



UNIVERSITY

RECREATION

Club Sports

Handbook

2020-2021



UNIVERSITY
RECREATION

imsports@westga.edu

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University Recreation Mission

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

Contact Information

<p>Club Sports Office Campus Center, Suite 302 M-F 9:00 AM - 5:00 PM imsports@westga.edu Email for general club sport inquiries</p> <p>Websites UREC Club Sports Page Wolf Connect</p>	<p>Caroline Mashburn Assistant Director of Competitive Sports Campus Center, Rm 310 cmashbur@westga.edu</p> <p>Lucy Caples Graduate Assistant of Competitive Sports Campus Center, Rm 305 rec-ccaples1@westga.edu</p>
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Club Sports Overview

The University of West Georgia Club Sports Program is designed to provide diverse sports and athletic opportunities to current UWG students, faculty and staff members. Clubs can be competitive, recreational or instructional in nature as clubs may represent the university in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play. While club sport participation is open to students, faculty and staff, the primary philosophy of the Club Sports program is “**student-run, student-led.**” As a member of a Club Sport, students will learn through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling, as well as the development of skills in their particular sport.

Starting a New Club

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 Competitive 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.

Step 2: Upon completing the Student Organization Registration process, clubs interested in becoming a club sport must submit a New Club Registration Form (located on their Wolf Connect page under forms)



- Club constitution
- Updated officer duties
- Goals for academic year
- List of current equipment
- Initial budget projections
- At Least 5 Members

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 changes. A well-written constitution should provide all necessary information in brief and concise form. Constitution should include the clubs emergency action plan.

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 clubs Wolf Connect page under forms
 - Revised constitution
 - Updated officer duties
 - Goals for academic year
 - List of current equipment
 - Initial budget projections

Membership

Participation is limited to currently enrolled, fee-paying University of West Georgia students, faculty members, and full-time staff. At this time there are NO affiliated groups under the umbrella of the University that may participate.

Player Eligibility Guidelines

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. Faculty/Staff may NOT hold an officer position.

Officer Eligibility

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 Sports policies and procedures. Failure to do so may result in probation or suspension of the Club Sport team.

In an effort to expand the leadership opportunities, each of the three (3) officer positions must be held by three (3) different club members. All officers must be current students attending the University of West Georgia. Required officer positions include:

- 1. President**
- 2. Vice President**
- 3. Treasurer**

Officer Responsibilities

- 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.
- 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, the Graduate Assistant of Competitive Sports, 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.
- 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), completed/Signed Club Sports waiver, and have 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.
- It is the responsibility of club officers to follow financial guidelines, reporting procedures and scheduling methods discussed in this manual.
- It is the responsibility of club officers to follow guidelines in relation to reserving facilities for practice, competitions, meetings and any fundraising activities.
- 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.
- 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.
- 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 the Fall Semester. NOTE: Newly elected officers will not start their duties until after spring commencement. They should use the spring to shadow the current officers.

Additional Responsibilities Include:

- Maintaining the club's constitution and bylaws
- Establishing membership requirements
- Selecting and evaluating a club advisor and a coach/instructor
- Development and administration of club finances
- Establishing and delegating the duties of the officers
- Communicate with the Assistant Director and serve as a liaison between the club and the University
- Know the legal responsibilities that affect club operation
- Prepare and submit annual registration, budget requests and any other requested documents to the Assistant Director
- Oversee generation of funds/fundraising
- Collect Dues, deposit funds, and approve expenditures of funds in accordance with department and university policy
- Maintain accurate and itemized accounts of expenditures and deposits
- Prepare and submit end-of-semester reports to Competitive Sports Assistant Director & Graduate Assistant
- Make all travel arrangements
- Maintain accurate and up-to-date club files i.e. membership roster, inventory, physicals
- Publicize club events
- Fulfill additional responsibilities as outlined by University Recreation
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Notify Assistant Director of any changes regarding club activities and leadership etc.

Required Club 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 done online using the following link (Insert link) and the meeting will be held during the third week of the month.

