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Towson University Sport Clubs Mission Statement

The Towson University Sport Clubs Organization (SCO) strives to provide members the opportunity to participate in various Sport Clubs at the local, regional, and national level. The officers and staff of the SCO are committed to the personal growth and well-being of all individuals who participate. The SCO focuses on the development of participants and employees in the following areas: leadership skills, communication skills, collaborative effort, competition, and time management skills.

Sport Clubs Organization Definitions

The SCO is made up of the following components:

Sport Clubs Council (SCC) – The SCC is the elected governing body of the SCO. The SCC reviews and votes on letters of intent, club constitutions, budgets and supplemental requests. Additionally, the SCC reviews disciplinary charges against individual clubs within the SCO. The goal of the SCC is to act as a student advisory board to the SCO. The SCC consists of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. SGA Representative
6. 2 Voting Sport Clubs Supervisors (appointed)

***Note*** No more than two members from one Sport Club can hold a voting position

Supervisors – Supervisors are paid, undergraduate student staff under the Department of Campus Recreation, who advise the clubs of policies and procedures, and assist in the setting and attaining of club goals. Club officers meet weekly with their assigned supervisor to discuss club operations, upcoming activities and travel, and receive guidance and assistance with paperwork and policy based decisions.

Graduate Assistant, Sport Clubs – The Graduate Assistant is a paid graduate student staff member under the Department of Campus Recreation, who serves as an advisor to the SCC and all clubs. He/she aids in the creation and implementation of program guidelines, policies, and communication, while directly overseeing multiple clubs.

Assistant Director of Competitive Sports – The Assistant Director of Competitive Sports is a paid, professional staff position under the Department of Campus Recreation that oversees the entire Competitive Sports program. The Assistant Director is responsible for developing the strategic mission and vision of the Sport Clubs Organization and serves as an advisor to all of the clubs. The Assistant Director of Competitive Sports oversees the Coordinator of Intramural Sports and the Graduate Assistant of Sport Clubs.
Phone Numbers

Office:
Graduate Assistant/Sport Club Supervisors.............................................. 410-704-4612
Assistant Director of Competitive Sports............................................ 410-704-3649
Associate Director of Campus Recreation........................................... 410-704-3598
CRS Facility/Event Manager................................................................. 443-386-9590
Towson University Police................................................................. 410-704-4444
Towson Center/Unitas Building Manager......................................... 443-452-9706

Chapter I: Eligibility

Article A: Defining Eligibility

1. Active membership of all student organizations shall be chosen without discrimination of race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation, or gender identity. Enrollment will be open for a period ranging from the first date of the semester to 4 weeks prior to the final day of classes. No experience is required for membership. With the approval of the Assistant Director of Competitive Sports, a club may restrict membership totals as a safety concern. These restrictions can be found in the club’s individual constitution.

2. Gender Identity Policy
   - Participation:
     Participation will be evaluated on two criteria; open participation and governing body participation. Open participation will refer to practices and events that are not managed by a governing body. Governing body participation will refer to contests that are managed by a governing body.
     - Open Participation: Participation will be in accordance to one’s gender identity, should that be relevant, regardless of any medical treatment.
     - Governing body Participation: Participation will be in accordance with standards set by the Governing body of the specific sport.

If no specific policy is mandated, Administrative staff will contact governing body for clarification on eligibility. It is the sole responsibility of the Participant to meet the standards identified by the Governing Body. Administrators will only be responsible for facilitating communication between the Participant and the Governing Body.

- Accommodations for Travel:
  When possible, Towson University Sport Club athletes utilizing lodging should be assigned accommodations based on their gender identity, with more privacy provided, if possible, when requested.
• Locker Rooms:
  Participants are free to utilize Campus Recreation locker room facilities in accordance with the department’s policies for use. The policies are in compliance with the Fairness for All Marylanders Act. Private accommodations and gender neutral spaces are available upon request.

• Confidentiality:
  All information, discussions, and correspondence regarding a participant’s transgender identity will be secured and maintained confidentially in compliance with applicable state, local, and federal laws. This information could potentially be shared with individuals that could provide assistance with accommodations for the participant. This information will only be shared if granted the express written consent of the participant.

3. All full-time undergraduate (12 credit min.), fee-paying students are eligible for full participation.

4. Those eligible for limited participation in our organization include:
   a. Part-time undergraduate fee-paying students
   b. Graduate fee-paying students
   c. Faculty
   d. Staff
   e. Coaches
      i. “Limited participation” excludes members from:
         -voting on club business
         -holding office in the club or SCC
         -receiving allocated funding as an individual

5. Once a student is no longer enrolled in classes, they are ineligible for club participation unless they enroll in a minimum of 3 credits.

6. Students enrolled in the Freshman Transition Program (FTP) are ineligible for club participation until they are officially Towson University students and have successfully completed the transition program.

7. The SCC will evaluate coaches’ and advisors’ eligibility to receive funding for travel on a case-by-case basis.

8. Those under the age of eighteen may not participate in Sport Clubs activities without their parent’s signature and consent.

9. A Valid TU OneCard must be presented to be eligible for participation in Sport Club activities.

10. Participants must be in good standing with the University. This includes a cumulative G.P.A requirement greater than 2.0. Grade Reports will be run on the following timeline:
    ▪ August 31- New participants from previous April; Returning participants from spring
    ▪ October 1- New participants from August and September
    ▪ November 1- New participants from September and October
    ▪ January 31- New participants from November; Returning participants from fall
    ▪ March 1- New participants from February
    ▪ April 1- New participants from March

This report will not provide any specific information about the students’ grades, it will merely indicate their eligibility or lack thereof. Once confirmed, both the player in question and their respective club leadership will be notified of their ineligibility. A player will not be eligible until a new report is conducted and verifies them as eligible. This procedure is subject to change as a result of any amendments or special enforcements of FERPA (Family Educational Rights and Privacy Act)
Article B: Requirements of Participation

Section 1: Acceptance of Risk/Waiver of Liability

Any participant within Sport Clubs must complete and sign a current Waiver of Liability, Sport Clubs Organization Code of Conduct, and Hazing Policy Awareness Form.

Section 2: Personal Health Insurance

Participants are required to have current health insurance to participate in Sport Clubs, and must be able to show evidence of health insurance upon request. The University is not responsible for injuries sustained by Sport Clubs 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 Towson University Office of Student Conduct and Civility Education.

