



Club Sports Handbook

LIVE – LEARN – LEAD



WINTHROP UNIVERSITY
OFFICE OF RECREATIONAL SERVICES

PH: 803/323-2652

Web site: www.winthrop.edu/recservices

Table of Contents

| | |
|---|----|
| Club Sport Contact Information | 4 |
| Recreational Services Contact Information | 4 |
| Helpful Places in the Winthrop University Community | 5 |
| Introduction | 6 |
| Recreational Services Mission Statement | 6 |
| Role of Recreational Services | 6 |
| Definition of a Club Sport | 7 |
| Criteria to be a Club Sport | 7 |
| How to Form a New Club | 7 |
| Maintaining an Existing Club | 8 |
| Club Sports Objectives | 8 |
| Expectations of Each Club Sport | 8 |
| Club Status | 9 |
| Conditional | 9 |
| Full | 9 |
| Club Sport Member | 10 |
| Club Sport Membership Eligibility | 10 |
| Insurance | 10 |
| Liability Waivers | 10 |
| Rosters | 10 |
| Student Leadership | 11 |
| Position Descriptions | 11 |
| Club Sports President | 11 |
| Club Sports Vice President | 11 |
| Club Sports Secretary | 11 |
| Club Sports Treasurer | 12 |
| Prepare for the Next Generation | 12 |
| Communication | 12 |
| Meetings | 13 |
| Club Officer Workshop | 13 |
| New Officer Training | 13 |
| President/Vice President Quarterly Meetings | 13 |
| Individual Club Meetings | 13 |
| Club Sports Advisor | 13 |
| Club Sports Coach | 14 |
| Club Sports Allocations | 14 |
| Funding Eligibility | 14 |
| How to Apply for Funding | 15 |
| What will be Funded | 15 |
| Uniform Policy | 15 |
| Determining Allocations | 16 |
| Matching Funds | 16 |
| Appeals Process | 16 |
| How to Gain Access to Funds | 16 |
| Reimbursements | 16 |
| Check Requests | 17 |
| Request for Additional Funding | 17 |
| Allocations Point System | 17 |
| Fundraising | 19 |

| | |
|--|----|
| Club Bank Accounts | 20 |
| Club Inventory | 20 |
| Equipment Storage | 21 |
| Winthrop University Property | 21 |
| Uniforms | 21 |
| Misuse of Property | 21 |
| Facility/Field Reservations | 21 |
| Inclement Weather | 22 |
| Competition and Scheduling | 22 |
| Club Practice | 23 |
| Club Sports Fair | 23 |
| Student Organizations Fair | 23 |
| Club Email Accounts | 23 |
| Publicity | 24 |
| Web Pages | 24 |
| Posting Fliers, Posters, and Publicity Materials | 24 |
| West Center | 25 |
| Other Areas on Campus | 25 |
| Social Networking Sites | 25 |
| Graphics and Logos | 25 |
| Graphics Standards | 25 |
| Athletics Graphics Standards | 25 |
| WU Graphics Standards | 26 |
| Intramural Sports Participation | 26 |
| Risk Management | 26 |
| Emergency Procedures while Participating | 26 |
| Travel | 27 |
| Vehicles | 27 |
| Rental Vehicles | 27 |
| Driver Qualifications | 28 |
| Safe Driving Guidelines | 28 |
| Driver Assistant | 28 |
| Forms and Supplies to Take While Traveling | 29 |
| Emergency Procedures | 29 |
| Code of Conduct | 30 |
| Alcohol Policy | 30 |
| Hazing | 30 |
| Disciplinary Process | 31 |
| Minor Infractions | 31 |
| Major Infractions | 31 |
| Individual vs. Club | 32 |
| Disciplinary Actions | 33 |
| Probation | 33 |
| Campus Community Service | 33 |
| Club Sports Conduct Council | 33 |
| Appeals Process | 34 |
| Sample Constitution | 34 |
| Champion's Cup Point System | 36 |
| Club Sports Checklist | 39 |

Club Sports Contact Information

Office of Recreational Services
211 West Center
803-323-2652

Program Director for
Intramural & Club Sports
Neil Ostlund
803-323-2354
ostlundn@winthrop.edu

Graduate Associate for Intramural
and Club Sports
Lisa Citro
803-323-4884
citrol2@winthrop.edu

Graduate Associate for Intramural
and Club Sports
Bryan Mery
803-323-4884
meryb2@winthrop.edu

Office of Student Activities
269 DiGiorgio Campus Center
803-323-2248

Assistant Director for Student Activities
and Leadership
Alex Miller
803-323-4868
millera@winthrop.edu

Graduate Associate for Student Organizations
Candice Caldwell
803-323-4500
studentorgs@winthrop.edu

Other Recreational Services Contacts

Director of the West Center & Recreational Services
Assistant Dean of Students
Grant Scurry
803-323-2140
scurryg@winthrop.edu

Assistant Director of the West Center for Operations
Laura Johnson
803-323-2198
johnsonlc@winthrop.edu

Program Director for Fitness & Aquatics
Lindy Lunkenheimer
803-323-2390
lunkenheimer@winthrop.edu

West Center Front Desk: 803-323-3940

Helpful Places in the Winthrop University Community

Council of Student Leaders

202 DiGiorgio Campus Center
803-323-4509
csl@winthrop.edu

Department of Physical Education, Sport and Human Performance

216 West Center
803-323-2123

Health and Counseling Services

217 Crawford
803-323-2206

Office of Residence Life

237 DiGiorgio Campus Center
803-323-2223

The Johnsonian

104 DiGiorgio Campus Center
803-323-3419
editors@thejohnsonian.com

Volunteer and Community Services

Laura Foster
269 DiGiorgio Campus Center
803-323-2520

Winthrop Athletics

Dan Murray
Associate AD for Facilities, Operations & Sales
803-323-6240
murrayd@winthrop.edu

Jeff Lahr

Assistant AD for Athletic Training
803-323-6248
lahrj@winthrop.edu

Introduction

The club sports program at Winthrop University is designed to offer you the opportunity to participate in organized, instructional, recreational and competitive activities. We believe that physical preparation is as important as intellectual preparation in meeting the challenges and stresses of everyday living.

The success and strength of the club sports program is based upon the initiative of student leaders and the total involvement of club members. Members collectively have the responsibility of writing their rules and regulations, setting up organizational meetings, informing new members of the club's programs, establishing club dues, raising funds to support the club's activities and planning and promoting the clubs competitions and events.

Club sports promote opportunities for students to engage in sporting events, competitions and activities in the State of South Carolina, the Southeast and the United States. This handbook is your information guide for participation and leadership in an organized club sport at Winthrop University. We have included information on eligibility, club formation and details on conducting an active club sport on campus.

Recreational Services Mission Statement

Recreational Services promotes healthy lifestyles through diverse quality recreational opportunities and services to engage and enrich mind, body and spirit while enhancing life long learning and adapting to an ever changing campus community.

Live. Learn. Lead.

Role of Recreational Services

Recreational Services has full administrative authority and supervision of the club sports program. Clubs are accountable to the requirements and expectations established by the Office of Recreational Services, student code of conduct, the club sports handbook and the student organizations handbook. The club sports program will report directly to the Program Director for Intramural and Club Sports

Recreational Services will be an advocate across campus for all active club sports. Recreational Services will provide the expertise and resources to allow the individual club sports to be successful. Examples of services the department can provide are:

1. To provide administrative leadership, support, guidance and encouragement for the club sports.
2. To assist club sports with funding, equipment and facilities to pursue their function.
3. To monitor the administrative and financial operations of each club.
4. To promote wholesome, educational, social and competitive opportunities for each club.
5. To develop lifelong habits of participation in sports/recreation related activities.

Definition of a Club Sport

A club sport is a chartered student organization through the Council of Student Leaders, which provides opportunities to pursue a recreational/athletic interest. The focus of the club sport program combines the aspects of learning new skills, practicing with fellow participants and competing with other clubs. Club sports are organizations formed by students who are motivated by a common interest in a particular sport/activity. Club sports activities are coordinated by the Office of Recreational Services.