Executive Council Meeting- This meeting will occur during the final week of each month. This is a time for the president to discuss current issues or trends. The time will also be used to determine Club Sports policies moving forward. We will also be conducting workshops on but not limited to Leadership, Anti-hazing, Budget, Sponsorships, Fundraising & ETC.

Officer Training- The Competitive Sports Office will hold an officers training once per semester (August and April). We require that each club have all officers present at the training. Failure to have all officers present



will result in disciplinary action from the professional staff. Club officers will be notified of dates and times so they can plan to be on campus for the training.

Advisors/Coaches/Instructors

Guidelines

- **Each club is required to list the Assistant Director of Competitive Sports as their club's advisor.**
- Clubs may have a secondary advisor in addition to the Assistant Director, if desired
- **Drug-Free Sport** – Coaches do not tolerate the use of performance-enhancing drugs and support athletes' efforts to be drug free.
- **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.
- **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.
- A club sport coach should limit their 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
- **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.
- **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** at the beginning of each semester. All coaches are strongly encouraged to be certified in CPR/AED/First Aid.

Officer Resources

The Club Sports Office has created a "catch-all" document for officers to quickly locate forms, resources, and deadlines. The document can be accessed following the link in the footer of this Handbook, or by clicking here: [Club Sport Officer Forms & Resources](#). **Note: Only current club officers will be able to access this document.** If you are a current officer and need access, please email imsports@westga.edu to be granted access.



Club Sport Forms: All required Club Sport’s paperwork and appropriate numbers of copies will be supplied to each club by the Club Sports 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). Each club must handle all other printing and copying needs and costs.

Equipment: Each Club may request storage space inside the campus center. Items purchased by UREC will have to be checked out before practice and checked in after practice. A member of the Competitive Sports staff can only check in/out items at the UREC Programs office. Limited space will be available for clubs in the 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.

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.

Tier System/Budget Allocations

University Recreation strives to support the Club Sport Program through annual budget allocations. Clubs are expected to earn “points” throughout the academic year; points are used to determine budget allocations. Points are earned through attending mandatory and optional meetings, completing required paperwork, hosting and competing in competitions, fundraising, community service hours, and overall involvement/compliance. Active and involved clubs usually earn the most points - these clubs are rewarded when budget allocations are decided. The following tables outline how points are earned and how allocation decisions are made.

Tier System		
White	0-110 points	Allocated up to \$800
Red	111-300 points	Allocated up to \$1,600
Blue	301 + points	Allocated up to \$2,000



Mandatory Points

Requirement	Points	Details
End of Semester Reports	20	Fall - 10, Spring - 10
Team Community Service	20	50% of team for 2 hours OR 75% for 1 hour. Max of 60 points (3 events)
Officer Training	20	Fall - 10, Spring - 10. All officers must be present
Monthly Meetings	12	Sept, Oct, Nov, Jan, Feb, Mar officer meetings. 2 points/meeting
Advisor Meetings	10	Fall - 5, Spring - 5, meet with your club advisor (AD or GA)
Practice Requests	10	Fall - 5, Spring - 5
CPR Certs	10	2 members required, 5 points/member
CSI Compliance	8	Re-register club each year, updated constitution, updated officers on Wolf Connect

Additional Points

Membership/Dues					
Dues Paying Members	Points	Yearly Member Dues	Points	League Dues	Points
Less than 10	1/member	Less than \$50	1/\$10	None	0
10-19	10	\$50-\$100	7	Less than \$100	5
20-29	15	\$101-250	10	\$101-\$500	10
30-39	20	\$251-\$500	15	\$501-\$1,000	15
40-49	25	\$501-\$1,000	20	\$1,001-\$1,500	20



50 +	30	More than \$1,001	30	\$1,501 +	30
Fundraising				Competitions/Events	
Allocated UREC Funds		No UREC Allocation (new clubs)		10 possible points per event	
% of Allocation	Points	Total Amount Raised	Points	Action	Points
<10%	0	<\$100	0	Travel Req(Away) Event Res(Home)	5
11%-50%	5	\$101-\$500	5	Competition Report	2
51%-100%	10	\$501-\$750	10	# of games	1/game up to 3
101%-150%	15	\$751-\$1,000	15		
151%-200%	20	\$1,001-\$1,500	20		
> 201%	25	> \$1,501	25		

