Towson University
Sport Clubs Participant Handbook
2018-2019
ANNUAL AWARD RECIPIENTS

Rookie of the Year
2016-2017 Alex Laurel, Track
2017-2018 Brahema Molubah, Men’s Soccer

Coach of the Year
2016-2017 Kevin Meredith, Women’s Basketball
2017-2018 Matthew Mescall, Goalball

Leader of the Year
2016-2017 Muhammad Waheed, Goalball
2017-2018 Natalia Girstlova, Women’s Ultimate

Competitive Achievement Award
2016-2017 Men’s Lacrosse
2017-2018 Equestrian

Community Award
2016-2017 Women’s Ice Hockey
2017-2018 Women’s Rugby

Club of the Year
2016-2017 Track
2017-2018 Gymnastics
# CAMPUS RECREATION

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Campus Recreation

Campus Recreation, a department within the Division of Student Affairs, is dedicated to Towson University’s mission of creating a vibrant and healthy campus.

Sport Clubs is a unit within Campus Recreation, funded by Campus Recreation & the Student Government Association.

Vision
Campus Recreation enhances student success and the pursuit of lifelong well-being.

Mission
We create opportunities that foster engagement and well-being for the TU community through diverse programs, series, facilities, and employment.

Core Values
We value fun, safety, civility, inclusion, education, leadership, and collaboration.

Civility & Inclusion Statement
Campus Recreation celebrates the many faces, cultures and identities of our vibrant campus. We believe in treating everyone with respect and strive to foster a healthy, positive and inclusive community within a safe environment. Join us in supporting these efforts by choosing to Rec Responsibly.

Rec Responsibly
Campus Recreation users, visitors, participants and affiliates are expected to Rec Responsibly. Rec Responsibly means…

- To utilize recreation resources to better ones personal health and well-being
- To be proactive about safety and manage risk
- To treat yourself, others, and the space you are utilizing with the utmost respect and consideration
- To be accountable for one’s personal behavior and interaction with others
- To create a welcoming and inclusive environment for all

Sport Clubs Organization Definitions

Sport Clubs Organization
Sport Clubs Organization (SCO) is made up of all of recognized Sport Clubs at Towson University. The SCO strives to provide members the opportunity to participate in various sport clubs which compete at the local, regional, and national level. Each club is required to send one officer to the bi-monthly meeting of the SCO. Typically, meetings are held on Friday’s. The SCO is funded and supported by the Student Government Association (SGA) and Campus Recreation.

Sport Clubs Council
The Sport Clubs Council (SCC) is the elected governing body of the SCO. The SCC reviews and votes on new clubs, club constitutions, budgets and supplemental requests. Additionally, the SCC reviews disciplinary charges against individual clubs within the SCO. The SCC consists of four elected club
members, two appointed Sport Club Supervisors and one appointed Campus Recreation Facility Manager. No more than two members from one sport club can hold a voting position on the SCC.

**Supervisors**
Supervisors are paid, undergraduate student staff under the Department of Campus Recreation, who advise the clubs of guidelines 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 guideline based decisions.

**Graduate Assistant of 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. They aid in the creation and implementation of program guidelines, and communication, while directly overseeing multiple clubs.

**Assistant Director for Competitive Sports**
The Assistant Director for 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 for Competitive Sports oversees the Coordinator of Intramural Sports and the Graduate Assistant of Sport Clubs.

**Appointments with the Assistant Director**
Schedule an appointment with the Assistant Director online at [https://calendly.com/jeffjkeenan](https://calendly.com/jeffjkeenan).

**Governing Bodies**
Most TU Sport Clubs are members of a governing body which formulate the policy and direct the affairs of a sport. For example, Men’s and Women’s Rugby are members of USA Rugby. All clubs must adhere to rules and policies of their governing body.

**Eligibility**

**Defining Eligibility**
- Active membership shall be given without discrimination of race, color, religion, age, national origin, disability, marital status, veteran status, sexual orientation, or gender identity
- In most cases, no experience is required for membership
- All full-time undergraduate (12 credit min.), fee-paying students are eligible for full participation
  - Those eligible for limited participation in our organization include:
    - Part-time undergraduate fee-paying students
    - Graduate fee-paying students
    - Faculty/Staff
  - Limited participation excludes members from:
    - Voting on club business
    - Holding office in the club or SCC
    - Receiving allocated funding as an individual
- Those not eligible for participation include:
  - Students no longer enrolled in classes
• Students can participate once enrolled in a minimum of 3 credits
  o Students enrolled in the Freshman Transition Program (FTP)
  • FTP students can participate after successful completion of the program
• Clubs are prohibited from denying any eligible person participation in a club
  o With the approval of the Assistant Director for Competitive Sports, a club may restrict membership totals via tryouts.
• Participants must be in good standing with the University. This includes a cumulative G.P.A of 2.0 or higher
• 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
• Those under the age of eighteen may not participate in Sport Clubs activities without their parent’s signature and consent

Gender Identity Guidelines

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
  o 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
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 guidelines for use. The guidelines are in compliance with the Fairness for All Marylanders Act.

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.

Requirements of Participation
How to Join a Club

There are several steps to join a club, and the steps must be completed each semester. All participants must complete several documents/forms to join a club. The steps to join include:

- If the participant is 18 or over:
  - Join the club online via IMLeagues. A step-by-step guide to joining a club is available here.
  - Sign the Agreement, Waiver, Hold Harmless, and Covenant Not to Sue online.
  - Complete the Sport Clubs Organization Code of Conduct form online.
  - Complete the Hazing Policy Acknowledgement form online.
  - Complete the Concussion, Injury, & Athletic Trainer Awareness form online.
  - Complete the Participant Handbook Acknowledgement form online.

