



**Coastal Carolina University  
Club Sports Participant Handbook  
2023 – 2024**

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## Club Sports Calendar

<b>July 2023</b>	
Wednesday, July 1	Start of academic year Start of practice facility requests Start of entrance meeting requests
<b>August 2023</b>	
Tuesday, August 22	Organization Kick-off Day
Wednesday, August 23	First day of classes
Thursday, August 31	Deadline for entrance meeting Club roster & schedule due
<b>September 2023</b>	
Friday, September 8	Deadline for practice facility requests
Tuesday, September 19	Officer Workshop – Program Policies
<b>October 2023</b>	
Tuesday, October 24	Officer Workshop – Coastal Connections
<b>November 2023</b>	
Tuesday, November 14	Officer Workshop – Fundraising & Marketing
<b>December 2023</b>	
Wednesday, December 6	Fall semester ends
<b>January 2024</b>	
Tuesday, January 23	Officer Workshop – Finance & Budgeting
<b>February 2024</b>	
Tuesday, February 20	Officer Workshop – Creating a Successful Culture
<b>March 2024</b>	
Tuesday, March 19	Officer Workshop – Leadership Transition
<b>April 2024</b>	
Friday, April 5	Deadline to apply for Club Sports Executive Council
Tuesday, April 30	Deadline for officer transition meetings
<b>May 2024</b>	
<b>June 2024</b>	

## Directory Information

*In Case of Emergency, call – 911*

### A. University Phone Numbers: (all are 843 area code)

Recreation Sports Office:	349-6638	URec Main Office:	349-2126
Public Safety Non-Emergency:	349-2177	HTC Desk:	349-2802
Public Safety Emergency:	349-2911		

### B. Recreation Sports Contact Information

Ryan Himes	Recreation Intramural Coordinator	rhimes@coastal.edu	843-349-6638
Ashley Rodriguez	Recreation Club Sports Coordinator	arodrigue@coastal.edu	843-349-2352
Trey Stepler	Recreation Sports Graduate Assistant	testepler@coastal.edu	843-349-6680
John Frasier	Recreation Sports Graduate Assistant	jrfrasier@coastal.edu	843-349-2837

***This handbook outlines the policies and procedures that will guide the success of the Club Sports program and its participants. The Recreational Sports Office reserves the right to amend, alter, or dissolve any of these guidelines or rules to benefit the program.***

## **Introduction**

### **Article 1 – Club Sports Overview**

Student organizations fulfill an important role at Coastal Carolina University (CCU); allowing groups to provide a medium for students to enhance the lessons and theories learned in the classroom through real-life experiences and responsibilities. The Department of University Recreation (UREC) offers Club Sports as a complement to the University's intercollegiate, intramural, and physical education activity programs. A club sport organization is a special interest group organized by voluntary participation in either a competitive or recreational sport or activity. These groups are formed primarily to increase individual and team skills, and to augment knowledge through a continuing instructional and competitive program. ***All students who are currently enrolled full-time at CCU are eligible to participate in the program based on club sport and league requirements. Exceptions are non-competitive clubs as well as clubs that do not have governing league requirements.***

As an integral component of UREC, Club Sports strives to meet the recreational and competitive needs of the CCU community in a wide variety of sport activities. Opportunities for skill development, recreation, and intercollegiate competition are afforded to participants of all skill- and interest-levels.

Student-led and student-funded, club sport organizations represent CCU in competitions and tournaments locally, regionally, and nationally. Club sport organizations must fall under one of three categories: Competitive, Recreational, or Conditional; these groupings aid the University's support of the individual club.

While UREC, specifically the Recreational Sports Coordinator, 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 including, but not limited to, planning, execution, and evaluation of all club activities. As a result, Club Sports present a unique opportunity for students to develop both athletic and leadership abilities.

This handbook has been developed as a resource for officers of club sport organizations. It outlines the policies and procedures of CCU and UREC that directly affect the safety of club sport participants and the operation of each club. As student leaders, you are strongly encouraged to become familiar with the materials presented in this handbook. ***The policies and procedures in this handbook are subject to change.***

## Article 2 – Club Sports Directory

Club Sports is comprised of twenty-six registered student organizations (RSO's), which are supervised and coordinated for UREC. For the 2023 – 2024 academic year, the following clubs are Club Sports affiliates:

### ***Competitive Clubs***

Baseball	Men's Basketball	Women's Basketball
Cheerleading	Equestrian	Field Hockey
Fishing	Ice Hockey	Men's Lacrosse
Women's Lacrosse	Men's Soccer	Men's Rugby
Women's Rugby	Swim	Women's Soccer
Softball	Beach Volleyball	Men's Volleyball
Women's Volleyball		

### ***Recreational Clubs***

Outdoor Adventure	Kickball	Saltwater Anglers
Surf	Tennis	Ultimate Frisbee

### ***Conditional Clubs***

Pickleball	Weightlifting
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## **Code of Student Conduct**

The Code of Student Conduct outlines the rights and responsibilities and expected levels of conduct of students in the university community and greater Conway community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the university community appropriate for an institution of higher education. The Code of Student Conduct will help student organizations and members of the university desiring to use university facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the Code cover academic concerns (grievances and standards) and student conduct and appeals.

