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DIRECTORY INFORMATION

Club Sports Administrative Office
East Carolina University
Campus Recreation & Wellness - Club Sports
128 Student Recreation Center
Greenville, NC 27858
Email: clubsports@ecu.edu

Program Staff
Hannah Roberts
Coordinator of Club Sports
Phone: 252-328-2995
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Tori Hypes
Club Sports Graduate Assistant
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RECOGNIZED CLUB SPORTS

Badminton  Field Hockey  Scuba
Ballroom Dance  Figure Skating  Ski & Snowboarding
Baseball  Golf  Soccer, Men
Bass Fishing  Ice Hockey  Soccer, Women
Basketball, Men  Martial Arts  Softball
Boxing  Lacrosse, Men  Swimming
Cheerleading  Lacrosse, Women  Ultimate, Men
Cross Country & Track  Olympic Weightlifting  Ultimate, Women
Dance  Raas Indian Dance  Volleyball, Men
Equestrian  Rock Climbing  Volleyball, Women
Esports & Gaming  Rugby, Men  Wrestling
Fencing  Rugby, Women  Yoga
MISSION, VISION, VALUES

EAST CAROLINA UNIVERSITY

Mission

To be a national model for student success, public service and regional transformation, East Carolina University:

- Uses innovative learning strategies and delivery methods to maximize access;
- Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;
- Develops tomorrow’s leaders to serve and inspire positive change;
- Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
- Transforms health care, promotes wellness, and reduces health disparities; and
- Improves quality of life through cultural enrichment, academics, the arts, and athletics.

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.

Values

Respect • Authenticity • Accountability • Teamwork • Commitment to Serve “Servire”

CAMPUS RECREATION & WELLNESS

Mission

To engage the Pirate Community in diverse recreational and wellness experiences by providing exceptional facilities, programs, and services.

Values

Inclusivity • Learning • Innovation • Fun • Tradition

CLUB SPORTS

The Club Sports Program is designed to promote and develop the interests and skills of individuals in different sports or recreational activities. The program emphasizes student leadership and the development of a sense of community while providing fun and enjoyable activities. In addition, we strive to celebrate the diversity of our participants, allowing the club sports program to function as an out of classroom experience that is reflective of the multicultural environment in which we live, work and play.
WHO TO KNOW

Student Activities & Organizations (SAO)

The Student Activities and Organizations Office is committed to supporting all student organizations on campus. The SAO office provides full-time staff members dedicated to the management and administration for the numerous student organizations active on our campus.

Campus Recreation & Wellness (CRW)

Clubs recognized by Campus Recreation & Wellness (CRW) will be known as an ECU Club Sport. In addition, a club must abide by the policies, procedures, and rules set forth by CRW. The Sport & Youth Programs Administrative Staff oversees the Club Sport program and serves as the official representatives of the program. Clubs will have one point of contact for the Club Sports program, known as their Primary Contact. This individual will be either the Coordinator of Club Sports or the Graduate Assistant – of Club Sports. Clubs will receive notification at the beginning of each academic year as to who their Primary Contact is.

Club Sports Council

The purpose of the Club Sports Council (CSC) is two-fold: to provide representation for club sports officers and members in matters pertinent to the Club Sports program and to serve an advisory role to the Coordinator of Club Sports and Graduate Assistant of Club Sports. The CSC consists of nine student club members.

Club Sport Site Supervisors

Club Sport Site Supervisors are led and mentored by two Lead Site Supervisors who provide administrative support in the Club Sport Office. Site Supervisor staff are current ECU students that exist to provide additional resource to the Club Sports program.

Club Officers

Club Sports are meant to be an experiential learning experience for the members through their involvement in the organization, administration, budgeting, scheduling, fundraising, and community involvement, as well as their development of skills in their activity or sport. The Club Sports program identifies the club officers designated by each club as the members directly responsible for upholding Club Sports Guidelines. While all members have unlimited opportunities to become involved directly with the administration and/or supervision of their club, the Club Sports Office will work directly with the three officers designated to manage each club – President, Treasurer, and Safety Officer.
Club Faculty/Staff Liaison

The recruitment and involvement of a faculty/staff member to serve as a liaison is an important component of a successful club. It is preferred that each Club Sport have a faculty/staff liaison in addition to their Primary Contact. This person acts in an advisory capacity and assists in providing direction, guidance, and expertise in leadership and growth of the club. The liaison is most helpful when using mature judgment and experience to assist in refining the club's programs, plans and discussions to the point where they can be effective and realistic and reflect favorably on the university while helping the club reach its full potential. Liaisons should also be included in official communication regarding club activities and be provided appropriate recognition in major club documents and information mediums (i.e. programs, social media, rosters, etc.).

Coaches

Coaches of a club sport are individuals who voluntarily give their time and expertise to the club in a united vision and goal. These individuals are employed by the University and do not receive any compensation for their coaching services from Campus Recreation & Wellness. However, individual clubs may choose to compensate their respective coaches if they deem necessary using non_allocated funds. A coach may be a student, faculty or staff member of the university, or a guest from outside the university. If the coach is to participate in practices or in contests they must be a member of the university community.

