Sport Clubs

New President’s Handbook

Revised
7-1-15
IMPORTANT CONTACT INFORMATION:

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Sport Clubs Website: http://recreation.gsu.edu/intramurals-clubs/sport-clubs/
EXPECTATIONS:
In order to stay in good standing with the Department of Recreational Services, the club must be in full compliance. Clubs must complete the following criteria to remain in good standing:

- Ensure each club participant is properly registered as an official club member by creating a www.imleagues.com/GSU account and completing the participant agreement/waiver accessed via this account.
- Update the Sport Clubs Coordinator on activities that include but not limit to: competition schedule and results, practice changes, officer changes, contact information changes, coaching changes, and advisor information changes.
- Gain pre-approval from the Sport Clubs Coordinator on the following: marketing on behalf of the club, new uniforms/jerseys, club apparel, fundraising opportunities, purchases, and space reservations.
- Have a representative attend the Sport Clubs President's Meetings.
- Have a representative attend the Semester President’s Trainings.
- Submit the Semester Officer Agreement Form.
- Submit the End of the Semester Wrap-Up Form.
- Submit the Budget Proposal Form.
- Ensure the Travel Itinerary Form is submitted 5 business days in advance of the club’s travel.
- Keep an active relationship with the club’s full-time faculty/staff advisor.
- Ensure the club’s charter is renewed by the deadline of May 1st of each academic year.

CLUB BUDGET & ACCOUNTS:
When a club submits a budget proposal at the end of each semester the club is requesting funds to be allocated to them for the following semester. A tier 1 club can request up to $5,000 per semester, a tier 2 club can request up to $1,000, and tier 3 clubs receive zero funding. Despite the tier, if a club does not submit a budget proposal they will NOT receive allocated funds for that following semester. Listed below are approved purchases to be used from the club’s semester budget:

Tournament/Competition Entry Fees:
- The Sport Clubs Coordinator can pre-register clubs for a competition with a University purchase credit card.
- If the club is unable to pre-register for the competition, then the club will need to submit a receipt to the Sport Clubs Coordinator.
- If the club paid the registration fee with credit card, paypal, and/or check then the club representative who paid will need to submit a copy of the bank statement along with the detailed receipt to show where the expense came out of the banking account used for this purchase.

Officiating:
- Local officials should be used whenever possible.
- Clubs will need to pre-arrange the official’s payment before the competition/game.
- Paying the game official on site and then asking for reimbursement of that payment is deemed by the University as a 3rd party payment and NOT an acceptable form of reimbursement.
- It is best to notify the Sport Clubs Coordinator of the assignor of officials and/or officials scheduled to work the contest in order for payment to be properly arranged.
Supplies:
- A receipt will need to be submitted to the Sport Clubs Coordinator in order for the club to receive reimbursement
- If cost of supplies is less than $100 dollars then a cash reimbursement can be arranged
- If cash reimbursement cannot be arranged then the club will be reimbursed through the University check process which will take 3-4 weeks

Equipment:
- All equipment purchased by Sport Clubs Coordinator will become property of Georgia State University
- Equipment will be checked out by the Sport Clubs Coordinator to the club on an individual basis
- It must be returned to the Sport Clubs Coordinator at the end of each academic year
- Any lost or damaged equipment will be subject to a replacement cost
- It is prohibited by University Purchasing policies to resell University Equipment. If the club does not have use for university bought equipment it shall be checked into the Sport Clubs Coordinator.

