

**2011-2012**  
**Georgia Southern University**  
**Club Sports**  
**Program Handbook**



# CRI/Club Sports

---

## **Club Sports Officer Training, fall 2011**

**Friday, August 19, 2011**

11:00pm                      Operation Move In

**Saturday, August 20, 2011**

6:00pm                        Eagles Night Out

**Sunday, August 21, 2011**

2:00pm-5:00                Club Sports Council                Seminar Room

**Monday, August 22, 2011**

9:00PM                        DAY ONE                              Paulson Stadium

**Tuesday, August 23, 2011**

6:00PM -8:00PM            Club Sports Council                Aux. Gym

**Sunday, August 28 2011**

2:00pm -5:00                Club Sports Council                Seminar Room

**Monday, August 29, 2011**

6:00PM                        Club Sports Fair                      RAC Concourse

Tuesday 9/6                4:00 – 5:00pm            Van Training/Conference Room  
                                   6:00 – 8:00pm            Club Sports Council/ Conference Room

Tuesday 10/4              4:00 – 5:00pm            Van Training/Conference Room  
                                   6:00 – 8:00pm            Club Sports Council/ Conference Room

Tuesday 11/1              4:00 – 5:00pm            Van Training/Conference Room  
                                   6:00 – 8:00pm            Club Sports Council/ Conference Room

Tuesday 12/6              6:00 – 8:00pm            Club Sports Council/Pavilion Social

## **Club Sports Officer Training, spring 2012**

Tuesday, January 17            6:00PM-8:00            Club Sports Council/Seminar Room

Tuesday, January 23            6:00PM-8:00            Club Sports Fair/RAC Concourse

Tuesday, February 7            6:00PM-8:00            Club Sports Council/Seminar Room

Tuesday, March 6                6:00PM-8:00            Club Sports Council/Seminar Room

Tuesday, April 3                6:00PM-8:00            Club Sports Council/Seminar Room

Tuesday, May 1                 6:00PM-8:00            Club Sports Council/Seminar Room

Sunday, April TBA                6:00PM                    Club Sports Awards Banquet

## **INTRODUCTION**

The Club Sports Program at Georgia Southern University is designed to provide opportunities for all individuals within the university community to participate in recreational programs. Each program is a registered student organization, designed to bring together students with similar sporting interests. These programs are devised to promote and develop student leadership and development within the organization.

This Handbook has been prepared as a guide to assist student officers and faculty/staff advisors in the administration of their club sport program. It contains specific procedures and guidelines to be followed by all clubs affiliated with Campus Recreation and Intramurals. All club sport officers are expected to become familiar with this Handbook and the GSU Student Organization Handbook. Any questions pertaining to club activities not stated in this Handbook should be referred to and discussed with the Club Sports Program Director.

## **MISSION STATEMENT**

The office of Campus Recreation and Intramurals, an integral and active service of the diverse University community, supports and strengthens the mission of Georgia Southern University. Our purpose is to provide growth opportunities and educational experience, which will enrich the life-long learning process. Through our programs and facilities, which are recreational, educational and sporting in nature, we promote and develop healthy life-style choices. Benefits of participation include the application of leadership, decision-making, problem solving, conflict management, communication and social skills. We strive to provide the safest, cleanest, highest quality, most dependable and enjoyable services.

## **ORGANIZATION & STRUCTURE**

### **Club Sports Program Director**

The Department of Campus Recreation and Intramurals employs a full time professional to supervise the Club Sports and their activities. The Club Sports Program Director is responsible for insuring that the individual clubs operate in a safe and mature manner benefiting both the club participants and the university community as a whole.

### **Club Sports Graduate Assistant**

The Club Sports Graduate Assistant will be responsible for assisting the Club Sports Program Director in all aspects of the administration of the Club Sports program.

### **Club Sports Staff**

The Club Supervisor reports to the Club Sports Director and serves as a liaison between the administration and the club teams and athletes. Supervisors are responsible for assisting in all aspects of the administration of the program, including: event management, club communication, office coverage, data collection, risk management, creating and implementing policies and procedures, marketing, and equipment inventory.

### **Club Sport Council (CSC)**

The Club Sports Council is made up of one representative/officer from each club. The CSC meets on the first Tuesday of each month with the exception of summer semesters. These meetings give opportunities to share ideas and learn leadership and management skills pertinent to the operation of clubs.