Coaches should refrain from other areas of club management and should focus their contributions to the skills and knowledge in the area of coaching that club sport. One of the most important responsibilities of a recognized coach is to ensure good sportsmanship on and off the field and conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. All coaches at will be required to sign a Coaches Agreement at the beginning of each academic year.
CLUB SPORT AFFILIATION

In order to petition to become an affiliated Club Sport, the student organization must have been registered and in good standing as an official student organization for at least one calendar year with SAO; which will be verified through Student Activities and Organizations by Sport Program Administrative Staff before any other forms are completed.

- Club Sport Affiliation Request Form – Due the last Friday in February
- Roster of at least 10 interested ECU Students or 1 ½ times of people it takes to field a team – EX: Football requires 11 people playing at one time, so it would require 17 interested people in order to start a Football club
- Draft of a constitution – revised no more than two years from request date

Club Sport Affiliation Request reviews will take place the first week of March by the Club Sports Council. If the Club Sports Council approves a student organization’s Club Sport Affiliation Request, the requesting student organization will be notified to present to the Club Sports Council within 10 business days of the initial review. Final affiliation decisions will be made by the Club Sports Council no later than the first week of April.

Club Sports Council Review Process

The Club Sports Council will review all Club Sport Affiliation Requests no later than the first week of March. Once reviewed, the council must come to a two-thirds vote for each requesting club to present to the Club Sports Council within 10 business days of the initial review.

Once the requesting club has presented, the Club Sports Council must come to a two-thirds vote no later than the first week of April to place a requesting club in the Developmental Tier for one academic year.

**Submission of a Club Sport Affiliation Request form and presentation to the Club Sports Council does not guarantee affiliation to the Club Sports Program.**

Once a club has been granted Developmental Affiliation with the Club Sports program, the following are privileges that the club may be affiliated based on need:

- General administrative assistance and guidance from the Coordinator of Club Sports and Graduate Assistant.
- **Competitive Clubs**: Receive $1,000 (or $500 per semester) in developmental allocation
- Priority in requesting facility space for practice and games
- Equipment storage (limited availability)
- Club Specific ECU Email
- Office Services:
  - Up to 50 Photocopies
  - Fax and Phone
  - Campus Mailbox
- Publicity of upcoming events and results through flyers, social media and CRW website
- Ability to link the individual clubs’ social media site to the CRW main webpage
**Full Club Sport Affiliation Status**

When a requesting club has met the minimum standards of the Developmental Tier or Recreational Tier for one academic year and stayed in good standing through full administrative compliance with CRW, the club may move to one of the three affiliated tiers outlined on page 26 and gain full recognition as an affiliated club sport.

**MAINTAINING CLUB SPORT STATUS**

**OFFICER DESCRIPTION & RESPONSIBILITIES**

Club Sports are meant to be a learning experience for the members through their involvement in the organization, administration, budgeting, scheduling, fundraising, and community involvement, as well as their development of skills in their activity or sport. The Club Sports program identifies the club officers designated by each club as the members directly responsible for upholding Club Sports Guidelines. While all members have unlimited opportunities to become involved directly with the administration and/or supervision of their club, the Club Sports Office will work directly with the three officers designated to manage each club – President, Treasurer, and Safety Officer.

The Club Sports program requires a total of three officer positions to be held and each individual’s current contact information to be on file at all times. Clubs may elect to have additional officer positions as deemed necessary by the club’s members or constitution. In an effort to expand the leadership opportunities, each of the three officer positions must be held by three different club members. The officer positions and responsibilities are listed below and all officers must be students currently enrolled at East Carolina University. A student placed on academic probation is not eligible to hold any officer position for their club and may be required to resign from office. In addition to duties outlined in the club constitution, each Club Sport officer is responsible for, but not limited to the following:

**President**

The President is responsible for oversight of the club and officers. They are expected to serve as a liaison between the club and CRW while operating in compliance with the club constitution, Club Sports Officer Handbook, and University Regulations. Ultimately, the President is responsible for setting and making progress towards club goals, ensuring that all club documentation is submitted complete and on time, and that fellow officers carry out their responsibilities.

**Treasurer**

The Treasurer is responsible for the financial obligations of the club. They are expected to maintain account records, submit necessary documentation for payments and reimbursements, and maintain a club budget. Ultimately, the Treasurer is responsible for complying with CRW policies and procedures in all club financial management.
Safety Officer

The Safety Officer is responsible for the safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.). They should maintain full inventory of the club’s first aid kit, monitor facility conditions, keep track of emergency contacts, complete and submit Accident/Incident Reports, and ensure that at least one CPR/FA/AED certified member is present at all club events. First Aid Kits can be restocked by submitting a First Aid Restock Form online via Connect2. It is also recommended that the Safety Officer serve as one of the club’s certified members and Trip Safety Leader during travel. Ultimately, the Safety Officer is responsible for complying with CRW Safety Committee guidelines.

