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Important Contacts

Campus Recreation Staff
Rachel Jones
Assistant Director of Club Sports
Office: (864) 656-7617
Email: rj2@clemson.edu
Fike Recreation Center 204

Athletic Training Staff
Bailey Caton
2nd year Athletic Training Graduate Assistant
Sam Queen
1st year Athletic Training Graduate Assistant
Office: Fike Recreation Center 208 (UPTSM room)
Email: athletictrainer@clemson.edu

Club Sports Association Executive Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Club</th>
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<tbody>
<tr>
<td>President</td>
<td>Morgan Gardner</td>
<td>Club W. Lacrosse</td>
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<tr>
<td>Vice President</td>
<td>Walker Mullin</td>
<td>Club Sailing</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Kelly Clark</td>
<td>Club W. Soccer</td>
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<tr>
<td>Sport Programs Representative</td>
<td>Vacant</td>
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<tr>
<td>Communications Chair</td>
<td>Maggy Delisio</td>
<td>Club W. Lacrosse</td>
</tr>
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General CSA Email: cucs@clemson.edu

Other

Club Sports Office
Office: (864) 656-7617
204 Fike Recreation Center

University Police/EMS
Office: (864) 656-2222

Student Funding Board
Email: orgfund@g.clemson.edu

Center for Student Leadership & Engagement
(Office which oversees student organizations)
Email: csle@clemson.edu

Susan Ellers
(Champion of McAllister荃 help)
Email: ellers@clemson.edu

BSN Sports – Cole Garrison
(apparel and equipment)
Email: cgarrison@bsnsports.com
Currently Active & Recognized Club Sports

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<tr>
<th>Air Rifle</th>
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Club Sports Program Overview

Club Sports at Clemson University provide opportunities for students to participate in a wide variety of competitive and recreational programs in an environment that encourages camaraderie and the development of lifelong leisure skills and values. Participation involves teamwork, as well as continued growth in one’s sport-specific abilities through practices and competitions.

Participants are afforded leadership opportunities through the student-management roles within each club sport, and the administration responsibilities that come with them. These roles can include, but are not limited to: President, Vice President, Secretary, Treasurer, and Safety Officer.

The Club Sports program is administered through the Division of Student Affairs and the Department of Campus Recreation. All recognized club sports within the Department of Campus Recreation are also recognized Independent Student Organizations (ISOs) at Clemson University. The program strives to contribute to the health, well-being, personal development, and education of students through their involvement in club sports.

By participating in club sports, students can improve their health and well-being through recreational activity. As a club officer or contributing member, students will attend trainings and receive guidance on how to follow Club Sport policies and successfully lead their clubs.

Educational opportunities on topics such as managing money, fundraising, and organizing events will also be offered to these students, as the Club Sports program develops them through instruction and guidance, and encourages financial responsibility. Students are able to leave the Club Sports program with increased self-knowledge, leadership and communication skills, and a sense of social responsibility.

The overall success of a club sport is dependent on student involvement and effective student leadership and cooperation. All club sports teams are managed by elected officers and financially supported by membership dues, fundraising efforts, donations, and student activity fees. It is the responsibility of each club sport officer to play a role in the coordination of activities, fundraising efforts, transportation, insurance, and community service efforts. They are also responsible for the recruitment and selection of volunteer coaches.
Recognized club sports are student organizations that are composed of and led by Clemson University students, are sport-related and competitive in nature, and adhere to all University and Club Sport policies. They do not emphasize recruiting practices, financial aid packages, scholarships, profits, or expanded road trips (more than a weekend). Emphasis must be placed on student involvement with club management duties, leadership development in delegating to peers, and organizational management of club activities and personnel. Club sports are strictly voluntary and must be welcoming to any and all interested Clemson University students.

**Membership**

Club Sport membership is open to all Clemson University students (full time and part time) with the understanding that intercollegiate play in some sport leagues, conferences, or events are limited to full time undergraduate students.

Bridge to Clemson students are eligible, from a University standpoint, to participate in club sports. However, it will be the sole responsibility of the club officers to monitor their member eligibility as they relate to their individual club leagues or conferences. The club officers will need to determine if their respective association recognizes Bridge students as eligible participants within their team. Campus Recreation will not be responsible for eligibility violations that club teams incur from having Bridge students participate, but the Assistant Director will assist club officers in determining how they can stay in compliance with their membership.

**Member Requirements**

Participation in club sports is voluntary, and Clemson University and the Department of Campus Recreation are not responsible for any injury or property loss that may be sustained by a participant in the Club Sports Program.

- All club sport members must have **accident/medical insurance** that will provide coverage in the event of an injury or illness.
- Prior to participation, all club sport members are required to read, complete, and sign an **Assumption of Risk and Release from Liability** (Participant Waiver) on TigerQuest.

**Specific Club Requirements**

Each club sports team determines their own dues. They may also have other stated requirements or standards for participation related to certifications, age, health considerations, safety, etc. If applicable, a provision statement listing any restrictions on participation should be drawn up and submitted to the Assistant Director of Club Sports for approval. Also, the club’s constitution should be amended accordingly.
**Intramural Sports Participation**

Students who are currently on the rosters of Club Sports teams are eligible to participate in Intramural Sports. However, there is a limit of two (2) Club Sports members per team (for the associated sport). Example: only two Club Sports soccer members may be on an intramural soccer roster. For CoRec teams, note that teams are limited to a total of two (2) Club Sports players regardless of gender.

Violation of this policy may result in forfeiture of the intramural game in question and potential loss of intramural playing privileges by the offending player(s) for the remainder of that sport season. Please consult the Intramural Sports Participant Handbook for more information. Questions regarding this rule can be directed to the Intramural Sports office via email at cuim@clemson.edu.

**Club Registration**

**Forming a New Club Sport**

In order for a club to become a part of the Club Sports Program, the group must first be established as a registered student organization with Clemson University for at least a year. Immediately following a year of consistent club activity, a student organization is eligible to apply to become a club sport. The steps to apply are listed below.

- Email the Assistant Director of Club Sports (cucs@clemson.edu) to explore the possibilities and requirements for becoming a club sport.
- The Department of Campus Recreation will then determine the availability that the program has to take on any new club sports (based on available staff and resources.)
- If the Department deems there is availability within the program, those clubs that have expressed interest in joining the Club Sports Program will be invited to apply and then present to the Club Sports Association Executive team.
- Following the presentation, Assistant Director of Club Sports then provides a recommendation to the Department of Campus Recreation, which has final approval on the addition of a club sport.
- If approved, the newly added club sport(s) must complete all requirements of the Department of Campus Recreation for continued affiliation with the Club Sports Program.

There are several criteria that the Club Sports Association will keep in mind, when determining if they feel a student organization would fit within the Club Sports Program. Some of that criteria includes:

- Level of Competition
- Budget, Expenses, Dues
- Fundraising Efforts
- National League/Conference Membership
- Equipment Requirements/Safety
- Future Plans, Club Growth
Registration Process for Returning Clubs

Student Organization Registration is the annual process for student groups to voluntarily affiliate with Clemson University to receive benefits and remain in compliance with University policies.