***Teams also have the opportunity to submit an Additional Funding Request to the Club Sports Office to request more funds after initial allocation has been spent. This form can be found on the Officer Forms & Resources document located in the Officer Resources section of this handbook and in the footer.*

Purchasing Team Gear

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:

A **Purchasing Request Form** will be available on Wolf Connect. This form will need to be filled out and submitted **30 days prior** in order for any request for purchasing to happen. It should be stated on the form if the funding is coming out of the Club's agent account, or if it will be funded by UREC. Once the form is submitted, the Office of Competitive Sports will review it and make a decision on if the purchase is necessary. Any products that are purchased through UREC will remain UREC's property. For example, if a set of uniforms are funded by UREC, the uniforms will be rented out to the team, and returned to the Office of Competitive Sports.

The products that are being requested will need an explanation as of why they are needed. Items such as equipment that relates to the sport can be requested. Items that do not relate to the sport will be denied.



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

If a University contracted vendor sells the products, we must go through that vendor.

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.

Fundraising

Fundraising plays a critical role in the success of a club sport. Funding from the University is often limited, and it is the responsibility of the club to raise funds for the team's equipment, travel, and apparel needs. Clubs are encouraged to find creative ways to fundraise in the Carrollton community. If a club wishes to fundraise on campus, it is possible, but there are several regulations that must be adhered to. See below for the university's policies and procedures in regards to advertising and selling on campus.

UWG Campus Advertising, Sales and Solicitation Policy

The Chief Business Officer has established procedures for compliance with the sales, advertising, and solicitation policy for UWG. Some of the requirements are below. For a full list of requirements and more information, visit the [Fundraising and Sales](#) section of the Reserve West website.

Advertising on Campus

Advertising is only allowed for Authorized Events, and must follow these procedures:

1. Any commercial business advertising by or through students on the campus of the University of West Georgia must be coordinated and approved through the office of Auxiliary Services.
2. Non-commercial written materials, including petitions for signature, may be distributed on a person-to-person basis in the designated open areas; which are, the Quad and outside the University Community Center, Library, and Food Service Building. It may also be distributed at least 20 feet from outside of buildings provided the distribution does not block access to University buildings or disrupt classes or educational activities. The person distributing the materials upon departure from the area shall remove any written material that is not distributed or is discarded in the visual area of the person distributing the material. University Police, the Risk Manager, the Senior Vice President of Auxiliary Services, or the President reserve the right to move or stop the distribution based upon issues of significant safety concerns, which may include threats of violence or significant impediment to traffic. For safety purposes, the University highly recommends that the persons distributing materials seek advice from Risk Management and the University Police prior to distributing materials.
3. The AVP of Auxiliary Services must approve the location of advertising.
4. No drop (bulk) delivery or unattended distribution is allowed.



Any distribution of advertising or non-commercial written materials that fail to meet these requirements could result in a student Conduct Code violation or referral to the University police for violation of Georgia's Criminal Code regarding posting of materials without consent.

Sales on Campus or University Events

Students and student organizations may raise funds for a Charitable Organization with a valid tax exemption letter from the U.S. Internal Revenue System or for the use of a registered student organization. Co-sponsorship with a non-affiliated University organization of any form, or at any level, is strictly prohibited.

Sales by students or a student organization that receive Student Activity Fee Budget Allocation (SAFBA) funding must be conducted entirely through a recognized student organization, utilizing that organization's student account for any collection of funds. Funds raised must be deposited to and accounted for through the student organization's University revenue account.

Student organizations must contact the Department of Auxiliary Services to request authorization for a sale, and must submit a completed Fundraiser Approval Form prior to the initiation of any sales or set up on campus.

The Executive Director of Dine West must approve all food sales.

