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Important Contacts

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Sam Cassell  
Graduate Assistant, Transportation  
Office: 404-413-1762  
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Student Recreation Center  
101 Piedmont Ave SE  
Atlanta, GA 30303  
404-413-1750

Sport Club Website  
http://recreation.gsu.edu/intramurals-clubs/sport-clubs/
2013-2014 Sport Club Calendar

Dates are subject to change. You will be contacted via email with changes/updates

**Fall 2013**

Thursday, Aug 29  Sport Club President’s Meeting, 12:30 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Monday, Sept 2  Official Club Practices Begin This Week

Wednesday, Sept 4  Sport Club Safety Officer Training, 6:00 p.m, Room 215 of the Student Recreation Center.

Thursday, Sept 5  Sport Club President’s Training, 6:00 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Friday, Sept 6  Officer Agreement Forms due by 5:00 p.m.

Thursday, Oct 10  Sport Club President’s Meeting, 12:30 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Monday, Oct 14  Fall Semester Photo Challenge Deadline

Friday, Nov 1  Fall Semester Photo Challenge Winners Announced

Thursday, Nov 14  Sport Club President’s Meeting, 12:30 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Monday, Dec 2  Budget Request Proposal & End of Semester Wrap-Up Form due by 5:00 p.m.

Mon Dec 2-Fri Dec 6  End of Semester Club Evaluations & Official Club Practices End

**Spring 2014**

Thursday, Jan 16  Sport Club President’s Meeting, 12:30 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Monday, Jan 20  Official Club Practices begin this week

Wednesday, Jan 22  Sport Club Safety Officer Training, 6:00 p.m, Room 215 of the Student Recreation Center.

Thursday, Jan 23  Sport Club President’s Training, 6:00 p.m., Room 215 of the Student Recreation Center.

Friday, Jan 24  Officer Agreement Form due by 5:00 p.m.

Thursday, Mar 13  Sport Club President’s Meeting, 12:30 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Monday, Mar 17  Spring Semester Photo Challenge Deadline

Tuesday, Apr 1  Spring Semester Photo Challenge Winners Announced

Thursday, Apr 10  Sport Club President’s Meeting, 12:30 p.m., Room 215 of the Student Recreation Center. ATTENDANCE IS MANDATORY!

Mon Apr 21-Fri Apr 25  End of Semester Club Evaluations & Official Club Practices End

Thursday, May 1  Outstanding Sport Club Nomination Form, End of Semester Wrap-Up Form, & Budget Request Proposal due by 5:00 p.m.
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 Club student organizations are made up of individuals that have a desire to compete or participate in a sport 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 Club teams function under student leadership and the monies needed to support them are generated through membership dues, fundraisers, donations, Department of Recreational Services or University support. Teams hold regular practices and often compete in an organized league with other collegiate sport club teams.

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 programs within the Department of Recreational Services. The guidelines contained within this manual have been adopted to ensure the safety and interest of each participant. The enforcement of these policies and procedures are essential to ensure the safety of all participants as well as securing the support of the University.

Note: The Sport Clubs Coordinator can make changes to this document at any time and will notify clubs of these changes immediately.

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 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. Recreational Services will provide the expertise and resources to allow the individual sport clubs to be successful.
Examples of services the department can provide:

- 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 activities. The Sport Clubs Coordinator is responsible for ensuring that the individual clubs operate in a safe manner, and is here to advise clubs on their day-to-day operations and special events.

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

The Role of Student Organizations

Student Organizations is the center of student life and involvement, engaging Georgia State students in co-curricular experiences through programming, services and leadership opportunities, which complement the academic experience through out-of-class learning. Services provided by Office of Student Organizations to sport clubs include:

- Student Organizations coordinates the chartering and recognition of student organizations, provides general oversight to all student clubs and organizations
- All chartering activities take place on http://gsu.orgsync.com
- During the fall semester, Student Organizations will host several Student Organization Orientation sessions
- The purpose of this orientation is to orient new and returning officers to campus resources, student life, and university policies
- It is MANDATORY that at least one representative from each club attend a Fall Orientation Session. Clubs that are not represented at this orientation will become inactive and/or lose funding
- Additionally, Student Organizations co-sponsors broad-based, innovative programs with numerous student organizations
The Role of the Advisors

Advisors are the main guidance that club officers and participants have in regard to their club. They oversee the activities of the sport clubs to ensure that no University policies are broken and/or no laws are broken by that club. 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 responsibilities shall include but not be limited to the following:

- Serve as a mentor to the club in regards to effectively running a sport club
- Authorize the club’s vehicle request forms
- Authorize the club’s semester budget proposals
- Authorize the club’s end of semester report
- Have an Orgsync profile account and approve the club’s annual charter renewal
- 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 as the advisor your amount of involvement with club is determined by you and the club. Advisors can be fully involved or can simply serve as signature approvers. Please discuss with your club how involved you wish to be.

