Standards of Conduct

Communication:

Campus Email will be the primary form of communication between Department of Recreational Sports and the Sport Clubs officers. Sport Clubs 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. 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.

Orgsync:

Each club is responsible for having an updated portal on https://orgsync.com/login/georgia-state-university. Orgsync 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 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.
Club Meeting Attendance:

All clubs will be notified at the beginning of the semester with a schedule meetings and trainings. Each club is responsible for having at least one representative present for the scheduled meeting/training. An attendee is NOT permitted to sign in for multiple clubs in an effort for those clubs to receive credit. The meeting/training is designed for the club’s president/officers. However, if those individuals are unable to attend the meeting/training; then approved 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 out for use. The club will need to bring their own laptop to utilize the projector screen and hookup. 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 Universities’ 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.

Photography in Rec Center:
If the club is electing to take pictures during scheduled club activity in the Rec Center they will need to submit a request to be pre-approved. The request needs to be submitted to the Sport Clubs Coordinator at least 1 business day in advance of the request. The Sport Clubs Coordinator will confirm if the request is granted. The club shall NOT advertise the event until properly approved by the Sport Clubs Coordinator. If approved, the club is only to take photography of club activity and officially registered members.

Contracts:
A club participant, advisor and/or coach is prohibited from signing a contract on behalf of Georgia State University or the Department of Recreational Services. All contracts must be submitted to the Sport Clubs Coordinator for approval. The Sport Clubs Coordinator will coordinate with the University’s Legal Affairs Department on the logistics of the contract arrangement. The following are common contacts that may be presented to the club: facility usage contracts, sponsorship agreements, payment agreement.

Hazing Policy:
Georgia State University and the Department of Recreational Services will not tolerate hazing of any kind by its Sport Clubs. If a Sport Club is found in violation of the Georgia State University Hazing Policy, it will be immediate grounds for suspension.

Hazing is a violation of state law and is strictly prohibited by Georgia State both on and off-campus. Hazing is defined as any intentional, negligent or reckless action, activity or situation that endangers or is likely to endanger the physical health of an individual or causes an individual pain, embarrassment, ridicule or harassment as a condition or precondition of gaining acceptance, membership, office or other status in a student group, regardless of the individual’s willingness to participate. Georgia State’s Hazing Policy can be found at http://codeofconduct.gsu.edu/files/2013/03/2015-2016-StudentHandbook.pdf.
**Alcohol and Tobacco Policy:**

Consumption or possession of alcoholic beverages or illegal substances is prohibited during all Sport Club activities which includes but not limited to competitions, practices, and club travel. Clubs are collectively responsible for each individual and representing member. Noncompliance with this policy may result in individual disciplinary action by the Dean of Students Office. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and the club. The Department of Recreational Services does not permit the use of tobacco products (cigarettes, chewing tobacco, etc.) at any university-sponsored events such as Sport Clubs events. Additionally, all Recreational Services facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use.

**Sportsmanship:**

The development of team and individual sportsmanship is of fundamental importance in all Sport Clubs activities. Behavior before, during and after any contest reflects on the individual players, club team, the Sport Clubs program, the Department of Recreational Services, and Georgia State University. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All club members are responsible to calm difficult situations and to restrain trouble teammates. All clubs and individuals are expected to maintain the highest level of sportsmanship during all contests and activities.

**Academic Responsibilities:**

Regular class attendance is the responsibility of the student. Students are responsible for all work, including tests and written assignments, as well as special class meetings. Membership in a Sport Club does not give a student the right or privilege to be absent from class meetings. Students should inform faculty members of known absences as soon as becoming aware of the scheduled club activity. The Sport Clubs Coordinator may provide informational memorandums to faculty members simply citing a scheduled club activity is taking place during the scheduled class. As a result, it is the faculty member’s sole responsibility to grant this as a valid excuse for absence from the scheduled class. It is responsibility of the requesting club member to submit the following information to the Sport Clubs Coordinator: the class name, teacher, class day & times no later than 5 business days in advance of the scheduled class/club activity conflict.