The University of Georgia
Division of Student Affairs
Department of Recreational Sports
Competitive Sports Program

2018-2019
Club Sports Handbook

recsports.uga.edu
706.542.5060
compsports@uga.edu
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Rec Sports Values
RamFam – Excellence – Customer Service – Spirit of Recreation
INTRODUCTION
The University of Georgia Club Sports Program consists of registered student organizations within the Center for Student Activities & Involvement and are overseen 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 Competitive Sports 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, and, ensuring compliance with all rules of the UGA Code of Conduct.

This manual has been prepared to assist clubs in the administration of their program and is designed to serve as a supplement to the Resource Guide & Policy Manual distributed by the Center for Student Activities & Involvement. 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 Competitive Sports Office. Information in the Club Sports Handbook is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2018-2019 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 page of the departmental web site and the UGA Involvement Network.

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 Competitive Sports Staff if you have questions.

WHAT IS A CLUB SPORT?
A Club Sport is defined as a registered student organization with the Center for Student Activities and Involvement that is designed to serve individual interests in different sports. A club may be 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.

DEPARTMENT OF RECREATIONAL SPORTS MISSION STATEMENT
The Department of Recreational Sports in the Division of Student Affairs promotes healthy lifestyle choices by providing development, growth, and education for the University of Georgia through the spirit of recreation.

DEPARTMENT OF RECREATIONAL SPORTS VISION
Be the best recreational sports program in the country.
DEPARTMENT OF RECREATIONAL SPORTS VALUES

Ram Fam – Everyone is welcome, come play!
Excellence – Be the best, exceed expectations
Customer Service – We want to know who you are, everyone matters
Spirit of Recreation – Providing activities for enjoyment, there is something for everyone

CLUB SPORTS MISSION

The mission of UGA Club Sports is to provide competitive and recreational 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.

CLUB SPORTS ADMINISTRATION

The Assistant Director, Senior Coordinators, and Graduate Assistants for Competitive Sports are the primary contacts 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 the staff first. The staff is available for consultation regarding any aspect of your organization. There are also Competitive Sports Program Assistants who will serve as liaisons for clubs and are great resources to utilize.

The Competitive Sports Staff can assist you with many services/benefits which may include but are not limited to the following:

- Program advising and leadership development
- Budget preparation and presentation
- Equipment purchase advising
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Tournament planning
- Team Building
- Communication
- Problem Solving

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

Please call or email compsports@uga.edu at least 24 hours in advance to make an appointment.

CLUB SPORTS-RECREATIONAL SPORTS RELATIONSHIP

In regards to Club Sports, The Department of Recreational Sports upholds the Center for Student Activities & Involvement (CSAI) statement,

Registration as a student organization at the University of Georgia is a privilege and not a right, and entails responsibilities on the part of the student organization and its members. Registration signifies a willingness on the part of the student organization to comply with state law and the rules, regulations, and policies of the University and the Board of Regents. Registration of a student organization does not constitute endorsement by the University or approval of the student organization’s policies and activities.

Club Sports are first and foremost student organizations. In order to become a registered student organization, certain requirements must be met with the Center for Student Activities & Involvement (CSAI). The Department of Recreational Sports serves clubs by providing administrative support and receives feedback from the Club Sports Executive Committee. However, the planning, execution, and evaluation of all club activities, including financial accounting, are the responsibility of club officers and members. The University of Georgia does not provide accident or medical insurance for club members and cannot be held responsible for injuries incurred during travel or participation in voluntary activities.
IMPORTANT PHONE NUMBERS AND EMAILS

Competitive Sports Staff

Michael Husted, Assistant Director
Hustedm@uga.edu
706.542.5060

Jason James, Senior Coordinator
Jamesja@uga.edu
706.542.8081

Vacant, Senior Coordinator
706.542.5060

Brittany Burriss, Graduate Assistant
BBurriss@uga.edu
706.542.5060

Chris Sato, Graduate Assistant
Christopher.sato@uga.edu
706.542.5060

Jessica Cuadra, Graduate Assistant
Jessica.cuadra@uga.edu
706.542.5060

Program Assistants
compsports@uga.edu
706.542.5060

Recreational Sports Main Office
706.542.5060 (Office)
706.542.5590 (Fax)

Other Resources

Libby James
Senior Coordinator for Facility Reservations
rsreserv@uga.edu

Melissa Mitchell
Associate Accountant
Melissa.Mitchell@uga.edu

Center for Student Activities & Involvement
involvement@uga.edu
706.542.6396

UGA Police
706.542.2200 (Emergency)
706.542.5813 (Non-Emergency)

University Health Center
706.542.1162

Legal Affairs
706.542.0006

LGBT Resource Center
706.542.4077

Campus Reservations
reserve@uga.edu
706.583.8020

Counseling and Psychiatric Services (CAPS)
https://www.uhs.uga.edu/caps/welcome
706-542-2273

2018-2019 ACTIVE CLUBS

Archery
Asura Dance
Baseball
Bass Anglers
Budokai
Capoeira
Champa & Chameli
Cheerleading
Climbing
Cross Country
Cycling
Equestrian
Eventing
Fencing
Georgia Dance Team
Golf
Gymnastics
Ice Hockey
Karate
Lacrosse (M)
Lacrosse (W)
Powerlifting
Red Hotz
Rowing
Rugby (M)
Rugby (W)
Sailing
Soccer (M)

Soccer (W)
Softball
Spikeball
Swim
Tennis
Triathlon
Ultimate Frisbee (M)
Ultimate Frisbee (W)
Volleyball (M)
Volleyball (W)
Water Ski
Whitewater
Wrestling

Rec Sports Values
RamFam – Excellence – Customer Service – Spirit of Recreation
**IMPORTANT DATES**

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*Optional Training. Clubs will be eligible to receive additional ACP.*
Policies and Procedures

Standard of Conduct

Participants in the Club Sports program and the Department of Recreational Sports must adhere to the University of Georgia 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 members are expected to have read and understood the Code of Conduct, which can be found at:


As a member of the UGA Competitive Sports Program, each Club Sport has the obligation to gain the approval of the Competitive Sports 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 affiliation 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 Clubs
Active clubs must meet the following minimum requirements each academic year.

- Registration/Re-registration with the Center for Student Activities & Involvement.
  - Each club must have a representative attend a MANDATORY information/training session through the University of Georgia’s Center for Student Activities & Involvement (CSAI). The individual will then be responsible for completing the registration process through CSAI.

- Minimum of 10 official (active) members with approved MANDATORY PARTICIPANT WAIVERS (completed on the UGA Involvement Network).

- Must be up-to-date on all paperwork. Accurate club roster on file in the Competitive Sports Office.

- Regular ongoing activity during the fall and spring semesters.

- Must be student-led and it is strongly recommended to have an advisor.

- Each club must have ALL officers at the first training.

- Maintain contact with the Competitive Sports Staff and keep club members informed of changes in the Club Sports Program policy. Representatives are responsible for giving the Competitive Sports Staff appropriate contact information (name, phone number and email) for the club.

- Each club must have a team email address for all official club correspondence with the Competitive Sports Staff. Example: sport1@uga.edu, sport2@gmail.com. Members are expected to check this email regularly for news, updates and other important information. All correspondence should go through the Club email. Personal emails will not be accepted.

