

Club
Sports
Handbook

2016

“Defining the new student athlete”



CAMPUS
RECREATION
& WELLNESS

COPPIN STATE UNIVERSITY

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The Club Sports staff encourages club officers to seek advice, guidance, and support from the staff. The Club Sports staff is comprised of the following individuals;

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Coppin State University

Sport Club Policies, Procedures and Guidelines

1.1 Introduction

The Coppin State University (CSU) Club Sports Program is governed by the Department of Campus Recreation and Wellness. The program offers a variety of sporting activities for student involvement. The sporting activities consist of individual and team sports, both competitive and instructional. Previous experience is not a prerequisite for Club Sports.

Club Sports are excellent opportunities for students to continue to play sports at a competitive level while developing and refining leadership skills. Club Sports assist students with leadership development, decision-making skills, and conflict resolution. Club Sports are not varsity athletics. They are student organizations.

This manual provides an outline for sport club policies, procedures and guidelines. Please direct specific questions to the Sport Clubs Council (SCC).

1.2 Sport Clubs Council

The SCC is the assisting body for governance and oversight of all Club Sport Programs at CSU. The purpose of the SCC is to serve all clubs by providing resources and assistance. The SCC is comprised of one representative from each club. The primary objective of the SCC is to provide the means to exchange information regarding university policies and procedures.

2.0 Recognition of Sport Clubs

To be recognized on the CSU campus (gain permission to use university facilities and receive funding), as a Sports Club the following procedures must take place:

1. Completed registration packet and establish a constitution and/or by-laws. A sample can be obtained from the Campus Recreation & Wellness website at www.coppin.edu/recreationwellness.
2. The names, Coppin issued addresses and student ID number of at least 10 full-time students who support the establishment of the organization.
3. For returning clubs a new registration packet is to be completed and submitted to the Director of Club Sports by May 1st of each year for the upcoming academic year. Along with the registration packet, all event/practice request forms are to be included as well. This is to ensure proper planning for the upcoming year takes place.

The Director of Club Sports will oversee the review process for each application from all potential student clubs and vote on its recognition. Once the Director of Club Sports, along with the SCC, votes in favor of recognition a club will gain probationary membership.

2.1 Maintaining Recognition

Each sport club must maintain several requirements for recognition and benefits as an official sport club.

Clubs must meet the minimum requirements:

- Maintain high Administrative Compliance Scores.(outlined in administration section)
- Keep a minimum of 8 active full-time student participants for small sports teams or a minimum of 15 active full-time student participants for large sports teams
- Meet all officer qualifications
- Abide by national governing body rules and regulations for corresponding sport
- Demonstrate good sportsmanship and student leadership

2.2 Membership Eligibility Requirements

1. One is eligible for Club Sport participation if they are an enrolled fulltime degree seeking undergraduate/or graduate student at CSU.
2. A cumulative 2.0 GPA must be maintained of any person holding an office in a club. 2.0 GPA for any other member of the club. Failure to do so will result in removal from office and or roster.

2.3 Acceptance of Risk/Waiver of Liability

Any participant of a Sport Club must complete and sign a current Waiver of Liability.

2.4 Personal Health Insurance

Participants are required to have current health insurance to participate in Club Sports, and must be able to show evidence of health insurance upon request. The university is not responsible for injuries sustained by Club Sports participants. Forms without documentation of insurance are not valid. Those individuals submitting a FALSE insurance carrier will be subject to disciplinary action as enforced by the Director of Club Sports.

2.5 Responsibility of Participants

Those participating in Club Sports are responsible for evaluating their own health in accordance to the demands of their individual sport. Please use caution when determining your ability to participate as it may affect your life and the lives of those around you. Participants are required to provide a physical form provided by a licensed physician, along with additional medical paperwork. If uncertain of your ability to participate, please consult a physician prior to participation.

2.6 Requirements and Responsibilities of Sport Clubs

1. Each club is required to maintain a current list of officers.
2. Must comply with university rules and regulations.
3. Must comply with local, state, and federal laws.
4. Must hold their election for officers by March 11th and have a transitional officers meeting for new position holders.
5. Submit a completed request form for each event or activity with registration packet for the upcoming school year.
6. Must have at least one community service event per year.
7. Maintain the mandatory attendance to all SCC meetings.

2.7 Officers in each Sports Club:

Each club must elect an executive board to manage club activities and events. At a minimum, each club must elect:

- President
- Vice President
- Treasurer
- Secretary
- SCC Representative

Officer Requirements

The responsibilities of the President shall be:

- Oversee all organizational activities
- Act as the head of the club and be responsible for implementation of policy
- Serve as a liaison to the SCC
- Attend all SCC meetings and events
- Prepare and conduct meeting agendas
- Maintain contact with club members
- Keep the Director of Club Sports informed of organization activities
- Attend any relevant administrative meetings
- Represent the organization to any on-campus department or outside agency
- Inform incoming president of operating procedures
- Ensure Vice President performs required tasks and aid if needed

The responsibilities of the Vice President shall be:

- Assume all duties of the President in the event he or she is unable to complete any of their responsibilities
- Set meeting dates and inform sport club members

- Work closely with the President to assist in development of meeting agendas
- Organize club events
- Run club Meetings using Parliamentary Procedure
- Ensure Treasurer and Secretary perform required tasks and aid if needed
- Communicate regularly with other club members
- Attend any relevant administrative meetings