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 Club Coach Packet to be considered. The 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 Club Coach Packet is only valid for one academic year. Therefore, after being approved as a coach, the coach must complete and turn in a Sport Club Coach 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 Club coaches must abide by the following guidelines:

- The coach shall 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 Sport Club’s 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

This individual must understand and accept the philosophy of the sport clubs program and be aware that club officers and the Sport Clubs Coordinator have the authority to terminate any relationship with the club.

**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. Clubs 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 other program offered within the Department of Recreational Services at Georgia State University
- 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 sport club application will be required 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 steps will
be to become an official chartered organization with the Office of Student Organizations. The steps to that process are as follows:

1. Contact the Office of Student Organizations at Student Center 330 or email: studentorganizations@gsu.edu with the proposed sport club application
2. Decide the club name, adopt a statement of purpose
3. Have a least 8 interested charter member’s contact information, including Panther ID
4. Select a faculty or staff advisor, who must be 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. Complete the Petition to Charter Form found at http://gsu.orgsync.com/Forms. You will need to attach your constitution to the Petition to Charter Form
8. Receive notification of status from Student Organizations and the Student Life and Development Committee of the University Senate (Note: The Student Life and Development Committee only reviews applications August 1 – April 1 of each academic year)
9. Complete online registration within OrgSync – must have electronic constitution and email/Panther ID#'s of each member
10. Attend a new student organization orientation session

NOTE: Notify the Sport Clubs Coordinator upon receiving an official notice from the Office of Student Organizations the club is a chartered student organization. NEW sport clubs will be tier 3 status club for two full semesters upon the date they become chartered. Clubs that are in tier 3 (see SPORT CLUB CLASSIFICATION TIER SYSTEM) will not receive any funds from the Department of Recreational Services.

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 shall be accomplished by May 1st of each year. The club orgsync account will be prompted for renewal weeks prior to the May 1st deadline. After updating and submitting the club’s charter renewal, the club’s advisor will then be notified via email to officially approve the renewal. The club will not be officially renewed, until the club’s advisor officially approves. A club’s failure to renew their charter will result in the club not being active for the following academic year.

Expectations of the Sport Club:

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 sports club. They are the athletic directors, marketing directors, travel agents, secretaries and chief financial officers. The
Department of Recreational Services is here to support every club any way we can. 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:

- Have a representative attend the mandatory Sport Club President’s Meetings
- 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 approval from the Sport Clubs Coordinator on marketing of club, new uniforms/jerseys, fundraising opportunities, purchases, and space reservations
- Semester Wrap-Up Report submitted at the end of each semester
- Budget Proposal Report submitted at the end of each semester
- Signed liability waiver for each club member on file with Sport Clubs Coordinator
- Travel Itinerary Forms completed and turned in at least 5 business days prior to every off-campus event
- All clubs must provide a safe environment for participation this should include but not limit to: safe playing area for practices and competitions, proper instruction and supervision and emergency action protocol in place for injuries and emergencies
- Clubs must be in good standing with Georgia State University’s Student Organizations Office and complete all requirements from that office.
- Follow Georgia State University’s Anti-Hazing Policy, found at http://www2.gsu.edu/~wwwcam/

Internal Club Organization

**Constitution:** Each sport club is required to have a constitution submitted to the Sport Clubs Coordinator and the Office of Student Organizations. New clubs can receive Sport Club benefits and recognition through the Department of Recreational Services when their constitution has been submitted and approved.

Constitutions are important in laying the foundations for a club’s existence. Because the constitution is the maintenance and operation of a sport club, it should be reviewed and updated on a regular basis by the club’s membership. The constitution should only include the fundamental framework of the club. It should be made difficult to amend in order to maintain the original intent for the organization members.

**Meetings:** Clubs should 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. Each club should elect at least 3 officers. All officers must be currently enrolled GSU students in good standing. If there is a change of any officer, this information must be reported to the Sport Clubs Coordinator and on the club’s Org Sync account.
Club Dues & Charges: Sport clubs are allocated a budget for fall and spring semesters. However, self-support is an essential function of the sport club organizations. Charging your club members’ dues assures that members take on an active and serious interest in the continued existence of the club. Payment of dues entitles a person to participate in club activities. Sport clubs charge dues to off-set the cost of equipment, uniforms, travel, supplies, and in some cases coaching. Club members desiring to travel, enter tournaments, etc., may expect to pay additional costs for each event in which they participate. All membership dues charged by registered sport clubs MUST be deposited into the club’s off-campus checking account. This money should NEVER be used for personal gain.

Club Membership: Membership in a sport club shall be available to all interested student fee paying students regardless of race, color, sex, religion, creed, age, sexual orientation, disability or national origin.