- All deadlines as outlined in the important dates section are given a two week grace period wherein the club will lose 5% of their allocation the first week after the deadline and 10% of their allocation the second week after the deadline. Any incompliance with this policy will result in sanctions (detailed under Club Sports Governance), including but not limited to loss of funding, practice space, and club sports affiliation.

- Designated percentage of total allocated funds (based on tier level) must be deposited into the on campus account.

**Clubs will not have access to their allocated funds until all minimum requirements have been met. This includes the required deposit**
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 that allow community member involvement will not be eligible to be a part of the Club Sports Program.**

2. Participants must have a signed MANDATORY Competitive Sports Waiver, completed on the UGA Involvement Network, on file in the Competitive Sports Office AND be listed on the Club’s approved roster before participating in club activities.

3. No minimum grade-point average or athletic skill level is required for participation per the Competitive Sports Staff; however, please note that some national governing bodies may have additional student eligibility requirements/standards.

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. 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.

REQUESTING CLUB SPORTS AFFILIATION

Prospective clubs must first complete this process through CSAI before being eligible to join the Club Sport Program. The following link refers to the steps to becoming a registered student organization at UGA. [https://involvement.uga.edu/studentorg/register](https://involvement.uga.edu/studentorg/register)

Student organizations desiring Club Sports affiliation can apply in the spring semester for affiliation in the upcoming academic year. Applications are due before spring break. Decisions are made on a year by year basis.

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

1. Must be a registered student organization in good standing with the Center for Student Activities & Involvement for at least one year prior to applying for Club Sport affiliation (with proof of status).

2. 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.

3. Must demonstrate leadership transition beyond founding members.

4. Have a regional and/or National Governing Body for the sport.

5. Maintain financial stability

6. Operate with a yearly (July/August-June) operating budget – upon meeting all minimum requirements

In addition to the steps outlined at the link above, prospective club sports will need to complete the following process through the Competitive Sports Program

1. Submit a written proposal to the Competitive Sports Administration 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 their respective UGA email addresses.
   e. A copy of the approved paperwork from the Center for Student Activities & Involvement.
   f. A copy of constitution and bylaws.
   g. List of elected officers (name, title, contact).
   h. Emergency Action Plan

Rec Sports Values
RamFam – Excellence – Customer Service – Spirit of Recreation
2. Once these items have been submitted to the Administration, a date will be scheduled for the interested group to present to the Competitive Sports Staff and Executive Committee. Presentations are typically held one time in the spring 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 Club Sports Executive Committee 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 Administration will consult with the Associate Director for Programs and Director of Recreational Sports. The Administration 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 Competitive 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 (Handbook 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.

INCLUSION POLICY

The University of Georgia does not discriminate on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. The Competitive Sports program celebrates the transgender student population among its participants. Through the guiding policies of the National Intramural-Recreational Sports Association (NIRSA), we empower students to participate in club sports teams based on one’s gender identity, regardless of medical treatment. While the University of Georgia does not restrict participation based on gender, the national governing bodies of various clubs may have additional policies on gender participation that differ from UGA. These restrictions should be taken into consideration before participating in a club sport. Questions about national governing body restrictions should be directed to the president of the club. The president should be familiar with any policies that their national governing body has or should be proactive in seeking out that information if requested.

If you have any specific questions or concerns with UGA policies, please feel free to contact the Competitive Sports Office. All information about an individual (personal information, medical information, gender identity, etc.) shall be maintained confidentially and in accordance with state, local, and federal privacy laws. Competitive Sports strives to be accessible to all individuals. If special accommodations for facilities, programs, or activities are required, please contact us at compsports@uga.edu.

HAZING PREVENTION

Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual’s willingness to participate. Such actions and situations include, but are not limited to:

1. forcing or requiring the drinking of alcohol or any other substance;
2. forcing or requiring the consumption of food or any other substance;
3. calisthenics (push-ups, sit-ups, jogging, runs, etc);
4. “treeings”;
5. paddle swats;
6. line-ups;
7. theft of any property;
8. road trips;
9. scavenger hunts;
10. causing fewer than six (6) continuous hours of sleep per night;
11. conducting activities that do not allow adequate time for study;
12. forcing or requiring nudity at any time;
13. performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc.);
14. forcing or requiring the violation of University policies, or federal, state or local laws; and
15. physical abuse or injury.

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. All Club Sport participants must sign a hazing policy form prior to participating in club activities. Any hazing activities will result in an automatic referral to the Office of Student Conduct.

When hazing does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

Full disclosure of the UGA Hazing Policy can be found in the Code of Conduct: https://conduct.uga.edu/uploads/docs/Code_of_Conduct_%28revised_2017.10.12%29.pdf

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Bias based on the protected categories of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status will not hinder employment, study or institutional services, programs or activities. Bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias.

When discrimination or harassment does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

For information regarding the NDAH policy at the University of Georgia, please review the details here: https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy
STUDENT SEXUAL MISCONDUCT POLICY

In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

Additional information about the policy and reporting strategies can be found at the following links:

https://eoo.uga.edu/policies/student-sexual-misconduct-policy
http://www.usg.edu/policymanual/section4/C327/

CLUB SPORTS FACILITY USAGE GUIDELINES AND EXPECTATIONS

1. The following Recreational Sports facilities are available for use by Club Sport teams.
   a. Ramsey Student Center
   b. Club Sports Complex
   c. Pound Hall/Wheeler Gym (Health Science Campus)
   d. Recreational Sports Complex

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

3. Club teams are not allowed to share practice times unless it has been approved by the Competitive Sports staff. If clubs are practicing together without approval, both teams will forfeit future practice times (to be determined by the Club Sports Executive Committee).

4. In order for a Recreational Sports facility to be reserved specifically for a club, a club officer must complete the online request forms for practice, events, and meetings. Practice reservations will be carried over from fall semester to spring semester, but the reservation is not guaranteed and may change at any time. Classrooms are available for club meetings.

5. Clubs are allowed up to four hours of practice time at Rec Sports facilities. The Competitive Sports Staff must be notified of cancellations at least 24 hours before the reservation is in effect. Failure to do so may result in the loss of facility space. 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.

6. Practice requests must be submitted by the deadline detailed in Important Dates section.

7. Club Sports are eligible to request additional practice time for 15 weeks of the academic year (approximately the length of a semester). As with all reservations, additional practice times will be determined based on priority ranking in ACP. When making requests for a third (or extended) practice time, the following should be considered:
   a. Timeline of qualifying games/competitions.
   b. Alignment of practice schedule and competition schedule.
   c. Dividing the 15 weeks around significant competitions.
   d. Additional practice time is based on availability of facility space and is not guaranteed.

8. 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. Decisions about the status of the fields are made twice daily
(opening of the facility and 3:00pm) and/or as weather conditions change. For information on practice days, please call the Competitive Sports Weather Hotline (706-542-8648). On days that it is raining, we will go to the Rain Practice Plan (see designated section for details).

