

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

2022-2023 Club Sports Handbook

recsports.uga.edu

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compsports@uga.edu

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INTRODUCTION

The University of Georgia Club Sports Program consists of registered student organizations within the Engagement, Leadership and Service department (will be referred to throughout the rest of this document as ELS) 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 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 ELS. 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 2021-2022 academic year shall be deemed official even though not printed in this publication. All club's 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 office of Engagement, Leadership and Service 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 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 Assistant(s) 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 ELS 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. To become a registered student organization, certain requirements must be met with ELS. 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

Marty Mullis, Assistant Director

marty.mullis@uga.edu

706.542.5060

Jason James, Senior Coordinator

jamesja@uga.edu

706.542.5060

Stephanie Calhoun, Senior Coordinator

sgcal@uga.edu

706.542.5060

Caroline Caplinger, Graduate Assistant

caroline.caplinger@uga.edu

706.542.5060

Program Assistants

compsports@uga.edu

706.542.5060

Other Resources

Libby James

Senior Coordinator for Facility Reservations

rsreserv@uga.edu

Tina Mixon

Business Manager

tina.mixon@uga.edu

Engagement, Leadership and Service

ugaels@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://caps.uga.edu/>

706-542-2273

Equal Opportunity Office

ugaeoo@uga.edu

706.542.7912

2022-2023 ACTIVE CLUBS

Archery

Badminton

Baseball

Budokai

Cheerleading

Classic City Bhangra

Cross Country and Track

Cycling

Equestrian

Eventing

Fencing

Field Hockey

Georgia Dance Team

Golf

Gymnastics

Ice Hockey

Karate

Lacrosse (M)

Lacrosse (W)

Red Hotz

Rowing

Rugby (M)

Rugby (W)

Sailing

Shikaari

Soccer (M)

Soccer (W)

Softball

Spikeball

Swim

Tennis

Triathlon

Ultimate Frisbee (M)

Ultimate Frisbee (W)

Volleyball (M)

Volleyball (W)

Water Polo

Whitewater

Wrestling

IMPORTANT DATES

FALL 2022

Deadlines

| | |
|-----------------------------------|-------------|
| 22-23 ELS Registration Approved | September 1 |
| All Officer Training Quizzes | September 1 |
| Fall Competition Schedule | September 1 |
| Waivers & Rosters | September 1 |
| Club Information Report | September 1 |
| Equipment Inventory | September 1 |
| CPR/AED, First Aid Certifications | October 6 |
| Emergency Action Plan | October 6 |
| Spring Competition Requests | November 17 |

Special Events

| | |
|-------------|------------------|
| Hunger Bowl | Oct. 21 – Nov. 3 |
|-------------|------------------|

Deadlines

| | |
|--|------------|
| Spring Competition Schedule | January 26 |
| Spring Rosters | January 26 |
| Updated Officer Contact Information & Handbook Quizzes | January 26 |
| Budget Proposals | March 23 |
| 2023-2024 Practice Requests | April 20 |
| 2023-2024 ELS Registration Submitted | May 25 |
| Fall 2023 Competition Requests | June 29 |

Financial Deadlines

| | |
|-------------------------|----------|
| Final Spending Requests | March 23 |
| Travel Requests | March 23 |
| Contingency Requests | March 23 |
| ALL Receipts | April 27 |
| ALL Nationals Receipts | May 4 |

Trainings

| | |
|-----------------------------|--------------|
| Club Officer Training* | September 27 |
| Club Officer Training* | October 26 |
| Club Officer Training* | November 10 |
| Officer Transition Training | December 7 |

Meetings

| | |
|--------------------------|-----------------|
| New Officer Meeting | August 29 |
| Individual Club Meetings | Aug.17 – Sept.9 |
| Coaches Meetings | September 14 |

SPRING 2023

Trainings

| | |
|-----------------------------|-------------|
| Club Officer Training* | February 28 |
| Club Officer Training* | March 29 |
| Officer Transition Training | April 27 |

Meetings

| | |
|---------------------|---------------|
| New Officer Meeting | January 30 |
| Budget Hearings | April 10 - 14 |

Special Events

| | |
|----------------------------|---------------|
| Clothing Drive | Feb 8 - 23 |
| School Supply Drive | March 15 – 30 |
| Competitive Sports Banquet | TBD |

*Mandatory Officer Trainings

*Officer Trainings will be held on the day listed at 6:30PM.
Meeting locations will be sent out the week of the meeting*

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:
<https://conduct.uga.edu/wp-content/uploads/sites/11/2020/10/Code-of-Conduct.pdf>

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.