Student organizations are required to adhere to any additional Department of Auxiliary Services requirements regarding sales and fundraising. The West Georgian is expressly allowed to sell advertising space within any guidelines established for that student run organization. Additional Requirements Auxiliary Services is the institutional unit authorized by the Board of Regents to conduct sales of goods and services on campus (i.e., textbooks, University merchandise, food services, printing, etc.). See, Board of Regents Business Procedures Manual, Section 15. Although most sales will be authorized through contractual arrangements with vendors, all other sales (including sales to benefit charitable organizations) must be submitted to and approved by the Senior Vice President of Auxiliary Services.

The following sales may also require additional approvals: Raffle Tickets for Cash Awards or Prizes: Raffle tickets for cash awards or prizes require the approval of the Carroll County Sheriff's Office and the Advisor (for students or student organizations).

Solicitations for cash contributions by students through sales activities are permitted as set forth above. Fundraising events on campus that do not involve the sales of goods or services may be permitted in limited circumstances as approved by the Advisor, Provost or the University of West Georgia's Cooperative Organizations.

Sponsorships for student activities (eg. Intramurals, SGA, registered student organizations, etc.), may include long- or short-term print opportunities, signage, game and event promotions, and apparel advertising.



Scheduling/Reservation Procedures

Practice Schedules

1. Proposed practice times must be turned into the Club Sport Office by specific deadline prior to each semester. 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.
4. 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.
5. After being given the approval by the office of Competitive Sports clubs the President or Vice President can reserve the event using <https://westga.emscloudservice.com/webapp/>

Home Game/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. 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.

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 incurred to help run the event. These costs may include student employees, field preparation, etc.

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.

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.

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 Reserve West.

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.

Weather Policy

All cancellation decisions should be based on facility playing conditions, weather forecasts, the safety and comfort of players, spectators, and officials, and the preservation of facilities for future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

Tornado or Thunderstorm **“WATCH”** practice/events should be postponed or canceled

Tornado, Thunderstorm, Winter Storm Cancel or Postpone Play or Flood **“WARNING”** (move to safe area immediately)

Lightning detected near the playing area Cancel or Postpone Play (wait at least 20 minutes after last visible lightning to resume play)

Clubs should have access to radios, televisions, the internet, or other communication equipment or devices, in order to get updated weather information before and during all practices and contests. Refer to the weather radar to help track storms in the area.

Travel

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 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 Authorization and Reimbursements

Travel Authorization Form (10 days prior) and Pre-Trip Itinerary (13 days Prior) for any trips outside UWG must be completed, filed and approved by the Office of Competitive Sports prior to deadlines listed. If these forms



are not on file or are 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 brought in to the Club Sport Office.
5. All club members traveling on the trip
6. Hotel/lodging accommodations
7. Itinerary for overnight trips
8. A map of trip route, including overnight stops

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 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.

Pre-trip Lodging (Must be submitted 30 days prior to travel) - Departments may request "pre-payment" of lodging expenses for employee, student, and non-employee travel.

1. Lodging facility must provide a "pro-forma" invoice with the following information to the department:
 - a. Name and address of the lodging facility
 - b. Name of traveler
 - c. Arrival and departure dates
 - d. Reservation confirmation number if available
 - e. Detail of room lodging rate with applicable taxes/fees identified
 - f. Total invoice "pre-payment" amount due
 - g. If "pro-forma" invoice is not available, the above information may be provided by lodging facility on letterhead memorandum
 - h. Quotations from lodging websites, emails, and third party travel services will not be acceptable for pre-payment.
2. For Georgia "In-State" lodging requests, no state taxes may be paid with institutional check. NOTE: Traveler will be responsible to provide both a Georgia Sales & Use Tax Exemption Certificate and Hotel/Motel Occupancy Tax Exemption Certificate upon check-in at the lodging facility. Both forms are available on the Travel Services website under "Forms".
3. In case of late cancellation or rate revisions, which create an overpayment balance with the lodging facility, the department is responsible for obtaining the refund or difference (preferably by check) to



the University of West Georgia. Reimbursement should not be issued to individual travelers nor as credits to be used for future lodging.

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.

