

University of North Georgia Sport Club Handbook



UNG

UNIVERSITY *of*
NORTH GEORGIA™

CAMPUS RECREATION
AND WELLNESS

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1. Introduction

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

University of North Georgia Campus Recreation and Wellness Mission Statement

Our mission is to promote an inclusive UNG community that advances student development and the student experience by providing comprehensive recreational programming and facilities that provide leadership and service opportunities

Campus Recreation and Wellness Commitment to Diversity

The University of North Georgia prepares students to lead in a diverse and global society. Essential to this mission is an environment that is welcoming, respectful, and inclusive of individuals and groups from a range of social, economic, and cultural backgrounds to create an environment that embraces varied perspectives, values, and unique experiences.

In accordance with the missions of the University of North Georgia, the Division of Student Affairs, and NIRSA: Leaders in Collegiate Recreation®, the Department of Campus Recreation and Wellness at UNG is committed to promoting understanding and appreciation for all individuals and groups participating in our activities. Furthermore, we strive to recruit and retain high-caliber and diverse professional staff and student-workers in an effort to develop employee cultural competencies and build skills to ensure an inclusive learning and work environment that is safe for all. Finally, the Department of Recreational Sports seeks to foster a climate where equity and equality are valued and supported.

General Information

The North Georgia Sport Club Program is composed of a group of students, faculty and staff that voluntarily organize a club in order to compete and participate in sports/activities in which they feel passionately about. Funding for clubs comes from the Student Government Association, club dues, fundraisers, and other outside donations. The Sport Club Program is strictly voluntary. Members of each club must realize that each sport has inherent risks and should have some type of health insurance to cover these risks.

The Recreational Sports Office offers general guidance and support to each Sport Club. However, the success of each club hinges on the student leadership of its officers. Sport Clubs are meant to be a learning experience through involvement in fundraising, organization, administration, budgeting and scheduling. The leadership opportunities are endless and allow all members to enhance their college experience. The handbook was created to clarify any difficult situations that clubs may encounter and explain the Sport Club Program to all officers, coaches, advisors, and club members.

Important Phone Numbers and Addresses

UNG Recreation Center
198 Church Street
Dahlonega, GA 30597
706-864-1622
[Sport Clubs Website](#)

Sport Club Coordinator: Taylor Garcia
678-717-3960
Taylor.garcia@ung.edu

2. Club Organization and Membership

Sport Club Definition

A Sport Club is defined as a registered student organization (RSO) that's primary purpose is to develop and display athletic ability in a competitive environment. Sport is defined as an athletic activity requiring skill or physical prowess. Sport Clubs are open to all students that have paid their Student Activity fee for the year. The executive members of each individual club handle the majority of the responsibilities associated with the club. Sport Clubs receive funding from a variety of sources: student fees, fundraising, dues collection and donations. Sport Clubs are registered and chartered organizations founded and administered by students in accordance with the University, the Division of Student Affairs, and the Department of Campus Recreation and Wellness. They are required to abide by rules and regulations governing student organizations. These rules can be found in the UNG Student Handbook.

Sport Club Criteria

An RSO to be classified as a Sport Club must meet the following criteria:

- The organization must meet the requirements of a registered student organization, as defined by the Office of Student Involvement.
- The organization's primary activity must not duplicate that of an existing club sport organization on the majority membership's home campus.
- All organizational decisions must be made by enrolled student, elected leaders. **Advisors and student club members are not allowed to sign or make commitments on behalf of the University.**
- The organization must offer an activity that falls within acceptable safety guidelines, using the Club Risk Assessment Tool.
- The primary activity of the organization must involve athletic activity and must involve competition.
- Each sport must compete in at least one competitive event during one semester of the academic year. This competition must be scheduled against another university sport club or organized community club. All competitions must be approved by the Sports Clubs Coordinator.
- There will be a grace period to schedule competition for new and reactivating clubs. Clubs will have 1 semester from when they started their Sport Club to either plan or participate a competitive event.
- The organization must have a minimum of 8 student members.
- No club may restrict its membership based on race, gender expression, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.
- Its sport has a governing body which it is highly encouraged to join. The organization must follow the best practices of the identified sport governing body. If there is not an identified governing body, the sport club would be required to follow the best practices as identified by NIRSA.

For the purposes of this criteria, competition is not inter-squad scrimmages.

Membership

Active membership of recognized organizations, including all Sport Clubs, is open to registered students in good standing on the Dahlonega and Gainesville campus that have paid their Student Activity fee for either the semester or year that they are enrolled at the University of North Georgia. Members of the University faculty and staff are also eligible to participate.

Students from the Gainesville, Oconee, and Cumming campuses, as well as Dahlonega students are eligible to participate in Sport Clubs at the Dahlonega campus based upon the following guidelines:

- Students have paid the Student Activity Fee on their respective campus.
- Students who wish to use the Rec Center will pay an \$83 Rec Center fee per semester.

Please note that paying the student activity fee does not grant patrons' access to the Rec Center. The \$83 Rec Center fee entitles students to participate in Intramural Sports and Sport Clubs.

All Sport Clubs are open to anyone that meets these criteria. While it is understood that many competitive clubs must develop a roster for competition, clubs are not permitted to "cut" participants. All activities must be open to students. Each individual participating in a Sport Club must sign a waiver stating that the individual understands the risks and responsibilities that are associated with their participation.