The responsibilities of the Treasurer shall be:

- Follow and enforce the guidelines set forth in the Funding Handbook
- Maintain accounts of club budget
- Maintain accounts of club spending histories
- Process club's financial requests with aid from the Department of Campus Recreation and Wellness (invoices, reimbursements, contracts)
- Set date and time for funding meetings and allocation request due dates
- Document club allocation request and provide club with report
- Organize Fundraisers

The responsibilities of the Secretary shall be:

- Keep notes during meetings and events
- Keep minutes log for meetings and events
- Maintain attendance at club meetings
- Ensure all club members have document copies
- Record voting outcomes
- Email sport club members to inform of upcoming meetings and events

The responsibilities of the Advisor (Director of Club Sports) shall be:

- Serve as Advisor to the club
- Act as a liaison between the club officers, sport club members, and the CSU staff and community
- Resolve consecutive voting ties and dilemmas

3.0 Coaches/Instructors

The Department of Campus Recreation and Wellness acknowledges that our Club Sports program often benefits from the assistance and direction of coaches and instructors. While we realize that the majority of coaches are volunteers, their participation in the university sponsored club requires that they uphold our standards, policies, and regulations.

The Club Sport program does not require club coaches. Knowledgeable coaches are appreciated to help clubs compete and learn sport skills. Each club must complete a coach application form. Coaches should remember that all clubs exist for supporting student growth and leadership. Coaches should also understand their role on the team as sport experts and mentors of students; they have no voting privileges within the club whatsoever. Those selected as coaches must act in a supervisory role and abide by all Department of Campus Recreation and Wellness and university guidelines. These include, but are not limited to, sexual harassment and alcohol policies. Please contact the Director of Club Sports if any questions, concerns, or issues arise.

The SCC discourages coaches/instructors from having personal relationships with their athletes. Our program allows for flexibility only if the sport in which they coach/instruct allows for all students to participate and do so equally (e.g., a yoga club or club that does not hold tryouts). Furthermore, if club members feel that the player/coach relationship becomes inappropriate, leads to unfair participation decisions, or is causing team disturbance, the sport club program may reserve the right to remove the coach, player, or both. This situation also could lend the player and/or coach subject to complaints such as sexual harassment. Any complaint by ANY member about coach/player relationships will be investigated by the Director of Club Sports with the assistance of the SCC.

3.1 Coach/Instructor Removal

The Director of Club Sports reserves the right to cancel or retain instructors/coaches providing agreed services outlined in the Coaches Agreement Form for that academic year. All paid coaches must have an annual review with the Director of Club Sports to determine if his/her contract will be renewed the following year.

It is the right and obligation of the sport club program to protect the club and if, in the member's opinion, the coach or instructor is not meeting expectations deemed in the best interest of the club, the coach or instructor may be relieved of duties. **Please note that these regulations and sanctions apply to student coaches and nonstudent coaches.**

4.0 Facility Space

Each sport club in good standing may request Department of Campus Recreation and Wellness facility space free of charge for a club event. During spring semester, club presidents will submit a request for the following year's practice space. The Director of Club Sports works with the department's facility schedulers to allocate space. When conflicting requests occur, the club with a higher administrative compliance score (ACS) receives priority. The office will accept change requests, but these requests must come through the Director of Club Sports. The Department of Campus Recreation and Wellness aims to serve clubs by providing adequate time and space for each club to the best of their ability.

To reserve space for special events, clubs must follow special event guidelines outlined (4.5)

4.1 Facility Rules

The recreation facilities may not be used for personal gain by any member of the university community. A group must have a minimum of eight participants by five minutes past the scheduled starting time to claim and retain the reserved space.

4.2 Misuse of Facilities

From time to time clubs make mistakes and misuse the facilities or abuse the privileges of the facilities.

Violations can include but are not limited to the following:

- Hosting a scrimmage/practice, game, clinic, event, etc. without prior confirmation
- Allowing non-club participants to enter the facility without proper credentials
- Practicing with fewer than eight participants
- Failing to leave the facility in a timely manner following a scrimmage/practice, game, clinic, event, etc.
- Showing disrespect to a university employee
- Not being truthful in filling out the required space request form
- Damaging to facilities and/or department equipment

Depending on the severity of the violation or incident, the following could occur:

4.3 First Offense

- Minimum – Verbal/written warning
- Maximum – Suspension of practice space for two weeks. No new events for the semester will be granted.

Second Offense

- Minimum - Suspension of practice space for two weeks. No new events for the semester will be granted.
- Maximum – Suspension of all space for the equivalent of one semester.

Third Offense

- Minimum - Suspension of all space for the equivalent of one semester.
- Maximum – Dropped as a sport club.

4.4 Special Events

CSU Sport Clubs host special events throughout the year. These events range from scrimmages with local clubs/teams to multi-day tournaments sponsored by governing organizations.

