Sport Clubs
Policy & Procedure Handbook

Revised
8/1/2016
Table of Contents

Important Contacts 3
Sport Clubs Calendar 4
2016-2017 Updates 7
Introduction 8
Administration 8
Registration of a New Club 11
Re-Registration of an Existing Sport Club 12
Expectations 12
Standards of Conduct 13
Internal Organization 16
Officers & Duties 18
Club Activity Guidelines 20
Equipment Check In/Out 20
Practice Reservations 20
Practice Facility Policies 21
Competition Reservations 24
Travel 24
Risk Management and Safety 26
Tier System 29
Fiscal Policies and Procedures 32
Expenses 32
Methods of Payment 35
Revenue 37
National Travel Fund 38
Marketing 39
Administrative Forms 43
Important Contacts

Ty Verdin  
Coordinator, Sport Clubs  
Office: 404-413-1764  
tverdin1@gsu.edu

Colin Odishoo  
Graduate Assistant, Sport Clubs & Transportation  
Office: 404-413-1762  
codishoo1@gsu.edu

Mitch Mundy  
Graduate Assistant, Sport Clubs & Transportation  
Office: 404-413-1762  
mmundy3@gsu.edu

Student Recreation Center  
101 Piedmont Ave SE  
Atlanta, GA 30303  
404-413-1750

Sport Clubs Website  
http://recreation.gsu.edu/intramurals-clubs/sport-clubs/
2016-2017 Sport Clubs Calendar

**Fall 2016**

Monday, Aug 22  Classes Begin

Aug 22-Sept 2  Equipment Check-Out

Thursday, Aug 25  Sport Clubs President’s Cookout, 11:00am-1:00 p.m., Student Recreation Center Pool Patio *(COUNTS AS FIRST MEETING CREDIT)*

Aug 29-Sept 3  Club Practices Officially Begin This Week

Tuesday, Aug 30  Sport Clubs Recruitment Fair, 4:00-6:00 p.m., Student Recreation Center Lobby *(ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)*

Tuesday, Aug 30  Sport Clubs President’s Training, 7:00-9:00 p.m. Student Recreation Center Meeting Room 215 *(ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)*

Wednesday, Aug 31  Sport Clubs Recruitment Fair, 4:00-6:00 p.m., Student Recreation Center Lobby *(ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)*

Wednesday, Aug 31  Sport Clubs President’s Training, 7:00-9:00 p.m. Student Recreation Center Meeting Room 215 *(ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)*

September 1-9  Safety Officer Test Posted on Imleagues.com for completion *(TIER 1 CLUBS NEED TWO SAFETY OFFICERS TO COMPLETE THE TEST)*

Friday, Sept 2  Officer Agreement Form Deadline

**Monday, Sept 5**  Labor Day—NO PRACTICES

Monday, October 3  Safety Officer Certification on File Deadline *(CERTIFICATION TO BE ON FILE BY THIS DATE FOR EACH LISTED SAFETY OFFICER FOR CLUB TO RECEIVE PTS)*

Thursday, Oct 13  Sport Clubs President’s Meeting, 12:30-1:00 p.m., Student Recreation Center Meeting Room 215

Thursday, Nov 10  Sport Clubs President’s Meeting, 12:30-1:00 p.m., Student Recreation Center Meeting Room 215

**Nov 21-27**  Thanksgiving Break—NO PRACTICES
Nov 30-Dec 2  
End of Semester Club Presidents’ Evaluation

Nov 28-Dec 2  
Last Week of Club Practices for Semester

Thursday, Dec 1  
Budget Proposal Form Deadline

Thursday, Dec 1  
End of Semester Report Deadline

Thursday, Dec 1  
Photo Challenge Deadline

Dec 6-13  
Final Exams — NO PRACTICES

*ALL MEETING & DEADLINE DATES ARE SUBJECT TO CHANGE; SPORT CLUBS COORDINATOR WILL NOTIFY VIA EMAIL IN ADVANCE OF A CHANGE

Spring 2017

Monday, Jan 9  
Classes Begin

Thursday, Jan 12  
Sport Clubs President’s Meeting, 12:30-1:00 p.m., Student Recreation Center Meeting Room 215

Monday Jan 16  
MLK Holiday — NO PRACTICES

Jan 17-20  
Club Practices Officially Begin This Week

Tuesday, Jan 17  
Sport Clubs Recruitment Fair, 4:00-6:00 p.m., Student Recreation Center Lobby (ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)

Tuesday, Jan 17  
Sport Clubs President’s Training, 7:00-9:00 p.m. Student Recreation Center Meeting Room 215 (ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)

Wednesday, Jan 18  
Sport Clubs President’s Training, 7:00-9:00 p.m. Student Recreation Center Meeting Room 215 (ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)

Wednesday, Jan 18  
Sport Clubs Recruitment Fair, 4:00-6:00 p.m., Student Recreation Center Lobby (ATTENDANCE NEEDED FOR ONLY ONE OF THE TWO LISTED DATES)

January 19-27  
Safety Officer Test Posted on Imleagues.com for completion (TIER 1 CLUBS NEED TWO SAFETY OFFICERS TO COMPLETE THE TEST)
Friday, Jan 20  Officer Agreement Form Deadline

Thursday, Feb 9  Sport Clubs President’s Meeting, 12:30-1:00 p.m., Student Recreation Center Meeting Room 215

March 13-19  Spring Break — NO PRACTICES

Thursday, Mar 26  Sport Clubs President’s Meeting, 12:30-1:00 p.m., Student Recreation Center Meeting Room 215

April 17-21  End of Semester Club Presidents’ Evaluations

April 17-21  Last Week of Club Practices for Semester

April 25-May 2  Equipment Check-In

April 25-May 2  Final Exams — NO PRACTICES

Monday May 1  Spring Semester Photo Challenge Deadline

Monday May 1  Budget Proposal Form Deadline

Monday May 1  End of Semester Report Deadline
2016-2017 Policy Edits & Updates

The following policy & procedure additions and edits of the Sport Clubs Program for the 2016-2017 academic year have been hi-lighted in yellow throughout the handbook. Please refer to the page numbers and descriptions below:

- Pages 11: added statements for Sport Club Coaches under Administration
- Page 12: revised wording for Tier 3 Clubs under Club Registration
- Page 14-15: added sections of Club Meeting Attendance, Rec Center Reservation Procedures, Club Competition, Photography in Rec Center under Standards of Conduct
- Page 16: added wording for Academic Responsibilities under Standards of Conduct
- Page 17: added wording for Enrollment Verification under Internal Organization
- Page 20: added statements under Practice Reservations
- Page 22: added wording for Student Recreation Center under Practice Policies
- Page 22: added wording for MLK under Practice Policies
- Page 23: added wording for Panthersville under Practice Policies
- Page 27: revised wording for CPR/AED/First Aid Certification Requirement under Risk Management & Safety
- Page 30: revised wording for Earning Points under Tier System
- Page 31: added note for Earning Points under Tier System
- Page 39: added note under National Travel Fund
- Page 41: revised University Logo to use section under Marketing
- Page 41: added statements for Club Apparel Policy under Marketing
- Page 42-43: added statements for Club Uniform Policy under Marketing
Introduction

A Sport Club is a registered and chartered organization founded and administered by students in accordance with the University, the Division of Student Affairs, and the Department of Recreational Services.