A club sport is a competitive recreational program that is available for all students, faculty and staff of Winthrop University. Realizing each student's recreational needs may not be met in the traditional recreational programs, the club sports program offers students the opportunity to establish and participate in a recreational activity of their choice. The success of a club sport is dependent on student leadership and involvement as they are self administered with elected officers. The quality of the club is dependent upon the effectiveness of its leadership and the active involvement of its members.

Recreational Services has high expectations for these clubs, and therefore the responsibilities of each club and its members are very high. The clubs represent Winthrop University and therefore must always be aware of its perception by others whether on or off campus.

Criteria to Be a Club Sport

1. Club sports must be registered student organizations with the Office of Student Activities and in accordance with University regulations and the Club Sports Handbook.
2. Club sports must involve physical activity.
3. Club sports must provide instruction for all club members and provide inter-university competition for members when appropriate.

How to Form a New Club Sport

Any club seeking club sport status should follow these guidelines:

1. Meet with the Program Director for Intramural and Club Sports to obtain the necessary information for the formation of a club sport.
2. Arrange a meeting of all those interested in being a part of the club. At this meeting you will discuss various possibilities and goals for the club and obtain a list of names of those interested in joining the club. Complete the Application to Initiate a New Club Form and return it to the Office of Recreational Services in the West Center room 211. There will need to be a minimum of 10 interested current Winthrop University students.
3. A constitution must be drafted for each club sport outlining the rules, regulations and guidelines that the club and its members must follow (Refer to the Sample Constitution located in this handbook).

4. Elect officers that are current Winthrop University students and select a faculty or staff member to be the club's advisor. A good advisor can be a valuable asset to your club in terms of insight into university policies and add consistency to the club's program.
5. Complete the Student Organizations charter packet and the Club Advisor Agreement. This information can be found on the Student Organizations website.
6. Petition the Office for Student Activities to become a recognized club sport and be officially chartered by the Council of Student Leaders.
7. Complete the online Club Sports Application and Registration form. Clubs must submit a complete roster form after they have registered with the Office of Recreational Services.

Maintaining an Existing Club Sport

Once a club sport is established, it is required to register with the Office of Recreational Services at the beginning of every academic year. The Club Sports Application and Registration form will need to be completed by every club sport to remain an active club.

Club Sports Objectives

1. To provide students of Winthrop University the opportunity for instruction and participation in a wide range of recreational programs that can develop sound lifelong recreational values and skills.
2. To provide opportunities for student to develop positive interpersonal relationships and to promote an appreciation for cultural diversity.
3. To secure use of facilities, funding and equipment for learning and practicing the skills of the club.
4. To develop leadership by providing opportunities for students to organize, administer and problem solve for individual clubs and to become officers thereof.

The Winthrop University club sports program strives to provide leadership and recreational opportunities to the student body to enhance their knowledge and skills in a specific sport of interest. The club sports program is organized with the participants taking an active role in the administration and financing of the program.

Expectations of Each Club Sport

Clubs must maintain good standing and have full club status to be afforded complete club sports privileges. Clubs must complete the following criteria to remain in good standing:

1. Attend all club sport officer trainings and specific club meetings.
2. Complete the club sports online application and roster form.
3. Ensure that the organization is represented at all required training sessions facilitated through the Office of Student Activities and submit their on-line registration form.
4. Submit signed liability waiver forms and member emergency forms for each club member to be kept on file with Recreational Services.

5. Host or attend at least 3 events each academic year. If clubs do not meet this requirement for the year, they will relinquish full club status and will be placed on conditional status the following academic year.
6. Maintain up-to-date information on the club (constitution, officers, advisors, etc.).
7. Submit membership statistics and the Annual Report form at the end of every academic year.
8. All clubs must provide for a safe environment for participation. This should include but not be limited to: safe playing area for practices and competitions, proper instruction and supervision and emergency action protocol in place for injuries and emergencies.
9. Clubs must be in good standing with the regional or national organization or league that they compete in.
10. Clubs must be in good standing with Recreational Services and complete all program requirements.
11. Act in a manner that is appropriate for Recreational Services and Winthrop University.

Club Status

The club sport program is structured with two levels of club status:

1. Conditional
2. Full

Conditional Club Status

During the club's first year of operation (2 full semesters), they will be placed on conditional status. Conditional clubs will have one year to demonstrate stability in terms of club administration, student interest and support by maintaining the appropriate number of active club members. Upon successful completion of the first year, clubs will move from conditional status to full club status. In addition to newly formed clubs, returning clubs that do not meet the required three events will be placed on conditional status the next academic year. These clubs will have one year to re-establish themselves as a full status club. Clubs will continue to hold a conditional status until they have met all requirements. When a club has conditional status, they will be funded a maximum of \$750.

Criteria:

1. Ability to maintain a membership of at least 10 (or the minimum number required by the activity) active student members.
2. Demonstrate effective club leadership.
3. Have no record of disciplinary action towards any club member or the club as a whole.
4. Complete requirements as outlined in the "*Expectations of Each Club Sport*".
5. Must have a club cumulative GPA average above a 2.0.

Full Club Status

Once clubs have completed their conditional year in the program, they will gain full club status. Clubs who have full club status are eligible for funding based on the club's needs and requests.

Criteria:

1. Demonstrated effective club leadership for one year or longer.
2. Demonstrated commitment to the Office of Recreational Services and Winthrop University by following prescribed policy and procedures.
3. Ability to maintain a membership of at least 8 (or the minimum number required by the activity) active student members.
4. Complete requirements as outlined in the “*Expectations of Each Club Sport*”.
5. Must maintain a club cumulative GPA average above a 2.0.

Club Sports Member

Within the club sports program, each member has a number of opportunities to become directly involved in the administration and supervision of their club. They collectively have the responsibility for the following: determination of their membership requirements, the selection of their club advisor, the selection of their coaching staff, the development and administration of their club budget and activity schedules.

Club Sports Membership Eligibility

All currently enrolled Winthrop University students are eligible to participate in a club sport. Faculty and staff may be a member of a club; however, they are not eligible to compete as an active member. Each club makes its own acceptance policy. All clubs must not discriminate based on race, sex, religion, ethnic group or national origin. Common sense, reasonable and individual safety will be the guidelines for determining the extent of participation by club members with disabilities.

Insurance

All club sports members are required to have current health insurance. Proof of health insurance must be submitted to the Office of Recreational Services before participating in any practices or competitions.

Liability Waivers

Every individual participating in the club sports program will need to complete an Assumption of Risk and Release of Liability Agreement form at the beginning of the academic year. Club members will not be allowed to participate in any club event without a completed liability waiver on file. Clubs will be held to disciplinary action if members participate without a completed form.

Rosters

All clubs are required to submit a roster to the Office of Recreational Services listing all current club members. Club rosters must be submitted within one week after the club’s first practice.

Student Leadership

Each club is conducted by its members, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices and safety. An understanding of the basic principles of organization management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time.

At the beginning of each academic year, every club sport must elect club officers. The most common officers are president, vice-president, secretary, and treasurer. Once those club officers are obtained it will be necessary to select a club sport coach and advisor.

Position Descriptions

Club Sports President:

1. Serve as a liaison between the Office of Recreational Services and the club.
2. Be familiar with the club sports handbook and ensure its implementation.
3. Make sure all required forms are completed and submitted to the Office of Recreational Services.
4. Keep club coach and advisor aware of all the club sport activities.
5. Hold yearly elections as stipulated by the club sports handbook.
6. Delegate responsibilities to other club members appropriately to help the club succeed.
7. Must meet with the Office of Recreational Services at least twice a semester.
8. Ensure that the club is represented at all required training sessions facilitated through the Office of Student Activities.

