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Program Overview

Welcome to the Club Sports program in the Department of Wellness and Recreation at NC State University. Club Sports bridges the gap between intramural sports and varsity athletics. NC State Club Sports provides opportunities for students, faculty and staff to participate in a variety of recreational and sport activities.

Each club is considered a private organization separate from NC State University, but with an affiliation as a student organization. A club sport is a registered student organization formed by individuals with a common interest in a sport or activity. Club sports are organized and led by students under the direction of the Sports Programs Assistant Director and Coordinators.

The key to success of Club Sports is student leadership, interest, involvement and participation. Characterized as being student-initiated and student-managed, the structure of Club Sports allows athletes opportunities for leadership, decision-making, enhancing transferable skills, and living healthy, active lifestyles. Club sports are governed by the rules and regulations established for their national governing body, student organizations, NIRSA, Wellness and Recreation and NC State University.

We hope that through your involvement as a club officer and athlete you will have the opportunity to gain and enhance competence in your chosen sports activity, while also developing valuable leadership and management skills. If at any time the Sports Programs team can be of assistance to you, or you wish to share any comments, questions or concerns regarding the Club Sports program, please do not hesitate to contact the professional staff members by email or stop by and see us in the Member Services Suite at Carmichael Gym.

The Club Sports Handbook contains guidelines to be followed by all club sports within the Department of Wellness and Recreation. This handbook will serve as a guide for club officers and athletes in the daily management of their respective clubs.

Wellness and Recreation Mission & Vision

Mission

To inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Vision

To inspire a thriving Wolfpack community.

For more information about the Department of Wellness and Recreation please visit recreation.ncsu.edu.

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Office Hours and Important Contact Information

Sports Programs Office

Location: Carmichael Recreation Center Playzone
Office Hours: 9 a.m. – 5 p.m. (Monday-Friday)
Email: recreation-intramuralsports@ncsu.edu
Phone: 919.515.7529

Important University Contact Information

Campus Police

919.515.3000 (on-campus line)

911 (off-campus line)

GLBT Center

919.513.9742

<https://oied.ncsu.edu/glb/>

Multicultural Student Affairs

919.515.3835

<https://oied.ncsu.edu/MSA/>

Office of Student Conduct

919.515.2963

<https://studentconduct.dasa.ncsu.edu/>

Student Health Services

919.515.2563

<https://healthypack.dasa.ncsu.edu/>

Student Involvement Center

919.515.2797

<https://studentinvolvement.dasa.ncsu.edu/>

Student Legal Services

919.515.7091

<https://studentlegal.dasa.ncsu.edu/>

Active Clubs

Liaison: Ben Strunk	Liaison: Emilie Buzhardt	Liaison: Nelson Santiago
Basketball (M)	All Girl Cheerleading	Aikido
Basketball (W)	Ballroom Dance	Bass Fishing
Boxing	Baseball	Clogging
Cross Country/Track	Cycling	Cricket
Ice Hockey	DanceVisions	Equestrian Dressage
Lacrosse (M)	Fusion Dance	Equestrian Hunt Seat
Lacrosse (W)	Paintball	Equestrian Western
Rowing	Quidditch	Fencing
Sailing	Racquetball	Golf
Soccer (M)	Ski & Snowboard	Gymnastics
Soccer (W)	Softball	Rugby (M)
Swimming	Ultimate (M)	Rugby (W)
Triathlon	Ultimate (W)	Table Tennis
Water Polo	Volleyball (M)	Tennis
	Volleyball (W)	

Wellness and Recreation Facility Locations and Guidelines

Locations

Carmichael Gym
2611 Cates Ave.
Raleigh, NC 27695

Centennial Fields
Achievement Drive (Centennial Campus)
Raleigh, NC 27695

Method Road Fields
841 Method Road
Raleigh, NC 27695

Miller Fields
410 Morrill Drive
Raleigh, NC 27695

Wolf Village Sand Volleyball Courts
2730 Wolf Village Way
Raleigh, NC 27695

Alcohol, Drugs and Tobacco

The possession or consumption of alcohol, drugs or tobacco is prohibited at any Wellness and Recreation activity. Any individual suspected of being under the influence will be asked to leave the facility. Each team is responsible for enforcing this policy with team members and spectators. Violators are subject to disciplinary action in accordance with university policy. Electronic cigarettes are prohibited from being used at any Wellness and Recreation activity.

Indoor Facility Guidelines

- Clean, close toed, close-heel athletic shoes with non-marking soles are required in all activity areas
- Personal belongings (including all bags and skateboards) are not permitted in hallways, lobbies, or activity areas. Lockers are available for storage of all items. Wellness and Recreation is not responsible for lost, stolen or damaged items
- Food and gum are prohibited. Drinks must be kept in a closed container

Outdoor Facility Guidelines

- No animals are permitted on fields except for service animals
- Bikes are not permitted on fields and must be locked up on designated bike racks only
- All cars, trucks, motorcycles, and mopeds must park in designated spaces and are prohibited on the field
- Wellness and Recreation is not responsible for lost, stolen, or damaged items. Lockers are available for storage for all items

Requesting Facility Space

Space is available to be reserved at Carmichael Complex, Method Road Fields, Wolfpack Training Center and Centennial Campus Fields. These spaces are in high demand and clubs are encouraged to submit requests for practice, meetings and events in advance.

- Requests must be submitted via the Facility Reservation Request Form and emailed to the club's professional staff liaison
- Requests for meetings should be submitted at least one week in advance

- Requests for large events should be submitted at least one month in advance
- Clubs must notify Sports Programs professional staff if they need to cancel any facility reservation
- Sports Programs staff will make all event decisions regarding field conditions and inclement weather

University Policies

Participants in the Club Sports program and the Department of Wellness and Recreation must adhere to University policies and guidelines. Selected policies and guidelines have been referenced throughout this handbook. For a more complete list of university policies and guidelines go to: <http://www.ncsu.edu/policies/homepage.php>

All reported and substantiated violations of University policies governing alcohol, illegal drugs, hazing, club socials, and sexual assault/harassment (not limited to) will immediately be forwarded to the Office of Student Conduct and/or the Student Judicial Board. Decisions regarding the penalties imposed by the Sports Programs office for these violations will be handled on a case-by-case basis. However, the decisions brought forth by the Office of Student Conduct and/or the Student Judicial Board will be weighted heavily in the decision-making process.

