



OFFICE OF
STUDENT LIFE

COASTAL CAROLINA UNIVERSITY

STUDENT ORGANIZATION HANDBOOK

***Your Organization's Guide to
Success!***

Lib Jackson Student Union, Suite B213
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2019-2020 EDITION

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Dear Student Organization Leaders:

On behalf of the Office of Student Life and Coastal Carolina University, I would like to thank and congratulate you for taking a step and becoming a leader within your organization. With over 180 groups and growing, student organizations are a vital part of the experience at Coastal Carolina University for all students. As student leaders, your role is not only integral to your organization, but CCU campus culture as a whole.

The University believes that involvement with our student organizations serves as a key ingredient for getting the most robust college experience possible for students. These organizations provide individuals with a opportunity to expand and enhance their overall educational experience, interact with others, gain self-confidence, take on responsibility, acquire leadership skills and succeed in what they do. As student leaders, your involvement with these organizations will not only give you the opportunity to gain these skills as well, but also a chance to pass along the experience and knowledge you have gained during your time at the University to those that you lead.

This handbook is intended to serve as a guide for you and your executive board members, as well as your advisor, in your efforts to run an effective student organization. During this journey, if you have any questions, concerns, or ideas, please know that you can always contact the Office of Student Life – we are here for you!

Go Chants!

Jessica Combess
Director of Student Activities and Leadership

Introduction

This handbook is intended to be a tool for all registered student organizations at Coastal Carolina University. It includes helpful information for executive board members, organization members, and advisors about University policies, procedures, and operations to ensure a successful year for your student group.

Please take some time to familiarize yourself with this handbook, as well as the Office of Student Life website for additional resources. Office of Student Life is also committed to serving as a resource for student organizations – both leaders and members.

OFFICE OF STUDENT LIFE

Lib Jackson Student Union B-213, Phone - (843) 349-2301, Email - studentlife@coastal.edu, www.coastal.edu/osl.

AREAS WITHIN OFFICE OF STUDENT LIFE

- Lib Jackson Student Union Management
- New Student and Family Programs
- Office of Fraternity and Sorority Life
- Office of Student Activities and Leadership
- Veteran Services

Office of Student Life is continually seeking innovative ways to provide activities and services which are of interest to all students. The office offers a variety of co-curricular activities designed to supplement formal classroom learning.

For a complete staff listing, go to <http://www.coastal.edu/osl/meetthestaff/>

Being a Registered Student Organization

What is a Registered Student Organization?

A student organization is defined as a group of currently enrolled Coastal Carolina University students who unite to promote a common interest. Student organizations may offer associate memberships to other members of the University community such as alumni, faculty, staff, and administrators. Only currently enrolled students can vote on organizational matters. The University recognizes the vital contributions that student organizations make to the quality of life on campus; however, registration as a CCU student organization is NOT to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of CCU or its affiliates.

For the purpose of organization membership, “enrolled student” includes all persons taking courses at the University, either full-time or part-time, pursuing either undergraduate, graduate, non-degree seeking, or professional studies. All student organizations are governed by the Office of Student Life. Funding for student organizations is governed by the CCU Student Government Association.

Student Organization Designations

All organizations must be registered within the Office of Student Life. Within Registered Student Organizations, there are two additional designations.

- **General Student Organizations**: student organizations with open membership
- **Specific Student Organizations**: student organizations with limited membership, as determined by (Inter) National Affiliations. (ex. Fraternities and sororities, honor societies, sport clubs)
-

There are 5 types of student organizations. All registered student organizations are ASSIGNED to one of the following 5 types. This assignment is decided by a committee of 3 organization administrators. These will be reviewed each academic year and during the process of creating newly registered organizations.

Club Sports

These organizations are athletic, competitive and some recreational in nature. These clubs compete inter-collegiately within the

	southeast and are managed by the University Recreation Department.
<i>Honor Societies</i>	Organizations that have criteria for recognizing excellence for a variety of students.
<i>Special Interest</i>	Organizations that focus on a specific interest or topic that differs from all other organizations.
<i>Fraternity/Sorority</i>	Social and service Organizations historically gender specific and established through one of three (Inter)National Councils.
<i>Departmental Sponsored Program</i>	Organizations of any topic or interest that receive direct financial support from an office or department. <i>Please note: individual sponsoring offices and/or academic colleges are responsible for all reservations, administrative processes, etc. for these organizations.</i>

How to Start a New Organization

STEP 1: Confirm on Coastal Connections (www.coastal.edu/coastalconnections) that an organization with the same mission is not already active at CCU.

STEP 2: Gather the below information/items

- 7 active, enrolled student members are interested in the organization. You will need their names and emails.
- 1 student to serve as the President and another as the Treasurer (can be part of the 7 students).
- 1 faculty or staff member to serve as an advisor
- Name and mission/purpose of the organization
- Any existing social media accounts or outside websites (if applicable)
- Contact information for the organization (do not use personal home addresses/phone numbers)
- Membership dues (if any)
- The organization's interests (leadership, gender based, entrepreneurial, etc.)
- The category of the organization (fraternity and sorority, faith based, general interest, honor society etc.)
- A profile picture for the organization (optional)

- Your organization's constitution (sample constitution available at <https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcecenter/>)
- Signed Advisor Confirmation and Yearly Agreement Forms (forms available at <https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcecenter/>). THESE FORMS ARE UPLOADED DURING THE REGISTRATION PROCESS. Physical copies do not need to be submitted.

STEP 3: Go to <https://coastal.campuslabs.com/engage/register> and click the “Register a New Organization” button to begin the online application.

STEP 4: Once all requirements are submitted, your application will be looked over and either approved or denied. You will be notified via Coastal Connections.

STEP 5: If approved, you will receive a confirmation via Coastal Connections stating your approval, and email from the Director of Student Activities and Leadership that will contain a Frequently Asked Questions packet, along with the dates of the upcoming New Student Organization Trainings. *2 MEMBERS OF THE EXECUTIVE BOARD MUST ATTEND A TRAINING IN ORDER TO BE AN OFFICIAL ORGANIZATION AT CCU.*

STEP 6: A copy code will be requested for the organization and will be distributed as soon as it is processed.

STUDENT ORGANIZATION YEARLY AGREEMENT FORM

1. We confirm our willingness to abide by all University regulations and policies (including the Student Organization Handbook), as well as Federal and State Laws.
2. We further confirm our willingness to abide by the University Alcohol Policy (UNIV-443).
3. We further certify that the members of our student organization do not, as part of their initiation procedures or at any other time, engage in hazing. We understand that hazing is defined as any reckless or intentional act, occurring on or off campus, that produces physical, mental or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new or current members and which is not related to the mission of the team, group or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership. We confirm that we will abide by the University Hazing Policy (STUD-341).
4. We agree to notify the Office of Student Life immediately if and when the purpose of the organization changes, and/or when officers or advisors change. Furthermore, we agree to be responsible for this organization until the newly elected officers sign a new agreement.
5. We acknowledge that all events, on or off campus (including meetings), must be cleared and registered with the Office of Student Life via Coastal Connections prior to any preparations being made.
6. We acknowledge that the University determines all matters related to security and exercises control over access to all University buildings.
7. We acknowledge that all contracts, including those for performers, speakers, bands, and DJ's must be reviewed by the appropriate office. Student organization officers, members, or advisors are not permitted to sign contracts.
8. In accordance with the University's statement of value of equal opportunity, we acknowledge that our organization may not on the basis of race, color, sex, religion, national origin, age, mental or physical disability, exclude any persons from participation in, deny persons the benefit of, or subject persons to discrimination under any of its programs, activities, or meetings.
9. We acknowledge that the organization has the responsibility to make its activities as accessible as possible to all members of the University community. The organization agrees to not discriminate against any individual on the basis of handicap and to provide assistance to disabled students who wish to join the organization's activities or attend its events.
10. It is required that all monies that are collected from any event or activity sponsored by the organization be deposited into the organization's on campus account (Please see the Student Life Financial Technician.). The University holds the right to request financial statements from organizations at any point during the year. The organization (not the University) assumes all responsibility for timely payment of all bills and debts. The University reserved the right to place holds on student's accounts until bills/debts are paid. The only exception to this policy are groups in which their national governing body requires them to have a financial account with the national organization.
11. We will incur any costs for damages to University owned property or facilities, including clean-up costs when using for events, etc.

Any violation of these policies may result in code of conduct violation and subsequent consequences for the group and/or individuals who are found in violation.



By signing this Student Organization Agreement form, I confirm that I have read and understood the above policies and procedures and the organization promises to uphold all procedures and policies as outlined.

Student President Name Printed	Signature	Date
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Advisor Name Printed	Signature	Date
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Organization

SAMPLE



THE OFFICE OF STUDENT LIFE
Adviser Confirmation

Student Organization

Adviser Name

Name of Student Contact

Email/Phone Number of Student Contact

Check One:

I am an employee of Coastal Carolina University
(Use Section 1&3)

I am a non-CCU employee/volunteer
(Use Section 2&3)

(Initial below)

SECTION 1 - CCU EMPLOYEES

_____ As a CCU employee, I will undergo a background check if I have not already done so.

SECTION 2 - NON CCU EMPLOYEE/VOLUNTEER (contact Jessica Combess at jcombess@coastal.edu)

_____ As a non-CCU employee/volunteer, I understand that my involvement in this organization is subject for approval by the designated University representative.

_____ As a non-CCU employee/volunteer, I understand that I am subject to a background check and have completed the appropriate form.

_____ As a non-CCU employee/volunteer, I have completed the following forms:

- Confidentiality Agreement for Non-employees and Volunteers
- Liability Release

SECTION 3 – ALL ADVISERS

_____ I understand and will follow the adviser responsibilities as outlined in the Student Organization Handbook.

Type of Advisor Confirmation:

- _____ Re-Registration of a continuing organization
- _____ New Adviser
- _____ New Organization

Signature

Date

Print Name

Position/Office/Department (if applicable)

Email Address

Cell Phone

Campus Address (employees) or off-Campus Address (non-CCU Employees/Volunteers)

Office phone (if applicable)

***This information is purely for administrative purposes. No information will be shared with students or members of the campus or at-large community*

Rights and Responsibilities of Registered Organizations

RIGHTS & PRIVILEGES

- Ability to reserve space on campus, post flyers/advertisements around campus and online
- Permission to use the University's name and logo in identifying the organization, so long as the name does not preface the organization name (example, CCU Rugby is not approved, but Club Rugby at CCU is appropriate). See [UNIV-406](#) for more information
- Ability to request funds from student activity fees in accordance with established policies, procedures, and eligibility criteria established by the current Student Government Administration.
- Access to an organizational mailbox located in the Student Organization Resource Center (SORC)
- Organization information listed in the Office of Student Life files and access to all the Coastal Connections resources
- Opportunity to participate in the Organization Kickoff Day during the fall and spring semesters, as well as other organization events.

RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS

- Compliance with the University policies and procedures as defined on the Coastal Carolina University [policies webpage](#), the [Code of Conduct and Student Handbook](#), as well as local, state and federal laws
- Accept responsibility for the supervision of all sponsored programs and events
- Accept responsibility for the safe operation of all sponsored programs and events
- Compliance and adherence to all University financial policies and procedures
- Accept responsibility for reimbursing the University for damage to University owned property or facilities, including such items as clean-up costs, damaged property, or other items related to the utilization of property or facilities
- Assure that all sponsored programs and events are produced in a safe and responsible manner and do not interfere with the normal operation of the University
- Assure that all promotion and advertising of events involving the use of University-owned property or facilities will identify the group sponsoring the event
- Assure that all promotion and publicity materials follow the Coastal Carolina University Sign and Banner Policy ([UNIV-435](#)).
- Maintain active and updated files in the Office of Student Life via Coastal Connections (membership information, constitution, change in officers, etc.)j
- At least 2 members of the executive board and group advisor must attend a yearly mandatory training session hosted by the Office of Student Life.

- ***Officers must be currently enrolled, full time students, and need to have a cumulative GPA of at least 2.5 and must be in good standing with the University. They must not be on academic or disciplinary probation. Individual organizations are able to set higher academic standards for their officers.*** Organization advisors are responsible for confirming that students meet this criteria. Students must complete the [Student Leader Grade/Conduct Check Wavier](#) in order to authorize this check (located on Coastal Connections under the “Forms” tab on the top bar). It must be completed for every organization and every individual check (even if they serve on the same executive board for multiple years).

Keeping your Organization in Active Status

ANNUAL REGISTRATION RENEWAL REQUIREMENTS

- All registered student organizations must renew their registration annually.
- Organizations must submit this registration via Coastal Connections. Re-registration is due at the end of each spring semester.
- The due date for all materials will always be the same as the programming deadline.
- Failure to submit the annual registration forms or attendance at ALL required training sessions shall result in the termination of group privileges to operate on the campus, utilize facilities, spend money from the organization account, or request monies from the SGA Finance Board.

