



Club Sports Council Handbook

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EMORY



Club Sports Contact Information

Club Sports Staff

Alyssa O’Keefe

Associate Director, Recreation and Wellness

Work: 404-727-6414

alyssa.okeefe@emory.edu

Matt Urbanczyk

Coordinator, Intramural & Club Sports

Work: 404-727-5200

murbanc@emory.edu

Student Government Association

sgs@emory.edu

Travel

Enterprise Van Rentals

Phone: 404-727-9911

Emergency/First Aid

Brandon Tew, ATC

emoryclubsportatc@emoryhealthcare.org

Emory Police

Emergency: 911 or 404-727-6111

Non-Emergency: 404-727-8005

Student Health Services

Phone: 404-727-7551

2019-2020 CLUB SPORTS EXEC BOARD

President

Philip Lechner

Crew

philip.lechner@emory.edu

Vice President

Neil Tramsen

Crew

neil.tramsen@emory.edu

Treasurer

Jason Welling

Men’s Lacrosse

jason.welling@emory.edu

Secretary

Gustavo Capo

Men’s Ultimate

gustavo.capo@emory.edu

Graduate Student Rep

TBA

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Introduction

Mission Statement

The mission of Recreation & Wellness empowers individuals to invest in the sustainable, holistic health and well-being of themselves and their communities through inclusive, integrated programming and promotion of physical activity.

Values

Safety, Excellence, Fun, Inclusivity, Integrity

Emory Club Sports Program

A comprehensive Club Sports program is an integral part of campus recreation. It bridges the gap between intramural sports activities and intercollegiate athletics. Club Sports give Emory University's community an opportunity to participate in competitive sport activities, improve skill levels, gain leadership experience, and enjoy the recreational and social fellowship derived from sports involvement.

A Club Sport is a student-run organization that has been given a temporary or permanent charter from the Club Sports Council (CSC) in cooperation with the Department of Recreation & Wellness and the Student Government Association. Club Sports are governed by the rules and regulations governing all student organizations under the SGA and the Department of Recreation & Wellness.

The Club Sports Executive Board and Recreation & Wellness Department administer the Club Sports Program. The Associate Director of Recreation and Wellness and Intramural & Club Sports Coordinator are full time staff members in the Department of Recreation & Wellness who review disbursement of funds, schedules facility space, and promote the objectives of the program. The key to the success of this program and each individual club is student leadership and participation.

Club Sports Council Mission

The Club Sports Council (CSC) derives its authority from the Student Government Association and the Emory University Department of Recreation & Wellness. The Council shall strive to promote the development of competitive sports clubs at Emory University, oversee and coordinate the activity of competitive sports clubs chartered by the SGA, advise the SGA and the University of the needs and concerns of competitive sports clubs, and serve as a forum for inter-club communication for the organizations within the division.

The mission of Emory Club Sports is to provide an environment in which student-athletes participate in intercollegiate competitions and achieve athletic success at the highest possible level and develop skills that contribute towards this success. The Club Sport Council is committed to facilitating participation across all SGA divisions and developing leaders in the Emory Community.

Club Sports

An organization shall be designated as a club sport if the club is competitive in nature, a member of a Regional/National Governing Body or Association in the sport, and the organization's primary mission is to take part in an activity that involves both physical and mental components in the pursuit of athletic competition. The Club Sports Council currently consists of 25 active club sports organizations.

There are two designations for charters under the Club Sports Council. Organizations wanting to become a club sport may apply for a temporary charter through the Club Sports Executive Board. A Temporary Charter lasts between 6-12 months and is the period for the club members and officers to prove the interest, participation, leadership and the opportunity for success of this Club Sport at Emory University. A Perpetual Charter is the official designation of a fully chartered Club Sport.

Current Chartered Club Sports

Baseball	Golf	Tennis
Men's Basketball	Gymnastics	Men's Ultimate
Women's Basketball	Men's Lacrosse	Women's Ultimate
Brazilian Jiu Jitsu	Women's Lacrosse	Men's Volleyball
Crew	Polo	Women's Volleyball
Cycle & Triathlon	Men's Rugby	Women's Water Polo
Equestrian	Men's Soccer	Weightlifting
Fencing	Women's Soccer	
Field Hockey	Swimming	

Membership

Membership is open to all undergraduate and graduate students officially enrolled at Emory University and all undergraduate students officially enrolled at Oxford College. Faculty and staff of Emory University may also join a club if permitted by that club's constitution. All Club Sport members must have a valid Woodruff P.E. Center membership and an Emory ID card. No varsity athlete may participate in a Club Sport on the same sport within the same academic year.

All club sports must provide the opportunity to all students to join or try out for their club. It is the responsibility of each sport to work out a fair and equitable method to ensure all members are able to try out on some level.

Each individual Club Sport must follow the rules and regulations of their sanctioning organizations, as to eligibility of graduate students, faculty and staff members. Ineligible individuals shall not be permitted to participate. All participants must abide by University policy and Code of Conduct, as well as relevant conference, regional, state rules and regulations.

A club sport must have a membership of at least 10 dues-paying members. All membership in a club sport is open without regard to race, religion, age, sex, color, handicap, disability, sexual orientation, gender identity, national or ethnic origin, political affiliation, or status as a disabled veteran or veteran of the Vietnam era.

Transgender Individuals' Participation in Club Sports

Emory Recreation & Wellness recognizes and celebrates the transgender student population and encourages students to participate in intramural sports and club sports based on their expressed gender identity.

Emory Intramural & Club Sports expects participation to be based on one's self-identified gender and that is done in good faith and is consistent with a player's expressed gender identity.

- A participant's gender identity will be applied when there are gender specific rules or player ratio requirements for co-rec divisions.
- Transgender individuals may play on the team that best matches their gender identity.
- Intramural & Club Sports staff will verify gender based on the participant's self-identification and expressed gender identity, not purely on the sex indicated in official school records.
- Emory Intramural & Club Sports recognizes that, for many, coming to know one's gender identity

is not something that happens in an instant; it is a complex process that can occur over an extended period of time. Transgender participants are encouraged to communicate their gender identity with Intramural & Club Sports professional staff to ensure proper gender designation. Should the player not feel comfortable working with Intramural & Club Sports staff, the individual can contact the Office of LGBT Life and inform them of their status. Intramurals & Club Sports and the Office of LGBT Life staff will work together to ensure inclusivity for all participants.

Campus Labs & IMLeagues

Clubs must register their organization with SILT each academic year through Campus Labs. This ensures good standing with SGA and is necessary to be eligible for budget allocations each spring. All Club Sport athletes must also register with IMLeagues each fall and complete the online waiver prior to participating in their sport. Members added throughout the year must register on IMLeagues prior to participation. Additional information on how to navigate OrgSync and IMLeagues can be found online at the following websites:

Campus Labs: <https://emory.campuslabs.com/engage/>

IMLeagues: http://play.emory.edu/intramurals/how_to_register.html

Constitution and Chartering

Club Sports Council Constitution

Article I: Mission

Section 1: The Club Sports Council (CSC) derives its authority from the Student Government Association and the Emory University Department of Recreation & Wellness. The Council shall strive to promote the development of competitive club sports at Emory University, oversee and coordinate the activity of competitive club sports chartered by the SGA, advise the SGA and the University of the needs and concerns of competitive club sports, and serve as a forum for inter- club communication for the organizations within the division.

Section 2: The mission of Emory Club Sports is to provide an environment in which student- athletes participate in intercollegiate competitions and achieve athletic success at the highest possible level and develop skills that contribute towards this success. The Club Sport Council is committed to facilitating participation across all SGA divisions and developing leaders in the Emory Community.

Section 3: An organization shall be designated as a club sport if the club is competitive in nature, a member of a Regional/National Governing Body or Association in the sport, and the organization's primary mission is to take part in an activity that involves both physical and mental components in the pursuit of athletic competition. This designation shall be made by the CSC, Department of Recreation & Wellness, and SGA. Organizations have the ability to appeal this designation to the Department of Recreation & Wellness and/or the SGA Legislature.

Article II: The Executive Board

Section 1: The CSC Executive Board shall consist of a President, Vice-President, Treasurer, and Secretary. Responsibilities of the officers include, but are not limited to:

President:

1. Oversee all meetings and all positions; ensure that all officers are fulfilling their duties.
2. Act as liaison between SGA, GSGA, Recreation & Wellness, and the CSC.
3. Work with the Emory Wheel, Emory Report and other relevant sources to ensure consistent Club Sports news coverage.
4. Communicate to CSC updates, upcoming events, deadlines, and other relevant information.
5. Lead the monthly CSC Meeting and discussion in an informational, transparent, and engaging manner.

Vice-President:

1. Assume the responsibilities of the President in the event of his or her absence

2. Oversee all community events including Orientation, Fall Activity Fair, Club Sports Wonderful Wednesday, and two annual community service events with Volunteer Emory (Emory Cares Day).
3. Organize CSC fundraisers or other events as needed.

Treasurer:

1. Responsible for managing the accounts of all teams and the CSC and knowledge of all CSC, SGA, GSGA, financial policies.
2. Serve as the Chair of the budget committee and oversee annual budget hearings.
3. Work with the SGA treasurer and club treasurers to ensure fiduciary responsibility.
4. Train all club treasurers in proper procedures and hold weekly office hours.

Secretary:

1. Take minutes at each meeting and email them to all Exec Board members.
2. Verify team rosters/waivers (through OrgSync & IMLeagues) to ensure compliance from all teams.
3. Provide up-to-date information periodically to all members of Club Sports through a consistent and formal way of communication.

Graduate Student Representative:

1. Act as a liaison between CSC Exec and the GSGA. This includes but is not limited to: attending GSGA town halls, understanding pending legislation and potential impacts on club sports, promoting club sports at graduate student recruitment events, etc.
2. Work with the Club Sports Secretary to monitor Campus Labs & IMLeagues rosters to track graduate student participation rates
3. Oversee Club Sports' progress in meeting the UWO requirements as outlined by SGA and GSGA policy

Section 2: The Executive Board reserves the right to conduct a pre-interview of all candidates who apply to serve on the Board. The new officers of the Executive Board shall be elected by the members of the CSC with one vote allocated to each team; each vote placed will be given by a designated representative of each Club. Three quarters of the clubs must be represented in order for the election to take place. The candidate must receive more than half of the votes in order to win. In the event that no candidate receives more than half of the votes, then a run-off will occur between the two candidates receiving the most votes. The election must occur within one month after the SGA elections. The President must be approved by the SGA Legislature.

Section 3: No more than two members from the same organization may be members of the Executive Board, nor may the President and Treasurer be from the same organization unless a position will be left vacant for this reason. An Executive Board officer cannot also serve as an officer of their club, unless the position will be left vacant for this reason.