1. Alcohol

Possession and Consumption of Alcoholic Beverages are prohibited for all persons under the age of 21 on campus, and during all athletic or club events. The possession of an open container of any alcoholic beverage or the consumption of alcoholic beverages while outdoors on NC State property, or traveling to other universities, is prohibited. Open container is defined as one whose seal has been broken or a container other than the manufacturer's unopened original container. The purchase of alcoholic beverages with University allocated funds is prohibited. Alcohol use, possession, and sale is prohibited during any Club Sports event at Carmichael Complex, any Wellness and Recreation sponsored event, and any Club Sport event that is off campus.

2. Illegal Drugs

The use, possession, and/or distribution of illegal drugs, except those prescribed by a physician for medical purposes (covers use & possession only), is prohibited during any Club Sports event at Carmichael Complex, any Wellness and Recreation sponsored event, and any Club Sports event that is off campus.

3. [Hazing](#)

Behavior related to organizational membership or potential membership, regardless of consent or intentionality, that meets two or more of the following:

1. Is inconsistent with the purpose of the organization;
2. Is negligent or reckless in nature;
3. Introduces risk factors;
4. Increases vulnerability factors;
5. Unreasonably interferes with academic activities or success

4. Club Socials

The Sports Programs program, Wellness and Recreation, and NC State University do not sponsor club socials. Use of alcohol and all conduct at these functions should comply with state and federal laws as well as University regulations.

5. Sexual Assault/Harassment

If an individual club participant is found guilty of sexual assault or sexual harassment within the context of the club, the club will suffer the consequences of that participant's action, and by recommendation of University policy may be expelled from the University.

Conduct

All Club Sports athletes are expected to act in a mature and responsible manner both on and off campus during club-related activities realizing that their actions, whether positive or negative, are a reflection upon their club, the Club Sports program, Department of Wellness and Recreation, and NC State University. A position of leadership in a student group or club sport entails responsibility. Student officers that knowingly disregard policies and procedures of Club Sports, Wellness and Recreation, NC State University or State and Federal Law will result in disciplinary action. A student group or club sport and its officers may be held collectively or individually responsible when violations of Club Sports, Wellness and Recreation, NC State University, or State and Federal Law occur by those associated with the group or club sport.

Misconduct

Misconduct is defined as behavior that is subject to disciplinary action and includes violation of Club Sports, Department of Wellness and Recreation, NC State University, State and Federal law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its mission. Club sports may be cited for these behaviors during on-campus or off-campus activities.

Misconduct examples include but are not limited to:

- Failure to comply with Club Sports or Wellness and Recreation guidelines
- Underage Alcohol Violation and/or Alcohol Violation
- Disorderly Conduct
- Failure to Submit Identification or Providing False Information
- Harassment
- Hazing
- Failure to pay outstanding bills
- Vandalism
- Inappropriate Sponsors
- Participating/Competing with ineligible participants

External Contracts and Waivers

The Club Sports program CANNOT negotiate contracts or waivers for vendors or facility use at locations external of NC State University. For example, the Ice Hockey Club practices at off campus locations. Any binding contracts for facility use made with the RecPlex or the Cary Ice House, respectively, must be made between the respective club and the facility or vendor; not the Sports Programs program, Wellness and Recreation, or NC State University. Seek assistance from Student Legal when needed.

Risk Management

The Club Sports program, the Department of Wellness and Recreation, and NC State University are concerned about the wellbeing of all participants in our programs. Risks are inherent in most recreational activities. Therefore, our program, department, and facility are constantly searching for ways to reduce these risks through risk management strategies. Due to the private organization status of all club sports, it is your responsibility as club officers to do the same for each of your clubs. Liability exposure is a serious issue, and each individual club sport should realize that the University DOES NOT cover student organizations under the general University liability policy. Each club sport should implement their own risk management strategies and purchase liability insurance for higher risk activities (if applicable or necessary).

Statement of Liability

This statement indicates that participation in any Wellness and Recreation programs include and involve RISKS, HAZARDS, AND PHYSICAL STRESSES that a participant will be exposed to through sports activity. I understand the risks of my participation and have carefully considered those risks. In consideration of the right to participate in this program, and further consideration of North Carolina State University's obtaining releases for my protection from other campus recreation participants in such program, I do hereby release North Carolina State University, its Trustees, officers,

officials, agents, employees, and all persons participating in such program from any responsibility or liability for personal injury or property damage sustained by me during or because of participating in the activities of the organization shown above. * If the participant is a minor, then a parent or guardian should signifies acceptance by said parent or guardian that the terms and conditions hereof shall be binding upon them and shall constitute a release by them of any and all claims, demands and causes of action, whatsoever, which they may have against North Carolina State University, its Trustees, officers, officials, agents, employees, or persons participating in such program as a result of the participant's participation in any Wellness and Recreation activities.

CPR, First Aid, and AED Certification

Each club will be required to have at least one safety officer who regularly attends club practices and events certified in CPR, First Aid, and AED. Classes will be offered at no cost through the Wellness and Recreation department and are limited to one person per club, advance sign-up is required. All NC State students and faculty/staff have an opportunity to pay for the American Red Cross Certification through Wellness and Recreation

Water and Boating Skills Verification

It is recommended for all club sports athletes that operate in water to meet the minimum standards of pool safety for that particular sport. Each club is responsible for creating, managing, administering, and updating their own water and boating skills verification that is justified to the requirements of the sport if necessary. Each skills verification must include an acceptable swimming element that meets or exceeds the standard established in the swimming and boating industry. Members of these groups should be able to complete the minimum standards.

The deep-water swim test minimum standard (to be conducted in a swimming pool) includes the following:

- Jumping into deep water
- Treading, floating or survival floating for 5 minutes
- Continuous stroke swimming for 20 yards
- Learning the proper use of a personal floatation device

Effective July 10, 2009, to improve boating safety an act was passed requiring boating safety education prior to operating a vessel. The North Carolina boater safety license is proof that a boater has successfully completed a boating safety course. A person younger than 26 years old who is unaccompanied may operate a vessel with a motor of 10 horsepower or greater on North Carolina waters only if he or she completes and passes a boating safety course that is approved by NASBLA and accepted by the Wildlife Resources Commission.

There is no charge for courses offered by the N.C. Wildlife Resources Commission. Go to www.ncwildlife.org and click on "Boating" for schedule and availability or call 919.707.0010.