- If the participant is under 18:
  - Go to the Club Directory & Schedules page of the TU Sport Clubs website. Under each club is a dropdown menu with a line labeled ‘Paper Waiver – Under 18 Only’.
  - Hand in the document to the Competitive Sports Office (BU 155) in Burdick Hall.
  - A Sport Club Supervisor will then manually add you to the club on IMLeagues. The participant should then:
    - Complete the Sport Clubs Organization Code of Conduct form online.
    - Complete the Hazing Policy Acknowledgement form online.
    - Complete the Concussion, Injury, & Athletic Trainer Awareness form online.
    - Complete the Participant Handbook Acknowledgement form online.

All participants will also be required to provide personal and emergency contact information. Students are NOT permitted to participate in any club activities until they have completed all of the necessary documents and forms.

Required Documents/Forms

Copies of these forms can be found in the Appendix.

Agreement, Waiver, Hold Harmless, and Covenant Not to Sue

Participants in a Sport Club must complete a Waiver of Liability and Hold Harmless Agreement form. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed a Waiver of Liability and Hold Harmless Agreement are not permitted to participate in any club activity.

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.

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 Club 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.

**Sport Clubs Organization Code of Conduct**

Towson University students are required to adhere to the Towson University Code of Student Conduct at all times, and club participants are also required to adhere to the Sport Clubs Organization Code of Conduct. If either/both of these codes are violated, club members and/or the club as a whole could be subject to disciplinary action.

**Hazing Policy Acknowledgement Form**

Hazing is against the law and is strictly prohibited at Towson University. The Hazing Policy Acknowledgement form details the legal definition of hazing and provides examples of hazing activities. Any incidents of hazing will be investigated by the Office of Student Conduct and Civility Education.

**Concussion, Injury, & Athletic Trainer Awareness**

The Concussion, Injury, & Athletic Trainer Awareness form links to a video that all club members must watch once per academic year about the dangers and signs of concussions. It also provides additional information on concussions and what to do if a concussion is present or suspected. The form also includes information about follow-up after injuries and the TU Sport Clubs Athletic Trainer, which all club members have access to.

**Participant Handbook Acknowledgement**

The Participant Handbook was created for the benefit of Sport Club Participants, and each participant should review and be aware of the handbook.

**Medical Clearance**

Several clubs have been deemed “high impact” by TU Sports Medicine. Members of high impact clubs need to be medically cleared before they can participate in club activities. High Impact clubs include: Men’s Rugby, Women’s Rugby, Men’s Lacrosse, Men’s Ice Hockey, Women’s Ice Hockey, Boxing & 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 do the following PRIOR to any participation:

- Complete an online medical questionnaire
- Submit copy of their personal health insurance
- Complete baseline concussion testing, also known as “Impact Testing”
- Undergo a physical evaluation under the care of a licensed Physician

Required documents are available on the Sport Clubs Website. Detailed instructions on how to complete the medical clearance process is available online.

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.
After becoming medically cleared, participants must submit the Medical Clearance form for their club on IMLeagues. The form will be approved by the Sport Club Office, and then the member will appear on the IMLeagues roster and be approved for participation.

**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. If uncertain of your ability to participate, please consult a physician prior to participation.

**IMLeagues Roster**
Once a participant has completed all required documents and forms, they can verify their eligibility by referring to their club’s IMLeagues roster. To view the roster:
- Log into your IMLeagues account
- Click on Sport Clubs
- Click on your club’s name
- Click on Roster in the top white bar

If a participant’s name is on the roster clearly, they are cleared to participate. If their name has a strikethrough, they are not cleared to participate and need to complete additional forms before participation in any club activities.

**Dues**
Some clubs collect dues, or fees, from each participating member. Dues amounts vary per club, and clubs set their own dues. The cost of being part of a Sport Club greatly varies depending on which club you are interested in joining. Because most clubs are financially supported by the Student Government Association, dues are limited and range from $0-$1,000 per year. Additional costs could be added depending on gear, travel, and other activities.

Dues are collected online through the recreation.towson.edu portal. Credit and debit cards are accepted. See the how-to document on how to pay dues online if you have any questions.

All club members must first join their club via IMLeagues before they pay dues. It is highly recommended that perspective club members, especially new club members, attend a few practices before paying dues. Do not pay dues until you are sure you want to join. No refunds are giving unless otherwise approved by bother the club president and the Assistant Director for Competitive Sports.

**Club Officers**
Clubs are run by student officers. Since clubs are self-administered, the management of club business is the responsibility of the officers. The success of individual clubs and the Sport Club program is dependent on the professionalism and leadership shown by the club officers.

**Officer Duties**
The following is a basic overview of all club officers’ duties. More specific descriptions must be listed in each club’s constitution.
- Manage the day-to-day operations of the club
Attend required training sessions and meetings, including, but not limited to:
- Attend required training sessions at the beginning of each semester
- At least one officer must attend SCO meetings
- At least one officer must attend weekly scheduled meetings with their assigned Supervisor
- Make sure the club follows all Sport Clubs/Campus Recreation guidelines and procedures
- Request facility space
- Manage/plan home events
- Coordinate competition schedules
- Make travel arrangements
- Manage the club’s budget and prepare the clubs budget request
- Supervise coaches and instructors

Officer Transitions
All clubs are required to hold elections and transition officers each December. Club members are not allowed to take an officer position unless they can serve a full one year term. Club members may elect a non-voting Past Officer position which will serve during the spring semester to aide in the transition.