UPDATING ORGANIZATION INFORMATION

- ***It is the responsibility of each organization to ensure that any changes in the information are submitted immediately via Coastal Connections.***
- Failure to provide the information listed may result in the organization losing its registration status.

WITHDRAWAL OF ACTIVE STATUS

- All privileges are frozen for any organization that fails to submit the yearly re-registration forms. Organizations and groups who are frozen cannot operate in any capacity, including, but not limited to recruiting new members, holding meetings or gatherings on or off campus, fundraising, etc.
- Organizations who are frozen can remain within this status for one academic year. If the organization has not been re-registered by the beginning of the second academic year, they will be deemed inactive (not recognized as a group by the University).

- Registration may also be withdrawn by the University if the organization violates any University policies and/or local, state or federal laws.

Organization Advisors

ADVISOR REQUIREMENTS

- Each student organization is required to have one faculty or staff advisor. Advisors are required to complete the [Advisor Confirmation Form](#) during the registration process.
- The advisor agrees to serve for the academic year. Each appointment is on an annual basis and is not automatically renewed. The organization must receive confirmation from the advisor that they wish to continue in the role via the Advisor Confirmation Form.
- Though officers of student organizations hold primary responsibility for ensuring that all University regulations and policies are followed, advisors are expected to provide assistance. Serving as an advisor is considered to be within the role and scope of duties for the University; advisors have the same liability protection as when performing other official duties for the University.
- In addition to a student organization having a University faculty or staff advisor, the student organization MAY choose to also have a non-CCU employee / volunteer advisor.
 - All non-CCU employee / volunteer advisors must sign the appropriate paperwork before beginning the responsibilities of the student organization advisor. The paperwork includes:
 - signing a liability release
 - signing a confidentiality agreement
 - agreeing in writing to undergo a background check (funded by the organization).
- Advisors must attend a mandatory training that will be held each academic year.

RESPONSIBILITIES OF A STUDENT ORGANIZATION ADVISOR

1. Become familiar with and understand relevant University policies and procedures, including, but not limited to, the Student Organization Handbook, the Student Code of Conduct, and local, state, and federal law.
2. Attend the advisor training sessions provided by the Office of Student Life. Dates will be set and published prior to the semesterly Organizational Kickoff.
 - a. Failure to attend a training by an advisor may cause an organization to reach a frozen status. Student organizations will be notified should their advisor miss training. Organizations will need to find a new advisor prior to the start of the next semester.

3. Act within the scope of their authority.
4. Act in an advisory capacity, as opposed to a directive relationship, in the organization. The following educational functions are cited as examples:
 - a. Providing the officers with the elements of good organizational practice
 - b. Teaching the techniques and responsibilities of leadership
 - c. Teaching the principles of effective group operations
 - d. Developing procedures and plans for actions
 - e. Keeping the group focused on its goals
 - f. Developing self-discipline and responsibility in the group
 - g. Stimulating and initiating activity
5. Be available to the officers and members to share ideas about organization affairs.
6. Meet with the officers of the group to discuss the progress and direction of the group.
7. Attend as many University registered meetings and events as possible.
8. Advise and consult with the organization and its officers on its financial affairs to assure that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained.
9. Approve off-campus, registered events in which students officially represent the organization, such as meetings, social events, conventions, etc.
10. Attend University registered off campus trips OR assist the organization in finding a member of the Coastal Carolina University faculty or staff or [an approved non-CCU employee / volunteer advisor] to accompany the organization.
11. Attend information meetings regarding student organizations as necessary.
12. Serve for a period of one year, or if for any reason an advisor is unable to serve, continue to act as advisor until such time as a successor is appointed.
13. Contact the appropriate organization administrator when questions or problems arise.

WORKING WITH YOUR ADVISOR

Group and executive board meetings should be planned at a time when the advisor is able to attend.

1. Be sure to relay the date, time, and place for each meeting.
2. Have an advisor report as a regular part of the meeting.
3. Send the advisor a copy of all minutes.
4. Check with the advisor before scheduling a special meeting.
5. The president of the group should meet regularly with the advisor to discuss organizational matters and to relay and update information.

6. The group should inform their advisor of all organizational activities and extend an invitation for them to attend.
- An organization should ask their advisor for their opinion and advice when problems come up within the organization. Make use of their background and experience regarding the organization and the University. Do not go “over their head” or by-pass them in working out problems and plans. Always discuss items with them first.
 - Organizational officers must keep their advisor fully informed of the programs and activities of the organization, and the progress being made in carrying out plans. An organization should take into consideration that their advisor has other responsibilities (i.e., family, home, and job) and they should respect these possibilities.
 - Show appreciation for your advisor’s services by thank you notes, appropriate comments at meetings and other occasions and by personal thanks. Remember that advisors have birthdays and celebrate holidays. Let your advisor know that they are appreciated.

Event Registration and Planning

Registered student organizations must register ALL programs, meetings, event, etc. either on or off campus. Events must be held at the appropriate time, the appropriate place, and in a manner consistent with the mission of the University.

All student organizations are eligible to reserve rooms/spaces, facilities (tables, chairs, etc.), and media (laptop, speakers, etc.) through the university, free of charge.*

**Some exceptions, see reservation form for details*

All reservations MUST be submitted via the Coastal Connections reservation process AT LEAST 1 WEEK PRIOR TO THE EVENT. Additionally, all rooms that your group use MUST be reserved. The only room that does not require a reservation and is open for all groups to use is the SORC, which is located at LJSU A202. While the room is not private, it can provide meeting spaces for various group sizes and types.

The Office of Student Life reserves the right to place you in any room that is appropriate for your event (type of event, amount of individuals, guests, food etc.). If an organization fails to cancel an event with media or facilities request, there could be disciplinary action taken.

Student organizations who are registering an event which involves traveling must also complete additional paperwork. See Student Organization Travel Procedures for more information.

An event may be deemed as an organizational event if ANY of the following criteria are proven:

1. Event is paid for by the organization (with organizational funds)
2. Event is endorsed by the organization (i.e. announced on Facebook, Twitter, or other social media accounts that are managed by the group)
3. The average person would associate the event with the organization in question
4. Evidence of the event could be found in any organization documentation

Use of University Space

Officially registered student organizations may request the use of University space. To ensure the safety and enjoyment of those who attend activities in the space, the University has established some policies and procedures. **Please note that the use of University space is always subject to the approval of the University.**

The policies and procedures that affect student groups are based on the following:

- **Status of Organization**: Use of space is limited to student organizations that are affiliated with the University through the official registration process administered by the Office of Student Life. No individual person, whether they be a student or not, can reserve a space on campus
- **Scale of Activity**: Student activities range from small internal meetings to large-scale public events. Major events require special assistance and expertise to implement. The Office of Student Life requires review and approval of program plans to ensure safety and feasibility of plans.
- **Type of Activity**: Federal and state laws, local regulations, and University policies and procedures dictate how student organizations may use University space. These laws and guidelines prohibit some types of fund-raising activities, benefits, commercial promotions, and other activities.
- **Location of Activity**: University space and facilities are heavily used resources that are managed by University designated professional staff. Reservations and approvals are always required. The safe use of space is carefully evaluated before approvals are granted. The University has the responsibility to determine how its space will be used. University professionals consider time, place, and nature of activities when they administer policies, procedures, guidelines, and laws.

WHEELWRIGHT AUDITORIUM EVENTS

All registered student organizations are able to schedule events in the Wheelwright Auditorium contingent upon availability. The Office of Conference Services reserves the right to charge student organizations for the cost of any staffing associated with production of the event. A staffing fee will not be charged if no admission is charged for entrance to the event or a nominal admission charge is required AND all proceeds will be donated to a charitable cause.

A staffing fee will be charged to the organization if it is a ticketed event and/or if an admission cost is required to enter. The cost will be based on the number of workers required to effectively staff the event. The Office of Conference Services, in consultation with the Office of Student Life, will determine the number of staff needed based on the information submitted on the Event Registration Form.

Any event that requires an admission cost and/or ticketing, including donations, to enter must utilize the Wheelwright Box Office to collect the admission fees. If the tickets are being sold, the Wheelwright Box Office will retain 5% of the gross collected in order to cover overhead expenses. Additionally, if the group chooses to have their tickets available for online purchase, there will be \$1.50 processing fee for every ticket purchase. The sponsoring group may choose to pass that fee along to each of their customers, or absorb the online fee. All monies collected will be deposited in the sponsoring organization's on-campus account.

There is a mandatory \$200 pageant fee for any group who is using the space to have any type of pageant, whether the event is ticketed or not.

Events taking place in Wheelwright should be planned in collaboration with The Office of Student Life. There will be no last minute events allowed in Wheelwright. Failure to inform OSL of an event in Wheelwright prior to planning it may result in lack of approval.

Unauthorized Entry or Usage

The University prohibits unauthorized entry into or usage of a University facility and/or property. This rule includes the failure or refusal to leave University grounds or a specific portion thereof or a University facility when requested by an authorized University official. Additionally, this policy applies to unauthorized possession, duplication or use of keys or access cards to any University premises. For entry into buildings after normal business hours on nights and weekends, please call campus safety.

Organizations who violate this policy will receive some type of disciplinary action, which can range from a written warning to an organizations registration being withdrawn. University officials will make the determination of the said disciplinary action.

Contracts

Students are not authorized to request, sign or enter into contractual relationships on behalf of Coastal Carolina University. The Office of Student Life will assist student organizations who wish to negotiate fees and enter into contractual agreements. All contracts for student organization events must be processed in accordance with University policies. Any individual who signs or verbally commits to a contract on behalf of the University may be held personally liable for the terms stated in the contract.

Events with Alcohol

Please refer to University Policy ([UNIV-443](#)) for details regarding these events.

- Please note, that NO STUDENT ORGANIZATION may host an event with alcohol unless they have attended an Alcohol Training taught by a member of the Student Life Staff. Additionally, the group must complete the proper paperwork outlined in the above policy. To arrange a training and/or for more information, contact the Director of Fraternity and Sorority Life.
- Any student/student organization found in violation of this policy is subject to judicial sanctions as outlined in the Code of Student Conduct, Student Handbook and/or this manual.

Food at Events

Organizations are permitted to have food at events if it is allowed in the venue where the event is being held. Aramark will provide food for events for a charge. [A menu of items available](#) for a catered event is located on the Coastal Carolina University website and in the Office of Student Life. The Office of Student Life will assist the student organization in ordering any food through Aramark.

All food is governed by the following food safety policy ([UNIV-442](#))

To order food through Aramark an organization may use the following website:

<http://coastalcarolina.campusdish.com/Catering.aspx>

Should an organization desire to purchase food from an off campus vendor other than Aramark, they must complete the “Request for Exception to the University Food Policy” form found at www.coastal.edu/forms.

If a group is hosting a closed event in a closed room that is approved for food (not open areas such as Prince Lawn or the LJSU Rotunda), they are permitted to have a potluck with food provided by members of the organization.

Events with food may also require additional custodial services, which would be charged to the group who is holding the event. The Office of Student Life reserves the right to determine if custodial services will be needed for an event.

Below are the rooms on campus where food is permitted (no food is permitted in standard classrooms).

- AOC2 211
- AOC2 312
- ANTM 105 (Alford Ballroom)
- Cooper Courtyard (Science Bldg)
- LJSU A-201
- LJSU A-213
- LJSU A-214
- LJSU A-215
- LJSU A-104
- LJSU A-110
- LJSU Courtyard
- LJSU Rotunda
- LJSU SORC
- EHFA 101
- EHFA 164
- EHFA Courtyard (Not Art Courtyard)
- Grand Strand 100 (UP Activity House)
- Hicks Commons Courtyard
- HTC 207
- NAFH 314 (Norman Field House)
- NAFH 315
- WALL 222 (Boardroom)
- WB 100
- WB 153
- WHEL 202 (Teal Room)

***This list is subject to change.*

***Most outdoor spaces (even if not listed here) may have food events.*

Promotion and Advertising

Coastal Carolina University Sign and Banner Policy

Students, student organizations, faculty/staff, and departments commonly post signs in designated locations as a means of informing the University community of events which they are sponsoring. The University allows this practice within regulations designated to reasonably govern the time, place and manner for the protections of the students and the appearance of campus. Official signage of Coastal Carolina University building designations, regulatory and traffic control, directional signage, etc., is not governed by this policy. For more information, please see University policy [UNIV-435](#).

All Promotional Materials

Organizations must get all promotional material approved prior to posting. Each type of organization must visit their designated approval office, as listed below.