Section 3: Responsibility of Participants

Those participating in Sport Clubs 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. In some instances, participants may be required to submit 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.

Chapter II: Tier System

Article A: Classification

The SCO is structured into a five tier system. Each club resides within one tier based on the criteria associated within each tier. All clubs must maintain a minimum of ten (10) members, have a minimum of three (3) administrative officers, have a minimum of two (2) certified safety officers, and a minimum of two (2) TIPS certified members.

Tier 1

Clubs must satisfy ALL the following criteria:
1. Have at least five (5) members participate in at least one (1) community service event per semester.

Tier 2

Clubs must satisfy ALL the following criteria:
1. Have been a recognized Sport Club for a minimum of three (3) semesters;
2. Fundraise a minimum of 10% of respective Club’s Budget Request or the difference in their request and tier cap, whichever is greater;
3. Complete at least 50 hours of community service and at least one (1) community service event per semester.
Tier 3
Clubs must satisfy ALL the following criteria:
1. Have been a recognized Sport Club for a minimum of three (3) semesters;
2. Participate in substantial number of competitions (as determined by sport);
3. Fundraise a minimum of 15% of respective Club’s Budget Request or the difference in their request and tier cap, whichever is greater;
4. Complete at least 150 hours of community service per year and at least three (3) off campus events per year; at least one (1) must be completed each semester.

Tier 4
Clubs must satisfy ALL the following criteria:
1. Have been a recognized Sport Club for a minimum of five (5) semesters;
2. Have operated within Tier 3 for a minimum of two (2) semesters;
3. Participate in substantial number of competitions (as determined by sport);
4. Have affiliation with an approved governing body;
5. Create and maintain up-to-date website;
6. Fundraise a minimum of 20% of respective Club’s Budget Request or the difference in their request and tier cap, whichever is greater;
7. Compete during both fall and spring semesters;
8. Complete at least 250 hours of community service per year and at least three (3) off campus events per year; at least one (1) must be completed each semester.

Tier 5
Clubs must satisfy ALL the following criteria:
1. Have been a recognized Sport Club for a minimum of seven (7) semesters;
2. Have operated within or above Tier 3 for a minimum of (4) semesters;
3. Participate in substantial number of competitions (as determined by sport);
4. Have affiliation with an approved governing body;
5. Create and maintain up-to-date website;
6. Fundraise a minimum of 25% of respective Club’s Budget Request;
7. Hold at least one (1) alumni event per year;
8. Have a coach or instructor approved by the Assistant Director of Competitive Sports;
9. Complete at least 350 hours of community service per year and at least three (3) off campus events per year; at least one (1) must be completed each semester.

Article B: Tier Mobility
Each Club has the ability to submit a Tier Mobility Request to advance to a different Tier at the end of each academic year. The Sport Clubs Staff will review and determine if all necessary criteria are met and the club will advance.

In order to move to a new Tier, the following criteria must be met:
1. The club must complete and submit a Tier Mobility Request Form by May 1\textsuperscript{st} of the current academic year;
2. Clubs must have met all criteria within the tier they desire to join PRIOR to submitting the Tier Mobility Request Form (requirements that have not been completed prior to the submission of the request will not be considered);
3. Any club submitting a request must have not dropped tiers within three (3) semesters of the request;
4. Any club submitting a request to move to Tier 5 must not have dropped tiers within (5) semesters of the request.

**Chapter III: Creating a Sport Club**

**Article A: Club Creation Period**

The first step to creating a new sport club is to meet with the Assistant Director of Competitive Sports to discuss the viability of the club you wish to create. In order to be eligible for creation the club must meet the following requirements.

**Section 1: Criteria**

1. Sport Clubs must have at least 10 people eligible for full participation to become and remain an active club;
2. In order to be a recognized Sport Club, the club must be an organized sport or athletic activity that engages in competition at the extramural, regional, or national level. In addition, a sport club must be associated with an approved governing body that has developed standards for participation.
3. All pertinent information (name, phone number, e-mail address, TU identification number, etc.) must be obtained from each prospective club participant;
4. There must be ample facilities available for the club to practice and/or hold competitions and other events;
5. There must be adequate funds to meet the club’s financial needs and the club’s potential to earn supplemental funds;
6. The club must prove the ability to meet needs not currently provided elsewhere on this campus;

**Section 2: Application Procedures**

Applications for new club acceptance to the SCO require the following:

1. **Letter of Intent**
   i. After meeting with the Assistant Director of Competitive Sports, each prospective club must type a letter stating:
      i. Rationale for admission to the Towson University Sport Clubs Organization;
      ii. The club’s willingness to follow the SCO regulations and Towson University’s Code of Conduct;
      iii. Include details of proposed club activities, practice schedule, and facility access;
   ii. The Letter of Intent must be submitted to the box labeled “SCC Business” by Thursday at 5:00pm in order to be reviewed the following Friday. The authors of the letter (at least 3 people interested in creating the club) must attend the SCO meeting to obtain confirmation of approval or to learn what must be fixed in order to gain approval.
iii. Once the letter of intent is approved, the club will be considered on a provisional status (temporary state of operation before becoming a fully incorporated club) until the following items are submitted to the SCC:
   1. Membership roster;
   2. Election results;
   3. Constitution.
iv. The club has 4 weeks (28 days) to submit each item otherwise the club’s Letter of Intent will be invalid for the remainder of the semester.

2. General Interest Meeting
   a. Upon approval of the Letter of Intent, the club must hold a general interest meeting.
      i. In order to hold a meeting, the club must submit a Facility Request form.
      ii. Once the meeting time and location are approved, the club must advertise the general interest meeting by creating an approved Sport Club flyer.
   b. Attendance of the general interest meeting must be kept. The following information of each member is required to be submitted in conjunction with the constitution:
      i. Name;
      ii. Phone number;
      iii. E-mail address;
      iii. TU identification number.
   c. A Sport Clubs Supervisor must be present at the time any voting occurs (elections/voting business). Results of the vote are not valid without the witness of a supervisor.

3. Constitution

The constitution should be on file with the SCC within 4 weeks (28 days) of the Letter of Intent’s approval. Format and necessary information to be included in the constitution can be found on the Sport Clubs website. In the event the SCC requests revisions, the club has up to 6 weeks (42 days) after the Letter of Intent’s approval to have an approved constitution on file with the SCC. Only after approval of this document is the club’s existence officially recognized.

