Club Sports Handbook
2014 – 2015
INTRODUCTION

The University of Georgia Club Sports Program consists of registered student organizations within the UGA Center for Student Organizations and are supervised by the Department of Recreational Sports. The Club Sports Program complements the University's intercollegiate athletic programs, intramural activities and physical education course offerings. The Club Sports Program is administered by professional and student staff members within the Department of Recreational Sports.

Each club is formed, developed, governed and administered by the student membership of that particular club, working in conjunction with the Club Sport Office. The key to the success of this program is student leadership, interest, involvement and participation.

Each club is responsible for assuming leadership activities including but not limited to scheduling, fiscal management, ensuring compliance with all rules of the UGA Code of Conduct.

This manual has been prepared to assist clubs in the administration of their programs and is designed to serve as a supplement to the Resource Policy Guide & Manual distributed by the Center for Student Organizations. The student officers of each Club Sport are expected to become familiar with both handbooks.

Situations involving club sport business or any activities that are not covered in either of these handbooks should be referred to and discussed with the Club Sport Office. Information in the Club Sport Handbook is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2014-2015 academic year shall be deemed official even though not printed in this publication. Club Sports will be officially notified of any policy changes/additions via email and an updated copy of this manual will be posted on the Club Sports Form/Flyers page of our departmental web site.

This handbook is designed to be a tool to assist club members in the administration of their programs.

Club officers are held accountable for understanding and adhering to the policies and procedures outlined in this handbook, and for educating their members appropriately. Please contact the Club Sports Staff if you have questions.
WHAT IS A CLUB SPORT?

A Club Sport is defined as a registered student organization that is designed to serve individual interests in different sports and recreational activities. A club may be instructional, recreational and/or competitive in nature. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's overall education experience while living in the University setting. Club Sports are expected to fulfill all of the pertinent obligations with/to the Department of Recreational Sports.

CLUB SPORTS MISSION

The mission of UGA Club Sports is to provide competitive, recreational and instructional opportunities for the University of Georgia community. We are committed to enhancing the collegiate experience through our focus on developing student competencies in leadership, interpersonal skills, self-esteem and healthy behavior.

DEPARTMENT OF RECREATIONAL SPORTS MISSION STATEMENT

To lead and engage the diverse University community in learning and adopting healthy lifetime behaviors by providing quality programs, facilities, equipment, and services through participatory recreational experiences.

CLUB SPORTS STAFF

The Senior Coordinator and Graduate Assistant are the primary contact people for all Clubs. Prior approval of club activities including but not limited to travel, planning events, logo approvals, budget expenditures and facility reservations must go through them first. The staff is available for consultation regarding any aspect of your organization. There are also three Club Sports student managers who will serve as liaisons for certain clubs and are great resources to have.

The Club Sports Staff can assist you with many services/benefits which may include the following:

- Program advising and leadership development
- The formation and development of new clubs
- Budget preparation and presentation
- Limited print/fax/office assistance
- Equipment purchase advising
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Tournament planning

It is the responsibility of the student officers to seek the assistance of the Club Sport Staff regarding any club issues in question. Club officers can visit the Club Sports Staff during scheduled office hours or can schedule an appointment with their contacts to assure needed attention is provided.

Please call or email at least 24 hours in advance to make an appointment.
# IMPORTANT PHONE NUMBERS AND EMAILS

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## ACTIVE CLUBS

- **Asura Dance**
- **Badminton**
- **Ballroom Dance**
- **Baseball**
- **Bass Anglers**
- **Breakdance**
- **Budokai**
- **Capoeira**
- **Cheerleading**
- **Cycling**
- **Equestrian**
- **Eventing**
- **Fencing**
- **Georgia Dance Team**
- **Golf**
- **Grappling**
- **Gymnastics**
- **Ice Hockey**
- **Karate**
- **Lacrosse (M)**
- **Lacrosse (W)**
- **Powerlifting**
- **Racquetball**
- **Red Hotz**
- **Rowing (M)**
- **Rowing (W)**
- **Rugby (M)**
- **Rugby (W)**
- **Sailing**
- **Soccer (M)**
- **Soccer (W)**
- **Softball**
- **Swim**
- **Table Tennis**
- **Tennis**
- **Triathlon**
- **Ultimate Frisbee (M)**
- **Ultimate Frisbee (W)**
- **Volleyball (M)**
- **Volleyball (W)**
- **Wakeboarding**
- **Water Polo (M)**
- **Water Polo (W)**
- **Water Ski**
- **Weightlifting**
- **Whitewater**
- **Wrestling**
IMPORTANT DATES

FALL 2014

Meetings
- Club Officer Training: August 20, 2014
- One on One Meetings: August 25, 2014 – September 16, 2014
- Club Officer Training: September 18, 2014
- Coaches Meeting: September 30, 2014
- Club Officer Training: October 14, 2014
- Club Officer Training: November 17, 2014

ACP Due Dates
- Handbook Quiz: August 29, 2014
- Fall Competition Schedule: August 29, 2014
- Waivers & Rosters: August 29, 2014
- CSO Registration: August 29, 2014
- CPR/AED, First Aid Certifications: September 26, 2014
- Emergency Action Plan: September 26, 2014
- Spring Competition Requests: October 24, 2014

Special Events
- Club Sports Fair: August 20, 2014 AND August 26, 2014
- Hunger Bowl: November 3 – 10, 2014

SPRING 2015

Meetings
- Club Officer Training: January 12, 2015
- Club Officer Training: February 10, 2015 (February 24, 2015)
- Club Officer Training: March 16, 2015
- Budget Hearings: March 24 – 26, 2015

ACP Due Dates
- Spring Competition Schedule: January 23, 2015
- Updated Rosters: January 23, 2015
- Updated Contact Information: January 23, 2015
- Budget Proposals: March 6, 2015
- 2015-2016 Practice Requests: April 24, 2015
- Fall 2016 Competition Requests: May 29, 2015

Special Events
- Club Sports Fair: January 7, 2015
- Club Sports Banquet: April 12, 2015

Financial Deadlines
- Final Purchase Approval: March 30, 2015
- Travel Requests: March 30, 2015
- ALL Receipts: April 27, 2015
- Contingency Request Letter: April 27, 2015
- ALL Nationals Receipts: April 27, 2015
STANDARD OF CONDUCT

Participants in the Club Sports program and the Department of Recreational Sports must adhere to the University Code of Conduct. Club members are expected to uphold the principles manifested in the three Pillars of the Arch: Wisdom, Justice, and Moderation. It is required that participants behave maturely and responsibly at both on and off campus club events. University conduct regulations apply to clubs and their members at all activities regardless of location. Violations will be sent to the Office of Student Conduct.

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event/facility staff. When involved in off-campus events or when travelling, be aware that you are still a representative of UGA.

Club Sports are expected to have read and understood the Student Code of Conduct, which can be found at: http://conduct.uga.edu/code_of_conduct/codeofconduct.pdf

As a member of the UGA Club Sports Program, each Club Sport has the obligation to gain the approval of the Club Sport Office prior to acting on items, issues or ideas that are not covered in this manual. If a club chooses to act independently, they risk losing UGA Club Sports status and the Department of Recreational Sports sponsorship. Club social events are not sponsored by the Department of Recreational Sports and must NOT be advertised as part of the club's official activities.

REQUIREMENTS FOR ACTIVE CLUB SPORTS

Active clubs must meet the following minimum requirements each academic year.