Club Sports- Club Sports Coordinator

Honor Societies, Special Interest, Campus Program- Student Organization Resource Center (SORC), or the Office of Student Life

Fraternity/Sorority- Fraternity and Sorority Life Office & Director of Fraternity and Sorority Life

General Posting Guidelines

1. All signs must include the name of the sponsoring student organization or person.
2. Postings shall be permitted only on bulletin boards, and shall not be attached to interior or exterior walls, doors, windows, ceilings or floors of buildings. Posters not affixed to bulletin boards will be removed.
3. All unauthorized posters (those which do not bear an approval stamp) will be removed.
4. All non-University groups or establishments are required to have all posters approved by the Office of Student Life prior to posting anywhere on campus. These groups are limited to posting 25 flyers at a time.
5. All posters relating to employment opportunities must first be approved and registered through Coastal Carolina University Human Resources prior to final approval for posting.

6. Posting on vehicles is absolutely **prohibited**. Any organization or student found to be posting information on vehicles will lose posting privileges for a time period and may face other sanctions.
7. The use of table tents must be approved by having information stamped in the Office of Student Life, as well as first obtaining approval by management of the location where the table tents are to be displayed.

Outdoor Suspended Banners/Yard Signs

1. All banners/yard signs must include the name, date, time, and location of the event being advertised.
2. Banners/yard signs must be approved by the appropriate office and bear an approval sticker with a takedown date.
3. Banners/yard signs should state the name of the student organization sponsoring the event.
4. Banners must be hung by secure fasteners to either poles, stakes, or by attaching to trees.
5. The facilities department is able to assist with hanging banners no larger than 9' wide by 5' high.
6. ***At the time of banner removal, all strings, poles, stakes, or any other banner residue must also be removed from the site.***
7. Yard signs may only be placed in mulched areas on campus (not in any grassy areas/lawns).
8. Banners/yard signs must be removed no later than 48 hours after the advertised event has taken place.
9. Tattered or torn signs or signs that have come untied must be removed immediately.
10. Posting in any other areas must be approved by the Office of Student Life.

Chalking Sidewalks

1. The use of chalk on sidewalk and pavement areas on campus is allowed only in designated areas. All chalking must be approved by submitting the [On-Campus Chalking Form](#) found on Coastal Connections under the featured forms tab.
2. Chalk must not be in any covered locations, i.e. shuttle stops, overhangs etc.
3. No chalking is allowed on any vertical locations.
4. Designated areas include sidewalks in front of the following:
 - a. Lib Jackson Student Union
 - b. Prince Building

- c. Wall Building
 - d. Edwards Building
 - e. Hicks Dining Hall
 - f. University Place Activities Houses & Post Office
 - g. Campus Recreation
5. Organizations found to have chalked areas without prior approval, or to have used non-designated areas will be held responsible for the cost of having the Facilities Department clean the chalked area if it has not been cleaned by the organization or natural forces (wear or rain) within 24 hours after the event has taken place.
 6. Use of sidewalk paint is forbidden.
 7. Organizations found in violation of chalk policy will lose posting rights for a period of time to be determined by the Office of Student Life and may result in other sanctions.

T-shirts and Other Promotional Items

- All t-shirts and other promotional items that are funded with Coastal Carolina University funds and/or use any of the Coastal Carolina University trademarks must comply with the Coastal Carolina Licensing section of this handbook, as well as the Collegiate Licensing Program Policy ([UNIV-406](#))
- Any organization which produces an item with a design deemed offensive, regardless if it was funded by Coastal Carolina University may result in sanctions levied against the executive officers or other members of the organization.

Social Media Guidelines

INTRODUCTION

The Social Media Tips for Student Organizations are designed to help organizations find success in their social media efforts. This document is not a set of rules governing what student organizations can and cannot do, but rather a guide to best practices and considerations that student organizations may follow.

BEST PRACTICES

These best practices are suggestions designed to help you use social media in a way that benefits your organization.

- **Be strategic**
Before you create your social accounts and begin posting, consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes.

Will you use social media to communicate with potential new members, or will you focus on reaching current members? Do you want to promote events, or spread a particular message? Who will manage the accounts, and what is the process for transitioning ownership as students graduate?

- **Be accurate**

Check your facts before posting. Is the event location listed correctly? Is the statistic you're sharing verified? Proof for spelling and grammar errors as well. When you do make a mistake, correct it right away, publicly, without being defensive or trying to hide the error.

- **Be active**

Rather than spreading yourself too thin across every available social network – which can result in inconsistent or infrequent posting and even totally dormant accounts – focus on being active on just one or two networks. Choose the platforms that will most effectively help you reach your goals and target audience and try to post a set number of times per day or week.

- **Be respectful**

What you share on social media is up to you, but it's always best to be respectful – not only of the organization and members you represent, but of the larger community you're reaching.

- **Be responsive**

Include your organization's contact information in your social media profiles, and have a process in place to ensure you are responding to messages, mentions and comments as quickly as possible.

- **Be smart**

Keep in mind that when you create a social media account, you are agreeing to the network's terms and conditions, including those related to copyright and privacy rights and responsibilities.

University rules, policies and guidelines, including but not limited to the Code of Student Conduct, apply to behavior conducted online, via email, text or other electronic media, and may apply to off-campus conduct. It is your responsibility to familiarize yourself with relevant rules and to follow them.

CONSIDERATIONS

These are items to consider as you start or continue using social media for your student organization.

- **Copyright**

If the content you are posting is not owned by your organization, be sure to credit sources. Copyrighted content might include information, quotes, music or photos. If you're unsure, ask your advisor for assistance.

- **Trademark and Licensing**

Familiarize yourself with rules and regulations surrounding use of the Coastal Carolina University brand on any materials you create and share on social media.

- **Representation**

As a Coastal Carolina University student organization, you are representing your organization, its members and yourself in all you do. Just as you are responsible for the content posted on your personal social media profiles, you are responsible for what you choose to post on your student organization's profiles.

Have fun with social media and be authentic – always keeping in mind the groups and individuals you represent.

- **Terms and Conditions**

Understand the terms and conditions laid out by the social networks you choose to use for your student organization.

***Guidelines adapted from Ohio State University's Social Media Guidelines*

Coastal Carolina University Licensing Program

All student organizations must abide by Coastal Carolina University's Collegiate Licensing Program. This includes any items that bear the University's marks, emblems, or name. See [UNIV-406](#) for more information and the full policy.

Organization Funding Procedures

All registered student organizations, with exception of organizations with National Headquarters accounts, are required to keep all organizational income and funds in an on-campus account. All funding requests, procedures and policies below pertain only to organizations with on campus accounts.

- *For funding guidelines for Club Sport organizations, see the Club Sport portion of the handbook.*

Expenditure of Organization Funds

All funds either raised by the organization or allocated by SGA to the organization must be into the organization's account and each student group is assigned an account number for transactions. These funds are University or state funds and cannot be used for the purchasing of alcoholic beverages, and subject to the State Procurement Code.

All organizations will be required to keep accurate records of all transactions in their accounts; however, any expense or deposit verification inquiries should be directed to the Office of Student Life Fiscal Technician. Organizations can see their account balances and transactions via Coastal Connections, under the finance tab on the organization's page.

COLLECTING & DEPOSITING FUNDS

Student organizations **must** deposit income generated from events (concessions, admission fees, fundraising efforts, etc.) within two (2) working days after the date of the event. Membership dues and/or donations **MUST** also be deposited into the on-campus account. Deposits are made by the Administrative Assistant or the Fiscal Technician in the Office of Student Life.

Organizations collecting funds via a Cash App (ie., Venmo, Zelle, etc.) must issue receipts to members who are sending money. It must list the student making the payment, the student receiving the deposit, the amount and date of transaction. A copy must be given to the student paying, and a copy must be turned in with the money. Students receiving money through a Cash App **MUST** write a check to the university for the amount that was paid into their account. The receipts must be turned in with this check. Receipt books can be checked out through the Student Life Office.

Failure to deposit funds will result in the organization being frozen until funds are deposited, and could potentially lead to the cease and desist of all organization activities.

EXPENDITURES/REIMBURSEMENTS OF ORGANIZATION FUNDS

The following guidelines apply to ALL organizations requesting funds (organization generated or SGA allocated).

Organizations must receive approval from their Advisor & Office of Student Life **before** spending any money. This approval can be received through Coastal Connections.

- Select the Finance Tab under the organizations page, and select “Create a New Purchase Request”.
- If the person requesting the purchase is not the treasurer, the treasurer will have to go in and move the request to the next step – advisor approval. The advisor will move the request to Office of Student Life for final approval.
- Once final approval is made, you can spend the money.

PLEASE NOTE: TWO (2) WEEKS notice is REQUIRED for ALL funding requests – no matter the payment method - before money is spent for anything.

REIMBURSEMENTS FOR PURCHASES \$50 AND UNDER (PETTY CASH)

- There is a \$50 receipt limit for all CASH reimbursements. Reimbursement forms must be completed through the Fiscal Technician (FT) in Office of Student Life.
- Only itemized receipts will be accepted.
- Receipts dated prior to the funding approval date will NOT be reimbursed.
- ALL treasurers should be made aware of the Petty Cash requests. President/Treasurer/Advisor must approve Petty Cash requests.
- Receipts more than 30 days old WILL NOT be accepted.
- No cash advances

REIMBURSEMENTS FOR PURCHASES OVER \$50

- Purchases exceeding \$50 will be reimbursed via a check from the University.
- Reimbursement forms must be completed through the Fiscal Technician (FT) in Office of Student Life.
- Only itemized receipts will be accepted.
- Receipts dated prior to the funding approval date will NOT be reimbursed.
- ALL treasurers should be made aware of the Petty Cash requests. President/Treasurer/Advisor must approve Petty Cash requests.
- Receipts more than 30 days old WILL NOT be accepted.

OTHER METHODS FOR EXPENDITURES

- **University Purchasing Card** – The Office of Student Life Fiscal Technician or Sport Club Coordinator can use a University Purchasing Card to pay for some authorized expenditures. (ex.: paying an invoice for t-shirts)
- **Invoices** – Student Organizations can have purchases invoiced to the University to be paid. Turn in the invoice to the Fiscal Technician or Sport Club Coordinator
- **Contracts** – Some items/services/programs require a contract to be signed. Only the President of CCU is authorized to sign contracts for the University. If your organization needs to have a contract signed, you must work with the Fiscal Technician or Sport Club Coordinator to navigate the process.

UNAUTHORIZED PURCHASES:

- Unauthorized purchases are those expenditures made without prior approval of the Fiscal Technician. Individuals will be held accountable for ANY purchases made without prior approval. PLEASE BE REMINDED that Tobacco, alcohol or drug products are prohibited and will not be reimbursed

FAILURE TO FOLLOW ANY OF THESE POLICIES COULD RESULT IN THE GROUP AND/OR INDIVIDUAL BEING SUBJECT THE COASTAL CAROLINA UNVIERSITY CONDUCT PROCESS.

Student Organization Travel Procedures

** For travel procedures for Club Sport organizations, see the Club Sport portion of the handbook.*

The purpose of this policy is to set forth University rules and procedures regarding student organization travel. All student organizations must follow and abide by all Coastal Carolina

University travel policies and all additional policies and procedures stated herein. The University recognizes and encourages the participation of registered student organizations in off campus activities such as conferences and team competitions. It is further understood that all University policies, state and federal laws must be followed during the University sponsored trip. Any student found in violation of University policy while traveling will be sent back to campus and referred to the Dean of Students Office.

TRAVEL AUTHORIZATION

Any travel that takes place within the confines of the group must be registered with the University as an event on Coastal Connections. Additionally, other documentation may be necessary based on distance traveled within the trip, the transportation method used, the way the trip will be funded, or whether or not the group's advisor will be traveling with the group. Please see the travel check list below that will outline the various documentation that is needed based on these factors.

All Travel By Student Organizations

All student organizations wishing to travel must first "Create an Event" within Coastal Connections outlining the event. A travel event must be completed and submitted no less than four (4) weeks prior to the trip.

During this process, you will be asked to provide the following information. Please have ALL this information before submitting the event.

- Why are you traveling/name of conference
- Who will be attending (name, student ID, phone number)
- Emergency contact information for each traveler
- Dates of trip (including date group is leaving/returning and dates at the event)
- Where the travel is to
- Lodging information if applicable (including address and phone number)
- Travel method (CCU transportation/personal vehicle/air travel)
- Advisor on trip (if any)
- Advisor of group (whether traveling with group or not)

TRAVEL FOR STUDENT ORGANIZATIONS CAN VARY GREATLY. PLEASE SEE BELOW FOR VARIOUS SPECIFIC GUIDELINES FOR DIFFERENT TYPE OF TRAVEL. PLEASE NOTE: YOUR GROUP'S TRAVEL MAY BE SUBJECT TO MULTIPLE GUIDELINES.

IF THE TRAVEL IS OVER 50 MILES FROM COASTAL CAROLINA UNIVERSITY.

If the organization travel is over 50 Miles from Coastal Carolina University, every attendee must fill out the [Student Organization Travel Agreement Form](#) that is located on Coastal Connections under the “Forms” tab on the top bar.

