

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

2026-2027 Club Sports Handbook

recsports.uga.edu

706.542.5060

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 (referred to throughout the rest of this document as ELS) and is 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 within the Department of Recreational Sports.

Each club is formed, developed, governed, and administered by its student membership, 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 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 administering their programs and is intended to supplement 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 sports business or activities not covered by either handbook 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 2026-2027 academic year shall be deemed official even if not printed in this publication. All clubs will be officially notified of any policy changes/additions via email, and an updated copy of this manual will be posted on the departmental website's Club Sports page and on the UGA Involvement Network.

Club officers are responsible for understanding and adhering to the policies and procedures outlined in this handbook and for appropriately educating their members. Please contact the Competitive Sports Staff if you have questions.

WHAT IS A CLUB SPORT?

A Club Sport is a registered student organization with the Office of Engagement, Leadership, and Service, designed to serve individual interests in various sports. A club may be recreational and/or competitive. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's overall educational experience while living in the University setting. Club Sports are expected to fulfill all pertinent obligations 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

The Department of Recreational Sports fosters the well-being of UGA students and the UGA community through diverse recreation experiences.

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

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

CLUB SPORTS ADMINISTRATION

The Assistant Director and Senior Coordinators for Competitive Sports are the primary points of contact for all Clubs. Prior approval for club activities, including but not limited to travel, event planning, logo approvals, budget expenditures, and facility reservations, must be obtained through the staff first. The staff are available to consult on any aspect of your organization. Competitive Sports Program Assistants also serve as liaisons for clubs and are valuable resources.

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

- Program advising and leadership development
- Budget preparation and presentation
- Purchasing equipment, 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 assistance from the Competitive Sports Staff regarding any club issues. Club officers can visit the Competitive Sports Staff during scheduled office hours in the Competitive Sports office (located in Gym Central) or schedule an appointment with their contacts to ensure the 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

Regarding 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 provides administrative support to clubs 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

Emma Bacon, Senior Coordinator
emmabacon@uga.edu
706.542.5060

Emma Kate Robinson, Senior Coordinator
emma.robinson17@uga.edu
706.542.5060

Other Resources

Libby James

Senior Coordinator for Facility Reservations
rsreserv@uga.edu

Logan Bell

Assistant Director for Business & HR
logan.bell25@uga.edu

Student Care & Outreach

sco@uga.edu
706.542.8479

Engagement, Leadership and Service (ELS)

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

Pride Center

pride@uga.edu
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

ugaeeoo@uga.edu
706.542.7912

2026-2027 ACTIVE CLUBS

Archery
Badminton
Baseball
Budokai
Cheerleading
Classic City Bhangra
Cross Country and Track
Equestrian
Eventing
Fencing
Field Hockey
Flag Football (W)
Georgia Dance Team

Golf
Gymnastics
Ice Hockey (M)
Ice Hockey (W)
Karate
Lacrosse (M)
Lacrosse (W)
Pickleball
Red Hotz
Rowing
Rugby (M)
Rugby (W)
Sailing

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

IMPORTANT DATES

FALL 2026

Deadlines

26-27 ELS Registration Approved	August 03
All Officer Training Quizzes	September 3
Fall Competition Schedule	September 3
Fall Rosters & Waivers	September 3
Club Information Report	September 3
CPR/AED, First Aid Certifications	October 8
Emergency Action Plan	October 8
Spring Competition Facility Requests	November 12

Special Events

Hunger Bowl	October 1-31
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Trainings

Club Officer Training*	August 18
New Officer Training	August 26
Club Officer Training*	September 22
Club Officer Training*	October 12
Club Officer Training*	November 19
Officer Transition Training	December 2

Meetings

Coaches Meeting	September 9
Individual Club Meetings	Monthly w/ CS Advisor

SPRING 2027

Deadlines

Spring Competition Schedule	January 28
Spring Rosters	January 28
Updated Officer Contact Information	January 28
Budget Proposals	March 25
2027-2028 Practice Requests	May 20
2027-2028 ELS Registration Submitted	May 20
Fall 2027 Competition Requests	08/05/27

Financial Deadlines

Final Spending Requests	March 25
Travel Requests	March 25
Contingency Requests	March 25
ALL Receipts	May 1
ALL Nationals Receipts	June 1

Trainings

Club Officer Training*	February 11
Club Officer Training*	March 3
Club Officer Training*	April 6
Officer Transition Training	April TBD

Meetings

New Officer Meeting	January 13
Tier Adjustment Meetings	April 5 - 8

Special Events

Clothing Drive	Feb 22 - March 19
School Supply Drive	March 29 - Apr 16
Competitive Sports Banquet	April 27

*Mandatory Officer Trainings

*Officer Trainings will be held on the day listed at 6:30 PM.
Meeting locations will be sent 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 embodied in the three Pillars of the Arch: Wisdom, Justice, and Moderation. Participants are required to 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 reported to the Office of Student Conduct.

Individuals must always conduct themselves in a manner that does not detract from the University's reputation. This includes behavior during games and interactions with other teams and event/facility staff. When involved in off-campus events or traveling, 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 is available at the link.

As a member of the UGA Competitive Sports Program, each Club Sport must obtain approval from the Competitive Sports Office before acting on items, issues, or ideas not covered in this manual. If a club chooses to act independently, it risks 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 office](#).
 - Re-registration must be submitted by our deadline listed on page 7.
- At least 10 official (active) members with an approved mandatory sport-specific Competitive Sports waiver (completed on the UGA Involvement Network).
- Must be up to date on all paperwork. An accurate club roster must be on file in the Competitive Sports Office.
- Ongoing activity during the fall and spring semesters.
- It must be student-led, and it is strongly recommended to have an advisor.
- Each club must have its 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 to the Club Sports Program policy. Representatives are responsible for providing the Competitive Sports Staff with the club's contact information (name, phone number, and email).
- Each club must have a team email address for all official correspondence with the Competitive Sports Staff. Examples: sport1@uga.edu and sport2@gmail.com. Members are expected to check this email regularly for news, updates, and other important information. All correspondence should be sent to the club email. Personal emails will not be accepted.
- Each club will have a two-week period to continue submitting items not completed by the Basic Compliance, Risk Management, and Finance due date. Items submitted in the first week will result in a 5% reduction of their initial total allocation. Items submitted in the second week will result in an additional 5% reduction of the initial total allocation.

