



Recreational Services

**CLUB SPORTS
PARTICIPANT GUIDE**

2023-24

**OFFICE OF RECREATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS**

TABLE OF CONTENTS

| | |
|-------------------------------|-----------|
| ABOUT CLUB SPORTS | 3 |
| MISSION STATEMENT | |
| CONTACT INFORMATION | |
| PARTICIPATION | 4 |
| CLUB TRYOUTS | |
| STUDENT (NCAA) ATHLETES | |
| HEALTH INSURANCE | |
| LEADERSHIP | 5 |
| CLUB OFFICERS | |
| SAFETY OFFICERS | |
| CLUB ADVISOR | |
| COACHES & INSTRUCTORS | |
| MEETINGS & TRAINING | |
| ADMINISTRATION | 9 |
| CREATE YOUR OWN CLUB | |
| CLUB SPORTS EXECUTIVE COUNCIL | |
| CLUB CLASSIFICATION | |
| TRAVEL | 12 |
| BEFORE TRAVEL | |
| OVERNIGHT ACCOMMODATIONS | |
| DURING TRAVEL | |
| AFTER TRAVEL | |
| FINANCE | 15 |
| FUND REQUEST HEARINGS | |
| ACCOUNTS | |
| BANK ACCOUNTS | |
| FORMULAS | |
| CHECK REQUESTS | |
| SCHEDULING | 18 |
| RESERVATIONS | |
| PRACTICES | |
| CANCELLATIONS | |
| INCLEMENT WEATHER | |
| EQUIPMENT | 20 |
| STORAGE CAGES | |
| CONDUCT | 21 |
| DISCIPLINE | |
| DRUGS & ALCOHOL | |
| HAZING | |
| DISCRIMINATION & HARASSMENT | |



ABOUT CLUB SPORTS

The Club Sports program exists to serve the Winthrop University community by providing opportunities to participate in organized, instructional, recreational and competitive activities in a fun, social, safe and inclusive environment. Collectively, clubs are responsible for writing their own rules and regulations, setting up organizational meetings, informing new members of the club's programs, establishing club dues, raising funds to support the club's activities and planning and promoting the club's competitions and events.

MISSION STATEMENT

The Office of Recreational Services engages a diverse campus community by providing quality programs, services and facilities to promote balanced, active lifestyles.

CONTACT INFORMATION

The Sport Programs staff offices can be found on the second floor of the West Center in West Center 211 (Recreational Services). Drop-in questions are welcome between the hours of 10:00 AM and 2:00 PM, Monday through Friday.

The staff may also be contacted by phone at (803) 323-4880 or by email at recservicesga@winthrop.edu. When leaving a message or contacting us via email, please include your name, club, purpose for contact and the best method for our staff to reach you.

For access to league and tournament registration periods, announcements, game updates, special events, and other Recreational Services information, like and follow us on social media.



Facebook
WU Recreational Services

Twitter
@WU_Rec

Instagram
WU_Rec

Snapchat
WUREC

PARTICIPATION

The Winthrop Club Sports Program operates in accordance with all Federal laws and regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnic group, national origin, sexual orientation or handicap.

Participants are not permitted to participate in any club event until they have completed the Club Sports Membership Form, which is found in IMLeagues. Clubs will be subject to disciplinary action for allowing individuals to participate prior to completing the Membership Form.

CLUB TRYOUTS

Tryouts cannot be conducted to cut members or prospective members from club activity. Tryouts may be held to determine what members of a club will participate in the club's competitions or to determine A and B squads, etc. as long as all members of the club are given an opportunity to engage in the club's events.

STUDENT (NCAA) ATHLETES

Current student athletes are not eligible to participate in the same (or comparative) sport in which they currently compete. Each of these students will gain eligibility in any applicable sports at the beginning of the academic year (August–July) following removal from his/her team's roster.



Recreational Services

HEALTH INSURANCE

All club members are required to have current health insurance. Proof of current health insurance must be submitted to the Sport Programs staff (via the Membership Form) prior to participating in any club-related activity. If a potential member does not have health insurance, Winthrop University offers a health plan that can be purchased by students. Visit the Center for Student Wellness website for more information.

LEADERSHIP

Continual and effective leadership is essential to the success of any student organization. A club is led by its student officers, an advisor, and possibly a coach or instructor.