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

10. **Any request made outside of regular practice hours is considered a Special Event.** [Competition requests should be submitted at least two weeks (10 business days) in advance.** For special events, planning meetings will be held with Rec Sports facilities staff and Competitive Sports staff prior to the event. Requests made after the deadlines are not guaranteed. For regional/national events, it is highly recommended you submit a Facility Request Form at least six months in advance.**

11. **Clubs ARE NOT allowed to engage in an organized club activity in Recreational Sport facilities without a prior reservation.** However, 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).

12. Failure to use a reserved area jeopardizes the club's ability to reserve facilities for future use. Clubs must notify the Competitive Sports staff at least 24 hours before the start of an event to include practice.

13. 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.**

14. **All Club Sport participants must check in with their UGA ID with Competitive Sports Staff** at the Club Sports Check In located at the entrances to the field complexes and in the Volleyball Arena Hallway. **Failure to check in will prohibit participation until check in has taken place.** There will be repercussions for consistent issues with club check in. **Roster updates must be submitted on the UGA Involvement Network by 12pm on the day of practice to guarantee additions to roster by practice start time.**

15. Recreational Sports staff 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.**

16. 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.**

Recreational Sports Facility Usage Guidelines can be found here: [https://recsports.uga.edu/content_page/facility-policies-procedures](https://recsports.uga.edu/content_page/facility-policies-procedures)

**CLUB SPORTS & HB 280**

In accordance with HB 280, commonly known as the “campus carry” legislation, concealed handguns are not permitted in the Ramsey Student Center as handguns are prohibited in buildings or property that are used for intercollegiate games at all times, not just during the events. Similarly, handguns are prohibited throughout the entire facility, not just those specific areas of the facility in which games are played.

For more information, please visit the University System of Georgia website: [http://www.usg.edu/hb280](http://www.usg.edu/hb280)

**EQUIPMENT STORAGE 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 Competitive 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 Competitive Sports Administrators.

At the beginning of each academic year, each Club Sport must submit a Club Sports Inventory spreadsheet to the Competitive Sports Administration. The spreadsheet must detail ALL items purchased through UGA accounts. The form can be found on the UGA Involvement Network.

If Club Sports would like to store equipment in any Rec Sports facilities, they must submit a Club Sports Inventory and Storage Agreement (found on the UGA Involvement Network).

Club Sports are expected to keep all spaces clean and organized. Teams that do not meet this expectation put their equipment and supplies in jeopardy, as the Competitive Sports staff reserves the right to revoke any spaces designated for Club Sports storage and to remove any existing equipment.

RISK MANAGEMENT
Due to the private organization status of all Club Sports, it is the responsibility of the 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 Sport 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 Competitive Sports 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 Competitive Sports 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 Student Travel Request must be completed in order to receive reimbursements for travel. Details regarding completion of this form can be found on the UGA Involvement Network and on the UGA Recreational Sports website. The travel request must be submitted 14 days before the travel occurs.
- A Travel Follow-Up must be submitted to the Competitive Sports staff within 3 days of returning from travel.
- The Competitive Sports 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, answer the yes or no question on the Travel Notification form on the UGA Involvement Network.
- Any changes to the initial travel roster must be submitted 24 hours prior to travel. Note: Members can only be added to the travel roster. Once a person is listed, they cannot be removed.
• The Competitive Sports Administration must 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. AEDs are available for check-out with the Competitive Sports staff by emailing compsports@uga.edu.
• It is encouraged that the individual Club Sport 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 minute 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 Competitive Sports program, Recreational Sports, and the University of Georgia.
• The use of 15 passenger vans is strictly prohibited from use for any business or professional reasons due to the preponderance of evidence reflecting tip over possibility. UGA will not in any way provide any kind of coverage, insurance or support if a 15 passenger van is used for club travel.

GOVERNING RULES FOR INTRAMURAL SPORTS

1. 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. Once you are on or considered on the club team these restrictions apply for the entire school year (August 1st through July 31st). Those who violate this rule will be subject to further penalty outlined in the disciplinary section of the Intramural Sports Participant Guide.
2. A club sports member shall be eligible for Intramural participation in the sport of his/her specialty with the following restrictions. Volleyball, 4v4 outdoor soccer, and 4v4 volleyball teams are restricted to having only ONE such participant on its roster. All other IM Sports can have TWO such participants on its roster. Co-recreational teams in sports allowing two club sports members are limited to one member of each gender. No co-recreational teams can have multiple players of the same gender on their roster.
3. 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 Competitive Sports Administration. Any athlete or club member found breaking the above rules will be suspended from intramural sports in that sport for one calendar year.

ADMINISTRATION AND LEADERSHIP

CLUB RESPONSIBILITIES

Club Officers 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 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 Competitive Sports Administration reserves the right to add responsibilities during the course of the academic year and will inform participants of any changes. Club teams will be held responsible for the actions of individuals as well.

1. In all activities, club teams assume full responsibility for abiding by local, state, and federal laws; University, Recreational Sports and Competitive 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 (ACP).
2. Clubs are responsible for maintaining registration as a registered student organization with the Center for Student Activities & Involvement (CSAI).
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 Competitive Sports Administration to establish a risk management plan for their club.
7. Clubs must have a designated number of members that are certified in CPR/AED/First Aid based on their tier. All Clubs should carry an AED and first aid kit when practicing, competing, or traveling.
8. Clubs are responsible for reporting any violations, accidents, or injuries to the Competitive Sports Administration in the travel follow up report. Failure to report will lead to sanctions decided on by the exec committee.

**DUTIES OF OFFICERS**

Because Club Sports are student-run and managed organizations, club business is the responsibility of each club’s 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 most of their questions.

**Officers in the following positions (or most similar to these positions) are required to take and pass the Club Sport Handbook Quiz with 100%: President, Vice President, Treasurer, Secretary, and Safety Officer.** Please use the basic descriptions provided to determine which officers must partake.

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 CSAI.
4. Ensure all paperwork is being completed appropriately and on time.
5. Communicate policy changes, announcements, etc. from the Competitive 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 Competitive Sports Office, Executive Committee, and Department of Recreational Sports.
2. Communicate and enforce 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 required reports or forms online on the UGA Involvement Network.
5. Attend 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.
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.
4. Attend Club Officer Trainings.

Rec Sports Values
RamFam – Excellence – Customer Service – Spirit of Recreation
5. Responsible for checking the club email account at least twice per week.

Treasurer
1. Keep accurate records of all club accounts and allocated funds.
2. Responsible for submitting all Spending Requests, Travel Requests properly and promptly.
3. Assist the president with the Budget Proposal and Presentation during the spring semester, if requesting allocated funds.
4. Attend Club Officer Trainings.
5. Responsible for checking the club email account at least twice per week.

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.
4. Attend Club Officer Trainings.
5. Responsible for checking the club email account at least twice per week.

Safety Officer
1. Have CPR, First Aid, AED certification and report club injuries.
2. Check safety and standards of club equipment.
4. Attend Club Officer Trainings.
5. Responsible for checking the club email account at least twice per week.

CLUB SPORTS LISTSERV
The Competitive Sports staff will utilize the Club Sports listserv to effectively relay information to Club Sport officers. All club emails are added to the listserv. Personal emails will not be added. Officers are responsible for checking club email accounts regularly. Clubs are able to send questions or information about approved events/activities over the listserv.

