



Recreational Services Sport Clubs

Policy & Procedure Handbook

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404-413-1924

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2021-2022 Policy Edits & Updates

The following additions and edits of the Sport Clubs Program for the 2021-2022 academic year:

- COVID-19 restrictions have been lifted. Clubs will be permitted to practice without masks or social distancing
- Tier system from 2020-2021 has been extended to the 2021-2022 academic year to not require clubs to compete

Introduction

A Sport Club is a registered organization founded and administered by students in accordance with the University, the Division of Student Success, 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 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: A Competitive Sports Administrator is subject to update this document and will notify all Sport Clubs when changes are made. A Competitive Sports Administrator may provide discretion in determination of the handbook's polices.

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 Recreational Services, and the Division of Student Success. The Sport Clubs program will report directly to a Competitive Sports Administrator.

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 Competitive Sports Administrators:

The Department of Recreational Services employs full-time professionals to supervise Sport Clubs and their activity. Competitive Sports Administrators are responsible for ensuring individual clubs operate in a safe manner and advise clubs on their overall operation.

Competitive Sports Administrators also serve 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 implementation 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 Student Organizations Office:

The Student Organizations office 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 Student Organizations office to Sport Clubs include but not limited to:

- Coordinates the official registration 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 (PIN), the online management system for all student organization

It is MANDATORY that at least one club representative attends 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 Student Organizations office. 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 at least part-time faculty/staff members at Georgia State University. The Competitive Sports Administrators shall NOT serve as the advisor for any club in need. The Competitive Sports Administrators serve 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 regarding 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 the advisor 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 PIN, and a final notification sent to a Competitive Sports Administrator.

The Role of a Sport Club Coach:

Each Sport Club is permitted to have a maximum of 2 volunteer coaches. New coaches are required to meet with a Competitive Sports Administrator to verify credentials and discuss their role with the Department of Recreational Services. Competitive Sports Administrators have the right to deny any coaching candidate they deem to be unqualified to assist the club. If a Sport Club elects to have a coach or coaches, they must complete a Sport Clubs **Coach Information Packet** to be considered. 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 a Competitive Sports Administrator at compsports@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 five starting members all of which are enrolled students from the Downtown Campus

NOTE: Once the club is registered, 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 Competitive Sports Administrators confirming the following parameters above are met. In addition, 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 registered organization with the Office of Student Involvement. The steps to the process are as follows:

1. Log in to Panther Involvement Network (PIN) (<https://pin.gsu.edu/organizations>)
2. Click on "Register an Organization"
3. Click on "Register a New Organization"
4. When completing this form, the proposed club will need to determine steps 2-6
5. Confirm the official club name and adopt a statement of purpose

- a. The club name must be written as “[Insert Sport] Club at Georgia State University”
6. Have a least five interested club members’ contact information, including Panther ID
7. Select a faculty/staff advisor, who is at least a part-time employee of Georgia State University
8. Identify officers and their duties
9. Create a constitution
10. Once the online form is completed containing the information from steps 2-6, the proposed club will receive notification from Student Organizations
11. The proposed club will then be voted on to be accepted as a new student organization by Student Organizations and Committee on Student Life of the University Senate (the committee only meets once a month from August 1-April 1)
12. If accepted, the club will complete online registration as an official student organization via PIN
13. Attend a new student organization orientation session

Any questions regarding the student organization registration process can be directed to the Office of Student Involvement at studentorganizations@gsu.edu or in person at Student Center 330.

Please notify a Competitive Sports Administrator upon receiving an official notice from the Student Organizations office the club is a registered student organization. A NEW Sport Club will be a tier 3 status club for two full semesters upon the date registered. Once the club has operated in tier 3 for two full semesters the club will be eligible for funding. For example, if the club becomes registered 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 registration will result in the club taking an inactive status for the following academic year.

Expectations

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 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 registration is renewed by the deadline of May 1st of each academic year

Standards of Conduct

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. The participants will complete the **Participant Agreement** through their 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/. 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. 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 registered 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 and May 1. 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 can 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 2nd 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:

1. Policy Statement

Georgia State University is committed to providing a safe learning environment that supports the dignity of all university community members. Hazing is a violation of state law and is strictly prohibited by Georgia State University both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges.