Sport Clubs are made up of individuals that have a desire to compete or participate in a sport and/or activity on a competitive level throughout their college career. These Sport Clubs are formed because no varsity team exists, or because the talent, dedication, and interest to the sport demand an opportunity other than varsity athletics or intramurals. Sport Clubs function under student leadership and the monies needed to support them are generated through membership dues, fundraisers, donations, and the Department of Recreational Services. Teams hold regular practices and often compete in an organized league with other collegiate Sport Clubs.

Club members are responsible for all of the club activities. They rely heavily upon student initiative, organization, and financing in order to make their clubs successful. In this sense, the Sport Clubs program contributes to the overall learning process of organization, administration, and leadership.

This handbook has been prepared to serve as a guide of the rules and procedures for club officers and advisors in the conduct of their club’s operation within the Department of Recreational Services. The guidelines contained within this manual have been adopted to ensure the safety and interest of each participant.

NOTE: The Sport Clubs Coordinator is subject to update this document and will notify all Sport Clubs of when changes are made. The Sport Clubs Coordinator may provide discretion in determination of the handbook’s polices.

Administration

The Role of the Department of Recreational Services:

The Department of Recreational Services is responsible for supervision of the Sport Clubs program. All Sport Clubs are held accountable to the requirements and expectations established by the University, Department of Campus Recreation, and the Division of Student Affairs. The Sport Clubs program will report directly to the Sport Clubs Coordinator.

The department will be an advocate across campus for all active Sport clubs. The Department of Recreational Services will provide the expertise and resources to allow the individual Sport clubs to be successful. The services provided by the Department of Recreational Services include but not limited to:

- Budget assistance and guidance
- Marketing and promotion assistance
- Office services (copy, fax, etc.)
• Game management assistance
• Facility scheduling
• Equipment procurement
• Planning travel and transportation

The Role of the Sport Clubs Coordinator:

The Department of Recreational Services employs a full time professional to supervise Sport Clubs and their activity. The Sport Clubs Coordinator is responsible for ensuring individual clubs operate in a safe manner, and advise clubs on their overall operation.

The Sport Clubs Coordinator also serves as a liaison between the Sport Clubs participants and the University's administration. They are also responsible for the direction of Sport Clubs leaders and implementing of Sport Clubs program policies. Additionally, they ensure all rules and regulations are followed according to the Department of Recreational Services.

The Role of the Office of Student Involvement:

The Office of Student Involvement is the center of student life and involvement, engaging Georgia State University students in co-curricular experiences through programming, services and leadership opportunities, which complement the academic experience through out-of-class learning. The services provided by Office of Involvement to Sport Clubs include but not limited to:

• Coordinates the official chartering process of the Sport Club
• Provides general oversight to all student organizations
• Host mandatory orientation sessions for all student organization per academic year
• Co-sponsors broad-based, innovative programs
• Administers Orgsync, the online management system for all student organization

It is MANDATORY that at least one club representative attend the annual orientation session held in the fall semester. Clubs that are not represented at this orientation are subject to lose active status with the Office of Student Involvement. The purpose of this orientation is to orient new and returning officers to campus resources, student life, and university policies. Additional information concerning the Office of Student Involvement policies and forms can be found at: http://gsu.orgsync.com

The Role of the 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.

**The Role of a Sport Club Coach:**

Each Sport Club is permitted to have a voluntary coach or coaches. If a Sport Club elects to have a coach or coaches they must complete a Sport Clubs **Coach Information Packet** to be considered. *NEW coaches are required to meet with the Sport Clubs Coordinator to verify credentials and discuss his/her role with the Department of Recreational Services.* The Sport Clubs Coordinator has the right to deny any coaching candidate they deem to be unqualified to lead the club. The Sport Clubs **Coach Information Packet** is only valid for one academic year. Therefore, after being approved as a coach, the coach must complete and submit a Sport Clubs **Coach Information Packet** at the beginning of each academic year they serve as coach. Since the coach is a volunteer position the university will not pay for such services nor will it extend any benefits to the individual.

Coaches are not administrators. Sport Clubs Coaches must abide by the following guidelines:

• Be aware of and follow all Georgia State University and Department of Recreational Services policies and procedures relative to the Sport Clubs program
• Allow the Club President and other elected officials to manage the team’s regular activities
• Work with the club’s officers to achieve the short-term and long-term goals of the club
• Help develop and improve the student-athletes skills on the team
• Be open and receptive to coaching suggestions from all club members
• Coaches are NOT representatives of Georgia State University and may not sign or facilitate contracts or agreements on behalf of Georgia State University or the club
• Coaches are NOT permitted to use club allocated funds from the department for personal reimbursement or use
• Coaches are NOT eligible within the Sport Clubs Insurance Policy. Any injuries suffered during official club activity will NOT be covered by the University including but not limited to breaking up fights by members and/or opponents

A failure to abide by the stated policies will be subject to removal as a coach of the club and a point deduction from the club’s total point value.

Registration of a New Club

Those interested in starting a Sport Club here at Georgia State University shall begin the process by making a point of contact with the Sport Clubs Coordinator at sportclubs@gsu.edu to discuss the proposed sport club. The Department of Recreational Services reserves the right to refuse any club wishing to be classified as a sport club requiring extensive funding, facilities, or resources involving high liability or risk factors. Proposed organizations requesting for Sport Club status through the Department of Recreational Services MUST meet the following parameters:
• It shall NOT duplicate the style of an existing sport club at Georgia State University or conflict with another program offered within the Department of Recreational Services at Georgia State University
• It shall consist of a sport component
• It must have the ability to compete against other collegiate Sport Clubs within a reasonable geographic area
• Have provisions for longevity and growth
• Be fulfilling a student need
• Availability of funds to meet the club’s needs
• Availability of facilities for practice and competition

A New Sport Clubs Application is to be submitted to the Sport Clubs Coordinator confirming the following parameters above are met. In addition to, a meeting will be scheduled to discuss the process and intentions of the Sport Club within the Department of Recreational Services. If deemed to meet the parameters of a Sport Club within the Department of Recreational Services the next step will be to become an official chartered organization with the Office of Student Involvement. The steps to the process are as follows:

1. Complete the form, Petition to Charter a New Student Organization, which is found at http://gsu.orgsync.com/Forms. When completing this form, the proposed club will need to determine steps 2-6
2. Decide the club name and adopt a statement of purpose
3. Have a least 8 interested charter members' contact information, including Panther ID
4. Select a faculty/staff advisor, who is a full-time employee of Georgia State University
5. Identify officers and their duties
6. Create a constitution (see an example at http://gsu.orgsync.com/Forms)
7. Once the online form is completed containing the information from steps 2-6, the proposed club will receive notification from the Office of Student Involvement.
8. The proposed club will then be voted on to be accepted as a new student organization by the Office of Student Involvement and Student Life and Development Committee of the University Senate (PLEASE NOTE: the committee only meets once a month from August 1-April 1).
9. If accepted the club will complete online registration as an official student organization via OrgSync.
10. Attend a new student organization orientation session.

