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.

University Recreation Vision:
University Recreation will be recognized as a model of excellence by providing state-of-the-art facilities and leading edge programs which are built on the foundations of: innovation, creativity, student development, and established industry practices.

Contact Information:
The Club Sport office is located on the 3rd floor of the Campus Center in the UREC Programs office suite Rm 304.
Office: 678-839-5481
Website: https://www.westga.edu/campus-life/urec/club-sports.php
Email Address: imsports@westga.edu

University Recreation Contact Information:
Nick Horton, Assistant Director of Competitive Sports (University Recreation)
Campus Center, Rm 310
678-839-0658
nhorton@westga.edu

Brandon Barnes, Graduate Assistant of Competitive Sports (University Recreation)
Campus Center, Rm 309
678-839-5481
@westga.edu

UWG University Police
678-839-6000

Administrative Office Hours (Campus Center Rm 304)
Monday – Friday
8:00 AM – 5:00 PM

Disclaimer: University Recreation reserves the right to modify this document through the course of the year. The department will attempt to seek assistance from the Club Sport Council on policy revision and maintain that it will be diligent in informing Clubs/Teams of any changes that are made to this document.

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.

1. Upon completing the Student Organization Registration process, clubs interested in becoming a club sport must submit a New club registration form (located on their orgsync page under forms)
2. Set up a meeting with the Assistant Director of Competitive Sports

**STEP 2:**
Before meeting with the Assistant Director of Competitive Sports:
1. Thoroughly review the Club Sports Policies and Procedures Handbook to gather all relevant information about starting a Club Team.
2. Submit Constitution and Bylaws (per the CSI requirement) using the instructions provided in the Application Packet and submit a copy to the Assistant Director of Competitive Sports.
3. Research other Clubs in area, possible leagues, and forecast the potential budget for the club.

**STEP 3:**
Meet with Assistant Director of Competitive Sports

**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.

**RE-REGISTER AN EXISTING CLUB**

1. REGISTER WITH THE CENTER FOR STUDENT INVOLVEMENT (CSI). NO EXCEPTIONS!!
2. Submit the Re-registration form located on your club's orgsync page under forms

**MEMBERSHIP AND CLUB OFFICERS**

**Membership Eligibility:**
All guidelines governing the Club Sport Program are written to protect the rights and safety of each participant and designed to provide fair and equal opportunity for all persons eligible to participate in club activities. All Club Sports are subject to the UWG Code of Student Conduct. Clubs and their members are required to follow all University, University Recreation, and Club Sport policies including, but not limited to, policies related to risk management, discrimination, hazing, Title IX, sexual abuse/assault, drugs and alcohol. Club Sports found to be in violation of the Code of Student Conduct or University Policy are subject to discipline including, but not limited to, probation, revocation of privileges, suspension, fines, and/or expulsion from The University of West Georgia. 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.

**UWG Students**
All currently enrolled University of West Georgia students full time and part time are eligible to join a Club Sport. Any part-time student must comply with University Recreation policies to be allowed access into any facility.
Intercollegiate Athletes
Intercollegiate Athletes not eligible to participate in Club Sports. Please contact the Assistant Director of Competitive Sports for specific details.

Faculty/Staff
Active faculty and full-time staff members are eligible for participation in Club Sports. A staff member is considered full-time if they are regularly scheduled to work at least 38.75 hours per week.

TEAM / STUDENT ORGANIZATION ELIGIBILITY:
Team eligibility is limited to student organizations that are affiliated with the University of West Georgia. An organization is eligible for registration if:

- The organization/team membership is limited to students (85%); to faculty and staff (15%); has at least five members
- Membership practices do not violate university, state, or federal laws or guidelines
- The organization/team has a full time faculty/administrative staff advisor
- The organization/team is not under disciplinary penalty preventing registration
- The organization/team conduct its affairs in accordance with university regulation and administrative rules
- The organization/team’s purposes are in accordance with the stated purposes and goals of the university
- Each club team must be sanctioned by or registered with an established national governing body
- Club teams must be actively pursuing membership and obtain affiliation within one year of acceptance into the Club Sport program

Please consult the governing body’s rules or by-laws for information regarding eligibility for participation in sanctioned contests.

Club Sport Administrative Staff may request a roster verification at any time.

Club Sport athletes are eligible to participate in Intramural Sports, however, participation is limited. Please refer to the Intramural Sports policies and procedures for more details.