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

Starting a New Sport Club

1. Meet with the Sport Club Coordinator to discuss student interest in the club and review requirements of the club – including facility equipment needs, operational needs, outlet for completion and National Governing Body, instructional needs and feasibility at University of North Georgia.
2. Hold an interest meeting and gather names, Student ID numbers, and contact information of interested individuals. There needs to be at least 8 individuals present at the interest meeting for the potential club to move forward in the recognition process.
3. Determine club officers, faculty/staff advisor, and construct a club constitution.
4. Visit [UNG Connect](#) and Register a new Student Organization. New organizations will be invited to attend an SGA meeting to become chartered as a UNG Student Organization
5. Once the club is approved by SGA, club officers will meet with the Sport Club Coordinator to discuss Sport Club operations and procedures

Returning Clubs

Each club must update information with the Office of Student Involvement and the Sport Club Coordinator **each year** to remain on active status. The deadline for club renewal is set by the Office of Student Involvement. This process is completed by renewing a club's portal on UNG Connect. If the renewal is not submitted by the deadline, the club will be inactive until the following academic year in which they will be eligible for renewal at that time. If a club wishes to appeal, a representative must schedule a meeting with the Sport Club Coordinator to discuss the parameters. If a club's inactive status is removed, the club will be on probation for 90 academic days and are not eligible for funding until the probationary period is complete.

Organizational Structure

During the course of the semester, each club will conduct at least one meeting to discuss fundraising ideas, budgeting, upcoming events, practice times, game schedules, and other matters of importance for that semester.

Each club is operated in accordance to its constitution by student leaders. Typically, these leaders are in the following positions: President, Treasurer, Event Coordinator, and Risk Management. The following is a typical

breakdown of each position's responsibility. Some clubs may have specific responsibilities, depending on the club's nature and setup.

- **President:** Oversees all functions of the club. Works closely with the Recreational Sports Department. Delegates club responsibilities to the other officers and/or members. Will represent the club on most topics.
- **Treasurer:** Deals with all money-related issues. Responsible for submitting all bills and the club budget, which includes attending any money-related meetings. Submits receipts/invoices to the Recreational Sports Office. Oversees the club checking account and ensures all club bills are paid on time.
- **Vice President/Event Coordinator:** Responsible for any event either on or off campus. In charge of completing all appropriate forms and submitting them in a timely manner.
- **Risk Management:** Handles any safety issues while maintaining current CPR/AED/First Aid certifications. Completes appropriate forms and submits them in a timely manner. You must be in attendance at every sport club event with a fully stocked First Aid Kit.

In addition to these officers, the club may have other members in charge of fundraising, scheduling, and promotions. All the clubs will submit a list of their new officers to the Office of Student Involvement and the Sport Club Coordinator at the start of the school year and immediately after any change in leadership.

Intramural Sports

As stated in the Intramural Handbook, "Sport Club Rosters as received by the Sport Club Coordinator will be used to determine an individual's club membership status. Any individual who appears on these rosters will be considered a Sport Club member for the entire academic year."

The number of current Sport Club members on an Intramural Roster in the same or related sport is limited to 35% of the required number of players required to play.

3v3 Basketball=1, 4v4 Flag Football=1, Basketball = 2, Flag Football = 2, Soccer = 2, Softball = 4, Ultimate Frisbee = 2, Volleyball (Indoor)= 2, Volleyball (Sand) =1, Water Polo = 2, Wiffleball=2.

3. Student Code of Conduct

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

Unsportsmanlike Conduct

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

Hazing

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

Disciplinary Guidelines

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

4. Administrative Assistance

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

Entrance into the Rec Center

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

Sport Club Mail

Sport Clubs may use the Recreational Sports Office address to direct club mail. All Sport Club mail will be placed in the Sport Club Mail container directly outside the Sport Club Coordinator Office. Please use the following address for your club:

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

5. Program Safety

Risk Management Requirements

- 2 Members of each club (minimum of one officer) MUST be CPR/AED/First Aid Certified

- At least one (1) certified member must be at ALL practices, games, and hosted tournaments
- Certifications must be submitted to the Sport Club Coordinator at the beginning of every academic year (Fall Semester)
- For high-risk sports, Athletic Trainers are REQUIRED to be at home competitions
 - AT's are highly recommended for ALL home competitions

(NOTE) The University of North Georgia does not provide any insurance for individuals or groups.

First Aid Policies and Procedures

As stated before, at least two members of each club **MUST** be CPR/AED/First Aid certified. CPR/AED/First Aid classes are offered at the Rec Center; contact the Sport Club Coordinator if a member of a club needs to get a certification. All certification cards should be on file in the CRW Office. It is highly recommended for all contact sports to schedule a certified athletic trainer for home games. The Sport Club Coordinator can assist in securing trainers for events. **Each team that practices or competes outside the Rec Center should have a First Aid kit for the entire season.** First Aid kits can be checked out for weekend use from the Recreational Sports office for club events. If the Sport Club wishes for the University of North Georgia Sport Club Department to reserve an athletic trainer they must let the department know at least two weeks before the event**.

NOTE: In the event that a club damages or misplaces a CRW First Aid kit that has been checked out to the club, a \$20 fee will be assessed to the club. No alternative payment options are permitted. If the club has already used all allocated funds for the year, the fee will be assessed to the club's budget at the beginning of the next academic year.

**The Sport Club Office will work diligently to reserve an athletic trainer for any event they are requested, but we cannot guarantee one will be available.

Inclement Weather

Sport Club practice, game, and/or event cancellations are determined two hours prior to the event. Information regarding these cancellations can be found by contacting CRW at 678-717-3960, emailing the Sport Club Coordinator, or checking the CRW website.

Any club who disregards these cancellations will be subject to disciplinary action as deemed necessary by the Sport Club Coordinator.

General Weather Policy

- Light Rain: Games will continue until environment is deemed hazardous for play by the Department of Recreational Sports.
- Lightning: Games will be suspended if there is a visual of lightning or if lightning is within 8 miles of playing area. If lightning is seen or within 8 miles of the playing area, the game will be suspended and the supervisor will move all participants and staff out of playing area and encourage them to move indoors. The game will be suspended for 315minutes after the last lightning strike. A collective decision will be made by the Recreational Sports Supervisor, the Athletic Trainer, the club president, the opposing team coach or captain, and the University of North Georgia Athletics Department.
- Tornado Warning: Games will be suspended immediately and all participants will be moved indoors if possible or encouraged to lay on the berm. If indoors, participants will be moved into the locker rooms.