Additional Officers (if applicable)

Clubs may elect to have additional officer positions as deemed necessary by the club’s members or constitution. If a club decides to include additional officers from the three required by the Club Sport Program, the President must provide the appropriate information that must be kept on file with the Club Sport Office.

CLUB SPORTS COUNCIL

The purpose of the Club Sports Council (CSC) is two-fold: to provide representation for club sports officers and members in matters pertinent to the Club Sports program and to serve an advisory role to the Coordinator of Club Sports and Graduate Assistant of Club Sports. The Council consists of nine student club members.

MEMBER RESPONSIBILITIES

Club Sports Council members are expected to attend regular meetings and actively participate in individual tasks or roles. Members unable to fulfill duties may be asked to step down from their position. Each Council member will select an individual task or role based on interest and openings. Individual tasks and roles steer special projects and initiatives in the following areas:

TBD Fall 2018
2017-2018 End of Year Awards & Recipients

MOST IMPROVED
Disc Golf
Awarded to the club that shows overall excellence in making significant improvements over the academic year to maintain full administrative compliance and dedication to the success in club management.

#TRENDING AWARD
Figure Skating
Awarded to the club that shows dedication to spreading the word via social media outlets about their club but also showing support for other student organizations, campus partners, off-campus institutions, and ECU.

FISCHER AWARD
IN HONOR OF KATHY FISHER, FORMER BUSINESS OFFICER FOR CRW, WHO ADVOCATED TO SUPPORT CLUBS FINANCIALLY FOR OVER 30+ YEARS.
Swimming
Awarded to the club that excels operating in a business mindset and values accountability, efficiency and deadlines; putting plans into action by communicating efficiently with staff and ensuring that roles and responsibilities are clearly defined within the organization.

NEW CLUB OF THE YEAR
Women’s Ultimate Frisbee
Awarded to a requesting club from the Developmental Tier or in Developmental Status that shows overall excellence in leadership, organization, club compliance, community service efforts, alumni relations, and club administrative duties.

CLUB OF THE YEAR
Disc Golf
Awarded to the club that shows overall excellence in leadership, organization, club compliance, community service efforts, alumni relationships and embraces every trial on and off the field while upholding the integrity of the program and club for a more sustainable future for prospective members.

OFFICER OF THE YEAR
Alisha Cogswell
Awarded to the person who goes above and beyond their respective club sport while leading by example, putting the needs of the organization above their own personal philosophies and a respected and valued member of their club.

SERVIRE CLUB OF THE YEAR
Women’s Soccer
Awarded to the club donates their time for countless events and initiatives while taking the East Carolina University motto “To Serve” to the highest level. This club shares philanthropic efforts across multiple platforms and encourages others to join in their efforts; you can always find their members changing lives for the better.
CLUB MEMBERSHIP & PARTICIPATION

The Club Sport program embraces the University policy stating that no person shall be discriminated against or refused membership based on their age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender identity.

ELIGIBILITY FOR PARTICIPATION

Membership is open to students, faculty, and staff as outlined in the club’s constitution. Students must be a registered ECU student in good standing. All club members, of a recognized Club Sport must have a Club Sports Waiver, Release, and Hold Harmless Agreement on file with the Club Sports Office and must appear on the club roster on OrgSync to be eligible to participate in any club-related activity. The release form and Club Sports membership is good for a student’s entire length of enrollment at ECU.

Non-CRW Member Students (currently enrolled) and Faculty/Staff who wish to participate as club members must sign a Club Sports Waiver, Release, Hold, Harmless agreement each academic year to make them eligible to participate in any club-related activity. A non-refundable “Limited Pass” of $50.00 ($25 per semester) valid for one calendar year from the date of purchase, must be purchased in order to be eligible to enter Campus Recreation & Wellness Facilities. The Limited Pass does not entitle them to other aspects of CRW Facilities outside the normal club functions.

Summer Eligibility: “student” is expanded during the summer to include those individuals who were enrolled the previous spring semester and are enrolled for the upcoming fall semester.

Coaches: Non-CRW Members and Guests who wish to Coach a Club Sport must have a coaches agreement on file to register with the CRW Customer Service desk to obtain a special access pass for entry. Coaches will be granted entry to the CRW Facilities only during the times in which their respective club sport practices or competes and are not allowed to bring guests at any time unless approved three business days in advance by the Coordinator of Club Sports. Coaches will be required to show a form of identification to gain entry along with their special access pass.

INCLUSIVE PARTICIPATION

The Club Sports program supports and advocates for inclusion of all members, regardless of gender identity and expression. All members of the Club Sports program may participate in accordance with their expressed gender identity regardless of medical intervention and the sex indicated in official school records.