UGA INVOLVEMENT NETWORK
Club officers must utilize the UGA Involvement Network to submit a majority of the required paperwork to the Competitive Sports Staff. All documents and forms can be found on the Competitive Sports page. All paperwork requiring different types of submissions have detailed instructions in the handbook.

OFFICER TRAININGS
Clubs are responsible for having one officer attend each mandatory officer training. These trainings are designed to inform club officers of the expectations from the Competitive Sports Office, educate officers on the guidelines that apply to our program, and provide leadership development opportunities for Club officers. It is highly encouraged that officers attend trainings pertaining specifically to their officer roles (i.e. treasurer to attend finance training, safety officer to attend risk management training, etc.). Additional ACP points will be awarded to clubs that have at least one officer attend any of the optional officer trainings.

CLUB SPORTS EXECUTIVE COMMITTEE
The Club Sports Executive Committee (CSEC) is a student advisory group that provides representation for Club Sports officers and athletes in matters pertinent to the program and assists the Competitive Sport Staff in administering the UGA Club Sport Program. The executive committee consists of up to eight student members representing all of the clubs, one professional staff, and one graduate assistant (serving as ex officio members). No more than one member from the same club may serve on the committee.

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; including decisions regarding Club Sports revocation.*
4. Review and make recommendations for the Club Sports allocations and national contingency funds.
5. Promote, plan, and execute the annual Competitive Sports banquet in coordination with the Competitive Sports Staff Advisory Council.
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 Competitive Sports Administration.

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

*Below are the guidelines for appealing revocation to the Competitive Sports Administrative team.

1. A team is allowed one appeal if their Club Sport affiliation is revoked.
2. This appeal must include new information to support the organization keeping their affiliation.
3. The appeal with supporting information must be submitted via email to the Competitive Sports Administration at compsports@uga.edu within 3 business days of notification of revocation.

COACHES/INSTRUCTORS/ADVISORS

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. **Attendance at a coaches meeting is required in order to be eligible to coach each year.**
3. It is recommended that all coaches purchase their own personal medical/liability insurance.
4. The coach must be aware of and follow all University and departmental procedures relative to the Club Sport Program.
5. The coach should restrict his/her contributions to coaching and should refrain from activities involved in the Club's management. A Club Sport 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 Competitive Sports Administration. The philosophy and key to the success of the Club Sport Program has been the continued emphasis placed on student leadership and participation.
6. 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 Competitive Sports Administration. This DOES NOT make the coach eligible for any other Rec Sports programs. Further questions regarding the Access Agreement policy should be directed to each club's Competitive Sports Contact.
7. 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.
8. 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.
9. 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.
10. 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 Competitive Sports Staff.
11. The Competitive 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.
12. 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.
13. Coaches must be listed on the club roster and check in with the Competitive Sports supervisor with a photo ID when they arrive at practices/events.

Student Coaches must abide by all of the above policies to become a coach and understand that they are not a member of the club.

FACULTY/STAFF ADVISORS
The advisor to the club is generally a faculty or staff member chosen by the club. Having an advisor strengthens the group 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 Competitive Sports Administration reserves the right to remove an advisor from the position if necessary.

CLUB SPORTS GOVERNANCE

ADMINISTRATIVE COMPLIANCE PROGRAM
The Administrative Compliance Program is a point system used to outline club sport requirements and to hold clubs accountable for all policies and procedures.

GENERAL INFORMATION:
Basic Compliance, Risk Management, and Finance are considered “all or nothing” categories. This means that a club will only receive points if ALL items within the category are submitted by the designated deadlines. If any items are missing, a club will receive zero points (not negative points) and enter the two week grace period to complete the items without sanctions and only loss of funding (5% of allocation in first week, 10% of allocation in second week).

CSAI REGISTRATION: 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’s affiliation with the Club Sports program will be revoked.

WAIVERS AND ROSTERS: Clubs must submit team waivers AND rosters online through the UGA Involvement Network by the designated deadline to receive full credit. If not completed by the dates listed, the club will not receive points and will begin to lose funding before being sanctioned by the Club Sports Exec Committee. Clubs must have 10 approved waivers on file.
COMPETITION SCHEDULE: Clubs must complete the schedule via the UGA Involvement Network by the designated deadline in order to receive full credit.

INFO REPORT: Clubs must complete the Club Info Report via the UGA Involvement Network by the deadline in order to fulfill the requirement of the Basic Compliance Category.

HANDBOOK QUIZZES: All officers holding the following positions (or most similar to these positions) are required to take and pass the Club Sport Handbook Quiz with 100%: President, Vice President, Treasurer, Secretary, and Safety Officer. All handbook quizzes must be passed by the deadline to be considered complete and fulfill the requirement.

EMERGENCY ACTION PLAN: In case an emergency occurs during a club event, UGA Competitive 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 on the UGA Involvement Network.

OFF-CAMPUS BANK ACCOUNT FORM: This form must be submitted by Clubs that have off campus bank accounts. The most recent bank statement MUST be attached in order for the form to be considered complete. This form should be submitted to the Competitive Sports staff.

BUDGET HEARING SIGN UP: Clubs must sign up for a budget hearing by the designated deadline in order to fulfill this requirement. Not showing up for a budget hearing will be considered not signing up for a budget hearing and will revoke the requirement fulfillment.

BUDGET PROPOSAL: Budget proposals must be completed and submitted by the deadline. Clubs must use the correct form and have all issues resolved BEFORE the deadline in order to fulfill the requirement.

CPR CERTIFICATIONS: Officers who complete an in person class and turn in a copy of their certifications by the designated deadline to the Competitive Sports Office fulfill the requirements of the Risk Management category. Clubs will enter the two week grace period, losing funding, and then be sanctioned by the Club Sports Exec Committee if the requirements determined by tier are not fulfilled.

EVENTS: Clubs can receive allocation points for submitting their Event Notification Form at least 7 days prior to the event. Clubs earn points for hosting events as well as traveling to other events. Forms must be filled out completely, accurately, and on time in order to receive credit. *National travel is defined as travel outside of the following states: Georgia, Tennessee, Kentucky, North Carolina, South Carolina, Alabama, Florida, Mississippi, Virginia, and Louisiana.

COMPETITION: Clubs may receive allocation points for competing at a high level. This will be accounted for in the event notification form or based on home competition schedules, which must be submitted in order to receive points.

EVENT FOLLOW-UP: Must be completed within 3 days of returning from travel.

TRAINING ATTENDANCE: There will be 3 to 4 Club Officer Trainings per semester which inform officers about current issues, update them on current events, notify them of important upcoming dates, and provide professional development opportunities. 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 receive negative points for that meeting. 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 awarded up to 4 points.

MONTHLY MEETING ATTENDANCE: Officers must attend one meeting per month with their designated Graduate Assistant or Program Assistant. Points are awarded based on the number of meetings attended, not per meeting.