Conference League Dues and Membership Fees:
- The Sport Clubs Coordinator can make online payment of this expense with a University purchase credit card
- The other form of payment for this expense is through the University check process in which an invoice is needed
- If club is new to the league/conference/association then the representative of that association will need to complete a W-9 along with an invoice to process a check

Facility Rental:
- The club will need to put the Sport Clubs Coordinator in contact with the facility contact in order to receive proper payment
- This expense will come out of the club’s allocated budget provided the club does NOT have a viable option through the Department of Recreational Service facilities

Travel Expenses (Lodging):
- The club will need to pay for this expense at the time of check-out from a club or personal account
- The Monday following the competition the person who paid will need to submit the receipts along with their panther id# and mailing address to the Sport Clubs Coordinator
- The expense will be reimbursed to the person who paid 3-4 weeks following the travel
- If paying with an off campus club account, the primary account holder will receive the reimbursement
- The payment will come to the person who paid in the form of a university check unless they work on campus in which they will receive via direct deposit

Non-approved club budget expenses:
- Coaching Stipend
- Personal items such as shooting shirts, socks, undergarments, sweats, warm-up suits, jackets, jerseys/uniforms, and/or shoes
- Awards or gifts
- Food, banquets, refreshments
- Fines of any kind
Off-campus Checking Account:
It is permissible for Sport Clubs to have an off-campus checking account established. The off-campus account is recommended for clubs to use to pay for expenses not covered from the allocated budget. It also is beneficial in paying for expenses requiring initial costs that are seeking reimbursement from the allocated budget. The off-campus checking account needs to be set up as a business account. The tax ID number of the account should be the primary account holder’s social security number or club will need to obtain an organization EIN #. Please see account set-up form for additional instructions on setting up a club account. **The club’s account shall NOT be Georgia State University’s Tax ID #.**

The primary holder of the account should be a current officer of the club. It is strongly recommended for this officer to be either the club president or club treasurer. Once the primary account holder graduates and/or leaves the club the account will need to be updated with a current Tax ID # and primary account holder. It is also strongly recommended to have a secondary account holder attached the account as well. In order to start the account most banks require a letter from letter head from the Sport Clubs Coordinator confirming the club is a sanctioned student organization by Georgia State University. Please contact the Sport Clubs Coordination in advance of starting up the account to obtain the approval letter. Setting up an off-campus checking account is the most effective way for clubs to manage club funds. **The following items are prohibited of being purchased from university and/or off campus club account funds:**

- Alcohol
- Drugs
- Tobacco Products

Any misappropriation of club funds will result in the club and/or individuals responsible being reported to the Dean of Students Office and/or Georgia State University Police Department.

**TIER/POINTS SYSTEM:**

All clubs will be placed into one of four tiers based on the amount of points they accumulate in the previous academic year. Clubs will remain in that tier for the entire academic year. The club’s tier status will be re-assessed at the end of the academic year based on their point accumulation. The tiers range from Tier 1 to Tier 4 with Tier 1 receiving the highest budget allocation. **Clubs will earn points in the following categories: leadership, form completion, competitions, and membership.** Clubs placed in tier 4 are considered in probationary status and will receive zero practice hours in university affiliated facilities and zero funding. Clubs are placed in this tier by showing a continuous disregard for club compliance. **For 2015-2016, the points system will total 135.** For a club to gain Tier 1 status for the subsequent year they will need to gain 115 of the 135 possible points. Tier 2 clubs will need to gain 90 of the possible 135 points. Tier 3 clubs will have gained less than 90 total points or are within their first year of establishment.

**ORGSYNC:**

Orgsync is the website management system used by the Office of Student Involvement for all student groups chartered through the University. The club has an orgsync profile page by being an active student organization. Each club is responsible for having an updated portal on https://orgsync.com/login/geo_ state-university. The Club President shall have administrator rights on the club’s portal to update the
club’s information. The club’s updated information can include but not limited to: constitution, officers, and advisor. The Club President is required to have the club’s information fully updated each academic year between the dates of April 1st and May 1st. Once the information is updated, the club’s current advisor will renew the club’s charter for the club to take an active status for the incoming year.

