

# **North Georgia College & State University Sport Club Handbook 2011-2012**

## **1. Introduction**

The North Georgia Sport Club Handbook is designed to aid clubs with all aspects related to their club. We hope that the enclosed information will help you in running your club successfully.

### **Mission Statements**

#### **North Georgia College & State University Mission Statement**

North Georgia College and State University develops and educates leaders through a strong liberal arts, pre-professional, professional, and graduate programs. North Georgia College & State University is proud to be designated by the Board of Regents of the University System of Georgia and by the Georgia General Assembly as the Military College of Georgia and distinguished as a leadership institution of Georgia. North Georgia College & State University provides an environment of academic excellence that develops leaders who respect all people, maintain high ethical standards, continue intellectual and personal growth, and serve the community, the state, the nation, and the world.

#### **North Georgia College & State University Recreational Sports Mission Statement**

The mission of the Recreational Sports Program at North Georgia College & State University is to provide students, faculty, and staff with the opportunity participate in a variety of recreational sports in a safe environment, creating a setting that fosters community, forms lasting memories, and instills a sense of belonging. The Recreational Sports Program promotes physical fitness, healthy habits, and balanced behaviors, improving the overall social, mental, and physical wellbeing of participants. Additionally, the program teaches students meaningful life skills, encourages personal achievement, and develops involved and responsible citizens. In fulfilling this mission, we support and complement the institution's academic and leadership objectives.

### **General Information**

The North Georgia Sport Club program is composed of a group of students, faculty and staff that voluntarily organize themselves in order to compete and participate in sports/activities in which they feel passionately about. Funding for clubs comes from the Student Government Association, club dues, fundraisers, and other outside donations. The Sport Club program is strictly voluntary. Members of each club must realize that each sport has inherent risks and should have some type of health insurance to cover these risks. The Recreational Sports Office offers general guidance and support to each Sport Club. However, the success of each club hinges on the student leadership of its officers. Sport Clubs are meant to be a learning experience through involvement in fundraising, organization, administration, budgeting and

scheduling. The leadership opportunities are endless and allow all members to enhance their college experience. The handbook was created to clarify any difficult situations that clubs may encounter and explain the Sport Club program to all officers, coaches, advisors, and club members.

## **Important Phone Numbers and Addresses**

NGCSU Recreation Center  
198 Church Street  
Dahlonega, GA 30597  
(706)864-1622

Jessica Brown  
Graduate Assistant, Recreational Sports  
Sport Club Administrator  
[recgrad@northgeorgia.edu](mailto:recgrad@northgeorgia.edu)

## **2. Club Organization and Membership**

### **What is a Sport Club?**

The Sport Club program is a voluntary program organized for the purpose of promoting and developing skills and interest levels within a variety of different sports. Sport Clubs are open to all faculty, staff, and students that have paid their Student Activity fee for the year. The executive members of each individual club handle the majority of the responsibilities associated with the club. Sport Clubs receive money from a variety of sources: student fees, fundraising, dues collection and donations. Sport Clubs are registered and chartered organizations founded and administered by students in accordance with the University, the Division of Student Affairs, and the Recreational Sports Department. They are required to abide by rules and regulations governing student organizations. These rules can be found in the NGCSU Student Handbook.

### **Who can join a North Georgia Sport Club?**

Sport Clubs are made up entirely of any student, staff, or faculty member that has paid their Student Activity fee for either the semester or year that they are enrolled at North Georgia College & State University. All Sport Clubs are open to anyone that meets these criteria. While it is understood that many competitive clubs must develop a roster for competition, clubs are not permitted to “cut” participants. All activities must be open to students. Each individual participating in a Sport Club must sign a waiver stating that the individual understands the risks and responsibilities that are associated with their participation.

NOTE: Faculty and Staff cannot compete in intercollegiate events, but they are welcome to practice.

## Forming a new Sport Club

### Starting a New Club

1. Meet with the Sport Club Administrator to discuss student interest in the club and review requirements of the club – including facility equipment needs, operational needs, outlet for completion, instructional needs and feasibility at North Georgia.
2. Sport Clubs must have a National Governing Body.
3. Hold an interest meeting and gather names, ID numbers, and contact information of interested individuals.
4. Decide club officers, advisor, dues, etc and construct a constitution for the club.
5. Once the club is approved by the Office of Student Activities, the club must be approved by the Sport Club Administrator.
  - a. Clubs will be on probation for 6 months and are not eligible for funding until the probationary period is complete.
  - b. The probationary period does NOT include summer months; only months during the academic school year will count toward the 6 month probationary period.

### Returning Clubs

Each club must update information with the Office of Leadership and Commuter Services and the Sport Club Administrator **each year** to remain on active status. The deadline for club renewal is set by the Office of Leadership and Commuter Services.

