

## Club Uniform Guidelines

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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 e-mail request to the Competitive Sports Administrators at [compsports@gsu.edu](mailto:compsports@gsu.edu)
- The e-mail 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 number on the front of the uniform. The number 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 are 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 e-mail or written statement indicating this from the league to the Competitive Sports Administrators 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 Specialist will draft up the design to be approved by the Division of Student Success Marketing Director
- Once approved by the Division of Student Success, then a Competitive Sports Administrator will provide the club the approved design to move forward with a proof at a vendor of their choice, **however, the vendor must be licensed through Georgia State University's current licensing group**
- The club will then need to submit the proof to the Competitive Sports Administrators to verify it meets the University specifications
- Once the proof is approved then the club will proceed with the order
- **An order is NOT to be purchased and shipped without full approval of the proof**
- Please allow for multiple weeks to receive the request, create a design, and gain the proper approvals

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

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

**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.**

Space around logo should equal half of the flame



University Logo parts





Contact: 404-413-1924  
[compsports@gsu.edu](mailto:compsports@gsu.edu)  
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