### **Club Sport Executive Board (CSEB)**

The purpose of the Club Sports Executive Board is to act as a liaison between Club Sports members and the Club Sports Director. The primary function of the board is to advise the Club Sports Director on the following:

- Provide direction for the implementation of new policies and regulations
- Provide a forum for clubs to discuss general concerns with the council & administration
- Make recommendations for funding and development requests
- Conduct disciplinary hearings as needed
- Review membership applications for new club sports teams / activities
- Accept responsibilities as assigned by the Club Sports Director
- Provide leadership, direction and guidance for Club Sports membership

### **Club Sport Executive Board 2011-2012**

Archery	Linda Stephens
Baseball	Marcus Walker
Equestrian	Meredith Redlin
Lacrosse, men	Owen Nicks
Tae Kwon Do	Chad Sanderson

### **CRI Athletic Trainers**

Athletic Trainers are available to cover most campus events (seminars, tournaments, etc.). Coverage is arranged through the Club Sports Office. If you would like an athletic trainer to cover an event, their services need to be reserved IN ADVANCE. Large events require one semester notice. This gives them ample time to secure athletic trainers. Be advised that "roving coverage" is an option on weekends when there are a number of events in progress at several sites around campus. Once again, planning ahead can insure you get the items you need when you need them.

### **Club Sports Officers**

The responsibilities listed below should be considered guidelines and not a complete listing of the representative's duties. Each Club must elect, appoint or designate two responsible student representatives to perform the following duties:

1. Attend and participate in the leadership training and budget sessions
2. Schedule and attend a bi-weekly meetings
3. Inform Club members of policies, procedures, expectations
4. Submit required forms complete and on time
5. Arrange facility reservations
6. Arrange travel plans
7. Assure that all financial obligations are met
8. Maintain an accurate membership roster

### **Club Sports Advisors**

Each Club Sport program is required to have one active advisor from the faculty, staff and surrounding community. The advisor serves as a consultant for their individual club in their day to day operations and special events. The following is a list of some things that begin to define the role of advisor:

1. Serve as a sounding board off of which students can bounce new ideas
2. Support the group
3. Intervene in conflicts between group members and/or officers

4. Be knowledgeable of policies that may impact the organization's decisions, programs, etc.
5. Help students cut through administrative "red tape"
6. Provide continuity and stability as student leadership changes
7. Provide an outside view or perspective
8. Provide student groups with community connections

### **Club Sports Coaches**

For many clubs, it is necessary to have a coach or an instructor. The coach may be a student, faculty or staff member or may be from outside the University. The coach of a club sport is not considered to be an employee of Georgia Southern University and is not entitled to benefits. The pay of the coach should be from club dues only. **Background checks will be performed on all Club Sport Coaches.**

## **MEMBERSHIPS & ELIGIBILITY**

### **Club Sport Status**

As registered Student Organizations, Clubs are defined as student organizations by the Handbook for Student Organizations and are subject to all rights and responsibilities set forth therein. Furthermore, those clubs that have been voted into the Club Sport Council are also subject to all rules and policies pertaining to the Club Sport Program. The Club Sports Director serves as the University Administrator overseeing the day-to-day operation and management of the program and its clubs.

### **The Types of Clubs**

The classification program was developed and established in recognition that individual clubs have missions and goals unique to that club. The Club Sports program is structured with four levels of club membership. (As assigned by the Club Sports Director, GA and CSEB) First Year/Conditional, Recreational/Instructional, Competitive & Highly Competitive

### **Levels of Recognition**

**Active:** An active Club is one that is in good standing with the Club Sports program. Active clubs meet regularly and maintain an active student membership requirement. In addition, active Clubs meet all paperwork requirements by the appropriate deadlines. This is the only level a Club Sports team can be in and receive funding for their activities.

**Probation:** This status is reserved for the Club Sports who have failed to follow rules and/or have been disciplined. This status is designated to those clubs that have not met the requirements and/or, have ceased club activity, or the membership falls below adequate numbers. These clubs are not eligible to receive money. If a club sport team falls under probation two years in a row, the club will be suspended.

**Suspended:** These clubs were active at some point during school year, but their membership to the Club Sports program has been suspended. These Clubs are not considered active during the suspension period, thus they will not be able to access funds, practice or compete, nor will any activities be authorized until they have served their suspension.

Money remaining in an on-campus account/funds belonging to a "Probation or Suspended" club are subject to be redistributed to active clubs.

## **Eligibility**

All current fee-paying students are eligible to participate in the Club Sports program. Only fee-paying students are eligible to hold office and participate in collegiate sanctioned events. Contact the sport's governing body to confirm exact eligibility of academic hour requirements or specific standards for collegiate competition.