Section 4: The Executive Board may create any committee necessary to fulfill the mission of the CSC. The creation of such committee's is subject to approval by the general body of the Council.

Section 5: If an officer ends his membership in a club sport organization or is suspended from that organization, he or she must resign the position. If the resignation occurs in the same school year in which the officer was elected, then a new election will take place. If the resignation occurs after the school year in which the officer was elected; then the Executive Board may choose to call for letters of intent from all members of Club Sports and select the replacement, or they may hold a new election at the discretion of the Executive Board.

Article III: Club Sports Council

Section 1: The Club Sports Council (CSC) will be comprised of two representatives from each club sport. These representatives cannot be a member of the Executive Board but may be either an officer or member of the sport. If the representatives cannot attend a meeting, a substitute may be sent. If no substitute is

sent, a fine of \$50 for each missing representative will be levied against the club. All members of club sports may attend meetings, but only the representatives or their designated substitutes may vote. The SGA President may serve as an ex-officio, non-voting member of the CSC.

Section 2: The CSC will meet as often as deemed necessary, but no less than once a semester. Due to the importance of the information, the CSC meetings in competing seasons are mandatory for all club officers.

Section 3: The CSC shall convene to discuss and vote on legislation, to report on the activities of individual club sports, to discuss the role of recreational activities on Emory's campus, and to ratify the decisions of the Club Sports Budget Committee regarding Budgeting and Supplemental Funding.

Section 4: The CSC shall have the power to create its own standing rules and operating procedures, pending the approval of a majority of the CSC membership. Rules may not conflict with the standing rules of the SGA

Article IV: Budget

Section 1: All individual club sports requesting funds must follow the Budget Request Submission Process outlined by the SGA and the SGA Treasurer. The CSC's budget allocations must be approved by the SGA Budget Committee and by the SGA Legislature.

Section 2: The Club Sports Budget Committee shall consist of seven student members. The members of the CSC executive board shall serve on the budget committee in addition to three at-large members. Three students shall be representatives of their sports clubs. No more than one budget committee member may come from one club. These representatives must abstain from voting on budgetary matters of the sports organizations they represent. The SGA Treasurer shall serve as a non-voting member of the committee. In addition, the CSC treasurer shall be the chairperson of the committee, who retains voting authority in the event of a tie. In addition to the seven student members, the Associate Director of Recreation and Wellness and the Intramural & Club Sports Coordinator shall serve as non-voting members on the budget committee. Quorum is set at five voting members. The committee may not conduct official business unless quorum is achieved.

Section 3: The Club Sports Budget Committee will be voted on and created by the CSC Executive Board. The additional three voting members should be from three different clubs. The Committee will initially be created when the need arises, and will require a vote of approval from the Executive Board to be reinstated throughout the academic year. If no vote of approval is obtained, the Budget Committee will be recreated. No Budget Committee will exist for longer than one academic year.

Section 4: The CSC Treasurer shall serve only to direct the course of the Budget Committee's hearing and shall contribute as little opinion as possible during discussions of request inquiries. During deliberation on supplemental funding requests, the requesting organization's members shall leave the room and the Treasurer shall serve only as mediator of the discussion. The Treasurer shall call for final vote from the committee when deliberation has ceased. The requesting organization's members shall be immediately notified of the decision of the committee.

Article V: Funding

Section 1: The CSC shall receive a portion of the SGA's University-wide allocation as determined by the SGA Fee Split. This amount should be, at a minimum, matched through the budgeting for the Athletics Department.

Section 2: Requests for supplemental funding must be submitted to the Club Sports Treasurer using the Club Sports Supplemental Funding Request Form. A vote of approval is required by the Club Sports Budget Committee.

Section 3: In order to receive an allocated budget, each club sport must self-generate a specified percentage of its allocated budget based on its tier level. If the club's current allocated budget is zero they must self-generate to meet the percentage based on their most recent allocated budget. The funds in the self-generated account can be allocated in any manner the organization's membership deems

necessary and proper. These funds shall be subject to regulation through the SGA Monetary Code. The funds in these accounts shall rollover at the end of the University fiscal year. The maximum roll over allotment is \$10,000. All funds remaining in the club's allocated account will be added to club sport contingency for the next academic year.

Section 4: Club treasurers must maintain accurate fiscal records to ensure that their accounts are not overdrawn. Overdrawn accounts are subject to a fine of no less than **\$100** and the overdrawn amount will be deducted from the allocated budget during budget appropriations.

Section 5: Annual budget proposals must be received on time. Failure to submit a budget by the deadline will result in a zero allocated budget for the next year, inability to apply for supplemental funding for the year, and a drop in tier status. In addition to submitting a budget proposal, clubs must sign up for a budget hearing. **Failure to sign up for a budget hearing on time will result in zero allocated budget for the next year, inability to apply for supplemental funding for the year, and a drop in tier status.**

Section 6: Any club wishing to have volunteer coaches assist their club will need all of their coaches to complete designated paperwork and have them approved by the Department of Recreation & Wellness before any involvement with the club. Any club wishing to give a stipend to their coach(es) must do so from self-generated funds; allocated funds may not be used for stipends.

Section 7: All purchases must be made and approved by club officers. Coaches who make purchases that are not approved in advance and submitted to the CSC Treasurer are not eligible for reimbursement.

Article VI: Temporary Charters

Section 1: Organizations wanting to become a sports club may apply for a temporary charter through the Club Sports Executive Board. The approval of a temporary charter will then be voted on by the CSC, with one vote allocated to each club and one vote to each Executive Board Officer. Once a club is granted a temporary charter, they must apply for a perpetual charter after 6-12 months. If a temporary charter is not granted, the applying organization can reapply after 365 days.

Section 2: If any temporary charter club does not meet certain criteria set forth by the CSC, Recreation & Wellness, and SGA, the club's charter may be revoked by a vote at the next CSC meeting. The CSC will vote by majority on whether a club will lose their charter based on the chartering criteria. Clubs that do lose their charter may reapply for a temporary charter after 365 days.

Section 3: Clubs granted a temporary charter may automatically have charter revoked if they have not applied for a perpetual charter within 365 days of the temporary charter being granted.

Section 4: Temporary charter clubs are held at the highest standards of any club sport. In order to be granted full club status, a temporary chartered club must demonstrate that it will be an active member of the club sports council, participate in competition, and take an active role in supporting its members. **Within two weeks of a temporary charter being granted, the club must turn in dues, waivers, and roster (including student ID numbers and email addresses) for at least 20 active dues paying members.**

Section 5: Temporary charter clubs must have at least two officer representatives present at all club sports council meetings, keep strict records of all financial transactions, carefully adhere to all club sports policy and form submission deadlines, and maintain consistent participation of at least twenty active due-paying members. Failure to follow these policies will result in the loss of the club's charter.

Article VII: Tier System

Section 1: The fundamental purpose of the Club Sports Tier System is to provide measurable goals and responsibilities for clubs chartered under Emory Club Sports. The Tier System is a process, for which clubs can move up to gain more benefits.

Section 2: The universal rules for all club sports are as follows:

- Tier change proposals must be submitted no later than March 1st (or before annual budgets are due)
- All clubs must apply or reapply for their Tier at the spring budget hearings
- All clubs must be competitive in nature
- All clubs must be a member of a Regional/National Governing Body or Association in the sport
- All clubs must have a minimum of two members with current CPR certification
- All clubs must have two members attend all CSC Meetings

Section 3: The tier flow from bottom to top is Temporary Charter to Grey, White, to Blue, and to Gold. Temporary Charter clubs may apply to Grey or White once granted a Perpetual Charter. Perpetual chartered clubs may only move up or down by one tier at a time. If a club cannot meet the requirements of its tier, the club is subject to being moved to another tier by majority vote of the Club Sports Executive Board. If a club does not meet the minimum requirements of any tier, the Club Sports Executive Board may revoke the club's charter or the club may be brought up for a vote before the Club Sports Council to revoke the club's charter.

Section 4: Temporary Charter Clubs

- Must raise sufficient funds to maintain a positive balance in its self-generated account
- Must attend or host at least 2 days of competition per academic year – does not need to be collegiate
- Must maintain a minimum of 20 members
- Facility reservations permitted for practices and competitions only as space is available
- Not eligible for allocated funds

Section 4a: Grey Tier Clubs

- Must raise sufficient funds to maintain a positive balance in its self-generated account
- Must attend or host at least 2 days of competition per academic year – does not need to be collegiate
- Must maintain a minimum of 10 members (SGA minimum requirement)
- Facility reservations permitted for practices and competitions only as space is available
- Not eligible for allocated funds
- Supplemental funding is not possible

Section 4b: White Tier Clubs

- Must self-generate at least 20% of allocated budget and maintain a positive balance in self-gen account (including dues)
- Must perform at least one fundraiser per academic year
- Must perform at least one volunteer service as a club per academic year
- Must attend or host at least 4 days of intercollegiate competition per academic year
- Must maintain a minimum of 10 members
- Facility reservations guaranteed for practices and competitions
- Supplemental Funding is not possible
- Maximum allocated amount can be no higher than \$1,000
- A coach is recommended

Section 4c: Blue Tier Clubs

- Must self-generate at least 35% of allocated budget and maintain a positive balance in self-gen account (including dues)
- Must perform at least one fundraiser per academic year
- Must perform at least one volunteer service as a club per academic year
- Must attend or host at least 6 days of intercollegiate competitions per academic year
- Must compete in a regional/national collegiate league
- Must maintain a minimum of 15 members
- Receives facility reservation priority over White Tier and Grey Tier clubs
- Supplemental Funding possible– Max allocation 45% of total funding requested
- Maximum allocated amount can be no higher than \$8,000
- Coach strongly encouraged

Section 4d: Gold Tier Clubs

- Must self-generate at least 50% of Allocated Budget and maintain a positive balance in self-gen account (including dues)
- Must perform at least three fundraisers per academic year
- Must perform at least two volunteer services as a club per academic year
- Must compete in regional/national collegiate league
- Must compete in an out-of-state or qualifying collegiate tournament within in the past two years
- Must maintain 15 active members
- Must meet 100% of all Club Sports deadlines, meetings, etc.
- Must attend or host at least 8 days of intercollegiate competitions per year
- Supplemental Funding probable – Max allocation 65% of total funding requested
- Facility preference priority for practice and home events
- No limit on allocated funding
- A coach is required

Section 4e: Reporting

- Clubs must notify Club Sports staff via email at least two weeks prior to all fundraising events for approval
- All documentation, receipts, and the Club Sports Fundraising Form must be submitted to Club Sports staff within 48 hours following fundraiser
- Clubs must notify Club Sports staff via email at least two weeks prior to all volunteer service
- A minimum of 10 members must participate in the club's service event
- Documentation and proof of attendance must be submitted to Club Sports staff via email (include attachments) within 48 hours following service events

Section 4e: Noncompliance

- Clubs must meet all requirements of its tier before the last day of the spring semester – The Club Sports Executive Board will review each club's progress at spring Budget Hearings
- The Club Sports Council & Club Sports Executive Board reserve the right to revoke a club's charter for failing to meet its tier requirements
- Temporary Chartered clubs that fail to meet their tier requirements will automatically lose their charter and will have the opportunity to reapply in 365 days

Article VIII: Constitutional Sovereignty

Section 1: In the case of conflicting information between this constitution and the remainder of the handbook, the constitution will hold.

