

SPORT CLUB OFFICER MANUAL



UNIVERSITY OF
South Carolina

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Office of Campus Recreation – Sport Programs

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Introduction

Purpose of Sport Clubs

Sport Clubs focus on leadership and transferable skill development through participation in recreational and sport activities. Sport Programs and Campus Recreation provide encouragement, guidance, and community for those involved. Clubs are only successful and sustainable with active student involvement and leadership. Clubs must always be student-initiated and student-led, as such the individual club will determine the range and effectiveness of its program.

Office of Campus Recreation Mission, Vision, Values

Our Mission

Inspire and connect an active and strong USC Community.

Our Vision

Campus Recreation will positively impact the quality of life of those in the USC community and contribute wholeheartedly to student success.

Our Values

- **Continuous Improvement** – We reject complacency. We innovate to be effective, efficient, and comprehensive, managing our resources with prudence and pride, while measuring all risks.
- **Customer-Centric** – We are attentive and empowered to meet the needs of USC. We balance the tension of service and safety, keeping the customer centered in all decisions.
- **Unity** – We build meaningful relationships with all stakeholders and believe Campus Recreation will accomplish infinitely more by embracing the power of diversity.

Contact Information

Emergency Numbers – USCPD

Emergency on Campus (803) 777-9111	Non-emergency on Campus (803) 777-4215
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Note: If calling 911 from a cellphone, you need to immediately request that your call be transferred to USCPD

Campus Recreation Facilities

Wellness & Fitness Center 1000 Blossom Street, Columbia, SC 29201 (803) 576-9376 (Welcome Desk)	Blatt P.E. Center 1300 Wheat Street, Columbia, SC 29201
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Website: <http://www.sc.edu/campusrec>

Sport Programs Staff

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Acronyms & Terms

- ASO – Associated Student Organization as defined by policy STAF 3.10
- AT – Athletic Trainer/Training
- BTCM – Beyond the Classroom Matters
- CIVs – Coaches/Instructors/Volunteers
- CREC – Office of Campus Recreation
- ICE – In Case of Emergency
- LSC – Leadership and Service Center
- PEC – Solomon Blatt Physical Education Center or “Blatt”
- RSO – Registered Student Organization as defined by policy STAF 3.10
- SA – Division of Student Affairs & Academic Support
- SCEB – Sport Club Executive Board
- SL – Department of Student Life
- SPROG – Sport Programs
- SSC – Student Success Center
- STAF – Division of Student Affairs and Academic Support
- STWFC/WFC – Strom Thurmond Wellness and Fitness Center or “Strom”

Sport Clubs Overview

How to Become a Sport Club

Anyone interested in creating or reactivating an existing student organization will need to go through the process of [starting a student organization](#) with the Leadership and Service Center.

Once a student organization has been in existence for two consecutive semesters (Fall/Spring), they will be eligible to [apply to be a Sport Club](#) if they meet the following criteria:

- Must be an active member of a National Governing Body
- Must have regularly scheduled practices and club meetings, exclusive to members.
- Must compete in a minimum of 3 collegiate division competitions per year and actively pursue other competitions.
- Maintain financial stability. Every club must have a yearly operating budget, and not a budget to be in the negative.
- Represent USC at events hosted by other collegiate institutions.
- Follow Sport Clubs and University policies and procedures.
- Must comply with ALL paperwork submittal deadlines on consistent basis.

All clubs will be reviewed at the end of each academic year during the budget allocation process with a checklist to ensure all criteria have been met to maintain status with the Association.

***The Sport Programs Office reserves the right to deny acceptance to be a Sport Club if the activity is deemed to exceed our acceptable risk level.**

***Acceptance as a Sport Club does not guarantee practice space on campus.**

***Organizations that have been removed from the Sport Club program will not be eligible to reapply until two semesters (Fall/Spring) have passed since their removal.**

University Policies

Sport Clubs are currently governed by two main policies in the following order of authority. Additional policies may apply with specific functions such as the Student Code of Conduct or Trademark and Licensing and will be referenced as appropriate.

Policy Number: [STAF 3.10](#)

Policy Title: Student Organizations

Division of Student Affairs and Academic Support

Leadership & Service Center

All student organizations fall under the jurisdiction of the Leadership & Service Center and may be subject to required training or tasks such as organization renewal. Sport Clubs must remain active with the LSC to maintain compliance as a sport club.

The LSCs mission is to equip students to positively impact their communities through involvement in student organizations, leadership development, service, and civic engagement. We work toward our vision that students will be engaged, lifelong leaders committed to positive change in the world.

Office of Campus Recreation/Sport Programs

Student organizations that are active as an RSO, in good standing with the LSC, meet all requirements of being recognized as a sport club, and is accepted as a sport club will fall under the jurisdiction of the Office of Campus Recreation and the Sport Programs unit. Sport clubs must maintain compliance with CREC to engage in activities. Sport clubs that maintain active status as a student organization, but do not maintain compliance with CREC may be referred to the LSC for additional support.

Sport Club Executive Board

SCEB is an ASO which the university has delegated certain limited authority to perform specific tasks aligned with the university's mission. These groups are required to maintain a university advisor who is acting within the context of their university employment. An ASO may serve as a governing body over other RSOs.

SCEB will handle three primary functions: distribution of allocation funds (given to the Office of Campus Recreation via Student Government and the student activity fee), non-conduct related compliance and disciplinary concerns, and will serve as a liaison between all sport clubs and CREC.

While clubs and officers may have members of their own club that serve on SCEB or may know/have contact with others on SCEB, it will be encouraged that club affairs be handled separately. SCEB members are required to maintain impartiality, and members should report any potential conflict of interests to the leadership team of SCEB as soon as possible.

Communication Standards

As officers, you will receive increased communications from a variety of stakeholders which will include other clubs, Sport Programs, community partners, associations or leagues you are a part of, and especially your own club members.

There are several different mediums/platforms for communication. These include, but are not limited, to the following:

- Telephone – Office numbers
- Email – University emails (@email.sc.edu or @mailbox.sc.edu) and SO Emails
- Microsoft Teams Messaging and Calling
- In-person meetings

Formal vs. Informal Communication

- Formal communication (Having record of details would be expected/important)
 - Email, phone/audio/video calls, in-person meetings, form submissions, etc.
- Informal communication (Having record of details is not expected/important)
 - Messaging platforms, social media, etc.