Any questions regarding the student organization chartering process can be directed to the Office of Student Involvement at studentorganizations@gsu.edu or in person at Student Center 330.

Please Notify the Sport Clubs Coordinator upon receiving an official notice from the Office of Student Involvement the club is a chartered student organization. A NEW Sport Club will be a tier 3 status club for two full semesters upon the date chartered. Once the club has operated in tier 3 for two full semesters it will be elevated to Tier 2 to be eligible for funding. For example, if the club becomes chartered in November it will be a Tier 3 status club in the Spring & Fall semesters before being eligible for a budget in the following Spring semester.

---

Re-Registration of an Existing Sport Club

Once a club is established, it is required to complete an annual student organization charter renewal through the club’s orgsync account. This is to be accomplished by May 1st of each year. The club orgsync account will be prompted for renewal between the dates of April 1st and May 1st. After updating and submitting the club’s charter renewal, the club’s advisor will be notified via email to officially approve the renewal. The club will not be officially renewed, until the club’s advisor approves the charter. A club’s failure to renew their charter will result in the club taking an inactive status for the following academic year.

---

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 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

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/](http://codeofconduct.gsu.edu/)

**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 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.

**Internal Organization**

**Constitution:**

Each Sport Club is required to have a constitution on file with the Office of Student Involvement. Constitutions are important in laying the foundation for a club’s existence. The constitution sets the ground work for the overall operation of a sport club. It should be reviewed and updated on a regular basis by the club’s members. Any updates to the club’s constitution is required to be uploaded on the club’s Orgsync account.

**Meetings:**

Clubs are encouraged to hold periodic meetings. The Department of Recreational Services can assist with a meeting space and marketing for the meeting. However, pre-approval will be required for space reservation and marketing materials.

**Elections:**

Each club should hold yearly elections during the spring or fall semester. All officers are required to be currently enrolled students. At the beginning of each semester each club will be required to submit
an officer agreement documenting the club’s current officers. If there are officer changes during the semester, please communicate the updated information to the Sport Clubs Coordinator and also update the club’s orgsync account.

**Club Dues & Charges:**

Sport clubs are allocated a budget from the Department of Recreational Services for the fall and spring semesters. However, self-support is an essential function of the sport club organizations. A beneficial way a club is able to demonstrate self-support is instituting member dues. Member dues allows the club to off-set expenses not covered within the club’s allocated budget. **Club membership dues shall not be used for personal gain.**

Any misappropriation of 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.

**Club Membership:**

All currently enrolled Georgia State University students are eligible to join a Sport Club and participate in all club activities. In addition to, Georgia State University faculty/staff and alumni are eligible to be club members provided they are current members of the Student Recreation Center. Since the program is funded by student activity fees, only currently enrolled students are eligible to compete in club competition and represent Georgia State University. Listed below is the registration process for club membership:

- All interested participants that would like to join a sport club at Georgia State University must create an account at [www.imleagues.com/GSU](http://www.imleagues.com/GSU)
- Once the participant’s account is created, they will be able to join a sport club or clubs of their choosing
- The participant will then be prompted to complete the Sport Club Participant Agreement/Waiver
- The participant’s enrollment eligibility will then be verified by the Sport Clubs Coordinator

**Affiliations/Associations:**

Some clubs are part of a larger collegiate local, regional, or national association. Therefore, each club is responsible for complying with the association/league rules and regulations as well.

**Enrollment Verification:**

For clubs that participate in association and/or league, it is subject to be a requirement from the governing body to request the club submit an Enrollment Verification form. A club that participates in a league and/or association must adhere to the eligibility requirements. If needing to submit an Enrollment Verification form, the club will need to submit the form to the Sports Clubs Coordinator at least 5 business days in advance of the deadline. The Department of Recreational Services will review the form’s requirements and individually check each listed participant in conjunction with the registrar’s official records. Once fully reviewed the form will be signed off by the administrative staff of
the Department of Recreational Services. The form will then be submitted on behalf of the club to the association and/or league point of contact.

In the event, there is a participant found NOT meeting the association and/or league requirement; the participant will be struck through on the form and made ineligible to compete in the designated association and/or league sanctioned competitions.

### Officers & Duties

Clubs should NOT be dependent on one person to accomplish all tasks and requirements to be a sport club in good standing within the Department of Recreational Services. List below is a recommended cabinet of club officer positions and their roles:

**President:**

- Serve as the liaison between the club and the Sport Clubs Coordinator
- Ensure the club’s adherence to Sport Clubs program policies and procedures
- Confirm each club member has completed the Sport Clubs Agreement/Waiver before participating in a club activity
- Ensures the completion of required club forms
- Coordinates with the club treasurer on the submitting of a club budget proposal per semester
- Gains pre-approval from the Sport Clubs Coordinator on the following: club travel, club marketing, new uniforms/jerseys, club apparel, fundraising opportunities, purchases, and space reservations
- Updates 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
- Attend the Semester President’s Training; send a representative if unable to attend
- Attend the Sport Clubs President’s Meetings each semester; send a representative if unable to attend
- Ensures that a certified Safety Officer is in attendance at all practices, competitions or activities, home and away; also in attendance of Semester Safety Officer Training
- Promotes good sportsmanship
- Keeps an active relationship with the club’s faculty/staff advisor

**Vice President:**

- Preside over club business in the absence of the President
- Understand the Sport Clubs program policies and procedures
- Assist with the coordinating of club competitions/events
- Assist with the coordinating of club travel (this includes submission of Trip Itinerary Form 5 business days in advance of trip)
- Assist with the coordinating of club transportation via the Department of Recreational Services fleet (this includes the submission of Vehicle Request Form 5 business days in advance of trip)
• Assist in the arrangement of club equipment, uniforms, and/or apparel in conjunction with club president and treasurer
• Assist with other duties per the request of the club president

