

# **RECREATIONAL CLUB COUNCIL (RCC)**

University of Southern California  
Lyon University Center  
Los Angeles, California 90089-2500

## **RCC RESOURCE MANUAL**

2004 edition

### **1.00 MISSION and PURPOSE STATEMENT**

The Recreational Club Council (RCC) is a collective organization dedicated to serving the needs of the students, faculty, and staff of the University of Southern California by offering sporting opportunities not necessarily met through existing academic, recreational, intramural, and varsity programming.

#### **1.10 Mission Statement**

The Recreational Club Council's (RCC) ultimate mission is to allow the university community an opportunity to pursue sporting passions they brought to the University of Southern California and to discover new ones. The primary focus is to provide stability, guidance, leadership and continuity to all new and returning clubs. In doing so, the RCC builds shared experiences and relationships with other members who have a similar excitement for sport.

#### **1.20 Purpose Statement**

The RCC serves as an avenue for student-leaders to discuss current issues, problems, and goals. The RCC counts heavily on student initiative, leadership, and drive to make the program successful. To that aim, the purpose of the RCC is to:

- To promote student participation in a variety of physical and athletic activities in a safe environment;
- To give students the opportunity to engage in the sport of their choice at various skill levels;
- To serve as a guiding force to perpetuate existing clubs;
- To contribute to the development of student leaders;
- To provide a bond between students and individual clubs;
- To secure the use of facilities and to provide, if possible, adequate equipment, funding and instruction necessary to operate a safe and successful student organization.

### **2.00 UNIVERSITY GOVERNANCE**

“Students are expected to make themselves aware of and abide by the university community’s standard of behavior as articulated in the Student Conduct Code and in related policy statements. Students accept the rights and responsibilities of membership in the USC community when they are admitted to the University.” (*SCampus, Introduction, University Student Conduct Code*)

The RCC and all of its constituent clubs, teams, and members are required to adhere to all federal, state and university laws, guidelines, standards and/or policies. In an effort to follow the *University Policy Concerning Group Responsibility for Student Organizations* and adhere to *University Governance 11.93*, RCC clubs, programs and teams reserve the right to deny or revoke membership to individuals in violation of university rules and regulations, including but not limited to those covered in the *University Governance Section 11:00 Behavior Violating University Standards and Appropriate Sanctions*.

All RCC Clubs may be held responsible for the acts of individual members. Acts include but are not limited to:

- When a member is violating state law or university standards and other members present fail to indicate their disapproval, or by their continued presence without objection implicitly condone the behavior;
- When the acts grow out of or are directly related to the student organization’s activities or an environment created by the organization;
- When the acts are those of guests of an organization, or by persons authorized or permitted to represent themselves as connected with the organization;
- When hazing occurs. (see Section 2.10)

#### **2.10 Hazing**

Hazing is prohibited. Hazing is any action taken or situation created (the willingness of an individual(s) to participate notwithstanding) upon which initiation, admission into, or an affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Following a proved allegation of hazing, a USC student organization may lose its recognition status.

## 2.20 Alcohol and Other Drugs

The consumption of alcohol in a public place (unless licensed for consumption of alcohol on the premises) is prohibited. This includes a prohibition of alcoholic beverages in public areas of academic facilities, recreation fields, university housing and lounges. In addition, the transportation, consumption or presence of any type of alcoholic beverage or drug is strictly prohibited.

## 3.00 FORMAL RECOGNITION OF NEW CLUBS

Student organizations wishing to join the RCC must first be recognized through the Office of Student Activities (lower level of Topping Student Center x06283). The Recreational Sports Department reserves the right to deny recognition to any club that requires extensive funding and/or facilities, resources involving high liability or high risk factors and/or those clubs that have not gained approval through the University's legal department.