Formal Communication

Formal communication should always be used for any type of sport club administrative process, such as requesting approval for club-related functions. Formal communication will typically be utilized during business hours and may not be monitored after hours (typically after 5 p.m.) with exception to emergencies utilizing Microsoft Teams.

Sport Programs staff will work to respond to communication within a two business-day window. We ask that officers attempt to match this, when possible, especially regarding important/time sensitive tasks.

For any type of in-person interaction or call, it is encouraged that follow-up communication be had after these events to ensure clarity of information and to avoid miscommunication or misunderstanding.

Informal Communication

Informal communication will comprise the bulk of your communication efforts as club officers. Despite being categorized as “informal” within our manual, it is encouraged (and expected) that your communication still be conducted in a professional manner. Platforms should be used appropriately and should not be used for any type of interaction already covered within formal communication (e.g., seeking approval for an event, etc.).

The platform Sport Programs will utilize is Microsoft Teams. This platform will be actively monitored during business hours and will be screened outside of business hours for appropriate use.

Informal may need to transition into formal communication at times (messages to email follow up).

For any questions regarding communication standards, please contact Sport Programs.

Important Dates

The rough timeframes for notable dates for sport club administration are listed below, but specific dates will be communicated once finalized.

Fall

Onboarding (Orientation/Training) Meetings – First two weeks of class
Sport Club Fair/Student Org Fair – First two weeks of class
Sport Club Activation Period/Minimum Requirements Met – First two weeks of class
Roster Finalization – End of September
Sport Club Philanthropy Drive – October/November
Stop practicing/hosting/traveling – Reading Day (Without prior Approvals)

Spring

Organization Renewal – Every January for sport clubs
Onboarding (Orientation/Training) Meetings – First two weeks of class
Roster Finalization – End of February
Sport Club Allocations Request Due – March/April
Sport Club Allocation Presentations – April
Stop practicing/hosting/traveling – Reading Day (Without prior Approvals)
Sport Club Allocation Announcement – After finals

Sport Club Resources and Services

The Sport Programs Office at the STWFC (room 201-D) is available for all sport clubs during operational hours. Hours can be viewed on the Campus Recreation website. Our team will work to provide registered sports clubs with basic administrative services to assist in their operation where possible.

Individuals are encouraged to make appointments to meet with sport programs staff by reaching out to them by email, phone call, or by contacting the Sport Programs Office. This will allow you to have more dedicated time and assistance.

Copying Service

Student organizations who are interested in utilizing the printing services in Russell House may reach out to staff in the LSC to submit their print request.

Mail

Sport clubs may receive mail through the Office of Campus Recreation if addressed properly. This will likely help with limiting the number of address changes due to officers graduating, moving, etc. The sport programs office will email the club's officers if we receive mail for them.

We encourage all clubs to check mail in the Sport Programs Office if it is being sent to the University. We recommend that it be checked on a regular basis (at least once every two weeks). The mailing address is as follows:

CLUB NAME (From Garnet Gate)
University of South Carolina
Office of Campus Recreation
1000 Blossom Street
Columbia, SC 29201

Intramural Sport Participation

Sport club members are encouraged to engage in all facets of student life at USC, including intramural sports. Sport Club members are defined as those who appear on the DSE roster for the current semester. Sports within the same discipline (e.g. Club Baseball vs. Intramural Softball) must also abide by roster limits. Limits will be enforced as follows:

- Team sports where the required number of players is four (4) or less, a team may only have one sport related club sports member on the roster.
 - Including men's/women's/open clubs
 - Example: Badminton, Tennis, etc.
- Team sports that require five (5) or more, teams may have two sport related club players on the roster.
 - Including men's/women's/open clubs

Example: Basketball, Soccer, Flag Football, etc.

Sport Clubs Membership & Organization

Sports Clubs Member Eligibility

Membership in sport clubs shall be limited to people currently affiliated with the University: students, faculty, and staff. Alumni, affiliate, spouse or comparable type memberships are not authorized to participate in Sport Clubs.

The above individuals agree to comply with university policies, CREC guidelines, and internal club rules.

It is the responsibility of each club and their officers to work out a fair and equitable method by which to accommodate all members' needs for participation and competition.

Bridge Program Students

Bridge Program students are able to participate in USC sport clubs. These students are held to the same requirements as other sport club members within the USC community and should be given the same opportunities.

Any limitations that exist will come from associations or national governing bodies (NGBs) that your club may align with. Several NGBs are known to initially prohibit the involvement of students within programs like Gamecock Gateway "Bridge Programs" since these students are not technically enrolled at USC. Should your club have a Gateway student that wants to be active with your club in sanctioned NGB activities, contact Sport Programs for guidance.

Student Non-Discrimination and Non-Harassment Policy

Sport clubs are not permitted to deny membership to any eligible participant that meet the minimum requirements of both Sport Programs and the individual club.

- Sport Program minimum requirements: completed waiver on DSE
- Individual club minimum requirement examples: dues, attending mandatory club events/meetings, community service, philanthropy, etc.

Team Structures

Sport clubs may have restrictions on competition/travel rosters placed on them by NGBs/Associations. If sport clubs have more members than is necessary to fill a competition/travel roster, the following options may be feasible for your clubs to pursue:

- Example of a team structure
 - A = Competitive / B = Recreational
 - A = Competitive/ B = Alternates/ C = Developmental or Recreational
 - A = Competitive D1 / B = Competitive D2 / C = Developmental or Recreational

Officers are encouraged to refer to the [Student Non-Discrimination and Non-Harassment Policy](#) and may reach out to Sport Programs professional staff with additional questions.

Sport Club Registration

New Sports Clubs (creating and reactivating)

Students wishing to establish a new sport club (or bring back one that is no longer active) can contact the Leadership & Service Center (LSC) located in the Russell House to [initiate the registration or reactivation process](#).

Once an organization is in existence for at least 2 consecutive semesters and have applied to become a sport club, they must make an appointment with Sport Programs Staff to confirm that they are eligible to complete the registration process. Eligibility is based on the sport club requirements, review sport club requirements, risk assessment evaluation, availability of insurance coverage, sport duplication, and available resources.

Existing Sport Clubs

Existing sports clubs must renew their registration every January. Failure by an organization to renew its registration shall terminate all privileges to operate until reinstatement.

