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SECTION 1:
MISSION

University Recreation Club Sports Mission Statement

Club Sports is dedicated to providing and developing leadership opportunities for students interested in a sport or activity. Club Sports is committed to improving the quality of life for students, faculty and staff, as well as encouraging healthy lifestyle choices. Each club is nationally affiliated, student-run and establishes an organizational framework and competitive schedule to meet the needs of their membership.

University Recreation Mission Statement

University Recreation inspires, empowers, and educates the University community by providing comprehensive, high-quality, student-focused programs, facilities, and services that create community, connectivity, and develop exceptional leaders who value and embody healthy lifestyles.

CONTACT INFORMATION:

For inquiries regarding Club Sports at the University of West Georgia, please contact:

Mark Henley
Associate Director of Programs
Campus Center Room 202
(678) 839-5500
mhenley@westga.edu

Jon Corum
Graduate Assistant – Intramural & Club Sports
Campus Center Room 202
(678) 839-5377
jcorum@westga.edu

Please note that changes from last year appear inside a grey highlight.

SECTION 2:
ADMINISTRATION

Each club is required to stay within the written policies of the University of West Georgia and the Club Sports Manual. The Associate Director of Programs for University Recreation will make all determinations as to whether a policy has been violated.

SECTION 3:
ELIGIBILITY

ARTICLE 1:
TEAM ELIGIBILITY

Membership is limited to those individuals that are affiliated with the University of West Georgia. A group is eligible for registration if:

a. It’s membership is limited
   i. To students (85%); and
   ii. To faculty and staff (15%);
   iii. Is not an auxiliary group (i.e. Little Sister, Big-Brothers)
   iv. And has at least five members
   v. All Members must be a student, faculty or staff of the University of West Georgia

b. Membership practices do not violate university, state, or federal regulations or guidelines;

c. It has a full time Faculty/Administrative Staff Advisor;

d. It is not under disciplinary penalty prohibiting registration;

e. It conducts its affairs in accordance with university regulation and administrative rules;

f. Its purposes are in accordance with the staffed purposes and goals of the university;

g. A team must be registered with the Center for Student Involvement before it can be considered for Club Sports admittance;
h. Each club team must be sanctioned by or registered with an established national governing body. There will be a number of policies and procedures that each club will be expected to adhere to in order to maintain affiliation. Please consult the governing body’s rules or by-laws for information regarding eligibility for participation in sanctioned contests.
   i. Examples:
      1. USA Cycling
      2. National Intramural-Recreational Sports Association
      3. USA Ultimate
      4. National Club Baseball Association
      5. Women's Collegiate Lacrosse Associates

ARTICLE 2:
INDIVIDUAL ELIGIBILITY

a. All undergraduate and graduate students registered for at least six credit hours at the University of West Georgia are eligible to join a club.

b. All faculty and staff are eligible to join any club, however club membership DOES NOT guarantee facility access or privileges. All facility fees, policies and procedures still apply.

c. Students, faculty, and staff members may be restricted from league or association competition. Please check with that league or association in advance of competition for eligibility guidelines.

d. A member is not permitted to practice or play until a Student Group Travel Release Form (Statement of Responsibility and Authorization) have been filled out and signed. Non-members participating in open team practices must sign an assumption of risk form before participation. These documents need to be kept on file with the Campus Center Office. Administration may periodically check rosters at practices.

e. Club Sport Athletes ARE eligible to participate in Intramural Sports, however, participation is limited. Please refer to an excerpt from the Intramural Sports Policies and Procedures for details:

   ii. An Intramural team may contain TWO Club Sports athletes for the respective sport*. An individual who leaves the squad prior to the last cut having been made or before the first game has been played, if no cuts are made, is not considered a Club Sports athlete. Those who do not leave at that point are considered Club Sport Athletes for the remainder of the academic year. In addition, Club Sport coaches are considered Club Sports athletes for Intramural Sports participation purposes.

*NOTE: Respective sport includes, but is not limited to, similar sports, such as:
- Baseball as associated with softball
- Volleyball as associated with sand volleyball
- Football as associated with flag football
- Soccer as associated with indoor soccer
- Ice hockey and field hockey as associated with broomball and floor hockey

1. 3-on-3 Basketball is restricted to ONE Club Sports athlete per team due to the minimal amount of players for a complete team.

2. Club Sport athletes CANNOT participate in Individual and Dual Sports offered through the Intramural Sports Department which is similar to their respective sport.

If any questions of eligibility arise, contact the Club Sports Office immediately to have those inquiries answered. Each club member must follow all applicable Club Sport and Intramural eligibility guidelines. Neither department will actively search out students that are not adhering to regulations. However, the Intramural program has the authority and ability to review any Club Sport team roster to investigate any allegations of wrongdoing at any time.

NOTE: Club teams must update rosters as soon as a team member has a change in status to avoid any problems later when becoming involved in Intramural Sports activities regarding acts that warrant ejections. It is the responsibility of the club president to inform all club members of these regulations and guidelines. Ignorance is not an applicable excuse for a violation. If a club member is found to have participated illegally in Intramural Sports competition, he / she will be barred from further participation within both programs.

No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.
SECTION 4:
STARTING A NEW CLUB SPORT

Any group of students with a collective interest in a sport or activity has the ability to start a new Club Sport. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Club Sports Office for assistance.