- Snow and Ice: All games will be suspended once the University has closed the University due to the weather.
 - Heat: If heat index reaches 100 degrees play will be suspended or moved indoors if possible until heat index decreases. If heat index reaches 100 degrees mandatory water breaks and rest breaks will be implemented every 10 minutes.

*The Department of Recreational Sports reserves the right to make all final decisions regarding weather related delays/cancellations.

Injuries Occurring During Sport Club Events

If an injury occurs during a club practice, event, or competition, the club must document the incident with an Accident Report Form. This form should be turned in to the CRW Office immediately after the injury occurred. The form can be downloaded from IMLeagues.com/northgeorgia. The Sport Club Coordinator must also be called and/or emailed regarding the injury.

Concussions

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Concussion symptoms include, but are not limited to: confusion, headache, memory loss, loss of consciousness, nausea, speech problems, and blurred vision or light sensitivity. The athlete should not return to competition until he or she is evaluated by a health-care professional.

Affiliation/Governing Body Requirements

All clubs are highly encouraged to be a part of their respective governing bodies

The organization must follow the best practices of the identified sport governing body. If there is not an identified governing body, the sport club would be required to follow the best practices as identified by NIRSA

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

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

NOTE: Any Sport Club's respective affiliation, governing body, conference, or league determines eligibility regulations. Each sport club must inform the Sport Club Coordinator of ruling. If any sport club is not a member of a respective affiliation, governing body, conference, or league, the CRW determines eligibility regulations. Any student may participate in any sport club (men's or women's) in which they identify with themselves most often.

6. Facilities

Scheduling

Practice requests must be submitted by the President of the club to the Sport Club Coordinator each semester via the Sport Club Practice Request Form. (See Section 17 – Other Required Documents – for more information.) All other facility requests for games, tournaments, meetings and other events need to be sent to the Sport Club

Coordinator at the beginning of the semester or as soon as the club has knowledge of the event. If a club would like to request the use of any facilities operated by the CRW, filling out a Facility Event Request Form is required to secure space. Once the requests are approved, the Sport Club Coordinator will provide each club a space request confirmation in writing that will verify their practice/game time.

Because of the heavy field and facility usage, teams must abide by assigned practice times.

Building/Court/Field Usage

The use of fields is a privilege that Sport Clubs have. *Do not abuse that privilege.* Clean up all trash prior to and after practice. It is the clubs responsibility to ensure the practice area is free of any risk and/or factors that may cause injury or damage. All teams must receive written permission to use Radar Ridge, Drill Field, Rec Center, or any other campus facility prior to using the space for practices, games, meetings, etc. If you see other groups abusing the fields or using the fields on a restricted day, notify the Sport Club Coordinator at 678-717-3960 or taylor.garcia@ung.edu.

Sport Club Shed

In order to access the Sport Club Shed at Radar Ridge, a member of the club must check out a key from the Rec Center outside the Intramural Sports Office (Room 108).

The key and form must be returned by 9:00am the following morning. If the items are returned after office hours (8:00am – 5:30pm), they must be given to the facility staff member at the front desk.

If not returned in time, there will be a \$25 fee assessed per day up to 10 business days. The fee must be paid within 24 hours. If the fee is not paid within 24 hours, there will be a hold placed on the account of the person who checked out the key.

Hosting Sport Club Events

- The request for hosting an event must be turned in to the Sport Club Coordinator at least 10 business days in advance of the event.
- The club needs at least two individuals in attendance with CPR/First Aid Certification.
- It is strongly encouraged that high contact sports have a certified athletic trainer or EMT on site during games. Clubs should follow any guidelines that their governing body or association issues regarding medical personnel at game sites.
- A First Aid kit should be on hand at all hosted events. Any first aid given should be recorded on an Accident Report Form that is turned in to the CRW Office.
- Opposing team members must sign a UNG Visiting Team waiver in order to participate.
- Clubs must submit, in written form, permission from off-campus entities to use their facility/venue for games and events. Permission should include their approval for the event type, the date, and the time of use.
- Event insurance must be purchased for tournaments and events, if applicable. In some cases, membership of members to governing bodies provides the appropriate coverage.
- Clubs are responsible for greeting the clubs, arranging parking, showing them appropriate facilities to use, as well as ensuring proper waivers are signed by the opposing team.
- Clubs are responsible for all set-up and clean-up before, during, and after events.
- A CRW employee must be present at all hosted events, at the rate of \$11.50 per hour.
- Use of on campus facilities must be approved by the Campus Rec. and Wellness Department.

- Painting or reservation of equipment to stripe off-campus facilities MUST be coordinated through the CRW at least one week prior to the event.
 - Field Paint can be purchased through the CRW at the rate of \$40 per box.

7. Equipment

- Equipment purchased with a club's allocated funds is considered property of the University of North Georgia.
- When getting ready to purchase equipment, contact the Sport Club Coordinator for assistance. Purchases for equipment can be made by the Sport Club Coordinator using the school issued credit card. This can only be done in the CRW office.
- It is important and mandatory for all clubs to maintain updated equipment inventory logs.
- In the event of a situation where UNG-owned equipment is damaged/lost, the club is required to contact the Sport Club Coordinator. The risk management procedures will be followed in regards to having the equipment fixed or replaced (if applicable). The following is required after equipment has been damaged:
 - Secure the equipment.
 - Provide all written documentation of the incident.
 - The Recreational Sports Department will arrange an appraisal of the damage
 - Any damaged or broken equipment should also be photographed by the club
 - All required maintenance or replacement of equipment will be determined then by the CRW.
- **The club is responsible for any deductibles applicable when making claims for insurance.**
- If the club wishes to get rid of school purchased equipment, contact the Sport Club Coordinator for the processing to surplus the equipment by state regulations.

