

Student Organization Field Guide 2021-2022

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GENERAL POLICIES AND PROCEDURES FOR ALL STUDENT ORGANIZATIONS

Introduction

This handbook is for all recognized student organizations (RSO) at Lander University. The information in this document is vital for all presidents, executive boards, advisors, and members of student organizations. All student organization leaders, members, and advisors should take the time to review all the material in this handbook. This information will be useful as the student organization makes decisions throughout the academic year.

Department of Student Life

Grier Student Center (Room 336-340)

Phone: 864-388-8244

Email: studentactivities@lander.edu

www.lander.edu/student-life

Our team would love to schedule time to meet with any students regarding student organizations. To book a meeting with our team, please click [here](#).

Handbook Notice

Please understand that this handbook does not supersede the Lander University Student Handbook, nor does it include all of the information outlined in the document. We expect each student, student leaders, advisors, faculty, and staff to review all policies and procedures outlined in the Lander University Student Handbook, in addition to this handbook. This handbook provides specifics regarding student clubs and organizations. Please be advised that the University, and the Department of Student Life, reserves the right to update, make revisions or changes to this document at any time. Student organizations chief officer will be notified via email of those changes.

Who's Who within Student Life

Name	Position	Email	Office
Dr. Demario Watts	Director of Student Life	dwatts@lander.edu	GC 336
Emily Weeks	Associate Director of Student Life and Fraternity and Sorority Life	eweeks@lander.edu	GC 339
Daniel Yeargin	Associate Director of Student Life for Campus Recreation and Fitness	dyeargin@lander.edu	PS 242
Hannah McQueen	Assistant Director of Student Life for Campus Recreation and Intramural Sports	hmcqueen@lander.edu	PS 241
Nadia Crawford	Coordinator of Student Life and Programming	ncrawford@lander.edu	GC 340
TBD	Coordinator of Student Life and Orientation	TBD	GC 336A
Sierra Hevel	Graduate Assistant for Student Activities and Fraternity and Sorority Life	sierra.hevel@lander.edu	GC 339
Nakila Daniels	Graduate Assistant for Campus Recreation	nakila.daniels@lander.edu	PS 241
Justin Wager	Graduate Assistant for Student Organizations and Events	justin.wager@lander.edu	GC 336
Harrison Love	Graduate Assistant for New Student Orientation	harrison.love@lander.edu	GCC 336

Tucker Higgs Transparency Act

The Tucker Higgs Transparency Act states that all public institutions of higher education, excluding technical colleges, shall provide a public report of actual findings of violations of the institution's Conduct of Student Organizations by fraternity and sorority organizations formally/currently affiliated with the institution. Included in the Lander University report are violations of the Conduct Code for Student Organizations for offenses involving: alcohol, drugs, sexual assault, physical assault, and hazing. This report must contain: name of the organization, when the organization was charged

with misconduct, the dates on which the citation was issued or the event occurred, the date the investigation was initiated, a general description of the incident, the charges, findings and sanctions placed on the organization, and the date on which matter was resolved. The institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act. Lander's report may be accessed at the following link: <https://www.lander.edu/student-life/clubs-organizations/greek-life/tucker-hipps-transparency-act>

Please contact staff members below to obtain additional information related to findings, sanctions, and organizational sanction completion that is not protected under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C 1232g.

Jalysa Green
Director of Student Conduct and Community Standards
jgreen@lander.edu

Emily Weeks
Associate Director of Student Life and Fraternity and Sorority Life
eweeks@lander.edu

Recognized Student Organizations

Lander University recognizes the rights of student organizations to exist and contribute to the mutual benefit of university co-curricular activities. The university, through the registration process, confirms the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The university does not, however, automatically endorse the mission, goals or purpose of any organization.

Registration: Registration shall be defined as the collection and recording of specific information required of qualified student organizations.

Recognition: Shall be define as the University's acknowledgement of the organization and their validity to be afforded those certain privileges.

Recognized Student Organizations: A recognized student organization is an organization that has completed all the necessary requirements, as well as completed the prescribed registration process to be considered active through the Department of Life. All recognized student organizations must be registered through the Department of Student Life.

Registered Student Organizations: A registered student organization is one that has completed the registration process outlined by the Department of Student Life. A registered student organization is one that has a file in the Department of Student Life and may be considered active, inactive, not approved or no longer recognized.

Types of Recognized Student Organizations

Lander University has different types of Recognized Student Organizations based on their membership, purpose, and mission.

Club Sports	Organization that is designed to serve individual interests in different sports and recreational activities.
Honors Society	*Organizations that have criteria for recognizing excellence for a variety of students.
Special Interest	*Organization that focus on specific interest or topic that differs from all other organizations.

Fraternity/Sorority	*Social and service organizations historically gender specific and established at Lander University.
University Sponsored Programs	*Organizations of any topic or interest that receive direct financial support from a University office or department.
Undergraduate Student Organization Status	Organizations that are classified specifically for undergraduate students. USOs are open to graduate students unless specifically stated otherwise. Leadership positions within USOs are only for those who are considered full-time undergraduate students.
Graduate Student Organization Status	Organizations that are classified specifically for graduate students. GSOs are not open to undergraduate students unless specifically stated otherwise. Leadership positions within GSOs are only for those who are considered full-time graduate students.

*Definitions were used from Coastal University Student Organization Handbook (coastal.edu).

Membership Requirements

In order for organizations to be considered recognized or registered, please review the following requirements below.

- The organization must be comprised of Lander University enrolled students.
- The student organization must be in good standing with the University.
- The organization must maintain the student membership requirement of 7 (seven) enrolled full-time students (12 hours-Undergraduate; 9 hours-Graduate).
- Members of any student organization must maintain a minimum GPA of 2.0.
- The organization must not have illegal goals and objectives.
- The organization should not propose or participate in activities that would violate regulations of the board of trustees, the university or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the university.
- The organization should not advocate incitement of imminent lawlessness.
- The organization should not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.
- Only groups that are registered and recognized will have access to campus facilities and/or services.

Student Organization Leadership Requirements

1. Any student member of a recognized student organization who has been elected, selected, or appointed as an officer, as defined by their organizational constitution, must maintain the cumulative GPA requirement of 2.5, or the organizational GPA requirement for an officer position, and remain in good standing within the university before being eligible to assume that role.
2. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. In the event that a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Department of Student Life about the change in officers within two weeks.
3. Student organizations that are classified as Undergraduate Student Organizations shall only have undergraduate students in leadership positions. All graduate student organizations shall only have graduate students in leadership positions. Undergraduate student organizations are open for members of graduate students.

How to Start a New Student Organization

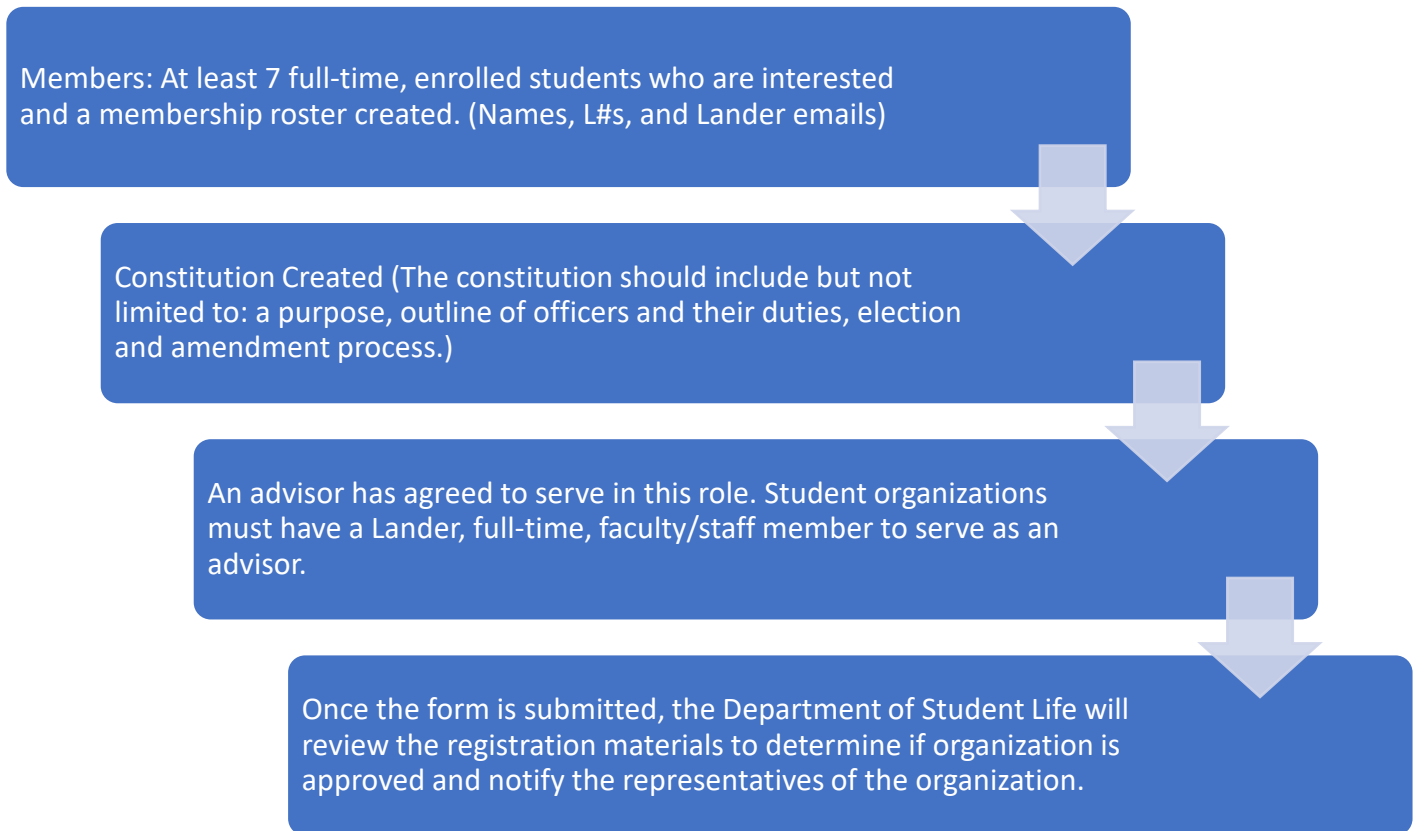
The Department of Student Life welcomes any new student organization. Students who want to form a new student organization should meet with a staff member of the Department of Student Life. The student(s) will then complete a “New Organization Request Form” online at the Club and Organizations webpage under the Student Life tab on the Lander University website.