STEP 1: ALL CLUB TEAMS MUST BE REGISTERED STUDENT ORGANIZATIONS WITH THE CENTER FOR STUDENT INVOLVEMENT (CSI). NO EXCEPTIONS!! Please refer to the Registered Student Organization Handbook for details. Upon completing the Student Organization Registration process you must also come by the UREC Business Office (Campus Center Rm. 202) for a Club Sports Application Packet.

Packet will include the following paperwork that must be reviewed, completed, and/or filed:
- b. Club Sports Registration Form
- c. Roster (from CSI)

STEP 2: Thoroughly review the Club Sports Policies and Procedures Manual to gather all relevant information about starting a Club Team

STEP 3: Submit Constitution and Bylaws (per the CSI requirement) using the instructions provided in the Application Packet and submit a copy to the Associate Director of Programs.

STEP 4: Once all documentation has been submitted and officers elected each officer is required to have an Officer Training session before final admittance in to the Club Sports program.

STEP 5: Recruit interested athletes by advertising an information meeting around campus, in the residence halls, and anywhere else that you think would reach your target.

SECTION 5:
RE-REGISTER AN EXISTING CLUB

STEP 1: REGISTER WITH THE CENTER FOR STUDENT INVOLVEMENT (CSI). NO EXCEPTIONS!! Then Come by the UREC Business Office (Campus Center Rm. 202) for a Club Sports Re-Registration Packet.

Packet will include the following paperwork that must be reviewed, completed, and/or filed:
- b. Club Sports Registration Form
- c. Roster (from CSI)

STEP 2: Resubmit an up-to-date Constitution and Bylaws to the Associate Director of Program.

STEP 3: Have Officers attend the Officer Training session relevant to their position.
SECTION 6:
SPORTSMANSHIP

As a matter of pride in our university and our organization, all members of Club Sports are expected to maintain the highest standards of sportsmanship, both on and off the playing surface. It is important to:

- Let the officials officiate the game without interference or harassment
- Abide by the decisions they make (no matter how bad you think the call was)
- Be gracious in defeat and magnanimous in victory
- Honor all commitments for games, practices, seminars, and events.

If you have a legitimate grievance, please voice it at the appropriate time and to the appropriate people. Let the Associate Director of Programs represent you in legitimate grievances to your league or national governing body. Above all, compete in the friendly spirit of competition. Be a gracious host to visiting teams and a gracious guest when you go to visit other teams. Be proud you are a member of the West Georgia Wolves Club Sports program and be honorable in representing our university. Sportsmanship related issues are taken very seriously by the Club Sports program and any unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action.

SECTION 7:
CLUB RESPONSIBILITIES

GENERAL GUIDELINES

1. It is the responsibility of the club officers and members to be knowledgeable of Club Sports policies and procedures set forth in this manual and any addendums.

2. It is the responsibility of the officers to operate the club within the guidelines set forth by the University Recreation, The University of West Georgia, and the Associate Director of Programs. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of club sport status and associated privileges.

3. It is the responsibility of the officers to ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have a completed and signed Student Group Travel Release Form (Statement of Responsibility and Authorization) on file with both the club Safety Officer as well as the UREC Office. **Members are strongly encouraged to consult a physician prior to participation in any club sport activity.**

4. It is the responsibility of club officers to follow financial guidelines, reporting procedures and scheduling methods discussed in this manual.

5. It is the responsibility of club officers to follow guidelines in relation to reserving facilities for practice, competitions, and any fundraising activities.

6. No Club Sport member, coach, or other party acting on behalf of the Club may sign or enter into a contractual agreement without the consent of the Associate Director of Programs. Entering into an agreement or posing as an official representative of the University of West Georgia in order to contract services or purchase is a serious offense and will be dealt with accordingly.

7. It is the responsibility of the club officers to check and update their team roster on file in the UREC office at least once a month.

8. Each club **MUST** elect and submit contact information for new officers to the UREC office for the next academic year by the listed deadline. This will give the new officers a chance to get accustomed to their new role before Fall Semester. Clubs may petition for an extension of this deadline to the UREC office. Rationale for the extension, along with a mentoring and role modeling plan of action, should be included in the petition for extension.

9. Club officers must meet with the Associate Director of Programs and or Graduate Assistant at least three times per semester to discuss team schedule, treasurer’s report, roster, and other club related issues.
SECTION 8:
OFFICER DESCRIPTIONS
The Club Sports Program requires the following officer positions to be held and each individual’s current contact information to be on file at all times. Club teams may elect to have additional officer positions as deemed necessary by the club’s members or constitution. In an effort to expand the leadership opportunities, each of the four (4) officer positions must be held by four (4) different club members. All officers must be students attending the University of West Georgia in Carrollton.

**President:** The president has responsibility for oversight of the club and all officers. He or she is the liaison between the club and the Club Sports Administration, and other University or Community contacts.

**Vice President:** The Vice President duties may vary, however it is the responsibility of the Vice President to represent the club if the President is unable and to act as Interim President until one is elected if the President is no longer able to fulfill their duties.

**Safety Officer:** The Safety Officer has responsibility for safety of the club members during competition, practices, travel and team events (fundraising, community service, etc.) He or she is to have CPR and First Aid certification that must be filed in the UREC office. Additional guidelines are outlined in the manual under Safety and Risk management.

**Treasurer:** The Treasurer has responsibility for the financial well being of the Club, preparing semester and annual budgets and reports, and keeping record of all internal and external transactions for the club.