## **NEW PROCEDURE FOR CLUB SPORTS RECOGNITION**

Any recognized student organizations at Georgia Southern wishing to become part of the Club Sports Program must submit a formal written proposal by February 29, 2012 to be considered for membership to the club program.

**Step One:** A formal written proposal must be submitted to the Club Sports Office.

- The Proposal must include:
  - A statement regarding the proposed club's recreational or competitive nature and why you want to be a member.
  - A statement explaining whether the proposed club would have a national governing body, and the name of that body.
  - The Minimum/maximum membership numbers and your roster
  - The facility space required on a weekly basis for practices, games, and special events. If appropriate, indicate any local, regional, or national competitions available. Availability of opponents within a 200 mile radius, if competitive
  - A financial report with projected operating, equipment, travel, and coaches' compensation costs, as well as prospective ways to generate revenue. (What members are expected to supply and what is expected to be budgeted from the Club Sports budget process).

**Step Two:** If the proposal is accepted, a meeting will occur between the proposed club's student leaders, the Club Sports Executive Board, and the Club Sports Program Director.

**Step Three:** The Collegiate Club Sports Executive Board will vote to recommend whether to allow the club one year of probationary active status.

**Step Four:** If approved, the club will be granted one year of probationary active status as a Club Sport team. During this time, the team must:

- Substantiate adequate administration. The club will have to demonstrate a strong administration through the election of officers and scheduling of meetings and practices. The Club officers will be responsible for submitting several articles of paper work to the office, including: participation reports, field/facility requests, a team roster, officer contact list, a schedule, CPR certifications, and any accident reports, travel team rosters, and travel agendas as needed. The president of the club must be present at all Club Sports Council meetings.
- Demonstrate financial responsibility. This includes funds for travel, league dues, entry fees, and equipment. A final budget reflecting these expenses and income must be submitted to the office.

**Step Five:** After a year of probationary active status, another meeting will be scheduled between the Club officers, the Executive Board, and the Club Sports Program Director to

evaluate the club's performance over the past year. A decision will be made to activate or terminate the club for the following year.

\*Please Note: We are not accepting new club applications until spring. We will accept written proposals by February 29, 2012 to be considered for membership to the club program.

## **CLUB GUIDELINES**

### **Conduct**

Using Georgia Southern University's name is a privilege for Club Sports teams. Therefore, it is essential to think and act in a manner that shows respect to the University. Campus Recreation and Intramurals stresses the importance of individual and team responsibility while participating in the club sport program. Participants are expected to represent the university and the department by displaying sportsmanship like behavior before, during and after any club related event. In addition, participants are expected to conduct themselves at all times in a socially acceptable manner compatible with the college/university's function as an educational institution. Club Sports are representatives of the University as they travel and compete throughout the nation. Consequently, they are held to a higher level of conduct both as collective organizations and individuals. Club Presidents need to be aware of these expectations and insure their members adhere to all conduct policies and procedures. Failure to "know" is not an excuse for those not observing policies and procedures.

### **ALCOHOL, DRUGS AND/OR ILLEGAL SUBSTANCES**

Club Sports participants are required to be drug and alcohol free when involved with a Club Sports team practice, competition, event, or function. This includes being under the influence of, or in possession of, any intoxicating or illegal drug. For example, wearing Club Sports team uniforms, jerseys, or other team paraphernalia at any drinking establishment would be inappropriate. Off-campus behavior during travel can still be warranted for disciplinary action. Using team funds for the purchase of alcoholic beverages is strictly prohibited for all team members. Georgia Southern University has a policy for underage drinking and it is a violation of the Student Code of Conduct and State law. All inappropriate behaviors that occur will result in disciplinary action.

### **HAZING POLICY**

No individual student or student organization may engage in or plan any activity that may be defined as "hazing. Hazing is defined as any action taken or situation created which, regardless of location, intent, membership status, or consent of the participants, produces, or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or will, unreasonably or unusually, impair an individual's academic efforts. Any complaints will be investigated and if found legitimate, disciplinary action will be taken. Furthermore, violation of this policy may result in criminal charges as well as notification of Student Judicial Affairs.

### **DISCIPLINE**

Violation of or non-compliance with Club Sports regulations or the Georgia Southern University regulations will result in disciplinary sanctions from the Club Sports Director. Complaints brought against any club sport, whether from internal or external sources, will be handled with an official response to all parties concerned.