If the situation involves alleged criminal acts or is of a high severity it may be referred to the Office of the Dean of Students for processing. A detailed description of the process may be found in the [Code of Student Conduct](#).

## **Discrimination**

Currently enrolled Coastal Carolina students who are considered full time and have paid student fees are eligible to participate in the Club Sports Program. All Club Sports participants must have a valid CCU identification card, proof of insurance, and a completed waiver on file each academic year of participation.

Coastal Carolina University is committed to an inclusive campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within a sport club is free from discrimination based on race, color, sex, nation of origin, age, sexual orientation, or handicap.

## Being a Club Sport

### Article 1 – Applying for Club Sports Affiliation

Any group of students with a collective interest in a sport or activity may submit a proposal to create a new club sport organization. Prior to submitting a proposal, potential club sport organizations must first be recognized by the OSL as an RSO. If you are not yet recognized as an RSO, please refer to the OSL's *Starting a New Student Organization* for the process for becoming an RSO.

RSO's desiring affiliation with Club Sports can apply in the spring semester for affiliation in the upcoming academic year; applications are due before spring break (date listed on the *Club Sports Calendar*). The application process is outlined in the steps below:

1. Any student organization seeking affiliation with Club Sports must submit a proposal to the Recreational Sports Coordinator. The proposal must include the following:
  - A written statement justifying the potential club sport organization and why it should be accepted;
  - A written statement explaining the differences between the potential club sport organization and any similar existing club sport organization;
  - A written statement describing the potential club sport organization's activities, and the space requirements for such activities;
  - A list of names, phone numbers, email addresses, and officer positions of possible student leaders; and
  - A list of at least ten (10) colleges and universities which the club sport organization may compete against within the ten (10) states which make-up NIRSA's Region II (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia).
2. Upon receipt of all required documents, the Club Sports Executive Council will review the proposal, providing any feedback necessary to the individual(s) making the request, and make a recommendation to UREC who makes the final decision for approving/denying the proposal.
3. The individual(s) will receive notification as to the outcome of their request. If denied, the individual(s) will be notified as to why the activity did not receive approval. If approved, the individual(s) will be provided a constitution template in order to write a club constitution, notification of upcoming officer workshops, and *Annual Renewal Requirements*.
4. Upon affiliation, the new club sport organization must complete all necessary *Annual Renewal Requirements*. Club sport organizations may not engage in any organizational activity until all requirements have been completed and the club is notified that it has achieved "active" status.
5. Additionally, once an RSO has been granted affiliation with Club Sports, it will enter a one-year conditional period. During this period the club must complete the following requirements:
  - Attend all mandatory meetings;
  - Abide by all policies and procedures set by UREC, OSL, and CCU;
  - Submit a club roster, schedule, waivers, and other administrative requirements prior to any deadlines; and
  - Be financially self-reliant and continue to operate in such a capacity. University funding does not become available until the conclusion of the one-year conditional period.

### Article 2 – Club Sport Classification

All club sport organizations are unique and have different needs; for that reason, UREC has categorized each club sport organization into one of three classifications to meet these needs in a fair and logical manner. **It is important to note that this system is not in place to serve as a status system or to**



**designate which clubs are more or less important; regardless of tier, all clubs shall be treated equitably.**

The classification system was designed for the following reasons:

1. To provide club sport organizations with tangible and measurable goals;
2. To provide specific benefits to club sport organizations that are more successful in fulfilling their responsibilities;
3. To allow for diverse needs and interests to be accommodated in a fair way; and
4. To provide a system for distributing limited facilities, funds, and resources in a logical manner.

The Club Sports Executive Council will make recommendations for classifications based on individual club activities from the past year, but it is ultimately the choice of the individual club sport organization. All clubs and their members must abide by the requirements stated under each classification, which you will find below.

### ***Overview of Competitive Classification***

This classification is comprised of club sport organizations that have the primary goal of representing the University through competitions sanctioned by a regional and/or national governing body. The club sport organizations that are categorized as *competitive* usually have the largest operating budgets and have extensive travel. These club sport organizations practice and compete regularly against clubs at other colleges and universities.

