# CLUB SPORTS GUIDELINES AND INFORMATION

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CAMPUS RECREATION & WELLNESS MISSION STATEMENT

Campus Recreation and Wellness (CRW) supports and encourages balanced, healthy lifestyles for the diverse ECU community by providing leadership development through educational and recreational programs. We are committed to providing exemplary student leadership experiences, enhancing individual potential, developing responsible citizenship, and fostering a lifelong commitment to learning skills associated with physical, social, emotional, and mental well-being.

CLUB SPORTS MISSION

The Club Sports Program is designed to promote and develop the interests and skills of individuals in different sports or recreational activities. The program provides competitive and recreational activities for current ECU students, faculty, and staff. The program emphasizes student leadership and the development of a sense of community while providing fun and enjoyable activities. In addition, we strive to celebrate in the diversity of our participants, allowing the club sports program to function as an out of classroom experience that is reflective of the multicultural environment in which we live, work and play. All Club Sports embrace the university policy stating that no person shall be discriminated against or refused membership based on age, gender, race, ethnicity, sexual orientation, religion, or political affiliation.

CLUB SPORTS PROGRAM STAFF

The Club Sports Staff is comprised of staff members of Campus Recreation and Wellness including the Assistant Director. They are the final authority on questions that might arise concerning schedules, contracts, equipment, facility usage, travel, disciplinary cases, etc. The staff is the governing hand of the Club Sports Program, yet retains the basic concept of student administration and self-governance.

CLUB SPORT COUNCIL

The purpose of the Club Sports Council (CSC) is two-fold: to provide representation for club sports officers and members in matters pertinent to the Club Sports program and to serve an advisory role to the Assistant Director Club Sports. The Council consists of eight student members. A Club Sport Student Director and one elected member will serve as CSC Co-Chairpersons working to develop agendas, assign duties, moderate discussion, and relay pertinent information.

The seven (7) student members represent all of the clubs.

IMPORTANT NUMBERS, E-MAIL & MAILING INFORMATION
Mailing Address & Shipping Address
East Carolina University
Campus Recreation & Wellness - Club Sports
128 Student Recreation Center
Greenville, NC  27858

*Always let the Assistant Director know if you are expecting something*
### Active Clubs
- Badminton
- Ballroom Dance*
- Baseball
- Bass Fishing
- Basketball-M*
- Basketball-W
- Bowling
- Boxing
- Cheerleading
- Dance
- Equestrian
- Fencing
- Field Hockey
- Figure Skating
- Golf
- Ice Hockey
- Inline Hockey
- Isshinryu
- Paintball

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### Inactive Clubs
- Billiards
- BJJ
- Crew
- Disc Golf
- Goju-Shorin Karate
- Judo
- MMA
- Racquetball
- Table Tennis
- Tae kwon do
- Triathlon
- Ultimate-W
- Underwater Hockey
- Water Polo

*Requesting club affiliation
Eligibility Requirements - Basic Guidelines

Participation in the Club Sports program is open to the following individuals:

- **Fall and Spring** - Currently enrolled students
  - Currently enrolled students are defined as someone who is taking courses for credit and paying student fees.
  - Those individuals classified as “currently enrolled” students who are not paying student fees must either purchase an SRC membership or a “Limited Pass” in order to be eligible.

- **Summer** - The definition of “student” is expanded during the summer to include those individuals who were enrolled the previous Spring semester and are enrolled for the following Fall semester.

- Presently employed permanent or temporary faculty/staff as designated by the Department of Human Resources working a minimum of 20 hours per week. This does not include individuals working under contracted services.

- Clubs are organized into Men, Women and Co-Ed categories. Males and females must compete in their respective divisions, unless rules by certain club constitutions and playing conferences allow otherwise. If this occurs, men or women may participate in a league with the other sex.

- Gender Identity/Expression: ECU Students and faculty/staff shall be permitted to participate in Club Sports in accordance with the person’s gender identity that is exclusively and consistently asserted at school. Participation in certain sports will be subject to National Governing Body’s policies and procedures for conference competitions.

**NOTE:** Non-SRC members who wish to Coach/Manage a Club sport are allowed to acquire a limited pass at no charge for coaching purposes only. This pass does not entitle them to use other facilities at the SRC. Faculty and Staff, who are not current members of the Student Recreation Center, must purchase a non-refundable “Limited Pass” of $25.00 in order to be eligible to enter the Student Recreation Center. Limited passes must be purchased at the Student Recreation Center (room 128) and are not sold at the activity site. This pass is valid only for the current semester in which it is purchased.

Other SRC membership categories (including Alumni members) not listed above ARE NOT ELIGIBLE for participation in the Club Sports program.

**Try Outs**
The Club Sport program embraces University policy stating that no person shall be discriminated against or refused membership based on age, gender, race, ethnicity, sexual orientation, religion, or political affiliation. Certain clubs within the program are, however, only
capable of accommodating a certain number of individuals depending on which club the participant is pursuing. Due to facility space, travel limitations, conference rules and ease of conducting practices some teams may require tryouts to determine the number of players per club that will be able to travel and compete with that particular club. The Club Sport Program will rely on each individual club sport to conduct proper tryouts, if necessary, and build their individual team as they deem fit.

Members of Varsity Teams

- Members of ECU varsity teams are ineligible for participation in that sport or its relating sports if they are listed on that sport’s varsity roster at any time during the current academic year. This includes students who are listed on a varsity team roster but are not receiving financial assistance, players with “redshirt” status during the current academic year, or players on the present roster but leave the team.
- Students who are trying out for an intercollegiate team are ineligible for Club Sports participation in that sport until they voluntarily withdraw or are cut from the team. This includes practices and pre-season involvement.
- In those Club Sports which precede varsity seasons in the same or related sports, varsity team members from the previous academic year who have intercollegiate eligibility remaining will be ineligible for Club Sports participation.
- Varsity athletes are permitted to interact with the clubs in a non-player role for a club sport if they so desire.
- If a student of a varsity program plays on a club team against outside competition for a club team in which ECU sponsors that same intercollegiate sport, then that would count as a season of eligibility per NCAA rules.

For example, a basketball player who is ineligible for whatever reason to compete for the varsity team could not go and play for the ECU club team (against outside competition) without using a season of basketball. It is and will be the responsibility of the student athlete to monitor his/her position.

Professionals

For Club Sports purposes, a professional athlete is defined as an individual who has received pay for playing a sport. This includes any compensation received for try-outs, training camps, or summer leagues. Any student, faculty or staff member who has competed in a sport on a professional basis shall be ineligible for Club Sports competition.

If during your tenure as a club sport participant you receive and accept a cash reward for your performance with your respective club you will forfeit your Club Sports eligibility and the rights and responsibilities thereof.

Assumed Name/ Assumed ID / Player Practicing without being on Roster

- Any individual who participates in a Club Sports game under an assumed name shall be suspended from participation for their next 50 consecutive enrolled class days similar to the guidelines provided for repeat disciplinary offenders. In addition, the falsely used I.D. will be confiscated and turned over to the Office of Student Rights and
Responsibilities with the actual name of the offending individual for further action. The actual person on the ID will also be suspended from participation for their next 50 consecutive enrolled class days.