Equipment

Each club is responsible for purchasing and maintaining their own equipment. Some strategies to ensure equipment is safe include:

- Club equipment must meet all standards as established by the sport's league, conference and/or regional, state and national organization in which the club is affiliated
- Equipment should be inspected routinely for safe operation by the club's Safety Officer
- Each club should develop and follow a preventative maintenance plan for equipment
- Obsolete, broken or unsafe equipment should be properly disposed or sent to state surplus (if purchased with allocated funds)
- Safety equipment should be required for activities that have known hazards

Risk Management Best Practices

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your organization can do to identify and reduce risk:

- Complete a pre-event planning form to clarify needs and expectations at the event
- Cancel the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved
- Identify, assess and inform participants regarding the specific risks involved in the event; these could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel). For outdoor activities, severe weather and thermal stress are risks.
- Purchasing additional liability insurance
- Preparing liability waivers, if necessary where participants are age 18 or over. Where a participant of minor age is involved, a Parental Guardian Consent Form should be used.
- Providing advanced training
- Assess the capability of the group to manage risk
- Identify the challenges in managing risk, as well as resources to assist in your planning
- Communicate with everyone involved (officers, members, advisors, participants, and facility staff)
- Wear proper protective equipment applicable to the sport or activity at hand
- Promote a culture of safety

Transportation and Travel

All travel must be approved by the Sports Programs office by submitting a Trip Itinerary and Travel Roster prior to departure for all events that are not considered “home events” (anything not at Carmichael Complex, Wolfpack Training Center, or Method Road). Club should submit these forms at least one week prior to traveling. A Trip Itinerary and Travel Roster must be completed to receive travel-related reimbursements. The following includes further guidelines and best practices for club travel.

- The Sports Programs professional staff can issue a Participation Verification memorandum for clubs that travel during the school week and miss class. This memorandum is intended solely to verify the respective student’s participation with the club and should not be interpreted as an “excuse”. Club athletes should be advised to meet with their respective professors prior to their absence to arrange for any make-up work. In order to request a Participation Verification memo, club officers should email a request to their respective professional staff liaison in addition to filling out the Trip Itinerary and Travel Roster.
- Club Sports officers are responsible for the planning and execution of all specifics of club travel
- University vehicles are NOT available for club use
- The Sports Programs Assistant Director/Coordinator should be notified immediately of any accidents or emergency situations that occur during club-related travel. Use the cell phone number listed in the beginning of this handbook to contact the Assistant Director/Coordinators.
- In accordance with local, state, and federal laws, alcoholic beverages should not be consumed or transported by drivers or passengers while in route to or from a Club Sports event
- A traveling officer should carry the emergency contact list and a first aid kit.
- It is recommended that the club verifies all drivers are insured and licensed drivers
- When traveling with vehicles, drivers should not drive more than 5 hours without taking a minimum 30 minute break. Alternate drivers should be used when available. When driving between the hours of 12am-3am, drivers should have a 30 minute break every 2 hours. Vehicles are strongly encouraged to not be driven between the hours of 3am-5am.
- While traveling, all clubs should act professional at all times, as they are representatives of their clubs, the Club Sports program, Wellness and Recreation, and NC State University

Athletic Training

Clubs are strongly encouraged to provide athletic trainers for high-risk events. Athletic trainers are required to be on site for the following high-risk clubs during games, tournaments, or special events at NC State University facilities:

- Basketball (Men’s/Women’s)
- Ice Hockey

- Lacrosse (Men's/Women's)
- Rugby (Men's/Women's)
- Soccer (Men's/Women's)
- Ultimate (Men's Women's)

Club Sports will provide certified athletic trainers for single-game home games/matches. Clubs will be responsible for hiring certified athletic trainers to be on site for events that include multiple games being played. Clubs can hire certified athletic trainers by contacting Professional Sports Medicine at prosportsmedicine@icloud.com.

Event Insurance

Clubs that host home events at University facilities are responsible for purchasing event insurance if their event involves visiting teams competing against each other or multiple teams competing at once. For example, a single match between an NC State club and a visiting club does not require additional insurance, but a tournament, meet, or other event that has multiple visiting teams participating requires additional insurance coverage. Event insurance must be at least a \$1,000,000 policy and list NC State and the event address as an additional insured location. Clubs must provide the certificate of insurance to their Club Sports staff liaison at least one week in advance of the event.

Club Member Guidelines

Eligibility

Club Sports athletes must be recognized as a current student or faculty/staff member by NC State with a valid Carmichael Gym membership.

- Current students eligible to participate in Club Sports must be full fee-paying students at NC State University. This definition includes those students participating in the inter-institutional exchange with Meredith College and William Peace College (both tuition and student fees are paid). Some clubs may have competitive restrictions from their sport governing body that restrict competing with the club if the individual is not taking a certain number of credit hours with the school.
- Current faculty or staff members are defined as either full or part time employees of NC State University who are eligible for membership to the Carmichael Complex (see Carmichael Complex membership guidelines available online at recreation.ncsu.edu). All faculty and staff members must purchase a gym membership before participating with any club.
- **Alumni, Centennial Affiliates, Carmichael Gym Household Members, and distance education students are not eligible to participate in Club Sports.**

Non-Discrimination Policy

Discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is in violation of federal and state law and North Carolina State University policy, and will not be tolerated.

Transgender Participation

The Club Sports Program holds the equality and inclusion of participants in the highest regard. Every participant has the right to an unbiased and fair opportunity to play. When an activity makes a gender designation, an individual can participate based on their self-identified gender identity and is done in good faith.

Be aware that many National Governing Bodies or Leagues that clubs participate in may have their own policies regarding participating in competition, so please inquire with your specific organization or consult with the Assistant Director, Sports Programs when necessary.

Club and Member Responsibilities

Club Sports are ultimately responsible for making certain that each club athlete of their respective club sport meets the minimum eligibility requirements and participant responsibilities. In addition, the entire club is responsible for making certain that the following club responsibilities, as well as the guidelines in this handbook, are met and/or followed by the

club as a whole and each club participant.

Each individual Club Sports athlete should recognize that he/she is responsible for his/her own person and the wellbeing of the group he/she is a part. Each club athlete should share with other club athletes the responsibility of safety and agree to follow safety procedures and avoid unnecessary and hazardous situations. Each club athlete accepts responsibility for the outcome of situations resulting when his/her actions are beyond the generally accepted practices for safety in the activity. The club will be held responsible for the actions of individuals as well. Likewise, each club athlete accepts responsibility for actions that are outside the bounds of public law.