4.5 Special Event- Defined

A sport club special event is any sport club event outside of regularly scheduled practices. Special events include the following:

- Scrimmages
- Games/Contests
- Tournaments
- Demonstration Nights
- Clinics
- Other events deemed by the Director of Club Sports

4.6 Steps for Sport Club Special Event Approval

- Sport club submits **Special Event Request Form**
- The Director of Club Sports reviews and contacts club with any questions/clarification.
- The Director of Club Sports submits Facility Request to facility scheduling office
- Facility scheduling office checks availability of space and requests any additional information directly from the club.
- Facility scheduling office contacts appropriate recreational sports facility director for approval.
- Facility scheduling office sends club a facility confirmation.
- Club will be notified at this time of any additional charges, including rental and/or staffing charges.
- Once event is approved, club will meet with any necessary facility staff members.
- Clubs will continue to follow the Special Event Timeline provided until the completion of event

*For large events, such as tournaments and clinics, information should be submitted as early as possible

4.7 Home Contests/Games

Sport Clubs should submit a complete contest/game schedule to the Director of Club Sports before the beginning of each season. This should be submitted the semester prior to the club's first home contest/game.

For each contest/game on the schedule, clubs should submit the following:

- Submit a visiting team roster (two weeks prior to event)
- Sign visiting team waiver (can be submitted day of event)

For contests/games added after Home Contest Schedule is turned in, clubs should submit the following:

- Complete Facility Request Form
- Submit a visiting team roster (two weeks prior to event)
- Sign visiting team waiver (can be submitted day of event)

4.8 Practice Scrimmages

Sport Clubs are allowed to host three practice scrimmages per semester. These scrimmages must be held during their regularly scheduled practice time. Clubs must contact the Director of Club Sports at least two weeks prior to the day they wish to hold their scrimmage (if scrimmage is not already listed on Home Contest Schedule).

To host a scrimmage, clubs must submit the following:

- Submit a visiting team roster (two weeks prior to event)
- Sign visiting team waiver (can be submitted day of event)

If clubs fail to notify the Director of Club Sports of a scrimmage or submit required information, clubs will not be allowed to host scrimmages for the remainder of the year.

5.0 Equipment

All club equipment inventories will be maintained by the Club Sports office and stored in PEC facility when a club is not in season. Any equipment purchased by clubs is the property of CSU.

All missing/damaged equipment must be replaced by the set deadline each semester, and paid for out of the club's general account. Failure to do so will result in the freezing of the club's accounts, and possible referral to the Division of Student Affairs. Any missing/damaged equipment that was used primarily by an individual club member must be replaced or paid for by the individual who signed it out. Failure to do so will result in a charge to the individual's student account.

If equipment is stolen, documentation with a police report is needed.

6.0 Travel

The SCC encourages clubs to travel to participate in tournaments and other competitions. Clubs traveling away from campus for competitions, events, tournaments, etc. must follow these guidelines. Failure to submit all documentation will result in a loss of ACS points for each occurrence.

A club officer should submit a completed travel form to the Director of Club Sports two days prior to travel.

- If driving personal vehicles, a copy of proof of insurance for each vehicle must be provided.
- A travel roster is required. This must be typed and not handwritten.
- Submit a travel plan with route and all planned stops.

In case of an accident or occurrence of an injury while traveling for a sport club activity, first take any necessary steps for emergency care, then contact the Director of Club Sports at the numbers provided during the first president's meeting of the year.

6.1 Travel Expectations

Students are representatives of CSU and must adhere to the code of student conduct. The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off campus conduct of students and registered student organizations in direct connection with:

- Any activity sponsored, conducted, or authorized by the university or by registered student organizations.
- Any activity that causes substantial destruction of property belonging to the university or members of the university community, or causes or threatens serious harm to the safety or security of members of the university community.
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

Student's behavior at off-campus activities, regardless of scope or distance from campus, is reflective of the university, and students are therefore expected to:

- Maintain the safety and well-being of students as well as other individuals contacted in any capacity during the travel.
- Respect the security and protection of property belonging to individuals, or to other institutions and establishments.
- Create an environment and maintain practices that sustain the educational goals of the travel.
- Pledge obedience to all laws, all CSU policies, and policies of any facility or university where students may be at all times. Students traveling are personally responsible for their behavior and the consequences for that behavior.
- Follow CSU Student Code of Conduct. Anyone violating the Student Code of Conduct while traveling is subject to SCC and university disciplinary action.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The university shall not be liable for any loss, damage, injury or other

consequence resulting from a participant's failure to comply with university rules and regulations, the direction of university employees, or applicable law.

Individuals detained by proper authority or incarcerated during travel should not expect assistance or remuneration from the university.

6.2 Emergency Situations

In the event of an automobile accident

The following procedures should be used whenever members of a University group are involved in an accident, regardless of the extent of the damage:

1. Stop immediately; take necessary steps to prevent another accident; and notify the proper law enforcement agency and/or emergency medical services (9-1-1) so that an official report to document the accident is made.
2. Render aid to the injured until help arrives.
3. Call the Director of Club Sports and let him/her know what happened.

The following information will need to be obtained from the other driver in the event of an accident:

- year of vehicle
- make and model of vehicle
- color of vehicle
- license plate number
- driver's license number of the other driver

DO NOT make any statement, oral or written, as to who was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability.

4. Appropriate legal authority will decide fault or liability.
5. Record the names, addresses and phone numbers of all witnesses.
6. Provide all required information to the law enforcement officer.

7.0 Administration

The Coordinator of Club Sports documents all club requirements to formulate an administrative compliance score. The office bases this score on several factors, and the score determines club priority in funding, facility space, and overall club standing.