- Any team discovered with an illegal player may be fined 5% for every player discovered.
- If the ineligible player has already played in games those games will be forfeited as well.
- Any team captain or officer who uses a player participating under an assumed name or not currently on the roster shall be removed from their position in their club.
- Any team captain or officer that uses an ineligible player at a state/regional tournament will be suspended, along with the ineligible player(s), from all Club Sports participation for their next 50 consecutive enrolled class days.
- This policy does not apply for individuals who are trying out for the team and have not officially been added to the roster. \textit{After a maximum of 2 visits with a club, the interested player must make a decision if they would like to continue with the team.}

**STEPS FOR CLUB SPORT AFFILIATION**

In order for a group of students to become an affiliated Club Sport within Campus Recreation and Wellness certain procedures must be followed. In order to petition to be a Club Sport the student organization must have been registered and in good standing as an official student organization for at least one calendar year; which will be verified through Student Activities and Organizations by the Assistant Director of Club Sports before any other forms are completed. There are certain forms to be completed:

- Club Sport Affiliation Request Form
- Roster of at least 10 interested ECU Students or 1 ½ times of people it take to field a team – EX: Football yields 11 people at one time- one would need at least 17 interested people in starting a club
- Draft of a constitution

After submission - the Club Sport Council will meet and decide if they feel the requesting club aligns itself with the overall mission of Club Sports, CRW and ECU. A 4/7\textsuperscript{th} approval vote will be necessary to allow an organization to join the Club Sports program. At this time, an organization will then become a “Requesting Club”; a status in which they can hold for two academic years. After one academic year, the requesting club will have an opportunity to petition to the CSC to become an affiliated Club Sport. A 5/7\textsuperscript{th} vote of confidence must be given to grant the full membership to the Club Sport Program.

Following approval as a requesting Club Sport the new club becomes bound by the rules and regulations of Club Sports, Campus Recreation & Wellness and East Carolina University. The club also becomes eligible for Club Sports services, limited rights and privileges. The club will be allocated no more than $500 per semester in which they are a requesting club. Annual registration will be required. A club may be “requesting” for no more than four semesters; at the beginning of the fifth semester the club will have their third opportunity to request affiliation. If denied, the requesting club will be dropped from the club sport program. After
this time, the requesting club will have to wait one calendar year before they can attempt to reestablish club sport status.

**AFFILIATED PRIVILEGES**

Once a club has been granted full affiliation with the Club Sports program, the following are privileges that the club may experience based on need:

1. General administrative assistance and guidance from the Assistant Director of Club Sports and Graduate Assistant. Open Door Policy - feel free to stop in anytime with questions, concerns or feedback on any topic.
2. Eligible to request allocated funds through Club Sports
3. Ability to request allocated funding greater than $500
4. Priority in requesting facility space for practice and games
5. Equipment storage (limited availability)
6. Club Specific email
7. Full voting rights on any decisions brought to the club sport officers
8. Ability to nominate someone to serve on the club sport council
9. Office Services:
   a. Photocopies
   b. Fax and Phone
   c. Campus Mailbox
10. Student supervision of home games that take place at the SRC, Blount or NRC
11. Publicity of upcoming events and results through flyers, social media and CRW website
12. Ability to link the individual clubs social media site to the CRW main webpage

**CLUB ORGANIZATION AND STRUCTURE**

The critical factor in any club sport is the emphasis on strong student leadership. The range and effectiveness of the club program depends on the officers and the participants themselves. Listed below are officer responsibilities. These responsibilities can be arranged in any fashion to reflect the duties of the president, vice president, secretary, or treasurer. A particular club may designate other titles for their officers, but the basic responsibilities covered below should be delegated to one or more officers. This listing should not be considered a complete listing of the responsibilities of the officers. Your club should feel free to cut and paste as well as add or subtract responsibilities in an effort to make a list of responsibilities specific to your club's needs. In order to be recognized and operate as a club sport you must have a minimum of three officers. It is STRONGLY recommended that a club have FOUR clearly identifiable officers.

**OFFICER RESPONSIBILITIES**

1. Serve as liaison with the Club Sports office, Club Sports Council and the Department of Campus Recreation & Wellness.
2. Communicate all Club Sports, CRW and ECU policies and procedures to all club members.
3. Represent the organization at all Club Sport meetings and leadership development opportunities.
4. Seek approval for club business through the Club Sport office
   - Fundraising
   - Commitment of checking/allocated funds
   - Marketing
   - Logo use
   - Travel
   - Scheduling of Practices and Games
5. Responsible for completing and submitting (or delegating) the following reports or forms:
   - Attendance Roster each Month
   - Event Schedules at the beginning of the semester
   - Facility Request
   - Trip itinerary and Travel roster prior to travel
   - Results from Matches, Games and Tournaments
   - Budget Proposals and Presentations
   - Purchase Order Requests, Reimbursement Request and Fee Payment Receipts
   - Community Service involvement
   - Annual Report
   - Current Rosters
   - Completion of Liability Packet, Code of Conduct forms
   - Constitution
6. Document all expenditures by utilizing the club receipt book
   - Ensure all pending financial obligations are approved
   - Initiate requests for additional club funding when applicable
7. Maintain and update the clubs website and Social Media
   - Facebook should be “Pages” not “groups”
   - Twitter, Pinterest, Instagram, YouTube should not be linked with Personal Accounts
   - Club Specific email should be utilized for all club related business

**INDIVIDUAL OFFICER RESPONSIBILITIES**

**President**

The President’s primary job responsibilities are to ensure that all lines of business within the organization are running efficiently and within the budget set forth by the club. Furthermore, the President shall be the primary liaison between the respective club and the Club Sport administrative staff.

**Vice-President**

The Vice President shall assist the President and will be the acting head of the organization in the President’s absence. Furthermore, the VP shall demonstrate exceptional leadership, motivation and decisive business judgment skills. The VP should strive to market the club to
outside organizations such as: Community service involvement, competition organizer and fundraising.

**Treasurer**

The Treasurer shall be in charge of the money, turning in paperwork for travel, vans, finding hotels and keeping transactions. The treasurer will also help with the formation of the semester and annual reports and be directly responsible for the receipt book.

**Secretary**

The Secretary will see that the organization runs in an efficient and organized manner, and hence has the duty to maintain proper files, both for important paper documents as well as for the electronic ones. They have to conduct research, communicate with staff members as well as clients. They have to keep a record of appointments and see to it that each one is conducted on time.

**Safety Officer**

The Safety Officer should be one who is CPR, FA, BBP and AED certified. This person should be designated as the individual who identifies risk associated with the club and tries to minimize those risks such as; examining the playing surface before games and practices, checking playing equipment and ensuring proper travel protocols are followed. This person is also an approved driver and should be present at every club function with readily possession of the emergency contact sheet for their respective club; via hard copy or digital access. Furthermore, this person will help with the creation and implementation of clubs individualized Risk Management Plan.

**CLUB ADVISOR**

The recruitment and involvement of a faculty/staff member to serve as an advisor is an important component of a successful club. All student organizations are required to have an advisor. This person acts in an advisory capacity and assists in providing direction, guidance, and expertise in leadership of the club. The advisor should be committed to assisting students and interested in facilitating continued growth of the club. Ideally this individual will be experienced in activities of the club. The advisor is most helpful when using mature judgment and experience to assist in refining the club’s programs, plans and discussions to the point where they can be effective and realistic and reflect favorably on the university while helping the club reach its full potential. It is expected that the advisor be able to foresee problems and circumvent those problems so as not to detrimentally affect the club or the university. Some clubs, due to their contact nature, may be required to have an advisor present at all practices and events. Advisors should also be included in official communication regarding club activities and be provided appropriate recognition in major club documents and information mediums (i.e. programs, social media, rosters, etc.).
**CLUB COACH**

The coach of a club sport must be a person the club membership desires to direct its training program and must possess knowledge of the sport as well as exhibit leadership ability. The coach may be a student, faculty or staff member of the university or may be from outside the university. If, however, the coach is to participate in practices or in contests he/she must be a member of the university community.