1. In all activities, clubs assume full responsibility for abiding by local, state, and federal laws; University regulations; and Wellness and Recreation and Carmichael Complex guidelines. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of affiliation with Club Sports, loss and/or suspension of club privileges (allocated funds and/or facility space), verbal and/or written warning, and/or negative scores in the club allocation process (depending upon the severity of the violation).
2. Clubs are responsible for maintaining registration as a student organization at NC State University with Student Involvement.
3. Clubs are responsible for deciding whether the membership numbers of their individual clubs will be limited or unlimited depending upon facility access, financial needs, and other considerations. Try-outs may be conducted to limit membership numbers and selections made by club officers and members utilizing a process must be non-discriminatory and fair in nature.
4. Clubs are responsible for submitting trip itineraries and travel rosters for all events not at Carmichael Complex, Method Road, Wolfpack Training Center, or Centennial Fields.
5. Clubs are responsible for reporting all competitive and non-competitive events and results.
6. Clubs are responsible for providing at least one safety officer that is certified in CPR, First Aid, and AED. All clubs should carry a first aid kit when practicing, competing, or traveling.
7. Clubs are responsible for the opening and management of a private bank account. As private organizations separate from the University with affiliation as a club sport, Wellness and Recreation and NC State University are NOT financially responsible for any debts or judgments incurred by individual clubs.
8. Clubs are responsible for working with the Sports Programs professional staff to establish a risk management plan for their club.
9. Clubs are required to have an NC State faculty/staff member or graduate student employee serve as a club advisor separate from a Sports Programs professional staff member
10. Clubs are responsible for reporting any violations, accidents or injuries to the Sports Programs professional staff immediately. The injured party is responsible for all financial obligations incurred in any treatment necessitated by an injury.
11. Individual athletes are required to have health insurance through the University or an approved health insurance plan, as well as for their own medical care and do not have access to University athletic trainers. Club Sport participants are responsible for discussing any known physical problems that may limit participation in this program, with the Student Health Services medical staff or with their family doctor. This should take place prior to club participation as defined by North Carolina law.

12. Athletes are responsible for their own transportation to and from any Club Sports activity. Wellness and Recreation and NC State University do not provide University vehicles for club use.

Intramural Sports Eligibility

There are a limited number of Club Sports athletes that can participate on an Intramural Sports team. Team sport rosters may have a maximum of 2 Club Sports athletes on each team for their related sport and individual/dual sport rosters may have a maximum of 1 Club Sports athlete on each team for their related sport. Club Sports rosters and monthly attendance are received by Competitive Sports professional staff and will be reviewed to determine an individual's active club membership status. Any individual who appears on these rosters will be considered a Club Sports athlete for Intramural Sports participation for the entire semester(s) in which they appear.

Example: A softball Intramural Sports team can have a maximum of 2 Club Sports athletes from the Softball Club or Baseball Club, however, the team can have 7 athletes from the Lacrosse Club.

Club Leadership Guidelines

Compliance Process

Violation of, or non-compliance with, University policies, campus regulations, NC State procedures of standards of conduct may result in loss of Club Sports membership or other disciplinary action taken against the club sport involved as deemed appropriate by the Sports Programs staff.

Depending upon the severity of the incident, a suspension of privileges may occur immediately while proceedings are taking place. In cases of critical incidents in which local, state, or federal authorities and/or NC State's Office of Student Conduct become involved, disciplinary decisions made by Club Sports and Wellness and Recreation will be in addition to any sanctions levied by other authorities. Club Sports reserves the right to remove a club sport from operation based on the safety of the club athletes and campus community.

It is the expectation that clubs remain in constant communication with the Sports Programs office. This communication includes turning in required reports, submitting monthly attendance, and attending Club Leadership Development Series meetings.

Clubs will lose one (1) compliance point for failing to complete a requirement and lose half a compliance point (0.5) for completing a requirement late. Failing to attend a Club Leadership Development Series meeting or other required event will result in the loss of one (1) compliance point and may not be completed late.

Accumulation of lost compliance points will result in the following penalties:

- 1 point: considered an infraction, club will receive a written warning
- 2 points: considered probation, club must meet with Sports Programs professional staff to review remaining deadlines and officer responsibilities
- 4 points: considered a suspension, loss of Club Sports privileges for the remainder of the school year and/or forfeiture of allocated funds for the following year
- 6 points: loss of affiliation with the Sports Programs program and Wellness and Recreation. Club cannot reapply for Club Sports membership until one full academic year after removal from program

Duties of Officers

Each Club Sport must have a minimum of four student officers in good academic standing. The following is a list of suggested duties for each officer. However, individual clubs should identify the responsibilities of each officer based on the needs of their club. Other officer positions may include: webmaster, social chair, community service chair, fundraising chair...

President

- Serve as the liaison with the Sports Programs office, Club Sports Council and the Department of Wellness and Recreation
- Communicate all Club Sports policies and procedures to all club members
- Seek approval for Club Sports business through the Sports Programs office. Examples include: fundraising activities, publicity, hanging flyers, creating new logos or using the University logos, and sponsorship.
- Responsible for completing and submitting (or delegating) the following reports or forms:
 - Attendance Rosters each month
 - Event Schedules at the beginning of each semester
 - Trip Itinerary and Travel Rosters prior to ALL club travel
 - Posting results of competitions to Event Schedule document
 - Budget Proposal during the Spring semester
 - Purchase Order Requests, Reimbursement Requests, Fee Payment Receipts when the club is looking to use allocated funds
 - Community Service Event Reports
 - End of Semester Reports
 - Facility Reservation Request Forms

*All forms are available in the club's Google Drive account.