Club Sports Vice-President:

1. Coordinate practices, competitions and facility reservations.
2. Be familiar with the club sports handbook and ensure its implementation.
3. Assist the President, and preside when the President is absent.
4. Work closely with the President in coordinating club activities.

Club Sports Secretary:

1. Update team roster as necessary.
2. Be familiar with the club sports handbook and ensure its implementation.
3. Compile the club's annual report information.
4. Assist the President and Vice-President when needed.

Club Sports Treasurer:

1. Keep budget and account records up-to-date.
2. Be familiar with the club sports handbook and ensure its implementation.
3. Process all forms needed for check requests, reimbursements and purchase orders.
4. Oversee fundraising activities.
5. Work with Recreational Services to ensure financial records are in order.

To be eligible for an officer position, you must be a registered full-time student at Winthrop University and have a cumulative GPA of 2.0. If students do not meet these requirements or if they do not maintain the requirements, they will not be allowed to hold any officer position and will have to step down as officer if they previously held a position. Clubs must elect officers each year and notify the Office of Recreational Services of the changes. The Office of Recreational Services must have officer changes by April 1st of the current academic year.

Prepare for the Next Generation

A smooth transition between incoming and outgoing officers is essential for the survival of any club. For this reason, it is helpful to keep a binder for the club to pass along to the next president. This binder should include:

1. Important Contact Information (officials, businesses, equipment, etc.)
2. List of previous events that were conducted by each club
3. Evaluations of previous events and special projects
4. Previously used marketing materials
5. Budget summaries from previous years
6. Needs and ideas for the following year

Each club should keep in mind the future of their club when making critical decisions. Not only is it important to be successful during the current academic year, officers should also think of the future success of the club and continue to set the foundation for the next generation of officers and members.

Communication

Communication is the key to the successful administration of a club sport. Formal and informal communication lines are necessary for successful administration of the club sports program. Mandatory club sports meetings will be arranged and one officer from each club will need to be in attendance. Individual meetings will also be scheduled as needed to address issues facing each club. Recreational Services is always available to assist with any issues as they arise. Club officers may contact Recreational Services at any time to schedule an appointment with the Program Director for Intramural and Club Sports or one of the Graduate Associates for Club Sports.

Meetings

Club Officer Workshop

At the beginning of each academic year, all club officers are required to attend the Club Officer Workshop. Through the workshop, officers will be trained on all policies and procedures of the Club Sports program. The workshop will assist in developing students into effective officers for the success and sustainability of their respective club.

New Officer Training

All club members who are elected for an officer position during the academic year are required to attend a new officer training session. The purpose of the new officer training is to assist with a smooth transition of student leadership so the club does not experience any setbacks. There will be three training sessions scheduled throughout the year. New officers must attend the next available session based on when they were elected as an officer.

President/Vice-President Quarterly Meetings

Every two months, club presidents and vice-presidents are required to meet individually with the Program Director for Intramural and Club Sports or the Graduate Associates to discuss ideas, problems and concerns in regards to their club, the club sports program and as a means to disseminate information from the Office of Recreational Services to the clubs. During this time, each club will also present all planned or proposed activities for the next two months as well as present a summation of the club's previous events (tournaments, fundraising, community service events). Clubs are required to sign-up for a time to meet with the Club Sports staff. Specific dates and times will be set aside for all clubs.

Individual Club Meetings

Club meetings will be held at the discretion of each club. No meeting will be held without two or more club officers being present. It is recommended that the minutes of each meeting be provided to the Office of Recreational Services to keep informed of club activities. These minutes can be presented during the monthly president meetings.

Club Sports Advisor

Each club must have a faculty/staff advisor. The advisor should be a full time employee of Winthrop University. The Program Director for Intramural and Club Sports can serve as a club's advisor if a club is unable to obtain an advisor on their own.

Competent advisors lend their experience and expertise to help each club mature and reach its full potential. The advisor should help the club's officers and members plan effectively and realistically.

The advisor can insure that the club achieves its aspirations on and off the field. However, the advisor should never interfere with the student decision making process. The advisor should be consulted as one part of the decision making process. Consequently, club officers should always keep their advisor aware and informed on club events and news. The club sport has the responsibility to find an advisor from campus to assist with the management of the club. It will be the responsibility of the club sports advisor to become familiar with this handbook to assist with club administration.

Club Sports Coach

Some club sports operate with student coaches while others are coached by volunteers, graduate assistants or full-time staff members. It is considered the responsibility of each club sport to secure the services of their coach. The coach must volunteer their services and restrict their involvement with the club to teaching and coaching in practice and may not participate in any area of competition as a member of the club. The club officers will act as the liaison between the coach and Recreational Services. Once the coach is selected, they must complete the Coach Agreement Form and return it to the Office of Recreational Services.

Club Sports Allocations

Each club sport files a formal request for funds to the Program Director for Intramural and Club Sports. The Program Director and Graduate Associates will then review all requests and finalize disbursement to each club sport based on available funds.

Funding Eligibility

To be eligible for funding, club sports must fulfill the following requirements:

1. Be officially chartered and recognized by the Council of Student Leaders.
2. Attend all required trainings with the Program Director for Intramural and Club Sports at the beginning of each semester.
3. Have a constitution established.
4. Complete the Club Sports registration and roster form.
5. Complete the Student Organizations registration.
6. Must have selected an advisor.
7. Submit a Participation and Release of Liability for each member of the club sport.
8. If returning as an active club, the Annual Report form must have been completed from the previous year.
9. Each on-campus event/program funded by the Office of Recreational Services must be open and appropriate for all students at Winthrop University.

How to Apply for Funding

1. Complete, in detail, the Club Sports Allocation Request Form.
2. Gather pricing information for each item for which you request funds. Get estimates by going on-line and printing documentation, getting mileage from the Internet, do your research and be prepared.
3. The allocation request form must be submitted to the Office of Recreational Services by October 1st.

What Will Be Funded

1. Club specific activities
2. Club specific equipment
 - a. The club sports program is willing to fund up to 100% of the cost of equipment for each club.
3. Travel and lodging for club sports events
 - a. Each club is allowed a maximum amount of \$80 per every four students per night for lodging expenses (maximum of 4 days).
 - b. The gas rate for the program is .20 cents per mile. Clubs will be funded up to 250 miles (one-way) per vehicle for each trip taken
 - c. Each club is allowed \$75 per day for rental vehicles, for a maximum of 4 days totaling \$300 for the rental of a car or a 7 passenger van.
 - i. The club sports program will not allocate funds for a 12-15 passenger van.
 - d. At the conclusion of each trip, clubs are required to turn in gas and lodging receipts to the Office of Recreational Services.
 - e. If the actual amount spent on gas or lodging is less than the allotted amount, the club will be reimbursed for the actual amount spent.
4. Membership and tournament registration fees
 - a. The club sports program will fund up to a combined \$400 for each team tournament.
 - b. The club sports program will fund up to \$40 per person for each individual tournament.
5. Payment for officials at club sports competitions/events

The allotments listed above are not guarantees that a club will receive those amounts each trip or event. They are the maximum allotments the club sports program would be willing to pay each trip if a club has the funds available in its budget.

Uniform Policy

Money for uniforms may not come from the funding by the Office of Recreational Services. Each club sport must use alternative funding to finance uniforms. Fundraising and/or dues are potential funding sources.

Determining Allocations

The Program Director for Intramural and Club Sports will take into consideration the club's need, use of allocated money from the previous year, the club's previous year's performance and the club sport point standings to determine the amount that a club will be allocated for the academic year.

Matching Funds

All clubs are required to match 20% of the allocated funds they receive. Clubs can match funds through fundraising events, membership dues, donations or a combination between any of the listed possibilities. Clubs must match their funds by December 1st. If the funds are not matched by the deadline, clubs will lose 20% of their allocated funding and will not earn the related allocation points.

