

Towson University Sport Clubs
Officer Handbook 2025-2026:
Fall 2025 Edition

ANNUAL AWARD RECIPIENTS

Rookie of the Year

2020-2021	James Agbai, Men's Rugby
2021-2022	Ella Curry, Equestrian
2022-2023	CeCe Debaugh, Pom Squad
2023-2024	Jeremy Wilson, Men's Ice Hockey
2024-2025	Aidan Parson, Men's Rugby

Coach of the Year

2020-2021	Alyssa McMullen, Women's Rugby
2021-2022	Xavier 'X' Stewart, Women's Ultimate
2022-2023	Alex Wright, Men's Ultimate
2023-2024	Alex Antolik, Men's Ultimate
2024-2025	Lenni Ferreira, Women's Rugby

Leader of the Year

2020-2021	Logan Call, Men's Ultimate
2021-2022	Anja Prien, Figure Skating
2022-2023	Lorelei Thompson, Gymnastics
2023-2024	Tina McNelis, Women's Soccer
2024-2025	Kendall Ball, Equestrian

Competitive Achievement Award

2020-2021	No Recipient: COVID-19
2021-2022	Men's Ultimate
2022-2023	Men's Lacrosse
2023-2024	Gymnastics
2024-2025	Men's Rugby

Community Award

2020-2021	Men's Lacrosse
2021-2022	Swim
2022-2023	Men's Ultimate
2023-2024	Women's Soccer
2024-2025	Men's Ice Hockey

Club of the Year

2020-2021	Women's Rugby
2021-2022	Equestrian
2022-2023	Gymnastics
2023-2024	Women's Rugby
2024-2025	Baseball

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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, services, 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 one's 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 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 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.

Governing Bodies

Most TU Sport Clubs are members of a governing body which formulates the policy and directs the affairs of a sport. For example, Men's and Women's Rugby are members of USA Rugby. All clubs must adhere to the 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
 - 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
- 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
 - 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
- In most cases, a participant may join a club at any time. Clubs may shorten the open enrollment period, however the open enrollment period may not close before the Active Deadline.
- Those under the age of eighteen may not participate in Sport Clubs activities without their parent's signature and consent
- The SCO/Campus Recreation has no involvement with the admission of prospective students to the University

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
 - 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.

Event/League/Governing Body Eligibility

In many cases, eligibility to participate is based on academic status at Towson University. Events, leagues and governing bodies may require documentations be signed and verified by the Registrar. If that is the case, clubs must first complete the [Educational Records Release Form](#) which includes getting the signature of each club member competing in the event. Plan ahead! Don't wait until the last minute to verify club member eligibility! The Registrar's Office requires 2 business days to complete the form.

Requirements of Participation

Required Documents/Forms

All participants MUST agree to and sign the following:

- AGREEMENT, WAIVER, HOLD HARMLESS AND COVENANT NOT TO SUE
 - Must be 18 to sign the document online through Fusion.
 - Participants under the age of 18, must complete a paper version of the document
 - 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
 - Complete the forms below through Fusion.
- Sport Clubs Organization Code of Conduct
- Hazing Policy Acknowledgement
- Concussion, Injury, & Athletic Trainer Awareness
- Eligibility & Release of Educational Records Agreement
- Participant Handbook Acknowledgement
- COVID-19 Risk Acknowledgement

In addition, participants must provide personal and emergency contact information. A step-by-step guide to joining a club is available [here](#).

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 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.

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, All Star Cheer, Wrestling & Brazilian Jiu Jitsu. Detailed instructions on how to complete the medical clearance process are available [online](#). Participants who submit fraudulent records or knowingly submit inaccurate information will be referred to the Office of Student Conduct & Civility Education.

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.

Tier System

Classification

The SCO is structured into a five tier system. Each club resides within one tier based on the criteria/requirements associated within each tier. If a club fails to meet ANY of the requirements of their tier, they will drop a tier the following academic year.

Clubs may check what tier they are in and their progress towards their tier requirements [online](#).

Tier 1

Requirements

- Participate in at least one competition per year
- Have at least five members participate in at least one community service event per semester.
 - If a club does not complete the fall community service requirement, they must complete three events in the spring.
- Fundraise a minimum of 15% of respective club's budget request
- Earn 8 points

Benefits

- \$1,500 funding cap
- May hold up to one home event day per semester
- Supplemental Budget Requests: \$750.00 dollars or less per semester

Tier 2

Requirements

- Have been a recognized sport club for a minimum of two academic years
- Participate in at least two competitions per year
- Fundraise a minimum of 15% of respective club's budget request
- Complete 2 hours per person on the active roster per semester; at least one community service event per semester.
- Earn 12 points

Benefits

- \$2,499.99 funding cap
- May hold up to two home event days per semester
- Supplemental Budget Requests: 50% of supplemental budget request

Tier 3

Requirements

- Have been a recognized sport club for a minimum of three academic years
- Participate in at least three competitions per year
- Fundraise a minimum of 20% of respective club's budget request
- Complete 3 hours per person on the active roster per semester; at least one event must be completed each semester. Max requirement of 150 hours.

- Earn 16 points

Benefits

- \$4,999.99 funding cap
- May hold up to three home event days per semester
- Supplemental Budget Requests: 60% of supplemental budget request

Tier 4

Requirements

- Have been a recognized sport club for a minimum of four academic years
- Have operated within Tier 3 for a minimum of one academic year
- Participate in at least four competitions per year
- Compete during both fall and spring semesters
- Have affiliation with an approved governing body
- Fundraise a minimum of 25% of respective club's budget request
- Complete 4 hours per person on the active roster per semester; at least one event must be completed each semester. Max requirement of 250 hours.
- Earn 22 points

Benefits

- \$9,999.99 funding cap
- May hold up to four home event days per semester
- Supplemental Budget Requests: 65% of supplemental budget request
- Eligible to create a University Foundation account after 2 full academic years at Tier 4 or 5

Tier 5

Requirements

- Have been a recognized sport club for a minimum of five academic years
- Have operated within or above Tier 3 for a minimum of two academic years
- Participate in at least five competitions per year
- Compete during both fall and spring semesters
- Have affiliation with an approved governing body
- Fundraise a minimum of 30% of respective club's budget request
- Hold at least one alumni event per year
- Have a coach or instructor approved by the Assistant Director of Competitive Sports
- Complete 5 hours per person on the active roster per semester; at least one event must be completed each semester. Max requirement of 350 hours.
- Earn 26 points

Benefits

- No funding cap
- May hold up to five home event days per semester
- Supplemental Budget Requests: 70% of supplemental budget request
- Eligible to create a University Foundation account after 2 full academic years at Tier 4 or 5

Point System

The Point System was introduced as part of the Tier System to encourage positive club management and to incentivize program priorities. Clubs must earn a set number of points to meet their tier requirements. At the end of each academic year, points are finalized based on reports submitted by each club and observations made by Sport Clubs Staff.

Unless otherwise specified, points can be earned only once. For example, a club may not do two recruitment videos and earn points for each. Clubs may check on their accrual of points [online](#).

- Fan Support
 - Points Available: 1 Point Per Event (Max 5 Points)
 - Criteria & Details
 - Points will be awarded to teams who attend other clubs' events. Each event must be in support of a different club and clubs are not allowed to claim points when competing at the same event as another club.
 - 20% of active members must be in attendance.
 - As evidence of attendance, clubs must take a group photo and post it to their clubs' Facebook, X or Instagram using #TUsportclubsCommunity
 - The club must stay for an entire game and report the final score
 - Points are awarded per event; limit 5 events per year
 - Reported within one week using the [Point System Report Form](#)
- Recruitment Video
 - Points Available: 3 Points
 - Criteria & Details
 - Create a 2-4 minute, near-professional quality recruitment video for your club
 - Must include voice over and/or text listing club basics
 - Avoid including information that can change per semester (dues & practice times)
 - Shared on all your social media channels and/or posted on your website
 - Reported within one week using the [Point System Report Form](#)
- Up-to-Date Social Media
 - Points Available
 - 2 Points: Facebook Page
 - 2 Points: Instagram
 - 2 Points: X
 - 2 Points: TikTok
 - Criteria & Details
 - One post per week, on average. "Stories" do not count as posts, as they disappear and cannot be tracked

- Reviewed at the end of each semester; one point is available at the end of each semester
- Up-to-Date Website
 - Points Available: 4 Points
 - Criteria & Details
 - Maintain a website presenting current information
 - Reviewed at the end of each semester; two points are available at the end of each semester
- Recruitment Events
 - Involvement Fair (per event)
 - Points Available: 2 Points Per Event
 - Criteria & Details
 - Have a table at an Involvement Fair
 - Take a photo of your members at the booth
 - Points are awarded per event; limit 4 events per year
 - TU4U does not qualify
 - Reported within one week using the [Point System Report Form](#)
 - TU Later
 - Points Available: 1 Point
 - Criteria & Details
 - Have a table at an Involvement Fair
 - Take a photo of your members at the booth
- Tigers Lead: Tier 1 – The Emerging Leader Workshops
 - Points Available
 - 2 Points: 1 Workshop
 - 4 Points: 2 Workshops
 - 6 Points: 3 Workshops
 - Criteria & Details
 - Points will be awarded to clubs who send two or more officers to a Tigers Lead workshop. Clubs must report the name of the event, who attended and a list of action items (how they will use what they learned to better their club)
 - Take a photo of your members attending the session
 - Reported within one week using the [Point System Report Form](#)
- Tigers Lead: Tier 2 – The Developing Leader Series
 - Points Available: 4 Points per Officer, 2 officers Max
 - Criteria & Details
 - Points will be awarded to clubs who have an officer complete the entire workshop series

- Reported within one week using the [Point System Report Form](#)
- Club Participation in Homecoming Week
 - Points Available: 3 Points
 - Criteria & Details
 - Register your club for Homecoming Week
 - Meet the participation requirements for all of the competition/points based events
 - Reported within one week using the [Point System Report Form](#)
- Club Participation in Intramural Sports (per event)
 - Points Available
 - 1 Point: Tournament/Single Day Event/Adaptive Event
 - 3 Points: Season
 - Criteria & Details
 - Points will be awarded to clubs who complete participation in Intramural Sport seasons, tournaments, or adaptive events with an average sportsmanship rating of 3.0 (if applicable). The team must comprise of 80% club members. The club name must be the name of the team
 - No points are awarded for events with teams less than 3
 - Points are awarded per event; no limit on the number of events
 - Take a photo of your members participating
 - Reported within one week using the [Point System Report Form](#)
- Club Workshop
 - Points Available: 5 Points Each
 - Criteria & Details
 - Organize a Bystander Intervention Training and/or Supporting Survivors & Consent workshop for your club.
 - 50% of active members must be in attendance at each workshop
 - Must turn in an attendance sheet to the Assistant Director
 - A negative report (not participatory, rude members, etc.) from the workshop facilitator will reduce or eliminate the points earned
 - Reported within one week using the [Point System Report Form](#)
- Mental Health
 - Mental Health & Sports Performance Group Huddle
 - Points Available
 - 2 Points: 1 Session
 - 4 Points: 2 Sessions
 - 6 Points: 3 Sessions

- Criteria & Details
 - Points will be awarded to clubs who send members to a Mental Health & Sports Performance Group Huddle
 - Different members can attend each session
 - NatureRX
 - Points Available: 1 point per person, 6 maximum points per year
 - [Pre-Registration Required](#)
 - Criteria & Details
 - Reported within one week using the [Point System Report Form](#)
 - Different members can attend
- Academic Excellence
 - Points Available
 - Top 25%: 2 Points/Semester
 - Top 50%: 1 Point/Semester
 - Criteria & Details
 - Average cumulative GPA of members on the Fusion roster
 - Checked once per semester utilizing most recent data available (previous term)
 - Points awarded based on how each club compares to other clubs within the Sport Club Program
- True Fundraising
 - Points Available
 - 30%: 1 Points
 - 40%: 2 Points
 - 50%: 3 Points
 - 60%+: 4 Points
 - Criteria & Details
 - % of revenue collected from true fundraising (excluding dues & uniform sales)
- Fundraiser Support
 - Points Available: 1 Point per event, 5 maximum per year
 - Criteria & Details
 - Points are awarded for going to another club's fundraising event
 - A minimum of 5 club members must attend
 - As evidence of attendance, clubs must take a group photo and post it to their clubs' Facebook, X or Instagram using #TUsportclubsCommunity
 - Reported within one week using the [Point System Report Form](#)
- Outdoor Adventure
 - Challenge Course Reservation
 - Points Available: 4 Points
 - Criteria & Details
 - Organize a Challenge Course reservation for your club. 50% of active members must be in attendance
 - Reported within one week using the [Point System Report Form](#)

- Climbing Wall
 - Points Available: 2 Points
 - Criteria & Details
 - Organize a Climbing Wall Day for your club. At least 25% of members must be in attendance
 - Reported within one week using the [Point System Report Form](#)
- Award Nomination
 - Points Available: 1 Point per submission, 3 points maximum
 - Criteria & Details
 - Submit at least one quality Sport Clubs Award nomination
 - Reviewed at the end of the academic year
- Alumni Interview
 - Points Available: 2 Points
 - Criteria & Details
 - Coordinate an interview with an alum of your club. The alum must have graduated at least two years ago
 - Email the Assistant Director for Competitive Sports the name, email address, phone number and graduation month/year of the club alumnus. Staff will then reach out to the alum to conduct the interview
- Participation in a Campus Recreation/Sport Clubs Event
 - Points Available
 - Sport Club Field Day: 2 Points
 - Campus Recreation Tiger Trot 5K: 2 Points
 - Sport Clubs Fitness Challenge: 2 Points
 - May Day: 1 Point
 - Special Olympics Unified Sports: 3 Points
 - Criteria & Details
 - Sport Club Field Day
 - Participation requirements to be determined
 - Take a photo with the club members
 - Campus Recreation Tiger Trot 5K
 - Have 5 or more of your club members register and participate
 - Take a post-race photo with the club members
 - Reported within one week using the [Point System Report Form](#)
 - Sport Clubs Fitness Challenge
 - Participation requirements to be determined
 - Take a photo with the club members

- May Day
 - Participation requirements to be determined
 - Take a photo with the club members
 - Special Olympics Unified Sports
 - Participation requirements to be determined
 - Take a photo with the club members
 - Reported within one week using the [Point System Report Form](#)
- Attend the Student Affairs Diversity Speaker
 - Points Available
 - 2 Points: 1 Event
 - 4 Points: 2 Events
 - Criteria & Details
 - Have 5 or more of your club members attend
 - Take a photo at the event
 - Reported within one week using the [Point System Report Form](#)
- Club Officer Attends LeaderShape
 - Points Available: 6 Points
 - Criteria & Details
 - One club officer must apply for and attend a week long LeaderShape retreat during the month of January
 - Reported within one week using the [Point System Report Form](#) including a list of action items (how they will use what they learned to better their club)
- Complete the Sport Clubs Career Readiness Series
 - Points Available: 1 Point Per Club Member per event, 6 points maximum
 - Criteria & Details
 - Sport Clubs Resume Workshop
 - Sign in at event
 - Sport Clubs Interview Workshop
 - Sign in at event
 - Resume Review by the Career Center
 - Reported within one week using the [Point System Report Form](#)
 - Mock Interview by the Career Center
 - Reported within one week using the [Point System Report Form](#)
- Donate Items to the Towson University Archives
 - Points Available: 2 Points
 - Criteria & Details