Competition at Another Institution

If a club member requires specific accommodation to ensure access to appropriate changing, showering, or bathroom facilities, Coordinator of Club Sports, and coach, in consultation with the club member, should notify their counterparts at other schools prior to competition to ensure access to a comfortable and safe facility. This notification should maintain the club member’s confidentiality. Under no circumstances will a club member’s identity be disclosed without the student’s expressed permission.
National Governing Bodies

There may be instances where additional eligibility guidelines are requested depending on a club’s National Governing Body requirements for transgender members. If a member has questions about these additional eligibility guidelines, contact the Coordinator of Club Sports.

TRYOUTS

Certain clubs within the program are only capable of accommodating a maximum number of individuals depending on which club the participant is pursuing. Due to facility space, travel limitations, conference rules and ease of conducting practices, some teams may require tryouts to determine the number of players per club that will be able to travel and compete. The Club Sport program will rely on each individual club sport to conduct proper tryouts, if necessary, and build their individual team as they deem fit. The Club Sport Program and CRW will not determine membership for any club.

FACILITY & EQUIPMENT

GENERAL GUIDELINES

Activity Use

The use of CRW facilities and equipment is a privilege - all clubs are expected to respect and be good stewards of the facilities and equipment. This includes, but is not limited to: supporting and enforcing CRW guidelines regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, proper storage of university and club equipment, etc. Clubs are also responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice/game.

Alcohol, Tobacco & Other Illegal Substances

Alcohol, tobacco and other illegal substances are prohibited at any and all club sport functions both on and off campus. This includes but is not limited to: practice, meetings, competition, travel, and club socials. Violation of this policy is a major infraction and disciplinary procedures with the University will be filed.

Equipment & Inventory

All equipment purchased with allocation funding must be kept on file in the main inventory list.
SPACE UTILIZATION

Non-CRW Facilities

Clubs that utilize space for practices or events that are Non-CRW Facilities must report where and when those practices take place off-campus. Although Non-CRW Facility space may be on or off campus, clubs are expected to treat that facility and its personnel with respect and good stewardship.

If a club utilizes a space that requires a contract or agreement, the club must notify the Coordinator of Club Sports and keep a copy on file in the club sports office. All contracts and agreements must be revised each calendar year before signing the agreement.

Practices

Each club must report practice information per semester via OrgSync in the Fall/Spring Practice Form. CRW Facility Priority Scheduling is determined by the following factors:

- Budget Allocation Point Ranking
- Tier Placement
- Timely submission of the Fall/Spring Practice Form

Cancellations: A practice may be subject to cancellation due to weather or availability of space at the discretion of the Coordinator of Club Sports. If practice is cancelled due to inclement weather, the club sports office will notify those clubs no later than 3:00 PM, when possible, the day of that practice.

Home Events

On-Campus and Off-Campus clubs requesting to utilize any space within CRW Facilities must submit a CRW Facility Request Form via OrgSync prior to creating an event. Large events require a minimum of four weeks’ notice prior to the event to request space and submitting an Event Request. Small events are to be submitted at least two weeks prior to the event to request space and submitting an Event Request.

CRW FACILITY ACCESS & PRIVILEGES

Visiting Teams

Visiting teams must sign a Club Sports Group Waiver before any competition or event begins.

Youth Participants

East Carolina University’s Youth Programs and Camps Office (YPCO) was established to centralize the approval process for all youth-serving programs and camps. The YPCO takes a proactive approach to support a high-quality, safe environment for youth that participate in programs affiliated with the University. The regulation takes a proactive approach to protecting youth and the employees, faculty, staff, and volunteers of the University. For more information on hosting any youth programs/camps: http://www.ecu.edu/ypco/
TRAVEL

DEPARTMENTAL GUIDELINES

Event Request & Travel Form

An Event Request for club travel must be submitted at least two weeks in advance and a Travel Form must be submitted no later than Monday at noon the week of travel to be eligible for approval. If these deadlines cannot be met and is outside of the control of the club, the Coordinator of Club Sports will determine if travel will be approved.

Eligible Drivers (General Eligibility)

All potential drivers for CRW must be employed by the university to be covered by the University insurance. The steps to becoming a driver are as follows:

- Apply online at ecu.peopleadmin.com – Club Sports Drivers
- Employee paperwork filled out completely and submitted to the Coordinator of Club Sports

Vehicle Reservation and Use

CRW vehicles require three approved drivers designated per vehicle while travelling. Vehicle Reservations will be available through the Travel Form on OrgSync.

Excused Absences

A club must submit an Excused Absence Request form at least two weeks before travel takes place. This is to ensure there is a proper amount of time to create an excuse letter and to contact the Dean of Students Office for University Excused Absence Approvals (UEA’s). Club members who have a 2.5 GPA or higher are qualified to receive a UEA. If a club member has below a 2.5 GPA, they will not be qualified or approved to receive a University Excused Absence from the Dean of Students Office and does not guarantee the absence to be excused.