IF THE TRAVEL IS BEING FUNDED BY UNIVERSITY/SGA/ORGANIZATION FUNDS AND/OR A UNIVERSITY VEHICLE IS BEING USED AS A MODE OF TRANSPORTATION.

A completed [Travel Authorization Form](#) must be submitted four (4) weeks prior to the event to the Fiscal Technician in the Office of Student Life. If more than one person is traveling, a list of all participants must be attached to and submitted with the completed form.

If a University vehicle is being used as a mode of transportation for the group’s travel, it must also be reserved using the [Vehicle Reservation Request](#) form four (4) prior to the requested trip. This form must be turned in to the Fiscal Technician at the same time as the Travel Authorization Form.

All registered student organizations should make every effort to use University vehicles for all travel when utilizing on-campus accounts and SGA allocated monies.

Students who are over 21 years old may apply to be authorized to drive an University owned vehicles. Organizations may seek assistance from the Office of Student Life Fiscal Technician in submitting requests.

- Students who are designated drivers for proposed organization events must submit a Driver Record Request form (found on coastal.edu/forms) along with an official copy of their driving record. This can be obtained from the state agency that issues licenses in the student’s home state. The Driver Record Request form should be completed at least two (2) weeks prior to the proposed trip.
- Driver’s license screening for students must be renewed annually. Any driving records with significant violations will be denied.

IF THE TRAVEL IS OVER 50+ MILES AND STUDENTS ARE TRAVELING BY PERSONAL VEHICLE.

If a student(s) are traveling by a personal vehicle, ***the owner of the vehicle assumes personal liability for the trip*** and must complete the [Personal Vehicle Travel Liability and Insurance Form](#) (located on Coastal Connections under the “Forms” tab on the top bar). ***As a reminder, the driver is responsible for the actions of the passengers in their vehicles.***

IF TRAVELING BY AIR, TRAINS, ETC.

The Office of Student Life will work with the organization to secure reservations on commercial airlines, trains, etc. Organization officers should schedule an appointment with an Office of Student Life Fiscal Technician to do this. The University Travel Card will be used for the purchase of the tickets.

IF THE ADVISOR OF THE ORGANIZATION IS TRAVELING WITH THE GROUP.

If the advisor is traveling with the group, they need to ensure they are familiar with the policies and procedures of Student Organization Travel (found within this section). Additionally, they need to conduct a pre-travel meeting with group members to discuss the itinerary, establish expectations and outline standards for student behavior. At the meeting, remind the students of their role as ambassadors for the University. Advisors need to discuss University policy on alcohol and controlled substance use while representing the University as well as general personal safety while away from Coastal Carolina University.

Advisors need to obtain a copy of the traveling student’s names, phone numbers, and emergency contacts before the trip. If an emergency occurs, please contact 911 immediately and obtain assistance as needed. If an injury occurs, please contact the person listed as the emergency contact, then contact one of the following to make Coastal Carolina University aware of the situation:

- | | |
|--------------------------------------------------|--------------|
| A. Director of Student Activities and Leadership | 843.349.2656 |
| B. Assistant VP for Student Life | 843.349.2303 |
| C. Dean of Students Office | 843.349.4161 |
| D. Department of Public Safety | 843.349.2177 |

A University procurement card **CANNOT** be used for faculty/staff travel (refer to P-Card policies and procedures). The advisor will be reimbursed for any approved expenditures.

SGA may allocate funds for one advisor to accompany an organization on an approved, SGA funded trip. Additional funds may be provided for more than one advisor to accompany the organization, if requested. Approval for allocating funds for additional advisors will be based upon the number of students attending, the nature of activities occurring on the trip.

IF THE ADVISOR OF THE ORGANIZATION IS NOT TRAVELING WITH THE GROUP.

If the advisor of the organization is not traveling with the group, they are still required to do the tasks that are outlined in the above section. Additionally, they must fill out the “[Student Organization Travel – Advisor NOT Traveling with Group](#)” wavier (located on Coastal Connections

under the “Forms” tab on the top bar), that states that the advisor understands their responsibilities as an advisor, and that they are aware that the organization in which they advise is traveling as a group.

They must also require that students check in with you upon arrival at their destination, upon leaving to return home, and upon arrival back to campus.

From University Counsel:

University Counsel strongly urges advisors to refrain from the consumption of alcohol with students, generally, and with members of the advisor's organization or group, specifically. If any student is harmed in any manner after consuming alcohol with a University employee on University business, the prospect of damages and/or litigation is likely. This is especially true if the student is under the age of 21. Court opinions as to liability in these situations are not uniform, which creates volatility and difficulty in sorting out the issues. Additionally, the University may not defend or pay for the defense of the advisor, if the advisor is named as a defendant in such a circumstance, since consuming alcohol with students is not within the job description of employees. Advisors may also have extended personal liability in these situations. Please use your best discretion. Complete abstinence is the wisest choice.

General Travel Safety

When driving the following procedures should be followed to ensure the safety of the driver and passengers.

1. Directions, phone number, and address of destination for EACH vehicle
2. Obey all traffic laws
3. Drive appropriately for road and weather conditions (i.e. snow, ice, flooding)
4. No horseplay, racing, or caravans
5. Plan routes and stops in advance
6. Stop at least every 90 minutes to rest – do NOT continue to drive if too tired
7. Do not consume, possess, or transport alcoholic beverages or illegal drugs
8. Each driver and all passengers should wear seatbelts
9. Drivers should be well rested
10. Drivers should pull over in a safe location if they become drowsy
11. Cell phones should not be used by the driver while operating the automobile. If a need develops to use the phone, pull off to a safe area to have your conversation.

At the site:

1. Never walk alone in a strange location.
2. Utilize the Buddy System.

- 3. Obey all event specific safety rules (wearing lifejackets, safety gear, etc.)

Conduct of Student Organizations

ORGANIZATION CONDUCT POLICIES

All registered student organizations by the Student Government Association, Fraternity and Sorority Life organizations, Honors organizations, sport organizations, and intramural teams must follow the policies and procedures specified in this handbook. Any violations of policies listed in the *Student Organization Handbook* and appendices will be addressed by the designated administrator, the Dean of Students Office, or the Organization Conduct Board (OCB). Student organizations which do not fit into any of the above categories will be held responsible by the faculty member or administrator responsible for the organization. Designated administrators are as follows:

<u>Organizations</u>	<u>Designated Administrator</u>
Fraternities and Sororities.....	Director of Fraternity and Sorority Life
Sport & Rec Organizations	Club Sports Coordinator
Special Interest/Honor Societies/Campus Programs.....	Director of Student Activities and Leadership

Policy violations will be classified in two categories: 1) minor offenses and 2) major offenses. Minor offenses are reviewed and enforced by the designated administrator. Major offenses are addressed by the Dean of Students Office once reported.

PROCEDURES FOR INVESTIGATION AND HEARING

When the designated administrator becomes aware of a potential violation, they will conduct an initial investigation. In cases of alleged major violations, the administrator will notify the Dean of Students Office that an investigation is underway. The Dean of Students may issue a cease of operations for the organization during the investigation and hearing period.

A fact-finding conference may be scheduled by the administrator with the president or the president’s chosen representative for the organization. If the administrator identifies minor violations, they will issue actions. If the administrator identifies any possible major violations, the case is referred to the Dean of Students Office. A meeting will be convened with a hearing officer. The hearing officer will communicate the facts that have been gathered and will request that the

president or their representative choose between an administrative resolution and OCB hearing. If an administrative resolution is chosen, the officer will hear the case and render his/her decision along with appropriate actions. If an OCB hearing is chosen, the hearing officer will schedule the hearing and present the facts to the board which will render a decision and actions.

Prohibited Organization Conduct

- I. Violation of University policy
- II. Failure to register event
- III. Acceptance of ineligible members
- IV. Failure to comply with administrative action
- V. Failure to attend required events
- VI. Unauthorized travel
- VII. Misuse of University funds
- VIII. Violation of federal, state or local laws

ACTIONS

Warning- A documented notice that a violation has occurred and further misconduct could result in further disciplinary action.

Restriction of privileges – Restrictions placed upon a student organization which limits University privileges for a specified period of time. These limitations may include, but are not limited to, the following:

- a. Denial to represent the University in any capacity.
- b. Denial to maintain assigned space on University property.
- c. Denial to receive or retain University funds.
- d. Denial to participate in intramural sports.
- e. Denial to sponsor, co-sponsor, and/or participate in any social event or other activity.
- f. Denial to sponsor and speaker or guest on campus.
- g. Denial of membership recruitment, or intake activities.
- h. Denial of the use of University vehicles.
- i. Denial of the use of University facilities.
- j. Denial of advertising on campus for organizational activities.
- k. Denial of soliciting and/or selling any items on campus.

Restitution- An order to make restitution is issued when an organization/organization has engaged in conduct injurious to the property of another (individual, group, or the University) for which monetary damages may be determined.

Community Service- Provide some type of community service to the University or community as a whole. This service should be relevant to the nature of the violation, should have some educational value and should not be unduly burdensome to other staff or students.

Disciplinary Probation- A specified period of review and observation during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of University regulations or policies could result in more severe sanctions, including suspension or revocation. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to specific limitations upon its behavior or University privileges.

Suspension of Organizational Registration- Denial of privileges of a registered organization for a designated period of time. Any organization whose Registration is suspended must:

- a. Cease all organizational activities with the exception of those approved by the designated administrator or the Dean of Students Office.
- b. Vacate any appointed or elected office with that organization's governing body for the duration of the organization's period of suspension.

Revocation of Organizational Registration- Permanently excludes the organization from the University without any recourse to reapply for Registration.

ORGANIZATION CONDUCT BOARD (OCB) MEMBERSHIP

The OCB will consist of one (1) faculty/staff member appointed by the Provost (chair), four (4) faculty/staff members from the Student Conduct Board, three (3) students from the Student Conduct Board, and six (6) students from each category. The three categories include Fraternity/Sorority, Sport Organizations, and Academic/Interest/Honor Societies. The Provost will determine the student members from each of the three categories at the beginning of each academic year.

- a. The student members must be in good standing, have completed a minimum of 24 hours, carry a minimum of 12 hours per semester for the duration of their service. A student will be considered not in good standing if they are currently suspended, on disciplinary probation, has non-completed sanctions, or a cumulative GPA of less than 2.5.

- b. A hearing panel will be selected for each case based on the availability of OCB members and will consist of the chair, two faculty/staff members from the Student Conduct Board, one student from the Student Conduct Board and two students from the category of the organization accused.

RIGHTS OF THE ACCUSED STUDENT ORGANIZATION

A. The organization has the right to be represented at any hearing but may not be represented by more than three current members. However, if organization representatives fail to appear when given proper notice, the hearing may be held and decision rendered in their absence.

B. The organization has the right to present evidence by witnesses, or by written statements if witnesses are unable to attend the hearing. It is the responsibility of the accused student group to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing will be held without benefit of their statements.

APPEALS

Appeals of minor offense decisions will be made to the supervisor of the designated administrator making the original decision. The supervisor will make a final decision regarding the matter.

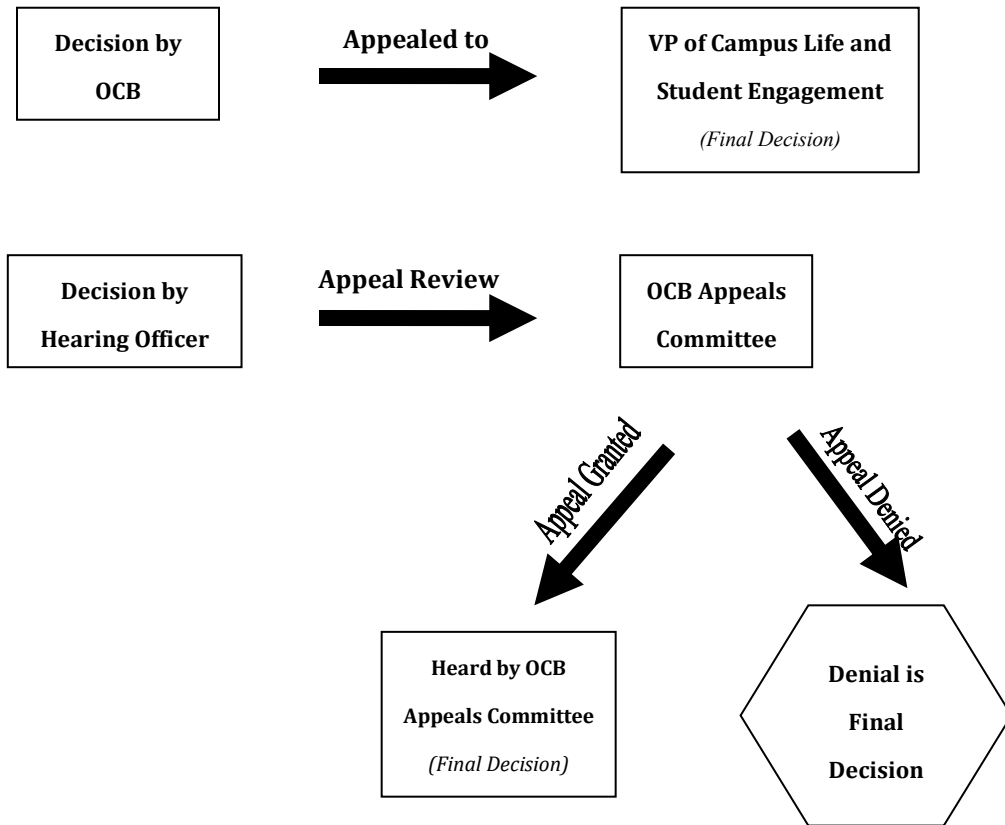
Appeal criteria for major offense decisions include:

1. Procedural error occurred that unreasonably impaired the organization's ability to achieve a fair process or final decision, and made the process or the final decision fundamentally unfair; or
2. New evidence of substantive nature, impossible for the hearing officer to have heard at the time of the hearing, has been discovered and it would be fundamentally unfair to not consider the evidence.