Checkout Policies and Procedures

Each club that has purchased equipment either through the usage of the allocated funds they receive from the Recreational Sports Department or equipment that is owned by the CRW will be required to complete a Sport Club Equipment Rental Contract at least 2 days prior to taking the equipment off campus. This form can be located online; hard copies of the form can be located in the Sport Club Coordinator's office.

Storage

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

8. Fundraising and Donations

Donations can be made to a specific club and may be tax-deductible. Checks must be made payable to "UNG Foundation – Sport Clubs" with the memo line stating the specific Sport Club and mailed to the Sport Club Coordinator (address listed earlier in the handbook on page 4). Upon receiving the donation, the UNG Foundation will mail a receipt to the donor for their records. Each club has the ability to receive and spend money via the UNG Foundation.

Fundraising Opportunities

In most cases, it is necessary for clubs to raise money to fund operational expenses. Fundraising is a crucial part of clubs being able to grow, host competitions, and travel. A UNG Fundraiser Request Form must be filled out and approved prior to the fundraiser event by both the Sport Club Coordinator and the Office of Student Involvement. Following the Fundraiser, the results must be submitted to the Office of Student Involvement via a UNG Fundraiser Request Form, and a Monetary Transaction form must be submitted to the Sport Club Office

9. Coach's and Advisor's Agreement

Coaches

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

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

Advisors

Student self-governance is the central tenet of the RSO model. All RSOs must function via UNG student governance and leadership. An advisor cannot make executive decisions for the organization or dictate organizational programs/services.

RESPONSIBILITIES

In requiring RSOs to have advisors, the university assumes that advisors will take an active role in the organization. The nature and style of that role are left to the determination of the organization and its advisor. The RSO advisor is primarily responsible for advising and guidance for the organization and functioning as a resource person. The duties and responsibilities of the advisor include, but are not limited to, the following functions:

Facilitate Group Cohesion

- Encourage the learning process by remembering that it is the students' organization, and they are free to make their own decisions.
- Have concern for the ongoing function of the organization. This includes attending meetings, reading the meeting minutes, and being familiar with the group's constitution.
- Schedule specific times when the organization officers/members may consult with you.
- Serve as a resource person for planning events and programs, resolving issues confronting the group, and orienting new members and officers.
- Be present on campus for the entire academic year by not going on sabbatical or taking a leave of absence. In addition, faculty and staff are not eligible to serve as student organization advisors unless they have a regular presence on campus.

Advise RSO Finances

- Assist RSO members in managing a budget, making financial decisions that adhere to org policies, and signing off on all financial documents.
- Remain aware of the organization's financial status and encourage the maintenance of accurate financial records.

Educate on Policy

- Advise RSO members on policies and assist in adherence.
- Encourage the organization to function within university guidelines and not condone any activity that does not keep with the letter and spirit of university policy. Each advisor should be knowledgeable about university policies and keep current copies of the Student Handbook and this Student Organization Manual as valuable resources in understanding these policies.

By reading this agreement, the UNG faculty/staff member certifies that they will fulfill the duties of a student organization advisor to the best of their ability and that they are familiar with the updated student travel policies and procedures. Questions and requests for advisor training can be directed to involvement@ung.edu.

10. Club Rosters

Each club maintains an online roster via IMLeagues and UNG Connect. Prior to practicing or participating, each new member must join the club's online roster and complete the accompanying digital waiver. By navigating to each club's IMLeagues roster, new members can view and request to join, or current officers can invite new members to join.

11. UNG Sport Club Council

Sport Club Council Responsibilities

The role of the Sport Club Council members is to attend monthly meetings and serve as a liaison between the club members. During these meetings, sport club representatives will be briefed on current and proposed sport club policies and procedures and any possible revisions to sport club regulations. Furthermore, they will be advised of upcoming events, student development initiatives, and service project opportunities. Council members and participants will always have the opportunity to present issues or state concerns to the Sport Club Council.

- Make recommendations on admitting clubs to the Sport Club Program.
- Develop ways to increase participation and communication between all Sport Clubs.
- Serve as the Appeals Board for sanctions by the Sport Club Administration.
- Advise the Sport Club Council on policy development and implementation.
- Make approvals on yearly budget allocations for each club.
- Present at each Sport Club Council Meeting.
- Be directly involved in the planning of the End of Year Banquet as well as other planned sport club events such as Sport Club Madness and Sport Club Field Day.

The University of North Georgia Sport Club Council is comprised of the Sport Club Administration and five students who are current officers and members of active sport clubs. Each sport club may only have one member on the Executive Board. In order to be considered as an applicant for the Executive Board, the following requirements must be met:

- Must have been a member of the club for at least 1 year.
- Must be a current officer of a sport club.
- Must be a student at the University of North Georgia and be paying full fees.
- Must be nominated and voted into office by Sport Club members.
- Must serve a one-year term but may be chosen to serve one additional year.
- Must be able to attend monthly meetings during Fall and Spring semesters.
- Must be motivated and enthusiastic about the North Georgia Sport Club Program.

Sport Club Executive Board members are expected to attend each Sport Club Council Meeting held each month. Sport Club Council is expected to uphold the mission and goals of the UNG Recreational Sports, the Sport Club Program, and UNG. Failure to meet these expectations may lead to disciplinary action, including removal from the Board.

If an Executive Board member is removed or leaves his or her position, the Sport Club Council will immediately seek and receive nominations and elect a replacement.