The Dean of Students Office

After a club travels, approved club members may pick up their University Excused Absence when they return to campus. Club members are responsible to let their professors know that they will not be in class on the stated dates of travel.

The Dean of Students Office is located in 125 Umstead. Umstead is located on Tenth Street between the corner of Cotanche Street and Founders Drive. The entrance of the Dean of Students Office is located on the right-hand side of Umstead and can be accessed by using your OneCard.

If you have any questions or concerns, you may contact the Dean of Students Office via email at DOS@ecu.edu or by phone at 252.328.9297.
Travel Distance Policies

Any club traveling over 450 miles one way must submit information regarding this trip through the Event Request form and attach a Trip Itinerary to receive approval from the Associate Director of Leadership & Programs and the Director of Campus Recreation & Wellness. Club trips over 450 miles one-way must submit an event request 2 weeks prior to ensure the proper approvals are reviewed and confirmed before the club plans to leave for travel.

Conduct

**Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is prohibited.** This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer, or advisor. In addition, alcohol is not permitted at a club function that may take place at a private residence. Any deviation of this policy will result in immediate sanctions from the Club Sports Program, and further actions may be taken, including referral to the Office of Student Rights and Responsibilities for possible university disciplinary action. Transporting alcohol in a university vehicle or private vehicle being used for official club travel is not permitted. Additional Club Sports alcohol policies can be found in the Standards of Conduct section of this Handbook.

Accidents & Incidents

To ensure clubs are using proper risk management practices, Safety Officers or the designated Trip Safety Leader will be responsible for reporting all accidents and incidents that occur during club travel. Accident forms and Incident forms can be found on the Connect2 App for proper reporting.

If a Safety Officer or Trip Safety Leader does not have access to the Connect2 App, contact the Sport & Youth Programs office to gain access.

**STANDARDS OF CONDUCT**

The basic concept underlying the East Carolina University standards of conduct is that students, by enrolling in the University assume an obligation to conduct themselves and their organizations in a manner compatible with the University’s function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the University or the department. Club Sports members are expected to behave in a mature and responsible manner both on and off campus during all club sports-related activities, in accordance with the Club Sports Handbook & University Regulations. Clubs and/or individual members may face disciplinary action for inappropriate actions or behavior either on or off campus while engaging in any Club Sports-related or community activities.
THE EAST CAROLINA UNIVERSITY CREED

In the pursuit of educational excellence, responsible stewardship, and intellectual freedom, the community of scholars at East Carolina University is committed to learning at the highest level. Founded in the tradition of services and leadership, members of your academic society exemplify high standards of professional and personal conduct at all times.

As an East Carolinian,

I will carry out personal and academic integrity
I will respect and appreciate the diversity of our people, ideas, and opinions.
I will be thoughtful and responsible in my words and actions.
I will engage in purposeful citizenship by serving as a positive role model.

Adherence to these moral principles is the obligation of every East Carolinian on-and off-campus. In doing so, our individual freedom to learn and a pledge to serve will be preserved.

ALCOHOL, DRUG, AND SUBSTANCE POLICY

Alcohol, drugs, and other illegal substances are prohibited at any and all club sport functions both on and off campus in association with the Club Sports Program.

Substance use by any individual while participating in a Club Sports-related activity may result in disciplinary action by the appropriate University office. Consuming or being under the influence of alcohol, drugs, and other substances during any club sanctioned or sponsored event is not permitted. This includes practices, home competitions, trips and/or away competitions (the entire duration of the trip), and special events. This is in effect for any club member, coach, volunteer or advisor. At no time is alcohol permitted at a club function; at a private residence, etc. Any deviation of this policy will result in immediate sanctions from the Club Sports Program, and further actions may be taken.
HAZING

North Carolina Hazing Law

Hazing is not permitted on ECU’s campus. This is in accordance with North Carolina law; the policies of East Carolina University, including the By-laws of the ECU Interfraternity Council; the North-American Interfraternity Conference; the National Pan-Hellenic Council; the National Panhellenic Conference; and all inter/national organizations represented on our campus, hazing is not permitted. All acts of hazing by any organization, member, and/or alumni are specifically forbidden. Refer to the Student Handbook for information concerning East Carolina University definition of hazing, North Carolina State law, and possible sanctions.

At East Carolina, the sanctions for hazing include:

Persons – normally, not less than disciplinary probation for one academic year, nor more than permanent separation from ECU. In addition, the individual(s) including officers of the chapter could face criminal charges.

Organizations – not less than suspension of privileges for one academic year, nor more than indefinite disbanding of the organization.