Rosters & Garnet Gate

The LSC requires that all student organization rosters be tracked through Garnet Gate if they wish to receive BTCM engagement, as several functions are tied to this platform. A roster of club members should remain up to date. Garnet Gate is one of the largest recruitment tools your organization will have, and it will be a great way to track participation and involvement.

Students that are active in clubs will receive credit for their activities through the [BTCM program](#), which will be recorded on your transcript.

Officer Positions

While clubs have complete autonomy to develop executive boards and officer groups as you see fit, **the following positions are required:**

- President – Main point of contact with club, responsible for overall direction and compliance.
- Treasurer – Main point of contact for finances and allocations, responsible for finances of a club.

- Primary Safety Officer – Main point of contact for risk management functions of a club.
- Secondary Safety Officer – Secondary point of contact for risk management functions of a club.

Additionally, the following positions may be of further assistance to your sport club:

- Vice President(s) – Able to take over various club functions for a president.
- Secretary – Able to take control of aspects relating to club communications (SO email account, social media, recruitment).
- Team Captain(s) – An officer position that would be able to create a separation of power between administrative tasks and on-field responsibilities.

Sport clubs are encouraged to have an internal organizational chart or structure.

Sport Club Classification System

The SCEB club classification system is designed to outline requirements and expectations of a sport club. The system seeks to uphold CREC's values of unity, continuous improvement, and customer centric decision making. This system seeks to support sport clubs through equitable distribution of resources and support after considering all aspects of campus life that clubs can impact.

Club point totals are calculated throughout the year. Point totals will reset at the conclusion of every academic year.

Information regarding the most updated version of the Classification System may be found in DSE.

Associations & National Governing Bodies

Sport clubs must affiliate with or join external associations or NGBs. If a sport club is affiliated with a NGB, the club must receive official recognition from that entity to use their likeness (i.e., name, logo, etc.). Additionally, the NGB must follow university guidelines pertaining to trademark and licensing as well if listing your club on a website, print material, or other means.

In these circumstances, where an affiliation to an external governing organization exists, sport clubs will still comply with all university policies and procedures. Where university policies and procedures conflict with requirements of an external governing organization, university policies and procedures supersede external governing organization requirements.

Discipline

Sport Clubs Disciplinary Matters

There may be times where concerns with sport club members or entire clubs are reported. Issues with individual members may be reported directly to club leadership from either Sport Programs or SCEB to reach a resolution. Repeated instances of individual behavior or repeated/pervasive team behavior may be reported to Sport Programs staff and SCEB.

Club-level disciplinary concerns include, but are not limited to missed deadlines, failure to comply with policies/process, and may result in the point penalties from a classification report. Repeated loss of penalties may result in probationary or suspended statuses being applied to clubs.

Matters will be reported to the Sport Club Executive Board during meetings, especially in cases where penalties are not already set via the Classification Report. Repeated violations that do not breach the Student Code of Conduct ([STAF 6.26](#)) or the Student Organization Code of Conduct may still be referred to the Office of Student Conduct should SCEB feel they are repeated and pervasive in nature, and sanctions have not improved behavior.

Non-Classification System Penalties Violations

Some actions may negatively impact a sport club outside the classification system. Sport Programs and SCEB will work in conjunction to ensure that consequences are not solely punitive but allow individuals and organizations to learn from mistakes and develop.

Definitions

Findings – The conclusion/result of information received.

Actions to Remedy – A minimum suggested process for returning to compliance.

Sanctions – Penalties prescribed as a result of findings.

Probation – The process or period of observing a person or club in a certain aspect of performance, with additional infractions occurring in that period resulting in further sanctions.

Suspension – The removal of privileges (practices, on-campus space reservations, events, travel, etc.)

Appeal – The ability to review findings and sanctions.

Process & Infractions

Should a club or individual representing a club commit an infraction that is documented or reported to Campus Recreation staff, Sport Programs and SCEB may present findings to sport club officers along with actions to remedy and potential sanctions.

Appeal Process

Sport Clubs are afforded due process by being able to appeal findings, actions to remedy and sanctions levied by Sport Programs. Should an appeal be requested, information will be provided to SCEB's Classification Committee. If findings are validated unanimously by the committee, the appeal will be denied.

If a unanimous decision cannot be reached, it will be presented to a full SCEB vote. Following a simple majority vote (per SCEB's constitution) an appeal may be denied or upheld along with altered actions to remedy and sanctions.

Conduct Violations

Any violations of the Student Code of Conduct ([STAF 6.26](#)) or the Student Organization Code of Conduct will be immediately referred to the Office of Student Conduct.

If you believe that there has been a Conduct violation within an organization, [submit a report](#).

Hazing

As outlined in policy [STAF 3.05](#), the University of South Carolina is committed to providing a safe educational environment for everyone, cultivating a community that fosters respect for the dignity and rights of all persons. Therefore, hazing will not be tolerated by any group or individual affiliated with the university.

Sport club officers are to [submit a report](#) for any instances of hazing immediately.

Risk Management

The university considers participation in sport clubs 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. Sport Programs will work with campus partners to provide increased education and resources to promote a

holistic approach to risk in an athletic/recreational environment. Our goals will always be to mitigate risk and maximize sport club member safety.

Information Regarding Potential Injury

It is important for all sport club officers and members to be aware of potential injuries that can occur from participation in their activity and inform their participants of these possible injuries. Education for prevention of these injuries is crucial, and it is the responsibility of all members to be knowledgeable regarding safety equipment, rules, and potential problems.

Athletic Training Services

Athletic training services are offered free of charge to USC students at the STWFC. The AT office can be found directly across from the welcome desk of the STWFC, behind the pillars. The head athletic trainer and graduate assistant(s) are certified & licensed medical professionals that can assist with injuries in campus recreation facilities, activities, and across campus. To take advantage of these services, ATs will occasionally be on-site or on-call, and you may make appointments during their clinic hours.

ATs will be provided as available, and usually will be assigned based on risk assessment, and on a first-come, first-served basis. Due to the restrictions on hours placed on athletic training, some events may be served in an “on-call” capacity. If AT coverage is required and those employed through Campus Recreation are not available, sport clubs will need to pay for athletic trainers or EMS on their own. Campus Recreation reserves the right to refuse hosting events in campus locations due to limitations in personnel.