12. Monetary Transactions

Requesting a Budget

- Clubs budgets will be set in the spring semester prior to the next academic year.
 - Mini-grant proposals will be approved by the Sport Club Council in conjunction with the sport club coordinator.
 - These proposals will then need to be presented to SGA for final approval. Mini-grants will not be awarded from the already set budget for all sport clubs. Budgets are decided based on the Tier System.
- Allocated funds may be used for:
 - Equipment
 - Team Entry Fees
 - Governing Body Membership Dues (National Dues)
 - Hosting Expenses
 - General Supplies
 - Specific Travel Expenses (Contact Sport Club Office for more information)

Reimbursements/Receipts/Invoices

- Expenses must be approved prior to the purchase in order to use allocated funds.
- All receipts and invoices must be submitted to the Sport Club Coordinator for payment. Receipts **MUST BE ORIGINALS!**
- If a club requires the payment of an invoice, the original invoice must be submitted with a Monetary Transaction Form.
- If a club member requires reimbursement from a club's allocated funds, a Monetary Transaction Form should be submitted with the original payment receipt. Reimbursement will be made via check, and the Sport Club Office will arrange check pick up with the club
- When invoices are not used, the Sport Club Coordinator must have a flyer or email from another school with where, when, and the cost for tournaments.
- Check requests take about 10-15 days for payment.
- Please physically hand all completed paperwork to the Sport Club Coordinator. Be sure to put club, contact name, phone number, and email address on the front page. You will be contacted if additional information is needed.
- If you need to speak with the Sport Club Coordinator regarding club expenses, please send an email to schedule an appointment.

13. Travel

Before any Sport Club travels, clubs must submit a Sport Club Travel Form (10 business days before departure) found on IMLeagues. All club members must also fill out the "New UNG Student Travel Authorization" forms which must be completed and turned in to the Sport Club Coordinator no less than 10 business days before the anticipated travel date. This form can be found on myUNG page under forms and requests. The required information is a list of specific members who are going, where the club is going, and all information about where the club is staying (name, phone number, etc.). If all required forms are not submitted on time, the club will not be eligible to receive University funding.

Automobile Insurance

If a club elects to use a personal automobile, the driver must have automobile insurance in accordance with state law. The driver's automobile insurance information must be submitted with the club Travel Roster on IMLeagues prior to traveling.

Sport Club Van Rental

Eligible Vehicle Drivers

To be an eligible vehicle driver, university employees or students must be at least 21 years of age, are not currently disqualified drivers, and have completed the REQUIRED Georgia DOAS Risk Management Motor Vehicle Training Course. Students or individuals who are not employees of the university must submit paperwork to become non-paid "[University Affiliates](#)". The forms needed include both the University Affiliate Info Form and the University Volunteer Agreement. These forms are to be turned into the Department of Recreational Sports when reserving a vehicle. A minimum of 2 members of the sport club or approved group using the vehicle must be certified through the Georgia DOAS Risk Management [Motor Vehicle Training Course](#). After completion of the training course, please ensure that you print off your certificate and bring this with you when reserving a vehicle.

Vehicle Reservations

- To reserve the CRW van, clubs must complete the Club Sport Waiver found on [IMLeagues](#) and submit it to the Sport Club Coordinator 10 business days prior to the intended request date.
- The vehicles are priority to the Department of Campus Recreation and Wellness first. Any other UNG student organization may request a vehicle rental but the internal CRW programs have up until 5 business days prior to a date to book their travel.
- No reservations will be approved until 30 days out from the date of travel requested.
- A minimum of two members going on the trip must be "Eligible Vehicle Drivers" (Please See Definition Above) at the time in which the reservation is made.
- Vehicle reservation forms must be completely filled out and can be found on the Campus Recreation and Wellness homepage. Vehicle packets for confirmed reservations must be picked up no later than 2 PM the first day of travel. For travel over the weekends, vehicle packets must be picked up by 2 PM on Friday.
- All vehicles are parked in the visitor parking lot at the bottom of the Rec Center parking deck in spaces labeled, "Service Vehicles Only". When vehicles are returned, they should be parked in these same parking spaces.

Vehicle Charges

- There is no daily rental fee for using a vehicle. However, the sport club or approved group using the vehicle will be responsible and charged for all gas used.

- You will receive the vehicle with a full tank of gas. The vehicle must be returned with a full tank of gas. There will be a \$6/gallon charge added to your bill for vehicles needed to be filled up by UNG Rec Sports upon return.
- Repairs to state-owned vehicles that are not the result of normal “wear and tear” or lost or damaged keys will be the responsibility of the club/group utilizing the vehicle.
- If the vehicle is returned excessively dirty, including but not limited to the following: dirt, mud, stained interior or ceiling/floor, garbage left in vehicle, etc., a \$50 cleaning fee will be charged.

14. Public Relations/Publicity

Use of the University of North Georgia Name

Sport Clubs may use the name “University of North Georgia” in describing their organization. When writing a club Constitution, a club must officially title themselves as “The *(insert sport)* Club at the University of North Georgia.”

A Sport Club should understand and make it clear in their representation to third parties that they speak only for their own members, not the University or the student body as a whole. Sport Clubs are not agents of the University of North Georgia. Clubs must always use the word “club” to avoid confusion with any of the school’s varsity sports teams.

Marketing

Clubs can take advantage of many opportunities throughout the year to market themselves. Examples of promotional opportunities include summer Orientation fairs, Nighthawks Fest, and through informational tables. Contact the Sport Club Office for information and ideas.

Social Media & UNG Connect

Social Media Guidelines

1. **Consistent Updates:** Maintain an active presence by posting regularly, at least once a week, to engage your audience.
2. **Content Relevance:** Share posts related to your sport, events, achievements, and news. Keep content aligned with your club’s focus.
3. **Positive Tone:** Maintain a positive and respectful tone in all interactions. Avoid offensive language or content.
4. **Visual Appeal:** Use quality images and videos to enhance your posts. Visuals attract attention and make your content more engaging.
5. **Club Identity:** Display your club’s logo, colors, and name consistently across all platforms for easy recognition.
6. **Timely Announcements:** Promote upcoming events, matches, and meetings well in advance to maximize participation.
7. **Engagement:** Respond promptly to comments, messages, and mentions. Foster a sense of community by interacting with your followers.
8. **Hashtags:** Use relevant and trending hashtags to increase the discoverability of your posts. Create a unique hashtag for your club.
9. **Tagging:** Tag relevant individuals, clubs, or organizations in your posts to broaden your reach and create connections.
10. **Share Achievements:** Celebrate victories, milestones, and accomplishments to showcase your club’s successes.