As a coach this person should refrain from other areas of club management and should restrict contributions to the skills and knowledge in the area of coaching. Within that area the coach must work with all participating members. The coach should coordinate all practices and be present at practices and games. One of the most important responsibilities of the coach is to insure good sportsmanship on and off the field.

A background check shall be completed on the coach. Upon completion of the background check, the coach will have to complete a university-wide diversity inclusion course.

**CLUB MEETINGS**

Each club sport should follow the basic guidelines, in regard to type and number of meetings, as described in the following:
1. There should be a minimum of two business meetings per semester and these should be open to all club members to discuss the pertinent financial status and direction of the club.
2. The club advisor should be present at all meetings.
3. Club officers should be present at all club meetings.

**ORGSYNC**

Orgsync is East Carolina University’s Student Activities and Organizations primary database for organizations. This is the site that submitting of club constitution and club roster will take place. This site is also where one can find ECU’s VSLC (Volunteer & Service-Learning Center). The VSLC is the hub that the club would record volunteer hours that they have accumulated.

**25 LIVE**

25 Live is new scheduling software that we are moving forward with to help with reservations. This includes van reservations.
**BUDGET PHILOSOPHY**

Currently, the Department of Campus Recreation and Wellness provides **partial** funding for the Club Sports Program. Other avenues for club funding can include fund raising activities, donations and the Student Government Association. The Student Government Association is an avenue for funding unanticipated or emergency expenses only. SGA expense requests can include post season activities such as national tournaments. The Assistant Director must approve all initial requests for funds.

Funding for the Club Sports Program consists of **allocated funds and checking account funds**.

Each spring semester, all clubs wishing to receive allocated funding will be required to submit a budget proposal to the Club Sport Council and the Assistant Director of Club Sports. One of the main responsibilities of the Club Sport Council will be to act as a hearing board for the budget allocation process. The Club Sport Council (CSC) along with the Assistant Director and Graduate Assistant will listen to the budget proposals of each club and in conjunction of the compliance form, determine the appropriate allocated funds for each respective club. The Club Sports Staff will help regulate the generation and expenditure of club funds with a degree of financial accountability. The Staff is responsible for ensuring wise and prudent judgment in the acquisition and disposition of club funds, thus aiding in effective administration. While the process may differ in the handling of allocated and checking account funds, the philosophy in the expenditure of these funds will remain the same.

**BUDGET GUIDELINES**

1. Allocated funds represent those funds provided by the Department of Campus Recreation and Wellness.
2. Checking Account funds represent all other funds raised by a club: including dues/memberships, fund raising activities and donations.
3. All club expenditures for allocated and/or checking account funds must be approved by the Club Sport Staff prior to a commitment being given to any individual, business, or vendor. Checks, or purchase orders must be written prior to making a commitment to a vendor and travel forms must be approved prior to making arrangements to travel in order to receive any reimbursements.
4. **All Club Sports are required to have an Off-Campus Checking Account. This is necessary to receive consideration for allocation funding.**
5. Allocated funds may be utilized in several forms, at the request of the Club Treasurer and one other officer.
   a. Purchase Orders/Pro Card Purchases
   b. Reimbursement for expenditures. **The use of allocated funds generally requires approximately two weeks of notice.**
7. Requests for expenditures of allocated and checking account funds with regard to purchase of supplies, equipment, materials and contract services will be routinely approved, providing the purchases and procedures comply with state and university policies and law and funding is available.

8. Allocated and/or checking account funds can be utilized for the following:
   a. Travel expenses such as lodging
   b. Transportation (fuel, vehicle rentals)
   c. Contracted Services (officials, judges, etc.)
   d. Equipment/Supplies
   e. Repairs/Maintenance for equipment/vehicles
   f. Dues/Fees (club membership, tournament registration)
   g. Miscellaneous

**ALLOCATED FUNDS**

Budget allocations will be completed on an annual basis. Each club may submit and present a budget for the upcoming school year in the Spring Semester. The Club Sport Council will be to act as a hearing board for the budget allocation process. The CSC along with the Assistant Director and Graduate Assistant will listen to the budget proposals of each club and in conjunction with the compliance form, determine the appropriate allocated funds for each respective club. The CSC and the Assistant Director/Graduate Assistant will each make two separate proposals for the overall allocation (CSC members must abstain from discussion or voting on any issue involving their club). The CSC recommendation will count for 50% and the AD/GA decision will count for 50%. All parties will compare the budgets and ultimately the final decision for allocations will be given by the Assistant Director.

1. Each club is required to generate a certain percentage of their declared needs as indicated in the budget request. The compliance form will determine the estimated percentage of funding each club will receive. If a club does not need to utilize their total allocated budget they are still required to generate the certain percentage designated to them at the end of the allocation process. Failure to raise the appropriate funding in the allocated time will affect the subsequent year’s allocation.

2. All groups must have completed the club sport affiliation process prior to receiving any allocated funds.

3. The maximum allocation for a requesting club is $500.00 per semester.

4. Allocated funds are granted each year based on several factors including:
   a. Compliance Completion
   b. Budget Proposal
   c. Goals and Objectives

5. Additional funding can be petitioned for sectional, regional, and national competition.
PROCEDURES FOR UTILIZING ALLOCATED FUNDS

1. A Request for Funds Form must be completed with the signature of the Club Treasurer and one other officer.
2. Official estimates/quotes and recommended vendors are required for all purchases, along with a description of the intended purchase. In the case of travel arrangements, a complete Travel Request Form with accompanying information is required. Federal ID’s are required for all vendors.
3. A purchase order is requested (could take 2-4 weeks, longer for some equipment orders) or a check is issued (could take 2-4 weeks, longer for some equipment). Proper authorization and documentation of purchases are always required.
4. The University Pro Card may be used for approved purchases.
5. Receipts are required for travel reimbursements.
6. All purchases must be approved by CRW Club Sports staff prior to ordering or commitment to a vendor.

Please see the Club Sport Financial Manual for specific instructions.

ALLOCATION PROCESS

A percentage of points earned will be used to break clubs into three tiers.
1. Top Tier
   a. Will receive the most % of what they request
2. Middle Tier
   a. Will receive % less than the top tier but higher than the bottom tier
3. Bottom Tier
   a. Will receive the least amount
      i. Will not be eligible for post season support from CRW
      ii. Allocation can either be lowered or kept the same

CHECKING ACCOUNT FUNDS

All Checking Account matters should be handled internally within the club. If there is a question regarding the clubs checking account it should be addressed to the officers, advisor and then to the Assistant Director of Club Sports. All checking matters will be the concern of the responsible party that is listed on the checking account at the respective bank and are not a representation of Club Sports, the Department of Campus Recreation & Wellness or East Carolina University.
Payment of Officials and Other Non-University Employees (Contract Services)

1. Students that serve as officials for Club Sports must be paid via student payroll, which is submitted bi-monthly. This payroll will be drawn on the club's allocated account. These students must complete the following information that must be processed before the individual can work for the Department and be turned in to the department payroll clerk.
   a. NC State and Federal Withholding Forms
   b. I-9 form which requires a photo copy of a current driver’s license and social security card or other proof of citizenship (Picture must be visible and information on document must be legible)
   c. Copy of current class schedule

Payrolls are submitted twice a month. Checks for these time periods will be distributed on the 15th or last working day prior and the last working day of the month and can be picked up at the Main Office-128 Student Recreation Center. You must present a picture ID to pick up your check.