**ADVISORS:**

Advisors are the main guidance that club officers and participants have in regard to their club. They oversee the specific activity of the Sport clubs they advise to ensure that no University policies are broken. Advisors must be full-time faculty/staff members at Georgia State University. The Sport Clubs Coordinator shall NOT serve as the advisor for any club in need; as the Sport Clubs Coordinator serves as the primary supervisor and approver for all Sport Clubs and their activity.

An advisor’s role can be classified into the following responsibilities:

- Serve as a mentor to the club in regards to effectively running a Sport Club
- **Have an Orgsync profile account and approve the club’s annual charter renewal (REQUIRED)**
- Attend club practices and competitions
- Attend meetings held by the club and assist with the preparation of their meeting agenda
- Assist with the election of new officers
- Receive, review, and/or proof correspondences sent out amongst the club
- Assist with the recruitment of new club members
- Assist the club in preparing for program sponsored recruiting events
- Consult with club in the planning of projects and events
- Consult with club before any changes are made in the structure or policies of the club
- Help solve any problems that arise within the club
- Attend advisor training held by the University
- Call emergency meetings of the officers
- Represent and/or speak on behalf of the club in any conflicts involving the club and university staff and department(s)
- Take an active part in the transition of responsibilities between old and new officers

Please note the level of involvement by the advisor shall be established between the advisor and the club. It is vital the club president has an active rapport with the club’s advisor. If the club president does not have an active rapport with the club’s advisor, then it is recommended to make an advisor change. The club will first need to receive confirmation from a new advisor willing to accept the role’s responsibilities. The club will then need to contact and/or meet with the current advisor informing them of the change. The change of information will need to be updated on Orgsync, and a final notification sent to the Sport Clubs Coordinator.

**IMLEAGUES PARTICIPANT REGISTRATION:**

Imleagues.com serves as the online management system for all Sport Clubs. All club members will be required to register and have an active account on www.imleagues.com/GSU. The participants will complete the Sport Clubs Participant Agreement/Waiver through their www.imleagues.com/GSU
account. Step by step instructions for the imleagues registration process can be found under resources on the website: http://recreation.gsu.edu/intramurals-clubs/sport-clubs/resources/. Once completing the registration process the participant will be listed as an official club member on the individual club page. Clubs will have the ability to message club members through the website, post event announcements, and post club pictures. All club forms and resources will be available on www.imleagues.com/GSU. Clubs will still have the option of having an additional website for their individual organization. However, these websites shall be pre-approved by the Sport Clubs Coordinator and contain updated information.

**PRACTICE RESERVATIONS/REQUESTS:**

- Clubs have the option of practicing at the Student Recreation Center, MLK Practice Facility, and/or Panthersville
- Sport Clubs are allotted a maximum of four hours a week for practices in a Department of Recreational Services affiliated facility: Student Recreation Center, MLK Practice Facility, and/or Panthersville
- Practices will begin the 2nd week of the semester and conclude the last week of classes for the semester
- The Sport Clubs Coordinator will contact all clubs at the end of a current semester to submit practice requests for the upcoming semester
- Only active Sport Clubs are permitted to submit practice requests (clubs in Tier 4 on probation are eligible to be scheduled for practice times)
- Sport Clubs SHALL NOT make any arrangements with their members about the practice until they receive official notification of approval from the Sport Clubs Coordinator
- Practice requests are approved for only one semester in advance
- A club may off-campus for a practice/scrimmage/training in addition to their regularly scheduled practices, provided this off-campus practice/scrimmage/training is pre-approved by the Sport Clubs Coordinator
- If the Department of Recreational Services affiliated facilities are NOT accommodating to a club’s specific sport/activity (i.e. Equestrian at a horse stable), then the club will need to confirm practice times & location before beginning practice for that semester
- For clubs that practice at a facility specifically accommodating to their sport/activity; then the club’s practice reservation fees will be afforded within their allocated budget
- For clubs that are practicing off-campus in addition to their Department of Recreational Services facility practice will NOT be afforded practice reservation fees from their allocated budget
- All clubs with the exception of clubs on probationary status (tier 4) are able to request department vehicles for practice transportation