4. Office Orientation

Club leaders are required to meet with the assigned Sport Clubs Supervisor to gain a complete understanding of the form and function of the Sport Clubs Constitution, Financial Policy and Handbook, and the location of all office resources.

**Article B: First Semester Club**

A club’s creation period is considered complete once the club’s constitution is approved. The club is then considered a “First Semester Club” and must follow the guidelines set forth in the Financial Policy of the SCO for the remainder of the semester.
**Section 1: Supplemental Budget Requests**

1. A “First Semester Club” may request up to $750.00 to the SCC for supplemental funding once they have reached the minimum fundraising amount of $150.
2. A club may present the SCC with numerous supplemental budget requests, however the semester total can be no greater than $750.00.
3. A “First Semester Club” is ineligible for loan privileges from the SCC.
4. Any club that is approved after the midway point of a semester (Oct. 20 in the Fall; Mar. 20 in the Spring) will remain a first semester club through the next full semester.

**Section 2: Budget Requests**

A “First Semester Club” may submit a typed copy of their proposed budget for the upcoming semester (the club’s “Second Semester”); approved funds will not exceed $1,200.00 (see SCO Financial Policy for further details).

**Chapter IV: SCO Status**

**Article A: Club Member Recruitment**

**Section 1: Club Information Request**

Individuals who are interested in joining certain clubs should provide their name, number and e-mail address to the Sport Clubs Office via a Sport Club Information Request Form. Upon completion the Club Information Request Forms are placed in the Club mailbox. It is the responsibility of the individual clubs to contact prospective members.

**Section 2: Recruitment**

1. Clubs are prohibited from denying any eligible person participation in a club.
2. In the event that a club has reached maximal capacity within the realm of safety, club officers must meet with Sport Clubs Staff to determine alternate solutions.
3. The SCO/Campus Recreation has no involvement with the admission of prospective students to the University.
4. All clubs are required to have a general interest meeting at the beginning of the semester in order to be eligible to start club activities. The general interest meeting must be advertised using an approved Sport Clubs flyer.

**Article B: Active Clubs**

1. A club is deemed active when it:
   a. Has a minimum of ten (10) full participating member liabilities on file;
   b. Becomes eligible for finances;
   c. Becomes eligible for full participation within the SCO.
2. In the event that a club desires to separate into multiple teams (i.e. A, B, C, etc.), the following must occur:
   a. Club officers must meet with their Supervisor and the Assistant Director of Competitive Sports;
   b. Write a Letter of Intent to the SCC, providing an explanation for the need of multiple teams;
   c. Upon the approval of the letter of intent, revise the club constitution and submit to the SCC for approval within 4 weeks (28 days);
   d. Each team, in multiple team clubs, is required to have a team representative that reports to the club officers.

Article C: Inactive Clubs

1. A club is deemed inactive when it:
   a. Lacks student leadership;
   b. Has less than ten (10) full participating member liabilities on file;
   c. Has been placed on suspension by the SCC or Campus Rec Professional Staff Members.

2. If a club remains inactive for three consecutive semesters, the club will be considered disbanded.

Article D: Disbanding a Sport Club

If there is no club participation for three consecutive semesters, the club will be officially disbanded and all money and equipment will be reverted to the SCO to be used or distributed at the discretion of the SCC. Anytime thereafter a disbanded club must begin at the Creation Period.

Chapter V: Club Officers & Coaches

Article A: Officer Duties

The following is a basic overview of all club officers’ duties. More specific descriptions must be listed in each individual club’s constitution.

Each club must have the three following positions, which must be held by three separate individuals:

1. President;
2. Vice President;
3. Treasurer.

In addition to these three (3) positions, each club must also have two (2) designated Safety Officers, and a minimum of two (2) club members trained in TIPS. The Safety Officers may also hold another executive position in the club, and may be elected or appointed. A deadline will be established for the clubs to have these Safety Officers in place. Clubs that do not meet this deadline will be suspended from all activities until the Safety Officers are established.
Section 1: Executive Board

Duties:
1. At least one (1) officer must attend biweekly SCO meetings (Fridays, 1pm);
2. At least two (2) officers must attend weekly scheduled meeting with Supervisor;
3. The Executive Board members must be registered at Involved@TU;
4. Follow all policies and procedures outlined in the Sport Clubs Handbook and SCO Financial Policy;
5. Fulfill all requirements outlined within the tier system.

Section 2: Safety Officer

Duties:
1. Hold current certification in CPR and First Aid from either American Red Cross or American Heart Association;
2. Provide copy of certification to Sport Clubs Office;
3. Have at least one Safety Officer present at every practice and competition;

Note: Clubs are required to have two safety officers, but it is recommended that they have several in order to meet the requirement of having a Safety Officer present at all practices and competitions.

Section 3: Contracts

No club officer shall sign any contract. Contracts should be brought to Campus Rec Professional Staff.

Article B: Coaches

If a club is seeking a coach, the club is responsible for the search. Additionally, a club should submit a revised constitution that includes specific coaching duties within 2 weeks (14 days) after approval.

Section 1: Approval Procedures

All instructors/coaches selected by a club must:
1. Complete and sign an Coaching Agreement Paperwork;
2. Receive approval from the Assistant Director before working with the club;
3. Pass a background check administered by Towson University;
4. Maintain a CPR/First Aid/AED Certification;
5. Each approved instructor/coach has the opportunity to obtain a TU OneCard and Parking Permit. In order to do so, he/she must contact the Assistant Director for additional information.

Note: Instructor/Coach maintains an approval status for one academic year.

Section 2: Restrictions

Club members are to decide the instructor/coach’s duties. The instructor/coach may not compete, however he/she may demonstrate sport specific skills during the club practice. The instructor/coach is not to take on a leadership role outside of sport specific skills/training coaching duties. Instructors/Coaches may be eligible for funding from the club’s allocation. The Campus Rec Professional Staff reserves the right to revoke privileges of appointed coaches at any time.
Section 3: Payment

Sport Club Coaches are eligible to be paid from the club’s General Account through fundraised money. All Sport Club coaches must sign contingent employment agreements that are set up through Human Resources and signed by Campus Rec Professional Staff. Coaches must be paid a minimum of $500 per semester and a maximum of $3,000 per semester.

In order to pay a coach, complete the Coaching Payment Form and submit to the Assistant Director.