### **Minor Infractions**

Examples would be non-attendance at the Club Sports Council meeting, failure to turn in proper paperwork, not having adequate members certified in CPR and First Aid. The Club Sports Director determines the proper disciplinary action to be taken or points deducted based on violation of club rules.

1. **First Offense:** If the violation is the club's first during the current academic year and club is not under probation and/or disciplinary action from violations committed the preceding year, the following steps could be taken:
  - a. The club is placed on probation for a designated period of time or until the club corrects the situation. Club funds and/or facilities may be frozen until the situation is corrected.
  - b. The Club Sports Program staff will notify the club President/Representative in letter form stating:
    - i. The reason for the probation
    - ii. The length of the probation period
    - iii. If use of funds and/or facilities are frozen
    - iv. Fines
    - v. The possible consequences the club will face if additional infractions occur
    - vi. The appeal process
  
2. **Two or More Minor Infractions:**
  - a. The Club Sports Program staff takes any action they feel appropriate and the Club is notified in writing of the action taken.
  - b. The Club is reminded of their right to appeal.

### **Major Infractions**

These include club actions, which are outside acceptable standards of conduct or violate the Club Sports Program guidelines.

1. Examples of major infractions include but are not limited to the following situations:
  - a. Displaying conduct that is non-compliance with the University's function as an educational institution and the purpose of the Club Sports Program (e.g. unsportsmanlike conduct towards officials, opponents or staff, disruptive behavior on trips). This applies to students, coaches and spectators.
  - b. Misusing club funds
  - c. Violation of University Alcohol policies
  - d. Allowing ineligible individuals to participate in club activities.
  - e. Hazing
  
2. For all major infractions:
  - a. A meeting with the Club President and the Club Sports Director.

- b. Input from appropriate administrators and staff members is solicited when appropriate.
- c. The Club Sports Director determines the proper disciplinary action to be taken or points deducted based on violation of club rules.
- d. The club is notified in writing of the decision and is reminded of their right to appeal.

### **Disciplinary Actions**

Possible disciplinary actions that may be taken for minor and major infractions include”

1. Probation
2. Loss of funding or fines
3. Loss of facility reservations
4. Loss of university vehicle usage
5. Suspension
6. Loss of organizational recognition

Notification of disciplinary action is sent to the Club President/Representative by e-mail and a copy is placed in the club’s mailbox.

### **Appeal Process**

Decisions by the Club Sports Program Director may be appealed to the Associate Director of Programs by the following procedures:

- a. The appeal will come in a written notification from the Club President/Representative to the Associate Director of Campus Recreation & Intramurals indicating the reasons for the appeal. All appeals must be submitted within seven days of the date on the disciplinary action notification letter.
- b. The Associate Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Club Sports Program and Club Sport Executive Board. Parties involved will be notified of the appeal results in writing.
- c. Appeals should be based on, but not limited to the following points.
  - i. A contention that the offender’s due process and rights were violated.
  - ii. The action of the Club Sports Director or Club Sport Executive Board was capricious, cruel, or unjust in its ruling.
  - iii. New pertinent and additional information or evidence has been brought to light after the hearing has been concluded.

## **RISK MANAGEMENT**

### **Insurance**

The University does NOT hold a blanket insurance policy on Club Sports participants. Consequently, all club members are encouraged to purchase some type of comprehensive accident-health insurance. All financial responsibility rests with the participant. Club officers should notify their members of this fact.

### **Medical Screening**

Campus Recreation & Intramurals strongly recommends that all participants have a physical examination and obtain adequate health and accident insurance prior to participation to cover expenses incurred as a result of personal injury.

### **Athletic Trainers**

CRI offers athletic training services to all Club Sports participants. Athletic trainers offer a variety of services including injury prevention, consultation, evaluation, education, treatment, and rehabilitation. The Athletic Training Office a fully equipped athletic training room is located in the RAC. Students injured during practices or games should utilize the services of the center. The staff can evaluate, treat, and set-up rehabilitation programs for athletic injuries.

Athletic Trainers may make routine visits to Club Sports practices to insure that clubs are running safely. Athletic Trainers are available to cover most on campus events (seminars, tournaments, etc.). Coverage is arranged through the Club Sports office. If you would like an Athletic Trainer to cover an event, their services need to be reserved at least **THREE WEEKS IN ADVANCE OR A SEMESTER IN ADVANCE FOR LARGE EVENTS.**

### **Prevention through Conditioning**

There are several places on campus to condition yourself and your club through workouts and education. The Fitness Director can also provide a one-on-one training appointment for those interested in setting up a workout program. A comprehensive conditioning program can both enhance performance as well as prevent injury.