Clubs must maintain an ACS score of 68 or higher to be eligible for funding.

Administrative Compliance Score (ACS)

Several factors influence the ACS and may vary slightly from year to year with new requirements. The 2015-2016 academic year criteria include:

- Compliance
- Community Support
- Club Exposure
- Membership
- Fundraising

Compliance: 6 Points

- Affiliation Request 1 point
- Roster and Waivers 1 point
- Coach's Application 1 point
- Projected Budget 1 point
- Actual Budget 1 point
- Updated Constitution 1 point

SCC Meetings: 24 Points

- September 4 points
- October 4 points
- November 4 points
- December 2 points
- February 4 points
- March 4 points
- April 2 points

Semester Reports: 8 Points

- Fall 2015 due December 4, 4 points
- Spring 2016 due April 22, 4 points

Coach's Meeting: 2 Points

- Fall 2015 1 point
- Spring 2016 1 point

Community Service: 20 Points

- 3 charity/outreach events 20 points
- 2 charity/outreach events 10 Points
- 1 charity/outreach event 0 Points

Fundraising: 10 Points

- 2 Fundraisers/80-100% of Budget/>\$3,000 10 points
- 1 Fundraiser/50-70% of budget/>\$1,000 5 points

Membership: 10 Points

- 24+ members 10 points
- 15-23 members 5 points
- 14 or less members 3 points

Club Exposure: 20 Points

- Championship Event 20 points
This must be a national governing body sanctioned event and must cumulate in crowning a team champion. If this is an individual tournament then at least two representatives must be competing from your sport club.
- Regional Event 10 points
Tournament with five or more universities competing for a chance to enter the national tournament. An event with five or more universities competing in a round robin tournament followed by a single elimination tournament or five or more teams competing in a double elimination tournament.

Bonuses:

- Four or more charity/outreach events 5 extra points
- 75% of Club members Average GPA 3.0 or higher 25 extra points
- Offseason intramural participation 5 extra points

Penalties - The following charts will be used when forms/items are turned in late.

Registrar Forms – Due five business days prior to the event deadline

- Turned in four days prior to the event deadline -2 point
- Turned in three days prior to the event deadline -3 points
- Turned in two days prior to the event deadline -4 points
- Turned in one day prior to the event deadline -5 points
- Turned in day of the event deadline -10 points

Travel Forms – Due two business days prior to travel

- First time it is late or incomplete -3 point
- Second time it is late or incomplete -4 points
- Third time it is late or incomplete -5 points
- The number of points deducted will be congruent with the number of times the form is late or incomplete

Compliance Forms

- Late up to two weeks -10 point
- Late up to a month -20 points
- Over a month late or not turned in at all -40 points

Clubs may request their score at any time during the year.

8.0 Club Sports Reactivation Process

Any Club Sport that has been inactive for at least one academic school year must go through a re-activation process. Upon the below steps being followed the Director of Club Sports will contact the club regarding next steps for re-activating.

- A letter of interest to reactivate the club must be submitted to the Director of Club Sports.
- A petition with the signature of ten (10) currently enrolled CSU Students, in good academic standing must be submitted to the Director of Club Sports in support of reactivation.
- The clubs constitution on file with the Director of Club Sports must be reviewed by the SCC as well as by the club requesting reactivation. If the group wishes to make changes to the document on file the reactivation process will commence pending a review of the proposed constitutional changes.
- Immediately upon approval for reactivation, the club must submit completed event request forms to the Director of Club Sports
- Groups under the re-activation process will also be required to adhere to all other policies and procedures in place for CSU student clubs/organizations.

8.1 Duplication of Clubs

In the event that a club desires to separate into multiple teams (i.e. A, B, C, etc.), the following must occur:

- Club officers must meet with their Director of Club Sports
- Write a Letter of Intent to the SCC, providing an explanation for the need of multiple teams;
- Upon the approval of the letter of intent, revise the club constitution and submit to the SCC for approval within 4 weeks (28 days);
- Each team, in multiple team clubs, is required to have a team representative that reports to the SCC.

8.2 Inactive Clubs

A club is deemed inactive when it:

- Lacks student leadership.
- Has less than five (5) full participating members.
- Has been placed on suspension by the SCC or Department of Campus Recreation and Wellness.
- If a club remains inactive for three consecutive semesters, the club will be considered disbanded.

9.0 Club Misconduct

The SCC is committed to maintaining high standards through the rules set forth by all sport clubs via their constitution. If any member of a sport club feels their club is not living up to their respective club's constitution or standards, the Director of Club Sports will investigate the situation and take all action necessary to rectify the situation. If an outside source (meaning non-club member) feels a club is not living up to their constitution or standards set forth, the Director of Club Sports will investigate the matter. However, unless a club member comes forward with information corroborating the alleged infraction or concerns, action may not be taken.

Acts of misconduct shall subject the coach, participant, and/or the entire club to disciplinary action. Allegations of misconduct against any sport club coach, participant, and/or entire club should be addressed with the sport club program. As appropriate, referrals may be made and sanctions may be imposed. Acts of misconduct may be defined as conduct or behavior that may compromise the integrity of the sport club program, the Department of Campus Recreation and Wellness, or CSU.