It is the responsibility of each sport club to ensure that all activities are conducted in a safe and proper manner. Visit the [Athletic Training Services](#) website for more information.

Accident/Incident Reporting

Participation in sport club activities may result in occasional injuries/accidents or incidents that should be documented for risk management and liability purposes. These forms are completed through Connect2, a HIPAA/FERPA compliant program utilized by the Office of Campus Recreation.

An Accident Report Form must be completed by a Safety Officer immediately following an accident that occurs during a practice/game/event where USC staff are not present. The form should be submitted within 24 hours of said accident occurring.

- [Accident Report](#) (Off-Campus or Traveling)

A Misconduct Incident Report form must be completed by any club member immediately following an incident that occurs during a practice/game/event where USC staff are not present. The form should be submitted within 24 hours of said incident occurring.

[Incident Report](#)

In Case of Emergency

If an emergency has occurred related to sport club activities, please notify Sport Programs staff immediately. Emergencies may include severe injuries, hospitalizations, misconduct of a severe nature, and instances where law enforcement or first responders are called on behalf of USC sport clubs.

In case of an emergency, please contact your Sport Programs Pro Staff Advisor via Microsoft Teams Call/Message.

Insurance & Liability

Sport club members conducting **approved activities** may be covered under three insurance policies provided by USC's Office of Campus Recreation. These policies serve as **SECONDARY** insurances to those of the student:

- General Liability – General claims involving bodily injury/property damage.
- Accidental Injury – Enhanced injury coverage
- Catastrophic – Accidental catastrophic injuries/dismemberment/death.

Waivers

All sport club members are required to sign a Sport Clubs Waiver of Liability & Release prior to engaging in **ANY** activities, including meetings, tryouts, practices, and competitions. Waivers are linked to the DSE platform. It is the responsibility of every sport club member to complete their own waiver. It is the responsibility of all sport club officers in a club to ensure that all members that are active within their club have completed the waiver.

Sport club officers are required to ensure that all visiting participants have completed a visiting team waiver prior to their participation. More information can be found in the Hosting & Travel section.

Any potential members or visiting participants under the age of 18 must have a parent or guardian assist them in completing an Under 18 waiver. For questions, please reach out to the Sport Programs Office.

Visiting participants must complete a visiting team waiver prior to engaging in any activities at events hosted by USC clubs, even if at an off campus/neutral site. This form may be found on the [Officer Toolbox](#).

This should list all visiting participants, coaches, volunteers, or support staff. Visiting spectators should NOT be included on this.

Visiting participants and clubs that do not comply with policies/procedures may be turned away on site, or competitions may have home event authorization revoked for visiting teams with repeated failures to comply.

Facility/Field Conditions

Sport clubs are responsible for monitoring the condition of their facilities and playing surfaces to promote the safety and wellbeing of their members. Conditions should be monitored before and during activities, and should Sport Programs staff be on-site, they may be consulted if they have not already cancelled activities.

If staff notice dangerous conditions, they are authorized to suspend practices and events in-progress for the safety of those on-site, and for the preservation of facilities/equipment for future use. Their instructions are to be followed at all times, and club officers may be asked to assist with relaying communications to all parties involved.

Campus Recreation does not provide oversight for off-campus locations and venues. Officers should work with off-campus locations to understand conditions.

In Case of Emergency

In the event of an emergency, individuals should respond as follows:

1. Recognize that an emergency has taken place and contact appropriate areas/resources.
2. Deliver care to the level of your certification.
3. Notify appropriate staff of the situation via the Chain of Command and complete appropriate documentation.

Chain of Command

- In the event of a severe **accident/injury** (including concussions and injuries where responders are not sure with proper care) during sport club activities when USC ATs are not currently staffed, contact the Sport Programs Pro Staff Advisor, who will get you in contact with an AT.
- In **any other emergency event** (travel accidents/issues, misconduct, etc.) contact the Sport Programs Pro Staff Advisor via Microsoft Teams.

Procedures

1. As soon as you become aware of an injury/incident, stop the activity. Do not let a member continue to play if you feel that the injury may worsen (especially head, neck, and spinal injuries).
2. If the member or you suspect there is a head, neck, or spinal injury, have the member remain where they are. If it is another type of injury and the member may move, assist them in relocating to a safe area where they can be given care.
 - a. If advanced care (EMS or additional staff) is needed, the most certified individual (staff or safety officer/responding individual) stays with the injured member.
3. If staff are on-site, report to them immediately to activate appropriate Emergency Action Plans.
4. If no staff are on-site:
 - a. On-Campus: Call either the STWFC Welcome Desk and tell them you have an emergency that requires assistance.
 - b. Off-Campus: Call 911. Notify Pro Staff Advisor once the injured member has been taken into care.
5. If you have requested emergency services, make sure the path to the location is clear (i.e., all doors/gates are open, no obstacles, etc.).
 - a. Have a responsible member/bystander available to locate first responders and guide them to you.
6. After care has been rendered and the injured member has been transported from the scene, fill out the [Accident Report](#) form accurately.

These forms should be submitted to the Office of Campus Recreation immediately, at least within 24 hours of the accident/incident occurring.

Safety Officers & Certifications

All sport clubs are required to have at minimum TWO members certified in Adult CPR/AED and First Aid or an equivalent approved certification, and these members must be active/participating in the club. Certifications must last through the end of the active semester in order to count towards the minimum requirement. Clubs conducting activities without approved certifications will be suspended indefinitely.

Certification classes may be held during the first weeks of each semester and are free for sport club members. If these opportunities are missed, clubs must find their own classes, and these must be approved by Sport Programs.

First Aid & Safety Procedures

First Aid kits are available for club use when requested and available. The First Aid Kit will be issued to recognized safety officers for sport clubs. It is the officer's responsibility monitor supplies and to work with the Athletic Training staff to maintain supplies in the First Aid Kit.

Emergency Action Plans (EAPs)

Sport club officers are encouraged to become familiar with the EAPs associated with the locations that they are active in. Campus Recreation EAPs may be made available upon request. Off-campus locations may not have EAPs. It is encouraged for officers to speak with staff to understand procedures.