### North Georgia Sport Club Organizational Structure

The student leaders run each club. Typically, these leaders are in the following positions: President, Vice-President, Treasurer, and Secretary. The following is a typical breakdown of each position's responsibility. Some clubs may have more or less, depending on the nature and setup of the club.

- **President:** Oversees all functions of the club. Works closely with the Rec Sports Department. Delegates club responsibilities to the other officers and/or members. Will represent the club on the majority of topics.
- **Vice President:** Handles the day-to-day operations of the clubs. Reports issues to the President and works with other officers and members.
- **Treasurer:** Deals with all money-related issues. Responsible for submitting all bills and the club budget, which includes attending any money-related meetings. Submits receipts/invoices to the Recreational Sports Office, oversees the club checking account and ensures all club bills are paid on time.
- **Secretary:** Responsible for the upkeep of membership, updates the club on all communications, informs members of dues, works with the Treasurer to ensure only dues-paying members are active, keep and distributes minutes of all meetings, and emails minutes of each meeting to the Sport Club Administrator.

In addition to these officers, the club may have other members in charge of fundraising, scheduling, and promotions. All of the clubs will submit a list of their new officers to both the Office of Leadership and Commuter Services and the Sport Club Administrator at the beginning of the school year and immediately after any change in leadership.

## **Organizations/Informational Meetings**

During the course of the semester each club will conduct at least one meeting to discuss fundraising ideas, budgeting, up-coming events, practice times, game schedule, and other matters of importance for that semester. The Sport Club Council will also conduct at least two meetings per semester to discuss pertinent information related to all Sport Clubs.

## **Guidelines and Requirements**

The president of each club is responsible for developing guidelines and/or expectations for the club each year. The president of the club is responsible for providing a request for fields, courts, and equipment to the Sport Club Administrator each fall semester. The president is responsible for submitting a schedule for both practices times and games to the Recreational Sports Office. All coaches must fill out a Coach's Agreement Form and submit it to the Sport Club Administrator.

## **Intramural Sports/Ringers**

As stated in the Intramural Handbook, "Sport Club Rosters as received by the Sport Club Administrator will be used to determine an individual's club membership status. Any individual who appears on these rosters will be considered a Sport Club member for the entire academic year." Sport Club members who wish to participate in an Intramural Sport in the same or related sport to their respective club are considered ringers. The term ringer is described below.

A ringer is defined as an otherwise eligible participant with certain playing restrictions as a result of having benefited from advanced training and coaching opportunities in the same or related Intramural Sport. Therefore, the number of ringers, in the same or related sport, on a Sport Club roster is limited to 35% of the required number to play. Basketball = 2, Flag Football = 2, Soccer = 2, Softball = 4, Ultimate Frisbee = 2, Volleyball = 2, Water Polo = 2.

Exception: First year Sport Clubs are exempt from this rule.

### **3. Administrative Assistance**

The Sport Club Administrator will provide administrative assistance to all Sport Clubs. The following provides an overview of the assistance available to each club.

#### **Entrance into the Rec Center**

All Sport Club participants must present their Saints Card to enter the Rec Center. All members of the Sport Club must have valid Saints Cards for entrance into the Rec Center. Clubs practicing in the Rec Center may be eligible to receive passes for coaches to attend scheduled events.

#### **Copies**

A black and white copy machine is located in the Rec Center. Each club may make up to 50 copies per semester. The club must complete the Sport Club Copy Request Form as well as contact the Sport Club Administrator to make copies.

#### **Sport Club Mailboxes**

Each Sport Club has a mailbox located in the Recreational Sports Office at the Rec Center. These boxes should be checked at least once a week between 8am-5pm, Monday-Friday. All club mail should be sent to these mailboxes.

NGCSU Recreational Sports  
(Sport Club Name)  
198 Church Street  
Dahlonega, GA 30597

### **4. Program Safety**

#### **Risk Management Requirements**

At least 2 members of each club, (minimum of one officer) **MUST** be CPR/AED/First Aid certified. At least one of the certified members of a team need to be present at all practices, games and tournaments. Individuals that are certified need to have a copy of their certification card on file in the Recreational Sports Office. It is highly recommended that coaches be CPR/AED/First Aid certified. It is highly recommended that a trainer be on site for all homes games/matches and tournaments, especially for contact sports. Each individual is encouraged to carry their own personal health insurance. North Georgia College & State University does not provide any insurance for individuals or groups.

## **First Aid Policies and Procedures**

As stated before, at least two members of each club **MUST** be CPR/AED/First Aid certified. CPR/AED/First Aid classes are offered at the Rec Center; contact the Sport Club Administrator if a member of a club needs to get a certification. All certification cards should be on file in the Recreational Sports Office. It is highly recommended for all contact sports to schedule a certified athletic trainer for home games. The Sport Club Administrator can assist in securing trainers for events. Each team that practices or competes outside the Rec Center should have a First Aid kit for the entire season. First Aid kits can be checked out from the Recreational Sports Office at the beginning of each semester if the club does not have one of their own.