Article IX: Amendments

Section 1: Amendments shall be made to the CSC Constitution through a two-thirds vote of the CSC. The CSC, Department of Recreation & Wellness, and Student Government Association must approve changes to the CSC Constitution.

Marketing Guidelines

Apparel

1. Choose to use either a preferred vendor (Pinnacle Promotions, Kollegetown or Club Colors) or identify and outside vendor of your choice. Emory receives a substantial discount from preferred vendors, so using them is a cost-effective option. (Outside vendors should **only** be used for sport-specific equipment and apparel or at a significantly reduced price to that of the preferred vendor.)
2. For preferred vendors, visit:
https://www.finance.emory.edu/home/Procure%20and%20Pay/how_to_buy_in_the_marketplace/index_procure_pay_promopage2.html
3. The logo guidelines must be adhered to as all Emory logos are trademarked material. To view the Emory University Logo guidelines visit play.emory.edu > Club Sports > Documents and Forms.
4. **REMINDER:** *All Club Sports clothing orders must be approved and follow Emory University policies. If you plan on wearing it during any Club Sports related event (competitions, practices, etc.), you must get your order approved by Matt Urbanczyk (murbanc@emory.edu) even if you are ordering clothing through an outside vendor and not putting an Emory logo on it.*

Sponsorship

1. Develop a “script”, completed with your club’s participation and what your club will offer that business. (Sponsorship is not a charity case, therefore you must parlay the benefits you will provide the business and how you will professionally represent them and communicate your organizations accomplishments over the course of the year.)
2. Submit your plan to the Coordinator of Intramural & Club Sports, Matt Urbanczyk (murbanc@emory.edu), for approval. We may already have a partnership with the organization you are targeting!
3. After approval, contact the local or sport specific businesses that are potential sponsors.
4. If you receive approval, begin negotiations with business

Standards of Conduct

Individuals participating in any club activity (practice, game, dinner, etc.) must conduct themselves in a manner that promotes the positive reputation of the University. Inappropriate conduct includes misuse of equipment and facilities (including failure to use reserved space, and/or neglect of facility-use procedures, i.e. leaving debris or equipment out after use) and any other actions that could jeopardize the club's continued status as a club sport. Upon learning of violations or misconduct by club members, Club Sports professional staff will call a meeting with the individuals involved, the club officers, and the coach/advisor. Club members will be provided with an opportunity to respond to all allegations. Club Sports staff will then take action that is deemed necessary and/or appropriate, including referring the matter to the Office of Student Conduct (please see 'Behavioral Expectations' below). Depending on the nature of the violation, the club may be placed on probation, have its charter suspended or terminated, and/or have its funds frozen.

Behavioral Expectations at Club Sport Events

Emory University remains proud of its rich sports tradition and its high standards for student behavior. Consistent with this pride, Emory University expects students participating in Club Sports to play with the highest regard to civility and respect for their opponents. Club Sports participants and spectators should behave in a manner consistent with all Emory University policies regardless if the event occurs on-campus or off-campus.

Emory Club Sports observes a **ZERO TOLERANCE** alcohol policy. Teams are held responsible for their participant and spectator's use of alcohol at all competitions. Alcohol is not permitted during team travel or any team sponsored activities or events.

Additionally, physical and verbal altercations are unacceptable behaviors at Emory University club sports events and will not be tolerated.

Participants and/or teams who fail to meet these standards will face sanctions, including suspension from the Club Sports Program, and be referred to the Office of Student Conduct for a full investigation of possible violations of the Code of Conduct.

Anti-Hazing Policy

Emory Club Sports is committed to the health and well-being of its student body. Hazing can severely impact the educational experience and an individual's emotional and physical well-being. For that reason, Emory Club Sports, the University, and the Emory community have an obligation to protect the members of the community from hazing, to assist those who have been hazed, and to hold those individuals and organizations engaging in hazing accountable for their actions.

As part of this commitment, Emory University complies with and upholds all federal and state laws that regulate or prohibit hazing. Violations of such laws that are brought to the University's attention may be addressed through internal University processes, prosecution in the courts, or both.

This Policy is also designed to convey the University's care and concern for its members and their emotional and physical well-being and to foster faculty, staff, and students helping each other.

More information on the University anti-hazing policy can be found at, <https://policies.emory.edu/8.11>.

Medical Amnesty

[Emory Campus Life](#) recognizes that the potential for disciplinary action by the Office of Student Conduct may act as a barrier to students seeking medical assistance for themselves or other students in alcohol or other drug-related emergencies; therefore, the Division of Campus Life maintains a medical amnesty protocol. In these incidents, the primary concern is the well-being, health, and safety of students. For more information visit http://conduct.emory.edu/policies/medical_amnesty/.

Emergencies, Injuries, and Medical Services

Sickness & Accident Coverage

All participants in club events are required to certify that they have medical coverage for injuries incurred while participating in club activities and during periods of travel to and from such activities. Information about the University's Medical Plan is available at the University Student Health Services (www.studenthealth.emory.edu). The University recommends that all club participants have an annual physical examination. It is the responsibility of the participants to evaluate their health and physical condition relative to the demands of the activity. Neither the University nor the Club Sports Staff assume responsibility for injuries sustained by individuals while participating in Club Sports Programs.

Injury Procedures and Safety Guidelines

Emergency plans for the Woodruff P.E Center arena/gym, Woodruff P.E Center pool, Varsity Weight Room and 4th Floor Auxiliary Courts, Woodruff P.E. Center Tennis Courts and McDonough Field, Kaminsky Park, and the Student Activity and Academic Center, are located at the end of this handbook. Each club is required to follow the emergency procedures established for its particular club, and must acknowledge that members of the club are familiar with them. When an injury or accident occurs during a club event, a report must be made to the Alyssa O'Keefe, Associate Director of Recreation and Wellness, or Matt Urbanczyk, Intramural and Club Sports Coordinator, as soon as reasonably possible.

All club members are required to carry proper identification and insurance information when traveling off campus.

Important: Do not call the parents/guardians of any critically injured person. A staff person from the Department of Recreation & Wellness or Campus Life will call. The only other person that should call the parent/guardian is the doctor involved.

Safety Officer

Club President or designated officer serves as club's safety officer. This includes ensuring two members are CPR certified, all travel & safety policies are adhered to, completing additional training on risk management and Emergency Actions Plans, and other safety concerns that arise.

Baseline ImPACT Testing

Baseline concussion tests are available to all Club Sports athletes and are highly encouraged. Athletes competing in higher risk sports are required to take baselines and will receive additional information from Club Sports professional staff at the beginning of each academic year.

Athletic Training Coverage

Specified sports are required to have an athletic trainer present at home competitions. Athletic trainers are compensated for working a club's home competition from that club's self-generated budget at a rate of **\$45/hour**.

Scheduling of the athletic trainer is the responsibility of the Recreation & Wellness pro staff, but the scheduling club must give at least a 24 hour notice for any game cancellations/changes. If this is not done, the club's account may still be charged for the athletic training fee.

Injury Assessment Clinic

Emory Healthcare will provide an assessment clinic, free of charge for club sport athletes, once a week during designated times to evaluate injuries resulting from club sport activity. Upon evaluation, referrals may be given to appropriate health care providers. Signs ups are located through the Club Sports website and by emailing emoryclubsportatc@emoryhealthcare.org.

Please check our website for specific days and times that the clinic will be offered.

COACH/ADVISOR

It is the club's responsibility to secure the services of an instructor or coach who meets the requirements set forth in this manual. After the club officer submits the prospective coach's contract to the Club Sports office, a meeting with the Intramural & Club Sports staff and the coach will be scheduled to discuss responsibilities and pertinent rules of the University, Recreation & Wellness Department, and the Club Sports Program. Club Sports requiring the services of an instructor/coach are expected to seek a person who knows the sport and its safety requirements.

Role of the Coach

If your club is considering getting a new coach, please have your coach fill out all required forms and an Emory Club Sports Waiver, and turn all paperwork in to the Intramural and Club Sports staff.

Selection of a coach or an instructor is subject to the approval of Recreational & Wellness; however the University makes no representations regarding the knowledge or experience of the coach. Coaches/instructors are required to abide by the regulations outlined below:

DUTIES AND EXPECTATIONS OF THE COACH/INSTRUCTOR:

1. The coach/instructor may act only in those areas in which he/she has been empowered by the club. A club sport is first and foremost a student organization to be administered by elected student leaders, who serve as the primary liaisons between the club and the Club Sports Office and Emory University.
2. The coach/instructor should coordinate practices/classes in conjunction with club presidents and/or captains and provide instruction and training that will help club members to develop and improve their skills.
3. The coach/instructor should attend games and competitions whenever possible.
4. The coach/instructor should promote fair play and good sportsmanship at all practices and competitions.
5. The coach/instructor must abide by all applicable rules and regulations of Emory University and of any conference, league, or association to which the club may belong.
6. The coach/instructor must conduct himself/herself in a professional manner that will reflect positively upon the club and Emory University.
7. Club Sport Coaches are required to be defensive driver certified through the University. It is highly recommended that coaches serve as primary drivers for all away competitions.

CONDITIONS OF SERVICE:

1. The coach/instructor is acting in a voluntary capacity and will not receive compensation for his/her services from the club unless it is stipulated otherwise in the individual club's constitution. Under no conditions is the coach/instructor to be paid through monies provided to the individual club by the Emory University Club Sports Allocated accounts. The coach/instructor may be paid only through revenues generated through membership dues and other fundraising activities. Any coach/instructor paid for his/her services in this manner must report all income generated to the appropriate governmental agency for tax purposes. Coaching Contracts will be reviewed on an annual basis or as needed.
2. Nothing in this agreement, nor any performance hereunder, is intended or shall be construed to create a partnership, joint venture or relationship of agency or employment between Emory University and the coach/instructor. As a volunteer the coach/instructor is not eligible for workers' compensation through Emory University. If the coach/instructor is an employee of Emory University he/she is eligible for workers' compensation for injuries incurred in relation to his/her official position only. The coach/instructor is NOT eligible for Emory University workers' compensation for injuries incurred during club sports activities.
3. The coach/instructor may not make purchases, solicit money, or bind, or hold itself out as having any authority to bind, Emory University under any agreement or other commitment.