New clubs desiring recognition to the RCC must satisfy the criteria outlined below and taken from *RCC Constitution and By-Laws: Article V, Section 3*:

1. **Ratification of a written constitution** and by-laws in accordance with USC Student Senate guidelines. This document shall include, but not be limited to, the following items:
  - Statement of Purpose
  - Membership requirements and dues (including nondiscrimination clause)
  - Statement indicating the club will abide by all federal, state and University policies
  - Contact information of four officers
  - Provision for selection of representatives to the RCC.
2. **Sufficient membership** interest in the sport. At least five (5) members must join to receive group sponsorship by the Recreational Sports Department. If a competitive team fields more than fifteen (15) people at one time, then they must have at least that many members. The RCC reserves the right to define "sufficient membership."
3. **Elected club officers.**
4. **A roster of all club members**-this roster must be updated at all times and should contain each member's name, mailing address, email, telephone number and anticipated graduation date.
5. **Availability of facilities** for practice and/or competition.
6. Sport is **not an intercollegiate varsity team** or funded independently by the Student Senate.
7. Submission of a **financial budget**.

Once all of the above criteria are met, a new club team may proceed with the formal recognition process according to: *RCC Constitution and By-Laws: Article V, Section 4*:

- A. Approval by two-thirds (2/3) of the voting membership of the RCC at a regularly scheduled meeting.
- B. Must adhere and show evidence of complying with all points of Article III, Section 3.
- C. No funding will be given to a club team for the first semester. New teams can apply and may be eligible for funds the following semester.
- D. Any club that has been denied membership to the RCC may appeal to the Director of Recreational Sports.

## 3.10 Funding for New Club Sports

Upon approval, a maximum of \$500 is available for any new club sport team. The actual amount awarded depends on a variety of factors including, but not limited to: availability of funds, club need, and timing of acceptance into the RCC. An RCC organization is considered a new club sport program for two (2) consecutive semesters immediately following the semester in which it was approved unless mandated otherwise by the RCC president.

## 4.00 RECOGNITION OF RETURNING CLUBS

Every year, all USC student organizations must be recognized through the Office of Student Activities. Recognition status runs for one academic year regardless of when an application is approved. All organizations seeking renewal of recognition must complete the **Student Organization Application Form** and **Advisor Form** available online at [sait.usc.edu/stuorgs](http://sait.usc.edu/stuorgs) by a specified date each Fall Semester. Proof of recognition must be on file in the Club Sports Office prior to the processing of any funding requests.

## 5.00 RCC REQUIREMENTS

### 5.10 RCC Meetings

All RCC teams are required to send at least one representative to the monthly RCC meeting. Attendance at these meetings is mandatory. Notification of all meetings will be made in writing to the membership of the RCC at least one week prior to the meeting or by announcement at the previous meeting. Refer to *RCC Constitution and By-Laws: Article IX, Sections 1 and 2*.

### 5.20 Yearbook Pictures: El Rodeo

All recognized RCC clubs are required to take a team photo for the yearbook. The cost of each page will be deducted from each club's yearly allocation.

### 5.30 Email/Website Accounts

Email account and server space for websites are available to all officially recognized student organizations. Refer to [www.usc.edu/isd/services/accounts/accounts.stu.org](http://www.usc.edu/isd/services/accounts/accounts.stu.org) for more information. Clubs are responsible for all information on their websites.

### 5.40 Publicity and Media Relations

RCC teams are expected to handle their everyday publicity; however, the Club Sports Office may assist upon request. It is mandatory that all clubs clear publicity events/ideas through the Assistant Director, Recreational Sports.

### 5.50 Waiver, Release and Indemnity Form

Each RCC team is required to ensure that every member signs a **Waiver, Release and Indemnity Form** prior to participation in any club sport event and/or activity. The original form must be kept on-file in the Club Sports Office.

### 5.60 Rosters

A club team roster must be submitted to the Club Sports Office by the end of the third week of each semester and kept up-to-date at all times. These rosters are required for each club to be sanctioned.

## **6.00 CLUB MEMBERSHIP: STUDENT-ATHLETE ELIGIBILITY**

All RCC organizations must abide by the *University of Southern California Non-Discrimination Policy*. Club membership is open to all full-time students, faculty and staff of the university. However, not all club members are required to compete. In fact, some association or league requirements prohibit certain club members from doing so. Each club is responsible for knowing its' own association/league regulations and for meeting them. All club members are eligible to participate in club training sessions and other activities not specifically regulated by the club's association and/or league regulations.