2. Non-university employees can be paid out of the allocated account by utilizing the Payment Request Form for Contractual Services (this information directly applies to payments for non-student officials). Officials will be required to complete this form on the day they provide services. This payment request form requires the provision of such information as the official's name, social security number, address, phone number, current employer (we must know whether the official is a student employee or if they are employed at a state agency), signature etc. This form will be processed through the University's Accounts Payable Office and a check will be issued directly to the official. Accounts Payable will mail the check to the official within approximately ten days following receipt of the Payment Request Form. Officials will not receive payment on game day utilizing this process. It is recommended that the clubs coordinate this process with the officials scheduling organization in an effort to let the officials know in advance not to expect a check on game day.

3. Clubs can utilize their checking accounts to pay officials. These checks can be issued on Thursdays, Fridays or prior to game day. The Department will need to know the name of the official(s) and the amount of each check. There is no way to reimburse the club's checking account with allocated funds to compensate for this payment.

TRAVEL REQUEST PAYMENT OF HOTEL/MOTEL ACCOMMODATION

1. Purchase Order- hard copy (paper) agreement between the university and the vendor guaranteeing the university's responsibility for products or services in strict agreement with the terms printed on the purchase order. Purchase orders must be initiated a minimum of two weeks in advance of need. Goods/services cannot be ordered or received
prior to the issue of a purchase order if the purchase order is the intended method of payment.

2. Travel Request - a fully prepared Travel Request packet consists of the completed and signed Travel Request form, a roster indicating who will be traveling and a professionally prepared advertisement/flyer or official e-mail showing where, when, cost, and other information relative to the activity. This packet must be acknowledged and approved by the Assistant Director, Associate Director of Facilities and the Associate Director of Business before travel is allowed. It is recommended that the packet be initiated a minimum of two weeks in advance in order for all aspects to be approved. When a purchase order is utilized as payment for rooms, only one Travel Request and accompanying documentation will be required for multiple rooms. When students are being reimbursed, each person being reimbursed must submit a Travel Request packet including the individual’s banner ID. Individuals that wish to represent their respective Club Sport and travel as a single entity must have the support from their club officers when representing the Club and East Carolina University.

3. Reimbursement travel of gas receipts for use of private vehicles from allocated funds:
   a. Clubs must have prior approval if department travel vans are not available and the club has approved drivers that allow them to reserve departmental travel vans.
   b. Complete a travel request in advance for each individual that plans to be reimbursed.
   c. Reimbursement for gas must be done immediately upon the club’s return from competition.
   d. A detailed gas receipt needs to be submitted which shows the total price, total gallons pumped and the price per gallon.
   e. No additional items should be submitted with the gas receipt. If additional items appear on the receipt, the individual will not be eligible for reimbursement.

**NOTE:** It is each club’s responsibility to acquire a receipt from the hotel. This may be emailed to clubsports@ecu.edu or to the respective club’s email and then forwarded. This receipt could also be turned in with the Van packet. Failure to meet this requirement will result in loss of support for booking the next hotel utilizing allocated funds. If no allocated funds are available, other comparable actions will be taken.

**OBTAINING PURCHASE ORDERS**

Purchase orders are the preferred payment method for hotel/motel accommodations. Students are encouraged to contact the hotel/motel of their choice (based on location and cost) and to get the following information:

1. Will the vendor accept a purchase order from the university?  
   (Hint: ask for Sales/Business Manager)
2. What are the room rate, tax rate and total cost of each individual room?
3. What is the total cost for the requested number of rooms for the nights needed?
4. What is the confirmation number for the requested rooms?
5. What is the business name, address, fax number and phone number of the hotel?
6. With whom are you talking? Get the first and last name of the contact person to list on the purchase order.
7. What is the federal ID# for the hotel?

ENTRY FEES

Entry fees can be paid in advance via check or Procard or by using the Direct Payment process, which allows checks to be sent directly to the tournament director or organization. This eliminates the need for a purchase order.

For entry fee payments in advance you must submit:

1. Tournament flyer with all information i.e. where, when, cost, etc.
2. List of participants and banner #’s numbers (roster)
3. University requisition form and request for funds form
4. Special travel request form

For entry fee payments following participation, you must:

1. Get approval by the tournament director prior to the event. You must coordinate this with the Assistant Director.
2. Receive an invoice which includes:
   • The person's/organization's full name
   • Social security number or tax ID number
   • Address and phone number
   • Copy of tournament flyer with complete information i.e. when, where, entry fee cost and what is included in the cost

Whether you request a payment in advance or submit an invoice for payment after the event, you must remember it will take two weeks to have the check sent to the tournament director.

SPONSORS

Club Sports may secure a sponsor to help with fundraising under the following guidelines:

1. All sponsorship proposals must have prior approval of the CRW department.
2. The following means of sponsorship may be approved:
   a. Contact with non-alcohol/tobacco companies such as sports-related businesses, eateries or neutral entities that would not reflect negatively upon the University.
   b. Exchange of goods/gift certificates in exchange for major event sponsorship.
3. Members of the club should be the only people seeking sponsorship. The club should make it clear to the sponsor that this is a student-run organization.
LICENSING

The Director and, depending on the branding, Creative Services Department must approve all printed logos.

FINANCIAL TRAINING

All officers are encouraged to attend financial training workshops. These are designed to help influence sound financial decisions for the betterment of the club and the respective participants.
During the course of the academic year, a club sport will find it necessary to make use of the facilities and/or playing fields at East Carolina University. These areas fall into the following categories of administration; those controlled by Campus Recreation and Wellness, other departments of the university, and outside agencies. Clubs should reserve facilities by utilizing the Facility Request form. Clubs that do not utilize the proper procedure will be subject to disciplinary action. The following guidelines will assist the clubs in their efforts to secure facilities and/or areas for practice, instruction, exhibitions, game/tournament competition, and special events:

Request of Facilities
1. Facilities of Campus Recreation and Wellness may be reserved for the following club activities:
   - Game/Tournament Competition
   - Practice
   - Instructions/Coaching
   - Exhibitions
   - Meetings
   - Special Events
   - Display of Promotional Material
2. Facility usage on a regular basis such as practices, meetings, instruction and competitive schedules must be reserved on a semester basis. Requests must be submitted utilizing the facility request form.
3. Request for facilities and areas not directly controlled by Campus Recreation and Wellness are to be made to the Assistant Director who will forward the request to the appropriate university department.
4. Clubs requiring special facilities off-campus must make arrangements at their own expense and the Club Sports Staff must give prior approval of the arrangement.
5. Club Sport participants, guests and guest teams are required to follow all rules and regulations regarding facility use. The abuse of these rules and regulations will subject the club to disciplinary action.
6. If Faculty/Staff want to be a member of a club that uses the SRC and they are not a member of the SRC they may purchase a limited SRC pass for $25.00. The limited pass will only be good for entrance during the days and times that the club meets and may only be used to participate in club activities. Coaches and Instructors may enter the facility 30 minutes prior to practice and must leave after the practice is concluded.
SPECIAL EVENTS

All activities including competitive games, scheduled practices, socials, parties etc. that are planned/scheduled in the name of the club reflect on the status of the club. If a club plans or participates in a function that directly corresponds with the main purpose of that club, that activity will be considered a function of the club. With regard to social situations, if a club plans or participates in a function whereby the club membership primarily or largely serves as the invitees, attendees, participants etc., that activity will be considered a function of the club. Individual team members will be held accountable for their actions at all club functions. In addition, the club/team may be held responsible for the actions of individuals at such club functions. Use and/or abuse of alcohol/drugs or other irresponsible behavior can adversely affect the status of the team when these lapses in judgment are foreseeable and preventable by officers or other members of the team or when the team condones such actions. In addition, Campus Recreation and Wellness expects all problems that develop during club functions to be reported immediately.

