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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

In accordance with the University of North Georgia's commitment to diversity, equity, and inclusion, the handbook is designed to provide a safe and inclusive environment for all students, faculty, and staff. The handbook is intended to be a resource for all members of the University of North Georgia community and is not intended to be a contract or a guarantee of any kind. The handbook is subject to change without notice and is not intended to be a contract or a guarantee of any kind. The handbook is subject to change without notice and is not intended to be a contract or a guarantee of any kind.

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 must have a primary purpose of developing and displaying athletic ability in a competitive environment.

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 forRw.7 (t)0Td(V)4.2(f)11.6 (o)0.5 (r)2.3 (e)0.5 (nne(m)-0.8 (e)0.5 (e)0..8 (s)8.1.8 (l (p)0.5 (u)11.4

- 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.

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

- 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 ar1.8 (p)P4.5 (p)0 (f)1119e2 (c)-1 (l)-1.C(i)-1.8 (u)0.5 (b)

- Advise RSO members on policies and assist in adherence.
- Encourage the organization to function within university guidelines and not condone any activity that does

Sport Club Tier System

	<u>Category</u>	<u>Blue</u>	<u>White</u>	<u>Gold</u>	<u>Conditional</u>
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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 budget and program.

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

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Since communication is crucial for a successful program, it is important for each sport club to submit a Progress Report to correspond

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 3 (r)2.2k(yTjEMC /LBody /MCID 31 BDC /9.1 (e)0.8 (l)-1AC7ht)-2 (e)0.5 (m)-0.8 (e)11.3 (s)-2 (t)0.8 (er)2.
- Will inform the next club president of the routines of the club.
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