Appeal Process

If a club is dissatisfied with the amount of money it has been funded, they have the option of appealing the decision. To begin the appeal process, clubs must submit an appeal in writing to the Program Director for Intramural and Club Sports stating why the club should receive more funding and must resubmit their allocation request form.

How to Gain Access to Funds

Once the final allocations have been completed, the Program Director for Intramural and Club Sports will meet with each club president individually to discuss their allocations. After the Program Director has met with all presidents, clubs can start to use their funds for club activity. It is the responsibility of each club to document their expenses throughout the year and keep an accurate balance of what funds are still available. The final day that clubs can use their funds is the last day of spring semester classes before final exams.

Reimbursements

If a club is entitled to a reimbursement for items purchased or travel, the club will need to bring an original itemized receipt to the Office of Recreational Services to begin the reimbursement process. An itemized receipt is one which lists all items purchased and the total amount spent. Clubs are strongly encouraged to begin the reimbursement process immediately following purchases for each allocated event.

How to receive reimbursement:

1. Clubs must notify the Program Director that they are seeking reimbursement before any purchase can be made or travel takes place.
2. For club travel, all students seeking reimbursement must complete and sign a Winthrop University travel authorization two weeks before the travel date (this form is different than the Club Sports Travel Authorization form).

- a. If students do not complete this form, they will not be reimbursed.
3. Bring original purchase receipts to the Office of Recreational Services after purchases have been made.
4. Students have two weeks after the purchase/travel date to complete a reimbursement form.

Check Requests

For payment of tournament registration fees, reimbursement for individual purchases (other than travel reimbursement) or payment to instructors, clubs must make a request for a university check to make a payment.

How to make a check request:

1. Request for tournament registration fees
 - a. Provide a copy of the tournament registration form that shows the amount of registration to the Office of Recreational Services.
 - b. Make the request for payment no later than 2 weeks before the event date.
2. Request for reimbursement of individual purchases
 - a. Bring the original purchase receipt to the Office of Recreational Services.
 - b. Make the request for payment no later than 2 weeks after the purchase date.
3. Request for instructor payment
 - a. Provide documentation for the amount the instructor is to be paid.
 - i. If no documentation is available, have the instructor complete a Contract for Professional Service Agreement (located on the Accounts Payable website).
 - b. Make the request for payment no later than 2 weeks after the instruction date or if requesting payment at time of instruction, request must be made no later than 2 weeks before the instruction date.

After a request has been made, the Office of Recreational Services will submit the check request to Accounts Payable for payment.

Request for Additional Funding

Clubs have the opportunity to make a request for funding during the spring semester if a club needs additional assistance or has exhausted their current funds. Clubs are allowed to make one request for additional funding and must have met all requirements of the program up to the time the request is made. To make a request, the club must complete the Request for Additional Funding form at least one month prior to the anticipated event where the funds will be used.

Allocations Point System

The point system is established to determine the next year's budget allocations. Clubs earn points by turning paperwork in on time and attending all scheduled club meetings and events. Clubs can also earn bonus points throughout the year with fundraising and community service. Deadlines for all items will be given to club sport officers at the beginning of the fall semester.

Point Breakdown:

| | |
|---|-----------------------|
| Club Sports Program Meetings | 10 pts each |
| Fall Semester Officer Training/Workshop | 25 pts |
| Club Sports Fair | 15 pts |
| Student Activities Training | 10 pts |
| Space Use Training | 10 pts |
| Quarterly Reports (includes president's meetings) | 10 pts each |
| Fall Semester Paperwork | 10 pts each |
| <i>Club Sports Registration</i> | |
| <i>Club Sports Roster</i> | |
| <i>Allocation Request</i> | |
| <i>Coach/Instructor Agreement</i> | |
| <i>Assumption of Risk, Release and Indemnification (before participation)</i> | |
| <i>Member Emergency/Health Insurance (before participation)</i> | |
| <i>Student Activities Registration</i> | |
| Practice Requests | 10 pts each |
| <i>Fall Semester</i> | |
| <i>Spring Semester</i> | |
| Inventory Reports | 10 pts each |
| <i>Fall Semester</i> | |
| <i>Spring Semester</i> | |
| Match 20% of allocated funds | 15 pts |
| Election of New Officers | 10 pts |
| Annual Report | 15 pts |
| Fundraising (max of 3 events) | 5 pts per event |
| Community Service (max of 3 events) | 5 pts per event |
| <i>Possible Deductions</i> | |
| Minor Infractions | 5 pt deduction |
| Major Infractions | up to 25 pt deduction |

All minor and major infractions carry additional penalties as outlined under the Disciplinary Process section of the handbook.

How the Points Work:

Clubs are given a percentage of their original allocations based on the amount of points they accumulated from the previous year. Of the amount that is subtracted from each level, 75% will then be divided amongst the clubs who have achieved funding level 1. The remaining 25% will be divided amongst the funding level 2 clubs.

Listed below are the different levels of funding a club can obtain based on the percentage of points they receive:

| <u>Funding Level</u> | <u>Percentage of Total Pts Received</u> | <u>Percentage of Funding</u> |
|----------------------|---|------------------------------|
| 1 | 91-100% | 100% |
| 2 | 81-90% | 85% |
| 3 | 71-80% | 70% |
| 4 | 61-70% | 60% |
| 5 | Below 61% | 50% |

Fundraising

Each club is encouraged to take part in fundraising efforts to help support and fund activities of the club. Fundraising can be fun, as well as a learning experience for those involved. It works to unify the group and helps everyone get to know one another. To be successful, these efforts must be well organized. Below is a list of some organizations and fundraising options that clubs may want to consider when planning an event:

Organizations:

1. Charlotte Bobcats
2. Carolina Panthers
3. Charlotte Knights
4. Charlotte Checkers
5. Carowinds Amusement Park
6. Other local businesses

Options:

1. Bake sale
2. Car wash
3. Candy sales
4. Yard sales
5. T-shirt sales
6. Club exhibitions/contests
7. Offer high school tournaments
8. Work with varsity athletics to sell game tickets

9. Profit sharing with local businesses
10. Raffle contests

How to organize a fundraising event:

1. Meet with members to discuss where you want to fundraise and what type of event you want to do.
 - a. Start the planning process 3-4 weeks before your anticipated event date.
2. Secure enough members who want to help out with the event.
 - a. Do not have enough:
 - i. Work with other clubs for a joint event.
 - ii. Offer first priority for tournaments/trips to those who assist with fundraising events.
3. Talk with the company or site location where you want to have your event.
4. Complete the Fundraising Proposal and Request Form.
 - a. Must be turned in no later than 2 weeks before the event.
5. Create fliers for your event if necessary.
6. Purchase equipment/prepare for your fundraiser.
7. After your event, complete the Fundraising Summary within 5 days and make deposits into your club account if available.
 - a. Complete a Deposit Form.

A fundraiser event may not be associated with alcohol, drugs, or promote unhealthy lifestyles.

Club Bank Accounts

It is recommended for each club to have a club bank account to manage all funds they receive through fundraising, membership dues and donations. The Office of Recreational Services must have account records for all clubs who have bank accounts. To continue use of the club account after officer transition year to year, it is recommended that each club have more than one member's name on the account. New and old officers should complete name changes to the account by April 1st of the current academic year.

Club presidents are required to present bank statements every two months to the Program Director for Intramural and Club Sports. Clubs are allowed to use the funds from their bank account for any club related function. If clubs make purchases that show no relation to the club's purpose, disciplinary action will be taken towards individuals or the club as a whole.

Club Sports Inventory

The officers of each club sport are responsible for the equipment of their respective club sport. An inventory report form must be completed by the last day of regular classes for each semester to close the club sport in good standing. There will be regular checks of inventory throughout the year where the club officers and a Club Sports staff member will be present. Clubs must secure equipment in storage as provided by the Office of Recreational Services, pending approval from the Program Director for Intramural and Club Sports.