## **Injuries Occurring During Sport Club Events**

In the case of injuries, each club must document the incident. An Accident Report Form should be turned in to the Recreational Sports Office immediately after the injury occurred. The form can be downloaded from the Sport Club Website under the Forms section. The Sport Club Administrator must also be called and/or emailed regarding the injury. It is mandated that all clubs have First Aid kits at all games. These are available free of charge upon request. Clubs can coordinate an athletic trainer to be onsite through the Recreational Sports Office. The clubs are responsible for the cost of the trainer.

## **Affiliation/Governing Body Requirements**

Clubs must be a member of their club's respective affiliation, governing body, conference, or league. Clubs who are not members of their respective affiliation, governing body, conference, or league will not be eligible to participate in any type of competition. This includes any scrimmage, tournament, game, or event where the club is competing against another university or club team.

Participants must complete any insurance, physical fitness, equipment or competency requirements as mandated by respective affiliations, governing body, conferences, or leagues.

Clubs are to abide by safety standards, precautions and guidelines required by respective leagues, affiliations, governing bodies, conferences, etc. for practices and contests.

# **5. Facilities**

## **Scheduling**

Practice requests must be submitted by the President of the club to the Sport Club Administrator each semester. All other facility requests for games, tournaments, meetings and other events need to be sent to the Sport Club Administrator at the beginning of the semester or as soon as the club has knowledge of the event. If a club would like to request the use of any facilities operated by the Recreational Sports Department, filling out a Facility Event Request Form is required to secure space. Once the requests are approved, the Sport Club Administrator will provide each club a space request confirmation in writing that will verify their practice/game time. Please note: for any in semester request you must allow 8 working days advance notice to secure space.

## General Policy Restrictions

Because of the heavy field and facility usage, teams must abide by assigned practice times. A team that is repeatedly going over practice time and/or causing problems will face disciplinary actions against them.

## Building/Court/Field Usage

The use of fields is a privilege that Sport Clubs have. Do not abuse that privilege! Clean up all trash prior to and after practice. It is the clubs responsibility to ensure the practice area is free of any risk and/or factors that may cause injury or damage. All teams must receive written permission to use the Drill Field, Rec Center, or any other campus facility prior to using the space for practices, games, meetings, etc. If you see other groups abusing the fields or using the fields on a restricted day, notify the Sport Club Administrator (706)864-1622 or recgrad@northgeorgia.edu.

## Hosting Sport Club Events

1. The request for hosting an event must be turned in to the Sport Club Administrator at least 14 days in advance of the event.
2. The club needs at least two individuals in attendance with CPR/First Aid Certification.
3. It is recommended that high contact sports have a certified Athletic Trainer or EMT on site during games. Clubs should follow any guidelines that their governing body or association issues regarding medical personnel at game sites.
4. A First Aid kit should be on hand at all hosted events. Any first aid given should be recorded on an Accident Report Form that is turned in to the Recreational Sports Office.
5. Opposing team members must sign an NGCSU waiver in order to participate.
6. Clubs must submit, in written form, permission from off-campus entities to use their facility/venue for games and events. Permission should include their approval for the type event, the date, and the time of use.
7. Event insurance must be purchased for tournaments and events. In some cases, membership of members to governing bodies provides the appropriate coverage.
8. Clubs are responsible for greeting the clubs, arranging parking, showing them appropriate facilities to use, as well as ensuring proper waivers are signed by the opposing team.
9. Clubs are responsible for all set-up and clean-up before, during, and after events.
10. A Recreational Sports employee must be present at all hosted events, at the rate of \$8 per hour.
11. Use of on campus facilities must be approved by the Recreational Sports Department.
12. Striping the Drill Field or reservation of equipment to stripe off-campus facilities MUST be coordinated through the Recreational Sports Department at least one week prior to the event.
  - A qualified Recreational Sports employee must be present during lining of the Drill Field at the rate of \$8 per hour (not including paint).
  - The paint color for lines on the Drill Field must be coordinated and approved through the Recreational Sports Department.
  - Paint can be purchased through the Recreational Sports Department at the rate of \$4 per can.

## 6. Equipment

- Equipment purchased with SGA funds for clubs is considered property of North Georgia College & State University, but at the disposal of the respective club.
- When getting ready to purchase equipment contact the Sport Club Administrator for assistance. Purchases for equipment can be made by the Sport Club Administrator using the school issued credit card. This can only be done in the Recreational Sports Office.
- It is important and mandatory for all clubs to maintain updated equipment inventory logs.
- In the event of a situation where North Georgia-owned equipment is damaged/lost, the club is required to contact the Sport Club Administrator. We will then follow Risk Management procedures in getting the equipment fixed or replaced (if applicable). The following is required after equipment has been damaged:
  - Secure the equipment
  - Provide all written documentation of the incident
  - The Risk Management Department will then need an appraisal of the damage (they will contract out this endeavor)
  - All work on the equipment or replacing the equipment will be determined then by the Risk Management Department.
  - The club should also take pictures. The Risk Management Department will also need to take pictures.
- **The club is responsible for any deductibles applicable when making claims for insurance.**
- If the club wishes to get rid of school purchased equipment contact the Sport Club Administrator for the processing to surplus the equipment by State Regulations.

