Sport Clubs
Policy & Procedure Handbook

Revised
8/1/2018
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Important Contacts

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

Sport Clubs Website  
http://recreation.gsu.edu/intramurals-clubs/sport-clubs/
**Fall 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon, Aug 20</td>
<td>Classes Begin</td>
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<tr>
<td>Mon, Aug 20</td>
<td>Club Practices Officially Begin</td>
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<tr>
<td>Aug 20-30</td>
<td>Try Me Week: Sport Clubs</td>
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<tr>
<td>Aug 20-31</td>
<td>Equipment Check-Out</td>
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<tr>
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<td>Sport Clubs President’s Training, 4:00-5:00 p.m. Student Recreation Center Meeting Room 215 (attendance needed for only one of the four listed dates)</td>
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<tr>
<td>Tues, Aug 21</td>
<td>Sport Clubs Recruitment Fair, 5:30-7:30 p.m., Student Recreation Center Lobby (attendance needed for only one of the two listed dates)</td>
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<tr>
<td>Thurs, Aug 23</td>
<td>Sport Clubs President’s Training, 5:00-6:00 p.m. Student Recreation Center Meeting Room 215 (attendance needed for only one of the three listed dates)</td>
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<tr>
<td>Fri, Aug 31</td>
<td>Officer Agreement Form Deadline</td>
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<tr>
<td><strong>Mon, Sept 3</strong></td>
<td><strong>Labor Day—NO PRACTICES</strong></td>
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<tr>
<td>Thurs Sept 13</td>
<td>Club Bonus Meeting: Athletic Training Briefing, 2:00-3:00 p.m. or 3:00-4:00 p.m. Student Recreation Center Meeting Room 215 (5 bonus points for attending either time slot)</td>
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<tr>
<td>Fri, Sept 21</td>
<td>Email Report Update #1 Submission Deadline</td>
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<tr>
<td>Mon, Oct 22</td>
<td>CPR Certification Deadline for Off-Campus Practice Clubs (NEED 2 members on file) (5 point deduction for NOT having members on file)</td>
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<tr>
<td>Fri, Oct 19</td>
<td>Email Report Update #2 Submission Deadline</td>
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<td>Fri, Nov 16</td>
<td>Email Report Update #3 Submission Deadline</td>
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<tr>
<td>Nov 19-26</td>
<td><strong>Thanksgiving Break—NO PRACTICES</strong></td>
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<tr>
<td>Nov 26-30</td>
<td>End of Semester Club Presidents’ Evaluation</td>
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<tr>
<td>Nov 26-30</td>
<td>Last Week of Club Practices for Semester</td>
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Friday, Dec 1  Budget Proposal Form Deadline
Fri, Dec 1  End of Semester Report Deadline
Fri, Dec 1  Photo Challenge Deadline

**Spring 2019**

Mon, Jan 14  Classes Begin
Mon, Jan 14  Club Practices Officially Begin
Jan 15-24  Try Me Week: Sport Clubs
Tues, Jan 15  Sport Clubs President’s Training, 4:00-5:00 p.m. Student Recreation Center Meeting Room 215 (attendance needed for only one of the four listed dates)
Tues, Jan 15  Sport Clubs Recruitment Fair, 5:30-7:30 p.m., Student Recreation Center Lobby (attendance needed for only one of the two listed dates)
Wed, Jan 16  Sport Clubs President’s Training, 4:00-5:00 p.m. Student Recreation Center Meeting Room 215 (attendance needed for only one of the four listed dates)
Wed, Jan 16  Sport Clubs Recruitment Fair, 5:30-7:30 p.m., Student Recreation Center Lobby (attendance needed for only one of the two listed dates)
Thurs, Jan 17  Sport Clubs President’s Training, 5:00-6:00 p.m. Student Recreation Center Meeting Room 215 (attendance needed for only one of the four listed dates)

**Mon, Jan 21**  **MLK Holiday—NO PRACTICES**
Friday, Jan 25  Officer Agreement Form Deadline
Thurs Jan 31  Club Bonus Meeting: Athletic Training Briefing, 2:00-3:00 p.m. or 3:00-4:00 p.m. Student Recreation Center Meeting Room 215 (5 bonus points for attending either time slot)
Fri, Feb 15  Email Report Update #4 Submission Deadline
Fri, Mar 8  Email Report Update #5 Submission Deadline

**March 11-17**  **Spring Break—NO PRACTICES**
Fri, Apr 12  Email Report Update #6 Submission Deadline
April 22-26  End of Semester Club Presidents’ Evaluations
April 22-26  Last Week of Club Practices for Semester
April 22-30  Equipment Check-In
<table>
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<tr>
<th>Date</th>
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<tr>
<td>Wed, May 1</td>
<td>Spring Semester Photo Challenge Deadline</td>
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<tr>
<td>Wed, May 1</td>
<td>Budget Proposal Form Deadline</td>
</tr>
<tr>
<td>Wed, May 1</td>
<td>End of Semester Report Deadline</td>
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2018-2019 Policy Edits & Updates

The following additions and edits of the Sport Clubs Program for the 2018-2019 academic year have been hi-lighted in yellow throughout the handbook. Please refer to the page numbers and descriptions below:

- Page 13 & 14: revised subsection for Standards of Conduct
- Page 16: added statements for Standards of Conduct under academic responsibility
- Page 23 & 24: added statements for Practice Facility Policies under MLK practice facility
- Page 25: added statements for Competition Reservations
- Page 27: added statements for Hosting Policies under athletic facilities
- Page 28: added statements for Travel under travel expenses (lodging)
- Page 29: added statements for Travel under department vehicle travel
- Page 35: revised statement for Tier System
- Page 36: added statements for Tier System
- Page 42: revised statements for National Travel Fund
- Page 43: added statements for National Travel Fund
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 policies.