Registration Application

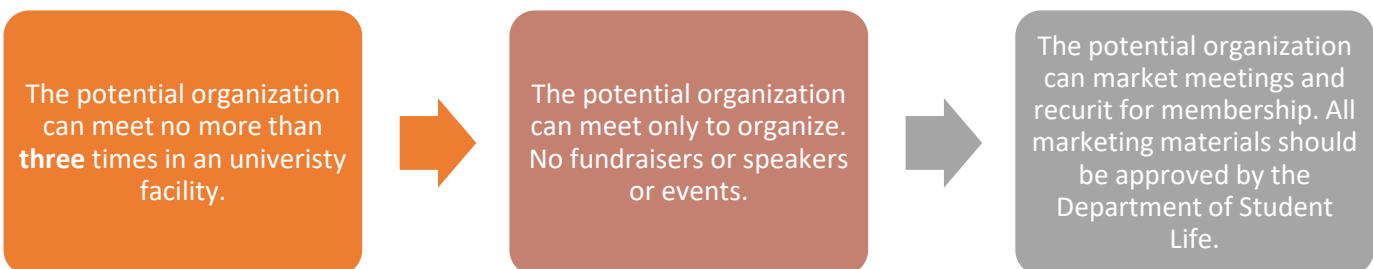
Registration Application can be accessed using this link:

<https://lander1.wufoo.com/forms/student-org-new-organization-request-form/>.

Registration of new groups requires approval from the Department of Student Life. It is important to have the following materials completed before beginning the form above:



Pending Approval



Recognized Student Organization Responsibilities

The following are the responsibilities of all recognized student organizations:

Acceptance of a registration

Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state, local laws, university policies, procedures, rules and regulations.



Changes with student organization leaders and documents

The organization will seek approval from the Department of Student Life for changes made in its constitution. Any updates or changes regarding the executive leaders and/or advisors that occur must be complete the Student Organization Contact Form within 72 hours of the changes.



Attendance to specific trainings and development meetings

Organizations must attend or send representatives to any meetings or trainings that have been scheduled by the Department of Student Life. This could include but not limited to the Student Organization Summit (SOS), Lander Leadership Conference, President's Meetings, etc.

On-going communication

The organization president must keep open communication routinely with their on-campus advisor and with the Department of Student Life.



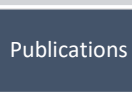
Fraternal organizations

Prior to a registered organization being classified as a fraternal organization and exempt from Title IX requirement, official endowment must occur from the Department of Student Life and the national office of the fraternity or sorority.



Summer Procedures

Each RSO shall designate one individual to conduct the affairs of the organization during the summer and interim periods. The name, address, Lander email, telephone number of the individual shall be filed with the Department of Student Life by the end of the last class of the spring semester through the electronic form sent to organizational presidents.



Publications

In addition to these regulations, student publications are subject to regulations by the Department of Student Life posting policies.



Additional Notes

*Sports clubs, as well as Greek letter social fraternities and sororities, are recognized student organizations at the University. However, additional recognition criteria (such as insurance, travel, regulations, Title IX, etc.) may be established for these organizations based on their unique relationship to the institution. *Any organization that desires to sponsor a regional or intercollegiate meeting must have sponsorship approved by the Department of Student Life in order for the meeting to be held on campus.

Annual Student Organization Registration Process

All student organizations must complete the annual student organization registration process in order to remain active as a University recognized organization.

All recognized student organizations (unless stated otherwise) must renew their registration annually by the date set by the Department of Student Life.

The Department of Student Life shall be responsible for the annual registration process.

A informational letter and a registration form shall be emailed to all recognized student organizations a minimum of 15 calendar dsays prior to the deadline. This email shall notify the recognized student organizations of the registration process and required meetings.

There shall be a registration renewal workshop to be held at the beginning of fall semester called the Student Organization Summit and the Lander Leadership Conference. Executive Board representatives from each registered organization must attend.

Failure to renew a recognized organization's registration by the deadline of the fall semester shall terminate its privileges to operate on the university campus or utilize university facilities.

Recognized Student Organizations Privileges

Recognized organizations in all categories will be afforded:

1. Increased visibility and accessibility;
2. The opportunity to participate in the student organization fairs;
3. A listing of the organization's name, purpose, current officers, address and phone number in the Department of Student Life files and in the student organizational directory which is available to the university community through the Department of Student Life webpages;
4. Access to services, equipment and facilities, depending on availability of space and personnel;
5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations and informational calendars;
6. The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

Registration Statuses

Lander University recognized student organizations fall into one of the following statuses:

Type of Status	Defined
*Pending	Registration is in-progress and the window is still open. All organizations are listed in pending status during their registration process as requirements are being completed.
*Active	Registration requirements are fully completed before the registration window is closed. Below are two designations of active status:

	<ul style="list-style-type: none"> • New/Reactivated Status: Organizations that have been registered and active for two or fewer continuous years and have at least 7 members; all registration requirements completed before the window is closed. • Established Status: Organizations that have been registered and active for three or more continuous years and have at least 7 members; all registration requirements completed before the window is closed.
*Inactive	Registration is not fully completed and the window is closed. This may include organizations that are no longer operating as groups on campus.
Unregistered/No Longer Recognized	Organizations that have not registered with the University or completed all registration requirements within a specific amount of time. This may also include, but is not limited to: organizations that may be in violation of federal, state, local laws; in violation of University policies and/or procedures and the outcome was determined that they are no longer recognized for a specific amount of time. Organizations in this category do not receive any University privileges.

*All definitions for Registration Statuses were used from The Ohio State University-Student Life (activities.osu.edu).

Student Organization Advisors

Advisors: A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as an advocate for the student organization. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

*Definition from Agnes Scott (agnesscott.edu)

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus advisor. The advisor must be selected from full-time faculty or administrative staff members (band four or higher with state Human Resources) at Lander University. Graduate students are not eligible to fulfill this requirement. We highly encourage faculty and staff members not to advise more than two student organizations. Any faculty and staff members' advisor should speak with the Director of Student Life prior to advising more than two recognized student organizations. The Department of Student Life will assist advisors with questions concerning their recognized student organizations.

Advisors are required to follow any guidelines set by the Department of Student Life and the Division of Student Affairs.

Appointment of Advisors

1. The digital signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition to signify their willingness to serve as advisor to that organization.
2. The advisor's digital signature must also be obtained annually during registration to signify agreement to continue as the organization's advisor.
3. The Vice President for Student Affairs may officially appoint each advisor to the position by a letter.
4. Should an advisor vacate from their advisor position at any time during the year, the Department of Student Life should be contacted immediately, and a replacement acquired within three weeks.

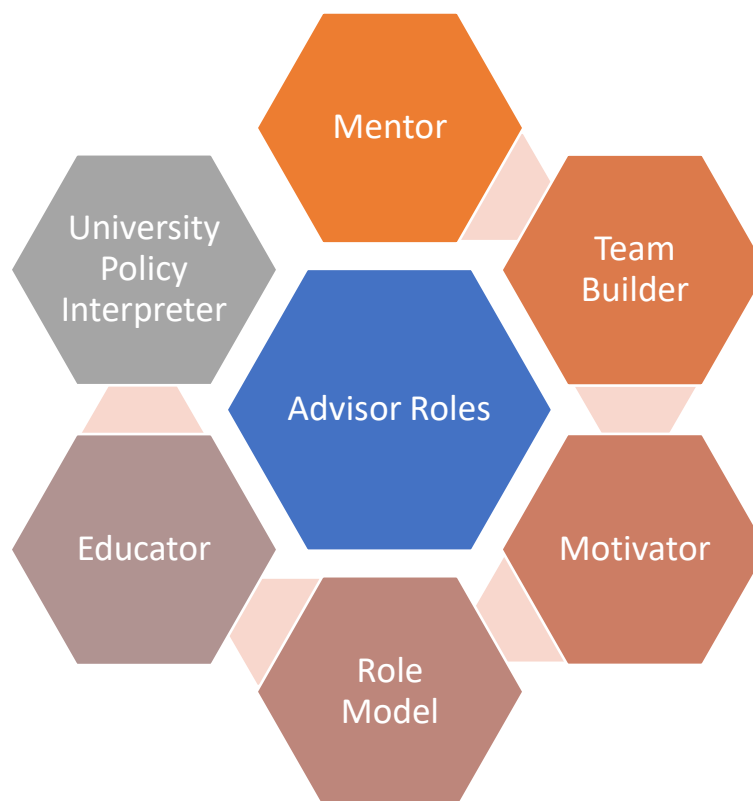
Requirements of Advisors

Advisors of recognized student organizations should:

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their advisor's authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples.
 - a. Provide the officers with the elements of good organizational practice.
 - b. Teach the techniques and responsibilities of leadership and membership.
 - c. Teach the principles of effective group operations.

- d. Develop procedures and plans for action.
 - e. Keep the group focused on its goals.
 - f. Develop self-discipline and responsibility in the group.
 - g. Stimulate and initiate activity.
4. Be available to the officers and members to share ideas about organization affairs.
 5. Meet with the officers of the group to discuss the progress and direction of the group.
 6. Attend as many meetings and functions as possible and be in attendance at any on-campus social events or fundraisers open to all Lander University students.
 7. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained; for non-funded organizations, provide financial and budgetary advice.
 8. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
 9. Sign or co-sign appropriate university forms, such as those for user of campus facilities or travel requests.
 10. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
 11. Contact the Department of Student Life when questions or problems arise.
 12. Be in attendance at events sponsored by the organization if the event is held in the Cultural Center Auditorium, Horne Arena or Sproles, as determined necessary or appropriate by the director of Student Life.

Advisor Roles



* https://www.sac.iastate.edu/media/cms/acpaadvisormanual_94FD2362009DE.pdf

Advising Styles and Skills

*Situational advising allows you to change your advising style to match the development needs of the individual or organization you advise. Your advising style is the way you advise when you work with someone. It is how you conduct yourself, over time, when you are trying to influence the performance of others.

