

University of South Carolina Beaufort

CLUB SPORTS

HANDBOOK

2019-2020

University of South Carolina Beaufort
Department of Campus Recreation
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Bluffton, SC 29909

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Club Organization and Membership

The emphasis in club sports' activities is leadership. The Department of Campus Recreation provides encouragement, guidance, and coordination, but ultimately, the club survives and thrives only by means of active student involvement and participation. The key to a successful sport club is the fact that is student-initiated and student-controlled, and the emphasis is placed on participation. As a student-initiated activity, the individual club will determine the range and success of its program.

Department of Athletics

Policy title: Club Sports at the University of South Carolina Beaufort

Issued by: Lindsey Logue

POLICY: Club Sports are recognized by the University of South Carolina Beaufort (USCB) as student organizations that participate in voluntary sport or physical activities and provide a program of instruction, recreation, and or competition in a specific sport or physical activity.

Definition of Club Sports

A club sport is a registered student organization which provides a program of instruction, recreation, AND competition in a specific sport or recreational/physical activity.

Purposes of Club Sports

The University recognizes that the purposes of Club Sports are:

- A. To expose students to new activities.
- B. To continue and enhance skills already acquired.
- C. To develop student leadership skills.
- D. To provide opportunities for students to develop positive interpersonal relationships and to promote an appreciation for cultural diversity.
- E. To enhance holistic development through leisure and physical activities.

PROCEDURES

Criteria to be a Club Sport

The criteria to be a club sport are as follows:

- A. Club Sports must be registered student organizations in accordance with the University regulations governing student organizations.
- B. Club Sports must involve physical activity.
- C. Club Sports must provide instruction for all club members and provide competition for members.
- D. During the first year of establishment, the club sport must compete against one other collegiate club team. After the first year, it is expected that each club has at least two competitions per semester versus other collegiate club teams. Failure to meet competition requirements, will result in the club losing "club sport" status; the club will return to a general student organization status.

Club Sports Membership

- A. Active membership in club sports shall be limited to persons officially connected to the University as faculty, staff, or students. All students must be currently enrolled students.
- B. The above individuals agree to comply with the club rules, club constitution, and the guidelines set forth by the Department of Campus Recreation and Student Life.
- C. Each club sport participant must have a Club Sports Waiver of Liability and Release Form on file via OrgSync to be eligible to participate. These forms must be completed **before** participating or traveling to events - <https://orgsync.com/130785/forms/327699>
- D. Membership in any club sport is open to all interested students. There are occasions where a club may include additional criteria for membership – such as travel teams, etc. Additional eligibility requirements must first be approved by the Director of Campus Recreation.
- E. Volunteer Coaches – volunteer coaches are permitted; however, they must first meet with the Director of Campus Recreation and sign an agreement form.

Conditions of Recognition/Registration

- A. Club Sports must be formally recognized by USCB as a registered student organization.
- B. The University reserves the right to review and deem appropriate for registration as a University sports club.
- C. Existing club sports must complete an officer update form at the beginning of the semester. This form can be found on OrgSync at <https://orgsync.com/130785/forms/309768>

Support for Club Sports from USCB

A University recognized sports club is eligible to:

- A. Use University facilities, equipment, and services according to prescribed policies and procedures.
- B. Be monitored by and receive other support services from the Department of Athletics and other University sources.
- C. Receive the assistance of the Faculty/Staff Advisors in the normal business activities and operations.
- D. Collect reasonable dues, sponsor fundraising events, and solicit funds according to University policy.
- E. Receive awards and honors presented to University organizations and members.
- F. Be listed in University/student publications.
- G. Sponsor program activities consistent with the purpose of the organization.

- H. Participate in leadership training workshops and programs sponsored by the Department of Student Life.
- I. Submit to receive Student Activities monies one year after existence in accordance with Student Government codes.

Obligations of Club Sports

As a University recognized sports club, the club shall be obligated to:

- A. Understand that USCB is not responsible for the activities of the Club Sports. The University considers participation in sports club programs a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.
- B. Adopt, maintain, and conduct business in accordance with a constitution and any other by-laws or regulations. Please see more information about the constitution and executive board on page 10.
- C. Understand that Club Sports are not agents of USCB. The clubs may use the name "University of South Carolina Beaufort" in describing the organization, however, Club Sports must themselves understand and make it clear in their representation to third parties that they speak only for their own members, not the University or student body as a whole – Club Basketball at the University of South Carolina Beaufort. The Equestrian Club at USCB. Logos must be approved through the Department of Athletics.
- D. Remain in good standing with local, regional, and national affiliations as appropriate.
- E. All Club Sports are required to have at least one representative at each sports club meeting, which are held at least once per semester.
- F. Comply with all local, state, and federal laws and University Regulations.
- G. Participate in all workshops sponsored by the Office of Student Life in regards to student organizations.
- H. Abide by all travel policies. All forms are located on the university website and OrgSync. Please see travel details for more information.
- I. Abide by equipment policies.
 - 1. In case of equipment damage, individual(s) may be held responsible for repayment costs due to negligent use or loss. Cases may be referred to the Department of Athletics for further action.
 - 2. All equipment purchased by a student activity fee funded student organization is property of USCB and may be used for recognized club sports activities. All use of and transactions involving property shall be done in accordance with USCB policy and the organization's constitution.
- J. Complete and submit to the Director of Campus Recreation a general information sheet concerning game schedules, tournaments, practices, etc. at the beginning of each semester.
- K. Deposit all money raised or collected from an activity sponsored in whole or in part by Student Activity Fee funds into the Student Activity account of the organization. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.
- L. Receive approval from the Director of Campus Recreation prior to the sponsoring of fundraising activities.
- M. Complete and submit to the Director of Campus Recreation Injury/Incident Report forms within 72 hours.

Constitution/Executive Board Information

Student organization officers are responsible for providing all aspects of leadership for the student organization and are responsible for their own actions as well as the actions of all student organization members. The executive board is instrumental to the efficient and effective operation of a student organization and may vary slightly from student organization to student organization. Each organization must have the following: President, Vice President, Treasurer, Secretary, and Safety Officer.

- A. Every club constitution must address how officers are to be elected. Clubs will hold elections during the spring semester for the next academic year. Remember that in order to maintain active status you must follow your club constitution. Prior to any club activities, including but not limited to practices, home events, travel, purchase, and fundraising, a club must submit its constitution and bylaws.
- B. Each board member is expected to fulfill his/her duties and responsibilities as a leader of this organization. An officer may be removed from their position if they are not doing their respective role. A board member can only be removed with the completion of one of the following:
 1. An agreement for removal from all 3 other board members.
 2. An agreement for removal from both the president and advisor.
 3. In the case of removing the president from his/her presidency, there must be an agreement for removal from all 3 other board members and the club advisor.
- C. If a position becomes vacant during the year, a meeting and election will be held to fill that position.
- D. Clubs must secure and a full-time member of the University faculty or staff as an advisor. The advisor:
 1. Is encouraged to work closely with the officers and to offer input into the organization's decision-making process.
 2. Lends his/her experience, judgment, knowledge, and assist the club members in the development of the club.
 3. Helps maintain continuity in club programming and provides knowledge of University policies and procedures.
 4. Should attend club meetings and be available to counsel club leaders and members as much as possible.

Funding

The appropriation of student activity fee funds is the responsibility of Student Government Association. All club sports receiving student activity fee funds from SGA are expected to follow all policies and procedures.

- A. A club must be a registered student organization for at least one fiscal year before it can receive student activity fees. All funding is allocated to organizations on a fiscal year basis. The fiscal year begins July 1 and ends June 30.
- B. Club sports that receive funds from SGA must spend according to their budget program components. All expenditures must be approved by the advisor.
- C. 50% of money allocated from SGA can be spent on travel – mileage reimbursement, hotels, registration. Food will not be reimbursed.
- D. Budget requests: Club sports will be asked to submit budget request in the spring for the following academic year. Each club must present their budget to SGA and they will make budget approvals.
- E. Money earned through fundraising will rollover to the next year. Money allocated from SGA that is not spent, will not rollover.

Travel Details

- A. Please see appendix E and F for club travel timeline and club sports travel information.
- B. Each student travelling must have a waiver from on file prior to traveling.
- C. 50% of travel costs will be reimbursed (only if all paperwork is filled out before travelling).
- D. Most travel fees will come out of pocket and be reimbursed after the event. When using personal credit card to pay, DO NOT use credit card points – these are not able to be reimbursed.
- E. University vehicles:
 - a. All persons driving university vehicles to club activities must follow university procedures for driver record screening which are detailed in policy VMPS 4.00, Motor Pool Operations. <http://www.sc.edu/policies/ppm/vmps400.pdf>
 - b. Students are allowed to drive University vans after submitting an official driver's record from the DMV and completing van training with DPS.
- F. Personal vehicles:
 - a. All persons driving to club activities by personal vehicle must sign a travel insurance form stating that they have proper vehicle insurance before driving to an event. This form will also include the name of the insurance company and policy number.
 - b. The University does not provide insurance coverage for privately owned vehicles.
- G. Forms that must be filled out before travel:
 - a. Travel authorization
 - b. Travel insurance
 - c. Travel request
- H. Forms to be filled out after travel if receiving reimbursement:
 - a. Travel Reimbursement Voucher