In order to remain recognized as a Club Sport organization, all club sports must:

- Re-register their student organization annually
- Continue to meet all requirements of the Campus Recreation and Campus Life Departments
- Continue to comply with Student Government regulations
- Continue to meet all requirements of the Club Sports Program including, but not limited to:
  - Timely submission of proper and updated forms
  - Competing at least once during the sport-specific season
  - Consistently maintain enough members to compete
  - Host a competition at least once every two years, if the facility space is available
  - Have the club President (or other representative) attend ALL Club Sports Association meetings
  - Have ALL club officers attend fall and spring semester officer trainings
- Submit an Annual Budget Request in the spring semester and send a representative to present on the club’s budget (if needed)

If a current club sport is unable to meet the above requirements, they will be put on a probationary semester where they will be considered an associate member of the Club Sport Program. If the club shows they can fully meet the requirements the next semester, they will be reinstated into the Program. If the club cannot fully meet the requirements the next semester, they will be removed from the Club Sports Program and have to reapply in order to be recognized again.

TigerQuest

All Club Sports must keep their individual TigerQuest sites maintained and up to date. In order to remain a recognized student organization at Clemson, all club sports must re-register their club’s via TigerQuest each spring semester. The deadline for this will be determined by the Office of Student Leadership and Engagement.

Also, each club officer is encouraged to log into TigerQuest and join the Club Sports Association (CSA) group. Here you can find Club Sports updates and information.

Any access or administrative TigerQuest questions can be directed to the Office of Student Leadership and Engagement.

Responsibilities

Department of Campus Recreation

The role of the Department of Campus Recreation is to support all club sports by:

- Providing encouragement
- Offering support and guidance
- Assisting with the coordination of financial resources and facilities
**Assistant Director of Club Sports**
The Assistant Director of Club Sports is the main contact point for club sports within the Department of Campus Recreation. This individual manages the day-to-day operations of the Club Sports Program, not of the individual clubs. The Assistant Director of Club Sports is to be used as a resource only, in a consultative capacity.

The Assistant Director has high involvement in:
- Providing training and development of club sport officers
- Providing overviews for club sport coaches and advisors
- Staffing necessary on-campus Club Sport practices and competitions
- Enforcing Club Sport policies and handle disciplinary actions for Club Sport policy violations
- Monitoring Club Sport membership
- Monitoring submission of required paperwork
- Implementing safety requirements and risk management planning
- Monitoring Club Sport activities (practices, competitions, events, etc.)
- Referring club sport officers to other departments on campus when necessary
- Working with the Risk Management Office for club sport insurance issues
- Overseeing the Club Sports Association and its executive board

Some involvement in:
- Planning details/requirements of travel
- Approving activities or fundraisers
- Selection of coaches and/or advisors
- Following up with member injuries

And should not be involved in:
- Legal issues or disciplinary actions for non-Club Sport policy violations
- Outside bank accounts used by club sports
- Evaluation of coach’s “on-field” performance
- Evaluation of club advisors

**Sport Programs Student Staff**
The Sport Programs student staff will assist the Assistant Director in overseeing the operation of the Club Sports Program by:
- Providing supervision to various club practices and competitions
- Maintaining a safe playing environment for clubs and handling emergency situations
- Providing administrative support

**Athletic Trainers**
Athletic trainers will be present at certain club events:
- Assisting with game preparation at least 30 minutes prior to activity
- Providing preventative care
- Maintaining a safe playing environment for clubs
- Responding to injuries and emergency situations
- Providing ice and water
Club Sports Association (CSA)
The Club Sports Association is the total representation from all club sports. It meets several times each semester and all Clubs are required to send the President or another officer/member if the President is unable to attend. The CSA works by:

- Serving as a link between clubs
- Representing all Club Sport teams and serving as a liaison between the various clubs and Campus Recreation
- Providing a medium for exchange of information regarding programs, policies, and regulations that affect the operation of club sports
- Providing an opportunity for clubs to give input regarding the Club Sports Program
- Considering ways that clubs may collaborate in meeting their individual needs and interests
- Promoting participation in the Club Sports Program

Club Sports Association (CSA) Executive Board
This council serves as an administrative body consisting of 4 members elected into positions and 1 member appointed to the board. The elected positions consist of a President, Vice President, Communications Chair, and Treasurer. The appointed member is the Sport Programs Representative who is chosen from the current Sport Programs student staff. The CSA executive board works by:

- Acting on behalf of the Club Sports Association in addressing issues that affect the operation of the Association or the individual clubs, and is vested with authority to make decisions and/or recommendations
- Conducting hearings as necessary, regarding alleged infractions/violations of the Code of Conduct for Club Sports by individuals or clubs, and recommends any disciplinary actions to be taken
- Contributing in the decision for any student organization wishing to be considered a Club Sport
- Providing guidance or recommendations to individual club sports, officers, or members in regard to specific club sport issues or concerns

To be an elected executive board member, the student must have served in a leadership position within their club sport for a minimum of one (1) semester, must be in good academic and disciplinary standing with the university, and maintain this good standing throughout their time serving in an executive board role.

CSA executive board officers will serve for one year. Their term begins on May 1st and runs through April 30th of the following calendar year. The CSA executive board meets once a month and keeps in constant communication with all club sports about various activities. Officers serve in an elevated leadership role within the CSA, shall follow Clemson University regulations, and be a model for other Club Sport participants.

Club Sports Request or Grievance Process
If an individual club sport, officer, or member, has a request they would like to make, or a grievance/concern they would like to file, they can do this through the Club Sports Assistant Director and CSA Executive Board. This would include any changes they would like to see made with policies or operation of the Club Sports Program, as well as any issues or problems that are being had with policies or management of the individual clubs. Clubs or individuals can make a request or grievance in writing by emailing the Assistant Director with the specifics.
Member
Along with the benefits and privileges of being a part of a recognized student organization and members of the Club Sports Program, ALL club sport members assume certain responsibilities. These include, but are not limited to:

- Understanding that student organizations are not agents of Clemson University (e.g. the Fencing Club is the Fencing Club at Clemson University or the Clemson Fencing Club, but not the Clemson University Fencing Club), and ensuring they make it clear in their representation to third parties, and that they speak only for their members and not for the University
- Complying with all local, state, and federal laws, University policies and regulations, and Campus Recreation requirements
- Remaining in good standing with any club, state, regional, and national affiliations as appropriate
- Ensuring that club activities do not interfere with academic responsibilities
- Maintaining the cleanliness of facilities reserved for club use

Officers
The daily operation of the club is the responsibility of its officers. The contribution of each officer is vital to the club’s success. All officers are encouraged to:

- Be enrolled as full-time students during their term(s)
- Maintain a minimum cumulative GPA of 2.0
- Not be on academic or disciplinary probation
- Maintain consistent communication with the Assistant Director of Club Sports
- Contribute to the club’s operation through completion of their assigned duties

Following is a list of suggested officers and their recommended duties. Clubs may choose to have additional officers to further delegate duties (e.g. Special Events, Fundraising, Equipment, etc.). Student organizations at Clemson University are required to have at least a President and Treasurer serving on their club’s executive board.