Each eligible participant must complete and sign a **Waiver, Release and Indemnity Form** prior to participation in any club sport event and/or activity. (see Section 5.50)

### 6.10 Eligibility for Competition

Club members may be restricted from competition by the eligibility regulations of their particular club's association, league and/or national governing body. Each club program is responsible to ensure these regulations are followed in a timely manner. A student not in "good standing" with the University may be placed on probation and/or suspended from club sport participation. If a club team's governing body requires eligibility certification by the University Registrar, this process may only be done through the Assistant Director, Recreational Sports and requires a minimum of two weeks for processing.

### 6.20 Size of Membership

A club cannot restrict the number of players allowed to join; however, limitations may be imposed on membership or numbers present at a practice due to lack of facility space. In addition, it is recognized that only so many members can realistically take part in competitive contests. Therefore, for some club sport programs, tryouts may be conducted to limit team membership and for safety concerns (i.e. skating tests, swim tests).

### 6.30 Membership Dues/Refunds

All RCC clubs charge membership dues. Dues are used to offset the cost of operating the club and supplement the RCC allocation given to each program at the start of each school year. Generally, dues are not refundable after the competitive playing season begins or by the end of the third week of classes. Exceptions may be made on a case-by-case and/or club-by-club basis.

### 6.40 Insurance/Physical Examinations

The University of Southern California assumes **NO** responsibility for any student with existing health conditions that makes it inadvisable for him/her to participate. It is strongly recommended that all club sport members have adequate medical coverage and have an annual physical examination. **Each student is required to carry medical/health insurance.**

## **7.00 CLUB SPORT COACHES**

Each club is responsible for the selection of its own coach(es). Clubs must clear any selection through the Assistant Director, Recreational Sports. Coaches can not be paid through RCC funds, so clubs must be able to pay their coach independent of their RCC allocation.

The role of the club sport coach differs in scope from that of a varsity coach. Although it is encouraged that the club sport coach takes an active role in assisting and participating in all aspects of his/her sport, it should be carefully explained to each coach that the

program is a student-run organization. Coaches are expected to familiarize themselves with SCampus and all USC Recreational Sports and university policies.

The Recreational Sports Department reserves the right to dismiss any coach, if, in the opinion of the Department, the coach is not working in the best interest of the club. Continuation of coaching duties is not automatic; therefore, each club must recommend coaches annually.

### **7.10 Coaching Contract**

Upon approval, each coach must sign an **Independent Contractor Agreement** that specifically outlines a pay schedule reached by the student officers, the prospective coach and the Assistant Director, Recreational Sports. In addition, the agreement may include detailed explanations, guidelines, duties & responsibilities and clauses focusing on, but not limited to: evaluations, safety and risk and management issues.

### **7.20 Coaching Responsibilities**

Although coaching responsibilities differ from club sport to club sport, some basic guidelines that all coaches must follow include: to develop and improve skills; to coordinate and direct team practices; to accompany team as coach to all event/activities; to assist in planning, coordination and evaluation of fundraising activities; to follow and enforce safety guidelines; and to promote good sportsmanship.

### **7.30 Coaching Evaluation**

At the end of each competitive season, the Assistant Director, Recreational Sports may conduct a written evaluation of the coach's performance that will be utilized to evaluate job performance and assist both the team and coach in improving the overall program for the future.

## **8.00 OFFICE SUPPORT**

The Club Sports Office and staff provides assistance and guidance in a number of specific areas for each club sport team, including, but not limited to:

- Accounting and budget information
- Equipment purchase and storage
- Facility scheduling for practices and games
- Field lining assistance
- Equipment inventory
- Fundraising information
- Mailboxes and Telephone (requires approval from Assistant Director, Recreational Sports)
- Copying and Fax (requires approval from Assistant Director, Recreational Sports)
- Alumni development, support and outreach
- Contracts for all home contests.
- Scheduling for Certified Athletic Trainers (ATC) for all home contests and events.

## **9.00 CLUB SPORT TEAM OFFICER/LEADER(S) RESPONSIBILITIES**

The club sport officer/leader(s) must keep an updated officer list on file with the Club Sports Office. All team officers/leaders are required to ensure that their University sponsored website is up-to-date and accurate. Duties vary from club to club and are subject to change at any time.