1. All students that would like to join a sport club at GSU must submit the Sport Club Participant Application and the Assumption of Risk, Waiver or Liability & Indemnity Agreement on the sport club webpage: http://recreation.gsu.edu/intramurals-clubs/sport-clubs/

2. Because the sport clubs program is funded by student fees, ONLY currently enrolled students are eligible to participate in competitions

3. However, faculty/staff members & alumni are eligible to be members of a club and participate in practices ONLY

4. Continuing to grow club membership is vital to the club’s success. Each club should host at least one recruitment activity per semester

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.

Club Member’s Role: Within requirements set by the Office of Student Organizations criteria for registered student organizations, club members collectively have the responsibility for:

1. The writing of their constitution and bylaws
2. The establishment of their dues schedule
3. The selection of their advisor and/or officers
4. The duties of their officers
5. The development and administration of their budget
6. Submission of all paperwork and forms including the Assumption of Risk, Waiver of Liability & Indemnity Agreement
7. Making decisions on travel logistics and competition schedule
Club Activity Guidelines

The club’s official activity for a given year shall 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 will begin the second week of each semester. The club will be allocated funds for both fall and spring semesters of activity. Equipment purchased on behalf of the club will be checked-out at the beginning of the fall semester and checked back in at the end of the spring semester. Clubs will not be granted official practice space and time in the summer months. If a club would like to participate in a sanctioned competition during the summer months the determination would be made on a case by case basis by the Sport Clubs Coordinator.

Sport Club Travel

• **Trip Itinerary Form:** Clubs MUST complete a **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 form is mandatory in order for the club to be authorized to travel.

• **Hotel/Lodging:** Hotel rooms should cost less than $100/night (There may be exceptions to this rule for holiday weekends.) You are encouraged to share rooms, find people in the area to stay with or camp (tents can be rented from Touch the Earth). If you need additional help finding a hotel/lodging, see the Sport Clubs Graduate Assistant.

• **Receipts/Reimbursements:** Clubs may seek reimbursement for their club travel.
  o Keep all receipts
  o Hotel receipts must be itemized
  o All receipts must have the same name on them as the Trip Leader on the **Trip Itinerary Form**
  o It is recommended that only one person is in charge of the money, but if more than one person will be paying for items, each person must fill out a **Trip Itinerary Form**
  o All receipts MUST be turned into the Sport Clubs Coordinator within 5 business days from the return of the trip
  o There will be no reimbursement for in-hotel phone calls, movies, food, personal laundry or entertainment

• **Department Vehicle Travel:** The Department of Recreational Services’ vehicle fleet was established for the exclusive use of department programs. Currently, our fleet includes nine 10-passenger vans and one pick-up truck.
  o Scheduling requests are prioritized by groups as follows:
    o 1<sup>st</sup> Priority – Touch the Earth
    o 2<sup>nd</sup> Priority – Intramurals, Scuba, & Rec. Services
    o 3<sup>rd</sup> Priority – Sport Clubs
    o 4<sup>th</sup> Priority – Others
  o Only certified/authorized persons may operate Georgia State vehicles. To get certified you must follow these steps:
1. Clubs will be notified at the beginning of the semester via email by the Sport Clubs Coordinator of when the scheduled van classes will be offered for that semester.

2. In the email it will direct interested participants on the sign-up instructions for the class.

3. Upon the completion of the four hour class, participants will be required to schedule a meeting with the Transportation Graduate Assistant.

4. During this 1-hour meeting there will be: a review of the Department of Recreational Services' policies, discuss the usage of a state fuel card, complete an authorized driver information packet, and complete a drive familiarity test with the Transportation GA.

5. Remember to bring your Driver’s License and Panther ID card in order for a DMV check to be made to ensure you have no more than 1 moving violation in the last 3 years.

   - 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 can reserve vans for travel to sanctioned competitions.
   - However, only Tier 1 will be permitted to use vans for transportation to practices/trainings.
   - **To reserve a van, a Van Request Form must be submitted to the Sport Clubs Coordinator at least 5 business days in advance of your trip.**
     - It is highly recommended that all requests be turned in as early as possible.
     - All vans must be returned clean and with a full tank of gas to avoid your club’s van reservation privileges being revoked.
     - Any questions concerning the van, please contact the Sport Clubs Coordinator at 404-413-1764.

- **Personal Vehicles:** Clubs are not required to use department vehicles for travel to competition. 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 requests to use department vehicles and they are fully reserved for the desired day or day(s) of travel. In this case clubs will be reimbursed for travel in personal vehicles provided receipts are supplied to the Sport Clubs Coordinator upon return from the trip.

- **Air Travel:** The Sport Clubs Coordinator can make air travel arrangements for your club through the University’s travel services office. Sufficient advance preparation is required. Contact the Sport Clubs Coordinator for additional information.

- **National Travel Fund:** Is allocated to support teams in their effort to attend national collegiate competitions/events (or regional if this is the highest possible) as part of supporting the sport clubs program goal to strive towards competitiveness at a national and regional level. See the **National Travel Fund Application** for more information.
Risk Management & Safety

Information Regarding Potential Injury

Club officers are required to inform all individual club members that the 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.