- Maintain registered student organization status with the ELS.
 - Re-registration must be submitted by the end of the spring semester.
- Minimum of 10 official (active) members with approved Mandatory Sport Specific Competitive Sports Waiver (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 their president, vice president, treasurer, secretary, and safety officers complete the required training and quizzes by the basic compliance deadline.
- 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.
- Each club will be given a two-week period to continue to submit items not completed by the due date for Basic Compliance, Risk Management, and Finance. Items submitted within the first week will result in a 5% reduction of their initial total allocation. Items submitted the second week will result in an additional 5% reduction in initial total allocation.

****Clubs will not have access to their allocated funds until all minimum requirements have been met****

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.** We define a community member as someone who is not a student, faculty, or staff member of UGA.
2. Participants must have a signed MANDATORY Sport Specific 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. Sport specific waiver categories are listed below.
 - Archery and Fencing
 - Field Hockey, Ice Hockey, Lacrosse, Rugby, Soccer, Ultimate Frisbee, and Wrestling
 - Rowing, Sailing, Swim, Water Polo, and Whitewater
 - Badminton, Baseball, Cross Country, Cycling, Equestrian, Eventing, Golf, Softball, Spikeball, Tennis, Triathlon, and Volleyball
 - Budokai, Cheer, Classic City Bhangra, Georgia Dance Team, Gymnastics, Karate, Red Hotz, and Shikaari
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.
6. Clubs may request a tryout waiver on the involvement network once a semester for a two-week period. This tryout waiver can be used for new members to sign and attend practice without having filled out a Competitive Sports Waiver online. This request must be submitted at least a week in advance and will stay in possession of the Competitive Sports staff when applicable.

REQUESTING CLUB SPORTS AFFILIATION

Prospective clubs must first complete this process through ELS 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://els.uga.edu/new-organization-registration-resources/>

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. A maximum of three student organizations will be accepted into the Club Sports program each academic year.

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

- Must be a registered student organization in good standing with the ELS for at least two consecutive years prior to applying for Club Sport affiliation (with proof of status).
 1. Clubs must maintain registered student organization status as a part of the Club Sports program.
- Student interest is demonstrated in the club by membership of at least 10 active members or the minimum number of members (over 10) needed to participate in the activity.
- Must demonstrate leadership transition beyond current officers.
- Have a regional and/or National Governing Body for the sport.
- Maintain financial stability.
- Operate with a yearly (July-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, and accomplishments).
 - b. Short term and long-term goals and objectives of the organization.
 - c. Needs of the organization (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 ELS.
 - f. A copy of constitution and bylaws.
 - g. List of elected officers (name, title, contact).
 - h. Emergency Action Plan.
2. Once these items have been submitted to the 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 minutes in length and include plans for the long-term growth of the club, planned sources of income, facilities, leagues/NGB, 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 organization 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. Allocation funding does not become available until after the conclusion of the one-year probationary period.

INCLUSION POLICY

The University of Georgia does not discriminate based on 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. paddling;
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/wp-content/uploads/sites/11/2020/10/Code-of-Conduct.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-resources/ndah-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 environments for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

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/>

<https://www.usg.edu/policymanual/section6/C2655>

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 (ELS 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. During official club practice times, only affiliated club sport members can be in attendance. Clubs are not able to have spectators in attendance during their practice time.
5. **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 the fall semester to the spring semester, but the reservation is not guaranteed and may change at any time. Classrooms are available for club meetings.
6. **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. **In addition, there must be 10 active members at each practice to maintain reservations.**