### **9.10 President & Vice-President or equivalent:**

- Must meet in person or via e-mail with the Assistant Director, Recreational Sports and/or the RCC President at least once a week to discuss day-to-day operations of the program.
- Check team mailbox regularly for correspondence.
- Attend and/or send at least one representative to scheduled RCC meetings.
- Provide a schedule of activities to be approved by the Assistant Director, Recreational Sports.
- Ensure that each student-athlete has completed and signed a **Waiver, Release and Indemnity Form** prior to participation in or attendance at any club sport event and/or activity.
- Prepare an itemized budget for upcoming school year by the specified date.
- Arrange for scheduling of all club practices and competitions in conjunction with the Assistant Director, Recreational Sports and the Coordinator of Facilities.
- Preside over and provide leadership and direction to the club.
- Assist in maintaining alumni communications and updates.

### 9.20 Treasurer or equivalent:

- Keep an accurate record of all club expenditures.
- Deposit all dues and monies received from fund-raising to either the USC Credit Union or the Club Sports Office within three (3) business days of receipt.
- Work with club president to develop annual budget.
- Review club balances, deposits and expenditures with the Assistant Director, Recreational Sports.
- Must adhere to all financial rules/policies of the USC Student Senate and the USC Credit Union.

## **10.00 FACILITY RESERVATIONS**

Field or gymnasium space at the University of Southern California is very limited. Requests must be made to the Facilities Coordinator by filing out a **Reservation Request Form**. The Recreational Sports Department will make every attempt to accommodate a club's request; however, due to high demand there are no guarantees.

Please note that the Recreational Sports Department reserves the right to cancel, shorten or reschedule a practice at anytime and for any reason. Priority for scheduling is as follows: 1) Open Recreation (Lyon Center); 2) NCAA athletic events and contests; 3) Intramural Programming; 4) RCC events and contests; 5) RCC practices 6) all other requests.

### 10.10 Inclement Weather Policy for Fields

In the event of inclement weather, any practice or scheduled field event will be cancelled for the remainder of the day. Fields will remain closed until permission to use the fields is granted by the Recreational Sports Department. No make-up dates will be scheduled.

### 10.20 Reservation Request Form

**Reservation Request Forms** are available at the front desk of the Lyon Center or on-line at [www.usc.edu/recsports](http://www.usc.edu/recsports) and must be completed at least two weeks prior to the requested event date. Upon approval, clubs must adhere to all rules and regulations of the University and Recreational Sports.

### 10.30 Scheduling Meeting Rooms

Club members can request a room by filling out the Reservation Request Form. All requests are filled on a first-come, first-serve basis. Requests for the Lyon Center Conference Room and Cardinal Room must be given to the Facilities Coordinator at least 48 hours in advance.

## **11.00 CLUB SPORT COMPETITIONS AND EVENTS**

All club teams are required to schedule their own competitive contests and events. However, the Recreational Sports Office reserves the right to cancel, reschedule or deny any request. Clubs must be mindful of their budget limitations in planning their season(s). Written contracts for all home contests are required and must be signed and approved by the Assistant Director, Recreational Sports. No home games may be scheduled during home USC Football contests or during final examination periods.

### 11.10 Officials Scheduling

It is the responsibility of the individual clubs to secure and pay for qualified officials for all home contests and events.

## **12.00 TRAVEL POLICIES**

The Assistant Director, Recreational Sports must approve all club travel and reserves the right to deny any request for travel and/or travel reimbursement. Teams must complete a **Recreational Club Council Travel Form** at least five (5) days prior to departure. A copy of the signed form will be submitted to the Department of Public Safety Watch Commander for reference in case of an emergency.

Travel will not be funded within a 55 mile radius of the University Park Campus. The transportation, consumption or presence of any type of alcoholic beverage or drug is strictly prohibited.

The Recreational Sports Department is not responsible for transporting students to sanctioned club sport practices, contests and/or events. Students are required to sign and have on file in the Club Sports office an **Owner's Certification Use of Private Vehicles form** prior to the club sports event.