#### **Requirements of Competitive Classification.**

- The minimum number of club members needed must equal the number needed to participate, plus half (i.e., basketball needs five (5) to participate, plus half (2.5), so they would need a minimum of eight (8) club members);
- The club sport organization's primary purpose is to develop and display athletic ability in the context of competition;
- The sport must have a nationally recognized governing body;
- The club sport organization must compete against other colleges and universities through the governing body for a minimum of seven (7) competitions per year;
- The club sport organization must hold practice sessions a minimum of two (2) times a week while in-season with the primary practice goal of skill development and preparation for competition;
- The club sport organization must maintain a minimum ACS score of eighty-five (85);
- The club sport organization must have at least two (2) Risk Management Officers (RMO's); and
- The appropriate club officers must attend at least eighty-five (85) percent of the monthly officer workshops and other mandatory meetings.
- Must maintain recognition through OSL;
- Must be an active member of an approved national governing body (NGB), unless given exemption by UREC;
- Must have regularly scheduled practices and meetings exclusive to active club members;
- Must compete in a minimum of three (3) collegiate-level competitions per year;
- Must maintain financial stability which includes, but is not limited to, completing an annual operating budget and showing the ability to fund itself for a minimum of one (1) year without University assistance;
- Represent CCU at events hosted by other institutions of higher education;
- Routinely follow University & UREC policies and procedures;

- Club membership must be equal to or greater than the minimum number of participants required to compete; however, club membership may never be less than seven (7) active student members; and
- Must comply with all paperwork submittal deadlines on a consistent basis.

#### **Benefits of Competitive Classification.**

- Sixty (60) percent of the annual Club Sports allocation funding will go towards club sport organizations classified as *competitive*;
- Club sport organizations classified as *competitive* are first-priority when it comes to reserving facilities;
- Paid athletic trainers at home events;
- Use of University branding;
- Leadership development; and
- Access to professional staff for guidance

#### ***Overview of Recreational Classification***

This classification is comprised of club sport organizations that have the primary goal of providing students with a recreational activity to stay active. These club sport organizations may compete against other colleges and universities; however, the competition and travel is not consistent.

#### **Requirements of Recreational Classification.**

- The club sport organization must have seven (7) or more active members;
- The club sport organization's primary purpose is to provide an opportunity for students to stay active;
- The club sport organization must maintain a minimum ACS score of seventy-five (75);
- The club sport organization must have at least one (1) Risk Management Officer (RMO); and
- The appropriate club officers must attend seventy (70) percent of the monthly officer workshops and other mandatory meetings
- Must maintain recognition through OSL;
- Must schedule a minimum of one (1) event per semester;
- Maintain financial stability which includes, but is not limited to, completing an annual operating budget and showing the ability to fund itself for a minimum of one (1) year without University assistance;
- Routinely follow University & UREC policies and procedures;
- Club membership must be a minimum of seven (7) active student members; and
- Must comply with all paperwork submittal deadlines on a consistent basis.

#### **Benefits of Recreational Classification.**

- Thirty (30) percent of the annual Club Sports allocation funding will go towards club sport organizations classified as *recreational*;
- Club sport organizations classified as *recreational* are second-priority when it comes to reserving facilities;
- These club sport organizations have the potential to be re-classified as *competitive*;
- Use of University branding;
- Leadership development; and
- Access to professional staff for guidance

#### ***Overview of Conditional Classification***

This classification is comprised of club sport organizations that have just received affiliation with Club Sports or are currently on probation. The *conditional* classification is not meant to be a permanent classification; club sport organizations classified as *conditional* should be in this classification for at least one (1) year, but no more than two (2) consecutive years.

#### **Requirements of Conditional Classification.**

- The club sport organization must have seven (7) or more active members;
- The club sport organization’s primary purpose is to provide an opportunity for students to stay active;
- The club sport organization must maintain a minimum *ACS* score of seventy-five (75);
- The club sport organization must have at least one (1) Risk Management Officer (RMO);
- The appropriate club officers must attend one-hundred (100) percent of the monthly officer workshops and other mandatory meetings; and
- A club sport organization may not be classified as *conditional* for more than two (2) consecutive years

#### **Benefits of Conditional Classification.**

- Access to University facilities;
- These club sport organizations have the potential to be re-classified as *recreational*;
- Use of University branding;
- Leadership development; and
- Access to professional staff for guidance

### **Article 3 – Annual Renewal Requirements**

All student organizations at CCU receive recognition on an annual basis through a process that has been established by OSL. The goals of this process are to establish a relationship with student organization leaders, and to make student leaders aware of University rules and expectations. Ultimately, this process will provide you, the student leaders, with resources to help you successfully lead your organization.

In order to be recognized for the academic year, the officers **must** complete the registration process through Coastal Connections. Re-registration begins in the spring semester prior to the start of the new academic year. This can be completed with the Recreational Sports Coordinator at your club’s annual exit meeting.