All officers will be elected for the full academic year with their term starting the Monday following Spring Commencement and will continue until the following Spring Commencement. Club Sports **WILL NOT** acknowledge new officers until commencement.

The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities. If in doubt, ASK! Use the Associate Director of Programs as a resource.

ARTICLE 1:
SAFETY OFFICERS
To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every club develop, implement, and practice the following safety procedures, utilizing the Safety Officer as much as possible:

1. Club Sport Safety Officers, other officers, club members, coaches and instructors should emphasize safety during all club related activities.

2. All participants recognize that they are always responsible for their own well-being and the well-being of the group of which they are a part.

3. Each participant shares with the other members the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.

4. The club’s Safety Officer is expected to inspect fields and / or facilities prior to every practice, game or special event. Unsafe conditions must be reported to the Associate Director of Programs utilizing a Facility Inspection Report.

5. Club Sports are expected to abide by all local, state and national health and safety regulations. If you don’t know, ask.

6. At least one member from each club in addition to the Safety Officer must be certified in CPR and First Aid. At least one of these individuals must be present at all club functions at home or away to handle any emergency situations.

7. A copy of CPR and First Aid cards must be submitted to the Club Sports office prior to the deadline. The Safety Officer and alternate member are responsible for obtaining a valid certification. Periodically, UREC will offer free classes to certify members in CPR/First Aid/AED. Please sign up in advance.

**NOTE:** If a club has a CPR/First Aid/AED card expire during the year, and no replacement cards have been provided to the Club Sports Office, the club will be placed on initial suspension and all practices and events will be canceled until the situation is rectified.

8. All clubs should have a First Aid kit at each practice session, game and / or special event. Note: This is not required of teams practicing in the Campus Center.

9. Participants are obligated to wear proper dress and appropriate protective equipment. If they choose not to use such equipment, the participants must acknowledge that they are doing so at their own risk.

10. The Visiting Team Assumption of Risk form must be signed by nonmembers prior to their participation in team open practices.

11. University Police: 678-839-6000
SECTION 9: RISK MANAGEMENT

ARTICLE 1: INSURANCE

The University does NOT hold a blanket insurance policy on Club Sports participants. Consequently, all club members are STRONGLY ENCOURAGED to have some type of comprehensive accident-health insurance. All financial responsibility rests with the participant. Club officers should notify their members of this fact.

ARTICLE 2: MEDICAL SCREENINGS

University Recreation strongly recommends that all participants have a physical examination and obtain adequate health and accident insurance prior to participation to cover expenses incurred as a result of personal injury.

ARTICLE 3: PREVENTION THROUGH CONDITIONING

There are several places on campus to condition yourself and your club through workouts and education. The Assistant Director of Fitness & Wellness can also provide a one-on-one training appointment for those interested in setting up a workout program. A comprehensive conditioning program can both enhance performance as well as prevent injury.

ARTICLE 4: CPR/FIRST AID/BLOOD BORNE PATHOGENS

It is mandatory that each club has at least two people (preferably all club officers) who have been through the classes. This is a class that will be offered for club teams. All volunteers, coaches and instructors should also have this training. If they cannot attend when the class is scheduled, they are responsible to complete a similar class offered in the community in a timely manner.

ARTICLE 5: FACILITY INSPECTION

All club members share responsibility for their own safety at games and practices. A detailed facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify the Club Sports Administration in the UREC Office as soon as possible.

ARTICLE 6: MEDICAL EMERGENCIES PROCEDURES

In case of an emergency, contact emergency medical personnel immediately: (678) 839-6000 for campus police. Send one person to call for help and always keep one person with the injured party to keep them calm.

**WHAT TO SAY TO UNIVERSITY POLICE/9-6000……(678) 839-6000…..911?**

Provide the exact locations and facility of the injured participant. Be as specific as possible. Stay on the phone with the dispatcher and know the phone number you are calling from. If an accident occurs in a gym, it is important to notify the Campus Center Staff to call for help and to unlock the doors if transportation is needed. Campus Police do not provide medical transportation, so an ambulance will be called. The ambulance's expense is the responsibility of the injured party, only if he/she is taken in an ambulance.

ARTICLE 7: INJURY FORMS AND REPORTS

Accident reports must be filed in the UREC office for ALL injuries within 24 hours of the incident. If someone is injured while participating in a Club Sport, either on or off campus, an Injury Form needs to be filed at the UREC office with the Associate Director of Programs.

ARTICLE 8: UNIVERSITY WAIVER FORM

Every visiting team must sign a University Waiver before they arrive on campus to compete. Visiting teams must be sent this waiver before the competition begins. If the waiver is not completed by the start of competition, games will be postponed until waivers are signed and completed.
SECTION 10:  
INSTRUCTORS & COACHES

Club Instructors and Coaches are not considered to be employees of the University of West Georgia and are not eligible for benefits or salary pay. They may be paid by the club through membership dues ONLY! THEY MAY NOT BE PAID OUT OF UREC FUNDS!

ARTICLE 1:  
INSTRUCTORS
Club Sports requiring the services of an instructor should seek a knowledgeable person within the specific area of instruction. The chosen individual should be certified as an instructor in that sport/activity.

ARTICLE 2:  
COACHES
If a club wishes the services of a non-student coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability.