- Donate 5 or more pictures or memorabilia items to the Towson University Archives located in the Cook Library. Items can be from the current year or previous years
 - Reported within one week using the [Point System Report Form](#)
- Trophy/Plaque Donation
 - Points Available: 2 Points
 - Criteria & Details
 - Donate a trophy or plaque to the Campus Recreation display case
 - Subject to Assistant Director approval
- Extra Weekly Meeting Attendance
 - Points Available: 4 Points
 - Criteria & Details
 - Send 2 club officers to 100% of weekly club meetings with your assigned Sport Club Supervisor
 - Reviewed at the end of each semester; two points are available at the end of each semester
- Extra SCO Meeting Attendance
 - Points Available: 4 Points
 - Criteria & Details
 - Send 2 club officers to 100% of the Sport Club Organization Meetings
 - Reviewed at the end of each semester; two points are available at the end of each semester
- Combined Community Service Event
 - Points Available: 2 Points
 - Criteria & Details
 - Participate in a community service event with another club within TU Sport Clubs.
 - The Big Event does not qualify
 - Each club must have at least 5 members in attendance
 - Take a group photo at the event
 - Reported within one week using the [Point System Report Form](#)
- Sport Clubs Picture
 - Points Available: 1 Point
 - Criteria & Details
 - At least two club members must attend the annual sport clubs picture wearing their club's apparel or uniforms
 - Club members must sign-in at the picture

- Social Media Photo Challenge
 - Points Available: 1 Point
 - Criteria & Details
 - Complete at least 15 tasks during the challenge
- No Fines
 - Points Available
 - 2 Points: 1 Semester
 - 4 Points: 2 Semesters
 - Criteria & Details
 - Clubs that go an entire semester without any fines will earn points
 - Reviewed at the end of each semester
- Exceed Community Service Requirement
 - Points Available: 2 Points
 - Criteria & Details
 - Clubs must exceed their community service requirement by 20% or more to earn points
 - Reviewed at the end of the academic year
- Exceed Fundraising Requirement
 - Points Available: 2 Points
 - Criteria & Details
 - Clubs must fundraise double their fundraising requirement to earn points
 - Reviewed at the end of the academic year
- Club Member on Sport Club Council (SCC)
 - Points Available: \$500 or 3 Points per club depending on SCO budget situation
 - Criteria & Details
 - Only available to elected members of the SCC
 - One reward available per club
- Attending SCC Sponsored Events/Activities
 - Points Available: To Be Announced
 - Criteria & Details
 - The SCC can approve additional point earning opportunities throughout the academic year
 - Announced at SCO Meetings or in Weekly Emails
- Group Fitness
 - Points Available: 1 per class, up to 4 points
 - Criteria & Details
 - Have 5 or more of your club members attend
 - Take a photo at the event
 - Reported within one week using the [Point System Report Form](#)

Tier Mobility

Each club is eligible to advance to a different tier at the end of each academic year. Sport Clubs staff will review and determine if all necessary criteria are met.

In order to move to a new Tier, the following criteria must be met:

- Clubs must have met all criteria within the tier they desire to join PRIOR to the posted deadline
- Any club submitting a request to move to Tier 5 must not have dropped tiers within the past two years
- If a club is on probation, they are not allowed to move up a tier

Dropping a Tier

If a club fails to meet ANY of the requirements of their tier, they will drop a tier the following academic year. In addition, a club will automatically drop a tier the following academic year if any of the following criteria are met:

- A club receives \$750 in fines in an academic year.
- A club is referred to the Sport Clubs Council (SCC) or the Office of Student Conduct and Civility Education for disciplinary action 3 times in an academic year.

If a Tier 1 club drops a tier:

- 1st Occurrence: Meet with the Assistant Director for Competitive Sports for advising and funding cap lowered to \$750
- 2nd Occurrence: Suspended for one academic year

Creating a Sport Club

Criteria

In order to be eligible for creation the club must meet the following requirements:

- Sport Clubs must have at least 10 people eligible for full participation
- The club must be an organized sport or athletic activity
- The club must be associated with an approved governing body or league that has developed standards for participation
- The club must participate in collegiate competitions or seek to become competitive in collegiate competitions within the first academic year of provisional status
 - Most available competition sites should be within 300 miles of Towson University
- There must be ample facilities available for the club to practice and/or hold competitions and other events
- There must be adequate funds available within the SCO budget to meet the club's financial needs
- The club must prove the ability to meet needs not currently provided elsewhere on campus
- The level of risk must be deemed acceptable by the Assistant Director in coordination with TU General Council and TU Sports Medicine

Some clubs have been grandfathered into the requirements as listed above. If a club becomes disbanded, they must meet the new club criteria as listed above before they are eligible to become a club again.

Application Procedures

- Meet with the Assistant Director for Competitive Sports to discuss requirements and the viability of the proposed club
- Submit a [New Club Application](#)
- Present to the Sport Clubs Council (SCC)
 - At least 2 people interested in creating the club must attend
- The Sport Clubs Council (SCC) approves or denies the application. The SCC may also request that the proposed club submit additional information, so that the SCC may consider the request once more
- Once the application is approved, the club will receive provisional status, a temporary state of operation before becoming a fully incorporated club
- The club has 4 academic weeks or until March 1st, whichever comes first, to complete the following tasks, otherwise the club will need to reapply:
 - Create a club Constitution using the Sport Clubs Constitution Writing Guide
 - The Constitution must include meet all specified criteria and include mandatory language/components
 - Hold a general interest meeting to elect club officers and to vote on the Constitution
 - At least 10 club members must be in attendance
 - Election results and approved Constitution must be submitted to the Assistant Director for Competitive Sports
 - In the event the SCC requests revisions to the club's Constitution, the club has up to 6 weeks (42 days) after the date their application was approved to get their Constitution approved by the SCC
 - Submit a membership roster in Microsoft Excel format to the Assistant Director for Competitive Sports. The roster must include:
 - Name
 - Phone number
 - Email address
 - TU identification number
 - Officer position (if applicable)
- The club becomes a recognized "New Club" and will be on provisional status until the end of the academic year
- Officers will be assigned a Sport Clubs Supervisor who will provide them with training and an office orientation

New Club/Provisional Status

A club's creation period is considered complete once the club is deemed a "New Club". The following guidelines apply:

- The club is to remain a New Club and on provisional status until the end of the academic year, at which time the SCC will vote on whether or not to provide the club with full recognition

- If full recognition is approved, the club will move into the Tier System at Tier 1 the following academic year. Full recognition will likely be granted if the following conditions are met:
 - The club meets all the requirements to become deemed an Active Club
 - The club has been actively practicing, on average, at least once per week
 - The club is in good standing
- If full recognition is denied, the club will remain on provisional status for an additional academic year. If, at the end of the second year of provisional status, they are still not approved for full recognition, the club will be deemed disbanded and will need to re-apply to become a Sport Club
- The club will have no fundraising, points, or community service requirements
- The club may not hold a negative balance
- The club may request up to \$300.00 in supplemental funding each semester once they have reached a minimum fundraising amount of \$150 (per semester). Supplemental funding may not be spent on equipment
 - A club may present the SCC with numerous supplemental budget requests; however, the semester total can be no greater than \$300.00

SCO Status

Active Clubs

A club is deemed active each semester when it:

- Has a minimum of two administrative officers
- 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
- Has picked up their First Aid Kit
- Has been actively practicing, a minimum of one practice a week for two weeks, unless otherwise approved by the Assistant Director.

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

Inactive clubs may not practice, compete, meet, hold events or otherwise be active. Clubs that go inactive during the academic year will automatically move down a tier for the following year. If a club remains inactive for three consecutive semesters, the club will be considered disbanded.

Club Year

The Sport Club year runs from June 1st to May 1st. Clubs may begin working towards their tier requirements on June 1st and must meet tier requirements by May 1st.

Summer

Clubs may participate in community service or fundraise over the summer as long as members are cleared on Fusion Club after June 1st and all required forms are completed. Clubs may not practice or compete unless otherwise approved by the Assistant Director

Pre-Season Practice

Clubs may seek special approval to begin pre-season practices 2 weeks before the start of the fall semester. Special rules for such practices may be put in place by the Assistant Director and Facility Staff.

Scheduling

- Practices must be scheduled prior to the last day of class of the spring semester
- Practices are based on facility availability
- The Assistant Director may limit the number of days and practice hours. No practices are allowed on weekends
- In the event of a schedule change, practices must be canceled 24 hours in advance

Prior to the start of practice, all of the following conditions must be met:

- Each participant must be on the roster (waiver turned in) and medically cleared (if applicable)
- All coaches must be cleared before practices begin
- The club must have at least two cleared Safety & Facility Officers

Disbanding a Sport Club

If a club has not been active 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 the club must re-apply to be a Sport Club.

Club Organization

Club Constitution

The Office of Student Activities at Towson University requires all student organizations submit a constitution each semester as part of the student organization registration process. The constitution serves as the guiding document for your club. All clubs must have and abide by their constitution to maintain active status. A constitution is a document that outlines the purpose of an organization and how it will run. The constitution outlines the basic organizational structure and provides the organization with a framework for how the club is managed. This document should be passed on each year to help guide incoming officers.

Constitution Requirements & Writing Guide

The Office of Student Activities and the Sport Club Organization (SCO) requires sport club constitutions to meet specific guidelines and include mandatory components/language as indicated within the most up-to-date Sport Clubs Constitution Writing Guide.

Club Constitution Updates

Each club must review their constitution every two years, or as needed. It must be updated according to the most up-to-date Sport Clubs Constitution Writing Guide. Any proposed changes will be reviewed by

the club's assigned Sport Club Supervisor prior to the vote. After a vote by club membership, the constitution will be sent to the Sport Club Council (SCC) for final approval. The Constitution shall become effective upon its approval by the SCC. Upon approval of this Constitution, all prior constitutions shall be null and void.

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. Each club must have at least three officers but are welcome to have more based on the team's constitution. At a minimum, the team must have the following positions:

- President
- Vice President
- Treasurer

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 published each semester within the [Important Dates & Deadlines document](#), including, but not limited to:
 - Required training sessions at the beginning of each semester
 - At least one officer must attend SCO meetings. General members are welcome, but do not count toward the attendance requirement. A club may be exempt from the officer requirement if they can prove that all their officers are in class at the time of the SCO Meeting
 - At least one officer must attend weekly scheduled meetings with their assigned Supervisor.
 - Weekly Meeting Requirements:
 - Tier 5 clubs have weekly meetings.
 - Tier 3 & 4 clubs have bi-weekly meetings.
 - Tier 3 & 4 on probation will be required to have weekly meetings has part of probation.
 - Tier 1 & 2 clubs meet every 3 weeks.
 - Tier 1 & 2 on probation will be required to have bi-weekly or weekly meetings has part of probation.
 - General:
 - Clubs that have 3 'strikes' in a semester will have to meet at the next highest meeting rate for the rest of the semester. (i.e., a Tier 2 club would have to meet bi-weekly)
 - A strike is considered turning a form in incorrectly, failing a spot check, missing a meeting or deadline.
 - Clubs that have out of region requests or large upcoming home events will need to schedule an additional meeting 1 month prior to the event and the week of the event.

- If clubs are not in season, they may check in with their Supervisor each week via email or text; this is left up to the discretion of the Supervisor
- Make sure the club follows all Sport Clubs/Campus Recreation guidelines and procedures found within the Sport Clubs Officer Handbook, Facility Use Guidelines & Operations Guide and other guides/resources available on the [Officers page of the Sport Clubs Website](#).
 - Maintain awareness of the club roster, making sure only members on the club roster are participating in club activities (practices, community service, and competitions). Instructions on viewing and interpreting club rosters can be found within the [Fusion - Officer Instructions](#) document on the Sport Clubs Website.
- Request facility space
- Manage/plan home events
- Coordinate competition schedules
- Make travel arrangements
- Manage the club's budget and prepare the club's budget request
- Supervise coaches and instructors

Officer Elections & Transitions

All clubs are required to hold elections each November. Club members are not allowed to take an officer position unless they can serve a full one-year term. New officers will be inaugurated in December. Past officers are encouraged to train new officers after the election and into January in order for there to be a smooth 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](#) and [Officer Resource Guide](#) available on the Sport Clubs website.

Coaches

If a club is seeking a coach, the club is responsible for the search.

Approval

Each coach/instructor must complete the following items before beginning in an official coaching capacity. Failure to complete the following items will result in denial of application. Certain items must be renewed, those items and their timeline are also designated below.

- Complete the [Coach/Instructor Packet](#) and turn in the copy to Assistant Director for Competitive Sports (annually)
 - Complete & sign the Towson University Volunteer Designation Form
- Complete any training and quizzes as assigned by the Assistant Director (annually)
- Schedule and complete fingerprinting in order to comply with a Criminal Background Investigation by Towson University

Once approved, each instructor/coach has the opportunity to obtain a TU OneCard and parking permit.

Instructors/Coaches maintain an approval status for one academic year. Campus Recreation Professional Staff reserve the right to revoke privileges of appointed coaches at any time.

Student coaches and captains are not subject to the above approvals and guidelines.

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 not use personal funds for club needs or activities at any time outside of relevant expenses when traveling
- Reimbursement for personal expenses is not guaranteed and is at the discretion of the individual club. The coach/instructor is eligible for up to 100% travel reimbursement for club activities as listed in the Sport Clubs Officer Handbook. Travel reimbursement must be requested by club officers and approved by the SCC and is at no time guaranteed
- 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
- The coach/instructor must report all possible club related crimes, non-criminal hate motivated incidents, sexual misconduct allegations and violations of the Code of Student Conduct, Alcohol, and Hazing Policies to the attention of the Assistant Director for Competitive Sports immediately.

Termination

A coach/instructor may be terminated if it is determined that the best interests of the club are not being met as a result of a coach/instructor's involvement. Any of the following individuals or groups has the authority to terminate the relationship of a coach/instructor with a club at any time:

- Individual club officers
- Campus Recreation Professional Staff Members
- Towson University Representatives

Grounds for termination can include, but are not limited to:

- Failure to meet any of the above-listed duties and expectations
- Failure to act in accordance with Towson University guidelines, policies and procedures
- Inappropriate behavior of any kind
- Disrespect toward University Staff, Club Officers, or Club participants
- Request by club officers for ANY reason

Payment

Sport Club Coaches are eligible to be paid from the club's General Account. All Sport Club coaches must sign contingent employment agreements that are set up through Human Resources and signed by Campus Rec Professional Staff. Coaches can be paid a maximum of \$8,000 per year. Student coaches may not be paid.

In order to pay a coach, complete the [Coach Payment Form](#) and submit it to the Competitive Sports Office.

Facility Reservations & Use

Reservations

Semester Schedules

New practice and event schedules are created each semester. Scheduling priority is based on the following considerations in order of how they are listed.

1. Facility Availability
2. Equity
 - a. Events
 - i. Holding multiple events on a given weekend, vs. holding one tournament for one club.
 - b. Practices
 - i. # of practices per club
 - ii. # of practice hours per club
 - iii. # of available practice locations per club
3. Tier Status
4. Points System (Prior Year)
5. Facility Violations (Previous Semester)
6. Random Drawing

Practices

Practices for the following semester are scheduled during a scheduling draft held at an SCO Meeting each semester. If a club representative is not present, they will be contacted after the meeting and will be required to fit their practices into the remaining open facility spaces/times.

Home Events

Clubs will be required to submit requests for the following semester by the day designated by the Sport Club Office. The number of home events days each club will be permitted to host will be capped based on tier status.

Athletics Spaces

Clubs are not allowed to directly contact Towson University Athletics to utilize their facilities. Clubs must work with the Assistant Director for Competitive Sports to request Athletics facilities for practice or home events.