The successful transition from outgoing to new leadership is vital to the continued success of the club. Many clubs have chosen to create a club transition document that outlines details of their respective club and/or store important documents and resources within their Google Drive account. From governing body guidelines to important contact information for rival teams, these documents pass along important information from officer to officer, year to year. While a transition document can save officers the trouble of “reinventing the wheel,” and it should be updated frequently. To ensure a successful transition, outgoing and incoming officers should reference the Officer Transition Checklist available on the Sport Clubs website.

If you are interested in becoming an officer of your club, complete the online Officer Interest Form.

Coaches
If a club is seeking a coach, the club is responsible for the search. Non-student coaches must go through an approval process by the Sport Club Office that includes fingerprinting and online training and assessment.

Duties & Restrictions
The primary role of the coach/instructor is to provide clubs with activity specific skill instruction, member development and competition strategy. Coaches may be asked to attend practices, competitions, and special events. In addition, the following is expected of all coaches and instructors involved in such capacity with the Sport Clubs Organization:
- The coach/instructor is strictly a volunteer, unless otherwise noted or informed
- The coach/instructor must adhere to the guidelines set forth in individual club constitutions regarding duties of a coach/instructor
- The coach/instructor is obligated to protect the safety of all club members and should take every precaution to avoid risk of injury
- The coach/instructor must restrict his/her involvement with the club to teaching and instructing. Coaches and instructors are NOT to be active members in club management beyond an advisory
role. Club officers are to act as liaisons between the club and the Campus Recreation Professional Staff

- The coach/instructor is not an agent or representative of Towson University and may not sign contracts or agreements or facilitate contracts or agreements on behalf of Towson University or the club
- Participation in a Sport Club is strictly voluntary. Monetary rewards or scholarships shall not be promised to any club member or prospective club member by the coach or instructor
- The coach/instructor must demonstrate and promote good sportsmanship at all times. Club members and coaches/instructors are expected to conduct themselves in a manner fitting to represent Towson University and the Sport Clubs Organization
- The coach/instructor is not to be involved in the financial responsibilities of the club
- The coach/instructor should be aware of and follow all Towson University, Campus Recreation, and Sport Clubs Organization guidelines and procedures. These guidelines include, but are not limited to, the Code of Student Conduct, Alcohol, and Hazing Policy

**SCO Status**

**Tier System**
The SCO is structured into a five tier system. Each club resides within one tier based on the criteria/requirements associated within each tier. Your club’s tier determines the amount of SGA funding your club can receive, your facility priority, and the amount of home events your club can host. For example, a Tier 1 club can be allocated no more than $1,500 and can only host one home event per semester, but a Tier 4 club can be allocated no more than $9,999.99 and can host up to four home events per semester.

The higher the tier, the higher the benefits. However, higher tiers also have more requirements. If a club fails to meet ANY of the requirements of their tier, they will drop a tier the following academic year. All clubs must:
- Maintain a minimum of ten members
- Have a minimum of three administrative officers
- Have a minimum of two certified Safety & Facility officers
- Have minimum of two TIPS certified members
- Participate in a certain amount of competitions, per tier
- Participate in a certain amount of community service, per tier
- Fundraise a certain amount, per tier
- Earn a certain amount of points, per tier

Clubs may check what tier they are in and their progress towards their tier requirements online.

**Active Clubs**
A club is deemed active each semester when it:
- Has a minimum of ten full participating members on their roster and medically cleared (if applicable)
- Has at least two active Safety & Facility Officers
- Has an updated Involved@TU profile
Unless otherwise approved by the Assistant Director, clubs have 45 days from the first day of class each semester to become active. If not, clubs will be required to be inactive for the remaining part of the semester. They will have the chance to become active again at the start of the following semester.

**Inactive Clubs**
A club is deemed inactive if either of the following occurs:
- The club does not meet the active requirements above
- The club has been suspended by the SCC or Campus Recreation Professional Staff

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

**Facility Guidelines & Procedures**

**Facility Use Guidelines & Operations Guide**
All members must adhere to the Facility Guidelines & Operations Guide for important guidelines. It includes important policies regarding Burdick Hall and the Burdick Turf Fields. All members and any visitors to campus must follow their guidelines.

**Unofficial Practices**
Clubs are not allowed to host unofficial practices. Sport Clubs Professional Staff should be aware of all practices, including their times and locations. Practices not scheduled by TU Sport Clubs must be reported; this includes conditioning type practices.

Groups of friends who are members of the same sport club are allowed to use open spaces and open recreation time to play their sport informally. The club may not reserve facility time for informal play. During such times, the following guidelines must be followed:

- Clubs will not have access to any club equipment. Only personal equipment (rugby balls, lacrosse sticks, etc.) may be used
- No drills of any kind
- No coaches should be in attendance
- Members must welcome other students (non-members) to participate
- Club related apparel, warm-ups, uniforms, etc. should not be worn
- Members should not take up the majority of available space

Club members may not work out in the Burdick Hall Fitness Center in groups of more than 4 members.

**Weather**

**Campus Recreation Authority**
Campus Recreation staff reserve the right to cancel or postpone any and all club activities due to weather conditions. Trips may be cancelled or adjusted at the discretion of the Sport Clubs professional staff in the event of severe weather or unsafe travel conditions.