USC PD/Local Law Enforcement

Sport clubs may occasionally have to rely on law enforcement for event security, or to assist with incidents as they arise. Event security may be mandated by Sport Programs if we deem events to be high-risk. Any calls made to law enforcement (USC PD if on-campus/local law enforcement if off) must be reported to Sport Programs staff as soon as possible:

Sport Club Finances & Budget Planning

Sport clubs are not, and cannot, become 501(c)(3) non-profit organizations, but may affiliate with them. There are three main types of funding:

- Sport Club Funds
 - Dues, donations, sponsorship
- Allocation Funds
 - Funds given from Student Government to Sport Programs/SCEB to distribute to active sport clubs in good standing
- Individual Funds
 - Out-of-pocket funds from individual members, not required by clubs in the form of dues

If your sport club chooses to create a personal bank account, Sport Programs suggests the following guidance:

- It is encouraged that if clubs maintain bank accounts, that two current authorized users be listed on the account(s) to maintain secure control over club funds.
- Authorized users will need to be updated as these students come into/fall out of positions. Sport Programs/USC maintain no oversight or authority over these accounts.

NOTE: Collecting cash on-campus (dues, fundraising, etc.) is **prohibited** unless a USCPD officer is present. Due to the cost associated with paying for an officer, officers are advised to engage in cashless transactions. Please reach out to Sport Programs if you have any questions.

Budget Planning & Fiscal Responsibility

Sport clubs are advised to create a budget every year. Budgets are created for the upcoming year during allocation season (spring semester). For example, during the 2024-2025 fiscal year (also known as FY25) clubs will create a budget for 2025-2026 (also known as FY26).

Clubs are advised to keep detailed records on expenses for the purpose of future planning and fiscal management. Equipment and uniform costs, any type of facility or field rentals if applicable, estimated travel costs that include gas/food/lodging, registration fees for events, tournaments, leagues, associations, and other expenses will determine your budget.

Fiscal responsibility will be one of the main indicators of the “health” of your sport club. High dues may lead to decreased recruitment and participation, which can ultimately lead to your club becoming inactive. When creating your budget, factoring in historical revenue as well will help you determine whether raising/lowering dues, increasing fundraising efforts, or other options will help make your club more sustainable.

Revenue (Allocations, Dues, Fundraising, & Sponsorship)

Allocations

Sport Programs is given a portion of the student activity fee every year to allocate to sport clubs. Because sport clubs receive this direct and guaranteed pipeline of funds, they are not eligible to request any funds from Student Government via the same methods as other student organizations. Sport Clubs ARE eligible for Student Organization Funding Assistance Board. Allocations are determined by SCEB during allocation season, every spring semester.

Dues

Dues will likely make up most of a sport club’s planned revenue during any given year. Depending on your sport club’s activity of choice and level of participation, due amounts will vary. It is important that your clubs look to mitigate high due amounts through fundraising, sponsorships, and other approved means.

The easiest way to calculate due amounts is to determine expenditures for a given year, and then divide that by the expected amount of sport club members, which will yield a flat due amount. Clubs are encouraged to evaluate their due structure every year. While a flat due amount is easy to manage, alternative due amount structures may prove to be more beneficial. Examples of these include:

- New member/Returning member discounts
 - E.g., new members pay \$90 if returning members pay \$100 or vice versa
- Participation based discounts
 - E.g., competitive/travel members pay more than strictly recreational members

Fundraising/Donations

Sport clubs are encouraged to engage in fundraising to decrease the financial burden placed on members. Because sport clubs are not 501(c)(3) non-profit organizations, it is important that potential fundraising or donation partners know that their contributions will NOT be tax deductible. Sport clubs must not partner with establishments that make more than half of their revenue through the sale of alcohol. Please reference the [University Alcohol Policy](#) if you have any questions.

Fundraising can include, **but are not limited to**, the following options. All fundraising efforts must be approved by Sport Programs to ensure that sport clubs abide by university policy and guidelines.

- Charging admission for events
- Apparel/Merchandise sales
- Team Stores
- Percent nights
- **NOTE:** Fundraising efforts that include gambling (raffles, lotteries, etc.) are prohibited due to SC state law.

Sport clubs are encouraged to keep lists/contact information of alumni for the purpose of continued engagement. Alumni are excellent sources of experience and perspective and may be able to provide your club with donations and additional support.

Sponsorship

Sport clubs may be able to engage in sponsorship opportunities with individuals and groups. Sponsorship is when a company/individual commits money or resources to an event or program in exchange for specific promotional benefits. At its core, sponsorship is an exchange of money for services. Sponsors must abide by all [Trademark and Licensing policies](#).

Sport clubs must bring any potential sponsorship opportunities to Sport Programs for review and guidance prior to entering into agreements or contracts. Additional information on sponsorships can be found in subsequent sections of this manual.

Requesting Sport Club Allocations

Each spring semester, sport clubs will submit a budget to Sport Programs/SCEB for the purpose of requesting allocation funds. SCEB will then hear presentations from all clubs.

When completing an allocation spending request, consider that processing expenditures can occur through reimbursement (if bought by an individual on behalf of a club) or refunds (if bought by a club itself), and will be completed by Sport Programs. Priority is given to the following line-items due to the time it takes for these transactions to process:

- Rentals (facility, equipment, etc.)
- Contractual Services
- Registration fees / Association dues
- Equipment
- Uniforms (non-apparel)

Please note that your club may not use allocated funds to generate revenue (e.g., purchasing equipment/uniforms to be resold).

Spending Sport Club Allocation Funds

Sport Clubs will be notified of their allocated funds following the budget and presentation process. Notification may be given out at the end of the semester or at the beginning of the next academic year, pending SCEB's discretion.

Process for spending allocated funds:

1. Complete [Sport Club Allocation Spending Request Form](#)
 - a. Must be completed at least one month prior to deadline for spending
 - b. If not possible, communicate with Sport Programs for when your deadline is
2. Sport Programs will contact your sport club to discuss purchasing options
 - a. Payment method (refund or reimbursement)
 - b. Documentation/Required paperwork
3. Complete Purchase

Please note the following:

- Supporting documentation will always be required to use allocation funds
 - Receipt/Invoice & supporting financial documentation from the club (bank statement, posted check, etc.)

- Cash payments are **ALWAYS** discouraged and are **not able to be reimbursed**
- Invoices and Receipts should **ALWAYS** be itemized when possible

Failure to follow through with all requirements may result in a club not being able to access their funds for a particular transaction.