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 Panther Involvement Net, 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.

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
• Approve the club’s annual re-registration (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

The level of involvement by the advisor shall be established between them 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 Panther Involvement Net, 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 volunteer 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
• 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

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 be created to have an initiative to compete
• It must have a reasonable method of competition
• It must be financially practical to start and sustain over time
• It must be fulfilling a student need
• There must be an availability of facilities to practice the sport in effort to compete
• Have 8 starting members all of which are enrolled students from the Downtown Campus

NOTE: Once the club is chartered, it is subject for a review on a semester basis by the Department of Recreational Services to ensure the club continues to meet the outlined parameters of a Sport Club.

A New Sport Club 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 via Panther Involvement Net.
2. When completing this form, the proposed club will need to determine steps 2-6
3. Confirm the official club name and adopt a statement of purpose
4. Have a least 8 interested charter members’ contact information, including Panther ID
5. Select a faculty/staff advisor, who is a full-time employee of Georgia State University
6. Identify officers and their duties
7. Create a constitution
8. Once the online form is completed containing the information from steps 2-6, the proposed club will received notification from the Office of Student Involvement
9. 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 (the committee only meets once a month from August 1-April 1)
10. If accepted the club will complete online registration as an official student organization via Panther Involvement Net
11. 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 studentoraganizations@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

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.

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.

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. The participants will complete the Participant Agreement 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.

Panther Involvement Net:

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
**Club Meeting Attendance:**

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

**Rec Center Space Reservation Procedures:**

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

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

**Club Competition:**

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

**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/

**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.

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 a 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 & Class Excuse for Club Competition:**

Regular class attendance is the responsibility of the student. Students are responsible for all academic responsibilities related to each class. Membership in a club does not result in an automatic excused absence from a class conflicting with a scheduled competition. Students should inform faculty members of the known absence as soon as becoming aware of a scheduled club competition.

The Sport Clubs Coordinator may provide an informational memorandum to a faculty member citing a scheduled club competition during the scheduled class. However, it is the faculty member’s sole responsibility to grant this as a valid excuse for absence from the scheduled class. It is not part of the University's academic policy to grant an excuse with a student organization conflict for a missed class. A club member requesting a memo from the Sport Clubs Coordinator for a documented club competition conflicting with a class must complete Class Excuse Form at least 5 business days before the scheduled class to receive the memo to submit to their professor. Once the Class Excuse Form is submitted on www.imleagues.com/gsu, the Sport Clubs Coordinator will draft up a memo documenting the conflict and follow up with an email once the memo is ready for pick-up from the club mailbox.

**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 Panther Involvement Net.

**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.
Officer Appointments:

Clubs may appoint officers for a given year in various ways. It is NOT a requirement for a club to hold an election process to appoint officers for that given year.

NOTE: All officers are required to be currently enrolled students from the Atlanta Campus.

At the beginning of each semester, a 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 update the club’s Panther Involvement Net 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 students from the Atlanta Campus are eligible to join a Sport Club and participate in all club activities. In addition to, Georgia State University faculty/staff, alumni, and enrolled students from Perimeter Campus are eligible to be club members but only be able to practice. This provided they are current members of the Student Recreation Center at the Atlanta Campus.

Since the program is funded by student activity fees from the Atlanta Campus; only currently enrolled students from the Atlanta Campus 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
- Once the participant’s account is created, they will be able to join a Sport Club(s)
- The participant will then be prompted to complete the required Participant Agreement
- The participant’s enrollment eligibility will then be verified by the Sport Clubs Coordinator
- Interested participants are to join clubs that represent their expressed gender
- Participation is based on one’s self-identified gender, it is done in good faith and consistent with the participant’s expressed gender identity
- A participant’s gender identity will be applied when there gender specific rules for that given Sport Club
• A Transgender participant may join and participate on a team that best matches their gender identity

**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 in addition to the policies of Georgia State University.

**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 to 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 from 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 to meet the association and/or league requirement; the participant will be struck threw 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 program policies and procedures
- Confirm each club member has completed the **Participant Agreement** before participating in a club activity
- Ensure the completion of required club forms
- Coordinate with the club treasurer for the submitting the club’s budget proposal per semester
- Gain 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
- 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
• Attend and/or send a club representative to the required meetings listed on the Club Calendar schedule
• Promote 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
• Maintain 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
NOTE: The Safety Officer position is no longer a required position effective for the 2017-2018 academic year. The CPR/AED/1st aide requirement will only apply to clubs that hold practices at off-campus facilities. See more information under the Risk Management & Safety section starting on page 27.

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 will begin the first week of the semester. The first 10 days of the semester will be referred to as the “Try Me” period which will allow for interested participants to try the sport before officially joining it.

NOTE: Interested participants will still need to complete the Participant Agreement on imleagues.com during the “Try me” period. Clubs may remove the participant if they do not officially join following the “Try me” period.

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.

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.
Campus Carry Law

The Campus Carry law took effect July 1, 2017. The legislation allows for anyone properly licensed in the state of Georgia to carry a handgun in a concealed manner on Georgia State University property with noted exceptions. Information about the law can be found at safety.gsu.edu/campus-carry. It is the responsibility of the license holder to know the law. Failure to do may result in a misdemeanor charge and may violation the Georgia State University Student Code of Conduct.