4. The coach/instructor will not engage in inappropriate relationships with members of his/her team.
5. The coach/instructor shall abide by the Emory University Alcohol Policy and all federal, state and local laws regarding alcohol.
6. The coach/instructor understands and agrees to refrain from any form of physical, mental, or emotional hazing of players, consistent with the guidelines and standards set by Emory University.
7. The coach/instructor is ineligible to participate in club competition unless he/she qualifies as a club member.
8. A coach/instructor may be terminated at any time, with or without any advance notice, and for any reason by individual club officers, the Coordinator of Intramural & Club Sports, Associate Director of Recreation and Wellness, or an Emory University representative. Reasons for termination include, but are not limited to:
 - Failure to meet any of the above listed duties and expectations or conditions of service
 - Failure to act in accordance with Emory University Policies and Procedures
 - Inappropriate behavior of any kind

Role of the Advisor

Each club sport is required to select an advisor who is a faculty or staff member at Emory University. An advisor should have in-depth knowledge about the sport and an interest in volunteering their time to assist the club. The expectations of the advisor will be based on the needs of the club. The advisor must be approved by Recreation and Wellness and the Faculty/Staff advisor is considered a necessary link between the club and the University.

Club Sports Monetary Code

(Last Revised Fall 2018)

Please use this as supplemental information to the Emory Eagle Source

<http://www.play.emory.edu/documents/Eagle%20Source%202018.pdf>

PREAMBLE

The purpose of the Club Sports Council Monetary Policy is to outline the funding policies for the Club Sports Council. With the creation of this document, all other unwritten rules shall be considered invalid policy. The Budget Committee and Club Sports Treasurer, along with the Club Sports Executive Board are obligated to properly update and adjust this policy as needed and are the appropriate channels through which changes to this document can be made.

The Club Sports Council Monetary Policy is under the discretion of the Standing Rules of the Emory Student Government Association and the Monetary Policy, which (SGA) enforces. This shall be the binding document for the Club Sports Budget Committee and the Club Sports Executive Board that oversees the Operational Budgeting Process for the Club Sports Council.

It is the responsibility of all organizational Presidents and Treasurers chartered under the Student Government Association and Club Sports Council to be familiar with this document and abide by the rules and regulations established by it.

ARTICLE I – Club Sports Council Funding

A. Athletics & Recreation Fee

Emory Club Sports, encompassing all Club Sports chartered under the Emory Student Government Association, shall receive a percentage of the Athletics and Recreation Fee established by the SGA Legislature for students. This amount is subject to change each academic year depending on the Fee Split as well as the number of enrolled students.

B. WoodPEC Funds

Emory Club Sports, encompassing all Club Sports chartered under the Emory Student Government Association, shall receive funding from the Woodruff Physical Education Center that matches those funds allocated to Emory Club Sports by the Student Activity Fee. This amount, therefore, is also subject to change each academic year depending on the fee split as well as the number of enrolled students.

B. Monetary Policy Authority

The Monetary Policy reserves its powers from the Emory Club Sports Council Constitution. The Club Sports Budget Committee may modify this policy with approval from the Club Sports Council Executive Board and Department of Recreation & Wellness. The Club Sports Executive Board, with a majority vote of quorum, has the final approval on the usage of any funds from the Club Sports contingency.

C. Club Sports Treasurer

The Club Sports Divisional Treasurer is the Chief Financial Officer of Club Sports, with duties and powers as outlined in the Club Sports Constitution. The Treasurer shall be appointed by the Club Sports Council following the election procedures as outlined in the Club Sports Constitution, and shall serve as the Chair of the Budget Committee. The Treasurer shall hold at least four office hours each week during each academic semester. These hours shall be posted to the Club Sports Council Campus Labs portal and it is expected that the Treasurer be available for meetings with individual treasurers during these hours. For the Treasurer to reimburse him or herself, he or she must have the approval of the Club Sports President. For the President to reimburse him or herself, he or she must have the approval of the Club Sports Treasurer.

D. Funding Eligibility

Only clubs that are both chartered under the Emory Student Government Association and have been voted as perpetually chartered clubs by the Club Sports Council are eligible to receive allocated funding from the Student Activity Fee and WoodPEC Funds.

ARTICLE II – Allocated Budget Process, Committee and Guidelines

A. Allocated Budget Process

During the month of March, the Club Sports Treasurer in conjunction with the Club Sports Executive Board and Club Sports Budget Committee shall conduct fair, open, and orderly hearings for all permanent chartered clubs requesting allocated budgets for the following academic year.

Each clubs' treasurer along with one additional officer from that club is responsible for signing up for and attending an allocated budget hearing in the week specified by the Club Sports Treasurer.

- The Allocated Budgets as decided upon by the parties listed above shall be approved or rejected by the Student Government Association
- After the final budget allocations are decided upon by the parties listed above, they shall be given to the SGA treasurer by the deadline set by SGA.
- Clubs will receive their Allocated Budgets at the first Treasurer's Training of the following Fall semester.
- All clubs have the right to appeal their budget before the Club Sports Budget Committee and the Club Sports Executive Board.

B. Allocated Budget Committee

The members of the Club Sports Executive Board and three at-large members make up the Club Sports Budget Committee. The Intramural & Club Sports Coordinator and Associate Director of Recreation and Wellness serve as impartial non-voting members of the committee.

C. Allocated Budget Funding Guidelines

The Allocated Budget of an organization shall consist of the bare minimum required for the organization to operate during the following fiscal year. The amount of allocated funding approved will depend on the clubs' membership at the time of allocated budget hearings, allocated funding from the previous year, and clubs' tier at the time of allocated budget hearings, and the amount of fundraising accomplished by the club the previous year.

Clubs may allocate money towards the following accounts:

- **56410 – Registration Fees:** This account is reserved for entry fees paid for individuals or teams into games, tournaments, matches, meets, etc.
- **58210 – Membership Dues:** This account is reserved for dues paid for individuals or teams in order to become members of their sports' national league or association
- **56100 – Travel:** This account is reserved for gas, hotel, rental cars, and/or flights to away games, meets, tournaments, matches, etc.
- **53800 – Equipment Under \$1400:** This account is reserved for equipment or clothing purchases under \$1400 that will remain with the club. Personalized clothing or equipment that will belong to individuals and not remain with the club CAN NOT be allocated for or purchased out of allocated funding.
- **52190 – Honoraria & Other Professional Fees:** This account may only be used by clubs who are required by Emory Club Sports and Emory Recreational & Wellness to have athletic trainers on site at home games, matches, tournaments, and/or events. You may request allocated funding to pay for these athletic trainers and referees.

How much allocated funding is approved under each of the above accounts will be decided using the following criteria:

- Each club must have reached, or realistically plans to reach by the end of the current academic year, the fundraising benchmark of their tier
- Each club must be compliant with the rules, regulations, and deadlines of the Club Sports Council as outlined in the Club Sports Compliance Guidelines (see page 44).
- All final allocated budget decisions are subject to the subjectivity of the Club Sports Budget Committee, Club Sports Executive Board, and Recreation & Wellness Staff

Under no circumstances may allocated funding be used to purchase:

- Food
- Alcohol
- Clothing that is to remain the property of individual club members
- Gift Certificates
- Coaching Stipends

ARTICLE III – Supplemental Funding Process and Guidelines

A. Supplemental Funding Process

Supplemental funding shall be provided to organizations at the discretion of the Club Sports Budget Committee, as outlined in supplemental funding guidelines.

Any club that does not believe they received adequate allocated funding, or needs additional funding for nationals trips or unexpected costs may submit a request for supplemental funding before April 31st of each academic year.

- All clubs requesting supplemental funding must fill out the Supplemental Funding Request Form in its entirety and submit it to the CS Treasurer
- Supplemental funding requests from the Club Sports contingency must be submitted at least **two weeks** prior to the date of the event unless there are compelling reasons preventing organizations from meeting that deadline.
 - The Club Sports Budget Committee and Club Sports Executive Board shall have final authority on this exception and on the validity of the provided reason.
- If clubs would like to know the status of their supplemental funding request at least **two weeks** prior to their event, supplemental funding requests must be submitted at least **four weeks** prior to the event.
- Supplemental funding hearings will occur only with the members of the Club Sports Budget Committee and Club Sports Executive Board, unless the aforementioned parties deem a hearing with club representatives necessary to reach a decision.
 - In these cases a supplemental funding hearing will be scheduled at least one week prior to the event with the clubs treasurer and one additional officer.
- In no instances shall Club Sports retroactively fund for any supplemental request or allocated budgets.
 - Retroactive funding shall be defined as issuance of payment for anything which has already been purchased or which has already been reimbursed or debited from any Emory University account.
- No organization in debt shall request or receive supplemental or allocated funding until they are no longer in debt.
 - Club Sports shall not pay off any organization debts.

- Club Sports shall not fund any organization that is or will be scheduled for a charter revocation hearing.

B. Supplemental Funding Guidelines.

In terms of supplemental funding, exceptions shall be made when deemed necessary, but the Club Sports Budget Committee is encouraged to follow these guidelines when providing funds:

- Only Supplemental Funding requests submitted following the Supplemental Funding Process Outlined in the Monetary Code are eligible to receive supplemental funding
- **Gold Tier clubs are eligible to receive up to 65% of the total funds being requested**
- **Blue Tier clubs are eligible to receive up to 45% of the total funds being requested**
- **White, Grey Tier and Temporary Charter clubs are not eligible for supplemental funding**
- **Travel:** If supplemental funding is being requested for travel, the club requesting funding must be in compliance with all travel guidelines and procedures, as outlined in the Club Sports Handbook.
 - Non-compliance will result in the percentage eligibility of that club being dropped by one tier
- **Equipment:** If the supplemental funding is being requested for equipment, the club requesting funding must be in compliance with all practice and inventory guidelines and procedures, as outlined in the Club Sports Handbook.
 - Non-compliance will result in the percentage eligibility of that club being dropped by one tier
- **Fundraising:** If the club requesting funding has not fulfilled, or has plans to fulfill, the fundraising requirement of their tier by the end of the academic year in which they are requesting the supplemental funds, the percentage eligibility of that club being dropped by one tier
- **Nationals:** Nationals Trips/other travel related supplemental funding requests shall be granted in this manner:
 - **Flights:** Funding for flights shall be granted at the tier percentage of up to \$300 per person
 - This cap may be adjusted at the discretion of the Club Sports Budget Committee given extenuating circumstances or locations preventing clubs from being able to book flights ahead of time or at a group rate
 - **Rental Vehicles:** Funding for vans shall be granted at the tier percentage of \$98 per day, per 12 people traveling, or the cost of the Enterprise rental divided by the number of people accommodated in that car
 - **Lodging:** Funding for hotels shall be granted at the tier percentage of up to \$130 per night, per 4 people (or the number of people accommodated in that room)
 - This cap may be adjusted at the discretion of the Club Sports Budget Committee given extenuating circumstances or locations preventing clubs from being able to reserve discounted hotel rates
 - **Registration:** Funding for registration shall be granted at the tier percentage of the total cost of registration for entry into the tournament, game, match, etc., which supplemental funding is being requested for.
- The club requesting funding must present documentation such as website printouts, invoices, hotel confirmation, etc., showing that the amounts being requested are necessary for the organization to travel.