President
An essential leadership skill for the President is the delegation of tasks and responsibilities to other club members. This eliminates the possibility of having one person being burdened with all of the work, while giving other members a sense of ownership and an opportunity to assume a leadership role within the club. Commitment increases with involvement, so it’s important for the President to trust club members and other officers to share in the responsibilities of club operation. Specific President duties include:

- Ensuring compliance with Clemson University policies, regulations, and Campus Recreation guidelines and procedures for the operation of Club Sports
- Attending all Club Sport Association meetings, or sending another officer as a representative in the event of a schedule conflict
- Ensuring that all club members are informed of the University’s Code of Conduct and understand the importance of conducting themselves in a mature and responsible manner that will reflect positively upon themselves, their club, and Clemson University
- Working with the Treasurer and other club officers to prepare the annual budget request
- Assisting the Treasurer in managing the annual budget
- Maintaining consistent communication with the Assistant Director, Club Sports
• Ensuring that all requirements for maintaining recognition as a student organization are met and that all required forms are submitted on time
• Approving club purchases and requests for reimbursement

**Vice President**

• Overseeing fundraising activities and other club special events
• Performing all duties of the President in his/her absence
• Assisting the President with specific duties as requested
• Making travel arrangements
• Assisting the Secretary with completing and submitting required paperwork for travel

**Secretary**

• Assisting the President with completing and submitting all required paperwork to the Club Sports office in a timely manner
• Maintaining accurate attendance records for practices and club activities
• Re-register their club annually on TigerQuest before the deadline
• Assist with Special Event planning
• Oversee club equipment inspections and maintenance timelines
• Checking the club mailbox on the 2nd level of Fike Recreation Center at least once a week

**Treasurer**

• Maintaining accurate records of revenue and expenditures by following standard accounting procedures for managing club funds, ensuring financial stability
• Working with the other club officers to prepare the annual budget request
• Approving club purchases and submitting purchase requests using TigerQuest for reimbursements
• Completing and submitting annual budget proposals to the Student Funding Board before the deadline, with assistance from the President
• Monitoring expenditures and making regular financial reports to the club

**Coaches/Instructors**

Club Sport officers are responsible for securing the services of coaches/instructors and the selection(s) must be approved by the club membership. The club should select individuals that possess knowledge of the technical and risk management aspects of the sport and who will provide quality instruction related to skill acquisition and strategies.

All coaches/instructors should:
• Design structured learning experiences for club members
• Refrain from involvement in club management
  - Club sports are student-run organizations
• Plan and conduct organized practice sessions that include all participating club members
• Instruct proper technique and strategy during competitions
• Emphasize safety
  - Conduct all activities in a manner that ensures the safety of the participants, in order to avoid injury and liability
Coaches / Instructors do not have the authority to:
- Discipline club team members
- Suspend club team members

The Club Sports Program supports the philosophy that volunteer coaches/instructors should not be paid for their contribution. Any individual acting in the capacity of a coach/instructor are considered volunteer independent contractors and are not employees of Clemson University or covered by University liability insurance. Any contract for coach/instructor services is between the coach/instructor and the club sport.

Although a volunteer, a club sport coach/instructor is a representative of Clemson University while serving in that role and must help ensure good sportsmanship at all times. Any coach/instructor found in violation of the Club Sport policies, does not maintain the same philosophy of student leadership and development as the Club Sports Program, and/or does not continually represent the University in a positive way may be suspended for a period of time or relieved of their duties.

The Department of Campus Recreation has an obligation to protect the image of the University and to support the development of club sports participants. As a result, the Assistant Director of Club Sports reserves the right to dismiss a coach/instructor who has acted outside the scope of their authority, or displayed conduct which is not in the best interest of the club, the Club Sports Program, or Clemson University. Any appeals to a decision of dismissal can be made to the Executive Director of Campus Recreation.

Campus Recreation discourages coaches/instructors from having personal relationships with the club members within those clubs that hold tryouts or limit participation based on skill. Our program allows for flexibility only if the sport in which they coach/instruct allows for all students to participate and do so equally. Furthermore, if club members feel that the player/coach relationship becomes inappropriate, leads to unfair participation decisions, or is causing club disturbance, the Department of Campus Recreation may reserve the right to remove the coach/instructor, player, or both.

Finally, participation in the Club Sports Program is strictly voluntary. Therefore, monetary rewards or scholarships should not be promised or given to any member or prospective member by the coach/instructor. Also, at no time shall a coach/instructor be on or in possession of the club’s bank account.

Advisors
As Independent Student Organizations (ISOs) of the university, Club Sport teams are not required to maintain a faculty/staff advisor. Clemson University faculty and staff members who agree to serve as an advisor to a club sport team are acting as volunteers and not in their official capacity as employees. ISO advisors are not covered by University liability insurance.

More information about current student organization policies regarding advisors can be found here on pages 8-10: Student Organization Policy and Related Procedures
The goal is to allow the club to be self-organized and self-governed. If a team chooses to have an advisor and they agree to serving in a voluntary role, an advisor is to:

- Focus on the officers’ leadership development by encouraging growth of initiative, responsibility, and leadership
- Provide guidance regarding club management and adherence to policy
- Encourage compliance with University policy, philosophy, and Campus Recreation guidelines
- Encourage compliance with all local, state, and federal laws
- Help ensure that activities are well planned and reflect favorably on the University

**Club Conduct**

**Club Sports Behavior**
Each Club Sport will be held accountable for all club members’ actions during club activities both on and off campus. All club members are required to follow all Club Sport and Clemson University [Student Code of Conduct](#) guidelines.

Participants in the Club Sports Program are expected to conduct themselves in a manner that will reflect positively upon themselves, the club of which they are a member, the Department of Campus Recreation, and Clemson University. Their responsibilities include, but are not limited to:

- Act morally and exemplify a high sense of personal honor and integrity
- Show respect for the rights and property of others
- Observe University regulations, state and federal laws, and city ordinances

**Alcohol and Drug Use**
The Alcohol and Drug responsibilities include, but are not limited to:

- No student shall unlawfully manufacture, use, possess, distribute, or dispense alcohol or any controlled substance or illegal drug or misuse any legal substance for the purpose of intoxication.
- No student under legal age shall possess, sell, purchase, or consume alcoholic liquor, beer, or wine.
- No student of legal age shall purchase for or sell or provide to a person under legal age any alcoholic liquor, beer, or wine.
- No student shall violate applicable law by operating a motor vehicle while under the influence of alcohol.
- No student shall transport alcoholic beverages in University vehicles.
- To refrain from consumption of alcoholic beverages while traveling, competing/participating, or being a spectator at club events.

**Engagement in Club Activities**
The club activity responsibilities include, but are not limited to:

- Display good sportsmanship before, during, and after any competition
- Refrain from physically or verbally abusing an official, player, spectator, or coach
- Refrain from use of obscene gestures, profanity, or disrespectful language

If any club member is found in violation of these behavioral guidelines or is ejected from a club sport competition, the Assistant Director of Club Sports reserves the right to suspend a club member or have them completely removed from an individual club sport.
Hazing
Clemson University’s core values are Integrity, Honesty, and Respect. Hazing is not consistent with these core values. Therefore, all Clemson University students, community members, and organizations are expected to refrain from hazing. (See Clemson University Student Code of Conduct, Section V.A.16)

Hazing is any situation created or action taken -- for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in an organization -- which meets one or more of the criteria below. Hazing can be intentional or unintentional and can occur with or without consent. Hazing is also any act that meets the definition of hazing contained in South Carolina Code of Laws section 59-101-200. (See http://www.scstatehouse.gov/code/t59c101.php)

Situations/actions that constitute hazing are:

- Negligent or reckless in nature; or
- Potentially harmful to:
  - Physical safety/health
  - Psychological well-being
  - Opportunities for Academic Success; or
- Not reflective of the University's mission, purpose, or values.