**Treasurer:**

• Assist the President in preparing the club budget proposal per semester
• Understand the fiscal policies within the Sport Clubs program
• Understand the tier system format and its effect on budget allocation within the sport clubs program
• Understand the Sport Clubs program concerning approved expenses within the club’s allocated budget
• Maintain detailed records of financial activities and transactions
• Collects member dues
• Deposit club revenue into the club’s off-campus account
• Ensure that all submitted expenses are turned in with appropriate forms and sufficient documentation/proof
• Work with President and Vice President to ensure the club has funds to cover club expenses

**Secretary:**

• Maintain a current list of contact information for club officers and members
• Maintain an official club roster by keeping track of members completing the imleagues.com registration and waiver process
• Record and circulate minutes for club meetings
• Coordinate with the President to submit marketing requests to the Sport Clubs Coordinator
• Maintains accurate information on imleagues.com team page
• Coordinate with the President on submitting club results to the Sport Clubs Coordinator
• Organize club pictures at competitions/events and send to the Sport Clubs Coordinator for the Semester Photo Challenge

**Safety Officer(s):**

• Act as the point person for the club in case of a minor and/or major injury during club activity
• Coordinate with the President on the submitting of an accident/injury report to the Sport Clubs Coordinator (to be submitted 1 business day following the injury)
• Ensure current certification of CPR/AED/First Aid is on file with the Sport Clubs Coordinator
• Attend club practices, competitions, and activities – home and away
• Attend the Semester Safety Officer Training (this is NOT a CPR/AED/and/or First Aid certification class)
• Check the safety of facilities and equipment before allowing members to participate
Club Activity Guidelines

The club’s official activity for a given year is to begin the first day of class of the fall semester and conclude the last day of class of the spring semester. The official club practice schedule for campus affiliated facilities will begin the second week of each semester. All clubs will not be granted official practice space and time during the summer semester. If a club would like to participate in a sanctioned competition during the summer semester the determination would be made on a case by case basis by the Sport Clubs Coordinator.

Equipment Check In/Out Process

Club equipment purchased using University funds is considered property of the University. As a result, University purchased club equipment will be checked-out at the beginning of the fall semester and checked back in at the end of the spring semester. It will be stored in the Department of Recreational Services facility storage during the summer semester. Any equipment not purchased by University funds will NOT be checked out and checked in. Furthermore, this equipment will NOT be stored in the Department of Recreational Services facility storage.

The club check-out process will be administered by the Sport Clubs Coordinator during the first two weeks of the falls semester. If the club has current equipment in storage, the Sport Clubs Coordinator will contact the designated club to set-up a check-out appointment. During the appointment time the club will come pick-up the equipment and sign the check-out sheet. This application also applies for University keys that are locking up designated club equipment. The check-in process will occur during the last two weeks of the spring semester. The designated clubs will be contacted to return the items to the Sport Clubs Coordinator. If the clubs fails to return the items during this designated period then a hold will be placed on the account of the club representative who checked out the equipment/key at beginning of fall semester. The hold will be removed once the equipment is fully returned. Please note it takes up to 24 hours for a hold to be officially removed off a student account. If the equipment/key has been lost/damaged the club is subject to the listed replacement fee on the check-out sheet.

Practice Reservations

- 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 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. The only exception to this is in the event of inclement weather.
- 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 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 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 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 practice transportation.

### Practice Facility Policies

**Student Recreation Center:**

- A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled time.
- After this time has elapsed, the Building Supervisor will determine the use/availability of this space.
- 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

- A club must vacate their practice space immediately at the end of their reservation
- Please respect the requests of the Building Supervisor

Please note clubs disobeying the stated policies above 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
- 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 practice will be suspended for 30 minutes following the last bang; If this situation occurs the on-site supervisor will make the determination on the cancellation
- 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**
- **There will be an on-site supervisor for the practice; please respect the requests of the on-site supervisor. GSU Police will be on site during all hours of each club practice**
Please note clubs disobeying the stated policies above will result in a point deduction from the club’s yearly point value.

Panthersville:

- A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled time
- 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
- In the event of inclement weather the Sport Clubs Coordinator will notify the club of a cancellation by 5PM the day of the practice
- If inclement weather during the practice, the on-site supervisor will make the determination on the cancellation of practice
- The club must contact the Sport Club Coordinator by 5PM the day of the practice if they elect to cancel their scheduled practice
- If a club has a no-show resulting from NOT giving a notice by 5pm 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
- Club participants shall enter the facility from the main gate; this is NOT the entry way for Athletics’ contests
- Parking should be confined to the paved or graveled areas only; Parking on grass or dirt is prohibited
- Clubs are permitted to schedule scrimmages with other teams at this facility; however they must be approved through the Sport Clubs Coordinator before being scheduled
- A club must vacate their practice space immediately at the end of their reservation
- It is the club’s responsibility to leave the space in the same condition it was prior to the practice
- Clubs are responsible for the removal of event materials and trash
- ALCOHOL/TOBACCO PRODUCTS ARE PROHIBITED
- Pets are NOT allowed anywhere on the premises, except for the animals providing assistance to disabled users
- Profanity will NOT be tolerated, anyone using inappropriate language or behaving offensively will be asked to leave the property
- Glass is NOT permitted on the field for any reason
- Golfing is NOT permitted anywhere on the premises
- Department of Recreational Services is not responsible for any personal items left unattended and/or unsecured
- **There will be an on-site supervisor for the practice; please respect the requests of the on-site supervisor**

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

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.

Travel Expenses (Lodging):

In order for the club to receive a reimbursement for hotel lodging: the trip leader indicated on the trip itinerary form will need to pay the expense out of pocket at the time of check-out. The Monday following the competition the trip leader will need to submit the lodging receipts along with their panther id number and mailing address. The trip leader will be reimbursed the expense to their mailing address 2-3 weeks following the travel. Please note if the trip leader works on campus the reimbursement will be in the form of a direct deposit. If the club uses a club checking account for the lodging expense, the reimbursement will be directed to the primary holder of that account. As a result, it is necessary the trip leader is also the primary account holder when the club checking card is used for club travel lodging. Once the trip leader is reimbursed they will need to place the funds into the club’s checking account. Reimbursements for club travel shall not be used for personal gain.

Any misappropriation of 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.

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 of 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.

Risk Management & Safety

Information Regarding Potential Injury:

Club officers are required to inform all individual club members that University considers participation in the Sport Clubs program a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that limited insurance coverage applies to all club members.

Education for the prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay informed of current information concerning safety equipment, rules and potential problems. If the club does not have a current rulebook for the sport, the club president should order one immediately. Each club shall have a safety officer with current CPR/AED/First Aid certifications.