- Registration/Re-registration with the Center for Student Organizations.
  - Each club must have a representative attend a MANDATORY information/training session through the University of Georgia's Center for Student Organizations (CSO). The individual will then be responsible for completing the registration process through CSO. Clubs are responsible for notifying the Club Sports Staff upon the completion of their registration.
- Minimum of 10 official (active) members with MANDATORY PARTICIPANT WAIVERS for all members completed before participating in any Club activity.
- Must be up-to-date on all paperwork. Accurate club roster on file in the Club Sports Office.
- Regular ongoing activity.
- Must be student-led and it is strongly recommended to have an advisor.
- Each club must have ALL officers at the first training and select one officer who will be responsible for attending Club Sport meetings thereafter, maintaining contact with the Club Sports Staff and keeping club members informed of changes in the Club Sports Program policy. The representative are responsible for giving the Club Sports Staff appropriate contact information (name, phone number and email) for the club.
MEMBERSHIP ELIGIBILITY

1. Participants in Club Sports MUST be full/part time fee-paying students of the University of Georgia. UGA faculty and staff must comprise less than 10% of members. **Clubs who allow community member involvement will not be eligible to be a part of the Club Sports Program.**
2. Participants must have a signed MANDATORY PARTICIPANT WAIVER Form on file in the Club Sports Office before participating in club activities.
3. No minimum grade-point level or athletic skill level is required for participation as per the Club Sports Staff; however, please note some leagues/associations may have additional student eligibility requirements.
4. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation or veteran status. Programs and activities funded in whole or in part by Student Activity Fee Allocations must be open to any interested student. Although most clubs prefer to not limit membership, it is recognized that in certain cases (e.g., lack of facility space) practical considerations must prevail. In those circumstances, only a certain number can realistically be accommodated for team practices and competition. When necessary, each club is responsible for working out a fair and equitable method for tryouts or limiting club membership.
5. All participants must be able to meet the health and physical demands required by their specific club.

*Approximately 1600 students, faculty and staff currently participate in 48 clubs at UGA.*

REQUESTING CLUB SPORTS AFFILIATION

Prospective clubs must first complete this process through CSO before being eligible to join the Club Sport Program. The following link refers to the steps to becoming a registered student organization at UGA. [http://www.uga.edu/stuorgs/register/start.html](http://www.uga.edu/stuorgs/register/start.html)

The requesting organization must have goals and objectives that align with the Club Sports mission and meeting the following criteria:

- Must be a registered student organization in good standing with the Center for Student Organizations for at least one year (with proof of status).
- Student interest is demonstrated in the club by membership of 10 active members or the minimum number of members (over 10) needed to participate in the activity.
- Must demonstrate leadership transition beyond founding members.
- Maintain financial stability
- Operate with a yearly (July-June) operating budget

In addition to the steps outlined at the link above, prospective club sports will need to complete the following process through the Club Sports Program
1. Submit a written proposal to the Senior Coordinator for Club Sports requesting the formation of a Club Sport and include the following items:
   a. Introduction about the club (History of the organization, description of the sport, purpose of the organization, uniqueness and sustainability, accomplishments).
   b. Short term and long term goals and objectives of the club.
   c. Needs of the club (Facility space, budget, administration, etc.).
   d. List of interested people including campus identification numbers.
   e. A copy of the approved paperwork from the Center for Student Organizations.
   f. A copy of constitution and bylaws.
   g. List of elected officers (name, title, contact).
   h. Emergency Action Plan
2. Once these items have been submitted to the Senior Coordinator a date will be scheduled for the interested group to present to the Club Sports Staff and Executive Committee. Presentations are typically held one time per semester. The presentation should be 10-15 minutes in length and include plans for the long term growth of the club, planned sources of income, facilities, leagues/affiliates and a plan for risk management.
3. The CSEC will review and make a recommendation regarding the requesting student organization. Initial decisions about approval of new Club Sports will be made first by the Executive Committee, then the Senior Coordinator will consult with the Associate Director for Programs and Director of Recreational Sports. The Senior Coordinator will inform the club of the decision that is made.

**AFFILIATION POLICY**

Once a registered student organization has been granted Club Sport status, it will enter a one year probationary period. During this period the club must complete these requirements:
1. Attend all mandatory meetings.
2. Abide by all policies set by Club Sports, the Department of Recreational Sports, Division of Student Affairs and the University of Georgia.
3. Submit club rosters, membership and waiver forms as received and updated.
4. Meet ALL administrative deadlines (Manual Quiz, Competition Schedules, Emergency Action Plan, Budget Proposals, CPR/AED, First Aid Certifications, etc.).
5. Be financially self-reliant and continue operating in such a capacity. Funding does not become available until after the conclusion of the one year probation period.

**HAZING POLICY**

Hazing is against state, federal, and local law.

All Club Sport participants must sign a hazing policy form prior to participating in club activities.

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, **regardless of the willingness of the participant**.

All participants must agree to abide by the hazing policies established by the University of Georgia and any additional regulations governing hazing established by the Department of Recreational Sports or the constitution and/or bylaws of their specific Club Sport.
Full disclosure of the UGA Hazing Policy can be found at: http://www.uga.edu/stuorgs/policies/pdfs/haz_compl.pdf

Any hazing activities will result in an automatic referral to the Office of Student Conduct.

**CLUB SPORTS FACILITY USAGE GUIDELINES AND EXPECTATIONS**
*(Recreational Sports Facility Usage Guidelines in Appendix)*

1. The following Recreational Sports facilities are available for use by Club Sport teams.

   **Ramsey Student Center**
   - 4 large gymnasia:
     - Volleyball Arena
     - Gym Central
     - Gym East and West
   - 5 Fitness studios
   - 1 Mart Arts Studio
   - 10 Racquetball Courts
   - 2 Squash Courts
   - Pool: Indoor: 50M Pool, Rec Pool, Diving Well
   - Academic Classrooms

   **Recreational Sports Complex**
   - 4 Multipurpose grass fields
   - 15 Tennis Courts
   - 5 Softball fields
   *Club Sports may only reserve this facility for large events.

   **Lake Herrick Pavilion**
   - Kitchen
   - Beach
   - Bathroom and shower facilities
   - Picnic area
   - Grill

   **Club Sports Complex**
   - 1-2 regulation size grass fields (depending on sport)

   **Pound Hall (Health Science Campus)**
   - 1 large gymnasium
   - 1 Softball field

2. Practice times and events are only available to those clubs that have met the minimum requirements to be a Club Sport (CSO registration, submitting waivers and submitting rosters).

3. In order for a Recreational Sports facility to be reserved specifically for a club, a club officer must email requests for practice changes, events and meetings. Practice reservations will be carried over from semester to semester, but the reservation is not guaranteed and may change at any time. Classrooms are available for club meetings.

4. Clubs are allowed 2 hour time blocks twice a week for practice at Rec Sports facilities. Special consideration will be given to clubs that are in competitive season. The Club Sports Staff must be notified of cancellations at 24 hours before the reservation is in effect. Since schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice reservation once a semester has begun. Make sure that your request is what the club wants and needs. In addition, there must be 10 active members at each practice to maintain reservations. Please notify the facility reservationist if your club decides to cancel practice on a given day. Failure to do so may result in the loss of facility space.

5. Requests must be submitted electronically to the Senior Coordinator for Club Sports.

6. Due to a combination of safety concerns and field maintenance, the Club Sports and Rec Sports Complexes are open or closed depending on field conditions. Decision about the status
of the field is made twice daily (opening of the facility and 3:00pm) and/or as weather
conditions change.

7. Clubs are responsible for set-up and cleanup of all sites, as well as assisting with field marking,
   if applicable.

8. Any request made outside of regular practice hours is considered a Special Event. Special
   Event requests should be submitted according to the deadlines provided. For special events,
   planning meetings will be held with Rec Sports facilities staff prior to the event. Requests made
   after the deadlines are not guaranteed. The facilities are shared not only with other program
   areas within the Department of Recreational Sports, but also with the Department of
   Kinesiology and the Department of Intercollegiate Athletics. For regional/national events, it is
   highly recommended you submit a Facility Request Form at least six months in advance.

9. As students at UGA, INDIVIDUAL club sport participants may use the Rec Sports facilities
   without submitting a facility reservation request as long as there is not any equipment needed
   to be set up (during normal operating hours). However, clubs ARE NOT allowed to engage in an
   organized club activity in most areas of the facilities without a prior reservation.