2. Definition

"Hazing" means to subject a student to an activity which: (1) endangers or is likely to endanger the physical health of a student; (2) forces or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness; or (3) 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, whether or not such group is formally recognized by the university.

Examples of activities that may violate this policy include but are not limited to the following:

- forcing, requiring or encouraging nudity at any time;
- paddle swats;
- treeings (e.g., tying someone up and throwing food or other substances on them);
- line-ups (e.g., yelling at or harassing people in a formation);
- calisthenics (e.g., push-ups, sit-ups, jogging, runs);
- causing an individual to be sleep deprived and/or to suffer from unreasonable fatigue;
- conducting activities that do not allow adequate time for class attendance, study and completion of assignments, participation in group projects;
- theft of any property;
- road trips (e.g., dropping someone off and leaving them to find their own way back);
- performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry);
- scavenger hunts without prior approval from the appropriate university appointed official, or which includes activity that would otherwise constitute hazing;
- forcing or requiring the violation of university policies, federal, state, or local law.

For purposes of this definition, Hazing occurs regardless of whether the action, activity, or

situation is intentionally, negligently, or recklessly caused, and regardless of a student's willingness to participate. Also for purposes of this definition, "student group" or "school organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

3. Prevention

As a part of the student group informational, recruitment, and membership intake activities, student groups are required to educate members and prospective members about Hazing and to maintain documentation that they have fulfilled this requirement. Each member of a student group must sign the Georgia State University Hazing Compliance and Awareness Form. These forms are located in the office of the Dean of Students and in the Division of Student Success.

4. Reporting a Hazing Violation

All members of the university community are strongly encouraged to report suspected instances of Hazing to the office of the Dean of Students and university employees are required to do so.

5. University as the Complainant

All reports of Hazing are investigated to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. Based on this review, the Dean of Students may choose to initiate charges, not initiate charges or dismiss a case administratively if the claim does not appear to be supported by the facts. If charges are initiated, the university will serve as the Complainant throughout the student code process.

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.

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 PIN.

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 a Competitive Sports Administrator and update the club's PIN 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 for each organization. A beneficial way a club can 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. Georgia State University faculty/staff, alumni, and students enrolled at a Perimeter Campus (Alpharetta, Clarkston, Decatur, Dunwoody, Newton) may practice as members of the club, but are not eligible for competition. 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 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 a Competitive Sports Administrator
- For sports that have both a men's and women's club, interested participants may join the club that aligns with their own gender identity and/or gender expression
- Participation is based on one's self-identified and/or expressed gender and it is done in good faith
- Local, regional, and national governing bodies may have different rules regarding sex and gender participation. Participants are encouraged to read the association's eligibility rules prior to competition as they may be different from the Department of Recreational Services'

Affiliations/Associations:

Some clubs are part of a larger local, regional, or national collegiate 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:

Clubs participating in a league and/or association may be required to submit an **Enrollment Verification Form** to its local, regional, or national governing. A club that participates in a league and/or association must adhere to the eligibility requirements of the governing body. If necessary, to submit an **Enrollment Verification Form**, the club will need to submit the form to a Competitive Sports Administrator at least five 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 that does NOT meet the association and/or league requirement, the participant will be struck through 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. The list below is a recommended cabinet of club officer positions and their roles.

President:

- Serve as the liaison between the club and Competitive Sports Administrators
- 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 when submitting the club's budget proposal per semester
- Gain pre-approval from a Competitive Sports Administrator on the following: club travel, club marketing, new uniforms/jerseys, club apparel, fundraising opportunities, purchases, and space reservations
- Update the Competitive Sports Administrators 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
- 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 five business days in advance of trip)
- Assist with the coordination of club transportation via the Department of Recreational Services fleet (this includes the submission of Vehicle Request Form five 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 registration and waiver process
- Record and circulate minutes for club meetings
- Coordinate with the president to submit marketing requests to Competitive Sports Administrators
- Maintain accurate information on IMLeagues team page
- Coordinate with the president on submitting club results to the Competitive Sports Administrators
- Organize club pictures at competitions/events and send to the Competitive Sports Administrators for the semesterly photo challenge

NOTE: The CPR/First Aid/AED 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 30.

