Sport Clubs

New President’s Handbook
IMPORTANT CONTACT INFORMATION:

Sport Clubs Coordinator: sportclubs@gsu.edu, 404-413-1764

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

In order for Sport Clubs to stay in good standing with the Department of Recreational Services, the club must be in full compliance. Student leaders are vital to the success of every Sport Club. They are the athletic directors, marketing directors, travel agents, secretaries and chief financial officers. The Department of Recreational Services is here to support each club. Do not hesitate to ask the department for assistance and guidance with any issues that arise. Clubs must complete the following criteria to remain in good standing:

- Ensure each club participant is properly registered as an official club member by creating a [www.imleagues.com/GSU account](http://www.imleagues.com/GSU) and completing the Participant Agreement
- Update the Sport Clubs Coordinator on activities that include but not limit to: competition schedule and results, practice changes, officer changes, contact information changes, coaching changes, and advisor information changes
- Gain pre-approval from the Sport Clubs Coordinator on the following: marketing on behalf of the club, new uniforms/jerseys, club apparel, fundraising opportunities, purchases, and space reservations
- Have a representative attend the scheduled meetings per semester
- Submit required forms on semester basis which include: Officer Agreement, Wrap-up, & Budget Proposal
- Ensure the Travel Itinerary form is submitted 5 business days in advance of the club’s travel
- Keep an active relationship with the club’s full-time faculty/staff advisor
- Ensure the club’s charter is renewed by the deadline of May 1st of each academic year

Standards of Conduct

*Communication:*

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

*Imleagues.com:*

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

Panther Involvement Network

Panther Involvement Network is the online management system govern by the Office of Student Involvement for tracking the most updated information for each chartered campus student organization. The club is required to have its organization profile updated with the following information: constitution, primary and secondary contact, and advisor. For the club to renew as a student organization for the following year, the club must complete the re-registration between April 1st and May 1st. Once the re-registration is submitted, the club’s current advisor will approve it for the club to take an active status for the upcoming academic year.

Budget & Travel

Tier System:

All Sport Clubs are placed into a tier to determine its club budget allocation amount of each semester for a given academic year. 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. Status is primarily determined by the points being accumulated throughout the year, but the status will be evaluated at the end of each semester and subject to change based on the discretion of the Sport Clubs Coordinator. The full system description can be found here: http://recreation.gsu.edu/sport-clubs/tierpoint-system/

Travel Authorization:

Sport Clubs are able to travel off-campus for competition, practice, scrimmage and/or training. For competitions, clubs will be notified at the beginning of each semester to submit their club competition schedule. The schedule can be tentative, but any potential competition dates & locations need to be submitted. A week prior to the competition date the Sport Clubs Coordinator will follow-up with club to confirm the competition dates & location.
Clubs will confirm their travel by completing the mandatory **Trip Itinerary Form** (prior to leaving on a trip) for every club sponsored off-campus trip. This form must be turned in at least 5 business days prior to leaving for the said trip. The exception to this is clubs practicing regularly off campus at the same location on same days & times will only need to confirm with the Sport Clubs Coordinator at the beginning of the semester and no trip itinerary form will be necessary for this instance. On the trip itinerary form the club will be required to list the travel roster for the trip. Each name listed on the roster will be verified as completing the **Participant Agreement** on imleagues.com. If there are names not verified, they will need to complete the Participant Agreement 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.

### Practice Reservations

- Only active Sport Clubs are permitted to submit practice requests
- The Student Recreation Center and MLK Practice Facility serve as the Department of Recreational Services’ two primary on-campus practice facilities
- Student Recreation Center is primarily used for indoor club practices and MLK Practice Facility for outdoor practices
- The maximum amount of hours scheduled at one facility will be 4 hours per week. However, clubs may request to practice at multiple Department Facilities. In this case the club’s total practice hours for a week may exceed 4 hours between multiple Department facilities. However indoor based clubs will have priority over outdoor clubs for when the indoor facility serves as their primary practice facility and visa-versa
- Once the practice schedule is set for a semester; clubs may submit a request for added practice at another facility but it must be requested 5 business days in advance of the scheduled practice
- In the event of inclement weather on the day of a scheduled practice; outdoor practice reservations are subject to be moved to Court 4 of the Main Gym at the Student Recreation Center
- Practice reservations will officially begin the 1st week of the semester and conclude the last week of classes for the semester
- The first 10 days of the semester will be considered the “Try me” period. Interested participants may come try the sport before officially joining. The “Try me” period will still be considered under a club’s official practice reservation and all participants will need to complete the Participant Agreement on imleagues.com
- The Sport Clubs Coordinator will contact all clubs to submit practice request for the upcoming semester by a given deadline
• The requests received will be granted using the following criteria:
  o Availability
  o Serving as Club’s primary practice facility
    o Tier Status
    o Date Requested
    o In/Out of Season

