Campus Recreation will review the matter.
2. Written notice will be provided.
3. The student or organization representative may request a meeting.

Resolution Options

Informal Administrative Hearing

A written decision will be issued within fifteen (15) business days unless extended for good cause.

Formal University Conduct Hearing

Referral to the University conduct process may occur.

Failure to appear may result in a decision rendered in absentia.

XIV. Sanctions

Sanctions may include:

- Warning
 - Probation
 - Loss of travel privileges
 - Funding suspension
 - Event restrictions
 - Suspension
 - Loss of recognition
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XV. Policy Review

This policy will be reviewed every three (3) years by Campus Recreation and the Division of Student Affairs to ensure compliance with evolving legal standards, risk management practices, and national trends in collegiate recreation.

HISTORY OF REVISIONS

- February 27, 2026 – Accessibility remediation