1. When requesting a facility reservation for a special event(s) (tournament, fundraiser, etc.) the Club Sports Staff must be notified in writing a minimum of four (4) weeks in advance of the event. The Staff must be given the type of event, dates, times, facility requested, amount of space, special equipment and help needed, and other information pertinent to the event.

2. A minimum of seven (7) days prior to the event club officers must meet with the Club Sports Staff to review responsibilities and duties while using the facility. The special event/activity will be canceled if the sponsoring club fails to arrange and/or attend this important meeting. It is anticipated that all last minute arrangements or requests will be discussed at this meeting and that no changes will be made in the event after this meeting without the consent of the Club Sports staff.

SCHEDULING OF COMPETITION, SPECIAL EVENTS, TOURNAMENTS, AND EXHIBITIONS

Club Officers should administer the scheduling of Club Sport activities with input from members and advisors. All Special events and tournaments must be approved by the Assistant Director. Coordinating the schedule is the responsibility of each club. The following procedures must be adhered to in the scheduling of all ECU club sport activities:

1. Schedules must be submitted to the Club Sports Staff well in advance of the first game date. A minimum of 2-3 weeks is requested.

2. Events/activities must be conducted on facilities sanctioned by the Club Sports Staff.

3. Home events must not conflict with other ECU events previously scheduled such as varsity athletics, concerts, etc.

4. Competition against other collegiate clubs is encouraged.

5. Club travel for competitions should be within 450 miles one way from Greenville, NC. Any travel over 450 miles will need to be approved by the Assistant Director.
CONTRACTUAL SERVICES FOR FACILITY USAGE

A contract is a legally binding exchange of promises or agreement between parties that the Law will enforce, which must include an offer and acceptance. East Carolina University Department of Materials Management works with the University Attorney and has the exclusive responsibility for reviewing and execution of contracts. This includes preventive maintenance contracts, service contracts, maintenance & repair projects, consultant services, personal/professional (contractual) services, medical contractual agreements, honorariums and convenience contracts. Note: Persons signing contracts must understand the legal ramification. The University does not honor verbal contracts.

EQUIPMENT RESPONSIBILITY

The responsibility for the purchase and maintenance of the equipment for a specific sport lies with the club. Individual members of the club must purchase personal equipment. The following guidelines must be adhered to in relation to club sport equipment.

PURCHASE OF EQUIPMENT

1. All equipment purchased with allocated funds becomes the property of East Carolina University and the Department of Campus Recreation and Wellness. This equipment is subject to inspection at any time by the Assistant Director.
2. The Assistant Director Club Sports and the Accounting Assistant will assist clubs in the purchase of equipment; however, the individual clubs must initiate purchases.
3. Approved equipment expenditures will be charged to the clubs allocated budget.
4. Equipment that is purchased with checking account funds belong to the club and can be used accordingly; however, the equipment will be considered and treated as property of the Club Sport Program. The equipment will be the responsibility of the club. A period of at least six weeks should be allowed for the total purchase process.
5. Purchase Procedure
   a. Submit a purchase request form to a member of the Club Sports Staff for approval.
   b. Upon approval, the form will be forwarded to the Associate Director of Business for approval. The Assistant Director will order the equipment by procard or submit a requisition for a purchase order.
   c. Upon arrival of the equipment, funds will be deducted from the club’s allocated budget and equipment will be stored and checked out by the Club Sports Staff. When using checking account funds to purchase equipment, either a check will be sent with the purchase request or a check will be issued once the equipment is received and an invoice presented.

STORAGE OF EQUIPMENT

1. Each club sport is responsible for all equipment purchased by that club and for any equipment assigned to the club.
2. All equipment purchased with allocated funds must be stored on campus when not being utilized by the individual clubs with the exception of items such as: jerseys, balls and everyday practice equipment. These items may be checked out on a semester by semester basis.
3. Clubs, such as Martial Arts, who use the equipment daily, will be issued storage space when/where available.

INVENTORY OF EQUIPMENT

1. Each club must maintain all equipment and supplies in accordance with the rules and regulations of East Carolina University and the Department of CRW.
2. Each club is responsible for returning a signed copy of their club’s current inventory listing provided by the main office at the beginning of each semester and at the request of the Club Sports staff. The inventory list should have an explanation for any missing inventory and a listing of any new inventory.
3. It is recommended that each club have an Equipment Manager responsible for checkout, maintenance, inventory, and return of all club equipment.
4. All equipment that is purchased by a club must be shipped to the CRW main office and marked and put in inventory. Any equipment that has been damaged or will no longer be used should be returned to CRW. The equipment cannot be thrown away and should be surplused by CRW.
5. Each club must return all equipment, which was purchased with allocated funds, by the last day of the academic calendar.

INDIVIDUAL’S RESPONSIBILITY

Individuals will be responsible for all equipment directly checked out to them. Records will be tagged in the event of equipment not being returned in a timely fashion or if equipment is lost, stolen or damaged. Ex: The club president checks out team jerseys- the president will be responsible for each jersey that is not returned.

FACILITY POLICIES

For a complete listing of all policies and procedures of our facilities please visit our website.
Clubs are responsible for providing a club member in attendance at the monthly Club Officer Leadership Development Series Meetings. These meetings are an opportunity to share ideas from club to club and learn leadership and management skills pertinent to the operation of club sports and when one enters the global community.

As East Carolina University is the Leadership University it is expected that all clubs will attend these meetings. The club sports office will strive to provide diverse programming for these series. The consequences for missing any of the LDS meetings are as follows:

- **1st Absence**: E-Mail sent to Club Officers regarding the first absence and 5% loss of initial allocation
- **2nd Absence**: Email stating that an additional 10% loss of initial allocation and potential suspension of certain club sport privileges which include but not limited to loss of allocation funding and loss of practice space for the remainder of the school year.
- **3rd Absence**: Suspension all club sport privileges for the remainder of the school year and forfeiture of usage of checking funds for the current year. Also, forfeiture of allocated funding the following year.
- **4th Absence or more**: Loss of Affiliation as a Club Sport for one year that date.

• *If a club does not currently have allocated funding an equal form of reprimand will be utilized, such as: loss of practice time, lack of future funding or loss of club sport privileges.*
VI. CLUB SPORT COUNCIL

PURPOSE

The purpose of the Club Sports Council (CSC) is two-fold: to provide representation for club sports officers and members in matters pertinent to the Club Sports program and to serve an advisory role to the Assistant Director Club Sports. The Council consists of eight student members. A Club Sport Student Director and one elected member will serve as CSC Co-Chairpersons working to develop agendas, assign duties, moderate discussion, and relay pertinent information.

The seven (7) student members represent all of the clubs.

DUTIES

The duties of the CSC will include but not be limited to the following:

- Develop and/or evaluate new and existing policies, guidelines, and functions of Club Sports.
- Review/make recommendations for the Club Sports allocations and national contingency funds.
- Conduct disciplinary hearings as needed.
- Review and make recommendations on requests for student organizations requesting affiliation with Club Sports.
- Foster relationships with Student Government and other registered student org’s on campus.
- Accept responsibilities as assigned by the Assistant Director or Graduate Assistant of Club Sports.