11. **Variety of Content:** Share a mix of posts, including highlights, behind-the-scenes glimpses, member spotlights, and event previews.
12. **Promote Sportsmanship:** Encourage sportsmanship and respect both in-game and online interactions.
13. **Privacy:** Respect members' privacy; obtain consent before posting personal information or images.
14. **Collaboration:** Collaborate with other clubs, teams, or departments to cross-promote events and initiatives.
15. **Monitoring:** Regularly monitor comments and messages. Address any inappropriate content promptly and professionally.
16. **Follow Policies:** Adhere to university and platform-specific guidelines and policies.

By following these guidelines, your sport club's social media presence can effectively engage your audience and enhance your club's visibility and reputation.

Ung Connect Guidelines

1. **Consistent Updates:** Maintain an active presence by posting regularly, include meetings, practice and game days.
2. **Tagging:** Utilize tags to reach more than your current club members. Add all that are relevant to gain prospective club members.
3. **Club Officers/Members:** Update your personal Connect profile and roster to ensure that prospective club members are contacting active members and have the most up-to-date contact information.

Logos and Apparel

Sport Clubs are provided with logos designed by UNG's University Relations department. Contact the Sport Club Coordinator to request copies of your club's logos

All club apparel, uniform, and other branded material must be purchased from a vendor that is licensed with UNG. All item designs must be submitted to the Sport Club Coordinator for approval prior to order production. Contact taylor.garcia@ung.edu for a list of approved university vendors.

15. Sport Club Tier System Guidelines

The Sport Club Program receives limited student fee program to support clubs. The below Tier System and Compliance System are used to objectively and fairly evaluate all clubs to award funding. The Tier System provides clubs with a general budget range, and the Compliance System helps determine the level of a club's funding within a given range.

Tier System Description

The Tier system will be suspended until the 2024-2025 Academic School Year

Funding is awarded to clubs who earn a place in one of the three colored tiers. (Blue, White and Gold) In order to earn a place in a tier, a club must complete the mandatory requirements in Rows 1-3 of the Tier System. The club must also select a minimum of four out of five rows in Row 4-8 of the Tier System and complete the required criteria in the appropriate color column.

Sport Club Tier System

	<u>Category</u>	<u>Blue</u>	<u>White</u>	<u>Gold</u>	<u>Conditional</u>
<u>The three rows below (1-3) are mandatory for clubs in all Tiers</u>					
1	Risk Management Requirements	Must have 2 Safety Officers currently certified in CPR/AED/First Aid on file with the Sport Club Office			
2	Leadership Workshop	All club officers must attend the Leadership Workshop			
3	Social Media	Must maintain active social media account (Updated at least once a month)			
<u>Clubs may select four out of five rows from rows 4-8 below to complete criteria in a given colored tier</u>					
	<u>Category</u>	<u>Blue</u>	<u>White</u>	<u>Gold</u>	<u>Conditional</u>
4	Roster Size*	Must maintain a roster of at least 20 student members; if applicable, all coaches must complete Coach's Information Form	Must maintain a roster of at least 15 student members; if applicable, all coaches must complete Coach's Information Form	Must maintain a roster of at least 10 student members; if applicable, all coaches must complete Coach's Information Form	Must maintain a roster of at least 8 student members; if applicable, all coaches must complete Coach's Information Form
5	National Association Requirements*	Must be a member of a national sport affiliate or governing body	Must be a member of a national sport affiliate or governing body	Must be a member of a national sport affiliate or governing body	
6	Approved Competitions/ Events*	Must participate in at least 2 away events and 1 home event; all appropriate forms must be completed before and after any event	Must participate in at least 1 away event and 1 home event; all appropriate forms must be completed before and after any event	Must participate in at least 1 away or home event; all appropriate forms must be completed before and after any event	Participation is not required. However, if participating, all appropriate forms must be completed before and after any event
7	Community Service/Campus Service Projects*	Must complete at least 100 service hours	Must complete at least 75 service hours	Must complete at least 50 service hours	Must complete at least 20 service hours
8	Fundraising, Donations, and Sponsors*	Must raise a minimum of \$1000 through fundraising, sponsorships, and donations, and all appropriate forms must be submitted	Must raise a minimum of \$500 through fundraising, sponsorships, and donations, and all appropriate forms must be submitted	Must raise a minimum of \$200 through fundraising, sponsorships, and donations, and all appropriate forms must be submitted	
<u>Club funding ranges</u>					
	Funding Possible	Typical range of \$1500 to \$3000	Typical range of \$700 to \$1500	Typical range of \$100 to \$700	Not eligible for funding

Compliance System Required Components

Clubs are scored from 0-100 on an annual basis based on meeting Sport Club deadlines. This score helps determine a club's funding level within a given Tier.

1. All club officers must attend the Leadership Workshop	5 points
2. 2 Safety Officers with CPR/AED/First Aid certifications on file by deadline*	5 points
3. Club UNG Connect Account Renewed by Student Involvement Fall Deadline	5 points
4. Sport Club Council Monthly Meetings	8 points each
5. Officer Contact Information Form*	3 points
6. Club IMLeagues Roster updated with all who attend practice*	4 points each
7. Club Constitution and Bylaws*	3 points
8. Monetary Transactions Form(s)	3 points
9. Equipment Inventory Fall/Spring*	1 point each
10. Progress Report*	5 points
11. End of the Year Evaluations and Annual Report*	5 points

*Each form must be completed and turned in by predetermined deadline.
See Sport Clubs Calendar for more information.

