



# **Handbook 2008-09**

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# **SECTION 1**

## **INTRODUCTION**

Welcome Georgia Tech Sport Clubs. The Georgia Tech 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.

## **MISSION STATEMENTS**

### **GEORGIA INSTITUTE OF TECHNOLOGY MISSION STATEMENT**

Georgia Tech's mission in education and research will provide a setting for students to engage in multiple intellectual pursuits in an interdisciplinary fashion. Because of our distinction for providing a broad but rigorous education in the multiple aspects of technology, Georgia Tech seeks students with extraordinary motivation and ability and prepares them for lifelong learning, leadership, and service. As an institution with an exceptional faculty, an outstanding student body, a rigorous curriculum, and facilities that enable achievement, we are an intellectual community for all those seeking to become leaders in society.

### **GEORGIA INSTITUTE OF TECHNOLOGY STUDENT AFFAIRS MISSION STATEMENT**

The Division of Student Affairs promotes an enriched educational experience by providing programs, facilities, and services that guide, support, inform, and challenge students to grow and succeed intellectually and personally.

### **GEORGIA INSTITUTE OF TECHNOLOGY CAMPUS RECREATION CENTER MISSION STATEMENT**

Campus Recreation inspires and promotes a healthy lifestyle through diverse and quality recreational opportunities and services, to enrich mind, body, and spirit and enhance lifelong learning.

### **GEORGIA INSTITUTE OF TECHNOLOGY SPORT CLUB MISSION STATEMENT**

The Sport Club Program offers competitive and recreational sports that allow the Georgia Tech student and faculty/staff to participate in a competitive endeavor. This allows them the opportunity to get away from the daily stresses of their class/work load. Although more competitive by nature, the sport club program's main focus is on the actual

leadership opportunities within running the club. Success for the sport club program is not by their wins and losses, but by the leadership training it provides.

## **GENERAL INFORMATION**

The Georgia Tech Sport Club program is composed of a group of students, faculty and staff that voluntarily organize themselves in order to compete and participate in sports/activities in which they feel passionately about. Funding for clubs comes from the student government, 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 Sport Club Resource Center (SCRC) offers general guidance and support to each sport club. However, the success of each club hinges on the student leadership of its officers. Although there are many features to running a sport club, the Resource Center will assist each officer and club in assuring their success.

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**

Campus Recreation Center  
750 Ferst Dr.  
Atlanta, GA 30332  
(404) 385-PLAY  
(404) 894-9981 fax

Ken Lovic  
Sport Club Coordinator  
CRC Room 242  
(404) 894-8838 work  
(404) 323-0603 cell  
lovic@gatech.edu

## **SPORT CLUB RESOURCE CENTER HOURS**

Fall and Spring Semesters

Monday-Friday: 5:30 am – Midnight

Saturday: 9:00 am – 10:00 pm

Sunday: Noon - Midnight

## **SECTION 2**

### **CLUB ORGANIZATION AND MEMBERSHIP**

#### **WHAT IS A GEORGIA TECH SPORT CLUB?**

The Georgia Tech Sport Club program is a voluntary program organized for the purpose of promoting and developing skills and interest levels within a variety of different sports. Georgia Tech Sport clubs are open to all faculty, staff, and student that have paid their Campus Recreation fee for the year. The executive members of each individual club handle the majority of the responsibilities associated with the club. Sport Clubs receive money from a variety of sources; student fees, fundraising, dues collection and donations.

#### **WHO CAN JOIN A GEORGIA TECH SPORT CLUB?**

Sport clubs are made up entirely of any student, staff, or faculty member that has paid their activity fee for either the semester or year that they are enrolled at Georgia Institute of Technology. All sport clubs are open to anyone that meets these criteria. Many clubs have multiple teams depending on the skill levels. Each individual participating in a sport club must sign a waiver sheet stating that the individual understands the risks and responsibilities that are associated with their participation.

\*Faculty and Staff cannot compete in intercollegiate events, but they are welcome to practice.

#### **FORMING A NEW SPORT CLUB**

In order to become a member of the Georgia Tech Sport Club Council a club must first be recognized as an approved student organization through the Student Involvement Office (the process is stated on their website: <http://www.involvement.gatech.edu>). To join the Sport Club Council a written letter of intent must be prepared and turned into the Sport Club Coordinator. Along with the letter of intent, a new club must attend a Sport Club Council meeting where the council will vote to accept or deny the club as a Sport Club.