### 12.10 Private Vehicles/Automobile Insurance Coverage

All club members drive to practices, contests and events at their own risk. Student-athletes must have a valid driver's license and automobile coverage providing the MINIMUM COVERAGE REQUIRED BY THE STATE OF CALIFORNIA. For further information, refer to the California Driver's Handbook at [dmv.ca.gov/pubs/pubs.htm](http://dmv.ca.gov/pubs/pubs.htm).

**12.20 Gas Reimbursement for Private Vehicles**

Private vehicles may be reimbursed according to the constitution and by-laws of each club. RCC funds can only be used for reimbursement outside of a 55 mile radius of the University Park campus. The Assistant Director, Recreational Sports will have the final authority to approve or deny any request. Student-athletes who use private vehicles may be reimbursed for gasoline purchases by receipt(s) only

**12.30 Rental Vehicles**

Rental car agencies may be used when private vehicles are not an option. The policies of the car agencies must be followed. In all cases, the student-athlete must accept and sign for the Limited Damage Waiver (LDW) protection or equivalent. No 15-passenger rentals are allowed.

**12.40 Gas Reimbursement for Rental Vehicles**

Student-athletes who use rental vehicles may be reimbursed for gasoline purchases by receipt(s) only. The receipts must be attached to a completed **Travel Reimbursement Form**. Reimbursement is based on the constitution and by-laws of each club team. All RCC Travel Reimbursement requests must be completed and submitted to the Assistant Director, Recreational Sports within five (5) business days of trip completion.

**12.50 Tolls for all Vehicles**

Student-athletes who pay tolls will be reimbursed for purchases by receipt(s) only. The receipts must be attached to a completed **Travel Reimbursement Form**.

**12.60 Lodging**

When securing accommodations for team travel, the norm should be quad occupancy (two-double beds). The exception would be when male/female ratios make this impossible or when coaches travel with the club. Rates should be no more than \$85.00/night. For assistance with room reservations, please contact the Club Sports Office. Meals, movies, phone calls and all other incidentals are not eligible for lodging reimbursement.

**13.00 MEDICAL CARE**

First Aid kits are available on a check-out basis to every team at the start of each season. Limited supplies of medical supplies are available to re-stock First Aid kits throughout the season.

The Club Sports program provides Certified Athletic Trainers (ATC's) for all home contests. At the very least, an EMT must be present at every club sport home contest.

The Club Sports program strongly recommends that at least two (2) student-athletes and/or coaches should be certified in First Aid and Adult CPR. A copy of certifications should be on file in the Club Sports office.

Should a serious injury occur, please contact the Department of Public Safety (213/740-4321) immediately. All injuries require that an Accident Report Form be filled out and turned into the Club Sports office within 24 hours.

**14.00 FINANCIAL POLICIES**

Financial support for the Club Sports program is derived from the USC Student Senate and Graduate and Professional Student Senate. Financial policies of the Club Sports program are governed by the USC Student Senate, Recreational Sports Department and, in some cases, the RCC Constitution and By-laws.

**14.10 Annual Budgets**

The RCC shall require all club teams to submit a balanced budget proposal in the spring for allocation consideration for the following fiscal year.

A budget allocation subcommittee will determine the allotment for each club. The subcommittee shall be made up of the newly elected RCC President, the outgoing RCC President (if available), other committee members selected by the incoming RCC President and the Assistant Director, Recreational Sports (ex-officio).

Budgetary requests will be considered based on several criteria:

- Number of student-athletes in the sport
- Previous accomplishments
- Predicted costs versus costs from preceding years
- Inventory accountability
- Attendance and responsibility to RCC
- Compliance with University policies
- Fundraising efforts (all club teams are required to fundraise 20% of their requested budget)

Each club officer/leader is required to meet with the Assistant Director, Recreational Sports, the RCC president and RCC Budget Subcommittee to review proposed budget figures. Coaching salaries and team meals will not be honored in the budget evaluation process.

#### **14.20 Fiscal Accountability**

It will be the responsibility of both the Assistant Director, Recreational Sports and the team officers/leaders to ensure that budgets are maintained and balanced. The Assistant Director, Recreational Sports, the RCC President and/or RCC Executive Board must approve all expenditures.