### Checkout Policies and Procedures

Each club that is using North Georgia equipment will need to do an inventory at the beginning and end of each school year. This form will be required to be turned into the Sport Club Administrator at the end of each academic year (spring). This will be reviewed at the end of year meeting with the Sport Club Administrator.

### Storage

Clubs may secure smaller equipment in the Rec Center, pending approval by the Sport Club Administrator. To secure smaller equipment in the Rec Center, storage lockers will be used. Clubs have access to the wire storage lockers located in the gymnasium area for storage of equipment, gear, etc. A club officer needs to contact the Sport Club Administrator to secure a storage locker and lock. Indoor sports will have priority in the use of the lockers.

## 7. Fundraising Donations

Donations can be made to a specific club and may be tax-deductible. Checks must be made payable to “NGCSU Foundation – Sport Clubs” with the memo line stating the specific Sport Club and mailed to the Sport Club Administrator (address listed earlier in the handbook on page 2). Upon receiving the donation, the North Georgia Foundation will mail a receipt to the donor for their records. The moneys received through the foundation do not have the same expense restrictions as SGA money.

If a club is soliciting tax-deductible donations, the Director of Development must be contacted prior to the donation being given. Tax-deductible donations must be processed through a qualified charitable organization to qualify for the deduction. The North Georgia College and State University Foundation, Inc. was founded in 1959 for this particular purpose.

Jeff Boggan  
Director of Development  
Suite 301 – Downtown Office Building (BB&T)  
706-864-1999  
[jboggan@northgeorgia.edu](mailto:jboggan@northgeorgia.edu)

### Fundraising Opportunities

Clubs have the opportunity to fundraise in many different ways. Many clubs fundraise in order to generate more money for their club. This may be achieved in many ways as long as the club has its ideas approved by the Sport Club Administrator and the Director of Student Activities. A NGCSU Fundraiser Request form must be filled out and approved prior to the fundraiser event.

## 8. Coach’s Agreement

- Coaches are an integral part of a club’s success. Typical club coaches come from Alumni and the local area that have extensive experience as a player and/or coach.
- The officers of each club are responsible for choosing their coach.
- Coaches should not be viewed as being in charge of the club. Coaches are strictly responsible for the on-field/on-court decisions (strategies, players), but do not lead the club. Officers should view the coach as a resource.
- Coach will NOT be paid through SGA allocated funds.
- All Coaches must be approved by the Sport Club Administrator, complete a Coach’s Information Form and sign a Waiver.
- Coach will provide the safest possible program for all participants.
- Coach will follow all Sport Club procedures as put forward in the handbook.

NOTE: A coach may be released from his/her duties at any time based upon violation of the coach’s agreement or for poor performance evaluations received by club members.

## 9. Job Descriptions

### President

- Will volunteer his/her time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the coach and the Sport Club Office.
- Will follow all Sport Club procedures/policies as presented in this manual and will pass this information on to club members.
- Will inform club officers and members of all pertinent information included in the Sport Club Handbook (officers are individually responsible for insuring that all members meet Recreation Center requirements as well as organizational membership requirements).
- Will attend the Sport Club coaches and officers meetings.
- Will attend the year-end meeting with the Sport Club Administrator.
- Will submit facility/field requests to the Sport Club Administrator by the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver before they participate or compete in any Sport Club activity. These waivers must be kept current and on file in the Recreational Sports Office.
- Will submit accident/incident reports to the Sport Club Administrator within 24 hours of any accident/incident whether at practices or games if not already done so by the coach.
- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice-President, Secretary, Treasurer, and Fundraising Chairperson.
- Will inform the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Sport Club Operations Manual to the new president and a list of names and phone numbers of new officers to the Sport Club Administrator immediately following the elections.

### Vice President

- Will volunteer his/her time and expect no monetary compensation.
- Will carry out the responsibilities of the President in his/her absence.
- Will follow all Sport Club policies/procedures as presented in this manual.
- Will submit information on events to the Sport Club Administrator for special event set-up at least two weeks in advance.
- Reports issues to the president and works with other officers and members.
- Will complete all duties as assigned by the Sport Club Administrator and/or club president.

### Secretary

- Will volunteer his/her time and expect no monetary compensation.
- Will be responsible for maintaining up to date membership records.
- Will be responsible for updating club members on all communications.

- Works with the Treasurer to ensure only dues-paying members are active.
- Keeps and distributes minutes of all meetings.
- Emails minutes of each meeting to the Sport Club Administrator.
- Will follow all Sport Club procedures/policies as presented in this manual.
- Will handle club correspondence with the assistance of the club president and coach.
- Will complete other administrative tasks as assigned by the Sport Club Administrator and/or club president.