#### **GEORGIA TECH SPORT CLUB ORGANIZATIONAL STRUCTURE**

The student leaders run each club. Typically, these leaders are in the following positions: President, Vice-President, Treasurer, and Secretary. The following is a typical breakdown of each position's responsibility. Some clubs may have more or less, depending on the nature and setup of the club.

- **President:** Oversees all functions of the club. Works closely with the Program Office/Club Director. Delegates club responsibilities to the other officers and/or members. Will represent the club on the majority of topics.
- **Vice President:** Handles the day-to-day operations of the clubs. Reports issues to the President and works with other officers and members.
- **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 Program Office, oversees the club checking account and ensures all club bills are paid on time
- **Secretary:** Responsible for the upkeep of membership, updates the club on all communications, informs members of dues, works with the Treasurer to ensure only dues-paying members are active, keep and distributes minutes of all meetings.

In addition to these officers, the club has other members in charge of fundraising, scheduling, and promotions. All of the clubs will submit a list of their new officers to both student organizations and the sport club office at the beginning of the school year or once the officer's change over during the year.

## **ORGANIZATIONS/INFORMATIONAL MEETINGS**

During the course of the semester each club will conduct at least one meeting to discuss fundraising ideas, budgeting, up-coming events, practice times, game schedule, and other matter of importance for that semester. The Sport Club Council will also conduct two semester meetings to discuss pertinent information related to all sport clubs. The Council will also have separate committee meeting each month to discuss fundraising, policies and procedures, and alumni relations.

## **GUIDELINES AND REQUIREMENTS**

The president of each club is responsible for developing guidelines and/or expectations for the club each year. The president of the club is responsible for providing a request for fields, courts, uniforms, and equipment to the Sport Club Coordinator each fall semester. The president or another member of the executive council is responsible for submitting a schedule for both practices times and games to the Sport Club Office. All coaches must sign a "Coaches Agreement Form" and turn into the Sport Club Coordinator.

## **SECTION 3**

### **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 CRC**

All sport club participants must present their Buzz Card to enter the CRC. All members of the sport club must have valid Buzz Cards for entrance into the CRC. Each sport club will be entitled to two (2) coaches Buzz Card's who be able to enter the CRC. Any additional coach ID requests will have to pay a fee in order to receive a Buzz Card.

### **COPIES**

A black and white copy machine is located in the CRC. If a club needs to make copies they will need to contact the Sport Club Coordinator.

### **SPORT CLUB MAILBOXES**

Each sport club has a mailbox located in the Sport Club Resource Center, room 243 at the CRC. These boxes should be checked at least once a week. This is also the location where club reimbursement checks will be distributed.

### **OFFICE EQUIPMENT AND SUPPLIES**

The Sport Club Resource Center has a wide array of office supplies that may be used by sport club for club business only. The supplies are available during the same office hours as the Sport Club Resource Center. If a club needs a supply that is not in stock please notify the Sport Club Coordinator.

## **SECTION 4**

### **PROGRAM SAFETY**

#### **RISK MANAGEMENT REQUIREMENTS**

At least 2 members of each club, specifically the coach and an officer **MUST** be CPR/First Aid certified. At least one of the certified members of a team need to be present at all practices, games and tournaments. Individuals that are certified need to have a copy of their certification card on file in the Sport Club Resource Center. It is highly recommended that a trainer be on site for all homes games/matches and tournaments, especially for contact sports. Each individual must carry their own personal health insurance. It is up to the clubs to monitor this.

#### **FIRST AID POLICES AND PROCEDURES**

As stated before at least two members of each club **MUST** be CPR/First Aid certified. CPR/First Aid classes are offered at the CRC, 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 Sport Club Resource Center. 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 CRC should have a first aid kit available for the entire season. First Aid kits can be checked out from the Sport Club Office at the beginning of each semester if the club does not have one of their own.

#### **INJURIES OCCURRING AT GEORGIA TECH**

In the case of injuries, each club must document the incident. An accident report form should be turned in to the Sport Club Office immediately after the injury occurred. The form can be downloaded from the Sport Club Website under the Forms section. The Sport Club Coordinator must also be called and/or emailed regarding the injury. It is mandated that all clubs have first-aid kits at all games. These are available free of charge upon request. Clubs can coordinate an athletic trainer to be onsite through the Sport Club Office. The clubs are responsible for the cost of the trainer.