10. Failure to use a reserved area jeopardizes the club's ability to reserve facilities for future use.
    Misuse of equipment and facilities (including not using reserved space, and/or neglect in
    following facility- use procedures, e.g., 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 continued status as a member of the UGA Club Sports Program.

11. Facility managers will be monitoring all facilities--taking participant counts and checking the
    eligibility of users when appropriate. As employees of the Department of Recreational Sports,
    they have the authority to deny unauthorized persons (or persons abusing facilities or
    equipment) access to the facility.

12. Alcoholic beverages are not permitted in or on Recreational Sports 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 canceled if the situation is not addressed. Further, a formal complaint with the Office
    of Student Conduct will be submitted for any student member or spectator found in violation
    of having alcoholic beverages on University property and UGA Police will be called as needed.

**EQUIPMENT AND INVENTORY**

Club Sports are responsible for any and all equipment owned by the Department of Recreational Sports
and the club. All club equipment purchased in part or whole with allocated funds becomes the property
of the University of Georgia. Clubs are responsible for the maintenance, upkeep, and overall safety
standards applicable for their respective sport or activity for all equipment. If significant damage occurs
to any piece of equipment, the club must notify the Club Sports Office within 48 hours. The Department
of Recreational Sports has specific space for storage of club equipment owned by the University of
Georgia. If your club has equipment owned by UGA, please contact the Senior Coordinator for Club
Sports.
**RISK MANAGEMENT**

Due to the private organization status of all Club Sports, it is your responsibility as club officers to reduce risks through implementing risk management strategies and informing your respective teams. Liability exposure is a serious issue and each club sport should realize that the University DOES NOT cover organizations. Each Club Sports is expected to write and implement their own Emergency Action Plan and purchase liability insurance for higher risk activities (if applicable or necessary).

An effectively implemented Emergency Action Plan minimizes the likelihood of injury and reduces the chance of negligence. Risk management in Club Sports is the mutual responsibility of staff, club leaders, and athletes. The following are basic expectations of all involved in the Club Sports program:

- Regular inspection of the club facilities, fields, and equipment
- Communication of emergency procedures
- Injury reporting

**TRANSPORTATION AND TRAVEL**

The Club Sport Staff must approve all travel whether or not the Club intends to use University funds. The Staff will assist clubs with their travel plans, if needed. Club members must receive staff approval prior to departure and have sufficient funds to cover travel expenses prior to the trip. There will be consequences for any travel that takes place without prior approval and/or completion of all the appropriate paperwork (detailed in Club Sports Governance).

- A *Travel Notification Form* must be completed for any trip outside Athens, GA. It must be filed in the Club Sport Office 7 days prior to departure. If this form is not on file, the Club will not be eligible to receive University funding for the trip.
- A *Request for Authority for Student Travel* must be completed in order to receive reimbursements for travel. Details regarding completion of this form can be found in the Finances section.
- The Club Sports professional staff can issue Travel Memorandums for clubs that travel during the school week and miss class. This memorandum is intended solely to verify participation with the club and should not be interpreted as an excuse. In order to request a travel memo, submit a completed Travel Notification to the Club Sports staff with a note in the Questions/Comments/Concerns section.
- The Senior Coordinator for Club Sports should be notified immediately of any accidents or emergency situations that occur during club-related travel.
- An officer traveling should carry the emergency contact list, first aid kit and AED.
- It is encouraged that the individual Club Sports ensure that all drivers are insured and licensed drivers.
- When traveling with vehicles, it is recommended that drivers not drive more than 5 hours without taking a minimum 30 minutes break. Alternate drivers should be utilized when available. When driving between the hours of 12am-3am, drivers should have a 30 minute break every two hours.
• While traveling all clubs should act professional at all times, as they are representatives of their clubs, the Club Sports program, Recreational Sports, and the University of Georgia.

GOVERNING RULES FOR INTRAMURAL SPORTS

A club sports member shall be eligible for intramural participation in the sport of his/her specialty, but a volleyball team is restricted to having only ONE such participant on its roster. All other IM Sports can have TWO such participants on its roster. All co-recreational teams can have one female club player and one male club player. No co-recreational teams can have multiple same sex club players on their roster.

A club sports member is defined as any individual who is on the club sport’s roster and participates in practices and/or plays in games. Any student who practices with the team is also considered by our program to be on the club team and thus considered a club team member. Once you are on or considered on the club team these restrictions apply for the entire school year which runs from the fall, spring and through the summer respectively. Those who violate this rule will be suspended for one calendar year from the date of infraction and may be subject to further penalty as deemed appropriate by the Specialist for Intramural Sports.

A former or current intercollegiate athlete or club sport member may appeal his/her status relating to restrictions in a particular sport. Such an appeal must be submitted in writing to the Senior Coordinator for Intramural Sports. Any athlete or club member found breaking the above rules will be suspended from intramural sports in that sport for one calendar year.
ADMINISTRATION & LEADERSHIP

CLUB RESPONSIBILITIES

Club Sports are ultimately responsible for making certain that each club athlete of their respective club meets the minimum eligibility requirements and participant responsibilities. In addition, the entire Club Sport is responsible for ensuring that the following club responsibilities as well as the policies and procedures in this handbook are met/followed by the club as a whole and individually as participants. The Club Sports Staff reserve the right to add responsibilities during the course of the academic year and will inform participants of any changes. Club Sports will be held responsible for the actions of individuals as well.

1. In all activities, Club Sports assume full responsibility for abiding by local, state, and federal laws; University, Recreational Sports and Club Sports regulations. In addition to any sanctions levied by others, failure to comply with any of these laws, regulations, or guidelines may result in loss of Club Sports status, loss and/or suspension of club privileges, verbal and/or written warning, and/or negative points in the Administrative Compliance Program.
2. Clubs are responsible for maintaining registration as a registered student organization with the Center for Student Organizations.
3. Clubs are responsible for determining membership numbers and the process for selection.
4. Clubs are responsible for submitting travel paperwork for all events not at facilities overseen by the Department of Recreational Sports.
5. Clubs are responsible for reporting all events and results.
6. Clubs are responsible for working with the Club Sports professional staff to establish a risk management plan for their club.
7. Clubs must a designated number of members that are certified in CPR/AED/First Aid based on their tier. All Clubs should carry a first aid kit when practicing, competing, or traveling.
8. Clubs are responsible for reporting any violations, accidents, or injuries for the Club Sports professional staff immediately.

DUTIES OF OFFICERS

Because Club Sports are student-run and managed organizations, club business is the responsibility of student leaders. The Club Sports Handbook is provided to clubs in order to help officers become better prepared for their experience, and to provide them with the answers to some of their questions. Each club must complete and pass the club sport handbook quiz or their UGA account will be frozen.

We encourage all club members to learn about the responsibilities of club officers which include, but are not limited to the following:

1. Ensure that the club has the organization and officers it needs.
2. Maintain a current roster and waiver for each member of your club.
3. Register your club with the Center for Student Organizations.
4. Ensure all paperwork is being completed appropriately and on time.
5. Communicate policy changes, announcements, etc. from the Club Sports Program.
6. Ensure risk management policies are created, reviewed, and upheld.
7. Plan appropriately for travel and work with the business staff to do so in timely manner.
8. Develop and present budget requests for allocation purposes.
9. Use social media and marketing strategies to grow interest for your club.
10. Prepare and develop future club officers.
11. Consistently complete weekly reports before midnight every Monday.
12. Seek out fundraising and community service projects for your club.

The following is a list of suggested duties for student leaders. Individual clubs should identify the responsibilities of each officer.

President
1. Serve as the liaison with the Club Sports office, Executive Committee and Department of Recreational Sports.
2. Communicate all Club Sports policies and procedures to all club members.
3. Seek approval for Club Sports business. Examples: Logo requests, purchases, community service, etc.
4. Responsible for completing and submitting the following report or forms:
5. Attend the Club Officer Trainings.
6. Responsible for attending or providing a club member at all Club Sport special events, such as the Club Sports Fair in August and January.
7. Responsible for managing the club email account at least twice per week.

