

# Sport Clubs

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## New President's Handbook

## **IMPORTANT CONTACT INFORMATION:**

**Assistant Director:** [compsports@gsu.edu](mailto:compsports@gsu.edu), 404-413-1924

**Sport Clubs Website:** <https://recreation.gsu.edu/sport-clubs/>

## Expectations

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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 [imleagues.com/GSU](http://imleagues.com/GSU) account and completing the **Participant Agreement**
- Update a Competitive Sports Administrator on activities that include but are not limited to: competition schedule and results, practice changes, officer changes, contact information changes, coaching changes, and advisor information changes
- Gain pre-approval from a Competitive Sports Administrator 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 each semester
- Submit required forms on semester basis which include: **Officer Agreement, Wrap-up, Budget Proposal, and E-mail Updates**
- Ensure the **Trip Itinerary** form is submitted five 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 1<sup>st</sup> of each academic year

## Standards of Conduct

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### *Communication:*

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

### *IMLeagues:*

IMLeagues serves as the online management system for all Sport Clubs. All club members will be required to register and have an active account on [imleagues.com/GSU](http://imleagues.com/GSU). The participants will complete the **Participant Agreement** through their [imleagues.com/GSU](http://imleagues.com/GSU) account. Step by step instructions for the IMLeagues registration process can be found under resources on the

website: [recreation.gsu.edu/sport-clubs/resources/](http://recreation.gsu.edu/sport-clubs/resources/). After 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 [imleagues.com/GSU](http://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 a Competitive Sports Administrator and contain updated information.

#### *Panther Involvement Net (PIN):*

Panther Involvement Network (PIN) is the online management system governed by Student Organizations 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 1<sup>st</sup> and May 1<sup>st</sup>. 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.

#### *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 one 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 e-mail is to be sent to a Competitive Sports Administrator at least one business day in advance. Competitive Sports Administrators may then approve the notice as valid to be granted credit for attendance at the meeting.

#### *Student Recreation Center (SRC) Space Reservation Procedures:*

All clubs are able to reserve a meeting room space and/or table in the lobby for club promotion. To reserve the designated space, the club will need to send an e-mail request to a Competitive Sports Administrator. **The e-mail 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 five 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 appropriate wire connections will be made available for use. The club will need to bring their own laptop to utilize the projector screen. A Competitive Sports Administrator will confirm if the request is

granted. If there is a scheduled conflict for the space, a Competitive Sports Administrator will inform the club of the available dates & times for that week. The club shall NOT advertise the meeting/event until properly approved by a Competitive Sports Administrator.

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 e-mail 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 the 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 for a method of competition is competing against other universities/colleges within that related sport. If competition with another university/college club is NOT available for that related sport then the 2<sup>nd</sup> priority for a method of competition is 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 Student Organizations.

### *Photography in the SRC:*

Filming or photography which captures the likeness of others without their permission, captures the University identity, or is intended to be used for personal financial gain is prohibited. Individuals or groups working on projects for a department or an academic class that would like to reserve an activity space in any Recreation facility must get pre-approval. If filming or photography is causing a disruption to activity or safety, you may be asked to stop and to seek pre-approval for a more appropriate time or location. Filming or photography is prohibited in the locker rooms and restrooms.

### *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 a Competitive Sports Administrator for approval. A Competitive Sports Administrator will coordinate with the University's Office of Legal Affairs on the logistics of the contract arrangement. The following are common contracts 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 University 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 [codeofconduct.gsu.edu](http://codeofconduct.gsu.edu).

### ***Alcohol and Tobacco Policy:***

Consumption or possession of alcoholic beverages or illegal substances is prohibited during all Sport Club activities which includes but not limited competitions, practices, and club travel.

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, vapes, chewing tobacco, etc.) at any university-sponsored events, including Sport Club events. Additionally, all Recreational Services facilities are tobacco free. Spectators or club members must move outside of the fenced field areas for this use.

### ***Sportsmanship:***

The development of team and individual sportsmanship is a fundamental importance in all Sport Club activities. Behavior before, during, and after any contest reflects on the individual players, club team, the Sport Clubs program, the Department of Recreational Services, and Georgia State University. A team is collectively responsible for the actions of the individual team members and spectators related to their team. All club members are responsible to calm difficult situations and to restrain troubled teammates. All clubs and individuals are expected to maintain the highest level of sportsmanship during all contests and activities.