WEEKLY REPORTS: Reports will be due every Monday by 11:59pm and will be submitted online via the UGA Involvement Network. There will be a total of 15 weekly reports per semester due. Clubs will only receive points for completing forms with relevant, accurate information. Denoting “N/A” in every section will not be approved and the club will not receive credit.
COMMUNITY SERVICE: The main goal of participating in the event will be to serve a community or philanthropic group. Community service activities must not include a club performing in their sport (i.e. hosting a skills clinic, helping local teams, etc.). 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 seven days 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 on the UGA Involvement Network.

EXTRA CREDIT: 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 optional Club Sports Officer Training, attending Recreational Sports sponsored events, and CSAI informational meetings, or otherwise going above or beyond to make Club Sports safer, enhancing the student experience, or increasing teamwork and fun.

- SUPPORTING OTHER CLUBS: Clubs will receive points for attending other club teams’ games, fundraisers, and events. 2 points will be awarded per event with 10 club members or 30% of club attending. Clubs will receive a 10 point bonus when they attend 5 events. In order to receive credit, teams must submit a photo and a list of names of members that attended on the UGA Involvement Network.
- MEMBERSHIP: Determined by comparing waivers and roster numbers.
- AFFILIATION DUES: Dues must be paid through your university account or a receipt must be submitted to the Competitive 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.

This table summarizes the points awarded for meeting the above requirements.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points Awarded</th>
<th>Maximum</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Compliance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- CSAI Registration</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>- Waivers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Roster</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fall Competition Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Spring Competition Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Info Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Handbook Quizzes*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Risk Management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Emergency Action Plan</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>- CPR Certifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Off Campus Account Form Submission</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>- Budget Hearing Sign Up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Budget Proposal Submission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Club Events</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Event Notification</td>
<td>Home: 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Event Follow Up</td>
<td>Away (Regional): 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Away (National): 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow Up: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Competition</strong></td>
<td>Local/State: 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regional: 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Qualifying National Championship: 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Officer Training Attendance**

2 per meeting; 1 additional point for additional officers in attendance (up to 2 points)

**Monthly Meeting Attendance**

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 attended</td>
<td>20</td>
</tr>
<tr>
<td>5-7 attended</td>
<td>10</td>
</tr>
<tr>
<td>1-4 attended</td>
<td>0</td>
</tr>
<tr>
<td>0 attended</td>
<td>-20</td>
</tr>
</tbody>
</table>

**Monthly Meeting Attendance**

20 -20

**Weekly Reports**

<table>
<thead>
<tr>
<th>Reports Submitted</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 out of 15</td>
<td>10</td>
</tr>
<tr>
<td>11 out of 15</td>
<td>5</td>
</tr>
<tr>
<td>10 out of 15</td>
<td>3</td>
</tr>
<tr>
<td>4-9 out 15</td>
<td>1</td>
</tr>
<tr>
<td>0-3 submitted</td>
<td>-5</td>
</tr>
</tbody>
</table>

**Community Service**

5 per event

<table>
<thead>
<tr>
<th>Tier</th>
<th>Extra Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supporting other clubs</td>
</tr>
<tr>
<td></td>
<td>Membership Bonus</td>
</tr>
<tr>
<td></td>
<td>Affiliation Dues</td>
</tr>
<tr>
<td></td>
<td>Additional Community Service</td>
</tr>
<tr>
<td></td>
<td>Appropriate social media engagement (with Rec Sports &amp; other Clubs)</td>
</tr>
<tr>
<td></td>
<td>Attending optional officer trainings</td>
</tr>
<tr>
<td></td>
<td>Attending Rec Sports sponsored events</td>
</tr>
</tbody>
</table>

**Extra Credit**

Supported clubs:

- 2 points per event with 5 event bonus

Membership Bonus:

- 15-30 participants: 2
- 31-45 participants: 4
- 46-60 participants: 6
- 61-75 participants: 8
- 76 or more: 10

Social media: 1 per post
Rec Sports events: up to 3

**TIER SYSTEM**

The tier system is in place to assist the Competitive Sports Administration with managing a dynamic Club Sports program, as well as to establish clear expectations for individual clubs and clearly defining what the Competitive Sports Administration will provide to each individual club and the general club membership. The Department and its staff serve as the administrators of each club within the Club Sports program.

The system consists of four tiers of club membership: Competitive I, Competitive II, Recreational, 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. This system is in place to assist each club with self-selecting, based on the desire of the club’s membership, the tier that they choose to be at and to clearly identify the expectations of the individual club. However, it is up to each club to apply for the tier that they have selected. Each club’s tier designation will be determined using the application, the current year’s ACP standing and history of compliance.

**TIER DESIGNATION**

In March of the previous academic year, clubs will “apply” for the tier status of their choosing for the upcoming academic year. Applications are part of the Annual Report and Budget Request Packet. Applications must be completed and submitted via the UGA Involvement Network by the posted due date.

The Club Sports Executive Committee shall be responsible for initially reviewing all applications and recommending to the Competitive Sports staff the tier assignment for each club. The Competitive Sports staff shall then review the applications and the recommendations of the Committee and then finalize the tier placement for the upcoming year. This process should be completed before the start of the fiscal year.

Rec Sports Values
RamFam – Excellence – Customer Service – Spirit of Recreation
To be able to properly manage the club sports program, each year a maximum number of clubs at a particular tier may be limited that particular year. It is anticipated that as the club sports program continues to expand and strengthen that the potential number of clubs at the limited tiers shall increase each year.

The following guidelines shall apply:

- A club may not move up more than one tier each academic year
- If a club drops from a particular tier that is limited, eligible clubs may immediately petition to fill the vacated spot
- As clubs move up or move down, the funding pool percentages, and event limitations may be adjusted

2018-2019 TIER AVAILABILITY
Number of Eligible Clubs: 41

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>Maximum Number of Club Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive I</td>
<td>17</td>
</tr>
<tr>
<td>Competitive II</td>
<td>No Maximum</td>
</tr>
<tr>
<td>Recreational</td>
<td>No Maximum</td>
</tr>
<tr>
<td>Conditional</td>
<td>Variable*</td>
</tr>
</tbody>
</table>

*The number of clubs in the conditional tier is variable to include clubs that have been placed in this tier for rebuilding. No more than 3 new student organizations will receive Club Sports affiliation per year.

FUNDING
Funding will be based on the percentages included below. However, please be aware that percentages may vary based on the actual number of clubs at each tier.

Each club is required to deposit a percentage of their allocation in order to access their allocated funds. The percentages are based on tier and are included in the following table.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Percentage of Funding Pool</th>
<th>Deposit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive I</td>
<td>73</td>
<td>40</td>
</tr>
<tr>
<td>Competitive II</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>Recreational</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>Conditional</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

PRACTICE SPACE ALLOCATION
For all on-campus Recreational Sports managed space, clubs shall be allocated practice space based on ACP ranking within their designated tier. All clubs will receive two practices/4 hours of practice per week. Clubs are eligible to request an additional practice per week for up to 15 weeks of the academic year. After the all clubs initial four hours of practice have been approved the extra practice slots if available will be filled by ACP rankings. If additional facility space is available after allocating, a “lottery” system shall be used for clubs interested in additional space.

ADMINISTRATIVE COMPLIANCE PROGRAM (ACP) IMPLICATIONS
Although the ACP exists as a separate set of standards, it is important to note the ACP implications associated with the tier system. As part of the review process each year, the Club Sports Exec Committee will have access to the sanction history of each club and may take into consideration this history. A significant sanction history may prevent a club from achieving a particular tier.