Assumption of Risk

Any individual participating in the sport clubs program assumes responsibility for his/her own health. All individuals who intend to participate in vigorous activities within the sport clubs program should have a physical examination before participating.

All members of every sport club are required to read and submit the Assumption of Risk, Waiver or Liability & Indemnity Agreement online. No club member is eligible to participate in a club sport related activity unless he/she has a release on file. Club members who are under the age of 18 must also have a parent or legal guardian sign the form. Each member must sign the Assumption of Risk, Waiver or Liability & Indemnity Agreement. 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 participants are NOT considered official members of the club until they complete the Assumption of Risk, Waiver or Liability & Indemnity Agreement forms. The forms are 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 Club Insurance Policy. An enrolled student athlete is covered during practice sessions and game, contest or match competition. Participants traveling as a group to or from a covered event in transportation furnished or arranged by sport club organizations are covered.

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.
First Aid, CPR, and AED Requirement

Each Tier 1 sport club is required to have at least two active members who are certified in First Aid, CPR, and AED. All other sport clubs must have at least one club member who is certified in First Aid, CPR, and AED certified. All sport clubs must have at least one First Aid, CPR, and AED certified member present at each club practice and competition. It is recommended that sport club coaches obtain First Aid/CPR/AED certification as well. The Department of Recreational Services will offer training classes throughout both fall and spring semester and free for sport club members and coaches. The club members who are documented as certified on behalf of the club must have a copy of an updated First Aid, CPR, and AED certification on file with the Sport Clubs Coordinator.

First Aid Equipment and Supplies

A. Student Recreation Center
   1. The Student Recreation Center has 4 Automated External Defibrillators (AEDs) available in case of emergency. There are AEDs located on the Main Level in the Exercise Room at the main desk, on the Lower Level at the Equipment Issue Desk, by the doors to the Main Gym and by the stairs on the third floor.
   2. Go to the Equipment Issue Desk (lower level) to obtain first-aid supplies such as bandage, gauze dressing pads, or ice.

B. Off-campus Facilities
   1. Panthersville has one Automated External Defibrillators (AED) available in the office in case of an emergency. In addition, there are first-aid supplies are available at this facility.
   2. First-aid kits are available to all clubs that do not practice at a Georgia State facility. Contact the Sport Clubs Coordinator if your club needs a first-aid kit.

Sport Club Accident Procedures

C. Student Recreation Center
   1. 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.
   2. 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.
   3. The Student Recreation Center building supervisor will provide first-aid care to the injured person. This may include calling for an ambulance when needed.
   4. Assist the Student Recreation Center building supervisor with filling out the Student Recreation Center Accident Report form.

D. Off-Campus Activities
   1. 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.
   2. 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.
3. 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.

4. If campus security or 911 is called, contact the following person immediately after the situation is stable:
   - a. Ty Verdin, office: 404-413-1764, cell: 404-615-4801
   - b. If unable to contact Ty Verdin, contact Andy Hudgins, office: 404-413-1765, cell: 404-729-9635
   - c. If unable to contact Ty Verdin or Andy Hudgins, contact Melissa Buchheit, office: 404-413-1778, cell: 678-697-6322

5. 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.

**Fiscal Policies and Procedures**

Sport club funding is primarily provided by the individual members of each club through their membership dues, fundraising and sponsorship efforts. However the Department of Recreational Services may have supplemental funding available.

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.

**Funding Request through the Department of Recreational Services**

Sport clubs are eligible for funding through the Department of Recreational Services. To be considered for any funding, a club must submit a Budget Request Proposal that includes the club’s planned revenue and expenditures for the upcoming semester.

1. Budget allocations will occur twice per year: once for fall semester and once for spring semester
2. The Sport Clubs Coordinator will determine all budget allocations by using the sport club classification tier system
3. In addition to the Sport Club Classification Tier System, the Sport Clubs Coordinator will use the following criteria to make decisions on budget allocations:
   - a. Need of club
   - b. Club history
   - c. Intent of club-activities/attitude/motivation
   - d. Nature and frequency of club activities and their expenses
   - e. Club’s schedule of events (participation in inter-collegiate events)
   - f. The amount of club dues for each member
   - g. Cooperation of club representatives
   - h. Fundraising activities on the part of the club itself
i. Submits of paperwork on-time to Sport Clubs Coordinator
j. Attends all mandatory meetings
k. Number of civic engagement activities
l. The equipment and supply needs

4. Sport Club Budget Schedule for 2013-2014:

<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>Thursday, May 1st</td>
<td>July 1st</td>
<td>December 10th</td>
</tr>
<tr>
<td>Spring</td>
<td>Monday, December 2nd</td>
<td>January 1st</td>
<td>June 10th</td>
</tr>
</tbody>
</table>

**SPORT CLUB CLASSIFICATION TIER SYSTEM**

In order to better administer the diverse and growing sport clubs program, a tier system was implemented July 1, 2009. The purpose of the tier system is to try to meet the needs of all the sport clubs that are recognized as chartered organizations on campus and be a reflection of a club’s involvement, accountability, leadership, and success.