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

MEMBERSHIP ELIGIBILITY

1. Participants in Club Sports MUST be full- or part-time, fee-paying students at the University of Georgia. UGA faculty and staff must also have a paid membership at the Ramsey Center and should comprise less than 10% of the club's membership. Clubs that allow community member involvement will not be eligible to be 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 an approved MANDATORY sport-specific Competitive Sports waiver (completed on the UGA Involvement Network) AND be listed on the Club's approved roster before participating in club activities. Sport-specific waiver categories are listed below.
 - Archery and Fencing
 - Badminton, Baseball, Cross Country, Equestrian, Eventing, Flag Football, Golf, Pickleball, Softball, Spikeball, Tennis, and Volleyball
 - Rowing, Sailing, Swim, Water Polo, and Whitewater
 - Budokai, Cheer, Classic City Bhangra, Georgia Dance Team, Gymnastics, Karate, and Red Hotz
 - Field Hockey, Ice Hockey, Lacrosse, Rugby, Soccer, Ultimate Frisbee, and Wrestling
3. According to the Competitive Sports Staff, no minimum grade-point average or athletic skill level is required for participation; 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, sex, disability, color, national origin, race, religion, sexual orientation, or veteran status. Although most clubs prefer not to limit membership, practical considerations may require it in certain cases (e.g., lack of facility space). In those circumstances, only a limited number can realistically be accommodated for team practices and competition. When necessary, each club is responsible for establishing a fair and equitable method for tryouts or for limiting club membership.
5. All participants must be able to meet the health and physical demands of their specific club.
6. Clubs may request a tryout waiver on the involvement network once per semester for a two-week period. This waiver allows new members to sign and attend practice without having completed a Competitive Sports Waiver online. This request must be submitted at least a week in advance and will be held by the Competitive Sports staff when applicable.

The University of Georgia does not discriminate based on race, color, sex (including sexual harassment and pregnancy), sexual orientation, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. National Governing Bodies (NGBs) for various sports may have additional policies on participation or eligibility that differ from UGA's. These restrictions should be considered before participating in a club sport. Questions about national governing body restrictions should be directed to the club president. The president should be familiar with any policies their national governing body has or be proactive in seeking that information if requested.

If you have any questions or concerns about UGA policies, please contact the Competitive Sports Office. All information about an individual (personal information, medical information, sex, etc.) shall be kept confidential and in accordance with state, local, and federal privacy laws. If special accommodations for facilities, programs, or activities are required, please contact us at compsports@uga.edu.

REQUESTING CLUB SPORTS AFFILIATION

Prospective clubs must first complete this process through ELS before they are eligible to join the Club Sport Program. The following link outlines the steps to becoming a registered student organization at UGA.

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

Student organizations seeking Club Sports affiliation may apply in the spring semester for affiliation beginning in the upcoming academic year. Applications are due before spring break (March 5th). 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 satisfy the following criteria:

- Must be a registered student organization in good standing with the ELS for at least two consecutive years before applying for Club Sport affiliation (with proof of status).
 - Clubs must maintain registered student organization status as a part of the Club Sports program.
- Student interest in the club is demonstrated by membership of at least 10 active members or the minimum number of members (over 10) required to participate in the activity.
- Must demonstrate leadership transition beyond the current officers.
- Have a regional and/or national governing body for their sport or activity.
- 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 must complete the following process through the Competitive Sports Program.

1. Submit a written proposal to the Competitive Sports Administration (via email at compsports@uga.edu) requesting the formation of a Club Sport and including the following items:
 - a. An introduction to 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 of the organization.
 - c. Needs of the organization (Facility space, budget, administration, etc.).
 - d. List of interested people, including their UGA email addresses.
 - e. A copy of the approved paperwork from the ELS.
 - f. A copy of the club's 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 before March 5 (via email to compsports@uga.edu), a date will be scheduled for the interested group to present to the Competitive Sports Staff and Executive Committee. Presentations are held once per year during the spring semester. Competitive Sports will reach out to applicants to schedule this meeting. The presentation should be 10 minutes long and include plans for the club's long-term growth, sources of income, facilities, leagues/NGB, and a risk management plan.
3. The Club Sports Executive Committee will review the requested student organization and make a recommendation. Initial decisions on the approval of new Club Sports will be made by the Executive Committee, after which the Administration will consult with the Associate Director for Programs and the Director of Recreational Sports. The Administration will inform the organization of the decision.

AFFILIATION POLICY

Once a registered student organization is granted Club Sport status, it enters a one-year probationary period. During this period, the club must meet the following requirements:

1. Attend all mandatory meetings.
2. Abide by all policies established by Competitive Sports, the Department of Recreational Sports, the Division of Student Affairs, and the University of Georgia.
3. Submit club rosters, membership, and waiver forms as received and as 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 that capacity. Allocation funding does not become available until after the one-year probationary period concludes.

HAZING PREVENTION

HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAWS.

Hazing is defined by the University Code of Conduct as:

Any intentional, negligent or reckless action, activity or situation that is:

- A. Forced, required, or otherwise expected of someone in connection with initiation, admission into, affiliation with, or continued membership in a student organization, regardless of the individual's willingness to participate; **AND**
- B. Endangers or is likely to endanger the physical health of an individual; causes an individual pain, embarrassment, ridicule, harassment, or severe emotional distress; and/or meets the definition of "hazing" under applicable Georgia law, including but limited to the "Max Gruver Act" and the federal "Stop Campus Hazing Act."

Such actions, activities and situations include, but are not limited to:

- Consumption (e.g., alcohol, drugs, food or any other substance);
- Physical abuse, harm or injury (e.g., paddling, beating, whipping, and calisthenics such as push-ups, sit-ups, jogging, running, etc.);
- Disruption of academic pursuits or endeavors (e.g., road trips, scavenger hunts, not allowing adequate time for study, causing sleep deprivation);
- Degrading activities (e.g., line-ups, berating, nudity, sexual misconduct, acts of personal servitude for members such as driving to class, cleaning individual rooms, serving meals, washing cars, running errands, laundry, etc.); and
- Violation of University policies, or federal, state or local laws (e.g., theft or destruction of property).

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](#):

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 ("USG") policy, and University policy, the University prohibits harassment of or discrimination against any person on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected 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 age, color, disability, genetic information, national origin, race, religion, sex, 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, 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 link.

STUDENT SEXUAL MISCONDUCT POLICY

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

The University of Georgia is committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug 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. This Policy applies to all members of the USG community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

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 to 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 available only to 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 the Competitive Sports staff has approved it. If clubs practice together without approval, both teams will forfeit future practice times (to be determined by the Club Sports Executive Committee).
4. During official practice times, only affiliated club sport members may be in attendance. Clubs cannot have spectators in attendance during their practice time.
5. **To reserve a Recreational Sports facility specifically for a club, a club officer must complete the online request forms for practice, events, and meetings.** Practice reservations will carry over from the fall semester to the spring semester, but they are not guaranteed and may change at any time. Classrooms are available for club meetings.