Such misconduct includes but is not limited to:

- Violation of any local, state, or federal law, violation of the Code of Student Conduct, or any other university policy, rule, or regulation
- Consumption of alcohol by any coach, participant, officer, or affiliate of the club at any club event, competition, trip, or function (This is a zero-tolerance policy and will result in immediate suspension of the coach, participant, and/or club)
- Harassment or sexual harassment
- Hazing in any form
- Sexual assault or misconduct
- Striking, attempting to strike, or otherwise physically abusing an official, opposing coach, spectator, or athlete
- Inciting participants or spectators to violent or abusive action intentionally, or with careless disregard for one's conduct
- Using obscene gestures or profane provocative language or action toward an official, student, coach, or spectator

- Publicly criticizing a game official, conference personnel, another university member, or a student-athlete or personnel of another member university
- Committing any act of misconduct not specifically described above shall subject violators to any of the described penalties which the Director of Club Sports determines most suitably addresses the conduct involved

In addition to any assessed penalty, the Director of Club Sports may take any remedial action believed to be proper to deter any future misconduct. Students concerned about inappropriate club activity by another member, coach, advisor, or team should contact the SCC. The SCC will work with clubs to mediate or take action against any issues or concerns.

9.1 Hazing

Participation in an act, or acts, which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, including but not limited to acts of hazing prohibited by law. (Art. 27268H, Annotated Code of Maryland).

9.2 Sexual Assault

A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape. Penetration (however slight) of the vaginal or anal cavities with any body part or object, or oral to genital contact when consent is not present.

Examples of sexual assault:

- Any sexual activity performed in the absence of consent or through coercion
- Forced oral, anal, or vaginal sex with any body part or object
- Unwanted rough or violent sexual activity
- Rape or attempted rape
- Keeping someone from protecting themselves from unwanted pregnancies or STIs
- Sexual contact with someone who is very drunk, drugged, unconscious or unable to give a clear and informed yes
- Threatening or pressuring someone into sexual activity

9.3 Sexual Misconduct

Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or vaginal), however slight, with anybody part or object by any person upon any person without consent.
- Non-consensual sexual contact, defined as any intentional sexual touching, with anybody part or object by any person upon any person without consent.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- Sexual harassment, as defined in applicable university policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

9.4 Sexual Violence

Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

9.5 Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.

- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

9.6 Alcohol

Coppin State University expects all club sports participants to abide by all federal laws and Maryland State laws regarding the use of alcohol as well as the University's Policy on Alcohol. The University is a "dry campus" which means that any person violating this policy, regardless of age, may be subject to disciplinary action. Students who drink alcohol to excess whether on campus or off campus will be subject to suspension or expulsion. The following actions violate the University's Student Code of Conduct regarding alcohol:

- Possessing, consuming and/or distributing any quantity of alcohol on campus
- Public intoxication, regardless of age
- Misrepresenting oneself or using another person's identity with the intent to purchase, possess, and/or consume alcohol

9.7 Drugs

Coppin State University expects all club sports participants abide by all federal laws and Maryland State laws regarding illegal drug use as well as the University's Policy on Drugs. The following actions violate the University's Student Code of Conduct regarding drugs:

- Using and/or possessing narcotics or other controlled substances except as expressly permitted by law
- Improperly using or abusing over-the-counter drugs or prescription drugs
- Manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus
- Aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus
- Using/possessing drug paraphernalia on campus (examples include but are not limited to scales, rolling papers, bowls, pipes, bongs, blunts, hookahs, or any other device that could be used for the purpose of drug use)
- Knowingly being in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus without reporting said violation

10.0 Disciplinary Action

All sport club members must maintain and uphold the Department of Campus Recreation and Wellness values in addition to following all Division of Student Affairs policies and code of

conduct. Any infractions may result in repercussions to the entire club. These infractions may include violations of the alcohol policy, hazing, drug policy, sexual harassment, unsportsmanlike conduct, club fund mismanagement, and any other school or legal issue. Each sport club member represents his or her team while at the university and therefore the actions of one may affect others. Please keep in mind that any team event or activity must be appropriate and not draw negative attention to the university.

If violations occur, club officers or members should contact the Director of Club Sports immediately to discuss the infraction. The office will work with other university or law officials as necessary to help determine appropriate action.

Possible sport club actions may include but are limited to:

- Loss of club funding, facility space, and other benefits
- Removal of club officers, coaches, and/or members
- Loss of club standing or status

10.1 Appeals

Any club or individual club member may appeal a disciplinary action citing one of the following:

- Unfair punishment
- Failure to take evidence into account
- Failure of due process

10.2 Appeals to Disciplinary Action

- Appeals to the disciplinary action must be submitted in writing within one week after a sanction is issued by the SCC.
- Appeals must be submitted in writing to the Director of Club Sports.
- A committee meeting will then be called. The Director of Club Sports will schedule this meeting, at the convenience of the Disciplinary Committee.
- This Committee shall handle all disciplinary appeals.
- The Disciplinary Committee shall be made up of the following:
 1. Director of Club Sports
 2. SCC President
 3. SCC Vice President
 4. Appointed members by the Director of Club Sports

10.3 Probation Status

To receive funds and space a club must maintain a sufficient compliance score with the SCC. This requires that clubs maintain *68% ACS or higher at the end of the year and do not cause any disciplinary infractions when funds are allocated. Clubs on probation may not qualify for

sport club funds. All clubs in their first operating year are under probationary status. The SCC will provide guidelines to clubs on how to improve their standing. After three consecutive semesters on probation, a club will cease operations as a sport club under the Department of Campus Recreation and Wellness.