- All GSU sport clubs will be placed into one of the following 4 tiers based on the amount points they accumulate out of a possible 110 for the 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
- The clubs are capable of earning points in the following areas: Leadership, Form Completion, Competition, & Membership
- Tier 1 clubs will need to gain 90 of the possible 110 points for the entire academic year
- Tier 2 clubs will need to gain 70 of the possible 110 for the entire academic year
- Tier 3 clubs have gained less than 70 points for the entire academic year or they are within their first year of establishment
- Clubs placed in tier 4 are considered to be on probation resulting from being in poor standing with the Department of Recreational Services
- Clubs that are in poor standing result in a lack of leadership, organization, and overall lack of compliance for the policies and procedures of the sport clubs program
- Clubs that have inactive status with the Office of Student Organizations is due to failure to submit a charter renewal by May 1st of the Academic year
- Once clubs renew their charter with the Office of Student Organizations and they take an active status again; the maximum tier they can be placed in is Tier 2.
- **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 = $0 - $8,000**

These clubs have gained 90 of the 110 possible points for the entire academic year. The 110 allocated points are distributed towards leadership, form completion, competition, & membership. The achievement of accumulating this amount of points shows a strong standing with the sport clubs program. They have shown their worth, compliance, and dedication as a sport club. These clubs have the opportunity to receive a maximum of $8,000 dollars in funding per semester.

**Tier 2 = $0 - $750**

These clubs have gained 70 of the possible 110 for the entire academic year. The 110 allocated points are distributed towards leadership, form completion, competition, & membership. These clubs are not in poor standing, but could demonstrate improvement toward compliance and overall standing with the sport clubs program. These clubs have the opportunity to receive a maximum of $750 dollars in funding per semester.

**Tier 3 = $0 - $0**

These clubs have gained less than 70 points for the entire academic year, or are within their first year of establishment. Tier 3 clubs have **two full semesters** to demonstrate stability in terms of leadership, form completion, competition, & membership. 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, but will be situation by situation basis and at the discretion of the Sport Clubs Coordinator. After two full semesters clubs will be evaluated and the determination will be made to promote the club to tier 1 or tier 2 or demote to tier 4 based on their performance in tier 3.

**Tier 4=$0-$0**

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. While in this tier these clubs will receive zero funding and zero practice space from the Department of Recreational Services.

### TIER SYSTEM POINTS BREAKDOWN

<table>
<thead>
<tr>
<th>LEADERSHIP</th>
<th>POINT AMOUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport Club President’s Meetings</td>
<td>5 points for each one attended (max points awarded=30)</td>
</tr>
<tr>
<td>Semester President’s Training</td>
<td>5 points per club for attendance (max points awarded=10)</td>
</tr>
<tr>
<td>Semester Safety Officer Training</td>
<td>5 points per club for attendance (max points awarded=10)</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Active Safety Officers on file</td>
<td>Two per club=3 points, One per club=1 point (max points awarded=3)</td>
</tr>
<tr>
<td><strong>MAXIMUM POINTS</strong></td>
<td><strong>53 Points</strong></td>
</tr>
<tr>
<td><strong>FORMS</strong></td>
<td><strong>POINT AMOUNTS</strong></td>
</tr>
<tr>
<td>Semester Officer Agreement</td>
<td>5 points if completed by deadline (max points awarded=10)</td>
</tr>
<tr>
<td>Semester Budget Proposal</td>
<td>5 points if completed by deadline (max points awarded=10)</td>
</tr>
<tr>
<td>Semester Wrap-Up</td>
<td>5 points if completed by deadline (max points awarded=10)</td>
</tr>
<tr>
<td><strong>MAXIMUM POINTS</strong></td>
<td><strong>30 Points</strong></td>
</tr>
<tr>
<td><strong>COMPETITION</strong></td>
<td><strong>POINT AMOUNTS</strong></td>
</tr>
<tr>
<td>Number of Competition/Events participated in for the year</td>
<td>Two Day Competition/Event=2 points, Single Day Competition/Event=1 point (max points awarded=15)</td>
</tr>
<tr>
<td><strong>MAXIMUM POINTS</strong></td>
<td><strong>15 Points</strong></td>
</tr>
<tr>
<td><strong>MEMBERSHIP</strong></td>
<td><strong>POINT AMOUNTS</strong></td>
</tr>
<tr>
<td>Number of Members</td>
<td>Twenty or more members=6 points, Eleven to Nineteen members=4 points, Five to Ten members =1 point</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Raising a semester amount of greater than $500=3 points per semester, semester amount of $100-499=2 points per semester, semester amount of $50-99=1 point per semester (max points awarded=6)</td>
</tr>
<tr>
<td><strong>MAXIMUM POINTS</strong></td>
<td><strong>12 Points</strong></td>
</tr>
<tr>
<td><strong>Deductions</strong></td>
<td>A subtraction of points for any issues related to discipline, finances, and/or any other form of non-compliance. (max points deducted=10 and evaluated on case by case basis)</td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS</strong></td>
<td><strong>110</strong></td>
</tr>
</tbody>
</table>
Club Accounts and Purchases