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, unless otherwise state by the Competitive Sports staff. The first 10 days of practice for 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 during the "Try me" period. Clubs may remove the participant if they do not officially join following the "Try me" period.

Not all clubs will 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 Competitive Sports Administrators.

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 purchased with non-University funds will NOT be checked out or 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 a Competitive Sports Administrator during the first two weeks of the fall semester. If the club has current equipment in storage, a Competitive Sports Administrator 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 a Competitive Sports Administrator. If clubs fail 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 the 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. It is the responsibility of the license holder to know the law.

Failure to do so may result in a misdemeanor charge and may violate the Georgia State University Student Code of Conduct.

Practice Reservations

- 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 number 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, clubs may request to cancel practice or have it moved to the Student Recreation Center if space is available
- 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 except for 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

Practice Facility Policies

Student Recreation Center (SRC):

- A club is considered a no-show if they have not shown up 15 minutes after the scheduled reservation time
- A club is considered a no-show if leaving with more than 30 minutes remaining of the scheduled practice
- After this time has elapsed, the Facility 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 number 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 a Competitive Sports Administrator 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 by a Competitive Sports Administrator 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 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 a Competitive Sports Administrator
- 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 in a point deduction from the club's yearly point value.

Panthersville:

- 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 on-site supervisor to be verified as a member of the club on IMLeagues to participate in the scheduled practice
- If NOT a current member of the club on IMLeagues, 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 due to their enrollment status with the University, the participant will have to leave the facility and return for the
- next practice when their registration has been approved by a Competitive Sports Administrator
- 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 in practices.**
- All club coaches/volunteers must be pre-approved by a Competitive Sports Administrator 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 a Competitive Sports Administrator 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 five 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 e-mail compsports@gsu.edu by 5PM the day of the practice; if after 5PM then the club is to contact the Assistant Director of Competitive Sports by phone at: 618-558-6167
- If there is rain on the day of a scheduled practice, it will be the club's responsibility to cancel the practice with a Competitive Sports Administrator.
- If during the practice there is thunder and/or lightning, 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, the practice will be ended.
- A determination will be made by a Competitive Sports Administrator 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 thunder and/or lightning, 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 SRC for their practice on that designated day. The request must be 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 a Competitive Sports Administrator 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 first no-show will result in a one-point deduction, the second no-show will result in a five-point deduction, and third no-show will result in forfeiture of practices for the remainder of

that semester

- 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
- Clubs may bring food/drink if they dispose of all trash before they leave the facility
- Alcohol/Tobacco products are prohibited
- Please respect the requests of the on-site Supervisor.

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 competitions at the SRC, Panthersville, and/or an 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 IMLeagues. This is a required form submitted at least two weeks in advance of requests for Panthersville and off-campus facilities and a month in advance for requests at the SRC
- After submitting the Home Game Notification Form, if there are any changes, please follow up with an e-mail to a Competitive Sports Administrator
- 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 students are NOT eligible for competitions
- A certified Athletic Trainer is required at every competition hosted by the club (includes off-campus locations); once the club confirms the date and location then a Competitive Sports Administrator will schedule the Athletic Trainer
- Obtaining the Athletic Trainer will be the sole responsibility of the Competitive Sports Administrators and will NOT be an expense out of the club's allocated budget
- Completing the Home Notification Form within the specified deadline will guarantee an Athletic Trainer for the requested event.
- If a club cancels within 48 hours of the scheduled event, the club will be charged a \$100 cancellation fee from their club budget. If the club does not have a club budget for that given semester then it will be deducted five 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 is a violation of the student handbook policy

SRC Hosting Policies:

- An on-site supervisor will be scheduled for the hosted competition
- An ID check will occur before each competition. The participant checking-in must be a registered club member on the IMLeagues roster to be eligible to compete
- A meeting will be held in advance of the competition to debrief the club on the hosting procedures which include but are not limited to: team registration fees, spectator policies, food and 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 occur before each competition. The participant checking-in must be a registered club member on the IMLeagues roster to be eligible to compete
- If there is rain on the day of a scheduled competition, a Competitive Sports Administrator will decide 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 condition of the field remains safe
- If during the competition, there is thunder and/or lightning, then the field will be cleared, and the competition will be suspended 30 minutes following the last “bang”
- Once the weather has cleared, the competition will resume where it was left of prior to the weather delay
- If the weather does NOT clear, a Competitive Sports Administrator 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 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 Services facilities
- If the club has a viable Department affiliated facility, the facility fee, if applicable, will be the club's responsibility

Clubs disobeying the stated policies above will result in a point deduction from the club’s yearly point value.