Vice President
1. Serve as the president in all duties as determined if the president is unable to do so.
2. Assist the president in all duties as determined by the president.
3. Responsible for all material posted on the Club website.

Treasurer
1. Keep accurate records of all club accounts and allocated funds.
2. Responsible for submitting all Purchase Order Requests, Reimbursement Requests properly and promptly.
3. Assist the president with the Budget Proposal and Presentation during the spring semester, if requesting allocated funds.

Secretary
1. Submit all weekly reports and event results.
2. Submit Community Service Requests and Follow Ups.
3. Maintain all documentation (notes, emails and memos) of club meetings.

Safety Officer
1. Have CPR, First Aid, AED certification and report club injuries.
2. Check safety and standards of club equipment.

CLUB SPORTS LISTSERV

The Club Sports staff will utilize the Club Sports listserv to effectively relay information to Club Sport officers. Officers are responsible for checking email accounts regularly.
OFFICER TRAININGS

Clubs are responsible for having one officer attend each officer training. These trainings are designed to inform club officers of the expectations from the Club Sports office and educate officers on the guidelines that apply to our program.

EXECUTIVE COMMITTEE

The Club Sport Executive Committee is a student advisory group that provides representation for Club Sports officers and athletes in matters pertinent to the program and assists the Club Sport Staff in administering the UGA Club Sport Program. The executive committee consists of up to eight student members representing all of the clubs. No more than one member from the same club may serve on the Committee. The Senior Coordinator and Graduate Assistant serve as the CSEC Co-Chairpersons working to develop agendas, assign duties, moderate discussion and relay relevant information.

The duties of the CSEC will include but not be limited to the following:

1. Develop and/or evaluate new and existing policies, guidelines, programs, and functions of Club Sports.
2. Review and make recommendations on student organizations requesting affiliation with Club Sports.
3. Conduct disciplinary hearings.
4. Review and make recommendations for the Club Sports allocations and national contingency funds.
5. Promote, plan and execute the annual Club Sports banquet.
6. Assist with promotional events, such as the Club Sports Fair.
7. Assist with organizing Club Sports community service events.
8. Accept responsibilities as assigned by the Club Sports professional staff.

Open Executive Committee positions and application process will be announced in the Spring semester of each academic year.

COACHES/INSTRUCTORS

Club Sport coaches are selected by the club to help improve its performance and the skill of its members. Coaches are volunteers, and have no official affiliation with the university. They receive no compensation, benefits, or liability coverage from the university. All coaches must complete and submit the COACH WAIVER FORM. Individual club officers are responsible for evaluating the certifications/qualifications of all coaches/instructors.

1. Each coach must complete the UGA Coach’s information packet with resume and submit the necessary certifications.
2. It is recommended that all coaches purchase their own personal medical/liability insurance.
3. The coach must be aware of and follow all University and departmental procedures relative to the Club Sport program.
4. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the Club's management. A Sport Club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the
Club and the Club Sport Staff. The philosophy and key to the success of the Club Sport program has been the continued emphasis placed on student leadership and participation.

5. Access to the Ramsey Student Center for volunteer instructors and coaches (no more than two per club and only during club practice times) must be pre-approved by the Senior Coordinator for Club Sports. This DOES NOT make the coach eligible for any other Rec Sports programs. Further questions regarding the Access Agreement policy should be directed to the Club Sport Contact.

6. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.

7. Participation in the Club Sport Program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.

8. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.

9. Coaches should refrain from making appointments with the Director of Recreational Sports, Intercollegiate Athletic Directors, or any other person to discuss club business without informing a member of the Club Sport Staff.

10. The Club Sport Staff has the right and obligation to protect the Club, and if, in the staff’s opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.

11. Coaches must be recommended by Club members and must submit a new information form each academic year in order to coach. Continuation of coaching status is not automatic.

FACULTY/STAFF ADVISORS

The advisor to the club is generally a faculty or staff member chosen by the club. Having an advisor strengthens the groups and encourages continuity. The advisor should be a mentor and assist club officers in the routine operation of the club and serve as a consultant with the club president in the management of the club. The advisor should also help to ensure that activities are reflective of the Department of Recreational Sports and the University. The advisor should meet with the club regularly and have full knowledge of the club’s travel plans. It is not the responsibility of the advisor to speak on behalf of the club, prepare paperwork and documentation, nor to recruit new membership.

Role and Responsibilities of Advisors:
Faculty/Staff Advisors voluntarily serve in their role as a Club Sport Advisor

- Advisors should be familiar with the constitution and bylaws of their respective organizations and be prepared to render assistance with their interpretation.
- Advisors should be familiar with UGA’s policies and rules, which govern student organizations.
- Advisors should help to develop leaders by encouraging the growth of initiative, responsibility and leadership in the club’s student officers and athletes.
- Lend his/her experience, judgment and knowledge to assist the officers and members in development of the club.
- Club sport officers and the Club Sports professional staff reserve the right to remove an advisor from the position if necessary.
CLUB SPORTS GOVERNANCE

ADMINISTRATIVE COMPLIANCE PROGRAM

Basic Compliance

CSO Registration: 5 points
Each club must re-register their organization through the Center for Student Organization. Registration begins in April and must be completed by the designated deadline in order to receive allocation credit. If not completed by the date listed, the club will not receive allocation credit and the club’s status may be revoked.

Waivers & Rosters: 4 points
Clubs must submit team waivers AND rosters by the designated deadline to receive full credit. Only roster = 2 points; only waivers = 2 point.
Waivers- must have 10 participants minimum.
If not completed by the dates listed, the club is still responsible for submitting waivers and rosters, but will not receive ACP credit.

Membership: 10 Points
Clubs with membership 15-30 participants = 2 point; 31-45 participants = 4 points, 46-60 participants = 6 points, 61-75 participants = 8 points, 75 or more participants = 10 points.
Membership will be determined by comparing waivers and roster numbers.

Meeting Attendance: 2 points/meeting
There will be 3 to 4 Club Officer Meetings per semester which inform officers about current issues, update them on current events, and notify them of important upcoming dates. Some meetings will also consist of Officer Learning Seminars which will help you better address issues that your club may face.
Each club is responsible for having 1 officer present at every meeting. Officers must sign-in and out of each meeting in order to receive credit for attendance. Officers unable to attend for any reason will forgo that meeting’s points. Clubs will receive 2 points/meeting if 1 officer attends and -2 points/meeting if 0 officers attend. For additional officers that attend, 1 additional point will be rewarded up to 4 points.

Travel: 2 points / Regional Travel
5 points / National Travel *
30 points maximum

Some clubs are more expensive by nature. In order to account for those teams that are more competitive and often obtain a large amount of travel expenses, clubs may receive allocation points for completing their travel paperwork.

Clubs can receive allocation points for submitting their Travel Notification Form at least 7 days prior to the event. Forms must be filled out completely, accurately and on time in order to receive credit.
Within 3 days of returning from travel, clubs must report their safe arrival, trip highlights and any other important information in the Travel Follow-Up Report. Clubs who have 9 or less traveling will only receive 1 point/trip.

*National Travel is defined as travel outside of the following states: Georgia, Tennessee, Kentucky, North Carolina, South Carolina, Alabama, Florida, Mississippi, Virginia, and Louisiana.

**Travel Follow-Up:**

In order for the Club Sports office to stay up-to date on the results of competition and travel, clubs are required to fill out a home competition follow-up or travel follow-up.

**Competition:**

- 1 points/ Local & State Competition
- 3 points/ Regional Competition
- 5 points/ Qualifying National Competition

Some clubs are more competitive. In order to account for those teams that are more competitive and often represent UGA at higher levels, clubs may receive allocation points for competing at a high level. This will be accounted for in the travel request form or based on home competition schedules, which must be submitted in order to receive points.