Financial Record Keeping

Sport Club officers should be sure to keep detailed transaction records. Whether tracking revenue or expenditures, maintaining accurate and proper records will help your club with future planning and financial audits if needed.

Contracts

Students do not have the authority to enter contracts which are **binding upon the University**. Students are encouraged to limit financial and legal liability brought on by contractual agreements wherever possible. Any potential agreements should be presented to Sport Programs staff prior to execution for review and advisement.

Use of Logos/Intellectual Property

The use of any logo or custom logos must be presented for permission to Sport Programs staff for approval. Submissions directly to the Office of Trademark and Licensing will not be considered.

- Apparel – Anything other than items worn for the purpose of competition
- Uniforms – Items that are required to be worn for the purpose of competition
- Print Media – Any printed content
- Digital Media – Any type of digital content that could be shared through online platforms

Use of USC Name

As ASOs and sport clubs, club names must abide by specific requirements for naming. Sport clubs are **required** to have the following in their club name/branding:

- Identifier (Carolina, Gamecock, South Carolina)
- Activity/Sport Name
- The word “Club”

The use of the following is **prohibited** per Trademark and Licensing:

- USC/UofSC
- University of South Carolina

Example: Carolina Underwater Basket Weaving Team is **NOT** approved due to the missing “Club”; Carolina Underwater Basket Weaving Club Team is approved since it complies with requirements.

Use of USC Logos & Intellectual Property

Sport clubs are permitted the use of the “Block C” logo **only** on game uniforms and warm-up apparel so long as items are produced by a licensed vendor.

[Policy BUSA 3.06](#) states that the use of any indicia/intellectual (IP) of the University that has been registered by and through the Columbia campus, including designs, trademarks, service marks, logo graphics and symbols,

which have come to be associated with the University must be approved and royalty payments established through the Office of Trademark and Licensing.

Sponsorship

Any potential sponsorships must be presented for permission to Sport Programs staff for approval.

University logos & IP cannot be used in conjunction with sponsorship images. “In conjunction” should be considered as being on the same area of a produced item. Examples can be found below:

- Apparel/Uniforms
 - Logo/IP on the front means no sponsorship IP on the front
 - Logo/IP on the sleeves means no sponsorship IP on the sleeves
 - Logo/IP on the back means no sponsorship IP on the back
- Print Media
 - Subject to approval on all designs
 - Logo/IP must be displayed prominently, with sponsorship IP being secondary
- Digital Media
 - Subject to approval on all designs
 - Logo/IP must be displayed prominently, with sponsorship IP being secondary

Name, Image, and Likeness Sponsorship

Sport Club Athletes are eligible for Name, Image, and Likeness sponsorships; however, there are some restrictions for these opportunities. The company is only sponsoring and paying for the use of the athlete’s name, image, and likeness, not the university. Due to this, in any posts, videos, marketing material, etc., the athlete cannot use any USC or club names, logos, locations, etc. You can look at the [South Carolina NIL Compensation Law](#) for more details.

Sport Clubs are allowed to have sponsorships if the funding is going to the club and not an individual. Please note that this is state law, and the club could have further consequences than just the university.

Use of licensed vendors

USC departments and student organizations are required to purchase emblematic merchandise from officially licensed vendors (licensees) of the University.

Popular companies may attempt to make you use other images or may refuse to use language such as “Carolina” or “South Carolina” since they are not licensed vendors of the university. While they (and other companies) may have lower price points, it is VITAL that you go through proper channels to avoid potential disciplinary or financial repercussions when creating items, especially those for fundraising or resale.

Please reach out to CREC staff if you would like additional guidance, as our team has extensive relationships with vendors. A [list of licensed vendors](#) can be found on the Trademark and Licensing website.

Marketing & Recruitment

Sport clubs are primarily responsible for their own marketing and recruitment efforts every year. Sport Programs staff will work to make knowledge about clubs available to students, faculty, and staff, but ultimately efforts will be successful or not depending on your efforts.

Marketing Best Practices

Sport clubs historically rely on three main marketing channels/mediums:

1. Word-Of-Mouth/Reputation
 - a. Talking with friends, networking during classes, etc.
2. Organization Fairs/Tabling
 - a. Available through the LSC and CREC during specific periods
3. Social Media
 - a. Available to all clubs at their own discretion

Remember that your club is your brand, and you always want your brand to best represent what your club is about. It is encouraged that all marketing for your club pertains to the in-activity aspect of your club (on the courts/fields, meets and performances, etc.), giving back to the Carolina community, and working to highlight your members that perform well with highlights, or spotlights on their personal successes as well.

Garnet Gate

Garnet Gate is a free platform that is already required to be used for organizational renewal, rosters, and waivers. This makes it the PERFECT platform for marketing and recruitment. Officers should use this platform to create, list, and market events.

For more information on Garnet Gate usage, tips, and tricks, please contact either Sport Programs or LSC staff members. You can also check out a [list of resources](#) to help you develop your pages.

Recruitment

One of the most important tasks a sport club will have to do every year is recruit more students to join! More students mean more impact on the USC community, more chances at success in your activity or sport, and a higher probability that your club will have longevity beyond your time at USC. There will be several times dedicated to outreach and recruitment, but this is frequently a year-round effort.

Opportunities will be made available through the LSC (Student Organization Fairs), Russell House (tabling on Greene Street), and with Campus Recreation (Sport Club & Activities Fair, special event tabling, practices, and hosted events). Please contact Sport Programs and/or the area hosting an event where you can market to determine best practices and permitted activities.

Equipment/Uniforms, Facilities, & Fields

Sport clubs inherently require many different types of equipment, uniforms, and access to facilities and fields that other student organizations do not. As officers, it is important that you are aware of rules, guidelines, and best practices for managing these items.

Equipment/Uniform Procedures

To maintain brevity throughout this section, the term “equipment” will refer to both equipment needed for a club (balls, pads, and other items that are necessary for your sport club) and uniforms.