Chapter VI: Facility Usage

Article A: Reservations

Section 1: Facility

Clubs will be required to submit requests for the following semester on the day designated by the Sport Club Office. The number of Home Events each club will be permitted to host will be capped based on tier status. At the conclusion of the period, clubs will be given tentative times based on the following criteria:

- Tier 1 – one (1) Home Event per semester
- Tier 2 – two (2) Home Events per semester
- Tier 3 – three (3) Home Events per semester
- Tier 4 – four (4) Home Event per semester
- Tier 5 – five (5) Home Events per semester

Once the tentative schedule has been confirmed, clubs will be provided the opportunity to add or remove games from the schedule under the following parameters:

To Add:

- Clubs will be permitted to submit additional requests for facility space for home events until the 1st Friday of the school year. After the 1st Friday, Campus Recreation will begin to take requests from Student Organizations, University groups, and Community groups. Space is no longer held for Sport Clubs.
- All new requests for space, must be a minimum of 2 weeks before the date of the event unless there are extenuating circumstances

To Remove

- After reviewing this schedule, clubs will be permitted submit any dates they will no longer need. This must be received by the 1st Friday of the school year.
- After the 1st Friday, Teams are required to give two weeks’ notice if they plan to cancel an upcoming Home Event
- Any club who turns back more than one game, per semester, without justification will lose the right to a home event the following semester. Subsequent cancellations will result in additional cancelled events the following semester.
  - Justifications includes: inclement weather, away team cancellation (must provide documentation, will be review on a case by case basis)
Clubs will be required to meet with Sport Clubs Staff at the beginning of each semester and within 10 days of any event to discuss details pertaining to the event schedule, equipment needs, special accommodations, etc. These meetings are mandatory for any club that intends on holding an event on campus.

**Article B: Campus Recreation Facility Use**

Failure to abide by any Facility Rules or Regulation of Towson Facilities may result in the revoking of future facility usage privileges.

**Section 1: Burdick Gymnasium & Mezzanine**
1. The sale of food and beverages is not permitted in gyms.
2. No food, beverages, or hard-soled shoes are allowed in the gyms.
3. Towson University participants MUST have a valid Towson University OneCard to enter the facility.
4. All instructors/coaches and/or advisors MUST have a Towson University Faculty/Staff OneCard to enter facility.
5. All participants and spectators of the club activity must be out of the gym, and clean up procedures must be completed, by the scheduled time.

**Section 2: Burdick Field**
1. A Competitive Sports Supervisor and Event Manager will be scheduled for all home events.
   i. A walkie-talkie issued by the Competitive Sports Supervisor must be on the field at all times.
   b. The club is responsible for all clean-up and trash removal.
   c. The Competitive Sports Supervisor and/or Event Manager reserves the right to postpone or cancel any club event due to weather concerns (see Weather Policy).
   d. The sale of food is not permitted.
2. Towson University participants MUST have a valid Towson University OneCard and health insurance.
3. All instructors/coaches and/or advisors MUST have a Towson University Faculty/Staff OneCard.
4. All participants and spectators of the club activity must be off the field, and cleanup must be completed by the scheduled time.
5. Clubs are allowed to play music on Burdick Field as long as the following criteria are met:
   a. The Sport Clubs Supervisor approves of the use of music;
   b. The music does not interfere with any other activity in the surrounding area;
   c. The music volume stays at a controlled level throughout the event;
   d. No profanity;
   e. Music level abides by University Policy.

NOTE: The Event Manager and/or the Competitive Sports Supervisor reserve the right to terminate any club event if facility usage conditions are not upheld as listed above.
Chapter VII: Activities/Events

Article A: Scheduling

Section 1: Practices

Clubs must submit a facility request form at the end of each semester to request to change practice time for the following semester. The practice schedule is determined by Campus Rec Professional Staff using the following considerations:
   1. Facility Availability
   2. Tier Status
   3. Equity

Section 2: Events/Games/Tournaments

It is the responsibility of each Sport Club to schedule their activities for the semester. The Campus Rec Professional staff must approve all schedules prior to scheduling a home event or competition. If officials are needed, the sponsoring Sport Club must provide them. The Campus Rec professional staff reserves the right to cancel any Sport Clubs event for the following reasons:
   1. Failure to submit the proper paperwork
   2. Disciplinary action
   3. Failure to follow facility usage policies and procedures
   4. Weather concerns

Article B: Community Service

In order to receive credit for community service, activities must meet the following criteria:
1. Completed at a 501(c)(3) non-profit organization, or a community of skill in need, or with an underrepresented group;
2. Clubs must not receive payment or remuneration for services completed;
3. A minimum of five (5) students must participate in an event;
4. A photo must be included with the paperwork;
5. In order for an event to count towards the fall semester, the event must be completed prior to December 31st
6. All community service must be complete prior May 1st to be credited during the current year.

Note: A community of skill in need may include, but is not limited to, public schools, tutoring, mentoring, coaching, giving lessons, or serving at hospitals, retirement communities, USO or any community based organization, and staffing an event. The time spent preparing for a service event counts towards the service hours.
   - Examples are: YMCA, Boys & Girls Club, Girl and Boy Scouts, and Little League.
Chapter IX: Equipment

All club equipment inventories will be maintained by the Sport Clubs Equipment Supervisor and stored in Campus Recreation facilities when a club is not in season. Any equipment purchased by clubs with the exception of uniforms and apparel is property of Campus Recreation and Towson University.

Article A: Purchasing Equipment

Any equipment being purchased by the club must be delivered directly to the Sport Clubs office in Burdick Hall. All equipment orders must be placed in the name of a Campus Rec Professional Staff member and must include Campus Recreation in the mailing address. Newly purchased club equipment must be logged in by the Equipment Supervisor prior to being signed out by club members. Any damaged equipment will need to be brought to the attention of the CRS Professional Staff to be individually reviewed. For more information on ways to purchase equipment, refer to the SCO Financial Policy.

Club apparel, including uniforms, must be purchased using the club’s General Account. Any uniform apparel for a Sport Club that duplicates a Varsity team must say “Club” on it and has to be approved by Campus Rec Professional Staff member prior to purchase. All Club apparel must be purchased through a University-approved vendor. A complete list of approved vendors can be found on the University’s licensing page. Vendors can become approved by filling out an application and paying a small annual fee.

Article B: Check In/Out Equipment

All club equipment that a club intends to use during the semester must be signed out, by the officers at the beginning of the semester. Equipment must be returned to the Equipment Supervisor by the designated date at the end of each semester. A club may borrow equipment from another club by completing an Intra-Club Equipment Request Form, however, the club owning the equipment does not have to agree to release the equipment to another club.