Full Clemson University Hazing Policy

Any member of the University community, including a victim, participant, or witness, with knowledge of hazing should report the hazing to the Office of Community and Ethical Standards or Clemson University Police.

Contact: Office of Community and Ethical Standards, 864-656-0510.

Conduct of Student Organizations
No registered student organization shall act in a manner that does not promote or uphold the image of Clemson University as defined by the vice president for Student Affairs or the vice president’s designee(s). The organization must ensure that members acting individually or as a group reflect the Clemson Core Values to all members of the community in addition to all other outlined expectations within the Code and within the organization’s bylaws.

Organization leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organization’s mission. Student organizations are not afforded the same rights and responsibilities as individual students.

As a guiding principle, student organizations will be held responsible for the acts of their members when those acts grow out of or are in any way related to the organization. Isolated violations of individuals should not be chargeable to the student organization, but evidence of organizational conduct exists when:

- Members of the organization are acting together in violating a conduct regulation.
- A violation of a conduct regulation arises out of an organization-sponsored, financed, or endorsed event.
• An organization’s leader(s) has knowledge of the potential for a violation of conduct regulations before it occurs and fails to take corrective action.
• A violation of a conduct regulation occurs on premises owned, leased, or operated by the organization.
• A pattern of individual violations of conduct regulations is found to have existed without proper and appropriate organizational control, remedy, or sanction.
• The organization, or members of the organization, provides the impetus for a violation of conduct regulations.

Cases involving student organizations are not considered confidential under the Family Educational Rights and Privacy Act (FERPA); therefore, the University does not protect the confidentiality of the disciplinary records regarding the conduct of student organizations.

Sanctions for Student Organizations
The following policy is taken straight from the Student Handbook Code of Conduct for Student Organizations in section A.

The following disciplinary sanctions may be imposed upon student organizations when they have been found in violation of the Code. All sanctions may be imposed individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organizational event. Failure to satisfactorily complete a disciplinary sanction may result in more severe sanctions.

1. Reprimand: An official statement to the student organization explaining that they have violated a University regulation. Any further misconduct could result in additional disciplinary action.

2. Restitution: When an organization has damaged or destroyed University or personally owned property the organization may be required to make restitution or receive additional educational sanctions.

3. Restriction of Privileges: Restrictions may be placed upon a student organization which limits the organization’s access to certain University privileges for a specified period of time. These limitations may include, but are not limited to, the following:

   a. Prohibition from participating in University events,
   b. Denial to maintain an office or other assigned space on University property,
   c. Denial to receive or retain University funds,
   d. Denial to participate in intramural sports,
   e. Denial to sponsor, co-sponsor and/or participate in any social event or other activity,
   f. Denial to sponsor any speaker or guest on campus,
   g. Denial of rush or membership recruitment activities,
   h. Denial of the request for block seating at University events,
   i. Denial of the use of University vehicles,
   j. Denial of the use of University facilities,
   k. Denial of advertising on campus for organizational activities, and/or
   l. Denial of soliciting and/or selling any items on campus.
4. **Disciplinary Probation:** A specified period of review, observation and/or restrictions during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in more severe sanctions, including suspension or dismissal of recognition. During the probationary period, a student organization is deemed “not in good standing” with the University and may be subject to specific limitations upon its behavior or University privileges.

5. **Suspension of Organizational Registration:** The denial of privileges of a registered organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:
   a. Cease all organizational activities.
   b. Vacate any appointed or elected office with that organization's governing body for the duration of the organization's period of suspension.
   c. Surrender balances of all organizational funds granted by the University, Student Government or, the Student Funding Board.
   d. Vacate office or housing space assigned by the University from the date of the notice of suspension. Space vacated due to suspension may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University Housing contract cancellations.

6. **Dismissal of Organizational Registration:** Permanently excludes the organization from the University without any recourse to reapply for registration. Any organization whose registration is permanently revoked must:
   a. Cease all organizational activities.
   b. Vacate any appointed or elected office.
   c. Surrender balances of all organizational funds granted by the Student Funding Board.
   d. Vacate office or housing space assigned by the University from the date of the notice of dismissal. Space vacated due to dismissal may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University Housing contract cancellations.

7. **Interim Suspension of Organizational Registration:** An interim suspension may be imposed, by the Vice President for Student Affairs or his/her designee, prior to the beginning of the administrative process. The interim suspension may be imposed in cases where:
   a. The alleged action of the student organization may pose a threat to the well-being of the University or any of its members, or to preserve University property.
   b. The student organization poses a threat of disruption or interference with the normal operations of the University.

During any interim suspension, the organization shall be required to discontinue all organizational activities and will be denied access to all University activities and privileges. In certain circumstances, organizational leadership may be restricted from communication with the organizational membership or students may be required to vacate organizational housing units.

A student organization shall be notified in writing of an interim suspension, its restrictions, and the reasons for it, and shall also be notified of the time, date, and place of a subsequent meeting with the Dean of Students or his/her designee at which the organization may contest the grounds for the interim suspension.
Except in the case of exigent circumstances or other good cause, this meeting shall occur no more than 5 business days following the notice of interim suspension and may occur prior to the effective date of the interim suspension. Following such meeting, OCES may lift, modify, or continue the interim suspension while the disciplinary process continues.

**Discipline Procedures**
The following policy is taken straight from the Student Handbook Code of Conduct for Student Organizations in section B.

The Director of OCES or his/her designee will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. The director shall have the authority to do the following:

1. Institute all sanctions except suspension or dismissal.
2. Refer the student organization to an administrative hearing.
3. Schedule an administrative hearing for the referred student organization in cases where the contemplated sanction is suspension or dismissal of recognition unless the student organization waives its right to a hearing. The notice of an administrative hearing, the procedure during an administrative hearing and the appeal process of an administrative hearing will follow the same format as described in the Section VI. D.2. If the student organization waives its right to a hearing, the recommended sanction will be imposed.

**Facility Reservations**

**Campus Recreation Facilities**
The Department of Campus Recreation operates various indoor and outdoor recreation facilities, including Fike Recreation Center, Douthit Hills fitness center, the Snow Complex which includes both turf fields and the Andy Quattlebaum Outdoor Education Center, and grass fields such as Lightsey field, the Upper IM fields, and Lower IM fields. These facilities may be reserved by club sports for their activities and events.

**Facility Reservations**

Event requests should be submitted no later than four weeks prior to the event date to be given priority scheduling status. Reservation requests submitted 2-4 weeks before the event date will still be accepted but depending on event needs, the request may not be able to be accommodated. Any requests submitted less than 2 weeks prior to the event date are unlikely to be scheduled.

Since Campus Recreation facilities are shared by different program groups and individual members of the department, clubs are encouraged to submit requests for meeting/event space as early as possible.