CLUB OFFICERS

A club's officer group consists of (at minimum) a President, Vice President, and a Treasurer. In order to avoid temporary inactive status, the President and Treasurer roles must remain filled at all times. The exact officer positions within a club, and the positions' descriptions, should be determined by the club and noted in the club's constitution.

Clubs are responsible for reporting any changes in officers to the Department of Student Engagement using the Club Officer Update form no later than 48 hours after the change becomes official. The process by which a club will go about changing officers should be noted in the club's constitution.



ELIGIBILITY

To be eligible to hold an officer position, a student must be enrolled full time at Winthrop University and maintain a cumulative GPA of at least 2.0.

RESPONSIBILITIES

The responsibilities of club officers include:

- Acting on the club's behalf to access and reserve facilities and purchase equipment and services for their organization;
- Complying with all Winthrop University and Club Sports policies and procedures and sharing that information with all club members;
- Verifying that the organization abides by all local, state and federal laws in all of its operations;
- Serving as official representatives who may be held jointly or individually responsible for the activities and the behavior of the organization and liable for all incurred debts and obligations to Winthrop University.

SAFETY OFFICERS

The Safety Officer(s) will serve as a preliminary care provider and emergency responder. All clubs are required to have at least one Safety Officer at all times.

At least one Safety Officer is required to be present at all club competitions, practices and/or demonstrations.

RESPONSIBILITIES

The responsibilities of the Safety Officer(s) include:

- Maintaining current certifications in American Red Cross Adult CPR/AED and First Aid;
- Attending all practices and events where there is not a Sport Programs staff member present to provide safety-based care;



- Completing an Accident Report (within 48 hours) for all injuries that occur during practices and events where there is not a Sport Programs staff member present to provide safety-based care;
- Collaborating with a Sport Programs staff member who is assisting in giving care to an injured participant.

CLUB ADVISOR

Clubs are encouraged to pursue relationships with faculty and staff at the university who are willing to assist and advise in the club administration process.

When completing space requests for meetings, practices, events or any other club activity, the Faculty/Staff Advisor should be listed as the advisor on the request.

This guarantees a streamline in the communication process for the space request, which minimizes the chances of errors in getting a reservation finalized and approved.

RESPONSIBILITIES

In looking at faculty or staff to provide advice and serve as an advisor, clubs should consider individuals who are willing to:

- Serve as an additional resource on campus for officers and club members;
- Assist members in maintaining a balance between academic endeavors and extracurricular activities;
- Develop leadership qualities of club officers and attend club meetings when requested by the club officers;
- Abide by all Winthrop University and Club Sports policies and procedures;
- Ensure that activities and undertakings of the club reflect favorably on the institution's mission/values;



- Assist in club officer development through their respective administrative duties while also providing alternative ideas and critical thinking opportunities;
- Allow the club officers to fulfill the duties of their respective positions.

COACHES & INSTRUCTORS

Clubs are not required to acquire the services of a coach or instructor for their specific sport. Coaches and instructors who are acquired are not required to be paid by the club. However, the club may compensate the coach/instructor at an annual rate of its choosing, provided the funds are available in the club's restricted account.

Coaches/Instructors are required to complete and submit a Coach Request Form each academic year and consent to a background check every two years. Payment for the background check will be provided by the club.

MEETINGS & TRAINING

CLUB SPORTS OFFICER TRAINING

All officers will be required to attend officer training meetings as assigned by the Department of Student Engagement. Through these meetings and trainings, officers will be trained on all Student Organization policies and procedures. The training will assist in developing students into effective officers for the success and sustainability of their respective club. Failure to attend the required meetings or complete the online trainings by the required deadline may result in disciplinary action.

ADMINISTRATION

A Club Sport is defined as a student organization that has been established by individuals who are motivated by a common interest in a particular sporting activity. The program's overall goal is to foster an environment of learning and development through involvement in teamwork, fundraising, service projects, budgeting, scheduling, and, of course, practicing and competing within each club's particular sport.

CREATE YOUR OWN CLUB

Any group seeking to establish a new club at Winthrop University should follow these guidelines.