NOMINATIONS

Nominations for CSC positions will be taken at any time during the academic year. The nomination forms may be acquired from the Assistant Director. All nominations will be read aloud and voted upon after the last spring roundtable meeting. The next academic year Club Sports Council team will be announced at the Club Sports End of Year Banquet or as positions open throughout the year.

The CSC typically meets monthly or as needed to address certain matters. Members are required to attend and help facilitate Leadership Development Series Meetings once per month and attend appropriate training opportunities.
VEHICLE RESERVATION AND USE

Transportation will be the sole responsibility of the respective club. Depending upon availability, Clubs may use university vehicles. Proper travel and vehicle request forms must be submitted in advance to secure a vehicle. The following outlines the procedure for obtaining a university vehicle:

1. Each Club must have 3 Safety officers per vehicle. These safety officers must be current ECU employees and completed all necessary paperwork before travel is approved. This process can take up to two weeks.
2. Vehicle keys and other items will be obtained from the Club Sports staff at least one day prior to departure. The petitioning club should make an appointment to pick up the van packets.
3. The vehicle will be ready for use and will be located in a designated area.
4. Upon returning the vehicle, the following must be done:
   a. Interior cleaned so as to be in excellent condition.
   b. Parked in the designated area.
   c. Keys and other items returned to Club Sports staff.
   d. Report any accidents, vehicular problems or items that need attention.
   e. Vehicles must be returned with at least a ¼ tank of gas.
   f. The staff will determine the condition of the vehicles. Repairs that are not the result of "normal wear and tear" will be the responsibility of the club/organization.
5. Club Sport Safety Officers will be required to have a three year driving history before being allowed to drive 15 passenger vans or other vehicles owned by Campus Recreation and Wellness. Drivers will be required to participate in a driving workshop conducted by the club sport staff. Drivers will be given the opportunity, at their request, to participate in a road practical involving driving a 15 passenger van.
6. Approved drivers must attend a driving workshop conducted by the Club Sport staff and pass the driving test with 90% success, once a year (academic year) to be eligible to drive a 15 passenger van.
7. Travel with a University vehicle is limited to 450 miles, one way, unless special approval is requested - all requests will be subject to Assistant Director and a Majority vote by the Campus Recreation & Wellness Associate Directors.

EXCUSED ABSENCES

University policy allows each instructor to determine the class attendance policy for each of his or her courses. This policy, along with other course requirements, will be presented to the class, preferably in writing, at the beginning of the term. Students are encouraged to work directly with their instructors to arrange for periodic class absences due to club sport related activities. The Assistant Director of Club Sports may assist in dealing directly with the instructor...
by providing a signed letter of support/explanation on behalf of the department and the individual. This letter has proven valuable in guaranteeing to the instructor that the activity is an officially sanctioned university function and indeed a required function relating to the intent and purpose of the club.

If requested, the possibility exists for obtaining an officially approved university excused absence. Arrangements for university excused absences are made with the Associate Vice Chancellor of Student Involvement & Leadership. Instructors are expected to recognize and honor university excused absences. Instructors may require that students provide reasonable advanced notice of a university excused absence when possible. If required by the instructor, verification of a university excused absence may be obtained by the student contacting the Associate Vice Chancellor of Student Involvement & Leadership

University excused absences may be authorized by the office of the Registrar for activities as follows:

1. Participation in authorized university activities as an official representative of the university. (i.e. sporting events, delegate to regional or national meetings or conferences, participation in necessary travel to and from a university sponsored performance.
2. Participation in activities directly related to university course work and part of the course requirements.
3. Participation in other activities deemed by the Office of the Ombudsman to meet the spirit of these requirements furthering the mission and enhancing the reputation of East Carolina University.

Except as indicated above, requests for a university excused absence should be submitted directly to the Associate Vice Chancellor of Student Involvement & Leadership at least 3 weeks prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible or unreasonable.

All requests for officially sanctioned university excused absences (do not confuse with request made directly to an instructor) related to club sport activities must be routed through the club sports office of Campus Recreation and Wellness. After reviewing the request the Assistant Director may provide a letter of request asking for an official university excused absence or a letter of support/explanation directed to Associate Vice Chancellor of Student Involvement & Leadership to be reviewed and determined as per university policy.

The East Carolina University class attendance policy can be found at [http://www.ecu.edu/cs-studentaffairs/dos/excused_absences.cfm](http://www.ecu.edu/cs-studentaffairs/dos/excused_absences.cfm)
MARKETING

Publicity/promotions are the responsibility of each club; however, the Club Sports staff must approve all publicity/promotional efforts prior to distribution. Publicity/promotional efforts such as posters, t-shirts, uniforms, schedules etc., reflect not only the image of the club but also the overall image of Campus Recreation and Wellness and East Carolina University.

The following is a list of publicity and promotional mediums across campus, which may be helpful in promoting your program.

Campus Newspaper: The East Carolinian
Campus Radio: WZMB
Departmental calendar for Campus Recreation and Wellness
Flyers/Posters
Bulletin Boards (only approved bulletin boards-list available in the Club Sports Office)
Brochures/Pamphlets
Power Point Presentations
Campus Recruiting Opportunities (SRC Showcase, Get A Clue)
Facebook Fan Page (CRW and Club Sports)
CRW YouTube channel
CRW Email listserv
CRW Web page
Digital Kiosk in CRW Lobby
For best results with posters, T-shirt designs, and other artwork-related items, students capable of professional work should be utilized. The Marketing Director can facilitate the professional design and layout of printed material as well as graphic art, T-shirt designs etc. To utilize the design services of the Marketing Director's Office, you must receive prior approval for the project from the Club Sports staff and you must allow appropriate time for the work to be completed. Two to three weeks in advance of need is requested for artwork and designs, one to two weeks advance notice is requested for posters, flyers and simple layout. Remember that posters, flyers etc. should be distributed at least one to two weeks in advance to be effective. We try to keep an updated graphic artwork for clubs stored in computer memory to facilitate quick turnover in simple posters and flyers such as game announcements, meetings etc. The following information will be helpful with regard to printed materials and distribution.

1. All materials aimed at widespread distribution should be professionally prepared/designed. The project should be approved by the Club Sport staff prior to initiating the work and, depending on the nature of the project, will be approved by the Marketing Director prior to distribution.

2. All materials should be copied by professional copy centers. Campus Recreation and Wellness has a professional copy machine capable of handling a variety of materials.

3. All materials must be submitted in final form at least three weeks prior to the activity date. If the material is professionally prepared and submitted in final form for copying three weeks prior to the activity, there will be ample time to copy and distribute the materials to be effective.

4. All posters, schedules, etc. aimed at distribution on campus in any location must be approved by the Club Sports staff and the Marketing Director, in some cases, prior to distribution.

5. Only approved bulletin boards on campus may be utilized for the placement of posters, flyers or other club information. A list of these bulletin boards is available in the Club Sports Office. This is to prevent the taping or posting of information in some unsuitable fashion in and on areas not intended for publicity. There will be a $25.00 fine for any unauthorized posting of club information on walls, doors or any not approved for such use on campus.

6. University Organizations wishing to use the name and marks (logos) of East Carolina University on items for promotional giveaways, to sell, or on printed items should contact the university-licensing coordinator for assistance. Camera-ready artwork, any applicable guidelines for use of the university name or marks, and a list of manufacturers that are licensed to produce ECU’s marks are available through this office. Additionally, all uses of university marks should be approved prior to printing. You may view the approved logos at www.ecu.edu/licensing.