Alterations

Once schedules are confirmed, clubs will be provided the opportunity to add or cancel reservations under the following parameters:

Practices

- To add a practice within a Campus Recreation or Athletics Facility:
 - Check [25live](#) for availability (Campus Recreation spaces only)
 - Submit the [Facility Request Form](#) at least 3 business days in advance
- Practices must be canceled two hours in advance of each reservation by completing the online [Facility Cancellation Form](#)
 - Exception: Clubs may cancel practice for weather related reasons 45 minutes in advance of each reservation.
 - Rest days, lack of Safety & Facility Officers, should rarely be a reason to cancel practice.
 - If a pattern of practice cancellations without adequate rationale has been identified by the Assistant Director, the club will receive a Facility Violation
- Due to possible snow and cold temperatures outside, clubs that usually practice outdoors should complete a [Weekly Winter Indoor Practice Request](#) to request indoor practices during the winter months
 - Most indoor space has already been allocated to indoor clubs. Very little indoor space is available. Most availability is in the mornings from 6-8am
 - Space will be allocated on a weekly basis. We will accept requests each week for the same week
 - This request may be submitted starting at 6:30am on Monday. Requests are due by 9:30am
 - The maximum time that can be requested is 3 hours/week per club. Less may be allocated if many requests are submitted
 - Priority will be by tier and then by order in which requests are received
 - Requests will be confirmed with clubs by mid-day Monday
 - Submit a [Facility Cancellation Form](#) for all practices you are canceling outside
 - Use common sense when planning indoor practices. Be mindful not to damage the facility or put your club members at risk. Clubs should consider using the space mostly for conditioning

- Storage is not available inside and clubs will not be allowed to request access to outdoor storage spaces. Please plan ahead
- Consider carrying in a 2nd pair of shoes to use on the floors to prevent winter snow, salt and sand from damaging the facilities

Home Events

To Add:

- Submit a [Facility Request Form](#)
- Clubs will be permitted to submit additional requests for facility space for home events until the first Friday of each semester. After the first 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 three weeks before the date of the event unless there are extenuating circumstances

To Cancel:

- After reviewing this schedule, clubs will be permitted submit any dates they will no longer need. This must be received by the first Friday of each semester
- After the first Friday, clubs are required to [submit a Facility Cancellation Form](#) two weeks in advance. Any club who cancels a home event day within two weeks without justification will lose the right to a home event the following semester or receive a \$200 fine. The decision will be made at the discretion of the Assistant Director. If a club cancels more than two home event days in a semester without justification, they will be referred to the SCC. Justifications include: inclement weather and away team cancellation (must provide documentation, will be review on a case by case basis)

Facility Use Guidelines & Operations

Clubs should refer to the [Facility Guidelines & Operations Guide](#) for important 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 together in Burdick Hall in groups of more than 4 members.

Home Events & Visiting Teams (within Campus Recreation Facilities)

- Clubs may not host visiting teams during their practice times. Unless otherwise approved, all home events must take place on weekends
- It is the responsibility of each club to plan their home events
- Notify the Assistant Director for Competitive Sports if you expect more than 150 spectators for your event. These events, and others as deemed necessary by the Assistant Director, will require S.A.F.E Crowd Management. Clubs are responsible for paying all applicable crowd management charges which is typically \$80/hour
- By the Sunday before each event, clubs must submit a complete and accurate [Home Event Management Form](#). Late Submissions may result in a fine
 - Campus Rec professional staff will prepare for your event based on the information provided
 - Clubs must designate an Event Contact/On-Site Operations Manager. Responsibilities include:
 - Must be on-site for the duration of the event. The club may not leave their event unattended
 - Liaison with visiting teams, athletic trainers and the on-site Campus Re Facility Assistant
 - Enforce facility guidelines with visiting teams and club members
 - Make sure the facility is clean before leaving. Have club members help clean up
 - The times listed on Home Event Management Form must be accurate and final. Changes to your schedule impact others including student staff and athletic training coverage! Clubs will be fined \$50 for each hour the event is over or under the Setup/In Time(s) and Breakdown/Out Time(s) listed on the Home Event Management Form. Clubs will not be fined for alterations of less than an hour
- Clubs are responsible for sending the [Visiting Team Packet](#) and [Spectator Guide](#) to all visiting teams well in advance
 - Have them read the [Visiting Team Packet](#) carefully and be sure to print out and bring the completed visiting team waivers and cover sheet
 - Have them send the [Spectator Guide](#) to any perspective fans who may be attending the game
- For events held on Burdick Field
 - Clubs requiring lines to be painted will need to paint the lines themselves under the direction of a Sport Clubs Supervisor
 - Clubs should schedule a time to paint the lines with the designated Sport Clubs Supervisor at least 7 business days in advance
 - Late requests may not be granted
 - 4-6 club members are required to paint lines. The more club members you have, the quicker it will go. Clubs will receive a Facility Violation if they do not send at least 4 members
 - Restrooms are available in the University Union and Burdick Hall. Cleats are not permitted indoors. The Schuerholz Park (Baseball) bathrooms may be opened for large

events only with two weeks advanced notice. Clubs will be charged \$54 a day for cleaning. Notify the Assistant Director for Competitive Sports to request access.

- For events held within Burdick Hall
 - Non-TU students who are spectators will be given a wristband from the Welcome Desk to wear during the event. Non-TU students who are participants will be given a handstamp from the Welcome Desk to wear during the event
 - One member of the club must stand by and help at the Welcome Desk during their set-up time
 - Non-TU Visitors are not allowed to use the facility (lift weights, use the equipment, etc.)
 - Spectator space is very limited. Chairs are not provided to spectators and spectating is not allowed from the upper level windows on the Fitness Floor into the MAC's.
- In the event of an unforeseen last minute change or cancellation the weekend of a home event or an Campus Rec Facility Assistant no show, follow the instructions within the Friday Home Events Email, emailed to your club email account.
- The day of the event, clubs are required to collect visiting team waivers/cover sheets and hand them to the on-site Campus Rec Facility Assistant. If the club did not bring their visiting team waivers, ask a Facility Assistant for extra blank copies
- Club that host home events must enforce facility guidelines with visiting teams. Guideline enforcement is not the sole responsibility of the on-site Campus Rec Facility Assistant
- Clubs should leave activity spaces cleaner than they found it. Police the facility and adjacent areas for trash after every use. It is not the role of the Campus Rec Facility Assistant to clean up after each event
- For high impact clubs, visiting alumni are not allowed to compete against visiting teams. Visiting alumni may only participate in alumni games.
- Under no circumstances should a new member be allowed to compete without first practicing with the team during the current academic year.

Game Officials/Referees

- Clubs are responsible for finding their own officials for home events
- Campus Recreation may be able to provide officials for basketball, soccer, volleyball and flag football events
 - The officials are uncertified. Clubs must check with their governing body/league for requirements regarding officials
 - To Request Campus Recreation officials, clubs are required to complete the [Officials Request Form](#) at least two weeks in advance of their home event
 - Completing the request form does not guarantee officials. In some cases, Campus Recreation will not be able to provide officials, at which time you will need to contract with an outside provider
 - All changes to submitted requests must be communicated with Julie Johnson at juliejohnson@towson.edu at least 48 hours in advance of the event
 - Clubs will be direct billed \$25/hour per official
 - Clubs will be charged a \$50 cancellation fee if the event is cancelled less than 48 hours in advance

Event Cancellations

Campus Recreation professional staff reserve the right to cancel home events for reasons including, but not limited to:

- Failure to submit the proper paperwork
- Disciplinary action
- Failure to follow facility use guidelines and procedures
- Weather concerns
 - If the University is closed, home events will be cancelled.

Classroom & Meeting Room Requests

Clubs may request classroom or meeting room spaces on their own through [25live](#). Requests do not need to be coordinated through the TU Sport Clubs. To request non-Campus Recreation spaces on campus, club officers must first complete an online training course. To access the course:

1. Go to <http://blackboard.towson.edu/>
2. At the top, click on "Community"
3. To the left, type in "Planning Events" in the Organization Search field
4. Mouse over "STUDENT_EVENTS", then click the drop down arrow
5. Click Enroll. Click Submit. Click OK
6. To the left, select the Content under Student Training to Planning Events
7. Click on the name of the course to launch the video
8. Watch the videos and complete the four quizzes. Must pass with a score of 80% or better.

The course is valid for one academic year.

Be advised that clubs will be charged for technology needs in the University Union and West Village Commons.

The exception to this process is the Burdick Hall Wet/Dry Classroom and BU 148. To request the Wet Classroom or BU 148, check [25live](#) for availability, then complete the [Facility Request Form](#).

Campus Food Policy

[Black and Gold Catering](#) is Towson University's exclusive caterer. If you are providing food for an on-campus meeting or event, you must use Black & Gold if you expect to spend more than \$250 on food items. Exemptions made be made by completing a [Food Waiver](#) at least 10 days in advance. Use the form when requesting a waiver of services from Black and Gold Catering, in particular, for those wishing to provide their own food for their event or for those who wish to use a caterer not associated with Towson University.

Community Service

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 any team 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 the last day of class of the fall term

- All community service must be complete prior May 1st to be credited during the current year

Community Service Requirements:

- Tier 1 – 1 event per semester
- Tier 2 – Tier 2 clubs must earn a total number of community service hours based on earning 2 hours per person on the active roster per semester.
 - o Example – Club has 15 active members in the fall semester, 16 active members in the spring semester. That club would need to earn 72 total hours (30 from their fall roster, 32 from their spring roster)
- Tier 3 – Tier 3 clubs must earn a total number of community service hours based on earning 3 hours per person on the active roster per semester. Max requirement would be 150 hours.
 - o Example – Club has 15 active members in the fall semester, 16 active members in the spring semester. That club would need to earn 93 total hours (45 from their fall roster, 32 from their spring roster)
- Tier 4 - Tier 4 clubs must earn a total number of community service hours based on earning 4 hours per person on the active roster per semester. Max requirement would be 250 hours.
 - o Example – Club has 15 active members in the fall semester, 16 active members in the spring semester. That club would need to earn 124 total hours (60 from their fall roster, 64 from their spring roster)
- Tier 5 - Tier 5 clubs must earn a total number of community service hours based on earning 5 hours per person on the active roster per semester. Max requirement would be 350 hours.
 - o Example – Club has 15 active members in the fall semester, 16 active members in the spring semester. That club would need to earn 155 total hours (75 from their fall roster, 80 from their spring roster)

Card Making

- Teams may use card making as a community service event once per semester.
- 1 hour per 6 cards made
- All cards and participants should be listed

Individual community service is allowed to count towards a club's hours.

Criteria:

- 10 individual hours max per team member
- Tier 1 - must have at least one event as a team, but can get more hours through individual work - 10 hour cap per person still applies
- Tiers 2 - Tier 5: Individual hours cannot make up more than 25% of the club's total hours
- Club members that are on multiple clubs may use a group community service event from one club as individual community service or another club, as long as it meets all other individual community service criteria.

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.

The Big Event

Clubs may not count members who are volunteering for other student organizations.

Process

- Plan your community service event. Looking for ideas? Check out our [Community Service Ideas](#) handout
- In advance of the event, obtain approval by completing the online [Community Service Approval Form](#). All off campus events must follow all travel guidelines and procedures including submitting a Travel Request
 - You may submit one Community Service Approval Form for multiple dates with the same organization. However, after EACH DATE, you must complete the Post Community Service Report
- Within two days after the event, complete the [Post Community Service Report](#)
 - A photo is required, so make sure one is taken during the event

Equipment

Purchasing Equipment

All equipment purchased from the general, foundation or equipment accounts becomes the property of Towson University/State of Maryland.

For environmental and fiscal responsibility, clubs should make an effort to purchase equipment that is not necessarily the cheapest, but equipment that is going to have the most longevity. Durability is important.

Any equipment being purchased by the club must be delivered directly to the Competitive Sports Office. All equipment orders must be placed in the name of the Assistant Director for Competitive Sports and must include Campus Recreation in the mailing address.

Inventory & Audits

All equipment with a typical lifespan of more than one year is subject to inventory and audit. Clubs must maintain a detailed inventory of club equipment, no matter how it is purchased or acquired. Clubs may inventory items such as balls (items that have a lifespan of less than a year) or uniforms which are used

from year to year, though they are not required to. Club inventories are to be updated twice a year as requested by the Sport Clubs professional staff. The inventory must be updated on the designated report form in Google Docs. The report form includes:

- Inventory Item, # of Items, Description, Condition
- Year Purchased
- Current Location & Summer Storage Location
- Cost Per item, Total Cost, Account used for Purchase

Unless otherwise instructed to do so, facility fixtures and large equipment items such as goals and basketball hoops do not need to be inventoried.

Sport Clubs staff may audit a club's state-owned equipment at any time to check that each item is accounted for. Completed club inventory reports will be compared against purchase records to verify accuracy.

Lost & Damaged Equipment

Depending on the circumstances, clubs may be required to replace lost or damaged items. 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.

Storage

- All club equipment must be stored in a Campus Recreation approved storage location when the club is not in season, especially during the summer months
- Club equipment must be neatly stored in the appropriate locations, which have been previously assigned by Campus Recreation staff. Storage areas must be kept clean and orderly
- Do not store personal equipment in club storage areas
- Clubs play an important role in the security of storage areas. Make sure storage spaces are secured after each use
- Campus Recreation is not responsible for club or personal property that is lost or stolen.
- Due to limited space, Sport Clubs professional staff reserve the right to limit the amount of storage space allocated to each club

Discarding Old Equipment

Due to limited space, clubs are not allowed to store items which are not being utilized. Before discarding any state-owned equipment, clubs must contact the Assistant Director for Competitive Sports all equipment must then be brought to the Competitive Sports Office for disposal. Equipment will be evaluated to see if it can be recycled, donated or otherwise environmentally repurposed.

Equipment Management

It is recommended that each club elect/appoint an Equipment Manager. Duties may include: updating the Inventory Report and inventorying club equipment at least twice a year, recommending equipment purchases, retiring old equipment and monitoring/controlling club equipment.

Label each piece of equipment with a permanent marker or other means indicating the name of their club and the year the equipment was purchased. For example, Men's Basketball could write 'M Bball-19' on a basketball which was purchased in 2019.

Clubs may use an air compressor at the Burdick Hall Equipment Check Out Desk or in the Fieldhouse to inflate balls.

Cleaning

Clubs are responsible for cleaning their own equipment. Upholstered items or other items that contact the skin should be sanitized routinely. Gym wipes are available for club use for wiping down surfaces of equipment before and after use.

Inspection

Having the most knowledge of their equipment, clubs are responsible for inspecting their own equipment prior to each use to ensure that the equipment is safe to use.

Donations

Before accepting donated equipment, clubs must first communicate with the Assistant Director for Competitive Sports to ensure the University has adequate storage facilities, insurance, etc. Equipment items donated to your club become state property.

Apparel/Uniforms/Personal Items

Club apparel (including uniforms) and personal items (items not returned to the club) is not considered equipment and must be purchased using the club's General Account.

Ordering Apparel & Branded Products

- Examples include team apparel, uniforms bags, awards & marketing materials
- All orders must be approved by the Assistant Director for Competitive Sports
- Any uniform apparel for a Sport Club that duplicates a Varsity team must say "Club" on it
- 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
- Refer to the [Guide to Ordering Apparel & Branded Products](#) and the [Marketing & Promotions Guide](#) for more important guidelines and procedures

Travel Procedures

The following applies to all travel off campus for club events including but not limited to the following:

- Games, tournaments, and other competitions
- Off campus fundraisers, community service events, and meetings

Off campus practices and home events have special guidelines. See below for more information.

Trip Leaders

Clubs must designate a Trip Leader for each trip. Trip Leaders must be on the trip, and they must be the individual who submits the Travel Request through IM Leagues. Trip Leaders agree to follow and uphold all Sport Club guidelines while on the trip.

Travel Binders

Trip Leaders must pick up a team's Travel Binder before leaving for each trip. Travel Binders will contain accident reports, emergency contact information, travel request/roster and hotel reservation

information. Travel binders must be returned by Wednesday of the following week. Failure to pick up or return a travel binder will be considered a travel violation.