Conduct

All students, faculty, staff, and volunteer coaches within club sports are expected to abide by student conduct policies outlined in the student handbook. The handbook can be found:

http://www.uscb.edu/student_life/student_rights_responsibilities/docs/2018-2019%20USCB-Student-Handbook.pdf

- A. Upon receiving a complaint of misconduct, or upon his/her own initiative, the Director of Campus Recreation may review relevant evidence and consult with relevant parties regarding the incident in question. If the evidence warrants disciplinary action, the Director of Campus Recreation will send written notification to the accused student or student organization indicating the nature of the activity in question and what university rules were allegedly violated.
- B. The student or student organization is given the opportunity to meet with the Director of Campus Recreation to discuss charges. If the student fails to meet with the Director of Campus Recreation, the student and/or organization will be suspended from all Campus Recreation activities. Furthermore, if the evidence warrants disciplinary action, all violation and disciplinary procedures will go through Judicial Affairs.

Sanctions/Disciplinary Procedures

The following disciplinary actions may be imposed upon student organizations when they have been found responsible for violating policies in this handbook and within the Student Code of Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

1. Written warning – An official written reprimand making the misconduct a matter of record in University files for a specified period of time. Any further misconduct will result in more severe disciplinary action.
2. Conditions/Restrictions – Limitations upon a student organization’s privileges for a period of time or an obligation to complete a specified activity or activities. This sanction may include for an example, loss of ability to use recreational field and lights, or loss of ability to reserve basketball gym.
3. Conduct probation – A period of review and observation during which a student organization is under an official warning that their misconduct was serious. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction, including suspension or permanent revocation. During the probationary period, a student organization is deemed “not in good standing” with the University and may be subject to one or any combination of the following conditions and/or restrictions:
 1. Denial of the right to represent the University
 2. Denial of the privileges of:
 1. Receiving or retaining funding
 2. Participating in intramurals
 3. Sponsoring/participating in any social event
4. Suspension of organizational registration – Suspension means denial of rights and privileges of a registered organization for a specific period of time. Any organization whose registration is suspended or revoked must cease all organization activities upon receipt of notice. Any member of a suspended organization may not hold an appointed or elected office with that organization’s governing body for the duration of the suspension. Balances of all funds are to be turned over to SGA. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.
5. Permanent revocation of organizational registration – Permanent revocation means revocation without leave to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice. Balances are to be turned over to SGA.

Advertising

It is imperative that all club sports recognize the importance of presenting a positive image on the campus. All forms of advertising must meet the school’s requirements and the Director of Campus Recreation must first approve advertisements before posting. There are many ways to recruit new members to your organization. Below are excellent resources:

- 1) Weekly email through Student Life
- 2) Campus Chronicle
- 3) Club Sports website
- 4) Sharkpalooza (Week of Welcome)

Banner paper and paint markers are available in the Student Life Conference room to registered student organizations for making banner. However, all banners and flyers must be approved by Student Life or the Director of Campus Recreation. Flyers may only go in approved locations.

Social Media Policy

Although the department will not be policing content, statements, photos, or other information on Facebook, Twitter, Instagram, etc., it is expected that attitude, language, and demeanor on these pages should be appropriate, professional, and mature.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include presentations or depictions of the following:

1. Using inappropriate or offensive language in comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
2. Posting photos, videos or comments showing the personal use of alcohol or tobacco, i.e., holding cups, cans, shot glasses, etc. This applies even to students who are of legal age to use these products.
3. Posting pictures, videos or comments that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
5. Posting comments, impressions or intimations contrary to university or team policies. In addition, there will be no tolerance for negative comments about the university, athletics program, coaches or teammates.

Scheduling Facilities

Student organizations must reserve facilities for all on-campus events. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with University policies, it is necessary to maintain a comprehensive reservation procedure for all student organization meetings, fundraising activities, practices, game times and other events.

Reservations for rooms and fields/courts (practices and games) can be made by emailing the Director of Campus Recreation with their request in a timely manner. The earlier a club requests space, the more likely it is that the space will be available. Your club will receive an email confirming your request or informing you that the request could not be met. A game schedule should be given to the Director of Campus Recreation as soon as possible.

Field Policies

1. Players and spectators assume their own risk
2. Players and guests are expected to abide by all University policies
3. Fields are subject to closure for maintenance and/or inclement weather
4. The following are strictly prohibited:
 - Alcohol and tobacco products
 - Firearms
 - Fireworks and other explosive devices
 - Glass containers
 - Pets
 - Grills
 - Unauthorized vehicles
 - Metal cleats
 - Golf and archery
 - Dogs
4. Fields are subject to closure for maintenance and/or inclement weather
5. Intramural sports and Sport Club reservations take priority
6. 24-Hour Video Camera Recording in Progress
7. Use of field must be approved and scheduled through the Director of Campus Recreation.
8. When practicing, stagger the direction you play to prevent wearing one area of the field too heavily

9. Use your best judgement to help keep the fields in the best possible shape. Worn or damaged fields will be shut down until they are refurbished. Please take care of what you have!

