Club Sports Manual
2015 - 2016
2015-2016 Coastal Carolina University Club Sports

<table>
<thead>
<tr>
<th>Aqua League</th>
<th>Baseball</th>
<th>Cheer</th>
<th>Equestrian</th>
<th>Field Hockey</th>
<th>Fishing</th>
<th>Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Hockey</td>
<td>Men’s Lacrosse</td>
<td>Women’s Lacrosse</td>
<td>Outdoor Activity</td>
<td>Quidditch</td>
<td>Rugby</td>
<td>Saltwater Anglers</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Women’s Soccer</td>
<td>Softball</td>
<td>Surf</td>
<td>Swim</td>
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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 recreational sport or activity. These groups are formed primarily to increase individual and team skills and to augment knowledge through a continuing instructional and competitive program. All students who are currently enrolled full-time at Coastal Carolina University are eligible to participate in the program. Faculty, Staff and part-time students (including HGTC Bridge Program and Seal Program) are also eligible as an associate member to participate in the club sports program unless the league in which a particular club belongs limits involvement to full-time students. Under the supervision of the Department of Campus 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. The Department of Campus Recreation, specifically the Coordinator of Club Sports, 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 and Club Sports Council (CSC) 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 Dean of Students Office. The Club Sports Council (CSC) or Student Government Association (SGA) 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 fund raising 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**

a. Provisional. A club will have provisional status only during the club formation period (45 days). Provisional status means the student organization has forty-five (45) days to reserve meeting spaces, post flyers for recruitment purposes and hold meetings. However, provisional clubs are **not** permitted to conduct fundraising activities or hold major events until recognized as an organization by the SGA. Clubs are **not** allowed to compete until recognized by the CSC and earned Conditional Status from the CSC.

b. 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 to $1,000 from the CSC. Conditional clubs must prove fiscal responsibility to be eligible to receive more 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).

C. 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 ten (10) 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
   • Treasurers 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. Have appropriate members in attendance at all mandatory meetings.

6. Comply with Coastal Carolina University, Department of Campus Recreation, Club Sports policies and procedures, including the Code of Student Conduct Alcohol Policy.

7. Have a relevant, revised constitution for the club when applying for Club Status and ensure the club’s current constitution is on file with the Club Sports Office.
8. 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.

9. Request and reserve facilities through Coastal Connections and 25 Live.
   a. Club members must attend a 25 Live training to learn how to operate the software.

10. Meet all financial obligations incurred by the Club.

11. Submit a written year-end report, which summarizes club activities and includes a financial statement.

12. Ensure supervision of all club activities by qualified personnel.

13. Ensure that each participant, prior to participating in the club’s activities, has signed a waiver form in which he or she assumes the risks of participating and agrees to release Coastal Carolina University from any possible claim arising from loss or injury attributed to participation.

14. 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.

15. Comply with emergency response procedures of the Campus Recreation Center for activities held therein.

16. Ensure that accidents/injuries are appropriately documented by completing the Accident Report Form.

17. Sustain Club Sports renewal each year through application on Coastal Connections.

18. 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 (coach’s contract). Non-compliance will result in immediate cancellation of existing facility bookings and suspension of further facility booking privileges.

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. Recreational Clubs focus on instruction and recreational activities on campus. Financial assistance from the Coastal Carolina University Club Sports Office is available in limited amounts to assist Recreational Clubs with special needs.

   **Criteria:**
   - Demonstrated effective club leadership for one year or longer
   - Ability to operate as the second priority for facility reservation
   - Complete self-support
   - In good standing with the Club Sports Office
2. **Competitive Clubs** travel and compete against other teams and/or individuals from other amateur organizations, colleges, and universities.

   **Criteria:**
   - Demonstrated strong club leadership
   - Complete self-support
   - In good standing with the Club Sports Office
   - Primarily competitive activity is demonstrated by league and/or involvement with governing association

3. **Inactive Clubs** have had their membership level fall below 10 people. Those clubs automatically are rendered inactive and club will revert to Conditional Status if and when the club decides to become active again. Inactive clubs will receive no funding.