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

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

Practice Facility Policies

Student Recreation Center:

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

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

MLK Practice Facility:

• A club is considered a “No Show” if they have not shown up 15 minutes after the scheduled time
• The on-site supervisor will be conducting ID checks before each scheduled practice
• Each club member is to present their Panther ID to the site supervisor to be verified as a member of the club on imleagues.com to participate in the scheduled practice
• If NOT a current member of the club on imleagues.com; then the on-site supervisor will verify with the Club President on the status of the interested participant. The Club President will confirm with the on-site supervisor on the interested participant joining the club to be eligible to participate in the scheduled practice
• If club president is not present at the practice, then the club needs to designate another officer or primary representative to work with the on-site supervisor during the practice. The club representative must be a currently enrolled GSU student registered on the club’s imleagues page. Registered club coaches are NOT eligible to serve as the club representative and communicate on behalf of the club
• Drop-in users are NOT allowed to play while a club practice is being conducted. A club practice reservation occupies the entire space as designated on the reservation
• If the participant is unable to complete registration on imleagues.com due to their enrollment status with the University; then the participant will have to leave the facility and return for the next practice when their registration has been approved by the Sport Clubs Coordinator
• If the participant does not have their Panther ID then they will have to leave the facility and return with the card for the approved check-in
• NOTE: Perimeter Campus students are able to join a club but only eligible to participate for practices.
• All club coaches/volunteers must be pre-approved by the Sport Clubs Coordinator before beginning coaching duties. If approved, the coach’s name will appear on a coach list accessed through the Ipad forms. A driver’s license will suffice to match up the name to the name on the coach list. If not on the list then the coach is NOT currently approved and NOT allowed to be at the facility for the club practice. Please refer them to the Sport Clubs Coordinator for additional information
• A club is NOT allowed to grant entry for guests, non-GSU affiliated participants (i.e. recruits) and/or non-registered coaches. A club found to be in violation will be deducted 5 points.
• 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 sportclubs@gsu.edu by 5PM the day of the practice; If after 5PM then the club is to contact the Sport Clubs Coordinator via the contact # of: 610-781-6016.
• If there is rain on the day of a scheduled practice it will be the club’s responsibility to cancel the practice with the Sport Clubs Coordinator; since it is a turf field the practice will be as scheduled unless given proper notification to the Sport Clubs Coordinator.
• If during the practice there is Thundering/Lightening, the field will be cleared and the practice will be suspended for 30 minutes following the last bang.
• If play is suspended with 30 minutes left in the club’s practice; then the practice will be ended.
• A determination will be made by the Sport Clubs Coordinator for the remaining practice reservations for that night.
• If during the suspension the club decides to leave and in effect cancel their practice they will not be penalized as part of the Sport Clubs no-show policy.
• If after 30 minutes there is no more thundering and lightening then the club may finish out the remainder of their practice.
• In the event of inclement weather on the day of practice, the club is subject to request Court 4 in the Main Gym of the Student Recreation Center for their practice on that designated day. The request must pre-approved at least 60 minutes in advance of the practice for the club to move their practice to this location.
• If the club contacts the Sport Clubs Coordinator within 60 minutes of the practice the notice will NOT be recognized and will be considered a no-show.
• If a club has a no-show resulting from NOT giving a notice within the 60 minute time frame then they will forfeit their next scheduled practice and receive a point deduction.
• The 1st no-show will result in a 1 point deduction, the 2nd no-show will result in a 5 point deduction, and third no-show will result in forfeiture of practices for the remainder of that semester.
• Practices are to be conducted on the turf only; grass part is off limits.
• Do not park in front of the building; please park on Moore street and enter through the side gate off that street.
• If the club has goals, please place them back off the field in its designated area; the goals storage placement is necessary to ensure safety of everyone utilizing the facility.
• The club may ask to go inside to use the restroom or get water; but cannot request any other of the amenities located inside the building.
• Clubs may bring food/drink as long as they dispose of all trash before they leave the facility.
• Alcohol/Tobacco products are prohibited.
• Please respect the requests of the on-site Supervisor. GSU Police will be on site during all hours of each club practice.
Clubs disobeying the stated policies above will result in a point deduction from the club’s yearly point value.

**Competition Reservations**

- Clubs have the option of hosting a competition at Student Recreation Center, Panthersville, GSU Athletics facility, and or off-campus facility.
- The MLK Practice Facility is NOT available for hosting club competitions
- If a club elects to host they will need to complete the **Home Game Notification Form** on www.imleagues.com/gsu. This is a required form submitted at least two weeks in advance of requests for Panthersville field and off-campus facilities; and a month in advance for requests at Student Recreation Center and Athletic facilities
- After submitting the **Home Game Notification Form**, if there are any changes please follow up with an email to the Sport Clubs Coordinator
- If the club elects to cancel at any time please complete the **Home Game Cancellation Form** on imleagues to officially submit a cancellation notice
- Registered club members who are faculty/staff, alumni, and/or Perimeter enrolled students are NOT eligible for competitions
- 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
- 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
- Completing the **Home Notification Form** within the specified deadline it will guarantee an Athletic Trainer for the requested event.
- If a club cancels 48 hours or less within the scheduled event the club will be charged from their club budget of $100 cancellation fee. If the club does not have a club budget for that given semester then it will be deducted 5 points. The only exception is if the cancellation is due to a weather related occurrence
- Alcohol/Tobacco products are prohibited at all hosted events with zero tolerance and violation of student handbook policy

**Student Recreation Center hosting policies:**

- An on-site supervisor will be scheduled for the hosted competition
- An ID check will be subject before each competition. The participant checking-in must be a registered club member on the imleagues.com roster to be eligible to compete
- Registered club members who are faculty/staff, alumni, and/or Perimeter enrolled students are NOT eligible for competitions
- A meeting will be held in advance of the competition to debrief the club on the hosting procedures which include but not limited to: team registration fees, spectator policies, food & drink policies, and team check-in procedure
• It is the club’s responsibility to leave the space in the same condition as it was prior to the competition. This includes but not limited to: removing trash, putting up goals and equipment, and assisting the on-site supervisor in any capacity to ensure the facility is in good order.
• Clubs that leave the site immediately following the competition without ensuring the facility is in good order is subject to a point deduction.