Allocation Account

Once a club has been recognized by both the University and the Department of Recreational Services for one academic year, they are eligible to receive funding from the Department of Recreational Services. Funds will be allocated by the Sport Clubs Coordinator and held in their Allocation Account. See the following breakdown of approved and non-approved purchases from your allocation account.

1. Approved

- **Tournament/Competition Entry Fees**
  - Can be reimbursed only if Trip Itinerary Form is submitted to Sport Clubs Coordinator at least 5 business days in advance to trip departure
  - The Sport Clubs Coordinator can pre-register clubs for competition with a University purchase credit card

- **Officiating**
  - Local officials should be used whenever possible
  - Clubs will need to pre-arrange the official’s payment before the contest
  - 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 supplied 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

- **Equipment**
  - All equipment purchased by Sport Clubs Coordinator will become property of Georgia State University
  - Equipment will be checked out to an individual by the Sport Clubs Coordinator
  - Must be returned to the Sport Clubs Coordinator after each academic year
  - Some equipment may require a deposit from the individual checking the equipment out

- **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

- **Facility Rental**
  - ONLY if Georgia State University doesn’t have a suitable facility for your club to practice

- **Travel Expenses (Transportation/Lodging)** – See Sport Club Travel
2. Non-Approved

- Coaching Stipend
- Websites
- Personal items such as shooting shirts, socks, undergarments, sweats, warm-up suits, jackets, uniforms, and shoes
- Awards or gifts
- Food, banquets, refreshments
- Fines of any kind

Note: ONLY club president and treasurer can request purchases and payments.

**Off-Campus Checking Account**

Each club is permitted to have an **Off-Campus Checking Account**. This account should ONLY be used for club business. This account should NOT be used by any member of the club for personal gain. Any sport club off-campus checking account being used for personal gain will be reported to the Dean of Students Office and/or Georgia State University Police Department.

Money from this account generally comes from team dues and fundraisers. This account shall not be used to purchase alcohol or drugs. Currently clubs can use this account for the purchase of almost anything club related. All bank statements must be sent to your club’s mailbox in the Student Recreation Center, and the club bank statements will be reviewed monthly.

1. Approved

- Coaching stipend
- Pre-approved uniforms (which can be kept by club participants)
- Pre-approved apparel (which can be kept by club participants)
- Pre-approved awards or gifts
- Food, banquets, and refreshments
- Pre-approved equipment
- Travel expenses
- Supplies
- Officiating
- Facility rentals
- Tournament/Competition entry fees
- Conference League dues, membership fees, and fines

2. Non-Approved

- Alcohol
- Drugs

**NOTE:** Campus Recreation or the University will not be responsible for any debt accrued by the club. Delinquent bills could threaten the status of your club.
Methods of Payment for Sport Club Business

The Sport Clubs Coordinator must approve purchases made by the club before the transaction. If deemed an approved purchase then the club is subject for reimbursement. The reimbursement is processed via a check provided a receipt is supplied to the Sport Clubs Coordinator following the purchase. Along with the receipt, the payee of the purchase will need to provide the Sport Clubs Coordinator their Panther ID number and mailing address. Once the information is properly submitted, the University check process takes 3-4 weeks to complete.

Some approved purchases can be made through using a University Purchasing Credit Card. Examples of approved credit card transactions include online tournament/competition registration, equipment purchases, facility rental deposit, etc. Credit card purchases cannot exceed $2,000 per transaction. Contact the Sport Clubs Coordinator for arrangement of these types of purchase transactions.

Club Revenue

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. Membership dues paid to individual clubs are non-refundable.

Fundraising

- All fundraising projects must be pre-approved by the Sport Clubs Coordinator, and depending on the nature of the activity, other University departments
- A fundraising event is permitted only if the project is consistent with the purpose of the organization and University policy
- Any direct solicitation at open events on campus must be previously approved by the Sport Clubs Coordinator
- The net proceeds of the fundraising event must be used for the stated purpose of the organization, for a purpose related to the goal of the particular sport club, or for a donation to a charitable organization
- Any money raised by a fundraiser must be deposited into the club’s off-campus checking account or the GSU Foundation account within 48 hours of receipt
- No profit may accrue to the benefit of any individual member(s) of the organization
- Common fundraising methods include:
  - entry fees from tournaments, car washes, bake sales, concessions, benefit night at a local restaurant, candy sales, swim-a-thons, row-a-thons, gate monies, novelty sales, rubber wristband sales
- **NO** University monies may be used to put on a fundraising event
• Fundraising Tips
  o Start early and start now
  o The more time and energy you allot to your fundraising, the more money you will raise
  o Select the correct season and time for the fundraising event
  o Be aware of conflicting events and take weather into account
  o Dream big and Ask big: Timid request = timid gifts
  o Thank people sincerely and in a timely fashion

