

NUMBER: SA 2.09
SECTION: Division of Student Affairs
SUBJECT: Sports Clubs Eligibility and Membership
DATE: August, 2012
Policy for: Upstate Campus
Procedure for: Upstate Campus
Authorized by: Dr. T. Moore
Issued by: Campus Recreation Department

I. Policy

The mission of Campus Recreation and the Wellness Center is to provide a safe and accommodating environment for the students, faculty and staff of the University of South Carolina Upstate. We encourage the pursuit of a healthy lifestyle to enhance the academic and personal development of the student through physical activity and employment.

Sports clubs are recognized by the University of South Carolina Upstate as student groups that participate in voluntary sport-related activities. A sports club is a registered student organization which provides a program of instruction, recreation, and/or competition in a specific sport or recreational/physical activity.

The University recognizes that the purposes of sports clubs are:

1. To expose students to new activities.
2. To continue and enhance skills already acquired.
3. To develop student leadership skills.
4. To provide opportunities for students to develop positive interpersonal relationships and to promote an appreciation for cultural diversity.
5. To enhance holistic development through leisure and physical activities.

II. Procedure

A. The criteria to be a sports club are as follows:

1. Sports clubs must be a registered student organizations in accordance with the University regulations governing student organizations.
2. Sports clubs must involve physical activity.

3. Sports clubs must provide instruction for all club members and provide intra-university competition for members when appropriate.

B. Conditions of Registration

1. The university reserves the right to review and deem inappropriate for registration as a university sports club, certain activities.
2. Sports clubs must be formally recognized by the Campus Recreation Department.

C. Support for Sports Clubs from the University of South Carolina Upstate

1. A university registered sports club 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 Campus Recreation Department 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 fund raising 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. Participate in leadership training workshops and programs sponsored by the Division of Student Affairs, Department of Student Life and the Campus Recreation Department.
 - h. Submit to receive student activities monies one year after active existence in accordance with student government codes.
 - i. Receive other privileges that may be derived from being affiliated with the Campus Recreation Department.

D. Obligations of Sports Clubs

1. As a University registered sports club, the sports clubs shall be obligated to:

- a. Understand that the University of South Carolina is not responsible for the activities of the Sports Clubs. The University considers participation in Sports Club 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:
 - i. State the purpose of the organization.
 - ii. State all rules and regulations of the club. This should include proper equipment procedures.
 - iii. Ensure that membership is limited to students, faculty and staff.
 - iv. Follow any rules or regulations set forth by campus recreation and the sports club director.
2. Understand that Sports Clubs are not agents of the University of South Carolina Upstate (e.g., The Fencing Club at the University of South Carolina). The clubs may use the name “University of South Carolina Upstate” in describing the organization, however, Sports Clubs must themselves understand and make it clear in their representation to third parties that they speak only for their own members and not for the University or the student body as a whole.
3. Remain in good standing with local, regional and national affiliations as appropriate.
4. Maintain an active membership roster and submit to the Campus Recreation Department, “Sports Clubs Membership Application and Waiver of Liability and Release Form” from all club members before participating.
5. Complete and submit to the Campus Recreation Department, “Waiver of Liability and Release Form” for all persons who come to USC Upstate to participate in a game, tournament, etc. sponsored by a sports club. These forms should be completed before participating.
6. All sport clubs are required to have at least one representative at each sport club meeting which are held at the sports club director’s request. Comply with all local, state, and federal laws and University regulations.
7. Maintain an active faculty advisor. If instructors/coaches meet requirements for serving as faculty advisor, they should do so. Faculty advisors must be full-time faculty or staff. For those Instructors/coaches who do not meet these requirements (i.e., non-university personnel), campus recreation full-time staff may temporarily serve as faculty advisors when an active faculty advisor cannot be found.
8. If a club wishes to have a coach/instructor, they must 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.

9. Participate in all workshops sponsored by the Campus Recreation Department.
10. Abide by travel policies. These include, but are not limited to the following:
 - a. 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 Campus Recreation Department.
 - b. All persons driving university vehicles to club activities must follow university procedures. A driver's record must be submitted per university procedures.
11. Abide by equipment policies. These include, but are not limited to the following:
 - a. Equipment valued under \$500 should have clear check-out procedures. A log book should be used and compared to University inventory. All equipment is to be checked by the staff of the Campus Recreation Department with officers of the club each semester. All equipment should be housed on the USC Upstate campus unless written permission is obtained from the Campus Recreation Department.
 - b. Equipment valued over \$500, or equipment needing certified servicing, should be placed on contract between the University of South Carolina Upstate and appropriate vendors according to university policy. Contracts should be handled by the Campus Recreation Department and will include specifics regarding clear procedures of authorization (i.e., who can check-out or use equipment) and appropriate amount of insurance (theft, fire, etc.).
 - c. 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 Campus Recreation Department.
 - d. Damaged or lost equipment must be reported to the Campus Recreation Department by a club officer or equipment manager within 24 hours.
 - e. 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 Campus Recreation Department and/or the Office of Student Judicial Programs for further action.
 - f. Donations of equipment may not be accepted by Sports Clubs. Offers of equipment may be referred to the Campus Recreation Department for evaluation.
 - g. All equipment purchased by a student activity fee funded student organization is property of the University of South Carolina Upstate and may be used for recognized sports clubs activities. All use of and transactions involving property shall be done in accordance with University of South Carolina Upstate policy and the organization's constitution.