7. **Practice requests must be submitted by the deadline detailed in the Important Dates section.**
8. 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.
9. **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).
 - a. Clubs that practice in an outdoor facility are not guaranteed space inside on days that it is raining. If your club would like to request classroom space on a rainy day, please submit [this facility request](#) as soon as possible.
10. **Clubs are responsible for set-up and cleanup of all sites, as well as assisting with field marking, if applicable.**
11. **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.
12. Clubs must have an approved reservation on file for any organized club activity in Recreational Sports facilities. However, as students at UGA, INDIVIDUAL club sport participants may use the Rec Sports facilities, during normal operating hours, without a facility reservation request if there is not any equipment needed to be set up.
13. 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.
14. 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.**
15. **All Club Sport participants must check in with the Competitive Sports Staff by providing their physical UGA ID, a picture of their UGA ID (front and back), or their digital Student Profile on Athena.** The Club Sports Check In is 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 12:00 pm on the day of practice (weekend practices must have roster additions submitted by 12pm the Friday before), to guarantee additions to roster by practice start time**
16. 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.**
17. 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/facility-policies-procedures/>

OUTDOOR FACILITIES 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. On days when the rain plan is enacted, depending on staff availability and weather conditions, each team scheduled for one of their two primary practices will have a 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 2:00 pm if they will be utilizing their time slot.
4. Once the Club Sports practice schedule is determined for the year, 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

Clubs will not be approved to host competitions on home football Saturdays at either the Club Sports Complex or the Rec Sports Complex. Hosting at the Rec Sports Complex will not be approved for the Friday before home games. Hosting at the Club Sports Complex or Rec Sports Complex the Sunday after a home football game will be considered for approval if space is available.

CLUBS AT NON-RECREATIONAL SPORTS FACILITIES

Only affiliated club sport members can be in attendance to practices, matches, or events off campus or at facilities not managed by Recreational Sports.

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 always used for intercollegiate games, 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>

EQUIPMENT STORAGE AND INVENTORY

Club Sports are responsible for 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 stored in Recreational Sports operated facilities. Club Sports Inventory and Storage Agreement also must be completed and submitted via email for all items stored in recreational sports operated facilities. Both forms can be 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
 - Failure to complete EAP and Submit Safety Officers by deadline can lead to practice suspension or loss of allocated funds.
- Injury reporting and notification to Competitive Sports Staff

TRANSPORTATION AND TRAVEL

The Competitive Sports Staff must approve all travel whether the Club intends to use University funds. The Staff may 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 *Club Sports Travel Spending Request* must be completed 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. 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.
- The Competitive Sports Administration must be notified immediately of any accidents or emergency situations that occur during club-related travel. An email should be sent to compsports@uga.edu and a phone call made to the Assistant Director for Competitive Sports.
- 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 properly insured and licensed.
- 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 30-minute break every two hours.
- While traveling all clubs should always act professional, 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 has an approved waiver, 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 their specialty with the following restrictions: Volleyball, Indoor Soccer, 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 their status relating to restrictions in a particular sport. Such an appeal must be submitted in writing to the Competitive Sports Administration prior to participation. **Any athlete or club member found breaking the above rules will be suspended from intramural sports in that sport for one calendar year.**

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/wp-content/uploads/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. **CLUB SPORTS ARE NOT ALLOWED TO USE THE DEPARTMENTAL LOGO.**
3. Complete the Trademark Use Approval form.
4. Send Approval Form and final artwork proofs to the following individuals: trademarks@uga.edu; marty.mullis@uga.edu; jamesja@uga.edu; sgcal@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 our club's 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 partners 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/club-sports-logo-policies/>

As you have questions, please reach out to us so we can clarify all your options.

ITEMS THAT REQUIRE APPROVAL

Items that require approval from trademarks@uga.edu; marty.mullis@uga.edu; jamesja@uga.edu; sgcal@uga.edu:

- Any products, apparel, and/or merchandise created for internal (promotional items, giveaways, awards, trophies, nametags, etc.) or external (fundraiser, sale items, etc.) usage, and paid advertising materials.

Items that require approval from marty.mullis@uga.edu; jamesja@uga.edu; sgcal@uga.edu:

- Brochures, magazines, annual reports, catalogs, invitations, printed calendars, and cards

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. The Competitive Sports Administration reserves the right to add responsibilities during the academic year and will inform participants of any changes.