**Spot Checks**
Campus Recreation staff will periodically drop by club practices throughout the year to complete a spot check. At each spot check, officers must show their first aid kit (if applicable), radio (if applicable) and that their Safety & Facility Officer(s) are on-site. In addition, practice attendees will be checked against the official club roster. Disciplinary action will result in a failed spot check.
Travel

Travel guidelines apply to all club trips, from games, tournaments, and other competitions to off-campus fundraisers, community service events, and other meetings. Clubs with practices or home events off campus are expected to travel with approved drivers, though travel requests are not necessary each trip.

Travel Request and Approval

Travel Requests are required to be submitted by a trip leader each time the club travels so that the university can be made aware of travel details. The trip leader must be an officer, and the will submit the request through IMLeagues the week of the trip. Because all trips must be university approved, last minute changes are not always possible. Drivers, vehicles, members attending, and other aspects of trips must all be pre-approved.

Drivers

Driver Clearance

Any Sport Club participant that wishes to drive a personal vehicle must submit/complete the following:

- **Personal Driver Approval Form**
  - Copy of their driver’s license
  - Copy of their insurance card. Make sure it is not expired!

Participants who will be driving their own personal vehicles must be cleared before the club submits their Travel Request.

Any Sport Club participant that wishes to drive a Towson University Vehicle or Enterprise vehicle must submit/complete the following:

- **Personal Driver Approval Form**
  - Copy of their driver’s license
  - Copy of their insurance card. Make sure it is not expired!

- **Rental Vehicles Driver Packet**
  - Out of State Drivers: Copy of their driving record obtained from home state DMV
  - Online Defensive Driving Techniques Course through Fleet Services
  - In-Person Van Training (10 Passenger Van Drivers ONLY)

The process of clearing rental drivers (paperwork & training) takes at least 1-2 weeks.

Coaches who would like to drive a Towson University Vehicle or Enterprise vehicle must have a TU ID Card and active TU ID number.

Club members must submit a new **Personal Driver Approval Form** anytime their insurance or driver’s license expires.

University/Enterprise rental vehicle drivers must be cleared before a [Transportation Request](#) can be submitted.
At-Risk Drivers
If a driver has been identified by Fleet Services as an “at-risk” driver (5 or more points on their license), they are not permitted to drive others to club events.

Driver/Vehicle Owner Responsibilities & Liability
Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event. Drivers must be capable of operating a vehicle (rested, alert, etc.). Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle
- Ensure that the vehicle is not driven if there is a mechanical problem
- Ensure luggage is packed so that the driver's view is not obstructed
- Make sure that they are comfortable with the size of the vehicle
- Ensure that all passengers are in their seat belts prior to departure and are wearing seat belts all times while the vehicle is in motion
- Focus on driving. Do not manage music, adjust the temperature, talk on cell phones, text message, etc. The front seat passenger is responsible for those items
- Keep a safe following distance
- Drive defensively - be prepared for the unexpected
- Stop for fuel when the fuel gauge drops below 1/4 full
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving

Towson University assumes no responsibility for the use of private/personal vehicles. The owner of the vehicle assumes liability for everything that happens to and in that vehicle. Drivers are personally liable for all fines/violations including, but not limited to: red light camera tickets, speed camera tickets, parking violations, and moving violations.

Student drivers of university owned or rented vehicles are personally responsible for vehicles operated by them. This includes but not limited to the payment of the Towson University insurance deductible up to $1,000 for any vehicle damage. The University may also pursue compensation from the responsible party’s personal auto insurance.

Community Service
Clubs are responsible for completing a certain amount of community service hours per year, dependent on tier.

Criteria
In order to receive credit for community service, activities must meet the following criteria:

- Completed at a 501(c)(3) non-profit organization, or a community of skill in need, or with an underrepresented group
- Clubs must not receive payment or remuneration for services completed
- A minimum of five (5) students must participate in an event
- All photo must be included attached to the online form
• All of your community service events/hours for the year may not be with the same organization/type of event
• In order for an event to count towards the fall semester, the event must be completed prior to December 31st
• All community service must be complete prior May 1st to be credited during the current year

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 include, but are not limited to: YMCA, Boys & Girls Club, Girl and Boy Scouts, and Little League.

Running or walking races, and similar events where no actual volunteer service is taking place, does not count as community service, but registration fees can be counted towards Philanthropy. Volunteering at a race/walk to direct participants or traffic or working a water station does count as community service.

Philanthropy
Philanthropy is defined as desire to help mankind through the giving of gifts, usually monetary in nature, to a humanitarian or a charitable organization. Every $22 donated to an organization counts as one volunteer hour.

Blood Drives
Clubs may donate blood for community service. Each pint of blood counts as 1.4 hours of community service.

Safety & Risk Management
Safety is the responsibility of every Towson Sport Clubs participant. To provide a safe and positive recreational experience for all participants, it is necessary to try to prevent accidents and injuries before they happen. Every sport club should develop, implement, and practice the following safety precautions:
• Emphasize safety during all club activities
• Review emergency procedures with all club members. Document this review, including the date and list of members present
• Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the Sport Clubs professional staff immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear unsafe

Safety & Facility Officers
All clubs must have at least two designated Safety & Facility Officers. In addition, club officers are responsible to make sure at least one Safety & Facility Officer is at every club practice or competition. Two Safety & Facility Officers are required for all practices on Burdick Field. Each academic year, Safety & Facility Officers must apply, complete the required training and pass a test. Steps include:
1. Complete a Safety & Facility Officer Application
   a. Hold a First Aid, CPR & AED Certification from a reputable provider which includes hands-on instruction, and submit a copy to the Competitive Sports Office. Accepted providers/certifications include:
      i. American Red Cross
ii. American Heart Association
iii. Any EMT or Lifeguard Certification

2. Complete an online training
3. Pass a test with a score of 85% or higher

Additional mandatory training may be added if deemed necessary.