Travel

Travel Authorization:

Sport Clubs can 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.

Clubs competing without proper authorization will result in a point(s) deduction from the club's yearly point value.

Travel Expenses (Lodging):

The Department of Recreational Services will NOT pay for clubs' travel expenses ahead of time. The club is responsible for booking hotel reservations for their club travel. Clubs will submit receipts following the trip to be reimbursed from their allocated club budget. The club is to book room reservations with four persons (same gender) to a room and the nightly rate is required to be less than the nightly per diem determined by the U.S. General Services Administration. If more than the per diem amount, it needs to be supported in a follow-up e-mail as a host hotel for this competition and no other hotel is in reasonable proximity to the event with reasonable transportation.

If the club has an allocated budget but elects not to use it for hotel expenses, then indicate \$0 on the **Trip Itinerary Form**. If the club is approved for their lodging to be covered as a reimbursable expense, then the club needs to indicate a projected amount on the **Trip Itinerary Form**. With approval, the club is to pay from one credit card, and it is recommended that the card is connected to an off-campus club account. If the club does not have enough 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.

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 statements showing the expenses to a Competitive Sports Administrator. The receipt documentation will need to

be submitted within 30 days of the trip 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 three to four 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 through 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 10 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
- The e-mail will inform participants on the registration instructions for the class
- Upon the completion of the class, participants will be contacted by a Competitive Sports Administrator to schedule the part II follow-up meeting. This meeting will need be completed within 90 days of the class
- The driver will be required to submit their driver's license to a Safety and Risk Management Administrator to run a three-year driving record check to ensure the participant has a class C license and there is no more than one moving violation in the last three years of their driving record
- 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

Once the club has certified drivers to use department vehicles, the process for making a vehicle reservation is as follows:

- Submit a **Vehicle Request Form** online via IMLeagues at least five 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, a Graduate Assistant will confirm with the club the status of the request
 - Once the request is confirmed, a 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
- If the club is requesting a department trailer, all listed drivers must be certified by the Department as trailer trained. The trailer training can be set up through the Competitive Sports Administrators

- 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, except for tier 4 clubs (probationary clubs), can reserve vans for travel to sanctioned competitions and off-campus practices

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. 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 the Enterprise state contract. The club must still have certified drivers to operate the vehicle and availability in their budget to cover the expense.

National Travel Fund

The National Travel Fund is set up to support the clubs in their effort to attend national level competitions. It is a separate fund aside from the clubs' semester budgets.

Fund Guidelines:

- A club applying for National Travel Fund must be in good standing with the Department of Recreational Services and in either Tier 1 or Tier 2.
- The proposal submitted online at IMLeagues must be for a national level competition.
- The timeframe 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 competition less than a month before the date of competition, then the funding approval will be determined on a case-by-case basis.
- Any monies allocated from this fund can only be used to pay for competition registration fees, transportation, baggage, and lodging. (Baggage fees will only be covered for club equipment related to the competition.)
- A club may only receive national funding one time per academic year (August – July).
- The Competitive Sports staff will review the proposal and follow up with the club with a decision.
- Only eligible club members, based on the guidelines of the University and the sanctioning body of the competition, are covered for the approved expenses.
- Graduated seniors are eligible for national events only if the competition dates occur before the start of next semester following their graduation. Coaches and advisors are excluded from financial coverage.
- Funds are limited annually, based on club's tier status and the method the club gained entry to the national event. The table below shows the maximum amount that can be approved based on the defined criteria. The amounts below are maximums and not guaranteed. The Associate Director will review each request on a case-by-case scenario.
- Definitions
 - Team – Format is a team sport
 - Individual – Format is an individual sport. Max of five participants will be funded.
 - Open invitation – Club attends national event open to anyone who registers

- Participation – Club earns right to attend national event by participating in other sanctioned events
- Winning – Club earns right to attend national event by winning a sanctioned event

	Tier 1		Tier 2	
	Team	Individual	Team	Individual
Open Invitation	\$2,000	\$400	\$1,000	\$200
Participation	\$3,000	\$600	\$1,500	\$300
Winning	\$4,000	\$800	\$2,000	\$400

- If the money allocated from this fund does not cover all the expenses, the club may use any remaining money allocated in their semester budget or their own funds, in accordance to all other travel guidelines.