ARTICLE 3:  
COACH & INSTRUCTOR EXPECTATIONS
Based on their knowledge of the activity, experience, and leadership skills, Coaches and Instructors must be appointed by the club members. They may be students, faculty or staff of the university or a community member. **However, if the coach is to participate in club activities he / she must be a full-time student, faculty or staff member.** It is important to note that CLUB SPORTS ARE STUDENT RUN!!!! Coaches and Instructors are encouraged to refrain from other areas of club management, as club officers should take on these responsibilities.

UREC has an obligation to protect all clubs. As a result, the Associate Director of Programs reserves the right to dismiss a Coach or Instructor who has acted outside the scope of his / her authority, violated University and / or Club Sports policy, violated state or federal laws and / or displayed conduct which is not in the best interest of the club, Club Sports program and / or the University of West Georgia.

This includes conduct that is in direct contradiction of the Club Sports and UREC Mission Statement. In an effort to maintain a fair and democratic environment, said dismissal will be discussed with club officers prior to dismissal.

All Coaches and Instructors must abide by the following rules:

1. New Club Sport Coaches / Instructors must complete and submit a Coach / Instructor Agreement and Coach / Instructor Application form to the UREC office. After these forms have been collected, the new coach / instructor will meet with the Associate Director of Programs to approve their coach / instructor status.

2. All Club Sport Coaches / Instructors must follow all Club Sport policies and procedures, as well as University and Departmental procedures relative to the Club Sports program.

3. The Coach / Instructor’s purpose is to be involved strictly with coaching and teaching in team practices and competitions. He / she is to refrain from all other areas of club management, including club business matters.

4. Participation in Club Sports is completely voluntary, and monetary rewards or scholarships shall not be promised or given, by a coach or instructor, to any player or prospective player.

5. Club Sports reserves the right to evaluate the performance and involvement of all instructors and coaches.
SECTION 11: EQUIPMENT AND SUPPLIES

Equipment: Items that are considered essential to participation for that particular sport and expected to be utilized for multiple seasons.

Supplies: Items that are utilized and are typically replaced every season due to the nature of the sport.

ARTICLE 1: INVENTORY
Any equipment, including uniforms, purchased by the club through UREC funds or any university account is considered University property. UREC funds may not be used for equipment or uniforms that are kept by the club members. Therefore, the club officers must keep an inventory of each piece.

ARTICLE 2: STORAGE
All equipment must be stored on University property in the off-season and/or over the summer!! Items must be checked in by the Associate Director of Programs or Graduate Assistant and an inventory will be kept!!

This policy should enable us to cut down on the amount of equipment lost on a yearly basis and eventually cut down on club expenses caused by lost or stolen equipment. The Club Sports office will set a schedule for inventory and storage of equipment annually.

Should a club member not return university property, a fine will be assessed and academic records will be held until the fine is paid. Club officers are responsible for reporting this to the Associate Director of Programs for assistance in claiming the lost or damaged equipment or the associated fine.

ARTICLE 3: INSPECTIONS
All team equipment deemed as essential safety equipment must be professionally inspected annually at the individual club’s expense. This documentation should be on file with the UREC Office.

ARTICLE 4: PURCHASING PROCEDURES
If you desire to purchase Club equipment with funds from your university account, arrange a meeting with the Associate Director of Programs or Graduate Assistant to seek approval and process the order. All purchases involving funds allocated by the UREC should receive prior approval. The proper Expenditure Requests Form must be properly completed and all receipts must be submitted before allocated funds can be used. Do not purchase any item before meeting with a staff member to have proper purchasing procedures outlined. It takes time to process purchase orders; seek approval well ahead of the date an item is needed.

SECTION 12: SCHEDULING GUIDELINES

1. A practice and game schedule must be turned into the UREC Office by the specific deadline for each semester (Please refer to Important Dates). It is imperative to provide the Club Sports Office with the schedule for your team as soon as possible. Attentiveness in this area will result in free Club Sports publicity and promotion.

2. Attempt to tentatively create your schedule 4 to 6 months in advance.

3. Attempt to schedule as many home events and tournaments as possible.

4. Check with local hotels, the Carroll County Chamber of Commerce and the Club Sports Office before scheduling any major home tournaments / events to see if there is already another major event scheduled for that weekend.
5. Try to schedule as many of your away contests within a 200-mile radius of campus. Attempt to avoid excessively long travel, except in the case of regional and national competition.

6. Please notify the UREC Office immediately when a scheduled event changes. This could be something as simple as a change in day, time or a cancellation. Club Officers must update the Semester Event Schedule with any changes.

7. Please notify the opposing team’s coach, contact person and the UREC Office of any changes as soon as possible. Absences without prior notification will not be tolerated.

8. Clubs are not authorized to sign ANY agreements / contracts without the approval of the Associate Director of Programs. Please allow a day or two for review of all documents to be approved. Signing an agreement/contract without approval will result in disciplinary action!!!

9. Clubs that cannot honor their regularly scheduled events will be suspended from interclub competition immediately at the discretion of the Club Sports Administration.

REMINDER: It is your responsibility to email the Associate Director of Programs within 5 business days with the results of your contests. This is the only way for the Club Sports Office to provide current and up-to-date information regarding your club.

SECTION 13: FACILITY RESERVATIONS

All University facilities must be reserved through the UREC Office. Please contact the Associate Director of Programs in reference to deadlines and priority usage for each facility. It is the responsibility of the Club Officers to understand and abide by the cancellation policies at each facility. Please note that each facility may have a specialized cancellation policy.