## **SECTION 5**

### **FACILITIES**

#### **SCHEDULING**

Practice requests must be submitted by the President of the club to the Sport Club Coordinator each semester. All other facility request 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. Once the requests are approved by the Facility Manager the Sport Club Coordinator will provide each club a field request confirmation in writing that will verify their practice/game time. Please note: for any in semester request you must allow 8 working days advance notice to secure space.

#### **GENERAL POLICY RESTRICTIONS**

Because of the heavy field and facility usage, teams must abide by assigned practice times. A team that is repeatedly going over practice time and/or causing problems will face disciplinary actions against them.

#### **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 assure the practice area is free of any risk and/or factors that may cause injury or damage. If you see other groups abusing the fields or using the fields on a restricted day, notify the Sport Club Coordinator 404-894-8838 or lovic@gatech.edu.

## **SECTION 6**

### **EQUIPMENT**

- Equipment purchased with SGA funds for clubs is considered owned by Georgia Tech, but at the disposal of the respective club.
- 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 Sport Club Office.
- It is important and mandatory for all clubs to maintain updated equipment inventory logs.
- In the event of a situation where Tech-owned equipment is damaged/lost, the club is required to contact the Sport Club Coordinator. We will then follow Risk Management procedures in getting 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 Risk Management Department will then need an appraisal of the damage (they will contact out this endeavor)
  - All work on the equipment or replacing the equipment will be determined then by the Risk Management Department.
  - The club should also take pictures. The Risk Management Department will also need to take pictures.
- **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.
- If the purchase is going to be over \$4999.99 you MUST coordinate with the Sport Club Coordinator. There are strict guidelines to single purchases over this amount. In addition, any one piece of equipment that is purchased over \$2999.99 but be inventoried. See the Sport Club Coordinator for further details.
- Be sure to use the Tax Exempt Forms provided in the Sport Club Resource Center for equipment purchases in the State of Georgia.

### **CHECKOUT POLICIES AND PROCEDURES**

Each club that is using Georgia Tech equipment will need to do an inventory at the beginning and end of each school year. This form will be required to be turned into the Sport Club Coordinator at the end of each academic year (spring). This will be reviewed at the end of year meeting with the Sport Club Coordinator.

### **STORAGE**

Clubs may secure smaller equipment in CRC, pending approval by the Coordinator.

## **SECTION 7**

### **FUNDRAISING**

#### **DONATIONS**

Donations can be made to a specific club and may be tax-deductible. Checks must be made payable to Georgia Tech Foundation (sport clubs) and mailed to the Sport Club Coordinator (address listed earlier in the handbook). Each club must set up an account with the Sport Club Coordinator and the Georgia Tech Foundation to receive donations. Upon receiving the donation the GT Foundation will mail a receipt to the donor for their records. The monies received through the foundation do not have the same expense restrictions as SGA money.

#### **FUNDRAISING OPPORTUNITIES**

Clubs have the opportunity to fundraisers in many different ways. Many clubs fundraise in order to generate more money for their clubs. This may be achieved in many ways as long as the club has its ideas approved by the Sport Club Coordinator. For fundraising ideas visit [www.sga.gatech.edu/files/misc/fundraising.pdf](http://www.sga.gatech.edu/files/misc/fundraising.pdf)

**SGA BUDGETS/BILLS- SEE SECTION 12**

## **SECTION 8**

### **COACH'S AGREEMENT**

- Coaches are an integral part of a club's success. Typical club coaches come from Alumni and the Atlanta workforces who have extensive experience as a player and/or coach.
- The officers of each club are responsible for "hiring" their coach.
- If clubs decide to pay their coach, all funds come from their outside checking account or if SGA approves, from their SGA account.
- 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.
- New Coaches are required to fill out a Background Form prior to their start. Please see the Sport Club Coordinator for this form. The coach must walk this form themselves over the OHR Office and drop it off personally. Upon receipt of the form if all clear, the coach will be given permission to get their Buzz Card. This will allow them access into the CRC. Each background check cost \$23.00, which will be charged to the club
- A maximum of two coaches are allowed to receive Buzz Cards. Additional cards will be evaluated on a case-by-case basis. Coaches or clubs are responsible for the cost of their Buzz Card (\$15.00) or replacement of the card if they lost one (\$20.00).
- Coach will provide the safest possible program for all participants
- Coach will follow all Sport Club procedures as put forward in the manual.