Required Receipts/Documentation

Receipts required for the following expenses regardless of amount:

- Airfare
- Lodging, zero balance receipt with an itemized breakdown
 - Name and address of the lodging facility
 - Name of traveler
 - Arrival and departure dates
 - Reservation confirmation number if available
 - Detail of room lodging rate with applicable taxes/fees identified
- Registration Fees
- Gas

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, UREC, 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.

Facility/Equipment Issues—Disregarding equipment or facility policies.

- 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

Hazing Policy

The University of West Georgia (UWG) forbids hazing both on and off campus. This procedure applies to all UWG students, including school organizations, clubs, societies, fraternities, sororities, or a group living together that has principal members.



Hazing Defined - Any action or situation, with or without the consent of the participant(s), which endangers the mental or physical health or safety of a student, which requires the student to engage in activity that constitutes a potential violation of the Student Code or applicable law, or adversely affects a student's academic performance. Specific actions and situations, which may be considered to be hazing, include, but are not limited to, the following:

- Misuse of alcohol
- Any physical activity or positioning designed to create excessive fatigue, physical exhaustion, physical injury, or that places the student in a hazardous, dangerous, or unwanted situation
- Physical and psychological shock
- Requiring students to appear in public wearing any apparel (or lack thereof) or item that is designed to embarrass or otherwise is inappropriate to the situation
- Public stunts and buffoonery
- Morally degrading or humiliating games and activities
- Nudity at any time
- Tasks of personal servitude
- Required attendance at any session or meeting which interferes with scholastic activities or requirements
- Creating loud noises or other activities which disturb the community
- Temporary or permanent physical disfigurements or cosmetic changes
- Forcing or requiring the eating of food or any other substance
- Activities or actions that require or include theft or other illegal practices
- Any activities which are not consistent with laws, rituals, or policies of national organizations or the regulations and policies of The University of West Georgia

Prevention

Each and every organization has the responsibility for informing its membership, both old and new, of any important university policies/procedures including those on hazing. All UWG organizations are responsible for the actions of its visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organizations.

These policies apply to interest groups, pledges, associate member classes, and generally, any activity associated with any student group. Each organization must file a signed copy of the University Hazing Policy with the Center for Student Involvement each year. If a copy is not filed, university disciplinary action may be taken.

Reporting a Hazing Violation

All members of the University community are strongly encouraged to report suspected instances of hazing to the Office of the Dean of Students, the Center for Student Involvement (678-839-6526) and/or the UWG Police (678-839-6000).



University as the Complainant

All reports of hazing are investigated to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. Based on this review, the Dean of Students may choose to initiate charges, not initiate charges, or dismiss a case administratively if the claim does not appear to be supported by the facts. If charges are initiated, the University will serve as the complainant throughout the student judicial process.

Implementation

Each and every organization has the responsibility for informing its membership, both old and new, of any important university policies including those on hazing. All University of West Georgia organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organizations. Student Involvement staff members will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken. It is possible for individuals or organizations or both to be held responsible in the event these policies are violated. Violations may result in university disciplinary action and/or legal action through the courts. University disciplinary action may include the withdrawal of university recognition from offending organizations through referral to the Conduct Code and conduct procedures for student organizations.

NOTE: These policies apply to interest groups, pledges, associate member classes, and generally, any activity associated with any student group. Each organization must file a signed copy of the University Hazing Policy with the Center for Student Involvement each year. If a copy is not filed, university disciplinary action may be taken.

Alcohol Policy

In accordance with university policy, the use of alcohol and tobacco (including vaping) is prohibited on any university grounds. Consequences for this violation of the rules may include, but are not limited to removal from the club sports contest, involvement of University Police, and/or referral to the Office of Community Standards. The Club Sports staff has ZERO TOLERANCE for alcohol and drug use during organized play. Teams, spectators, and individual players may not have alcohol or other drugs on any recreational/club playing site. Teams may be held responsible for violation of this policy by spectators.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, 'sexual harassment' is defined as Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or



3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of Sexual Harassment

- Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
- Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
- Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
- Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
- Indecent exposure.
- Invasion of sexual privacy.
- Sexual advances, requests for sexual favors, sexual comments and questions, and other sexually oriented conduct that is directed against a specific individual and persists despite its rejection.
- Conduct, even that not specifically directed at the complainant, which is 35 sufficiently pervasive, severe or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable **person of the complainant's gender**.