CLUB SPORT OFFICER RESPONSIBILITIES
All officers are expected to read Club Sport and University Recreation related emails thoroughly, and if a response is warranted, it is submitted in a timely fashion. Officers are responsible for attending all meetings as scheduled. Officers are expected to communicate to club members, as well as abide by and enforce all Club Sport policies and procedures. Failure to do so may result in probation or suspension of the Club Sport team Assistant With the officer and leadership team.

In an effort to expand the leadership opportunities, each of the five (5) officer positions must be held by five (5) different club members. All officers must be current students attending the University of West Georgia.

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 Assistant Director of Competitive Sports. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of club sport status and Assistant 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 Assistant Director of Competitive Sports. 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 end of the fall semester. 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. **NOTE:** Newly elected officers will not start their duties until after spring commencement. They should use the Spring to shadow the current officers.

9. Club officers must meet with the Assistant Director of Competitive Sports and or Graduate Assistant at least three times per semester to discuss team schedule, treasurer’s report, roster, and other club related issues.

**President:**
Oversees all club operations, including but not limited to: schedule competitions and practices; reserve space for home competitions and practices through the assigned Competitive Sports Graduate Assistant; maintains and implements club risk management plan; delegates specific tasks to other officers and follow-up to ensure tasks are successfully accomplished in a timely manner and ensures officer’s in other positions are fulfilling their obligations; communicates and meets with organization’s advisor; fosters leadership within club membership; actively seeks members who have potential to become future officers; verifies tournament registrations, travel plans and confirm details with opponents; schedules officials for home contests (when required); provides requested information to Club Sport staff, coaches, advisors, and other University bodies (i.e. Center of Student Involvement, SGA, etc.); attends certain meeting requests by the Club Sport Staff

**Vice President:**
Coordinates all travel plans, including transportation, hotel reservations, and obtains directions to all trip destinations; communicates all club functions (practices, meetings, tournaments, travel plans, etc.) to all club members, coaches, advisors and the Club Sport staff; recruits new members throughout the school year; organizes club officers and/or members to be present at various campus-wide and departmental events; advertises home games/matches or tournaments; assists the President with club’s risk management plan; tracks and communicates the Club Sport’s Points Tier System to organization regularly.
**Treasurer:**
Creates and maintains club financial account (for first year clubs); collects dues (if applicable); oversees all club fundraising endeavors and equipment purchases; oversees club budgets and accounts; maintains UWG Agency accounts; collects and turns in receipts from club members who need to be reimbursed; processes payment paperwork for officials when necessary; works with the Club Sports Graduate Assistant and prepares semester budget proposals. Attends monthly budget audits.

**Safety Officer:**
Schedules and tracks the leadership team’s CPR/AED/First Aid certifications; updates all club players on the overall risk management plan; implements club’s emergency action plan in case of an emergency; reports all accidents and injuries that occur during official club meetings, practices, and competitions; inspects all equipment prior to practices and competitions.

1. 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.

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

3. 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.

4. 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.

5. 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 Assistant Director of Competitive Sports utilizing a Facility Inspection Report.

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

7. 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.

8. 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.

9. **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.

10. 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.

11. 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.
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.

MARKETING:
Works with the Competitive Sports Graduate Assistant and Coordinator of Marketing and Promotions to ensure positive club exposure, recruit new players, and update scores from games / tournaments via social media and University Recreation’s website; organizes team to be present during all university and department recruitment fairs; shares pictures and videos for future marketing efforts; helps create website content that is accurate and up to date.

NOTE: 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.

MONTHLY CLUB/GAME MEETINGS:
Weekly Meeting- All “NEW” or clubs determined by the Office of Club Sports are required to sign-up for weekly meetings.
Budget meetings- Clubs are required to sign up for a budget meeting once a month. The sign-up will be located on the Graduate Assistants door on the first of each month and the meeting will be held during the third week of the month.
President Roundtable- This meeting will occur during the final week of each month. This is a time for the president to discuss current issues or trends. We will also be conducting workshops on but not limited to Leadership, Anti-hazing, Budget, Sponsorships, Fundraising & ETC.