Panthersville hosting policies:
• An on-site supervisor will be scheduled for the hosted competition.
• An ID check will be subject before each competition. The participant checking-in must be a registered club member on the imleagues.com roster to be eligible to compete.
• Registered club members who are faculty/staff, alumni, and/or Perimeter enrolled students are NOT eligible for competitions.
• If there is rain on the day of a scheduled competition; then the Sport Clubs Coordinator will make a determination beforehand on the status of the competition.
• If there is rain during the competition, then the on-site supervisor will monitor the situation closely to ensure the field is in safe playing conditions.
• If during the competition, there is Thundering/Lightening, then the field will be cleared and the competition will be suspended 30 minutes following the last bang.
• Once the weather has cleared, then the competition will resume with the current time and score at the time of the weather suspension.
• If the weather does NOT clear; the Sport Clubs Coordinator will make the final call on the determination of the competition.
• 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.
• It is the club’s responsibility to leave the space in the same condition as it was prior to the competition. This includes but not limited to: removing trash, putting up goals and equipment, and assisting the on-site supervisor in any capacity to ensure the facility is in good order.
• Clubs that leave the site immediately following the competition without ensuring the facility is in good order is subject to a point deduction.

Off-Campus facility hosting policies:
• All clubs have the option of serving as a host at an off-campus facility.
• 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.
• If the club has a viable Department affiliated facility then the facility fee if applicable will be the club's responsibility.
**Athletic facility hosting policies:**

- Athletic facility spaces eligible for reservation requests are: GSU Stadium and GSU Soccer Field
- A club event reservation request is only eligible for a 1 game or 3 team round robin at athletics facility
- A club event reservation is eligible for scheduling outside of the athletic team’s season and not to conflict with a previously scheduled athletics event. Exception: GSU Stadium reservation provided the event does not require re-lining
- Request must be submitted at least a month in advance
- Department will recognize up to six requests to host for an academic year. This is first come, first served basis from when the request is received. Following the six recognized requests, the club is subject to reservation fees of paid on-site staffing & any incurred incident fees

Clubs disobeying the stated policies above 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. Following the competition, the club will need to complete the Competition Follow-up Report on imleagues.com to confirm the competition points.

Clubs competing without proper authorization will result in a point(s) deduction from the club’s yearly point value.
Travel Expenses (Lodging):

The club is responsible for booking hotel reservations for their club travel, A new resource has been set up for clubs to set up hotel reservations through the partnered booking site Lucid Travel. Lucid Travel will be linked on imleagues.com for clubs to access and set up direct booking of hotel reservations. Once a hotel has been booked, the club will submit receipts following the travel to be reimbursed from their allocated club budget. The only exception to this arrangement, is for the club to provide the hotel information to the Sport Clubs Coordinator 30 days in advance of the travel to be paid for directly by the Department via University check. The club is still responsible for identifying a hotel by the 30 day mark to notify the Sport Clubs Coordinator for direct billing. This type of booking is most appropriate for National travel arrangements. The club is to book room reservations of 4 persons (same gender) to a room and nightly rate should be $120 or under. If above $120 then it needs to be supported in a follow-up email as a host hotel for this competition.

If the club does not have a current allocated budget, then it will need gain pre-approval from the Sport Clubs Coordinator for available funding to be provided for reimbursement of their travel. If not approved, then the expense will be out of pocket for the club. If the club has an allocated budget but not electing to use it for hotel expenses, then indicate $0 on the Trip Itinerary Form. If the club is approved for their travel lodging to be covered as a reimbursed expense, then it needs to indicate a projected amount on the Trip Itinerary Form. With approval, the club is to pay from one credit card and recommended that card be an off-campus club account. If the club does not have sufficient funds in their off-campus account, then a club member is to pay from a personal card to be reimbursed on behalf of the club.

In order for the club to be properly reimbursed, the club member tied to the off-campus account or the designated representative making the payment will need to be the listed trip leader on the Trip Itinerary Form. Following the trip, the club will need to submit receipts and bank statement showing where the expense cleared to the Sport Clubs Coordinator. The receipt documentation would need to be submitted the week following the travel or up to 30 days for it to be reimbursed. If not submitted by the 30-day deadline, the club hotel expense is subject NOT to be reimbursed.

Once all the receipt documentation is submitted, the trip leader will be reimbursed the expense to their mailing address 3-4 weeks following the travel. An exception to this is if the trip leader works on campus. In this case the trip leader will be reimbursed by direct deposit. Once the trip leader is reimbursed, they are responsible for placing the funds into the club’s off-campus account and/or directing the funds to club members that provided financial assistance to assist with the out of pocket expense.