6. **Clubs may practice for up to four hours per week at Rec Sports facilities.** The Competitive Sports Staff must be notified of any cancellations at least 24 hours before the reservation begins. 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 listed 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 by priority ranking in ACP. When requesting a third (or extended) practice period, the following should be considered:
 - a. Timeline of qualifying games/competitions.
 - b. Alignment of practice and competition schedules.
 - c. Dividing the 15 weeks around major competitions.
 - d. Additional practice time depends on the availability of facility space and is not guaranteed.
9. **Due to safety concerns and field maintenance, the Club Sports and Rec Sports Complexes are open or closed daily based on field conditions.** Decisions about the status of the fields are made twice daily (at sunrise, when the facility opens, and again at 3:00 PM) and as weather conditions change. If in doubt, email CompSports@uga.edu. On rainy days, we will follow the Rain Practice Plan (see the designated section for details).
 - a. Clubs that practice in an outdoor facility are not guaranteed indoor space on days when 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. You can follow up on that submission with an email to rsreserve@uga.edu to let the Reservationist know that you have submitted a time-sensitive classroom request.
10. **Clubs are responsible for the setup and cleanup of all sites, as well as assisting with field marking (painting), if applicable.**
11. **Any request made outside 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, pre-event meetings will be held with Rec Sports facilities staff and Competitive Sports staff before the event. Requests submitted after the deadlines are not guaranteed. For regional or national events, it is highly recommended that you submit a Facility Request Form at least six months in advance. Clubs may host one event per year with Alumni participation.
12. When reserving outdoor fields and/or spaces (i.e., the Recreational Sports Complex or the Club Sports Complex), the club is responsible for securing a “rain backup” for that date in case the fields are unplayable. In the pre-event meeting with the Facilities and Competitive Sports staff, there should be a discussion and an agreed-upon date and time to make a “go or no-go” call on the reservation request. If the reservation is canceled, the university is not responsible for any travel-related expenses incurred by visiting teams affected by the cancellation. Therefore, it is advisable to set the “go-or-no-go” time to allow communication with any visiting teams before they leave for Athens.
13. 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 no equipment needs to be set up.
14. 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 an event, including a practice, begins.
15. Misuse of equipment and facilities (including not using reserved space and/or neglecting to follow 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.**
16. **6. All Club Sport participants must check in with the Competitive Sports Staff by presenting their physical UGA ID or digital equivalent (Rec Sports App or 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 occurs. There will be repercussions for recurring issues with club check-in. **Roster updates must be submitted on the UGA Involvement Network by 12:00 PM on the day of practice (for weekend practices, roster additions**

must be submitted by 12:00 PM on Friday) to guarantee that additions are on the roster by practice start time.

17. 7. Recreational Sports staff will be monitoring all facilities, taking participant counts and checking users' eligibility when appropriate. **As employees of the Department of Recreational Sports, they have the authority to deny access to the facility to unauthorized people or to those abusing facilities or equipment.**
18. 8. Alcoholic beverages are not permitted in Recreational Sports Facilities. The club is responsible for monitoring all club events (including spectators' actions) to ensure that alcoholic beverages are not on site. Games or practices may be delayed until the problem is corrected or canceled if the situation is not addressed. **Further, a formal complaint with the Office of Student Conduct will be submitted on behalf of any student member or spectator found in violation of the prohibition on alcoholic beverages on university property, and UGA Police will be called as needed.**

Recreational Sports [Facility Usage Guidelines](#) can be found at the link.

OUTDOOR FACILITIES RAIN PRACTICE PLAN

There will be a separate practice schedule for use on the artificial turf field at the Club Sports Complex on days when the other natural turf fields are deemed unplayable.

1. On days when the rain plan is enacted, each team scheduled for one of their two primary practices will have a practice time slot, depending on staff availability and weather conditions.
2. Third practice options will not be accommodated on rainy days due to space and time limitations.
3. Club Sports will be notified of the Rain Practice Plan's enactment and must confirm with the Competitive Sports Staff by 2:00 PM whether they will use their time slot.
4. Once the Club Sports practice schedule for the year is finalized, the Rain Plan Schedule will be created and distributed to the affected clubs to ensure that all clubs are aware of their designated practice time on rainy days.
5. Clubs that practice in an outdoor facility are not guaranteed indoor space on rainy days. If your club would like to request classroom space on a rainy day, please submit [this facility request](#) as soon as possible. You can follow up on that submission with an email to rsreserve@uga.edu to let the Reservationist know that you have submitted a time-sensitive classroom request.

HOME FOOTBALL GAME DAY EVENT POLICY

Clubs will not be allowed 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 on the Friday before home games. Hosting at the Club Sports Complex or the Rec Sports Complex on the Sunday after a home football game will be considered for approval if space is available. Any such competition must begin after 12 noon on the Sunday after a home football game.

CLUBS AT NON-RECREATIONAL SPORTS FACILITIES

Only affiliated club sport members may attend 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: <https://www.usg.edu/weaponscarry>

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 whole or in part with allocated funds becomes the property of the University of Georgia. Clubs are responsible for the maintenance, upkeep, and overall safety standards applicable to their respective sports or activities 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 provides specific space for the 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 should submit a Club Sports Inventory spreadsheet to the Competitive Sports Administration. The spreadsheet must detail ALL items stored in Recreational Sports-operated facilities. The Club Sports Inventory and Storage Agreement must also 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 risk their equipment and supplies, 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

Because all Club Sports are private organizations, it is the responsibility of the club officers to reduce risks by implementing risk management strategies and informing their respective teams. Liability exposure is a serious issue, and each Club Sport should recognize that the University DOES NOT cover student organizations. Each Club Sport is expected to write and implement its 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 risk of negligence. Risk management in Club Sports is a shared responsibility among staff, club leaders, and athletes. The following are basic expectations for 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 the 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 or not. The Staff may assist clubs with travel plans, if needed. Club members must receive staff approval before departure and have sufficient funds to cover travel expenses before the trip. There will be consequences for any trip that takes place without prior approval and/or completion of all the appropriate paperwork (as detailed in Club Sports Governance).

- [A Travel Notification Form](#) must be completed for any trip outside Athens, GA, and filed with the Competitive Sports Office 7 days prior to departure. If this form is not on file, the Club will be ineligible to receive University funding for the trip and will be subject to sanctions.
- [A Club Sports Travel Spending Request](#) must be completed to receive reimbursements for travel. Details on completing this form are available on the UGA Involvement Network and the UGA Recreational Sports website. The travel request must be submitted 7 days before the trip.
- [An Event Follow-Up](#) must be submitted to the Competitive Sports staff within 3 days of returning from travel.
- The Competitive Sports Staff can issue Travel Memoranda for clubs that travel during the school week and miss class. This memorandum is intended solely to verify participation in the club and should not be interpreted as an

excuse to miss class. To request a travel memo, indicate this on the Travel Notification form on the UGA Involvement Network.