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

SEXUAL HARASSMENT AND DISCRIMINATION

Title IX is a federal law that prohibits sex discrimination. Associate Provost LaKesha Alston Forbes is the university’s Title IX coordinator. Consistent with this law, the university’s Sexual Harassment, Discrimination and Conflicts of Interest Policy prohibits any conduct that meets the following definitions:

Sexual Harassment: The following constitute sexual harassment:

- making verbal remarks or committing physical actions that propose to people of either sex that they engage in or tolerate activities of a sexual nature in order to avoid some punishment or to receive some reward;
- singling out people of either sex and creating or attempting to create a hostile university or working environment or otherwise attempting to harm or harming people because of their sex; and
- continuing verbal or physical conduct of a sexual nature when the person or persons the conduct is directed toward has indicated clearly, by word or action, that this conduct is unwanted.
**Sexual Discrimination:** Sexual discrimination consists of actions that subject employees or students to unequal treatment on the basis of their sex.

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

**DISCIPLINARY SANCTIONS**

Campus Recreation & Wellness has a zero tolerance for Club Sports infractions that pose a severe threat to the safety of club members or other individuals and expose East Carolina University, Campus Recreation & Wellness, and/or Club Sports to serious risk and liability. Disciplinary incidences may be heard by either the Club Sport Council, Coordinator of Club Sports and/or the Office of Student Rights and Responsibilities depending on the severity of the offense. Examples of offenses that may be grounds for disciplinary action include, but are not limited to:

- Use of, transportation of, or participation under the influence of alcohol, drugs, or any illegal substances during club events
- Traveling on an unapproved or denied club trip
- Use of unapproved drivers during club travel
- Misuse of University vehicles
- Lying to a University Official
- Hazing
- Allowing ineligible player(s) to participate in Club Sports activities
- Unsportsmanlike conduct towards officials, opponents and/or spectators
- Misuse of club funds
- Violating local, state or federal laws
- Displaying conduct that is detrimental to or violates policies of the University, CRW, Club Sports program, SAO, or the Student Code of Conduct.
- Behavior that is prohibited in the Student Code of Conduct within the University Regulations
Clubs violating any University or Club Sports guidelines are subject to various consequences. These may include, but are not limited to:

- A verbal or written warning to the officers of the club
- Loss of CRW funding
- Loss of travel privileges
- Suspension of club activities or selected members for a prescribed period of time
- Loss of Club Sports recognition
- Other educational efforts as deemed appropriate

**Appeals**

A written notice of appeal must be presented to the Sport Programs Appeals Committee (CRW Associate Director for Programs or their designee, a CRW Graduate Assistant, a Club Sports Council Member, and a Student Leadership Council member) within 10 business days following the date of the initial decision. Requests for appeals after 10 business days will not be considered.

In the event of an appeal, any disciplinary sanctions imposed by the Sport Program Administrative staff will be in effect until a decision is made by the Sport Programs Appeals Committee.

A meeting will be convened for the purpose of placing the appeal before the Sport Programs Appeals Committee representatives and a Sport Program Administrative staff. This meeting will be held within 10 business days from the date of the receipt of the official appeal written request or as soon thereafter when possible.

After review of the appeal, the Sport Programs Appeals Committee will make a decision with regard to the issue(s). This decision will be forwarded to the Sport Programs Appeals Committee Chair who will forward notice of the decision to the club within three (3) class days after the appeal meeting.

The initial decision will remain in effect until all appeals are exhausted. The appeals decision will indicate appropriate dates applying to either newly established sanctions or to the upheld and currently existing sanctions.
**RISK MANAGEMENT**

Campus Recreation and Wellness strives to provide an awareness of the risks and elements of inherent danger involved in each activity. Often these elements of danger are beyond the control of the Department and its staff. Participation in the Club Sport Program is purely voluntary and such participation involves the unavoidable risks of personal injury, loss of or damage to personal property and the possibility of loss of life. It is the individual's responsibility to determine his/her own ability to participate and at what level he/she can participate. The Department strongly recommends an annual physical exam prior to the start of the season. The participant should seek additional information at any time one's health status changes. Such actions are designed to ensure that one's participation is within one's health status/limitations.

Each member of a Club Sport must sign a Liability Release/Waiver and Assumption of Risk Certificate before being able to participate in any club activity. This form states that each Club Sport member realizes there is a risk of injury while participating and that Campus Recreation and Wellness is not responsible for any injury which occurs during this sport/activity.

Each club member must provide emergency information which should include emergency numbers, medical information and insurance information (if applicable). This information is required to be present at each practice and competition.

Failure of a Club Sport member to comply with these guidelines will mean automatic ineligibility for that member until all requirements are completed. A club team that allows an ineligible player to participate, runs the risk of disciplinary sanctions at the discretion of the Coordinator of Club Sports.

**CONCUSSION PROTOCOL**

The CRW Concussion Protocol authorizes employees (professional and student staff) to utilize while supervising CRW activities. Examples of staff include: Professional Staff, Graduate Assistants, Safety Officers, Site Supervisors, Facility Managers, Lifeguards, etc.

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

If a student athlete appears to be suffering concussion-like symptoms, please follow the *SCAT 2 Field Testing* (See Appendix A Page 28) procedure.

If CRW staff determines it is unsafe for the student athlete to return to participation, they are REQUIRED to seek medical attention. The student athlete cannot return to participation until approval is given by a licensed physician.