Finances

Fundraising

Club sports may use the name “University of South Carolina Beaufort” in describing the organization, however, club sports must understand and make it clear to their representation of third parties that they speak only for their own members, not the University or the student body as a whole.

How to go about fundraising:

As times change and costs increase, so does the availability of student funding. For this reason, club sports should be planning various fundraising events. The Director of Campus Recreation should be notified in advance of planning a fundraiser.

- A. All club sports are encouraged to undertake fundraisers throughout the year. Fundraisers are a good way to create social interaction among club members as well as create awareness about the club.
- B. All sponsorships and fundraisers must be approved by the Department of Athletics.
- C. The Department of Student Life and the Department of Campus Recreation have determined that alcohol or tobacco products are not appropriate sponsors for club sport sponsored activities or programs. Use of such sponsors for fundraising/sponsorships is prohibited. If choosing a restaurant that also serves alcohol for a fundraiser/sponsorship, 51% of the establishment’s earnings must come from food sales (alcohol cannot be their main source of revenue).
- D. Deposit all money raised or collected from an activity sponsored in whole or in part by Student Activity Fee funds into D Fund account of the organization. No part of the funds can be deposited into an outside bank account. University receipt books must be utilized.

Sponsorships

Sponsorships are allowed and encouraged, but **MUST** be approved by the Director of Campus Recreation in advance. Club Sports cannot be sponsored by tobacco companies or corporations that have alcohol as their main source of revenue.

Collecting and Depositing Money

Clubs that collect money must complete receipts for each person. A receipt book training must be in the Business office. Receipts are to be written for cash and checks. Club treasurers should make deposits immediately after collection/event.

Contracts

Students do not have the authority to enter into contracts which are binding upon the University. Such authority lies solely with the Chancellor. It is of utmost importance that each student, as well as the party with whom one seeks to contract, understand that a student of the University has **NO** authority whatsoever to enter into a contract that binds in any way the University of South Carolina Beaufort. It is imperative that a student who wishes to enter into a contract clearly state that he/she is merely gathering information and that only the above-mentioned individual has the authority to bind the contract.

Paying for Tournaments/Referees

If given **at least** two weeks' notice, the Director of Campus Recreation can request a check (out of your club funds) to be paid to tournament provider. If not already in our database, a supplier form will need to be filled out. An invoice must be submitted in order to request a check.

In order to pay referees, they would each need to fill out a supplier packet that includes a W9 form. Referees will then need to invoice us for their services (number of games refereed/amount you agreed to pay them). At that point, I will do a payment request in Peoplesoft to pay them – it will come either as a check or direct deposit (if they choose to do direct deposit).

Risk Management

Safety of sport club participants is of utmost importance. There are inherent risks involved in all recreational and competitive sport programs. All participants in the club should be aware that involvement is voluntary.

A. Insurance

- a. All club members must have their own insurance.
- b. Some clubs may need to purchase group insurance through national organizations when appropriate (Rugby, Crew, etc)
- c. Club sports may be required to purchase special event insurance. This will be determined on a case-by-case basis.
- d. The University does not provide accident insurance to club members or to a club. It cannot be held responsible for injuries incurred through participation in voluntary activities. The Department of Campus Recreation strongly recommends that all club members have a medical insurance plan that is in effect before participating in any club activity. Clubs should educate all individual club members regarding the importance of purchasing a medical insurance plan before participating in any club activity.

B. Waivers/Forms

- a. All club members are required to have an online waiver on file via OrgSync. The waiver can be found at: <https://orgsync.com/130785/forms/327699>
- b. Visiting clubs will be asked to sign a waiver on game day. Clubs may not participate unless all of the club members that plan on playing sign the waiver – please notify the Director of Campus Recreation 1 day in advance for printing of waiver.
- c. Complete and submit to the Department of Athletics, “Accident Report Forms” and “Emergency Medical Services Request Forms” for accidents and injuries within 24 hours.

Program Safety

First-Aid and Safety Procedures

A First-Aid Kit will be assigned to each club. The First Aid kit will be issued to the club safety officer that is responsible for equipment and inventory. Please see Appendix D for safety officer contract. It is their responsibility to maintain ample supplies in the First Aid kit and allow 2-3 weeks' notice to the Director of Campus Recreation for restocking. First aid and CPR classes are offered through the local fire department. Each club will be required to have at least 2 members certified in CPR/AED/First-Aid. At least one club member certified in CPR/AED/First-Aid must be present at any club function involving physical activity.