Requests for use of Campus Recreation facility spaces for special events, tournaments, games, meetings, etc. must be made by completing a Club Sport Event Reservation Form and submit to the Assistant Director of Club Sports as an email attachment. Email the Asst. Director of a copy of the form. Reservations will then be confirmed by email – please allow 2-5 business days for processing. Please note you do not have the space officially reserved until you receive a confirmation email and .pdf from the Assistant Director of Club Sports.
Clubs are expected to treat University facilities with care and to leave all areas clean and returned to their normal setting following use. At the completion of outdoor events, trash is to be bagged and placed in the nearest trash receptacle. Any damage or maintenance problem related to Campus Recreation facilities should be reported to the Assistant Director of Club Sports. Misuse of facilities or failure to comply with the above guidelines by a club will result in loss of facility-use privileges.

Any questions regarding reservations and scheduling of Campus Recreation facilities should be directed first to the Assistant Director of Club Sports, Rachel Jones at rj2@clemson.edu.

Reserving Other University Facilities

Clubs that would like to request event or meeting space in a non-Campus Recreation facility space will have to complete a different reservation process than outlined above. The Department of Campus Reservations & Events offers various types of reservable spaces to students and student organizations as permitted by the facility use policy. These venues include three large event and meeting venues as well as nine outdoor reservable spaces.

Please note that reservations are on a first-come, first-served basis. They strongly recommend submitting your request several months in advance for many of their spaces.

To inquire about the availability, cost, and applicable restrictions of their spaces and venues you may refer to their reservations page, visit the CR&E Guest Services Hub on the 2nd floor of Hendrix Student Center, or call 864-656-6118.

Home Event Policies & Procedures

Special Event Guidelines

Once a space has been reserved for a home competition or tournament, clubs must adhere to the following guidelines for those events:

- Ensure that all members of visiting club teams sign a Visiting Team Waiver before the competition begins and submit to the Sport Programs staff member on site.
- All participants must conduct themselves properly and respect staff directives while using Campus Recreation facilities.
- Participants in all Campus Recreation activities should display high standards of sportsmanship and should cooperate fully with the Campus Recreation staff to ensure safe and successful operations.
- All participants, coaches, and visitors must follow the Department of Campus Recreation policies and procedures, obey all Clemson University policies, and follow all local, state, and federal laws.

Visiting Teams Locker Room Usage Policy for Field Clubs

Visiting field club team members will only be permitted to use Fike Recreation Center for shower/locker room usage when they are participating in a sponsored club sport event that is larger than a single, head-to-head game. (Any multi-team or tournament matchups will qualify.)
The Clemson club team must contact the Assistant Director of Club Sports at least 3 business days in advance of the tournament or event, in order to request permission for a visiting club team to use Fike Recreation Center for the above purposes. If approved for usage, the visiting club team(s) must then provide a team roster to the Club Sports staff and each member must sign the guest log prior to enter the facility.

The visiting club team will be responsible for any damage caused to the locker room facilities by any of their members.

**Game/Event Cancellation Policies**

For **indoor** events, we require at least a 72-hour notice of cancellation.
For **outdoor** events, we require at least a 24-hour notice of cancellation.

Notice of cancellation should be sent via email to the Assistant Director of Club Sports. Failure to comply will result in a club violation and potential non-refundable charges to the club team.

**Club sports that repeatedly cancel games/competitions without providing adequate notice may be subject to losing future reservation privileges for Campus Recreation facility spaces.**

**Weather-Related Cancellation Policy**

The Club Sports staff reserves the right to cancel an outdoor club event at which they are present due to unsafe field or weather conditions. However, the staff will be sure to give as much notice as possible of any cancellations, taking in to account that clubs want to avoid cancelling as much as possible.

The night before a club event:
- If there is inclement weather and field conditions are poor, the club will be contacted by the Assistant Director to warn about a possible cancellation if the conditions get worse.
- If field conditions are deemed unplayable and inclement weather is predicted to continue, club events will be cancelled.
  - Club sport officers will have the option of doing a walk-through of the field with the Club Sports Assistant Director, in order to help make this determination.

3 hours prior to club event:
- If there are thunderstorms in the forecast, the staff will monitor the weather and field conditions, and warn teams about a possible delay or cancellation.
- If there is light rain, the staff will monitor the weather and field conditions and warn teams about a possible delay.
- If there is heavy rain or thunderstorms, the staff will monitor the weather and field conditions and warn teams that if it doesn’t stop within the hour then the game will be delayed or cancelled.

1.5 hours - 1 hour prior to club event:
- If there are thunderstorms/inclement weather predicted in the forecast, the staff will email a warning to the club, but plan on starting on time.
- If there is light rain, the staff will monitor the weather and field conditions and warn clubs of a possible delay.
- If there is heavy rain or thunderstorms, the staff will monitor the weather and field conditions and cancel if necessary.
Club Sports staff will be as proactive as possible to avoid any last-minute weather-related cancellations. Any decisions made are in the best interest and safety of club participants, coaches, visitors, and staff.

It is highly recommended to any clubs utilizing field space, to have alternatives in mind when planning games, competitions, or events. Campus Recreation will not be responsible for finding other options when the Club Sports or Intramural fields are closed due to inclement weather or field conditions.

Travel
Independent Student Organizations are encouraged to meet Clemson University standards for travel. During the annual registration process in TigerQuest, ISOs will be asked about the frequency of their travel. ISOs are recommended to input their travel information in the Travel Tracking form on TigerQuest to organize their travel information. This tracking form can be found by logging into TigerQuest → clicking on the Forms tab at the top of the page → then searching Travel Tracking Form in the search bar on the left side of the screen.

The decision to travel and the liability incurred during said travel are solely the responsibility of the ISO. Clemson University will not provide payment for medical care or provide life or accident insurance coverage for students or others involved in ISO travel, whether occurring on University property or any other location. Each ISO is encouraged to purchase liability insurance to cover the ISO’s event with respect to claims by participants or others.

Verification Letters
Club members who will miss classes due to club travel should discuss the situation with their professors well in advance of the trip. When requested, the Assistant Director of Club Sports can prepare a memo verifying the club’s status within the Club Sports Program and authenticating the trip. However, it is the professor’s prerogative as to whether he or she will permit students to make up any work missed.

Equipment
As Club Sports all affiliate with Clemson as Independent Student Organizations, the University no longer acts as a purchasing agent. Accordingly, any equipment purchased by the organization following the adoption and implementation of the Student Organization Policy on July 1, 2019 is the responsibility of the organization. This is true no matter the source of the funding.

Any equipment purchased with Student Activity Fee dollars prior to July 1, 2019 belongs to Clemson University and cannot be sold, traded, or otherwise discarded by a club. University equipment no longer being used by a club must either be declared surplus through the University or used as a trade-in toward the purchase of new equipment, subject to approval by the University and the Materials Management Office of the State of South Carolina. These transactions must be initiated through the Assistant Director of Club Sports.

Any equipment purchased before July 1, 2019 that is valued at $2,500 or more appears on the University inventory. Location of the equipment is to be verified annually. Inventory Control provides a University decal to be attached to each piece of equipment. If any organizations do not comply with this process, they may lose access to equipment usage and Student Activity Fee allocation dollars.
**Insurance on Equipment**
The University cannot insure items purchased by the organization after the adoption of the Student Organization Policy. Any equipment purchased prior is already insured and will be billed through allocated Student Activity Fee dollars in July of each year. This recurs until the equipment is formally surplused. There is a $500 deductible on each occurrence.