OFFICER TRAINING:
The Club Sports Office will hold an officers training workshop the week that classes start for the Fall/Spring semester. The purpose of this workshop is to get all club officers together and go over policy and procedure, travel policy, purchasing procedures, and answer any questions that club members may have prior to the start of classes. We require that each club have three officers present at the workshop. Failure to have three officers present will result in disciplinary action from the Club Sport Office. Club officers will be notified of dates and times in advance so they can plan to be on campus for the workshop. *We are also requiring that each club’s President/VP and Treasurer schedule a one on one meeting with the Club GA prior to second week of the semester to explain and complete paperwork – (TA) Travel Authorization Form, Reimbursements, Logo Expenses, etc…

CONSTITUTION GUIDELINES:
A constitution is the basic framework of an organization. It should state the purpose, and indicate the number of officers, requirements for membership and other general policies which might be subject to frequent change. A well-written constitution should provide all necessary information in brief and concise form. References for further assistance are the Office of Student Activities and Organizations (SAO), Robert's Rules of Order and Sturgis, Standard Code of Parliamentary Procedure. You can also ask the Graduate Assistant on help writing/revising your club sport constitution.

SPORT CLUB CODE OF CONDUCT
The Clubs Sport Program aims to provide recreational and competitive activities for members of the University community. These activities should be conducted in a manner that represents the best interests of the University, while minimizing risk, ensuring
participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved.

Club Sports Code of Conduct violations can include, but are not limited to, the following:

**Behavior**—Disregarding the Club Sports Program policies about drugs, alcohol, and behavior
- Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc.).
- Strike, or attempt to strike, an opposing player beyond the realm of the sport.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior — verbal or physical.
- Use obscene gestures, profanity, or disrespectful language.
- Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, Recreational Sports, Club Sports Program, or the individual club.

**Staff/Participant Safety**—jeopardizing the health and well-being of staff and other participants.
- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
- Threats, intimidation, or verbal aggression.
- Initiating acts of physical aggression.
- Fighting (punches/ball thrown).
- Failure to complete incident or accident report form.
- Failure to comply with requests from Recreational Sports Staff.
- Being under the influence of alcohol/illegal substances.

**Facility Policies**—intentionally disregarding existing facilities policies.
- Willful or repeated disregard for Facility Policies.
- Failure to comply with requests from Recreational Sports Staff.
- Being under the influence of alcohol/illegal substances.
- Using facility space for club purposes when unauthorized or not scheduled.

**Access infractions**—engaging in unauthorized entry and exit from University Facilities.
- Allowing unauthorized users to enter the facility.
- Entering the facility through any door other than the main entrance.
- Entering the facility without the proper safety and or authorized personnel in attendance.
- Unable to produce a valid Campus ID when requested.
- Exiting door marked as emergency exits only.
- Using facilities as an affiliated member or coach during times and in spaces other than club practice times and space.

**Facility/Equipment Issues**—Disregarding equipment or facility polices.
- Failure to return checkout equipment in prescribed time.
- Destroying or defacing any property.
- Failure to properly maintain any University equipment or field space.
- Failure to cancel practice or competition due to ground saturation, weather conditions, or other field conditions.

**Travel Infractions**— inappropriate behavior while on club/University business.
- Inappropriate use of rental vehicles
- Inappropriate use of hotel/motel rooms
- Consume or in possession of alcohol or illegal drugs while traveling for club.
- Failure to turn in proper license/identification and proof of valid insurance (car/boat)

Failure to Follow any of the policies or procedures listed above could result in:
- Loss of Facility Reservations (Practice/Games)
- Club Suspension
- Referral to The Office of Student Conduct and Integrity

**CLUB SUSPENSION:**
Suspension may result in loss of financial support and/or facility usage for an appropriate period of time as set by the Club Sports Director, Graduate Assistant, or UWG Staff.

- Failure to file appropriate paperwork as included under President's Responsibilities as per listed due dates (generally, financial penalties will be assessed prior to suspension)
- Use of ineligible players (ex. non-UWG students)
- Unauthorized use of facilities
- Student Code violations (hazing, etc.)
- Hazing is banned at University of West Georgia and is very strictly enforced. Hazing is a major topic to address with your clubs. The UWG policy states, in part: “Hazing, defined as an act or acts which endanger the mental or physical health or safety of another, or which destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization."