**COMPETITION RESERVATIONS:**

Clubs have the option of hosting a competition at Student Recreation Center and Panthersville:

- The MLK Practice Facility is NOT available for hosting club competitions
- Clubs will be notified at the beginning of each semester to submit a competition schedule; in which they need to submit hosting dates to the Sport Clubs Coordinator for approval
• If the club has not arranged the hosting of a competition by the beginning of the semester then the club will need notify the Sport Clubs Coordinator for approval at least two weeks in advance of the competition date
• For competitions at the Student Recreation Center, club will need notify the Sport Clubs Coordinator at least 1 month in advance of the competition date
• All clubs have the option of serving as a host at an off-campus facility that does NOT include Student Recreation Center and Panthersville
• An approval notice will still need to be sent to the Sport Clubs Coordinator by the two weeks deadline if the club is hosting at an off-campus facility
• Facility reservation fees will be afforded within the club’s allocated budget for hosting at an off-campus facility, provided the competition is properly approved by the Sport Clubs Coordinator
• A certified Athletic Trainer is required at every competition hosted by the club (includes off-campus hosted locations); once the club confirms the date and location then the Sport Clubs Coordinator will schedule the Athletic Trainer
• Clubs will NOT be responsible for obtaining their own Athletic Trainer
• Obtaining the Athletic Trainer will be the sole responsibility of the Sport Clubs Coordinator and will NOT be an expense out of the club’s allocated budget
• It is the club’s responsibility to leave the space in the same condition it was prior to the practice
• There will be an on-site supervisor at competitions hosted at Panthersville; Please respect the requests of the on-site supervisor to help facilitate the competition

Please note clubs disobeying the stated policies above will result in a point deduction from the club’s yearly point value.

**CLUB TRAVEL:**

**Travel Authorization:**
Sport Clubs are able to travel off-campus for competition, practice, scrimmage and/or training. For competitions, clubs will be notified at the beginning of each semester to submit their club competition schedule. The schedule can be tentative, but any potential competition dates & locations need to be submitted. A week prior to the competition date the Sport Clubs Coordinator will follow-up with club to confirm the competition dates & location.

Clubs will confirm their travel by completing the mandatory **Trip Itinerary Form** (prior to leaving on a trip) for every club sponsored off-campus trip. This form must be turned in at least 5 business days prior to leaving for the said trip. The exception to this is clubs practicing regularly off campus at the same location on same days & times will only need to confirm with the Sport Clubs Coordinator at the beginning of the semester and no trip itinerary form will be necessary for this instance. On the trip itinerary form the club will be required to list the travel roster for the trip. Each name listed on the roster will be verified of signing the **Sport Club Participant Agreement/Waiver.** If there are names not verified they will need to complete the waiver by 5PM the day before the competition officially begins to be eligible to compete. Once all trip itinerary documentation is verified, the Sport Clubs Coordinator will confirm the authorization of the club’s travel to the competition. After travel is confirmed by the Sport Clubs Coordinator, any schedule deviations and/or cancellations need to be communicated to the Sport Clubs Coordinator as soon as possible.
Clubs competing without proper authorization will result in a point(s) deduction from the club’s yearly point value.

**Department Vehicle Travel:**
The Department of Recreational Services has a fleet of ten vehicles. Only certified/authorized persons may operate Georgia State University vehicles. The driver certification process is as follows:

- Clubs will be notified at the beginning of the semester when scheduled van classes will be offered for that semester
- In the email it will direct interested participants on the sign-up instructions for the class
- Upon the completion of the four hour class, participants will be required to schedule a one hour meeting with the Transportation Graduate Assistant
- The driver will be required to bring their Driver’s License to run a DMV check to ensure there is no more than one moving violation in the last three years of their driving record

Once the club has certified drivers to use department vehicles, the process for making reservation is as follows:

- Submit a vehicle request form (online form via imleagues.com) to the Sport Clubs Coordinator 5 days in advance of the travel date(s). Due to the high demand it is strongly recommended to turn in requests as soon as possible
- The week of the competition, the Transportation Graduate Assistant will confirm with the club the status of the request
- Once the request is confirmed and reserved the Transportation Graduate Assistant will notify the club the pick-up/drop-off procedures
- On trips over 4 hours in length, at least two certified/authorized drivers must be traveling in the vehicle
- Each van is limited to 10 passengers ONLY (driver plus nine passengers)
- All Sport Clubs with the exception of tier 4 clubs (probationary clubs) can reserve vans for travel to sanctioned competitions and off-campus practices

Clubs are not required to use department vehicles for off campus travel. If the club elects to use personal vehicles they must still complete a Trip Itinerary Form indicating the logistics of their travel. If a club elects to use personal vehicles for travel to competitions, gas expenses will NOT be reimbursed. The only exception to this is if a club properly submits a vehicle request by the deadline and the request could not be fully recognized for the requested dates of travel. In this case clubs will be reimbursed for one personal vehicle of travel provided receipts are supplied to the Sport Clubs Coordinator upon return from the trip. All Sport Clubs under the direction of the Department of Recreational Services may have their own club marketing materials with the following guidelines:

**CLUB MARKETING & UNIFORMS:**

- Club marketing materials may include but not limited to: poster, banner, flyer, postcard, and/or magnet
- All club marketing requests should be sent directly to the Sport Clubs Coordinator
- The club marketing request shall be sent to the Sport Clubs Coordinator at least 5 business days in advance
• Once received by the Sport Clubs Coordinator, then it will be sent to the Department Marketing Coordinator for production
• Once produced by the Marketing Coordinator it will be sent back to the Sport Clubs Coordinator to be sent to the club for content approval
• **All marketing materials are to be produced by the Department to provide a clear and consistent format for effectively promoting Sport Clubs**
• Club marketing materials may not be attached to unauthorized campus facilities including, but not limited to, doors, walls, windows, trees, vehicle windshields, trash cans, recycling bins, benches, campus maps, light poles or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed
• Clubs shall NOT post marketing materials in campus areas without approval and production by the Department of Recreational Services. It is the club’s responsibility to find out the individual posting rules for the desired campus building
• Clubs shall NOT table in campus areas with marketing materials without approval and production by the Department of Recreational Services
• Clubs are allowed to reserve a table in the Student Recreation Center with pre-approval from the Sport Clubs Coordinator to distribute club marketing materials

**Club Uniform Policy:**
Clubs competing on behalf of Georgia State University shall participate in uniforms/jerseys that meet the following criteria:

• The front of the uniform/jersey shall have an approved Georgia State University The logo is to be placed on the front of the uniform/jersey. There is to be no other logos or wording on the front of the jersey. Numbers are permissible to be on the front of the uniform/jersey if required by the sport
• The back of uniform/jersey may consist of personalized information such as a name/nickname, number, club sport name, and/or sponsorship
• The base color of the uniform/jersey shall be the university colors of blue and white.
• If the club governing body requires the uniform/jersey to have a sponsorship on the front of the uniform/jersey please submit an email or written statement indicating this from the league to the Sport Clubs Coordinator
• Helmets, shorts, or any other supplementary parts of the club uniform shall consist of the solid colors of blue or white. Also if logos are included on these parts of the uniform they must be the University approved logos
• The club uniform/jersey is a personal item, therefore it shall be funded by the club. This does not qualify as a reimbursed expense out of the club’s allocated budget
• **ALL UNIFORMS/JERSEYS SHALL BE APPROVED BEFORE THEY ARE PRINTED AND PURCHASED BY THE CLUB**

If the club is observed with wearing non-approved club apparel it will result in a point deduction from the club’s yearly point value.