Sport programs recognizes three main categories of equipment:

- **Member-owned:** Purchased with personal funds
- **Club-owned:** Purchased with funds from a sport club’s off-campus account
- **University-owned:** Purchased with funds from allocations or a university foundation account

Records of **club-owned** equipment check out should be kept on file within the club and can be shared with Sport Programs if desired to assist with historical record keeping but is not required. If your club would like an inventory template, please reach out to Sport Programs for assistance. Sport clubs are encouraged to keep an inventory of all items purchased with club funds (not personally owned by players). Items that are assigned to individuals such as uniforms or specialty equipment should be easily identifiable (numbered, marked in some way) so that a specific item can be attributed to a specific student (e.g.: Men's LAX jersey #10 and Stick #5 signed out to John Doe on XX/XX/XXXX).

Donations of equipment may not be accepted **directly** by sport clubs. Equipment should first be inspected by Sport Programs/Campus Recreation for safety, and then should be inventoried to ensure that this equipment stays with the club for the long-term and does not leave with sport club members or officers that accepted the donation. Offers of equipment may be referred to the Office of Campus Recreation for evaluation on and as needed basis.

Records of **university-owned** equipment will be kept with Sport Programs and will be checked out at the beginning of every academic year and returned at the end of activities. Any equipment purchased through allocation funds is owned by the University of South Carolina, with preferential use being given to the club it was purchased for. Damaged or lost club or university-owned equipment must be reported to Sport Programs by a club officer or equipment manager within 24 hours. University owned equipment should remain properly stored on the USC campus unless outside vendors have been approved by CREC staff. This equipment may be required to be insured and registered with the state, as determined by the Office of Campus Recreation and Risk Management.

In case of equipment damage, individual(s) may be held responsible for repayment costs due to negligence or loss. Cases may be referred to the Office of Campus Recreation and/or the Office of Student Conduct for further action.

It is recommended that all clubs have an equipment manager or club officer that will be responsible for checking out club and university-owned equipment to authorized club members. This equipment manager/club officer will be responsible for the following:

- Marking all equipment with university/club name and numbers.
- Checking out equipment from CREC for seasonal use by the club.
- Issuing equipment to the club members.
- Maintaining and repairing equipment as needed.
- Assisting with inventory check/inspection of equipment conditions.
- Assisting with removal of equipment from the inventory as soon as deterioration or damage becomes evident. If it cannot be repaired, contact CREC staff to coordinate removal.
- Collecting equipment at the end of the season and returning it to CREC.

On-Campus Facilities

Sport clubs can receive priority scheduling in Campus Recreation facilities. Facility requests for **recurring** practice are gathered by Sport Programs and entered on behalf of sport clubs. Practice requests and events must be made through the Sport Programs Office. All practice and event requests made directly by sport clubs to the Office of Campus Recreation will be denied. Limits may be placed on the number of recurring practices per week to allow for equitable use of space, time, and program demands. Limits may be lifted for clubs that are in-season, or prepping for large events, but requests must be communicated in advance to Sport Programs.

One-off events such as scheduled competitions, meetings, showcases, and tournaments will be requested via a request on DSE. These requests must be made at minimum three weeks in advance to facilitate for proper scheduling of spaces, staff, and to ensure the event goes as smoothly as possible.

Priority scheduling will be given to University-sponsored events (Dance Marathon, Relay for Life, Tiger Burn, etc.) on an as needed basis, and there may be periodic disruptions to recurring meeting/practice schedules operated within our facilities. Please note that clubs engaging in specialty activities may not be able to be hosted on campus due to policy, or lack of proper equipment, facilities, or space (e.g., equestrian/sailing).

Sport clubs will have access to three CREC facilities:

- Bluff Road Practice Fields (Bluff)
 - Outdoor Fields
- Solomon Blatt Physical Education Center (Blatt PEC)
 - Basketball Courts and Multipurpose room
 - Outdoor Field/Softball Field
 - Indoor Pool (Athletics controlled)
 - Sand Volleyball Courts (Triangle Plaza)
 - Tennis/Pickleball Courts
- Strom Thurmond Wellness & Fitness Center (STWFC)
 - Basketball/Multi-use Courts, and Multipurpose rooms
 - Meeting Spaces
 - Indoor/Outdoor Pools
 - Outdoor Fields

Off-Campus Facilities

Sport clubs have the option to hold practices, meetings, and events in off-campus facilities. Additionally, not all clubs have the ability to function on-campus due to the nature of activities (e.g.: Equestrian, Ice Hockey, Sailing, etc.)

Should your sport club need to have an off-campus facility, you will be **required** to submit an up-to-date schedule to us through DSE. Changes in practices should also be noted to Sport Programs staff as they occur. This will allow us to help potential members know when/where to find your groups and to know how to respond in the event of an emergency. Your clubs are also required to submit Home Events on DSE for hosting activities at your “home” locations. This will allow us to determine if Sport Programs can divert resources to assist you, plan for risk management, etc. These facilities may also request proof of insurance coverage. Reach out for more information.

Practices, Hosting, & Travel

Sport clubs are unique in that they host and travel with more frequency than other student organizations. Processes are put in place to ensure best practices pertaining to experience, liability, and risk management. All processes will be initiated through the DSE platform.

Practices

Practices are recurring meetings/events that clubs will engage in throughout the year. On-campus practice times, locations, and availability may be limited due to other programs. Off-campus practices must still be approved by Sport Programs to ensure an appropriate experience for sport club members and proper risk management procedures are followed.

Home Event/Hosting Requests & Deadlines

For all on-campus events, requests are due at least 3 weeks in advance to facilitate for proper scheduling of staff (students and other support staff as needed), and to ensure that facility and equipment needs can be met. CREC staff will work to respond to requests within two business days of submission

For off-campus requests that require an athletic trainer and/or a certificate of insurance (COI), requests are due at least 3 weeks in advance to allow for proper scheduling of staff and administrative tasks.

For off-campus requests that do not require an athletic trainer, or any additional resources provided by the Sport Programs Office, requests are due at least 1 week in advance.

These deadlines will also allow the Sport Programs Office to highlight potential events on social media and incorporate them into a broader Sport Programs/Campus Recreation marketing plan if possible.

Events are not confirmed until event status is approved on DSE by Sport Programs professional staff. Officers should keep documentation on file for at least one year if questions are raised concerning previous/current/future requests. If the event status has not changed at least two-week prior to the requested event date, please do not hesitate to request a follow up from the Sport Programs office.

Facility/Field Scheduling & Usage

Sport clubs may host single team events (USC Club vs. other club) or multi-group events (tournaments, showcases, etc.). It is encouraged that clubs communicate with Sport Program staff when creating an event to discuss event logistics and planning.