## **Treasurer**

- Will volunteer his/her time and expect no monetary compensation.
- Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the Sport Club Administrator according to Sport Club guidelines.
- Will coordinate expenditures with the assistance of the Sport Club Administrator.
- Will follow all Sport Club procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will complete other administrative tasks as assigned by the Sport Club Administrator and/or club president.
- Will coordinate scheduling and payment of officials with the Sport Club Administrator.
- Responsible for submitting all bills and the club budget, which includes attending any money-related meetings.
- Submits receipts/invoices to the Recreational Sports Office.
- Oversees the club checking account and ensures all club bills are paid on time.

## **10. Officer Responsibilities**

### **Team Rosters**

Roster must be turned in each semester as soon as the team becomes organized. The roster form will provide the name, NGID number, phone number, and email address of each club member. It is crucial that these forms be filled out completely and submitted online by the date specified by the Sport Club Administrator. It is the responsibility of the club's secretary to keep an updated roster on file with the Sport Club Administrator.

## **11. North Georgia Sport Club Council**

The purpose of the Sport Club Council is to serve all clubs by providing resources and act as an advisory group for the Sport Club Administrator. The members of the Sport Club Council will focus on the following areas:

- Make recommendations on admitting clubs to the Sport Club Program.

- Develop ways to increase participation and communication between all Sport Clubs.
- Serve as the Appeals board for sanctions handed down from the Sport Club Staff.
- Advise the Sport Club Staff on policy development and implementation.
- Make recommendations on yearly budget allocations for each club.

The North Georgia Sport Club Council is made up of one representative from each club. The representative for each club must meet the following expectations:

- Must have been a member of the club for at least 1 semester.
- Must be a student at North Georgia College & State University, and paying full fees.
- Must be able to attend 6 meetings total throughout the fall and spring semesters.
- Must be motivated and enthusiastic about the North Georgia Sport Club Program.

## **North Georgia Sport Club Representative Responsibilities**

The role of the Sport Club Council representative is to communicate with the club members and the Recreational Sports Office. Responsibilities include, but are not limited to: informing club members of required information which includes the contents of the Sport Club Handbook and the North Georgia College & State University Code of Conduct, attending Sport Club Council meetings and clinics and serving as a liaison between the club members, the council and the Sport Club Administrator, meeting the deadlines required by the Recreational Sports Office (including facility requests, travel authorizations, purchase requests, team rosters, club information, waiver cards, budget proposals, CPR certifications) and others as assigned.

## **12. Monetary Transactions**

### **Requesting a Budget**

- There is a very limited funding available for Sport Clubs.
- Clubs will request budgets at the beginning of each academic year.
  - Allocated monies must be spent by March 31<sup>st</sup>.
- Clubs will not be reimbursed for travel (lodging, gas) or food.
- Allocated funds may be used for:
  - Equipment
  - Entry Fees
  - Governing Body Membership Dues (National Dues)
  - Hosting Expenses
  - General Supplies

### **Reimbursements/Receipts/Invoices**

- Expenses must be approved prior to the purchase in order to use allocated funds.

- All receipts and invoices must be submitted to the Sport Club Administrator for payment. Receipts **MUST BE ORIGINALS!**
- If a club requires that an invoice be paid, the original invoice (no copies) must be submitted. If the vendor accepts VISA, we will pay the vendor via that method. If they do not, we will submit the invoice to the Accounts Payable Department and have a check sent directly to the vendor. We must have a vendor profile on file prior to any check being cut.
- If we pay with an invoice either with a VISA or check, the club must confirm (in writing) that the items purchased have indeed been received or the services rendered according to the invoice.
- Should a club pay for something out of the club's outside account (or an individual member pays), we require the original receipts. Once we have the original receipts, we will submit them to the Accounts Payable Department and the check will be made out to the individual club. Accounts Payable will send the Sport Club Administrator the check and he/she will contact the club to let them know to come to the Rec Center to pick it up from their mailbox.
- If an individual member of the club pays for something that is club related and expects reimbursement, it is up to the club to either pay the person out of their account immediately or after the reimbursement check arrives.
- All receipts must be taped (**NO STAPLES**) to a blank sheet of paper for ease of submittal. **DO NOT HIGHLIGHT.**
- When invoices are not used, the Sport Club Administrator must have a flyer or email from another school with where, when, and the cost for tournaments. In addition, a copy of the cleared check must accompany any reimbursement check.
- Check requests take about 8-10 days for payment. Be aware on company invoices that North Georgia College & State University will wait almost the entire 30 days unless the stated pay date is on the invoice.
- Please physically hand all completed paperwork to the Sport Club Administrator. Be sure to put club, contact name, phone number, and email address on the front page. You will be contacted if additional information is needed.
- If you need to speak with the Sport Club Administrator concerning bills for your club, please send an email to [recgrad@northgeorgia.edu](mailto:recgrad@northgeorgia.edu) to schedule an appointment. The Sport Club Administrator will be happy to work around your schedule.