Equipment Storage

All club sports that practice and compete within the West Center and/or Student Activity Center are given a locker in the Recreational Services storage closet located by court #4 in the West Center. Clubs can select two members to have access to the closet. Each club who has a locker will be given one key at the beginning of the fall semester to access their equipment. Clubs must turn in the key to the Office of Recreational Services at the conclusion of the academic year. If a club fails to turn in their key, they will be charged for the cost to change the lock. It is strictly prohibited for any club to make copies of their locker key.

The remaining clubs that practice and compete at other locations such as the Recreational Services fields or one of the varsity athletic fields will store their equipment in the Recreational Services storage shed. Clubs will not be given key access to the Recreational Services storage shed. A club sports staff member will access the equipment for clubs when needed.

Winthrop University Property

Any materials that are purchased through University funds for club activity is to be considered Winthrop University property. All fundraising funds and membership dues that clubs receive in the name of the club sport they are affiliated with is to be considered Winthrop University funds and is to be used solely for the purpose of the club and its primary function. Club uniforms that are purchased with membership dues or fundraising efforts are considered Winthrop University property.

Uniforms

Clubs who have uniforms can check them out at the beginning of the fall semester and must return them to the Office of Recreational Services at the conclusion of the academic year. Clubs or club members who fail to return uniforms to the office will be charged for the cost of the uniform. Clubs are responsible for the cleaning of all uniforms during the academic year.

Misuse of Property

Any club or member of a club who misuses Winthrop University property such as damages club equipment, selling equipment for personal gain or any other related means will be subject to disciplinary action through the Office of Recreational Services and/or the Dean of Students Office. The responsible person(s) may also have charges filed against them through the police department.

Facility/Field Reservations

It is the responsibility of the club sport officers to request practice/event space from the Office of Recreational Services. The facility reservation form must be completed and submitted prior to any club sponsored activities taking place at any university location. A facility practice space request form must be filled out at the beginning of each semester to secure practice space. Two weeks prior

to any on campus event, the event/competition facility request form must be completed and turned into the Office of Recreational Services. If clubs are reserving a space on campus other than the recreational fields, club officers must also make a reservation through the campus on-line reservation system. Clubs must submit their online reservation no later than 10 days prior to the event.

The following locations are available to all eligible club sport teams for practice and competitions:

1. Recreational Services Fields 1 & 2
2. West Center Gymnasium
3. West Center Activity Rooms 122 & 206
4. West Center Pool
5. Student Activity Center (SAC)
6. Sand Volleyball Courts
7. Winthrop Softball Complex
8. Winthrop Coliseum
9. DiGiorgio Campus Center

Inclement Weather

Clubs should utilize their best judgment when fields are wet and possibly unsafe. The Office of Recreational Services will make decisions as to the condition of the fields and whether the fields are available for use. In the case of sudden inclement weather, it is the responsibility of the club to clear and stay off of the fields. The Office of Recreational Services will have the final decision for field use during inclement weather.

Competition and Scheduling

Many club sports organize for the purpose of competition. These clubs are not restricted to competition with other colleges and universities, but may also compete with other organized clubs.

1. Never schedule home events without first being assured of having a facility available. It is the responsibility of the club officers to fill out the proper paperwork and complete any reservations needed to secure the desired facilities.
2. A club sport desiring to affiliate itself with a conference, union or league must secure prior approval from the Office of Recreational Services.
3. Clubs are expected to abide by the guidelines of their affiliated conference, union or league and any change in their status with that affiliation must be reported to the Office of Recreational Services.
4. A copy of each club's competition schedule should be on file in the Office of Recreational Services.
5. When possible, home and away contests should be equally scheduled.

Club Practice

Clubs may not start practicing during the fall semester until they have submitted the following forms:

1. Club Sports Registration
2. Student Activities Registration
3. Practice Request Form
4. Completed the Officer Training Workshop

Clubs can start practicing during the spring semester once the first day of regular classes has begun. Clubs must complete their practice schedule prior the last day of classes before final exams each semester.

Clubs are asked to keep a regular practice schedule throughout the academic year. In case of practice cancellations, clubs are asked to inform the Office of Recreational Services in a timely manner. If clubs neglect to inform the Office of Recreational Services of two consecutive cancellations of practice, the club will lose practice privileges for two weeks and may face additional disciplinary action.

Club Sports Fair

All club sports are required to take part in the Club Sports Fair which takes place at the beginning of the fall semester. The Club Sports Fair is an opportunity for clubs to recruit new members, have demonstrations and talk about their related club to new and current students on campus. Each club must have at least one representative from their club in attendance; preferably a club officer.

Student Organizations Fair

Clubs also have the opportunity to take part in the Student Organizations Fair which takes place during the fall semester. This is another opportunity for clubs to recruit new members and talk to students on campus who might be interested in joining.

Club Email Accounts

Each club sport is required to have and manage a club email account. The account is useful for communication from the Office of Recreational Services and any potential students who might be interested in joining a club. All access information for each club's email account must be on file with the Office of Recreational Services. Any changes that are made to the email account must be given to the Office of Recreational Services. Misuse of club email accounts and failure to notify the office of any changes can result in disciplinary action towards individuals or the club as a whole.

Publicity

All promotional materials require the approval of the Office of Recreational Services prior to printing and duplication. After approval, clubs are responsible for ensuring proper placement and stamping for other areas on campus. For effective marketing, it is recommended that publicity of events take place two weeks prior to the date of the event. Club social events are not sponsored by the Office of Recreational Services or Winthrop University and must not be advertised as official activities.

Web Pages

All clubs have their own web page that is updated and maintained through the Office of Recreational Services. These web pages are the “official” pages of each club within the club sports program at Winthrop University. Each club may have their own personal club web page, but with the following expectations to ensure accurate and up to date information:

1. Must be updated by the first week of each semester and at the conclusion of the academic year.
2. Must provide club contact information for prospective members.
3. Must give an overview of the club and its activities.
4. Must provide the current practice schedule with location and time.
5. Must provide the current competition schedule with location and time (if applicable).
6. If there are pictures on the website, they must be relative to the sport or activity of the club. Clubs should not post any pictures of activities that do not relate specifically to the club. If there are pictures that do not relate to the club’s activities, they must be taken off immediately. Disciplinary action may be taken based on the extent and severity of the situation.

Each club’s personal web page will be linked to Winthrop University’s official page. Clubs are asked to inform the Office of Recreational Services with any updates or corrections to the “official” web pages to ensure accurate information is being presented.

Posting Fliers, Posters, and Publicity Materials

For posting materials on campus, the following guidelines must be followed:

1. All club posters, fliers, and other information must be approved by the Office of Recreational Services prior to duplication and posting.
2. All items are to be posted only on bulletin boards. Materials may not be posted on a bulletin board administered by a department unless approved by that department.
3. All posted material must specify in English the date, time, and location of the event as well as the name of the club.
4. Posted material should not cover any publicity posted for other events. However, outdated information may be removed to make space for current information.
5. Posted materials may not advertise alcohol, drugs, gambling or anything else that would be in violation of University policies, either through language or artwork.

6. The club is responsible for taking down all posted material upon completion of its event.

West Center

Clubs have the opportunity to post promotional materials on four bulletin boards within the West Center. The four locations for posting are located in the weight room, the commuter lounge, and one board by both locker rooms. Upon approval, clubs may post publicity materials in plastic clear cases that stand on the front desk of the West Center. Materials that are posted in the West Center require approval from the Assistant Director of the West Center for Operations.

Other Areas on Campus

Clubs that would like to post fliers at other locations on campus must contact the space use manager of the building which the club would like to post them. The designated space use managers for each building on campus can be found on the University web site at www2.winthrop.edu/studentaffairs/spaceusepolicy/section5.htm.

Social Networking Sites

As with any social networking site, you can find both positive and negative aspects. It is important that club officers and members understand how these publications can have possible ramifications that can impact a club and/or Winthrop University. Any club that has a “club page” or club sports members that associate themselves on their personal pages with a particular club, must do so in accordance with the Student Code of Conduct of Winthrop University. Additionally, club members should take care not to put anything on these pages that will negatively impact the image of the club or the University as a whole.