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 driving 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 class, participants will be contacted by the Sport Clubs Coordinator to schedule the part II follow-up meeting. This meeting would need be completed 90 days within the class completion date
• The driver will be required to submit their Driver’s License to the Sport Clubs Coordinator to run a 3-year driving record check to ensure they have a class C license and 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 reservations is as follows:

• Submit a **Vehicle Request Form** online form via imleagues.com at least 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 Graduate Assistant will confirm with the club the status of the request
• Once the request is confirmed, the Graduate Assistant will notify the club of the pick-up/drop-off procedures
• Trips that are four hours or more will require two certified drivers in the vehicle
• Each van is limited to 10 passengers ONLY (driver plus nine passengers)
• If the club is requesting a department trailer, all listed drivers must be checked by the Department as trailer trained. The trailer training can be set up through the Sport Clubs Coordinator
• All trips are to depart and return from Georgia State University. The only exception to this is stopping for food or fuel in route to the location. There is no parking in unauthorized locations or shuttling of club members
• No alcohol/tobacco products are permitted in the vehicle
• All Sport Clubs with the exception of tier 4 clubs (probationary clubs) can reserve vans for travel to sanctioned competitions and off-campus practices
• Effective: July, 2017, a GPS tracking device has been placed in each Department of Recreational Services vehicle. The technology will allow for proper use of vehicles, safe driving practices, and reduce risk of liability. As a result, the device will track location/routes, speed, mileage, distance, stop time, and stop duration on each of our 10 Department Vehicles

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. **If the vehicle fleet is full for a given weekend, the club also has the option to make a reservation for a 12-passenger rental van through Enterprise state contract. The club must still have certified drivers to operate the vehicle and availability in their budget to cover the expense.**
Lost & Found Procedure

For Items Found in a Vehicle after a Trip:

- Sport Clubs Coordinator/Graduate Assistant will contact the club(s) or organization(s) that most recently used the designated vehicle where lost items were found.
- The club/organization will be informed of where the items were discovered in the vehicle and when found.
- If the club/organization representative confirms the items belong to them, the Sport Clubs Coordinator/Graduate Assistant will arrange a time with the representative to pick up the items in person. The representative can also arrange to have the items placed in their mailbox for them to be picked up from there at their convenience during the Administrative Office hours, Monday-Friday, 8:30am-5:15pm. NOTE: Some items are more valuable than others; therefore pre-approval is needed for items to be placed in a mailbox.
- If the club/organization representative confirms the items do NOT belong to them; then the items will be placed in the Department Lost & Found at the Equipment Issue desk on the Lower Level at the Student Recreation Center. The items will be logged on the Lost & Found list as lost on the date found and designate lost in a Department Vehicle. Lost & Found will then hold the items for 30 days before they are disposed.

For Items Found at a Club Practice/Competition at Panthersville:

- Sport Clubs Coordinator/Graduate Assistant will contact the club(s) that participated at the field on the most recent competition date of where the items were found.
- The club/organization will be informed of where the items were discovered at the field and when found.
- If the club representative confirms the items belong to them, the Sport Clubs Coordinator/Graduate Assistant will arrange a time with the representative to pick up the items in person. The representative can also arrange to have the items placed in their mailbox for them to be picked up from there at their convenience during the Administrative Office hours, Monday-Friday, 8:30am-5:15pm. NOTE: Some items are more valuable than others; therefore pre-approval is needed for items to be placed in a mailbox.
- If the club/organization representative confirms the items do NOT belong to them; then the items will be placed in the Department Lost & Found at the Equipment Issue desk on the Lower Level at the Student Recreation Center. The items will be logged on the Lost & Found list as lost on the date found and designate lost at MLK field. Lost & Found will then hold the items for 30 days before they are disposed.

For Items Found at a Club Practice at MLK Field:

- Sport Clubs Coordinator/Graduate Assistant will contact the club(s) that practiced at the field on the previous practice day of where the items were found.
- The club/organization will be informed of where the items were discovered at the field and when found.
- If the club representative confirms the items belong to them, the Sport Clubs Coordinator/Graduate Assistant will arrange a time with the representative to pick up the items in person. The representative can also arrange to have the items placed in their mailbox for them to be picked up from there at their convenience during the Administrative Office hours, Monday-Friday, 8:30am-5:15pm. NOTE: Some items are more valuable than others; therefore pre-approval is needed for items to be placed in a mailbox.
- If the club/organization representative confirms the items do NOT belong to them; then the items will be placed in the Department Lost & Found at the Equipment Issue desk on the Lower Level at the Student Recreation Center. The items will be logged on the Lost & Found list as lost on the date found and designate lost at MLK field. Lost & Found will then hold the items for 30 days before they are disposed.
• If the club representative confirms the items belong to them, the Sport Clubs Coordinator/Graduate Assistant will arrange a time with the representative to pick up the items in person. The representative can also arrange to have the items placed in their mailbox for them to be picked up from there at their convenience during the Administrative Office hours, Monday-Friday, 8:30am-5:15pm. **NOTE: Some items are more valuable than others; therefore pre-approval is needed for items to be placed in a mailbox**

• If the club/organization representative confirms the items do NOT belong to them; then the items will be placed in the Department Lost & Found at the Equipment Issue desk on the Lower Level at the Student Recreation Center. The items will be logged on the Lost & Found list as lost on the date found and designate lost at Panthersville. Lost & Found will then hold the items for 30 days before they are disposed.

For items found at practice at Student Recreation Center:

• All items lost in the Student Recreation Center will be picked up by the building staff
• The staff will then turn it in to the Student Recreation Center Lost & Found located at the lower level equipment issue desk
• The item will be logged on the day found and location of where found. It will be held there for 30 days until disposed
• If a club member/representative believes they lost an item at the Student Recreation Center during a club then it will need to go to the equipment issue desk of the Student Recreation Center to retrieve the item

### 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.

**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.

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 Department affiliated facility will have a site supervisor on duty for club practices and
competitions that is CPR/AED/First Aid certified. Therefore, clubs that practice at non-affiliated, off-
campus facilities (e.g. Equestrian Club at Horse Farm) will need to have (2) officers with a current
CPR/AED/First aid certification. If the club only has one officer (club president) then then a member
will serve as the 2nd person in the role. The club will need to submit the certifications to the Sport Clubs
Coordinator by a specified deadline to be on file for that academic year. If the club does NOT submit
active certifications for its clubs officers; the club will be subject to a point deduction until the
certification is submitted. Clubs that hold their practices strictly on campus (Student Recreation Center,
MLK field, and Panthersville) will NOT apply to this policy. 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.