If representatives of the organization feel that the criteria for appeal are met, they must submit a written appeal to the Dean of Students Office within 72 hours of the initial decision. Appeal hearings will be heard by the OCB Appeals Committee when the original decision was made by a hearing officer. The OCB Appeals Committee will review the appeal to determine if either of the above criteria is met. If either of the appeal criteria is met, an appeal hearing will be granted. If not, the appeal will be denied. Appeal decisions will be made by the Vice President for Campus Life and

Student Engagement when the original decision was made by the OCB. All appeal decisions are final.

Major Offense Appeals Process



University Policies and Procedures

This section contains a list of University policies and procedures regarding issues that affect all students. Please note that violation of federal, state, or local law on University premises; at University-sponsored or University supervised activities, or elsewhere, if such conduct adversely affects the University community is a violation of University policy. All University policies are maintained at www.coastal.edu/policies.

Highlighted Policies

- **ALCOHOL AND DRUG POLICY**
<https://www.coastal.edu/policies/policyDetails.php?x=224>
- **ALCOHOL/DRUG MEDICAL AMNESTY POLICY**
<https://www.coastal.edu/policies/policyDetails.php?x=178>
- **FUNDRAISING POLICY**
<HTTPS://WWW.COASTAL.EDU/INTRANET/POLICIES/POLICYDETAILS.HTML?X=154>
- **SEXUAL VIOLENCE/ASSAULT POLICY**
<https://www.coastal.edu/policies/policyDetails.php?x=205>
- **DEMONSTRATIONS ON CAMPUS POLICY**
<https://www.coastal.edu/policies/policyDetails.php?x=228>
- **POLICY FOR OFF-CAMPUS SPEAKERS**
<https://www.coastal.edu/policies/policyDetails.php?x=228>
- **STUDENT LIFE EXAM WEEK**
<https://www.coastal.edu/policies/policyDetails.php?x=129>



Fraternity and Sorority Life

2019-2020

GENERAL INFORMATION

Introduction

The Fraternity and Sorority Community at Coastal Carolina University is dedicated to the ideals of friendship, scholarship, leadership, and service to the campus and community. Recognized chapters and colonies/groups will be held responsible for positive contributions of the primary educational mission of the University and, therefore, are under an obligation to encourage the most complete personal development of their members, intellectually and socially.

Recognition information, procedures, and guidance can be obtained through the Office of Fraternity & Sorority Life. The Director of Fraternity & Sorority Life, Dean of Students and/or designee reserves the right to revoke University recognition if he fraternity or sorority fails to comply with any of the recognition guidelines.

Definition of Terms

- **College Panhellenic Council (CPC):** the governing body of NPC sororities. The College Panhellenic Council consists of an executive board and delegates. CPC coordinates joint activities, programming and provides support to member chapters.
- **Colony/ Expansion Group:** a group of Coastal Carolina University students who have been organized under the auspice of an Inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- **Interfraternity Council (IFC):** the governing body of NIC and other fraternities recognized by inter/national organizations. IFC is the legislative body consisting of an executive board and delegates. The IFC coordinates activities, programming and support to member chapters.
- **Inter/national Fraternity or Sorority:** a fraternity or sorority holding membership in the North American Interfraternity Conference, the National Panhellenic Conference, the National Pan-Hellenic Council, or a fraternity/sorority that has inter/national status.
- **National Association of Latino Fraternal Organizations (NALFO):** is an umbrella council for 17 Latino Greek Letter Organizations established in 1998.
- **National Pan-Hellenic Council (NPHC):** a collaborative association of the nine historically African American fraternities and sororities whose member organizations typically have multiple chapters. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

- **National Pan-Hellenic Council at CCU (NPHC at CCU):** the governing body of NPHC fraternities and sororities. NPHC consists of an executive board and delegates. The NPHC at CCU coordinates joint activities, programming and provides support to member chapters.
- **National Panhellenic Conference (NPC):** a collaborative association of 26 sororities whose member organizations typically have multiple chapters. NPC is an organization established to foster inter-sorority relationships, to assist collegiate chapters of the NPC member groups, and to cooperate with colleges and universities in maintaining the highest scholastic and social standards.
- **North American Interfraternity Conference (NIC):** a collaborative association of fraternities whose member organizations typically have multiple chapters. The NIC advocates the needs of fraternities through enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
- **Office of Fraternity and Sorority Life (OFSL):** The office that helps advise all recognized Fraternities and Sororities at Coastal Carolina University, in addition to all governing councils and Order of Omega.
- **Office of Student Life (OSL):** the department of Coastal Carolina University that supports programs that encourage a sense of community through student involvement in clubs and organizations.

Fraternity and Sorority Community

The Fraternity & Sorority community at Coastal Carolina University is comprised of a variety of organizations representing a diverse student population. All of our chapters are nationally affiliated member of the National Panhellenic Conference (NPC), The North-American Interfraternity Conference (NIC), an inter/national organization, the National Pan-Hellenic Council (NPHC), or the National Association of Latino Fraternal Organizations (NALFO).

The Fraternity & Sorority community is governed by the respective council (CPC, IFC, NPHC) judicial boards. Every fraternity and sorority must maintain active membership and good standing with their respective council to achieve continued recognition with the University.

Organization	Chapter	Founding Date	Status
Alpha Sigma Phi	Delta Sigma	October 30, 1993- Refounded FA18	Colony
Delta Chi	Coastal Carolina	October 15, 2005	Closed
Kappa Alpha Order	Zeta Omega	November 18, 2017	Active
Kappa Sigma	Pi Theta	August 28, 2008- Refounded FA16	Active
Lambda Chi Alpha	Pi Kappa Zeta	March 24, 2018	Active
Pi Kappa Alpha	Kappa Rho	April 16, 2016	Closed
Pi Kappa Phi	Eta Pi	November 11, 1995	Active
Sigma Alpha Epsilon	SC Alpha	November 3, 2007	Closed
Sigma Nu	Mu Epsilon	1992	Closed
Sigma Phi Epsilon	SC Epsilon	November 10, 1979	Active
Tau Kappa Epsilon	Tau Tau	April 18, 1998	Closed
Phi Gamma Delta	Mu Beta	April 21, 2012	Active
College Panhellenic Council (CPC)			
Alpha Delta Pi	Theta Beta	April 14, 2007	Active
Alpha Xi Delta	Iota Pi	April 17, 2011	Active
Gamma Phi Beta	Zeta Zeta	April 12, 1996	Active
Sigma Kappa	Lambda Beta	November 16, 2014	Active
Sigma Sigma Sigma	Zeta Chi	February 8, 1997	Active
Phi Sigma Sigma	Theta Beta	August 29, 1992	Active
Chi Omega	Mu Gamma	November 12, 2017	Active
National Pan-Hellenic Council (NPHC)			
Alpha Kappa Alpha	Rho Pi	April 22, 1997- Refounded FA17	Active
Alpha Phi Alpha	Nu Phi	June 1, 1978 – Refounded FA14	Active
Alpha Psi Lambda	SC Alpha Alpha	April 12, 2013	Active
Delta Sigma Theta	Sigma Xi	April 21, 1996	Active
Zeta Phi Beta	Mu Rho	October 28, 2000- Refounded FA18	Active
Kappa Alpha Psi	Pi Gamma	April 16, 2006	Closed
Sigma Gamma Rho	Tau Psi	March 30, 2019	Active
Phi Beta Sigma	Beta Beta Iota	October 22, 2004- Refounded FA14	Active
Omega Psi Phi	Alpha Delta Kappa	July 21, 2006	Closed

Recognition

OFFICE OF FRATERNITY & SORORITY LIFE RECOGNITION REQUIREMENTS FOR FRATERNITIES & SORORITIES

The following items must be fulfilled by each Coastal Carolina University Fraternity & Sorority in order to maintain an active recognition status. Applicable recognition pieces should be submitted by the date indicated below. Remaining pieces will be verified by the Office of Fraternity & Sorority Life. Should a chapter fail to fulfill the following items they will be placed on probationary period. The probationary terms are listed below.

1. Obtain a chartered status from an Inter/National fraternity or sorority. Colonies will be recognized for a period of two calendar years starting with the date of formation (the date on which the initial recruitment process begins). If a colony fails to receive a charter within this time frame the organization will lose University recognition and will be required to wait a minimum of one calendar year before applying to re-colonize. *Verified by OFSL*
2. Must be recognized as a student organization through the Office of Student Life. Re-registration is due April 15th every year. *Chapter completes and then verified by OFSL*
3. Must have representation at ALL Student Organization Training Sessions hosted by the Office of Student Life. *Chapter completes and then verified by OFSL*
4. Recognition by a University Governing Council. All chapters and colonies must be engaged and involved with a Governing Council (IFC, PHC, NPHC) to the level that is appropriate to maintain “good standing” as outlined by the councils constitution and bylaws. *Council recognition will be completed by April and then verified by OFSL*
 - a. Governing Councils will be required to submit to the Office of Fraternity & Sorority Life documentation that member groups are in good standing; including but not limited to documentation of attendance, active participation in council-sponsored programs, and financial standing.
 - b. Please see the IFC Bylaws, CPC Bylaws, and NPHC Bylaws for specific council requirements.
5. Identification of an active chapter advisory board that communicates regularly with the chapter and Office of Fraternity & Sorority Life. Contact information of these individuals must be submitted to the Office of Fraternity & Sorority Life.* *Chapter completes when any changes have been made*
6. Submission of the organization’s constitution and bylaws and/or governing policies and procedures.* *Chapter completes during re-recognition, due April 15th each year.*
7. Submission of the organization’s risk management policy (inter/national & local).
8. Updated proof of insurance on file. The Inter/National organization must cover the organization by a policy of general commercial liability insurance, and must present a

certificate of insurance prior to expansion. The Certificate of Insurance must endorse Coastal Carolina University on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. Chapters will be required to maintain an updated copy at all times. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Fraternity and Sorority Life. * *Chapter completes by October 1st or when expired*

Coastal Carolina University

Attn: Director of Fraternity & Sorority Life

100 Spadoni Park Circle

Jackson Student Union, Suite B201

Conway, SC 2928

9. Organization's Coastal Connections page must be current and up-to-date including chapter members on roster, contact information current, officer positions current, organization information detailed and specific. Additionally, all members of the chapter must join the chapter and have a completed profile.* *Chapter completes by February 1st and September 1st*
10. Submission of accurate membership rosters to the Office of Fraternity & Sorority Life. All rosters are to be reviewed regularly and finalized by designated date of each semester.
Verified by OFSL
Forms deadlines:
 - Bid Acceptance Forms: 24 hours after new member accepts bid
 - New Member Removal Form: 48 hours of new member resigning membership
 - Request to Initiate: 48 hours prior to initiation of new members
11. Chapters must be educated on risk management and new member education expectations each semester. 100% of chapter membership or required officers must be in attendance.
Verified by OFSL
12. New Member Education plans are submitted by the required deadline and approved by the Director of Fraternity & Sorority Life. Approved plans are followed unless additional requests are made and approved at a later date. *Verified by OFSL*
13. All new members must fully complete their new member education/pledging period within eight (8) weeks from the date upon which the new member was formally pinned or accepted into membership of the organization. Requested initiation date will be followed and not pushed back due to new members performance. *Verified by OFSL*
14. Compliance with all applicable University policies, rules, and regulations. If an organization has an open conduct case, the organization must be working toward a resolution. *Verified by OFSL*
15. Chapters must complete Fraternal Excellence Program, including annual report. *Chapter completes on the calendar year and assigned deadlines.*

16. Chapters must have designated members/officers present at required trainings, retreats, or programs by OFSL. Dates will be given at least 4 weeks in advance. *Verified by OFSL*

PRIVILEGES OF FULL RECOGNITION FOR FRATERNITIES & SORORITIES

Full Recognition will afford organizations the following privileges and benefits:

1. Identification as a recognized chapter at Coastal Carolina University and use of the University's name along with, but in place of, as identification of the sponsoring body.
2. Participation in the recruitment of members from the Coastal Carolina University Student body.
3. Participation in educational, social, and athletic programs and activities sponsored by the University which are provided for fraternal organizations.
4. Access to and use of University facilities for official functions as approved by the University.
5. Ability to promote and advertise on the University website and on University property the chapter events and events the chapter sponsors.
6. Potential for OFSL scholarships and financial assistance and incentives.