7. Clubs must respect all of the policies and rules pertaining to club sports when using social media.
**FUND RAISING**

The Club Sports staff must approve all fund raising efforts to ensure that they do not conflict with the mission and values of Club Sports, Campus Recreation & Wellness and East Carolina University. Failure to obtain clear and proper approval for fund raising efforts can lead to penalties for the individuals and club involved.

**ADVERSE WEATHER**

If the University cancels classes, closes early or delays openings, all club sport activity should be suspended for the time period which is affected. This applies to on and off campus meetings, practices, games or social functions that are related to your specific club sport.

All participants should be expected to exercise good judgment when evaluating club sport participation.

*Participation is subject to each respective Club Sports constitution. However, during adverse conditions, no penalties should be taken if a club function is missed. It is the responsibility of the participant to contact their club leaders and inform them of their absence.*
DISCIPLINE ACTIONS:

All discipline issues that are club sport specific, such as but not limited to: Careless and reckless driving during travel, inappropriate language and/or content directly generated (verbally and technological created), misuse of funds, behavior, failure to comply with Campus Recreation & Wellness policies, etc. are subject to be reprimanded by the Assistant Director for Club Sports. Based on the severity of the incident, the accused party will have an opportunity to present their case to the Club Sport Council (CSC). The CSC will then make recommendations to the Assistant Director of Club Sports on what form of judgment to disperse. All final decisions will be made by the Assistant Director of Club Sports after communicating to the Associate Director of Facilities and Assistant Vice-Chancellor of Campus Recreation & Wellness of the sanction. In addition to specific Campus Recreation & Wellness sanctions, all club sports participants, in being student organizations are governed by the ECU Office of Rights and Responsibilities. Any issues that may violate this code will be subject to referral to the respective office.

APPEALS:

All appeals must be submitted to the Assistant Director of Clubs Sports via email within 3 business days of the initial sanction. Once the appeal has been received, the Assistant Director of Club Sports will arrange communication between the appealing party and the Assistant Vice-Chancellor of Campus Recreation & Wellness. Once the appeal is accepted the Assistant Vice-Chancellor of Campus Recreation & Wellness will review, gather information and make an ultimate decision on the matter within 2 weeks of the official appeal. During an appeal, the sanctions that were originally put in place will be active for the offending party.

ALCOHOL & TOBACCO

Alcohol and tobacco products are prohibited at any and all club sport functions both on and off campus. This includes but is not limited to: practice, meetings, competition, travel, and club socials. Violation of this policy is a major infraction and disciplinary procedures with the university will be filed.
Campus Recreation and Wellness strives to provide an awareness of the risks involved in each activity. Certain elements of danger are inherent in each specific activity. Often these elements of danger are beyond the control of the Department and its staff. Participation in the Club Sport Program is purely voluntary and such participation involves the unavoidable risks of personal injury, loss of or damage to personal property and the possibility of loss of life. It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate. The Department strongly recommends an annual physical exam prior to the start of the season. The participant should seek additional information at any time one's health status changes. Such actions are designed to ensure that one's participation is within one's health status/limitations.

1. Each member of a Club Sport must sign a Liability Release/Waiver and Assumption of Risk Certificate before being able to participate in any club activity. This form states that each Club Sport member realizes there is a risk of injury while participating and that Campus Recreation and Wellness is not responsible for any injury which occurs during this sport. Club Sport members who are under 18 years of age must have a parent or guardian sign these releases before being able to participate in any club activity. These forms must be submitted digitally.

2. Each club member must provide emergency information. This information should include emergency numbers, medical information and insurance information (if applicable). This information will be taken to each practice and competition.

3. Each club member will sign a code of conduct form that includes an alcoholic and non-prescription drug statement.

4. It is recommended that each club member should complete a Physical Exam before participating in practices or in competition.

5. Club officers are responsible for seeing that all forms are read, understood, and signed by club members before participation in club activities.

6. Failure of a Club Sport member to comply with these policies will mean automatic ineligibility for that player until all requirements are completed. A club team that plays an ineligible player runs the risk of disciplinary action. Failure to comply with the above rules will result in appropriate action by the Club Sports Staff. A club member must be a current student or faculty or staff member.
**FIRST AID & CPR CERTIFICATION**

Each club will be required to have at least two club athletes who regularly attend club practices and events, which is certified in CPR, First Aid, AED, and Blood Borne Pathogens. Classes will be offered at minimal cost through the Campus Recreation and Wellness and are limited to two people per club, advance sign-up is required.

Clubs will be required to document their club member’s certification and present the certifications to the Club Sports Office to receive credit for their club, by the due date listed on the deadlines information sheet. All club athletes have an opportunity to pay for the American Red Cross Certification from their respective club checking accounts if the club agrees.

**CONCUSSION PROTOCOL**

**Protocol:** Concussion protocol is authorized for Campus Recreation and Wellness (CRW) employees (professional and student staff) to utilize while supervising CRW activities. Examples of staff include: Professional Staff, Graduate Assistants, Site Supervisors, Facility Managers, Lifeguards, etc.

CRW staff has the authority to remove individuals from participation and not permit them to return. Participation includes recreational activity, practice and competition. CRW staff is **NOT** permitted to diagnose concussions. Staff should follow these steps to ensure safety of all participants.

If a student athlete appears to be suffering concussion-like symptoms, please follow the *SCAT 2 Field Testing* procedure.

**Symptoms include:**

Headache or feeling of pressure in the head

Temporary loss of consciousness

Confusion or feeling as if in a fog

Amnesia surrounding the traumatic event

Dizziness or “seeing stars”

Ringing in the ears

Nausea or vomiting

Slurred speech
If CRW staff determines it is unsafe for the student athlete to return to participation, they are **REQUIRED** to seek medical attention. The student athlete cannot return to participation until approval is given by a licensed physician. This includes but is not limited to: Intramural Sports, Adventure Trips, Club Sports participation, drop in recreation, Health and Human performance classes, etc.

Staff will provide the student with the East Carolina University CRW Concussion Home Instructions.

**Return to Participation:**

In order to be eligible to return to participation, the student must provide signed documentation to CRW Professional staff from a licensed physician stating they are cleared to return to activity. The signed documentation can come from East Carolina University Student Health Service or a private/personal physician.

**East Carolina University Student Health Service:**
1001 East 5th Street
Greenville, NC 27858
Phone Number: 252.328.6841
Website: [http://www.ecu.edu/studenthealth/](http://www.ecu.edu/studenthealth/)

If the student does not provide documentation stating they are cleared to return to participation, they will not be permitted to return to recreational activity, practice or competition.

**EQUIPMENT**

Club equipment must meet all standards as established by Club Sports leagues, conferences and/or regional, state and national organizations in which the club is affiliated.
- Equipment should be inspected routinely for safe operation by the Club Sports Officers.
- Each club should develop and follow a preventative maintenance plan for equipment.
- Obsolete, broken or unsafe equipment should be properly disposed of.
- Safety equipment should be required for activities that have known hazards.

**HEALTH INSURANCE**

As of fall 2010 all students within the UNC 4-year campus system must show evidence of creditable coverage health insurance.

In August 2009, the UNC Board of Governors approved the implementation of a “hard waiver” student health insurance requirement on all sixteen 4-year campuses beginning in fall 2010. The term “hard waiver” means any student meeting three specific criteria is required to show
Evidence of an existing “creditable coverage” health insurance policy OR enroll in the UNC system-wide plan.

Grad students and Faculty/Staff must provide a proof of insurance by completing the insurance verification form, which will be provided by the Club Sports program.