Compliance System Standings

Total Points as of May 8, 2023	<u>Compliance Standing</u>	<u>2023-2024 Budget Allocation Status</u>	<u>2023-2024 Club Standing</u>
100-85	Excellent	No Budget Allocations Deductions	Active Sport Club
84-69	Very Good	Potential Budget Allocations Deductions*	Active Sport Club
68-53	Good	Potential Budget Allocations Deductions*	Active Sport Club
52-37	Probationary	Not eligible to participate in the 2018-2019 budget allocation process	Probation Tier - Must maintain 53 points throughout 2022-2023 year to remain a Sport Club.

36-21	Probationary	Not eligible to participate in the 2018-2019 budget allocation process	Probation Tier - Must maintain 37 points throughout 2022-2023 year to remain a Sport Club.
20-0	Program Dismissal	Not eligible to participate in the 2018-2019 budget allocation process	Dismissed from the Sport Club Program. May rejoin in following year

Budget allocations deductions are at the discretion of the Sport Club Executive Board during the 2022-2023 Budget Allocation process in September 2023.

Any sport club that falls below 60% in compliance throughout the 2022-2023 year will meet with a Sport Club Coordinator to discuss club standing and program expectations.

Required Components Description

Leadership Workshop Training: 5 Points for Club Officers

All club members will have the opportunity to learn new leadership skills as well as hone existing leadership skills through the Leadership Workshop. The workshop consists of a number of presentations/trainings given by a variety of university employees. Examples of the presentations include: Title IX, budget, officer roles and delegation, marketing/social media, hazing, IMLeagues, etc. 2 club officers (1 being the President) are required to attend the Leadership Workshop. If 2 club officers cannot attend the in person workshop a D2L Course will be assigned to all club officers.

After the workshop, all club members in attendance will be asked to complete a short online survey in regards to their experience. Once the survey has been completed, the club will be awarded the points if all requirements met.

CPR/AED/First Aid Training: 5 Points

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

Attendance at Sport Club Council Meetings: 8 Points Each

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

Officer Contact Information Form: 3 Points

It is vital to have the current contact information for all club officers on file with the CRW. The key to a successful relationship between the University of North Georgia CRW and the individual club is communication; therefore, this contact form must be turned in by the second Friday after school has commenced, and any changes must be brought to the attention of the CRW as soon as possible. **This form is located on [IMLeagues](#).**

Club IMLeagues Roster updated with all who attend practice (Fall/Spring): 4 Points Each

For a variety of reasons, it is important to know the individuals that participate with each individual club. Clubs are required to add participants to their roster on IMLeagues before each practice. New members may visit IMLeagues and request to join the club roster, or club officers may invite new members by email. **Club Rosters are located on IMLeagues**

Coach's Information Form:

As stated earlier in the Handbook, coaches are an integral part of a club's success. It is **highly** encouraged that the coach is an alumnus, faculty/staff member at the university, or member of the local community and has extensive experience as a player and/or coach. Each club is not required to have a coach. However, if a coach is present, he/she should not be viewed as being in charge of the club. Officers and other members of the club should view the coach as a resource. All coaches must be approved by the Sport Club Coordinator and complete a Coach's Information Form that can be found via the Sport Club website. Anytime a change in coach is made, the form needs to be updated immediately. The form is due the second Friday in September. **This form is located on [IMLeagues](#).**

Coaches must also complete a University Affiliate Form This form is located on [IMLeagues](#).

Club Constitution and Bylaws: 3 Points

A club constitution provides a basic framework and structure for each club. Each club is required to have a current constitution on file with the University of North Georgia CRW. Clubs are encouraged to refer to their constitutions when dealing with club issues such as elections, eligibility, and collecting dues. <https://ung.edu/student-involvement/uploads/files/start-a-new-organization.pdf>

Fundraising Request Form: 3 points

As stated earlier in Section 7: Fundraising Donations in the Handbook, clubs have the opportunity to fundraise in many different ways. It is a requirement for each club to fundraise a specific percentage of money according to their tier. This may be achieved in many ways as long as the club has its ideas approved by the Sport Club Administration and the Director of Student Involvement. A UNG Fundraiser Request Form must be filed out and approved prior to the fundraising event. **This form is located on [IMLeagues](#).**

Equipment Inventory Fall/Spring: 1 point each

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

Progress Report: 5 points

Since communication is crucial for a successful program, it is important for each sport club to submit a Progress Report to correspond with the Sport Club Administration any achievements, milestones, and issues within the past three months and any targets for the next three months. This report is due on the last day of classes during the Fall semester. **This form will be emailed to Presidents in December.**

End of the Year Evaluations and Annual Report: 5 points

Towards the end of each Spring semester, current sport club officers will submit an End of Year Report to the Sport Club Administration. This report will detail the club's achievements over the school year and the plans for the Summer and Fall semesters. **This form will be emailed to Presidents in April.**

Other Required Forms Description

Travel Requests and Rosters Fall/Spring:

Clubs that do not serve as the host for any approved event must submit a Sport Club Travel Form, five business days in advance of leaving. Failure to submit a completed Sport Club Travel Form may jeopardize a club's ability to be reimbursed and take future trips. Each club is also required to submit a completed Travel Roster at least two days prior to leaving. Failure to submit a completed Travel Roster may jeopardize a club's ability to be reimbursed and take future trips. Points will be rewarded at the end of each semester. Forms should be completed by the Event Coordinator. **Both forms are located on [IMLeagues](#).**

Post Travel Report Fall/Spring:

After returning home, a Post Travel Report will need to be filled out by the Event Coordinator. Any time a club travels to an approved event, where they do not serve as the host, they must fill out a Post Travel Report within two days upon returning from the trip. Points will be rewarded at the end of each semester. **This form is located on [IMLeagues](#).**

Fall/Spring Practice Schedules:

Practice requests must be submitted to the Sport Club Coordinator each semester via the Sport Club Practice Request Form **located on [IMLeagues](#). All Clubs must submit a practice request if they plan on practicing throughout the semester, regardless of location.** Once the Sport Club Practice Schedule is released by the Sport Club Administration, each club must practice during their allotted times. If caught practicing during an unapproved time, the club will receive a warning. If caught a second time, the club will not be allowed to practice for the remainder of the semester; however, the club is still eligible to compete, participate in community service activities, fundraise, and hold meetings. If the club is caught violating these rules, it will be suspended for the remainder of the semester.