- Any changes to the initial travel roster must be submitted at least 24 hours before leaving campus..
- The Competitive Sports Administration must be notified immediately of any accidents or emergencies that occur during club-related travel. An email should be sent to compsports@uga.edu, and a phone call should be made to the Assistant Director for Competitive Sports.
- An officer traveling should carry an 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 by vehicle, it is recommended that drivers do not drive more than 5 hours without taking at least a 30-minute break. Alternate drivers should be used when available. When driving between 12 AM and 3 AM, drivers should take a 30-minute break every two hours.
- While traveling, all clubs should always act professionally, 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 strongly discouraged for business or professional purposes due to the preponderance of evidence indicating a risk of tipping over.

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 1 through July 31). Those who violate this rule will be subject to further penalties outlined in the disciplinary section of the Participant Guide.
2. A club sports member shall be eligible for Intramural participation in their specialty sport, subject to the following restrictions. Volleyball, 4v4 outdoor soccer, indoor soccer, Pickleball, 4v4 Flag Football, and 4v4 volleyball teams are restricted to **ONE** such participant on their roster. All other IM Sports can have **TWO** such participants on their roster. Co-recreational teams in sports, allowing two club sports members, are limited to one member of each sex. No co-recreational team can have multiple club players of the same sex on its roster.
3. A former or current intercollegiate athlete or club sport member may appeal their status regarding restrictions in a particular sport. Such an appeal must be submitted in writing to the Competitive Sports Administration before participating. **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 available 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 or produced item. When working with a vendor, provide the final proof from the vendor.
3. Complete the [Trademark Use Pre-Approval form](#). Send the Pre-Approval Form and final artwork proofs to all the following individuals: marty.mullis@uga.edu; jamesja@uga.edu; emmabacon@uga.edu; emma.robinson17@uga.edu; Benjamin.goldberg@uga.edu.
4. Once you receive final approval, you will receive a signed copy of the approval form from the Trademarks Office.

****Vendors participate in a separate approval process directly with University Trademarks and 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 into your production timelines for artwork and logo approval to allow time for any 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 develop artwork versions that give clubs a sense of the options available to meet their needs. These guidelines are designed to provide all our clubs with options that are more likely to be approved. Club Sports have been designated by Athletics as the only student organizations with 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 about the trademarking process can be found at the link.

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

ITEMS THAT REQUIRE APPROVAL

Items that require approval from Trademarks and Competitive Sports: Any products, apparel, and/or merchandise created for internal use (promotional items, giveaways, awards, trophies, nametags, etc.) or external use (fundraisers, sale items, etc.), as well as paid advertising materials.

Items that require approval from Competitive Sports:

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

ADMINISTRATION AND LEADERSHIP

CLUB RESPONSIBILITIES

Club officers are ultimately responsible for ensuring that each athlete on 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. Throughout all activities, club teams are fully responsible for complying with local, state, and federal laws, as well as University, Recreational Sports, and Competitive Sports regulations. In addition to any sanctions imposed by others, failure to comply with any of these laws, regulations, or guidelines may result in the loss of Club Sports status, the loss and/or suspension of club privileges, verbal and/or written warnings, and/or negative points in the Administrative Compliance Program (ACP).
2. Clubs are responsible for maintaining their registration as a registered student organization with the ELS.
3. Clubs are responsible for determining membership numbers and the selection process.
4. Clubs are responsible for submitting travel paperwork for all events not held 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 and an emergency action plan for their club.
7. Clubs must have a designated number of members certified in CPR/AED/First Aid through the American Red Cross, based on their tier. The minimum required certification is CPR/AED for the Professional Rescuer, with first aid, through the American Red Cross, valid for the entire academic year. All Clubs should carry an AED and a first aid kit when practicing, competing, or traveling.
8. Clubs are responsible for reporting any violations, accidents, or injuries to the Competitive Sports Administration in the travel follow-up report. Failure to report will result in sanctions decided 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 prepare for their experience and answer most of their questions.

Officers in the following positions (or similar positions) are required to take and pass the Club Sport Officer Training Quizzes with 100%: President, Vice President, Treasurer, Secretary, and Safety Officer(s). Please use the basic descriptions provided to determine which officers must participate.

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

1. Ensure the club has the organization and officers it needs.
2. Maintain an up-to-date roster and waiver for each member of your club.
3. Register your club with the ELS.
4. Ensure all paperwork is completed accurately and on time.
5. Communicate policy changes, announcements, and other updates from the Competitive Sports Program.
6. Ensure risk management policies are developed, reviewed, and enforced.
7. Plan travel appropriately and work with the business staff to do so in a timely manner.
8. Develop and present budget requests for allocation.
9. Use social media and marketing strategies to boost interest in your club.
10. Prepare and develop future club officers.
11. Consistently submit weekly reports by midnight every Monday.
12. Identify fundraising and community service projects for your club.

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

President

1. Serve as the liaison among the Competitive Sports Office, Executive Committee, and Department of Recreational Sports.
2. Communicate and enforce all Club Sports policies and procedures for all members.
3. Seeking approval for Club Sports business. Examples include logo requests, purchases, community service, etc.
4. Responsible for completing and submitting required reports or forms online via the UGA Involvement Network.
5. Attend Club Officer Trainings.
6. Responsible for managing the club email account at least twice weekly.

Vice President

1. Serve as the president in all duties as determined if the president is unable to do so.
2. Assist the president with all duties as determined by the president.
3. Responsible for all content posted on the Club website.
4. Submit all Travel Notifications and Event Follow-up reports.
5. Attend Club Officer Trainings.
6. Responsible for managing the club email account at least twice weekly.

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) and 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 weekly.

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) from club meetings.

4. Attend Club Officer Trainings.
5. Responsible for managing the club email account at least twice weekly.

Safety Officer

1. Hold CPR, First Aid, and AED certifications 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 the 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 weekly.

CLUB SPORTS LISTSERV

The Competitive Sports staff will use the Club Sports listserv to relay information to Club Sports 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 or activities via the listserv.

UGA INVOLVEMENT NETWORK

Club officers must use the UGA Involvement Network to submit most required paperwork to the Competitive Sports Staff. All documents and forms are available on the Competitive Sports page. Paperwork requiring different types of submission includes detailed instructions in the Club Sports Governance section of this handbook. For a basic tutorial on using the Competitive Sports Involvement Network page, watch this video.

OFFICER TRAININGS

Clubs are responsible for ensuring that at least one officer attends each mandatory officer training session. These sessions are designed to inform club officers of the Competitive Sports Office's expectations, educate them on the guidelines that apply to our program, and provide leadership development opportunities. Officers are strongly encouraged to attend role-specific training (e.g., the treasurer to attend finance training, the safety officer to attend risk management training). Additional ACP points will be awarded to clubs that have at least one officer attend any optional officer training session.