Clubs should educate all individual club members that the University considers participation in Club Sports programs are purely voluntary activities, and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.

An Injury Report Form (appendix H) must be completed immediately following an accident that occurs during a practice or a game and must be submitted to the Director of Campus Recreation within 24 hours of accident occurring. These forms are available on OrgSync and should be kept with club officers at all times.

Information Regarding Potential Injury

It is important for all club sports officers and coaches to be aware of potential injuries that can occur from participation in their sport and inform their participants of these possible injuries. Education for prevention of these injuries is crucial and is the responsibility of the officers and the coach to stay on top of the current information concerning safety equipment, rules, and potential problems. If the club does not have a current rule book for their sport, the club treasurer should order one immediately. Please follow the guidelines for safety as required by the governing board of the sport.

Appendix A
USCB Campus Recreation

Emergency Action Plan for Home Games and Practices

In the event of an incident on campus, the club's safety officer is responsible for activation of the Emergency Action Plan and contacting the proper personnel. The most qualified individual on the scene should provide direct/acute care. Individuals with lower credentials should yield to those with more appropriate training.

Campus Emergency Phone Numbers:

Emergency -911 / 843-208-8911 (call 8911 from any campus phone);

Department of Public Safety - 843-208-8912

Public Safety Director - 843-208-8910

Director of Campus Recreation - 843-208-8360

Facilities - 843-208-8040

Student Housing - 843-208-8120

Emergency Personnel on Campus

- Public Safety
- Director of Campus Recreation
- Athletic Trainer
- Club Safety Officer

Emergency Response Communication

- Cell phones of participants
- Landline in Recreation Center
- Radio carried by Public Safety
- Emergency call box

Emergency Response Equipment

- AED located on wall in Recreation Center
- First-Aid Kits (in Rec Center and with each club)
- Fire extinguishers - located in basketball gym and entrance of Recreation center

Roles of First Responders for Emergency in Rec Center or Recreation Fields

- Immediate first aid care of the injured or ill individual
- Activation of the emergency response plan: Use cell phone to dial 911 & 208-8911 or 8911 from campus phone
- Provide the following information:
 - Your name, address (Recreation Center 35 South Campus Drive), and telephone number
 - Number of injured individuals
 - Condition of individuals
 - First aid being administered
 - Specific directions to field
 - Any other information they may request
- Direction of EMS to scene:
 - Recreation field address: 35 South Campus Drive
 - Designate individual to meet EMS at road
 - Have individual direct EMT's to pull onto field
- Emergency equipment retrieval

Appendix B
Specific Situations on Campus

1. Active Threat/Shooter

An active threat is any incident which creates an immediate threat or presents an imminent danger to the campus community. Active shooters, bombs, and other weapons are included in an active threat. The three steps you should follow are: RUN, HIDE, FIGHT!

Run

- Get out if you can, always attempt to evacuate the premises.
- Leave your belongings behind.
- Once you've ensure personal safety, call 8911 (campus phone) or 911. Do not assume someone already called.
- Provide your location, person's behavior, physical description, location, direction of travel, what you saw, where and when it happened, and your contact information for further questioning.

Hide

- If evacuation is not possible, find a safe place to hide – away from windows and doors.
- Try to secure your hiding place as best you can by locking the door or blocking it with furniture. Turn off all lights and noise sources.
- Do not: let anyone into a locked room; physically confront the person; block person's exit.
- Stay hidden until law enforcement provides instruction

Fight

- As a last resort, fight. Attempt to disrupt and/or incapacitate the active threat by throwing items, improvising weapons, and yelling.

2. Severe Weather

A. Lightning and Thunder Outside

- When lightning and/or thunder has been heard or seen, safety officer should check Weatherbug Spark Lightning app.
- If lightning is detected within 6 miles, all activity must stop and all participants/spectators should seek shelter immediately in the Recreation Center.
- An all-clear is given once lightning is 15 miles away or 30 minutes has passed without thunder/lightning.

B. Tornado Watch/Warning

- Tornado watch: the potential exists for the development of severe thunderstorms or tornadoes. It does NOT mean that a tornado has been seen or even indicated on radar. It simply means that conditions are favorable for the formation of tornadoes in thunderstorms.
 - Stay aware, but no action is needed during a watch.
- Tornado warning: A tornado has been spotted by a human observer or indicated by Doppler radar.
 - Club safety officer should immediately move all participants to closest designated shelter away from windows and doors.
 - In the Rec Center – the athletics' hallway or men's locker-room.