A club may check out general SCO equipment such as coolers, tables, scoreboards, and benches. Field equipment must be returned to the proper storage area on Burdick Field following use. Failure to use SCO equipment properly will result in loss of usage. Damaged or destroyed SCO equipment must be replaced by the club out of the general account.

Article C: Missing/Damaged Equipment

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 Office of Student Conduct and Civility Education. 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 account through the Bursars Office and a referral to Office of Student Conduct and Civility Education, if necessary.
All damaged equipment must be given to the Equipment Supervisor or Campus Rec Professional Staff member. Under no circumstances may the club dispose of the damaged equipment. If equipment is stolen, documentation with a police report is needed.

Chapter X: Travel Procedures

Article A: General Policies

The following applies to all travel off campus for club events including but not limited to the following:
1. Games
2. Tournaments
3. Off campus fundraisers
4. Off campus team meetings

In order to travel off campus as a club, the following MUST be approved and on file by the designated date:
1. Travel Itinerary Form (2 Weeks Prior)
2. Travel Roster (2 Days Prior) – The roster must be the club’s current liability spreadsheet and indicate those participants traveling to the event. Saturday or Sunday departures must be submitted by Thursday at 5pm. Any changes to the travel roster must be communicated with the Sport Club Office immediately.
3. Post Trip Form (2 Days Post) – Any club practicing off campus does not need to fill out a Post Trip Form unless an incident occurs that the SCO should be notified about.

Clubs will not be permitted to travel between the hours of 11:00pm and 5:00am unless previously approved by the Assistant Director. Clubs are exempt from this rule when utilizing the services of a charter vehicle.

Failure to submit a Travel Itinerary Form, Travel Roster, or a Post Trip Form will result in cancellation of the activity/event. If the University is closed, travel is not permitted on that day. Any club attempting to travel on a day that the University is closed, must contact the Campus Rec Professional Staff for a case by case decision.

Article B: Notification of Absence from Class

If a club is traveling for competition, they may be eligible to be excused from class at the desecration of their individual professors. The club must provide the Assistant Director, Competitive Sports their completed Travel Itinerary and Roster along with a list of students who will be missing class, class identification and professor’s name. The Campus Rec Professional Staff will provide the Office of Campus Life the trip club roster and pick up the Notification of Absence from Class Forms.

Article C: Transportation Policy

Transportation is the responsibility of the individual club. Use of University Vehicles is not guaranteed. Be aware that all other financial transactions involving this trip will not be processed until a completed Travel Itinerary is on file. If traveling over 200 miles one-way, every vehicle must have an extra driver. If
traveling over 300 miles one-way, a club must request and use an Enterprise vehicle or motor coach bus. All trip receipts (i.e. transportation, hotel, activity, etc.) must be submitted with the Post Trip Form.

Any accident or unusual happening must be reported to the Sport Club Staff as soon as possible following the event or accident occurrence. Refer to the emergency contact and emergency action procedure included on the laminated card in your medkit.

Section 1: Driver Clearance

1. Any Sport Club participant that wishes to drive a personal vehicle must submit/complete the following:
   a. Driver Verification Form;
   b. Copy of their driver’s license;
   c. Copy of their insurance declaration page and/or insurance card for their vehicle;
2. Any Sport Club participant that wishes to drive a Towson University Vehicle or Enterprise vehicle must submit/complete the following:
   a. Driver Clearance Form;
   b. Read and sign General Rules for Drivers of Towson University owned Vehicles;
   c. Copy of their driver’s license;
   d. Copy of their insurance declaration page highlighting the policy’s coverage (effective 8/4/14)
   e. Copy of their driving record (Out of State Participants ONLY)
   f. Online Defensive Driving Techniques Course through Fleet Services;
   g. In-Person Van Training (Van Drivers ONLY)
3. Participants who will be driving their own personal vehicles or University/Enterprise rental vehicles must be cleared to drive at least 1 week prior to the scheduled event. (EX: If an event is occurring on the 26th, participants must be FULLY cleared to drive by the 19th). Participants who are not cleared to drive at least 1 week prior to the event will be ineligible to be a driver for that particular event.

Section 2: At-Risk Drivers

If a driver has been identified by Fleet Services as an “at-risk” driver (6 or more points on their license), this individual is not permitted to drive others in a University or Enterprise Vehicle to club events.

Section 3: Vehicle Requests

1. In order to request a vehicle, clubs must:
   a. Have members that have been cleared to drive or start the process of clearing drivers;
   b. Have an approved Travel Itinerary on file;
   c. Fill out and submit the top section of the appropriate Transportation Request Form found in the Blank Forms Binder.
2. Vehicle Information
   a. University Van
      i. Pick-up Towson vehicle at Fleet Services along with the binder and other provided paperwork.
ii. Vehicles must be picked up by 3:00 PM either the day of travel or the last open business day.

iii. One personal vehicle may be left in the rental vehicle’s parking spot with a permit.

iv. Return binders and vehicle with a full tank of gas to Fleet Services.

v. See Financial Policy for mileage rates.

b. University Shuttle

i. Estimate travel time (consider mileage, speed, distance, playing time, etc.)

ii. There is a four-hour minimum, costing $25 per hour and $.90 per mile.

iii. The club is responsible for paying any tolls or driver tips.

c. University Coach

i. Estimate travel time (consider mileage, speed, distance, playing time, etc.)

ii. There is a four-hour minimum, costing $50 per hour with unlimited mileage.

iii. The club is responsible for paying any tolls or driver tips.

d. Enterprise

i. Pick up vehicle voucher and binder at Fleet Services.

ii. Pick up Rental Vehicle at Enterprise office.

   o All drivers must be 21 years old and bring a proof of age and identification.

   o Drivers between 18-21 years old may be eligible to drive a rental car with an additional fee and rental release (not guaranteed).

iii. Only the driver on the form can pick up the vehicle.

iv. Return the vehicle clean and with a full tank of gas to rental office.

v. Return the binder to Towson Transportation.

vi. See SCO Financial Policy for rates

vii. Large Vans may NOT be available or legal for use in certain states, and may not be driven to any states west of the Mississippi River. Please take this into consideration when planning any club travel.

e. Coach Bus

i. Towson University has a contract with the Dillon Motor Coach Company.

ii. To rent a Dillon Coach Bus, follow rental vehicle procedures.

iii. All other motor coach transportation requests must be handled by the Campus Rec Professional staff

Section 4: Payments for Vehicles

Clubs may use money from their travel or general accounts to pay for vehicles. Do not fill out a pink slip for vehicle rentals, payment will be automatically deducted from the Travel Account. If there are not sufficient funds in the travel account the difference will be paid from the General Account. A receipt must be obtained and submitted with the Post Trip Form.