Probationary Terms for Fraternities & Sororities

It is expected that all social fraternities and sororities at Coastal Carolina University are in full compliance with all components of recognition. If a chapter is not in compliance with the requirements outlined in this document the chapter may be provided one (1) semester to meet the requirement and after one (1) semester the chapter will lose its recognition as a fraternity or sorority at Coastal Carolina University. A chapter may also have a restriction of privileges, a warning, restitution, community service or disciplinary probation if not in full compliance until requirement is met.

When a chapter fails to meet the criteria for recognition and is not making satisfactory progress toward recognition, recognition may be withdrawn, and the chapter may be placed on a probationary status for one semester. During this semester the chapter must make satisfactory progress toward regaining recognition. Failure to meet the recognition requirements at the end of one semester will result in the organization losing University Recognition.

Registering Chapter Events

Registered student organizations must register ALL programs, meetings, event, etc. either on or off campus. Events must be held at the appropriate time, the appropriate place, and in a manner consistent with the mission of the University.

A function/event may be deemed as a chapter event if **any** of the following criteria are proven:

1. Event is paid for by the chapter (with chapter funds)
2. Event is sponsored, promoted, endorsed or condoned by chapter (i.e., announced on Facebook, Twitter, or other social media accounts that are managed by the chapter)
3. The average person would associate the event with the fraternal organization in question
4. Evidence of the event could be found in the chapter's meeting minutes

Events with Alcohol Registration

Student Sponsored Social Events

1. Fraternities and sororities should consult with Umbrella council and Inter/National Organization guidelines – follow the stricter of the two.
2. When two organizations are hosting an event together, be sure to follow the policies of the stricter organization. Rosters should be turned for every guest attending and the social event will count for both organizations.
3. 1 sober host per 10 guests.
4. Events with alcohol are limited to 4 per semester for any one organization.
5. **On-Campus Student Events** – Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events that take place on campus.
6. **Off-Campus Student Events** – Any student organization that hosts an off-campus event where alcohol is served and consumed must register the event with the Office of Student Life.

In order to register events students must complete the form on the OFSL Coastal Connections page and set up a meeting with a staff member in the Office of Fraternity and Sorority Life. The student organization event registration process must be completed before entering into negotiations for contracts or to gain goods or services. Student organizations, its officers, members, and guests are responsible for complying with all University policies as well as local, state, and federal laws governing the use of alcoholic beverages.

Membership Expectations

INDIVIDUAL MEMBERSHIP

To be an active member of a fraternity or sorority, a student must meet some preliminary expectations. Consistent with the mission of Coastal Carolina University, the Division of Campus Life and Student Engagement, and the Office of Student Life, a student's first priority should be

academic success. While a co-curricular experience is a rich and essential component of one's educational experience at college, it is a privilege to participate in a Fraternity or Sorority. These expectations for membership are also consistent with the chapter's expectations, as well.

Students eligible to become new members of a fraternity or sorority must be a full-time, matriculated undergraduate student at Coastal Carolina University. Additionally, students seeking membership in a fraternity & sorority will need to refer to the respective governing council and organization for grade requirements. .

Traditional first-year students (defined as students matriculated into college full-time for the first year because they were enrolled in high school the previous year) are eligible to join our IFC or CPC, and NPHC groups but must have a minimum of 12 credits in order to affiliate with one of our NPHC organizations. The high school GPA will be used from first-year students to determine fraternity and sorority eligibility. The Office of Fraternity & Sorority Life encourages traditional first-year students to learn more about the fraternities and sororities through new student orientation, organization kick off, and Greek 101.

Transfer students are defined as taking college courses at another college or university in the fall or spring semester prior to their full-time matriculation at CCU. Transfer students took college courses exclusively, and were not enrolled in high school during that semester. Cumulative grade point averages from transfer student's previously attended institution (if 12 credits or over) will be used to determine eligibility for a fraternity or sorority.

Accepting membership into a fraternity or sorority entails an agreement to abide by the policies and procedures set forth by the chapter, the governing council(s), the Inter/national organization, and the University. The University will consider all registered students as active members of the organization unless notified otherwise by the fraternity/sorority. Students that are placed on an inactive status with documentation from their Inter/national offices will be placed as inactive with the Office of Fraternity & Sorority Life as well. Inactive members do not have the ability to represent their chapter and, as such, the University will not consider that individual a member of the chapter. Additionally, an inactive member will not have the right to represent their chapter or the Fraternity/Sorority community in any committee, leadership or governance role.

Academic Standards

In keeping with the Mission of Coastal Carolina University, a student's co-curricular experience should be a rich and valuable supplement to their intellectual development. Ultimately, a student

must make his/her academic progress a priority. Our fraternities and sororities are committed to this ideal, holding that scholarship is the most important aspect of the college experience.

Active members will give permission to the Office of Fraternity & Sorority Life to verify their cumulative and semester GPAs via signatures on an academic release form. The overall chapter GPA of each organization will include all active members of the organization currently enrolled at the University. In order for an inactive member to not be counted towards the organization's overall GPA, the Office of Fraternity & Sorority Life must receive documentation from the organization's Inter/national office indicating the students change in membership status.

New Member Recruitment and Education

RECRUITMENT GUIDELINES AND EXPECTATIONS

The Office of Fraternity & Sorority Life oversees the fraternity and sorority recruitment and New Member Education procedures. Recruitment events and programs should be approved through the Office, in partnership with the governing councils, and New Member Education programs must be approved before they begin.

New Members of a Fraternity or Sorority must fit into the following requirements:

1. Only full-time (12 credit hours or more), matriculated, undergraduate students are eligible to become a new member. Part-time, non-matriculated students and students on Academic Probation are ineligible to become new members. Each governing council and respective organizations may have different minimum requirements.
2. A first-semester transfer students is eligible to become a new member based on their cumulative grade point average from their previous institution.
3. First-time student's eligibility will be determined based on their cumulative grade point average from high school.
4. Students must meet the requirements as outline by each individual chapter's National/Local Offices.

Failure to comply with these guidelines is a violation of the Organization Conduct and could result in disciplinary action.

NEW MEMBER EDUCATION GUIDELINES

New Member Education is a pre-scheduled and pre-approved program through which students become active members of a fraternity or sorority. The process of choosing to join a particular organization is that of mutual selection. Eligible students are encouraged to learn as much as they can about each organization before they chose one to join.

All fraternity and sorority New Member Education programs must occur under the guidance of and with approval from the Director of Fraternity & Sorority Life and Vice President of Campus Life and Student Engagement. National New Member Education Plans or resources will be due to the Office of Fraternity & Sorority Life by the given deadline and then the local program developed by the chapter will be due prior to the start of the program. Local programs will not exceed eight (8) weeks, and must include all documented room reservations. If any organization is interested in having new members that semester, the chapter will work closely with the Office of Fraternity & Sorority Life to plan their process.

New Member Education Programs are meant to be an opportunity for new members to learn more about the fraternity or sorority, its values, history, members, and its philanthropies. A New Member Education Program should serve as an orientation period for the new members of the organization, and should promote the ideals of citizenship and leadership, while supporting the academic mission of Coastal Carolina University.

NEW MEMBER EDUCATION PERMISSIBLE ACTIVITIES

The following list offers examples of new member education activities which are permitted:

- Instruction in the history and philosophy of the organization such as: the role of fraternal organizations in higher education; relationship of chapters to national or regional groups; financial responsibilities; scholarship; alumni relations; chapter management; brotherhood/sisterhood; group behavior/communications; leadership and life skills; and respect for self and others.
- Community service programs such as: fund-raising events for non-profit organizations and charities; academic tutorials or study groups; volunteer mentorship of underclassmen; youth and children, etc.
- Cultural programs that enhance inter-cultural knowledge and understanding such as: sponsorship of speakers, workshops or seminars that promote these ideals; social events that exemplify inter-cultural harmony, and respect for others.
- Social programs and recreational activities such as: dances, athletic/non-athletic games, and other forms of social events that promote a sense of friendship and group camaraderie, all of which are conducted in a responsible manner.
- Meetings: periodic required business meetings of the new member class, where attendance at such meetings is a reasonable requirement and does not interfere with class, study, or sleep time, and is intended to promote group development, accomplishment of legitimate projects, and teach group leadership and organizational skills.
- Conduct: respect for the College and our community is essential; opportunities for building relationships between students and the community are encouraged; students are required to conduct themselves responsibly. No new member activity or intake education instruction should disturb the quality of life in residence and dining halls, or the quality of education in academic or administrative buildings.
- Common sense should prevail. If in doubt about an activity, consult with the Director of Fraternity & Sorority Life.

Coastal Carolina University Extension/Expansion

Supporting Materials

Upon receipt of the letter of interest inter/national organizations will be asked to submit supporting materials covering the following expectations:

1. The chapter is required to have a full advisory board to be considered for expansion. Failure to have at least three (3) permanent advisors and one (1) university faculty/staff advisor, will not be considered for extension/expansion. The three permanent advisors must be assigned to directly advise the areas of recruitment, finance, and overall general chapter operations.
2. The national organization must cover the interest group/colony by a policy of general commercial liability insurance, and must present a certificate of insurance prior to recruiting an interest group. The Certificate of Insurance must endorse Coastal Carolina University on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Fraternity and Sorority Life.

Coastal Carolina University

Attn: Director of Fraternity & Sorority Life

Post Office Box 261954

Conway, South Carolina 29528

Endorsed Additional Insured Language: "Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."

3. Throughout the duration of the extension/expansion period there must be at least one if not two inter/national officers or consultants that assumes responsibility for the extension/expansion process. Preferably one to be located in the Myrtle Beach/Conway area during the initial recruitment/intake period and is present at recruitment/intake events. There must be at least one consultant/field representative/graduate chapter member to work with the colony/chapter on a regular basis for the period of at least two years after installing/chartering.
4. There must be a specific commitment from the inter/national organization to continue support for funding, for increased chapter attendance at inter/national and regional leadership training conferences, and the development of alumni support.
5. Additionally a packet of materials with the following supporting materials should be included:

1. Logistical Information

- i. Name of Fraternity/Sorority
 - ii. Founding date
 - iii. Last 3-5 colonies and/or chapters (including recruitment/intake numbers and retention statistics)
 - iv. List of chapters/colonies in the South East region
 - v. Current number of undergraduate members
 - vi. Average chapter size
 - vii. Number of chapters closed or suspended in the last five years and reasons for closure
 - viii. Membership costs: new member, initiation fees, regular dues
 - ix. National/local service/philanthropy programs
2. Policies
- i. Inter/National Risk Management program
 - ii. Anti-Hazing Policy
 - iii. Inter/National Membership non-discrimination statement
 - iv. New Member Education/intake program and length of program (not to exceed 8 weeks)
 - v. Minimum standards of potential new members
 - vi. Scholarship/Academic program and requirements
 - vii. Inter/National Constitution and Bylaws or standing policies
 - viii. Policy of relationship with host institution
 - ix. Tax Identification Number
3. Extension/Expansion Process
- i. Inter/national organization's criteria for chartering
 - ii. Ongoing support for colony/chapter
 - iii. Recruitment/intake support
 - iv. Additional resources
4. Resources
- i. Foundation Scholarships/loans
 - ii. Leadership schools, convention or programs
 - iii. List of Active Alumni(ae) in the Myrtle Beach/Conway or near-by, within 75 miles
6. If the supporting documentation has been submitted, it may be determined by the Director of Fraternity and Sorority Life and respective governing council that the organization will be invited to make an on-site presentation, which will include a meeting with the appropriate university officials.

7. The presentation, if requested, should be led by the headquarters staff and will include how the group will support the mission of Coastal Carolina University and the fraternity and sorority community with the following areas of focus:
 1. How the Greek organization would enhance the Greek community.
 2. Community service/philanthropy
 3. Accountability of members
 4. New member and membership education
 5. National reporting requirements
 6. Risk management policies
 7. Timetable and expectations of colony/chapter
 8. National educational programs
 9. Number of chapters currently active and open inter/nationally
 10. Financial backing from headquarters
 11. National standards of conduct
 12. Overall general support from the National Organization
 13. Overall general support from local, regional, and national alumni(ae)

Office Contact and Resources

Office of Fraternity & Sorority Life

100 Spadoni Park Circle
Lib Jackson Student Union
Suite B201
Conway, SC 29526

843-349-2336

greek@coastal.edu

@CCUOFSL

Director of Fraternity & Sorority Life

Amanda Eisele

843-349-2988

aeisele@coastal.edu

Fraternity and Sorority Life Coordinator

Daniel McBurney

843-349-2380

dmcburney@coastal.edu

Panhellenic Council

@ccupanhellenic

ccupanhellenic@gmail.com

Interfraternity Council

@ccuifc

National Pan-Hellenic Council

@Ccu_INPHC

A copy of all resources can be found at:

<http://www.coastal.edu/osl/greek/resourcespolicies/>.