- The club requesting funding must present paperwork or argument supporting the necessity of the number of people being listed as traveling with the team (if the funding request pertains to travel).
- Unsupported or undocumented supplemental funding requests will not be reviewed and no funding will be granted based off such requests
- Any club funds that must be spent for nationals before their supplemental funding hearing occurs, must be spent out of that clubs self-generated funds in order to be granted supplemental funding to repay those expenditures.
- All clubs have the right to appeal the supplemental funding they have granted before the Club Sports Budget Committee and the Club Sports Executive Board.

ARTICLE IV – Club Sports Accounting

A. Organizational Treasurer Duties and Responsibilities

It is the responsibility of each club's organizational treasurer to oversee all budgeting and financial transactions for your club. The organization treasurer shall:

- Attend one of the mandatory SGA treasurer training sessions held at the beginning of each academic year
 - Club budgets are presented to each treasurer at these training sessions. If a session is not attended by the club treasurer, that club will not receive their allocated funding for that academic year
- Complete all necessary online coursework and paperwork in order to gain full access to all online systems needed to properly process reimbursements
- The Club Sports Treasurer can process requests on behalf of organizational treasurers until they have gained access to all the necessary online system, however, organizational treasurer MAY NOT rely on this resource as an alternative to attending training and gaining their own access

B. Club Sports Reimbursement Guidelines

It is the responsibility of each clubs' organizational treasurer to reimburse all members of your club, remit payment for all services rendered, and pay all vendors. Reimbursements may be made in the following ways:

- Small Dollar (Reimbursements less than \$250 per person):
 - Instant turnaround period for claiming cash reimbursement
 - Most common reimbursement, easier to process than expense reports
 - Submit typed form!
 - Receipts cannot add up to more than \$250 per person
 - **Refer to the Eagle Source for more details**
- Expense Reports (Reimbursements more than \$250 per person):
 - Two to three week turnaround time for direct deposit/check reimbursement.
 - More complicated process that involves submitting a Compass Access Form & Request for Payment Form.
 - **Refer to the Eagle Source for more details**
- Proof of Payment
 - You must establish proof of payment for any reimbursement you submit. Without

proof of payment, no reimbursement can be made

- It should have...
 - Name of vendor (person or company you paid)
 - Transaction date (when you paid)
 - Detailed description of goods or services purchased (what you bought)
 - Amount paid
 - Form of payment (how you paid – cash, check, or last four digits of credit card)
 - **Print your credit card statement if you lose your receipt (this is why we don't recommend using cash)**
- It shouldn't be...
 - Invoices are not accepted because they are quotes not receipts
 - Handwritten receipts are not acceptable proof of payment
 - A receipt from a previous semester as reimbursements can only be made during the same semester.

C. Deposits and Dues

It is the responsibility of the organizational treasurer to collect dues from each active member of their club each semester.

- Dues, along with all other deposits, are always deposited into your clubs self-generated account.
- Deposits are not allowed to be made into allocated accounts
- Collect all cash and checks you wish to deposit
- Complete the SGA Deposit Slip – ensure you do not mix up your allocated and self-gen smartkeys
- Separate cash from checks and sort bills and checks in ascending order with bills facing heads up and the same direction
- Submit form and checks/cash to the SGA Business Office. NOTE: Brinks Security picks deposits up from the SGA Office every Wednesday morning, deposits must be in office by Tuesday at 12pm to be recorded that week.

ARTICLE V – Funding Restrictions

A. The Club Sports Budget Committee, Executive Board, and all Club Sports members must follow these restrictions pertaining to allocated, self-generated, and supplemental funding:

- **Alcohol & Tobacco:** No funds from either allocated or self-generated funds shall be used for alcohol or tobacco products.
- **Personal Items:** No funds shall be allocated for t-shirts or items that club members will keep in the allocated or supplemental budget process.
- **Food:** No funds shall be provided through allocation or supplemental funding for food
- **Events:** Any event held using allocated funds must be open to all students of Emory College.
- **Prospective Students:** No funds shall be allocated for events or anything geared towards prospective students.
- **Prizes:** No funds shall be allocated for gifts, prizes, or awards.

- **Gift Certificates:** Gift certificates may not be purchased from allocated or self-generated funds.
- **Self-Gen:** No funds shall be allocated for the sole purpose of self-generating funds.
- **Animals:** No funds shall be allocated for the purchase or rental of livestock, other animals, marine life, or any supplies or equipment necessary for their maintenanc

Club Sports Travel Policy

Travel Expectations

Club officers are responsible for coordinating all aspects of trips off campus, whether travel is local, regional or national.

- This includes, but is not limited to arranging and securing: vans, drivers, airplane tickets, hotels, directions, etc. and confirming competition schedule with opponents and/or league
- Officers must communicate all aspects of travel with club members, coaches and Recreation & Wellness.
- The Travel Itinerary Form must be submitted at least 48 hours before departure (2 weeks for trips over 200 miles away) and all travel plans must be approved Recreation & Wellness in advance.
- When traveling, no driver may operate a vehicle...
 - For more than three consecutive hours without a rest break
 - For more than eight total hours in a 24-hour period
 - Between the hours of 12am-5am
 - Fifteen passenger vans are prohibited
- For your safety and the safety of your team, clubs are recommended to make lodging arrangements when travel distances and times exceed the above limits
- Drugs and alcohol are strictly prohibited while on a University sponsored trip, regardless of legal age.
 - Alcohol is not permitted for purchase to be transported back from any trip.
- Loud, disruptive or obnoxious behaviors will not be tolerated on a University sponsored trip, on or off the field.
 - Please remember that you are a representative of your team and Emory University.
- It is expected that every athlete demonstrates respect and good sportsmanship throughout any game or tournament.

University Student Vehicle Use Policy

The complete policy can be found at <http://policies.emory.edu/8.9>. Please read this closely and take this very seriously. The following excerpts are taken from the policy and are important to note:

- To drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs for any purpose, a student will need to:
 - Be at least 18 years of age;
 - Hold a valid U.S. driver's license and have held either such license or a foreign license for at least two years;
 - Disclose any moving violations and vehicle accidents during the last three years;
 - Complete the Motor Vehicle Record Consent Form (available in the forms section on any student organizational portal on OrgSync), which authorizes Emory University Human Resources to conduct a state level driving record check;
 - Have a "clear" or "acceptable" driving record as defined below; and

- Successfully complete the Emory Defensive Driving Course every two years in order to drive a University-owned, rented, or leased vehicles or personal vehicle in connection with University-sponsored activities or programs.
- **Personal Vehicles**
 - A student who uses his or her personal vehicle on a University-sponsored activity or program is subject to all of the requirements and limitation set forth in this policy.
 - In order for a student to use his or her personal vehicle on a University-sponsored activity or program the student must:
 - Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.
 - Acknowledge that the University does not carry insurance on and assumes no responsibility for any damage to personal vehicles, even when used on a University-sponsored activity or program. The student's auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.
 - Acknowledge that he or she will be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident.
- **Travel Itineraries**

Travel Roster Forms must be submitted at least 48 hours before departure and all travel plans must be approved by Recreation & Wellness in advance
- **Accident/Incident Reporting**
 - The University's liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University's liability insurance will also protect an authorized driver as long as the authorized driver is acting within the scope of his/her authority and responsibilities. As noted in the full Student Vehicle Use Policy, when driving your personal vehicle - even on a University-sponsored activity or program - your personal insurance is primary.
 - Immediately report all accidents, tickets, violations to the Intramural and Club Sports staff, even if you are driving your personal vehicle.
- **Emergency Action Plan:** Depending on the circumstances, the Coordinator Intramural & Club Sports will contact the following University officials to enact an emergency action plan:
 - Emory Police Department - 404/727-6111
 - Campus Life Emergency Line – 404/280-7073 or 404/895-5948

Travel Rosters

For safety and liability reasons, Recreation & Wellness requires that each club submit a Travel Itinerary Form via email to the Club Sports staff before leaving on any Club Sports trip.

- Club Officers will need to submit the form with the pertinent trip information at least 48 hours before the departure. All forms can be found on the Club Sports website as fillable PDFs.
- If there are changes to the travel roster right before the trip or during the trip, please contact the Club Sports staff.

- There should be more than one traveling person designated as the “person responsible” on all trips in case of injury to one of the persons.
- Other than Emory students, minors may not ride in vehicles used on a University- sponsored activity or program.
- Family members may not be transported in rented or University-owned vehicles, or in personal vehicles when being used on a University-sponsored activity or program.
- Failure to comply with this policy will affect the club's standing and can affect budget allocation for the club.
- **Club Sports Travel Limitations**
 - For trips over 200 miles, it is suggested that student groups contract with a third party carrier (i.e. airline, Bus Company, shuttle service). Proposed travel that falls outside of these travel limitations must be reviewed and approved by the Club Sports office.
 - Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo. For the "12-passenger vans," target a weight-equivalent of 10 passengers for people and equipment.

Competition Recap Guidelines

Competition recaps are to be submitted via email to the Coordinator of Intramural & Club Sports after every home and away competition, or after an award or accomplishment. Please be descriptive and informative in your summary of your games/events/contests because this will allow us to keep updated club records.