Assumption of Risk:

All members of each sport club are required to read and submit the Sport Clubs Participant Agreement/Waiver which is accessed via the participant’s www.imleagues.com/GSU account. A participant is NOT considered an official club member until they create this account and complete the Sport Clubs Participant Agreement/Waiver. Furthermore they are an ineligible participant by participating in any club activity without completion of this online documentation and will NOT be afforded University insurance coverage if injury occurs. A failure to abide by this Department of Recreational Services and Georgia State University policy may result in suspension of sport club status.
and loss of privileges. Please note the Sport Clubs Participant Agreement/Waiver form is valid for one academic year.

Sport Club Insurance Policy:

When participating in a Sport Club at Georgia State University, each participant is covered by the Sport Clubs Insurance Policy. This is provided the participant has completed the Sport Clubs Participant Agreement/Waiver online form on imleagues.com which covers them in all Sport Clubs activity.

This policy provides excess coverage. This means it pays second if you are covered under a primary health plan. If you have another health plan, that plan would pay its benefits first. This plan pays any medical expenses not previously paid by the primary insurance plan. If you do not have any other health insurance, this plan will pay as the primary plan. Medical expenses are covered if incurred within 104 weeks from the date of the accident. The policy has a $250 deductible, $25,000 limit per accident.

CPR/AED/FIRST AID Certification Requirement:
Each Tier 1 Sport Club is required to have at least two Safety Officers. These are active members who are certified in CPR/AED/First Aid. All other Sport Clubs must have at least one Safety Officer, who is certified in CPR/AED/First Aid certification as well. The Department of Recreational Services offers certification classes during all semesters. The CPR/AED/First Aid certification class is a FREE offering for club members and/or coaches. The department will NOT reimburse the club for any other individual certifications for club members and/or coaches. The club member or members who are on file as the club’s safety officer must provide a copy of a current certification to the Sport Clubs Coordinator by specified deadline of that academic year. Each Department affiliated facility will have a supervisor on duty for club practices that is CPR/AED/First Aid certified.

First Aid Equipment and Supplies:

- **Student Recreation Center** will have a building supervisor on duty that will have access to an Automated External Defibrillator (AED), first-aid supplies, and ice. The building has a total of 4 Automated External Defibrillators (AEDs) available throughout the building. They are located on the 1st Floor Exercise Room, Lower Level Equipment Issue Desk, 2nd Floor Main Gym, and 3rd floor Track.
- **Panthersville** will have a site supervisor on duty that will have access to an Automated External Defibrillator (AED), first-aid supplies, and ice.
- **MLK Practice Facility** will have a site supervisor on duty that will have access to an Automated External Defibrillator (AED) and First Aid Supplies.

**Sport Club Accident Procedures for Practices:**

- **Student Recreation Center**: As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movements could result in further injury. The club’s designated Safety Officer should be the responder to the situation. The Safety Officer should first send a club member to notify the Student Recreation Center Building Supervisor at the Service Counter (1st floor). Make sure there is always someone with the injured participant to
provide comfort. The Student Recreation Center building supervisor will provide first-aid care to the injured person. This may include calling for an ambulance when needed. Assist the Student Recreation Center building supervisor with filling out the Student Recreation Center Accident Report form.

- **Panthersville**: As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movements could result in further injury. The club’s designated Safety Officer should be the responder to the situation. The Safety Officer should first send a club member to notify the site supervisor of the situation. The Safety Officer should stay with the injured participant to provide immediate care. The site supervisor will provide first-aid care to the injured person. A determination should also be made for calling for an ambulance. The site supervisor will instruct the Ambulance into the entrance to the fields. Assist the site supervisor with the completion of the Accident Report.

- **MLK Practice Facility**: As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movements could result in further injury. The club’s designated Safety Officer should be the responder to the situation. The Safety Officer should first send a club member to notify the site supervisor of the situation. The Safety Officer should stay with the injured participant to provide immediate care. The site supervisor will provide first-aid care to the injured person. A determination should also be made for calling for an ambulance. The site supervisor will instruct the Ambulance into the entrance to the fields. Assist the site supervisor with the completion of the Accident Report.

**Sport Club Accident Procedures for Hosted Competitions:**

- For all hosted competitions a certified Athletic Trainer will be on site.
- The Athletic Trainer will be the first responder to all injuries. The Athletic Trainer will have access to an AED, first aid supplies, and ice.
- The Athletic Trainer will make the determination if an Ambulance is needed for further assistance. If CPR is required the Athletic Trainer will provide it until Medical Personnel arrive on the scene.
- The club’s Safety Officer should provide assistance with the completion of an accident report.

**Sport Club Accident Procedures for Off-Campus Activities:**

- As soon as you become aware of an injury, stop the activity. Have the participant remain where they are; any movement could result in further injury.
- If the club is on another campus, let the host institution know. Follow their procedures. If the club is not on another campus, go to the telephone and DIAL 911.
- If an ambulance has been requested, make sure the path is clear. Have someone at the entrance to direct the ambulance. Make sure there is always someone with the injured participant to provide comfort.
- If campus security or 911 is called, contact the following person immediately after the situation is stable: Ty Verdin, office: 404-413-1764, cell: 404-615-4801, if unable to contact Ty Verdin, contact Zac Schneider, 404-413-1924, 610-781-6016 if unable to contact Ty Verdin or Zac Schneider, contact Andy Hudgins, office: 404-413-1765, cell: 404-729-9635
• Submit an Accident Report Form to the Sport Clubs Coordinator within 24 hours, or by 5:00 p.m. on Monday for weekend activities, for any injury that occurs during all club related activities Off-Campus. NOTE: Prior to the start of your activities, it is recommended that arrangements be made with the host school or club to determine what procedures are to be taken to assist in handling an injury to a GSU club member.

Sport Club Accident Concussion Procedures:

• For hosted games/competitions the on-site Athletic Trainer will assess the club participant’s symptoms.
• If the participant is exuding concussion like symptoms they will NOT return to that game unless cleared by the Athletic Trainer.
• The Athletic Trainer will provide documentation to the Sport Clubs Coordinator on the participant suffering from concussion like symptoms and cite if the participate returned to the competition or did not return.
• If a club member is treated for concussion like symptoms as a result from a practice and/or competition they will need signed documentation from medical personnel clearing them to participate in further practices and/or competitions.

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 2016-2017 to be placed into one of the tiers for the following year. For 2016-2017, the point 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. 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.

Tier 1=up to $5000 per semester. These clubs will need to gain 115 or more total points for an entire academic year. Clubs currently in tier 1 for 2016-2017 will have the opportunity to receive up to $5000 dollars in allocated funding per semester from the Department of Recreational Services. The club is to submit a budget proposal per semester by the specified deadlines to be eligible to receive a semester budget. In order for a club to receive its desired amount they will need to provide justification of their expenses and revenue within the required budget proposal form.