1. In all activities, club teams assume full responsibility for abiding by local, state, and federal laws, as well as 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 ELS.
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/emergency action plan for their club.
7. NOTE: Any club that does not meet the deadline
8. Clubs must have a designated number of members that are certified in CPR/AED/First Aid, through the American Red Cross, based on their tier. The minimum certification required is CPR/AED for the Professional Rescuer with first aid through the American Red Cross that is valid through the entire academic year. All Clubs should carry an AED and first aid kit when practicing, competing, or traveling.
9. 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 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 like these positions) are required to take and pass the Club Sport Handbook Quiz with 100%: President, Vice President, Treasurer, Secretary, and Safety Officer(s). 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 ELS.
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.
5. Responsible for managing 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 (Club Sports Non-Travel Spending Request and Club Sports Travel Spending Request), 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 managing 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 managing the club email account at least twice per week.

Safety Officer

1. Have CPR, First Aid, AED certification, through the American Red Cross, and report club injuries. CPR/AED for the Professional Rescuer with First Aid through the American Red Cross is the only certification accepted.
2. Check safety and standards of club equipment.
3. Maintain Emergency Action Plan.
4. Attend Club Officer Trainings.
5. Responsible for managing 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 can send questions or information about approved events/activities over the listserv.

UGA INVOLVEMENT NETWORK

Club officers must utilize the UGA Involvement Network to submit most 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 outlined in the Club Sports Governance section of this handbook. For a basic tutorial about how to utilize the Competitive Sports Involvement Network page, [watch this video](#).

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 student members representing all the clubs, one professional staff, and graduate assistant(s) (serving as ex officio members).

How to Apply for Club Sports Executive Committee:

1. Applications will open on the involvement network during the Spring semester.
 - a. No more than one member from the same club may serve on the committee.
 - b. Applicants must serve either in a current officer role for their club or have served as an officer in the previous academic year.
2. Clubs will be notified via the listserv when applications for Exec Committee are open for the next year.
3. Applicants will be contacted and asked to attend a current Exec Committee meeting to see how the committee works and learn more about what the day to day looks like.
4. Applicants will be evaluated on their ability to see the larger Club Sports picture and be engaged during the meeting.
5. Applicants will be contacted via email if they are offered a position on the committee the next year.

More information about the role of the Club Sports Executive Committee can be found in the Executive Committee Handbook in the documents section of the Competitive Sports Involvement Network page.

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 Waiver with resume, submit proof of necessary certifications, and attend a coaches meeting to be eligible to coach each year.
2. It is recommended that all coaches purchase their own personal medical/liability insurance.
3. The coach must be aware of and follow **all** University and departmental procedures relative to the Club Sport program. All information can be found on the Rec Sports website recsports.uga.edu.

4. The coach should restrict their contributions to coaching and should **refrain from activities involved in the Club's management**. Club Sports are defined as student organizations and the student representative, not the coach, must serve as the liaison between the Club and the Competitive Sports Staff.
5. Access to the Ramsey Student Center for coaches must be pre-approved by a Competitive Sports Staff member. **This DOES NOT make the coach eligible for any other Rec Sports programs. Further questions regarding the Access Agreement policy should be directed to the Competitive Sports Staff.**
6. **Club business matters** (hosting tournaments, submitting forms, equipment requests) **must be handled by the student members with the coach serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach or student representative.**
7. **Remember, coaches are viewed as Community members by the University and are not considered members of the student organization and as such are not authorized to receive the benefits of membership in a registered student organization.**
8. Participation in the Club Sport Program is not required; therefore, monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
9. Coaches are expected to always exhibit and promote good sportsmanship and should **conduct themselves in a manner that does not detract from the reputation of the Club Sport. 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 Sports Staff will work with the specific club directly in an advisory capacity related to the coach/Club relationship. If the coach is not acting in the best interest of the club, the Competitive Sports Staff may work with the club to have the coach removed. However, it is the club's responsibility to retain or remove the coach.
12. Coaches must be recommended by Club members and must submit a new information form each academic year 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 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. 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. Faculty/Staff Advisors voluntarily serve in their role as a Club Sport Advisor. ***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:

- 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 their 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 (ACP)

The Administrative Compliance Program (will be referred to throughout the rest of this document as ACP) 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 period to complete the items with loss of funding (5% of initial total allocation in first week and an additional 5% of initial total allocation in second week).