ARTICLE 1: PRICING

All UREC facilities will attempt to minimize cost for all club teams, please contact the Associate Director of Programs with all relevant information to assist in getting exact rental costs prior to an activity or yearly budget projection. Each facility may take in consideration staffing costs, loss of revenue during open recreation hours, and additional maintenance or operational expense when calculating cost.

ARTICLE 2: CLUB SPORTS PRIORITY

Unless otherwise addressed by the facility, when there is conflict between club sport teams regarding practice or game times, priority may be given to in-season sports and teams that have met the reservation deadlines. If conflict continues, priority may be given to teams in best standing with the Club Sports program, which will be determined by teams without disciplinary issues.

ARTICLE 3: NON-CAMPUS RECREATION FACILITIES

Unfortunately, University Recreation does not operate all facilities used by the Club Sport program, but will help with and approve all agreements between facility operators and club sport teams. With advance planning and organization by the club sport team additional resources may be available to teams when University Recreation facilities are unavailable or unsuitable for an activity.
ARTICLE 4: FIELD AND FACILITY USAGE POLICY

1. All fields / facilities must be inspected for use by the Safety Officer before each practice, game or event.

2. In the event of a field / facility hazard, report it immediately to the Club Sports Office, 678-839-5500. DO NOT attempt to play on a field or facility that has a hazard present (holes, irrigation head protruding, sharp wire on a fence, large rocks).

3. Reservations for practices should be made on a semester basis and be submitted by the deadline for each semester. Game reservations should be made as early as possible to insure facility and staff availability.

4. Inclement Weather Policy – Clubs are not to utilize a field if it is excessively wet. It is the expectation of individual clubs to exercise good judgment. Please note the ramifications of that judgment, as an improper decision could lead to the field being unplayable for future events. Clubs that use poor judgment may be placed on probation or suspension for an undetermined period of time.

Conditions that may make a field unplayable:
- Too much water
- Irrigation problems
- Poor field drainage
- **Tornado:** If outdoors seek shelter immediately. Stay away from windows and take cushioning objects to protect yourself from flying debris. If at Mill St. or South Green, seek shelter in the interior of the field house or South Green bathroom.
- **Tornado Watch** - Although the actual condition in the area may not be presently threatening, there is a strong chance of dangerous winds and a tornado.
- **Tornado Warning** - A tornado has been sighted; go to shelter immediately. Ping Center shelter areas are the locker rooms, bathrooms and Area C Storage. Patrons may leave the building if they so desire, but are advised not to do so and to seek shelter immediately. City emergency sirens will sound for three minutes followed by seven minutes of silence and then a repeat of the three minute siren in the event of a tornado warning.
- **Thunder/Lightning:** Please follow the following guide when enforcing the thunder/lightning procedure:
  - If thunder/lightning is seen or heard, cease all activities and calmly evacuate the area.
  - Give verbal warning to all in the area that thunder/lightning is imminent/has been spotted/heard. Have all participants seek shelter in a building or vehicle immediately. If there are no buildings available seek shelter in a ditch or a ravine - never under a tree.
  - When thunder/lightning is present activities should cease for 30 minutes after the last confirmed thunder/lightning. Every time thunder/lightning happens, the 30 minutes should restart.

5. The club is responsible for cleaning up any trash that accumulates on the field or facility as a result of its usage by the club (this includes members of the club, members of the opposing team, spectators, etc.).

6. Pets are prohibited on the playing surface as well as spectator and team areas. All pets must remain safely secure with owner, or guardian.

7. Remove all equipment and supplies from the playing area after each game / practice.

SECTION 14: TRAVEL

Many clubs will need to travel to games, tournaments, scrimmages or practices throughout the year. In order to utilize the funds available, clubs must comply with a few additional policies.

ARTICLE 1: OFF-CAMPUS TRAVEL

Club Sports defines travel as any non-routine journey taken for the purpose of participating in events as representatives of the University of West Georgia Club Sports and University Recreation.
Any clubs that travel, as a representative of the University of West Georgia Club Sports Program, must adhere to the following policies:

1. Complete the Travel Authorization Form and the Student Group Travel Release Forms five (5) business days prior to the date of travel in order to be eligible to receive reimbursement.

2. Teams who do not meet the reimbursement deadline may not be eligible for reimbursement, but must still turn in a completed Travel Authorization/Release Forms prior to their departure (5:00PM on Friday for weekend trips). Failure to do so may result in the trip being cancelled.

3. **Utilize sound judgment throughout the duration of the trip.**

4. Communicate the results of the trip to the Club Sports Office no later than five business days following the conclusion of the trip.

Clubs who do not fully adhere to the travel policy will:

1. Face disciplinary actions that may include a travel suspension.

2. Forfeit reimbursement privileges for the trip.

As required by state law all drivers should possess a valid driver’s license, a safe driving record, and current, adequate insurance coverage.

A Travel Authorization will be accepted only when all traveling members have completed an Assumption of Risk. It is the club’s responsibility to review the club roster to ensure that everyone on the trip has an Assumption of Risk Waiver and Emergency Card on file in the UREC office.

In case of a vehicular accident or a major injury incurred at any point during the approved travel / event, take any and all necessary emergency care steps. Then contact the UREC Office immediately to report the incident. Call 678-839-5500 and report the incident using as much detail as possible. If there is no staff on duty to answer your call, please leave all pertinent information on the voice mail service.