**Condition of Equipment**
Club equipment must meet all standards as established by club sport leagues, conferences, and/or other state, regional, or national organizations in which the club is affiliated. It should be inspected routinely for safe operation, with the date of inspection and any deficiencies noted.

**Maintenance Requests**
Certain facility or maintenance requests may qualify to go through Campus Recreation and University Facilities to be completed. Please contact the Assistant Director of Club Sports with as much detail as possible on any facility or maintenance request that your club needs completed.

**Any costs incurred with facility or equipment maintenance will be the responsibility of the club.**

**Equipment Loan**
The Club Sports Office has equipment available for clubs to check out for use at approved home club events. An Equipment Request Form must be completed and submitted to the Club Sports Office at least 2 business days prior to the event. Contact the Assistant Director of Club Sports in advance to arrange a day and time to pick up and return the equipment.

**Equipment is expected to be clean and dry, in good operating condition, and properly packed when returned (within two business days of the event’s end date).**

**Equipment Storage**
If a club already has cage/storage space in the Fike basement, they will only be permitted to access the space accompanied by a Recreation Supervisor. Card access to the basement door will no longer be granted, for security purposes. Members/Officers can stop by the Welcome Center Desk and ask for the Recreation Supervisor to escort them through the building to the basement cages. Any questions about basement or cage access can be directed to the Assistant Director of Club Sports.

**Club Self-Reporting**
As a part of the Club Sport Program evaluation process, all club sports will be required to self-report various parts of their club activity throughout the semester. Some examples of this would be community service hours completed, competition outcomes, member information, etc. The Assistant Director of Club Sports will request this information when necessary.
Branding Guidelines

Use of University Name
ISOs shall not represent themselves as agents of Clemson University or use names, logos, symbols, or seals of the University without the expressed written consent of Clemson University. Independent Student Organizations may not include ‘Clemson University’ or ‘CU’ in front of the group’s name. These name changes must be reflected in all future representations of the organization including but not limited to outside bank accounts, TigerQuest accounts, apparel, and all printed materials.

Use of University Marks
Student organizations at Clemson University have limited access to certain Clemson University marks to use on organizational shirts, apparel, and other items. Registered student organizations (RSOs), regardless of categorization, are required to gain permission to use Clemson University marks before producing any item containing protected Clemson University marks.

Permission and approvals must be requested for each item even if it is to reproduce previously approved items.

All RSOs may use, with expressed written permission, the following Clemson University marks.

Allowable Marks for RSOs
- Tiger Paw or word “Tigers”
- ISOs can use Clemson University for t-shirts only, but not as part of the organization’s name
- The word “Clemson” as a location
  - Allowable: Clemson Chess Club
  - Not Allowable: Clemson University Chess Club

Club Sports Uniforms
Club Sports organizations can use allowable marks on uniforms as long as the word “Club” appears on the uniforms, i.e. Clemson Lacrosse Club. Alternatively, Club Sports may also use just the word “Clemson” or “Tigers” with no other marks for uniforms.

Use of Allowable Marks
RSOs may use allowable marks for shirts, apparel, logos, branded items, and other promotional materials only if the items do not contain the following:
- References to organizational social events
- References to organizational activities or events that are not open to the Clemson student body
- References to alcohol, tobacco, or drugs
- References to illegal activities
- References to trademarks that belong to external entities
- References to specific political candidates or campaigns
- References to copyrighted materials including, but not limited to photos, images, quotes, and likeness.
Approval Process to Use University Marks

1. RSOs must request permission in writing by emailing Student Affairs Publications at lemayd@clemson.edu before producing any item even if it’s reproducing a previously made item.

2. The written request should include the following:
   a. The allowable mark(s) the club is seeking to use
   b. Explanation of what item(s) the club is seeking to have made
   c. Explanation of the intended use of the item, i.e., giveaway, resale, fundraiser, member use, etc.
   d. Any existing design proofs and explanation of the design.

3. Student Affairs Publications will review your request and either approve the request, decline the request, or provide feedback to bring your design into compliance with CU Brand Standards & Guidelines: https://www.clemson.edu/brand/guide/

4. Student Affairs Publications has final authority and decision making on all requests and approvals of marks used by RSOs.

5. Any use of allowable CU marks by a RSO must follow and adhere to Clemson University’s brand and identity standards.

6. Once approved, RSOs are required to use a Clemson University licensed vendor for production of all materials.

7. Clemson University reserves the right to restrict the use of its federally protected marks at any time.
Emergency Action Plan

Having a plan for when an emergency situation arises is an essential element in the Club Sports Program. A sound emergency action plan that is effectively administered minimizes the likelihood of injury and reduces chances of negligence, thereby helping to ensure a quality program in a safe environment.

The following is what a basic outline of an EAP would look like. It is highly recommended that all club sports create a plan that is specific to their club and relevant to their practice/competition locations, as well as their membership.

Injury
- Stop all club activities
- Assess the situation
- If inside Fike, have a club member alert staff at the Welcome Center
- Call EMS if necessary
- Give Care
- Sport Programs staff or Fike Recreation staff will fill out necessary report
- Resume activities only once the injured is safe and/or secure
- Inform the Assistant Director of Club Sports as soon as possible about any injury or medical emergency that requires hospitalization

Fire
- Stop all club activities
- Pull a fire alarm (if not already activated)
- Evacuate all participants through the nearest exit

Power Outage
- Stop all club activities
- Keep participants in current area
- If inside Fike, contact the Welcome Center staff to determine whether or not to evacuate the area
- Allow activity to continue only when power has been restored and you have confirmed that everything is safe

Violence/Fights
- Stop all club activities
- Call the Sport Programs staff (or Welcome Center staff if indoors) over for assistance
- Contact Campus Police (864-656-2222) and EMS if necessary
- Give care to any injured persons
- Ask Police Officer to fax report to the Assistant Director of Club Sports at 656-1174

Severe Weather
- Stop all club activities
- Listen to Campus Warning Sirens and Emergency Communication
- If outdoors, seek shelter in nearest building or in vehicles if shelter is not within reach
- If indoors, seek shelter for high winds in lower building levels or basement
Medical Care

Athletic Training
Athletic training services are available by appointment only to Clemson club sport and intramural sport athletes. To schedule an appointment with one of our Athletic Training graduate assistants, email athletictrainer@clemson.edu.

Our two athletic training graduate assistants work most of their weekly hours in the clinic helping club sport athletes or covering red tier club home events. Athletic trainers help prevent and treat athlete injuries, as well as make sure that athletes recover and can back to competition as quickly and safely as possible.

The Athletic Training room is located in 208 Fike Recreation Center in the University Physical Therapy and Sports Medicine (UPTSM) office. Room 208 is located towards the back of Fike Recreation Center. To get to the room you will need to check-in at the Welcome Center and walk straight back towards the Natatorium. There is a staircase which leads you up to the clinic that will be on your right.

If you have questions about our Athletic Trainers covering your club’s home event, please contact the Assistant Director of Club Sports.

Redfern Health Center
HOURS OF OPERATION:
Monday, Tuesday, Thursday, Friday: 8 a.m. – 4:30 p.m.
Wednesday: 9 a.m. – 4:30 p.m.