**Club Sports Manual
2019 - 2020**

2019-2020 Coastal Carolina University Club Sports

<u>Competitive on Campus</u>	<u>Competitive off Campus</u>	<u>Recreational</u>
Men's Soccer	Equestrian English	Outdoor Adventure
Women's Soccer	Equestrian Western	Surf
Men's Rugby	Hockey	
Women's Rugby	Fishing	
Men's Lacrosse	Saltwater Anglers	
Women's Lacrosse	Baseball	
Men's Basketball	Cheer	
Women's Basketball	Softball	
Quidditch		
Field Hockey		
Tennis		
Swim		
Women's Volleyball		

Section 1: Club Sports Philosophy & Organization

1.1 CLUB SPORTS OVERVIEW

A club sport is a special interest group organized to engage in and promote interest in a competitive sport or activity. These groups are formed primarily to increase individual and team skills and to augment knowledge through a continuing instructional and competitive program. **All students who are currently enrolled full-time at Coastal Carolina University are eligible to participate in the program.** Under the supervision of the Department of University Recreation, the University makes its facilities and services available to participating clubs.

CCU Club Sports offers a structured environment to practice and play the game students' love, while building friendships that will last a lifetime. Student-led and student-funded, Club Sport teams represent CCU in competitions and tournaments both regionally and nationally. Club sports teams are further broken down into categories to further suite their needs. All club sport team must fall under one of the three categories: competitive on campus, competitive off campus or recreational. These grouping aid in the universities support of the individual club. The Department of University Recreation, specifically the Club Sports Coordinator, will serve in a support role for supervision and coordination of all club activities. However, the planning, execution, and evaluation of all club activities is the responsibility of club officers and members. Coastal Carolina University cannot be held responsible for injuries incurred during travel or participation in these voluntary activities.

1.2 CLUB SPORTS ADMINISTRATION

The Club Sports Coordinator, Graduate Assistant, Club Sports Council (CSC) and Club Sport Managers shall oversee all Coastal Carolina University Club Sports. The Council will assist the clubs in their administration and development. Each club **must** have a university advisor (a current faculty or staff member) and operate according to University regulations. Each participant is expected to practice good sportsmanship while participating, and to behave responsibly during all club-related activities. Any violation of this policy could result in a referral to the Director of University Recreation and the Club Sports Coordinator. The Club Sports Coordinator may revoke the membership of any individual or club that acts improperly. Furthermore, all final decisions on policy interpretations as well as program matters not covered in this manual or the Student Organization Handbook will be at the discretion of the Club Sports Coordinator.

1.3 CLUB SPORTS COUNCIL

The CSC includes the Club Sports Coordinator (acting as chairman) and three elected student positions. The three elected student positions must be current Club Sports student-athletes and officers. To sit on the CSC, a prospective member must be in good academic standing and maintain a 2.5 GPA or higher. The CSC works with each Club Sport to assess and review special budgetary needs and provide advice for fundraising and fiscal responsibility. The CSC will also hear minor rules infractions committed by clubs and determine an appropriate sanction for each violation.

Section 2: Forming a Club Sport

2.1 FORMING A CLUB

Clubs desiring to be officially recognized by Coastal Carolina University must seek recognition through Student Life and Club Sports offices as early as possible in the fall semester. Please see Student Organization Handbook for steps to be an official club at Coastal Carolina University: [Handbook-How to Start a New Organization](#)

2.2 CLUB STATUS

Conditional. Clubs in their first year of existence will be conditional. Each club has one year to demonstrate viability in terms of leadership, administration, operation, interest, and member support. The following outlines the stipulations that conditional clubs hold:

- (1) Club members are not eligible for seats in the CSC.
- (2) Conditional clubs have the lowest priority for facilities bookings and reservations.
- (3) Financial assistance will be limited and done through Student Government. Conditional clubs must prove fiscal responsibility to be eligible to receive “full” CSC funding.
- (4) Upon successful completion of Conditional status, a club will be automatically elevated to Full status and as such be eligible for support as deemed suitable (at the discretion of the Club Sports Coordinator as recommended by the CSC, subject to available funding).

Official/Full. A “full” club has passed conditional status for at least one year and/or is a returning full Club Sport. If a current club intends to split into two teams (i.e. from one team into men’s and women’s sides or A team/B team) the two new clubs may maintain the Club Sports status of the original team provided that this team was in good standing throughout the previous year.

2.3 CLUB REQUIREMENTS

1. Have a minimum of seven (7) full-time student members. Full-time students at Coastal Carolina University are those taking 12 or more credit hours per semester or are in their final semester prior to graduation.
2. All clubs must have at least one (1) Risk Management Officer (RMO) present at all practices and events. RMO are existing club members and must maintain current CPR, AED, and First Aid certification.
3. Ensure that a current list of club members and officers (including contact information: email, phone number, year in school and position held within the club) is on file with the Club Sports Office.
4. Hold annual elections of officers, including a president, vice president, secretary/treasurer, and risk management officer. (The same person cannot fill two offices).
 - The President is responsible for:
 - a. Serving as official liaison between the Club and the Club Sports Coordinator
 - b. Informing club officers and club members of all guidelines and requirements for acquiring, maintaining, and renewing Sport Club status
 - c. Attending necessary meetings
 - d. Ensuring that all necessary forms are submitted on time
 - Officers must attend an Officer Training Session.
 - RMO must have proper certification on file, attend all practices and events, and aid in the coordination of ImpACT testing.
 - Members of each clubs executive board must meet with the Club Sports Coordinator at the beginning of every semester to discuss issues related to their specific club.
 - Other club officers are responsible for assisting the President in managing club affairs including organization, programming, scheduling, reporting, risk management and finances.
5. Comply with Coastal Carolina University, Department of University Recreation, Club Sports policies and procedures
6. Have a relevant, revised constitution for the club when applying for Club Status and ensure the club's current constitution is on file within Coastal Connections.
7. Ensure all publications and promotional materials (e.g. newsletter, posters, flyers, etc.) are approved (via stamping) by the Club Sports Office prior to printing and circulation.
8. Request and reserve facilities through [Coastal Connections](#).
 - a. Club members must attend a Coastal Connections training to learn how to operate the software.

9. Ensure supervision of all club activities by qualified personnel.
10. Ensure that each participant, prior to participating in the club's activities, has signed a waiver form via Coastal Connections in which they assume the risks of participating and agrees to release Coastal Carolina University from any possible claim arising from loss or injury attributed to participation.
11. High risk clubs must complete concussion baseline testing (ImPACT) before their first official practice. In the event of a head injury a second test will take place and the baseline will aid in the review of the results and necessary return to play protocol and must be signed off by a licensed health care professional.
12. Comply with emergency response procedures of the University Recreation.
13. Ensure that accidents/injuries are appropriately documented by completing the Accident Report Form.
14. Sustain Club Sports renewal each year through application on Coastal Connections.
15. All proposals/intentions of clubs and association to include instruction/coaching (either paid or volunteer) must be disclosed to and vetted by the Club Sports Office (Coaches Contract) and Human Resources. Non-compliance will result in immediate cancellation of existing facility bookings, suspension of further facility booking privileges and activities.

Clubs not complying with the above-mentioned requirements may forfeit the use of facilities and/or budget monies and the club may be placed on probation.

2.4 TYPES OF CLUB SPORTS

1. *Competitive On Campus* are the teams that practice and play their home contests at the Recreational fields/courts. They compete against other teams and/or individuals from other colleges or universities.
2. *Competitive Off Campus* are the teams that need to travel to practice and play their home matches off campus due to lack of facilities. They compete against other teams and/or individuals from other colleges or universities.
3. *Recreational* are the teams that may only practice or do not compete. These clubs may still travel but do not have "contests"

Criteria For All Clubs:

- Demonstrated strong club leadership
- Complete self-support

- In good standing with the Club Sports Office

Section 3: Club Sports Finances and Discipline

3.1 OVERVIEW

The Club Sports budget is intended to assist club teams in covering a portion of necessary expenses. All clubs should expect to supplement this funding through their own resources.

Revenue received by each club usually comes from the following sources:

- Membership dues (**nonrefundable**)
- Fundraising activities
- On-campus sale of promotional materials
- Off-campus solicitation is permitted but requires permission of the Club Sports Coordinator and completion of a Fundraising Request Form on Coastal Connections

Account Types:

- 10 Account: University funded through Scoreboard
- 15 Account: Club generated funds

Club Sports funding is distributed to individual clubs according to demonstrated behavior over the course of the prior year. The Club Sport Coordinator will calculate each club's allocation based on the club sports scoreboard to evaluate each club's performance over the course of the year. The scoreboard assigns a point value for specific categories that are essential to club function, and the total number of points translates into a dollar amount.

University funds for the next fiscal year's budget will be based on the club's ability to follow policies and procedures.

Some of the CSC budget will not be given directly to Club Sports. The CSC retains the privilege of retaining some funding for leadership activities, retreats and an annual operating budget for the administration and overhead of the CSC itself.

Once the money is allocated (10 account) or collected (15 account) it is University money and can only be spent in compliance with [University guidelines](#). Any purchases with these funds are university property and are to be collected at the end of each year (i.e. uniforms, equipment etc.). Failure to return any item may cause for suspension on the club or a "hold" on an individual's Student Account.

3.2 Discipline Procedures

Failure to comply with any of the Club Sport procedures and policies of the university may result in disciplinary action.

Club Sport Meetings:

All club sport meetings are posted online and meeting invites have been sent. The entirety of the club sport meetings must be attended by a minimum of 2 members of the council. Failure for one or both representatives to attend the meetings will result in the following disciplinary actions:

- First meeting:
 - \$25 fine to their 10 account
 - No club activity until there is a meeting to discuss missed material
- Second meeting:
 - \$50 fine to their 10 account
 - No club activity until there is a meeting to discuss missed material
- Third meeting:
 - Club is suspended for the duration of the semester

Major Infractions

Major infractions include actions, which are unacceptable standards of conduct or are in violation of university policy. Examples of major infractions include but are not limited to the following situations: displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sport Program; misuse of funds; allowing ineligible individuals to participate in club activities; failure to adhere to the [Alcohol and Drug guidelines](#); misuse of Rec Facilities or University facilities.

When a Major Infraction occurs, the following steps **can** be made:

- Extended probation
- Expulsion from a club
- Suspension of facility privileges
- Suspension of funding
- Suspension of Sport Club membership

These actions for Major Infractions may be carried out either independently or collectively and one action is not dependent on another. It is the responsibility of the Club Sport Coordinator to carry out these disciplinary procedures when deemed necessary. The Coordinator will make decisions on the level of the incident (major or minor). If there is a question as to the level of the incident the [Code of Student Conduct](#) will be consulted. Clubs may appeal the Club Sport Coordinator's final decision. A written appeal must be made to the Director of University Recreation within 48 hours of the Club Sport Coordinator's decision.

3.3.1 Reimbursement Procedure

3.3.1.1 [Travel](#)

- Collect all original receipts from team members in a travel envelope (available from the Club Sports Office). Dates on receipts must match dates of trip on the Travel Authorization form.
- Receipts must be collected from team participants immediately and turned in for reimbursement no later than **one week** after the trip.
 - o Airline receipts (must be paid in advance): save the passenger coupon and e-ticket that shows the flight number and complete itinerary.
 - o Hotel receipts: ask for a detailed and itemized summary(folio) not a credit card copy.
 - o Gas receipts: must ask the clerk for an itemized gas receipt, not the credit card charge copy.
- Travel must be reimbursed to a person rather than a club.
- Bring the travel envelope to the Club Sports Office. Provide the name, student ID, and address of the person to be reimbursed.

3.3.1.2 Equipment, Office Supplies, Etc.

- Provide original itemized receipts.
- Fill out the enclosed reimbursement form.
- Non-travel reimbursement can be made out to the club or an individual team member. Provide the name, student ID, and campus address of the person to be reimbursed.

3.3.2 Club Sports Purchasing Card & Travel Card

- Clubs may utilize the university purchasing card (Visa) by placing a phone order and/or online orders from the Club Sports Office. Back-up information or invoice copies are required.
- Clubs may utilize the travel card (MasterCard) after completion of the TA and Expense Advanced Form through the Club Sport Office. If traveling with a “travel card” all corresponding receipts and the card must be returned by the Monday after the trip. Only gas, hotel and registration can be put on a “travel card”.