For additional information regarding the ACP, please refer to the ACP section in the Club Sports Handbook.
TIER CRITERIA

All clubs, regardless of tier (*except for conditional clubs) are eligible to request certain “benefits” provided to clubs administered by the Department of Recreational Sports. Please review the specific criteria for each tier for specific information. The list below is referred to as “general benefits” throughout this document.

- May request department funding both from the general allocation* and the Contingency Fund
- May request Recreational Sports-managed facility space to be used for meetings, tryouts, practices, competitions, and special events (facility use fee typically waived)
- Members are eligible to purchase Nike, Under Armour, and other items through BSN at a discounted rate.
- Maintain general liability insurance purchased through a third party vendor (especially beneficial for clubs practicing or competing off-campus)
- *May have a member serve on the Club Sports Executive Committee (CSEC)
- Shall be listed in the Club Sports Directory and on the Department’s Website
- Can have representation at the annual Club Sports Fair.

* Conditional clubs are not eligible.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Details</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive I</td>
<td><strong>Criteria</strong></td>
<td>• In-season priority</td>
</tr>
<tr>
<td></td>
<td>• Competitive in nature</td>
<td>• All general benefits</td>
</tr>
<tr>
<td></td>
<td>• Compete at a national level regularly</td>
<td>• Funding</td>
</tr>
<tr>
<td></td>
<td>• Have a superior internal operating structure</td>
<td>• Practice space allocation</td>
</tr>
<tr>
<td></td>
<td>• Managed by Competitive Sports for a minimum of 5 consecutive years</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• National Governing Body; governing body must offer a collegiate division</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minimum competitions per year: 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Requirements for Tier Status</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3 designated Safety Officers; 3 CPRo Certifications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 3 Community service, outreach, or volunteer projects per academic year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monthly meetings with Competitive Sports staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 40% of allocation deposited into on campus account</td>
<td></td>
</tr>
<tr>
<td>Competitive II</td>
<td><strong>Criteria</strong></td>
<td>• All general benefits</td>
</tr>
<tr>
<td></td>
<td>• Competitive in nature</td>
<td>• Funding</td>
</tr>
<tr>
<td></td>
<td>• Managed by Competitive Sports for 2-4 consecutive years</td>
<td>• Practice space allocation</td>
</tr>
<tr>
<td></td>
<td>• Minimum competitions per year: 3</td>
<td>• Funding</td>
</tr>
<tr>
<td></td>
<td><strong>Requirements for Tier Status</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2 designated Safety Officers; 2 CPRo Certifications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 2 community service, outreach, or volunteer projects per academic year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monthly meetings with Competitive Sports staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 30% of allocation deposited into on campus account</td>
<td></td>
</tr>
<tr>
<td>Recreational</td>
<td><strong>Criteria</strong></td>
<td>• All general benefits</td>
</tr>
<tr>
<td></td>
<td>• Recreational in nature</td>
<td>• Practice space allocation</td>
</tr>
<tr>
<td></td>
<td>• Rely on department-managed space to operate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will benefit from department expertise to safely operate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will benefit from the program’s administrative structure and support</td>
<td></td>
</tr>
</tbody>
</table>
### Requirements for Tier Status

- 1 designated Safety Officer; 1 CPRO Certification
- 1 Community Service, outreach or volunteer projects per academic year
- Monthly meetings with Competitive Sports staff
- 20% of allocation deposited into on campus account

### Conditional Criteria

- Tier for clubs in their first year of operation or clubs that are rebuilding

### Requirements for Tier Status

- 1 designated Safety Officer; 1 CPRO Certification
- 1 Community service, outreach, or volunteer project per academic year
- Monthly meetings with Competitive Sports staff

**Please see the Tier System Document on the UGA Involvement Network for more details regarding the tier system**

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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 Competitive Sports Program, Department of Recreational Sports and the University of Georgia. Participants that knowingly disregard policies and procedures of Competitive Sports, Recreational Sports, UGA or State and Federal Law will result in disciplinary action. A student group or Club Sport 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 Competitive 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, Competitive Sports, Recreational Sports, and/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

**CLUB SPORT SANCTIONS**

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.). The Club Sports Sanctions are in place to outline the consequences for in compliance with Competitive Sports policies and procedures. Sanctions are broken down into seven areas: Misconduct, Administration, Travel, Finance, Facility
Usage/Reservations, Trademark Infringement, and Risk Management. The Club Sports Executive Committee makes recommendations to the Competitive Sports Administration regarding consequences for incompliance.

**References to items being frozen in the following sections means that clubs will be incapable of performing club-related actions (i.e. practice, travel, etc.)**

### GENERAL MISCONDUCT

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Not allowed to participate until they have a meeting with Competitive Sports staff</td>
<td>Personal suspension for 2 weeks</td>
<td>Banned from club sports for one year, can appeal to club sports to get reinstated</td>
</tr>
<tr>
<td>Major</td>
<td>Suspended from all club activity until conversation w/ professional staff and officers</td>
<td>Meeting w/ whole team and pro staff, and team suspension for a minimum of two weeks</td>
<td>Club loses Club Sports affiliation</td>
</tr>
</tbody>
</table>

### ADMINISTRATION

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Do not receive ACP. You have a two week grace period.</td>
<td>First week of grace period: loss of 5% allocation. Second week of grace period: loss of 10% allocation</td>
<td>(First Major) Freeze everything (money, practice, etc.)</td>
</tr>
<tr>
<td>Major</td>
<td>Freeze everything (spending, practice, etc.)</td>
<td>Demotion to conditional tier, and lose all allocated funds (whatever is left)</td>
<td>Club loses Club Sports affiliation</td>
</tr>
</tbody>
</table>

### TRAVEL

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>No ACP</td>
<td>Lose ACP</td>
<td>Exponential ACP loss</td>
</tr>
<tr>
<td>Major</td>
<td>Freeze club until meeting is had</td>
<td>Demotion to conditional tier and lose allocated funds (whatever’s left)</td>
<td>Club loses Club Sports affiliation</td>
</tr>
</tbody>
</table>

### FINANCE

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>No money or reimbursements available. Do not receive ACP. You have a two week grace period.</td>
<td>No money or reimbursements available. First week of grace period: loss of 5% allocation</td>
<td>No money or reimbursements available. (First Major) Freeze everything (money, practice, etc.)</td>
</tr>
</tbody>
</table>
## Rec Sports Values
RamFam – Excellence – Customer Service – Spirit of Recreation

### Second week of grace period
- **Allocation:** loss of 10% allocation

### FACILITY USAGE/RESERVATIONS

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>No money or reimbursements available.</td>
<td>No money or reimbursements available.</td>
<td>No money or reimbursements available.</td>
</tr>
<tr>
<td>Major</td>
<td>Freeze everything (money, practice, etc.)</td>
<td>Demotion to conditional tier, and lose all allocated funds (whatever is left)</td>
<td>The organization will lose Club Sports affiliation.</td>
</tr>
</tbody>
</table>