ELS REGISTRATION: Each club must re-register their organization through ELS. Registration begins in the Spring semester and each club must have an application submitted before the end of May. Applications must be approved by the date listed in the important dates section. If a club does not maintain registered student organization status, they will be removed from the club sports program.

WAIVERS AND ROSTERS: Clubs must ensure all individuals submit the sport specific competitive sports waiver AND team 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 to receive full credit.

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

HANDBOOK QUIZZES: All officers holding the following positions (or most like 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.

BUDGET HEARING SIGN UP: Clubs must sign up for a budget hearing by the designated deadline 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 everything submitted **BEFORE** the deadline to fulfill the requirement.

CPR CERTIFICATIONS: Officers should obtain or maintain an up-to-date CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross that is valid through the entire school year. A copy of their certifications or proof of course registration will be submitted through the involvement network by the designated deadline to 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. Events can be the following but not limited to games, matches, tournaments, performances (Hawks Game, festivals, etc.) Clubs earn points for hosting events as well as traveling to other events. Travel Notification Forms must be

filled out completely, accurately, and on time to receive credit and be able to travel. *National travel is defined as travel outside of the following states: Georgia, Tennessee, Kentucky, North Carolina, South Carolina, Alabama, Florida, Mississippi, Virginia, and West Virginia.

COMPETITION: Clubs may receive allocation points for competing at a high level. This will be accounted for in the event notification form and an event follow up reports, which must be submitted to receive points.

EVENT FOLLOW-UP: Must be completed within 3 days of either hosting an event or 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 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 officer's 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 Competitive Sports staff liaison. Points are awarded per meeting.

WEEKLY REPORTS: Reports will be due every Monday by 11:45 pm 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). The Club itself shall not receive any personal benefits for its involvement in the activity. To receive credit, 1/3 of the club's roster must be present at the event for a minimum of 2 hours each. Clubs must submit the "Community Service Request Form" and have it approved at least seven days before the event. Within three days following the event the "Community Service Follow-up Report" must be completed. These forms must be approved through the 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 attending ELS informational meetings, or otherwise going above or beyond to make Club Sports safer, enhancing the student experience, or increasing teamwork and fun.

- **OPTIONAL OFFICER TRAININGS:** 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 to receive credit for attendance. Clubs will receive 2 points/meeting if 1 officer attends. For additional officers that attend, 1 additional point will be awarded up to 4 points.
- **SUPPORTING OTHER CLUBS/SOCIAL MEDIA ENGAGEMENT/REC SPORTS EVENTS ATTENDANCE:** 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, whichever is larger. Clubs will receive a maximum of 10 points in the extra credit category. 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 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.

The table listed below summarizes the points awarded for meeting the above requirements.

| Requirement | Points Awarded | Maximum | Minimum |
|--|--|--|----------------|
| Basic Compliance <ul style="list-style-type: none"> - ELS Registration Approved - Waivers - Fall Roster - Spring Roster - Fall Competition Schedule - Spring Competition Schedule - Info Report - Handbook Quizzes* | 25 | 25 | 0 |
| Risk Management <ul style="list-style-type: none"> - Emergency Action Plan - CPR Certifications (through the American Red Cross) | 25 | 25 | 0 |
| Finance <ul style="list-style-type: none"> - Budget Hearing Sign Up - Budget Proposal Submission | 25 | 25 | 0 |
| Club Events <ul style="list-style-type: none"> - Event Notification - Event Follow Up | Home: 3 Away (Regional): 2 Away (National): 5 Follow Up: 2 | 50 | |
| Competition | State: 1 Regional: 3 (AL, FL, MS, SC, NC, TN, KY, VA, WV) Qualifying National Championship: 5 | | |
| Officer Training Attendance | 2 per meeting; 1 additional point for additional officers in attendance (up to 2 points) | 4 points per meeting | -14 |
| Monthly Meeting Attendance | Attend a meeting +2, do not attend a meeting -2 | 16 | -16 |
| Weekly Reports | 12 out of 15 submitted: 5 11 out of 15: 3 10 out of 15: 1 4-9 out 15: 0 0-3 submitted: -5 | 10 | -10 |
| Community Service | 5 per event | Tier Dependent | Tier Dependent |
| Extra Credit <ul style="list-style-type: none"> - Supporting other Clubs - Membership Bonus - Affiliation Dues - Additional Community Service - Appropriate social media engagement (with Rec Sports & other Clubs) - Attending optional officer trainings - Attending Rec Sports sponsored events | <u>Varying</u> Membership Bonus: <ul style="list-style-type: none"> • 15-30 participants: 2 • 31-45 participants: 4 • 46-60 participants: 6 • 61-75 participants: 8 • 76 or more: 10 All other categories are self-reported via an involvement network submission: <ul style="list-style-type: none"> • 2 points per approved submission • 5 submissions max | Additional Community Service: 8 events Self-Reported Categories (social media/supporting clubs/rec sports events): 10 | |