\*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.

## **SECTION 9**

### **JOB DESCRIPTIONS**

#### **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 manual and will pass this information on to club members.
- Will coordinate scheduling and payment of officials with the Sport Clubs Coordinators.
- Will inform club officers and members of all pertinent information included in the Sport Club Operations Manual (officers are individually responsible for insuring that all members meet Recreation Center, as well as organizational membership requirements).
- Will attend the Sport Club coaches and officers meetings.
- Will submit facility/field requests to a coordinator by the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver card before they participate or compete in any club sport activity. These cards must be kept current and on file in the Sport Club Office.
- Will submit accident/incident reports to a coordinator within 24 hours of any accident/incident whether at practices or games if not already done so by the coach.
- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice-President, Secretary/Treasurer and Fundraising Chairperson.
- 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 Operations Manual to the new president and a list of names and phone numbers of new officers to a coordinator immediately following the elections.

#### **VICE PRESIDENT**

- Will volunteer his/her time and expect no monetary compensation.
- Will carry out the responsibilities of the President in his/her absence.
- Will submit all team scores and records to a coordinator for publication and logging within 24 hours of the competition and keep track of individual statistics throughout the season and have available on request.
  
- Will follow all Sport Club procedures for spending money, scheduling, etc. and understand that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.

- Will submit information on events to a coordinator for special event set-up and lockers for visiting teams at least two weeks in advance.
- Will complete all duties as assigned by a coordinator, club coach or club president.

### **SECRETARY/TREASURER**

- Will volunteer his/her time and expect no monetary compensation.
- Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the coordinator according to Sport Club guidelines.
- Will coordinate expenditures with the assistance of the coordinator.
- Will follow all Sport Clubs procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will handle club correspondence with the assistance of the club president and coach.
- Will complete other administrative tasks as assigned by the coordinator, coach or president.

## **SECTION 10**

## **OFFICER RESPONSIBILITIES**

### **PARTICIPATION REPORTS**

Each club president will be responsible for keeping participation figures and turning in a semester report of participation. This form should be kept up currently with any changes to the club with regards to officer change, roster additions, coaching changes and any other administrative change the club may incur. This form will allow the Sport Club Coordinator and the clubs to evaluate how the programs are progressing and state any problems, equipment needs or repairs. These reports are due at the end of each semester along with a Semester Report. Failure to submit these reports may result in a freeze placed on the club's budget or cancellation of the club's field or facility usage. Forms are available from the Sport Club Office room 242. Participation reports are due by the last day of classes each semester.

### **CLUB ROSTERS**

Roster must be turned in each semester as soon as the team becomes organized. The roster form will provide the name, GTID number and email address. It is crucial that these forms be filled out completely and legibly and must be turned in by the second week of the current semester. An updated roster with names and email addresses must be submitted by each club if any additions are made.

### **STATUS UPDATE**

Each fall semester sports clubs will be required to turn in updated Office Update and Alcohol Policy forms to the Sport Club Coordinator. These forms will then be turned in to the Student Involvement office. These forms must be turned in to retain a active status of operation.

## **SECTION 11**

## **GEORGIA TECH SPORT CLUBS COUNCIL**

The Georgia Tech Sport Club Council is made up of one representative from each club. The purpose of the Council is to pass on pertinent information to the clubs and to advise the coordinator on instituting rules, regulations and policies for the entire Georgia Tech Sport Club Program. This Sport Club Council representative must meet the following expectations:

- Must have been a member of the club for at least 1 season.
- Must be a student at the Georgia Institute of Technology, and paying full fees.
- Must be able to attend 6 meetings total throughout the fall and spring semesters.
- Must be motivated and enthusiastic about the Georgia Tech Sport Club Program.

### **GEORGIA TECH SPORT CLUB REPRESENTATIVE RESPONSIBILITIES**

The role of the Sport Club Council representative is to communicate with the club members and the Sport Club Office. Responsibilities include, but are not limited to: Informing club members of required information which includes the content of the Sport Club Handbook and the Georgia Institute of Technology Code of Conduct. Attending Sport Club Council meetings and clinics and serve as a liaison between the club members, the council and the Sport Club Office. Meeting the deadlines required by the Sport Club Office including facility requests, travel authorizations, purchase requests, team rosters, club information, waiver cards, budget proposals, CPR certification and others as assigned.

