



POLICY HANDBOOK



Campus Recreation &
Wellness

UNIVERSITY OF SOUTH CAROLINA AIKEN

USCA Club Sports Policy

Club sports are recognized by the University of South Carolina Aiken as student organizations that participate in voluntary sport-related activities.

I. DEFINITION OF CLUB SPORTS

A club sport is a registered student organization that provides a program of instruction, recreation, and/or competition in a specific sport or recreational/physical activity.

II. PURPOSES OF CLUB SPORTS

The University recognizes that the purposes of Club Sports are:

- A. To expose students to new activities.
- B. To continue and enhance skills already acquired.
- C. To provide recreational opportunities that would otherwise not be available.
- D. To develop student leadership skills.
- E. To provide opportunities for students to develop positive interpersonal relationships and to promote an appreciation for cultural diversity.
- F. To enhance holistic development through leisure and physical activities.

III. CRITERIA TO BE A CLUB SPORT

The criteria to be a club sport are as follows:

- A. Club sports must be registered student organizations in accordance with the University regulations governing student organizations.
- B. Club sports must involve physical activity.
- C. Club sports must provide instruction for all club members and provide intra-university competition for members when appropriate.

IV. CONDITIONS OF RECOGNITION

- A. Sports clubs must be formally recognized by the University of South Carolina Aiken as registered student organizations.
- B. The University reserves the right to review and deem inappropriate for registration as a University Club Sport, certain activities (e.g. bungee jumping, sport parachute, hang-gliding, parasailing, etc.).
- C. Club Sports must be formally recognized by the Office of Student Life.

V. SUPPORT FOR CLUB SPORTS FROM THE UNIVERSITY OF SOUTH CAROLINA AIKEN

A University recognized club sport is eligible to:

- A. Use University facilities, equipment, and services according to prescribed policies and procedures.
- B. Be monitored by and receive other support services from the Office of Student Involvement and other University sources.
- C. Receive the assistance of the Faculty/Staff Advisors in the normal business activities and operations.
- D. Collect reasonable dues, sponsor fundraising events, and solicit funds according to University policy.
- E. Receive awards and honors presented to University organizations and members.
- F. Be listed in University/student publications.
- G. Sponsor program activities consistent with the purpose of the organization.
- H. Participate in leadership training workshops and programs sponsored by the Office of Student Life.
- I. Submit to receive Student Activities monies one year after active existence in accordance with Student Government codes.

VI. CLUB SPORTS INSURANCE POLICY

- A. The University does not provide accident insurance to club sport members or to sports clubs. It cannot be held responsible for injuries incurred through participation in voluntary activities. The Office of Student Life strongly recommends that all club sport members have a medical insurance plan in effect before participating in any club activity.
- B. Club sports may wish to purchase group insurance (both personal injury and personal liability) when appropriate. Consultation may be given by the Assistant Vice Chancellor of Student Life (or designee) and the University Risk Manager.

VI. OBLIGATIONS OF CLUB SPORTS

As a University recognized club sport, the club sport shall be obligated to:

- A. Understand that the University of South Carolina Aiken is not responsible for the activities of the Club Sport. The University considers participation in club sport programs a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.

B. Adopt, maintain, and conduct business in accordance with a constitution and any other by-laws or regulations. These should:

- State the purpose of the organization.
- Identify the titles and duties of officers and specify the date of their election.
- Contain no provision which would discriminate on the basis of sex, race, color, national origin or disability unless otherwise exempt.
- Ensure that all activities will not interfere with academic responsibilities.
- Contain no provisions for and ensure against the sponsoring of destructive activities that would tarnish the reputation of the University or cause damage to the club sport, the University, personal property or individuals.
- Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession or use of illegal drugs or controlled substances.
- Prohibit the sexual harassment of all club members.
- State all rules and regulations of the club. This should include proper equipment procedures.
- Ensure that membership is limited to students, faculty and staff.

C. Understand that Club Sports are not agents of the University of South Carolina Aiken (e.g., The Equestrian Club at the University of South Carolina Aiken). The clubs may use the name "University of South Carolina Aiken" in describing the organization, however, Club Sports must themselves understand and make it clear in their representation to third parties that they speak only for their own members, not the University or the student body as a whole.

D. Remain in good standing with local, regional and national affiliations as appropriate.

E. Maintain an active membership roster and submit to the Office of Student Involvement a "Waiver of Liability and Release Form" from all club members before participating.

F. Complete and submit to the Office of Student Life, "Visiting Teams Waiver of Liability and Release Form" for all persons who come to USCA to participate in a game, tournament, etc. sponsored by a club sport. These forms should be completed before participating.

G. All club sports are required to have at least two representatives at each club sport meeting which are held once per month.