Staff will provide the student with the East Carolina University CRW Concussion Home Instructions.
Return to Play Policy

In order to be eligible to return to participation, the student must provide signed documentation to CRW Professional staff from the following to return to activity:

First Concussion – Licensed Physician signed clearance documentation

Previous Concussion – Neurologist signed clearance documentation

The Licensed Physician signed clearance documentation can come from East Carolina University Student Health Service or a private/personal physician. In most cases, a licensed physician will need to refer you to a neurologist for clearance if the participant sustained a previous concussion.

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

If the student does not provide documentation stating they are cleared to return to participation, they will not be permitted to return to recreational activity, practice or competition. If a club allows a club member to return to participation knowing they are not cleared, the club will be placed on a probationary period with the Club Sports Program.

ATHLETIC TRAINER COVERAGE

Coming Soon!

HEALTH COVERAGE

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

Health insurance is a requirement for students meeting specific eligibility criteria. An affordable Student Health Insurance Plan (SHIP) is offered through Student Blue from Blue Cross and Blue Shield of North Carolina, or students may elect to keep their current health insurance coverage if they are already covered by an individual plan or through a parents’ plan.

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

Currently, the Department of Campus Recreation and Wellness provides partial funding for the Club Sports Program. Other avenues for club funding can include fundraising activities, donations, and the Student Government Association (SGA). The Student Government Association is an avenue for funding unanticipated for emergency expenses only. SGA expense requests can include post season activities such as national tournaments. The Coordinator of Club Sports must approve all initial requests for funds before applying to SGA.

Funding for the Club Sports Program consists of allocated funds and off-campus checking account funds.

FUNDING SOURCES & LIMITATIONS

Funding for Competitive Clubs

Budget allocations will be completed on an annual basis. Each club will submit and present a budget audit for the upcoming fiscal year (July 1 – June 30) in the Spring Semester. The Club Sport Council will act as a hearing board for the budget audit process along with the Coordinator of Club Sports and the Graduate Assistant of Club Sports. Budget audits will be presented for each competitive requesting club in conjunction with earned allocation points and expenses incurred to the academic year (50% Need – 50% Earned) to determine the appropriate allocated funds for the next fiscal year.

Allocation Account

Allocated and/or checking account funds can be utilized for the following:

- Tournament Entry/Registration Fees
- Officials Fees
- National Governing Body Dues/Conference or League Dues
- Hotel Fees when Traveling for Competition
- Team Equipment
- Facility Rental Contracted Transportation
- Contracted Services
- Miscellaneous

Developmental Funding

Process to be determined Summer/Fall 2018

Contracted Services

All services that must be contracted out for payment via the University and club allocation, must be submitted 1-2 months in advance. The following information is required to have to submit to the CRW Business Office:

- TBD Alex & Gena Summer 2018
Off-Campus Checking Account

All checking account matters should be handled internally within the club. If there is a question regarding the clubs checking account it should be addressed to the officers, liaison and then to the Coordinator of Club Sports. All checking matters will be the concern of the responsible party that is listed on the checking account at the respective bank and are not a representation of Club Sports, the Department of Campus Recreation & Wellness or East Carolina University.

Clubs are required to submit a monthly bank statement (previous month) to clubsports@ecu.edu between the 1st-5th of each month.

Fundraising

SPONSORS

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

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

Trademark & Licensing

The Sport & Youth Programs Office and, depending on the branding, Creative Services Department must approve all printed logos. A complete list of approved logos and imagery can be found on your OrgSync page under files. Licensed vendors may also be found at: www.ecu.edu/licensing
In order to maintain affiliation with the Club Sports Program, clubs must complete all required paperwork, meetings, and additional miscellaneous administrative needs (found on the Important Dates & Deadlines) by the stated deadlines. Clubs must also meet the basic requirements according to the Tier Classification Standards to continue affiliation with the Club Sports Program.

TIER CLASSIFICATION & STANDARDS

The following tier classification standards are designed to better define an affiliated club sport, to facilitate a structured and comprehensive Club Sports program. As clubs grow and expand in size, fiscal responsibility, and competitive status, they will self-filter into higher achieving tiers. Regardless of their tier classification, all recognized Club Sports must meet the five following standards:

1. Each club will have a minimum of 10 active members
2. Each club will have at least three different individuals occupying the three required Club Sports officer positions
3. Each club will have an up-to-date constitution revised no later than 2 years from the date of the last revision
4. Each club will have at least two CPR/AED & First Aid certified members on file
5. Each club will maintain full administrative compliance

Clubs in each of the four tiers listed below will perform at the required standards noted for each. Review of individual club statuses and requests for change will take place at the end of each academic year. Any clubs not meeting the standards of any of the four listed tiers will have their comprehensive Club Sports status reviewed by the Club Sports Council.