Restriction and consequences for probation may vary at the discretion of the Director of Club Sports and SCC.

11.0 Sport Club Funding

The Department of Campus Recreation and Wellness recognizes each club's need for funding. While fundraising should provide clubs the bulk of their operating funds, the Club Sports Program does provide two types of sport club allocations: Standard and Nationals.

11.1 Funding Requirements

The Director of Club Sports and SCC will notify clubs regarding allocation amounts. Sport clubs may use this funding to administer or manage club activities. Standard club allocations occur once during an academic school year. To receive an allocation, clubs must retain good standing with the Department of Campus Recreation and Wellness and submit requests forms.

Standard Allocations

Each club in good standing will receive a standard allocation to manage club events. This allocation will vary depending on the Department of Campus Recreation and Wellness budget. Allocations are based on the clubs ACS from the previous year. The Director of Club Sports and SCC will notify club presidents about their allocation during Fall Semester.

Nationals Allocations

To help offset the cost of clubs attending nationals or a national event, clubs may apply for additional funds. The Director of Club Sports will allocate funds to deserving clubs depending on departmental budget. To receive these funds clubs must:

- Attend a national event hosted by a sport governing body
- Be in good standing with the SCC
- Submit proposal at least two weeks prior to competition
- Provide a proposal that includes an event summary, hosting organization, budget, fundraising efforts, number of club members attending, and any additional details

The Director of Club Sports will review each application and notify presidents of the amount received. Clubs are not guaranteed additional funds, but the Department of Campus Recreation and Wellness will attempt to provide any qualifying clubs additional funds.

11.2 Sponsorship

Finding sponsorship is not easy. It does require the commitment of both parties seeking out partnerships and, once those partnerships have been made, fulfilling your end of the agreement. You will need to be able to show potential sponsors the benefits of associating themselves with your team.

11.3 Guidelines

Because your club is under the umbrella of SCC and CSU, there are a number of factors that you must consider and rules that you must abide by in order to create successful partnerships.

Remember, we want you to be successful – these guidelines are meant to save you trouble in the long run and give you an understanding of the risks and benefits of pursuing sponsorships.

1. Alert SCC to your interest in obtaining sponsorships that will exceed \$1000 (either cash or gifts of any kind). If you plan to ask for more than \$5000, we will need to involve the Controller's Office.

2. Please send the following to Coordinator of Club Sports:

a. Initial letter

b. List of organizations you will be contacting

c. Any contracts that follow

The reasoning behind this is to offer suggestions for improvement and to catch any potential conflicts or problems.

3. If you will be contacting any national corporations, that list will need to be sent for approval before you should make contact with the corporation. The SCC will approve, deny or collaborate with you for each corporation. Remember, you are a part of a larger organization that may already have relationships with these organizations.

4. You must refer to your club as "The ____ Club at Coppin State University" in any written or verbal correspondence when soliciting. However, any contracts or agreements should not include the words "CSU" or "Coppin State University" since the agreement is between the club members and the sponsoring organization only.

5. Do not make promises that you cannot keep. It is better to be safe than sorry.

6. Decide if you want to focus on donations as opposed to sponsorships. However, you cannot provide anything in return, namely advertising. Once advertising occurs (sponsorships), it is a business transaction and the sponsor is paying for you to promote their company.

7. Your team cannot promise University resources without the Director of Club sports (and potentially CSU's) approval. For example, agreeing to post a banner inside of the PEC or on

CSU property without approval of both parties would be unacceptable and could cause you to default on your end of the agreement.

8. Think about all of your stakeholders. For example, if your team uses multiple ski slopes, you would need to check with each slope to learn if you can post any banners or set up any merchandise tables.

11.4 Step By Step Guide

Phase 1: The Letter

1. Write individually to each potential sponsor, on letterhead paper if possible, never send a hand written or duplicated note. Present an honest and realistic case and list any likely benefits to the sponsor.
2. Personalize your requests for sponsorship. Why would this be a good match?
3. Be flexible with your proposal. ‘Packages’ are a good guide but rarely fit the sponsor’s values perfectly.
4. Suggest figures of money or details of any kind help or support. It is not uncommon to have individual sponsors for separate items.
5. Give a full but brief description of your club.
6. Don't wait too long in making an approach to sponsors. Send your request well ahead of the event.

Phase 2: The Meeting or Call

7. Try to arrange an initial meeting; you will make a bigger impact talking face to face than through lengthy telephone calls. Ask questions; find out the sponsors’ needs and how your event or league can help them achieve these goals. If possible invite them to meet your club at a practice or game.
8. Try to agree all sponsorship deals in writing, either by a letter of agreement or a written contract to be signed by authorized signatories of both parties. Any contracts or agreements should not include the words “CSU” or “Coppin State University” since the agreement is between the club members and the sponsoring organization only.

Phase 3: Finalizing & Follow Up

9. Use sponsorship income or goods as a useful resource but don’t rely on sponsorship as the success factor of your tournament or league.

10. Obtaining an agreement for a sponsorship deal is the start, not the end of a relationship. Work hard to look after the sponsor's interests as this may reap future rewards. Create a personal relationship, and be sure to invite the sponsor to the tournament or league.