Victims of sexual misconduct, harassment, or exploitation may contact the offices listed next for assistance. In addition, complaint procedures are provided in the next section.

University Police 678-839-6000 (to report incident or to reach other offices after hours)

Health Services 678-839-6452

Counseling and Career Development Center 678-839-6428

Carroll Rape Crisis 770-834-7273

UWG Patient Advocates

Title IX Coordinator (The Title IX Coordinator oversees the process for addressing sexual discrimination complaints.)

Grievances or Making a Complaint

The university does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, gender, identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional, policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment as defined by the Office of Civil Rights should follow the



procedure outlined in Student Handbook to report these concerns. The grievance or complaint process for victims of sexual misconduct, assault, harassment, exploitation, or any other complaint qualifying under Title IX includes elements supplementary to the Disciplinary Process outlined in Appendix A of the Student Handbook.

Students are strongly encouraged to report incidents to the police and/or the university (contacts listed above) regardless of the time elapsed since the incident. The contact information for Title IX Coordinators is listed on the University web site. Complaints may also be filed through the UWG Cares web site via the online reporting tool www.westga.edu/UWGCares.

The complaint should clearly describe the alleged incident(s), when and where it occurred, and the remedy sought. Additionally, the submitter of the complaint should submit any supporting materials in writing as quickly as it is practical. A trained university official will contact students who file a complaint. Students who make a complaint are not required to pursue legal action. In some cases depending on the circumstances, the university may be compelled to complete an investigation whether or not the complainant chooses to take a complaint through the criminal or university judicial processes. An initial investigation is initiated to determine if there is reasonable cause to believe the university's nondiscrimination policy has been violated and identify which part(s) of the conduct code have been potentially violated. If so, the university will initiate a prompt, thorough, and impartial investigation. Additionally, an advocate and reasonable remedies will be offered to the complainant. The student will be informed of the victim's rights under university policy.

Students who are victims of sexual misconduct, exploitation, harassment, or assault have similar rights to the accused students as explained in the disciplinary process. Read more about the Disciplinary Procedures in Appendix A of the Student Handbook. Students have access to university supports, evidence, witnesses, and notification similar to the accused. After a decision has been made regarding the complaint, the victim has the right to be notified of the outcome and the right to file an appeal according to the university appeals process. The hearing officer can supply a description of the university's appeal process for victims.

Club Suspension

Suspension may result in loss of financial support and/or facility usage for an appropriate period of time as set by the Assistant 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, alcohol, 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."



Player Suspension

Club Sports members are expected to adhere to a high standard of conduct, which reflects a positive image of their Club Sport, the CS Office, and University of West Georgia. Any player who has been suspended from Recreational Sports cannot hold an officer or coaching position with the club. Recreational Sports suspensions also carry over to Club Sports. 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 Club Sport (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 Assistant Director of Competitive Sports, the Competitive Sports Graduate Assistant, and/or Office of Student Conduct and Integrity.

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
5. Demonstrate proper sportsmanship during Recreational Sports play

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 Club Sports program and be honorable in representing our university. Sportsmanship related to the Club Sports program takes issues very seriously and any unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action.

Risk Management

Insurance/Medical Screenings

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. 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.

CPR/First Aid

It is mandatory that at least two club officers are CPR/First Aid/Blood Borne certified. This class 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.

Emergency Procedures

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



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

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

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.

Visiting Team Waiver

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.

Concussion Protocol

1. Remove athlete from play if they are suspected of having concussion like symptoms (do not diagnose individual with a concussion).
2. Ensure that a healthcare professional experienced in evaluating for concussions evaluates the athlete. Do not try to judge the seriousness of the injury yourself.
3. The athlete cannot return to play or to practice until a licensed medical professional experienced in evaluating for concussions has cleared them.