**CLUB SPORTS TRAVEL REIMBURSEMENT**

- Review your Travel Reimbursement Checklist and make sure you have completed everything prior to coming to the office.
- Please have one person collect and turn in all documentation together.
- All documentation must be checked by the club staff before leaving the office.
- Do not just drop off documentation and receipts in someone’s mailbox.
- If you have any questions, feel free to contact us or come by and speak to someone from the club sports office. The purpose of this is to help you get everything correct the first time (which helps get you reimbursed quicker).
- Original receipts need to be provided

**ARTICLE 2: EXCUSE LETTERS**

UREC will attempt to provide Club Sports athletes with a written letter for instructors to highlight the Clubs involvement in co-curricular activities. We will ask for their support in making alternate academic arrangements for Club members traveling to competitions.

However, athletes need to understand that this is just a request and that academic instructors are in no way obligated to excuse an absence or alter academic requirements.

Clubs who are in need of letters justifying their travel for a competition/seminar must contact the UREC Office no later than 10 business days prior to the event. The request for letters MUST be accompanied by completed Travel Authorization/Release Forms.

Teams who fail to meet that deadline will not receive letters.

Exceptions will be made in the case of regional or national competitions where a club qualified within the two week period provided the Club Sports Office is notified immediately.
SECTION 15:
DISCIPLINE

Each club within the University of West Georgia Club Sports program is student run and under the administration and guidance of the Club Sports Administration. Every club member, coach/instructor, and advisor is responsible for the knowledge of and adherence to the policies set forth by this manual and the University of West Georgia Student Handbook.

IGNORANCE IS NO EXCUSE!!!
PROBATION:
Any club on probation will no longer be eligible for incentive funding. Once a team has been placed on probation, all officers of the club will be informed of this status by Club Sports Administration.

Any of the following will result in probation:

1. Administrative non-compliance
   a. For a first offense (not currently on probation), a club will be placed on probation for the through the next academic semester* beyond the semester in which the issue was resolved.
   b. For a second offense (a club is currently on probation), the term of a club’s probation will be extended for two additional academic semester* beyond the previously stated end date.

2. Behavioral non-compliance
   a. For a first offense, a club will be placed on probation for three academic semesters*.

*The University of West Georgia Club Sports Program does not consider summer to be an academic semester for the purposes of probation.

PARTIAL SUSPENSION:
Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension). Once a club is placed on partial suspension, all officers of the club will be informed of this status by Club Sports Administration. At the conclusion of the partial suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the partial suspension ends.

The following may result in partial suspension:

1. Behavioral non-compliance
   a. For a first offense, a club may be placed on partial suspension for a term determined by Club Sports Administration.

FULL SUSPENSION:
Clubs on full suspension will lose access to their funding, university facilities and/or fields, and will no longer be eligible for incentive funding until the term associated with their suspension is complete. Once a club is placed on full suspension, all officers of the club will be informed of this status by Club Sports Administration. At the conclusion of the full suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the full suspension ends.

The following may result in full suspension:

1. Behavioral non-compliance
   a. For a first offense, a club may be placed on full suspension for a term determined by Club Sports Administration.

EXPULSION: Any club that is expelled from the Club Sports program will completely lose all funding and access to facilities and fields administered by the university, and may be referred to judiciaries for further investigation. An expelled club will not be recognized as a club sport by the University of West Georgia UREC Department. Funds will be returned to the Club Sport Program for re-distribution to the remaining clubs through incentive funding. Any club that has been expelled will not be eligible for reinstatement for a period of at least one full academic year.

Any of the following will result in expulsion:

1. Administrative non-compliance
   a. For a third offense while a club is on probation.
   b. Any one incident of administrative non-compliance that remains unresolved by the club by the end of the academic semester, or six weeks after the incident occurred if the incident occurred with fewer than six weeks remaining in an academic semester.
2. Behavioral non-compliance
   a. For a second offense while a club is on probation.
   b. Any one offense in violation of State Law, Federal Law, University Policy, or Club Sports Policy that is deemed so egregious that it warrants immediate expulsion (i.e., hazing, discrimination, alcohol or drug abuse or wanton destruction of private property).

All sanctions may be appealed to the Director of University Recreation within 10 business days of the action. Decisions regarding serious disciplinary action and appeals will be distributed in writing to the club President, Club Sports Administration, and the Director of University Recreation.

ARTICLE 4:
MEMBERS CONDUCT
As students of the University of West Georgia, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution.

Members of Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Any inappropriate conduct or actions while participating in any Club Sport related activity, including, but not limited to, misuse of equipment or facilities would jeopardize the club’s continued status as a recognized club sport.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by UREC, the University of West Georgia and / or appropriate legal authorities.

The University of West Georgia Honor Code and Rules and Regulations binds all Club Sports members with particular emphasis given to the following offenses:

- Hazing = EXPULSION
- Discrimination = EXPULSION
- Alcohol and / or Drug Abuse = EXPULSION
- Wanton Destruction of Private Property = EXPULSION


ARTICLE 5:
APPEAL PROCESS
A club that wishes to appeal a disciplinary decision set forth by the Club Sports Administration must do so within 10 business days of the initial ruling. Appeals must be made in writing and addressed to the Director of University Recreation. His/her decision is final.

SECTION 16:
FINANCIAL ADMINISTRATION

ARTICLE 1:
BUDGET

Each Club Sport must create a detailed budget for the entire year. The President and Treasurer of each Club Sport will set up a Budget Meeting with the Associate Director of Programs during the first four weeks of Fall Semester.