In the event of injury or illness, Redfern will treat Clemson University students, but there is a charge for visits of students who have not paid the Student Health Fee. Members of club teams visiting the University may be treated at the Health center when an injury or illness occurs, but they are responsible for payment of any service rendered.

Emergency Care and After-Hours Medical Attention
In a medical emergency, call 911. On-campus medical emergencies can be transported by University ambulance (864-656-2222) to the appropriate medical resource. The University ambulance, staffed by licensed Emergency Medical Technicians (EMTs), transports medical emergencies 24/7. Students must pay for ambulance transportation (private rates apply).

Keep in mind that there is no charge for non-transport services by University EMS. So, if you or your members are unsure of whether or not to call emergency personnel, it is better to error on the side of caution and request their services.

Students requiring physician care after hours can choose from virtual care options, area emergency rooms, and urgent care facilities at the student’s expense (exception: MUSC Virtual Urgent Care is free for currently enrolled Clemson students). If you require follow-up care, please have your records sent to Redfern Health Center. Please refer to this link for after-hours care options.
Travel Safety

Pre-Travel Safety
It is strongly encouraged that some form of a pre-travel safety inspection should be conducted by a club officer before a trip takes place. This inspection could include, but is not limited to:

- Checking for inflated tires
- Testing brake lights
- Replacing worn wiper blades
- Checking fluid levels
- Checking to make sure there are basic survival supplies on board (i.e. first aid kit, blanket, water, flashlight, etc.)
- Checking the weather forecast for scheduled driving dates/times

Driver Fatigue
According to the Sleep Foundation, sleep-deprived drivers is one of the leading causes of traffic accidents in the United States. So, because of this, the following preventative measures must take place when driving to or from a club event:

- There should be no driving between 12 am and 5 am
- No drivers are allowed to drive more than four hours straight without taking a break
- Both the driver and passengers should be able to recognize symptoms of fatigue
  - Eyes closing or going out of focus
  - Persistent yawning
  - Irritability, restlessness, and impatience
  - Wandering or disconnected thoughts
  - Drifting between lanes or on to shoulder
  - Inattentiveness
  - Back tension, burning eyes, shallow breathing

Some precautionary measures should be considered while driving at night as well:

- Turn headlights on even in twilight, this will make it easier for other drivers to see you
- Reduce your speed and increase following distances
- Avoid bright light glare by watching the right edge of the road and using it as a steering guide

Driver Distractions
Driver distractions are another leading cause of accidents. The following precautions should be taken to prevent driver-distraction accidents:

- Do not use cell phones while driving; this includes texting or calling
  - If you need to talk or text, pull over or have another passenger do so for you
- Do not eat while driving
- Avoid adjusting the radio, climate control, or GPS (have another passenger do this)
Vehicle Accident Procedure
All vehicles traveling should stay together on the road. This way, vehicles are less likely to get lost and are able to help each other in the event of breakdowns, accidents, or other emergencies. In the event of an accident on the road:

- If you are able to, move the vehicle out of the travel roadway (as long as it’s clear, safe, and legal)
- Turn off the ignition
- Make a first aid check
- Call the police, and if necessary, the EMS (if on campus, call University Police)
  - Report the location and nature of the emergency
- Apply initial first aid or CPR to victims if necessary
- Get the other driver’s information
  - License and plate number
  - Address
  - Insurance company
- Notify University Police to make them aware, have them notify Campus Recreation and Risk Management
- Do not admit responsibility
- Obtain a copy of the official accident report

Inform the Assistant Director of Club Sports of any accident resulting in bodily injury or major property damage as soon as possible after its occurrence.

Risk Tier System
The Club Sports Risk Tier System has been developed to ensure the highest level of safety and the lowest level of risk. In conjunction with the Office of Risk Management, the Club Sports Program uses the following criteria to place club sports in specific levels, based on general sport standards and factors that are specific to the club; such as activity location and access to emergency facilities and personnel.

- Type and frequency of contact between participants
- Force of impact between participants and objects/projectiles during activity
- Prevalence and severity of injuries sustained in the activity
- Type of location of activity; access to emergency facilities and personnel
- Standards set by national governing bodies

Club Assignments
Green Tier
Air Rifle, Bass Fishing, Disc Golf, Fencing, Golf, Rowing, Running, Tennis

Yellow Tier

Red Tier
M. Lacrosse, W. Lacrosse, W. Rugby, M. Soccer, W. Soccer
**Athletic Training Services**

An athletic trainer will be provided for all Red Tier club home activities on-campus at no cost, as per the requirement listed above. However, the Assistant Director of Club Sports must have at least 14 days’ notice of a game or event in order to secure an athletic trainer. Otherwise, coverage cannot be guaranteed, and the event may be postponed or cancelled.

Non-Red Tier clubs may also request an athletic trainer to be at any of their on-campus home competitions as well. However, priority of the athletic training staff will be given to Red Tier clubs, due to the nature of the sports. Non-Red Tier club members must be baseline concussion tested in order to schedule an athletic trainer at their home event.

**Baseline Concussion Testing**

In addition to the other steps taken to ensure club participants’ safety, the Assistant Director of Club Sports in conjunction with the Athletic Training staff will conduct annual baseline concussion testing. All Red Tier club members will be required to complete the baseline concussion testing prior to taking part in any club activities. The test is good for one year. So as long as current club members have taken the test within that time period, they are eligible to participate in club activities.

Any member from a Green or Yellow Tier club is also welcomed to take the test if they have a history or concern of concussions.

In order to have athletic training services at a Green or Yellow Tier club event, all members of that club will be required to take the baseline concussion test. The Assistant Director of Club Sports must have at least 14 days’ notice in order to coordinate AT services for a Green or Yellow Tier club event. Please email the Assistant Director of Club Sports to coordinate and discuss the logistics of scheduling AT services for a home event.

**Finances**

The Student Funding Board (SFB) is a Delegated Student Organization with authority granted from Clemson University and the Vice President of Student Affairs to allocate student activities fees to registered student organizations at Clemson. The SFB processes ISO Annual and Contingency Grant Requests based on available funds and in compliance with the Student Funding Board Constitution. An ISO that receives student activity fees is required to use the funds as it has requested and as approved by SFB. Under no circumstances may such funds be used to support any activity prohibited by applicable law or University policy.

**General Funding Information**

- The SFB receives its funding through the Student Activity Fee, which every Clemson University student contributes toward as part of their university fees.
- Prohibited Expenses, Restricted Expenses, and related metrics of funding (such as mileage rates) will be enforced on each funding request.
- TigerQuest will be central to the funding process.
- The SFB will work closely with the Student Affairs Business Operations (SABO) office to verify account balances, ensure proper spending of funds, as well as house historical funding information of student organizations.
Types of Funding Allocations

Annual Grant Funding
Program of funding that allows eligible student groups to submit a grant request for programs that will occur the following academic year. The Annual Grant Funding Request occurs concurrently with the Student Organization Registration process during the Spring semester in TigerQuest. Requests submitted after the announced deadline will not be considered for Annual Grant Funding for the following fiscal year. Due to limited financial resources, Annual Grant Funding Requests may not be covered in full and some costs and/or projects may be directed to submit Contingency Grant Funding Requests.