Tier 2=up to $1000 per semester. These clubs will have gained 90 to 114 total points for an entire academic year. Clubs currently in tier 2 for 2016-2017 will have the opportunity to receive up to $1000 dollars in allocated funding per
semester from the Department of Recreational Services. The club is to submit a budget proposal per semester by the specified deadlines to be eligible to receive a semester budget. In order for a club to receive its desired amount they will need to provide justification of their expenses and revenue within the required budget proposal form.

**Tier 3=$0 per semester.**
These clubs will have gained less than 90 total points for an entire academic year. While in this tier these clubs will receive zero funding from the Department of Recreational Services. However, financial assistance from the Department of Recreational Services may be available in limited amounts, and will be on a case by case basis at the discretion of the Sport Clubs Coordinator. This is in effect for clubs currently in tier 3 for 2016-2017 academic year.

**Tier 4=Probationary Status.**
While in this tier these clubs will receive zero funding and will receive zero practice space time in the Department of Recreational Services affiliated facilities. These clubs are placed in this tier because they are in poor standing with the Sport Clubs program. These clubs have shown a lack of leadership, organization, and overall lack of compliance.

**Earning Points:**

**Leadership (60 Possible Points; Comprises 44% of the Total Points):**
- President’s Meeting: 5 points each for 6 total meetings during the year= 30 points
- President’s Training: 5 points each for 2 total meetings during the year= 10 points
- Sport Clubs Recruitment Fair: 5 points each for 2 total fairs during the year= 10 points
- President’s Semester Evaluation: 5 points each for 2 total meetings during the year= 10 points

**Form Completion (45 Possible Points; Comprises 33% of the Total Points):**
- Semester Officer Agreement: 5 points each for 2 submitted forms for the year= 10 points
- Safety Officer Training Test: 5 points each for 2 submitted tests for the year= 10 points
- Semester Budget Proposal: 5 points each for 2 submitted forms for the year= 10 points
- Semester Wrap-up: 5 points each for 2 submitted forms for the year= 10 points
- Safety Officer Certifications: two or more on file (5 points) and one on file (2 points)= 5 points

**Competition (30 Possible Points; Comprises 22% of the Total Points):**
- Local/state single game: participation in a single game within the state of Georgia= ½ point
- Regional single game: participation in a single game outside the state of Georgia= 1 point
- Local/state tournament: participation in a tournament in state of Georgia= 2 points
- Regional tournament: participation in a tournament outside state of Georgia= 3 points
- National qualifying competition: participation in a competition that is eligible to qualify the club for a national championship level competition. This is a one-time yearly value= 5 points
- National Club Championship or National competition/tournament: participation in a national club championship tournament or travel to a competition/tournament
outside the states of Alabama, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, & Virginia.

This is a one-time yearly value= 10 points

- The total amount of points of attended competitions for the year will max out at 30 in total.

**TOTAL MAXIMUM POINTS EARNED FOR THE YEAR=** 135 points

*NOTE: NEW FOR 2016-2017 ½ of total point value will be awarded to clubs for late submitted forms*

---

**Bonus Points:**

There will be scheduled opportunities throughout the year for the club to earn bonus points to their total point value. Clubs will notified in advance of the events that will serve as bonus point opportunities. **The total maximum bonus points to be earned is 10 points.**

**Point Deductions:**

There are instances where points are subject to be deducted from the club’s total point value for issues of non-compliance. Listed below are the levels of infractions and point designations for those infractions. **The total maximum of points to be deducted from a club is up to 20 points.**

**Minor Infractions:** 1 point deduction. This includes but not limited to:

- A club in violation of one of the department affiliated practice location policies (e.g. no-showing for a practice at MLK or Panthersville).
- A club having non-approved marketing items (flyers, posters, websites).
- A club posting marketing materials in unauthorized locations.
- A club in violation of Department Vehicle Procedures (e.g. not returning the van on full, not removing trash, and/or not returning the packet to the indicated location).
- A club not confirming with the Sport Clubs Coordinator on a hosted competition date/time change.
- A club having a coach beginning their duties before completion of the Coach/Volunteer Packet.

**Intermediate Infraction:** 5 point deduction. This include but not limited to:

- A club failing to obtain approval on fundraising events or donor/sponsor solicitations.
- A club practicing/playing/meeting on facilities without prior reservation or permission.
- A club agreeing to participate in a league/conference without prior approval.
- A club showing disrespect/unsportsmanlike behavior toward an on-site supervisor or another club at one of the department affiliated practice locations.
- A club competing in non-approved uniforms.
- A club wearing, possessing, and/or distributing non-approved apparel.
- A club found in violation of University Vehicle Policies & Procedures (e.g. a report my driver filed, parking the vehicle at an unauthorized location, using the vehicle for unauthorized use).
- A club participating with an illegal member (non-GSU affiliated) or ineligible member (has not completed the Participant Agreement).
- A club participating in a non-approved competition. **A repeat violation of a listed minor infraction.**
Major Infraction: 10 point deduction. This includes but not limited to: A club having an unauthorized driver utilize Department Vehicles. A club found to be transporting/consuming alcohol or illegal substances in the Department Vehicles. A club found to have improper use of club funds. A club found to be hazing, fighting, and/or unsportsmanlike conduct toward other club members, officials, site management, professional staff or opponents. A repeat violation of listed intermediate infraction.

Appeals:

Once the Sport Clubs Coordinator finds a club in violation of one of the following infractions the club president will be notified of the violation and the associated point deduction. A club may appeal the ruling, the club president must submit the appeal in writing within five business days of the notification from the Sport Clubs Coordinator. The written appeal is to be directed to the Assistant Director of Recreational Services, Intramural Sports. The written appeal should include: the reason of the appeal, the desired outcome, and supporting evidence or documents. Once the appeal is submitted, please allow 3-5 days for the Assistant Director to review and follow-up with the club concerning the determination of the appeal.

Fiscal Policies and Procedures

Sport clubs are eligible for funding through the Department of Recreational Services. To be considered for any funding, a club must submit a Budget Proposal Form that includes the club’s planned revenue and expenditures for the upcoming semester. Budget allocations will occur twice per year: once for fall semester and once for spring semester. The Sport Clubs Coordinator will determine the club’s budget allocation through the club’s current tier for the academic year. The maximum funding per semester for tier 1 clubs is up to $5,000. The maximum funding per semester for tier 2 clubs is up to $1,000. Tier 3 clubs will receive zero funding per semester. However, the allocated funds are only available for use toward the following types of expenses: tournament/competition entry fees, officiating wages, supplies, equipment, club membership/conference dues, facility rental fees, and/or club competition lodging. Please note: club uniforms/jerseys are not covered as approved expense from the club allocated budget. The club’s budget proposal should clearly outline expenses in these outlined categories. It is strongly recommended to attach supporting documents to the budget proposal form to show justification of allocated funds toward these expenses.