CLUB SPORTS EXECUTIVE COMMITTEE

The Club Sports Executive Committee (CSEC) is a student advisory group that represents Club Sports officers and athletes on 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, professional staff members, and program assistant(s) (serving as ex officio members).

How to Apply for Club Sports Executive Committee:

1. Applications will open on the involvement network in the Spring semester.
 - a. No more than one member of the same club may serve on the committee.
 - b. Applicants must serve either in the 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 the Exec Committee open for the next year.
3. Applicants will be contacted and asked to attend an Exec Committee meeting to observe how the committee operates and learn more about what the day-to-day looks like.
4. Applicants will be evaluated on their ability to see the broader Club Sports picture and to be engaged during the meeting.
5. Applicants will be contacted by email if they are offered a position on the committee for the next year.

More information about the role of the Club Sports Executive Committee is available in the Executive Committee Handbook, located in the documents section of the Competitive Sports Involvement Network page.

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

1. A team is permitted **one** appeal if its Club Sport affiliation is revoked.
2. This appeal must include new information to support the organization's continued affiliation.
3. The appeal, along 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 improve its performance and members' skills. 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 and qualifications of all coaches and instructors.

1. Each coach must complete the UGA Coach's Waiver with a resume, submit proof of required certifications, and attend the coaches' meeting to be eligible to coach each year.
2. It is recommended that all coaches purchase their own medical/liability insurance.
3. The coach must be aware of and follow all University and departmental procedures for the Club Sport program. All information is available on the Rec Sports website, recsports.uga.edu.
4. The coach should limit their contributions to coaching and **refrain from activities related to 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 about 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 be left solely to the coach or student representative.**
7. **Remember, coaches are viewed by the University as Community members and are not considered members of the student organization. As such, they 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, the coach shall not promise or give any monetary rewards or scholarships to any member or prospective member.
9. Coaches are expected to always exhibit and promote good sportsmanship and to **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 scheduling appointments with the Director of Recreational Sports, Intercollegiate Athletic Directors, or any other person to discuss club business without notifying a member of the Competitive Sports Staff.
11. The Competitive Sports Staff will work directly with the specific club in an advisory capacity regarding the coach-club relationship. If the coach is not acting in the club's best interests, the Competitive Sports Staff may work with the club to have the coach removed. However, the club is responsible for retaining or removing the coach.
12. Coaches must be recommended by Club members and must submit the COACH WAIVER FORM each academic year to continue coaching. Coaching status is not automatically renewed.
13. **Coaches must be listed on the club roster and check in with the Competitive Sports staff at practices/events, presenting a photo ID.**

Students who are coaches must abide by all the above policies to become a coach and understand that they are not members 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 serve as a mentor, assist club officers in the routine operation of the club, and serve as a consultant to the club president in the management of the club. Faculty/Staff Advisors volunteer to serve in their role as a Club Sport Advisor. ***It is not the advisor's responsibility to speak on behalf of the club, prepare paperwork and documentation, or recruit new members.***

Role and Responsibilities of Advisors:

- Advisors should be familiar with the constitutions and bylaws of their respective organizations and be prepared to assist with their interpretation.
- Advisors should be familiar with UGA's policies and rules governing student organizations.
- Advisors should help develop leaders by encouraging the growth of initiative, responsibility, and leadership among the club's student officers and athletes.
- Lend their experience, judgment, and knowledge to assist the officers and members in developing the club.
- Club sport officers and the Competitive Sports Administration reserve the right to remove an advisor from the position if deemed necessary.

CLUB SPORTS GOVERNANCE

ADMINISTRATIVE COMPLIANCE PROGRAM (ACP)

The Administrative Compliance Program (referred to throughout the rest of this document as ACP) is a point system that outlines club sport requirements and holds clubs accountable for all policies and procedures.

GENERAL INFORMATION:

Basic Compliance, Risk Management, and Finance are classified as “all-or-nothing” categories. This means that a club will receive points only if ALL items in the category are submitted by the designated deadlines. If any items are missing, a club will receive zero points (not negative points) and enter a two-week period to complete the items, during which funding will be reduced (5% of the initial total allocation in the first week and an additional 5% in the second week).

ELS REGISTRATION: Each club must re-register with ELS. Registration starts in the Spring semester, and each club must apply by 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, it will be removed from the club sports program.

WAIVERS AND ROSTERS: Clubs must ensure that all individuals submit the sport-specific competitive sports waiver and team rosters online via the UGA Involvement Network by the designated deadline to receive full credit. If not completed by the listed dates, 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 submit the schedule through the UGA Involvement Network by the designated deadline to receive full credit.

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

HANDBOOK QUIZZES: All officers holding the following positions (or similar positions) are required to take and pass the Club Sport Officer Training Quizzes with 100%: President, Vice President, Treasurer, Secretary, Apparel Officer, and Safety Officer. All handbook quizzes must be passed by the deadline to be considered complete and to 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 to address dangerous situations. A basic template for the plan and safety information for UGA Recreational Sports facilities are available on the UGA Involvement Network.

BUDGET PROPOSAL: Budget proposals must be completed and submitted by the deadline. Clubs must use the correct form and submit everything **BEFORE** the deadline to fulfill the requirement.

CPR CERTIFICATIONS: Safety Officers should obtain or maintain an up-to-date CPR/AED for the Professional Rescuer with First Aid certification from the American Red Cross, 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 Risk Management category requirements. If the tier-determined requirements are not met, clubs will enter a two-week grace period, lose funding, and then be sanctioned by the Club Sports Exec Committee.

EVENTS: Clubs can receive allocation points for submitting their Event Notification Form at least 7 days before the event. Events may include (but are not limited to) games, matches, tournaments, and performances (Hawks Game, festivals, etc.). Clubs earn points for hosting events and for traveling to other events. Travel Notification Forms must be completed completely, accurately, and on time to receive credit and travel. *National travel is defined as travel outside 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 in 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. **This form is required for home competitions, too.**

TRAINING ATTENDANCE: There will be 3 to 4 Club Officer Trainings per semester to 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 per meeting if 1 officer attends and -2 points per meeting if 0 officers attend. Clubs will receive 4 points per meeting if 2 officers attend, and that is the maximum total per meeting.

MONTHLY MEETING ATTENDANCE: Officers must attend one meeting per month with their designated Competitive Sports staff advisor. Points are awarded for each meeting, and, as with the Officer Trainings, negative points are assigned for any monthly meeting that is not attended.