The Budget will be created using estimated revenue generation amounts and standard expense amounts. Each Club Sport will be allocated a portion of their budget which will be administered through University Recreation.

All monies collected through the collection of member dues, donations, fundraising, or sponsorship MUST be deposited in one of two accounts that may be available to Club Teams: UREC Club Sports Accounts or Student Organization Financial Account. (See below for distinction)
ARTICLE 2: UREC ACCOUNTS

UREC plans to annually allocate a pre-determined amount of money to the Club Sports Program to be utilized by the individual clubs.

Once the budget process is completed, these funds will be allocated to the individual club accounts. Eighty percent (80%) of these funds are split between the various clubs in accordance to the budget submitted for needs-based funding. Twenty percent (20%) will be remaining and be allocated by the Associate Director of Programs for Excellence Funding, program development and marketing.

The Club Sports administration reserves the right to make minor adjustments if a club has an active disciplinary report, has not followed set criteria, or has mismanaged funds. UREC FUNDING SHOULD NOT BE YOUR MAIN SOURCE OF FUNDING but is an important component of your team’s fiscal plan. It is very important that you understand this process.

Before funds are allocated to a club, they must complete the following items:

1. The President, Vice-President, Treasurer, and Safety Officer must attend the Fall General Information Session meeting, and the relevant officer training sessions (spring of the previous year, or fall of the current year).

2. The UREC Budget request form must be completed and submitted highlighting all relevant revenue and expense for the entire academic year.

3. A “needs based” funding meeting with the Associate Director of Programs must also be completed by the President and Treasurer.

**No UREC funds will be allocated until all four Officers have been to their respective training sessions. The methods for accessing these funds will be discussed at this session. When the process is completed and all requirements have been met, the amount allocated will be credited to each team’s account.**

The Associate Director of Programs may freeze, make expenditures or re-allocate club funds in case of disciplinary problems or misappropriation. Under these unfortunate circumstances, the club will be informed and given the opportunity to address the administration. The appeal process is discussed under the Discipline section of this manual.

The Associate Director of Programs may also authorize payment, when necessary, on delinquent accounts that an individual club has left unattended. Consistently delinquent accounts reflect poorly on both the individual club and the total program. They are cause for disciplinary action due to the inability to manage funds properly.

**Funds not used by the end of each academic year will not carry over to the next academic year.**

Examples of appropriate expenditures from the Campus Recreations allocation include:

- Equipment purchases
- Approved travel expenses (Mileage, Car Rental, Hotel)
- Tournament entry fees
- League or Association fees
- Services rendered by another University department
- Officiating fees
- Uniforms or warm-ups (As long as they are to stay with the Department)
- Other expenses as approved by the Assistant Director

Examples of inappropriate expenses include:

- Purchasing individual equipment needs
- Banquet expenses
- Coaching stipends
- Awards
- Newspaper advertisements
- Club t-shirts
ARTICLE 3:  
STUDENT ORGANIZATION FINANCIAL ACCOUNT

A club can use any bank in the local Carrollton area. It is important that you open a non-profit business checking account. **DO NOT use University of West Georgia, UWG, or any other reference to the university in your official name that is register with the bank of your choice.** With these accounts designated individuals will have to be on the signature card which allows them access to write check and make deposits. It is important to make sure you take advantage of a non-profit business account. The President & Treasurer must be on the account.

**Please note:** To have an individual added to the signature card a current signature card member must be present.

The Club Sport revenue received from club activities such as dues, fund-raisers or sponsorships must be placed in their account. However, NO UREC ALLOCATION CAN BE UTILIZED FOR UP FRONT COSTS IN ANY INSTANCE UNLESS ALL REVENUE IS DEPOSITED IN THE UREC ACCOUNT.

Typically these funds are utilized for awards, banquets, meals, long team planning, capital purchase etc. Because funds in these accounts carry over from year to year, it is not necessary for the club to spend all funds in the account each year. However, clubs will be required to justify any funds that seem excessive during the budget allocation process.

It is vital that club officers keep very accurate records of all account transactions, including income and expenses. If a club is audited and cannot produce documentation verifying the transactions, then the authorized student signing the ledger sheet will be responsible for repaying the funds.

ARTICLE 4:  
EXCELLENCE AND DEVELOPMENTAL FUNDING

**EXCELLENCE FUNDING:** A portion of each year’s UREC allocation for Club Sports is set aside to reward teams who have performed at an outstanding level and have the opportunity to represent the University of West Georgia in regional or national competition. This fund, called “Excellence Funding,” is managed by the Associate Director of Programs and can be disbursed at any time during the school year to deserving teams.

**DEVELOPMENTAL FUNDING:** Developmental funding, also managed by the Associate Director of Programs, is defined as money given to teams that are in their introductory period, starting a new initiative (Special event, community service event, etc…), or attempting to rebuild an aspect of their club.

**REQUESTING FUNDS**

The amount of money allocated for Excellence and Developmental Funding is LIMITED, and clubs are encouraged to prepare throughout the year for such fiscal restrictions and understand this additional funding opportunity cannot fully fund these trips, events, or special need... but it can act as a reasonable augmentation. Excellence and Developmental Funding is NOT guaranteed to any Club and depends on availability and ability to show need.

Excellence Funding is allocated based primarily on availability and need. Several requirements have been set for requesting Excellence or Developmental Funding. Requests must be made to the Club Sports Administration by the stated deadline each quarter.