Advising Styles

You will need to vary these based on your assessment of the student's/group's readiness level.

- Directing: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.
- Coaching: The advisor continues to direct and closely supervise task accomplishment, but also explains decisions, solicits suggestions, and supports progress. Use this style with groups that have a few leaders that are at a higher readiness level who will need your support with the rest of the group to get things accomplished.
- Supporting: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success - the group is just starting to "get it".
- Delegating: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.

Advising Skills

- Flexibility: You must be able to move from one style to another in order to meet the needs of the different types of students and multiple circumstances you will encounter.
- Diagnosis: You have to learn how to diagnose the needs of the students you advise. Determining what is needed as opposed to what is wanted is sometimes a difficult task. It is also important to note that what is needed is not always the thing that will get the most positive response - it is what will lead the student through a problem, set the standard for the future, or help to teach the student a valuable life lesson.
- Contracting: You have to learn how to come to some agreements with students. It can be helpful to work together to reach an agreement as to which advising style they seek from you. This is a valuable lesson for assisting students with understanding the rules of engagement and interaction that will be carried forth as they mature.

* <https://www.agnesscott.edu/dos/student-involvement/clubs-organizations/Advisor%20Manual2.pdf>

Campus Security Authority

Students are encouraged to report criminal offenses to campus law enforcement or to a Campus Security Authority (CSA). The individual reporting the crime to the CSA may remain anonymous. **All Lander employees are considered to be CSA's.** Any employee notified of a crime is responsible for contacting the Lander University Police Department at 864-388-8222 or 388-8911. Information provided by the CSA will be used for statistical purposes in Lander's Annual Security Report. Counselors and nursing staff members are considered CSA's; however, any information reported to them remains confidential and only non-identifiable statistical data is reported.

Event Planning Guide

We ask all student leaders to make sure to plan their events in advance. Below are important aspects to consider when planning events and prior to booking rooms.

ABOUT THE EVENT

- Title of the event
- Any speaker(s) or performer(s)
- Day and Date
- Time
- Location
- Target Audience
- Attendance Numbers
- Additional times and dates and locations
- Security?
- Food?

SELECTING A DATE & TIME

- Please check the calendar of events for potential conflicts.
- Consider audience availability.

SPACE RESERVATIONS & NEEDS

- A/V Equipment
- Sound needs (mics, speakers)
- Lightening needs
- Room set up
- Chairs, tables, etc.

BUDGET

- Identify source of funds.
- If this is a fundraiser, please make sure to follow all guidelines and it is approved before moving forward.

Campus Partner Resources

Name	Department	Email	Office Location	Additional Info
Elizabeth McCune, <i>Coordinator of Facilities Scheduling</i>	Special Events	emccune@lander.edu	Grier Student Center	Confirmation of Facility Requests and Needs
Kristen Brannon, <i>Catering Director</i>	Dining Services	Brannon- Kristin@aramark.com	Grier Student Center- 1 st Floor	Food and Catering Needs
Dena Gossett, <i>Captain</i>	Lander University Police Department	mgossett@lander.edu	LUPD – Hampton Avenue	Security and Events
Emily Weeks, <i>Associate Director</i>	Student Life	eweeks@lander.edu	Grier Student Center Room 339	Risk Management, Social Events

Speakers

Lander University chartered student organizations shall be allowed to invite and hear any person of their own choosing. Approval for the speaker is to be requested through the director of Student Life or their designee. Reasons for disallowing a speaker to speak on campus are:

1. Insufficient time to allow for adequate preparations and scheduling;
2. Inappropriate facilities;
3. Prior commitments to another student or faculty organization that would conflict; or
4. Inability to provide security precautions necessitated by the speaker.

The sponsorship of outside speakers does not imply approval or endorsement of the expressed views either by the sponsoring group or the university. The University, the director of Student Life or their designee reserves the right to deny any speaker if they pose a safety risk to the community.

Campus Dining Services

ARAMARK Dining Services has an exclusive contract to provide all of the university's food services, including food items for bake sales or for any other fundraising events. Matt Lugo, Dining Services director, and staff provide professional event planning, food production, food safety and assurance in carrying out all food services on the Lander campus. In regard to event planning, ARAMARK's professional staff works hard to ensure the success of each event. They will meet with the event planner as many times as necessary to discuss the tone and purpose of the event, menus and any special arrangements needed. Menus can be customized to any budget and range from basic to premium. Food safety is a major concern for everyone. ARAMARK adheres to all local and state DHEC regulations for food production, transportation and storage. Their facilities are regularly inspected by the local agencies that monitor food safety and they maintain a grade A at all times. Be assured that in order to minimize the likelihood someone is affected by a foodborne illness, ARAMARK uses only vendors that have met strict requirements for food handling and transportation. Please assist us in adhering to our exclusive food service contract with ARAMARK by contacting the Old Main Catering at 388-8078 or <https://oldmain.catertrax.com/> when your department or student organization is planning food for any event on campus.

Social Events

The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to abide by these policies could result in disciplinary action as outlined in the Lander University Student Handbook.

1. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/staff advisor must be present at all times during dances or similar social functions.
2. Social events, dances and other entertainment activities will require the completion of a University Police security form two weeks prior to the event for police coverage.
3. Charges may be made for custodial services, University Police, building-use fee and other services as needed for fundraisers.
4. All parties/dances sponsored by student organizations must be held on campus unless special permission has been obtained from the director of Student Life or their designee to hold the event in another location.
5. The check-in table for the event must be located at the front entrance of the location and it must be supervised by the advisor (or designated faculty/staff person), a University Police officer and one student at all times.
6. All persons entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event. Students and their guests must surrender their picture ID at the door. Lander University students are responsible for the conduct of their guests. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the advisor.
7. No alcohol will be served or brought into any student event unless prior permission is granted by the vice president for Student Affairs or their designee.

8. The sponsoring organization and University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
9. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state or federal regulations.
10. The sponsoring organization will be required to hire and pay for one or more University Police officers. University Police, in conjunction with the director of Student Life or their designee, will determine the number of officers necessary to ensure the safety of those attending the event. The rate will be \$25 per hour per officer.
11. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor or a designated faculty/staff member. Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event.
13. The advisor or designated faculty/staff member must be present for the entire event.
14. The sponsoring organization will identify three members to serve as event staff who will assist the advisor and University Police in supervision of the event.
15. Doors will not be opened until 30 minutes before the event. The advisor and University Police must be present for the doors to be opened.
16. University Police must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.
17. Lights will be flashed 30 minutes before the end of the event and then turned on immediately at the end. Members of the sponsoring organization are to assist the advisor and University Police in clearing the building, parking lot and adjacent street parking.
18. Events must end at the agreed-upon time, but no later than 1:30 a.m. When deemed necessary, University Police and/or university staff reserve the right to close an event prior to the agreed-upon time.
19. Greek organizations are required to fill out a social event registration form and submit it to the Department of Life for approval. This form may be accessed at: <https://lander1.wufoo.com/forms/kypaxkp11zwxhj/>.

Deadlines for this form:

NPC – 7 days before the event

IFC – 7 hours before the event

NPHC – 7 days before the event

How to reserve a facility?

All facilities requests from students and student groups are now online and are facilitated by the Department of Student Life. Please read through this document regarding the new process as well as policies and procedures to reserving a space on campus.

In order to request a facility, **recognized student organizations** must be in good standing with the University (refer to organization policy of good standing). Lander University will make every effort to provide facilities to accommodate university departments, divisions and registered student organizations through the facility reservation process. Due to the limited number of available facilities, the university will reserve the right to assign and/or change locations for groups utilizing university facilities in order to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available university personnel to perform a specific job function such as custodial, policing, lighting and sound technicians, stage crew, etc. In addition, the university may deny requests for facilities due to conflicts with class schedules, special events or activities or other university-wide events such as Welcome Week, Family Day and Homecoming. Student Organizations may not hold events after the last day of classes for the fall and spring semesters.

IMPORTANT INFORMATION:

1. Economy of scale: The facility coordinator will attempt to match organization membership numbers to the appropriately sized room, providing the room is available.
2. The facility request must be for a recognized student organization, not a student organization serving as a front for a program or activity by an outside group.
3. **The university reservation policy states that student organizations will be responsible for any damages that may occur to a facility during the time that they have it reserved.**
4. Student organizations may not sponsor any program that is open to the general public unless there is previous authorization by the Department of Student Life. Programs or activities at which admission fees are charged or money is collected or donated, may result in the sponsoring organization being responsible for fees such as building use fee, police services, custodians, lifeguards, etc. (Refer to fundraising section.)
5. For some events, University Police officers are required to be in attendance. The director of Student Life will notify the student group when this is required. There may be instances when the university will charge for clean-up, security, special lighting, musical instruments, etc. The coordinator of facilities scheduling will determine charges when the request is reviewed. **NOTE: Faculty or staff advisors must be present at all events held in the Cultural Center Auditorium, the Horne Arena and Sproles.**

Tables in the Commons or Plaza

1. A facility request form is NOT required to reserve a table in the Commons or Plaza, unless food is served, in which you must speak with Dining Services approval. However, when you come by Student Life to pick up your table and chairs, please tell the student worker or a staff person in the office whether this is a fundraiser or volunteer service (your approval for either will be verified at this time).
2. A validated Lander University student ID must be presented to the Bearcat Lounge student worker in Student Life in order to check out a table and chairs.
3. If the table is for a fundraiser, please let the student worker know; they will then verify with one of the staff that the fundraiser has been approved.
4. The Department of Student Life reserves the right to refuse the reservation of a table if deemed necessary.
5. Radio edited music may be played on a low level to provide ambiance for the surrounding area of the table, but if the music is deemed to be inappropriate by the Department of Student Life professionals/staff members or the sound level is too high then the music must be turned off.

Firepit Reservations

The Department of Student Life oversees the reservations of the Firepit located by Centennial Residence Hall. Please review the guidelines below and complete the student facility request form (below in *How to Reserve a Facility*). If you should have any questions, please contact studentevents@lander.edu.

Review the guidelines below. When you sign the document, you are complying to the following:

Guest Policy: As stated in the Lander University Student Handbook, Lander University students are responsible for the conduct of their guests.

Alcohol Policy: Alcohol is not permitted on the grounds of the fire pit as per the Lander University Student Handbook. Firepit users must also not have consumed any alcohol prior to using the pit as well.