Travel Request

Travel Requests are required to be submitted so that the university can be aware of your travel details.

- Travel Requests are submitted through Fusion. Instructions on how to submit a request are available within the [Fusion - Officer Instructions](#) document on the Sport Clubs Website
- The Travel Request must be submitted by the Wednesday before the trip. Travel Requests are not guaranteed to be accepted after the Wednesday deadline. If they are accepted, they will be subject to a \$50 fine, however all reports MUST be approved by Friday at 1pm
- Within the request, the Trip Leader must indicate who is going on the trip by clicking each name. Individuals listed as Inactive are missing forms and thus are not members/allowed to travel
- All information provided should be final. Failure to submit a Travel Request will result in disciplinary action. Travel Requests submitted before 4:30pm on Wednesday with errors will be given a chance to be fixed. Travel Requests submitted after 4:30pm on Wednesday with errors will be subject to a \$25 fine per error. Errors include, but are not limited to:
 - Including drivers who are not cleared to drive
 - Number of drivers listed does not meet the minimum
 - Safety & Facility Officer listed is not cleared
- Travel requests for a community service event only may be submitted 48 hours before the event without a “late” penalty. These must still be approved before leaving for the trip.

Submitting Changes

Any updates to the Travel Request must be submitted one hour prior to trip departure. Updates may include roster changes, departure time, etc. All trips can be edited until 4pm on Friday when they will be confirmed by the office.

Out of Region Requests

Trips with a driving distance (according to Google Maps) of more than 300 miles one-way, no matter the transportation type, require special approval. An [Out of Region Request Form](#) must be submitted at least 30 days in advance of the trip. It is understood that in some cases, 30 days notice is not possible due to the qualification process. In these situations, an exception will be made.

Be sure to do appropriate research before completing this form. Estimates and incomplete information will not be accepted.

As a reminder, do not make any bookings until your trip is approved. Approval may take up to one week.

The Out of Region Request Form does not take the place of a normal Travel Request. The Travel Request MUST still be completed the week of the trip.

Travel Distance Maximum for Allocated Funding

Any travel over 500 miles must exclusively be funded out of a club's General Account. As a result, clubs are not allowed to submit a budget request for an event which is over 500 miles away. Exceptions to this rule include competitions which are required by the club's league/governing body or Nationals competitions.

Hotel Bookings

Guidelines

- Clubs are required to use Expedia or Hotels.com, unless otherwise approved by the Assistant Director of Competitive Sports.
- Unless otherwise approved by the Assistant Director, all hotel stays/lodging expenditures within 60 miles of Towson University must be funded out of a clubs General Account. As a result, clubs are not allowed to submit a budget request for a hotel stay/lodging expenditure within 60 miles of Towson University.
- It is recommended (but not required) that you select a rate/option that allows you to cancel your trip up until the day before or day of arrival. Clubs are responsible for any cancellation fees
- Unless otherwise approved by the Assistant Director, clubs are not allowed to exceed the capacity of each room as defined by the hotel. For example, if the room has two double/queen beds, the maximum capacity would be 4 persons per room.

Procedures

Use the [Hotel Booking Request](#) form if you would like to use the Sport Clubs credit card to pay for your rooms. The final amount will be subtracted from your budget. There is no need to complete a pink slip.

- STEP 1: CHOOSE HOTEL
 - Do some research. Find the hotel that you want to book based on your budget and location in relation to the event venue. Find a second hotel, just in case your first choice is no longer available at the time of booking. Ask for the educational/government rate and/or consider booking with these hotels that offer TU Sport Clubs discounts:
 - 15% Off - VP#: 612536
 - Red Roof Inn
- STEP 2: FIND THE BEST RATE
 - Find the best rate possible for that hotel and room type. Often times, the best rates are available on the hotels own website, or by calling the hotel directly. It is recommended (but not required) that you select a rate/option that allows you to cancel your trip up until the day before or day of arrival. Make sure to include the number of people per room to get an accurate quote
- STEP 3: COMPLETE FORM
 - Once you found the hotel you would like to book, complete the online form. DO NOT complete the reservation! The reservation will be made by the Sport Club Office in the coming days
- STEP 4: CONFIRMATION
 - You will receive a confirmation email when the hotel has been booked. Take note of the names listed for each room. Those individuals must be present at the time of check-in
- STEP 5: CHECK IN
 - Only people listed on the reservation may check-in. Make sure the university card is on file for room and tax OR the rooms have been paid for in advance. An ID and credit card (for incidentals only) will be required at check-in. Only room & tax will be covered by the university
- STEP 6: CHECK OUT
 - Check to make sure the charges are accurate. Obtain a copy of the receipt for each room
- STEP 7: AFTER TRIP

- Return Travel Binder and bring applicable receipts to the Competitive Sports Office within 5 business days of your trip return. Returning hotel receipts after the deadline may result in a \$50 fine
- Complete a post-event form

Off Campus Practices

Clubs that practice off campus need to complete additional requirements.

- Submit on [Off Campus Facility Info Sheet](#), once per year as requested by the Assistant Director
- Submit an [Off Campus Practice Form](#) once per month. Forms are due the first day of each month. A Travel Request is NOT due for each practice, however clubs must follow all other travel guidelines, such as using cleared drivers to carpool to practices

Off Campus Home Events

Clubs that hold off campus home events at sites where they routinely practice must submit a [Home Event Management Form](#) by the Sunday before the event rather than a Travel Request. Clubs must follow all other travel guidelines, such as using cleared drivers to carpool to off campus home events.

Campus Closures

As a general rule, if the University is closed, clubs are not permitted to travel. Any club attempting to travel on a day that the University is closed must contact the Assistant Director for Competitive Sports for a case-by-case decision.

Notification of Absence from Class

If a club is traveling for competition, they may be eligible to be excused from class at the discretion of their individual professors. Clubs should submit the [Notification of Absence from Class Request Form](#) to the Assistant Director as soon as possible. Clubs should follow the instructions within the form.

Transportation

Distance Requirement

As indicated above, trips with a driving distance (according to Google Maps) of more than 300 miles one-way, no matter the transportation type, require special approval. An [Out of Region Request Form](#) must be submitted at least 30 days in advance of the trip.

If traveling over 300 miles one-way, clubs must request and use the following methods of transportation unless otherwise approved by the Assistant Director for Competitive Sports.

- Enterprise Vehicles (obtained through Towson University Fleet Services)
- Buses
- Airplanes
- Trains

Clubs are not allowed to drive to events equal to or greater than 650 miles one-way. For these events, clubs must use commercial transportation options.

Vehicles & Driving

Driving Guidelines

- All passengers must be authorized to participate in Sport Club activities (members, coaches, advisors) and listed on the approved Travel Request. No guests, family members, friends, or others who are not authorized to participate/travel. This includes private vehicles
- Only approved and designated drivers may drive
- Clubs will not be permitted to drive between the hours of 11:00pm and 5:00am unless previously approved by the Assistant Director. Please consider this guideline when planning trips
- Each vehicle must have the required number of cleared drivers depending on the one-way driving distance
 - 0-200 Miles: 1 Driver plus one extra driver between all vehicles
 - 201-400 Miles: 2 Drivers
 - 401-600 Miles: 3 Drivers
 - 600+ Miles: 4 Drivers
- Each passenger must have and wear a seat belt
- All passengers must behave in a manner that does not distract the driver
- While driving, a rest stop of no less than 15 minutes must occur every 2.5 hours
- No single driver may drive for more than 4 hours consecutively. If the driver is sleepy, switch immediately
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets. Report all traffic and/or parking violations and incidents resulting in vehicle damage to the Assistant Director within via the [Sport Clubs Incident Report](#), regardless of severity

Driver Clearance

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

- Driver Form on Fusion
 - Attach a valid photo license
 - Attach proof of insurance

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](#)
 - Photo of their driver's license
 - Photo of their insurance card. Make sure it is not expired!
- Rental Vehicle Driver Approval
 - To be approved as a rental vehicle driver, contact the Assistant Director of Competitive Sports.
 - The process of clearing rental drivers (paperwork & training) takes at least 4-5 weeks as students must be added to University payroll prior to requesting to be a rental driver.

Coaches who would like to drive a Towson University Vehicle or Enterprise vehicle must have a TU OneCard 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.

Vehicle Requests

Use of rental vehicles is not guaranteed. In order to request a vehicle, clubs must first have the appropriate amount of drivers cleared to drive. Submit the online [Transportation Request Form](#), to request vehicles. Requests should be submitted as soon as possible and must be submitted by the Sunday before the trip. Late requests are not guaranteed to be accepted. If accepted, late submissions may result in a \$50 fine. In most instances, clubs will be allocated Enterprise Vehicles due to late requests. To increase your chances of using University Vehicles, submit your request 3-4 weeks in advance.

Vehicle Rental Rates

University Vehicles

- Cars (5 People Max) \$.72/mile
- Minivans (7 People Max) \$1.09/mile
- 10-Passenger Vans \$1.38/mile

Enterprise Vehicles (*Estimates*)

- Cars (5 People Max) \$35/Day
- Minivans (7 People Max) \$61/Day
- 10-Passenger Vans \$95/Day

Gas and tolls are an additional charge.

Vehicle Pick-Up & Return

University Vehicles

- Pick-up Towson vehicle at Fleet Services along with the binder and other provided paperwork
 - Fleet Services is located in the General Services building on the North side of Towson town Blvd W.
 - Drivers MUST have their TUID and Driver's License in hand when picking up vehicles
 - The drivers listed on the Transportation Request Form must be the drivers which pick up the binder & vehicles
 - Vehicles must be picked up by 3:00 PM on the day of travel or the last open business day
- One personal vehicle may be left in the rental vehicle's parking spot with a permit which will be in the binder. Be sure to return the permit with the binder
- Return the vehicle with a full tank of gas
- For vehicle returns after 5:00pm, please put the key and parking permit in the binder, place the binder under the driver's seat, and be sure the car is locked. Fleet Services has keys to retrieve the binder the next business day
 - The binder must be returned to Fleet Services by Monday at noon or the next business day after you return from your trip (if you return during the week). Late vehicle binders will result in a \$25 fine per binder
- Return the vehicle in the condition it was provided. Fees will be charged for vehicles which are returned dirty
- Remember, you are renting a vehicle with Towson University written on the side/back. You represent TU when driving the vehicle. Your driving habits will reflect on TU.
- GPS tracking has been installed on all university vehicles. These units transmit speed and location data. An alert will be sent to Fleet Vehicles when vehicles are being driven beyond pre-determined parameters or recklessly

Enterprise Vehicles

- Pick up a rental binder at Fleet Services one day in advance of your trip by 3pm
 - Fleet Services is located in the General Services building on the North side of Towson town Blvd W.
 - The drivers listed on the Transportation Request Form must be the drivers which pick up the binder & vehicles

- Drivers MUST have their TUID and Driver's License in hand
- Pick up rental vehicle at the Enterprise office located at 619 York Road, Towson, MD 21204.
Hours of Operation are as follows:
 - Monday - Friday: 8am-6pm
 - Saturday: 8am-2pm
 - Sunday: CLOSED
- All drivers must be 21 years old and bring a proof of age and identification
- Only the driver on the form can pick up the vehicle
- Decline all additional insurance and services offered by Enterprise
- Take photos of the vehicle. Document any damage present at the time of pick-up. Be thorough!
- Drivers should elect not to purchase additional insurance on the vehicle – the liability of vehicles rented to the state is covered by the Maryland Tort Claims Act
- Make note that Enterprise vehicles don't include an EZpass. Club members must stop and pay tolls with cash
- Return the vehicle clean and with a full tank of gas to the rental office
- Return the vehicle in the condition it was provided. Fees will be charged for vehicles which are returned dirty
- Take photos of the vehicle. Document any damage present at the time of return. Be thorough!
- Call the Assistant Director for Competitive Sports and complete a [Sport Clubs Incident Report](#) ASAP if Enterprise claims you damaged the vehicle. Make sure to take pictures of the damage
- Return the binder to Fleet Services by Monday at noon or the next business day after you return from your trip (if you return during the week). Late vehicle binders will result in a \$25 fine per binder
- Never make arrangements with Enterprise directly. All arrangements and modifications must be made through TU Sport Clubs

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.

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.

Gas & Tolls

For Towson vehicles, a provided gas card may be used at the gas station on the corner of Bosley Road and Towson Boulevard. Read the binder provided by Fleet Services for information on gas payment and mileage. The rate that you pay for the vehicle is inclusive of gas and tolls. All gas receipts must be returned with the binder to Fleet Services

For Enterprise vehicles, a provided gas card may be used at the gas station on the corner of Bosley Road and Towson Boulevard. Read the binder provided by Fleet Services for information on gas payment and mileage. The Enterprise rate does not include gas and tolls. You will be billed separately for that

expense. All gas receipts must be returned with the binder to Fleet Services. Be advised that an EZ Pass is not always guaranteed to be provided when renting Enterprise vehicles.

For personal vehicles, gas and tolls are paid for by individual club members. Club members may be reimbursed with itemized receipts from the club's General Account.

Rental Vehicle Roadside Assistance

Fleet Vehicles

- For roadside assistance within 20 miles of the University, contact the Fleet Services Office at 410-704-2493. After normal business hours, press 3 and your call will be answered. Provide them with your location and a telephone number where you can be reached for further instructions
- For roadside assistance more than 20 miles from the University, contact Wright Express Service at 1-866-329-3471. Provide them with your location and a telephone number where you can be reached for further instructions
 - The Wright Express Card (Gas Card) may be used only for repairs that are necessary to ensure the safety of the vehicle and its occupants. The card has a limit of \$200. Higher amounts may be authorized by Fleet Services

Enterprise Vehicles

- For roadside assistance in an Enterprise vehicle, call 1-800-307-6666

Accidents & Incidents

Fleet & Enterprise Vehicles

1. Respond to medical emergencies (if applicable)
2. Do not admit guilt or wrongdoing
3. Call the Police and get a report
4. Call the Assistant Director for Competitive Sports immediately
5. Call the vehicle provider:
 - a. Fleet Services: 410-704-2481. After normal business hours, press 3 and your call will be answered
 - b. Enterprise: 1-800-307-6666
6. Complete the Incident/Accident Report located in the binder and/or vehicle within 48 hours and return to the Fleet Services Office (Room 109) in the General Services Office as soon as possible upon return to campus
7. Report accidents involving serious bodily injury or death to Heather Hurt, Insurance Coordinator, within 2 hours at 443-771-1554
8. Complete a [Sport Clubs Incident Report](#)
9. If there are injuries, complete a [Sport Clubs Accident/Injury Report](#)

Personal Vehicles

1. Respond to medical emergencies (if applicable)
2. Do not admit guilt or wrongdoing
3. Call the Police and get a report
4. Call the Assistant Director for Competitive Sports immediately

5. Call the vehicle owner
6. Complete a [Sport Clubs Incident Report](#)
7. If there are injuries, complete a [Sport Clubs Accident/Injury Report](#)

Airfare & Train Tickets

- Clubs may use approved money from travel or general accounts to purchase airfare or train tickets
- Tickets must be paid IN FULL at the time of reservation
 - Deposits for airfare will not be processed and are not guaranteed reimbursement
- Under NO circumstance should club officers sign any contract with an transportation company. Should the trip fall through, that individual could still be held responsible. See Assistant Director for Competitive Sports for any required signatures
- Individuals or club officers who book tickets for club events WITHOUT prior approval by the Assistant Director are NOT guaranteed reimbursement
- All traveling members must sign the [Transportation Cost Accountability Form](#) before the tickets can be purchased
 - Costs of unused tickets due to club or event cancellation(s) are the responsibility of the CLUB
 - Costs associated with any changes made by the club including time, location/itinerary, or name changes are responsibility of the CLUB
 - Costs for unused tickets due to individual cancellation(s) are the responsibility of the INDIVIDUAL
 - Costs associated with any changes made by an individual including time, location/itinerary, or name changes are responsibility of the INDIVIDUAL

Bus Transportation

Do not contact bus companies or the Department of Transportation Services directly.