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 13-15 weekly reports due per semester. Clubs will receive points only 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 primary goal of participating in the event is to serve a community or philanthropic group. Community service activities must not include a club performing in its sport (e.g., hosting a skills clinic). The Club itself must 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 at least 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 after the event, the "Community Service Follow-up Report" must be completed. These forms must be approved through the involvement network. All community service projects must be completed by the last day of class in the spring semester.

EXTRA CREDIT: Not all aspects of club administration are covered by the above areas; therefore, extra credit points will be awarded to clubs that 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, attending ELS informational meetings, or otherwise going above and beyond to make Club Sports safer, enhance the student experience, or increase teamwork and fun. All extra credit projects must be completed by the last day of class in the spring semester.

- **OPTIONAL OFFICER TRAININGS:** There will be 3 to 4 Club Officer Trainings per semester to 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 per meeting if 1 officer attends. For each additional officer who attends, 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 if 10 club members or 30% of the club attend, 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 who attended on the UGA Involvement Network.
- **MEMBERSHIP:** Determined by comparing the number of 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 join to be active in their sport.

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

Requirement	Points Awarded	Maximum	Minimum
Basic Compliance - ELS Registration Approved - Waivers - Fall Roster - Spring Roster - Fall Competition Schedule - Spring Competition Schedule - Info Report - Handbook Quizzes*	25	25	0
Risk Management - Emergency Action Plan - CPR Certifications (through the American Red Cross)	25	25	0
Finance - Budget Hearing Sign Up - Budget Proposal Submission	25	25	0
Club Events - 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 of 15: 0 0-3 submitted: -5	10	-10

Community Service	5 per event	Tier Dependent	Tier Dependent
Extra Credit - Supporting other Clubs - Membership Bonus - Affiliation Dues - Additional Community Service - Appropriate social media engagement (with Rec Sports & other Clubs) - Attending optional officer training - Attending Rec Sports sponsored events	<u>Varying</u> Membership Bonus: • 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: • 2 points per approved submission • 5 submissions max	Additional Community Service (for a total of): 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 in managing a dynamic Club Sports program and to establish clear expectations for individual clubs. It also defines what the Competitive Sports Administration will provide to each club and to the general club membership. The Department and its staff serve as the administrators of each club within the Club Sports program.

The system comprises four tiers of club membership: Competitive I, Competitive II, Recreational, and Conditional. **It is important to note that this system is not intended to serve as a status system or to designate which clubs are more or less important; regardless of tier, all clubs will be treated equitably.** This system is in place to assist each club with self-selection, based on the preferences of the club's membership, the tier 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 it has selected. Each club's tier designation will be determined by the application, the current year's ACP standing, and a history of compliance.**

TIER DESIGNATION

In March of the previous academic year, clubs will "apply" for the tier status of their choice for the upcoming academic year. Applications are part of the [Annual Report and Budget Request Packet](#). Applications must be completed and submitted through the UGA Involvement Network by the posted due date.

Clubs are placed in a tier based on their performance from the previous year and 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 will consider the Committee's recommendations and the applications and make a final decision on tier placement 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 for the tier it is seeking to join.

To properly manage the club sports program, each year the number of clubs at a particular tier may be limited. It is anticipated that as the club sports program continues to expand and strengthen, the potential number of clubs at the limited tiers shall increase each year.

The following guidelines shall apply:

- To maintain your eligibility in each tier, you must meet all general administrative requirements and the tier-specific minimums outlined in the Tier Criteria Section below. **Please note that meeting these minimum requirements does not automatically guarantee your current tier status.**
- A club may not move up more than one tier per academic year.
- If a club drops from a limited tier, eligible clubs may immediately petition to fill the vacated spot.
- As clubs move up or down, the funding pool percentages and event limitations may be adjusted.

2026-2027 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 varies 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 listed below. However, please note that these percentages may vary based on the actual number of clubs at each tier.

Tier	Percentage of Funding Pool
Competitive I	74
Competitive II	23
Recreational	3
Conditional	0

PRACTICE SPACE ALLOCATION

For all on-campus Recreational Sports-managed spaces, clubs shall be allocated practice space based on ACP ranking within their designated tier. All clubs may request two practices (4 hours) per week, and facility space will be granted if available. Clubs are eligible to request additional practice per week for up to 15 weeks of the academic year. After all clubs' initial four hours of practice have been approved, any remaining practice slots, if available, will be filled by ACP ranking. If additional facility space remains after allocation, a "lottery" system shall be used for clubs interested in additional space.

ADMINISTRATIVE COMPLIANCE PROGRAM (ACP) IMPLICATIONS

Although the ACP is a separate set of standards, it is important to consider the ACP implications of the tier system. As part of the annual review process, the Club Sports Exec Committee will have access to each club's sanction history and may take it into account. A significant sanction history may prevent a club from achieving a particular tier.

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 detailed information. The list below is referred to as "general benefits" throughout this document.

- May request department funding from both the general allocation* and the Contingency Fund.
- May request Recreational Sports-managed facility space for meetings, tryouts, practices, competitions, and special events (facility use fee typically waived).
- Members are eligible to purchase Nike, Under Armour, and other items from BSN Sports at a discount.
- May maintain general liability insurance purchased through a third-party vendor (especially beneficial for clubs that practice or compete off-campus).

- May have a member to serve on the Club Sports Executive Committee (CSEC).
- May attend the Competitive Sports Banquet held each spring semester to celebrate the accomplishments of the year!
- Will be listed in the Club Sports Directory and on the Department's website.

* Conditional clubs are ineligible.

Tier	Details	Benefits
Competitive I	<i>Criteria</i> • 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: 190 <i>Requirements for Tier Status</i> • 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 (must be completed by the last day of spring classes) • Monthly meetings with Competitive Sports staff	• In-season priority • All general benefits • Funding • Practice space allocation
Competitive II	<i>Criteria</i> • Competitive in nature • Managed by Competitive Sports for 2-4 consecutive years • Minimum competitions per year: 3 • Minimum ACP: 155 <i>Requirements for Tier Status</i> • 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 (must be completed by the last day of spring classes) • Monthly meetings with Competitive Sports staff	• All general benefits • Funding • Practice space allocation
Recreational	<i>Criteria</i> • 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: 125 <i>Requirements for Tier Status</i> • 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 (must be completed by the last day of spring classes) • Monthly meetings with Competitive Sports staff	• All general benefits • Funding • Practice space allocation
Conditional	<i>Criteria</i> • Tier for clubs in their first year of operation or clubs that are rebuilding • Minimum ACP: 125 <i>Requirements for Tier Status</i>	• All general benefits • Practice space allocation

	• 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 (must be completed by the last day of spring classes) • Monthly meetings with Competitive Sports staff	
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CLUB SPORTS CONDUCT POLICY

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

MISCONDUCT

Misconduct is behavior subject to disciplinary action and includes violations 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 the loss of club sport affiliation or other disciplinary action against the Club Sport involved (such as loss of practice space or allocated funding). The Club Sports Sanctions outline the consequences of non-compliance with Competitive Sports policies and procedures. Sanctions are organized 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 the consequences of non-compliance.