- Ensure two club officers attend Officer Training and the appropriate officer attends the Financial Training and Safety Officer Training. These trainings are MANDATORY for the required officer(s) to attend and are highly recommended for other officers to attend as well. These training sessions are designed to inform club officers of the expectations from the Sports Programs office and educate club officers on the guidelines that apply to Sports Programs. If either of these sessions is missed, all club privileges will be suspended pending a meeting with a Sports Programs professional staff member.
- Responsible for attending or providing an officer in attendance at the monthly Club Officer Leadership Development Series. These meetings are an opportunity to share ideas from club to club and learn leadership and management skills pertinent to the operation of Club Sports.
- Responsible for attending or providing a club member at all Club Sports special events, such as the Club Sports Expo at RecFest in August
- Responsible for all material posted on GetInvolved and individual club web site, including maintaining appropriate content and branding compliance with trademarks and licensing.
- Responsible for managing the club email account

Vice-President

- Serve as the president in all duties as determined if the president is unable to do so
- Assist the president in all duties as determined by the president

Treasurer

- Must attend the Financial Training at the beginning of the semester. This workshop will discuss allocated funding, how to gain it and how to utilize it.
- Keep accurate records of all club accounts, allocated funds and off-campus accounts in preparation for audits
- Responsible for submitting all Purchase Order Requests, Reimbursement Requests, Fee Payment Receipts properly and promptly
- Assist the president with the Budget Proposal and Presentation during the spring semester, if requesting allocated funds
- Responsible for picking up reimbursement checks from the Sports Programs office and depositing into off campus account
- Ensure that all bills are paid on time. The Sports Programs office and the Department of Wellness and Recreation are not responsible if bills are not paid on time.

Secretary

- Submit all home and away results from events on the Event Schedule document
- Submit a Community Service Report after a club completes a community service activity
- Maintain all documentation (notes, e-mails, and memos) of club meetings

Safety Officer

- Obtain CPR, First Aid, and AED certification(s)
- Develop a club risk management plan in conjunction with the Assistant Director/Coordinator
- Regularly attend practices/events
- Attend mandatory leadership training for safety officers
- Determine equipment standards and safety
- Maintain contents in club first aid kit/supplies
- Responsible for safety and risk management concerns
- Have visiting teams fill out visiting team waivers prior to having home events at Carmichael Complex, Method Road, Wolfpack Training Center, and Centennial Campus
- Follow travel and safety recommendations
- Report all injury and travel incidents in a timely manner to Assistant Director/Coordinators

Club Sports Council

The purpose of the Club Sports Council (CSC) is two-fold: to provide representation for Club Sports officers and athletes in matters pertinent to the Sports Programs program and to serve an advisory role to the Sports Programs professional staff team. The Council consists of five student members. A Sports Programs Program Assistant will serve as CSC Chairpersons working to develop agendas, assign duties, moderate discussion, and relay pertinent information.

The five (5) student members represent all of the clubs.

The duties of the CSC will include but not be limited to the following:

- Develop and/or evaluate new and existing policies, guidelines, programs, and functions of Sports Programs
- Review and make recommendations for the Sports Programs allocations and national contingency funds
- Conduct disciplinary hearings as needed
- Review and make recommendations on requests for student organizations requesting affiliation with Club Sports
- Foster relationships with Student Government and other registered student organizations on campus
- Accept responsibilities as assigned by a Sports Programs professional staff member

Nominations for CSC positions will be taken at any time during the summer in order to vote and elect members at the beginning of each academic year. Any questions about the nomination process can be directed to the Sports Programs professional staff and/or the CSC Chairperson.

Coaches and Instructors

Club participants should be aware that the Club Sports program in the Department of Wellness and Recreation at NC State University operates with volunteer coaches/instructors. Coaches/instructors may or may not be paid by the individual clubs, as private organizations, but do not receive any funds from Wellness and Recreation or NC State University. Therefore, these individuals are not employees of NC State University. Individual club officers, not Wellness and Recreation, nor NC State University, are responsible for evaluating the certifications/qualifications of all coaches/instructors.

1. Club officers are responsible for the selection and evaluation of all club coaches and/or instructors. It is the responsibility of the club officers to check into the background, qualifications, and certifications of coaches/instructors (check Google/Facebook). The professional staff of Wellness and Recreation and NC State University are not involved in this evaluation or selection process.

2. The coaches/instructors selected by club officers ARE NOT employees of Wellness and Recreation or NC State University.
3. Any compensation provided by individual clubs to their coaches/instructors must be paid with income generated by the club, not the club's University allocation. The University will not reimburse clubs for any coach/instructor-related expense (including lodging, entry fees, etc).
4. In order to remain consistent in our mission to provide student development and student leadership opportunities, club coaches/instructors should restrict their involvement with the club to teaching and coaching in practice and competition. Any involvement by club coaches/instructors in other areas of club management should be limited to an advisory and/or motivational role. Coaches/instructors who are currently enrolled students are allowed take a more active role in club management.
5. Coaches shall exercise reasonable care and caution in the execution of all coaching duties in order to minimize the risk of injury, promote good sportsmanship and help to improve the performance and skill of athletes.
6. Club officers and the club as a whole have the authority to make any decision regarding the status of their coaches/instructors. Club Sports and the Department of Wellness and Recreation reserve the right to remove a coach/instructor from the position if their behavior becomes unsafe, dangerous, hazardous or inappropriate to the club athletes and/or the future of the club and/or staff.
7. Recommendations by the coach/instructor are encouraged and should be considered by the club officers. However, final decisions rest with the officers who will be held accountable.
8. Coaches/instructors are responsible for adhering to all local, state, and federal laws and applicable Club Sports, Wellness and Recreation, Carmichael Complex, and NC State University policies and guidelines. The Club Sports program reserves the right to request removal by club officers of any coach/instructor for violation of these laws, policies, or guidelines while serving in the capacity of coach/instructor or for conduct deemed detrimental to the club, division, or program. The Club Sports program reserves the right to suspend club privileges if club officers do not comply with this request.
9. Coaches/Instructors should have NO access to club bank accounts or bank records.

Advisors

Each club is REQUIRED to select an advisor who is an NC faculty or staff member, or a graduate student on a teaching, research, extension or services assistantship appointment. Club officers are responsible for all communication with their advisor. It is important for an advisor to understand the organization and its members. It is helpful to talk early in the year with organization members to determine what roles, style and functions the officers, coaches/instructors, and advisors will have in the leadership of the club.