As part of the Student Organization Registration process, organizations must submit a Budget Request in TigerQuest by the established deadline annually to be considered for Annual Funding. If allocated, these funds then become available for spending on July 1 annually.

- **Deadline** – Final day of the Spring Registration process for student organizations
- **Notification of allotment** – In TigerQuest by the end of March

Contingency Grant Funding
Program of funding that allows eligible student groups to supplement their Annual Grant Funding. Contingency Grant Funding is designed to address unforeseen needs relating to existing or new programs arising during the fiscal year. In order to submit a Contingency Grant Funding request, your form must be submitted 45 days in advance of spending. Requests submitted after the deadline will not be considered.

Organizations must submit a Budget Request in TigerQuest by the established deadline annually to be considered for Contingency Funding.

- **Deadline** – 45 days in advance of spending
- **Notification** – Variable; notified in TigerQuest

Budget Allocation Process
The Assistant Director of Club Sports will help with budget preparation if a club requests assistance. However, the funding process is overseen and managed entirely by the Department of Student Leadership & Engagement and the Student Funding Board. Allocated funds may be used only for SFB approved budget expenditures within specified expenditure categories. These funds are allocated through the following process:

- Clubs submit their Annual Grant Funding requests in TigerQuest by the final day of the Spring Registration process for student organizations (this date varies each year but is typically in mid-February).
- Clubs who request over $3,000 will be assigned a time to present about their budget requests to the Student Funding Board and members of the SL&E Office.
  - Student organizations that are requesting $3,000.00 or less do not have to schedule a hearing. Organizations that fall into this category may request a Hearing to provide more information or context on their requested budgets, but it is not required by the SFB and organizations will not be penalized should they choose to not present.
- Notification of approved funding allotment will be sent out by the end of March in TigerQuest. This allotment is for the following fiscal year beginning July 1 thru June 30.
Annual Grant Funding and Contingency Grant Funding do not “rollover” from year-to-year. Organizations receiving allocations should spend or encumber funds by April 15 annually.

**For additional information on this process, read the SFB Constitution & Funding Design**

This link provides a step-by-step how to guide to submitting Annual Funding Requests.

**Budget Preparation Suggestions**
- Involve all club officers and seek input from club members
- Think in terms of next year for formulating club financial needs
- Determine what can best be funded from the University account and what can best be funded from the club’s outside account
- Follow all Student Funding Board Review Pillars in preparing the budget and presentation
  - These pillars include: Campus Reach, Organization Mission Achievement, and Financial Management
  - Page 6 of the SFB Constitution & Funding Design explains in more detail each review pillar
- Be detailed yet concise in preparation
- Be accurate and realistic in your request
  - Ask only for funds for which the club has intended purposes
  - Remember that Student Government allocated funds cannot be carried from one year to the next
- Ensure that a knowledgeable person(s) presents the budget request
- Be prepared to justify proposed expenditures
- Realize that the club may not receive all requested funds; be able to identify priorities for funding

**Using Allocated Funds**
If a club would like to use their allocated university funding to cover organizational purchases, you must submit a Purchase Request Form in TigerQuest. Keep in mind your organization must be registered in BuyWays and approved for funds through the Student Funding Board before using the Purchase Request form.

**Purchase Requests**
- Purchase requests are made in TigerQuest to access Annual/Contingency grants already approved by the Student Funding Board.
- SABO approves purchase requests and processes all payments from the Student Activity Fee.
- Purchase Requests are to be made in chunks, i.e., per event, tournament, travel, etc.
- Independent Student Organizations must be registered through BuyWays in order to receive their allocated funds. The BuyWays registration process may take a few weeks to be approved. The Student Funding Board highly recommends that all student organizations register through BuyWays once they request funding and before they receive any allocations. Failure to complete the BuyWays registration process will delay access to any approved funding from the Student Funding Board. The BuyWays registration process can be found HERE.

Page 6 of the SFB Constitution & Funding Design details important funding prohibitions and restrictions.
Officer Transition Checklist

The Center for Student Leadership and Engagement put together a very helpful resource page to help facilitate and cover the different aspects of officer transitions. You can view that resource at THIS LINK.

The following checklist is designed to help make the transition between club officers easier and is adopted from the CSL&E resource hyperlinked above with some Campus Recreation specific additions. The most important aspect is to get the future officer involved early. Have them assist in officer duties during a training period so they can get a hands-on feel for how your club operations run.

What to Update:
- Officer position descriptions and organization structure
- Constitution and bylaws
- Officer contacts with Assistant Director of Club Sports
- TigerQuest information: primary contact, officers, and member roster
- Registration with national organization, if applicable
- Include the next re-registration date for your student organization in your overall plan

What to Keep:
- Outgoing officer contact information
- Login information for emails, national organization, social media, and other sites
- Account information for off-campus bank account, BuyWays account, and Tax ID number, if applicable
- Tip: Registered Student Organizations (RSOs) can request a clemson.edu email from CCIT

What to Review:
- Annual calendar of events
- Process of reserving Campus Recreation spaces for practices and events, if applicable
- Organization budget of expenses for last year
- Contacts for community and campus partners the organization works with frequently
- Clemson resources
  - Club Sports Officer Manual
  - Student Organization Policy and Facility Use Policy
  - Student Funding Board Constitution + Funding Design Policies

What to Create:
- Create or update an organization transition binder for your club with materials, including:
  - Calendar of events for next year
  - Plan for achieving Student Funding Board Pillars
# Paperwork Deadlines

<table>
<thead>
<tr>
<th>Club Form</th>
<th>Due</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Packet</td>
<td>before they practice/compete</td>
<td>ALL Club Members</td>
</tr>
<tr>
<td>Club Information Form</td>
<td>before club activity takes place</td>
<td>Club Officer</td>
</tr>
<tr>
<td>Semester Schedule</td>
<td>before club activity takes place</td>
<td>Club Officer</td>
</tr>
<tr>
<td>Constitution and Bylaws</td>
<td>before club activity takes place</td>
<td>Club Officer</td>
</tr>
<tr>
<td>Club Roster</td>
<td>before official practices begin, after tryouts have taken place</td>
<td>Club Officer</td>
</tr>
</tbody>
</table>

## SPECIAL EVENTS & COMPETITIONS

<table>
<thead>
<tr>
<th>Special Event</th>
<th>Due</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Reservation Request</td>
<td>2 weeks before event</td>
<td>Club Officer</td>
</tr>
<tr>
<td>Equipment Loan Form</td>
<td>3+ business days before event</td>
<td>Club Officer</td>
</tr>
<tr>
<td>Visiting Team Waiver</td>
<td>day of event</td>
<td>Club Officer</td>
</tr>
<tr>
<td>City of Clemson Recreation Field Rental Agreement</td>
<td>as needed</td>
<td>Club Officer</td>
</tr>
</tbody>
</table>

## FINANCES

<table>
<thead>
<tr>
<th>Financial Request</th>
<th>Due</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Budget Funding Request</td>
<td>Spring re-registration deadline</td>
<td>President/Treasurer</td>
</tr>
<tr>
<td>Purchase Request Form</td>
<td>as needed</td>
<td>President/Treasurer</td>
</tr>
<tr>
<td>Emergency Funding Request</td>
<td>as needed</td>
<td>President/Treasurer</td>
</tr>
</tbody>
</table>