11. Follow up with a hand-written thank you note emphasizing how their sponsorship directly affected your success. Remember the sponsor is associating its name with your tournament or league and its public image. It is important that its name is enhanced not damaged by the image of the club.

11.5 Donations

You may seek donations from any number of organizations and businesses. If an individual or company makes a large donation to your club and would like to receive a tax deduction for their donation, they will need to send a check to the address below. The donation will be deposited with the CSU Controller's office, and they will process the forms which make the donation tax-deductible for the individual or company. The Controller's office will send the donor the appropriate tax benefit form. If the donor does not wish to receive a tax benefit for their donation then the full amount will be directly deposited into the club's account immediately.

Checks should be made payable to your club's name (i.e. CSU Women's Lacrosse Club). Checks should be mailed to:

Club Name

Coppin State University Attn: Rahim Booth

2523 Gwynns Falls Parkway

Baltimore, MD 21216

11.6 Budget presentation

Each club is required to submit a 2016-2017 budget proposal in April of 2016. The presentation should include the clubs 2015-2016 revenue and expenditures and their expected revenue and expenditures for 2016-2017. In addition, the presentation should include information about the club including number of members, record for 2015-2016, number of home and away events, and other relevant information. The presentation of their proposal will take place in April of 2016 to the Coordinator of Club Sports and members of the Sport Clubs Council.

12.0 Marketing & Trademarks

As a member of the sport club program at CSU, you are required to follow CSU guidelines concerning sponsorship, use of university trademarks, and marketing requests.

12.1 Social Media Promotion/ Promotional Flyers

Sport clubs may promote their events on social media. Clubs may request flier creation from the Print Shop; however, the sport club is responsible for costs including copies.

Submit Photos and/or Video Clips every event to the Coordinator of Club Sports is mandatory. The SCC will showcase each club's members and events. Each club is encouraged to submit a variety of photos or video clips weekly. All submissions should be uploaded and emailed to the Coordinator of Club Sports.

12.2 Trademarks

The Division of Institutional Advancement regulates, promotes and protects the use of the Coppin State University's name and identifying marks, both on and off campus. This includes granting approval for use of the many registered service marks and trademarks of the university, such as logos, the university seal, and even identifying name "Coppin State."

The university has registered its marks in the state of Maryland and the United States. This ensures protection of the integrity and identity of the university. By ensuring that products bearing the university marks are of high quality and good taste, we further promote Coppin State's reputation as one of the nation's finest universities. Proper use of the university's name also stimulates public awareness and support.

Prior written permission is needed from the Division of Institutional Advancement for use of the university name or marks for anything other than official university business. This also applies to student groups and organizations who wish to make use of the university name in conjunction with their group or activities, or those groups desiring use of the University's identifying marks.

12.3 Using the University's Name

A registered student organization or sport club team may make use of the university name in its title, publications, or letterhead, but may not use the name in a manner that in any way would constitute an endorsement, approval, or underwriting of any organization, product, activity, service, or contract by CSU:

Permissible: The Rodeo Club at Coppin State, The Chess Club at Coppin State, Eagles Dance Club

Not Permissible: Coppin State Rodeo, The Coppin State Chess Club, Eagles Dance Team

If a Sport Club wishes to make use of the word "team" in its title, it can only do so when the words "Sport Club" precede the word "team."

Permissible: Rugby Sport Club Team at Coppin State

Not Permissible: Coppin State Rugby Team

The general rule is that the university name cannot precede the name of the organization. Also, the university is not to be identified by an abbreviation of its name, such as CSU. The correct identification is by the full name, The Coppin State University, or simply Coppin State. The use of “Eagles” as the name is permitted.

12.4 Using the University’s Marks

Keep in mind that any student organization, or club team, is prohibited from using the university seal or logos on letterheads, business cards, or other identifying materials. **A club may use the university mark as part of its uniform, provided the item is not issued or made available for sale to anyone other than team members.** Student organizations may receive permission to use a university mark for special uses, such as a commemorative item that is for members use only. Contact the Division of Institutional Advancement for approval of such uses.

Once an item bearing a registered university mark is sold beyond the scope of the membership or team, it becomes a commercial use of the mark and is subject to a license agreement. For example, if the Dance Club at Coppin State wishes to use the university logo on its uniform, it is permissible, providing it has received prior written approval of the use from the Division of Institutional Advancement. Despite the fact that the item is for team use only, the Division of Institutional Advancement retain the right of approval of all uses of the university’s marks. However, if the club decided to manufacture and sell a t-shirt bearing the university marks as a fundraiser, the manufacturer of the item is obligated to enter into a royalty bearing license agreement with Trademark & Licensing Services. Under terms of a license agreement, Trademark & Licensing Services must approve all artwork and designs, as well as the quality of the product prior to its distribution.

13.0 Sport Club Awards

The Department of Campus Recreation and Wellness remains very proud of the work and accomplishments of its sport clubs. To recognize these clubs, the SCC will award several honors to clubs:

- Annual community service award for a club team
- Sport Club Athlete of the Year: annual award for high achievement on and off the field
- Sport Club of the Year: annual award for high achievement and service throughout the year
- Sport Club of the Month: monthly recognition for high achievement

Sport club awards are determined either through application or nomination processes. Award presentation takes place during the end-of-year banquet. When possible, the office will provide prizes to winning clubs. In addition, clubs will receive recognition for successful events at club

meetings and sport club communication. Please send the SCC updates regarding your club's achievements to receive recognition.