Role and Responsibilities of Advisors:

- An individual assumes an advisor's role voluntarily; however, even though serving as a volunteer, he/she is expected to uphold the best interests of NC State University
- 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 NC State's policies and rules, which govern registered student organizations
- Advisors are encouraged to work closely with the officers and to offer input into the club's decision-making processes, but he/she should not assume a leadership role in the organization
- Advisors should help to develop leaders by encouraging the growth of initiative, responsibility, and leadership in the club's student officers and student-athletes of the club
- Lend his/her experience, judgment and knowledge and assist the officers and members in development of

the club

- Help maintain continuity in club programming and provides knowledge and a historical context of University policies and procedures
- Advisors will help ensure the activities of the club reflect favorably on the University
- Advisors will offer assistance in developing and overseeing the club budget
- Advisors should strongly encourage their respective organizations to adhere to the policies and rules of the University as well as to obey local, state, and national laws
- Club officers and Sports Programs professional staff reserve the right to remove an advisor from the position if needed.

Club Sport Advisors will not be provided gym access. Any Advisor looking to practice with the team has access to purchase a gym membership as an NC State Faculty and Staff member.

If an Advisor has reason to question an action taken by the organization, concern should be expressed directly to the organization in writing, including the date and a suggested alternative to the questionable action. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student organizations might encounter. If an Advisor has concerns about a situation unique to an organization or to a specific event sponsored by the organization they advise, please contact a Sports Programs professional staff member or someone from the University that is knowledgeable about liability and risk management.

Club Resources

Mailing Information

All correspondence for club business should be sent to the NC State Student Involvement Center and not to an officer's residence. Mail files are located in the Student Involvement Center in the Club Sports cabinet. Packages should also be sent to this address

Correspondence includes:

- bank statements
- event information
- payments
- equipment ordered/packages
- catalogues
- any other mail your club may receive

All clubs should list the following address as their mailing and shipping address.

Letters & Packages

Mailing Address

(Club Name) (Should match the club's GetInvolved title)

Talley Student Union 4210

2610 Cates Ave.

Raleigh, NC 27695-7295

Sports Programs Office Resources

- Photocopies - Black & White or Color
- Phone Usage
- Fax/Scan
- Mailing

Student Legal Services

University Student Legal Services (USLS) is a nonprofit corporation sponsored by the Student Government Association at NC State, which is funded by student fees. The purpose of the Service is to provide education, advice and representation within the scope of the prepaid legal plan. The service is aimed at helping students resolve their legal problems with as little disruption as possible to their primary educational endeavors. This office promotes preventative law, enabling the students to make educated choices. Students who are currently registered at NC State and who have paid student fees are eligible for our services for the semester.

Parameters:

- Advice on legal matters
- Letter-writing and placing phone calls on behalf of students
- Settlement negotiations
- Drafting and review of legal documents
- Court representation in civil matters of \$10,000 or less
- Criminal expungement
- Advice on traffic tickets and criminal matters
- Resource referrals
- Educational materials, seminars, workshops
- Notary Services

USLS Office Contact Information:

Monday-Friday, 8:00am-5:00pm

1107 Pullen Hall

Box 7123

Raleigh, NC 27695-7123

919.515.7091 (phone)

919.515.6052 (fax)

Confidential Email: studentlegal@ncsu.edu

Student Involvement

Student Involvement provides ongoing support services to student organizations and student leaders throughout the year. By registering or renewing your registration through Get Involved, your group retains privileges granted by its status as a registered student organization at NC State University. These privileges include:

- Eligibility for Club Sports membership
- Access to campus meeting rooms and workspaces
- Reserving University outdoor spaces such as the Brickyard, Harris Field, the plaza south of the Free Expression Tunnel
- Opportunity to apply for Student Senate funds
- Access to networked Unity computer workstations
- Equipment to create marketing flyers and campaigns

In order to maintain active registration as a student organization:

- Designate an active liaison with Student Involvement at the beginning of each school year. It is the responsibility of the organization to initiate contact
- Allow active membership only for regularly enrolled students, faculty, and staff of NC State University
- Adhere to University policy and regulations and to local, state, and federal laws
- Do not incite or participate in any activity disruptive or in conflict with the educational process
- Maintain at least four (4) student officers in good academic standing (not on academic warning)
- Do not practice illegal discrimination
- Submit all changes to constitution and by-laws to Student Involvement within one (1) month of the change
- Do not attempt to enter contractual obligations that would involve the University
- Use collected funds for the express benefit of the organization and in fulfillment of its purpose

- Do not use the organization for the financial enrichment of any of the members or affiliates

To remain active, all existing organizations must renew their registration every year during one of the open registration periods. Student groups have two time frames, fall and spring semester, to update their registration. Groups that fail to register will be removed from the organization roster.

Registration instructions:

- The primary contact will need to log into Get Involved (getinvolved.ncsu.edu)
- Click on the “Organization” tab at the top of the page
- Locate your student organization, you can enter your student organization’s name in the search box
- Click on the “Register” button by Student Involvement
- Follow the steps outlined on the registration form to update your organization
- Click “Next” at the bottom of each page to continue through the form
- Once completed, you can review each step prior to submitting the completed registration
- Click “Submit for Approval” when all information has been included

Financial Guidelines

Since club sports are private organizations separate from NC State University with affiliation as a registered student organization and club sport, they have the freedom of managing their own finances. Coaches and Advisors should not have access to club bank accounts. Clubs receive funds from a number of different sources: Club Sports allocation (University-controlled), auxiliary income (fundraising, sponsorships, participant dues, and donations) and Student Government. Therefore, as a club officer, you must master the guidelines and processes associated with these financial sources.

Club Dues

The officers and athletes of the respective club sports establish their own participant dues based on need. Club sports are encouraged to use good judgment when establishing dues. It should be understood that dues are supplemental funds to be established at a relatively moderate rate commensurate with need. Funds received from participant dues should be deposited directly in the club’s private bank account. Record keeping is highly recommended. It is also recommended that each club establish their own dues refund policy that is made clear to each participant. Funds received from dues are not monitored by Wellness and Recreation and can be used at the discretion of the individual club. As a private organization with a private bank account, the club is subject to rules, guidelines, and laws established by the respective bank and local, state, and federal government. It is required that clubs charge dues when/if requesting allocated funds.

Allocation Process

The allocation process was instituted in an effort to ensure a fair process for all money allocation to club sports and to increase the overall accountability of clubs. The allocation year runs from RecFest to the end of the Spring Semester. Any use of allocated funds during the summer must be pre-approved by the Assistant Director/Coordinators. Each club will submit a budget proposal and deliver a budget presentation during the Spring semester for the following year’s allocation decision.