1. Each team must submit a one-page typed proposal to the Associate Director of Programs prior to the Excellence Funding Deadline posted in this manual. This proposal shall include:
   - A description of the event and participants
   - The history (if any) of the club in this or similar competitions
   - A summary of fundraising activities to date (Teams that have not collected dues and attempted fundraisers during the academic year will not be eligible)
   - The benefits and need for the additional funding to the University of West Georgia and Club Sports
2. Prepare and conduct a 20 minute presentation to the Associate Director of Programs and a select panel. This Presentation should demonstrate:
   - The history (if any) of the club in this or similar competitions
   - The benefits and need for the additional funding to University of West Georgia and Club Sport
   - An organized presentation outlining the request and need for funds.
   - Sound fiscal planning, especially in the area of fundraising

3. No more than one request for Excellence and one for Developmental Funding per team may be honored per academic year.

ARTICLE 5:
ACCOUNT RECONCILIATION

By the 10th business day of each month, each team must schedule and conduct a meeting with the Associate Director of Programs to review all financial transactions. The treasurer will be responsible for the team ledger which should document all transactions. If the Student Organization Financial Account (off-campus bank) is used, the monthly statement should also be provided.

SECTION 17:
OFFICE SERVICES

UREC will attempt to provide registered clubs with basic administrative services to assist in their operations.

ARTICLE 1:
LONG DISTANCE AND FAX SERVICES

Clubs may have access to an administrative office phone and fax machine. These services may only be used when supervised in the UREC Office. Please contact the Associate Director of Programs at (678)839-5500 for assistance.

Any team may receive fax transmissions at the UREC Office. The fax number is (678) 839-0661. You will not receive your documents unless your team name is prominently displayed in the header of the document. The UREC Office is not responsible for any lost or misplaced documents.

ARTICLE 2:
MAIL

Each Club Sports can have equipment, supplies, materials, etc… sent to the Campus Center. Any outgoing mail must be handled by the individual clubs. If you know you have items arriving, please check for your mail on a regular basis and use the following return address in all correspondence:

University of West Georgia
Campus Center
ATTN: (your club name)
Carrollton, GA 30118-0050

Please note you may not receive your mail if it does not appear in the above format.

ARTICLE 3:
PUBLICITY

All forms of publicity must be approved by the Associate Director of Programs. This includes but is not limited to: flyers, newspaper ads, letters and brochures. All written publicity must have the UREC Logo visible on the finished product for approval.

Any publicity that portrays a negative image of the University of West Georgia Club Sports Program and directly contradicts the mission of UREC will subject the club and club members involved to strict disciplinary action.
ARTICLE 4:
FLYERS AND SCHEDULES
The Club Sports Office will assist with designing flyers or schedules if a club submits a rough draft of the information. This option is available on a first come first serve basis, and will be completed as promptly as possible.

All Club Sports flyers must be posted in the proper locations in each facility. Please be aware and respect the posting policies of each individual facility or area. If you wish to post flyers within the Campus Center, you must first seek permission and approval from the Associate Director of Programs regarding the location and content.

All flyers must be approved by Club Sports Administration prior to their posting.

ARTICLE 5:
ADVERTISING GUIDELINES
The UREC Office has developed some basic guidelines regarding the use of its name and logo. These guidelines have been produced to ensure continuity within Club Sports and to help create “brand identification” with the organization as a whole. These basic guidelines are:

1. All club advertisement must represent the University of West Georgia and Club Sports in a positive manner.

2. Each club must identify itself as an officially registered Club Sport team by use of the following identifier at the bottom of all advertisements:

3. The Associate Director of Programs must approve all advertisements of any media before any disbursement occurs. Any advertisement in association with alcohol, tobacco, gambling or items that could be used to maim, kill, or which could present a high liability exposure will not be approved. Examples are knives, guns, beer, cigarettes, etc.

4. Any designs, or modifications of previously approved designs, must be submitted to the Associate Director of Programs for approval.

5. Any advertisements in correlation with any marks containing profanity, ethnic / gender / religious slurs, same words and / or phrases with double meanings, homonyms, synonyms and poor taste is strictly prohibited.

ARTICLE 6:
LOGO DESIGN AND USAGE
Club Teams will be permitted to utilize UWG word mark, the UWG shield or athletic logo on their visual material. However, all design must be submitted to the Associate Director of Programs for design and approval. Any use of trademarked university logos on uniform/apparel must be purchased through an authorized vendor. Please contact the Associate Director of Programs for an up-to-date list. NOTE: If logoed material is for team use and NOT FOR RESALE, no royalty fee applies.

SECTION 18:
WEB INFORMATION
The University of West Georgia Club Sports web page will provide general information on each club such as: club presidents, club treasurers, and the respective club’s contact information, as well as downloadable forms to be utilized by club teams.
SECTION 19:
PHOTOGRAPHY/VIDEOGRAPHY

ARTICLE 1:
PHOTO/VIDEO RELEASE
All participants who sign the Assumption of Risk Form are granting permission for the University of West Georgia UREC department, or any other legitimate University entity, to take photos/video of them while participating in Club Sports. The aforementioned may be used in ways that include, but are not limited to; promotional materials, group projects, media coverage, or any other medium deemed appropriate by the Club Sports Department.

ARTICLE 2:
REQUEST TO TAKE PHOTO/VIDEO
All individuals who wish to take photos/video of Club Sports activities must follow the policies of the facility in which Club Sports activities are taking place.