Graphics and Logos

Graphics Standards

All material printed or produced by Winthrop University, or in the name of Winthrop University, will follow Winthrop University’s Graphic Standards Manual. Publications personnel in the Office of University Relations are responsible for reviewing all common applications of the Winthrop logo to ensure compliance with graphic standards.

Athletics Graphics Standards

All material printed or produced by the Winthrop University Department of Athletics, or in the name of Winthrop University Eagles, will adhere to the guidelines of the Winthrop University Athletics Graphics Standards Manual.

WU Graphics Standards

All material printed or produced with the WU logo will follow the WU Graphic Standards Manual.

All uses of Winthrop University logos and name must be approved through the Office of Recreational Services prior to approval from University Relations. To review all graphics standards manuals, visit University Relations' website at www.winthrop.edu/relations.

Intramural Sports Participation

For club members who participate in intramural sports, there may only be two active club members on the same intramural team for similar sports that they are members of. (Ex: club volleyball members may only have two club members on the same intramural volleyball team).

Risk Management

To provide a safe and positive recreational experience for all participants, it is essential to make efforts to prevent accidents and injuries before they happen. All clubs shall follow these guidelines to ensure the safety of all club members:

1. Club sport officers, club members, coaches and instructors must maximize participant safety at all practices, games and other activities.
2. Develop and practice safety guidelines relevant to your sport.
3. Inspect fields and facilities prior to every practice session, game and special event. Report unsafe conditions to the Program Director for Intramural and Club Sports.
4. It is required that each club has at least one member that is CPR/AED/First Aid certified. It is highly recommended that at least one other member be CPR/AED/First Aid certified.
5. It is recommended that each club who is hosting a match to have an athletic trainer on-site during the match.

Emergency Procedures While Participating

For minor injuries:

1. A qualified individual may conduct first aid as required onsite.
2. Complete an accident report form and submit it to the Office of Recreational Services within 48 hours.

For injuries requiring medical attention:

1. Do not allow the injured party to go to a medical facility unescorted.
2. Complete an Injury Report form and submit it to the Office of Recreational Services within 48 hours.

For emergencies:

1. Call Campus Police at 803-323-3333 or 911 and obtain medical attention.
2. Explain the nature of the emergency and inform them that no EMT is on the scene.
3. Give them clear and specific directions to the site.
4. Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
5. Emergency personnel will be responsible for determining if and how the injured party shall be transported.
6. Notify the Office of Recreational Services immediately after taking any steps necessary for emergency care.
 - a. Neil Ostlund - Program Director for Intramural and Club Sports
803-323-2354 (office) 218-371-1788 (cell)
 - b. Lisa Citro - Graduate Associate for Intramural and Club Sports
803-323-4880 (office) 201-463-1847 (cell)
 - c. Bryan Mery - Graduate Associate for Intramural and Club Sports
803-323-4880 (office) 570-977-7303 (cell)
 - d. If unable to reach any of the above, call the Director of the West Center and Recreational Services, Grant Scurry at 803-323-2140.

Travel

Travel arrangements must be made through the Office of Recreational Services for any clubs leaving campus for a competition or special event. Clubs must complete and submit a travel authorization form two weeks prior to any travel. Each club is responsible for obtaining their travel binder prior to the scheduled travel date. The travel binder must be kept with the club at all times during travel. It is to be used as a reference in the event of an emergency.

Vehicles

Since Winthrop University does not lease out vehicles for club sports, each club will be responsible for providing their own transportation to and from competition and special events. Each of these vehicles should have the appropriate insurance, inspection and registration. Individuals traveling in private vehicles understand that they do so at their own risk. Drivers need to be aware that by choosing to drive, *they assume responsibility for the safety of those traveling in their vehicle*. This means that drivers must follow all traffic laws, safety guidelines and make sure that their vehicle is in a safe working condition before beginning the trip.

Rental Vehicles

Clubs have the option to use rental vehicles for club travel if they have been allocated to do so. Clubs are responsible for initiating the process to secure a rental vehicle by submitting all required paperwork for travel to the Office of Recreational Services. The driver of the vehicle must be at least 21 years old, present a valid driver's license and be present at the time of appointment when reserving a vehicle. The Office of Recreational Services will not provide funding for 12-15 passenger vans.

Driver Qualifications

All drivers (whether in rental vehicles or private owned vehicles) will be required to complete a Driver Contract Agreement before they are eligible to drive a vehicle while traveling for club activities. Club sport presidents are required to select qualified drivers for club travel. These selected drivers are the only club members allowed to drive any vehicle while traveling to and from events. All driver contract agreements must be turned in to the Office of Recreational Services two weeks prior to the travel date.

In order for an individual to be eligible to drive during club sport trips, a driver must:

1. Be at least 18 years of age (personal vehicles); 21 years of age (rental vehicles).
2. Have a valid South Carolina or other state driver's license.
3. Have current vehicle registration (if driving a private vehicle).
4. Possess personal automobile insurance coverage as mandated by the State of South Carolina.
5. Agree to obey all local, state and federal traffic laws.
6. Agree not to drive under the influence of alcohol or any illegal drug.
7. Agree not to possess or transport any alcohol, illegal drugs, firearms or weapons.
8. Agree to wear a seatbelt and require all passengers to wear a seatbelt.
9. Agree to abstain from horseplay, racing or other distracting or aggressive behavior.
10. Agree to not travel between the hours of 1 a.m. and 5 a.m.
11. Not permit any unauthorized persons to drive the vehicle.

Safe Driving Guidelines

1. Begin the trip well rested.
2. Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow, ice, etc).
3. Plan routes out in advance.
4. Carpool and caravan when possible.
5. Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.
6. On extended trips, have at least one other approved driver in the vehicle. It is recommended that drivers rotate every three to four hours.
7. The driver's assistant should ride in the front passenger seat and remain awake at all times.
8. Pull over in a safe location if the driver is drowsy and let someone else drive.
9. If an accident or breakdown occurs, know and follow proper emergency procedures.

Driver's Assistant

The driver's assistant must be assigned prior to any club departing from the university. The driver's assistant is the individual who is riding in the front passenger seat and is responsible for the following:

1. Use of cell phone if necessary.
2. Keeping the driver awake and alert while driving.
3. Helping the driver navigate to approved destination.

4. Making sure the driver is not being distracted in any way from driving.

Forms and Supplies to Take While Traveling

1. First Aid Kit & Flashlight.
2. Cell Phones: one for each vehicle.
3. Credit Cards (for gas or emergencies).
4. Maps of approved route and directions.
5. Have a plan in place if vehicles become separated on the road during travel.
6. Lodging/hotel information available in each car.
7. The club's travel binder.
 - a. Items in the travel binder should include a copy of the travel authorization, liability forms, proof of health insurance and emergency contact information for each member who is traveling.
 - b. Travel binders must be picked up from the Office of Recreational Service by 12 p.m. the day before travel or by 12 p.m. on Friday if traveling during the weekend.

Emergency Procedures

If you are involved in an accident:

1. Stop immediately and notify the local police or call 911.
2. Once you have called 911, then notify the Office of Recreational Services immediately after taking any steps necessary for emergency care.
 - a. Neil Ostlund - Program Director for Intramural and Club Sports
803-323-2354 (office) 218-371-1788 (cell)
 - b. Lisa Citro - Graduate Associate for Intramural and Club Sports
803-323-4880 (office) 201-463-1847 (cell)
 - c. Bryan Mery - Graduate Associate for Intramural and Club Sports
803-323-4880 (office) 570-977-7303 (cell)
 - d. If unable to reach any of the above, call the Director of the West Center and Recreational Services, Grant Scurry at 803-323-2140.
3. In case of a serious accident; the Program Director for Intramural and Club Sports will contact the Dean of Students Office.