Defensive Driving Certification

- All pass a defensive driving course and have the passing record on file with the Club Sports office.
- It is a University Policy that all drivers of rented vehicles for all clubs have completed a Defensive Driving course within the last 2 years, and a record of certification must be kept on file.
- Drivers must be Club Sports members or coaches, at least 19 years old or older, and have a "clean" driving record as determined by University policy. It is recommended to have two certified drivers over the age of 21 as this is the minimum age requirement to drive rental vehicles in some states (including Florida).
- Certification expires 2 years from the date of the test. Drivers with this certification can contact their car insurance company to inquire about eligibility for a reduction in cost with their personal car insurance.
- No club will be allowed to rent an Enterprise vehicle without a minimum of two approved drivers per vehicle.
- Club Sport Coaches are required to be defensive driver certified through the University. It is highly recommended that coaches serve as primary drivers for all away competitions.
- Visit the Student Org Vehicle Use and Travel Policy website for more information on obtaining the defensive driving certification.

Enterprise Rental Vehicles

- All drivers, including those individuals driving rented vehicles for their club must have passed the Defensive Driving training course and have their results (printed Certificate of Completion) on file with Club Sports.

- To rent a vehicle(s) for your club's travel, you will need to:
 - Fill out the Vehicle Reservation Form located on the Club Sports website and submit to Coordinator of Intramural & Club Sports **two weeks** prior to your departure.
 - The deductible for damage done to an Enterprise vehicle is up to \$1000, which is taken from your club's self-generated account.
- Vehicle Pick Up/Drop Off
 - Enterprise Rent-A-Car
 - Address: 1615 CLIFTON RD NE ATLANTA, GA 30329-4017
 - Phone: 404-728-9911
 - Hours: Monday–Friday: 7:30am-6pm; Saturdays: 9am-12pm; Sundays: CLOSED
 - Pricing (subject to change): Mini Vans: \$65.51/day; 12 passenger Vans: \$97.50/day

Club Compliance Policies

Competition Policies

Master Schedule

- All clubs must notify Club Sports staff via email of their game/event schedules each semester. There will be deadlines for Request Forms to host on campus and Travel Forms for all away contests. **Clubs are not permitted to take part in any form of competition without notifying Club Sports first - **Results in a “Third Offense” noncompliance penalty****

Travel Form

- For all away games, clubs must submit the Travel Roster Form at least 48 hours prior to departure. The necessary information includes, travel arrangements, vehicle rentals, driver’s information, hotel bookings and participating athletes.

Competition Recap

- Clubs must send an email to Club Sports staff within 24 hours of all competitions. The Competition Recap should include location, opponents, score, highlights (i.e. who scored? Who placed?), and any injuries/incidents that occurred.

Noncompliance

- First Offense: Written warning
- Second Offense: Club is **fined \$50** and must set a meeting with Club Sports pro staff
- Third Offense: Club is **fined \$100** – Club’s accounts are frozen for a duration determined by Club Sports staff

Club Sports Council Meetings

- All clubs are required to have a minimum of two officers present at each Club Sports Council Meeting. If an officer cannot make the meeting then a general member can serve as proxy.
- The first meeting of each fall is Club Sports Officer’s Training which covers all Club Sports policies

Noncompliance

- First Offense: Club is **fined \$50 for each missing officer** (maximum \$100 fine)
- Second Offense: Club is **fined \$50 for each missing officer** (maximum \$100 fine), club’s accounts are frozen indefinitely, and club loses facility privileges
- Third Offense: Club is **fined \$50 for each missing officer** (maximum \$100 fine) and club’s charter is revoked
- An individual meeting with the Club Sports staff must be held the week after the missed meeting

Charter, Roster and Waiver Deadlines

- All clubs must create a “portal” on **Campus Labs** in order to be in good standing with SGA and Club Sports. Updated rosters must be kept on Campus Labs throughout the academic year.
- Waivers must be filled out online at **IMLeagues.com** by all Club Sport athletes before your club’s first practice. Players added throughout the year must complete the waiver prior to participating.
- Club Sports athletes competing in high risk sports must complete a baseline concussion test by set deadlines through the academic year.

Noncompliance

- Clubs who fail to meet roster/waiver and concussion deadlines will be **fined \$100 or 10% of**

its annual allocated funds – whichever is greater.

- Athletes will not be permitted to practice or compete until listed on rosters and completed baseline concussion tests.

WPEC Facilities, Field & Space Reservations, and Storage

Facility Reservations & Practice Requests

- Prior to the beginning of each semester, an email will be sent to each club's officer asking you to submit practice time requests and home game requests. One officer from each club must submit these requests by the deadline given to be considered for preferred practice and game times.
- Changes and additions to home game requests must be made at least 2 weeks prior to the date of the event.

Field Closings & Practice Cancellations

- Recreation & Wellness reserves the right to cancel practices and to close down Kaminsky Park and/or McDonough Fields at any time when there is rain, inclement weather, or poor field conditions. Recreation & Wellness and/or Facilities will make a decision by 4:00pm and will report this closing via email to all officers.
- If a club sport practice or event is cancelled due to a field closing or conflict, clubs should refer to the indoor practice rain schedule. The rain schedule will be sent out to all club sport officers at the beginning of the semester. The indoor space reservation will be granted unless there is a previously scheduled event or varsity usage in the facility.
- Indoor practices should be tailored appropriately to ensure damage does not occur to the facility. Lacrosse balls and baseballs are prohibited to be used indoors

Equipment & Storage

- All club equipment purchased using University funds is considered property of the University. Clubs do not have the authority to sell or dispose of University equipment/property without approval from Recreation & Wellness. Any damaged or lost equipment purchased with University funds must be replaced by the club. Club Sport equipment may be used only for the club's activity, and must be properly cared for and stored during the school year and over summer break. Recreation & Wellness will assist clubs in finding appropriate storage, if one is not already located.



Appendix/Forms





Club Sports Annual Checklist

Before returning to campus:

- Plan on attending the New Student Orientation event in late August
- Plan on attending the Fall Student Activities Fair in late August
- Mark your calendar and plan on attending the mandatory Club Sport Council Meeting in late August
- Submit the Club Sports Practice Request Form and Home Game Request Form
- Inform Club Sports staff of any new coaches and/or officer changes

Before holding your first practice:

- Hold an interest meeting for incoming freshman or new members
- Make sure each member of your team has filled out the Club Sports Waiver online through IMLeagues.

During the first two weeks of the semester:

- Make sure your club has enough defensive drivers for traveling to away games/competition – Defensive Driving Certification must be completed in order to drive rental vans
- Make sure your members have registered on Campus Labs, IMLeagues, completed ImPACT testing, and have at least two members CPR certified
- Come up with a fundraising plan! Figure out how much your team needs to fundraise (exact requirements are based on tier system) and decide how you will reach that goal

Before traveling to any game/competition:

- Submit a "Travel Roster Form" at least 48 hours prior to your trip (for travel less than 200 miles) or two weeks prior to your trip (for travel over 200 miles)
- If driving rental vans, submit a "Van Rental Reservation" form at least two weeks prior to your trip.

After playing or competing in a game/competition:

- Submit a "Competition Recap" online by clicking [here](#).

Before ordering any apparel/other items that include any form of the Emory logo:

- Review the "Marketing Guidelines" document available in the Club Sports Handbook.
- Contact Club Sports staff for approval.

Before soliciting any sponsorships or corporate donations:

- Review the "Marketing Guidelines" document available in Club Sports Handbook.
- Contact Club Sports staff for approval.



Checklist for Home Games

2 Weeks prior to event:

- Make sure officials are scheduled. Bring extra Supplier Information Forms for officials in order to process payment request.
- Send Kaminsky Field parking policies and directions to visiting teams and officials. This can be found by visiting the play.emory.edu website and clicking on [Visiting Team Information](#) under Club Sports.
- Make sure there is a designated person for keeping time and score.
- If it is a large event or tournament, submit the Tournament/Special Event Form to the Coordinator of Intramural and Club Sports. **Most large events require up to one month advance notice.**
- Locate all items (balls, stopwatches, flags, etc) that you will need for the event.

Day of event (Teams are responsible for the following unless a Club Sports Supervisor is scheduled):

- Coolers of water/ice are located in the Kaminsky Park Fieldhouse or the Equipment Room). The red Powerade coolers are reserved for Club Sports. They can be filled up in Equipment Room or at the fieldhouse. If it is a tournament or early game, be sure to check WPEC Building Hours for that morning (you may have to fill up the night before).
- You **MUST** fill up one cooler with ice for the athletic trainers to have at the field.
- You **MUST** have two coolers (and cups) for water for the home and away teams. Extra cups are available at the fieldhouse.
- Check in with Athletic Trainer –They should be there 45 minutes prior to the start of your game
- Set up necessary goals, scoreboards or flip scoreboards, cones, pylons, fan restraining lines at least one hour in advance. Make sure at least two people are assigned to this.
- Teams can move bleachers to sidelines of field (at least 50 ft away).
- If removing or setting up equipment from fieldhouse, be sure to lock the sheds during game time and only unlock when needed.

Immediately after event:

- Move bleachers off of the field area for other practices/intramural usage.
- Go over entire field and fan area to clean up trash, water bottles, etc.
- Make sure all equipment is returned to the same place in the storage shed and lock both sets of doors.
- Return coolers to appropriate place –either Storage or Equipment Room.

Day after event:

- Process payment for officials
- Submit a “Competition Recap” online by clicking [here](#)

GAME CANCELLATION PROCEDURES:

- Contact all officials and opposing team
- If not involved in the cancellation of the game, notify Club Sports staff immediately
- Club Sports staff will make sure athletic trainers are notified



Club Sports Tournament/Special Event Checklist

- **Reserving Facility Space**
 - Check the WoodPEC Event Calendar online for available dates and times for your event
 - Fill out the *Tournament & Special Event Request Form* and email to Club Sports staff
 - Receive confirmation for approval
 - Meet with Recreation & Wellness staff to discuss details of the event prior to making arrangements

- **Pre-Event Planning**
 - Visiting teams/participants:
 - Confirm event date(s)/start time(s)
 - Confirm directions to event as well as parking information
 - Send Visitor's Guide which includes local restaurants and University preferred hotels
 - Confirm event time length
 - Confirm travel time to/from event
 - Confirm uniform colors in case of conflict
 - Confirm availability of locker room or other facilities as necessary
 - Referees/officials arrangements
 - Hire any necessary officials for event
 - Arrange payment for officials
 - Ensure officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials
 - Confirm travel time for officials
 - Confirm start time and durations of event
 - Confirm availability of locker room or other facilities as necessary
 - Confirm with Club Sports staff if scorekeeper(s) is needed for event
 - Insurance/waivers *If hosting non-collegiate organizations
 - Follow all requirements listed on *Non-Collegiate Participation Policy Form*
 - Equipment setup
 - Coordinate with Club Sports staff for time of set up of materials/equipment (day of or night before) **Set up is the responsibility of the club
 - Finances/registration
 - Arrangements made for collection of entry fees before or at event
 - Sample Invoice can be obtained from Club Sports staff
 - Ensure University checks are made out to your organization i.e. "Emory Women's Lacrosse"

