Sport Clubs
New President’s Handbook
IMPORTANT CONTACT INFORMATION:

Ty Verdin, Sport Clubs Coordinator: 404-615-4801 (Cell)
404-413-1764 (Office)

Sport Clubs Website: http://recreation.gsu.edu/intramurals-clubs/sport-clubs/
Expectations

In order for Sport Clubs to stay in good standing with the Department of Recreational Services, the club must be in full compliance. Student leaders are vital to the success of every Sport Club. They are the athletic directors, marketing directors, travel agents, secretaries and chief financial officers. The Department of Recreational Services is here to support each club. Do not hesitate to ask the department for assistance and guidance with any issues that arise. 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](http://www.imleagues.com/GSU) and completing the Participant Agreement
- 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 scheduled meetings per semester
- Submit required forms on semester basis which include: Officer Agreement, Wrap-up, & Budget Proposal
- 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

Standards of Conduct

Communication:

Campus Email will be the primary form of communication between Department of Recreational Services and Sport Club officers. Club officers are expected to check their student email minimally once a day.

Imleagues.com:

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](http://www.imleagues.com/GSU). The participants will complete the Participant Agreement through their [www.imleagues.com/GSU](http://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.

**Panther Involvement Network**

Panther Involvement Network is the online management system govern by the Office of Student Activities for tracking the most updated information for each chartered campus Student Organization. The Club President is to 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.

**Tier System:**

All Sport Clubs are placed into a tier based on the total amount of points accumulated in the previous academic year and their overall standing with the program. The tiers range from Tier 1 to Tier 4 with Tier 1 receiving the highest budget allocation. Clubs are earning points in the current academic year of 2017-2018 to be placed into one of the tiers for the following year. For 2017-2018, the point system will total 130. For a club to gain Tier 1 status for the subsequent year they will need to gain at least 110 of the possible 130 points. Tier 2 clubs will need to gain at least 85 of the possible 130 points. Tier 3 clubs will have gained less than 85 total points or are within their first year of establishment. Tier 4 clubs are ones that are considered to be on probationary status resulting from poor standing with the Department of Recreational Services. Clubs that are in poor standing resulted from a lack of leadership, organization, and overall lack of compliance for the policies and procedures of the Sport Clubs Program. Status is primarily determined by the points being accumulated throughout the year, but the status will be evaluated at the end of each semester and subject to change based on the discretion of the Sport Clubs Coordinator. The full point description can be found here: http://recreation.gsu.edu/sport-clubs/tierpoint-system/

**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.

Club Meeting Attendance:

All clubs will be notified at the beginning of the semester of the meeting schedule. Each club is responsible for having at least one representative present for the scheduled meeting. An attendee is NOT permitted to sign in for multiple clubs. The meetings are designed for the club’s president/officers. However, if those individuals are unable to attend the meeting; then meeting credit will still be received by the club for having 1 active club member present. The attending club member must stay for the entire duration of the meeting. If an attending club member has a class conflict causing them to come 15 minutes past the scheduled start time or have them leave 15 minutes before the scheduled end time then an email excuse is to be sent to the Sport Clubs Coordinator at least 1 business day in advance. The Sport Clubs Coordinator will then approve the notice as valid to be granted credited attendance for the meeting.

Rec Center Space Reservation Procedures:

All clubs are able to reserve a meeting room space and/or table in the lobby for club promotion. In order to reserve the designated space, the club will need to send an email request to the Sport Clubs Coordinator. The email request will need to include: dates, times, space needed, purpose, and any special requests (i.e. projector screen). The request will need to be submitted at least 5 business days in advance of the request date. If requesting a meeting room space, the club will need to indicate if needing to use the projector screen. In this case, the projector screen will be placed down and appropriate hook-up made available for use. The club will need to bring their own laptop to utilize the projector screen and hook-up. The Sport Clubs Coordinator will confirm if the request is granted. If there is a scheduled conflict for the space, the Sport Clubs Coordinator will inform the club of the available dates & times for that week.
The club shall NOT advertise the meeting/event until properly approved by the Sport Clubs Coordinator.