Sport Club Budget Schedule for 2016-2017:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Budget Request Proposal Due</th>
<th>Semester Budget Start Date</th>
<th>Semester Budget End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Monday May 2nd</td>
<td>July 1st</td>
<td>December 13th</td>
</tr>
<tr>
<td>Spring</td>
<td>Thursday December 1st</td>
<td>January 9</td>
<td>June 10th</td>
</tr>
</tbody>
</table>

Expenses

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.

Methods of Payment

The Sport Clubs Coordinator must approve the club budget expense before the purchase is made. If deemed an approved expense out of the club budget then a form of payment/reimbursement will be arranged with the Sport Clubs Coordinator.

University Purchasing Card:

This is a method of payment used by the Sport Clubs Coordinator and is a direct transaction out of the club’s allocation budget. The club will need to contact the Sport Clubs Coordinator in advance in order to make this method arrangement. The most common expenses to use this method is: equipment purchases, tournament/competition entry fees, and/or league/association membership dues. This type of purchase cannot exceed $2,000 per transaction.

University check:

This is a method of reimbursement from the University when a club representative pays for a club expense and submits a receipt to the Sport Clubs Coordinator 5 business days following the transaction. Along with a receipt, the payee of the purchase will need to provide the Sport Clubs Coordinator their Panther ID number and mailing address. It is prohibited against University Purchasing policies to use a University Purchasing Card for travel & lodging. Therefore, the club will be reimbursed this way by the University for club competition lodging. Once the information is properly submitted to the Sport Clubs Coordinator, the University check process will take 3-4 weeks to process.
**Direct Deposit:**

This is a method of reimbursement from the University when a club representative pays for a club expense and submits a receipt to the Sport Clubs Coordinator 5 business days following the transaction. Along with the receipt, the payee of the purchase will need to provide the Sport Clubs Coordinator their Panther ID number and mailing address. If the club representative who paid is employed by the University they will be reimbursed via direct deposit and NOT through a University check. Once the information is properly submitted to the Sport Clubs Coordinator, the University direct deposit process will take 3-4 weeks to process.

**Invoice via University check:**

Invoices is a direct method of payment through the University check system. The most common expenses that invoices are submitted for are: officiating fees & league/association dues. A W-9 is required with the invoice if the person or vendor is not currently in the University Payment system. The club will be notified by the Sport Clubs Coordinator if a W-9 is needed. Once the information is properly submitted to the Sport Clubs Coordinator, the University check process will take 3-4 weeks to process.

**Department Petty Cash:**

This is a direct method of reimbursement to the club representative who paid for expenses $100 dollars or less. Also this is only acceptable form of payment for equipment/supplies expense. A receipt must be submitted to the Sport Clubs Coordinator to receive this reimbursement.

**Receipts:**

A receipt submitted to the Sport Clubs Coordinator for reimbursement needs to contain the following information: name/description of purchase, date of purchase, and method of purchase payment (i.e. cash, check, credit card/pay pal). The Receipt Template form can be found on the Sport Clubs website and can be used a receipt for purchases. If paying via check or credit card/paypal then a copy of a bank statement from the payee will need to be submitted along with the receipt to show proof of purchase. If the payee made the transaction with cash then only a receipt is needed to process a reimbursement.

**Tax Exempt:**

When a club representative makes a purchase in the states of Georgia, a tax exempt form is needed at the time of the purchase. The Georgia Tax Exempt form can be found on the Sport Clubs website or imleagues. The most common form of expense to use Tax Exempt is club competition lodging.

**Vehicle Fuel Card:**

A vehicle fuel card will be supplied in each Department of Recreational Services vehicle. Club members that are certified drivers will receive a fuel pin number and trained on the use of the fuel card. The fuel card is a separate expense that is NOT included in the club’s budget allocation. If the Department of
Recreational Services vehicles are full reserved for the club’s requested weekend of travel then the club is eligible to be reimbursed for one personal car’s gas. However, receipts are required for this expense and this expense will come out of the club’s allocated budget.

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.

**Revenue**

Clubs obtaining revenue is an effective way to off-set expense not covered within the club’s allocated budget. Clubs are student ran organizations that should be self-sufficient and NOT completely rely on the allocated budget from the Department of Recreational Services.

**Membership Dues:**

This is a method of revenue the club can earn by setting a fixed amount for a member to join a club. It is strongly recommended that clubs institute membership dues. It is the club’s responsibility to manage the collection of dues. Furthermore, it is the club’s responsibility to set appropriate due amounts to justify the expense of that specific club.

**Fundraising:**

This is a method of revenue the club can earn by organizing an event to promote the club. All fundraising ideas must be pre-approved by the Sport Clubs Coordinator. Once approval is gained, the club is responsible for organizing and operating the event. Please submit the Fundraising Proposal Form before any action is taken. It is prohibited to seek the fundraising events/ideas from alcohol and/or tobacco based companies. Once submitted to the Sport Clubs Coordinator then a meeting will be scheduled to make a determination on the proposal. The fundraising event shall be reported on the club’s end of the semester report. Examples of potential fundraising events can include but not limited to: hosting a tournament, car wash, bake sale, concessions, restaurant benefit nights, food sales, merchandise sales at club competitions, and/or volunteering at major in-town sport events.

**Sponsorships:**

This is a method of revenue a club can achieve by partnering with an off-campus organization/company to sponsor a club event and/or club item. All sponsorship ideas must be pre-approved by the Sport Clubs Coordinator. Please submit the Sponsorship Proposal Form before any action is taken. It is prohibited to seek the sponsorship of alcohol and/or tobacco based companies. Once submitted to the Sport Clubs Coordinator then a meeting will be scheduled to make a determination on the proposal. If a sponsorship logo is placed on a club uniform it must be in compliance with the uniform policies.
**Donations:**

This is a method of revenue the club can earn by receiving funds from a donor to go toward the club’s allocated budget. A prospective donor is to make a check payable to “Georgia State University Foundation.” The prospective donor is to submit the check to the Club President receiving the donation. The Club President will then submit the donation along with **Donation Form** to the Sport Clubs Coordinator. The Sport Clubs Coordinator will then submit it to the Department of Recreational Services’ Business Manager that will place the donation in the Recreation Foundation embarked to the specific club. The donor would be eligible to write the donation off their personal taxes.

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.

**National Travel Fund**

The National Travel Fund is set up for the Sport Clubs Program support teams in their effort to attend national level competitions. It is a separate fund aside from the club’s semester budget.