Clubs are required to have two Safety & Facility Officers, but it is recommended that they have several in order to meet the requirement of having a Safety & Facility Officer present at all practices and competitions. Coaches are not required but may hold a First Aid CPR & AED Certification; however, they do not count as Safety & Facility Officers.

**Accident/Injury & Incident Reports**

**Accident/Injury Reports**
Clubs must submit an Accident/Injury Report for all injuries that occur at non-Towson University Campus Recreation facilities. These reports must be submitted online ASAP, no more than 24 hours after the accident/injury.

Tips for filling out an Accident/Injury Report:
- Fill out the form completely
- Be specific!
- Do not editorialize. Just state the facts!
- Take the report seriously. Accident Report Forms are legal documents which may be required in a court of law

When an accident/injury occurs within a TU Campus Recreation Facility, you MUST notify the Facility Manager or Operations Supervisor. The Facility Manager or Operations Supervisor will complete a report of the accident/injury.

In some instances, the Assistant Director for Competitive Sports may request that you complete an Incident Report in addition to an Accident/Injury Report.

**Incident Reports**
Any club member can complete an online Incident Report to report incidents that don’t result in an injury. They include, but are not limited to:
- Vehicle Accident
- Conflict, Argument or Fight
- Guideline Infraction
- Hotel Issue
- Facility Issue
- Issue with another sport club (leaving trash after practice, etc)
- Hazing, Bulling or Harassment
- Hate Crime & Bias Incident
- Emotional, Physical or Sexual Misconduct
- Ethics Violation

Incident Reports should be completed within 24 hours of the incident.
Athletic Trainers

Care for Injuries
All sport club members have access to athletic training services. All injuries must be reported to the TU Sport Clubs Athletic Trainer. All possible concussions must be reported to the TU Sport Clubs Athletic Trainer. Members with injuries may visit the Athletic Trainer in Room 139 of Burdick Hall. Make an appointment online at https://calendly.com/tusportclubsatc. Club members have access to a team physician that is on campus every day, physical therapists, a nutritionist, and many others if needed.

Home Events
Campus Recreation will make an effort to staff a certified Athletic Trainer at all on and off campus home events. Athletic Trainers are required at all High Impact home events. If an Athletic Trainer does not show up for a High Impact home event, the game cannot start until they arrive.

Practices
Athletic Trainers will make an effort to be at select club practices. Athletic Trainers prioritize high risk practices which take place on campus. Clubs may not request an Athletic Trainer to be at a practice, nor should they expect that they will be there.

Injury Reports
- Every club that has a member injured, will receive an injury report on Mondays and Thursdays via email from the TU Sport Clubs Athletic Trainer
- The report will be sent to all club officers (via the club email address), Safety & Facility Officers, and coaches/instructors (if applicable)
- If you do not receive an injury report than your team currently has no injuries. As a reminder, all injuries MUST be reported to the TU Sport Clubs Athletic Trainer
- The report is confidential. Information contained in the injury report may not be shared with those who did not receive the report
- It is the responsibility of club officers, Safety & Facility Officers, and coaches/instructors to follow and enforce the injury report. The limitations listed are in the best interest of the team member
- If a situation changes (ex. Monday the member is limited to no contact, but Wednesday they can participate in a contact practice) then a new injury report will be sent out for the change
- Questions about injuries, limitations, and the reports themselves can be directed to the TU Sport Clubs Athletic Trainer

Concussions
One of the main jobs of a coach or club officer is keeping athletes safe. Coaches and officers should know how to prevent concussions and other serious brain injuries, learn how to spot a concussion, and know what to do if a concussion occurs.

A concussion is a mild traumatic brain injury with both physical and functional components. It is caused by a blow to the head/body, a rapid twisting motion or whiplash that causes the head and brain to move quickly back and forth. It is important to remember that a concussion can occur without a direct hit to the head. Fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain, and sometimes stretching and damaging the brain cells. Concussions can change the way an individual’s brain normally works.
The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

**Prevention**

Coaches and officers create the culture for safety and can help lower an athlete’s chance of getting a concussion or other serious injuries. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

- Talk with club members about the importance of reporting a concussion. Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you if they think they have a concussion. Some athletes may not report a concussion because they don’t think it’s serious. They may also worry about:
  - Losing their position on the team or during the game
  - Jeopardizing their future sports career
  - Looking weak
  - Letting their teammates or the team down
  - What their coach or teammates might think of them.

- Create a culture of safety at games and practices
- Teach athletes ways to lower the chances of getting a concussion
- Enforce the rules of the sport for fair play, safety, and sportsmanship
- Ensure athletes avoid unsafe actions such as:
  - Striking another athlete in the head
  - Using their head or helmet to contact another athlete
  - Making illegal contacts or checking, tackling, or colliding with an unprotected opponent
  - Trying to injure or put another athlete at risk for injury
- Check out the equipment and sports facilities. Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition

**Signs & Symptoms**

The signs and symptoms can also be found on the [Concussion Handout](#).

Signs: observable clues witnessed by officers, coaches, teammates that a person may be suffering a concussion.

- **Physical**
  - Dazed or vacant look
  - Decreased playing ability
  - Facial injury following head trauma
  - Grabbing or clutching the head
  - Lying motionless on the ground or slow to get up
  - Poor coordination or balance
  - Slurred Speech

- **Cognitive**
Some concussions will show signs and symptoms right away, while other may take 24-28 hours, and sometimes longer, for the injury to be noticed by those experiencing it or those around them.