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.

Clubs are placed in a tier based off their performance from the previous year along with their application. The Club Sports Executive Committee will initially review all applications and make a recommendation to the Competitive Sports Administration. The Competitive Sports Administration takes recommendations of the Committee and the applications into consideration and a final decision tier placement is made for the upcoming year. This process should be completed before the start of the fiscal year.

To be eligible to apply to move up a tier, a club must meet the minimum requirements of the tier they are looking to join.

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

2022-2023 TIER AVAILABILITY

Number of Eligible Clubs: 39

| Tier Level | Maximum Number of Club Sports |
|----------------|-------------------------------|
| Competitive I | 17 |
| Competitive II | No Maximum |
| Recreational | No Maximum |
| Conditional | Variable* |

*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.

| Tier | Percentage of Funding Pool |
|----------------|----------------------------|
| Competitive I | 73 |
| Competitive II | 23 |
| Recreational | 4 |
| Conditional | 0 |

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 can request two practices/4 hours of practice per week and facility space will be granted if the space is available. Clubs are eligible to request an additional practice per week for up to 15 weeks of the academic year. After 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.
- May 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)*.
- May attend the Competitive Sports Banquet held in the Spring semester of each year to celebrate the accomplishments of the year!
- 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.

| Tier | Details | Benefits |
|-----------------------|--|--|
| Competitive I | <p><i>Criteria</i></p> <ul style="list-style-type: none"> • Competitive in nature • Compete at a national level regularly • Have a superior internal operating structure • Managed by Competitive Sports for 5 consecutive years • National Governing Body; must offer a collegiate division • Minimum competitions per year: 5 • Minimum ACP: 175 <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> • Approved Student Organization through ELS • 3 designated Safety Officers; 3 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross • 3 Community service projects per academic year • Monthly meetings with Competitive Sports staff | <ul style="list-style-type: none"> • In-season priority • All general benefits • Funding • Practice space allocation |
| Competitive II | <p><i>Criteria</i></p> <ul style="list-style-type: none"> • Competitive in nature • Managed by Competitive Sports for 2-4 consecutive years • Minimum competitions per year: 3 • Minimum ACP: 125 <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> • Approved Student Organization through ELS • 2 designated Safety Officers; 2 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross • 2 community service projects per academic year • Monthly meetings with Competitive Sports staff | <ul style="list-style-type: none"> • All general benefits • Funding • Practice space allocation |
| Recreational | <p><i>Criteria</i></p> <ul style="list-style-type: none"> • Recreational in nature • Rely on department-managed space to operate • Will benefit from department expertise to safely operate • Will benefit from the program’s administrative structure and support • Minimum ACP: 100 <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> • Approved Student Organization through ELS • 1 designated Safety Officer; 1 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross • 1 Community Service projects per academic year • Monthly meetings with Competitive Sports staff | <ul style="list-style-type: none"> • All general benefits • Funding • Practice space allocation |
| Conditional | <p><i>Criteria</i></p> <ul style="list-style-type: none"> • Tier for clubs in their first year of operation or clubs that are rebuilding • Minimum ACP: 100 <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> • Approved Student Organization through ELS • 1 designated Safety Officer; 1 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross • 1 Community service project per academic year • Monthly meetings with Competitive Sports staff | <ul style="list-style-type: none"> • All general benefits • Practice space allocation |

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

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 incompliance 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