The Club Sports Council, Sports Programs Program Assistants, and Sports Programs professional staff will take the following criteria into consideration for allocating funds:

- Quality of budget proposal and presentation
- Compliance point totals
- Community service efforts
- Fundraising efforts

Income

Income includes dues, fundraisers, sponsorships and donations. Do not in any way lead people or companies to believe

that they are giving money directly to NC State University or that you are an official representative of NC State University. All clubs are considered private organizations separate from the University. The privileges that you are granted by Wellness and Recreation and NC State University should not be taken advantage of in any way.

1. Fundraisers

All fundraising activities that take place on campus must be approved by a Sports Programs professional staff member and Student Involvement. As private organizations separate from NC State University, Club Sports does not regulate fundraising activities that take place off campus. However, fundraising activities should follow legal and ethical standards and not be inappropriate (as should all club activity). It should be understood that the affiliation granted by NC State University and the Club Sports program is a privilege, and misrepresentations made an individual club could jeopardize the entire program.

2. Sponsorships

All sponsorships must be approved by a Sports Programs professional staff member and the Trademark Licensing Office. Potential sponsors should be presented to Assistant Director/Coordinators.

3. Donations

Clubs can accept donations from individuals or companies, however, clubs that are not considered non-profit should not mislead individuals or companies into believing that their donations are tax deductible.

4. Student Government

Student Government allocates funds on a semester-by-semester basis to deserving student organizations. Certain guidelines do apply. For specific information on this process, contact a Student Senator or go to the Student Government web site at: <http://students.ncsu.edu/index.php>

Spending Club Sports Allocation

After submitting budget proposals, allocation is divided among affiliated clubs for the next fiscal year. This allocation is maintained in a University account and subject to University, Wellness and Recreation, and Club Sports guidelines. Only certain expenses are deemed "reimbursable". Allocations are NOT deposited directly into the clubs' private bank accounts. The following explains how clubs can use allocated funds.

1. Purchase Order Requests

Officers should identify a vendor that carries the desired equipment. All vendors do not take purchase orders as a form of payment, so officers may be asked to provide an alternative vendor. Many factors should be considered in purchasing (including but not limited to): price, quality, convenience, shipping costs, reputation of vendor, etc. Once a decision is made as to the vendor and the desired equipment, officers should fill out the Purchase Order Request form completely, include pictures of items desired, and submit the form to the Assistant Director/Coordinators. Once approval is received for the request (generally 1-2 business days), the order is placed by the Assistant Director/Coordinators. All purchase orders are shipped to Carmichael Gymnasium, and the invoice is processed by the Assistant Director/Coordinators using the club's allocation as payment.

2. Reimbursement Requests

Reimbursement means, "to pay back or compensate (another party) for money spent." Any member of the club is allowed to make a purchase or submit a payment for the club. However, if at all possible, the club bank account should be used to avoid potential financial problems with these individuals. The University reimbursement process takes 3-8 weeks (sometimes longer, depending upon circumstances) for a check to be issued. To help ensure that checks are received in a timely manner, please submit reimbursement requests immediately after the purchase. All reimbursement requests must be submitted prior to the last day of classes for the current semester. No late reimbursement requests will be accepted.

Reimbursement Process

Items that ARE considered reimbursable expenses include but are not limited to:

- Medical and safety items - first aid kits and materials
- Lodging
- Entry fees - tournaments, leagues, clinics, workshops, etc
- Dues - conference, league, regional, national, etc
- Insurance
- Officiating
- Facility Rental

Items that ARE NOT considered reimbursable expenses include but are not limited to:

- Food and/or drink
- Transportation fees - gas, rental vehicles, etc.
- Coaching and/or instruction
- Any coaching-related expense - lodging, airfare, etc
- Equipment including uniforms and T-shirts offered for sale or given away to either club members or others

The detailed process in order for a reimbursement check to be issued is as follows:

1. Payment is made for a reimbursable expense and proper receipts are obtained from the vendor.
2. A completed Reimbursement Request form is submitted to the Club Sports office along with the proper receipts.
3. All receipts must show a zero balance and the method of payment. If this information is not clearly listed on the receipt the club must submit a copy of the bank statement or canceled check showing that this item was paid. To ensure items are not delayed please submit a bank statement or canceled check with all reimbursement requests.
4. Once the expense(s) and proper receipts are approved by the Assistant Director/Coordinators, the form and receipts move through the administrative approval chain. The checks are processed and sent to the Wellness and Recreation Office. Checks are made payable to the respective club, not individuals.
5. Once the check is received, a club officer listed is notified by e-mail. Club officers are the only authorized persons allowed to pick up reimbursement checks.

Proper Receipts

Proper receipts display proof that a full payment was made covering the cost of a particular item. Receipts should be itemized, clear and legible as to the item(s) purchased & include an official certification that full payment was made. If a receipt is not itemized or does not have a zero balance a bank statement or credit card statement may be required as proof of purchase to complete the proper paperwork. **Cash cannot be used to purchase items that you are requesting for reimbursement.**

Please consult the Financial Training Manual provided to each club's officers for more information.

National Contingency

A contingency fund is established every year by Club Sports for the expressed purpose of assisting clubs or individual club members for their national tournament. All national contingency requests are reviewed at the end of the spring semester. Once requests are approved, clubs receiving extra funding will be notified and the club will then have a limited amount of time to submit proper receipts. Remember to save all receipts/invoices for reimbursement submission.

Tax Exempt Status

Student organizations are not automatically tax-exempt organizations. Organizations interested in obtaining or

maintaining their tax exempt status, or that have questions about the process, should contact Student Legal Services. Organizations can check their tax-exempt status at <https://apps.irs.gov/app/eos/>.

Marketing and Promotion

Club Sports Naming

To avoid confusion with NC State Athletics and NCAA sports, Club Sports may not use “Wolfpack®” or “Pack” in their Club Sport name, tournament name, as website urls, nor in social media group names. Appropriate names include examples such as “Climbing Club at NC State,” or a made up name like RockPack Club, Wolves on Skis, Ski Club.

Tournament or event names should also avoid the trademark “Wolfpack.” Be creative, and use other local references that aren’t trademarked instead, such as “The Red & White Challenge,” “Battle of the Brickyard,” “Triangle Tournament,” or “Kickball Club Challenge at NC State,” etc.

