

Augusta University
Campus Recreation
2019 - 2020
Club Sports
Handbook



INTRODUCTION

Augusta University Club Sports teams are registered Augusta University student organizations, supervised by Campus Recreation. The Club Sports program compliments the University's intercollegiate athletic program, intramural activities, and physical education course offerings. The Club Sports program is administered by professional and student staff members within Campus Recreation. Each club is formed, developed, governed, and administered by the student membership of that particular club, and works in conjunction with Campus Recreation. The key to the success of the program is student leadership, interest, involvement, and participation. Each club is responsible for assuming leadership activities including, but not limited to: scheduling, fiscal management, and ensuring compliance with Augusta University Code of Conduct. This manual will assist clubs in the administration of their programs and will serve as a supplement to the Resource Policy Guide & Manual, distributed by the Center for Student Organizations. The student officers of each club sport team are expected to become familiar with both handbooks. Situations involving club sports business or any activities not covered in either of these handbooks will be referred to and discussed with Campus Recreation. Information in the Club Sport Handbook is subject to change.

New policies, procedures, or changes/additions to existing policies or procedures shall be deemed official, even though not printed in this publication. Club Sports teams will be officially notified of any policy changes/additions via email, and an updated copy of this manual will be posted on the Club Sports Form/Flyers page of the departmental website. This handbook is designed to be a tool to assist club members in the administration of their programs.

Club Sports officers are expected to understand and adhere to the policies and procedures outlined in this handbook, as well as educating their members appropriately.

Please contact a Club Sports staff member if you have questions.

DEFINING A CLUB SPORT

A Club Sport is defined as a registered student organization intended to serve individual interests in different sports and recreational activities. A club team may be instructional, recreational and/or competitive in nature. All Club Sports are voluntary. Involvement in a Club Sport is aimed at enhancing the student's experience at Augusta University. Club Sports are expected to meet, comply, and follow all policies put in place by the department of Campus Recreation and Augusta University.

STARTING A NEW CLUB SPORT

Anyone interested in starting a new sport club must first meet with a Campus Recreation staff member (see contacts in next section), who can help assist with the advisor process and help students navigate the potential start up. However, in order to officially be recognized by Campus Recreation, each club needs at least four club members, a club constitution and by-laws, and a signed advisor agreement.

FAQS

Who can join a sport club?

All Augusta University students are eligible to join a Club Sport team. Every new club is required to set up a bank account and maintain a membership of at least four due paying members.

Why a minimum of four members?

Each club will require appropriate representation in the officer positions. The mandatory officer positions are President, Vice President, Treasurer, and Safety Officer. The position of Secretary may be appointed at a later date.

What do I name the club?

It is important Club Sports teams stay consistent in presentation. Names will be listed as, "Augusta University (insert proposed club here)." For example: Augusta University Men's Club Soccer, Augusta University Club Volleyball, etc. Club names must be approved by the Campus Recreation advisor on the advisor agreement, which is required for funding.

ADMINISTRATIVE CONTACTS

Andy Lukas- Club Sports Graduate Assistant

Email: alukas@augusta.edu Phone: (706)-446-5806

Patsy Davis- Associate Director, Campus Recreation

Email: padavis@augusta.edu

Phone: (706)- 721-5043

Amber Wade- Administrative Assistant

Email: amwade@augusta.edu Phone: (706)-721-2757

The Competitive Sports staff may assist Club Sports teams in a variety of ways including, but not limited to:

- Creating and implementing a constitution and by-laws
- Estimating approximate club dues and budgeting
- Program advising and leadership development
- Facilitating student engagement
- Equipment purchasing/advising
- Facility scheduling for practice and competition
- Team travel logistics and reimbursement
- Tournament planning

It is the responsibility of the student officers to seek the assistance of the Campus Recreation staff regarding sport club issues. Club officers may schedule an appointment with a staff member.

In case of emergency, call 911 immediately.

Call the Augusta University Wellness Center at 706-721-6800 and ask to be connected with a Campus Recreation full-time staff member.

Leave a call-back number.

CLUB OFFICERS

The following is a list of suggested duties for student leaders. Individual clubs should identify the responsibilities of each officer.

President-

Serve as the liaison with the Competitive Sports office.

Communicate Club Sports policies and procedures to all club members.

Seek approval for administrative issues. Examples: Logo requests, purchases, community service, etc.

Attend Club Officer Trainings.

Be responsible for attendance at all Club Sport events.

Vice President-

Serve as President in all duties as determined, if the President is unable to do so.

Assist the President in all duties as determined by the President.