12. Complete and submit to the Campus Recreation Department a general information sheet concerning game schedules, tournaments, practices, etc. at the beginning of each semester.
13. Deposit all money raised or collected from an activity sponsored in whole or in part by student activity fee funds into the student activity account of the organization. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.
14. Receive approval from the Campus Recreation Department prior to the sponsoring of fund-raising activities. Fund-raising audit sheets should be completed and submitted to the Campus Recreation Department.
15. Complete and submit to the Campus Recreation Department, "Sports Clubs Accident/Injury Report Forms" and "Emergency Medical Services Request Forms" for accidents and injuries within 24 hours.
16. 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.
17. Encouraged the clubs to purchase group insurance (both personal injury and personal liability) when appropriate. Consultation may be given by the Sports Director and the University Risk Manager.

Violation of any of the conditions or obligations of affiliation may result in the loss of recognition by the Campus Recreation Department and/or the University of South Carolina Upstate. See violation/disciplinary procedures listed below in STAF 6.26 policy.

F. Conduct

1. General student conduct regulations are cited in the current USC Upstate Student Handbook. All students and student organizations are expected to abide by these regulations.
2. Any member of the club who is either faculty or staff or coach must also abide by the regulations mentioned above if they wish to participate.

G. Violation/Disciplinary Procedures

1. Upon receiving a complaint of misconduct, or upon his or her own initiative, the Director of Campus Recreation or designee may review relevant evidence and consult with relevant parties regarding the incident in question. If the evidence warrants disciplinary action, the Campus Recreation Department will send written notification to the accused student or student organization representative indicating the nature of the activity in question and what University rules were allegedly violated.
2. The student or student organization representative is given the opportunity to meet with the Director of Campus Recreation or designee to discuss the charges. If the student fails to meet with the Director or designee, a hold may be placed on the student's registration preventing him/her

from registering for future classes until the matter is resolved. Additionally, the student may be charged with a violation of the “failure to comply” provision of the student code of conduct. A student organization may be restricted from any or all activities until the representative meets with the Director or designee. The Director or designee may make a determination and impose a sanction by considering whatever evidence is available. At the conclusion of this discussion regarding the charges, the Director or designee may either drop the charges if they are unsupported by evidence, or offer the following options to resolve the charges:

- a. Informal Administrative Hearing - An informal hearing with the Director or designee (The Director or designee may decline to hear the case in this manner and refer it to the Office of Student Judicial Programs). An informal hearing allows the charged party(ies) to present evidence for consideration and suggest witnesses that the Director or designee may consider interviewing before a decision is rendered. The Director or designee may contact other parties who have knowledge/information regarding the incident in question. The charged student (s) /student organization representative waives the right to question such parties or otherwise participate in an evidentiary hearing. Informal hearings are not required to be tape-recorded. Within three weeks of this hearing, barring special circumstances requiring an extension of this time limit, the Director or designee will send the charged party(ies) a letter that indicates the finding of “responsible” or “not responsible” for the charges, and any sanctions imposed subsequent to a finding of responsibility.

- b. Formal University Conduct Hearing - A formal hearing before the USC Upstate Student Judicial Council. The USC Upstate Student Judicial Council shall consist of at least five (5) members selected by the Director of Student Judicial Programs or designee from a pool of student members appointed by the university president or designee; faculty members appointed by the chairperson of the faculty senate or designee, and administrative staff members appointed by the university president or designee. Faculty members are appointed for staggered two (2) year terms, staff members are appointed annually, and student members are appointed annually. University conduct hearings are tape-recorded.
- c. Within fifteen (15) business days of this hearing, barring special circumstances requiring an extension of this time limit, the Director or designee will send the charged party(ies) a letter which indicates the finding of “responsible” or “not responsible” for the charges, and any sanctions imposed subsequent to a finding of responsibility.

NOTE: Should a student fail to appear for a University Conduct Hearing, that student may be considered as having waived his/her right to represent themselves in the hearing and a decision may be made in their absence.