## 13. Travel

Before any Sport Club travel, clubs must submit a Sport Club Travel Form which can be found online via the Sport Club website. Required information is a list of specific members who are going, where the club is going, and all information about where the club is staying (name, phone number, etc). Clubs may NOT be funded for any trip made without the submission of an itinerary to the Recreational Sports Office.

A club must travel and compete with a minimum of 5 members. If a club wishes to travel and compete with 4 members or less, the Department of Recreational Sports will not recognize this travel as a representation of the individual club, the Sport Club Program, or the university as a whole. To receive allocated funds for entry fees, a club must travel and compete with a minimum of 5 members. If a club wishes to travel and compete with 4 members or less, the individual members of that club are required to pay his or her own expenses.

Exception: Individual club members who are able to advance to regional or national competition to represent their respective club, the Sport Club Program and the university as a whole will be allowed to use allocated funds for entry fees if those funds are still available to the club. The Sport Club Council and Sport Club Administrator must approve the usage of these funds prior to the competition. Funds available may only be used for entry fees.

## **Lodging**

Sport Clubs are not given money from SGA to pay for lodging. These costs should be covered by the individual clubs, either through dues or other fund raising efforts.

## **Automobile Insurance**

If a club elects to use a personal automobile, the driver must have automobile insurance in accordance with state law.

# **14. Public Relations/Publicity**

## **Use of the North Georgia College & State University Name**

Sport Clubs may use the name "North Georgia College & State University" in describing their organization. However, a Sport Club should understand and make it clear in their representation to third parties that they speak only for their own members, not the University or the student body as a whole. Sport Clubs are not agents of North Georgia College & State University. Clubs may use "North Georgia Volleyball Club", but must always include the word "club."

## **Promotion**

Promotion begins with the leadership of the specific club. The best place to begin promoting your club is at INTRO orientation during the summer. You also have the option to set up tables and demonstrations in the Rec Center to promote your club. Contact the Sport Club Administrator for more information on promoting in the Rec Center.

## **Website**

Clubs are **highly** encouraged to have an up-to-date website. Clubs are **required** to have a Facebook page at minimum. These can be hosted by the University; for more information on acquiring a website, please contact Judy McHan at [jmchan@northgeorgia.edu](mailto:jmchan@northgeorgia.edu). Once a website or Facebook page has been established, clubs are encouraged to link their website or page to the Sport Club website. This can be accomplished by contacting the Sport Club Administrator.

## **Posting Guidelines in the Rec Center**

### **GENERAL RULES & REGULATIONS:**

- Content on all fliers and posters must not include any inappropriate language or images.
- Posters will have a two (2) week limit posting on Rec Center bulletin boards.
- For advertisements without a definite ending (event) date, the two (2) week limit will begin starting the Monday after submission.

### **FOR SUBMISSION OF FLIERS TO BE POSTED:**

- Please attach contact name and information to the submitted flier.
- All fliers or posters must be approved by the Sport Club Administrator before being posted.
- Please submit flier copy to the Sport Club Administrator.
- Once approved, an expiration date will be placed on the flier.
- The flier can then be hung up by the Rec Sports Staff Associate on the assigned bulletin board(s).
- Fliers and posters are prohibited from hanging on walls, doors, or windows within the facility.

## **Using the University Logos**

Please refer to the policies listed on the Public Relations Website. Sport Clubs are not allowed to use the Athletics Logo (Overlapping NG).

## **15. Code of Conduct**

The Student Organization Regulations is the Institute's policy regarding discipline of Student Organizations. The primary purpose of this Code is to provide a quality educational environment for Students and Student Organizations and to notify Student Organizations of the Institute's expectations regarding behavior. The Code should be read broadly and is not designed to define misconduct in exhaustive terms. Student Organizations may be charged with violations of the Student Conduct Code and the Student Organization Regulations. Disciplinary action directed towards Student Organizations shall be afforded according to procedures published and are available in the Student Handbook.

### **Unsportsmanlike Conduct**

All North Georgia Sport Clubs are expected to show the highest level of sportsmanship when participating in any event. This includes practices, team events, games, tournaments, and any other activity that involves a Sport Club. The club and its members not only represent themselves but also the university, the Recreational Sports Department, and the Sport Club program. Therefore, the emphasis on sportsmanship is highly encouraged.

### **Hazing**

Hazing is prohibited as outlined in the North Georgia Student Handbook. "Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with

pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of a person to participate in the activity. Hazing may occur on or off campus. No form of hazing will be tolerated at North Georgia and if a Sport Club is proven guilty of hazing, disciplinary action will be taken as explained in the North Georgia Student Handbook.