Be responsible for all material posted on any club website(s).

Treasurer-

Keep accurate records of all club accounts and allocated funds.

Be responsible for submitting all reimbursement requests properly and within two weeks.

Assist the president with the Budget Proposal and Presentation during the spring semester, if requesting allocated funds.

Secretary-

Submit all weekly reports and event results.

Submit Community Service Requests and Follow Ups.

Maintain helpful documentation (notes, emails, and memos) of club meetings.

Safety Officer-

Maintain CPR, First Aid, AED certifications and report club injuries.

Check safety and standards of club equipment.

Club officers will serve as liaisons between the Campus Recreation staff and club members. Rules and regulations covered in the officer training and in the handbook should be communicated with all members. Every club member is expected to follow the rules and any questions should be forwarded to the appropriate staff member.

OFFICER TRAININGS

At the beginning of fall semester, club officers are expected to attend the mandatory training. The training is designed to educate club officers in compliance. Any club not represented will forfeit any allocated funds from Campus Recreation. An additional brief meeting will be held in the spring to address any new clubs or new club presidents.

ROSTERS

Before official practices and games can start, the club sport team must submit an official roster with officers, as well as a signed waiver from every member of the club sport team. Teams will have one week after the first tryout/meeting to turn in the roster.

COACHES AND ADVISORS

Augusta University will not pay any individual for coaching or instruction. Club dues will cover these expenses if the club deems these services as necessary. The Augusta University Campus Recreation department views any non-student participant (including choreographers) as a volunteer and the appropriate paperwork is required. Please submit the name, address, and phone number of all non-student volunteers for consideration to the Campus Recreation department. Augusta University requires each club sport to have an advisor who is a faculty or staff member of the University. Please see the advisor agreement form located in the resources tab of the Augusta University Club Sport website.

HAZING PREVENTION

Hazing is against local, state, and federal law. Hazing is defined as any intentional, negligent, or reckless action, or situation which causes another pain, embarrassment, ridicule, or harassment; regardless of the willingness of the participant. All participants must agree to abide by the hazing policies established by Augusta University, and any additional regulations governing hazing established by the Campus Recreation and/or in the constitution and bylaws of their specific Club Sport. All Club Sport officers must sign a Hazing Policy Form prior to participating in club activities. Any hazing will result in an automatic referral to the Assistant Dean of Students for reprimand.

RISK MANAGEMENT

Due to the private organization status of all Club Sports, it is the responsibility of club officers to reduce risk through the implementation of risk management strategies, and communicating those strategies to the respective teams.

Liability exposure is a serious issue and each club team should realize the University DOES NOT insure individual student organizations. Each Club Sport team is expected to write and implement its own Emergency Action Plan and purchase liability insurance for higher risk activities (if applicable or necessary). It should be a priority to contact a Competitive Sports staff member should EMS or police be called. Minor injuries will be documented and accident reports will be submitted by a club safety officer.

Club officers must have incident report forms at every club event. Incident report forms can be found in the resources tab on the Augusta University Club Sport website.

BANK ACCOUNTS

Campus Recreation requires the use of Agency Accounts. An Agency Account assures the longevity of the club, and takes some of the financial burden off club officers. The Agency

Accounts are created upon request after a club sport is deemed an official Club Sport team by the Campus Recreation Department.

ALLOCATED FUNDS FROM CAMPUS RECREATION

All clubs must apply for funding through the Augusta University Campus Recreation department via email. It is required to prior to allocation of funds.

BUDGET PROPOSALS

All sport clubs must have a brief proposal of goals and ambitions, including the funding to reach the goals. Campus Recreation will assist with the facilitation of goals. Goals must be clearly stated and measurable.

FUNDRAISING, DONATIONS, & SPONSORS

Campus Recreation will allocate some funds, but not all costs will be covered. When requesting donations and sponsorships, represent the club and Augusta University in a courteous manner. Be mindful some businesses have local ties and are already supporting other organizations. Any rude behavior will result in penalties and reprimand.

MARKETING

Be sure to review Augusta University branding guidelines provided by the Department of Communications and Marketing. In order to use any of the Augusta University logos, you are required to utilize certain authorized vendors. These vendors are obligated to send a proof to the Department of Communications and Marketing. Prior approval is mandatory.

UNIFORMS

Club teams under the direction of the Campus Recreation will have their own club uniform. All uniforms will be approved by Campus Recreation. Clubs competing on behalf of Augusta

University shall participate in an approved uniform/jersey. A club requesting a uniform will send an email request to the Sport Clubs Graduate Assistant.