#### **14.30 RCC Contingency Funds**

RCC contingency funds may be available to support newly formed organizations (see Section 3.10), and to provide funding support to help a club should they qualify for regional, state, or national race, meet or competition(s) (up to \$1,000 per school year and contingent upon a zero balance in their current RCC allotment). Contingency monies will be disbursed according to the guidelines described in the *RCC Constitution and By-Laws, Article IV, Section 7*.

#### **14.40 PALM: Purchases at the Last Minute**

The Student Senate maintains a contingency fund that is available to all recognized student senate organizations through a formal request process. RCC member teams may apply for these funds at any time.

#### **14.50 Purchase Requisitions/Purchase Orders**

The following step-by-step procedures are required of Club Sport teams desiring to access funds from their RCC account:

1. In order to place an order for goods, a **Campus Activities Expense Report** is required and can be obtained at the Club Sports Office. Fill out all requested information.
2. Leave the completed form at the Club Sports office to be approved by the RCC President and/or Assistant Director, Recreational Sports.
3. Once authorized, the form will be delivered to the RCC Administrative Services Coordinator where a purchase order number will be assigned. A copy of the purchase order will be sent to the Club Sports office and another to the vendor requested on the expense report.

#### **14.60 Payment to a Vendor from a Purchase Order**

1. Once the merchandise is received or picked-up, the original invoice must be attached to a **Campus Activities Expense Report** and given to the Club Sports office.
2. Once approved, a check will be issued and mailed to the appropriate vendor for payment. Please allow two weeks for the entire process.

#### **14.70 Payment to an Individual for Reimbursement**

1. For either RCC reimbursement or reimbursement from the USC Credit Union, the original receipt or proof of purchase must be attached to a **Non Travel Expense Report** and given to the Club Sports office.
2. Once approved, you must sign an official USC payment release form indicating that the reimbursement is accurate and was for university related business.
3. Payment follows soon after receipt of the signed payment release form.

#### **14.80 Deposits**

All income must be deposited to either the USC Credit Union or club's university account(s) within three business days of receipt.

#### **14.90 Equipment Purchase**

Before a club can purchase any new equipment, the club must have adequate money remaining in its budget for that purpose including tax, shipping and handling, if applicable. The coach and/or club officer/leader must bring the specifications of the equipment to be purchased. All equipment purchased through University funds becomes the property of the USC Student Senate.

### **15.00 FUNDRAISING**

Each year RCC teams organize fundraisers to help pay for their coaches salaries, equipment, travel expenses, league dues, officiating expenses and much more. In order to supplement their annual budgets, RCC teams are required to raise a minimum of 20% of their budgetary allocation during each academic year.

Fundraising plays a major role in the overall success of each club team and the lifetime experiences gained through this educational process. When developing a support group and including "extras" in the package membership (i.e. tickets to games and t-shirts), if the values of sales (dry goods) are covered by the membership fee, then it is considered a donation. Check with your advisor about the proper protocol for donation solicitation.

### 15.10 Fundraising Rules and Regulations

Membership dues are considered a fundraising activity, yet care should be taken to keep these minimal so that all are financially capable of participating. All promotional materials must clearly indicate that the sponsoring group is a club sport. Fundraising activities involving credit cards, alcohol, tobacco, or drugs are prohibited. Authorization of any fundraising event does not in any way constitute endorsement nor guarantee legitimacy.

### 15.20 Newsletters

The Club Sports office understands the importance of maintaining a close relationship with club sport alumni and friends. Several club teams send regular newsletters to keep alumni informed of upcoming events, general information, social gatherings and to solicit financial support. Although most newsletters are written by club sport student-athletes, the Club Sports office reserves the right to edit any material for content, layout and quality.

### 15.30 Individual Fundraisers

Many club teams organize individual fundraisers to help meet and/or exceed the 20% fundraising requirement. Remember, the Assistant Director, Recreational Sports and/or the RCC President must approve all fundraisers in advance. A list of possible fundraisers include: bake sales, golf tournaments, stadium clean-ups, work-a-thons, sail-a-thons, t-shirt sales, candy sales, ball shagging, paper drives and corporate sponsorship.