- Submit the Sport Clubs [Transportation Request Form](#) to request a bus.
 - Be as detailed as possible when completing the form.
 - As a general rule, bus companies do not like to drive between 2am and 5am.
 - Requests should be submitted as soon as possible or at least 2 weeks in advance of the trip.
 - Late requests must be submitted by the Sunday before the trip.
 - Late requests are not guaranteed to be accepted. If accepted, late submissions may result in a \$50 fine.
 - Clubs may cancel trips without penalty up to 4 days in advance of the trip.
- For overnight trips, clubs are responsible for booking and paying for a hotel room for the bus driver.
- If a bus does is late by more than 15 minutes, call the following phone numbers in order:
 - Parking and Transportation Services
 - 410-704-3515
 - 410-704-7433
 - Taylor Poncher, Mobile Phone: 847-274-4045

- Sheila Tilghman, Mobile Phone: 443-632-6050
- Bus Company
 - Eyre: 410-442-1330, Extension 5
 - Atlantic Coast Charters: 443-864-7029
 - Academy Bus: 410-391-8700, Option 4
 - Dillions: 410-647-2321, Extension 3
 - Chesapeake Charters: 410-757-3000

International Travel

All international travel must be approved by the Assistant Director for Competitive Sports and the Director of Campus Recreation. If an international trip is approved, it must be chaperoned by a member of the Campus Recreation staff.

Safety & Risk Management

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

Participant Requirements

Acceptance of Risk/Waiver of Liability

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. Completed liability waivers are to be submitted to the Competitive Sports Office. Individuals who have not completed a Waiver of Liability and Hold Harmless Agreement are not permitted to participate in any club activity. It is the responsibility of club officers to make sure that everyone signs a waiver before participating. Those clubs found not to be in compliance will be subject to program sanctions.

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.

Please make sure to print clearly. At this time, the Sport Clubs program is unable to accept electronic signature or scanned copies.

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

Personal Health Insurance

- Participants are required to have current health insurance to participate in a Sport Club
- The University does not cover Sport Club participants
- Participants must be able to show evidence of health insurance upon request
- Forms without documentation of insurance are not valid
- Individuals who submit a FALSE insurance carrier will be held accountable for disciplinary actions as enforced by Office of Student Conduct and Civility Education

Club Specific Requirements

Due to the breadth of activity within the program, some clubs have specific requirements to help manage risk. For safety precautions, specific to a sport, club officers are required to follow the safety recommendations set forth by the club's national governing body and/or league.

Club specific safety requirements and guidelines include:

- Men's and Women's Rugby must have a coach present for all contact drills such as scrumming
- Men's and Women's Rugby head coaches must hold a coaching certificate that has an in-person component. (Ex. World Rugby Level 1)
- Men's and Women's Rugby assistant coaches must, at a minimum, a virtual coaching certificate. (Ex. USA Rugby Non-Contact Coach)
- Brazilian Jiu-Jitsu must be coached by a Purple Belt or above.
- All Star Cheer must have one officer hold a AACCA Spirit Safety Certification
- Swim Club is exempt from having a Safety & Facility Officer or radio at their practice
- Members of clubs that participate in water activities without the supervision of lifeguards, such as Crew/Rowing, must complete a swim test consisting of the below requirements. 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
 - Swimming 100 yards of a recognizable swim stroke without stopping and
 - Treading water for 1 minute, face forward

High Impact Clubs

Due to the higher risk of catastrophic injury when participating in some sports, additional safety precautions will be required of participants in High Impact clubs. Sports categorized as High Impact involve activities including but not limited to:

- Collision of one's body into or against another person, playing equipment, or the playing surface
- Activities that result in the body going upside down
- Strategic skills or moves that involve taking another person to the ground resulting in sport advantage
- Lifting of a participant by another participant in the air greater than 3 ft above the ground

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
8. All Star Cheer
9. Wrestling
10. Brazilian Jiu Jitsu

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 who submit fraudulent records or knowingly submit inaccurate information will be referred to the Office of Student Conduct & Civility Education.

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.

High Impact Prospective Member Trial Procedure

Prospective members may try a high impact sport for a limited period of time prior to completing their required medical clearance. During the trial period, Prospective members may NOT participate in any contact or otherwise high impact/risk activities. Guidelines and procedures include:

1. Unless otherwise authorized by the Assistant Director and the Campus Recreation Athletic Trainer, trial practices must occur during the week immediately following the Involvement Fair each semester. For example, if the Involvement Fair is on Wednesday, September 4th, the trial period would run from Monday, September 9th through Friday, September 13th. Trial practices may last no longer than one week. Each club is granted one week per semester, not one week per player.
2. Prospective members must join the club on IM Leagues, with all items completed except the Medical Clearance.
3. During the trial period, Prospective members may NOT participate in any contact or otherwise high impact/risk activities. Contact activities include, but are not limited to, drills that require one's body colliding with a hitting pad, boards or another member of the team or activities which cause one's body to become inverted. Beware of activities which may cause accidental contact.
 - a. Boxing: No sparring or hitting pads. Hitting hanging bags are allowed
 - b. Rugby: No contact with another player or pads/bags
 - c. Ice Hockey: No drills which could cause contact with the boards or another player
 - d. Lacrosse: No contact with another player or pads/bags

- e. Gymnastics & All Star Cheer: No activities that allow a participant to go upside down or that requires spotting
- 4. Club Officers must communicate with coaches, captains and Safety & Facility Officers which participants are not allowed to participate in contact activities.
- 5. At the completion of the trial period, Prospective members who wish to continue with the club must complete the required medical clearance to participate in the remainder of the semester. Clubs will be fined \$150 if they fail to comply with any of the guidelines and procedures as listed above. Over 2 infractions in a year will be referred to the Sport Club Council for further disciplinary action.

Safety & Facility Officers

All clubs must have at least two designated Safety & Facility Officers on their roster and ensure that the correct number of SFO's is present at each club event.

- 1. Practice:
 - a. Burdick Field - 2 Safety & Facility Officers
 - b. Burdick Hall – 1 Safety & Facility Officer
 - c. Off-Campus/Non-Campus Recreation Facility – 2 Safety & Facility Officers
 - d. Off-Campus/Non-Campus Recreation Facility Home Events – 2 Safety & Facility Officers
- 2. Away Events (Competitions):
 - a. High Impact Clubs - 2 Safety & Facility Officers
 - b. All Other Clubs - 2 Safety & Facility Officers
 - i. Exception: If clubs can provide documentation that their will be EMS or Athletic Trainers present at the event, they only need 1 SFO to attend.
 - 1. Documentation is due via email to the Assistant Director, GA, and the travel supervisor by noon on Tuesday before the event.
 - ii. Exception: Clubs that compete Individually – 1 Safety & Facility Officer for groups of less than 5 members
 - 1. Ex – Figure Skating, Swim, Track

While 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.

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 online training
 - a. Training PowerPoint
 - b. Sport Risk Concussion Training & Quizzes
- 3. Pass a test with a score of 85% or higher

Additional mandatory training may be added if deemed necessary.

First Aid CPR & AED Certification Courses

Each academic year, clubs may register two club members/officers for free in courses offered by Campus Recreation. A list of courses is available within the [Important Dates & Deadlines](#) document published each semester.

Registration Procedures:

- Obtain your club's coupon code from the Competitive Sports Office. The code will change each academic year.
 - Treat the code like cash. Each time the code is used, that course registration will be attributed to your club. Make sure only authorized club members use the code.
 - The coupon code is for 100% off and will make the course \$0.
 - Each club may use the code twice per academic year for no fee. Each additional certification will cost \$40 and will be billed to the clubs General or Activity account.
- The course participant may register in person at the Campus Membership & Guest Services Office in Burdick Hall or online at recreation.towson.edu.
 - Club members should sign-up for "CPR/AED/First Aid for the Professional Rescuer"
 - Club members can register for any "Campus Rec Employee/Sport Club Only" or "General Public" Course
 - Make sure to use the coupon code! We will not refund participants who forget to use the code!
- Limited spots are available for each course. Sign-up early to guarantee your spot. The registration deadline is the Wednesday before each course. No exceptions!
- Check for the course location (Burdick Hall room number) when registering online or inquire at time of in-person registration.

Course Policies:

- No cancellations are allowed after the registration deadline. Not showing up to the course will result in a \$40 fee to be paid by the club.
- All courses are in a blended learning format, which means 4 hours of online coursework and quizzes is required to be completed before attending the in-person session. The online coursework must be completed two hours before the in-person session. Participants cannot show up for the in-person session without having passed the online portion. No exceptions! Instructions on how to complete the online coursework will be emailed to participants the Thursday or Friday before the course.
- Be on time to the course. Late participants and those that do not complete the online coursework will not be admitted and will be charged a \$40 fee to be paid by the club.
- Participants must attend the entirety of the in-person course.

Safety & Facility Officer Duties

- Responds to personal injuries and medical emergencies.
- Takes control in emergency situations.
- Makes sure appropriate people are notified of injuries.
- Ensures the club's first aid kit is present for all off campus practices/events.

- Completes Accident/Injury Reports for injuries which happen in/at non- TU Campus Recreation facilities. Ensures objects soiled in blood or other bodily fluids are properly disposed of.
- Looks out for members who may have signs and/or symptoms of a concussion and implements the Sport Clubs Concussion Protocol.
- Responsible for knowing, communicating & upholding all facility guidelines within the Facility Use Guidelines & Operations Guide.
- Checks to make sure the practice/playing facility and equipment are safety to use.
- Ensures club accountability to facility guidelines.

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 campus home events. Athletic Trainers are required at all High Impact home events, on or off campus. 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 injury reports 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 clubs do not receive an injury report than the 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.
- Status definitions:
- Practice Status
 - As Tolerated- Full participation in practice with self-limitation as needed
 - Limited- May participate with the limitations listed

- Practice No Contact- May participate in all activities that do not involve contact of another participant or pad
- Out of Practice- No participation allowed
- Game Status
 - Full Go- Full participation in game without restrictions
 - Probable- Likely to participate in upcoming game. Status will be updated on next injury report
 - Doubtful- Unlikely to participate in upcoming game. Status will be updated on next injury report
 - Out- No participation in the game
- 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

First Aid Kits & Radios

First Aid Kits

- The first aid kit, provided by the SCO, must be checked out from the Campus Recreation Athletic Trainer before the first club practice each fall. In some cases, clubs with multiple competing teams will receive more than one kit
- Clubs are required to bring their first aid kit with them to:
 - o Any practices or Home Events not within a TU Campus Recreation Facility
 - Burdick Hall Practices: Contact a Facility Manager for medical assistance
 - Burdick Field: A Safety & Facility Officer must checkout a first aid kit from the Burdick Hall Equipment Check Out Desk
 - o Away competitions and community service events
- The kit will stay with the club for the duration of the academic year, or until they return it at the end of their season. All first aid kits must be returned at the end of each academic year with the inventory report completed
- It is the clubs' responsibility to keep a stocked first aid kit. During the year, clubs are responsible for arranging a time with the Campus Recreation Athletic Trainer to have the kit restocked
- If the kit is lost, damaged, or not returned, the club will be charged \$150 for the kit. The kit will be considered lost if it is not returned following the proper timeline outlined by Sport Clubs professional staff
 - o Clubs will be charged a replacement fee for durable items (CPR mask, trauma scissors, tourniquets, etc.) which are lost

Radios

For clubs that practice within Campus Recreation facilities, a Safety & Facility Officer with a valid OneCard must pick-up a radio (walkie-talkie) prior to each club practice from the Burdick Hall Equipment Check Out Desk.

Radios are the primary method of communication between on-duty Campus Recreation student staff and Sport Club officers, especially in the event of an emergency, therefore it is crucial all users know how to use them appropriately.

Please be aware that when a radio's green light appears, the frequency is in use. Please wait until the light is no longer present before attempting to make your radio call.

All communication must be done in a professional manner. Make all transmissions as brief and concise as possible. Unnecessary transmission may delay another radio user from reporting or responding to an emergency.

Always make sure the radio is on channel 1.

Medical Code:

1. The First Responder will activate the EAP by using the radio and alerting the Facility Manager by saying, "(club) to the Facility Manager" Example: "Men's Basketball Club to the Facility Manager"
2. The person who is being called will respond by depressing their call button, pausing two seconds and saying, "This is (position), go ahead." Insert appropriate name in the blank. Example: "This is the Facility Manager, go ahead."
3. The club will then depress the call button, pause two seconds, and then communicate the medical code using this format: "There is a Sport Clubs (insert medical code) in/at (location) and (event details/resources needed)"
 - o Example: "There is a Sport Clubs Code Red in Gym 3. A patron is having a seizure"
4. Upon hearing this, the staff member will respond that they got the call and quickly report to that location. Example "I copy and am on my way."

Non-Code Call:

1. The club will depress the call button, pause two seconds, and say, "(club) to (position)." Insert appropriate club/position in the blanks. Example: "Women's Soccer to the Facility Manager."
2. The person who is being called will respond by depressing their call button, pausing two seconds and saying, "This is (position), go ahead." Insert appropriate name in the blank. Example: "This is the Facility Manager, go ahead."
3. After response: Include incident/need, location and event details/resources needed. Examples:
 - a. "Can you come to the Burdick Field gate nearest to The Fieldhouse to unlock the gates."
 - b. "Can you come to Gym 3 to unlock the gym and closet"
 - c. "There is a water leak in Gym 1, can you please bring a mop and bucket"
 - d. "There is a fight in MAC 1, two of our members are fighting"
4. Upon hearing this, the staff member will respond that they got the call and report to that location. Example "I copy and am on my way."

When using a radio to call for assistance, always ask for a Facility Manager, however note that the FM may delegate another staff member to respond.

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. A failed sport check will result in disciplinary action. See the Warning & Fines section of the Sport Club Handbook for more information.

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

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
 - Confusion
 - Difficult concentrating
 - Easily distracted
 - Slow reaction/response time
- Emotional/Behavioral
 - Strange or inappropriate reactions

Symptoms: feelings and sensations reported by person who has a concussion (athletes).