### **CPR/First Aid/Blood Borne Pathogens**

It is mandatory that each club has at least **two** people (preferably all club officers) who have been through the classes. This is a class that will be offered for club teams. All volunteers, coaches and instructors should also have this training. If they cannot attend when the class is scheduled, they are responsible to complete a similar class offered in the community in a timely manner.

### **Facility Inspection**

In cooperation with the Athletic Training and Club Sports staff, all club members share responsibility for their own safety at games and practices. A detailed facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify the Club Sports/Facilities office in the RAC as soon as possible.

### **Medical Emergencies Procedures**

In case of an emergency, contact emergency medical personnel immediately. If an athletic trainer is at the site or on duty, contact them immediately. If an Athletic Trainer is not on site then you should call 478-5234 for campus police. There are "blue phones" located on campus for emergency calls. Send one person to call for help and always keep one person with the injured party to keep them calm.

### **What to say to University Police/8-5234.....478-5234.....9-911?**

Provide the exact locations and facility of the injured participant. Be as specific as possible. For example: "MC Anderson Park, South fields #7, 8 or 9", North fields #10 & 11, or Multiplex fields.

Stay on the phone with the dispatcher and know the phone number you are calling from. If an accident occurs in a gym, it is important to notify the CRI facilities staff to call for help and to unlock the doors if transportation is needed. Our campus police does not provide medical transportation, so an ambulance will be called. The ambulance's expense is the responsibility of the injured party, only if he/she is taken in an ambulance.

## **Injury Forms and Reports**

Accident reports must be filed in the Club Sports office for ALL injuries within 24 hours. If someone is injured while participating in a Club Sport, either on or off campus, an Injury Form needs to be filed at the CRI office with the Club Sports Director.

## **University Waiver Form**

Every visiting team must sign a University Waiver before they arrive on campus to compete. Visiting teams must be sent this waiver before the tournament begins. If the waiver is not completed by the start of competition games will be postponed until waivers are signed and completed.

## **Thor Guard Lightning Prediction System**

Overview: CRI has installed the Thor Guard Lightning Prediction System. This system provides advance warning of a lightning hazard, allowing our participants the time necessary to seek shelter. The system continually monitors and evaluates the electrostatic atmosphere and predicts the probability of a lightning hazard in an area up to 12 mile radius. It also provides information of the risk in the immediate area of our campus.

While in M.C. Anderson Park and the surrounding area, you will be alerted by one loud horn blast that will last 15 seconds. Upon hearing the horns, everyone should seek shelter immediately. When this occurs, strobe lights located on the roof of the RAC will activate and remain active while under a weather alert. Every attempt should be made to seek shelter in a safe environment. The Thor Guard System will determine when conditions are safe with three 5-second horn blasts which indicate that everything is all clear and your activities may resume. (The strobes will also cease when it is clear to resume activities.)

- All CRI programs and events will follow this policy for all scheduled activities.
- SEEK SHELTER AT: Recreation Activity Center (RAC); restrooms in the CRIBB, Pavilion or Grounds Building; and personal vehicles
- ALWAYS AVOID THE FOLLOWING: recreation fields, bleachers, open areas (ie. pavilions, band shell & awnings), metal fences, dugouts, bodies of water, and isolated trees

## **When lightning is seen or thunder heard, seek shelter and clear the activity area**

### **MC Anderson Park Playing Fields/Red Flag System**

The Red Flag System is meant to keep all participants, staff, and campus security updated about current field conditions.

The following process will be followed in the event field conditions are unplayable (including but not limited to bad weather and fertilization application), please adhere to these guidelines.

1. In the event field conditions are not playable, a red flag will be flown on the flag pole located in the grass area north of the CRIBB and the main gates to the Multiplex will be secured. This denotes closing of ALL Multiplex fields.

2. When fields are closed for the evening, they will remain closed until at least 8:00 am the next business day. If fields are closed on Friday afternoon and games/events are scheduled during the weekend, a decision will be made if fields are playable prior to event-time.
3. When fields are closed due to spraying or other potentially hazardous reasons, all gates will be secured.