## 16.00 EQUIPMENT STORAGE

The Club Sports program has limited storage space where clubs can store equipment during the summer and off-season. The coach and/or club officer/leader(s) is authorized (with permission of the Assistant Director, Recreational Sports) to check out equipment and issue it to club members. Specific times should be set and announced for team members to pick up and return equipment. It is required that clubs label their equipment and sign it out by number to club members. If an individual does not return equipment, a sanction will be placed on that individual's academic records through the university registrar.

## 17.00 EMERGENCY PROCEDURES

### 17.10 On Campus Injuries

1. If a trainer is available, let the trainer or EMT handle the injury.
  - a. If the Lyon Center is open, contact Rec Sports (213) 740-5127.
  - b. DO NOT MOVE the injured person until it is determined by a trainer or DPS/EMT as to the extent of the injuries.
2. If a trainer is not available, call DPS (Department of Public Safety) – (213) 740-4321.
  - a. If no one has a cell phone, utilize the emergency phones located on campus.
  - b. Be sure to give accurate information – your name, location of accident, condition of injured, name of injured and what is needed, etc.
  - c. DO NOT leave the injured alone unless you are the only one able to call for help.
3. Fill out an accident report immediately and submit it to your advisor within 24 hours of the incident.
4. Contact your advisor.

### 17.20 Off Campus Injuries

The Assistant Director, Recreational Sports must approve all club travel and reserves the right to deny any request for travel and/or travel reimbursement. Teams must complete a **Recreational Club Council Travel Form** prior at least five (5) days prior to departure. A copy of the signed form will be submitted to the DPS Watch Commander for reference in case of an emergency.

Things to know **before you go** (off campus):

- a. Location of competition and contact phone numbers.
  - b. Availability of trainer or medical emergency personnel or campus security.
  - c. Visiting school's emergency procedures and campus health center.
  - d. Nearest hospital or emergency room.
1. Verify information upon arriving on campus (see above "Things to Know"). It is the responsibility of the coach and team president to secure medical care at site.
  2. If a trainer is available, let the trainer or EMT handle the injury.
  3. If there is no trainer, medical emergency personnel or campus security – Call 911.
  4. Fill out an accident report immediately and submit it to your advisor within 24 hour of incident.
  5. If a team member is taken by ambulance or family/friend/team mate, be sure to obtain accurate information immediately.
    - a. Name of injured and nature of the injury if known.
    - b. Campus health center, emergency room or hospital – street address, city, and phone number.
    - c. DO NOT leave the injured alone unless you are the only one able to call for help.
  6. Contact your advisor, Student Affairs and USC DPS as soon as possible. If after regular operating hours, contact USC DPS.

## **18.00 TRADEMARKS AND LICENSING: FREQUENTLY ASKED QUESTIONS**

You may purchase products with the USC logo as long as the manufacturer of those products is licensed. Be sure to ask the seller of a product you are seeking whether his/her company is a licensee of the university. You also can contact the TLS office for an updated list of those product sellers who have a license with the university.

### **If my product is not going to be resold, do I still have to select a licensed vendor?**

Yes. Whether or not a product is going to be resold by you has no bearing on the need for the university to have licenses in place with all third parties who are using USC Marks.

### **Are there any types of products that USC will not license?**

Most products will be considered for licensing; however, the university reserves the right to decline to license any item. Tobacco products, and firearms are not appropriate for licensing and will not be considered.

### **Are licensee sales to the USC University Bookstores exempt from paying royalties to USC?**

No. Manufacturers that supply licensed merchandise to the University Bookstores must pay royalties on these sales.

### **Do all designs for products need to be pre-approved by Trademarks and Licensing before going to a licensed vendor?**

Pre-approval by Trademarks and Licensing is optional before a licensed vendor is selected. It is the licensed vendor's responsibility to have Trademarks and Licensing approve all artwork, and final approval will be given when the vendor submits artwork to Trademarks and Licensing.

### **What does USC do if unlicensed merchandise is discovered in the marketplace?**

The university is committed to enforcing the viability of its trademarks and licensing activities. Any commercial use of USC Marks without a trademark license is addressed promptly; by legal action if necessary. Please advise USC Trademarks and Licensing Services of potential unlicensed product sales. For more information contact: <http://www.usc.edu/aux-services/trademarks/index.html>.