I release Lander University and their agents and employees of all liability, on any legal theory, including negligence, concerning any injury or death resulting from the use of this equipment. I promise not to sue or attempt to impose such liability.

I realize that I alone will be liable for any injury to any person resulting from recklessness or negligent use of this property. Because of this, I will inform all persons using the equipment of the provisions of its agreement and observe safety precautions when using it.

Fire Management Protocols:

Only firewood is allowed to be burned in the fire pits and all accelerants are prohibited unless used by Safety and Security personnel. These accelerants include (but are not limited to) gasoline, diesel fuel, kerosene and lighter fluid. Fires shall be contained in the permanent fire pit. Periodically check the fire throughout the event and will clean up the pit immediately afterwards.

Allow ashes to cool in fire pit for as long as possible and cover pit with lid and lock both locks onto pit/stand. Under no circumstances are you to dump ashes or coals into vegetated areas including the forest, bushes and grassy areas. While coals may appear to be cool it is possible for them to reignite.

I agree to pay for the costs of any repair or replacement that may be done to keep the equipment in the same condition it was when checked out to me. I also agree to abide by the fire management protocols detailed above.

Greenwood City Ordinances:

- Sec. 18-52. Unreasonably loud, disturbing or unnecessary noise. It shall be unlawful for any person to create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing or unnecessary noise in the city.
- Sec. 18-60. Playing after 11:30 p.m. It shall be unlawful for any person to play any radio, phonograph or musical instrument in such a manner or with such volume, particularly between 11:30 p.m. and 7:00 a.m., as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel or other type of residence.

How to Reserve a Facility (All requests are completed online.)

1. Plan ahead - facility requests must be submitted NO LESS THAN two weeks in advance.
2. Obtain and fully complete a facility request form from the Department of Student Life. The link to the form is here. ([STUDENT FACILITIES REQUEST FORM](#))
3. The requestor must complete the form. **A confirmation will be sent to the President of the Student Organization.**
4. A Student Activities Event Coordinator will be assigned to your request. You may contact them with questions or concerns. Please be aware that it is imperative that the requestor and the President check their Lander email frequently for updates.
5. The SAEC will serve as the liaison between your request and campus partners (i.e. Tech Crew, Facilities Management, Physical Plant, LUPD-Security). **Not checking or responding to emails may delay the approval of your request.**
6. **YOUR REQUEST IS NOT APPROVED UNTIL THE PRESIDENT RECEIVES:**
 - a. A confirmation email from Elizabeth McCune, the coordinator of Facilities Scheduling.
7. DINING SERVICES: **Please be aware that if you are planning to have food at your event, you must seek approval from Dining Services. Please contact Kristin Brannon for more details.**
8. **If your set-ups/special requests (i.e. tables, chairs, audio-visual equipment) are not listed on the facility request, accommodations will not be made.**
9. You may advertise your event or meeting only after you receive the email confirmation (**please refer to posting policy**). You may need to present the facility confirmation when getting flyer approved.
10. Security fees may apply for your reservation. University police will make this determination. The SAEC will reach out to LUPD to review event requests.
11. The Bearcat Lounge may **not** be closed for student organization events/meetings and can only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set up or the duration of the event. The Bearcat Lounge

serves first the purpose of being a student lounge space and second to holding an event. In no given week should events be taking place in the lounge more than it is being used for general student usage.

12. If you no longer need a facility, please contact studentevents@lander.edu or Elizabeth McCune to cancel your request, preferably 48 hours in advance. All facilities must be left in clean condition with furniture in the original location.
13. All University policies and regulations apply when using facilities.

Volunteerism/Community Service

Lander University strongly encourages volunteer and community service projects for all recognized student organizations. Volunteer and community service projects, as they pertain to Lander University student organizations, are defined as the exchange of service hours or goods either on or off campus.

**NOTE: If money is exchanged it is considered a fundraiser; please see fundraising section.*

The Department of Student Life requires that any and all volunteer/community services be documented for approval in our office by completing the volunteer/community service request form and facility request form, if the service is to be held on campus. Volunteer/community service request forms are located on the Department of Student Life webpage <https://www.lander.edu/student-life/clubs-organizations/student-organization-forms>. This form should be completed and turned in at least two weeks prior to the project taking place. In order for a volunteer/community service activity to be approved, the student organization must be in good standing with the university and the activity must conform to university regulations and policies.

Organizations are not limited to a certain number of volunteer/community service projects each semester. Once the project is completed, a volunteer/community service summary form, which is also located on the Department of Student Life Webpage <https://www.lander.edu/student-life/clubs-organizations/student-organization-forms>, must be submitted to the Department of Student Life within five days of the completion of the activity. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing with the university status until the summary form is submitted. The organization will not be able to participate in any future volunteer/community service events, hold fundraisers, or participate in university-wide events. All future room reservations will be cancelled.

Marketing and Communications

Posting Policy

Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY. Lander University has a strict non-solicitation policy and, as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc. Outside agencies are permitted to advertise in approved university publications, magazines, etc. Lander students, faculty and staff are the only persons allowed to post materials on campus. All posters, flyers, announcements, etc., must be approved and stamped by the Department of Student Life in order to be posted on campus. Organizations not in good standing will not be allowed to post any materials on campus. You may need to present the facility confirmation when getting flyer approved. Organizations not in good standing will not be allowed to post any materials on campus.

Additional rules for the posting policy are as follows:

1. The use of sidewalk chalk must first be approved by the director of Student Life or their designee.
2. Items being posted may be no larger than eight feet wide and four feet long in size and must not cover air vents or impede the sightlines of campus security cameras when hung.
3. All posters, flyers, announcements, etc., must include the organization's name or department name that is sponsoring the event, time of the event and place of the event.
4. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation.
5. Banners will be hung in consultation with the Department of Student Life and may only be posted 10 days prior to the event the banner is advertising. Banners are defined as anything larger than 20 inches by 28 inches in size.
6. Space requests for banners will be taken on a first-come, first-serve basis and no space is guaranteed.

7. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization-sponsored fundraiser for philanthropy (car wash, etc.) Social events may not be advertised, even for philanthropy. The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Student Life office.
8. Flyers, banners, posters, announcements, etc., may not use images or texts of alcohol to advertise an event or publicize an event where alcohol is being served.
9. Sexually explicit, offensive or otherwise suggestive flyers or banners will not be approved.

The following sanctions may apply for failure to comply with the posting policy:

- First offense — Letter from the director of Student Life outlining the posting policy and the nature of the infraction and/or a possible \$50 fine;
- Second offense — Suspension of posting privileges for one year;
- Third offense — Suspension of organization charter.

City of Greenwood - Ordinance on Handbills

All students and/or student organizations are responsible for abiding by the City of Greenwood ordinance related to handbills. In this context, a handbill is any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet or any other printed or otherwise reproduced original or copies of any matter of literature. Specific to the City of Greenwood, the complete list of handbill ordinance codes may be accessed at the following link: https://library.municode.com/SC/greenwood/codes/code_of_ordinances?nodeId=COOR_CH10BURESOSA_ARTVIIHA.

Social Media Guidelines

INTRODUCTION

The Social Media Tips for Student Organizations are designed to help student organizations find success in their social media efforts. This document is not a set of rules governing what student organizations can and cannot do, but rather a guide to best practices and considerations that student organizations may follow.

WHY SOCIAL MEDIA?

Social media, when used effectively, can benefit your student organization in a variety of ways. You might find that social media is useful in:

- recruiting new members
- communicating with current members
- advertising programs, initiatives and events
- sharing information about a cause your organization cares about
- spreading general awareness of your organization

BEST PRACTICES

These best practices are suggestions designed to help you use social media in a way that benefits your organization.

Be strategic

Before you create your social accounts and begin posting, consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes. Will you use social media to communicate with potential new members, or will you focus on reaching current members? Do you want to promote events, or spread a particular message? Who will manage the accounts, and what is the process for transitioning ownership as students graduate? If you're interested in help with building or enhancing your organization's social media strategy, don't hesitate to ask for help from your advisor or reaching out to the Department of Student Life.

Be accurate

Check your facts before posting. Is the event location listed correctly? Is the statistic you're sharing verified? Proof for spelling and grammar errors as well. When you do make a mistake, correct it right away, publicly, without being defensive or trying to hide the error.

Be active

Rather than spreading yourself too thin across every available social network – which can result in inconsistent or infrequent posting and even totally dormant accounts – focus on being active on just one or two networks. Choose the platforms that will most effectively help you reach your goals and target audience and try to post a set number of times per day or week.

Be respectful

What you share on social media is up to you, but it's always best to be respectful – not only of the organization and members you represent, but of the larger community you're reaching.

Be responsive

Include your organization's contact information in your social media profiles, and have a process in place to ensure you are responding to messages, mentions and comments as quickly as possible.

Be smart

Keep in mind that when you create a social media account, you are agreeing to the network's terms and conditions, including those related to copyright and privacy rights and responsibilities. University rules, policies and guidelines, including but not limited to the Code of Conduct, apply to behavior conducted online, via email, text or other electronic media, and may apply to off-campus conduct. It is your responsibility to familiarize yourself with relevant rules and to follow them.

CONSIDERATIONS

These are items to consider as you start or continue using social media for your student organization.

Copyright

If the content you are posting is not owned by your organization, be sure to credit sources. Copyrighted content might include information, quotes, music or photos. If you're unsure, ask your advisor for assistance.

Trademark and Licensing

Familiarize yourself with rules and regulations surrounding use of the Lander University brand on any materials you create and share on social media.

Representation

As a Lander University student organization, you are representing your organization, its members and yourself in all you do. Just as you are responsible for the content posted on your personal social media profiles, you are responsible for what you choose to post on your student organization's profiles. Have fun with social media and be authentic – always keeping in mind the groups and individuals you represent.

Terms and Conditions

Understand the terms and conditions laid out by the social networks you choose to use for your student organization.

*Social Media Guidelines above are from Ohio State University.

Funding and Banking

Bank Accounts

A student organization that needs to set up an off-campus checking account should first obtain a Federal Tax ID number (sometimes referred to as an Employer Identification Number or EIN). This ensures no one individual is personally responsible and helps the organization leadership to more efficiently transition. Organizations can obtain a Federal Tax ID number by calling the IRS at 800–4933 or by applying online at <http://www.irs.gov>. Once the number is received, the current president and advisor should contact the desired financial institution to find out the necessary documentation needed to set up an account.