References to items being frozen in the following sections mean that clubs will be unable to perform club-related actions (e.g., 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	Personal suspension for 2 weeks	Banned from club sports for one year, can appeal to

	with Competitive Sports staff		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 the club until a meeting is held	Demotion to conditional tier and loss of 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 the 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 the grace period: loss of 10% allocation	(First Major) Freeze everything (money, practice, etc.)

Major	Freeze the club until a meeting is held.	Demotion to conditional tier and loss of allocated funds (whatever's left)	The organization will lose Club Sports affiliation.
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TRADEMARK INFRINGEMENT

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

FINANCE

FINANCIAL INFORMATION

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

GENERAL INFORMATION

1. Fiscal year - The UGA fiscal year runs from July 1 to June 30. Payments or reimbursements must be made in the same fiscal year as the invoice or receipt. You cannot pay for last year's expenses with this year's money.
2. Carryovers – Clubs do not get to keep unspent allocated funds. For deposited funds, every effort should be made to spend them during the fiscal year.
3. Deadlines - Each year, a spending deadline for allocated funds is set. Allocated funds not spent by this deadline may be transferred to the Club Sports contingency and distributed to clubs competing nationally to help lower their expenses. In addition, the University has fiscal year cutoff deadlines that must be observed.
4. Reimbursements - We can reimburse only the person whose name appears on the original itemized receipt. Receipts must be submitted within **14 days** of purchase. Reimbursement must be made to an individual, not an organizational account.
5. Availability of funds - The UGA account is not like a checking account. You cannot come in to withdraw funds or have 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 using the methods listed.

CLUB SPORT FUNDING: ACP AND NEED-BASED FUNDING

Funding is distributed to Club Sports based on each club's fulfillment of the ACP requirements. Points will be awarded to teams as outlined in the ACP document. 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 to a UGA Account through our business office. This account is the conduit through which allocated and 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 on fiscal policies and procedures will be provided in a later section.

ALLOCATED VS. DEPOSITED FUNDS

Allocated funds are distributed to student organizations by the University, while deposited funds are those raised by the student organizations themselves.

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

CARRYOVER FUNDS

Carryover funds are deposits from previous fiscal years. Every effort should be made to spend these funds during the fiscal year. Carryover for inactive clubs will revert to the Club Sports contingency fund. These funds will be used for the overall benefit of the Club Sports program.

TAX EXEMPT STATUS

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

However, 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 (Questions? Contact Anna Kellogg, annaube@uga.edu)

1. **Only fees-paid students may receive travel funding.** [Travel spending requests are available online.](#)
2. **ALL CLUB TRAVEL MUST BE PRE-APPROVED.**
3. All travel must be pre-approved by submitting the required form(s) to the Competitive Sports Administration at least 7 days before travel. If a club learns of a travel opportunity after the deadline, an explanatory cover memo must accompany the travel request form(s). Travel reimbursement after the fact may NOT be approved! **The travel forms must be submitted by the person paying and being reimbursed. A club member cannot be reimbursed for someone else's travel expense unless it is Group Travel. The treasurer should not complete this form if they are not paying or being reimbursed.**
4. During travel, original, itemized receipts in the **individual's name to be reimbursed** must be obtained. The person paying for the goods or service must have all receipts in their name to be reimbursed.
5. When allocated funds are available, UGA can pay entry fees in advance directly to tournament sponsors. To process the payment, you must submit an invoice and 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 or reimbursement of entry fees, hotels, and transportation.
 - a. Clubs will be reimbursed for mileage (\$0.30/mile); gas receipts will not be reimbursed.
7. The [Club Sports Non-Travel Spending Request form](#) for all other non-travel purchases.
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 travel funds.**

- Submit a "Club Sports Travel Spending Request" form at least 7 days before departure.
- A copy of this request will be forwarded to the club email account for a second approval. The President, Vice President, or Treasurer must reply to the email to approve the request. **The individual approving the request must be different from the individual who submitted the initial request.**
- You will receive an APPROVAL email from our business staff with reimbursement details, required forms, and next steps.
- Complete the vendor profile (at <https://suppliers.uga.edu>).
- While you travel, keep all ORIGINAL receipts and ensure purchases are paid from an individual's personal account. **Venmo receipts will not be accepted.**
- If you are seeking reimbursement, **do not use online booking services such as Airbnb, VRBO, Home Away, or other similar service providers.** These charges are not eligible for reimbursement. Furthermore, be wary of using so-called "third-party booking sites" (Expedia, Hotels.com, Hotwire, etc.) as they often fail to provide an itemized receipt for your purchase, which is required for reimbursement.

- After travel:
 - Email annaube@uga.edu to schedule a reimbursement meeting within 2 weeks of your return.
 - Individuals will be reimbursed for mileage (\$0.30 per mile). Gas receipts will no longer be reimbursed.
 - Please note that club members must submit reimbursement paperwork and supporting receipts within 14 days of the last day of travel.
- A reimbursement check will be mailed to the address on file in the vendor profile and may take 1-2 weeks to process. Alternatively, if you provide your bank account information in the vendor profile, the funds can be directly deposited. (<https://suppliers.uga.edu>)

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.
- A copy of this request will be forwarded to the club email account for a second approval. The President, Vice President, or Treasurer must reply to the email to 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, forms, and instructions on setting up a meeting to gather the necessary signatures.
- 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. Furthermore, be wary of using so called “third-party booking sites” (Expedia, Hotels.com, Hotwire, etc.) as they often fail to produce an itemized receipt for your purchase that is required for reimbursement.
- After travel
 - Email Anna Kellogg (annaube@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 let Anna know this when setting up the reimbursement meeting.**
 - Please note, club members must submit reimbursement paperwork and supporting receipts within 14 days after the last day of travel.
- A reimbursement check will be mailed to the address provided on the vendor profile and can take 1-2 weeks to be processed. Or, if you provide your bank account information in the vendor profile, the funds can be directly deposited. (<https://suppliers.uga.edu>)

PROPER RECEIPTS

Proper receipts provide proof that full payment was made for a particular item. Receipts should be itemized, clear, and legible, showing the item(s) purchased and including an official certification that full payment was made. The receipt must be itemized and show a zero balance. **Venmo receipts cannot be reimbursed.**

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](#).” Fill out your name and contact information, the club name, proposed purchase items, and the estimated cost,

then 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 that you schedule an appointment with the Competitive Sports Administration in advance to discuss major club purchases. **If a purchase is made using the club's off-campus bank account, it cannot be reimbursed with allocated funds.**

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 or with Rec Sports staff member Anna Kellogg (annaube@uga.edu) BEFORE making purchases.