**Red Flags: Call 911**
In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call a Code Red (if in a TU Campus Recreation facility)/call 911 or ensure an athlete is taken to the emergency department right away if after a bump, blow, or jolt to the head or body, they have one or more of these red flags:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitating or combative
**Skin Infections**

*Staphylococcus aureus*, often referred to simply as "staph," are bacteria commonly carried on the skin or in the nose of healthy people. Approximately 25% to 30% of the population is colonized (when bacteria are present, but not causing an infection) in the nose with staph bacteria. Sometimes, staph can cause an infection. Staph bacteria is one of the most common causes of skin infections in the United States. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics. However, staph bacteria also can cause serious infections. Some staph bacteria are resistant to antibiotics. While 25% to 30% of the population is colonized with staph, approximately 1% is colonized with MRSA.

Staph bacteria, including MRSA, can cause skin infections that may look like a pimple or boil and can be red, swollen, painful, or have pus or other drainage. More serious infections may cause pneumonia, bloodstream infections, or surgical wound infections.

Skin infections such as staph can be spread amongst athletes. Factors that have been associated with the spread of skin infections include: close skin-to-skin contact, openings in the skin such as cuts or abrasions, contaminated items and surfaces, crowded living conditions, and poor hygiene.

To prevent the spread of skin infections amongst your club:
1. Wash club apparel (pinnies) and uniforms frequently in hot soapy water.
2. Sanitize club equipment (pads, scrum machine/sled, etc.) routinely. Gym Wipes are available for club use to wipe down surfaces of equipment before and after use.
3. Encourage all club members to:
   a. Use a barrier (e.g., clothing or a towel) between skin and shared equipment
   b. Shower thoroughly as soon as possible after club practices and events
   c. Keep hands clean by washing them thoroughly with soap and water
   d. Keep cuts and scrapes clean and covered with bandages until they heal.
   e. Avoid sharing towels, razors, etc.
4. Do not allow club members with confirmed skin infections to practice or compete
5. Encourage club members with possible skin infections to see a healthcare professional
6. Report confirmed cases of skin infections to the Assistant Director for Competitive Sports and the Athletic Trainer

**Expectations & Discipline**

**Hazing**

“Hazing” is against the law (Section 3-607, Criminal Law Article, Annotated Code of Maryland) and is strictly prohibited at Towson 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:

- Team initiations
- Kidnapping
- 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)
- Paddling in any form
- Creation of excessive fatigue for inappropriate reasons
- Road trips taken that have not been authorized
- Scavenger hunts without prior approval
- 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 of the 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)
- Mandated branding or tattooing, or any form of body mutilation
- 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.
- Exposing participants to adverse weather conditions
- Engaging in public stunts and humiliating games and activities
- Mandated late night sessions that interfere with scholastic and occupational activities
- Running personal errands for members or mandating tasks only of new members
- Mandated consumption, included but not limited to: illegal substances, food, alcohol, or any other type of liquid
- 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.
- 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.

**Alcohol Guidelines**

Possession, sale, being under the influence of alcohol or consumption of alcohol while practicing, participating in club activities, or on a club trip, including travel to and from Towson University, is strictly prohibited.

By signing a Sport Club liability waiver, participants agree to adhere to all policies regarding alcohol. Any alcohol violations will be dealt with by The Office of Student Conduct and Civility Education, in addition to the Sport Clubs Council and Campus Recreation Professional Staff.

**Social Events**

Any consumption of alcohol at a club event must be in complete compliance with the Social Event Guidelines. Club members are responsible for the conduct of their guests. Clubs must submit a Social Event Registration Form at least seven days in advance of the event.
Please note that you may not use the Sport Clubs credit cards to pay for your event at a third party vendor.

**Fundraising**
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.

**Apparel**
Clubs are encouraged to not wear club apparel and uniforms to bars or other related establishments.

**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.

** Discipline**
Clubs as a whole can be referred to The Office of Student Conduct and Civility Education as well as individual members of clubs. Additionally, perception is reality – not every occurrence may be a “club sanctioned” event, but if it is perceived that way, it can be disciplined that way. It is possible to have a club house or party without trying to.

Some examples of club issues in the past:
- Evidence of drug use at a hotel
- Derogatory Chants/Cheers
- Informal Gatherings after Information Meetings where alcohol was made available to those under 21
- New members required to sing a song at the front of the bus, and if they mess up, they are required to sit in the bus bathroom
- Stealing pillows from a hotel
- Noise complaints at the hotel

For each of these cases, both the clubs AND individuals were investigated by The Office of Student Conduct and Civility Education. Even though most of the events occurred off-campus, discipline can still be handed down by campus entities.

**Code of Student Conduct**
In addition to the Sport Club Code of Conduct, 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 students are expected to behave in a mature and responsible manner while participating in club related activities. All club members are expected to follow all handbook guidelines and procedures. If violated, the club as well as individual club members are subject to disciplinary action.
Club Sanctions
For all violations of guidelines outlined in the Sport Clubs Handbook, with the exception of Alcohol, Controlled Substance and Hazing Violations, a club will be subject to disciplinary action determined by the Sport Clubs Council and/or the Assistant Director for Competitive Sports.

In order to prevent all guideline and procedure violations to be heard by the SCC, the SCC has established a warning & fine system. Many common guideline and procedure violations fall within the system. The warning & fine system is to be used as a guide, and the full information can be found in the Sport Clubs Officer Handbook.