#### ***Club Sport Affiliation Requirements***

UREC is committed to assisting in the success of each club sport organization. Therefore, student organizations must meet and maintain specified minimum criteria in order to remain affiliated with Club Sports. Depending on your club sport organization’s classification of *competitive*, *recreational*, or *conditional*, will determine the criteria which must be met. Ultimately, it is up to the individual club sport organizations whether they are classified as *competitive*, *recreational*, or *conditional*; however, club sport organizations classified as *competitive* do have higher standards and requirements that must be met compared to club sport organizations classified as *recreational* or *conditional*. All club sport organizations will be reviewed at the end of each academic year during the exit meeting with a checklist to ensure all criteria have been met to maintain affiliation. Below are the minimum criteria that must be met for each classification:

*Inappropriate conduct or actions while participating in any Club Sports activity will jeopardize the club’s continued affiliation with Club Sports. Furthermore, club members that 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 UREC, Coastal Carolina University and/or appropriate legal authorities.*

## **Article 4 – Benefits of Affiliation**

### ***Leadership Development Opportunities***

Participants within Club Sports may run for elected positions within their respective club sport organizations. These leadership opportunities provide a unique opportunity for students to build character, develop their leadership skills, organize community service events, and collaborate with other University partners.

### ***Mailing Address***

Each club sport organization has a mailbox inside the UREC office. Club sport organizations should use the UREC office as a permanent mailing address. The address for your club sport organization is:

*[Club sport organization name]  
c/o Club Sports  
104 Founders Drive, Suite 145  
Conway, SC 29526*

### ***Storage***

Club sport organizations may request equipment storage space as necessary. Storage space will be assigned on an as-needed basis. To request storage space, please contact the Recreational Sports Coordinator. Storage of personal equipment, purchased for personal use and not for use by the whole club, will be discussed on a case-by-case basis.

### ***Programming Assistance***

Each club sport organization will be assigned to either the Recreational Sports Coordinator or the Club Sports Graduate Assistant who is available for advice, problem solving, general assistance, mentoring, and direction.

### ***Facility Use***

Club sport organizations may request use of academic space, meeting rooms, and indoor/outdoor athletic and recreational facilities for meetings, practices, and events. Most facilities are available free of charge, but some do have facility rental/staffing fees. Requesting facility space must be done by completing the *Facility Space Request* form through Coastal Connections.

### ***Equipment Usage***

Special event equipment such as tables, chairs, coolers, etc. may be provided when inventory is available. Additionally, club sport organizations may rent equipment from a vendor with the approval of UREC.

### ***Personnel Scheduling***

University Recreation personnel will be made available to facilitate club activities provided that the club has made a facility reservation request at least 7 days prior to the day of the event. University Recreation personnel are required at all on campus games and tournaments.

### ***Field Preparation***

UREC will arrange for field lining for practices and competitions when resources are available. In some cases, they may be able to provide your club sport organization with the resources to line the fields yourselves or create field boundaries.

### ***Faxing & Scanning***

Student leaders of club sport organizations may use the fax machine in the UREC office provided the transmission involves club sport organization business. When having faxes sent to the UREC office, please ask the sender to mark the fax as follows:

*Attention: [Club sport organization name]  
c/o Club Sports  
(843) 349-6638*

### ***Absence Memos***

Club Sports offers a travel confirmation letter to participants of a club sport organization participating in an activity that is recognized by Club Sports. This letter does not excuse academic absences, rather it provides a notification that the club member is participating in a Club Sports recognized activity. To receive absence memos, the officer who submits the *Travel Authorization* form must indicate that they would like an absence memo to be created.

A completed *Travel Authorization* form must be submitted by 12:00pm at least five (5) business days prior to the requested departure date of any trip in order to be permitted to travel.

The absence memo will be emailed to the officer who completed the *Travel Authorization* once the form is approved. It is their responsibility to distribute the absence memo to all club members who require a copy of the memo.

### ***Inventory***

Any equipment or apparel purchased with allocation funds is the property of Coastal Carolina University. All existing equipment and apparel will be inventoried by a staff member at the start of the academic year and upon return of the equipment. All new merchandise will be added to the current inventory list. Equipment/apparel that is damaged or unaccounted for may result in disciplinary action or fees assessed to the club sport organization.

## Club Sports Executive Council

Officers of a club sport organization can expand their student development and become a member of the Club Sports Executive Council. The Club Sports Executive Council consists of five members.

Application for the Club Sports Executive Council occurs annually with the current council members making recommendations to the Recreational Sports Coordinator who then makes the final appointments.