H. Comply with all local, state, and federal laws and University regulations.

- I. Maintain an active Faculty/Staff Advisor. If instructors/coaches meet requirement for serving as Faculty/Staff Advisor, they should do so. Faculty/Staff Advisors must be full time faculty or staff. For those instructors/ coaches who do not meet these requirements (i.e., non-University personnel), Office of Student Life staff may temporarily serve as Faculty Advisors when an active Faculty Advisor cannot be found.
- J. Maintain an active instructor/coach with proper certification by a National certifying agency or written documentation of competence and background in their area of expertise. If a National certifying agency does not exist, the instructor/coach must still provide written documentation of competence and background in their area of expertise. Written contracts should be utilized with University and non-University instructors/coaches.
- K. Participate in all workshops sponsored by the Office of Student Life in regards to club sports.
- L. Abide by travel policies. These include, but are not limited to the following:
- All persons driving to club activities must sign a form stating that they have proper vehicle insurance before driving to an event. This form will also include the name of the insurance company and the insurance policy number. This form must be submitted to the Office of Student Life.
 - All persons driving University vehicles to club activities must follow University procedures. A driver's record must be submitted per University procedures.
- M. Abide by equipment policies. These include, but are not limited to the following:
- Equipment valued under \$500 should have clear checkout procedures. A logbook should be used and compared to University inventory. All equipment is to be checked by the staff of the Office of Student of Life with officers of the club each semester. All equipment should be housed on the USC campus unless written permission is obtained from the Office of Student Involvement.
 - Equipment valued over \$500, or equipment needing certified servicing, should be placed on contract between the University of South Carolina Aiken and appropriate vendors according to University policy. Contracts should be handled by the Office of Student Life and will include specifics regarding clear procedures of authorization (i.e., who can checkout or use equipment) and appropriate amount of insurance (theft, fire, etc.).
 - All clubs must have an equipment manager that will be responsible for checking in and out equipment to authorized club members. Records of equipment check in and out should be kept on file with the Office of Student Life.
 - Damaged or lost equipment must be reported to the Office of Student Life by a club officer or equipment manager within 24 hours.
 - In case of equipment damage, individual(s) may be held responsible for repayment costs due to negligent use or loss. Cases may be referred to the Office of Student Life for further action.

- Donated equipment should be inspected and deemed in good condition before being used by club sports.
 - All equipment purchased by a student activity fee funded student organization is property of the University of South Carolina Aiken and may be used for recognized club sports activities. All use of and transactions involving property shall be done in accordance with University of South Carolina Aiken policy and the organization's constitution.
- N. Complete and submit to the Office of Student Life a general information sheet concerning game schedules, tournaments, practices, etc. at the beginning of each semester.
- O. Deposit all money raised or collected from an activity sponsored in whole or in part by Student Activity Fee funds into the Student Life account of the organization. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.
- P. Receive approval from the Office of Student Life prior to the sponsoring of fund-raising activities. Fund-raising audit sheets should be completed and submitted to the Office of Student Life.
- Q. Complete and submit to the Office of Student Life, "Accident Report Forms" and "Emergency Medical Services Request Forms" for accidents and injuries within 24 hours.
- R. Ensure all individual club members are advised to review their medical insurance plans and receive any necessary medical advice before participating in any club activity.
- S. Purchase group insurance (both personal injury and personal liability) when appropriate. Consultation may be given by the Assistant Vice Chancellor of Student Life (or designee) and the University Risk Manager.

Violation of any of the Conditions or Obligations of Affiliation may result in the loss of recognition by the Office of Student Life and/or the University of South Carolina Aiken.

CLUB SPORTS MEMBERSHIP

- A. Active membership in a club sports shall be limited to:
- Persons officially connected with the University as faculty, staff, or full-time students. Students taking six credit hours or more and who pay the University Fee are eligible for regular membership in student organizations.
 - Spouses who have obtained a Club Sports participation card.
- B. The following are eligible for summer membership:
- Students enrolled in the spring semester under the above conditions and indicating intent to continue (students who have preregistered) in the fall semester.
 - Students enrolled in summer school.

- C. The above individuals agree to comply with the club rules, club constitution, and the guidelines set forth in the Office of Student Life. Any person not meeting the above requirements shall not be eligible for membership in any Club Sport.
- D. All club members are required to complete a "Club Sports Membership Application and Waiver of Liability and Release Form" before participating as a member of a Club Sport.
- E. No person other than members (and one coach for organized practices) may use club equipment, participate in any Club Sport activity, or receive any benefits that derive from funds allocated by Student Activity Fees.
- F. Coaches (other than members) are not eligible to receive any remuneration, travel, or subsistence reimbursement, or any other support from University monies available to the club.
- G. Any exceptions on subsidizing travel for coaches must be approved by the Director of Student Life.
- H. Associate, affiliate, honorary, or comparable type memberships used to circumvent the membership requirements are not authorized.

CLUB SPORT COACHING GUIDELINES

Coaches/Instructors are not a requirement for members of the Club Sport at USCA. The 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 USCA or the Office of Student Life, and cannot be paid with university funds.

Coaches and instructors must abide by the following guidelines:

- A. The coach/instructor shall be aware of and follow all University and Departmental procedures relative to the club sport program. The officers should schedule an appointment with the Assistant Vice Chancellor of Student Life (or designee) and coach to cover these procedures.
- B. The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management. A club sport is first and foremost a student organization. The philosophy, and key, to the success of the Club Sport 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, not the coach, must serve as the liaison between the sport club and the Assistant Vice Chancellor of Student Life (or designee). Club business matters (i.e. hosting tournaments, submitting forms, 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.

- C. Coaches and instructors should refrain from discussing club sport matters with anyone but persons the University deems appropriate (the club, its advisor, admissions counselors, etc.)
- D. Participation in the club sport program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
- E. Coaches and instructors should help ensure good sportsmanship at all times. Club Sport members are representatives of USCA 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.
- F. The Office of Student Life has an obligation to protect the student members of the Club Sport Program. If, in the Assistant Director of Student Life 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.
- G. 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.

*All Coaches must have an Information Sheet on file with the Assistant Vice Chancellor of Student Life (or designee).