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 for club competitions 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 for club practices 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. A club representative will find the building supervisor to make them aware of the injury. The building supervisor will provide assistance with calling the ambulance and/or applying first aid supplies. The injured participant may elect to leave the practice facility and proceed to a hospital and/or on-campus health clinic. An **Accident Report** is needed for documentation and submitted the next business day following the injury.

• **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. A club representative will find the site supervisor to make them aware of the injury. The site supervisor will provide assistance with calling the ambulance and/or applying first aid supplies. The injured participant may elect to leave the practice facility and proceed to a hospital and/or on-campus health clinic. An **Accident Report** is needed for documentation and submitted the next business day following the injury.

**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 site supervisor will provide assistance with the completion of an **Accident Report**

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

- **Away Competitions:** 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. The club will need to follow the hosting site’s procedures concerning injuries. If there is no apparent procedure and it is a serious injury; then a club officer will need to call 9-1-1. If not a serious injury, then it is at the discretion of the injured participant to proceed with medical attention accordingly. If a campus security or 911 is called, contact the following person immediately after the situation is stable: Zac Schneider, 404-413-1924, 610-781-6016 if unable to reach Zac contact Andy Hudgins, office: 404-413-1765, cell: 404-729-9635. Then submit an **Accident Report** form to the Sport Clubs Coordinator within 24 hours, or by 5:00 p.m. on Monday for weekend activities. Prior to the start of your activities, it is recommended to coordinate with the host school or club to determine the injury procedures/protocol at the site.

- **Off-campus practices:** If the club is at a non-affiliated facility for a club practice, then 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. The club’s officers are to be on file as CPR/AED/1st aid certified. Therefore, a club officer present on site at the time of the injury is to take the lead in attending to the injury. If a serious injury, then 9-1-1 is to be called and the certified officer is to provide care at their discretion. If not a serious injury, then it is at the discretion of the injured participant to proceed with medical attention accordingly. If 9-1-1 is called, contact the following person immediately after the situation is stable: Zac Schneider, 404-413-1924, 610-781-6016 if unable to reach Zac contact Andy Hudgins, office: 404-413-1765, cell:
404-729-9635. Then submit an Accident Report form to the Sport Clubs Coordinator within 24 hours, or by 5:00 p.m. on Monday for weekend activities. Prior to the start of your activities, it is recommended to be aware of the location of first aid supplies at the designated site.

**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 participant 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

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**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 2018-2019 to be placed into one of the tiers for the following year. **For 2018-2019, the point system will total 130.** For a club to gain Tier 1 status for the subsequent year they will need to gain at least 110 of the possible 130 points. Tier 2 clubs will need to gain at least 85 of the possible 130 points. Tier 3 clubs will have gained less than 85 total points or are within their first year of establishment. Tier 4 clubs are ones that are considered to be on probationary status resulting from poor standing with the Department of Recreational Services. Clubs that are in poor standing resulted from a lack of leadership, organization, and overall lack of compliance for the policies and procedures of the Sport Clubs Program. **Status is primarily determined by the points being accumulated throughout the year, but the status will be evaluated at the end of each semester and subject to change based on the discretion of the Sport Clubs Coordinator.**

**Point Categories:**

Leadership, Form Completion, & Competition

**Classification/Tier System:**

**Tier 1=up to $5000 per semester.** These clubs will need to gain 110 or more total points for an entire academic year. Clubs currently in tier 1 for 2018-2019 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 85 to 109 total points for an entire academic year. Clubs currently in tier 2 for 2018-2019 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 85 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.

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 (40 Possible Points; Comprises 30% of the Total Points):
President’s Training: 10 points each for 2 total meetings during the year= 20 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 (60 Possible Points; Comprises 46% of the Total Points):
Semester Officer Agreement: 5 points each for 2 submitted forms for the year= 10 points
President’s Email Reports: 5 points each for 6 total report deadlines during the year= 30 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

Competition (30 Possible Points; Comprises 23% 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 a nationally recognized event and/or
tournament for that given sport. This is a one-time yearly value = 10 points

TOTAL MAXIMUM POINTS EARNED FOR THE YEAR = 130 points

*NOTE: 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. For 2018-2019, there will be two bonus meetings equaling 5 points each. Both bonus meetings will be presentations from Premiere Sports Medicine our partner for Athletic Training. The fall semester meeting will be on Thursday September 13 and spring semester will take place on Thursday January 31. 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 granting access for a non-approved guest at a club practice. A club participating in a non-approved competition. A club cancelling a hosted competition 48 hours or less within scheduled time that is not weather related and the club does not have the budget to cover the $100 cancellation fee. 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 an email within five business days of the notification from the Sport Clubs Coordinator. The appeal is to be directed to the Assistant Director of Recreational Services, Intramural Sports. The 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. The Budget Proposal should clearly outline the club’s anticipated revenue & expenses for the upcoming semester. It is strongly recommended to attach supporting documents to the Budget Proposal form to show justification of allocated funds toward these expenses. The Budget Proposal will be due on the 1st Monday of December and 1st Monday of May for each semester’s allocations.