Sponsorships

Sport clubs often will seek the aid of off-campus organizations or companies in sponsoring an event or club activities. There are University policies and regulations that govern a private firm or organization from co-sponsoring events on GSU property or with GSU affiliate groups. Additionally, regulations also exist governing the types of printed materials that can be posted and what can appear on them in the case of sponsored or co-sponsored events. It is the policy of the University that all sponsorships or co-sponsorships of events by off-campus entities must be approved. Plan to see the Sport Clubs Coordinator well in advance of your event to determine whether the sponsorship or co-sponsorship the club plans to receive is allowable under University policies.

Tobacco companies or corporations that have alcohol, as their main revenue cannot sponsor a sport club. Due to the legal obligation inherent in sponsorship, even seemingly innocuous sounding products or organizations could pose problems. Be sure to find out what your club can and cannot do before making any commitments.

Donations

Clubs may solicit donations from sources outside of the university. In order to insure clubs receive and have access to these gifts, they must comply with the following:

  • The prospective donor should forward a check payable to Georgia State University Foundation
  • The donor must include a letter indicating the donation be expended on behalf of the specific club and whether it should be tax deductible
  • Donations of equipment are subject to review and inspection prior to acceptance by the Sport Clubs Coordinator
  • The Sport Clubs Coordinator will notify the club once a donation has been made
  • Expenditures of money donated or use of equipment must be consistent with the education mission of the university and purpose of the club

Upon receipt of donations, a club representative is required to send the donator a thank you letter from the club.
Marketing Your Club

Sport Club Marketing Policy

The Sport Clubs Coordinator must approve all marketing items. Clubs may not distribute marketing items on their own without pre-approval. It is strongly recommended to take advantage of the Department of Recreational Services marketing program. The department marketing program can produce desired marketing items for a club. This can be done by sending the requested information to the Sport Clubs Coordinator beforehand to arrange the request with the Marketing program.

Sport Club Website

The sport clubs program has a webpage within the Department of Recreational Services at http://recreation.gsu.edu/. Club contact information is located here as well as a link to your club’s personal website, if applicable. All these websites must be approved before they will be linked to the Department of Recreational Services website. This means they must be clean with no signs of inappropriate behavior, words images of drinking, etc. All clubs are encouraged to create websites.

On-Campus Marketing Resources

Public relations are an important means of informing the University community of your club’s activities as well as attracting new members to your club. The University offers a variety of opportunities to advertise your club:

1. Newspaper – The Signal (200 University Center) 404-413-1620
2. Radio – WRAS (226 University Center) 404-413-1630
3. Television – GSTV (214 University Center) 404-413-1604

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 should never precede the name of the club in any published or public record, (should read: i.e. - The Volleyball Club at Georgia State University).

Club Uniform Policy

Uniforms/jerseys are NOT approved purchases from the club’s allocated funds. A club in the need of uniforms/jerseys shall purchase them out of their funds supplied through member dues/fundraisers/donations. However, uniforms/jerseys will need to be pre-approved before purchasing.
All clubs will need a club uniform/jersey that meets the new standard created by the Department of Recreational Services taking effect in Fall, 2013.

The standard format will consist of a universal front consisting of “Georgia State University,” the flame, blue background and white lettering or visa-versa, and red line under “State.” The approved flame ONLY in the front center of the jersey is acceptable. No other wording will be allowed to be on the front (numbers are permissible if required by the rules of the sport). The back of uniform/jersey may be personalized with a nickname, number, club sport name, sponsorship, etc. However, this wording also needs to be approved. The base color of the uniform/jersey shall be the university colors of blue and white. Helmets, shorts, or any other supplementary part of a club uniform must be a solid color of blue or white and only a university approved logo is allowed on this part of the uniform. Please contact the Sport Clubs Coordinator for any clarification of approved standards and logos.

If the club competes in a club sanctioned competition/game/event with non-approved uniforms/jerseys it will be barred from competitions until further notice from the Sport Clubs Coordinator.

Scheduling/Space Reservations

All recreational facilities are available for use for each club. Since availability is limited, make your reservations as early as possible to assure the space and time your club desires.