- Physical
 - Blurred or double vision
 - Dizziness or problems with balance
 - Fatigue or feeling tired
 - Feeling “off” or not right
 - Headache or feeling pressure in the head
 - Neck Pain
 - Nausea or vomiting
 - Ringing in the ears
 - Seeing stars or flashes of light
 - Sensitivity to light or noise
 - Trouble falling asleep
- Cognitive
 - Confusion
 - Difficulty concentrating or remembering
 - Feeling dazed or “in a fog”
 - Slowed down, fatigue, low energy
- Emotional/Behavioral
 - Irritable, sad, more emotional than usual
 - Nervous, Anxious, depressed

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

Response Protocol

The concussion protocol consists of 7 steps, all starting with the letter R. Full implementation of the protocol requires a team approach, involving recreational sports participants and staff, medical professionals, and school administrators. Communication is key to ensuring all the steps in the protocol are completed. If an athlete is suspected of having a concussion, follow the 7 R's listed below:

1. Recognize
 - a. Club officers, Safety & Facility Officers, coaches and athletic trainers must recognize potential concussions, including common mechanisms of injury and signs that an injury has occurred. Common mechanisms of injury include an athlete sustaining a hard blow to the head (by contacting another player, the ground, or other equipment), rapid twisting of the head, or a hard blow to the body that transmits force to the head
2. Remove & Assess
 - a. If an athlete experienced a mechanism of injury that could lead to a concussion, remove them from participation immediately so they can be assessed and protected from further injury. Use the [Concussion Recognition Tool 5 \(CRT5\)](#) to check for common signs and symptoms of concussion. This screening can help determine if the athlete needs further assessment by a medical professional
 - b. Any athlete who sustains a significant blow to the head, neck, or body followed by ANY one or a combination of concussion signs or symptoms should be removed from participation and evaluated for a concussion by a medical professional. It is not necessary for a person to exhibit all or even most of the common signs & symptoms to have a concussion. One sign, symptom or failed memory question and they are out!
 - c. Some concussions will show signs and symptoms right away, while others may take 24-28 hours, and sometimes longer, for the injury to be noticed by those experiencing it or those around them
3. Refer
 - a. If signs and symptoms of concussion are present, refer the athlete to a medical professional with specific training in concussions and other head injuries for a comprehensive assessment, diagnosis, and treatment recommendations
 - b. Provide the member with the suspected concussion with the [Concussion Handout](#)
 - c. The athlete with the suspected concussion should contact the TU Sport Clubs Athletic Trainer or other healthcare provider within 24 hours of the incident
 - d. Club officers must report the suspected concussion to the TU Sport Clubs Athletic Trainer. Within 12 hours, call or email the TU Sport Clubs Athletic Trainer with the name, email address and phone number of the member with a suspected concussion
 - e. Athletes with suspected concussion should NOT be left alone initially (at least for the first 1-2 hours), drink alcohol, use recreational/prescription/over the counter pain relievers/drugs, be

sent home by themselves (they need to be with a responsible adult) or drive a motor vehicle (until cleared to do so by a healthcare professional)

4. Restrict
 - a. An athlete removed from participation for a suspected concussion should be restricted from further participation until they have been cleared by the TU Sport Clubs Athletic Trainer in consultation with a physician
 - b. Club officers, Safety & Facility Officers, coaches and athletic trainers have the authority to restrict a members' participation if they suspect a concussion. When in doubt, sit them out!
5. Return-to-Learn/Return-to-Play
 - a. Following a concussion, an athlete needs to follow return-to-learn and return-to-play progressions to ease back into school and physical activity. Be sure to work closely with the TU Sport Clubs Athletic Trainer. The newest guidelines recommend gentle physical activity begin 2-3 days following injury, even if mild symptoms are still present, but an athlete can only move forward through the progression if they are symptom-free. It is essential that these progressions be overseen by professionals with expertise in concussion care
 - b. The typical return-to-play progression includes five steps that are completed over a minimum of five days following resolution of symptoms. Return-to-learn should always take precedence over return-to-play, and an athlete should not return to athletic participation until they are able to return to their full academic load without concussion based accommodations
 - c. While all concussions are unique, most resolve in seven to ten days, although certain factors may prolong recovery time, including a history of previous concussions, being a child, being female, or having conditions such as depression, ADHD, or anxiety
6. Reinstate
 - a. The decision about return to practice or play is a medical decision that should be made by a health care provider. Coaches or officers should not allow the member to return to practice or play until they are symptom free, have progressed through a return to play/learn protocol, and receive written permission from the TU Sport Clubs Athletic Trainer
 - b. Once an athlete has successfully completed the return-to-play protocol and supplied the TU Sport Clubs Athletic Trainer with proof of medical clearance, their status as an unrestricted athlete will be reinstated
7. Record
 - a. While this is the seventh "R" listed here, recording information about suspected concussions should happen throughout the entire process. This should start with an accident report at the time of the injury, and include follow-up notes as the athlete recovers and completes the protocol

Much of the content in this section is directly from the [CDC](#) and [SportRisk](#).

Accidents & Injuries

In the event of an injury, all officers must be aware of the proper response protocol.

Accidents & Injuries: TU Campus Recreation Facilities

1. A Safety & Facility Officer, Athletic Trainer or anyone else with medical training should assess the scene, evaluate the injury and begin providing care. Another officer or designee **MUST** immediately notify a TU Campus Recreation Facility Manager that an injury has occurred.
 - a. Practices: Call for a Facility Manager (FM) via the radio
 - b. Home Events: Contact the on-site Facility Assistant
2. The FM should receive the following information
 - a. Sport Clubs related injury
 - b. Type of Injury (CODE RED OR BLUE)
 - i. CODE RED- A life threatening emergency involves an injury or illness that if left untreated or not identified quickly, could lead to someone's death. These types of emergencies result in the need for further advanced medical attention or the calling of an ambulance transport. Safety & Facility Officers should identify these emergencies as "Code Red". For these situations it's important to begin care but EMS will need to be called.
 - Unresponsive or an altered level of consciousness (LOC)
 - Breathing problems (difficulty breathing or no breathing)
 - This would **NOT** be a result of fatigue
 - Chest pain, discomfort or pressure lasting more than a few minutes or that goes away and comes back or that radiates to the shoulder, arm, neck, jaw, stomach or back
 - Persistent abdominal pain or pressure
 - No pulse
 - Severe life-threatening bleeding
 - Uncontrollable (bleeding does not stop with direct pressure)
 - Vomiting blood or passing blood
 - Severe (critical) burns
 - Life threatening, potentially disfiguring or disabling
 - Suspected poisoning
 - Seizures
 - Stroke
 - Shock
 - Painful, swollen, deformed areas or an open fracture
 - Victims condition is unclear or is worsening
 - Any victim recovered from underwater who may have inhaled water
 - Water inhalation after being recovered from under water
 - Suspected or obvious injuries to the head, neck or spine.
 - Loss of sensation or weakness or tingling/burning in the arms/legs. Not due to fatigue.
 - Does not include minor cuts, abrasions, and/ or bumps to the head
 - Red Flag Concussion Symptoms
 - Weakness or tingling/burning in arms or legs
 - Seizure or convulsion
 - Loss of consciousness
 - Double vision

- o Deteriorating conscious state
- o Repeated vomiting directly related to a head injury
- o Increasingly restless, agitated, or combative.
- o Seizure or convulsion
- o Neck pain or tenderness
- ii. CODE BLUE- A non-life threatening medical incident involves an injury or illness that is less severe and does not typically need more advance medical attention. However, EMS can be called upon request from the patron or at the discretion of Campus Recreation staff. Safety & Facility Officers should identify these emergencies as “Code Blue”.
 - Sprain/strain
 - Laceration/Controllable Bleeding
 - Non-open fractures
 - Bruise
 - Bloody Nose
 - Other (Non-Red Flag) Concussion Symptoms
 - o Physical
 - Blurred vision
 - Dizziness or problems with balance
 - Fatigue or feeling tired
 - Feeling “off” or not right
 - Headache or feeling pressure in the head
 - Nausea or vomiting
 - Ringing in the ears
 - Seeing stars or flashes of light
 - Sensitivity to light or noise
 - Trouble falling asleep
 - o Cognitive- State of mind
 - Confusion
 - Difficulty concentrating or remembering
 - Feeling dazed or “in a fog”
 - Slowed down, fatigue, low energy
 - o Emotional/Behavioral
 - Irritable, sad, more emotional than usual
 - Nervous, Anxious, depressed
- c. Specific location of injury (within the facility)
- d. Event details/resources needed
- 3. The Facility Manager will respond and provide additional instructions. They will initiate the Campus Recreation Emergency Action Plan (EAP) which includes completing an Accident Report

Accidents & Injuries: Non- TU Campus Recreation Facilities (Athletics, Off Campus, etc.)

1. A Safety & Facility Officer, Athletic Trainer or anyone else with medical training should assess the scene, evaluate the injury and begin providing care
2. **If life threatening, call 911**
 - a. Have someone meet the emergency vehicle

3. Another officer or designee should notify an appropriate facility supervisor that an injury has occurred
 - a. Discuss emergency procedures with the on-site facility supervisor, and follow their instructions
 - b. In some cases, a facility supervisor will not be available and the club will need to manage the emergency on their own
4. Delegate a club officer to act as a spokesperson to authorities or emergency personnel. The spokesperson should:
 - a. Provide all pertinent information (do not editorialize)
 - b. Under no circumstances should a statement of fault or guilt be made
 - c. Under no circumstances should any club members speak to the press regarding an accident or incident. Direct the press inquiries to a University Official
5. Following the emergency response, club officers are required to contact the Chain of Command in any severe emergency situation. This include life threatening injuries or hospitalization for any reason. Call these individuals in the following order until the call is answered. If the 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
 - a. Assistant Director for Competitive Sports
 - b. Associate Director for Programming and Assessment
6. The Assistant Director for Competitive Sports will contact the Campus Recreation Athletic Trainer. The Athletic Trainer will then contact the injured student and/or club officer to gather basic medical information and provide instructions on what documentation for transition of care upon return to campus.
7. Complete an online [Accident/Injury Report](#) A.S.A.P.
8. In the event of a participant being referred to a hospital:
 - a. A club officer or coach must go to the hospital with the injured participant
 - i. If a parent/guardian is present and takes the participant to the hospital, a club officer is not required to accompany the participant.
 - b. The injured participant should attempt to call their parent/guardian. If the parent or guardian is not able to be reached, communicate that with the Assistant Director for Competitive Sports. Club officers or members should not communicate with parents, guardians, or next of kin unless directed to do so by a University Official
 - c. The club officer should continue to gather information and report back to the Assistant Director for Competitive Sports. This includes: diagnosis, severity of injury, and potential length of stay
 - d. A club officer must remain with the participant at the hospital until they are released, or further instructions are provided. The Assistant Director, Competitive Sports will work with the officer/participant to make alternate travel arrangements.

Reporting Injuries

For all accidents/injuries which occur within a Towson University Campus Recreation Facility

When an accident/injury occurs within a TU Campus Recreation Facility, clubs MUST notify the Facility Manager. The Facility Manager will document the accident/injury.

For all accidents/injuries which occur at a non-Towson University Campus Recreation Facility

Submit an [Accident/Injury Report](#) to document all injuries that occur at non-TU 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/Injury Reports are legal documents which may be required in a court of law

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

ALL accidents/injuries and suspected concussions MUST be reported to the Campus Recreation Athletic Trainer via proper documentation, whether through the onsite FM for injuries which occur in TU Campus Recreation Facilities or through the [Accident/Injury Report](#) for injuries which occur in a non-TU Campus Recreation facility. Even injuries which happen outside of sport club activities should be reported if the injury impacts a player's participation. Clubs may be fined for repeated unreported injuries, as determined by the Assistant Director and Campus Recreation Athletic Trainer.

Incidents

Other Incidents: TU Campus Recreation Facilities

Active Shooter/Weapon

If you are in a situation where someone enters the area and starts shooting or if you hear shooting, remember: AVOID-DENY-DEFEND. If someone sees an active shooter, use the radio to call "Active Shooter" and the location to notify others of the threat. There are types of incidents that are unpredictable. The following guidelines are based on past experiences. They are recommendations from TUPD for handling an active shooter situation. You may have to alter some of these suggestions, depending on the situation, your comfort level, location in the facility, etc.

- Avoid
 - If safe to do so, exit the building immediately
 - Seek shelter in a safe location and await instructions from Police or University officials
 - Tell anyone you may encounter to exit the building immediately
 - Call 911 or use an emergency blue light phone
 - Give the TUPD Police Communications Officer (PCO) the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter

- Number of persons who may be involved
 - Your location
- Deny - If exiting the building is not possible, the following actions are recommended:
 - Go to the nearest room or office, preferably one that can be locked from the inside
 - Look for a lock symbol sticker on the door frame which indicates the door is lockable
 - If safe, allow others to seek refuge with you
 - Close and lock the door and barricade it with items available (desks, chairs, bookshelves etc.)
 - Cover the door windows. Turn off lights
 - Keep quiet. Silence cell phones
 - DO NOT answer the door
 - Call 911 or use an emergency blue light phone
 - Give the PCO the following information:
 - Your name
 - Your location (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - If it is safe to do so (and you are properly trained), treat the injured
- Defend
 - If you cannot AVOID or DENY, be prepared to DEFEND yourself
 - Improvise weapons with items in your area
 - Be aggressive and committed to your actions
 - Do not fight fairly, THIS IS ABOUT SURVIVAL

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to where the shooter or shooters are. Officers will move quickly and directly. The officers' immediate goal is to get the shooter(s).

- Cooperate with officers who may ask you for information. Follow directions
- You need to try to remain calm and patient during this time so as not to interfere with police operations
- Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building
- Make sure your hands are empty and visible when police arrive so that you are not mistaken for a threat. If you disarm the suspect, you should not be holding the weapon when police arrive

Fights

- If a fight occurs in the facility, Safety & Facility Officers should use their voice to try to break up the fight, but should never become physically involved in the altercation by restraining or grabbing anyone involved

- If the participants involved in the emergency do not stop immediately or it appears that one or more participants are at risk of injury, contact the Facility Manager by using the radio.
- During the emergency, Safety & Facility Officers should take note of the participants involved and try to prevent any additional participants from becoming involved

Fires

- If you see or suspect a fire, remain calm and activate the nearest fire alarm
- If a fire alarm sounds: Immediately stop activities and encourage everyone to exit the facility in a calm and orderly fashion. University buildings will be immediately and totally evacuated whenever building fire alarms are sounding

Facility Incidents

- Notify the Facility manager (FM) immediately.
- FM will contact work control with the details of the incident
- Operations of other program areas may be suspended temporarily if conditions are unsafe (ie. lighting or power loss to equipment, etc.)
- If work control cannot repair or restore the system within a reasonable time, the building or location that has been affected may need to be evacuated or closed.

Incident Reports

Clubs must 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, Bullying or Harassment
- Hate Crime & Bias Incident
- Emotional, Physical or Sexual Misconduct
- Ethics Violation

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

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. If the University is closed due to inclement weather, all events will be cancelled.

Lightning

- Campus Recreation receives text message alerts for lightning nearing the vicinity. When an alert is received by facility staff, they will stop all activity and clear Burdick Field. Users may take cover in the University Union or in Burdick Hall. The field will remain closed until an All Clear has been issued by the text message service or until the warning has expired.

- Lightning in the area will close the field. Clubs may be saved from the frustration of showing up only to find a locked field by calling the Campus Recreation Facility Manager cell phone. Dial 443-386-9590 and ask if there is an active lightning warning
- If thunder and/or lightning can be heard and/or seen, stop all activity and seek protective shelter immediately. Allow thirty minutes to pass after the last sound/sight of thunder and/or lightning strike prior to resuming play

Tornado

A tornado warning means that a tornado is present in the area or is indicated by radar. On campus, alerts for tornado warnings are issued by the University via text message, campus telephone, computer, televisions, email and the Towson University website.

Once an alert is issued, follow the directive of facility staff to seek shelter immediately. If you are on Burdick Field, seek shelter in the University Union or Burdick Hall. Remain in the sheltered-in location until an "all clear" message has been given.

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

Financial Guidelines

The Sport Clubs Organization's (SCO) Financial Guidelines provides a detailed explanation of the guidelines and procedures regarding financial information pertinent to clubs.

Student Government Association (SGA)

The SCO is funded by the Towson University Student Government Association (SGA), which in turn is funded by student fees. Unless otherwise approved by the Assistant Director, clubs are not allowed to request funding directly from the SGA. All funding is distributed through the Sport Clubs Organization.

Contracts & Agreements

No club officer shall sign any contract or agreement. Contracts and agreements should be brought to the Assistant Director for Competitive Sports for consideration, which may take up to 3 weeks.

General Account & Funding Restrictions

All fundraised/self-generated funds are placed in a club's General Account. All General Account funds, regardless of the source of the funds, will remain within the organization's account. This account can be used however the club deems appropriate within SCO guidelines and must include proper documentation (i.e. receipts). Typically, a club will use General Account funds to pay for restricted expenditures which are not funded by allocated accounts.