### Section 3: Club Sports Finances

#### 3.1 OVERVIEW

The Club Sports Council 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
- 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

**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 year. The Club Sports Council 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. The point breakdown is listed below:
### Philanthropy

<table>
<thead>
<tr>
<th>Tier</th>
<th>Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$100-$250</td>
<td>10-15</td>
</tr>
<tr>
<td>2</td>
<td>$251-$750</td>
<td>16-20</td>
</tr>
<tr>
<td>3</td>
<td>$751-$1500</td>
<td>21-30</td>
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<tr>
<td>4</td>
<td>$1501-$3000</td>
<td>31-40</td>
</tr>
<tr>
<td>5</td>
<td>$3001+</td>
<td>41+</td>
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</table>

### Official Members

<table>
<thead>
<tr>
<th>Tier</th>
<th>Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10-15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>16-20</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>21-30</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>31-40</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>41+</td>
<td></td>
</tr>
</tbody>
</table>

### League Dues and Tournament Fees

<table>
<thead>
<tr>
<th>Tier</th>
<th>Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$50-$200</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$201-$500</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>$501-$700</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$701-$1000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$1001+</td>
<td></td>
</tr>
</tbody>
</table>

### Member Dues

<table>
<thead>
<tr>
<th>Tier</th>
<th>Amount</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$100 or less</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$101-$200</td>
<td>maximum of 10 points</td>
</tr>
<tr>
<td>3</td>
<td>$201-$400</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$401-$650</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>$651+</td>
<td></td>
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</table>

### Equipment

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 pt. for every $500 spent</td>
</tr>
<tr>
<td>2</td>
<td>maximum of 10 points</td>
</tr>
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### Club GPA

<table>
<thead>
<tr>
<th>Tier</th>
<th>GPA Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Below 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>2.1-3.0</td>
<td>3.1-3.49</td>
</tr>
<tr>
<td>3</td>
<td>3.1-3.49</td>
<td>3.5-3.8</td>
</tr>
<tr>
<td>4</td>
<td>3.5-3.8</td>
<td>3.9+</td>
</tr>
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</table>

### Games

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Home</td>
</tr>
<tr>
<td>2</td>
<td>Away</td>
</tr>
</tbody>
</table>

### Monthly Reports

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 pt. per report</td>
</tr>
<tr>
<td>2</td>
<td>-1 pt. per missed report</td>
</tr>
</tbody>
</table>

### Competition

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>local/state competition</td>
</tr>
<tr>
<td>2</td>
<td>qualifying regional comp.</td>
</tr>
<tr>
<td>3</td>
<td>qualifying national comp.</td>
</tr>
</tbody>
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### Officer Meeting Attendance

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2 members in attendance (1 officer)</td>
</tr>
<tr>
<td>2</td>
<td>1 member in attendance</td>
</tr>
<tr>
<td>3</td>
<td>0 members in attendance</td>
</tr>
</tbody>
</table>

### Community Involvement

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>per service project (50% and/or 10 members must be involved)</td>
</tr>
<tr>
<td>2</td>
<td>per event attended hosted by other club (50% and/or 10 members must attend whole event)</td>
</tr>
</tbody>
</table>

### Fundraising and Donations

1 point for every $300 raised (maximum of 10 points for donations received)

### Administration Performance (-5 – +5 points)

Points will be distributed at the discretion of the Coordinator based on the following:

a) Adherence to guidelines and policy
b) Club officers maintaining direct communication with Coordinator
c) Completion of Reports

### Miscellaneous Points Added

<table>
<thead>
<tr>
<th>Tier</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Article in <em>The Chanticleer</em></td>
</tr>
<tr>
<td>3</td>
<td>Article in local/regional paper</td>
</tr>
<tr>
<td>5</td>
<td>Television recognition for accomplishments</td>
</tr>
</tbody>
</table>
Negative Points:

Missing Deadlines:
The Sports Club program works efficiently when administrative paperwork is completed and submitted on time. 1 point will be deducted for every deadline missed.