1. All area reservations for sport clubs must be submitted directly to the Sport Clubs Coordinator
2. All reservations are “first-come, first-served” basis within each priority group
3. Space request can be approved only one semester in advance and for practice time in two-hour blocks
4. Clubs are allotted a maximum of four hours a week for practices in a Recreational Services affiliated facility (i.e. SRC, Panthersville, Indian Creek) Clubs must vacate their practice space immediately at the end of their reservation
5. Scheduling request are prioritized by groups as follows:
   a. 1st Priority – Department of Recreational Services
   b. 2nd Priority – Sport Clubs
   c. 3rd Priority – Others
6. A request made, DOES NOT guarantee a space, even if available at the time of the request
7. Sport clubs SHOULD NOT make any arrangements to do any advertising of the event until they receive written notification of space approval from the Department of Recreational Services
8. A group is considered a “No Show” if they have not shown up 15 minutes after the scheduled time
9. After this time, the facility supervisor will determine the use/availability of this space
10. Only active sport clubs are permitted to make and maintain requests for recreational space
11. No request will be processed without the approval of the Sport Clubs Coordinator.
12. It is the sport clubs responsibility to leave the facility/field in the same condition it was prior to the event
13. Sports clubs are responsible for the removal of event materials and trash at all events/practices.
14. To ensure a successful event/activity, the Department of Recreational Services asks that you make every attempt to request a space, cancel a reservation or to make changes 5 business days prior to the event or practice.

## Administrative Forms

Below is a list of administrative forms and deadlines that clubs are responsible for maintaining within the Department of Recreational Services. All forms can be found at [http://recreation.gsu.edu/intramurals-clubs/sport-clubs/downloads/](http://recreation.gsu.edu/intramurals-clubs/sport-clubs/downloads/) or can be obtained from the Sport Clubs Coordinator.

- **Officer Agreement Form**
  - Due by end of the second week of each semester

- **Assumption of Risk, Waiver or Liability & Indemnity Agreement**
  - To be completed by each participant every academic year
  - All participants must complete prior to participation
  - If you are under age of 18, please contact sportclubs@gsu.edu to obtain a parental permission form

- **Coach Information Packet**
  - Coaches must complete the entire packet at the beginning of each academic year

- **Travel Itinerary Form**
  - Submit before ALL sport club travel
  - Due at least 5 business days prior to trip departure
  - Reimbursement isn’t possible without advance filing of this form

- **Van Request Form**
  - Due at least 5 business days prior to vehicle pick-up

- **Semester Wrap-Up Form**
  - Due prior to the end of each semester

- **Accident Form**
  - Due next business day after accident or any incident
  - An incident is any out of ordinary happening that needs to be addressed (i.e.-a fight, disturbance, or an unsafe condition

- **Budget Request Proposal**
  - Make sure to include all expenses and revenue in a very detailed document
  - For fall semester, budget request proposal are due no later than July 1st
  - For spring semester, budget request proposal are due no later than December 1st

- **National Travel Fund Application**
  - The National Travel Fund is allocated to support teams in their effort to attend national collegiate competitions/events (or regional if this is the highest possible)
  - Clubs/Individuals will only receive monies from the National Travel Fund once per academic year
  - Clubs must have gone through a qualification process to attend a national level competition/event (or regional if this is the highest possible)
- Clubs/student(s) must also be able to demonstrate how they qualified and how/why it is the highest level of competition obtainable for their sport/activity
- The application can be obtained by requesting it from the Sport Clubs Coordinator

**Standards of Conduct**

**Communication**

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

**Contracts**

No club participant, advisor or coach may sign a contract on behalf of Georgia State University or the Department of Recreational Services. All contracts are to be turned into the Sport Clubs Coordinator to coordinate with the University Legal Affairs and any other University office needed. For example, facility usage contracts, sponsorship agreements, etc.

**Intramural Participation Policy**

Club members shall be eligible for intramural participation in the sport of their specialty; however, members are restricted to allowing only two such club members on a team’s Intramural Sport’s roster. The Sport Clubs Coordinator and the Intramural Coordinator shall determine who is a member restricted to this classification. Consult the Intramural Sports Handbook for further information.

**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. Thus, any absence from class for valid reasons is excused by faculty members only. Students should inform faculty members of known absences well in advance. The Sport Clubs Coordinator will provide informational memorandums to faculty members for club trips that take place during class periods. It is responsibility of the club officer to request these well in advance from the Sport Clubs Coordinator.

**Sportsmanship**

The development of team and individual sportsmanship is of fundamental importance in all sport club 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 team members are responsible to calm difficult situations and to restrain trouble teammates. All teams and individuals are expected to maintain the highest level of sportsmanship during all contests and club activities.

**Hazing Policy**

Georgia State University and the Department of Recreational Services will not tolerate any hazing by its student clubs. If any 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://www2.gsu.edu/~wwwcam/

**Alcohol and Tobacco Policy**

Consumption or possession of alcoholic beverages or illegal substances is not permitted at any sport club activities (including traveling to and from sport club activities). 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. **Clubs are collectively responsible for individual members of their team.**

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 club events. Additionally, all Recreational Services facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use.