CRS SUPPORT

CRS provides many resources to sport clubs, including:

**Sport Club Staff**
The Assistant Director-Sport Clubs and Coordinator- Sport Clubs serve as the official representatives of CRS in the supervision of the Sport Club Program. In this role, they will:

- Provide advice on matters of: scheduling, participant eligibility, coaches/instructors, finances, equipment purchases, safety and risk management, and travel.
- Assist clubs in the coordination of activities including marketing and fundraising.
- Allocate facility space and funds.
- Assist with the continuing development of policies and procedures of the individual clubs.
- Develop and improve the policies and procedures of the Sport Club Program.
- Provide officers with training and leadership development opportunities.
- Enforce policies and regulations as defined by CRS and the University.
- Discipline clubs and individual club members as appropriate.
- Act to protect the safety of students participating in club activities.

**Copies**
Copies in quantities of less than 20 can be made at the CRS office at no charge. For quantities over 20, the Assistant Director-Sport Clubs will send the order out to copy services and the club will be billed accordingly.

**Mail**
CRS will mail items of club business after approval by the Assistant Director-Sport Clubs. It is required that all clubs use the following as their correspondence address:

1115 Eppley Recreation Center  
University of Maryland  
College Park, MD 20742-5311.

All incoming mail will be distributed through the Assistant Director-Sport Clubs. **NOTE:** University of Maryland letterhead and envelopes may be used with approval from the Assistant Director-Sport Clubs.

All clubs have a mailbox at the ERC, located in the Member Services area. These need to be checked on a **regular basis** (at least once a week).

**Telephone**
Designated telephones are available for long-distance calling for approved club business, such as making travel arrangements or obtaining price quotes, on approved club purchases. All calls must be made in the CRS office and approved by the Assistant Director-Sport Clubs in advance.

**Meeting Space**
The ERC Student Board Room, wet/dry classrooms and multipurpose room are available for club members to conduct club business. All requests for use of a meeting space and supplies must be made through the Assistant Director-Sport Clubs. CRS will assist those clubs who plan on hosting an event on campus.
Publicity
The Art Director is available to help with ideas for promoting the club and club events, designs for flyers, ads, pamphlets, web-site development, communication with the DIAMONDBACK, and other promotional ideas. Requests for marketing assistance should be made through the Assistant Director-Sport Clubs well in advance.

Clubs are allowed to publicize by posting fliers in CRS facilities. All fliers must contain the CRS logo and be submitted to the Assistant Director-Sport Clubs for posting. Clubs may not post items themselves in CRS facilities. The Assistant Director-Sport Clubs will make arrangements to have items posted. On campus, fliers can only be posted at University approved locations, such as kiosks and bulletin boards. Do not tape them to poles or the ground/sidewalk near the ERC. Chalking is permitted as long as it is on sidewalks and not on walls, buildings, etc. Clubs will be sanctioned for violating University posting regulations as discussed in the Sport Club Conduct section of this handbook.

Letters to Instructors
Clubs may request that the Assistant Director-Sport Clubs inform faculty of an approved sport club event. The letter will verify those members of the club who are scheduled to travel, dates of travel, as well as the expectation that each individual will be responsible for any missed class time and work assignments. This is NOT an excused absence. The decision to excuse a student from classes will be made by the professor/instructor. Clubs must submit all names and University IDs at least one week in advance if such letters are needed.