Section 5: Cancelled Trips

If your club reserves vehicles through campus recreation then you must let the transportation supervisor know within 24 hours of the trip or as soon as you know of the cancellation. If you do not let the supervisor know, your club will not be permitted to rent a vehicle for the remainder of the semester. Any day of trip cancellation, requires proof that there was no earlier notice of the cancellation.
Section 6: Gas

For Towson vehicles, a provided gas card may be used at the gas station on the corner of Bosley Road and Towsontown Boulevard. Read the binder provided by Fleet Services for information on gas payment and mileage. All gas charges are the responsibility of the club and will come out of the General Account.

Article D: Airfare

Clubs may use money from Travel Account or General Account to purchase airfare. All airfare requests must be approved by Campus Rec Professional Staff before reservations are made. Please complete the “Airfare Request Form”. All tickets must be copied and on file prior to travel. The following information should also be considered when utilizing Airfare:

1. Airfare must be paid for IN FULL at the time of request. Deposits for airfare will not be processed and are NOT guaranteed for reimbursement.
2. Under NO circumstances should club officers sign any contract with an airline.

Chapter XI: Program Safety

Article A: Participant Requirements

Section 1: Acceptance of Risk/Waiver of Liability

Participants in a Sport Club must complete a Waiver of Liability and Hold Harmless Agreement form. Completed liability waivers are to be submitted to the appropriate Mailbox in the Sport Clubs office, Burdick Hall Room 150.

The club member that signs as a “witness” is responsible for checking the participant’s TU OneCard to verify eligibility according to student status and eligibility. The participant’s 7-digit TU identification number MUST be written in the top right corner of their respective Waiver of Liability and Hold Harmless Agreement form.

Section 2: Legal Awareness

It is important to know and understand certain legal terms, which are used in the Waiver of Liability and Hold Harmless Agreement form, these terms are:

1. Indemnify- To make compensation to/for and incurred hurt.
2. Liability- Obligation according to law or equity.
3. Negligence-Failure to exercise the care that a prudent person exercises.
4. Reasonable Effort-Using sound judgment or acting with the use of common sense to prevent impending danger to persons.
5. Common Sense- The way that a reasonable and prudent person would behave in a situation.
Section 3: “High Impact” Clubs
Based upon consultation with the Sport Club Athletic Trainer, the following clubs are classified as “High Impact” Clubs:
1. Men’s Rugby
2. Women’s Rugby
3. Men’s Lacrosse
4. Men’s Ice Hockey
5. Women’s Ice Hockey
6. Boxing
7. Gymnastics

Due to the higher risk of serious injury when participating in these sports, additional safety precautions will be required of participants in these clubs. All those wishing to participate in these activities must complete an online medical questionnaire and submit a copy of their personal health insurance PRIOR to any participation. Participants of High Impact Clubs must also complete baseline concussion testing, also known as “Impact Testing”. Additionally, High Impact participants are required to undergo a physical evaluation under the care of a licensed Physician.

Participants of High Impact Clubs will not be able to participate in any physical practices and activities until they have completed all the steps previously stated. It is the responsibility of the club’s executive board to ensure that all individuals have been cleared. If it is determined that a club allowed a participant to practice or play without clearance, that club will be subjected to disciplinary action at the discretion of the SCC or Campus Rec Professional Staff. Questions or concerns regarding these policies should be directed to the Assistant Director.

Section 4: Personal Health Insurance
1. Participants are required to have current health insurance to participate in a sport club.
   a. The University does not cover Sport Clubs participants.
   b. Participants must be able to show evidence of health insurance upon request.
2. Forms without documentation of insurance are not valid.
3. Individuals who submit a FALSE insurance carrier will be held accountable for disciplinary actions as enforced by Office of Student Conduct and Civility Education.

Article B: Weather and Special Testing

Section 1: Weather
Campus Recreation Professional Staff, Facility Managers, and Sport Club Supervisors reserve the right to cancel or postpone any and all club activities due to weather complications. Under no circumstances are clubs to practice outdoors when lightning is visible. To resume activity, clubs must wait thirty (30) minutes after last lightning sighting, or sound of thunder.

Section 2: Swim Test
Member of clubs that participate in water activities without the supervision of lifeguards must complete a swim test consisting of:
1. Swimming 100 yards of a recognizable swim stroke without stopping and
2. Treading water for 1 minute, face forward
3. Burdick Pool will be available during open swim hours for members to drop in and complete the swim test; a valid TU ID must be presented

**Article C: First Aid**

**Section 1: Emergency Action Plan and Notification Procedures**

All Sport Clubs will be issued a club med kit with Emergency Plans within. These Emergency Plans will contain multiple Emergency Action Plans and the proper notification procedure. All clubs are required to bring their issued Medical Kit to all practices and club events. In the event of an emergency, all officers must be aware of the proper response protocol. Clubs are required to contact the Campus Rec Professional Staff in any severe emergency situation. This includes but does not limit to: car accidents, life threatening injuries, or hospitalization for any reason.

In the event of an emergency ON CAMPUS:
1. The safety officer should assess the injury and begin providing care. Another officer or designee should notify a Burdick Hall Facility Manager that an injury has occurred.
2. **IF THE INJURY IS LIFE THREATENING, CALL 911 FIRST**
3. The Facility Manager should receive the following information
   1) Location of Injury
   2) Type of Injury (CODE RED OR BLUE)
      i. **CODE RED**- For an emergency situation involving a life-threatening emergency CRS staff should identify the emergency as a “Code Red”. Examples:
         - Trouble breathing
         - Head, neck or back injury
         - Drowning
         - Seizure
         - Stroke
         - Fainting/Dizziness
         - Heart Conditions/Issues
      ii. **CODE BLUE**- For emergencies that are not considered to be life threatening, CRS staff should identify the emergency as a “Code Blue”. Examples:
          - Sprain/strain
          - Small laceration (controlled bleeding)
          - Contusions
          - Fractures (non-compound)
4. The Facility Manager will initiate the Campus Recreation EAP. They will respond and provide additional instructions.
5. Following the injury, a club officer or designee should begin notifying the chain of command. Call these individuals in the following order until call is answered:
   1) Student Supervisor
2) Graduate Assistant of Sport Clubs
3) Assistant Director of Competitive Sports
4) Associate Director of Programming and Assessment
If call is not answered, please leave a detailed message including your name, date, time, type of injury, and a detailed account of what response measures were taken.
6. Complete an injury report and submit to the Sport Clubs Office within 48 hours of injury.