Expenses

When a club submits a Budget Proposal, the club is requesting allocated funds to be used for the upcoming semester. Listed below are the category of purchases that a club can request for their funds to be used from its allocated budget.

NOTE: All purchase requests must be pre-approved by the Sport Clubs Coordinator for the clubs’ budget to be considered for reimbursement or direct payment transaction.
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 for reimbursement
- 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
- The club can use the Club Receipt form under the club resources page on the GSU Recreation page to have completed on site and submit as a valid receipt to the Sport Clubs Coordinator for a reimbursement

Officiating:

- Clubs will need to pre-arrange the official’s payment before the competition/game
- Clubs will need to submit to the Sport Clubs Coordinator the name of the officials/assignor and their contact information
- The Sport Clubs Coordinator will then contact the official and/or assignor to have them complete a W9 to go on file in the University payment system to be properly paid for their services
- 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 reimbursements

Supplies:

- The club can submit an email link to the Sport Clubs Coordinator for the supplies to be ordered and paid for directly
- The club can gain pre-approval, purchase the items, and submit a receipt for reimbursement

Equipment:

- The club can submit an email link to the Sport Clubs Coordinator for the equipment to be ordered and paid for directly
- The club can gain pre-approval, purchase the items, and submit a receipt for reimbursement
- 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
• Registration of a club to a sanctioned conference or governing body will NOT be charged against its club budget. This expense will be administered from another fund.

Facility Rental:

• The club will need to arrange with the Sport Clubs Coordinator if the facility space is eligible for allocated funds to be used
• 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
• Once approved, a W9 and facility contract (if applicable) is needed before payment can be made
• Once the vendor is set up in the University payment system then the Sport Clubs Coordinator will arrange with the facility’s contact on payment plan of the club’s practice reservations

Travel Expenses (Lodging):

• This is the only expense not eligible for direct payment of a University credit card
• The payment arrangement must be an out of pocket expense that is reimbursed, or hotel information submitted to the Sport Clubs Coordinator 30 days or more in advance of the trip to be paid for with an invoice
• See the travel expense excerpt under the Travel section of the Handbook for full details

Club Uniforms:

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

Non-approved club budget expenses:

• Coaching Stipend
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. Clubs using department vehicles will NOT have to pay out of pocket nor use their allocated budget funds for this expenses.

If the Department of Recreational Services vehicles are fully 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.

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 is also 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.

Revenue

Clubs obtaining revenue is an effective way to off-set expenses 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 then the Sport Clubs Coordinator will provide a follow-up determination on the club’s fundraiser request. The fundraising event shall be reported on the club’s End of 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 then the Sport Clubs Coordinator will provide a follow-up determination on the club’s sponsorship request. 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 the club’s off-campus checking account. If the club does not have an off-campus checking account then the check is to be made out to
“Georgia State University Foundation.” The club will need to document the received donation amount on the **Donation Form** and submit to the Sport Clubs Coordinator.

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.

**Request Guidelines:**

- 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. If the club does not have a National Club Championship event then the club will be subject for coverage of a recognized National event in their sport. A regional or qualifying event is not eligible for coverage
- Once a club becomes of a national tournament competition, the club will need to submit this application for consideration of the National Travel Fund
- The time frame to submit the application is no more than six 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, lodging and eligible miscellaneous expenses (i.e. ground transportation and baggage fees)
- 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
- Only eligible club members are covered for the approved expenses. Eligible participants confirm meeting the enrollment criteria of the University and sanctioning body for the tournament
  - Graduated seniors are eligible for National Championship events only if the competition dates occur before the start of next semester of an academic year following their graduation. Club Coaches are excluded from financial 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.com
- The eligible number of travelers covered for the National Travel Fund will be 10 participants, Unless the club qualified for the team division of the competition. In that case the number of eligible participants comprising that team for competition will be covered for expenses
• If the trip is 4 hours or less away, then the club will use Department vehicles or be responsible for their own personal vehicle transportation. The club must have certified Department drivers at the time of the request dates to use the Department vehicles. Fuel expenses will not be reimbursed if personal vehicles are used.

• If the trip is more than 4 hours away, then club's flights will be arranged and paid for directly by the Department. This provided the club submits the signed travel authorization form at least 15 days before the event dates. The Sport Clubs Coordinator will draft up the authorization forms and submit to the club president to have signed by each traveler.

• The club is to reserve a hotel for their travel, then submit receipts following the travel to be reimbursed.

• The club is to book room reservations of 4 persons (same gender) to a room and nightly rate should be $120 or under. If above $120 then it needs to be supported in a follow-up email as a host hotel for this competition.

• The payment for the lodging can be arranged with direct payment provided the club arranges a reservation 30 days in advance of the competition. The club will need to submit to the Sport Clubs Coordinator the name of the hotel and contact information to obtain a W9 for an invoice to be paid directly to the hotel.

• If the club does not submit the completed information by the 30 day mark then the club will be responsible for covering the expenses out of pocket to be reimbursed. It is recommended the club pay for the hotel expense from its club account tied to the club's president and/or treasurer.

• If the club does not have an off-campus account or sufficient funds then it will need to use a personal card of the club president or treasurer to be reimbursed.

• Rental vehicles for ground transportation will be covered provided the club has certified drivers to operate the vehicles during the event. If the club has certified drivers then the Department will make the arrangements for reserving the rental vehicle(s) on behalf of the club.

• If the club does not have certified drivers then the club will useuber/lyft for ground transportation. The club will work with the Sport Clubs Coordinator on the coverage of the Uber/lyft receipts.