3.3.3 Payment of Invoices, Check Requests, Etc.

- Invoices may be brought to the Club Sports Office for direct payment (i.e. for league dues, etc.). Requests for checks to be sent directly should be accompanied by an invoice. If the invoice is being requested by a new vendor, a completed [W-9](#) must also accompany the invoice.

3.3.4 Reimbursement for Payments to Officials

- Any money paid to officials through Coastal Carolina University is considered salary and therefore Coastal Carolina must receive a completed a new vendor application and W-9 form from the individual before payment can be made. Coastal Carolina University will not reimburse the club for their payment to an official, but will ONLY pay the official directly as salary upon receipt of the W-9 form. [W-9](#) forms are available from the Club Sports Office or can be downloaded online at <http://www.coastal.edu/recreation/clubsports/formslinks/>

Follow these steps:

- Have the official complete the W-9 form (the address of the official, plus the social security and a signature).
- Have each official complete an Official’s Invoice Form stating team and opponent, date of game, time officiated, amount of payment, etc.
- Submit W-9 and Official’s Invoice Form to the Club Sports Office for processing.
- Coastal Carolina University will issue a check to the official.

When a club works stadium concessions for athletics

Contact Aramark/Dining Services (Danielle Con at cox-danielle@aramark.com).

Eventually the payment will be transferred to the club's operating account, and the club must submit receipts for reimbursement as outlined above (or elsewhere in this manual).

Section 4: Facilities

4.1 FACILITIES

The Department of University Recreation will provide support in the use of University facilities. Use of the facilities during periods other than normal hours of operation will necessitate special arrangements. Schedules for the use of gymnasium and playing field facilities will be drafted in August, October, January and March during Officer Meetings. Any changes to this schedule must be made at least one week in advance in order to provide adequate time for department personnel to prepare fields. All lining and fieldwork requests should be sent to clubsports@coastal.edu

Use of facilities will be reserved for registered Club Sports use per space availability. The scheduling software is on Coastal Connections, all club have access and will need to use to reserve space on campus. Due to the large number of programs administered by the Intramural Sports program and Recreation Center, field and gymnasium space may be limited. Priority will be given to clubs that have an established program, are registered as a Club Sport, are in their competitive season, and demonstrated facility need.

4.1.1 Indoor Facilities

Please return all equipment to its proper location. Contact Club Sports Coordinator to report any missing or broken equipment.

4.1.2 Outdoor Facilities

In most cases, if fields are unplayable, club presidents will receive an email the day before or the day of a scheduled event. If, however, you get to a field and there is standing water on a significant portion of the field, it is unplayable. If clubs play on unplayable fields, this may result in field closure as well as fines on that club's account. Please use common sense and stay safe. Fields played on during unplayable conditions will become damaged and will therefore have to be closed for maintenance.

If trash is left on the field, your club will be charged a cleaning fee. This money will come out of each club's budget. This is used to pay the grounds crew to clean up during non-working hours.

Driving is not allowed on fields. Do not move the wheel stops surrounding fields. Clubs will be charged for damage and for replacing wheel stops back to their original location.

When fields are unplayable due to weather, indoor facilities are first come, first serve. They cannot be reserved and are limited to the available space.

Fields are occasionally closed for pesticide treatments, irrigation, and fertilization.

Please contact clubsports@coastal.edu if your field is in need of service, and please be patient when fields are closed for treatment.

Section 5: Evaluation and Administration

5.1 INSURANCE

The University provides no physical examinations for participants in any Club Sport. The Club Sports Council recommends that all participants get a physical examination from a doctor prior to playing in any Club Sport. All participants are required to complete a waiver of [liability form](#) each year. Additional contact sports are required to take a baseline concussion test, ImPACT. Coastal Carolina University, its employees and agents shall not be liable for injury to person, loss or damage to personal property arising from or in any way resulting from participation in the Club Sport. Waivers must be completed on Coastal Connections. Full time students (12+ credit hours) with primary insurance coverage have the option to receive [supplementary insurance](#) at no charge through CCU.

5.2 COACHES AND ADVISORS

Club Sports organizations may choose or be required to seek the assistance of a coach. Coaches do not necessarily have to be affiliated with Coastal Carolina University. Coaches, however, should be experienced and knowledgeable in the sport. Coaches may serve in a voluntary or paid capacity. The officers of each club are responsible for "hiring" their coach and must recommend the coach to the Club Sports Coordinator. The Club Sports Coordinator's role is to consider the officers' input and make a final decision on **all coaching appointments**, both paid and volunteer. Coaches can be paid out of either 10 or 15 account.

Before being approved coaches must submit a background check, read and sign Club Sports travel guidelines, read this manual, sign a release of liability wavier, and complete the coach's information sheet. **This process takes some time**—please make your coach and/or advisor aware of this when asking them to get involved with the club.

Approved coaches, volunteer or paid, are indemnified by Coastal Carolina University against claims of liability; if the coach was acting in the capacity of a Club Sports Program coach, and following all University and Sport Clubs policies and procedures.

Coach's responsibilities shall include the following but not limited to:

- Attending the Coach/Advisor training session
- Possessing valid CPR/AED, and American Red Cross First Aid certifications from an approved organization. CCU University Recreation offers this class three-four times per year
- Help with planning and conducting field/court practices
- Ensuring safety of participants while managing risk
- Adhering to the policies and recommendations University Recreation regarding club sports.

5.1.2 Coaches

Volunteer coaches will not be considered paid staff and have no affiliation with the University but are subject to background check. Coaches may work on a volunteer basis or paid with club-driven fundraising revenue. Additionally, all coaches must sign a contract at the start of each academic year, regardless of whether or not they are paid by the club.

Coaches are entitled to a guest pass to gain admittance to any University Recreation facility.

Each Club Sport must have a current Coastal Carolina University faculty or staff member to advise the club. The advisor assists in the day-to-day operation of the club, travels as a university representative with the club as well as other administrative duties outlined above.

Responsibilities of Advisors during Organization Travel

If the Advisor is traveling with the organization...

1. Obtain and become familiar with the policies and procedures for Sport Club Travel.
2. Conduct a pre-travel meeting with group members to discuss the itinerary, establish expectations and outline standards for student behavior. Remind the students of their role as ambassadors for the University. Discuss University policy on alcohol and controlled substance use while representing the University. Discuss personal safety while away from Coastal Carolina University.
3. Make sure to contact any of the persons listed below if an emergency occurs. Please advise them to contact the others on the list to make them aware of the situation and leave a contact number where you can be reached.
 - a. Club Sports Coordinator 843.349.6638
 - b. Dean of Students Office 843.349.4161
 - c. Department of Public Safety 843.349.2911
4. A University procurement card CANNOT be used for faculty/staff travel (refer to P-Card policies and procedures). The adviser will be reimbursed for any approved expenditures or can submit a cash advance request before the trip occurs.

If the Advisor is NOT traveling with the organization...

1. Follow all procedures as listed above
2. Require that students check in with advisor upon arrival at their destination, upon leaving to return home and upon arrival back to campus.
3. Make sure to contact any of the persons listed below if an emergency occurs. Please advise them to contact the others on the list to make them aware of the situation and leave a contact number where you can be reached.
 - a. Club Sports Coordinator 843.349.6638
 - b. Office of Student Conduct 843.349.4161
 - c. Department of Public Safety 843.349.2911

5.4 TRAVEL

Although not required, all organizations are encouraged to travel with one of their advisors, either on-campus or off-campus. Please see following section “Responsibilities of Advisors during Organization Travel”.

In general, travel will be restricted to destinations that will involve limited overnight stays. Travel to more distant destinations will, in general, be at the expense of the club or individual member. Travel to destinations not listed on the Travel Authorization form is prohibited.

At the completion of each trip a [Travel Authorization](#) outlining actual expenses must be submitted to the Club Sports Office for reimbursement of approved expenses. These statements should be completed within one week of the trip. **The University will not provide reimbursement for travel that is more than one week old.**

Private automobiles are the principal means of transportation for club sports members when going to and from events. The owners of these automobiles must verify that adequate insurance coverage is maintained. Coastal Carolina University does not provide insurance coverage for privately owned vehicles or their drivers.

1. University Owned Vehicles

A. Any club member that plans on driving a university vehicle for club travel must be at least 21 years of age, submit a 3 year driving record to Transportation services, and request a gas card PIN # to ensure use of university gas card.

B. Commercial Vans and Trucks - Employees or students with the appropriate driver's license will be permitted to operate a van or truck. No one under the age of 21 will be permitted to operate the vehicle.

2. Personal Vehicles on University Business

A. Employees or students who drive their personal vehicles on school business are responsible for:

- i. Maintaining automobile liability insurance in accordance with state law.
- ii. Maintaining current state vehicle inspections when required.
- iii. Maintaining their vehicle in safe operating condition.

3. Rental Vehicles

A. Rental vehicles should be rented from a reputable vendor.

B. Property damage and liability insurance should not be purchased for domestic rentals. The university is already insured for this exposure.

C. Purchase rental insurance from the rental car agency for international travel.

5.5 DRIVING RECORDS

Each club must provide the Transportation office with a list of prospective drivers. This list should only consist of drivers who will be driving University owned, leased, or rented vehicles. Driving performance will be monitored throughout the driver's career using information obtained from the Department of Motor Vehicles. Each driver must request a 3 – year driver's record from his/her own state's DMV to be able to drive a University-owned or rented vehicle. These records should be turned in at the beginning of the semester, as it takes several weeks to process each driver. A list of approved drivers will be maintained in the Risk Management office. An acceptable driving record is one that does not have any DUI, DWI, or similar alcohol or drug related offenses within the past three years.

Other serious offenses that should not be on the driving record within the past three years include:

1. Failure to report an accident.
2. At fault in a fatal accident.
3. Conviction for reckless driving.
4. Driving after suspension or revocation of license.
5. Having two or more moving violations for running a red light or stop sign.
6. Having two or more moving violations for speeding.

Driver Performance

1. A driver must have a valid driver's license.
2. The driver must be alcohol and drug free.
3. The driver and all passengers must wear seatbelts.
4. The vehicle must be driven at speeds appropriate for the road conditions.
5. During competition drivers must limit their driving to a total of four hours per day.
6. Total driving time for all other activities must not exceed eight hours per day.
7. Two approved drivers are required for trips where travel time exceeds two hours per day.
8. Whenever possible driving must be limited to daytime hours and avoid traveling past midnight.

9. The prospective driver must be qualified to operate the type of vehicle they will be driving.

Procedures for Reporting Accidents

1. Domestic Travel

A. If an accident occurs while operating an owned, leased, or rental vehicle notify the Sport Club Coordinator as soon as possible. Do **NOT** admit liability to the third party involved in the accident. The claims adjuster will determine who is at fault.

B. If city police are called to investigate, obtain a case number and submit an incident report to the Sport Club Coordinator complete with the case number and a description of the accident.

C. Attach a Citizens Exchange of Accident Information Form to the incident report when submitting your report to the Sport Club Coordinator.

D. You will need to complete a First Report of Injury or Illness Form (TWCC-1) and send it to the Risk Manager for processing if you are injured while traveling on University business.

5.6 VISITING TEAMS

The following guidelines should be sent to all visiting teams before they come to play at Coastal Carolina University. It is up to the Coastal Carolina University Club Sports teams to advise University Recreation in writing that a team will be visiting. The club should include the name of the visiting University or group, the sport they are playing and a list of all visiting players. Visiting Club Sports teams are able to use the shower/locker rooms in the HTC or Williams-Brice under the following conditions:

1. All visiting team members are required to act in accordance with the policies and procedures of the Recreation Center. If for any reason an individual does not, they will be escorted out of the facility and a report filed against that institution.
2. All visiting team members must have either their institutions' student identification card or a driver's license to gain access to the facility and have use of a towel. Any person claiming to be a visiting team member without proper identification will not be able to access the facility. The visiting team may use no area other than the shower/locker rooms.
3. The visiting team must furnish a list of all players who may use the facility at Coastal Carolina University
4. The visiting team may use no area other than the shower/locker rooms.

5. The locker/shower rooms are left in the condition they were found in upon entering the facility.
6. All muddy shoes/cleats are left outside the facility but not obstructing either entrance or exit.
7. Any towel not returned will be charged to the visiting team at full Coastal Carolina cost.
8. The related team from Coastal Carolina University will be responsible for any additional cleaning or repair needed due to the visiting teams' use.
9. If there are any situations which the staff of the Recreation Center feel is inappropriate, the visiting institution will lose access to the facility permanently for future visits and the visiting team's Club Sports director will be contacted.

Future Revisions:

This handbook is a supplement to the University Catalog, the Student Code of Conduct, and other publications. Coastal Carolina University reserves the right to update these policies and regulations, general and specific requirements at any time. Members of the campus community are responsible for being aware of all changes as published and disseminated. All changes will be posted on the University's Website.