- View "Starting a New Organization" video through the Department of Student Engagement.
- An "Intent to Register" Form must be completed and the requirements met. "Intent to Register" forms will only be accepted beginning in September through March 31st.
- Meet with the Assistant Director of Recreational Services for Programming to discuss the potential risk management and feasibility of the formation of the club.
- Host an interest meeting, and invite other students who have shown interest in participating with the club.
 - At this meeting, discuss the club's goals and objectives.
 - Obtain a list of names and contact information of individuals interested in joining the club.
- Develop your club's constitution and bylaws. A sample constitution can be found on the Recreational Services website.
- Elect the club's officers and identify a faculty/staff advisor.
- Complete the New Student Organization Chartering Application.



TRAVEL

In order for a club to be able to compete or participate in any event that requires travel to an off campus facility, all necessary documents and forms must be completed and submitted to the Department of Student Engagement staff in a timely manner.

Individuals who choose to utilize their personal vehicle for authorized club travel are responsible for their own vehicle and any passengers within the vehicle during travel. Winthrop University claims the responsibility of its own employees and its own property.

BEFORE TRAVEL

In the case you are traveling with a student organization, it is important to make an appointment with the Student Engagement Office Administrative Assistant at 803-323-2248 to fill out a Travel Authorization Form before you travel.

This needs to be done a minimum of two weeks before you travel. Without this form, your organization will not be able to use their allocations for any travel.

When you come to your appointment, bring the following:

- Bring a copy of your approved Allocations email with any detailed information about your trip. (Website information for conferences, etc.)
- Bring a list of ALL persons going on trip with emergency telephone #'s and student ID#'s. (Emergency telephone numbers need to be someone responsible for you in case of sickness or injury, not your own cell number.) This emergency contact form can be found on the Student Organizations webpage.

NOTE: Your Student ID number is NOT on the front of your picture id.



TRAVEL AUTHORIZATION FORM

The Travel Authorization Form will require full trip details, a complete travel roster and requests for funding and overnight accommodations.

DRIVER AGREEMENT

The Driver Agreement must be submitted by each individual driver and are applicable until the conclusion of the semester. You will be required to submit a photo copy of your Driver's License, Vehicle Registration, and proof of automobile insurance.

OVERNIGHT ACCOMMODATIONS

Hotel accommodations for trips that require a club to stay overnight away from campus may be requested in the Travel Authorization Form.

If the club wishes to stay overnight away from campus during a trip without using a hotel, it should provide all information required of the alternate accommodation location in the Travel Authorization Form.

If a hotel is not requested in the Travel Authorization Form, the club will not be able to use hotel accommodations for their trip, which may jeopardize the club's ability to complete the trip altogether.

DURING TRAVEL

During travel, specifically during transportation to and from each destination point on the trip (Winthrop University, accommodations, event site, host, etc.), clubs should strictly adhere to the Club Sports travel guidelines.

TRAVEL GUIDELINES

The Club Sports travel guidelines are as follows.

- There may only be as many passengers in the vehicle as there are seatbelts.



- If there is an accident or incident while traveling, the Department of Student Engagement should be notified immediately.
- Driving between the hours of 11:30 PM and 5:30 AM (at night) is not approved, unless specifically permitted by the Department of Student Engagement.
- All drivers will limit their driving to a single four (4) hour shift, unless specifically permitted by the Department of Student Engagement.
- Drivers may operate the vehicle for a second shift (in a one-way trip) once another driver has completed a four (4) hour shift in the same vehicle.
- During all driving periods, a passenger must be awake in the front passenger seat to ensure the driver remains awake, alert and aware.
- Alcoholic beverages and any banned or illegal substances are strictly prohibited in vehicles at all times.
- Cell phones are required of all clubs during travel, but drivers may not operate a cell phone and the vehicle simultaneously.
- The club should save all travel receipts for lodging, gas, parking and food, to guarantee the quickest possible reimbursement upon return.

AFTER TRAVEL

For all travel, the following documents and forms must be completed and submitted (or returned) to the Department of Student Engagement staff no later than 5:00 p.m. two (2) business days following the club's return.

EVENT SUMMARY

The Event Summary, found in IMLeagues, will require event results, individual highlights within the event itself, disciplinary issues (if necessary) and travel problems (if necessary).

RECEIPTS FOR REIMBURSEMENT

In order to provide reimbursements for club members who spend money during the trip, receipts must be returned promptly and be itemized.

The preceding information is due to the Department of Student Engagement staff within two (2) business days of the trip's return date. This may include



days where Winthrop University offices are open, even though classes may not be in session (i.e. Fall Break, Spring Break, etc.).