The role of the Club Sports Executive Council is to act as a liaison between all club sport organization members, UREC, and the *Student Government Association (SGA)*.

The purpose of the Club Sports Executive Council is to advise and make recommendations to the Recreational Sports Coordinator on the following:

- Provide a direction for implementation of new policies and procedures;
- Provide a forum for club sport organizations to discuss concerns;
- Review and make recommendations on student organizations requesting affiliation with Club Sports;
- Plan, promote, and execute special events;
- Assist with promotional events;
- Review and recommend sanctions for club and/or individual member infractions to the Recreational Sports Coordinator;
- Provide nominations for club and individual recognition awards; and
- Assist in hosting monthly officer workshops.

Any club sport officer interested in being a member of the Club Sports Executive Council should apply prior to the first Friday of April (date listed on the *Club Sports Calendar*). Requirements to be a member of the Club Sports Executive Council include, but are not limited to, being a full-time student, have a cumulative GPA of at least 2.5, and must be in good standing with the University.

In the event the Club Sports Executive Council does not continue from one year to the next, the roles and responsibilities of the Club Sports Executive Council will be distributed between the Recreational Sports Coordinator and the Club Sports Graduate Assistant.

## Who to Know

### Department of University Recreation

The mission of the *Department of University Recreation (UREC)* is to encourage student development and success through participation in recreation to support the development of healthy and responsible individuals. The UREC and Recreational Sports Office is located in the HTC Student Recreation Center, Suite 145.

Club Sports is a significant component of UREC. Club sport organizations receive dedicated administrative and financial assistance through UREC, including the use of top-notch facilities, annual monetary allocations, office services, and more. In addition to these services, UREC employs one full-time coordinator, three graduate assistants, and several students to assist club sport organizations in their pursuit of success.

### Recreational Sports Coordinator.

The Recreational Sports Coordinator serves as the primary advisor and resource to the club sport organizations. It is the responsibility of the Recreational Sports Coordinator to monitor club activities to assure participants are performing in a safe environment, and to ensure clubs are operating under University policies and procedures. As an advisor and facilitator, the Recreational Sports Coordinator will provide options and manage the parameters under which choices are made. The students will be expected to make decisions for themselves and shoulder the responsibility for the outcomes of their choices.

As club sport officers, you are given opportunities to exercise initiative and judgement. You are afforded as much freedom to operate as possible, provided you operate within the framework of the guidelines and regulations presented in this manual. In return, it is expected you will exercise your best judgement and maintain an open line of communication with the Recreational Sports Coordinator.

### Recreational Sports Graduate Assistants.

The Recreational Sports Graduate Assistant fulfills an important role within Club Sports. This individual is assigned various administrative roles within the program. The graduate assistant will assist with day-to-day operations and coordination of the program. Most importantly, the graduate assistant will support you in your efforts to lead a successful organization. Working with the Recreational Sports Coordinator, the graduate assistant provides direct supervision over the club sport organizations.

### Recreational Sports Supervisors.

The Recreational Sports Supervisor position is a student-employee position developed by UREC to assist club sport organizations with the details and logistics of holding practices and hosting events. These students are hired and trained for the following:

- Assist in making decisions on weather-related issues;
- Liaison between participants, officials, athletic trainers, and other personnel;
- Monitoring the behavior of participants, spectators, and other guests at on-campus practices and events;
- Provide basic First Aid, CPR & AED in the event of an emergency; and
- Enforce any UREC policies and procedures including both behavioral and facility policies.

### Club Sports Advisor.

Each club **must** have a university advisor (a current faculty or staff member); however, in most cases the Recreational Sports Coordinator is the advisor for all club sport organizations. A club sport organization wishing to have a second advisor that is knowledgeable in the specific activity may do so. For a second advisor, please refer to the *Office of Student Life (OSL) Student Organization Advisor Resources*.

## **Coaches.**

If a club sport desires, members may seek the assistance of a coach. Any and all coaches serve at the discretion of University Recreation. University Recreation must review all coaching candidates. All coaches desired to be approved by the clubs must meet with the Recreational Sports Coordinator/designee prior to engaging in any coaching activities with the club.

It is highly recommended that all coaches selected by a club have coaching certifications and/or endorsements recognized by the national sanctioning body of that sport. Upon approval of a coaching candidate, the club coach must submit a "Coaching Information" form annually. Coaches may be removed from service by University Recreation or by the club membership for conduct not congruent with the Missions and Values of University Recreation, the Club Sports Participant Handbook, the Club Sports Executive Council Constitution, the Constitution of the Club they serve, or for any reasons deemed necessary.