### **EXECUTIVE BOARD**

The Sport Club Council members will elect an Executive Board made up of 3 members. The Executive Board members will be elected by the Sport Club Council. The Board members are elected to a position within the Board. The Board positions are: president, vice-president and secretary. All board positions are for 1 year terms. At the beginning of the fall semester, 3 board members will be elected.

### **ELECTION PROCESS**

The elections occur at the first Council meeting during the fall semester. Current Executive Board members are eligible to be re-elected except if they have served for

more than two years on the executive board. The Executive Board will open the floor for nominations. Council representatives may nominate themselves or others for positions on the Executive Board. Each nominee will be granted a few minutes to address the Council on why they should be elected to the Executive Board. Each club is granted one vote. Only one person from each club may serve on the Executive Board. The 3 nominees with the greatest number of votes will be elected to the Executive Board. If there is a tie for the 3<sup>rd</sup> seat, there will be a revote between the nominees who tied.

## **SECTION 12**

### **MONETARY TRANSACTIONS**

#### **REQUESTING A BUDGET**

- Budget forms will be provided from SGA at the beginning of the fall semester. Forms can be picked up either at the SGA Office in the Student Services Building or in your club box at CRC. Due date of the budget is typically the last week in September.
- Specific SGA budget procedures and policies will accompany all budget forms.
- Email entire SGA Budget Request and Cover Letter to the Sport Club Coordinator and it will be submitted to SGA along with all club requests at one time.
- The Sport Club Coordinator will conduct budget meetings with each club to ensure the clubs' budgets are accurate and appropriate according to SGA policy.
- The SGA will communicate with the club representative (most likely the president) to inform the club when their time and day is to defend their budget to the Finance Committee of SGA.
- Upon completion of the budget defense, SGA will inform the club of their following year's budget.

#### **SUBMITTING A BILL**

- Bills are money requested from SGA to fund items not requested in the club budget (i.e. equipment, uniforms).
- Before submitting a bill, clubs must meet with the Sport Club Coordinator. There are sometimes storage issues or policy concerns which must be addressed prior to any bill being submitted.
- Clubs are required to secure an undergraduate and graduate member of SGA to sponsor the bill. This can be done with assistance from the SGA Office or the Sport Club Coordinator.
- It is the club's responsibility to secure the bill's sponsor and to meet with them to openly discuss the reason and specifics for the bill. The SGA sponsors will then submit the appropriate forms to the SGA Finance Committee.
- The Chair of the Finance Committee will email the club representative and invite him/her to their meeting to discuss the bill (this is usually on a Sunday night).
- On the following Tuesday, the SGA meets (Graduate Senate meets at 11:00 AM/Undergraduate House meets at 7:30 PM). Both meetings are in room 117 of the Student Services Building. The club representative must attend both meetings and discuss the merits of their bill. Robert's Rules of Order apply to both meetings.
- When presenting in front of the SGA is important you dress business casual to show respect to the student body. In addition, remember you are ASKING for money. You are not entitled to it. Be informative, respectful and thankful!

- For specific procedures during all SGA meetings, please refer to the SGA Handbook on budgets and bills.
- When SGA passes a bill for the club it will usually take at least one week for the information to be received in the Sport Club office. The money cannot be posted into your account until we have a copy of the passed bill. All money from a bill must go into the SGA account and not an agency account.