Funding Restrictions

The following items will not be funded and therefore must be paid for in full from each club's General Account.

- Uniforms, apparel and all items deemed for individual use which shall not be returned to the club. Example: Mouth guards, hand wraps, etc.
- Advisor/coach/senior officer gifts and awards
- Coaching salaries
- Food & beverages
- Gas for personal vehicles
- Travel over 500 miles
- Hotel stays/lodging expenditures within 60 miles of Towson University
- Fundraiser item purchases
- Recreational expenditures (theme park tickets, attend pro sports events, etc.) as deemed by the Assistant Director
- Expenditures related to events which alcohol is consumed (Social Events)
- Limited participation members

Budget Allocations

Allocated Accounts

Activity Account

- Tournament, entry, event fees
- League dues, governing body membership
- Officials, referees, judges

- Facility fees
- Guest Speakers
 - May allocate up to \$75.00 per speaker
 - Each speaker must sign a contract at least two weeks prior to the event (see Assistant Director for Competitive Sports)

Travel Account

- Rental Vehicles
 - University Vehicles
 - Enterprise Vehicles
- Bus Transportation
- Hotels
 - Hotels should be budgeted according to four people per room (five if using a cot)
 - Unless otherwise approved by the Assistant Director, all hotel stays/lodging expenditures within 60 miles of Towson University must be funded out of a club's General Account. As a result, clubs are not allowed to submit a budget request for a hotel stay/lodging expenditure within 60 miles of Towson University
- Airfare

Equipment Account

- Sports supplies and equipment

Annual Budget Requests

- Budget requests are submitted in the spring for the following academic year
- Budget requests must be submitted by the specified date and time announced
 - If a budget request is not submitted by the set deadline, the budget will be withdrawn from consideration and the club will be limited to supplemental budget requests for the next academic year
- Failure to include documentation and/or a detailed breakdown will result in a denied request
- Budget requests may not be submitted if a club has a negative amount of money in its general account
- Funding allocations will be determined based on tier level, available funding and submitted budget requests. Other criteria include:
 - Club status (past fines, disciplinary issues & sanctions)
 - Points
 - Unspent allocations
 - Dues per member
 - Required expenses
 - Frivolous past spending/requests
 - Past allocations
- Budget allocations will be sent out in early August each year

Allocated Account Transfers

Clubs may move money between allocated accounts twice per year. A one-week account transfer period will be open each August and February. Account transfers will not be accepted at any other time of the

year. Money cannot be transferred to/from a club's General Account. To request a transfer, clubs must complete an Account Transfer Request Form.

Budget Year

- Unless otherwise approved, clubs have up until the purchasing deadline to use their allocated funds. Any clubs funds remaining in their allocated accounts will be reverted back to the SCO Miscellaneous Account. Allocated funds are not rolled over from year to year
- On or before April 1st of each year, all clubs with funds in allocated accounts must submit a Reversion Form. The purpose of the form is for clubs to analyze their spending and allocated accounts, so that they can return (or revert) unspent allocations, allowing for other clubs to apply to utilize those funds through the Surplus Grant Request process. Clubs with funds left in their allocated accounts at the end of the academic year will be penalized in the next fiscal year
- General Account funds may be rolled over from year to year

Surplus Grant Requests

The Surplus Grant Request process was created to utilize unspent allocated funds at the end of each academic year. Each year, some clubs are not able to spend their allocated funds. Instead of those funds going to waste, clubs will revert unused funds, allowing other clubs to apply for the funding.

- Requests must be submitted by the specified date and time announced, typically the first week of April
- Surplus Grant Requests are reviewed and awarded by the Sport Clubs Council
- Failure to include documentation and/or a detailed breakdown will result in a denied request
- Clubs may request to pay for needs for the following fiscal year, as long as they are able to obtain an acceptable invoice
- Clubs may not request funds to reimburse themselves for past expenses/money already spent
- Budget requests may not be submitted if a club has a negative amount of money in its General Account
- Funding allocations will be determined based on tier level, available funding and submitted budget requests. Other criteria include:
 - Need as determined by the Sport Clubs Council
 - Club status (past fines, disciplinary issues & sanctions)
 - Dues per member
 - Required expenses
 - Frivolous past spending/requests
- Clubs allocated Surplus Grant Funding must spend allocated funds by the purchasing deadline

Supplemental Budget Requests

A supplemental budget request is defined as additional funding awarded to a club based on unforeseen circumstances. The supplemental budget request provides assistance for unplanned costs that could not have been projected or foreseen during the annual budget process.

- Supplemental budget requests are reserved to fund:
 - National championships/tournaments in which the club qualifies for. The club must earn their way to attend, not just buy in to a tournament.
 - National championships/tournaments in which the club is ranked in the top 10 nationally.
 - Other prestigious events or unforeseen circumstances as deemed appropriate by the Sport Clubs Council (SCC)

- All supplemental budget requests must be submitted using the approved [Supplemental Budget Request Form](#)
- Clubs may not submit a request for an item it has already purchased or otherwise funded.
- If a club received partial funding for the event/expense during the annual funding process, that amount will be subtracted from the final supplemental allocation.
- Supplemental budget requests may not be granted if there is funding available in the clubs operating accounts. In some circumstances, particularly at the end of the academic year, the SCC may request that the club deplete their allocated accounts as part of paying for the event or unforeseen circumstance
- All supplemental budget requests are reviewed on a case-by-case basis and are limited to available funding
- The Sport Clubs Council will consider requests as they are received. Clubs officers may elect to present to the SCC, but it is not required.
- In order to be awarded funding, a majority approval of the SCC is required. In their absence the Assistant Director of Competitive Sports will make all decisions
- The SCC will consider needs and award a portion of their request not exceeding the following amounts
 - Tier 1: \$750.00 dollars or less per semester
 - Tier 2: 50% of supplemental budget request
 - Tier 3: 60% of supplemental budget request
 - Tier 4: 65% of supplemental budget request
 - Tier 5: 70% of supplemental budget request
- The SCC reserves the right to approve, amend, deny or add clauses to supplemental budget requests as it sees fit
- If funding is approved by the SCC, the percentage equal to the club's fundraising requirement will be added to the clubs fundraising requirement for the next academic year. For example, if a Tier 3 club is awarded \$2,500 in supplemental funding, 15% of \$2,500 (\$375) will be added to the club's fundraising requirement the following academic year.

Fundraising

Fundraising is defined as any non-allocated funds generated by the clubs.

- All fundraising activities must be approved by the Assistant Director for Competitive Sports.
- Fundraising activities can include, but are not limited to:
 - Dues
 - Restaurant Portion of the Proceeds Nights
 - Ask your Sport Club Supervisor for access to the University's W9 and/or Taxpayer Identification Number (TIN)
 - For Line 3: State Government (University)
 - Letter Drives
 - Sponsorships
 - Donations
 - 50/50 raffles
 - Any event having a raffle where tickets are purchased or any sort of gambling takes place must have a permit from the Baltimore County Office of Licenses and Permits. Information and permit applications are available [online](#)

- If you have any questions about the permit, call calling Traci Davis, the processing supervisor at 410-887-3616
- Approved product sales

Looking for ideas? Refer to our [Fundraising Ideas](#) handout.

Foundation Accounts

A Tier 4 or 5 club for two complete academic years will be eligible to create a Towson University Foundation account. A TU Foundation account is the only way to accept tax-deductible donations from family, friends and alumni. Donations are accepted online via credit card or by check. Unlike a Go Fund Me page, donations through the online TU Give Corps site are accepted 365 days/year. Once donations are deposited into a foundation account, the funds have the same limited restrictions as club general accounts.

If a club is interested in starting a Foundation account, they should request a meeting with the Assistant Director. In order to start an account, clubs must agree to raise \$1,000 in initial start-up donations by the end of the semester. If a club fails to raise the startup funds, the Foundation account will be closed.

Sponsorships

Sponsorships are defined as a relationship that you have with a non-Towson University entity where the entity provides you with a donation in exchange for something such as appearances, logo on your uniforms/apparel, etc. All potential sponsorship agreements must be vetted by the Assistant Director for Competitive Sports. To begin the approval process, complete a [Sponsorship Approval Form](#). Potential agreements or relationships deemed not to be in the best interest of the university will be denied.

Special Funding

Sport Clubs Staff

Professional Campus Recreation Staff are eligible to be financially supplemented when traveling to club events. A club can request up to 100% funding for the Professional Sport Clubs Staff to assist in University representation. Items that can be budgeted for are as follows:

- Travel Fees
- Spectator Fees

Coaches/Instructors

Instructors/Coaches are eligible to be financially supplemented when traveling to club events. A club can request up to 100% of funding for one instructor/coach per 15 students and 2 instructor/coaches for 16 or more. Items can be budgeted for as follows:

- Travel Fees
- Spectator Fees

Fan Bus

For off campus home events, clubs may request a fan bus.

- Half the cost of the bus will be covered by the SCO Miscellaneous Account, while the other half must be paid by the club from their General or Travel Account
- Clubs may request their half of the funds for the bus during their annual budget request
- Clubs are able to request a fan bus to their off campus home event, once per semester

- Clubs must submit a Sport Club [Transportation Request Form](#)
- Requests will be granted based on funds and staff availability
 - The Graduate Assistant of Sport Clubs or the Assistant Director for Competitive Sports must ride the bus
 - The trip must be approved by the Assistant Director for Competitive Sports
- Free tickets to ride the bus will be made available through the University Union Ticket Office. Only current TU students may ride the bus. One ticket per student ID
- To board the bus, attendees must first sign a waiver and show their student ID
- No alcohol or marijuana may be transported or consumed on the bus. Bags are subject to search. Sport Clubs Staff reserve the right to deny boarding to anyone under the influence of alcohol

Payments

Forms of Payment

Credit Card: Visa

- Visa should be used to pay the following: equipment, facility time (if practicing off-campus), competition registration, dues, etc.
- Limit of \$4,999.99
- Food, unless purchased through Black & Gold, may not be purchased with the Visa card.
 - **Must submit a participant list and event description for food purchases**
- All items must be shipped to the Campus Recreation address. For example, items are not allowed to be shipped to an off campus address of a club member. Shipping items to an off campus address may result in a fine
- We cannot pay sales tax. Purchase items through a vendor that does not charge online sales tax or send the vendor tax exempt paperwork in advance. Tax exempt paperwork can be obtained through your assigned Sport Club Supervisor

Credit Card: Diner's

- This card will be used for all travel related expenses
- Also may be used for certain "entertainment" related transactions
 - Certain expenses (green's fees for golf, etc.) are classified as "entertainment" and may not be paid for the with the Visa card. In these specific cases, the Diner's Card may be used
- Food, unless purchased through Black & Gold, may not be purchased with the Diner's card.
- No Limit on purchase amounts as long as purchases are within the purpose of the Diner's card

Checks

- Checks may be used for **entry fees**, clinician fees, dues, etc.
- Checks should be used as infrequently as possible due to lengthy time requirements
 - Checks take 3-5 weeks to be processed from the time they are submitted
 - If over \$4,999.99, the check will not be available for six to eight weeks (42-56 days)
- Checks that have not been mailed will be retrieved by the Sport Club Staff and placed in the check log. Each check must be signed out.

Reimbursements

- Money for reimbursement is only given for acceptable purchases and must come from a club's General Account
 - Example: Gas for private vehicle, food while on trip
- Any reimbursement under \$50.00 will be paid in cash
 - Complete a SGA Petty Cash Authorization/Voucher, also known as a Green Slip
 - Clubs may not submit two Green Slips requests for the same person to get around the \$50 limit
- Any reimbursement exceeding \$50.00 will be paid by check
 - The Expense Voucher must be filled out with CHECK written in the right hand corner
 - Checks take 3-5 weeks to be processed from the time they are submitted
- Individual refunds for a club event/purchase must meet the following criteria:
 - Individual paid and trip was cancelled
 - Individual has documentation of illness/injury that prevented them from attending/participating
 - Individual was overcharged for club event/purchase

Making a Purchase

1. Check to make sure enough funds are available to process the transaction
 - It is the responsibility of the club to ensure that they have enough funds in their respective accounts to pay for each transaction. If the club does not have enough money in a specific allocated account, the difference can come from their General Account
 - In the event that a club is using money allocated out of two accounts, you must fill out the transaction description line of the Transaction Request as follows: "Account: Equipment (amount) General (amount)"
2. Decide the account(s) to use and the appropriate method of payment
 - A credit card should be used for payment whenever possible

Credit Card Payments

- To make a purchase, complete the [Credit Card Purchase Request Form](#). Follow the instructions carefully and be as detailed as possible.
- In some situations, the Assistant Director for Competitive Sports may ask that you make an appointment to make the purchase in person.

Check & Green Slip Payment Process

- Complete Transaction request on Fusion
 - Complete all fields within the Request
 - In the Transaction Description, indicate the Payee (i.e., the name the check or green slip should be made out to.
 - In the Transaction Description, write which account the money should come out of.
 - If you want a check mailed directly to the vendor, you must include their mailing address in the Transaction Description
 - An Transaction Request will not be accepted if it is not filled out completely and correctly. Please ask a Supervisor for assistance or watch the transaction training video located in the officer training. Incorrect Transaction Request will be denied
 - Attach an invoice or receipt (reimbursements) to the Transaction Request

- Acceptable invoices may include: paper invoices directly from the vendor, tournament registration flyers, or an email confirmation from the host of an event. An acceptable invoice is *itemized* and contains:
 - A total cost
 - A contact phone number
 - Letterhead or logo from the company or sponsoring organization
 - Where the event will be held or where purchase will be made
- An acceptable receipt is *itemized* and contains:
 - A total cost
 - A phone number
 - A date
 - Letterhead or logo from the company or sponsoring organization
 - Where the event was held or purchase was made
- For physical receipts (ex. Gas station, target), the receipt will still need to be brought to the CSO after completing the Transaction Request on Fusion.
- All purchases and reimbursements are subject to Assistant Director approval

Petty Cash Reimbursements

- Bring a SGA Petty Cash Authorization/Voucher, also known as a Green Slip
- An SGA Petty Cash Authorization/Voucher will not be accepted if it is not filled out completely and correctly. Please ask a Supervisor for assistance or see the template on the left side of the mailboxes if you are unsure of how to properly fill out an Authorization/Voucher. Incorrect Authorization/Vouchers will be returned to the Club mailbox, and will not be processed
 - o SGA Group: Name of Club
 - o Amount: Amount of reimbursement (must be less than \$50)
 - Clubs may not submit two Green Slips for the same person to get around the \$50 limit
 - o Account: Write "General"
 - o Purpose: What was purchases and why?
 - o Name: Who paid for the items upfront and is getting reimbursed? This name cannot be crossed or changed!
 - o Receipts: Indicate the number of receipts attached
 - o Advance: Leave blank
 - o Authorization: Leave blank
- Attach a receipt to the SGA Petty Cash Authorization/Voucher
 - o Copies of receipts will not be accepted. Originals are required
 - o An acceptable receipt is *itemized* and contains:
 - A total cost
 - A phone number
 - A date
 - Letterhead or logo from the company or sponsoring organization
 - Where the event was held or purchase was made
- Submit the SGA Petty Cash Authorization/Voucher to the appropriate mailbox
- The SGA Petty Cash Authorization/Voucher and attached receipts will be reviewed. If everything is in order, the Authorization/Voucher will be signed
 - o All purchases and reimbursements are subject to Assistant Director approval
- The SGA Petty Cash Authorization/Voucher will be placed in the club's mailbox

- In order to obtain cash, the recipient must bring the SGA Petty Cash Authorization/Voucher to the Auxiliary Services Ticket Office on the third floor of West Village Commons

Special Payment Forms

Due to tax reporting requirements, we need to collect Social Security Numbers or FEINs when paying certain individuals. Special payment forms are required for:

- [Coaches Payments](#)
- [Official/Referee Check Requests](#)

Payment forms can be found on the Sport Clubs Website.