ALLOCATED FUNDS

Appropriate Expenditures	Inappropriate Expenditures
Transportation	T-shirts/ Personal uniform elements
Facility Rental	Direct payment to an official – we will not reimburse for this
Lodging	Personal equipment items
Officials – through an organization by invoice	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-logos must be approved prior to the service	Charitable contributions
Tournament registration/entry fees	Gifts (including those given to coaches/volunteers)
League dues – with a letter of justification stating the benefit of membership	Alcoholic beverages

DEPOSITED FUNDS

Appropriate Expenditures	Inappropriate Expenditures
Transportation	Alcoholic beverages
Facility Rental	Charitable contributions
Lodging	Gifts (including those given to coaches/volunteers)
Officials – through an organization by invoice	Direct payment to an official – we will not reimburse for this
Printing for promotional materials (excludes t-shirts)	
Equipment for the use of the whole club	
Team apparel or uniforms	
League dues – with a letter of justification stating the benefit of membership	
Trophies/awards	

PURCHASING METHODS

1. Reimbursement of personal funds– either the “[Club Sports Non-Travel Spending Request](#)” or “[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, itemized receipts are required for reimbursement and must be submitted within 30 days of purchase. Receipts must be formal and itemized, including the date and the vendor's name. Cash register receipts must have the vendor's name machine-printed or stamped on them.
2. Invoice - **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 ship orders before payment. A P.O. must always be used for purchases over \$2,499, including services. Purchases of \$25,000 or more must be put 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 – single purchases must be less than \$2,499. Items purchased must be shipped to the Department of Recreational Sports to verify receipt of the order and confirm that the order is correct. Please indicate that you wish a P-Card to be used when completing the non-travel spending request.

PURCHASING USED EQUIPMENT

1. A purchase order will be prepared by the Department of Recreational Sports. You must provide us with the following information: a detailed description of the item, including the 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 the equipment at the time of manufacture and the 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 it to the state.
4. The UGA Procurement Department will send an official purchase order to the seller. Once you receive it, you can take possession of the item. You must also obtain an official invoice from the seller and bring it to the Rec Sports business staff so we can initiate payment.

SELLING EQUIPMENT

All sales 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 about equipment sales.

DONATIONS

Donations to a UGA Club Sport may qualify for a tax credit if the contribution is "for the use of" the organization and not set aside for a specific person (per the IRS). Clubs should consult a tax advisor to confirm their 501(c)(3) status and ensure they are a qualified charitable organization. Please contact the Rec Sports department for further instructions (recsports@uga.edu). If your club has a UGA Foundation Account, gifts made out to "UGAF" can be deposited into that fund and will be eligible for tax deductions. The Foundation will supply the receipts directly to the donor(s).

Non-Monetary – for donations such as services and equipment, we need a letter from the donor listing everything being donated and the fair market value of the items. Please work with your advisors before accepting any donations.

BUDGET PROPOSALS

Clubs may apply for funds by completing a Budget Request Form. Budgets are due each spring. These funds are drawn from the overall Club Sport Program Allocation (comprised of rec fees), and the Executive Committee recommends individual club allocations. Guidelines for allocating and spending funds are set by the Executive Committee and the Department of Recreational Sports.

Unspent 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 receive Club Sport status the following year. Final Budget Allocations for the fiscal year are provided to the clubs after the new fiscal year begins.

BASIS FOR FUNDING

- Administrative Compliance Program
- Number of active members-explain the number needed for good quality experience in the sport/activity; any specific number that is required; the number of members expected for the year.

- Total 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 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, explain why. Examples include major equipment loss, significant changes, and qualification for nationals. Include as much supporting documentation as feasible. Each Club's previous year's budget request is available for review and will inform 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 develop with the Competitive Sports Administration and the Club Sport Executive Committee. However, fundraising is also a valuable and often necessary way to increase a club's revenue and meet its financial needs.

Clubs will not have access to university funds until the following minimum requirements are met:

- a. Completed ELS Registration
- b. Minimum of 10 waivers submitted online via UGA Involvement Network
- c. 100% on Club Sports Officer Training Quizzes for the following positions (or positions with similar responsibilities): President, Vice President, Treasurer, and Safety Officer(s) (completed via eLC)
- d. Fall Competition Schedule
- e. Fall Roster
- f. Club Info Report

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 in accordance with university rules and regulations. Club Sport activity funds will normally come from the following sources:

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

SPONSORSHIPS

Club Sports may secure sponsorships from external entities. **Sponsorships must be approved by the Department of Recreational Sports before any agreements are made and will be handled 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

As you consider any type of agreement with any third-party entity, note that your organization must adhere to the university's policies regarding [trademarks](#), [solicitation](#), and [web advertising, sponsorships, and partnerships](#). Failure to follow these policies will jeopardize your status as a registered student organization.

CONTINGENCY

A contingency fund is established each year by Competitive Sports to assist clubs or individual club members with national competitions, unforeseen expenses, and unique purchases (uniforms, equipment, etc.). Clubs are eligible to apply for contingency funding only once per academic year.

A written proposal should be [submitted via the Involvement Network](#) 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 “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 recommends 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 or purchases occur, the request will not be considered.

OTHER RESOURCES

Engagement, Leadership and Service

<https://els.uga.edu/>
<https://els.uga.edu/student-organization-resources/>
<https://els.uga.edu/resources/>
[Involvement Network](#)

UGA POLICY FOR PROGRAMS AND ACTIVITIES SERVING MINORS

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

Programs 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 this policy's guidelines, you must take the following steps to ensure approval.

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

ATHLETIC TRAINERS

1. UGA Rec Sports has formed a partnership with Piedmont Sports Medicine to serve as the provider of athletic trainers for Club Sports events at Rec Sports-managed facilities:
 - a. Ramsey Student Center
 - b. Rec Sports Complex (IM Fields)
 - c. Club Sports Complex
 - d. Wheeler Gym (Health Science Campus)
2. The Competitive Sports Team will communicate the approved event schedule for these facilities to Piedmont to ensure adequate coverage for each event. A minimum of **one week's notice** is required to secure athletic trainers for your event through this agreement; otherwise, your club must secure trainers through another avenue.
3. If your club hosts an event at a venue **not** managed by Rec Sports, you can reach out to Piedmont to confirm their availability. In this case, your club is also responsible for paying Piedmont directly for this service.
4. For “preventive care” such as taping, clubs **must provide** their own supplies (pre-wrap, rolls of athletic tape, etc.). Athletic tape is available for purchase at the admissions desk in the Ramsey Student Center.