As NC State University fields NCAA sanctioned sports teams, each club sport must include “Club” on their designs for jerseys, uniforms, equipment and merchandise, even if NC State doesn’t field a team in a particular NCAA recognized sport; i.e. Fencing, Lacrosse. This helps prevent confusion with the public as to whether the team is sanctioned by Athletics or is an independent team organized under Wellness and Recreation.

Trademarks and Logos

Officially recognized club sports teams may use the team’s name and NC State logos or trademarks on uniforms, equipment and promotional materials with prior approval from Club Sports and Trademark Licensing.

Below are the steps to receiving approval:

1. **Select an [approved licensed vendor](#) for your product.** Only licensed vendors may reproduce University marks, names and logos. Contact your Club Sports staff liaison if you are unable to find your product through our approved vendors.
2. **Design artwork.**
 - o Each club sport must include “Club” prominently in their naming designations for all materials (web site, print, apparel, gear) unless approved by the Club Sports staff liaison.
 - o Your design and use of NC State trademarks must be consistent with University standards. See the Club Sports Trademark Use Guide located in the Documents and Forms Folder on the Club Sports Google Drive for more information.
3. **Request approval.** Complete the online [Club Sports Trademark Use Request Form](#), and upload your proposed artwork. Your Club Sports staff liaison will communicate with the club once designs are approved by Club Sports and Trademark Licensing or will address any aspects that require revisions.
4. **Place your order.** Once the design is approved by Club Sports and Trademark Licensing, the club can use the design on products or promotional materials.

Royalties

On all apparel, merchandise, or products that bear the University’s logos or trademarks, the licensed vendor must pay royalties on those items – even if the items will be used as fundraisers for charity. Clubs may potentially use unlicensed vendors for unique products that cannot be found at licensed vendors with approval from the Club Sports staff liaison. Clubs are responsible for paying a 5% royalty fee when using unlicensed vendors.

Selling Merchandise

Clubs are permitted to sell club apparel and merchandise with approved designs. The approval is valid for only the academic year in which the design was submitted. Subsequent designs must be approved each academic year. Designs must be unique to the club and may not resemble designs used by NC State Athletics.

CAUTION: Clubs cannot enter into any agreement with, or allow any third party to manufacture, purchase and sell, merchandise on their behalf that include any university trademarks. Clubs must purchase the approved items from licensed vendor, and then sell those items to retailers for them to sell.

Tournament/Event Naming

To avoid confusion with NC State Athletics and NCAA sports, Club Sports may not use “Wolfpack®” or “Pack” in their Club Sport name, tournament name, as website urls, nor in social media group names. Appropriate names include examples such as “Climbing Club at NC State,” or a made up name like RockPack Club, Wolves on Skis, Ski Club.

Tournament or event names should also avoid the trademark “Wolfpack.” Be creative, and use other local references that aren’t trademarked instead, such as “The Red & White Challenge,” “Battle of the Brickyard,” “Triangle Tournament,” or “Kickball Club Challenge at NC State,” etc.

Publicity and Promotion

Posted Material and Painting: All flyers, paintings, and chalking must be submitted to the Sports Programs office for approval by the Assistant Director/Coordinator prior to implementation. **Painting or chalk is not allowed at Carmichael Complex.**

The University has separate guidelines related to posted material and painting:

- Posters may be attached and displayed only on surfaces designed and designated for such purposes, for example, kiosks, display panels, and bulletin boards
- Display of any poster or other material on the exterior of any buildings, landscape features (including trees and light posts) or other surfaces not specifically designated and designed as a poster display area is strictly prohibited
- Materials must be mounted with tape, push pins, paper staples, or other means to allow removal without surface defacement. Stickers shall be affixed in the aforementioned manner - not with their adhesive backings. Unattached materials, handouts, and handbills are strictly prohibited except those materials distributed in Student Government Elections and by individuals/organizations who have secured the necessary solicitation permit from the Department of Student Development in accordance with the Official University Solicitation Policy. All material not conforming to the above guidelines shall be removed.

Sidewalk chalk is permitted for advertising purposes on campus with the following guidelines:

- Is permitted on horizontal surfaces that are exposed to rain where it will naturally be washed away. These surfaces cannot be under overhangs or other areas that would block the surface from being exposed to rain
- Only water-soluble chalk may be used for sidewalk chalking
- Chalking is strictly prohibited on vertical surfaces such as buildings, walls, vertical steps, columns; etc
- Any individual or student organization utilizing sidewalk chalking for advertising is responsible for removing any chalking of outdated materials that has not naturally washed away within 3 days after the event is over

Requesting to Become a Club Sport

Wellness and Recreation recognizes other sport-related student organizations might wish to seek Club Sports status within NC State Wellness and Recreation. Registered student organizations must meet and maintain the following minimum criteria for two years before applying to become a club sport.

- Be a registered student organization through Student Involvement in good standing for a minimum of two years.
- Have a minimum of six active members, unless in team sports where the minimum number required to compete is larger than six. Then, the club must maintain that requirement. (Being an active member is defined as

- regularly attending practices, events, fundraisers, etc.)
- Be an active member of a national governing organization.
 - Actively compete in a state/regional collegiate league/conference or compete in a minimum of three collegiate division competitions per year.
 - Demonstrate leadership transition beyond founding members.
 - The club's purpose/mission and activities should be appropriate and consistent with the Wellness and Recreation mission.
 - A minimal amount of risk is involved in the activities.
 - Have regularly scheduled practices and club meetings. Must have suitable on-campus or off-campus facilities available where the club can meet, practice, and hold competitions.
 - Maintain financial stability and continue to operate in such a capacity during a one-year probation period before any Club Sports funding becomes available. Every club must have a yearly operating budget.

Wellness and Recreation and Club Sports reserve the right to refuse recognition to any club which is similar in mission and activity to any existing club sport if it is determined an acceptable opportunity to participate has been granted by that existing club.

Registered student organizations through Student Involvement must demonstrate they meet the above criteria by:

1. Completing the Club Sports Membership Application (recreation.ncsu.edu) and submitting it to the Assistant Director/Coordinators, Sports Programs.
2. The Sports Programs staff will respond and schedule an appointment to review the application and for the requesting student organization to present to the Club Sports Council. Acceptance as a Club Sport is not guaranteed.

If the requesting student organization is accepted by Club Sports, the status of the organization will be reviewed for full acceptance into the Club Sports program after one full academic year (or two consecutive semesters). Clubs that have been removed from the Club Sports program will not be eligible to reapply until one academic year after their removal.