Fundraising Policies

Use of university facilities or grounds for fundraising must be approved by the Student Organization Fundraising Committee. Fundraising forms are located on the Department of Student Life website. A fundraiser request form must be submitted for approval to the director of Student Life or their designee for action by the Student Organization Fundraising Committee at least two weeks in advance. This committee consists of a representative from the Business office, the office of University Advancement and the Department of Student Life. Fundraising as it pertains to Lander University student organizations is defined as any event in which an organization solicits money from its members or other members of the campus community. Examples of fundraisers are:

1. The selling of items, materials, products or services;
2. The sponsorship of events where financial admission is charged.

Only registered student organizations shall be permitted to hold fundraising activities. In order to request to hold a fundraiser and obtain approval, an organization must be in good standing with the university (refer to Lander University Organization Policy of Good Standing) and must comply with the following guidelines:

1. Submit a completed fundraiser request form and a facility request form for approval by the committee no less than two weeks prior to the proposed event. Failure to meet deadlines will result in your fundraiser being denied.
 - a. Recognized student organizations are allowed the use of university facilities once per month, or no more than four per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium and/or Sproles. There is no limit on how many off-campus fundraisers your organization can host.
 - b. Dances and entertainment events will require security by University Police.
 - c. Charges may be made for custodial services, building fee use, security, and other services as needed for fundraisers.
 - d. Additional information regarding student organization fundraising events and associated fees is found on the Lander University fundraising request form.
2. The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing university- operated service or through a university contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.
3. In considering the request, the committee will be concerned primarily with the stated purpose for which the fundraising activities are to be held. For instance, is the activity educational in nature and/or directly related to the curriculum? Is the activity for philanthropic purposes? Will the fundraiser provide supplies for relevant group use or travel for relevant group opportunities? Fundraising revenue may not be used for the personal benefit of an individual student or students such as gifts, membership dues, initiation fees, university tuition, etc.
4. Any bake sale food items must be purchased through ARAMARK. (**Reference Campus Food Service policy.*)
5. Drawings: Lotteries, raffles, and games of chance must be in accordance with South Carolina state law. Please see the director of life for more information. All lotteries, raffles, and games of chance will be reviewed by the university general counsel prior to approval. ***Alcohol and firearms are prohibited as prizes.**
6. A separate request must be submitted for every fundraising activity.

7. Activities involving Lander student organization fundraising or other projects covered by these guidelines are subject to the following:
 - a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed.
 - b. Door-to-door residence hall contact is prohibited.
 - c. Use of campus mail service is prohibited.
 - d. Fundraising may be conducted only in such areas as approved by the facilities scheduling process.
 - e. An organization may not use coercive acts that might intimidate those persons from whom support is sought.
8. Posters may be placed at approved locations ONLY after these criteria have been met:
 - a. Organization president has received an email confirmation from the facilities coordinator that the room or area has been approved.
 - b. Organization president has received an email confirmation from the Fundraising Committee that the fundraiser has been approved.
 - c. Organization has obtained approval from the Student Life office for any posters/flyers advertising the event. Each poster, etc. must be stamped by this office.
9. All procedures for scheduling a room for a non-fundraising meeting or event also apply to fundraising programs.
10. Once the fundraiser is completed, a summary form, also found on the Department of Student Life webpage, must be submitted to the Department of Student Life within five days of the completion of the event. Receipts must also be attached. If a summary is not submitted within this time frame, the organization will be placed on a “not in good standing status” with the university until the summary form is submitted. The organization will not be able to participate in any fundraisers or participate in university-wide events. All future room reservations will be cancelled.

Student Organization Travel

We advise all student organizations to have waivers when traveling for organization sponsored events.

Special trips require a release form to be signed before students leave Lander University’s campus. Examples below include but are not limited to:

- ❖ University funds are used to fund the trip;
- ❖ If an advisor is accompanying students on the trip;
- ❖ If the advisor provides any transportation to and from (vans, cars, or used University funds to purchase transportation) and/or
- ❖ If the advisor requires the students to attend the trip (University Sponsored Programs only).

Waivers can be obtained by reaching out to the Director of Student Life. Waivers must be kept with the advisor and for at least seven years. The Department of Student Life will not be responsible for keeping or storing waivers.

OFFICE OF FRATERNITY AND SORORITY LIFE POLICIES AND PROCEDURES

General Policies

- 1) To be eligible for membership in any Greek letter organization, a student must have a 2.5 overall GPA.
- 2) Greek Letter organizations are expected to follow all rules and guidelines laid out in the Student Organization handbook.
- 3) An organization may not take up more than five nights a week with designated chapter programming.
- 4) An organization may not mandate members to attend more than three events in one calendar week (Sunday-Saturday).
- 5) Organizations may not schedule mandatory chapter events during university sanctioned academic testing periods or university sanctioned competitive events. This includes midterms, exams, and reading day.
- 6) Organizations must maintain an updated roster on file with the Office of Fraternity and Sorority Life.

Academic Performance Standards

- 1) Purpose
 - a) It is necessary that fraternities and sororities remember that education is the primary purpose of attending Lander University. In alignment with our values, the Office of Fraternity and Sorority Life has established academic performance standards for all non-honorary social Greek organizations.
- 2) Grade Release Form
 - a) Each member is required to sign a grade release form authorizing the release of grades to the Office of Fraternity and Sorority Life for the purpose of monitoring the academic performance of chapters and members or other appropriate purposes.
 - b) The Office of Fraternity and Sorority Life will calculate the cumulative and term GPA for overall, chapters, and councils, at the end of the fall and spring term and will be made publicly available online with the Greek Scorecard.
- 3) Minimum GPA Standards
 - a) Individual members must maintain a minimum of a 2.0 to remain an active member of a Lander University social Greek letter organization.
 - b) Organizations must have a cumulative GPA of at least a 2.50
 - c) Organizations that are below a 2.50 will be subject to loss of privileges, as determined by the Office of Fraternity and Sorority Life, until the GPA meets or exceeds the minimum standard.

Recruitment/Intake

- 1) Introduction
 - a) The purpose of this document is to provide fraternities and sororities of Lander University, their advisors, and prospective members with rules regarding membership recruitment, intake, and new member activities, to ensure a successful and positive experience for all involved.
 - b) In order for the Department of Student Life and Fraternity and Sorority Life to assist chapters with the recruitment or intake process, and mitigate potential risks, chapters must adhere to the following rules if they are to conduct recruitment or intake activities at Lander University.
- 2) Definitions
 - a) "Recruitment" means a time of mutual selection between chapters and potential new members generally characterized by a series of planned activities in which potential new members are introduced to chapters. Recruitment activities include two types: primary and informal. Primary recruitment is a process organized by a governing council which involves a series of rounds or events for potential new members to meet chapters. Primary recruitment concludes with Bid Day in which potential new members receive a bid, or an official invitation to join an organization. Informal recruitment is a process organized independently by a chapter,

including continuous open bidding, which introduces potential new members to a specific chapter, typically in an informal manner.

- b) "Intake" means a process organized independently by a chapter, generally characterized by the chapter holding an informational or interest meeting, followed by an application process which may include an interview or series of interviews of interested candidates and whereby selected candidates participate in a new member education process.

3) Recruitment

- a) Chapter recruitment cannot begin until the documentation required in this section is submitted to the Office of Fraternity and Sorority Life and is approved. In the event that the recruitment or new member activities begin without the knowledge and signed approval, and/or the chapter has not adhered to these written recruitment procedures, recruitment and/or new member activities must cease immediately, and the chapter may be placed on probation or suspension. Sanctions will be administered at the discretion of the Assistant Director of Student Activities and Greek Life.
- b) Chapters participating in informal recruitment should submit recruitment calendar items with date, time, location, event name, and event topic/description. Activities must be approved before they commence. Activities to provide on the calendar include:
 - i) Recruitment events/interest meetings
 - ii) Selection dates/extension of bids
 - iii) Formal acceptance of bids (new member pinning/ceremony)
 - iv) Start date for new member process/education
 - v) New Member Education Calendar
 - vi) Initiation Date
- c) Chapters participating in Panhellenic Primary Recruitment do not need to turn in a list of recruitment events.
- d) Chapters participating in informal recruitment must have potential new members grades checked by the Department of Student Activities via a signed grade release form.
- e) New Member Education Calendar

All chapters conducting recruitment must submit a new member education calendar for approval before beginning any activities. A new member education calendar must include a timetable of any activities exclusive to, or expected of new members with dates and times. **No activities may take place during reading days, midterms, or final exams or outside of the hours of 9:00 a.m. to 11:00 p.m. without prior approval.**

No new member education program should extend beyond 10 weeks unless extenuating circumstances arise. This period include campus breaks and holidays. Activities to indicate on the calendar are as follows:

- f) Formal acceptance of bids (new member pinning/ceremony)
- g) Start date of the new member's official process/education
- h) New member education meetings
- i) New member retreat
- j) New member teambuilding activities
- k) Study Hours (may not exceed 6 hours per week without approval)
- l) Final week activities
- m) Initiation Date

4) Amendments or Updates to Calendar

- a) If any event details need to be changed on the calendar(s), the chapter must notify the Assistant Director or designated staff member for approval, in writing, no later than two (2) University business days prior to the event.

5) Requirements for Conducting Recruitment Activities

- a) No alcoholic beverages will be permitted.
- b) Chapters must follow all national policies of the organization and governing council.
- c) All activities are subject to the Student Handbook and Lander University Community Guidelines.
- d) Any activities that pose a threat of danger to individuals who participate will not be allowed.

- e) Activities should focus on the organization, its members and potential members. Any activity planned with or co-sponsored by another organization should demonstrate acceptance of that organization's participation prior to advertising of the event.
- f) Any event that would be perceived by a reasonable observer as a recruitment activity is subject to these rules.
- g) Chapters found in violation of these requirements will have their activities stopped immediately and be referred to the Office of Student Conduct.