See following page for Tier Classification Standards Table
In order to maintain full administrative compliance with the Club Sports Program, clubs must complete all required paperwork, meetings, and additional miscellaneous administrative needs (found on the Important Dates & Deadlines) by the stated deadline. The Coordinator of Clubs Sports has the ability to adjust, add, or remove required paperwork, meetings, and additional miscellaneous administrative needs as deemed necessary to the program.

**Miscellaneous Required Paperwork & Meetings**

Listed on the Important Dates & Deadlines Worksheet, Presidents and Officers must attend the meetings required of their positions and submit an End of Semester Report each semester. If officers have a class or work conflict during when the required meetings are offered, excused absence requests must be submitted by noon of the day of the first meeting offering. If an officer does not notify their Primary Contact of their excused absence by that deadline, their absence will be considered unexcused. Unexcused absences will result in the club being placed on administrative probation. If a club’s End of Semester Report is not submitted by the announced deadline, the club will receive the appropriate administrative sanctions.
Clubs who do not complete required paperwork, meetings, or additional miscellaneous administrative needs determined by the Sports Program Office, will receive the appropriate sanctions. The program has a three-strike policy regarding administrative compliance specific to recreational and competitive clubs.

If a club earns their third administrative compliance strike, Competitive Clubs will be placed in the Developmental Tier for one full academic year and receive appropriate sanctions. Recreational Clubs will remain in the Recreational Tier serving in a Developmental Status and receive appropriate sanctions for one full academic year.

**Competitive Club Admin Strike 1**
- Loss of 25 Budget Points in the Compliance category

**Competitive Club Admin Strike 2**
- Loss of an additional 75 Budget Points in the Compliance category
- Notification sent to the entire active club roster

**Competitive Club Admin Strike 3 – Developmental Tier Status**
- Loss of an additional 100 Budget Points in the Compliance category
- Notification sent to the entire active club roster, coaches, and advisor.
- Club will be placed in the Developmental Tier with appropriate sanctions issued.
  *Developmental Tier Period* terms may include: loss of CRW allocation, required active roster meetings, required monthly president meetings with the Primary Contact, fundraising requirements, and community service requirements.

**Recreational Club Admin Strike 1**
- Loss of 25 Budget Points in the Compliance category

**Recreational Club Admin Strike 2**
- Loss of an additional 75 Budget Points in the Compliance category
- Notification sent to the entire active club roster

**Recreational Club Admin Strike 3 – Developmental Status**
- Notification sent to the entire active club roster, coaches, and advisor.
- Club will be placed into a Developmental Status with appropriate sanctions issued.
  *Developmental Status* terms may include: loss of CRW allocation, required active roster meetings, required monthly president meetings with the Primary Contact, fundraising requirements, and community service requirements.
PROCEDURE TO REQUEST NEEDS-BASED ALLOCATED FUNDS

Budget Allocations will be completed on an annual basis. Each Spring Semester, all Competitive Tier clubs in good standing qualify to submit and present a budget to the Club Sports Council and the Coordinator of Club Sports for the upcoming fiscal year.

The Club Sports Office will help regulate the generation and expenditure of club funds with a degree of financial accountability. While the process may differ in the handling of allocated and checking account funds, the philosophy in the expenditure of these funds will remain the same.

Budget Audit Presentations

The Budget Audit Presentation will consist of the requesting club presenting on the following information:

Current Fiscal Year Final Budget:
- Expenses incurred during the current academic year from the club off-campus banking account
  - Receipts and justification must be presented at the time of the presentation to receive “Needs-Based Funding” credit towards the total allocation
    - Equipment
    - Home Events/Away Events
    - National Governing Body or Association/League Fees
    - Facility Cost
    - Miscellaneous Expenses Approved by the CSC
- Revenue Generated
  - Member Dues
  - Sponsorships
  - Fundraising Events

Upcoming Fiscal Year Proposed Budget:
- Anticipated Total Expenses – including allocated and off-campus banking account
  - Equipment
  - Home Events/Away Events
  - National Governing Body or Association/League Fees
  - Facility Cost
  - Other
- Anticipated Revenue Generation:
  - Member Dues
  - Sponsorships
  - Fundraising Events
## SCAT 2 Field Testing

***ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PLAY, ASSESSED BY A MEDICAL PROFESSIONAL AND NOT BE LEFT ALONE***

<table>
<thead>
<tr>
<th>Symptom testing</th>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of consciousness</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Seizure or convulsion</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Amnesia (memory loss)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Headache</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>“Pressure in head”</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Neck pain</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Nausea or Vomiting</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dizziness</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Blurred Vision</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Balance Problems</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sensitivity to noise</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Feeling slowed down</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Feeling like “in a fog”</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>“Don’t feel right”</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Difficulty concentrating</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Difficulty remembering</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fatigue or low energy</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Confusion</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Drowsiness</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>More emotional</td>
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<td>1</td>
</tr>
<tr>
<td>Irritability</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sadness</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Nervous or anxious</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

If the student athlete demonstrates ANY of the errors, they are to be removed from participation entirely.

Total Score: _____ / 24