C. Heat

- Weatherbug reads a heat index of 100 degrees
 - Issue a heat advisory; alert participants to conditions
 - Build in extra water breaks and rest periods
- Weatherbug reads a heat index of 110 degrees or higher
 - All activities must cease, may resume once heat index is below 110

3. Fire/Smoke Procedures

- Become aware of emergency escape routes which are posted throughout the campus before an incident (i.e. location of emergency doors)
- Evacuate immediate fire area and building.
- If the fire is small and you are trained, use an extinguisher to control the fire. Pull the nearest fire alarm
 - There are 3 fire extinguisher within the Recreation Center.
 - To use a fire extinguisher: pull the pin; aim at the base of the fire; squeeze handle from about 10ft away; sweep and spray the entirety of the fire.
- If there is a clear path out, evacuate through the nearest emergency exit doors, walking to a safe location at least 100 yards from the building.
 - Feel doors before opening, do not open a door that feels hot.
 - In smoke: drop to hands and knees and crawl toward exit; breathe shallowly through nose.
 - In fire: hold your breath and move quickly; keep your head down, cover hair, and close eyes.

4. Utility Outage

Do not attempt to correct a utility problem yourself.

- Call facilities at 208-8040 or DPS at 843-208-8911 if an emergency and report: what the outage is, your location, what floor you are on, any injuries, and how long the outage has been ongoing.

5. Fight, Assault, Harassment

- Call DPS at 208-8911 (cellphone) or 8911 (campus phone) and direct police to location.
- Maintain crowd control without becoming involved in the situation
- Fill out incident report form and contact Director of Campus Recreation.

Appendix C
USCB Campus Recreation
Travel and Off-Campus Emergency Action Plan

A. Life Threatening Injury

1. Call 911
2. Have a first-aid/CPR certified club member administer initial care to the best of his/her training and ability until EMS arrives.
3. Notify Director of Campus Recreation or next in line using the chain of command (at end of form)
4. When appropriate, fill out Injury/Incident Report
5. Follow-up on the care provided and status of the victim with Director of Campus Recreation.

B. Non-Life Threatening Injury

If, in your opinion, an injury is a major injury, BUT NOT LIFE-THREATENING, take the following steps:

1. Have a first-aid/CPR certified club member administer initial care to the best of his/her training and ability. Do not diagnose an injury to the victim, a bystander or on the injury report form.
2. Call 911 - inform them that it is not life-threatening injury. Once they arrive, they will determine if the victim should be transported by the EMS, if the victim should seek medical attention, or if the victim should be released.
3. Notify Director of Campus Recreation or next in line using the chain of command.
4. Interview witnesses for additional information. Get names and phone numbers.
5. Fill out injury/incident report form completely. Do not share this information with anyone.
6. Follow-up on the care provided and status of the victim with the Director of Campus Recreation.

C. Vehicle Accident Procedures

1. Stop immediately and first assess any injuries. Avoid obstructing traffic, if possible.
2. If injuries are present, follow appropriate protocol A or B above.
3. Unless there is immediate danger, do not attempt to move the injured person (s).
4. Use roadside emergency kit to place emergency reflectors, flares, or flags in plain sight of traffic.
5. While tending to the injured person (s), have someone call 911
6. Report the Accident:
 - a. Accident Reporting for Personal/Enterprise Rental Vehicle/University Van on Club Trip:
 - i. Call 911
 - ii. Contact Director of Campus Recreation. I will contact Enterprise if you are renting.
 - iii. Exchange insurance information with driver of other vehicle.
 - iv. Record all accident details, including injuries using injury/incident report – appendix H
 - v. Get a copy of the police report
 - vi. Submit all paperwork to Director of Campus Recreation upon trip return

D. Vehicle Breakdown Procedures

1. Park vehicle as far from the traveled portion of the road as possible. If possible backup to tend of guardrail. Turn on hazard lights.
2. Keep passengers in vehicle unless vehicle is on fire or poses other dangers to occupants.
3. Assess the situation and determine the best option to make the needed repair.
4. If repair/towing is needed:
 - a. Personal vehicle – find out if club member has AAA or roadside assistance through insurance
 - b. University vehicle –
 - c. Enterprise – contact Enterprise at 1-800-Rent-A-Car for roadside assistance.

5. If repairs cannot be made on roadside, make alternate transportation arrangements for all vehicle occupants (taxi, rental service).
6. Notify Director of Campus Recreation or next in line.

Chain-Of-Command

After contacting 911, follow the chain-of-command until you reach a professional staff member.