**Competition Schedule:**

In order for the Club Sports office to stay up-to date on competitions, clubs are required to fill out a competition schedule which can be found under the forms and flyers section of the website. Clubs must complete the schedule via GoogleDoc or hand the schedule into the club sports by the designated deadline in order to receive full credit. For clubs who only compete in the Spring, they must hand their Spring competition schedule in by the designated deadline.

**Affiliation Dues:**

- 1 points/ $300 in dues*

These dues must either be paid through your university account or a receipt must be submitted to the Club Sports staff in order to receive ACP credit. This includes any dues required by national or regional leagues or associations that clubs must participate in to be active in their sport. This category will require documentation, either through the club sports account or with a receipt from the national governing body.

**Community Service:**

- 5 points/event

Involvement in community service opportunities can provide an excellent learning experience for a club and its members. Community service helps create a positive image for your club as well as the Club Sports Program. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the
activity. Clubs must submit the “Community Service Request Form” and have the event approved at least a week prior to volunteering and complete the “Community Service Follow-up Report” within 3 days of returning from the event. In order to receive credit, 1/3 of the active members on the team roster must be present at the event for a minimum of 2 hours each. Forms are available online.

**Weekly Reports:**  
*Maximum: 10 points*

Online weekly reports provide the Club Sports Office a way of communicating with clubs on a weekly basis. They provide a forum to inform our office about any issues as well as upcoming events to put on the calendar. Weekly Reports will be due every Monday by 11:59pm.

Clubs will fill out reports online each week and points will be assigned as follows (per semester):

- 80% (12/15) = 5 points
- 66% (10/15) = 1 point
- 73% (11/15) = 3 points
- Less than 50% = (-3)

**CPR/First Aid Certifications:**  
*Maximum: 4 points*

In case an emergency occurs during a club event, the Club Sports Department requires each club to have members of their club certified in CPR and First Aid. The number of certifications required is based on the tier system requirements. Officers who complete the class and turn in a copy of their certifications by the designated deadline to the Club Sports Office will receive 2 allocation points per member. If neither officer hands in a certification by the designated deadline, 4 points will be deducted from ACP. Furthermore, clubs who do not register for a class by September 13th must meet with Club Sports Staff to complete a plan to register or practice times will be taken away and club accounts will be frozen.

**Emergency Action Plan Submission:**  
*5 points*

In case an emergency occurs during a club event, UGA Club Sports requires each club to have an Emergency Action Plan in place for dealing with dangerous situations. A basic template for the plan and safety information for UGA Recreational Sports facilities is available from the Club Sports Forms and Fliers page online.

Clubs who submit this plan by the designated deadline will receive 10 ACP points. Clubs who do not submit a plan by September 13th will lose funding or practice space and must then meet with Club Sports Staff to complete a plan.

**Extra Credit Points:**  
*Maximum: 10 points*

Not all aspects of club administration can be accounted for in the above areas, therefore extra credit points will be awarded to clubs who participate in other scheduled or unscheduled club sports activities.
throughout the year. Examples include supporting other clubs competitions or fundraisers, attending extra Club Sports and CSO informational meetings, or otherwise going above or beyond to make Club Sports safer, enhancing the student experience, or increasing teamwork and fun.

**TIER SYSTEM**

The tier system is in place for a variety of reasons, including assisting the Club Sports administration with managing a dynamic Club Sports program, as well as establishing clear expectations for individual clubs and clearly defining what the Club Sports administration will provide to each individual club and the general club membership. The Department and its staff serve at the administrator of each club within the Club Sports program.

The system consists of four tiers of club membership: Competitive I, Competitive II, Recreational/Instructional and Conditional.

*It is important to note that this system is not in place to serve as a status system or to designate which clubs are more or less important; regardless of tier, all clubs shall be treated equitably.*

<table>
<thead>
<tr>
<th>Tier</th>
<th>Criteria</th>
<th>Benefits</th>
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<tbody>
<tr>
<td>Competitive I</td>
<td>Competitive in nature</td>
<td>In-season priority</td>
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<td></td>
<td>Compete at the National level</td>
<td>All general benefits</td>
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<td></td>
<td>Heavy travel expenses</td>
<td>Funding</td>
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<td></td>
<td>High Risk Sports</td>
<td>Practice space allocation</td>
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<td></td>
<td>Have a superior internal operating structure</td>
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<td></td>
<td>Managed by Club Sports for a minimum of 5 consecutive years</td>
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<td>National Governing Body; governing body must offer a collegiate division</td>
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<td></td>
<td>2 Safety Officers; 3 CPR/First Aid Certifications</td>
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<td></td>
<td>2 community service, outreach or volunteer projects per academic year</td>
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<td></td>
<td>Monthly meeting with Club Sports staff</td>
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<tr>
<td>Competitive II</td>
<td>Competitive in nature</td>
<td>All general benefits</td>
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<tr>
<td></td>
<td>Managed by Club Sports for 2-4 consecutive years</td>
<td>Funding</td>
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<td></td>
<td>1 Safety Officer; 2 CPR/First Aid Certifications</td>
<td>Practice space allocation</td>
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<td>1 community service, outreach or volunteer project per academic year</td>
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<td>Monthly meeting with Club Sports staff</td>
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<td>Recreational/</td>
<td>Recreational in nature</td>
<td>All general benefits</td>
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<tr>
<td>Instructional</td>
<td>Rely on department-managed space to operate</td>
<td>Practice space allocation</td>
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<td>Will benefit from department expertise to safely operate</td>
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<td>Will benefit from the program's administrative structure &amp; support</td>
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<td>1 Safety Officer on a case by case basis</td>
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<td>Monthly meeting with Club Sports Staff</td>
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<tr>
<td>Conditional</td>
<td>Tier for clubs in their first year of operation</td>
<td>All general benefits</td>
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<td>1 community service, outreach or volunteer project per academic year</td>
<td>Practice space allocation</td>
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<td>1 Safety Officer; 2 CPR/First Aid Certifications</td>
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<td></td>
<td>Monthly meeting with Club Sports staff</td>
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CLUB SPORTS CONDUCT POLICY

All Club Sport participants are expected to act in a mature and responsible manner both on and off campus during club-related activities/events. Their actions, whether positive or negative, are a reflection upon their club, the Club Sports program, Department of Recreational Sports and the University of Georgia. Participants that knowingly disregard policies and procedures of Clubs Sports, Recreational Sports, UGA or State and Federal Law will result in disciplinary action. A student group or Club Sports and its officers may be held collectively responsible when violations of all policies previously listed occur.

MISCONDUCT

Misconduct is defined as behavior that is subject to disciplinary action and includes violation of Club Sports, Recreational Sports, UGA, State and Federal law, conduct that threatens the safety or well-being of the campus community, and any other behavior that adversely affects the University or its mission. Club Sports may be cited for these behaviors during club-related events, regardless of location (on or off campus).

Misconduct examples include but are not limited to:

- Failure to comply with Club Sports, Recreational Sports, or UGA policies
- Underage alcohol violation and/or alcohol violation
- Disorderly conduct
- Failure to submit identification/providing false information
- Harassment
- Hazing
- Infliction or threat of bodily harm
- Trespassing
- Possession, distribution or sale of controlled substances
- Receipt and/or possession of stolen property

DISCIPLINE PROCESS

Violation of or non-compliance with department and University policies may result in loss of club sport affiliation or other disciplinary action taken against the Club Sport involved (loss of practice space or allocated funding, etc.). This process has been developed to help club leaders in correcting mistakes that have previously caused problems for the Club Sports Program and the University.
FINANCES

FINANCIAL INFORMATION

Club Sports receive funding from a number of different sources (Club Sports allocation, auxiliary income – fundraising, participant dues, etc.) and therefore as a club officer, you must master the guidelines and processes associated with these financial sources.