Annual Recognition

Annual Awards
The Sport Club Annual Awards are the highest honor presented each year. Recipients will be forever commemorated on a perpetual plaque which will be displayed in Burdick Hall. Nominations will be reviewed by a special committee comprising of the Sport Clubs Council, an SGA Representative and Campus Recreation Professional Staff. To submit a nomination, complete the Annual Awards Nomination Form.

Individual Awards
- **Rookie of the Year** – This athlete is recognized above all new members for demonstrating true sportsmanship for a game they love. This individual went beyond expectations in practices, competitions, and club responsibilities
- **Coach of the Year** – This mentor has provided countless hours of dedication of support to not only the clubs purpose, but to all the individual members that ultimately create the success of the club. Being a figure to inspire young adults, these coaches provide the necessary tools to teach lessons on how to become a leader of others, bringing unity to the team, and create a family culture for all individuals
- **Leader of the Year** - An honorable member whose actions revolve around the interest of the club’s operations, members and the Sport Club standards. Navigating around the obstacles of academics, personal agendas, and sport club polices, these leaders accept and welcome the challenges willingly to become the symbol of the club's overall success. These student members leave their trademark on the club for the future leaders to continue to build and progress from

Club Awards
- **Competitive Achievement Award** – This club is recognized for achieving a high level of competitive success. Maybe they went to Nationals for the first time, placed at Nationals or had more competitive success than ever before. Proudly representing Towson University, this club achieved a higher honor than a praise, but a historical label of achievement
- **Community Award** - This club is recognized for generating an inclusive community for members to thrive in. This club progresses by immersing members into a culture that supports one another. Being part of this team means more than a jersey number, it means being part of a family
- **Club of the Year** – This club is recognized for being the standard of Towson University’s Sport Clubs program. The club’s success is not based solely on competition record, but for the additional achievements this club has accomplished within the year
Club Achievements
Special recognition will be given to clubs in the following categories:

- **Tier Mobility**
  - Clubs that moved up a tier will be recognized
- **Fundraising**
  - The three clubs that fundraised the most (per member) will be recognized
- **Philanthropy**
  - The three clubs that completed the most volunteer/community service hours (per member) will be recognized
- **Most Improved Club**
  - The Sport Club Supervisors will select a club they feel has improved the most year-over-year to receive recognition

Appendix

Agreement, Wavier, Hold Harmless, and Covenant Not to Sue

Notice: This Agreement is a contract with legal consequences. Read it carefully before signing!

In consideration of my participation in the ________ Club from _____ to _____, inclusive, I hereby freely agree to make the following contractual representations and agreements:

I fully realize the dangers of participating in ________ Club events of this type and voluntarily assume all the risks associated with such participation. I understand the risks include, by way of example, and not limitation, the following: Accidents may happen while traveling in vehicles to event locations including provided transportation, car pools, bicycles, and walking. Mishaps such as falls, equipment failure, other players, imperfect gym, field or terrain conditions, wet surfaces, being hit with balls or any other equipment involved with this sport, contact with walls, fences, other people, and/or over exertion could result in injuries including sprains, back injury, spinal cord injuries, concussion, broken bones, torn muscles or tendons, dislocations, welts, contusions, contact abrasion, loose/missing teeth, dehydration, psychological trauma, hospitalization, and or death.

I agree that it is my sole responsibility to be familiar with the physical and/or mental demands associated with the above named events. With these demands in mind, I have no physical or mental condition, which to my knowledge, would endanger myself or others if I participate in this event, or would interfere with my ability to participate in the event. I also agree to abide by any established rules or regulations while engaged in this activity, and with the directions and precautions given by leaders and/or instructors.

I understand that Towson University has no duty to provide any extraordinary duties or safety measures in relation to this activity and that I must use reason and judgment in my undertakings hereunder. I consent to Towson University providing emergency health assistance if it is determined necessary in its discretion, and consent to Towson University contacting my emergency contact for notification.
I understand and expressly assume all the risks and dangers of the activities contemplated by this Agreement, and I hereby release, waive, discharge, and covenant not to sue Towson University, the University System of Maryland, the State of Maryland, and their officers, agents, servants, and employees (collectively, the “Releases”) from all liability, claims, demands, actions, or causes of action whatsoever arising out of any damages, loss, or injury to me or to my property while participating in any of the activities contemplated by this Agreement, whether such damage, loss, or injury results from the negligence of the Releases or from any other cause. I also hereby release, waive, discharge and covenant not to sue the Releases from any claims whatsoever on account of any first aid, treatment, or service rendered to me during my participation in the above activity. I hereby agree to indemnify and hold harmless the Releases from any loss, liability, damage, or costs, including court costs and attorneys’ fees, that they may incur due to my participation in said activities, whether caused by the negligence of Releases or otherwise.

I agree, for myself and my successors, that the above representations and agreements are contractually binding, and are not mere recitals. I agree that my failure or refusal to sign such agreements or releases shall in no way affect the validity of this Agreement, nor revoke or cancel any of the terms of this Agreement. I or any of my successors shall be liable for the expenses (including legal fees) incurred by the party or parties in defending against such claim or suit. This Agreement shall not be modified orally.

I have carefully read this form and fully understand its contents. All information I have provided is true. I am aware that this is a release of liability, a waiver of claims, an agreement not to sue, an indemnity, and a contract between myself and Towson University and for the benefit of others described herein, I sign it of my own free will.