### **Weather line, 478-1898**

If you have questions or concerns about the weather & fields, please call the Weather line at 478-1898

## **TRAVEL**

### **Guidelines for Travel**

- Designate a trip leader to handle all transportation safety needs in accordance with travel policies.
- Trip leader will have emergency contacts for all traveling members.
- Have an emergency plan in place for the destination you are going.
- Do not leave a hospitalized person behind until a family member arrives. Designate a person to stay if needed.
- Have knowledge of weather for duration of your trip. Call destination & make safe decisions related to travel.
- Drivers and passengers are required to wear seat belts at all times when the vehicle is in motion. Make sure all persons traveling in the vehicle have seat belts on and properly adjusted before moving.
- Have a co-pilot in the front passenger seat and awake the entire time the driver is driving.
- Have a cell phone & credit card for emergencies & breakdowns.
- Don't forget your insurance cards and ID's

### **Travel Precautions**

- Drivers should reduce speed in the case of inclement weather, heavy traffic, night driving, or other conditions that could increase the likelihood of accident.
- Drivers should stop or pull over, in case of Severe/Bad weather.
- Drivers should use turn signals for every turn or lane change.
- Drivers should exercise extra caution when backing-up.
- Do not drive before 6:00am and after 12:00am.
- It is recommended that a driver obtain a minimum of 8 hours sleep prior to driving on long trips.
- It is recommended that drivers stop for a break every 2 hours or 100 miles. Passengers should help keep drivers alert and watch for signs of drowsiness.

## **FACILITIES**

### **Facility Reservation**

Facility/field requests must be submitted as early as possible to insure facility scheduling. These requests may be made in the form of a competition schedule which is required in advance for facility scheduling, publicity purposes and for securing trainers. If

lockers and/or showers are needed for a visiting team, arrangements should be made with the Club Sport Office in advance of the event.

**Requests must be made through the Club Sport Office and then are approved by the Facilities.** Since facility space is in high demand among recreation usage, request need to be submitted by the communicated deadlines set by the Club Sports staff. It is vital those club sports team requests are submitted in a timely manner. Failure to do so may result in scheduling conflicts. Remember that club teams are not guaranteed facility reservations based upon the club's request. It is important to follow up with the Club Sports staff to determine the status of your request.

### ***Expectations When Using University Facilities***

Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the Club's status as well as loss of facility privileges for the club team. Any Club using a facility is obligated to clean up after the activity. (Check with the Club Sport Staff prior to the event to make arrangements regarding cleanup and to order extra trashcans or cleaning supplies). Please remember that on site CRI staff is authorized to modify or discontinue any activity based on participant safety, potential damage to the facility, or non-compliance with facility policies or staff request.

Club Sport Staff and Facility supervisors will be monitoring all facilities—taking counts and checking the eligibility of users when appropriate. **As employees of Georgia Southern, they have the authority to deny unauthorized persons or persons abusing facilities or equipment access to the facility.** Alcoholic beverages are not permitted in or on University property and facilities. It is the Club's responsibility to monitor all Club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be cancelled if the situation is not addressed.

### ***Cancellation Procedure***

If the club is unable to make a practice time, please communicate to either a club sports staff or to **Facilities staff**. If a club fails to show three (3) times of an assigned practice, the time will be forfeited for the remainder of the semester.

### **Recreation Activity Center Policies and Procedures**

It is crucial that all clubs abide by the rules governing use of facilities. Mistreatment of facilities may lead to a club being placed on probation. Probationary teams are given the lowest priority for field and facility time.

### ***ID Cards***

As a Club member, it is imperative that you show your student ID when entering the facility. We require this of all our members. All Front Desk Staff are instructed to enforce our policies, and cannot admit members who do not have their ID cards. Also, Non-GSU affiliated coaches may have compensated passes for the RAC, but this must be arranged by the club sport director.

### **Field/Facility Usage**

When practicing, stagger the direction you play to prevent wearing one area of the field too heavily (if you normally play north/south try practicing east/west). The coach should

walk the field every day before practice or a game to check for holes or other field problems. If any problems are discovered, the coach should notify the Club Sports Office or Facilities.

No outside groups are permitted on the fields without permission.

### ***Inclement Weather for Outdoor Facilities***

The Club Sports Director or any CRI staff reserves the right to cancel or postpone an event due to weather and field conditions.

To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, events will be cancelled and rescheduled. For weekly practices, the decision to close fields will be made by 4:00pm. Please call 478-1898 for an automated message regarding the daily status of the fields. The basic guideline for assessing the situation in the absence of the Sport Club Staff is...if there is any question or doubt, reschedule.

For the Clubs that practice outside and need space on rainy days, do not contact the Club Sport office the day of rain. (Unless it is an unusually situation like playoffs) You may request a rain site the day before but do not expect an automatic reservation.