FINANCE

This section outlines all requirements and guidelines regarding the financial structure and responsibility of each individual club.

FUND REQUEST HEARINGS

Each year, all clubs that plan to request funding from the Student Allocations Committee (SAC) must attend a SAC training. Dates for all SAC Trainings can be found on the Student Allocations Committee website.

ACCOUNTS

OPERATIONAL ACCOUNT

Funds in the operational account must be used for products and services purchased in that fiscal year (August 1 – July 31). If these funds are not used, they are not available to the club in the following year.

Due to the nature of a club sport, SAC will allocate funds toward each organization's operational expenses. SAC funds may be allocated if the purchased items are intending to always stay within the Club's inventory (non-personalized items). SAC funds may not be used for items that do not have a direct correlation to the club's mission and/or sport. A single club sport can receive no more than a total of \$3000 for all operational expenses (competitions/events/uniforms/equipment) for the fiscal/academic year.

- Fees (Tournament Registration, Officials' Payments, League, etc.)
- Hotel accommodations
- Uniforms and equipment (non-personalized)



- Mileage (per mile)

RESTRICTED ACCOUNT

Funds in the restricted account carry from year-to-year and are able to be saved by the club.

Funds in the restricted account must be used for products that are personalized for each member of the club to own or for purchases that will assist in the generation of club revenue. Restricted account funds may also be used to purchase anything the operational account may purchase, provided the operational account has a balance of zero.

Clubs are permitted to utilize their restricted account one time per year for a club bonding activity that is otherwise unrelated to the club's sport. Expenses for this activity/event must total no more than 10% of the club's annual restricted account deposits for the current year, and the event must take place in either March or April.

Examples of restricted account purchases are as follows.

- Club t-shirts or shoes
- Personalized uniforms and/or equipment
- Supplies for fundraising events

BANK ACCOUNTS

Clubs are strictly prohibited from having off-campus bank accounts to house any of the club's funds. All club revenue, from fundraising activities, donations, sponsorships and member dues, should be provided to Assistant Director of Recreational Services for Programming to deposit into the club's restricted account.

FORMULAS



The following formulas will be utilized to determine operational account spending limits for each purchase within the related category. Any surplus amounts may be funded by the club's restricted account.

LODGING

SAC may allocate \$150 per night per room toward lodging for a maximum of four days. Hotels are reimbursement only.

MILEAGE (GAS)

SAC may reimburse for gas purchased, with original receipts, up to \$0.35/mile (maximum of 500 miles, round trip, per vehicle, per trip).

Students must come to the Department of Student Engagement prior to the trip to fill out travel authorization paperwork and discuss how to be reimbursed.

TOURNAMENT REGISTRATION

SAC may allocate up to \$500 in registration costs for a club sport per competition/event, or up to \$50 per person in the organization, whichever is less.

UNIFORMS

SAC may allocate up to \$1000 per organization for non-personalized uniforms and equipment.

CHECK REQUESTS

For payment of tournament registration fees or payment to instructors and/or game officials, clubs must make a request for a university check to make a payment.

All check requests will require documentation via registration form, invoice or contract in order to begin processing the payment.



CHECK REQUEST DEADLINES

Deadlines to submit a request for check are as follows.

- Tournament Registration Fees = 10 days prior to the event
- Instructors / Game Officials (Pay On-Site) = 10 days prior to the event
- Instructors / Game Officials (Delay Pay) = 7 days after the event

SCHEDULING

This section outlines all requirements and guidelines regarding reservations and scheduling for all club practices and hosted events (on campus).

RESERVATIONS

It is the responsibility of a club's officers to request practice/event space via CourseDog by assuring the space is marked available in the space reservation system and verifying that the event does not conflict with another major university event on campus.

Once a proper request is made via the online Space Reservation System (at least ten (10) days before practices or non-competitive events or 21 days before competitive events), Sport Programs will contact the club regarding any additional details that may be required.

Clubs should never schedule or commit to hosting events at Winthrop without first being assured of having a facility reserved. Because it is the responsibility of the club officers to complete any reservations needed to secure the desired facilities prior to committing to holding events in those spaces, clubs will not be allowed to utilize operational funds to pay any related fees or penalties that may come as a result of errors in scheduling.