Incidents:
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 having provisional status (first year) will receive up to $1000.00 for an academic year in matching funds from the club sports account. Matching funds means that these clubs will have to generate funds equal to their request. Clubs with full status are eligible (starting in their second year) for funding not to exceed 50% of the club's annual budget. Club Sports are expected to finance at least 50% of their annual budget which must include a minimum $10.00 membership fee per club member, per semester.

University funds for the next fiscal year's budget will be based on the club’s ability to follow policies and procedures. Any request for funds in addition to those already allocated should be directed, in writing, to the CSC. A full description and explanation of the need for additional funds must be included in this request.

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.

3.2 ALLOCATED FUNDS

3.2.1 Recreational clubs funding is available for:
• League dues and memberships fees
• Equipment that benefits the entire club
  o Funding will not be allocated for equipment that individuals will take home (i.e. uniforms, etc.)

3.2.2 Competitive clubs collectively are allocated the majority of the total money allocated for all Clubs. For competitive clubs funding is available for:
• League dues and membership fees
• Travel
  o Transportation
  o Hotel
  o Tournament Fees
• Officiating Costs
• Supplies (Medical, game equipment, etc.)
• Equipment that benefits the entire club
  o Funding will not be allocated for equipment that individuals will take home (i.e. uniforms, etc)

Note: Priority will be given for league and membership dues, then travel, then officiating costs, etc.

3.2.3 Self Support: Clubs are responsible for funding the following:
• Promotion and publicity
• Food while traveling (discouraged)
• Awards
• Club Uniforms
• Other/ miscellaneous

Note: Coaches are not allowed to be paid out of any club account. If the club wishes to pay a coach, it must be done out of pocket, but does not relieve the club from its’ financial obligations of fundraising money and matching at least 50% of the club budget.

3.3 FUNDING PROCEDURES
• New clubs submit a budget to the Club Sports Office within ten days of being granted Conditional Status.
• Conditional and Full clubs submit a budget to the Club Sports Office by April 18th of the previous academic year, end of the year budget meetings will follow.
  o Proposed budgets not turned in on time will receive a penalty for every day it is turned in late, and after seven (7) days past the deadline, the club will not receive any allocation (Deadlines)
  o Each club will be notified via email of the deadline for budget submission.
• Club Sports Council meetings are held to discuss allocations and department policies
• Funds are allocated to each club for the upcoming academic year based on their point(s) accumulation from the previous academic year
• Before funds can be allocated, all Club Sports must have completed the following:
  o Submit Club Re-Registration Form on Coastal Connections
  o Accurate Membership List
  o Liability Waiver for each active member
  o Coach/Instructor Contract
  o Fall Space Usage Request Form
Copy of Fall Schedule

- Club accounts can be frozen at any time for failure to comply with any Club Sports regulations or procedures.

### 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.
  - Airline receipts (must be paid in advance): save the passenger coupon and e-ticket that shows the flight number and complete itinerary.
  - Hotel receipts: ask for a detailed and itemized summary (folio) not a credit card copy.
  - Gas receipts: must ask the clerk for an itemized gas receipt, not the credit card charge copy.
- Complete the necessary information on the travel envelope.
- 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
- 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.

#### 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 W-9 form from the individual in question 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/](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 the W-9 form, and 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 (Jeff Stone at jstone@coastal.edu). 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 Campus 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. 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 be 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. 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. If clubs choose to pay their coach, all funds come out of pocket from the club. Coaches cannot be paid from either allocated (10 Account) or club accounts (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 waiver, 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 Campus 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. Any coach being paid will be done so directly from the club, and not out of any club account. Coaches are entitled to a guest pass to gain admittance to any Campus 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 Reimbursement Voucher 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 he or she 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 Campus 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.

5.7 WEBSITE AND EMAIL

All clubs are entitled to an email alias, <yourclub>@coastal.edu. Email bfull@coastal.edu to set up an email account for the club. The account will be registered to the sponsor. Email sportclubs@coastal.edu with a link to your website, and it will be posted on the Club Sports website.