When arriving on the day of the scheduled reservation the club will need to inform the Service Counter to call the Building Supervisor to unlock the requested space if applicable. At the end of the reservation the club will need to pick up all trash and close the door behind them. Food is only allowed in the lobby area and this needs to be indicated in the email request. Even if the food request is granted, this prohibits the use of burners and alcohol.

Club Competition:

One of the parameters of being a recognized Sport Club by the Department of Recreational Services is having a clear method of competition. One of the points of emphasis for a Sport Club is to practice with initiative to compete. A club’s primary focus for competition should be other University organizations in that related sport. Clubs should be seeking out the National Governing Body for their related sport to ensure a method of competition. If there is NOT a National Governing Body for the related sport then the club is to seek out methods of competition within their region. The first priority in a method of competition is competing against other Universities with that related sport. If competition with another University club is NOT available for that related sport then the 2nd priority for a method of competition are open leagues and/or tournaments. Each club is subject to be evaluated on a semester basis to ensure they meet the parameters of a Sport Club. If no longer meeting the parameters, then the club will be subject to reclassification by Office of Student Involvement.

Practice Reservations

- Only active Sport Clubs are permitted to submit practice requests
- Sport Clubs have the option of practicing at the Student Recreation Center, MLK Practice Facility, and/or Panthersville
- The maximum amount of hours scheduled at one facility will be 4 hours per week. However, clubs may request to practice at multiple Department Facilities. In this case the club’s total practice hours for a week may exceed 4 hours between multiple Department facilities. However indoor based clubs will have priority over outdoor clubs for when the indoor facility serves as their primary practice facility and visa-versa
- Once the practice schedule is set for a semester; clubs may submit a request for added practice at another facility but it must be requested 5 business days in advance of the scheduled practice
- In the event of inclement weather on the day of a scheduled practice; outdoor practice reservations are subject to be moved to Court 4 of the Main Gym at the Student Recreation Center
Practice reservations will officially begin the 1st week of the semester and conclude the last week of classes for the semester.

The first 10 days of the semester will be considered the “Try me” period. Interested participants may come try the sport before officially joining. The “Try me” period will still be considered under a club’s official practice reservation and all participants will need to complete the Participant Agreement on imleagues.com.

The Sport Clubs Coordinator will contact all clubs to submit practice request for the upcoming semester by a given deadline.

The requests received will be granted using the following criteria:

- Availability
- Serving as Club’s primary practice facility
  - Tier Status
  - Date Requested
  - In/Out of Season

Sport Clubs are NOT to 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 go off-campus for a practice/scrimmage/training in addition to their regularly scheduled practices, provided this off-campus practice/scrimmage/training is pre-authorized 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 transportation to and from practice.

For all club practices & locations, only registered members and coach/volunteers are allowed access to the practice. Any exceptions and/or special requests must be pre-approved by the Sport Clubs Coordinator in advance of the practice.

NOTE: ID Checks are subject for all practice reservations and locations.
Practice Facility Policies

Student Recreation Center:

- A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled reservation time.
- After this time has elapsed, the Building Supervisor will determine the use/availability of this space.
- A club must be conducting an activity related to the sport to keep the practice reservation before it is turned over by the Building Supervisor. A minimum # is NOT required for the club practice reservation.
- It is the club’s responsibility to leave the space in the same condition it was prior to the practice.
- Sport Clubs are responsible for the removal of event materials and trash.
- If a club has a coach, the club must arrange with the Sport Clubs Coordinator prior to the club’s first practice of the semester to have a memo at the Service Counter allowing the coach access for practice times ONLY.
- If a coach starts during the semester the coach must be pre-approved with the Sport Clubs Coordinator and then will be given access for practice.
- If the club is holding a pool based practice in the Aquatic Center, the on-duty lifeguard takes full authority of the pool. The club is to respect all requests made by the on-duty lifeguard for best interest of safety for the club.
- Clubs that have equipment stored in storage closets in the building will need to stop at the Service Counter before the practice to have the Building Supervisor called to allow access to the storage area.
- Clubs will not have individual access to the storage areas. The area will remain closed during the practice and the club will need to call the Building supervisor back to the area following the practice to close up the storage space.
- Only registered participants and/or volunteer-coaches are allowed access to the club practice. Individuals that have paid the Student Recreation Center guest fee are NOT allowed access to the practice.
- Drop-in users are NOT allowed to play while a club practice is being conducted. A club practice reservation occupies the entire space as designated on the reservation.
- Exceptions to attend practices for non-registered participants and/or volunteer-coaches will be approved only by the Sport Clubs Coordinator.
- A club must vacate their practice space immediately at the end of their reservation.
- ID check-ins are subject to be conducted at each scheduled practice.
- Please respect the requests of the Building Supervisor.

Clubs disobeying the stated policies and/or requests from the Building Supervisor will result in a point deduction from the club’s yearly point value.
MLK Practice Facility:

- A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled time.
- The on-site supervisor will be conducting ID checks before each scheduled practice.
- Each club member is to present their Panther ID to the site supervisor to be verified as a member of the club on imleagues.com to participate in the scheduled practice.
- If NOT a current member of the club on imleagues.com; then the on-site supervisor will verify with the Club President on the status of the interested participant. The Club President will confirm with the on-site supervisor on the interested participant joining the club to be eligible to participate in the scheduled practice.
- Drop-in users are NOT allowed to play while a club practice is being conducted. A club practice reservation occupies the entire space as designated on the reservation.
- If the participant is unable to complete registration on imleagues.com due to their enrollment status with the University; then the participant will have to leave the facility and return for the next practice when their registration has been approved by the Sport Clubs Coordinator.
- If the participant does not have their Panther ID then they will have to leave the facility and return with the card for the approved check-in.
- A club must be conducting a related activity to their sport with an appropriate number to be considered a club practice.
- A club is considered a no-show if leaving with more than 30 minutes remaining of the scheduled practice.
- If a club decides NOT to practice for a designated slot then they must email the Sport Clubs Coordinator by 5PM the day of the practice; If after 5PM then the club is to contact the Sport Clubs Coordinator via the contact # of: 404-615-4801.
- If there is rain on the day of a scheduled practice it will be the club’s responsibility to cancel the practice with the Sport Clubs Coordinator; since it is a turf field the practice will be as scheduled unless given proper notification to the Sport Clubs Coordinator.
- If during the practice there is Thundering/Lightening, the field will be cleared and the practice will be suspended for 30 minutes following the last bang.
- If play is suspended with 30 minutes left in the club’s practice; then the practice will be ended.
- A determination will be made by the Sport Clubs Coordinator for the remaining practice reservations for that night.
- If during the suspension the club decides to leave and in effect cancel their practice they will not be penalized as part of the Sport Clubs no-show policy.
- If after 30 minutes there is no more thundering and lightening then the club may finish out the remainder of their practice.
- In the event of inclement weather on the day of practice, the club is subject to request Court 4 in the Main Gym of the Student Recreation Center for their practice on that
designated day. The request must pre-approved at least 60 minutes in advance of the practice for the club to move their practice to this location

- If the club contacts the Sport Clubs Coordinator within 60 minutes of the practice the notice will NOT be recognized and will be considered a no-show
- If a club has a no-show resulting from NOT giving a notice within the 60 minute time frame then they will forfeit their next scheduled practice and receive a point deduction
- The 1st no-show will result in a 1 point deduction, the 2nd no-show will result in a 5 point deduction, and third no-show will result in forfeiture of practices for the remainder of that semester
- Practices are to be conducted on the turf only; grass part is off limits
- Do not park in front of the building; please park on Moore street and enter through the side gate off that street
- If the club has goals, please place them back off the field in its designated area; the goals storage placement is necessary to ensure safety of everyone utilizing the facility.
- The club may ask to go inside to use the restroom or get water; but cannot request any other of the amenities located inside the building.
- Clubs may bring food/drink as long as they dispose of all trash before they leave the facility.
- Alcohol/Tobacco products are prohibited
- Please respect the requests of the on-site Supervisor. GSU Police will be on site during all hours of each club practice