**Examples (but not limited to):**
- University of Michigan: J.T. Todd, a freshman, reportedly was given large quantities of alcohol in a player's off-campus house in what had become an annual initiation ritual. He allegedly was stripped, shaved, covered with jam, eggs and cologne and left outside in near-freezing weather for 90 minutes. Four other players also were hazed.
- Kent State University (Ohio): The hockey season was canceled after 12 players were charged with violating various hazing and drinking laws during an off-campus initiation party that resulted in the shaving of heads and bodies of the students involved. One rookie nearly died after veterans coerced him to chug liquor and beer through a bong device.
- Any individual who feels he/she has been a victim of hazing or has witnessed a hazing incident should notify the SC Office immediately.

**PLAYER SUSPENSION:**
Club Sports members are expected to adhere to a high standard of conduct which reflects a positive image of their sport club, the SC Office, and University of West Georgia. Any club member who fails to adhere to the policies as stated by the student code (i.e. hazing), Participant Waiver Form, or whose behavior damages the sport club (stealing money or equipment from club, physical abuse, violation of policies at other schools, etc.) will be suspended from further participation for a period of time as deemed appropriate by the Director of Sport Clubs, the Sport Clubs Graduate Assistant, and/or Office of Student Conduct and Integrity.

**OFFICE RESOURCES**

**Sport Club Forms:** All required sport club’s paperwork and appropriate numbers of copies will be supplied to each club by the Sport Clubs Office. At least 24 hours before they are needed, a club officer should request the number of copies of each required form needed from the office (requests made on Fridays might not be filled until Monday). All UREC forms can also be accessed from the UREC web site (some can be completed online). All other printing and copying needs and costs must be handled by each club.

**Scheduling Facilities:** All facility requests must go through the Club Sports Office by the posted deadline. Do not schedule games with opposing teams or advertise till you have a confirmed reservation.

**Practice Schedules:** Practice schedules for each club will be posted at the beginning of each semester based on a request form that is filled before the start of the semester. Other factors that will be taken into considerations are clubs that are up to date with all materials and clubs that are “in-season” or “out-of-season.” The club sport office will do their best to accommodate each club’s requests, however, there are limited facilities on campus and clubs cannot expect to receive their top choices.

**Storage:** Limited space will be available for clubs in the SRC rec storage room. Especially during inactive periods (summer, breaks, etc.) clubs are encouraged to keep their equipment in our storage area. Do not leave your equipment in the gym or at the field without clearing it with the Office first.
Website: Each club is responsible for checking information on the web page and notifying the club sport graduate assistant of any changes or corrections. Forms and policies are also posted on the Club Sports website http://www.westga.edu/urec

Competition Assistance: Web sites for many campus Recreation Departments across the country can also be found by visiting www.nirsa.org/networking/websites.htm (link requires log in)

Letters of Absence: When requested, the Club Sports Office will prepare a letter for clubs needing to miss class for major competitions. This letter can be presented to faculty, explaining that students are participating in a club-sponsored activity, representing UWG. There is no guarantee that professors will excuse student absences, but this letter should help. Requests for letters should be made in email a minimum of 1 week prior to the absence.

A Concerned Ear: For any individuals who feel a club or individual is operating in an unsafe or reckless manner, we would like to hear about it.

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:

1. Let the officials officiate the game without interference or harassment
2. Abide by the decisions they make (no matter how bad you think the call was)
3. Be gracious in defeat and magnanimous in victory
4. 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 Assistant Director of Competitive Sports 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.

RISK MANAGEMENT

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.

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.

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.
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.

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.

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/9-911…
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.

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 Assistant Director of Competitive Sports.

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.

Advisors / Coaches / Instructors

Advisors:
Each club is required to have an advisor that is a full time faculty/staff employee at the University of West Georgia. An advisor will help provide direction and maintain continuity in club programming. It is strongly recommended that the designated faculty/staff advisor be informed often of what is going on with the club they are advising. Advisors are responsible for the guidance, conduct and eligibility status of club members. In addition, the Advisor is responsible but not limited to the following:

1. Be familiar with The Code of Student Conduct as well as University of West Georgia, University Recreation and Club Sport Policies and Procedures
2. Serve as a mentor to all club members
3. Develop leaders by encouraging the growth of initiative, responsibility and leadership in the club’s student officers and student-athletes of the club
4. Provide counsel of club funds and encouraging sound financial and business practices
5. Assist with the annual budget
6. Approve of developmental plans and activities
7. Serve as a source of information for the club’s sport
8. Counsel individual club members
9. Assist with the club’s election process

**COACHES / INSTRUCTORS:**
University Recreation acknowledges that its Club Sport program often benefits from the assistance and direction of coaches and instructors. If the club wishes to have the services of a coach/instructor, they should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability. Clubs are encouraged to solicit coaches based on their activity, experience, and leadership skills.