**Sport Clubs Organization Code of Conduct**

The primary purpose for the imposition of discipline in the university setting is to protect the campus community. Examples of misconduct subject to disciplinary action include but are not limited to:

- Intentionally furnishing false information
- Lewd, obscene, or indecent behavior
- Intentionally or recklessly damaging, destroying, defacing, or tampering with university, public, or personal property of another
- The possession, use, sale, distribution or manufacture of illegal drugs
- Possession and/or use of alcoholic beverages during any Sport Club functions and/or trips
- Threats of violence or placing a person in fear of imminent physical injury, danger, or inflicting mental or emotional distress upon a person
- Any endangering conduct that impairs or jeopardizes the health or safety of any person or persons, including oneself.

I agree to uphold and follow all regulations and rules stated in the Towson University Code of Student Conduct and the Sport Clubs Handbook and to remain in good academic standing with Towson University. As a member of the Sport Clubs Organization, I understand policies are in effect at all on- and off-campus club gatherings, including but not limited to practices, meetings, trips, community service events, and fundraisers. I understand if violated, the club and/or myself will be subject to disciplinary action. I will carry myself with integrity and sportsmanship at all times while I am representing the Sport Clubs Organization. I will also do my best to encourage others to follow this code and report any violations I find.
Hazing Policy Acknowledgement

Policy Statement:
“Hazing” is against the law (Section 3-607, Criminal Law Article, Annotated Code of Maryland) and is strictly prohibited at Towson University (“University”).

Reason for Policy:
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 acts of hazing.

Definition:
“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 creates 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 power over others; that could cause pain, disgrace, or injury; that is personally degrading; and/or that violates federal, state local law, or university policy.

Such activities and situations include, but are not limited to:
- Team initiations
- 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)
- Forced head shaving
- Mandated late night sessions that interfere with scholastic and occupational activities
- Running personal errands for members or mandating tasks only of new members
- Forced consumption, included but not limited to: illegal substances, food, alcohol, or any other type of liquid
- 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.
- Any other activities not consistent with the academic mission of the university

**“Inappropriate” will be determined by the Office of Student Conduct and Civility Education.

Procedures:
Anyone experiencing or witnessing a violation of this hazing policy is encouraged to report the incident to the Office of Student Conduct and Civility Education (OSCCE). Any individual or group alleged to have engaged in hazing will be referred to OSCCE, which will handle allegations in accordance with its usual procedures for alleged violations of University policies, except as otherwise noted in this policy.

If the OSCCE finds that a student organization has engaged in hazing, or that the organization did not take reasonable steps to prevent hazing by its members or affiliates, culpability may be attributed to the individual perpetrators, the student organization, its members, and/or its elected or appointed officers, subject to the defense that the individual student could not reasonably have prevented the hazing.

All students, including potential new members and current members of any student group or organization, have a responsibility to avoid participating in hazing activities.
Process for Sport Clubs at Towson University:
Any sanctions will be imposed by the OSCCE. This decision will include input from the Associate Vice President of Student Affairs - Campus Life, the Associate Vice President of Student Affairs, and the Assistant Director of Competitive Sports. Previous violations of this policy will also be considered in the sanctioning process.

**Concussion, Injury, & Athletic Trainer Awareness**

**Video Requirement**
All club members are REQUIRED to watch a Concussion Education & Awareness video.
Instructions:
- Visit the SportRisk website to log in and take the training.
- Use the UserCode: TOWKEE-858-2
- You DO NOT need to complete the survey/quiz.

**Concussion Information**
While participating in sport activities and building skills are important, your long-term safety is our paramount concern. Concussion awareness and response is a SHARED RESPONSIBILITY!

Club officers, coaches & Safety & Facility Officers are to ensure athletes who show signs of a concussion do not return to the play until they had been properly evaluated.

The athlete’s responsibility is to be aware of and responsive to their teammates and themselves in a possible concussion scenario. Don’t try to ‘tough it out’ and don’t feel like you are letting down the team if you didn’t keeping going despite not feeling quite right.

Refer to the TU Sport Clubs Concussion Handout for additional information.

**Injuries & Athletic Trainer Information**
All sport club members have access to the Sport Clubs Athletic Trainer!

For non-emergencies, all Sport Club members are encouraged to see the Campus Recreation Athletic Trainer in Room 139 of Burdick Hall for triage, basic care and referrals. Make an appointment online at [https://calendly.com/tusportclubsatc](https://calendly.com/tusportclubsatc). Club members may be referred to physicians, physical therapists, and other specialists as needed who are on campus during the work week.

Before evaluation or treatment by a Campus Recreation Athletic Trainer, athletes will be required to create an ATS portal account and complete a medical history packet that includes past medical history, family history, and any orthopedic injuries.

For life threatening emergencies, call 911.

All injuries MUST be reported to the Campus Recreation Athletic Trainer.

Campus Recreation reserves the right to require medical clearance after an injury.
Insurance & Billing
Personal insurance will be billed and/or copays collected for all referrals. Each athlete must have their own insurance, and will be billed for any services, including physician visits, medical procedures, durable medical equipment, and any physical therapy that is required. Each athlete will be billed for anything that their insurance does not cover. Sport Clubs provides catastrophic injury coverage only.

Participant Handbook Acknowledgement Form

Electronic Signature
The Sport Clubs Participant Handbook was created as a resource for all club members. It covers information such as how to join a club, pay dues and important sport club guidelines and university policies which all members need to be aware of, not just club officers.

The Sport Clubs Participant Handbook is available at any time by going to the Club Directory & Schedules page of the Sport Clubs Website.

By checking the box below, I acknowledge that I have viewed and agree to follow all policies, guidelines are procedures within the Sport Clubs Participant Handbook.

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