Fall/Spring Schedules:

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

Home Event Request Fall/Spring:

Clubs that serve as the host for any approved event, must submit a Sport Club Home Event Request 14 days in advance of the event. Failure to submit a completed Sport Club Home Event Request may jeopardize a club's ability to host future events. Points will be awarded at the end of each semester.

****Event must be approved by the Recreational Sports Department. This form is located on [IMLeagues](#).**

Home Event Results Fall/Spring:

After a club serves as the host for an approved home event, a Home Event Results Report will need to be filled out by a club member, preferably a club officer. Any time a club hosts any sort of event (scrimmage, game, fundraiser, etc.) where they are representing their club and the University, a Home Event Results Report should be turned in within 2 days of the event. Points will be rewarded at the end of each semester. ****Event must be approved by the CRW. This form is located on [IMLeagues](#).**

Budget Request:

Clubs are responsible for creating a budget at the beginning of each school year that lists, in detail, the club's fiscal needs for the year. The budget should be prepared in spreadsheet form, should be very detailed and should take into account ALL monetary needs the club may have for the year. **This form is located on [IMLeagues](#).**

Budget Request Presentation:

Each club will present their budget proposal to the Sport Club Council, to members of the CRW and to the Sport Club Coordinator. This presentation will allow the club the opportunity to voice their budget needs for the year.

Mini Grant Request:

Clubs who do not receive allocated funding OR who qualify for a national competition may apply for a Mini Grant. Clubs must complete the Mini Grant request form and give a short presentation to the Sport Club Executive Board. **This form is located on [IMLeagues](#).**

Appendix A: Officer Descriptions

Officer Descriptions and Responsibilities

President

- Will volunteer his/her time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the coach, and the Sport Club Office.
- Will follow all Sport Club procedures/policies as presented in this handbook and will pass this information on to club members.
- Will inform club officers and members of all pertinent information included in the Sport Club Handbook (officers are individually responsible for insuring that all members meet Recreation Center requirements as well as organizational membership requirements).
- Will attend the Sport Club officers meetings.
- Will attend the year-end meeting with the Sport Club Coordinator.
- Will submit facility/field requests to the Sport Club Coordinator by the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver by joining the club's IMLeagues roster before they participate or compete in any Sport Club activity.
- Will hold regular elections of officers in accordance to the club's Constitution.
- Will inform the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Sport Club Handbook to the new president and a list of names and phone numbers of new officers to the Sport Club Coordinator immediately following the elections.

Treasurer

- Will volunteer his/her time and expect no monetary compensation.
- Will work with club officers and members to prepare and submit proposals for fundraising activities to the Sport Club Coordinator according to Sport Club guidelines.
- Will coordinate expenditures with the assistance of the Sport Club Coordinator.
- Will follow all Sport Club procedures/policies as presented in this handbook and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will complete other administrative tasks as assigned by the Sport Club Coordinator and/or club president.
- Will coordinate scheduling and payment of officials with the Sport Club Coordinator.
- Responsible for submitting the club budget proposal to the Sport Club Executive Board, if applicable
- Submits receipts/invoices to the Recreational Sports Office with Monetary Transaction Forms
- Oversees and documents any funds collected by the club.

Event Coordinator/Vice President

- Will volunteer his/her time and expect no monetary compensation.
- Will complete any appropriate forms for each event.
 - Practice Request Form (found online via IMLeagues)
 - Home Event Forms
 - Home Event Request (found online via IMLeagues)
 - Home Event Results (found online via IMLeagues)
 - Travel Forms (Scrimmages, games, tournaments, exhibitions, etc.)
 - Travel Form (found online via IMLeagues)
 - Travel Roster (found online via IMLeagues)
 - Post Travel Report (found online via IMLeagues)
 - Fundraisers

- Fundraiser Request Form (found online via IMLeagues)
 - Monetary Transaction Form (found online via IMLeagues)
- Community Service/Campus Service Projects
 - Community Service Form (found online via IMLeagues)
- Student Organization Renewal Form (found online via UNG Connect)

Risk Management

- Will volunteer his/her time and expect no monetary compensation.
- Will be currently CPR/AED/First Aid certified
- Will attend all practices and competitions.
- Will be the only individual given the club storage combination.
- Will be responsible for all items in club inventory.
- Will complete Equipment Inventory Form (found online via Sport Club website).
- Will ensure that a First Aid Kit is available at all practices and competitions, making certain to keep the kit stocked with fresh and necessary supplies.
- Will verify that no individual participates in a practice or competition unless he or she is on the Sport Club Roster/Contact List and Sport Club Waiver. Coaches and volunteer assistance must complete Sport Club Coach's Information Form (found online via Sport Club website).
- Will enforce any rules and regulations imposed by the club's conference, and act as a safety advocate for the sport.
- Will respond to any incident regarding the fans/audience. (He/she must either attempt to appease the situation him/herself, or call campus police at 706-864-1500 if the situation is beyond his/her control.)
- Will submit accident/incident reports to the Sport Club Coordinator within 24 hours of any accident/incident whether at practices or games.