1st attempt	Lindsey Logue, Director of Campus Recreation	W:843-208-8360/C: 843-368-3624
2nd attempt	Ali Mathe, Director of Student Life	W: 843-208-8052/C: 410-598-1321
3rd attempt	Quin Monahan, Director of Athletics	W:843-208-8070/C:843-540-7145

Emergency Notification Plan

The Director of Campus Recreation must be notified as soon as possible for the following:

1. Emergency situations
2. Life threatening injuries
3. Serious injuries
4. Major and minor vehicle accidents

APPENDIX D
USCB Club Sports
Safety Officer Acceptance of Responsibility

Name:

Email:

Phone:

Club Sport:

Academic Year:

I hereby accept the responsibility of serving as a Safety Officer for the above listed club sport organization. I understand that in order to serve in this capacity I must meet the responsibilities listed below.

Safety Officer Responsibilities

1. Current CPR/First-Aid/AED certification from the American Red Cross or American Heart Association. This must be an in-person certification; online certifications will not suffice.
2. Ensure health and safety of all club members – must put health and safety before clubs’ interest.
3. Ensure that at least one safety officer is present at all club activities, including but not limited to: practice, games, and all travel
4. Ensure that a first-aid kit and Emergency Action Plan is present for all practices, games, and travel. When supplies to first-aid kit are low, contact the Director of Campus Recreation.
5. Ensure that all club members have signed a waiver prior to first practice, game, or travel.
 - This can be tracked in your club’s OrgSync portal.
6. Implement Emergency Action Plan when needed and fill out accident/injury report
 - The Director of Campus Recreation should be called for all major injuries and if an ambulance/EMT is needed
7. Monitor the safety of the environment, especially weather
 - For all outdoor events, no activity should take place if lightning is within 6 miles.
 - Send all participants indoors, allow 30 minutes to pass after thunder and lightning.
 - Make judgement call if field is too wet
8. Complete concussion education video

I understand that my organization will not be allowed to participate in any club-related activity without a safety officer present.

Signature

Date

APPENDIX E
Club Travel Timeline

Beginning of the Semester

1. Complete Travel Authorization – this will be a blanket authorization that will cover travel for the entire semester for the university business office.
2. Complete Travel Insurance Form

At least 2 weeks out:

1. DETERMINE TRANSPORTATION MODE:
 - A. If you have a certified van driver, are you planning to use the university van? If YES, check with Lindsey to see if it is available.
 - B. If no one is certified and the van is not available, do you want to rent through Enterprise (age TBD)?
 - a. Enterprise will invoice the University, so you do not have to pay out of pocket.
 - C. If A and B are no, personal vehicles/carpooling will need to be utilized.

At least 1 week out:

1. Fill out travel request form on OrgSync - <https://orgsync.com/130785/forms/333535>

1-2 Days Out from departure:

1. See Lindsey Logue to confirm all travel details and receive travel binder.

Returning from trip:

1. Submit TRV within 5 days of trip.

Failure to comply with paperwork process will result in club not being able to travel on official university business

Appendix F Club Travel Details

Approval

Forms that need to be filled out once per semester:

1. At the beginning of the semester, a TRAVEL AUTHORIZATION should be filled out to cover all travel for the semester. This will be a blanket form and should list an estimate of costs associated with transportation (not including state vehicle), lodging, registration, parking, etc. Any student that may be reimbursed needs to be included in the TA via VIP number. This TA can be used to pay for hotel/registration in advance – need 3 weeks notice! To fill out a TA you must be logged into a University network. - <https://www.sa.sc.edu/treasurersmanual/forms/>
2. Travel Insurance form – If utilizing personal vehicles, each driver needs to have a travel insurance form on file. The form can be found on OrgSync at: <https://orgsync.com/143286/forms/333535>

Form that needs to be filled out for each trip:

1. Travel Request form– This form should be filled out at least 1 week before each trip. The form can be found on OrgSync at: <https://orgsync.com/130785/forms/333535>

Funding for Travel

Per Student Life guidelines, 50% of travel can be funded through SGA allocated funds. The other 50% must come from fundraised money/out of pocket funds (club dues, etc).

Group Travel

Students traveling as a group may submit one TA listing all individual's names and VIP IDs.

Lodging

Reimbursement for overnight accommodations will NOT be made within 50 miles of the traveler's official headquarters and/or place of residence. Lodging expenses for students may be paid in advance if a TA is submitted at least three weeks in advance. The traveler is responsible for making hotel arrangements. Reimbursement for hotel stay exceeding \$300.00/night will not be made.