Recognition, Expansion, and Reinstatement

- 1) National social fraternities and sororities must be recognized to operate on campus and are subject to additional recognition policies and procedures approved by the Department of Student Life.
- 2) For expansion the interest group should contact and consult the Department of Student Life and Fraternity and Sorority Life to best prepare for future expansion. The potential colony will then be forwarded the application for extension and the specific requirements needed to join the appropriate governing council.
- 3) All expansion efforts should follow the guidelines of the appropriate national governing council and Lander University Department of Student Life. Failure to do so will jeopardize the expansion project.
- 4) A fraternity or sorority that receives a sanction of Suspension shall have the opportunity to seek reinstatement of that chapter to full recognition with all rights and responsibilities associated with recognition. In order to seek reinstatement, a chapter must satisfy all requirements as outlined by the sanctions.

Policy on Anti-Discrimination

No illegal discriminatory criteria may be used as criteria for membership. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. All groups, except those exempt by law, must permit male and female membership. No hazing or illegal discrimination will be used as a condition of membership.

LANDER UNIVERSITY CLUB SPORTS PROGRAM POLICIES AND PROCEDURES

Introduction

The Lander University Club Sports Program consists of recognized student organizations within the Lander University's Department of Student Life and are supervised by the Department of Campus Recreation & Intramurals. The Club Sports Program compliments the University's intercollegiate athletic programs, intramural activities, and physical education course offerings. The Club Sports Program is administered by professional and student staff members within the Department of Campus Recreation & Intramurals and the Department of Student Activities.

Each club is formed, developed, governed, and administered by the student membership of that particular club, working in conjunction with the Department of Campus Recreation & Intramurals and the Department of Student Life. The key to the success of this program is student leadership, interest, involvement and participation.

Each club is responsible for assuming leadership activities including, but not limited to: scheduling, event planning, fiscal management, and ensuring compliance with all federal, state, and local laws as well as the policies and procedures as outlined in the Lander University Student Handbook. The structure of "student-governed and student-administered" sports clubs will allow for student leaders to have the opportunity for growth in the areas listed above, as well as valuable life skill such as decision-making, communication, problem solving, and much more.

Situations involving club sport business or any activities that are not covered in this Field Guide should be referred to and discussed with the Department of Campus Recreation & Intramurals or the Department of Student Life. Information in the *Field Guide* is subject to change. New policies, procedures, or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2021-2022 academic year shall be deemed official even though not printed in this publication. Club Sports will be officially notified of any policy changes/additions via email and an updated copy of this manual will be posted online.

This Field Guide is designed to be a tool to assist club members in the administration of their programs.

Club officers are held accountable for understanding and adhering to the policies and procedures outlined in this Field Guide, and for educating their members appropriately. Please contact the Campus Recreation or Student Life staff if you have questions.

What is a Club Sport?

A Club Sport is defined as a registered student organization that is designed to serve individual interests in different sports and recreational activities. A club may be instructional, recreational and/or competitive in nature. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's overall education experience while living in the University setting. Club Sports are expected to fulfill all the pertinent obligations with/to the Department of Campus Recreation & Intramurals. All club sports must be considered recognized student organizations by the Department of Student Activities and hold an affiliation with the Department of Campus Recreation & Intramurals. In order to distinguish a club sport from a varsity sport, all clubs must make a name designation of "Club _____" or "____ Club".

Department of Campus Recreation & Intramurals Mission Statement

The Department of Campus Recreation engages students and the Lander community in experiential learning through vast recreational and leisure activities that equip individuals to live balanced and healthy lifestyles.

Department of Campus Recreation & Intramurals Vision

The Department of Campus Recreation at Lander University is committed to being the very best at programming with distinctive purpose. We will reach beyond the traditional industry standards to enhance the total development of students through each aspect of the recreational programming. We envision a dynamic array of programs that positively engage students and develop community between students as well as a long-term commitment to Lander University.

Department of Campus Recreation & Intramurals Values

Commitment to Students: Quality, Service, Student Development, Community

Commitment to one another: Integrity, Excellence, Communication, Growth, Collegiality

Commitment to the University: Collaboration, Stewardship, Recruitment, Retention

Club Sports Mission

The mission of Lander Club Sports is to provide competitive, recreational and instructional opportunities for the Lander University community. We are committed to enhancing the collegiate experience through our focus on developing student competencies in leadership, interpersonal skills, self-esteem and healthy behavior.

Club Sports Administration

The Assistant Director of Student Life for Campus Recreation & Intramurals is the primary contacts for all Club Sports. Prior approval of club activities including, but not limited to travel, planning events, logo approvals, budget expenditures and facility reservations must go through them first. The Campus Recreation and Student Life professional staff is available for consultation regarding any aspect of your organization.

The Campus Recreation Staff can assist you with many services/benefits which may include, but are not limited to the following:

- Program advising and leadership development
- Budget preparation and presentation
- Equipment purchase advising
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Tournament planning

It is the responsibility of the student officers to seek the assistance of the Campus Recreation staff regarding any club sport issues in question. Club officers can visit the Campus Recreation Staff during scheduled office hours in the Campus Recreation offices (located in the Chandler Center) or can schedule an appointment with their contacts to assure needed attention is provided.

Please call (864) 388-8739 or email hmcqueen@lander.edu at least 24 hours in advance to make an appointment.

Club Sports-Campus Recreation Relationship

In regard to Club Sports, the Department of Campus Recreation & Intramurals upholds the Department of Student Life department statement,

“Being recognized as a student organization does not constitute university endorsement or approval of the organization’s policies and activities. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university. It is also important to note that registration and being recognized as a student organization at Lander University is a privilege and not a right.”

Club Sports are first and foremost student organizations. In order to become a recognized student organization, certain requirements must be met with the Department of Student Activities. The Department of Campus Recreation & Intramurals serves clubs by providing administrative support and advice to all clubs. However, the planning, execution, and evaluation of all club activities, including financial accounting, are the responsibility of club officers and members. Lander University does not provide accident or medical insurance for club members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities.

Important Phone Numbers and Emails

Campus Recreation Staff

Hannah McQueen – Assistant Director of Student Life for Campus Recreation and Intramurals

Hmcqueen@lander.edu

864.388.8739

Daniel Yeargin, Associate Director of Student Life for Campus Recreation

dyeargin@lander.edu

864.388.8724

Other Resources

The Department of Student Activities

studentactivities@lander.edu

864.388.8244

Lander University Police Department

864.388.8911 (Emergency)

864.388.8222 (Non-Emergency)

Wellness Center

864.388.8885

Facility Scheduling

Elizabeth McCune

emccune@lander.edu

864.388.8335

2021-2022 Active Clubs

Baseball

- Eddie Mattocks (President) - edwin.mattocks@lander.edu

Disc Golf

- Braeden Sides (President) - braeden.sides@lander.edu

Powerlifting

- John Cauthen (President) - john.cauthen@lander.edu

Volleyball (W)

Important Dates for 2021-2022

- Facility Schedule Available – August 23, 2021
- Presidents Meeting – August 30, 2021
- Waivers and Rosters Due – September 13, 2021
- Budget Request Submissions Due – September 13, 2021
- Club Registration Due – September 17, 2021
- Presidents Meeting – Dates TBD

Policies and Procedures

Requirements for Active Clubs

Active clubs must meet the following minimum requirements each academic year.

- Registration/Re-registration with the Department of Student Life.
 - **Each club must have a representative attend a MANDATORY information/training session through Lander University's Department of Student Life. The individual will then be responsible for completing the registration/renewal process through The Department of Student Life clubs are responsible for notifying the Club Sports staff upon the completion of their registration.**
- Minimum of 7 official (active) members with approved MANDATORY PARTICIPANT WAIVERS (completed with The Department of Student Life and Department of Campus Recreation & Intramurals).
- Must be up-to-date on all paperwork. Accurate club roster on file in the Department of Campus Recreation & Intramurals and the Department of Student Life.
- Regular ongoing activity.
- Must be student-led and it is required that you have an advisor who is a current Lander faculty/staff member.
- Each club must have ALL officers at the first training and ensure that one officer will attend Club Sport meetings thereafter.
- Maintain contact with the Campus Recreation staff and keeping club members informed of changes in the Club Sports Program policy. The representatives are responsible for giving the Campus Recreation staff appropriate contact information (name, phone number, and email) for the club.
- All deadlines as outlined in the important dates section are given a one-month grace period. Any incompliance with this policy may result in sanctions, including but not limited to loss of funding, practice space, and club sports affiliation.

****Clubs will not have access to their allocated funds until all minimum requirements have been met.****

Membership Eligibility

1. Participants in Club Sports MUST be full/part time fee-paying students of Lander University. Lander faculty and staff must comprise less than 10% of members. Clubs that allow community member involvement will not be eligible to be a part of the Club Sports Program.
2. Participants must have a signed MANDATORY Campus Recreation Waiver, completed with the Department of Campus Recreation & Intramurals.
3. A minimum grade-point average of 2.0 is required but no athletic skill level is required for participation as per the Campus Recreation Staff and the Department of Student Life; however, please note some leagues/associations may have additional student eligibility requirements.
4. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation or veteran status. Although most clubs prefer to not limit membership, it is recognized that in certain cases (e.g., lack of facility space) practical considerations must prevail. In those circumstances, only a certain number can realistically be accommodated for team practices and competition. When necessary, each club is responsible for working out a fair and equitable method for tryouts or limiting club membership.
5. All participants must be able to meet the health and physical demands required by their specific club.

Requesting Club Sports Affiliation

Prospective clubs must first complete this process through the Department of Student Life before being eligible to apply for Club Sports affiliation. The following link refers to the steps to becoming a recognized student organization at Lander University.

https://www.lander.edu/sites/default/files/Documents/student_life/New%20Club%20Letter.pdf

Once a recognized student organization, clubs desiring Club Sports affiliation may apply in the spring semester to establish affiliation in the upcoming academic year. Decisions are made on a year by year basis.