General Information

1. Fiscal year - The UGA fiscal year is July 1- June 30. Payments or reimbursements must be made in the same fiscal year as the invoice or receipt. You can’t pay for last year’s expense with this year’s money.
2. Carryovers - Unspent allocated funds are lost. Deposited funds are carried over to the next fiscal year.
3. Deadlines - Each year a spending deadline for allocated funds is set (usually sometime in March). Allocated funds not spent by this deadline are transferred to clubs competing nationally to help defray their expenses. In addition, the University has fiscal year cutoff deadlines which must be observed.
4. Reimbursements - We can only reimburse the person whose name is on the original, paid receipt. Receipts must be submitted within 14 days of purchase. Reimbursement must be to an individual not an organizational account.
5. Availability of funds - The UGA account is not like a checking account. You cannot come in and withdraw funds or get a check written to pay a vendor. Once money is in a state account, regardless of whether the funds are allocated or generated, it can only be disbursed via the methods listed.

CLUB SPORT FUNDING: ACP & NEED BASED FUNDING

Club Sports Funding is distributed to Club Sports according to each individual club’s fulfillment of the Administrative Compliance Program (ACP) requirements. Points will be awarded to teams as outlined in the ACP. Approximately sixty percent (60%) of the Annual Club Sports Allocation Funds will be distributed in accordance with the ACP. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team’s earned points will then be multiplied by this value to determine the funding to be allocated to each team upon completion of the 2014-2015 academic year.

UGA ACCOUNTS FOR CLUBS

All clubs are assigned a UGA Account through our business office. This account is the conduit in which allocated funds and any deposited funds are spent. UGA accounts are not like checking accounts and officers are expected to understand and abide by all UGA and Rec Sports fiscal policies and procedures. More information regarding fiscal policies and procedures will be listed in a later section.

Allocated Funds vs. Deposited Funds

Allocated funds are distributed to student organizations from the University and deposited funds are any funds raised by the student organizations themselves.
Deposited funds can only be used for student members (not coaches, advisors, etc.).

**IMPORTANT NOTICE** Carry-over funds for clubs that become inactive will revert to the Club Sports contingency fund according to the schedule below. These funds will be used for the overall benefit of the Club Sports program.

1. Any carry-over balance of $50 or less will revert to contingency if a club is not fully registered with the Rec Sports Department and actively functioning for two consecutive academic years.
2. Any carry-over balance greater than $50 will revert to contingency if a club is not fully registered with the Rec Sports Department and actively functioning for four consecutive academic years.

OUTSIDE ACCOUNTS FOR CLUBS

Clubs Sports are required to complete a Student Organization Off-Campus Bank Account Approval Form in order to have an outside account. Clubs must turn in the most recent bank statement with the request. Forms are to be turned in to the Senior Coordinator for Club Sports.

If forms are not turned in by the designated deadline, clubs will not be able to access their allocated funds in their UGA accounts.

Please note: Items purchased from an outside account cannot be reimbursed.

TAX EXEMPT STATUS

Since Club Sports are private organizations separate from the University of Georgia with affiliation as registered student organization and Club Sport, outside accounts are not automatically exempt from paying state sales tax.

Purchases made for registered club sports groups at the University of Georgia that are paid from your University account are exempt from state sales tax.

TRAVEL REIMBURSEMENTS

Only fees-paid students may receive travel funding. Travel forms are available online at both the Rec Sports and Campus Life websites. (See Student Travel Forms Checklist)

1. All travel must be pre-approved by submitting the required form(s) to the Senior Coordinator for Club Sports at least 7 days in advance. If a club learns of a travel opportunity past the deadline, an explanatory cover memo must be submitted with the travel request form(s). Travel reimbursement after-the-fact will NOT be approved!
2. **Individual travel** procedures are used when each student pays and gets reimbursed for their own expenses. **Group travel** procedures are used when one or more students pay for the club’s travel expenses (excluding gas receipts).
3. During travel, original, paid receipts in the individuals name to be reimbursed must be obtained.
4. **Within 14 days after travel**, prepare the appropriate travel reimbursement forms and schedule an appointment with the Senior Accounting Technician to check your paperwork and
receipts. Travel submitted more than 60 days after travel has concluded cannot be processed per IRS regulations.

5. UGA can pay entry fees in advance directly to tournament sponsors. To process, you must submit a completed entry form (or forms or invoice) plus a list of the names and UGA ID (810) numbers of those competing.

Individual Travel- each member pays for their own expenses
- Submit a “Request for Authority for Student Travel” form at least 7 days prior to departure.
  * Only fees-paid student may receive funds for travel
- You will receive an APPROVAL email from the Senior Accounting Technician which details reimbursement information and forms.
- While you travel, keep all ORIGINAL receipts and make sure purchases are paid for from an individual’s personal account.
- After travel, make an appointment with the Senior Accounting Technician to bring in the following post-travel paperwork:
  - Honorarium
  - Individual Travel Expense Statement
*Please note, club members must submit reimbursement paperwork and supporting receipts within 14 days of travel.
- A Reimbursement checks will be mailed to address provided on Honorarium and can take 1-2 weeks to be processed.

Group Travel- 1 person pays on behalf of group
- Each person paying on behalf of the group must submit a “Request for Authority for Student Travel” form at least 7 days prior to departure. If a parent or coach is paying on behalf of the club, the “Request for Authority for Student Travel” form must still be in the name of a fees-paid student.
- Submit a list of travelers’ names. Only fees-paid students can travel.
- You will receive an APPROVAL email from the Senior Accounting Technician which details reimbursement information and forms.
- While you travel, keep all ORIGINAL receipts and make sure purchases are paid for from an individual’s personal account.
- After travel, make an appointment with the Senior Accounting Technician to bring in the following post-travel paperwork:
  - Honorarium
  - Group Travel Expenditure Summary
*If a parent or coach paid on behalf of the club, the post-travel paperwork should be in these individuals’ names as opposed to the student.
- A Reimbursement check will be mailed to address provided on Honorarium and can take 2-3 weeks to be processed.

Proper Receipts

Proper receipts display proof that a full payment was made covering the cost of a particular item. Receipts should be itemized, clear and legible as the item(s) purchased and include an official certification that full payment was made. If a receipt is not itemized or does not have a zero balance a
Bank statement, credit card statement or cleared check may be required as proof of purchase to complete the proper paperwork.

**BUDGET PROPOSALS**

Clubs may apply for funds by filling out a Budget Request Form. Budgets are due in April each year and presentations follow soon after. These funds are allocated from the overall Club Sport Program Allocation (comprised of student activity fees) and the Executive Committee disburses the funds in the Fall. Guidelines for the allocation and expenditure of funds are determined by the Executive Committee and the Department of Recreational Sports.

The Department of Recreational Sports strongly suggests that clubs deposit their dues in the Club Sports account. This assists with bookkeeping for the group. Deposited funds left in the account do carry over from year to year. **However, unexpended allocated funds do not carry over and penalties to the club will occur.**

Unpaid expenses charged to a club account must be paid by the end of the fiscal year, or the club will be suspended and may not be granted Club Sport status the following year.

Final Budget Allocations for the fiscal year are provided to the clubs in August.

Basis for Funding:

- Administrative Compliance Program (60%)
- Number of active members-explain the number needed for a good quality experience in the sport/activity; any specific number that is required; the number of members expected for the year.
- Amount of dues per member and other member costs-consider a balanced proportion of allocated funds, member contributions, fundraising and donations.
- Level of activity and kind of activity- explain in detail and how the sport/activity is best conducted and how the club stays active with the surrounding community.
- Cost of operating the sport/activity-equipment, organizational dues, travel, etc.
- Quality of organization-submitting paperwork on time; keeping good inventory; solid budget preparation; disciplinary problems.
- Prior year’s budget-explain how money was spent.