14.0 Parking Passes

The Department of Campus Recreation and Wellness will not pay for parking passes for coaches, members, or guests. The Director of Club Sports will write letters for club coaches that allow them to purchase passes. Coaches should take these letters to parking and transportation.

15.0 Storage Space

All clubs may obtain equipment storage space located in the PEC. Any club that needs space should contact the Director of Club Sports. Only club members may gain access to these rooms and are responsible for their equipment. The Sport Clubs Office will monitor the storage space, but is not responsible for a particular club's items.

16.0 Participation Acknowledgement Letters

The Department of Campus Recreation and Wellness understands that sport club athletes often must miss classes to attend tournaments and games. While SCC cannot officially excuse any athlete from a class or exam, the Director of Club Sports will write participation acknowledgement letters to provide instructors. These letters will ask permission to be excused because of a school event. Please provide student names, date, tournament/game information, and number of letters when requesting excuse letters. Advance notice of at least five business days is required. There will be no written letters post event, so please plan accordingly.

17.0 Registrar Verification

It is understood that clubs need to have their rosters verified by the registrar and the Director of Club Sports. This verification must be done through the Department of Campus Recreation and Wellness. Please submit these forms filled out correctly (printed legibly, name and dot number, seven digit Eagle ID number and signature when required). We require at least five business days to get the forms verified and stamped. Forms turned in with less than a five day window may not get processed on time.

18.0 First Aid Supplies

Department of Campus Recreation and Wellness has several well-stocked first aid kits available for club use. To check-out a kit, a member should contact the Director of Club Sports. The kits are for event use and not checked out for extended periods of time (e.g. an entire season). If for some reason an extended period is required, please speak with the Director of Club Sports.

19.0 Mailboxes

Each club may receive a sport club mailbox located in PEC Equipment Room 118. Any sport club member may check the mailbox during office hours.

20.0 EIN Number

Apply for the number by:

Phone

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line (800-829-4933). The hours of operation are 7 a.m. – 10 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

Fax

Taxpayers can FAX the completed Form SS-4 application to their state FAX number (see <http://www.irs.gov/index.html>, after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

Online

This Internet EIN (I-EIN) application is another avenue for customers to apply for and obtain an employer identification number. Once all the necessary fields are completed on the online form, preliminary validation is performed and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online. Please note that not all business entity types may use this method.

How long will it take to get a Number?

You should apply for an EIN early enough to have your number when you need to file a return or make a deposit. You can get an EIN quickly by applying online, or by calling the Toll-Free phone number 800-829-4933. If you prefer, you can fax a completed Form SS-4 to the service center for your state, and they will respond with a return fax in about one week. If you do not include a return fax number, it will take about two weeks. If you apply by mail, send your completed Form SS-4 (PDF) at least four to five weeks before you need your EIN to file a return or make a deposit.

If you don't have your EIN by the time a return is due, write "Applied for" and the date you applied in the space shown for the number. Do not use your social security number.

If you don't have your EIN by the time a deposit is due, send your payment to the service center address for your state. Make your check or money order payable to Internal Revenue Service and

show our name (as shown on the SS-4), address, kind of tax, period covered, and the date you applied for your EIN.

20.1 Misplaced Your EIN?

If you previously applied for and received an EIN for your business, but have since misplaced it, try any or all of the following actions to locate the number:

- Find the computer-generated notice that was issued by the IRS when you applied for your EIN. This notice is issued as a confirmation of your application for, and receipt of an EIN.
- If you used your EIN to open a bank account, or apply for any type of state or local license, you should contact the bank or agency to secure your EIN.
- Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800-829-4933. The hours of operation are 7 a.m. – 10 p.m. local time, Monday through Friday. An assistor will ask you for identifying information and provide the number to you over the telephone, as long as you are authorized to receive it. If you are not a person authorized to receive this information, a confirmation letter can be mailed to the taxpayer at the address of record.

21.0 Sport Club Community Service Event

The sport club program will host a community service project for all clubs together. The SCC will provide additional details on the project during the first presidents' meeting. All clubs are required to participate and the level of participation will count toward each club's community service requirement. The Department of Campus Recreation and Wellness will provide additional community service opportunities for clubs to participate. These additional opportunities are not required, but encouraged and count toward community service points.

22.0 Off-Campus Bank Account

Each club is required to have an off-campus bank account. Monthly bank statements must be logged in each teams file to maintain up to date records.

- Receipt (not an invoice)
 - Must be legible
 - Must be official (not a typed Word document)
 - Must include:
 1. Contact information
 2. Purchase description
 3. Paid amount and zero dollar balance
- Bank Statement
 - Showing where funds were paid from team account via check or debit card

- Check Image (if paid with check)
- Tournament Flyer (proof of entry fees)

Bank statements should be addressed to Coppin State University

Example:

Club Football

Coppin State University

2500 W North Ave, Baltimore, MD 21216

All purchases must be made by student participants. Documentation must be submitted within two weeks of purchase. If these stipulations are violated by club members or coaches the violating party will be suspended from participation.