The requesting organization must have goals and objectives that align with the Club Sports mission and meet the following criteria:

1. Must be a recognized student organization in good standing with the Department of Student Life.
2. Student interest is demonstrated in the club by membership of 7 active members or the minimum number of members (over 7) needed to participate in the activity.
3. Must demonstrate leadership transition beyond founding members.
4. Have a regional and/or National Governing Body for the sport.
5. Maintain financial stability
6. Operate with a yearly (July/August-June) operating budget – upon meeting all minimum requirements

In addition to the steps outlined at the link above, prospective club sports will need to complete the following process through the Club Sports Program:

1. Submit a written proposal to the Campus Recreation administration requesting the formation of a Club Sport and include the following items:
 - a. Introduction about the club (History of the organization, description of the sport, purpose of the organization, uniqueness and sustainability, accomplishments).
 - b. Short term and long term goals and objectives of the club.
 - c. Needs of the club (Facility space, budget, administration, etc.).
 - d. List of interested people including campus identification numbers.
 - e. A copy of the approved paperwork from the Department of Student Life.
 - f. A copy of constitution and bylaws.
 - g. List of elected officers (name, title, contact).
 - h. Emergency Action Plan
2. Once these items have been submitted to the Administration, a date will be scheduled for the interested group to present to the Campus Recreation staff and Executive Committee. Presentations are typically held one time per semester.
 - i. The presentation should be 10-15 minutes in length and include plans for the long-term growth of the club, planned sources of income, facilities, leagues/ affiliates and a plan for risk management.
3. The Committee will review and make a recommendation regarding the requesting student organization. Initial decisions about approval of new Club Sports will be made first by the Executive Committee, then the Administration will consult with the Assistant Director of Student Life for Campus Recreation. The Administration will inform the club of the decision that is made.

Affiliation Policy

Once a recognized student organization has been granted Club Sport status, it will enter a one-year probationary period. During this period the club must complete these requirements:

1. Attend all mandatory meetings.

2. Abide by all policies set by the Department of Campus Recreation & Intramurals, the Division of Student Affairs, the Department of Student Life, and Lander University.
3. Submit club rosters, membership forms, and waiver forms as received and updated.
4. Meet ALL administrative deadlines (Manual Quiz, Competition Schedules, Emergency Action Plan, Budget Proposals, CPR/AED, First Aid Certifications, etc.).
5. Be financially self-reliant and continue operating in such a capacity. Funding does not become available until after the conclusion of the one-year probation period.

Standard of Conduct

The Bearcat Creed

Embracing Civility, Community, and Citizenship

As a member of the Lander University community, I pledge to uphold the following ideals. I will:

Strive to maintain the standards of academic integrity and personal character.

Exemplify respect for all persons and discourage prejudice.

Value diverse opinions and encourage collaboration.

Be mindful of how words and actions can impact others.

Express genuine concern for individuals through acts of kindness and compassion.

These values are the basis of good citizenship and will serve as the foundation of my college experience and beyond.

Participants in the Club Sports program must adhere to all rules and regulations set forth in the Lander University Student Handbook. It is required that participants behave maturely and responsibly at all on, off, and virtual campus club events. Lander University Student Code of Conduct regulations apply to clubs and their members at all activities regardless of location.

The Lander University Student Handbook can be found here (Student Code of Conduct begins on page 92): [LANDER STUDENT HANDBOOK](#)

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. All club sports athletes are expected to act in a mature and responsible manner during all club-related activities. When involved in off-campus events or when traveling, all athletes must be aware that they are still a representative of Lander University. The actions of club sports athletes, whether positive or negative, are a reflection upon their specific club, the Club Sports Program, the Department of Campus Recreation & Intramurals, and Lander University as a whole. Club members who knowingly disregard Campus Recreation or Lander University policies or guidelines will be subject to disciplinary action from the Department of Campus Recreation & Intramurals and may have their violations forwarded to the Office of Student Conduct and Community Standards.

This includes, but is not limited to:

- providing false information to the Department of Campus Recreation & Intramurals
- competing with ineligible participants
- unacceptable in-game behavior
- poor conduct towards other teams and event/facility staff.

All violations of university policies such as: alcohol, illegal drugs, hazing, and sexual assault/harassment will be immediately reported directly to the Office of Student Conduct and Community Standards and/or the Lander University Police Department.

As a member of the Lander Campus Recreation Program, each Club Sport has the obligation to gain the approval of the Department of Campus Recreation & Intramurals prior to acting on items, issues, or ideas that are not covered in this manual. If a club chooses to act independently, they risk losing Lander Club Sports status, the Department of Campus Recreation & Intramurals' sponsorship, and their status of being a Recognized Student Organization. **Club social events are not sponsored by the Department of Campus Recreation & Intramurals and must NOT be advertised as part of the club's official activities. If independent club social events are held, they must still function in accordance with state and federal laws, as well as University policies and guidelines.**

Hazing Prevention

Hazing is against local, state, and federal law. Hazing is defined as any action taken, or situation created intentionally, whether on-campus, off-campus, via electronic communication or social media venues, which produces mental or physical discomfort, embarrassment, harassment or ridicule. Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property. All participants must agree to abide by the hazing policies established by Lander University and any additional regulations governing hazing established by the Department of Campus Recreation & Intramurals or the constitution and/or bylaws of their specific Club Sport. All Club Sport participants must sign a hazing policy form prior to participating in club activities. Any hazing activities will result in an automatic referral to the Office of Student Conduct and Community Standards.

Full disclosure of the Lander University Hazing Policy can be found in the Student Handbook, page 101.

CLUB SPORTS FACILITY USAGE GUIDELINES AND EXPECTATIONS

1. The following Campus Recreation facilities are available for use by Club Sport teams.
 - a) Chandler Center
 - i) 1 Gymnasium, 3 courts
 - ii) 1 Aerobics Studio
 - iii) 4 Racquetball Courts
 - iv) Indoor Track
 - v) Fitness Center
 - vi) Academic Classrooms
 - b) Jeff May Complex
 - i) 1 Regulation size field (Based on practice vs. competition)
 - c) Intramural Sports Field (New Res)
 - i) 1-2 regulation size field/s
 - d) Outdoor Pool (summer months, April-September)
 - e) Tennis Courts
 - i) 8 tennis courts, no lighting
2. Practice times and events are only available to those clubs that have met the minimum requirements to be a Club Sport (Student Activities registration, approved waivers, approved rosters, etc.)
3. Club teams are not allowed to share practice times unless it has been approved by the Campus Recreation staff. If clubs are practicing together without approval, both teams will forfeit future practice times (to be determined by the Assistant Director of Student Life for Campus Recreation and Intramurals).
4. In order for a Campus Recreation facility to be reserved specifically for a club, a club officer must email requests for practice changes, events, and meetings. Practice reservations will be carried over from semester to semester, but the reservation is not guaranteed and may change at any time. Classrooms are available for club meetings.
5. Clubs are allowed up to four hours (per week) of practice time at Campus Recreation facilities. Special consideration will be given to clubs that are in competitive season. The Campus Recreation staff must be notified of cancellations at least 24 hours before the reservation is in effect. Failure to do so may result in the loss of facility space. Since schedules are printed and distributed to many users of the facilities, it is very

- difficult to change a practice reservation once a semester has begun. Make sure that your request is what the club wants and needs. In addition, there must be 5 active members at each practice to maintain reservations.
6. Requests must be submitted electronically or physically to the appropriate Facility Coordinator or to the university Facility Coordinator, Elizabeth McCune, emccune@lander.edu, 864-388-8335.
 7. Due to a combination of safety concerns and field maintenance, the Jeff May Sports Complex and all on-campus recreational facilities are either open or closed depending on field conditions. Decisions about the status of the fields are made twice daily (opening of the facility and 3:00pm) and/or as weather conditions change. For information on practice days, please call Campus Recreation at 864-388-8739 or 864-388-8724.
 8. Clubs are responsible for set-up and cleanup of all sites, as well as assisting with field marking, if applicable.
 9. Any request made outside of regular practice hours is considered a Special Event. Special Event requests should be submitted according to the deadlines provided. For special events, planning meetings will be held with Campus Recreation staff prior to the event. Requests made after the deadlines are not guaranteed. The facilities are shared not only with other program areas within the Department of Campus Recreation & Intramurals, but also with the Department of Physical Education and Exercise Studies, and the Department of Intercollegiate Athletics. For regional/national events, it is highly recommended you submit a Facility Request Form at least six months in advance.
 10. As students at Lander University, all individual club sport participants may use the Rec Sports facilities without submitting a facility reservation request so long as there is not any equipment needed to be set up (during normal operating hours). However, clubs ARE NOT allowed to engage in an organized club activity in most areas of the facilities without a prior reservation.
 11. Failure to use a reserved area jeopardizes the club's ability to reserve facilities for future use. Clubs must notify the Campus Recreation staff of practice cancellations by 3pm on the day of practice and at least 24 hours before the start of an event.
 12. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, e.g., leaving debris or equipment in a facility), as well as inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the club's continued status as a member of the Lander Club Sports Program.
 13. Facility managers will be monitoring all facilities -- taking participant counts and checking the eligibility of users when appropriate. As employees of the Department of Campus Recreation & Intramurals, they have the authority to deny unauthorized persons (or persons abusing facilities or equipment) access to the facility.
 14. Alcoholic beverages are not permitted in or on Campus Recreation facilities. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on-site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed. Further, a formal complaint with the Office of Student Conduct and Community Standards will be submitted for any student member or spectator found in violation of having alcoholic beverages on University property and the Lander University Police Department will be called as needed.

Campus Recreation Facility Usage Guidelines can be found here:

https://www.lander.edu/sites/default/files/Documents/student_life/Student%20Organization%20Facility%20Request%20Form%20022520.pdf

Equipment Storage and Inventory

Club Sports are responsible for all equipment owned by the Department of Campus Recreation & Intramurals and the club. All club equipment purchased in part or whole with allocated funds becomes the property of Lander University. Clubs are responsible for the maintenance, upkeep, and overall safety standards applicable for their respective sport or activity for all equipment. If significant damage occurs to any piece of equipment, the club must notify the Campus Recreation office within 48 hours. The Department of Campus Recreation & Intramurals has specific space for storage of club equipment owned by Lander University. If your club has equipment owned by Lander University, please contact the Campus Recreation professional staff. At the beginning of each academic year, each Club Sport must submit a Club

Sports Inventory spreadsheet to the Campus Recreation professional staff. The spreadsheet must detail ALL items purchased through Lander accounts.

Club Sports are expected to keep all spaces clean and organized. Teams that do not meet this expectation put their equipment and supplies in jeopardy, as the Campus Recreation staff reserves the right to revoke any spaces designated for Club Sports storage and to remove any existing equipment.