Coaches are encouraged to provide guidance in terms of practice schedule and game strategies. Club operations remain the responsibility of the club executives. Coaches may not participate in competition unless they are eligible under University Recreation and the sanctioning body policy. All coaches must provide proof of health insurance and sign a waiver of liability. Coaches may not promote private enterprise for personal gain. If a club desires to have a paid coaching position, a contract should be drawn-up and approved by club officers.



## Sport Club Administration

### Read and Follow Club Constitution

Read the Club Sports Executive Council Constitution as well as your own. Make sure you understand all the policies and regulations your organization must abide by in order to be a successful club sport. Please do not hesitate to ask for clarification. Contact a member of the Executive Council or Recreational Sports Staff for answers to questions (contact information found online and listed previously).

The University recognizes your club through its constitution. You can change it, but you must follow it. Your club constitution contains useful information. The duties of your officers, membership eligibility, how and when to hold elections should all be included in your constitution. A copy of your club constitution is on file in the Office of University Recreation.

### Elect Officers

Every club constitution must address how officers are to be elected. Most clubs hold elections in the Spring semester or at an annual business meeting. Clubs may take nominations one meeting and elect officers, through secret or open ballot, at the next. Remember that in order to maintain active status you must follow your club constitution.

### Club Sports Cohort Meetings

The Club Sports program will be divided into two cohorts. These cohorts are designed to group clubs with similar goals and missions together to make for more conducive meetings. The cohorts will be broken up into “on campus” and “off campus” clubs. Each cohort will meet once per month and club officers will be responsible for attending. Failure to attend designated cohort meetings may result in punitive action against the club.

### Delegate Responsibility

It takes a lot of time, organization, and commitment to effectively administer a sport club. Too often the President is stuck doing all the “work.” One characteristic of good leadership is the ability to motivate and empower your membership. Some are more willing to accept responsibility than others. The sure way to know which ones to look to are the ones that run for office, ask if they can help, or always have ideas about what the club should do. Here is a list of potential duties broken-up by officer title.

- **President:** Responsible for actions and functions. Schedules meetings, practices, and competitions. Coordinates fundraising and sponsorship efforts.
- **Vice President:** Acts in place of President in the President’s absence. Handles logistics for meetings, practices, and competition.
- **Secretary:** Maintains Club Sports Executive Council meetings attendance. Handles official correspondence.
- **Treasurer:** Responsible for creating budget reports and requests. Handles fiscal transactions including processing of expenditures, and the deposit of revenues. Should maintain an on-going and accurate summary of club account.

### Affirm Eligibility and File Official Rosters

**Currently enrolled**, full time, Coastal Carolina University students who have paid student fees are eligible to participate in sport clubs.

All sport club participants must have a completed waiver/assumption of risk form on file with the Competitive Sports Staff. “Club Days” or “Try Outs” for the purpose of recruitment or determination of interest may complete a modified waiver. Try-outs designed to determine a travel team from existing members must complete the full waiver/assumption of risk form and be listed as an eligible member on Fusion.

University Recreation maintains a membership database of each club using a recreation software, Fusion. Club members that have been confirmed to be currently enrolled CCU students, have completed waiver and assumption of risk form, and have completed a swim test (if applicable) are considered eligible club members. Only official club members may participate in club activities, including but not limited to: practice, travel, fundraisers, and other events.

Clubs may have seasons or competitions that occur during vacation periods. Club members are eligible to compete provided:

- They were enrolled and paid student fees for the semester prior to the date of competition AND continuing enrollment for the regular term immediately following the date of completion.
- The competition is a championship or qualifying tournament **within 60 days** of the date they complete the requirement for their degree (graduation).
  - NOTE: Regular season matches or non-championship playoffs are NOT included in this provision.

Please note: clubs that are members of a National Governing Body may have additional requirements for eligibility. These requirements or exceptions DO NOT supersede the minimum requirements of eligibility as noted herein. **If the National Governing Body requires enrollment verification documents signed by the Registrar prior to competition, bring those documents to the Recreational Sports Staff at least 2 weeks prior to the date of competition.** Roster verification forms should be typed, if possible, and contain each participant's full name, signature, and CINO ID number.

CCU is committed to an inclusive campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within a sport club is free from discrimination based on race, religion, sex, color, national origin, age, sexual orientation, or handicap.

### **Upholding CCU's Reputation**

Club Sports are afforded numerous privileges associated with being a part of the university. This includes but is not limited to access to facilities, logos, looks, likeness, and financial support from the university.