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

Marketing

All Sport Clubs under the direction of the Department of Recreational Services may have their own club marketing materials with the following guidelines:

- A club wishing to have a marketing item for their club will send an email request to the Sport Clubs Coordinator
- The email shall contain: type of item (flyer, poster, banner, etc.), color, words and potential images
- Club marketing materials may include but not limited to: poster, banner, flyer, postcard, and/or magnet
- All marketing materials produced by the Department will provide a clear and consistent format for effectively promoting all Sport Clubs
- The club marketing request shall be sent to the Sport Clubs Coordinator at least 5 business days in advance
- 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

**Website & Social Media Pages:**

All Sport Clubs reserve the right to create and maintain a website and/or social media site for the promotion of their club. The club must follow the use of the Georgia State University name policy and logo use guidelines as outlined below. If content is deemed inappropriate, the Club will be asked to remove content and/or the website. **It is permissible for the club to have their own social media page and/or website with the condition it is pre-approved by the Sport Clubs Coordinator before the page launched.**

If the club is observed in violation of the stated policies it will result in a point deduction from the club’s yearly point value

**Use of Georgia State University name:**

Sport Clubs may use the name “Georgia State University” in describing their organization. However, a Sport Club should understand and make it clear in their representation to third parties that they speak only for their own members, not the University or the student body as a whole. Sport Clubs are not agents of Georgia State University. Georgia State University shall NOT be listed in front of the name of the club in any published material/apparel and/or public record. **For example, the correct listing of the club shall read “Women’s Volleyball Club at Georgia State University.”** Also, a Sport Club is prohibited from using the acronym “GSU.” This is in an effort for the club to NOT be misconstrued as an Athletics team.

**Use of logos for Clubs:**

Sport Clubs are to use the official Georgia State University stack flame logo on all uniforms and apparel. The University logo is NOT to be manipulated in any way. The university logo should NOT be incorporated into any other logos. The University logo must be clearly separated from a club name or any other graphic. **The University mascot Pounce is prohibited from being used by a Sport Club.** All uniforms and apparel are to be in two colors of blue & white or in one color of all blue or all white. Clubs may have a unique graphic but will NOT take the place
of the official University logo on the front of the uniform or apparel. Clubs are to have their club name and any other names/graphics/images on the back or sleeve of apparel and/or uniform.

**Approved University logo to use:**

![University Logo](image)

**Club Apparel Policy:**

Active Sport Clubs under the direction of the Department of Recreational Services may have their own club apparel that is separate from their club uniform. However, all proofs for this apparel will be drafted up by the Department of Recreational Services. Here are the procedures for the request for concerning club apparel:

- A club wishing to have apparel for their club will send an email request to the Sport Clubs Coordinator at tverdin1@gsu.edu
- The email will contain: type of apparel (t-shirt, hoodie, sweatshirt, etc.), color, words and potential images to go on the apparel
- The front of the apparel will require the official University logo. No other wording or images will be placed on the front of the apparel
- The back of the apparel may consist of club name, nicknames, sponsors, and/or club images.
- All apparel is to be in two colors of blue & white or in one color of all blue or all white
- Once the request is received, the Department of Recreational Services Marketing Coordinator will draft up the design to be approved by the Division of Student Affairs Marketing Director
- Once approved by the Division of Student Affairs, then the Sport Clubs Coordinator will provide the club the approved design to move forward with a proof at a vendor of their choice
- The club will then need to submit the proof to the Sport Clubs Coordinator to verify it meets the University specifications
- Once the proof is approved then the club will proceed with the order
- **An order is NOT to be purchased and shipped without full approval of the proof**
- Please allow for multiple weeks to receive the request, create a design, and gain the proper approvals
• Club apparel is a personal item and shall be funded by the club. This does not qualify as a reimbursed expense out of the club’s allocated budget
• The Department of Recreational Services will NOT produce proofs that will manipulate the University logo or flame in any way
• The Department of Recreational Services will NOT produce proofs that will use the university mascot Pounce
• The Department of Recreational Services will NOT produce proofs that contain the phrase GSU or simply Georgia State
• The Department of Recreational Services will NOT produce proofs that to precede Georgia State University with the name of the club team. The terms are to be separated out or to be phrased as “Club team at Georgia State University”
• Club apparel is allowed to be sold as a fundraiser in person to participants/spectators at practices, competitions, and other organized club activities. It is also permissible to attempt to sell the club apparel through email blasts. However, the club apparel shall NOT be sold through a club website or Facebook page. Club apparel shall NOT be sold during non-club activities on Georgia State University property. Clubs also will NOT be able to sell apparel by tabling at any time on Georgia State University property

NOTE: Club Coaches are to provide their own apparel for representing the club during competitions. In addition to that, any apparel possessed and/or worn by the coach shall NOT misrepresent the University logo, University name and/or Club name.

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

Club Uniform Policy:

Active Sport Clubs under the direction of the Department of Recreational Services are to have their own club uniform. However, all proofs for the uniform will be drafted up by the Department of Recreational Services. Here are the procedures for requesting a club uniform:

• Clubs competing on behalf of Georgia State University shall participate in an approved uniform/jersey
• A club requesting a uniform will send an email request to the Sport Clubs Coordinator at tverdin1@gsu.edu
• The email will contain: type of uniform (t-shirt, jersey, singlet, etc.), color (blue, white or both), and names/nicknames/potential images to be placed on the back of the uniform
• The front of the uniform will require the official University logo. No other wording or images will be placed on the front of the uniform. EXCEPTION: Sports that require a # on the front of the uniform. The # must clearly be separated from the University logo
• The back of the uniform may consist of club name, nicknames, sponsors, and/or club graphic/images
• All uniforms to be in two colors of blue & white or in one color of all blue or all white
• If the club’s 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 and the sponsor must release permission for official use of their logo
• 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
• Once the request is received, the Department of Recreational Services Marketing Coordinator will draft up the design to be approved by the Division of Student Affairs Marketing Director
• Once approved by the Division of Student Affairs, then the Sport Clubs Coordinator will provide the club the approved design to move forward with a proof at a vendor of their choice
• The club will then need to submit the proof to the Sport Clubs Coordinator to verify it meets the University specifications
• Once the proof is approved then the club will proceed with the order
• **An order is NOT to be purchased and shipped without full approval of the proof**
• Please allow for multiple weeks to receive the request, create a design, and gain the proper approvals
• Department of Recreational Services will provide funding for a club uniform with the following conditions: T-shirt uniform option
  o T-shirt uniform will be ordered and directly paid for by the Sport Clubs Coordinator with the preferred vendor, It’s all Custom
  o Value of t-shirt uniform will be $10 or less per shirt and maximum of 20 shirts ordered
  o A club will need to submit the request for the order and the club’s allocated funds will be used for the expense provided there is sufficient funds
  o The t-shirt order will meet the standards of an approved uniform and will serve as the club’s uniform
  o If the club elects to use funds for this t-shirt uniform option it will be an one-time purchase
  o The club will be responsible for tracking the inventory of the club’s uniforms
  o At the end of the year, the club may elect to have the uniforms stored by Recreational Services. However, it is the club’s responsibility to know the exact inventory that is being submitted for storage

**NOTE: All other uniform requests outside these parameters will fall outside of the club’s allocated budget and will be a personal expense for 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.