## 16. Disciplinary Guidelines

A student enrolling in North Georgia College & State University assumes an obligation to conduct himself or herself in a manner compatible with the Institute's function as an educational institution. Actions considered contrary to the Institute and subject to discipline fall into the categories of academic and nonacademic misconduct. The Student *Code of Conduct* clearly defines these expectations, and outlines the adjudication process. The purpose of the Student *Code of Conduct* is to educate all members of the North Georgia community and to maintain an environment conducive to academic excellence. The full Student *Code of Conduct* can be found in the North Georgia Student Handbook.

## 17. Sport Club Evaluation System

Sports Clubs will be evaluated throughout the academic year. Points will be awarded to each club based on performance on certain criteria established by the North Georgia Recreational Sports Department. The points may be used to determine future funding and status of the club. The maximum number of points a club may earn is 410.

	<b>Evaluation Area</b>	<b>Points</b>	<b>Total Points</b>
1	Attendance at Fall Workshop	25	25
2	CPR/AED/First Aid Certifications (x2)	10	20
3	Club Constitution and Bylaws (Renewal)	15	15
4	Officer Contact List	10	10
5	Team Roster & Contact List	10	10
6	Coach's Information Form	10	10
7	Student Organization Chartering Packet	15	15
8	Attendance at Sport Club Council Meetings (x6)	10	60
9	Club Website (Current)	15	15
10	Travel Requests Fall/Spring	15	30
11	Travel Rosters Fall/Spring	15	30
12	Post Travel Report	10	10
13	Practice Participation	10	10
14	Fall Practice Schedule	15	15
15	Fall Schedule (Games/Events)	15	15
16	Spring Practice Schedule	15	15
17	Spring Schedule (Games/Events)	15	15
18	Home Event Results	10	10
19	Budget Request	20	20

20	Budget Request Presentation	20	20
21	Equipment Inventory Fall/Spring	10	20
22	Club Elections	10	10
23	Year-End Meeting and Annual Report	10	10

## Evaluation System Description

Items contained in this section total 410 points. It is vital that clubs earn as many points as possible, because their performance in these areas can determine how much money each club is allocated. The goal of the evaluation system is to ensure the timely return of required forms and to keep the North Georgia Recreational Sports Department up-to-date on the activities of each club. It is a hope that this system will assist each club in achieving their goals and meeting expectations for the year.

### Fall Workshop: 25 Points

The purpose of the Fall Workshop is to orient club officers to the North Georgia Sport Club Program. The workshop is mandatory of all clubs and officers and will allow the North Georgia Recreational Sports Department to discuss policies and procedures for the Sport Club Program. In addition, officers will be given Sport Club Handbooks. The majority of the Fall Workshop will be spent in discussion regarding items in the Handbook and to outline expectations and goals of the Sport Club Program.

### CPR/AED/First Aid Training: 20 Points

The North Georgia Sport Club Program requires at least (2) club officers and/or members be trained and certified in CPR, AED and First Aid. Coaches are also encouraged to obtain CPR/AED/First Aid Training. This is to help ensure the safety of all Sport Club participants. Certification classes are available through the North Georgia Recreational Sports Department. CPR/AED/First Aid classes will be available on a first come, first serve basis. Registration fees for certification classes may or may not apply depending upon the nature of the class, the instructor of the class, etc. Proof of certification is required to be on file with the North Georgia Recreational Sports Department. The deadline for turning in proof of certifications is October 1.

### Club Constitution and Bylaws (Renewal): 15 Points

A club constitution provides a basic framework and structure for each club. Each club is required to have a current constitution on file with the North Georgia Recreational Sports Department. Clubs are encouraged to refer to their constitutions when dealing with club issues such as elections, eligibility, and collecting dues. Final drafts of constitutions are due to the Recreational Sports Department by the third Friday in September.

### Officer Contact List: 10 Points

It is vital to have the current contact information for all club officers on file with the Recreational Sports Department. The key to a successful relationship between the North Georgia Recreational Sports

Department and the individual club is communication; therefore, this contact list must be turned in by the second Friday after school has commenced, and any changes must be brought to the attention of the Recreational Sports Department as soon as possible.

### **Team Roster and Contact List: 10 Points**

For a variety of reasons, it is important to know the individuals that participate with each individual club. Clubs are required to submit a completed roster with up-to-date contact information for each member by the second Friday in September. For clubs who have yet to hold try-outs or determine their club's membership, a list of returning players will suffice; however, the roster **MUST** be updated as membership changes.

### **Coach's Information Form: 10 Points**

As stated earlier in the handbook, coaches are an integral part of a club's success. It is **highly** encouraged that the coach is an alumnus, faculty/staff member at the university, or member of the local community and has extensive experience as a player and/or coach. Each club is required to have a coach; however, the coach should not be viewed as being in charge of the club. Officers and other members of the club should view the coach as a resource. All coaches must be approved by the Sport Club Administrator and complete a Coach's Information Form that can be found via the Sport Club website. Anytime a change in coach is made, the form needs to be updated immediately. The form is due the third Friday in September.