It is the responsibility of the club and all of its members, coaches, advisors, fans, supporters, and spectators to uphold the reputation of the university. Actions/behaviors that negatively impact the university or club's reputation may be subject to review and disciplinary action. These actions include but are not limited to the use of profane/vulgar language by club members and/or fans, supporters, and spectators during events, use of obscene gestures by club member and/or fans, supporters, and spectators, intoxication of club members and/or fans, supporters, and spectators during club events, inappropriate in game behaviors by club members, and actions deemed to adversely affect the university and its reputation. These actions may result in the loss of privileges included but not limited to restrictions on hosting events (matches/games, practices), restrictions on traveling, restrictions on the use of the university's name, logos, looks, and licensed marks, loss of access to on and off campus facilities, removal from the Club Sports Executive Council, and/or revocation of status as a student organization. Club events will be attended by university staff in order to measure compliance with the requirement detailed above.

To assist clubs in meeting the above requirement each club must attend a training in this area. Each club must attend with its full membership at the time of the training. This in-person training will be held bi-annually to account for member status changes due to new members joining throughout the year. Clubs will be scheduled for this training in groups of 2-5 clubs during times that allow for all members to attend. Scheduling will be managed by University Recreation staff and clubs will be notified of their training dates/times for each semester. Clubs will not be allowed to host events (scrimmages, games/matches/tournaments) or travel until this training is completed. The training will include detailed expectations as well as best practices designed to aid clubs in successfully upholding the university's reputation.

## Intramural Sports Participation

Intramural Sports limits Club Sports Member participation in sports the same or similar compared to their club membership (e.g. Soccer Club participating in Indoor or Outdoor Soccer). According to the Intramural Sports Handbook, Club Sports Members are any student who has paid semester dues and is listed on a club's roster. "Club Days" and information sessions are not considered club events for the purpose of eligibility.

Members are eligible to participate in Intramural Sports on the following basis:

Sport	Restriction
Basketball	2 players per team
Baseball/Softball	3 players per team
Soccer	3 players per team
Indoor Soccer/5v5 Soccer	2 players per team
Ultimate Frisbee	3 players per team
4v4 Sand/Indoor Volleyball	2 players per team

## Risk Management

Participants are responsible for discussing with Student Health Services medical staff or with their family doctor, any known physical problems that may limit participation in the Sport Club Program. This should be accomplished prior to participation. Participants are responsible for proper conditioning as a prerequisite for participation. Sport clubs may be required to purchase special event insurance. This will be determined on a case-by-case basis. Safety of club sports participants is of utmost importance. There are inherent risks involved in all recreational and competitive sport programs. All participants in the Club Sports Program should be aware that **involvement is voluntary**.

### Waivers / Visiting Club Waivers

All club members are required to fill out, sign, and have a witness sign, a Waiver/Assumption of Risk form and be a currently enrolled student at CCU. Individuals under the age of 18 must have a parent or legal guardian sign the Waiver/Assumption of Risk form. New members will not be able to participate in any club activity until these forms are on file with University Recreation. Waivers can be found under the link "Sport Club Resources" on the club sports page ([www.coastal.edu/recreation](http://www.coastal.edu/recreation)). A waiver must be filled out properly and turned-in to the University Recreation office in the HTC Convocation and Student Recreation Center before that individual participates. Club Officers (Secretary) should keep a current roster and copies of each member's waiver. The most up-to-date official roster for your club will be made available by request.

Visiting clubs will be asked to sign a waiver on game day. Clubs may not participate unless all of the club members that plan on playing sign the waiver. All visiting club members must show a valid University/College photo ID or valid government issued photo ID.

## **ImPACT Baseline Testing**

In order to remain committed to student safety, we are offering concussion baseline testing through ImPACT Applications to all Club Sport athletes. Due to the high risk nature, the following clubs are required to complete testing prior to their waiver being approved: Men's and Women's Basketball, Competitive Cheer, Equestrian, Field Hockey, Ice Hockey, Men's and Women's Lacrosse, Quadball, Men's and Women's Rugby, Men's and Women's Soccer, and Men's and Women's Volleyball. Any club or members interested in completing Baseline testing may speak with their advisor about the process to schedule a time for testing.

## **CPR & First Aid Requirements**

As part of our risk management plan, all clubs are required to have a minimum of two members that are American Red Cross CPR and First Aid Certified (or equivalent). Clubs may not engage in physical activity until verification of certification has been made, and copies are on file with University Recreation. At least one certified member must be present for any travel, home event, practice, or other physical activity. Classes are offered through University Recreation every fall and spring semester. Club money may be used to pay for the club member's enrollment.

## **Severe Weather**

University Recreation managed field space may be closed due to inclement weather. Club sports must refrain from on-field activities if/when the fields have been closed due to weather. Field closures will be communicated to club officers via email.