In the event of an emergency at an OFF CAMPUS facility:
1. The safety officer should assess the injury and begin providing care. Another officer or designee should notify an appropriate Game Supervisor or Facility Manager that an injury has occurred.
2. **IF THE INJURY IS LIFE THREATENING, CALL 911 FIRST**
3. The Facility Manager should receive the following information
   1) Location of Injury
   2) Type of Injury
4. Discuss emergency procedures with an on-site facility manager. Wait to receive specific instructions regarding their risk management protocol
5. Delegate a club officer to act as a spokesperson to authorities. The spokesperson should:
   - Provide all pertinent information (do not editorialize).
   - Under no circumstances should a statement of fault or guilt be made.
6. Following the injury, a club officer or designee should begin notifying the chain of command. Call these individuals in the following order until call is answered:
   1) Student Supervisor
   2) Graduate Assistant of Sport Clubs
   3) Assistant Director of Competitive Sports
   4) Associate Director of Programming and Assessment
If call is not answered, please leave a detailed message including your name, date, time, type of injury, and a detailed account of what response measures were taken.
7. Complete an injury report and submit to the Sport Clubs Office within 48 hours of injury. Be sure to include this on you post trip form.

In the event of a hospitalization:
1. The safety officer will remain with the participant at the hospital until they are released or further instructions are provided.
2. The safety officer, club officer, or another designee should begin notifying the chain of command. Call these individuals in the following order until call is answered:
   1) Student Supervisor
   2) Graduate Assistant of Sport Clubs
   3) Assistant Director of Competitive Sports
   4) Associate Director of Programming and Assessment
If call is not answered, please leave a detailed message including your name, date, time, type of injury, and a detailed account of what response measures were taken.
3. The safety officer will be provided with further instruction depending on the distance of hospital, severity of injury, and potential length of stay. Alternate travel arrangements will be made and the Assistant Director of Competitive Sports will relieve the safety officer, if possible.

**NOTE**
Under no circumstances should any club members speak to the press regarding a severe incident. Direct the press to a University Official. Do not notify next of kin unless directed to do so by a University Official.

**Emergency Phone Numbers**

**Office:**
Graduate Assistant/Sport Club Supervisors..........................410-704-5628
Assistant Director of Competitive Sports..........................410-704-3649
Associate Director of Campus Recreation..........................410-704-3598
Director of Campus Recreation ........................................410-704-2497
Campus Recreation Facility Manager..............................443-386-9590
Towson University Police..............................................410-704-2133
Towson Center/Unitas Building Manager..........................443-452-9706

**Section 2: Medical Kit**

The Medical Kit, provided by the SCO, must be checked out from the Equipment Supervisor before the first club practice, and it should be brought to every club event thereafter. Failure to maintain a med kit onsite could result in suspension of the club. If a Club has multiple sides (ex: A side and B side) that travel to different events, a Medical Kit must be checked out for each individual team.

**Section 3: Safety Officers**

All Clubs must have at least two (2) designated Safety Officers. The person must:
   a. Hold current certification in CPR and First Aid from either American Red Cross or American Heart Association;
   b. Provide copy of certification to Sport Clubs Office;
   c. Be present at every practice and competition;
   d. A Club’s coach may count as a required Safety Officer;

Clubs are required to have two safety officers, but it is recommended that they have several in order to meet the requirement of having a Safety Officer present at all practices and competitions.

**Section 4: Athletic Trainer**
An Athletic Trainer will be available for all home events. An Athletic Trainer will be available for all Sport Club participants during Burdick Hall operating hours. It is recommended you make an appointment for specific injuries.

Chapter XII: Violations

Article A: Expectations of Sport Clubs

Section 1: Code of Student Conduct

All students are expected to behave in a mature and responsible manner while participating in club related activities. Club members remain under the jurisdiction of the Towson University Student Code of Conduct as well as SCO Code of Conduct when representing Towson University at any and all club events and activities. All club members are expected to follow all handbook policies and procedures. If violated, the club as well as individual club members are subject to disciplinary action

Section 2: Hazing

“Hazing” is against the law (Section 3-607, Criminal Law Article, Annotated Code of Maryland) and is strictly prohibited at Towson University (“University”). Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of campus organizations at this University. The most damaging action a campus organization (social, honor, service, athletics) can take is to engage in Hazing.

“Hazing” is defined as any action taken or situation created intentionally, whether on or off campus, inflicted on person(s) joining a group or member(s) of a group, that a reasonable person would consider as having the potential to create mental or physical discomfort, embarrassment, harassment, or ridicule, without the individual’s consent. Hazing includes any mental or physical requirement, request, or obligation which emphasizes one individual’s or a group’s power over others; that could cause pain, disgrace, or injury; that is personally degrading; and/or that violates and federal, state local law or University policy.

Such activities and situations include, but are not limited to:

1. Team initiations.
2. Kidnapping.
3. Requiring Inappropriate dress (including, but not limited to: militaristic garb and/or apparel which is conspicuous and not normally in good taste, for the purpose of public embarrassment.)
4. Paddling in any form.
5. Creation of excessive fatigue for inappropriate reasons.
6. Road trips taken that have not been authorized by the Towson University senior administrators (i.e., the Associate Vice President of Campus Life or the Director of Athletics and/or their designees). Scavenger hunts without prior approval from the Towson University senior administrators (i.e., the Associate Vice President of Campus Life or the Director of Athletics and/or their designees).
7. Inappropriate labor required by a specific group (e.g., labor which is not inherent in the scope of the group’s activities. Examples of labor inherent group’s activities would include following appropriate direction given by University representatives with authority over the group, such as coaches or faculty advisors requiring members of the group to put away equipment after using it).
8. Mandated branding or tattooing, or any form of body mutilation.
9. Any act of physical abuse, psychological abuse, or verbal abuse (including but not limited to “line-ups,” forced calisthenics (unless part of an organized athletic activity sponsored by a recognized/sanctioned sports program), surprise or fake initiations, etc.
10. Exposing participants to adverse weather conditions.
11. Engaging in public stunts and humiliating games and activities.
12. Mandated late night sessions that interfere with scholastic and occupational activities.
13. Running personal errands for members or mandating tasks only of new members.
14. Mandated consumption, included but not limited to: illegal substances, food, alcohol, or any other type of liquid.
15. Inappropriate activities required of a specific group (new member, rookie, etc.) including but not limited to new member all-nighters, shaving of heads, servitude, etc.
16. Any other activities not consistent with the academic mission of the University.