**Club’s Extraordinary Circumstances and Previous Year’s Budget**

Budget requests are for the following academic year. If major changes or special circumstances are expected in the future, indicate why. Examples are: major loss of equipment, significant changes and qualification for nationals. Include as much supporting documentation as feasible. Each Club’s previous year budget request is available for review and will be utilized to aid in the overall budgetary decisions. Make explanations of how money was spent and how it will be spent as self-explanatory as possible. Clubs seeking financial support for nationals may request contingency funds at any time.
Need Based Funding

The remaining Funds will be distributed to teams based on "need" as reflected in the projected annual budgets they will create with the Senior Coordinator, Graduate Assistant and the Club Sport Executive Committee. Since the Club Sports program likes to ‘help those club who help themselves’, fundraising is also a great way to increase revenue for a club. Clubs that put in time to fundraise and generate money on their own will be rewarded with more need based funding. Clubs will not be awarded allocated funds that exceed one third of their overall budget.

Any club who fails to meet with the Club Sports Administration by the announced deadline to present their budget will forfeit their opportunity to receive need based funding.

NOTE* Clubs will not have access to university funds until the following minimum requirements are completed:

a. Completed CSO Registration
b. Minimum of 10 Waivers submitted and Club Roster Form on file
c. 100% Score on Club Sports Manual Quiz

Although Club Sports receive funding from student activity fees through the Department of Recreational Sports, each Club Sport should strive to become financially independent of the University. Club Sport funds must be used for the benefit of the entire group according to University rules and regulations. Funds for Club Sport activities will normally come from the following sources:

1. Membership dues
2. Fundraising activities
3. Budget allocation from the Department of Recreational Sports Allocation account
4. Donations from individuals and corporations. Donation notifications will be filed with the Department of External Affairs who will provide the appropriate tax documents to the donors.

SPENDING CLUB SPORTS ALLOCATION

Appropriate Categories for Expenditures from Allocated Funds

- Transportation
- Facility Rental
- Referees/judges/officials
- Printing for promotional material
- Equipment for the use of the whole club
- Uniforms (with the appropriate conditions of care, maintenance, and plan to use for at least three years).
- Tournament registration/entry fees

Inappropriate Categories for Expenditures from Allocated Funds

1. T-shirts/personal uniform elements
2. Personal equipment items
3. Meals
4. Lodging (*Note: clubs receiving donations and depositing dues may seek reimbursement for lodging up to the amount deposited).
5. Trophies, prizes, awards, plaques, banquets, charitable contributions, gifts (including to coaches and/or volunteers), alcoholic beverages.

(*Note: clubs charging event entry fees that are collected and deposited to their UGA Club Sports account may purchase event trophies.)

**Authorized Purchasers**

Each club must provide the Rec Sports office with the names of 2-3 student club members authorized to spend money from the UGA account. These will be the only club members eligible for reimbursement for purchases. This DOES NOT apply to travel reimbursement. Any fees-paid, pre-approved student may apply for travel funding through the club’s allocation. **Purchases less than $100** do not have to be pre-approved, but items must be on the list of appropriate expenditures and must be bought in compliance with UGA policy.

**Purchases over $100** must be pre-approved by the Senior Coordinator for Club Sports, by using the “Purchase Approval Form,” which is available online. Fill out your name and contact information, club name, proposed purchase items and the estimated cost. Then email or take the form to the Senior Accounting Technician who will provide the current account balance. If sufficient funds are available, the Senior Coordinator will review the request. They will then notify you within three business days if the purchase request is approved. If purchases are made without pre-approval, the buyer may forfeit reimbursement. It is recommended you schedule an appointment with the Senior Coordinator in advance to discuss major club purchases.

**Purchasing Methods**

1. **Reimbursement of personal funds** - club sports student members who are authorized to make purchases for the club may receive reimbursement via UGA Check Request for personal money spent. Original, paid receipts are required for reimbursement and must be submitted within 30 days of purchase along with a completed Honorarium. Receipts must be formal and itemized receipts including the date and vendor’s name. Cash register receipts must have the vendor’s name machine printed or stamped on them.

2. **Check request** - must be less than $5,000. This method may be used if a vendor is willing to ship an order along with an original invoice for payment. The University will not pay for items in advance. After you have verified that all of the items have been received, bring the original invoice to Senior Accounting Technician for processing. It usually takes two weeks or less for a vendor to receive payment.

**Purchase order** - may be used if a vendor will not fill orders in advance of payment. A P.O. must always be used for purchases over $2,499 including service. Purchases $5,000 and greater must go out to bid per state law. To process a purchase order, you will need to provide the Senior Accounting Technician with the following a quote from the vendor.

**Honorarium** - Must always be used when a service is provided (e.g. referee, instructor, farrier). This form requires the signature, address and UGA ID (810) number of the person providing the service OR an original, official invoice with the company’s FEI number. They must complete a vendor profile (at https://webapps.ais.uga.edu/UVDB-VP/home.seam) to receive a vendor number for payment. Vendor registration is a one-time process.
Upon receipt of the signed Honorarium, Rec Sports will process a check request for payment, and a UGA check will be mailed to the service provider. Payment may not be made to University employees (including faculty) or currently enrolled students. Payment for services (e.g. coach, instructor) cannot be made on a regular, ongoing basis.

UGA Direct Charge – Club Sports members are NOT authorized to charge services provided by other campus departments (e.g. Tate Center copy services, van rentals). You may pay cash for on-campus services and bring in a receipt for reimbursement.

**Purchase of Used Equipment** (must adhere to procedure described below)

1. **A purchase order** will be prepared by the Rec Sports Department. You must provide us with the following information: detailed description of the item including manufacturer’s name and model number, serial number, condition (used, reconditioned and/or demonstrator model) and asking price.

2. **A letter from the buyer** (club sports representative) must accompany the purchase order and include the following: a statement that the writer has personally examined the used equipment, the year of manufacture, the present condition of the equipment, any guarantees and/or warranties offered, the price of equipment at time of manufacture and price if purchased new now, and a statement that the writer accepts full responsibility for the decision to purchase the used equipment at the stated price.

3. **A letter from the seller** (not an invoice) listing the equipment to be sold and the exact price at which the supplier is offering to sell the equipment to the state.

4. The UGA Procurement Dept. will send an official purchase order to the seller. Once that has been received, you can take possession of the item. You must also get an official invoice from the seller and bring it to the Rec Sports business staff so that we can initiate payment.

**Selling Equipment**

Any sale of UGA inventoried equipment must be handled through Mark Caldwell in UGA’s Unassigned Proprer office (542-6983). Please contact the Rec Sports Business Staff or the Senior Coordinator for Club Sports for more information of selling equipment.

**DONATIONS**

Donations to a UGA Club Sport qualify for tax credit if the contribution is “for the use of” the organization and not set aside for use by a specific person (IRS). Rec Sports will notify UGA External Affairs that a donation has been received, and they will send a receipt to the donor.

Checks – only those deposited to your UGA account will provide tax credit for the donor. Checks should be made payable to UGA or UGA Rec Sports and should be brought to the Ramsey Center Cashier Window for processing.

Non-Monetary – for donations such as services, equipment, etc. we need a letter from the donor listing everything being donated and the fair market value of the items.
NATIONAL CONTINGENCY

A contingency fund is established every year by Club Sports for the expressed purpose of assisting clubs or individual club members for national competitions.

A written proposal should be submitted detailing the following:
- Brief description of the national competition that the club or individual has qualified for
- List of total anticipated expenses (reimbursable or not)
- Proof of “qualification” for national competition and proof that the competition is considered “national”
- Copy of travel notification information

The Club Sport Executive Committee reviews the information provided by the club and makes a recommendation to the Senior Coordinator for Club Sports based on the following:

- Amount of anticipated expenses
- Number of club members involved
- Amount remaining in contingency fund

**ALL TRAVEL AUTHORITY AND PROCESSES/POLICIES STILL APPLY**
OTHER RESOURCES

CENTER FOR STUDENT ORGANIZATIONS
http://stuorgs.uga.edu/
http://stuorgs.uga.edu/resources/index.html

TATE STUDENT CENTER BUSINESS OFFICE
http://dos.uga.edu/services/businessoffice/index.html
http://dos.uga.edu/services/businessoffice/managefunds.html

TRADEMARK LICENSING (LOGOS, ETC.)