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

ADMINISTRATION

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

TRAVEL

| Violation Type | First Offense Sanction | Second Offense Sanction | Third Offense Sanction |
|-----------------------|----------------------------------|---|-------------------------------------|
| Minor | No ACP | Lose ACP | Exponential ACP loss |
| Major | Freeze club until meeting is had | Demotion to conditional tier and lose allocated funds (whatever's left) | Club loses Club Sports affiliation. |

FINANCE

| Violation Type | First Offense Sanction | Second Offense Sanction | Third Offense Sanction |
|-----------------------|---|--|---|
| Minor | No money or reimbursements available. Do not receive ACP. You have a two-week grace period. | No money or reimbursements available. First week of grace period: loss of 5% allocation Second week of grace period: loss of 10% allocation | No money or reimbursements available. (First Major) Freeze everything (money, practice, etc.) |
| Major | Freeze everything (money, practice, etc.) | Demotion to conditional tier, and lose all allocated funds (whatever is left) | The organization will lose Club Sports affiliation. |

FACILITY USAGE/RESERVATIONS

| Violation Type | First Offense Sanction | Second Offense Sanction | Third Offense Sanction |
|-----------------------|---|---|---|
| Minor | No money or reimbursements available. | No money or reimbursements available. | No money or reimbursements available. |
| Major | Freeze everything (money, practice, etc.) | Demotion to conditional tier, and lose all allocated funds (whatever is left) | The organization will lose Club Sports affiliation. |

RISK MANAGEMENT

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

TRADEMARK INFRINGEMENT

| Violation Type | First Offense Sanction | Second Offense Sanction | Third Offense Sanction |
|----------------|---------------------------------------|---|---|
| Minor | No minor violations in this category. | | |
| Major | Freeze club until meeting is had. | Demotion to conditional tier and lose allocated funds (whatever's left) | The organization will lose Club Sports affiliation. |

FINANCE

FINANCIAL INFORMATION

Club Sports receive funding from several 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, however, are carried over to the next fiscal year.
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.

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.).

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.

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 the Rec Sports Website.
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 individual's 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 email addresses of those competing.
6. The Club Sports Travel Spending Request can be submitted for approval for payment/reimbursement for entry fees, hotels, and transportation.
 - a. Clubs will be reimbursed for mileage (\$0.20/mile), gas receipts will no longer be reimbursed.
7. The Club Sports Non-Travel Spending Request form for all other spending and non-travel.
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 "Club Sports Travel Spending Request" form at least 7 days prior to departure.
- A copy of this request will be forwarded to the club email account for second approval. The President, Vice President, or Treasurer must reply to the email and approve the request. The individual approving the request must be different than the individual who submitted the initial request.
- You will receive an APPROVAL email from the accountant which details reimbursement information and forms.
- Complete the vendor profile (at <https://suppliers.uga.edu>)
- While you travel, keep all ORIGINAL receipts, and make sure purchases are paid for from an individual's personal account. Venmo receipts will not be accepted.
- When traveling domestically, do not use online booking services such as AirBnB, VRBO, Home Away, or other similar service providers. These charges are not allowed for reimbursement.
- After travel, an Event Follow Up Report must be submitted within three business days via the UGA Involvement Network under the forms section of the Competitive Sports page.
 - Email dolittle@uga.edu to set up a reimbursement meeting within 2 weeks of your return.
 - Individuals will be reimbursed for mileage (\$0.20/mile), gas receipts will no longer be reimbursed.