Any club or individual(s) deemed to be in violation of this policy will be charged with Hazing and will be referred to the Office of Student Conduct & Civility Education (OSCCE). The OSCCE will investigate the charge and will determine the disciplinary actions that will be taken. The Sport Clubs Organization will recognize and uphold any disciplinary action administered by the OSCCE. In addition, clubs may face further sanctions imposed by the Sport Clubs Council

Section 3: Alcohol Policy

By signing a Sport Club liability waiver, participants agree to adhere to all policies regarding alcohol. Possession, sale, or consumption of alcohol while on a club trip, including travel to and from Towson University, is strictly prohibited. Any consumption of alcohol at a Club Event must be in complete compliance with the Sport Clubs Organization ‘Social Event Policy’. Any alcohol violations will be dealt with by The Office of Student Conduct and Civility Education, in addition to the Sport Club Council and Campus Rec Professional Staff. Club members are responsible for the conduct of their guests.

Off-Campus fundraising is permitted at established restaurants/banquet halls. Reservations and/or club related activities are to end by 10:00pm and cannot last longer than 4 hours. Alcohol sales for the purposes of fundraising and consumption of alcohol by any member (including guests) of the club are prohibited. Advertising of alcohol is also prohibited.

Section 4: Controlled Substance Policy

Possession, use, sale, distribution, or manufacturing of any illegal drugs during or associated with a club related activity is absolutely prohibited. All allegations will be investigated. All reports will be turned into Office of Student Conduct and Civility Education and processed by the University.

Article B: Discipline

For all violations of policies outlined in the Sport Clubs Handbook, with the exception of Alcohol, Controlled Substance and Hazing Violations, a club will be subject to disciplinary action by the Sport Clubs Council and/or the Assistant Director of Competitive Sports. A meeting will take place after normal SCC business, and all members of the club called into question will be allowed to attend the meeting. However, for the sake of order, only the club officers will be allowed to speak on behalf of the club during the meeting.
The Sport Club Council and/or Assistant Director has the right to sanction to any club found with a violation. The Sport Club Council holds the right to implement any penalties deemed fit and fair. Disciplinary action may result in suspension or placement on probation of the accused member(s) from sport clubs activities. If a club is found to have violated the rules, disciplinary action may result in the suspension or termination of the club. If sanctions are rendered, the club may appeal to the Sport Clubs Appellate Committee.

The SCO appeal process is outlined in Article VII of the SCO Constitution as voted on by the SCC. If any club or club member is in disagreement with the disciplinary action, they have the right to submit a formal appeal letter within one week to the Assistant Director of Competitive Sports, citing one of the following:

1. Unfair punishment
2. Failure to take evidence into account
3. Failure of due process

After receipt of formal appeal letter, a meeting with the Sport Clubs Appellate Committee and those club members/clubs involved will be scheduled. This hearing allows review of the facts/evidence and response to any/all accusations. Upon hearing all testimonies, the Sport Clubs Appellate Committee will make a decision to uphold, dismiss, or alter disciplinary action. The Sport Clubs Appellate Committee Disciplinary Committee decision is final. Teams may NOT continue to participate outside of sanctions during the time leading up to the appeal hearing.

Chapter XIII: Advertising

Any form of advertisement about your club must be approved by a Sport Clubs Staff member. Any advertising can be requested with the market request form either online or in the Blank Forms Binder in Burdick Room 150. This includes Towerlight Ads, Flyers, SGA Message Board, and T3.

Article A: Flyers

Section 1: Creating a Flyer

When creating a flyer, please use the Sport Clubs flyer template.

Section 2: Posting a Flyer

Sport Clubs are required to post general flyers about their club around campus once a semester. Flyers should be approved by the Supervisor of Marketing, who will be responsible for distribution of the flyer. Please allow for at least a week for the flyer to be posted.

Article B: Club Website

When making a website please include the following information:

1. Name and position of all club officers
2. Club e-mail address/contact information
3. Club constitution
4. Link to any sponsors and/or affiliates, must include:
   i. Towson University (www.towson.edu)
   ii. Campus Recreation (www.towson.edu/campusrec)
   iii. Sport Clubs Organization (www.towson.edu/campusrec/sportclubs)

The addition of a link to an unofficial website requires the approval of the Assistant Director. All content on the official University server website must be appropriate in nature including pictures, language, announcements, and/or links.

Chapter XIV: Office Support Services

Article A: Copy Procedures

The copier is located in Burdick Hall Room 150. Please see a Sport Club Supervisor for assistance when using the copier. All clubs must follow the guidelines for usage below:
   a. The copier and printers are to be used for official club business ONLY.
   b. There is a limit of 40 copies per document. If you need more copies you must budget and order them through the printing center.

Article B: Mailing

All letters must be approved by Sport Clubs Staff before mailing, and a copy must be made for the Sport Clubs records. Upon request, the Assistant Director will provide letterhead and envelopes. The proper mailing address for your club is:

Towson University
Campus Recreation
(Sport Club Name)
Burdick Hall Room 150
Towson, MD 21252-0001

Article C: Mailboxes

Each club is assigned a mailbox (for checks, mail, etc.) in the Sport Clubs office in Burdick Hall Room 150. It is necessary to check the box at least once a week. All club mail should be mailed directly to the Sport Clubs office using the address listed above.

Article E: Camera Rental

The SCO owns two digital cameras that are available for club use. A Camera Rental Form must be completed at time of rental. Camera equipment checked out to the Club using the equipment will be the responsibility of that Club. All missing/damaged equipment must be replaced or paid for from the Club’s General Account. Failure to do so will result in the individual’s referral to Office of Student Conduct and Civility Education.
Article F: Computers (Room 153)

Computers are to be used for club related activities ONLY. Time restrictions will be enforced when others are waiting to use the computers. Only the computers, printer, and scanner at the student workstations are available for club use. No food should be consumed at these workstations. Always remember to log off the computer.

**ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE AS DETERMINED BY THE CAMPUS RECREATION PROFESSIONAL STAFF.**