## **REIMBURSEMENTS/RECEIPTS/INVOICES**

- All receipts and invoices must be submitted to the Sport Club Coordinator for payment. Receipts **MUST BE ORIGINALS!**
- If a club requires that an invoice be paid, the original invoice (no copies) must be submitted. If the vendor accepts VISA, we will pay the vendor via that method. If they do not, we will submit the invoice to the Accounts Payable Department and have a check sent directly to the vendor. We must have a vendor profile on file prior to any check being cut (forms on the Sport Club Website).
- If we pay with an invoice either with a VISA or check, the club must confirm (in writing) that the items purchased have indeed been received or the services rendered according to the invoice.
- Should a club pay for something out of the club's outside account (or an individual member pays), we require the original receipts. Once we have the original receipts, we will submit them to the Accounts Payable Department and the check will be made out to the individual club. Accounts Payable will send the Club Coordinator the check and he/she will contact the club to let them know to come to CRC to pick it up from their mailbox.
- If an individual member of the club pays for something that is club related and expects reimbursement, it is up to the club to either pay the person out of their account immediately or after the reimbursement check arrives.
- All receipts must be taped (**NO STAPLES**) to a blank sheet of paper for ease of submittal. **DO NOT HIGHLIGHT.**
- When invoices are not used, the Sport Club Coordinator must have a flyer or e-mail from another school with where, when, and cost for tournaments. In addition, a copy of the cleared check must accompany any reimbursement check.
- Check requests take about 8-10 days for payment. Be aware on company invoices that Ga. Tech will wait almost the entire 30 days unless stated pay date is on the invoice.
- Please physically hand all completed paperwork to the Sport Club Coordinator or Graduate Assistant. 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 concerning bills for your club, please send an email at lovic@gatech.edu and we will schedule an appointment. The Sport Club Coordinator will be happy to work around your time frame.

## **SECTION 13**

### **TRAVEL**

- Before any sport club travel, clubs must submit a Travel Request Form. 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). Clubs may NOT be funded for any trip made without the submission of an itinerary to the Sport Club Office.
- When a club is traveling by air and wants to be reimbursed for the plane tickets, the following must be completed:
  - Upon return from the trip, each individual will have to complete a Travel Expense Statement.
  - **Please keep all receipts, plane tickets and boarding passes. Keep everything pertaining to the trip that you want to be reimbursed for!!!** Georgia Tech will not accept anything but original receipts. They need proof that you actually went on the trip.
  - **Itinerary:** It is mandatory and vitally important that clubs submit an itinerary for each club-related trip.

### **PERSONAL AUTOMOBILE TRANSPORTATION**

If a club is using a personal automobile to travel to an event they must sign a waiver located on the Sport Club Website. This waiver should be turned in before each individual will be allowed to travel.

### **UNIVERSITY VEHICLE POLICIES**

- Campus Recreation has vans that sport clubs may use for their club travels.
- Van Request forms are available online. This form must be completely filled out and signed by both the driver and the club faculty advisor and turned in no later than 48 hours of the request. If the Van Request form is not received within 48 hours, the request will be cancelled.
- Van cancellations must be made 24 hours prior to departure. Failure to do so will result in a non-cancellation charge of \$70 per van to the club.
- Clubs are given priority for vans through the first week of classes each semester. After Friday of the first week of classes, the rest of campus will have an opportunity to then reserve them. Clubs will also have priority up to three (3) weeks prior to their requested trip. Inside this time frame will not guarantee any vans.
- The costs of vans for all clubs are paid for out of the club SGA funds; therefore, the costs will be deducted from the account. Should the account not have enough money to pay for the van cost, the club must issue a check to Georgia Tech for the remaining amount.

- The van cost is a flat \$35 a day rate. You will receive a van full of gas and it is up to the club to return the van with a full tank of gas. If this is not done the club will be charged a \$6.00 per gallon re-fueling charge.
- If van(s) are returned extremely dirty and not cleaned out, the club will be charged \$50 per van.
- Alcohol is prohibited in the vans. If evidence of alcohol is found in a van, your club will NOT be allowed to reserve vans for at least one year and further discipline may follow.
- When traveling, please make sure to fill out all the paperwork in the packet. Make sure to keep all gas receipts and return with the packet.

### **Van Driver Policy**

- Drivers are on a voluntary basis or must be GT Faculty/Staff or Student Employees
- Drivers have to meet the following requirements
  1. Complete Volunteer Driver Application
  2. Must be 20 years of age
  3. Obtain and turn in to Club Office a current copy of your driving history from your state DMV
  4. Completed defensive driving course (no charge if taken through Georgia Tech)
  5. Completed Van driver course (no charge if taken through Georgia Tech)
  6. Must not have in excess of one at-fault accident or moving violation in the last 12 months
  7. Must not have traffic violations for drunk driving or driving under the influence of drugs
  8. Students must be in Good Standing with the University

### **RENTAL TRANSPORTATION**

A club may rent transportation from an external rental company. The company that the university has a discounted state rate is Enterprise (404-659-6050). Reservations and payments with Enterprise can be secured through the Sport Club Coordinator. The charges will be deducted directly from your SGA account. All drivers of Enterprise rentals MUST be 21 years of age or older.