Licensing Policies and Procedures for Campus Departments and Student Organizations

It is not the intent of the University for the school/college/unit/organization to incur additional costs to comply with UGA trademark policies. Because some stocks of trademark bearing supplies (i.e., stationery, signs, other durable goods, etc.) may bear outdated trademarks, it is not necessary to discard those products. However, it is mandatory that when the inventory is depleted, new materials include a compliant mark.

Please take a moment to review your current marks to determine if they adhere to the policy. If not, please forward a copy of your mark to Chip Stewart in the Division of Development and Alumni Relations, Financial Services Office via email at chips@uga.edu or call him at 706-542-4583 and he can assist with any questions.

With regard to the use of UGA marks by internal, administrative units of the University, flexibility in meeting certain requirements of this policy may be applied. This flexibility will require the review of the University’s Trademark Management Committee.

Use of a UGA mark with an organization name implies association with the University. Therefore, only official campus departments and those student organizations that are officially recognized by the UGA Division of Student Affairs are allowed to use UGA trademarks in conjunction with their organization's name.

Any product bearing UGA trademarks or a specific departmental logo must be purchased from licensed manufacturers. Using an officially licensed company to manufacture a product ensures that the company has provided the correct product liability insurance and signed UGA’s labor code of conduct agreement. UGA has more than 500 licensees nationwide and numerous in-state and locally licensed companies. Lists of licensees by product category are updated monthly and may be downloaded from University of Georgia Division of Development and Alumni Relations web site.

Campus departments and recognized student organizations may use the UGA name and trademarks on product designs and on event promotional items in conjunction with UGA marks. If a school, college, campus organization, or recreational sports/club wishes to use University of Georgia academic or athletic marks, the policies below provide information and mandatory guidelines for such use:
1. The Athletic Association does not permit use of its Primary or Secondary Athletic Marks (marks 1-8 on the university's digital art sheet) or Primary or Secondary Athletic wordmarks (font specific only - marks 9-29) for club/recreational sports use.

2. Registered Club/recreational sports groups may use Additional Athletic Marks (30-32 and 34 on the university's digital art sheet) and verbiage marks, “University of Georgia”, “Georgia”, “Bulldog(s)”, “Dawg(s)”, “UGA”, etc. upon approval; however, the following guidelines must be observed:
   a. The recreational sport/club must be officially registered with the University of Georgia Center for Student Organizations.
   b. The recreational sport/club must incorporate “Club” or “Rec Sports” in the proposed logo design when using trademarked logos and/or verbiage “Georgia”, “Bulldog(s)”, “Dawgs”, “UGA”, etc.
   c. The recreational sport/club may not use any marks or verbiage on uniforms and apparel if a sponsor is listed in any way.

3. The school, college, campus organization, or recreational sports/club must submit all designs for approval, using a UGA Logo approval form, which may be downloaded from http://www.dar.uga.edu/forms/pdf/uga_logo_approval_form.pdf, and sent to the Office of Financial Services, attention Chip Stewart: Phone: (706) 542-4583, Mobile: (770) 903-5161, Email: chips@uga.edu, Fax: (706) 542-4919.

4. If the design includes an athletic mark, the Office of Financial Services will submit the artwork to the UGA Athletic Association for review.

5. The Athletic Association and/or the Office of Financial Services may provide approval, disapproval or instructions with regard to modification of marks to assure compliance with UGA Trademark Guidelines.

6. Once a design has been approved, the school, college, campus organization, or recreational sports/club must use a licensed vendor to produce any merchandise. The Office of Financial Services can provide a list of licensed vendors/manufacturers or they may be downloaded from http://www.dar.uga.edu/policies/nodes/view/445/UGA-Licensed-Vendors.

7. If it is the intention of the school, college, campus organization, or recreational sports/club to use merchandise for promotional purposes, giveaways, or for the sole use of people within their unit or organization, the Office of Financial Services will provide the group with a letter to the licensed vendor/manufacturer allowing the merchandise to be produced “royalty free.”

8. If it is the intention of the school, college, campus organization, or recreational sports/club to sell merchandise as a revenue-generating project, the merchandise must be produced by a UGA licensee, which shall pay all associated royalties and follow all designated licensing procedures.

In determining exemptions from royalty payment, consideration is given to the mission of the licensing program and the many constituents it serves. Given these criteria UGA is not required to pay royalties to itself for purchases of services or products that are a necessity for faculty and staff to perform their jobs (i.e. equipment, services, uniforms, educational tools). However, UGA attempts to avoid unfair competition with other retailers and service providers and therefore, does not exempt itself from paying royalties to itself on the purchases of goods that are to be resold to members or to the general public, regardless of the purpose of the sale.
General Use and Regulation Requirements for UGA Marks and Logos

To maintain consistency, UGA does not allow any alterations to its marks and logos and all marks and logos must always be presented in their original form:

1. The marks and logos should never be obscured by interrupting lines, shapes, color or text.
2. The marks must never be tilted or appear upside down.
3. To maintain reproduction quality, the marks and logos requested must be provided to the user by the University of Georgia Division of Development and Alumni Relations or downloaded from the University of Georgia Public Affairs site once the user has completed an approval form (which may be downloaded as well) and has been granted approval.

The official seal of the University of Georgia is not interchangeable with other UGA logos nor may it be altered in any way. The seal carries additional guidelines for use that are included below:

1. The seal may be used only on academic awards, and formal and official institutional documents such as diplomas and proclamations.
2. No other marks or logos will be considered on these types of items:
   1. Diplomas, caps and gowns, proclamations etc.
   2. The seal can only be produced in one color.

Registered University of Georgia and Athletic marks cannot be used by political campaigns, or candidates, nor may UGA marks be used for any political initiatives of any sort.

The registered trademark symbol ® must always accompany a registered mark. The trademark symbol TM must always accompany the marks that are in the process of being registered. A list of ® and TM logos are available University of Georgia Division of Development and Alumni Relations web site.

The Board of Regents of the University System of Georgia guidelines for use of marks and logos must also be followed at all times. These guidelines include:

1. Marks and logos cannot be used on any services, goods or items in a manner which may cause embarrassment or ridicule to UGA.
2. Marks and logos shall not be used in conjunction with:
   1. Alcoholic beverages;
   2. Tobacco products;
   3. Drugs;
   4. Religious content;
   5. Political candidates or political issues;
   6. Sexually oriented goods;
   7. Goods which make unfavorable reference to the race, gender, sexual orientation, national origin, or disability of a person;
   8. Any item which does not meet minimum standards of quality and good taste as determined by UGA.
HOME FOOTBALL GAME DAY EVENT POLICY

- Requests for events at the Club Sports Complex on Home Football Game Days must be made at least 21 days prior to the date requested.
- Requests must be made in writing via the Event Request Form before events are actually scheduled.
- A complete itinerary with timeline for the day of the event must be submitted with the event request.
- All Recreational Sports and UGA policies remain in effect for the event and will be enforced by staff (including policies regarding alcohol and other drugs).
- All events at the Club Sports Complex must be finished and the complex must be clean with all participants vacated three hours prior to the start of the football game.
- Clubs will incur a premium rate for staffing for Game Day events.
- Pre-event meetings must be scheduled with the Senior Coordinator for Club Sports and the Senior Coordinator for Facility Reservations and Outdoor Complexes upon approval.
- All Club Sports paperwork (CSO registration, waivers, EAP, CPRO certifications, etc.) must be completed and submitted ten days prior to the event.
- EMS is required to be present at all Game Day events for the duration of the event without interruption (because Athletic Trainers are unlikely to be available) at the expense of the club.
- At least 75% of the club members must attend an Alcohol and Other Drugs Awareness Seminar. This will be coordinated by the Senior Coordinator for Club Sports, the Club Officers, and the Health Center Staff.