In the selection of coaches/instructors they may or may not be affiliated with The University of West Georgia. They will be required to abide by all University of West Georgia, University Recreation, and Club Sport program policies. Coaches/Instructors should also understand that Club Sports are student run organizations. Coaches/instructors are encouraged to refrain from decision making of the club management, as club officers should take on these responsibilities. All coaches/instructors must abide by the following rules:

All coaches must fill out the Coaching/Instructor Application Form and turn it in to the Club Sport Graduate Assistant in the University Recreation Program office at the beginning of each semester.

All coaches/instructors must follow all Club Sport policies and procedures, as well as University and Departmental procedures relative to Club Sport program.

Participation as a coach/instructor is completely voluntary.

Maintain a level of professionalism when dealing with any team issues: try-outs, practice, travel, playing time and player/coach relationships.

All coaches are strongly encouraged to be certified in CPR/AED/First Aid.

NOTE: It is recommended that the coach’s duties be specified in the club’s by-laws.

**COACHES/INSTRUCTORS COMPENSATION:**
The Club Sports program does not require club coaches. However, if the club requires the services of a coach/instructor and would like to give them compensation for travel or other expenses, they must be paid by the club through non-university funds. Club coaches/instructors are not considered to be employees of The University of West Georgia and are not eligible for benefits or salary pay.

**ADVISOR/COACH/INSTRUCTOR REMOVAL:**
The Club Sports program reserves the right to evaluate the performance and the involvement of all advisors/coaches/instructors. University Recreation has an obligation to protect all clubs and participants. As a result, the Assistant Director and Graduate Assistants reserve the right to dismiss an advisor/coach/instructor who has acted outside the scope of his/her authority, violated University and/or Club Sport policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, Club Sport program and/or The University of West Georgia.

**CLUB SPORT COACHING / INSTRUCTOR GUIDELINES:**

A. Integrity and Respect for Participants and Officials – Coaches are honest, fair, and respectful of others. Coaches should not exploit athletes or other participants over whom they have supervisory, evaluative or
other authority. Coaches respect the fundamental right, dignity and worth of all participants and officials. Coaches will be aware of cultural and individual differences, including those due to age, gender, race, national origin, religion, sexual orientation, disability, language and socioeconomic status.

B. Concern for Others' Welfare – Coaches seek to contribute to the welfare of those with whom they interact. In their actions, coaches consider the welfare and rights of their and other participants. When conflicts occur among coaches’ obligations or concerns, they attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches are sensitive to differences in power between themselves and others, and they do not exploit nor mislead other people during or after their interaction. Coaches will take reasonable steps to avoid harming their athletes or other participants, and to minimize harm where it is foreseeable and unavoidable.

C. Participant Selection – Coaches perform participant evaluations only in a manner consistent with ethical standards. Coaches cannot cut participants from a Club Sport team for any reason.

D. Drug-Free Sport – Coaches do not tolerate the use of performance-enhancing drugs and support athletes’ efforts to be drug free.

E. Alcohol and Tobacco – Coaches will not allow the use of alcohol and tobacco in conjunction with home events or victory celebrations related to athletic events. Alcohol and tobacco use is prohibited in connection with away competitions.

F. Leadership and Mentoring – Club Sport coaches serve as mentors to club members, and shall conduct themselves in an appropriate manner while interacting with club members and University Recreation staff. Coaches and Club Officers have the authority and the responsibility to manage any situation where the playing or conduct rules are being violated. Coaches and Club Officers shall report rule violations to the Assistant Director of University Recreation as soon as possible after being made aware of such violations.

G. Roles of Club Sport Officers and Coaches – Club Sports at UWG are first and foremost student-lead and student-ran organizations. It is the responsibility of the Club Sport officers to take an active leadership role in organizing and coordinating all management and administrative aspects of the club, including serving as the liaison between the club and University Recreation. Many coaches feel that their role as a “coach” includes club management responsibilities such as administering a budget, securing facilities, scheduling contests, arranging travel, etc. However, the Club Sport Program is designed to develop the club officers and allow these students to gain the leadership experience of handling these facets of the club’s activity.