## **Injuries**

In the event of an injury:

1. Attend to injured person(s) as your level of certification allows
2. If available and on campus, send a non-injured member to contact the Recreational Sports Lead Staff on duty.
3. If the injury is serious or life threatening, call EMS at 911. After calling EMS contact the Recreation Program Coordinator or Director of Campus Recreation at the earliest possible moment.
4. For on campus practices, the Recreational Sports Lead Staff will complete an Incident Report Form. If the injury occurs off-campus, be sure to obtain any additional documentation which might be completed by other universities, police, ambulance personnel, doctors or hospitals.
5. Upon return or after the incident, schedule a meeting with the Recreation Program Coordinator to review the situation. The purpose of this meeting is to attempt to prevent future accidents and analyze the incident.
6. University Recreation staff will have the final decision on all return to play decisions. Participants may be required to submit proof of medical clearance by a medical professional before returning to play.

\*\*\* An injured participant is responsible for all financial obligations incurred in any treatment necessitated by an injury. All accidents should be reported to the Recreational Sports Staff immediately.

CCU offers a Student Accident plan for undergraduate and graduate students. The Student Accident Policy can be found at <https://www.coastal.edu/risk/studentinsurance/>.

## Reporting Injuries

An incident report can be found on the “Sport Club Resources” page of the University Recreation website. Reports should be filed with University Recreation **within 24 hours** of the accident occurring. Blank incident reports will also be sent as a part of the travel binder. The **front & back** of the document contains necessary details (e.g. victims’ condition, vital signs, medical assistance given, time, dose, and who administered; if applicable, time EMS called and arrival time, the weather conditions, exact location of team members, conditions of field, witnesses to accident, document the name of the EMT and time you transferred care). If you did not witness the accident, make sure to find someone who did witness it so all the necessary information can be gathered and record all contact information. If it’s a serious or life-threatening emergency, please try to locate as many witnesses as possible and try to get as much information as possible.

## Water Sports/ Route Plans

Participation in CCU Club Sports that are water related is contingent on participants passing a swim test.

Clubs are also required to file “Float Plans” or “Route Plans” with University Recreation for activities where 2 or more members gather in any activity consistent with the club’s stated mission (surfing, bike riding, etc.) during the academic year. Clubs will need to designate members as “Float Officers” or “Route Officers” and these individuals must be contacted prior to any activity taking place on/in the water or on the road (e.g. not a fixed location). The information to be presented to these members is detailed below. The Float/Route Officers will then contact designated University Recreation staff ([clubsports@coastal.edu](mailto:clubsports@coastal.edu)) with the information detailed below prior to and after the event takes place.

- Names of members participating
- Location of activity and route if applicable
- Time activity is to begin and end
- Names of the CPR/FA certified members present at event

## Water Temperature Information

Club members are reminded of the safety considerations and extreme danger that cold water and hypothermia may present. Even if the shoreline is close at hand: a wetsuit, wetsuit vest, float coat or wearing your PFD may determine whether or not a swimmer may reach the shore safely before incapacitation or even death. Refer to the rule of 100 when deciding what clothes to wear. If the water temperature and air temperature added together are equal or less than 100 degrees you must wear wetsuits or dry suits. Clothes decisions should be made by looking at this system in 10-degree increments. (I.e. 60-degree water temperature and 70-degree air temperature = 130 degrees.) If the water temperature is below 60 degrees, participants are strongly advised to wear a wetsuit.

Boat requirements and club certifications for use must meet the standards set by the University.

## **Financial Information**

### **Keep Track of Your Budget**

Most clubs have a Treasurer. This officer, or some other designee, should be charged with the fiscal responsibility for the club. Each club is provided a beginning balance. It is imperative that clubs maintain an accurate and reliable tracking of the budget. The Recreational Sports Staff will provide a backup to the club.

### **Deposits and Donations**

All money received by the club and designed for on-campus should be deposited with University Recreation that day or the next business day. Donations to the organization/university must be processed through University Recreation to be eligible for tax benefits through the University Advancement Division. Remember to be forthright and truthful with donors regarding where their money will go. Donations solicited using the Coastal Carolina Collegiate name must be deposited on campus. Third party checks, overseas checks, and unsigned checks (or signed in pencil) will not be accepted.

### **Fundraising**

All club sports are encouraged to undertake fundraisers throughout the year. Fundraisers are a good way to create social interaction among club members as well as create awareness about the club. Ideas for fundraisers include: carwash, run-a-thon, rent a club member for the day. Be creative! Most often the most creative fundraisers are also the most lucrative. Talk to other clubs and find out what works well for them. Meet with the University Recreation Staff if you plan to utilize a commercial sponsor in relation to the fundraising activity.

### **Sponsorships**

Club Sports are encouraged to solicit sponsors to help offset club costs. University Recreation have determined that alcohol or tobacco products are not appropriate sponsors for club sport sponsored activities or programs. Use of such sponsors for sport club fund-raising activities is strictly prohibited. All sponsors must be approved by a member of the University Recreation Staff.