- REQUIRE UNIVERSITY CHECKS FOR REGISTRATION FEES - DO NOT DEAL IN CASH!
- Merchandise and awards
 - Trophies, t-shirts, etc. designed and made before event
 - If selling merchandise, have change and receipts on hand for transactions
- Tournament bracket/format
 - Bracket/format prepared and ready with all teams accounted for
 - Send bracket/format out to all participants prior to the day of the event. Have copies available at event
 - Create contingency plan in case of a withdrawal
 - Confirm time for rest/meals between competition for participants
- Athletic trainer/EMS
 - Make arrangements with Club Sports staff at least two weeks in advance
- Club Responsibilities
 - Set up any sport specific facility needs i.e. move goals, set up volleyball nets, etc.
 - Confirm event time and when members should arrive for set up
 - Confirm event time length
 - Confirm what uniform(s) to wear
 - Confirm who is bringing what equipment if applicable
 - Determine who is setting up beforehand and cleaning up after event
- **Media/Promotion**
 - Develop flyers and receive approval from Club Sports staff prior to posting in the WPEC. Upon receiving approval, post within WPEC on approved locations.
 - Contact Club Sports staff about advertising event on digital screen at WPEC entrance desk
 - Promote via social media (Facebook, IG, Twitter)
- **Day of Event Checklist**
 - Set up is completed (including tables, chairs, goals, water coolers, etc.)
 - Club Sports Supervisor will assist with water cooler and benches
 - Club Sports Supervisor will serve as scorekeeper if confirmed at least two weeks in advance
 - Review ground rules, facility guidelines, event format, etc. with all participants
 - Club enforces facility rules for both participants and spectators – Contact Club Sports Supervisor for assistance if needed
- **Post Event Checklist**
 - Club cleans up all trash
 - Club takes down and returns all equipment
 - Notify Club Sports staff of results and event recap



Club Sports Charter Form

Chartering Information

- Review the *Temporary & Perpetual Charter Guidelines* to learn the expectations and responsibilities of Chartered Club Sports.

Club Information

- Club Sport Name:
- Name of National/Regional Conference or League:
- Local/Regional/National clubs that Club Sport will compete against:
- When will Club Sport hold practices?
- Where will Club Sport hold practice?

Elected Club Officer Information

- President
 - Email Address:
 - Phone Number:
 - Graduation Year:
- Vice President
 - Email Address:
 - Phone Number:
 - Graduation Year:
- Treasurer
 - Email Address:
 - Phone Number:
 - Graduation Year:
- Secretary
 - Email Address:
 - Phone Number:
 - Graduation Year:
- Club Advisor
 - Email Address:
 - Phone Number:
- Coach (Strongly Encouraged)
 - Email Address:
 - Phone Number:

Membership

- All club sports are required to have at least 20 active dues paying members.
- Please list all active members in the Club Sport:

	Member Name	Email Address	Emory ID #
1.			
2.			
3.			
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29.			
30.			

Please submit this form, along with the club's constitution by email to

[\(clubsports@emory.edu\)](mailto:clubsports@emory.edu)

The Club Sports Executive Board reserves the right to refuse a temporary charter form if consensus is reached that the necessary resources (facilities, administrative, and financial) are not available.

Attachments with club materials, league information, and additional members are encouraged.

Club Financial History

- Please attach a current copy of the club's self-generated and allocated accounts
- Please describe your club's fundraisers to date:
 - Fundraiser Title:
 - Fundraiser Description:
 - Net Funds Raised:

 - Fundraiser Title:
 - Fundraiser Description:
 - Net Funds Raised:

 - Fundraiser Title:
 - Fundraiser Description:
 - Net Funds Raised:
- Please include any further information about your club's funding or spending that you think is applicable for this supplemental funding request (if there is money in the accounts not going to this event/purchase, please explain where it is going):
- Please attached any further information. Invoices, receipts and other documents are encouraged.

Notes

- **Please submit this form electronically to clubsports@emory.edu**
- After the form is received, the Club Sports Treasurer will call for a Budget Committee Hearing. Supplemental funding proposals may not be submitted fewer than **two weeks** before the funds are needed.

I recognize that Emory Club Sports is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct

Printed Name: _____

Signature: _____ **Date:** _____

DUTIES AND EXPECTATIONS OF THE COACH/INSTRUCTOR:

1. The coach/instructor may act only in those areas in which he/she has been empowered by the club. A club sport is first and foremost a student organization to be administered by elected student leaders, who serve as the primary liaisons between the club and the Club Sports Office and Emory University.
2. The coach/instructor should coordinate practices/classes in conjunction with club presidents and/or captains and provide instruction and training that will help club members to develop and improve their skills.
3. The coach/instructor should attend games and competitions whenever possible.
4. The coach/instructor should promote fair play and good sportsmanship at all practices and competitions.
5. The coach/instructor must abide by all applicable rules and regulations of Emory University and of any conference, league, or association to which the club may belong.
6. The coach/instructor must conduct himself/herself in a professional manner that will reflect positively upon the club and Emory University.

CONDITIONS OF SERVICE:

1. The coach/instructor is acting in a voluntary capacity and will not receive compensation for his/her services from the club unless it is stipulated otherwise in the individual club's constitution. Under no conditions is the coach/instructor to be paid through monies provided to the individual club by the Emory University Club Sports Allocated accounts. The coach/instructor may be paid only through revenues generated through membership dues and other fundraising activities. Coaching Contracts will be reviewed on an annual basis or as needed.
2. Nothing in this agreement, nor any performance hereunder, is intended or shall be construed to create a partnership, joint venture or relationship of agency or employment between Emory University and the coach/instructor. As a volunteer the coach/instructor is not eligible for workers' compensation through Emory University. If the coach/instructor is an employee of Emory University he/she is eligible for workers' compensation for injuries incurred in relation to his/her official position only. The coach/instructor is NOT eligible for Emory University workers' compensation for injuries incurred during club sports activities.
3. The coach/instructor may not make purchases, solicit money, or bind, or hold itself out as having any authority to bind, Emory University under any agreement or other commitment.
4. The coach/instructor will not engage in inappropriate relationships with members of his/her team.
5. The coach/instructor shall abide by the Emory University Alcohol Policy and all federal, state and local laws regarding alcohol.
6. The coach/instructor understands and agrees to refrain from any form of physical, mental, or emotional hazing of players, consistent with the guidelines and standards set by Emory University.
7. The coach/instructor is ineligible to participate in club competition unless he/she qualifies as a club member.
8. A coach/instructor may be terminated at any time, with or without any advance notice, and for any reason by individual club officers, Coordinator of Club & Intramural Sports, Associate Director of Recreation and Wellness, or any Emory University representative. Reasons for termination include, but are not limited to:
 - Failure to meet any of the above listed duties and expectations or conditions of service
 - Failure to act in accordance with Emory University Policies and Procedures
 - Inappropriate behavior of any kind

Print Name: _____

Signature: _____ Date: _____

WAIVER OF LIABILITY

Many recreational activities involve substantial risks of bodily injury, property damage, and other dangers associated with participating in such activities. Dangers peculiar to activities normally engaged in include, but are not limited to, hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack. Each participant in the activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for and travel to and from such activities.

Each participant (including coaches) in the recreational activities must be covered by an accident and health insurance policy. It is the responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training. The University does not warrant or guarantee in any respect the competency or mental or physical condition of any instructor, trip leader, vehicle driver, or individual participant in any recreational activity. The University also does not warrant or guarantee in any respect the physical condition of any of the equipment used in connection with the activity.

Therefore, in consideration of the benefits received from the recreational program, the undersigned assumes all risks of damages or injury, including death that may be sustained by him/her while participating in a recreational activity or in travel to or from such activity.

RELEASE, COVENANT NOT TO SUE AND WAIVER

The undersigned hereby acknowledges that participation in recreational programs and activities involves an inherent risk of physical injury and assumes all such risks.

The undersigned hereby agrees that for the sole consideration of Emory University allowing the undersigned to participate in recreational programs or activities for which or in connection with which the University has made available any equipment, facilities, grounds or personnel for such programs or activities, the undersigned does hereby release, covenant not to sue and forever discharge Emory University and its trustees, officers, agent, and employees of any and from all claims, demands, rights and causes of action of whatever kind or nature including but not limited to negligence, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof resulting from any participation in or in any way connected with recreational programs and activities.

I understand that this Release, Covenant, Not to Sue, Waiver and Assumption of Risk shall be effective from _____, 20__ to _____, 20__. By signing this document, I hereby acknowledge that I have read the above carefully before signing, and agree to comply with all the above this ___ day of _____, 20__.

Print Name: _____

Signature: _____ Date: _____



EMORY UNIVERSITY

ASSUMPTION OF RISK FOR PARTICIPATION IN RECREATIONAL ACTIVITIES

Many Emory University ("Emory") recreational programs and activities (the "Recreational Activities") involve substantial risks of bodily injury, property damage, and other dangers associated with participating in such activities. Dangers peculiar to Recreational Activities normally engaged in include, but are not limited to, hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, and heart attack. Each participant in Recreational Activities should realize that there are risks, hazards, and dangers inherent in such activities and in any training, preparation for and travel to and from such activities.

Each participant in Recreational Activities must be covered by an accident and health insurance policy. It is the responsibility of each participant to participate only in those Recreational Activities for which he/she has the prerequisite skills, qualifications, preparation, and training. Emory does not warrant or guarantee in any respect the competence or mental or physical condition of any instructor, trip leader, vehicle driver, or individual participant in any Recreational Activity. Emory does not warrant or guarantee in any respect the physical condition of any of the equipment used in connection with the Recreational Activity. Further, Emory does not provide transportation to local off-campus practices or events in conjunction with the Recreational Activities. The undersigned acknowledges that he or she will be responsible for his or her transportation to such local off-campus practices or events and that Emory's insurance will not cover any person driving, or riding in, a non-Emory vehicle. The undersigned further acknowledges that (1) Emory strongly recommends that he or she participate in the Emory defensive driving class prior to transporting passengers to a Recreational Activity; and (2) he or she will alert any passenger to issues with his or her driving record.

The undersigned hereby acknowledges and agrees that participation in Recreational Activities involves an inherent risk of physical injury and/or damage to property. In consideration for being permitted to access and participate in Recreational Activities and for the benefits received from participation in Recreational Activities, the undersigned voluntarily assumes all risks of damages or injury, including death, that may be sustained by him/her or by his/her property while participating in a Recreational Activity or in any travel to or from such activity.