Only approved activities will take place in reserved spaces. Additional activities such as providing food or merchandise sales are possible but require additional steps to approve. If your event did not get approved to have food/merchandise sales on site, doing so could jeopardize your ability to perform these functions in the future, or your ability to host.

Finally, we should not host events for third party entities. Associations/NGBs or outside groups may potentially approach your groups to help host an event to secure a free facility rental. While we are more than willing to help facilitate these events, our primary goal is to serve the USC community. Please provide as much information as possible when requesting space so we can determine what is required.

Visiting Participant Procedures & Waivers

Visiting participants must complete a visiting team waiver prior to engaging in any activities at events hosted by USC clubs, even at an off-campus/neutral site. This form may be found on the [Officer Toolbox](#).

Travel Requests, Approval, & Deadlines

All Sport club travel must be submitted for approval to the Sport Programs Office. Travel is defined as taking place off the USC Columbia campus, outside the Columbia Metropolitan area.

Travel Requests

A Travel Request must be submitted no later than 5 business days at 2:00 p.m. prior to departure dates through DSE.

- This would be Monday for trips departing Friday, Saturday, or Sunday. This would be Friday for a trip departing Thursday of the next week, etc.

Travel Approval

The Travel Request must be approved on DSE from Sport Programs professional staff or a designee no later than 2 business days at 2:00 p.m. prior to departure dates.

- This would be Thursday for trips departing Friday, Saturday, or Sunday. This would be Wednesday for a trip departing Thursday, etc.

Travel Authorization (TA)

Any type of travel using University funds for the purpose of travel (vehicle rental, mileage reimbursement, housing costs/reimbursement, etc.) will require that a Travel Authorization be completed. This process will take at least four weeks due to multiple levels of approval. It is encouraged that clubs do not use any type of university funding for travel.

Questions related to completing a TA may be directed to Sport Programs.

Travel Logistics

Each club is responsible for its mode of transportation to and from club activities. Each club must assume responsibility for associated costs. If clubs have allocated funds relating to travel, additional steps may be involved when planning.

Certified Driver's Documents (Driver's License and Insurance)

All persons driving to club activities by personal vehicles must complete the requirements in DSE and must be completed once every year (pending on policy expiration dates). The University does not provide insurance coverage for privately owned vehicles.

Post Event Summary

Following any type of sport club special event (hosted events, traveling, etc.), clubs must submit a Post Event Summary within **2 business days following the completion of the event** to be eligible for classification points through DSE. These forms allow for Sport Programs staff and SCEB to reward your club with classification points, conduct marketing efforts on behalf of your club where possible, and follow up with other items as necessary such as injuries.

Travel Letters

Should events take place on days during class periods, or necessitate travel during classes, sport clubs may request travel letters from Sport Programs. All required travel paperwork and processes (request, approval, completion of required individual paperwork, etc.) must be completed prior to letters being created and available for your club.

Please note that travel letters do not serve as USC-sponsored excuse forms; it is ultimately up to your instructors and professors if they would like to excuse your absence. The letter will simply serve as a confirmation that your club and members are approved to be traveling for sport club purposes.

Coaches, Instructors, & Volunteers (CIVs)

Sport clubs have the option to have additional support from the community in the form of Coaches, Instructors, and Volunteers (CIVs). CIVs serve at the pleasure of the sport club and may perform in either a volunteer or paid position.

Coaches/Instructors/Volunteers (CIVs), and spectators are also subject to all University policies and rules, including adherence to the Code of Conduct, during all sport club activities.

Documentation & Safety

All sports clubs with a coach or instructor should maintain records of proper certification by a national certifying agency, or written documentation of competence and background in their area of expertise if appropriate. If a national certifying agency does not exist, the coach/instructor is encouraged to still provide written documentation of competence and background in their area of expertise to each club.

It is the responsibility of each club to restrict the roles of coaches/instructors to those activities involving their knowledge and skills in coaching. Sport clubs will not allow coaches or instructors to assist in other areas of club management or administrative functions.

Coaches/Instructors are not permitted to take students to/from events or be reimbursed for travel with university funds.

Sport Club Coach and Instructor Form

Sport clubs should have any associated CIVs complete the [Sport Club Coach and Instructor Form](#) at the following times:

- Adding a CIV
- Removing a CIV
- Returning CIVs (during January Organization Renewal)

Documents and lists that will allow for CIVs to have access to needed facilities and locations will be updated at these times. Failure to renew will result in access being removed until updated forms are submitted.

Resources

Sport clubs and officers are encouraged to make use of the following resources. Clubs may also request that additional resources be added to this manual to assist others.

Campus Recreation Website & Officer Toolbox

Sport clubs are encouraged to become familiar with the Campus Recreation website since other units (Fitness, Aquatics, etc.) could have benefits beyond that which Sport Programs immediately offers.

Officers are expected to be familiar with the [Officer's Toolbox](#) due to the frequency with which it is used and updated.

Student Organization Handbook

The following links comprise the LSC's Student Organization Handbook, which can be found within their Organization Toolbox page.

[New Student Org Handbook](#)

[How to start an organization](#)

[General Requirements of Organizations](#)

[Accessing Resources](#)

[Updating Your Organization Info](#)

[Important Policies](#)

Leadership & Service Center & Officer Development

Sport club officers will receive points towards their classification score report when participating in approved LSC offerings such as classes, presentations, roundtables, and workshops.

Visit their [Leadership Development page](#) to learn more about their current opportunities.

Student Success Center & Officer Development

Sport club officers will receive points towards their classification score report when participating in approved SSC offerings such as classes, presentations, roundtables, and workshops. Additionally, the SSC has agreed to assist clubs with budget planning and tracking data from year-to-year to assist with sport club financial processes.

Visit the [Student Success Center website](#) for more information on their opportunities.

Appendix

Policies

- **STAF 3.05 (Hazing Policy)**
- **STAF 3.10 (Student Organization Policy)**
- **STAF 3.11 (Posting Promotional Material, Including Banners)**
- **STAF 6.24 (Student Non-Discrimination and Non-Harassment Policy)**
- **STAF 6.26 (Student Code of Conduct)**
- **BUSA 3.06 (Trademark and Licensing)**

Classification System

The Sport Club Classification System can be found on the [Sport Club Executive Board Garnet Gate page](#).