Fill out a police report (necessary for insurance purposes):

1. Obtain the names and addresses of all witnesses.
2. Do not make any statements as to who is at fault. Do not make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
3. If you are driving a rental vehicle, follow the notification and emergency procedures outlined in the rental packet.

If a breakdown occurs, follow the procedures outlined in your vehicle Operations Manual for Emergencies.

Code of Conduct

The benefits that participants derive through participation are the true value of this program. To achieve that goal, club members, coaches and spectators are expected to conduct themselves in a sportsmanlike manner at all times. Inappropriate or disrespectful behavior is not an acceptable means of expression. The following are merely guidelines of conduct and are by no means all inclusive.

Participants will:

1. Demonstrate a cooperative and positive attitude with teammates, opponents, game administrators and spectators.
2. Be held responsible for the conduct of one's team members and followers before, during and after any contest.
3. Comply with the requests and directives of the officials and supervisors in a respectful, responsive manner.
4. Abide by and comply with the student conduct code that is outlined in the student handbook.

Participants will not:

1. Use profane, abusive or demeaning language or gestures.
2. Strike, attempt to strike or otherwise direct physical abuse toward an official, opponent, spectator or other person.
3. Disrespectfully address, bait or taunt an opponent or game administrator.
4. Incite undesirable reactions from other participants or spectators.
5. Consume or possess alcohol before, during or after a contest or while traveling to and from an event.

Alcohol Policy

Club sports are expected to comply with all applicable local and state laws and university policies pertaining to alcoholic beverages at sponsored programs or events. Clubs should consider that alcohol and sports don't mix well and remember that alcohol and driving never mix. Alcoholic beverage consumption at Winthrop University club sport events, whether on campus or traveling is strictly prohibited. No club sport may sponsor an event on or off campus in which alcohol will be served.

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization or club. This includes but is not limited to beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such

as sleep deprivation, exclusion from contact with others or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

Hazing activities are prohibited in any form on and off campus. Infractions of this policy will be considered a major infraction and will be dealt with severely as well as forwarded to the Dean of Students Office.

All clubs and their members are to conduct themselves in accordance with all policies that are outlined within Winthrop University's student handbook. Club members are subject to disciplinary action through the Office of Recreational Services and the Dean of Student's Office for violating any stated policies.

Disciplinary Process

All club sports are expected to comply with Winthrop University requirements, Recreational Services' expectations and at all times reflect well upon Winthrop University. Violation of or non-compliance with University policies, club sport policies or standards of conduct may result in loss of membership or other disciplinary action against the club sport involved. The Program Director for Intramural and Club Sports, the Director of Recreational Services and the Dean of Students Office have the right to assess disciplinary action against any club for failure to meet program expectations. The discipline process has been developed to assist clubs and its officers in correcting mistakes that have caused problems for the club and the University.

Minor Infractions

Examples would be, but not limited to non-attendance at trainings or failure to submit required forms on time.

1. First Minor Infraction (without being on probation):
 - a. The club will lose 5% of its allocated funding.
 - b. The Office of Recreational Services will notify the club through a meeting with the club officers.
2. Two or More Minor Infractions:
 - a. The club will lose an additional 10% of its allocated funding for each infraction.
 - b. The Office of Recreational Services will notify the club through a meeting with the club officers.

Major Infractions

These include club actions that are outside of acceptable standards of conduct or are in violation of program or University policies, guidelines or student code of conduct. Examples of major infractions include, but are not limited to, the following situations:

1. Displaying conduct that does not comply with Winthrop University's function as an educational institution and the Office of Recreational Services policies (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
2. Misuse of club funds and/or abusive use of club funds.
3. Selling of club equipment that is Winthrop University property for personal gain.
4. Allowing ineligible individuals to participate in club activities.
5. Compromising the safety of club members while traveling.
6. Transporting and/or consuming alcohol or illegal substances while on official club trips.
7. Not complying with Winthrop University's student handbook.

For all major infractions:

1. A meeting with club officers and the Program Director for Intramural and Club Sports is scheduled.
2. Input from appropriate administrators and staff members is solicited when appropriate.
3. The Program Director for Intramural and Club Sports and/or the Dean of Students Office determines the disciplinary action to be taken.
4. The club is notified in writing of the decision in a timely manner and is advised of their right to appeal the decision.

Individual vs. Club Discipline

An incident may become the responsibility (in whole or part) of a club when the incident is sponsored (officially or unofficially) by the club, or when the following occurs:

1. When club resources (funds, list serves, e-mail lists, property, or name(s) and image of the club) are involved. This includes on-line social groups and events that can be associated with the club.
2. When officers of the club know or should have known about the incident and did not take actions to prevent or correct the situation.
 - a. When a "spontaneous" club party takes place, yet the president is not present. The officers are responsible for the management of the club 24-7.
 - b. When the webmaster posts his/her apartment party on the listserv or website. Officers can't claim ignorance because they didn't check their e-mail or haven't been to the website in a while.
3. When a reasonable person associates the incident with the club (example: when students commonly report an incident as the Lacrosse Club party/social/fight).
 - a. The Herald reports a party "bust" involving the Winthrop Lacrosse Club.
 - b. Students on campus are talking about the awesome "Ladies of the Soccer Club Car Wash" that involved a few members – "but was not sponsored by the Soccer Club".
4. When five members or 25 percent of the membership are involved in the incident.
5. When a club has a special responsibility.
 - a. New members and hazing by current members.

Disciplinary actions may be any of the following:

1. Probation
2. Campus Community Service
3. Temporary loss of facility space
4. Temporary freeze of funds
5. Suspension of travel privileges
6. Partial loss of funds
7. Complete loss of funds
8. Referral to the Dean of Students

Probation

Probation is a form of disciplinary action where a club is on close watch by the program and is not allowed another infraction during the probationary period. If another infraction takes place during the probationary period, whether major or minor, a club can be suspended from all activity. Probation usually carries additional sanctions that are listed above.

Campus Community Service

Students and/or clubs who are sanctioned for campus community service must complete one campus community service project or event. These service projects can be done through Student Life programs that are offered throughout the year. The timeline to complete the campus community service project will be determined by the Program Director for Intramural and Club Sports. If a student or club already is a regular participant for a certain volunteer event, they will not be allowed to use that event towards their requirement. To meet this requirement, clubs must have at least 90% of club members fully participate in the event.

Club Sports Conduct Council

The Winthrop University Club Sport Conduct Council is an advisory group that assists with the disciplinary operations of the club sports program.

Duties:

1. Serve as an appeal board for disciplinary sanctions given by the Program Director for Intramural and Club Sports.
2. The council will only make decisions on cases that are not governed through the Dean of Students Office.
3. Make recommendations, offer advice and assist in the decision making process in other matters when requested to do so by the Program Director for Intramural and Club Sports.

Membership:

1. All active club presidents will serve on the council.
 - a. Club presidents who are in the same club as the person(s) or club involved in the appeal will not be allowed to serve on the council for the specific case.

2. Club presidents may designate a representative from their club to serve in their place if unable to take part due to other obligations.
 - a. If there is a club representative other than the president serving, they must be the sole club member for the specific case they initially hear and cannot be replaced.
3. The Director of the West Center and Recreational Services shall serve as the advisor to the council.
4. The Director will be non-voting on the council, but will coordinate and take part in discussion.
5. In cases of tie votes in regular meetings, the Director of the West Center and Recreational Services will vote to break the tie. This is the only situation where the Director will have a vote.

Appeal Process

Clubs have the right to appeal all disciplinary decisions to the Club Sports Conduct Council which is advised by the Director of the West Center and Recreational Services. The club has three business days from the date of the disciplinary action to submit an appeal. The appeal must be in writing and state the following items:

1. Describe the action that is in question.
2. Give specific reasons why you took part in such actions.
3. List all names involved and the number of members.
4. State why you feel that the original disciplinary sanction that was given to you or the club is not justified to the actions that took place.
5. State what you feel your sanction should be.
6. Describe the actions that you or the club is going to take to correct the actions.