Clubs are also not permitted to utilize off-campus sites for the purposes of hosting an event if a space exists on campus to host that same (or comparable) event.



PRACTICES

Clubs may begin practicing each semester once they have:

- Received a confirmed space reservation for their requested practice space;
- Completed all required Club Sports officer training.

In any given week during the academic year, clubs are permitted no more than eight (8) hours of practice per week. Practice lengths are limited to three (3) hours per practice. Changes to a practice schedule, if desired, may be requested by emailing Recreational Services and submitting new space reservation request.

CANCELLATIONS

Club officers must notify Recreational Services of any practice or event cancellations that occur no later than four hours prior to the event's start time.

INCLEMENT WEATHER

The Recreational Services staff will make decisions regarding the availability of practices spaces in the case of inclement weather. In the case of sudden inclement weather once a practice has already begun, it is the responsibility of the club to clear (and stay off) the fields for the remainder of that day.

EQUIPMENT

Clubs are responsible for the repair or replacement of any Club Sports equipment that is damaged, lost or stolen while in the controlled



possession or use of the club, its individual members or any associated parties.

STORAGE CAGES

Storage cages are available for most clubs via the Court 4 storage closet in the West Center or the Intramural Sports shed at the Recreational Field Complex.

WEST CENTER COURT 4 STORAGE CAGES

Clubs are permitted to have two officers who may have card-swipe access to the Court 4 storage closet. One of those officers will be issued a key that provides access to the club's individual storage cage. Clubs are strictly prohibited from making copies of the key, which must be returned to the Sport Programs staff at the end of each semester. Clubs who fail to turn in the key at the end of each semester will be charged for the cost to change the lock.

SPORT PROGRAMS SHED STORAGE CAGES

Clubs who practice at the Recreational Field Complex are permitted to have one officer who will be issued a key that provides access to the Intramural Sports shed at the Recreational Field Complex. That officer will also be provided the combination that will allow the club to access its individual storage cage within the shed. Clubs are strictly prohibited from changing the lock on their individual cages or sharing their combination with anybody outside the club itself.

UNAUTHORIZED USE

Clubs are permitted to access their equipment during practices and events only. All cages must remain locked at all other times. Unauthorized equipment use is subject to disciplinary action determined by Recreational Services and/or the Department of Student Engagement.

CONDUCT



The opportunity to represent Winthrop University, on and off campus, comes with a high standard for player, coach and advisor conduct. Not only are all club-associated individuals held to the rules, policies and procedures within the Club Sports Participant Guide, but each individual shall also recognize, and adhere to, the expectations set in the Student Conduct Code.

DISCIPLINE

The Recreational Services staff and Department of Student Engagement staff have the right to assess disciplinary action against any club for failing to meet program expectations.

DISCIPLINARY ACTIONS

Organizations that violate any Winthrop University policy will be held accountable through the Student Code of Conduct disciplinary process. Organizations who do not re-register, violate any university policy, including space use will face consequences including but not limited to probation. The condition of probation will be overseen by the Student Organizations Office.

DRUGS & ALCOHOL

During any club activity, including all games, practices, competitive events, fundraisers, travel opportunities and any other activity associated with the club or the Office of Recreational Services, all club members and other associated individuals are expected to refrain completely from the use of alcohol, tobacco and any other drugs and have no such substances present at the facility/event.

HAZING

Winthrop University believes that involvement in student organizations and athletic teams greatly enhances the development of college students. An



organization's member educational program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the student's total education.

In keeping with this principle, and in view of the possibility of abuses by student organizations at Winthrop University and campuses throughout the country, hazing has been defined as, "any action taken or situation created intentionally, on or off campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment or ridicule."

Any student or student organization that is found in violation of this policy will be subject to a review of its continued status at the institution by the Office of the Dean of Students, at which time appropriate action of the most serious kind will be taken.

DISCRIMINATION & HARASSMENT

Winthrop University values a community environment free of discrimination and harassment; therefore, it prohibits conduct which prevents free academic interaction and opportunity or creates an intimidating, hostile or offensive study, residential or work environment.

The institution does not take lightly incidents in which students appear to have been targeted or placed in jeopardy because of their race/ethnicity, gender, sexual preference, national origin or religion.

Winthrop University also encourages all of its personnel to report issues that exist where students could be causing harm to themselves, others and/or the institution's property.