**WATER AND BOATING SKILLS VERIFICATION**

It is recommended for all club sports athletes that operate in water to meet the minimum standards of pool safety for that particular sport. Each club is responsible for creating, managing, administering, and updating their own water and boating skills verification that is justified to the requirements of the sport if necessary. Each skill’s verification must include an acceptable swimming element that meets or exceeds the standard established in the swimming and boating industry. Members of these groups should be able to complete the minimum standards.

The deep-water swim test minimum standard (to be conducted in a swimming pool) includes the following:
1. Jumping into deep water
2. Treading, floating or survival floating for 5 minutes
3. Continuous stroke on your back/stomach for swimming for 25 yards
4. Learning the proper use of a life jacket

Effective July 10, 2009, to improve boating safety an act was passed requiring boating safety education prior to operating a vessel. The North Carolina boater safety license is proof that a boater has successfully completed a boating safety course.

On or after May 1, 2010 any person younger than age of 26 must complete a NASBLA approved boating education course before operating a vessel with a motor of 10 horsepower or greater on North Carolina waters.

EMERGENCY CONTACT INFORMATION

All clubs should complete the emergency contact information document and have it readily available at all club specific functions: practices, home/away games, socials, meetings, etc.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Emergency Contact Name</th>
<th>Relationship</th>
<th>Phone #</th>
<th>Allergies (Y/N/ND)</th>
<th>List</th>
</tr>
</thead>
</table>
INTRAMURAL SPORTS

Club Sports encourages participation in Intramural Sports programming. However, to uphold the integrity and nature of Intramural Sport play, some guidelines have been put in place. “Restricted Players” refer to students and faculty/staff members (including coaches) who have been on a college varsity level roster at any four-year college or university during the 2014-15 academic year, individuals that would be on a varsity collegiate roster but are academically ineligible, or members of Club Sports teams in the same or a related sport.

“Restricted Players” shall be eligible for Intramural Sports participation in that sport or its related sports but teams are restricted to having EITHER:

- One varsity player from the previous academic year in the corresponding sport(s)
- One academically ineligible varsity athlete in the corresponding sport(s)
- One or two members of Club Sports teams in the corresponding sport(s) (only one in dual events)

An individual shall retain their designation as a “restricted player” for one academic year following the conclusion of the academic year in which their name appeared on the varsity roster or during the entire year in which the individual is classified as academically ineligible or on a Club Sport team roster.

A Club Sport member is defined as any individual who is on the Club Sport’s roster at any time during the current academic year.

Once a player is a “Restricted Player,” they remain under that status for the entire 2014-15 academic year. A "restricted player" is not considered to officially be on the Intramural roster until they participate in an Intramural contest.

“Restricted player” limitations only apply to on-campus intramural sports activities. Off-campus tournament and extramural event eligibility will be determined by the rules of the particular event.

Furthermore, if a club sport athlete is ejected from an intramural contest or event they will be disciplined by the club sports council and/or the Assistant Director.

Websites, Email & Social Media
In an increasingly digital world, we seek to offer our students the opportunities that multimedia learning can provide, which is why we allow and encourage the appropriate use of these powerful resources. As this does present a challenge to monitor, the club sport staff will continue to ensure and promote that these tools are used responsibly and in the best interest of all parties involved to enrich the college learning experience.
HAZING:

Hazing is a term used to describe various ritual and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. N.C. Gen. Stat. § 14-35 states the following: It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

East Carolina University states:

All acts of hazing by any organization, member, and/or alumni are specifically forbidden. Actions taken or situations created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule may be considered hazing.

At East Carolina, the sanctions for hazing include:
* Persons - normally, not less than disciplinary probation for one academic year, nor more than permanent separation from ECU. In addition the individual(s) including officers of the chapter could face criminal charges.
* Organizations – Suspension not less than loss of privileges for one academic year, nor more than indefinite disbanding of the organization.

Hazing is not permitted on ECU’s campus. This is in accordance with North Carolina law; the policies of East Carolina University. All acts of hazing by any organization, member, and/or alumni are specifically forbidden. Actions taken or situations created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule may be considered hazing. Such activities and situations may include, but are not limited to:
• deprivation of sleep by others
• forced consumption of substances not intended for normal eating or drinking
• handcuffing or tying to a building or structure
• kidnapping a current member of one’s organization
• participating in streaking or other activities while naked
• performing feats of strength of physical activity for excessive amounts of time
• performance of sexual acts
• Requiring or compelling activities creating unnecessary work, duties, or detention, or don’t allow adequate time for study
• receipt of a brand or tattoo;
• striking with an object such as a ball, baton, fist or paddle;
• blindfolding during activities
• participation in drinking games
• performances of chores or tasks for others
• forced shaving of a part of one’s body
• forced participation in an activity against one’s will
• standing in line for excessive amounts of time
• stealing a particular item
• being stranded alone or with newcomers

Simply put, hazing occurs when you treat new members differently than your older members.

Activities may be considered, even if:
• Members are not physically injured
• Members are given a choice to participate
• Members consent to participate
• Activities are done with good intentions

SEXUAL ASSAULT & HARASSMENT:

Sexual assault is an assault of a sexual nature on another person. Although sexual assaults most frequently are by a man on a woman, it may be by a man on a man, woman on a man or woman on a woman. Depending on position, sexual assault may include rape, forced vaginal, anal or oral penetration, forced sexual intercourse, inappropriate touching, forced kissing, sexual touching and fondling. While sexual assaults are associated with the crime of rape, it may cover assaults which would not be considered rape. What constitutes a sexual assault is determined by the laws of the jurisdiction where the assault takes place.

What is Sexual Assault?
1. Sexual Assault
   Any attempted or actual sexual activity that is unwanted or nonconsensual including oral or anal penetration, sexual touching, fondling, rape and a variety of other acts. Sexual assault is a crime under North Carolina law.
2. Rape Under North Carolina law is defined as:
   1. Vaginal intercourse: By force, against a person's will
   3. In North Carolina, the law considers it rape when sex is forced on someone who is mentally incapacitated. This includes someone who is intoxicated. In other words, the law recognizes that when someone is drunk, they are unable to give true consent.

**What do I do if I have been sexually assaulted?**
If you or someone you know has been sexually assaulted, tell someone. Contacting someone will allow you to receive the proper care you need. You can contact ECU police, ECU Student Health Services (SHS), ECU Victims advocate, Call 911, or go to the Emergency Department at the Hospital.
If you have a life-threatening injury or show evidence of physical trauma (i.e., gunshot/knife wound, broken bones) you should go immediately to the local emergency department and/or call 911.
To help preserve evidence:
   1. It is best to have evidence collected within the first 72 hours of the assault.
   2. Victims should not shower, bathe, or douche.
   3. If possible, do not change or wash any clothing worn during or after the assault.
However, the items listed above are recommendations only. We encourage you to be seen even if you have not followed the recommendations.

**What is Sexual Harassment?**
Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment often manifests itself in subtle ways, such as sexually suggestive comments, unwanted touching, risqué jokes, or blatant demand for sexual contact. Forced nudity, photography, and video of people in sexual poses against their wishes are also forms of sexual assault. In most cases, these actions take place within work or educational settings where both the offender and the victim are required to be in close contact.

*This manual is provided to help the Club Sports and its participants function effectively in regards to being a Club Sport within the Department of Campus Recreation & Wellness. As being a Club Sport is a privilege, it doesn’t exempt a Club Sport of their roles and responsibilities of being a Student Organization. A list of those polices may be found here or by contacting the Associate Director of Student Activities Organizations.*