If Approved:

- The club will need to submit a **Trip Itinerary Form** through IMLeagues.
- If the trip is less than four hours away, the club may use Department vehicles or be responsible for their own personal vehicle transportation. The club must have certified Department drivers at the time of the competition dates to reserve the Department vehicles. Fuel expenses will not be reimbursed if personal vehicles are used.
- The club is to make all arrangements and make all payments. The club will be reimbursed for the approved expenses after all proper receipts have been submitted. The timeline for receiving the reimbursement may vary. The department can pre-pay for registration fees. If a club cancels, forfeits or no-shows an event that the department has already paid the fees, the club is responsible for the fees if the event does not issue the department a refund.
- The club is to book room reservations with four persons (same gender) to a room and the nightly rate is required to be \$120 or less. If above \$120, it needs to be supported in a follow-up e-mail as a host hotel for this competition. If the rate is above \$120, then it needs to be supported in follow-up documentation the hotel is listed as a host hotel for the event and no other hotel is in reasonable proximity to the event with reasonable transportation.
- Rental vehicles for ground transportation will be covered provided the club has certified drivers to operate the vehicles during the event.
- Following the event, all receipts seeking reimbursement need to be submitted within five business days, along with a card statement showing the expense. The reimbursement process will need to be completed within 30 days of the trip. If not submitted by the 30-day deadline, expenses may NOT be reimbursed.
- 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 by completing the **Class Absence 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.

Lost & Found Procedure

For Items Found in a Vehicle After a Trip:

- A Competitive Sports Administrator will contact the club that most recently used the designated vehicle where lost items were found
- The club will be informed of where the items were discovered in the vehicle and when found
- If the club representative confirms the items belong to them, a Competitive Sports Administrator 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 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 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 SRC. The items will be logged on the Lost & Found list as lost on the date found and designated 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 at MLK Field:

- A Competitive Sports Administrator will contact the club(s) that practiced at the field on the previous practice day of where the items were found
- The club 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, a Competitive Sports Administrator 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 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 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 SRC. The items will be logged on the Lost & Found list as lost on the date found and designate lost at the MLK field. Lost & Found will then hold the items for 30 days before they are disposed

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

- A Competitive Sports Administrator will contact the club(s) that participated at the field on the most recent competition date of where the items were found
- The club 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, a Competitive Sports Administrator 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 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 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 SRC. 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/Competition at the SRC:

- All items lost in the SRC will be picked up by the building staff
- The staff will then turn it in to the SRC 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 SRC during a club event, they will need to go to the Equipment Issue desk of the SRC to retrieve the item

Risk Management & Safety

Information Regarding Potential Injury:

Club officers are required to inform all individual club members that the University considers participation in the Sport Clubs program a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that limited insurance coverage applies to all club members.

Education for the prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay informed of current information concerning safety equipment, rules and potential problems. If the club does not have a current rulebook for the sport, the Club President should order one immediately.

Assumption of Risk:

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 IMLeagues 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 (should we remove this?). 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.

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. Clubs that practice at non-affiliated, off-campus facilities (e.g. Tennis Club at Piedmont Park) will need to have at least two members with a current CPR/AED/First aid certification. At least one of CPR/AED/First Aid certified member must be present during the club's practice. The club will need to submit the certifications to a Competitive Sports Administrator by a specified deadline to be on file for that academic year. If the club does NOT submit active certifications for its club officers, the club will be subject to a five-point deduction until the certification is submitted. Clubs that hold their practices strictly on-campus (SRC & Panthersville) may disregard 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. If a club member registers for a Recreational Services certification course but is late or does not attend the course, the club will be assessed a point deduction at the discretion of the Competitive Sports staff. Additionally, the club member will be invoiced for the cost of the CPR/AED/First Aid class and a hold will be placed on their account until the fee is paid.