Please refer to the Red Flag Action Plan for procedures.

### **Equipment Check Out**

Equipment may be checked out from the Club Sports Program staff. Only club members are allowed to check out equipment.

### **FINANCES**

The members of each club sport have the primary responsibility for the financial support of their club. Funds for club activities normally come from the following sources:

1. Membership Dues
2. Fund Raising
3. Sponsorships
4. Budget allocation from the Department of Campus Recreation and Intramurals Club Sport Program.

### **Purchasing Procedures**

If you desire to purchase Club equipment with funds from your university account, arrange a meeting with the Club Sports Director to seek approval and process the order. All purchases involving funds allocated by the CRI should receive prior approval. The proper Expenditure Requests Form must be properly completed and all receipts must be submitted before allocated funds can be used. Do not purchase any item before meeting with a staff member to have proper purchasing procedures outlined. It takes time to process purchase orders; seek approval well ahead of the date an item is needed.

Once the budget is established and approved, funds may be used for the following expenses:

- Non-personal club supplies and equipment.
- Fees covering game officials.
- Maintenance and care of equipment.
- Travel to include gas, lodging, and commercial transportation costs.
- Entry fees.

- Team dues for state, regional, or national organizational membership.
- Trophies or plaques only for GSU club members.

There are many expenses that club funds **may not** be used for. A partial list would include such things as:

- Scholarships, awards or gifts to other teams (including trophies, plaques, etc...)
- Operating expenses (telephones, subscriptions, salaries)
- Room service (including movies, tips, games)
- Donations
- Political Materials
- Bar Bills or alcohol related purchases
- Repairs on personal vehicles
- Long Distance charges on Hotel Bills
- Entertainment (movie tickets, amusement parks, etc.)
- Any miscellaneous items on gas tickets
- Personal equipment
- Personal memberships
- Capital Expenses (boats, horses, vehicles)

### **Reimbursement**

Reimbursements are not always guaranteed. It is best to have approval to avoid reimbursements problems.

### **Club Sports Travel Reimbursement**

- Review your Travel Reimbursement Checklist and make sure you have completed everything prior to coming to the office.
- Please have one person collect and turn in all documentation together.
- All documentation must be checked by the club staff before leaving the office.
- Do not just drop off documentation and receipts in someone's mailbox.
- If you have any questions, feel free to contact us or come by and speak to someone from the club sports office. The purpose of this is to help you get everything correct the first time (which helps get you reimbursed quicker).
- Original receipts need to be provided

There are 3 ways to spend money:

1. **Expenditure Requests Forms** - Processing time for vendor to receive a **check** could take approximately three weeks.
2. **Visa Card** for Club Equipment: This is the preferred method of purchasing, but purchases must be made with the Club Sports Director with approval.
3. **Petty Cash** but you must have original receipts

Unique features of University Funds

### **No Sales Tax**

The State of Georgia does not pay sales tax. You can get a copy of the tax-exempt certificate.

When traveling out-of-state, the tax-exempt status usually does not apply.

### **Budget Allocation and Point System**

Clubs budget allocation should be determined by the number of points each club receives throughout the year. Determining factors are:

**Communication** – This area is important based on the willingness of the officer's to be involved with CRI administration on all levels. Communication is an integral part for the overall success of your club. The administration needs to be informed of what's happening with your club, and with that information will bring forth needed assistance.

- **Org-Sync** is a new organization management tool bought by the university to manage the student organizations on campus.
- **Commitment and responsibility of the clubs officers to maintain direct communication with administration is essential-** This includes, but not limited to, bi-weekly, monthly meetings, requesting permission for generating fundraiser needs, logos, flyers, purchases towards equipment, budget matters and general updates regarding business of your club. This involves teaching students how to deal with both sport-related issues specific to their particular club and more general leadership development training on topics such as: Handbook Issues, Risk Management, Team Building (Southern Adventures), Goal Setting, Leading an Organization, Positive Leadership, Conflict Management/Resolution, Officer Responsibilities, Financial Challenges, Programming
- **Competition/Events** – This responsibility is to provide administration with proper written and/or verbal notification regarding schedules, results and stories about the club. With your results, remember to include the game score, leading scorers and other important information
- **Pre-Trip Forms-** are due two weeks before a scheduled trip. The administration has to notify Travel Services (if you want reimbursement for your trip, and our insurance provider regarding a trip. The pre-trip form outlines the number of members attending the trip, purpose, funds being used and dates of the trip. Forms can be turned in after the two-week deadline, but clubs will receive half credit for turning it in late.