RELEASE, COVENANT NOT TO SUE AND WAIVER

For the sole consideration of Emory allowing the undersigned to participate in Recreational Activities for which, or in connection with which, Emory has made available any equipment, facilities, grounds, transportation, or personnel, the undersigned hereby agrees to release, relieve, covenant not to sue and forever discharge, indemnify and hold harmless, and on behalf of himself or herself and the undersigned's heirs, representatives, executors, administrators and assigns, does hereby release, relieve, covenant not to sue and forever discharge, indemnify and hold harmless, Emory and its trustees, officers, agents, coaches, employees, students, and volunteers of any and from all claims, demands, rights, liabilities, losses, expenses, and causes of action (with the exception of gross negligence or willful misconduct) or whatever kind or nature, including but not limited to, negligence, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof resulting from any participation in transportation to or from or in any way connected with Recreational Activities.

I understand that this Assumption of Risk and Release, Covenant Not to Sue and, Waiver shall cover any and all Recreational Activities in which I participate from September 1, _____ to August 31, _____. By signing this document, I hereby acknowledge that I have read the above carefully before signing, and agree to comply with all the above this _____ day of _____, 20 ____.

Signature _____ Address _____

Print Name _____

Parent or Legal Guardian Consent (if participant is not age 18 or older): I, as a parent or guardian of the above minor under 18 years of age, hereby consent, on behalf of the said minor, to the term and conditions set forth in the Assumption of Risk and Release, Covenant Not to Sue and Waiver.

Signature _____ Print Name _____ Date _____

Age of Participant _____ Phone Number of Parent or Legal Guardian _____



Auto Accident Procedures Form

What to do if you are involved in an auto accident involving Emory owned, leased or rental vehicles:

- Assist any injured parties in obtaining appropriate medical care.
- Report the accident to the appropriate police department. If on campus, this would be the Campus Police. If the accident occurs elsewhere, the appropriate police department must be notified.
- Obtain the following information at the scene of the accident (entered into form below): Obtain
 - their name, phone numbers, insurance information, type of vehicle, etc.
 - Obtain the name and contact information of any witnesses
 - Obtain the name of the police department investigating the accident and information on how police report may be obtained. Police Report Case Number (please attach copy of report if available): _____
- Exchange your information with the other party

Club Name: _

Today's Date: __

Report Submitted by: _____ Date of Incident: _____

Information Regarding Emory Vehicle:

Name (of driver at time of accident): _____

Driver's Phone: _

Email: _

Vehicle Make, Model, and Year: _____

Vehicle Identification Number (VIN): _____

Full Name of all passengers in car at time of accident: _____

Name of any injured parties: _____

Information regarding other vehicles(s) involved:

Name of the Driver: _____

Driver's Phone: _

Email: _

Driver's Address: _

Driver's Insurance Company/Policy #: __

Name of the Vehicle's Owner (if different than above): __

Owner's Phone: _

Email: _

Owner's Address: _

Owner's Insurance Company/Policy #: __

Repeat above information below for each additional vehicle involved in accident



Fundraising Report

(Form must be approved **prior to** Fundraiser)

Club Name: _____

Fundraiser Location: _____

Date of Event: _____

Description of Event:

Approval by Club Sports

Signed _____ Date _____

Please complete the following and submit to Club Sports after the fundraising event.

Length of Event: _____ (hours)

of team members attended: _____

Approximate amount of funds raised: \$ _____

Brief Description of problems/success @ the event:

Please attach any further information. Invoices, receipts, pictures, and other documents are encouraged.

I recognize that Emory Club Sports is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

Printed Name: _____

Position with Club: _____

Signed _____ Date _____



EMERGENCY PLAN FOR THE WOODRUFF P. E. CENTER ARENA

- **Emergency Personnel**
 - Certified Athletic Trainer on duty
 - Intramural & Club Sports Supervisors are trained to assist as first responders and are CPR & AED certified

 - **Emergency Communication**
 - Fixed telephone line in Equipment Room
 - Supervisor Cell Phone
 - EMS
 - 404-727-6111
-
- **Roles of First Responders**
 - Survey the scene
 - Activation of emergency medical system (EMS)
 - From **campus telephone dial 911**
 - From **non-campus telephone dial 404-727-6111**
 - ***Provide name, address, telephone number, number of individuals injured condition of injured, first aid treatment, specific directions, other information requested***
 - Notify professional staff of the situation
 - Immediate care of the injured participant
 - Directions of EMS to scene
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area
-
- **Emergency Equipment**
 - LifePak AED is mounted on wall across from equipment room on 1st level
 - Additional equipment accessible at Equipment Room on 1st level
-
- **Venue Directions**
 - The WPEC Arena is located on level 1 in the Woodruff PE Center, 26 Eagle Row, Atlanta, GA 30322



EMERGENCY PLAN FOR THE WOODRUFF P. E. CENTER POOL

- **Emergency Personnel**
 - Lifeguards on Duty, Certified Athletic Trainer on duty
 - Intramural & Club Sports Supervisors are trained to assist as first responders and are CPR & AED certified

- **Emergency Communication**
 - Fixed telephone line in the guard room
 - Supervisor Cell Phone
 - EMS
 - 404-727-6111

- **Roles of First Responders**
 - Survey the scene
 - Activation of emergency medical system (EMS)
 - From **campus telephone dial 911**
 - From **non-campus telephone dial 404-727-6111**
 - ***Provide name, address, telephone number, number of individuals injured condition of injured, first aid treatment, specific directions, other information requested***
 - Notify professional staff of the situation
 - Immediate care of the injured camper
 - Directions of EMS to scene
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

- **Emergency Equipment**
 - LifePak AED is mounted on wall across from equipment room on 1st level
 - Spine board is located under 3M board
 - Additional equipment accessible at Equipment Room on 1st level

- **Venue Directions**
 - The pool is located on level 1 in the Woodruff PE Center, 26 Eagle Row, Atlanta, GA 30322



EMERGENCY PLAN FOR TENNIS COURTS & MCDONOUGH FIELD

- **Emergency Personnel**
 - Certified Athletic Trainer on duty
 - Intramural & Club Sports Supervisors are trained to assist as first responders and are CPR & AED certified

- **Emergency Communication**
 - Supervisor Cell Phone
 - EMS
 - 404-727-6111
 - Emergency call boxes are located:
 - At the top of hill on the corner of Asbury Circle and Eagle Row
 - At the west side end of the sidewalk by tennis court 1

- **Roles of First Responders**
 - Survey the scene
 - Activation of emergency medical system (EMS)
 - From **campus telephone dial 911**
 - From **non-campus telephone dial 404-727-6111**
 - ***Provide name, address, telephone number, number of individuals injured condition of injured, first aid treatment, specific directions, other information requested***
 - Notify professional staff of the situation
 - Immediate care of the injured participant
 - Directions of EMS to scene
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

- **Emergency Equipment**
 - LifePak AED is mounted on pillar next to Entrance Desk on WPEC 2nd level (main floor)
 - Additional equipment accessible at Equipment Room on 1st level

- **Venue Directions**
 - McDonough Field & tennis courts are located on the north side of the Woodruff PE Center, 26 Eagle Row, Atlanta, GA 30322



EMERGENCY PLAN FOR KAMINSKY PARK

- **Emergency Personnel**
 - Certified Athletic Trainer on duty
 - Intramural & Club Sports Supervisors are trained to assist as first responders and are CPR & AED certified

- **Emergency Communication**
 - Supervisor Cell Phone
 - EMS
 - 404-727-6111
 - Emergency call box is located at the entrance of the field on the south side

- **Roles of First Responders**
 - Survey the scene
 - Activation of emergency medical system (EMS)
 - From **campus telephone dial 911**
 - From **non-campus telephone dial 404-727-6111**
 - ***Provide name, address, telephone number, number of individuals injured condition of injured, first aid treatment, specific directions, other information requested***
 - Notify professional staff of the situation
 - Immediate care of the injured participant
 - Directions of EMS to scene
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

- **Emergency Equipment**
 - LifePak AED is mounted south facing side of the Kaminsky Fieldhouse
 - Additional equipment accessible inside the Kaminsky Fieldhouse office

- **Venue Directions**
 - Kaminsky Park is located at the end of Peavine Creek Drive off of Eagle Row. Physical address is 910 Peavine Creek Drive Atlanta, GA 30306



EMERGENCY PLAN FOR THE WOODRUFF P. E. VARSITY FIELD

- **Emergency Personnel**
 - Certified Athletic Trainer on duty
 - Intramural & Club Sports Supervisors are trained to assist as first responders and are CPR & AED certified

- **Emergency Communication**
 - Fixed telephone line in Equipment Room
 - Supervisor Cell Phone
 - EMS
 - 404-727-6111

- **Roles of First Responders**
 - Survey the scene
 - Activation of emergency medical system (EMS)
 - From **campus telephone dial 911**
 - From **non-campus telephone dial 404-727-6111**
 - ***Provide name, address, telephone number, number of individuals injured condition of injured, first aid treatment, specific directions, other information requested***
 - Notify professional staff of the situation
 - Immediate care of the injured participant
 - Directions of EMS to scene
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

- **Emergency Equipment**
 - LifePak AED is mounted on wall across from equipment room on 1st level
 - Additional equipment accessible at Equipment Room on 1st level

- **Venue Directions**
 - The varsity field is located on the south side of the Woodruff PE Center, 26 Eagle Row, Atlanta, GA 30322



EMERGENCY PLAN FOR THE WOODRUFF P. E. CENTER 4th FLOOR

- **Emergency Personnel**
 - Certified Athletic Trainer on duty
 - Intramural & Club Sports Supervisors are trained to assist as first responders and are CPR & AED certified

- **Emergency Communication**
 - Fixed telephone line
 - 4th level information desk
 - 404-721-4458
 - Supervisor Cell Phone
 - EMS
 - 404-727-6111

- **Roles of First Responders**
 - Survey the scene
 - Activation of emergency medical system (EMS)
 - From **campus telephone dial 911**
 - From **non-campus telephone dial 404-727-6111**
 - ***Provide name, address, telephone number, number of individuals injured condition of injured, first aid treatment, specific directions, other information requested***
 - Notify professional staff of the situation
 - Immediate care of the injured participant
 - Directions of EMS to scene
 - Designate individual to "flag down" EMS and direct to scene
 - Scene control: limit scene to first aid providers and move bystanders away from area

- **Emergency Equipment**
 - LifePak AED is mounted on pillar next to 4th level information desk
 - Additional equipment accessible at Equipment Room on 1st level

- **Venue Directions**
 - The 4th floor is located on level 4 in the Woodruff PE Center, 26 Eagle Row, Atlanta, GA 30322