The email will contain:

- Type of uniform (t-shirt, jersey, etc.) and color (Augusta University approved colors)
- Picture if available
- The front of every uniform will require the official Club Sport logo. No other wording or images will be placed on the front of the uniform.

If the club's governing body requires the uniform/jersey to have a sponsorship on the front of the uniform/jersey, please submit an email or written statement indicating this from the league to the Club Sports Graduate Assistant. The sponsor must release permission for official use of their logo. Helmets, shorts, or any other supplementary parts of the club uniform shall consist of Augusta University approved solid colors of blue or grey. If logos are included on these parts of the uniform, they must be the University approved logos. Once uniforms are approved by Campus Recreation, the Club Sports Graduate Assistant will provide the club the approval to move forward with a proof at a University approved vendor.

An order is NOT to be purchased and shipped without full approval of the proof.

PERFORMING TEAMS

Any performing dance sport club must submit routines for approval with Campus Recreation before any public performance. Video of routines must be submitted to the Club Sports Graduate Assistant via email at least two weeks prior to the performance. Routines are expected to be family friendly. Content not suitable for family audiences will be subject to denial. Campus Recreation has the authority to approve or deny all Campus Recreation Club Sport routines. Routines containing explicit dance moves or sexual innuendo will not be allowed.

BEHAVIOR AT COMPETITIONS AND EVENTS

All members of Augusta University Club Sport teams will conform to the ideals and processes outlined within the Augusta University Code of Conduct. The guidelines are meant to protect the integrity of the learning environment while also educating students about behavior that is appropriate at Augusta University as well as in greater society. Club Sport team members who are alleged to have violated the Code of Conduct will be provided due process.

The authority and jurisdiction of the University Conduct System is established pursuant to the delegation of legal authority by the University's President and the Board of Regents of the University System of Georgia. According to Board of Regents Policy Manual section 2.5.1, The President is "the executive head of the institution and of all its departments, and shall exercise such supervision and direction as will promote the efficient operation of the institution." The President exercises this delegated authority through the University Conduct System for issues regarding non-academic discipline. The Student Code of Conduct and the jurisdiction of the University Conduct System shall apply to conduct that occurs on University premises, to conduct that occurs at University sponsored or associated events or activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its mission or objectives.

Augusta University prohibits behavior that disrupts the academic, research or service mission or activities of the University, or disrupts any activity or event of the University community. Some examples of disorderly conduct include, but are not limited to, the following: conduct which causes a breach of the peace; lewd, obscene or indecent conduct; conduct which interferes with or disrupts activities or functions sponsored or participated in by the University or by members of the University community;

RESERVING PRACTICE SPACE

All scheduling for use of Augusta University fields or courts must go through the Club Sport Staff.

TRAVELING

In order for a club sport team to travel, travel forms must be signed by every member traveling and must be turned in one week prior to the event.

DISCIPLINE/INFRACTIONS

If Sport Club members are in violation of club sport policy, the following will occur:

1. Club Sports Staff will present formal notice of the rule(s) the sport club violated
 - a. Sport Club activity will be suspended until situation is resolved
2. Sport Club's officers will meet with staff to present their case and discuss infractions
3. After meeting, staff will discuss appropriate sanctions
4. An appeal must be submitted within 72 hours after club is notified of sanctions

Sport Clubs with three infractions in one academic year may be subject to immediate change in leadership or probation period

Probation period disciplinary actions may include, but are not limited to:

- Limited/ no travel
- Limited funding
- Loss of practice space
- Suspension of team activities
- Cancellations of games/matches/tournaments

Infractions include, but are not limited to:

- Hazing
- Failure to submit paperwork on time
- Discrimination/Non – Inclusive atmosphere
- Allowing ineligible individuals to participate in club activities
- Failure to represent Augusta University in a positive manner
- Failure to return borrowed equipment
- Misuse of university property
- Any situations involving the use of or the presence of alcohol at any club related event
- Damages to lodging or property while on a Club Sport trip

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- Limited/ no travel
- Limited funding
- Loss of practice space
- Suspension of team activities
- Cancellations of games/matches/tournaments

SELF-IDENTIFICATION FOR PARTICIPATION

Individuals who identify as a woman are eligible to play on women's (and co-rec) teams

Individuals who identify as a man are eligible to play on men's and (co-rec) teams.

Transgender participants are eligible to play based on their expressed gender identity as long as they comply with all player eligibility requirements

It is recommended that clubs make sure they are in compliance with each National Governing Body for eligibility.