### RISK MANAGEMENT

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Do not receive ACP. You have a two week grace period.</td>
<td>First week of grace period: loss of 5% allocation Second week of grace period: loss of 10% allocation</td>
<td>(First Major) Freeze everything (money, practice, etc.)</td>
</tr>
<tr>
<td>Major</td>
<td>Freeze club until meeting is had.</td>
<td>Demotion to conditional tier and lose allocated funds (whatever’s left)</td>
<td>The organization will lose Club Sports affiliation.</td>
</tr>
</tbody>
</table>

### TRADEMARK INFRINGEMENT

<table>
<thead>
<tr>
<th>Violation Type</th>
<th>First Offense Sanction</th>
<th>Second Offense Sanction</th>
<th>Third Offense Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>No minor violations in this category.</td>
<td>Demotion to conditional tier and lose allocated funds (whatever’s left)</td>
<td>The organization will lose Club Sports affiliation.</td>
</tr>
<tr>
<td>Major</td>
<td>Freeze club until meeting is had.</td>
<td>Demotion to conditional tier and lose allocated funds (whatever’s left)</td>
<td>The organization will lose Club Sports affiliation.</td>
</tr>
</tbody>
</table>

### FINANCE

#### 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** – Clubs do not get to keep unspent allocated funds. Deposited funds are carried over to the next fiscal year. **Carryover does not count toward current year deposit requirements.**

3. **Deadlines** - Each year a spending deadline for allocated funds is set. Allocated funds not spent by this deadline are transferred to the Club Sports contingency to be distributed to clubs that are competing nationally to help lower 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 AND NEED BASED FUNDING**

Funding is distributed to Club Sports according to each individual club's fulfillment of the (ACP) requirements. Points will be awarded to teams as outlined in the ACP document. 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 2018-2019 academic year.

**UGA ACCOUNTS FOR CLUB SPORTS**

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 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.

Both allocated and deposited funds can only be used for student members (not coaches, advisors, etc.).

**DEPOSIT REQUIREMENT**

Clubs are required to deposit a percentage of their allocation in order to access the complete allocation that they receive from the Department of Recreational Sports. Clubs will not have access to their allocated funds until they make their required deposit (as well as the other minimum requirements). The amount required to deposit is based on placement in the Tier System. Funds can be deposited at the Membership Services Desk in the Recreational Sports administrative office (201 Ramsey).

- Competitive I Deposit: 40% of allocation
- Competitive II Deposit: 30% of allocation
- Recreational Deposit: 20% of allocation

**CARRYOVER FUNDS**

Carry-over funds are deposited funds from previous fiscal years. Carryover 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.

- 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.
- 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.

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OUTSIDE BANK ACCOUNTS

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 Competitive Sports Administration. Outside accounts MUST be approved.

Coaches are not allowed to access outside accounts.

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: Spending 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 organizations and Club Sports, 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

GENERAL INFORMATION

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

2. ALL CLUB TRAVEL MUST BE APPROVED.

3. All travel must be pre-approved by submitting the required form(s) to the Competitive Sports Administration 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.

4. During travel, original, paid receipts in the individuals name to be reimbursed must be obtained.

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 (81#) numbers of those competing.

6. The student travel request accounts for payment/reimbursement for entry fees, hotels, gas, and travel.

7. The spending request accounts for all other spending.

8. Only personal accounts/individuals can be reimbursed. Outside business/club accounts cannot be reimbursed.

INDIVIDUAL TRAVEL

Each member pays for their own expenses. Only fees-paid students may receive funds for travel.

- Submit a “Student Travel Request” form at least 7 days prior to departure.
- You will receive an APPROVAL email from the Associate Accountant 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 Associate Accountant 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 check will be mailed to the address provided on the Honorarium and can take 1-2 weeks to be processed.
GROUP TRAVEL
One person pays on behalf of the group. Only fees-paid students may receive funds for travel.

- Each person paying on behalf of the group must submit a “Student Travel Request” form at least 7 days prior to departure. If a parent or coach is paying on behalf of the club, the “Student Travel request” 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 Associate Accountant 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 Associate Accountant 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.
- **NOTE: GAS RECEIPTS ARE NOT REIMBURSABLE WITH GROUP TRAVEL.**
- A reimbursement check will be mailed to the address provided on the 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.

SPONSORSHIPS
Club Sports may acquire sponsorships from external entities. **Sponsorships must be approved by the Department of Recreational Sports prior to agreements being made and will be dealt with on a case by case basis.** The following information must be submitted to the Competitive Sports Administration for review.

- Sponsor Name
- Sponsor Contact Information (email, street address, phone number)
- Purpose for sponsorship
- Details of sponsorship (what the sponsorship will include, i.e. funding, equipment, vending, etc.)
- Monetary value

BUDGET PROPOSALS
Clubs may apply for funds by filling out a Budget Request Form. Budgets are due in the spring each year and presentations follow soon after. These funds are allocated from the overall Club Sport Program Allocation (comprised of rec fees) and the Executive Committee recommends individual club allocations. 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 after the start of the new fiscal year.

**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.

**SIGNIFICANT CHANGES, 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 Competitive Sports Administration and the Club Sport Executive Committee. Since the Competitive Sports program likes to ‘help those clubs 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.

*Any club who fails to sign up for a budget hearing with the Competitive Sports Budget Committee by the announced deadline or that does not submit the budget proposal forms by the deadline will forfeit their opportunity to receive need based funding.*

Clubs will not have access to University funds until the following minimum requirements are completed:

a. Completed CSAI Registration  
b. Minimum of 10 waivers submitted online via UGA Involvement Network  
c. 100% Score on Club Sports Handbook Quiz for the following positions (or positions with similar responsibilities):  
   President, Vice President, Treasurer, Safety Officer(s) [submitted via UGA Involvement Network]  
d. Competition Schedule  
e. Info Report  
f. Off Campus Account Form  
g. Required deposit has been made

Although Club Sports receive funding from recreation 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:

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• Membership dues
• Fundraising activities
• Budget allocation from the Department of Recreational Sports
• Donations from individuals and corporations

SPENDING FROM ON CAMPUS ACCOUNTS

On campus accounts are not like personal bank accounts. ALL Purchases must be pre-approved by the Competitive Sports Administration, by using the “Spending Request Form,” which is available online. Fill out your name and contact information, club name, proposed purchase items and the estimated cost. Forms must be turned in to the Competitive Sports Administration. If sufficient funds are available, the Administration will review the request. The club will be notified within three business days if the purchase request is approved. If purchases are made without pre-approval, the buyer will forfeit reimbursement. It is recommended you schedule an appointment with the Competitive Sports Administration in advance to discuss major club purchases.

Below are examples of appropriate and inappropriate spending for Allocated and Deposited funds. If a club has items to purchase that are not on these lists, please check with the Competitive Sports staff BEFORE making purchases.