Risk Management

Due to the private organization status of all Club Sports, it is your responsibility as club officers to reduce risks through implementing risk management strategies and informing your respective teams. Liability exposure is a serious issue and each club sports should realize that the University **DOES NOT** cover organizations. Each Club Sport is expected to write and implement their own Emergency Action Plan and purchase liability insurance for higher risk activities (if applicable or necessary).

An effectively implemented Emergency Action Plan minimizes the likelihood of injury and reduces the chance of negligence. Risk management in Club Sports is the mutual responsibility of staff, club leaders, and athletes.

The following are basic expectations of all involved in the Club Sports program:

- Regular inspection of the club facilities, fields, and equipment
- Communication of emergency procedures
- Injury reporting

TRANSPORTATION AND TRAVEL

The Campus Recreation staff must approve all travel whether or not the Club intends to use University funds. The Staff will assist clubs with their travel plans, if needed. Club members must receive staff approval **prior** to departure and have sufficient funds to cover travel expenses prior to the trip. There will be consequences for any travel that takes place without prior approval and/or completion of all the appropriate paperwork.

- A *Travel Authorization Form* must be completed for any trip outside Greenwood, SC. It must be filed in the Business Office 7 days prior to departure and a copy must be submitted to the Department of Campus Recreation & Intramurals. If this form is not on file, the Club will not be eligible to receive University funding for the trip.
- All students participating with the Club must have a signed waiver on file with the Department of Campus Recreation & Intramurals prior to any trip taken outside of Greenwood, SC.
- The Campus Recreation staff can issue Travel Memorandums for clubs that travel during the school week and miss class. This memorandum is intended solely to verify participation with the club and should not be interpreted as an excuse. In order to request a travel memo, contact the Assistant Director of Student Life for Campus Recreation and Intramurals.
- Any changes to the initial travel roster must be submitted 24 hours prior to travel. Note: Members can only be added to the travel roster. Once a person is listed, they cannot be removed.
- The Campus Recreation Administration must be notified **immediately** of any accidents or emergency situations that occur during club-related travel.
- An officer traveling should carry the emergency contact list, first-aid kit and AED.
- It is encouraged that the individual Club Sports ensure that all drivers are insured and licensed drivers.
- When traveling with vehicles, it is recommended that drivers not drive more than 5 hours without taking a minimum 30 minutes break. Alternate drivers should be utilized when available. When driving between the hours of 12am-3am, drivers should have a 30 minute break every two hours.
- While traveling all clubs should act professional at all times, as they are representatives of their clubs, the Club Sports Program, the Department of Campus Recreation & Intramurals, and Lander University.

GOVERNING RULES FOR CLUB SPORTS MEMBERS AND INTRAMURAL SPORTS

1. A club sports member is defined as any individual who is on a club sport's roster and participates in practices and/or plays in games. Once you are on or considered to be on the club team these restrictions apply for the entire school year (August 1st through July 31st). Those who violate this rule will be subject to further penalty outlined in the disciplinary section of the Participant Guide.
2. A club sports member shall be eligible for intramural participation in the sport of his/her specialty with the following restrictions. All Volleyball teams are restricted to having only ONE such participant on its roster. All other IM Sports can have TWO such participants on its roster. All co-recreational teams can have one female club player and one male club player. No co-recreational teams can have multiple same gender club players on their roster.
3. A former or current intercollegiate athlete or club sport member may appeal his/her status relating to restrictions in a particular sport. Such an appeal must be submitted in writing to the Assistant Director of Student Life for Campus Recreation and Intramurals. Any athlete or club member found breaking the above rules will be suspended from intramural sports in that sport for one calendar year.

ADMINISTRATION AND LEADERSHIP

CLUB RESPONSIBILITIES

Club Officers are ultimately responsible for making certain that each club athlete of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire Club is responsible for ensuring that the following club responsibilities, as well as the policies and procedures in this Field Guide, are met/followed by the club as a whole and individually as participants. The Campus Recreation staff reserve the right to add responsibilities during the course of the academic year and will inform participants of any changes. Club teams will be held responsible for the actions of individuals as well.

1. In all activities, club teams assume full responsibility for abiding by local, state, and federal laws, as well as University, Campus Recreation, and Club Sports regulations. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of Club Sports status, loss and/or suspension of club privileges, and/or verbal and/or written warning.
2. Clubs are responsible for maintaining registration as a recognized student organization with the Department of Student Life (DSL).
3. Clubs are responsible for determining membership numbers and the process for selection.
4. Clubs are responsible for submitting travel paperwork for all events not at facilities overseen by the Department of Campus Recreation & Intramurals.
5. Clubs are responsible for reporting all events and results.
6. Clubs are responsible for working with Campus Recreation staff to establish a risk management plan for their club.
7. Clubs must have a designated number of members that are certified in CPR/AED/First Aid based on their tier. All Clubs should carry an AED and first-aid kit when practicing, competing, or traveling.
8. Clubs are responsible for reporting any violations, accidents, or injuries to the Campus Recreation staff in the travel follow-up report. Failure to report will lead to sanctions decided on by the staff.

DUTIES OF OFFICERS

Because Club Sports are student-run and managed organizations, club business is the responsibility of student leaders. This Field Guide is provided to clubs in order to help officers become better prepared for their experience, and to provide them with the answers to some of their questions.

We encourage all club members to learn about the responsibilities of club officers which include, but are not limited to the following:

1. Ensure that the club has the organization and officers it needs.
2. Maintain a current roster and waiver for each member of your club.
3. Register your club with the DSL.
4. Ensure all paperwork is being completed appropriately and on time.

5. Communicate policy changes, announcements, etc. from the Campus Recreation department.
6. Ensure risk management policies are created, reviewed, and upheld.
7. Plan appropriately for travel and work with the business staff to do so in timely manner.
8. Develop and present budget requests for allocation purposes.
9. Use social media and marketing strategies to grow interest for your club.
10. Prepare and develop future club officers.
11. Consistently complete weekly reports before midnight every Monday.
12. Seek out fundraising and community service projects for your club.

The following is a list of **suggested** duties for student leaders. Individual clubs should identify the responsibilities of each officer.

President

1. Serve as the liaison with the Department of Student Life and the Department of Campus Recreation & Intramurals.
2. Communicate all Club Sports policies and procedures to all club members.
3. Seek approval for Club Sports business. Examples: Logo requests, purchases, community service, etc.
4. Responsible for completing and submitting required reports or forms.
5. Attend the Club Officer Trainings.
6. Responsible for attending or providing a club member at all Club Sport special events.
7. Responsible for managing the club email account at least twice per week.

Vice President

1. Serve as the president in all duties as determined if the president is unable to do so.
2. Assist the president in all duties as determined by the president.
3. Responsible for all material posted on the Club website.

Treasurer

1. Keep accurate records of all club accounts and allocated funds.
2. Responsible for submitting all Purchase Order Requests and Reimbursement Requests properly and promptly.
3. Assist the president with the Budget Proposal and Presentation during the fall semester, if requesting allocated funds.

Secretary

1. Submit all reports, forms, and event results.
2. Submit Community Service Requests and Follow Ups.
3. Maintain all documentation (notes, emails, and memos) of club meetings.

Safety Officer

1. Have CPR, First-Aid, and AED certification and report club injuries.
2. Check safety and standards of club equipment.
3. Maintain Emergency Action Plan.

Officer Trainings

Clubs are responsible for having one officer attend each mandatory officer training. These trainings are designed to inform club officers of the expectations from the Campus Recreation staff and educate officers on the guidelines that apply to our program.

Coaches/Instructors/Advisors

Club Sport coaches are selected by the club to help improve its performance and the skill of its members. Coaches are volunteers, and have no official affiliation with the university. They receive no compensation, benefits, or liability coverage from the university. All coaches must complete and submit the **COACH WAIVER FORM**. Individual club officers are responsible for evaluating the certifications/qualifications of all coaches/instructors.

1. Each coach must complete the Lander University Club Sports Coach's information packet with resume and submit the necessary certifications.
2. Attendance at the fall coaches meeting is required in order to be eligible to coach each year.
3. It is recommended that all coaches purchase their own personal medical/liability insurance.
4. The coach must be aware of, and follow all, University and departmental procedures relative to the Club Sport program.
5. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the Club's management. A Sport Club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the Club and the Department of Campus Recreation & Intramurals. The philosophy and key to the success of the Club Sport program has been the continued emphasis placed on student leadership and participation.
6. Access to the Joe V. Chandler Center for volunteer instructors and coaches (no more than two per club and only during club practice times) must be pre-approved by the Campus Recreation staff. This DOES NOT make the coach eligible for any other Campus Recreation programs.
7. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.
8. Participation in the Club Sport Program is completely voluntary; therefore, monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
9. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.
10. Coaches should refrain from making appointments with the Assistant Director of Campus Recreation, Intercollegiate Athletic Directors, or any other person to discuss club business without informing a member of the Club Sport leadership.
11. The Campus Recreation staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.
12. Coaches must be recommended by Club members and must submit a new information form each academic year in order to coach. Continuation of coaching status is not automatic.
13. Coaches must be listed on the club roster.

FACULTY/STAFF ADVISORS

The advisor to the club is generally a faculty or staff member chosen by the club. Having an advisor strengthens the group and encourages continuity. The advisor should be a mentor and assist club officers in the routine operation of the club and serve as a consultant with the club president in the management of the club. The advisor should also help to ensure that activities are reflective of the Department of Campus Recreation & Intramurals and Lander University as a whole. The advisor should meet with the club regularly and have full knowledge of the club's travel plans. *It is not the responsibility of the advisor to speak on behalf of the club, prepare paperwork and documentation, nor to recruit new membership.*

Role and Responsibilities of Advisors:

- Faculty/Staff Advisors voluntarily serve in their role as a Club Sport Advisor
- Advisors should be familiar with the constitution and bylaws of their respective organizations and be prepared to render assistance with their interpretation.

- Advisors should be familiar with Lander's policies and rules, which govern student organizations.
- Advisors should help to develop leaders by encouraging the growth of initiative, responsibility and leadership in the club's student officers and athletes.
- Lend his/her experience, judgment and knowledge to assist the officers and members in development of the club.
- Club sport officers and the Campus Recreation staff reserves the right to remove an advisor from the position if necessary.