A club sport coach should limit his/her contributions to instruction and coaching; they should minimize active involvement in club management, dealing only with workouts, training, and strategy. In addition, the role of the club sport coach is not a way for alumni to remain or community members to become part of the club’s active roster. Alumni and community members can serve as great coaches and coaches may become physically involved in a practice to demonstrate technique, form, etc., but are not to be competing players for the club.

H. Volunteer Status – Club Sport coaches are volunteers and are not considered employees of the University even though their contributions to their club and the Club Sport program are very valuable. As non-employee volunteers, club coaches are not eligible for stipends or expense (travel) reimbursement from the University. These expenses, however, are considered Eligible Expenses that can be paid out of the club’s treasury. Faculty / Staff advisors that serve a dual role as advisor and coach may be eligible for travel reimbursement, in accordance with UWG travel policy.

I. Disciplinary Action – In the event that a violation of the aforementioned coaching guidelines is alleged, that allegation will reviewed by the University Recreation Assistant Director of Competitive Sports and Competitive Sports Graduate Assistant staff. The Club Sport staff may take disciplinary action when necessary, with due process given. The Assistant Director of University Recreation will keep a written report on all reviews and actions. Students who are alleged to have violated student conduct policies may be referred directly to the Student Conduct office.
J. Oversight – Club Sport coaches report to the University Recreation Assistant Director of Competitive Sports and the Competitive Sports Graduate Assistants. The Club Sport staff reserves the right to limit the number of coaches for individual clubs.

All coaches must fill out the Coaching/Instructor Application Form and turn it in to the Club Sport Graduate Assistant in the University Recreation Program office at the beginning of each semester. All coaches are strongly encouraged to be certified in CPR/AED/First Aid.

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**Purchasing and Reimbursements**

**Purchasing:**
The University of West Georgia and Georgia State law have very strict policies on purchases made by any campus entity. Any club wishing to use allocated/gift funds to procure products and/or services must have the approval of the Assistant Director or Business Operations Coordinator before any purchase is made. Important information is listed below from the Purchasing Department:

Know the rules before you buy. As a University of West Georgia Club Sport, you have flexibility in purchasing goods and services. However, the University is an instrumentality of the State of Georgia and must remain in compliance with laws affecting the expenditure of state funds. All purchase requests must follow established policies, procedures, and guidelines. A good rule to follow is to always discuss your needs with the Graduate Assistants of Competitive Sports from the very beginning of planning your purchase request.

Do not sign any contracts. There are only a few designated individuals at The University of West Georgia who are approved by the Board of Regents to sign contracts and legally bind the University. The Purchasing Department will review and edit contracts, consult with University System of Georgia, if necessary, and obtain the appropriate signatures for your contract requirements.

There are currently two methods used to place orders – the on-line requisition/purchase order system and the University Visa Purchasing Card Program.

Purchasing Card Program (P-Card)

This method of purchasing is for small items. Orders are limited to $1000.00 per transaction and must follow all UWG Policies and Procedures regarding any purchase. Approved items can be but not limited to: tournament/registration fees, equipment, uniforms, etc.

Bidding Process – Any purchase request for $15,000 or more must be bid through the UWG Procurement division. The University of West Georgia has many items already on bid so please ask the Assistant Director of Competitive Sports before ordering any items if you are using your allocation from UREC. Please submit these requests/quotes and specifications to the Assistant Director of Competitive Sports who will work directly with the UREC Business Operations Coordinator to process. Bid processed can take up to 2 weeks so waiting until the week before is not an option. Upon receipt of a purchase requisition, if the buyer cannot reasonably anticipate purchasing like or similar items that cumulatively total over $15,000 in a fiscal year period, the following guidelines will be followed:

$5000 - $14,999 If not available on an existing contract or State Contract, one written quotation must be obtained and submitted with an approved purchase requisition and a purchase order will be issued to the specified vendor.

$15,000 or more formal competitive bidding is required.
Note: Any purchase made using university funding must be shipped to University Recreation so that confirmation of delivery can be established. Club Sports will then be notified that a purchase has been delivered.