**Steps to Apply:**

- A club applying for National Travel Fund must be in good standing with the Department of Recreational Services
- The proposal by an interested club must be for a National Club Championship competition or a National level tournament/competition. A National level tournament is considered travel to a competition outside the states of Alabama, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, & Virginia
- Once a club becomes aware of a National tournament/competition, the club will need to submit the application for consideration of the National Travel Fund
- The time frame to submit the application is no more than three months from competition dates and no less than a month of the competition dates. If the club becomes eligible for National tournament/competition less than month before the dates; then the funding approval will be determined on a case by case basis
- A club may only apply for the National Travel fund to pay for competition registration fees, transportation, and lodging
- A club may only apply one time per academic year
- Once the application is submitted, the Sport Clubs Coordinator will review and follow up with the Club President with an in-person meeting for the determination of funds

**Guidelines:**

- If the club’s proposal is approved, the club will be sponsored for all total dollar expense that comprise of registration fees, transportation, and lodging.
- It is a separate fund aside from the club’s semester budget.
• Only eligible club members are covered for the approved expenses (Club Coaches are excluded from coverage).
• The approval of the club’s proposal is at the discretion of the Sport Clubs Coordinator

If Approved:

• The club will need to submit a trip form online at imleagues.
• If it applies, the club will need to submit a van request from online at imleagues.com.
• If it applies, the club will need to submit proposed travel days & times to the Sport Clubs Coordinator for airfare to be purchased by University.
• Also, individual paperwork will need to be completed per traveler for University purchased airfare to be booked. Each form will need to be completed first before the next form is given to the traveler (Sport Clubs Coordinator will supply the necessary paperwork and ensure it is completed properly).
• Before the trip, the club will need to submit to the Sport Clubs Coordinator of the traveler(s) who will be paying for the lodging and/or rental car fees. This is for the Sport Clubs Coordinator to encumber the additional expenses for the individual traveler.

**Please note:** In the event the club and/or an individual traveler does NOT attend the National Competition they will be responsible for all expenses paid on their behalf prior to the trip.

**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.
• 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.
• 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 web site 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 “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 may use the official Georgia State university logo and/or flame, but they may NOT manipulate them in any way. The university logo or flame should NOT be incorporated into any other logos. The flame and the logo must be clearly separated from a club name or logo. **The university mascot Pounce is prohibited from being used by a sport club.** The official Georgia State colors are blue (PMS 286) and white. Red (PMS 186) is an accent color and ONLY used as an underline under the word “State” in the official University logo. The university logo or flame graphic is prohibited from being printed in red. The university or flame graphic may be produced in two colors of blue & white or in one color of all blue or all white.
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.
- The color of the apparel may consist of any color and does NOT have to be restricted to the University colors of blue and white.
- Once the request is received, the Department of Recreational Services Marketing Coordinator will create 3 designs with different fonts.
- Designs will be sent to club for approval/edits via the Sport Clubs Coordinator.
- Once the club has selected a specific design but would like an edit (i.e. word placement, design on back size, etc.) this will be requested one time.
- Edits will be requested to the Sport Clubs Coordinator who will then send it to the Department Marketing Coordinator for further review.
- Once the design has been selected and the one edit made (if necessary) it will be sent to the Student Affairs Marketing Team for final & official approval.
- Once approved by the Student Affairs Marketing team, the club must produce a final proof to the Sport Clubs Coordinator from their vendor of choice for each apparel order. This is to ensure there are NO alterations to a design approved by Student Affairs.

**NO CLUB APPAREL SHALL BE PRINTED AND PURCHASED BY THE CLUB WITHOUT AN OFFICIAL EMAIL REQUEST AND/OR OFFICIAL APPROVAL FROM THE SPORT CLUBS COORDINATOR**
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 to the club of apparel that will manipulate the University logo or flame in any way.
- The Department of Recreational Services will NOT produce proofs to the club of apparel that will use the university mascot Pounce.
- The Department of Recreational Services will NOT produce proofs to the club of apparel that contain the phrase GSU or simply Georgia State.
- The Department of Recreational Services will NOT produce proofs to the club of apparel that 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.

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.
- Once the request is received, the Department of Recreational Services Marketing Coordinator will create 3 designs with different fonts.
- Designs will be sent to club for approval/edits via the Sport Clubs Coordinator.
- Once the club has selected a specific design but would like an edit (i.e. word placement, design on back size, etc.) this will be requested one time.
- Edits will be requested to the Sport Clubs Coordinator who will then send it to the Department Marketing Coordinator for further review.
- Once the design has been selected and the one edit made (if necessary) it will be sent to the Student Affairs Marketing Team for final & official approval.
Once approved by the Student Affairs Marketing team, the club must produce a final proof to the Sport Clubs Coordinator from their vendor of choice for each uniform order. This is to ensure there are NO alterations to a design approved by Student Affairs.

1. **NO CLUB UNIFORM SHALL BE PRINTED AND PURCHASED BY THE CLUB WITHOUT AN OFFICIAL EMAIL REQUEST AND/OR OFFICIAL APPROVAL FROM THE SPORT CLUBS COORDINATOR.**
2. Please allow for multiple weeks to receive the request, create a design, and gain the proper approvals.
3. A Club Uniform 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.
4. The front of the uniform/jersey shall have the approved Georgia State University logo. 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.
5. The back of uniform/jersey may consist of personalized information such as a name/nickname, number, club sport name, and/or sponsorship.
6. The base color of the uniform/jersey shall be the university colors of blue and white.
7. 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.
8. 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.

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.

---

### Administrative Forms

Throughout the academic year, each club will be responsible for submitting forms to document the approval of the club’s activity. Listed below is the description of these forms which can be accessed and submitted through: [http://www.imleagues.com/Members/MyForms.aspx](http://www.imleagues.com/Members/MyForms.aspx)

**Budget Request Proposal:**

- This is a mandatory form to be submitted by each club which documents the club’s proposal of funds for the upcoming semester.
Coach Information:

- This is a **required** packet of information for clubs that have coaches to complete per academic year

End of Semester Wrap-Up Form:

- This is a **mandatory** form to be submitted by each club documenting their activity for the current semester

Officer Agreement Form:

- This is a **mandatory** form to be submitted by each club to provide an updated list of their officer information for a given semester

Sport Club Participant Agreement/Waiver:

- Each participant is **required** to complete this form to be an eligible member for the club; the form is valid for one academic year

Trip Itinerary Form:

- This is a **required** form for all off-campus club sponsored travel and is to be submitted at least 5 business days prior to leaving for the trip

Vehicle Request Form:

- This is a **required** form for clubs seeking a department vehicle for club travel and is to be submitted at least 5 business days in advance of the travel

Club Resources:

There are documents of information to serve as resources for all clubs. These are in place to assist all clubs with the compliance of the Sport Club Program policies and procedures. These forms of information can be found on [http://recreation.gsu.edu/intramurals-clubs/sport-clubs/resources/](http://recreation.gsu.edu/intramurals-clubs/sport-clubs/resources/) and/or through [http://www.imleagues.com/Members/MyForms.aspx](http://www.imleagues.com/Members/MyForms.aspx)