- Please note, club members must submit reimbursement paperwork and supporting receipts within 14 days of travel.
- A copy of your final reimbursement paperwork will be emailed back to you to sign and start the reimbursement process through the university.
 - Only original signatures are accepted on these forms. You can provide an original signature by printing the paperwork/signing it/send it back or with an electronic signature (not a typed name).
- A Reimbursement check will be mailed to the address provided on the vendor profile 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 “Club Sports Travel Spending Request” form at least 7 days prior to departure. If a parent or coach is paying on behalf of the club, the “Club Sports Travel Spending Request” form must still be in the name of a fees-paid student.
- Submit a list of travelers’ names and UGA email addresses. Only fees-paid students are eligible for reimbursement or payment.
- A copy of this request will be forwarded to the club email account for second approval. The President, Vice President, or Treasurer must reply to the email and approve the request. The individual approving the request must be different than the individual who submitted the initial request.
- You will receive an APPROVAL email from the accountant which details reimbursement information and forms.
- Complete the vendor profile (at <https://suppliers.uga.edu>).
- While you travel, keep all ORIGINAL receipts, and make sure purchases are paid for from an individual’s personal account. Venmo receipts will not be accepted.
- When traveling domestically, do not use online booking services such as AirBnB, VRBO, Home Away, or other similar service providers. These charges are not allowed for reimbursement.
- After travel, an Event Follow Up Report must be submitted within three business days via the UGA Involvement Network under the forms section of the Competitive Sports page.
 - Email dolittle@uga.edu to set up a reimbursement meeting within 2 weeks of your return.
 - **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.**
 - Please note, club members must submit reimbursement paperwork and supporting receipts within 14 days of travel.
- A copy of your final reimbursement paperwork will be emailed back to you to sign and start the reimbursement process through the university.
 - Only original signatures are accepted on these forms. You can provide an original signature by printing the paperwork/signing it/send it back or with an electronic signature (not a typed name).
- A reimbursement check will be mailed to the address provided on the vendor profile and can take 1-2 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. A receipt must be itemized and show a zero balance. Venmo receipts cannot be reimbursed.

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.**

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 proper budget proposal forms by the deadline will leave any decisions about tier placement and funding up to the discretion of the Club Sports Executive Committee and Competitive Sports Administration.

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

- a. Completed ELS 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, and Safety Officer(s) [submitted via UGA Involvement Network]
- d. Competition Schedule
- e. Info Report
- f. Fall Roster

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:

- 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 “Club Sports Travel Spending Request and/or the Club Sports Non-Travel Spending Request,” which is available online. Fill out your name and contact information, club name, proposed purchase items and the estimated cost and submit the form online. 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 may forfeit reimbursement.** It is recommended you schedule an appointment with the Competitive Sports Administration in advance to discuss major club purchases. **If a purchase is made from the clubs off campus bank account, you will not be reimbursed.**

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

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

DEPOSITED FUNDS

| Appropriate Expenditures | Inappropriate Expenditures |
|--|---|
| Transportation | Alcoholic beverages |
| Facility Rental | Charitable contributions |
| Officials – through an organization by invoice | Gifts (including to coaches/volunteers) |
| Printing for promotional materials | Direct payment for officials – we will not reimburse for this |
| Equipment | |
| Team apparel | |
| Lodging | |
| League dues – with letter of justification stating benefit of membership | |
| Trophies/awards | |

PURCHASING METHODS

1. Reimbursement of personal funds \$499.00 or less – the online “Club Sports Non-Travel Spending Request” must be completed by the club president, vice president, or treasurer. Once the form is received, a confirmation email will be sent to the club email and a second officer must approve the spending request. Original, paid receipts are required for reimbursement and must be submitted within 30 days of purchase. Reimbursement to an individual is limited to \$499.00. 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 the items have been received, bring the original invoice to the accountant 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 accountant 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.

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 UGA’s Unassigned Property office (706-542-6983). 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.

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.

OTHER RESOURCES

Engagement, Leadership and Service

<https://els.uga.edu/>

<https://els.uga.edu/engagement/organization-resources/>

<https://els.uga.edu/engagement/register-an-organization/training-library/>

<https://uga.campuslabs.com/engage/>

UGA POLICY FOR PROGRAMS AND ACTIVITIES SERVING MINORS

Programs hosted or sponsored by a UGA registered student organization that involve the participation of individuals under 18 must meet the standards set forth by the UGA Policy for Programs and Activities Serving Minors. The policy is outlined online, <https://programsforminors.uga.edu/policy>

Programs that are subject to the policy include but are not limited to:

- Summer Camps held on or off campus sponsored by a UGA registered student organization
- Youth Development Clinics on or off campus sponsored by a UGA registered student organization
- Official partnerships with school groups and a UGA registered student organization

If your club is interested in hosting a program or activity that falls under the guidelines of this policy, must take the following steps to ensure approval

Any event or program hosted and is not approved will be subject to violations as outlined in the policy. This includes being sent to student conduct, suspension from UGA, and others.