• Sport Clubs are NOT to make any arrangements with their members about the practice until they receive official notification of approval from the Sport Clubs Coordinator
• Practice requests are approved for only one semester in advance
• A club may go off-campus for a practice/scrimmage/training in addition to their regularly scheduled practices, provided this off-campus practice/scrimmage/training is pre-authorized by the Sport Clubs Coordinator
• If the Department of Recreational Services affiliated facilities are NOT accommodating to a club’s specific sport/activity (i.e. Equestrian at a horse stable), then the club will need to confirm practice times & location before beginning practice for that semester
• For clubs that practice at a facility specifically accommodating to their sport/activity; then the club’s practice reservation fees will be afforded within their allocated budget
• For clubs that are practicing off-campus in addition to their Department of Recreational Services facility practice will NOT be afforded practice reservation fees from their allocated budget
• All clubs with the exception of clubs on probationary status (tier 4) are able to request department vehicles for transportation to and from practice
• For all club practices & locations, only registered members and coach/volunteers are allowed access to the practice. Any exceptions and/or special requests must be pre-approved by the Sport Clubs Coordinator in advance of the practice
• NOTE: ID Checks are subject for all practice reservations and locations

Individual Club Practice policies are found here: https://recreation.gsu.edu/sport-clubs/resources/

**Marketing**

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

• A club wishing to have a marketing item for their club will send an email request to the Sport Clubs Coordinator
• The email shall contain: type of item (flyer, poster, banner, etc.), color, words and potential images
• Club marketing materials may include but not limited to: poster, banner, flyer, postcard, and/or magnet
• All marketing materials produced by the Department will provide a clear and consistent format for effectively promoting all Sport Clubs
• The club marketing request shall be sent to the Sport Clubs Coordinator at least 5 business days in advance
• Club marketing materials may not be attached to unauthorized campus facilities including, but not limited to, doors, walls, windows, trees, vehicle windshields, trash cans, recycling bins, benches, campus maps, light poles or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed
• Clubs shall NOT post marketing materials in campus areas without approval and production by the Department of Recreational Services. It is the club’s responsibility to find out the individual posting rules for the desired campus building
• Clubs shall NOT table in campus areas with marketing materials without approval and production by the Department of Recreational Services
• Clubs are allowed to reserve a table in the Student Recreation Center with pre-approval from the Sport Clubs Coordinator to distribute club marketing materials
• Georgia State University shall NOT be listed in front of the name of the club in any published material/apparel and/or public record. For example, the correct listing of the club shall read “Women’s Volleyball Club at Georgia State University.” Also, a Sport Club is prohibited from using the acronym “GSU.” This is in an effort for the club to NOT be misconstrued as an Athletics team.

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 sportclubs@gsu.edu
• The email will contain: type of uniform (t-shirt, jersey, singlet, etc.), color (blue, white or both), and names/nicknames/potential images to be placed on the back of the uniform
• The front of the uniform will require the official University logo. No other wording or images will be placed on the front of the uniform. EXCEPTION: Sports that require a # on the front of the uniform. The # must clearly be separated from the University logo
• The back of the uniform may consist of club name, nicknames, sponsors, and/or club graphic/images
• All uniforms to be in two colors of blue & white or in one color of all blue or all white
• If the club’s governing body requires the uniform/jersey to have a sponsorship on the front of the uniform/jersey please submit an email or written statement indicating this
from the league to the Sport Clubs Coordinator and the sponsor must release permission for official use of their logo

- Helmets, shorts, or any other supplementary parts of the club uniform shall consist of the solid colors of blue or white. Also if logos are included on these parts of the uniform they must be the University approved logos

- Once the request is received, the Department of Recreational Services Marketing Coordinator will draft up the design to be approved by the Division of Student Affairs Marketing Director

- Once approved by the Division of Student Affairs, then the Sport Clubs Coordinator will provide the club the approved design to move forward with a proof at a vendor of their choice

- The club will then need to submit the proof to the Sport Clubs Coordinator to verify it meets the University specifications

- Once the proof is approved then the club will proceed with the order

- An order is NOT to be purchased and shipped without full approval of the proof

- Please allow for multiple weeks to receive the request, create a design, and gain the proper approvals

- Department of Recreational Services will provide funding for a club uniform with the following conditions: T-shirt uniform option
  - T-shirt uniform will be ordered and directly paid for by the Sport Clubs Coordinator with the preferred vendor, It’s all Custom
  - Value of t-shirt uniform will be $10 or less per shirt and maximum of 20 shirts ordered
  - A club will need to submit the request for the order and the club’s allocated funds will be used for the expense provided there is sufficient funds
  - The t-shirt order will meet the standards of an approved uniform and will serve as the club’s uniform
  - If the club elects to use funds for this t-shirt uniform option it will be an one-time purchase
  - The club will be responsible for tracking the inventory of the club’s uniforms
  - At the end of the year, the club may elect to have the uniforms stored by Recreational Services. However, it is the club’s responsibility to know the exact inventory that is being submitted for storage

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

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