### ALLOCATED FUNDS

<table>
<thead>
<tr>
<th>Appropriate Expenditures</th>
<th>Inappropriate Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>T-shirts/ Personal uniform elements</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>Direct payment for officials – we will not reimburse for this</td>
</tr>
<tr>
<td>Lodging</td>
<td>Personal equipment items</td>
</tr>
<tr>
<td>Officials – through an organization or with honoraria</td>
<td>Meals</td>
</tr>
<tr>
<td>Printing for promotional materials (excludes t-shirts)</td>
<td>Trophies/prizes/awards</td>
</tr>
<tr>
<td>Equipment for the use of the whole club</td>
<td>Banquets</td>
</tr>
<tr>
<td>Uniforms – Allowed every three years</td>
<td>Charitable contributions</td>
</tr>
<tr>
<td>League dues – with letter of justification</td>
<td>Gifts (including to coaches/volunteers)</td>
</tr>
<tr>
<td>Tournament registration/entry fees</td>
<td>Alcoholic beverages</td>
</tr>
</tbody>
</table>

### DEPOSITED FUNDS

<table>
<thead>
<tr>
<th>Appropriate Expenditures</th>
<th>Inappropriate Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Alcoholic beverages</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>Charitable contributions</td>
</tr>
<tr>
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<td>Gifts (including to coaches/volunteers)</td>
</tr>
<tr>
<td>Printing for promotional materials</td>
<td>Direct payment for officials – we will not reimburse for this</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Team apparel</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Trophies/awards</td>
<td></td>
</tr>
</tbody>
</table>

### PURCHASING METHODS

1. **Reimbursement of personal funds** - there must be two different officers to sign off on the request for the club to 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 the Senior Accounting Technician for processing. It usually takes two weeks or less for a vendor to receive payment.

3. **Purchase Order (P.O.)** - 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 of $10,000 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 a quote from the vendor.

4. **University P-Card** – must be less than $2,499. Items purchased must be shipped to the Department of Recreational Sports to verify reception of order and that the order is correct.

**Honoraria** - Must always be used when a service is provided (e.g. referee, instructor, and farrier). This form requires the signature, address, and UGA ID (81#) 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://suppliers.uga.edu](https://suppliers.uga.edu)) to receive a vendor number for payment. Vendor registration is a one-time process.

**PURCHASING USED EQUIPMENT**

1. A **purchase order** will be prepared by the Department of Recreational Sports. 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 Property office (542-6983). Please contact the Rec Sports Business Staff or the Competitive Sports Administration for more information regarding the sale of 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). All monetary donations must be deposited into a University controlled account. 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 the “(Insert Team) Club at UGA” or UGA Rec Sports and should be brought to the Ramsey Center Member Services Desk (Ramsey 201) during normal business hours for processing. Member services staff must be notified that the check is a donation to guarantee tax credit for the donor.

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.

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CONTINGENCY

A contingency fund is established every year by Competitive Sports for the expressed purpose of assisting clubs or individual club members for national competitions, unforeseen expenses and unique purchases (uniforms, equipment, etc.). Clubs are only eligible to apply for contingency funding one time per academic year.

A written proposal should be submitted detailing the following:

- Brief description of the national competition that the club or individual has qualified for, expenses, or purchases.
- Contingency Budget Form
- Proof of “qualification” for national competition and proof that the competition is considered “national”
- Copy of travel notification information/spending request
- Quote/invoice
- Logo Approval if requesting funds for uniforms

The Club Sports Executive Committee reviews the information provided by the club and makes a recommendation to the Competitive Sports Administration based on the following:

A. Amount of anticipated expenses
B. Number of club members involved
C. Amount remaining in contingency fund

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

If the appropriate paperwork is not submitted before travel takes place or purchases are made, the request will not be considered.
TRADEMARK LICENSING (LOGOS, ETC.)

APPROVAL PROCESS

1. If working with a vendor, ensure that they are a licensed vendor with the University of Georgia. The list can be found here: [https://brand.uga.edu/uploads/documents/uga-fermata-licensees.pdf](https://brand.uga.edu/uploads/documents/uga-fermata-licensees.pdf).

2. Provide the final artwork exactly as it will appear on the printed/produced item. When working with a vendor, provide the final proof from the vendor. *All items must include the Recreational Sports departmental logo.*

3. Complete the Trademark Use Approval form.

4. Send Approval Form and final artwork proofs to the following individuals: trademarks@uga.edu; ugastan@uga.edu; heather.arnold@uga.edu; hustedm@uga.edu; jamesja@uga.edu.

You will receive feedback and/or approval swiftly.

**Vendors participate in a separate approval process directly with University Trademarks. Vendors must confirm that they have received approval from the University.**

You should not proceed until you have received the signed Trademarks Use Approval form. You need this approval for your records, and most importantly, for payment!

Please build at least two weeks for artwork and logo approval into your production timelines to allow time for possible requested adjustments. This means two weeks before the due date to send approval to the vendor for on-time delivery, not two weeks from the expected delivery date.

CLUB SPORTS STYLE GUIDE

We have developed a style guide specifically for Club Sports at the University of Georgia, along with basic artwork options. We will continue to work on versions of artwork that will give clubs an idea of different options for their club needs. These guidelines have been developed to give all of our clubs options that have a higher likelihood of approval. Club Sports have been specifically designated by Athletics as the only student organizations that have access to these marks. All other Athletics marks (including the Oval G and the newer Bulldog Head) are reserved for Athletics programs and partner, and are not available for student use.

The style guide and other information regarding the trademarking process can be found here: [https://recsports.uga.edu/content_page/club-sports-logos-and-policies](https://recsports.uga.edu/content_page/club-sports-logos-and-policies)

As you have questions, please reach out to us so we can clarify all of your options.
• Any products, apparel, and/or merchandise created for internal (promotional items, giveaways, awards, trophies, nametags, etc.) or external (fundraiser, sale items, etc.) usage, paid advertising materials.

Items that require approval from ugastan@uga.edu; heather.arnold@uga.edu; hustedm@uga.edu; jamesja@uga.edu:

• Brochures, magazines, annual reports, catalogs, invitations, printed calendars, cards

RAIN PRACTICE PLAN
There will be a different practice schedule, to be enacted on the artificial turf field at the Club Sports Complex, on days that the other natural turf fields are deemed unplayable.

1. Each team scheduled for a primary practice day will have a 1.5 hour time slot for practice.
2. Third practice options will not be accommodated on rain out days due to space/time limitations.
3. Club Sports will be notified of Rain Practice Plan enactment and must confirm with the Competitive Sports Staff by 2pm if they will be utilizing their time slot.
4. Once the Club Sports practice schedule is determined for the year/semester, the Rain Plan Schedule will be created and distributed to the clubs affected to ensure that all clubs are aware of their designated practice time on rainy days.

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 Club Competition Event 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 Competitive Sports Administration and the Coordinator for Facility Operations upon approval.
• All Club Sports paperwork (CSAI 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.

TRYOUT WAIVER PROCEDURES
• Tryout Waiver Requests must be submitted through the UGA Involvement Network at least one week prior to tryouts starting.
• Once a Tryout Waiver Request has been approved, the waiver will be available at the next team practice.
• Requests can be submitted once per semester.
• Tryout waivers will stay in the possession of the Competitive Sports Staff throughout the duration of tryouts. This is to ensure that individuals do not have to sign multiple waivers (until the completion of the official Competitive Sports waiver on the UGA Involvement network, once tryouts conclude).
• Maximum length that tryouts will be authorized for is two weeks.