**Reimbursements:**
All reimbursements must be submitted by 5pm the first Wednesday following the purchase in person to the club’s Competitive Sports Administrative Staff. If a club’s liaison is unavailable, turn the forms in to another Competitive Sports Administrative Staff, if there is no one available the forms can be turned in to the Competitive Sports Office. Graduate Assistant, Business Operations Coordinator, or Assistant Director of Competitive Sports. All report forms related to travel (Travel Authorization, Activity Report) must be turned in on time in for any reimbursement to be considered. Reimbursements will only be processed for purchases made by club members in order to conduct club business. Purchases made by or for non-members, including coaches, managers, etc. will not be reimbursed.

Note: If a club is waiting for items to clear an account or to receive receipts it must be communicated to the Sport Club office. Reimbursements will not be processed if items are turned in late without communication.

Receipts – returning from official travel, original receipts (place of business with correct date clearly indicated, who paid, billing amount itemized and clearly stated) must be presented for all travel expenses that require documentation: lodging, airfare, and gasoline, and any unusual expenses.

Along with original receipts, the University must have the following documents to show proof of payment:
- Original Receipt with individual’s name listed on it
- Folio Statement (for hotels) with the names of those who occupied the room

Note: All reimbursements must be approved by the club’s Treasurer or President before being submitted to the Club Sport Administrative Staff.

Invoices – Any invoices turned into the Club Sport Office for reimbursement after a purchase has been made will not be available for reimbursement through club funds. All purchases must be made through the Club Sport office following University and State law policy.

After approved purchase is made any invoice that is sent from the vendor must be turned in within 24 hours of receiving purchased product/service.

**Scheduling/Reservation Procedures**

**Practice Schedules**
1. Proposed practice times must be turned into the Club Sport Office by specific deadline prior to each semester. The office of Club Sports will handle the reservations. A practice request form can be found on your clubs orgsync page under the forms tab. Should include the following
   a. Light schedule / Painting guidelines
   b. Preferred days and times
   c. location
2. Spring proposed practice schedules are due the Friday before Thanksgiving Break.
3. Summer proposed practice schedules must be submitted by the Friday following Spring Break.
**Event Schedules**

Home and away game and event schedules must be submitted within the first two weeks after the first day of classes begin for both semesters. If a club’s league is in charge of scheduling and will not have schedules ready until after the two-week deadline the club will be granted their home event requests when space is available. It is encouraged that clubs create their schedule 4 to 6 months in advance. For events added to the first schedule after the two weeks of classes the following policies will be followed:

**Home Game/Event Schedule**

Clubs may submit additions to their home schedules, 3 weeks in advance. Any event scheduled after that time may not be approved due to staff and space availability.

In the event a home game/event is canceled the Club Sport office must be notified immediately. If an event is postponed/rescheduled, the Club Sport office must be notified within 48 hours of the schedule change being made.

Note: Please make all efforts to schedule all events within the Campus Center operating hours. Any events outside these operating hours may not be approved or may incur a fee.

**Away Game/Event Schedule**

**Meeting Room Request** – Any club wishing to obtain a meeting room within the Campus Center are encouraged to do so in advance. All requests must be made online through the UREC Events Reservation system.

**Priority of Scheduling** – Reservations are not guaranteed; facilities should be reserved well in advance to help ensure you receive your reservation. When there is a conflict between Club Sports 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 clubs in best standing with the Club Sport program, which will be determined by a combination of tier classification, teams without disciplinary issues and input from the Graduate Assistants and Assistant Director.

**Changes/Additions/Cancelations** – Any time a club has reserved a facility, it must be used. If the club changes or cancels a practice, game or any reservation, the club representative must contact the Club Sport Staff at least 48 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the club’s ability to reserve facilities for future use. Clubs are responsible for set-up and cleanup of all sites. If a club wants to hold an additional practice outside of their normal schedule, the request must be made at least 48 hours prior to the start time.

**Practice (No Show)** – A club must have a minimum of six participants by five minutes past the scheduled starting time to claim and retain the reserved space. Two no shows without 48 hours’ prior notice given will result in the termination of the reservation for that semester. This will also affect practice times for the next semester.

**Home Game/Event (No Show)** – The hosting club must have enough participants by their league’s standards to begin a game within 15 minutes of the scheduled starting time. A forfeit/no show without 48 hours’ prior notice will require the club to reimburse any cost occurred to help run the event. These costs may include student employees, field preparation, etc.