### **AIR TRANSPORTATION**

Clubs may choose to book their own flights or go through the State Contract. See the Travel part under Section 13 to see what it takes to be reimbursed by SGA funds for Air Travel.

### **LODGING**

Sport clubs are not given money from SGA to pay for lodging. These costs should be covered by the individual clubs, either through dues or other fund raising efforts

## **AUTOMOBILE INSURANCE**

If a club elects to use a personal automobile the driver must have automobile insurance. If the club cannot provide proof that the driver has insurance, the club will not be able to travel.

## **SECTION 14**

### **PUBLIC RELATIONS/PUBLICITY**

Utilization of the GT newspaper, The Technique, is key in publicizing the success of the clubs. Check out [www.nique.net](http://www.nique.net) to see how to contact the Sports Editor. There are also several plasma screens on campus, including 2 in the CRC, which can be used for placing advertisements. Another good website to use is [www.cyberbuzz.gatech.edu](http://www.cyberbuzz.gatech.edu)

### **PROMOTION**

Promotion begins with the leadership of the specific club. The best place to begin promoting your club is at FASET orientation during the summer. You also have the option to set up tables and demonstrations in the CRC to promote your club. Contact the Sport Club Coordinator or Graduate Assistant for more information on promoting in the CRC.

#### Posting Guidelines

##### GENERAL RULES & REGULATIONS:

- Content on all fliers and posters must not include any inappropriate language or images.
- Fliers will be refreshed every Monday.
- Posters will have a two (2) week limit posting on CRC bulletin boards. Exceptions may be made for large events hosted by Georgia Tech Campus Recreation, with approval of Marketing Department.
- For advertisements without a definite ending (event) date, the two (2) week limit will begin starting the Monday after submission.

##### FOR SUBMISSION OF FLIERS TO BE POSTED:

- Please attach contact name and information to the submitted flier.
- All fliers or posters must be approved by Marketing Department before being posted.
- Please submit flier copy to the Sport Club Coordinator.
- Once approved, a CRC branding image sticker and expiration date will be placed on the flier.
- The flier can then be hung up by the Marketing Department or area staff member on the assigned bulletin board(s).
- Fliers and posters are prohibited from hanging on walls, doors, or windows within the facility.

## **USING THE TRADEMARK**

If a club used the Georgia Institute of Technology trademark for club related stuff. (i.e artwork, shirts, warm-ups etc.) This would need to fill out an art approval form through student involvement.

The form can be found at:

<http://www.involvement.gatech.edu/pdf/artapproval.pdf>

## **SECTION 15**

### **CODE OF CONDUCT**

The Student Organizations Code of Conduct is the Institute'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 Institute'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 Conduct Code and the Conduct Code for Student Organizations. Disciplinary action directed towards student Organizations shall be afforded according to procedures published and are available on the Dean of Students webpage: <http://www.deanofstudents.gatech/policy>.

\*The entire student organization code of conduct can be found at [http://www.deanofstudents.gatech.edu/integrity/policies/student\\_orgn\\_conduct.html](http://www.deanofstudents.gatech.edu/integrity/policies/student_orgn_conduct.html).

### **UNSPORTSPERSON-LIKE CONDUCT**

All Georgia Tech sport clubs are expected to show the highest level of sportspersonship when participating in any event. This includes practices, team events, games, tournament, and any other activity that involves a sport club. The club and its members not only represent themselves, but they represent the university, the CRC, and the sport club program therefore the emphasis on sportspersonship is highly

### **HAZING**

Hazing is prohibited. "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.

## **SECTION 16**

### **DISCIPLINARY GUIDELINES**

A student enrolling in the Georgia Institute of Technology assumes an obligation to conduct himself or herself in a manner compatible with the Institute's function as an educational institution. Actions considered inimical to the Institute 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 Georgia Tech Community and to maintain an environment conducive to academic excellence.

The full student code of conduct can be found at  
[http://www.deanofstudents.gatech.edu/integrity/policies/code\\_of\\_conduct.html](http://www.deanofstudents.gatech.edu/integrity/policies/code_of_conduct.html)

## **SECTION 17**

### **APPENDIX**

#### **FORMS:**

**[WWW.CRC.GATECH.EDU/SC/FORMS.PHP](http://WWW.CRC.GATECH.EDU/SC/FORMS.PHP)**