Transportation

- **Less than 20 miles roundtrip** Travel less than 20 miles roundtrip will not be reimbursed by the University.
- **Greater than 20 miles, but less than 500 miles roundtrip**
Use of a rental vehicle - A Faculty or Staff member must contact Enterprise at (843) 208-2333 and provide a valid TA number to reserve a vehicle. The traveler must save all fuel receipts and request reimbursement upon completion of the trip. Enterprise will bill the University directly, so no fees are coming out of pocket. Age to rent is TBD.
- Use of a University vehicle -The University has a limited number of vehicles available for use. In order to drive, a student must first submit a copy of their official driver's record and a copy of their driver's license. The student must then complete van certification with William Winn of Department of Public Safety. Please contact the Director of Campus Recreation to coordinate van certification.

Use of a personal vehicle- For use of a personal vehicle, the traveler may be reimbursed on a mileage-based rate. The maximum mileage reimbursed by USC Beaufort is listed below:

- Travel between USC Beaufort Campuses - .247 per mile
- Travel to the Columbia campus - .247 per mile
- Travel under 500 miles - .495 per mile

- **Greater than 500 miles roundtrip**

For travel exceeding 500 miles roundtrip, the traveler should carefully weigh the cost and time benefit of airfare versus vehicle. If an airline is to be used, the individual may contact Island Travel at (843) 525-0777 and provide a valid TA number to reserve tickets. Arrangements made through any of these agencies will be direct billed.

Registration

Registration costs associated with conference attendance our tournament fees should be paid through a Payment Request in PeopleSoft. A [W9 form](#) must be on file for the organization and an invoice referencing the TA number should be submitted to the Director of Campus Recreation for payment processing. If the traveler is able to pay for registration out of pocket, the individual must submit a receipt for reimbursement on a TRV upon completion of the trip.

Changes in Approved Travel Plans

If travel plans are altered from those previously submitted or approved, or the funds need to be increased, an e-mail or memo from the Department Head is required. Once completed, the memo should be forwarded to Sandy Randall in the Business Office. If the travel plans are canceled, likewise notify the Director of Campus Recreation.

Reimbursement

To be reimbursed, a student must fill out a student supplier form and submit to Lindsey Logue. The student supplier form can be found here:

https://www.sa.sc.edu/treasurersmanual/files/2018/07/StudentOrg_studentsupplierform_2018.pdf

Submitting Travel Reimbursement Voucher

[Travel Reimbursement Vouchers](#) should be submitted to Lindsey Logue within five (5) business days following the trip. The TRV needs to be properly filled out and signed by the traveler attesting that the expenses incurred were valid. Transportation, lodging, registration, and parking receipts must accompany the completed form. To fill out a TRV - <https://www.sa.sc.edu/treasurersmanual/forms/>

Failure to comply with paperwork process will result in club not being able to travel on official university business

**Appendix G
USCB Incident Report Form**

Date:

Time:

Participant information

Name: _____

Email: _____

If you're unable to obtain the individual's name, please note observable description:

Location:

Basketball Gym

Fitness Center

Intramural Fields

Nature of incident:

Injury

Security

Damaged Equipment

Fight

ID Violation

Other

Verbal

Alcohol

Misc Behavior

Lost Item

Details of Incident – fully describe events, actions, and conditions – be complete and specific.

Immediate actions taken:

Reporting:

Witness: _____

Phone: _____

Email: _____

Witness: _____

Phone: _____

Email: _____

Club member completing report:

**Appendix H
Injury Report Form**

Injured Person

Name:
Phone Number:
Does the student live on campus?

USCB ID Number:
Email:

Injury date: Injury Time:
Exact location of incident:
Witness #1 name and phone:
Witness #2 name and phone:

Perceived level of injury (select 1):
 Minor (on-site first-aid, band-aid, ice, etc)
 Serious (additional off-site first aid needed (hospital), but not life threatening – stitches, sprains, breaks)
 Life Threatening (additional first aid via emergency transport/ambulance needed/stroke, heart attack etc)

Complete below if injury is serious or life threatening:

Injured person's emergency contact:
Name: Phone: Relationship:

Describe injury: location on body, extent of injury. Don't diagnose and be as detailed as possible:

Describe HOW the injury happened: what was the individual doing prior to injury and exactly what occurred. Be specific.

Describe first-aid administered: noting amount of time applied to each first-aid item and indicate WHO administered each first-aid item. Be detailed.

If the injured person is advised to seek further medical aid but refuses additional care by the Recreation staff and/or refuses to call DPS, have the injured person signed this statement:
I _____ (print name) acknowledge I may have a medical issue which may require additional medical attention by a trained health care provider, and an ambulance is available to transport me to a hospital. Instead, I elect to seek alternative care and/or refuse further evaluation, treatment, and/or transport.
Signature: _____ Date: _____

Name of club member completing this report: _____
Notify Lindsey Logue at 843-368-3624 and submit completed form to Lindsey Logue's mailbox.