**Field and Facility Usage Policy** – Alcohol, drugs/tobacco, and pets are not permitted on UWG or University Recreation fields. Any damages incurred to the fields, surrounding buildings, or field equipment may result in fines.
Regulations and Procedures:
Clubs traveling away from campus for competitions, events, tournaments, etc., must follow The University of West Georgia policy and guidelines in this handbook. Failure to follow guidelines or submit all documentation will result in loss of points or travel for each occurrence. In case of emergency or occurrence of an injury while traveling for a Club Sport activity, first take the necessary steps for emergency care, and then contact one of the Club Sport Administrative Staff. It is the responsibility of the individual club to submit all documentation on time; Club Sport Administrative Staff will not notify clubs when documentation is not turned in on time.

Travel Roster and Itinerary:
Travel Authorization Form and Pre-Trip Itinerary for any trips outside UWG must be completed, filed and approved by the Office of Competitive Sports 10 days prior to departure. If these forms are not on file or is turned in late, the club may not be eligible to receive University funding for the trip. Only registered UWG students, faculty or staff will be allowed to travel and represent The University of West Georgia. All club members traveling must be on the club’s official roster and in good standing with the University of West Georgia. The Pre-Trip Itinerary form will include:

1. Dates of the trip
2. Times of arrival/departures
3. Method of transportation
4. If driving personal vehicles, a copy of proof of insurance must be
5. Brought in to the Sport Club Office.
6. All club members traveling on the trip
7. Hotel/lodging accommodations
8. itinerary for overnight trips
9. A map of trip route, including overnight stops
10. Emergency Action Plan

Personal Vehicle – Club Sports are permitted to use personal vehicles for travel to events. However, a copy of insurance is required for each vehicle and copies of the drivers’ licenses. It is strongly encouraged that clubs do not drive between the hours of 12AM and 6AM and also change drivers every five hours.

Gas Receipts – To qualify for reimbursement on gas receipts you may fill up 24 hours prior to departure. Upon returning to campus any gas purchased for reimbursement must be made the day of returning from the trip. For gas reimbursements only original receipts are needed, no other statements will be required.

Post Trip Follow-up – Must be submitted by the Wednesday after a club’s return to campus and must be turned in on time for any reimbursement request to be considered.

Reimbursement – To receive reimbursement for travel, receipts must be submitted to the Office of Club Sports by the Wednesday following return to campus. A legitimate receipt from the place of business with the correct date clearly indicated, who paid for the bill and the billing amount itemized and clearly stated. All travel documents must have been completed and submitted on time for a purchase to be eligible for reimbursement.

Note: All reimbursements must be approved by the club’s Treasurer or President before being submitted to the Assistant Director of Competitive Sports and all travel forms must have been turned in on time in order for reimbursement to be processed.
What is the Club Sports Cup?

We believe that the best way to ensure the success of all of our club sports teams is to a sense of community amongst our teams, the university and the city of Carrollton. Our club sports teams will have the opportunity to building lasting relationships with their members, the University of West Georgia, and the city of Carrollton. The club sports cup will also allow clubs to earn additional allocations for the 2018-2019 academic year.

Awards (Allocation increase for the following year):

1st - $500
2nd - $300
3rd - $200

Points breakdown:

<table>
<thead>
<tr>
<th>Major Events</th>
<th>Dates:</th>
<th>Points Break Down:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trivia Night</td>
<td>1st – 100, 2nd – 80, 3rd -60, 4th-40</td>
<td></td>
</tr>
<tr>
<td>Non-perishable food drive</td>
<td>1st – 100, 2nd – 80, 3rd -60, 4th-40</td>
<td></td>
</tr>
<tr>
<td>Club Sports Dodgeball Tournament</td>
<td>1st – 100, 2nd – 80, 3rd -60, 4th-40</td>
<td></td>
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<tr>
<td>Club Sports Field Day</td>
<td>1st – 100, 2nd – 80, 3rd -60, 4th-40</td>
<td></td>
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<tr>
<td>Fundraising challenge</td>
<td>1st – 100, 2nd – 80, 3rd -60, 4th-40</td>
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</tbody>
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Other ways to earn points:

- Attend another club’s event (10 Points)
- Volunteer/perform community service (10 Points)
- Take a team photo with an opponent (10 Points)
- Have a promotional video created for your club (30 points)

*In order to receive points teams must submit a picture using the Club Sports Cup form located on your team’s orgsync page.

Standings:

The standings will be updated and posted on orgsync monthly. If there is a discrepancy, please contact the office of competitive sports at imsports@westga.edu.