First Aid Equipment and Supplies:

- The SRC 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 four 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 practices and competitions that will have access to an AED, first-aid supplies, and ice

Sport Club Accident Procedures for Practices:

- **SRC, Panthersville, and 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 building supervisor/site supervisor to make them aware of the injury. The building supervisor/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 aid 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 campus security or 911 are called, contact the following person immediately after the situation is stable: Talyn Sands at 404-413-1924, 618-558-6167. If unable to reach Talyn, contact Andy Hudgins, office: 404-413-1765, cell: 404-729-9636. Submit an **Accident Report** form to a Competitive Sports Administrator 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, stop the activity as soon as you become aware of an injury. 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/First Aid certified. Therefore, a club officer present on-site at the time of the injury is to act as the first responder. If a serious injury, immediately call 9-1-1 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 Talyn Sands at (office) 404-413-1924; (cell) 618-558-6167. If unable to reach Talyn, contact Andy Hudgins at (office) 404-413-1765; (cell) 404-729-9635. Submit an Accident Report form to a Competitive Sports Administrator 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 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 Competitive Sports Administrators 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

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 possible budget allocation. The maximum number of points earned will total 90. For a club to gain Tier 1 status for the subsequent year they will need to gain at least 75 of the possible 90 points. Tier 2 clubs will need to gain at least 55 of the possible 90 points. Tier 3 clubs will have gained less than 55 total points or are within their first year of establishment. Tier 4 clubs are clubs that are on a probationary status resulting from poor standing with the Department of Recreational Services. Clubs that are in poor standing resulting from a lack of leadership, organization, and overall lack of compliance for the policies and procedures of the Sport Club 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 Competitive Sports Administrators.

Clubs will not be required to compete during the 2021-2022 academic year to maintain their status as a Sport Club.

Classification/Tier System:

Tier 1=up to \$5000 per semester.

These clubs will need to gain 75 or more total points for an entire academic year. 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 55 to 74 total points for an entire academic year. 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 55 total points for an entire academic year. Tier 3 clubs will receive zero funding from the Department of Recreational Services, however, financial assistance from the Department may be available in limited amounts and will be on a case-by-case basis at the discretion of the Competitive Sports Administrators.

Tier 4=Probationary Status.

Tier 4 clubs will receive zero funding and will receive zero practice time in the Department of Recreational Services affiliated facilities. These clubs are placed in this tier because they are in poor standing with the Competitive Sports program. These clubs have shown a lack of leadership, organization, and overall lack of compliance.

Earning Points:

Leadership (30 Possible Points):

President's Training: 10 points each for two total meetings =	20 points
President's Semester Evaluation: five points each for two total meetings =	10 points

Form Completion (60 Possible Points):

Semester Officer Agreement: five points each for two submitted forms =	10 points
President's E-mail Reports: five points each for six total report deadlines =	30 points
Semester Budget Proposal: five points each for two submitted forms for the year =	10 points
Semester Wrap-up: five points each for two submitted forms =	10 points
TOTAL MAXIMUM POINTS EARNED FOR THE YEAR = 90 points	

***NOTE: 1/2 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. There will be up to two bonus meetings during the year equaling five points for each meeting attended by a club. **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.**
(remove?)

Minor Infractions: 1-point deduction. This includes but not limited to:

- Violating of one of the department affiliated practice location policies (e.g. no-showing for a practice)
- Using non-approved marketing items (flyers, posters, websites)
- Posting marketing materials in unauthorized locations
- Violating Department Vehicle Procedures (e.g. not returning the van on full, not removing trash, and/or not returning the packet to the indicated location)
- Not confirming with a Competitive Sports Administrator on a hosted competition date/time change
- Allowing a coach to begin their duties before completion of the Coach/Volunteer Packet

Intermediate Infraction: 5-point deduction. This include but not limited to:

- Failing to obtain approval on fundraising events or donor/sponsor solicitations
- Practicing/playing/meeting on facilities without prior reservation or permission
- Agreeing to participate in a league/conference without prior approval
- Showing disrespect/unsportsmanlike behavior toward an on-site supervisor or another club at one of the department affiliated practice locations
- Competing in non-approved uniforms
- Wearing, possessing, and/or distributing non-approved apparel
- Violating University Vehicle Policies & Procedures (e.g. a report on driver filed, parking the vehicle at an unauthorized location, using the vehicle for unauthorized use)
- Participating with an illegal member (non-GSU affiliated) or ineligible member (has not completed the Participant Agreement)
- Granting access for a non-approved guest at a club practice
- Participating in a non-approved competition
- Cancelling a hosted competition less than 48 hours in advance of 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
- A club member not showing up for a CPR/AED/First Aid class or Defensive Driving Course they registered for (5 points for each member that no-shows)
 - The club member will be invoiced for the cost of CPR/AED/First Aid class and a hold will be placed on their account until the fee is paid

Major Infraction: 10-point deduction. This includes but not limited to:

- Allowing an unauthorized driver utilize Department Vehicles
- Transporting/consuming alcohol or illegal substances in the Department Vehicles.
- Improper use of club funds

- 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 a Competitive Sports Administrator finds a club in violation of one of the aforementioned 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 e-mail within five business days of the notification from a Competitive Sports Administrator. The appeal is to be directed to the Coordinator of Competitive 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 three to five business days for the Coordinator to review and follow-up with the club concerning the determination of the appeal.

Fiscal Policies & 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 Competitive Sports Administrators will determine the club's budget allocation through the club's current tier for the academic year. The **Budget Proposal** should clearly outline the club's anticipated revenue & expenses for the upcoming semester. Clubs are required to attach supporting documents to the **Budget Proposal** form to show justification of allocated funds toward projected club expenses. The **Budget Proposal** will be due the deadline designated by the Competitive Sports staff.

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 a Competitive Sports Administrator for the club's budget to be considered for reimbursement.

Tournament/Competition Entry Fees:

- The Competitive Sports Administrators 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 a Competitive Sports Administrator 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 verify the transaction
- The club can use the Receipt Template form under the Financial Information tab located on the Sport Clubs Resources webpage to have completed on site and submit as a valid receipt to a Competitive Sports Administrator for a reimbursement

Officiating:

- Clubs will need to pre-arrange the official's payment before the competition/game
- Clubs will need to submit to a Competitive Sports Administrator the name of the officials/assignor and their contact information
- A Competitive Sports Administrator 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 reimbursement

Supplies and Equipment:

- The club can submit an e-mail link to the Competitive Sports Administrators for the supplies and 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 a Competitive Sports Administrator

Conference League Dues and Membership Fees:

- The Competitive Sports Administrators can make an 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 the club is new to the league/conference/association then the representative of that association will need to complete a W9 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 Competitive Sports Administrators 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 a Competitive Sports Administrator will arrange with the facility's contact on payment plan of the club's practice reservations

Travel Expenses (Lodging):

- This expense is not eligible for direct payment using a University credit card
- The payment arrangement must be an out of pocket expense that is reimbursed
- See the travel expense excerpt under the Travel section of the Handbook for full details

Club Uniforms:

Club uniforms may be purchased with club allocation funds with the following conditions:

- T-shirt uniform will be ordered and directly paid for by a Competitive Sports Administrator 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 enough 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

Non-approved club budget expenses:

- Coaching Stipend
- Apparel
- Uniforms outside the eligible budget allocation parameters
- Awards or gifts
- Food, banquets, refreshments
- Fines of any kind

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 expense.

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 the club will need to obtain an organization EIN #. Please review the 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 on letterhead from a Competitive Sports Administrator confirming the club is a sanctioned student organization by Georgia State University. Please contact the Competitive Sports Administrators in advance of creating 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 a Competitive Sports Administrator. 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 from alcohol and/or tobacco-based companies. Once submitted, a Competitive Sports Administrator 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 sporting 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 a Competitive Sports Administrator. 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, a Competitive Sports Administrator 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 the form to a Competitive Sports Administrator.

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.

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 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 can 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
- 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 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 can 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 e-mail request to the Competitive Sports

Administrators at 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.

Appeals

All listed polices in the **Sport Clubs Handbook** are subject to an appeal. Once the Competitive Sports Administrators have decided 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 e-mail within five business days of the notification from a Competitive Sports Administrator. The appeal from the club is to be directed to the Coordinator of Competitive 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 three to five business days for the Coordinator to review and follow-up with the club concerning the determination of the appeal.