### **Student Organization Chartering Packet: 15 Points**

All North Georgia Sport Clubs are required to submit a chartering packet and to complete the chartering process. Deadline for submission of the Student Organization Chartering Packet is the same as the deadline set by the Office of Leadership and Commuter Services.

### **Attendance at Sport Club Council Meetings: 10 Points Each (60 Total)**

Attendance at Sport Club Council Meetings is mandatory for all clubs. All club officers should plan to attend each meeting. Meetings will be held at least twice a semester. These meetings are extremely important and areas of discussion will focus on budget procedures, travel procedures, operating policies, eligibility, discipline matters, fundraising, and other topics integral to a club's success.

### **Club Website: 15 Points**

Clubs are **highly** encouraged to create and maintain an up-to-date website to promote their activities. Clubs are **required** to have a Facebook page at minimum. If a club creates a valid website with valuable information and one that is easy to navigate, they will receive 15 points. Clubs who create a Facebook page will receive 5 points.

### **Travel Requests Fall/Spring: 15 Points Each (30 Total)**

Clubs that travel outside of Lumpkin County (day trip, overnight trip, out of state trip) must submit a Sport Club Travel Form 5 business days in advance of leaving. Failure to submit a completed Sport Club Travel Form may jeopardize a club's ability to take future trips. Points will be awarded at the end of each semester for travel requests.

### **Travel Rosters Fall/Spring: 15 Points Each (30 Total)**

Each club is required to submit a completed Travel Roster at least two (2) days prior to leaving. Travel Rosters must be submitted by any team that is traveling outside of Lumpkin County. This includes all scrimmages, games, tournaments, exhibitions, etc. Failure to submit a completed Travel Roster may jeopardize a club's ability to take future trips. Points will be awarded at the end of each semester for Travel Rosters.

### **Post Travel Report: 10 Points**

After returning home, a Post Travel Report will need to be filled out by a club member, preferably a club officer. Any time a club travels with 5 or more members anywhere to represent their club, this will be considered a "club trip"; therefore, a Post Travel Report should be turned in within 2 days upon returning home from the trip.

### **Practice Participation: 10 Points**

Each club president will be responsible for keeping participation figures for their respective club. The form should be updated on a weekly basis and should encompass all practice participation numbers for that week. This form will allow the Sport Club Administrator and the clubs to evaluate how the program is progressing. The Practice Participation Form should be completely updated at the end of each semester by the club president; the form is due by the last day of classes each semester.

### **Fall/Spring Practice Schedules: 15 Points Each (30 Total)**

Clubs are responsible for scheduling all of their practices with the Recreational Sports Department. Fall Practice Schedules are due the second Friday in September and Spring Practice Schedules are due the third Friday in January. Points will be awarded at the end of each semester for practice schedules.

### **Fall/Spring Schedules: 15 Points Each (30 Total)**

Clubs are responsible for scheduling all of their games and events with the Recreational Sports Department. Fall Schedules are due the second Friday in September and Spring Schedules are due the third Friday in January. Points will be awarded at the end of each semester for schedules.

## **Home Event Results: 10 Points**

After a club hosts a home event, a Home Event Results Report will need to be filled out by a club member, preferably a club officer. Any time a club hosts any sort of event (scrimmage, game, fundraiser, etc.) where they are representing their club and the university, a Home Event Results Report should be turned in within 2 days of the event.

## **Budget Requests: 20 Points**

Clubs are responsible for creating a budget at the beginning of each school year that lists, in detail, the club's fiscal needs for the year. The budget should be prepared in spreadsheet form, should be very detailed and should take into account ALL monetary needs the club may have for the year.

## **Budget Request Presentation: 20 Points**

Each club will present their budget proposal to the Sport Club Council, to members of the Recreational Sports Department and to the Sport Club Administrator. This presentation will allow the clubs the opportunity to voice their budget needs for the year.

## **Equipment Inventory Fall/Spring: 10 Points Each (20 Total)**

A detailed inventory of equipment will be kept by the Sport Club Administrator. Members of each of the clubs will have access to view this inventory; however, no one but the Sport Club Administrator will have access to update the inventory. It is the responsibility of each club to update the Sport Club Administrator when new equipment is purchased and/or old equipment is retired. Inventory will be conducted twice a year (Fall and Spring semesters). For both the Fall and Spring semesters, the equipment inventory is due on the last day of classes.

## **Club Elections: 10 Points**

Each club will be responsible for holding elections each year to choose the newest executive officers, as well as any other pertinent positions the individual club itself may need. The elections have no time frame; it is up to the club as to when they feel elections should be held.

## **Year-End Meeting / Annual Report: 10 Points**

An individual year-end meeting/annual report with the Sport Club Administrator will be held with each club's president to discuss the club's strengths and weaknesses throughout the year. This meeting will be used to benefit each club and allow them to make changes to better their organization in the future.