• Baggage fees will only be covered for club equipment related to the competition. The Department will put a priority on booking flights through Southwest which covers two bags. However if unable to book a Southwest flight then each traveler will be responsible for the expense of their personal bag.

• Following the club travel, all receipts seeking reimbursement need to be submitted the week following the trip to the mailbox of the Sport Clubs Coordinator. Along with the receipts a card statement is needed for support showing where the expense came. The maximum allotted time is 30 days once the travel occurs for the receipt to be recognized for reimbursement.

• Each covered participant is responsible for making arrangements with their class schedule and/or instructor for missing class during the competition. If deviations are needed for flights to accommodate a class schedule this is to be communicated in advance with the Sport Clubs Coordinator by completing the Class Excuse Form on imleagues.

• It will not be recognized as a valid excuse for cancellation of travel if the participant fails to make arrangements with their academic requirements.

• Individual travelers will be responsible for reimbursing pre-paid expenses back to the Department if they cancel without an pre-approved reason.
Marketing

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

- A club wishing to have a marketing item for their club will send an email request to the Sport Clubs Coordinator
- The email shall contain: type of item (flyer, poster, banner, etc.), color, words and potential images
- Club marketing materials may include but not limited to: poster, banner, flyer, postcard, and/or magnet
- All marketing materials produced by the Department will provide a clear and consistent format for effectively promoting all Sport Clubs
- The club marketing request shall be sent to the Sport Clubs Coordinator at least 5 business days in advance
- Club marketing materials may not be attached to unauthorized campus facilities including, but not limited to, doors, walls, windows, trees, vehicle windshields, trash cans, recycling bins, benches, campus maps, light poles or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed
- Clubs shall NOT post marketing materials in campus areas without approval and production by the Department of Recreational Services. It is the club’s responsibility to find out the individual posting rules for the desired campus building
- Clubs shall NOT table in campus areas with marketing materials without approval and production by the Department of Recreational Services
- Clubs are allowed to reserve a table in the Student Recreation Center with pre-approval from the Sport Clubs Coordinator to distribute club marketing materials

Website & Social Media Pages:

All Sport Clubs reserve the right to create and maintain a 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 “Women’s Volleyball Club at Georgia State University.”** Also, a Sport Club is prohibited from using the acronym “GSU.” This is in an effort for the club to NOT be misconstrued as an Athletics team.

**Use of logos for Clubs:**

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

**Approved University logo to use:**

![Photo](image.png)

**Club Apparel Policy:**

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

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

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

If the club is observed with wearing non-approved club apparel it will result in a point deduction from the club’s yearly point value.

**Club Uniform Policy:**

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

• Clubs competing on behalf of Georgia State University shall participate in an approved uniform/jersey.
• A club requesting a uniform will send an email request to the Sport Clubs Coordinator at tverdin1@gsu.edu.
• The email will contain: type of uniform (t-shirt, jersey, singlet, etc.), color (blue, white or both), and names/nicknames/potential images to be placed on the back of the uniform.
• The front of the uniform will require the official University logo. No other wording or images will be placed on the front of the uniform. EXCEPTION: Sports that require a # on the front of the uniform. The # must clearly be separated from the University logo.
• The back of the uniform may consist of club name, nicknames, sponsors, and/or club graphic/images
• All uniforms to be in two colors of blue & white or in one color of all blue or all white
• If the club’s governing body requires the uniform/jersey to have a sponsorship on the front of the uniform/jersey please submit an email or written statement indicating this from the league to the Sport Clubs Coordinator and the sponsor must release permission for official use of their logo
• Helmets, shorts, or any other supplementary parts of the club uniform shall consist of the solid colors of blue or white. Also if logos are included on these parts of the uniform they must be the University approved logos
• Once the request is received, the Department of Recreational Services Marketing Coordinator will draft up the design to be approved by the Division of Student Affairs Marketing Director
• Once approved by the Division of Student Affairs, then the Sport Clubs Coordinator will provide the club the approved design to move forward with a proof at a vendor of their choice
• The club will then need to submit the proof to the Sport Clubs Coordinator to verify it meets the University specifications
• Once the proof is approved then the club will proceed with the order

**An order is NOT to be purchased and shipped without full approval of the proof**
• Please allow for multiple weeks to receive the request, create a design, and gain the proper approvals
• Department of Recreational Services will provide funding for a club uniform with the following conditions: T-shirt uniform option
  o T-shirt uniform will be ordered and directly paid for by the Sport Clubs Coordinator with the preferred vendor, It’s all Custom
  o Value of t-shirt uniform will be $10 or less per shirt and maximum of 20 shirts ordered
  o A club will need to submit the request for the order and the club’s allocated funds will be used for the expense provided there is sufficient funds
  o The t-shirt order will meet the standards of an approved uniform and will serve as the club’s uniform
  o If the club elects to use funds for this t-shirt uniform option it will be an one-time purchase
  o The club will be responsible for tracking the inventory of the club’s uniforms
  o At the end of the year, the club may elect to have the uniforms stored by Recreational Services. However, it is the club’s responsibility to know the exact inventory that is being submitted for storage

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

If the club is observed with wearing non-approved club apparel it will result in a point deduction from the club’s yearly point value.
All listed polices in the **Sport Clubs Handbook** are subject to an appeal. Once the Sport Clubs Coordinator has made a determination in accordance to the stated policies & procedures in the **Sport Clubs Handbook**; a club will be notified of this determination. In response, a club may appeal the determination, in which the Club President must submit the appeal in an email within five business days of the notification from the Sport Clubs Coordinator. The appeal from the club is to be directed to the Assistant Director of Recreational Services, Intramural Sports. The 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.