### ***Academic Responsibilities & Class Absence 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.

Competitive Sports Administrators 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 a Competitive Sports Administrator for a documented club competition conflicting with a class must complete **Class Absence Form** at least five business days before the scheduled class to receive the memo to submit to her/his professor. Once the **Class Absence Form** is submitted on IMLeagues, a Competitive Sports Administrator will draft up a memo documenting the conflict and follow up with an e-mail once the memo is ready for pick-up from the club mailbox.

## Budget & Travel

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### *Tier System:*

All Sport Clubs are placed into a tier to determine its club budget allocation amount of each semester for a given academic year. Clubs are placed into a tier based on the total amount of points accumulated in the previous academic year and their overall standing with the program. The tiers range from Tier 1 to Tier 4 with Tier 1 receiving the highest budget allocation. Status is primarily determined by the points being accumulated throughout the year, but the status will be evaluated at the end of each semester and subject to change based on the discretion of the Assistant Director. **The full system description can be found here:**  
<http://recreation.gsu.edu/sport-clubs/tierpoint-system/>

### *Travel Authorization:*

Sport Clubs are able to travel off-campus for competition, practice, scrimmage and/or training. For competitions, clubs will be notified at the beginning of each semester to submit their club competition schedule. The schedule can be tentative, but any potential competition dates and locations need to be submitted. A week prior to the competition date, a Competitive Sports Administrator will follow-up with the club to confirm the competition dates and location.

Clubs will confirm their travel by completing the mandatory **Trip Itinerary Form** for every club sponsored off-campus trip. This form must be turned in at least five business days prior to leaving for the said trip. An exception to this policy is when a club regularly practices off-campus at the same location, days and time of the week. Clubs will only need to confirm with a

Competitive Sports Administrator 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 participant listed on the roster must have completed 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, a Competitive Sports Administrator will confirm the authorization of the club's travel. After travel is confirmed by a Competitive Sports Administrator, any schedule deviations and/or cancellations need to be communicated to a Competitive Sports Administrator as soon as possible. Following the competition, the club will need to complete the **Competition Follow-up Report** on IMLeagues in order to receive competition points.

## Practice Reservations

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- Only active Sport Clubs are permitted to submit practice requests
- The SRC and **Panthersville Recreation Complex** serve as the Department of Recreational Services' two primary on-campus practice facilities
- The SRC is primarily used for indoor club practices and **Panthersville Recreation Complex** for outdoor practices
- The maximum amount of hours scheduled at one facility will be four 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 five 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 SRC
- Practice reservations will officially begin the first 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
- A Competitive Sports Administrator will contact all clubs to submit a 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 a Competitive Sports Administrator
- Practice requests are approved for on a semesterly basis
- 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 a Competitive Sports Administrator
- 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 and location before beginning practice for that semester
- For clubs that practice at a facility specifically accommodating to their sport/activity, 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, the Department will NOT be used for practice reservation fees
- 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 and locations, only registered members and coach/volunteers are allowed access to the practice. Any exceptions and/or special requests must be pre-approved by a Competitive Sports Administrator in advance of the practice

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

## Marketing

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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 e-mail request to a Competitive Sports Administrator
- The e-mail 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 a Competitive Sports Administrator at least five 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 SRC with pre-approval from a Competitive Sports Administrator to distribute club marketing materials

### *Website and Social Media Pages:*

All Sport Clubs reserve the right to create and maintain a website and/or social media page 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 Competitive Sports Administrators 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:



### 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 e-mail request to the Competitive Sports Administrators at [compsports@gsu.edu](mailto:compsports@gsu.edu)
- The e-mail 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 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
- Club apparel is a personal item and shall be funded by the club. This does not qualify as a reimbursable expense out of the club's allocated budget
- The Department of Recreational Services will NOT produce proofs that:
  - manipulate the University logo or flame in any way
  - use the University mascot Pounce
  - contain the phrase GSU or simply Georgia State
  - 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 e-mail 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 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.