Deposits

All funds will be deposited into club General accounts.

Club Dues

- All dues MUST be collected online through the recreation.towson.edu portal. With the exception of American Express, all credit and debit cards are accepted. Clubs may not collect cash or check dues payments
 - A [how-to document](#) on how to pay online is available on the sport clubs website
 - The Assistant Director will request that clubs set and submit their semester dues 2-4 weeks before the semester starts
- A list of who has paid dues is available under the 'Finances' tab in Fusion for each club. The list will be updated weekly
- Budgets will be updated weekly with dues deposits

Non-Dues Deposits

- All deposits must be done at the Auxiliary Services Ticket Office on the third floor of West Village Commons
 - Hours: M-F 8:30am-4:30pm
 - Phone: (410) 704-2365
- Coins will not be accepted for deposit
- All cash deposits must be submitted within five days of receipt
- All checks for deposit must be made payable to Towson University
 - The Club name should be written in the memo section of the check for identification
- Funds may be deposited into club accounts via credit card
- Clubs MUST turn in the receipt received from the Auxiliary Services Ticket Office attached to a Deposit Slip to the Competitive Sports Office or through a Transaction Request through Fusion to get credit for the deposit

Negative Accounts

Clubs may carry a negative account balance in their General Account for a short period of time.

- Clubs will be notified via their club email account once their General Account has a low balance.
- Clubs will be notified via their club email account once their General Account is in the negative, at which time they will be required to meet with the Assistant Director or Graduate Assistant to create a plan to get back into the positive. The plan will include:
 - Expenditures which will be denied while the club is in the negative
 - A negative balance cap
 - Date which the negative balance will need to be paid off

- If a club misses the payoff date as outlined in their plan, they may will face disciplinary action or be provided an extension at the discretion of the Assistant Director. Disciplinary action may include, but is not limited to:
 - All accounts will be frozen
 - The club will not be allowed to hold practices
 - The club will not be allowed to travel or hold home events
 - The club will not be able to submit supplemental, surplus grant, or annual budget requests
- Clubs who have not paid off their negative balance by May 1st may be suspended
- Club officers may be referred to the Office of Student Conduct and Civility Education for disciplinary action which may result in a hold on their student account.

Suspended and Disbanded Clubs

Suspended Clubs

- Club accounts will be frozen for duration of the sanction period which is determined by the SCC
- If a club is suspended for the remainder of a semester, all allocated funds will automatically be reverted to the SCO Miscellaneous account
- Suspended clubs may submit a budget request for the semester following suspension with permission from the Assistant Director for Competitive Sports

Disbanded Clubs

- All money in the club's general account at the time of disbandment will be reverted to the SCO Miscellaneous Account

Expectations of Sport Clubs

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 guidelines and procedures. If violated, the club as well as individual club members are subject to disciplinary action by the Sport Clubs Council and/or the Office of Student Conduct & Civility Education

Responsible Tiger Protocol

The [Responsible Tiger Protocol](#) may protect clubs and individuals when they call 911 in a timely manner, stay on the scene, and cooperate fully during, and in response to alcohol, hazing and drug incidents.

Minors & Recruitment

Minors are defined as Non-TU Students under the age of 18. Recruits are defined as TU and Non-TU students interested in joining a sport club. The following guidelines have been put in place to protect yourself, your club and minors.

- Clubs are prohibited in engaging in overnight activity involving minors & recruits
- Minors & recruits are prohibited from participating in club social events

- For on campus events, minors & recruits are permitted to spectate/attend home competitions, however they are not permitted to participate in sport activities such as practices, games, skills clinics, etc.

Working with Minors (On Campus Non-Sport Activities & Off Campus)

Keep the following practices in mind whenever your club is working with minors:

- It is highly recommended that clubs work with an outside organization when working with minors. Examples include: Girls on the Run, Ice World, etc.
 - Have the outside organization staff the event or provide adult supervision. Examples include: adult coaches, professional staff, parents, etc.
 - Ask the outside organization for tips on how to best structure the event
- Never be one-on-one/alone with a minor
- Keep a minimum of two members of your club with at least two minors (do not have a single adult with multiple minors or multiple adults with a single minor)
 - Do not escort minors into bathrooms, classrooms, stairwells, or other places except in these types of groups
 - Have members from the sponsoring organization/their parents involved in escorting them if possible
 - Do not go into a bathroom alone with a minor
- Do not touch minors in any way that could be misconstrued as inappropriate (example: holding hands)
- Hold events in wide open spaces such as large rooms or outdoors
- Avoid taking trips with minors not at a sponsored organization site

Child Abuse & Neglect

All club officers should be familiar with the [TU policy on the reporting of suspected child abuse & neglect](#).

- All club officers are required to report suspected abuse and neglect
 - If you suspect or witness abuse/neglect, report immediately to campus police at 410-704-4444 (emergencies) or 410-704-2134 (non-emergencies)
 - If you are not sure if an incident should or should not be reported call the non-emergency police number and they will consult with you
 - Information to include in the report:
 - The name, age, address and whereabouts of the child;
 - The name and address of the child's parents or other caregiver;
 - The nature and extent of the suspected maltreatment;
 - Any other information that may help in identifying the abuser or neglecter or determine the cause
 - Supply as much information as you can
 - In addition to campus police, contact the Assistant Director for Competitive Sports

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, including 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 & Marijuana Guidelines

By signing a Sport Club liability waiver, participants agree to adhere to all policies regarding alcohol & marijuana. Possession, sale, being under the influence or consumption of drugs or alcohol while practicing, participating in club activities, or on a club trip, including travel to and from Towson University, is strictly prohibited. Any 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 which alcohol will be provided/available. All social events must take place at a third party vendor such as a bar, restaurant, etc. Clubs may not host social events at private residences or in public spaces.

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.

Deceitful Information

Participants who actively deceive University officials, submit fraudulent records or knowingly submit inaccurate information will be referred to the Office of Student Conduct & Civility Education.

Discipline

For all violations of guidelines outlined in the Sport Clubs Officer 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.

Warnings & Fines

In order to prevent all guideline and procedure violations from being heard by the SCC, the SCC has established a warning & fine system. Many common guideline and procedure violations fall within the system. The warning & fines system is recorded in the Fall and Spring semesters and will reset after each semester. The warning & fine system is to be used as a guide. Fines and sanctions may be reduced, increased, or substituted for points at the discretion of the Assistant Director and/or Sport Club Council, especially if the violation was found to be purposeful or deceitful.

Fines may be assessed against a group of clubs. If a guideline violation is not able to be traced back to a specific club, a group of clubs may be charged for the violation. For example, if the Fieldhouse is left unlocked, all clubs using the field at that given time will be charged.

Regardless of violation category, if a club receives \$300 in fines in a calendar year, they will automatically be referred to the Sport Clubs Council.

- Unexcused Missed Weekly Meeting
 - 1st Missed Meeting: Warning
 - 2nd Missed Meeting: \$50 Fine
 - 3rd Missed Meeting: \$100 Fine
 - 4th Missed meeting: Referral to SCC
- Unexcused Missed SCO Meeting
 - 1st Missed Meeting: Warning
 - 2nd Missed Meeting: \$100 Fine
 - 3rd Missed Meeting: \$200 Fine
 - 4th Missed meeting: Referral to SCC
- Practicing without the correct number of Safety & Facility Officers or an uncleared Coach/Instructor
 - 1st Occurrence: Warning
 - 2nd Occurrence: \$200 Fine
 - 3rd Occurrence: Referral to SCC
- Practicing without a radio or first aid kit
 - 1st Occurrence: Warning
 - 2nd Occurrence: \$200 Fine
 - 3rd Occurrence: Referral to SCC
- Participating without being on clubs Fusion Roster
 - \$50 per failed spot check. Over 2 occurrences in a year is referred to SCC
- Practicing without medical clearance
 - \$100 per failed spot check. Over 2 occurrences in a year is referred to SCC
- Failure to cancel practice 2 hours in advance
 - 1st Occurrence: Warning
 - 2nd Occurrence: \$50 Fine
 - 3rd Occurrence: \$100 Fine
 - 4th Occurrence: Referral to SCC
- Late Home Event Management Form
 - 1st Occurrence: Warning
 - 2nd Occurrence & Beyond: \$50 Fine
- Home Event Timing
 - Clubs will be fined \$50 for each hour the event is over or under the Setup/In Time(s) and Breakdown/Out Time(s) listed on the Home Event Management Form. Clubs will not be fined for alterations of less than an hour
- Facility Guideline Violation
 - 1st Occurrence: Warning
 - 2nd Occurrence: \$100 Fine
 - 3rd Occurrence: Referral to SCC

- Late Transportation Request Form
 - 1st Occurrence & Beyond: \$50 Fine
- Late Hotel Receipts
 - 1st Occurrence: Warning
 - 2nd Occurrence & Beyond: \$50 Fine
- Late Rental Vehicle Binder Return
 - 1st Occurrence & Beyond: \$25 Fine per Binder
- Travel Guideline Violation (unapproved driver, participant not on roster, etc.)
 - 1st Occurrence: \$100 Fine
 - 2nd Occurrence: Referral to SCC
- Administrative Violation (Missed Training, Etc.)
 - 1st Occurrence: \$100 Fine
 - 2nd Occurrence: \$200 Fine
 - 3rd Occurrence: Referral to SCC

Referral to the Sport Clubs Council

Once referred to the Sport Clubs Council, the referred club must make an effort to attend the next Sport Club Council Meeting. If the club fails to make an effort, the Assistant Director reserves the right to suspend the club immediately until their case is heard by the SCC. Clubs which are referred to the SCC for disciplinary action and all members of the club called into question will be allowed to attend a hearing in which their case will be heard by the SCC. However, for the sake of order, only the club officers will be allowed to speak on behalf of the club during the hearing. If the Sport Clubs Council is not able to meet with the club, the Assistant Director for Competitive Sports may fulfill the disciplinary duties of the SCC.

After referral to the SCC, each additional violation in the same category will result in an additional referral to the SCC.

Sanctions

The Sport Club Council and/or Assistant Director has the right to sanction to any club or individuals found in violation of Sport Club or University policies. The Sport Club Council holds the right to implement any penalties deemed fit and fair. SCC sanctions may include, but are not limited to:

- Restitution/charitable contribution
- Work project
- Educational presentation
- Loss of facility reservations (practices/events)
- Loss of social event privileges
- Drop tier
- Funds frozen
- Fines: Deducted from the club's Activity Account. If no funds are available in a club's activity account, the fine will be taken from the club's General Account
- Warning: Warning that further incidents will result in more serious sanctions
 - The Club will be given time to correct the issue. If the club does not fix the issue, the club may be placed on probation
 - The club is counseled by the Assistant Director for Competitive Sports and/or the Sport Clubs Council
- Probation: A period of heightened scrutiny for individual(s) or the club

- A club that is put on probation is subject to suspension with or without warning in the event of additional guideline and procedural violations and/or if improvements are not made
- The length of the probation can be a set period of time (between one semester and two years) and/or may be until the club meets specific improvement targets
- Suspension: Club or individual(s) become inactive for a set period of time
 - Suspension of a Sport Club includes the loss of the club's ability to use allocated facility space, to spend money, and to represent Towson University in any way. A club's suspension means immediate cease in club activity, until the suspension is lifted
 - The length of the probation will be set between one semester and four years
 - After a club's suspension is lifted, they will be on mandatory probation for one year
 - A suspended club is subject to termination with or without warning in the event of continued club activity during the suspension period
- Termination: Club or individual(s) are terminated from the program
 - The club is no longer recognized through Campus Recreation
 - The club may re-apply after five years

Appeals

If sanctions are rendered, the club may appeal to the Sport Clubs Appellate Committee. 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 for Competitive Sports, citing one of the following:

- Unfair punishment
- Failure to take evidence into account
- 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's decision is final. Teams may NOT continue to participate outside of sanctions during the time leading up to the appeal hearing.

Recruitment, Marketing & Promotions

Clubs should refer to the [Marketing & Promotions Guide](#) for important guidelines and best practices.

Club Email Addresses

Clubs will be required to create and maintain a club email address. All officers shall receive access to the club email address and check the mailbox on a routine basis. All communication from the SCO, SCC, Sport Club Supervisors and Campus Recreation staff will be sent to the club email address. In most cases, the Sport Clubs Program will not email individual club officer email accounts. In order to prevent clubs from being locked out of their accounts, officers must keep current passwords on file with TU Sport Clubs and lock out emails will be set for tusportclubs@gmail.com.

Recommended format:

- Include: Towson or TU
- Include: Club

- Include: Sport
- Include: Men's or Women's
- Example: TUmensclubvolleyball@gmail.com

Recruitment

Clubs are not allowed to offer any incentives, including scholarships, to Towson University students or perspective students. Club officers and/or coaches should never engage with the Office of Admissions on behalf of a perspective member.

Office Support Services

Office Location

TU Sport Clubs is run out of the Campus Recreation Competitive Sports Office (SCO) in Burdick Hall. Officers may visit the office, Burdick Hall 155, during posted hours.

Sport Clubs Website

Campus Recreation maintains a comprehensive sport clubs website. Contents include:

- FAQ's: Frequently asked questions about the sport club program
- Club Directory & Schedules
 - How to Join a Sport Club
 - Club Directory: Presidents, club email addresses, websites, and social media accounts
 - Practice & Event Schedules
- Officers
 - Online Training & Resources
 - Officer Handbook
 - Participant Handbook
 - Facility Use Guidelines & Operations Guide
 - Resources
 - Status Charts
 - Forms
- Visitors
 - Visiting Team Packet
 - Spectator Guide
 - Interactive Map

Copy Procedures

A copier is available in the Burdick Hall. Please see a Sport Club Supervisor in the Competitive Sports Office for assistance when using the copier. All clubs must follow the guidelines for usage below:

- The copier and printers are to be used for official club business ONLY
- There is a limit of 40 copies per document. If you need more copies you must budget and order them through the printing center

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:

Club Name
Towson University-Campus Recreation
8000 York Road
Towson, MD 21252-0001

Mailboxes

Each club is assigned a mailbox (for checks, mail, etc.) in the Competitive Sports Office. It is necessary to check the box at least once a week. All club mail should be mailed directly to the Competitive Sports Office using the address listed above.

Computers

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.

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, not just for their athletic accomplishments, but for demonstrating true sportsmanship for a game they love. This individual has proven to be a contributing member for their club by going beyond expectations in practices, competitions, and club responsibilities
- **Coach of the Year** – This award is presented to the Sport Clubs program's most outstanding coach or instructor. A great coach has proven to be a strong leader and positive role model both on and off the playing surface. While knowledge of the game, and ability to demonstrate drills are important, great coaches show humility, compassion, communication, have a passion for the sport, and have the unique ability to mentor players
- **Leader of the Year** - This award is presented to the individual that best represents the spirit of Sport Clubs - the person that encourages involvement, increases morale, and is a true leader. Navigating around the obstacles of academics, personal agendas, and sport club guidelines and procedures, these leaders accept and welcome the challenges willingly to lead their club to success and leave a positive legacy

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 praise, but a historical label of achievement
- Community Award - This award is presented to the club that creates an inclusive community for members to thrive in. Club members are immersed into a culture that supports one another, actively engages with each other, and strengthens their academic and social success. They are encouraging to new members, helping them create a sense of belonging on campus. 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 award is presented to the club that shows commitment to developing its members, building a connected community, and supporting Towson University's mission of creating a vibrant and healthy campus. They have demonstrated the highest degree of organization and commitment to its members by exceeding tier requirements and continuously improving their club

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
- Academic Achievement
 - The three clubs that have the highest cumulative average GPA 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

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