**Marketing and PR** – Marketing is a vital piece for all clubs. If anyone on your team would like to write an article pertaining to a meaningful win, rivalry, community service project, an upcoming tournament or individual accomplishment, please submit the article to the administration no later than 5pm on Mondays. The selected article will be posted on the Club Sports website. Feature articles & PR tables

**Training & Deadlines** – The workshops, trainings and deadlines are in place for a reason. It emphasizes the importance of being responsible, reliable and developing your effectiveness towards being a great leader.

Event Schedules  
Facility Requests  
Budget Worksheets  
Officers' Workshops

**Attendance and Membership** – Participation numbers are needed to justify and validate the existence of your club. Presenting accurate data and the commitment to growth in each club will be tracked in the following areas: Attendance reports

**Success of the club** – During the budget presentation, clubs will state their goals of the year and will give an overall score from 1-10 on their obtainment of their goals. The Club Sports Director and the Club Sport Executive Board will give you a score

**Budget presentation** – Clubs will be ranked relative to other clubs based on the budget proposal and presentation fall and spring. The budget proposal will be scored based on the presenter(s) attire, knowledge of the budget, timeliness and preparedness of the presentation. During these presentations please use creative means to present your budget because after all, you are presenting and marking your club in order to receive funds for the next year.

- **Missed presentation** – If a club misses their presentation, they must meet with the Club Sports Director for a discipline hearing. The following could occur: Mandatory community service , Decreased funds for the proceeding year or No funds for the proceeding year

**Fundraising** – Club Sports are required to fundraise; Clubs that fundraise more than their allotment will receive bonus points in this category.

- Membership Dues
- Fund Raising
- Sponsorships

**Amount of travel expenses and equipment needs** – Clubs will be ranked relative to other clubs regarding the ability to forecast and project the proceeding year's expenses concerning travel and equipment expenses on their budget worksheets and schedules.

**Adherence to policies** – The Club Sports Director will administer decisions regarding minor and major violations. If the administration seeks feedback or other opinions, the Executive Board will be used as a resource.

- Minor violations – 5 points will be deducted from the club's overall allocation score.
- Major violations – 10 points will be deducted from the club's overall allocation score, along with any of the following possibilities: Frozen funds, Probation or Dismissal

**Community Service** – As Club Sports, the commitment to community service will be considered a bonus area. Granted, it is voluntary, but it is highly encouraged to put your organization out into the community. Clubs will be given bonus points based on each project.

**Homecoming Service** – This encourages and promotes spirit activities that enrich the experience of making spirited contributions to the university. (Requires a significant portion of team)

**History/Longevity = # of years**

**Recruitment Events = # of events**

**Team Building (Southern Adventures)**

## **Club Sports Points**

The point system is intended to measure and reward the level of compliance of individual club sports with the policies stated in the club manual and university regulations. Higher point totals may result in greater funding and priority facility space allocations in the subsequent year. Points are awarded to clubs based on several categories including attendance at mandatory training and meetings, completion of required forms, and collection of dues. Points are deducted based on failure to complete forms, and violation of club rules. Clubs can earn supplementary points through activities such as community service which, though encouraged, are not mandated under the point system. These extra points will not substitute for points lost through any type of non-compliance with the point system, but may instead be taken into account in the allocation of any leftover funds, should they exist.

## **Evaluation**

Each club will be evaluated at the end of each semester, based on their performance in that semester/year. This evaluation does *not* include the win/loss record, but is comprised of the club's compliance, quality of communication, budget management, and attendance at meetings. The evaluation may affect funding for the following year, both positively and negatively. The Club Sports Director and Executive Board will assess each club. After all areas are calculated, we will then place each club in their appropriate type and level of recognition based on the results of the point system. (First Year/Conditional, Recreational/Instructional, Competitive & Highly Competitive, Active, Probation Suspended)

## **FORMS**

Club Sports Forms: Website

Accident Report

Code of Conduct

Community Evaluation

Expenditure Request: **Org-Sync**

Participant Data

Reports (monthly & semesters)

Roster

Supplemental Funding

Travel Authorization: **Org-Sync**

Travel Checklist

Travel Post Report

Waiver

The following items are due at the Club Council Meetings:

Monthly Reports Due

Updated Rosters on Org-Sync

Schedules (September 6 and January 17)

Semester Reports (December and April)

Annual Report (April): **Org-Sync**

Annual Budget Request (April)