The appeal must be submitted in person to the Office of Recreational Services within the three day appeal period. Once the appeal is received, the Director of Recreational Services will schedule a council meeting with all current club presidents who are eligible to be a part of the council. After the council has met and reviewed the appeal, the Director of Recreational Services will inform the person(s) or club of their decision. All decisions made by the Club Sports Conduct Council are final.

Sample Constitution

Each recognized club sport is required to have a constitution established. A constitution is a listing of fundamental rules and principles of the organization that determines powers and duties. In developing a constitution, one goal should be to allow flexibility in the group's operations. The sample constitution below is not a rigid standard, but instead a suggested outline for order and contents of each section. Each club sport is unique; therefore, every constitution will be a little different and should include as much information as needed to meet the needs of the organization.

The Constitution of the Winthrop University _____ Club.

ARTICLE I – Purpose

The purpose of this organization shall be _____.

ARTICLE II – Membership

- A. Active membership shall be open to all students enrolled full time at Winthrop University.
- B. Clubs may choose to have more than one group of members such as a ‘competitive’ group and ‘practice’ group.
- C. Clubs can also hold tryouts for membership but must be clearly stated in the constitution and prospective members must be informed prior to trying out.
- D. Club membership dues.

ARTICLE III - Officers and Faculty/Staff Advisor

Section 1 - The officers of this organization shall be (list officer titles, not student names)

- A.
- B.
- C.
- D.

Section 2 - The faculty/staff advisor of this organization shall be _____.

ARTICLE IV – Powers

Section 1 - The membership at a meeting shall have the power to:

- A. Determine organizational policies and initiate programs.
- B. Develop by-laws necessary for the well-being of the organization, provided that they do not conflict with elements and spirit of this constitution.

Section 2 - The duties of the President shall include:

- A. Calling and organizing regular and special meetings.
- B. Appointing officials for special meetings.
- C. Organizing, publicizing and supervising officer elections as necessary.
- D. Using the resources of Winthrop University including facilities and funding in accordance with University policy.

Section 3 - The duties of the Secretary/Treasurer shall include:

- A. Maintaining accurate records of meetings, minutes and other correspondence.
- B. Developing a budget and handling all financial matters of the organization.
- C. Publicizing to the University community the policies and activities of the organization.

ARTICLE V – Meetings

Section 1 - Regular meetings of the organization shall be held _____.

Section 2 - A special meeting may be called by _____.

ARTICLE VI – Amendments

Section 1 - Proposals for amendments to the constitution shall be announced at a regular meeting and posted two weeks prior to consideration.

Section 2 - A 2/3 favorable vote of those members of the organization present at a regular meeting shall be required to ratify an amendment.

Champion's Cup Point System

Every club sport that is registered with the Office of Recreational Services will compete for points towards the Champion's Cup. The club sport that has the highest total of points at the end of the year will be named the top club sport at Winthrop University and rewarded the Club Sports Champion's Cup.

Point Breakdown:

Club Officers Elected:

25 Pts

Clubs must have officers (president, vice-president, secretary, and treasurer) for the following academic year designated and turned into the Office of Recreational Services by April 1st.

Completed Club Sports Registration and Application:

10 pts

All clubs must register through the Office of Recreational Services to be recognized as a club sport and to be eligible for funding. The application must be completed at the beginning of the fall semester.

Completed Student Organizations Registration and Application:

10 pts

All clubs must register through the Office of Student Organizations to be recognized as a student organization on campus. The application must be completed at the beginning of the fall semester.

Allocation Request Form:

25 Pts

Clubs must have the allocations request form turned into the Office of Recreational Services detailing all expected funding for club related expenses. To earn points, the form must be turned in before the deadline that is given to all clubs.

Forms Submitted on Time:

50 Pts

All of the following forms must be submitted to the Office of Recreational Services at the beginning of the fall semester.

Each form is worth 10 points each:

1. Club Roster
2. Release of Liability and Waiver Form (all members)
3. Member Emergency Form (all members)
4. Practice Request Form
5. Coach/Instructor Form

Annual Report Form:

50 Pts

The annual report form must be submitted to the Office of Recreational Services during the spring semester by the deadline that is given to all clubs.

Club Officer Training:

Fall 100 pts/Spring 25 pts

Club officers must attend the mandatory club officer training which is conducted at the beginning of each semester. Clubs must have a minimum of two officers in attendance at each training session to earn points.

Increased # of Active Members:

50 Pts

A club must increase their active membership by 20% throughout the academic year to qualify for points.

Zero Club Infractions:

50 Pts

A club qualifies for points by not committing any infractions dealing with the club sport or any club sport related activities throughout the academic year.

Additional Club Sports Meetings:

10 Pts Each

Attendance will be taken at every club sports meeting throughout the academic year. It is required that an officer from the club sport be present at all of the meetings to earn points.

Inventory Report:

50 Pts/Semester

A club must set-up a scheduled time for an inventory check each semester. All equipment purchased through club funds will be inventoried and processed.

Off-Campus Events/Competitions:

75 Pts Each

At least 50% of the club's members must attend the off-campus event to qualify for points. It includes any approved travel off-campus for club events/competitions.

On-Campus Events/Competitions:

100 Pts Each

Clubs will be awarded points for any approved event/competition that the club hosts on Winthrop University's campus.

Cumulative Club Grade Point Average:

Points will be awarded based on a club's academic achievement as a group. The Office of Recreational Services will look at the club's cumulative grade point average per academic year.

The points will be awarded as follows:

1. 3.6-4.0: 100 points
2. 3.1-3.5: 50 points
3. 2.6-3.0: 25 points
4. 2.1-2.6: 0 points
5. Below 2.0: -50 points

Educational Opportunities:

100 Pts Each

An educational opportunity is one where the club is providing opportunities to the campus community to learn more about the club and club activities. Clubs must notify the Office of Recreational Services prior to the event date to earn points.

Community Service Projects:

150 Pts Each

At least 50% of club members must be present at all volunteer work to qualify for points. Clubs must notify the Office of Recreational Services prior to the event date to earn points.

Fundraising Activities:

150 Pts Each

To earn points, clubs must raise 10% of the funds that they were allocated at the beginning of the year. *(Example: if a club was allocated \$2,000, they must raise 200 on their own as a club to gain the points.)*

In the event of a tie between two or more clubs, the following criteria (in order) will be used as a tiebreaker:

1. Total number of club infractions.
2. Cumulative GPA.
3. Higher Percentage Increase in Membership.
4. Total number of fundraising events.
5. Total number of community service projects.
6. Total number of on-campus events/competitions.
7. Total number of educational opportunities.

Club Sports Check List

1. ___ Attended fall officer training with Program Director and Graduate Associates
2. ___ Attended spring officer training with Program Director and Graduate Associates
3. ___ Club Sports Application and Registration form Submitted
4. ___ Club Sports Membership Roster submitted
5. ___ Club coach and advisor identified with completed forms
6. ___ Constitution established and amended per school year
7. ___ Office of Student Organizations Registration form submitted
8. ___ Attended Space Use Training and Student Organizations Training
9. ___ Club Sports Participation and Release of Liability Agreements Completed
10. ___ Member Emergency Cards completed and submitted
11. ___ Club Sports Allocations Request Form completed and submitted
12. ___ All Driver Contract Agreements submitted
13. ___ Club Sports Practice Requests completed and submitted ___ Fall ___ Spring
14. ___ Club Uniforms Checked Out/In (If applicable) Fall ___/___ Spring ___/___
15. ___ Inventory Reports completed ___ Fall ___ Spring
16. ___ Annual Report completed and submitted
17. ___ New officers for the next academic year elected
18. ___ Bank account name changes completed (if applicable)
19. ___ Quarterly Reports and meeting completed and submitted (with bank statements if applicable)
 ___ Meeting #1 ___ Meeting #2
 ___ Meeting #3 ___ Meeting #4