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## Facilities

<table>
<thead>
<tr>
<th>Owls Nest</th>
<th>Perch</th>
<th>SRAC</th>
<th>Recreation &amp; Wellness Center</th>
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<td>Marietta, GA 30060</td>
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<td>470.578.2913</td>
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## Facility Hours

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## Off-Campus Emergencies: 911
## On-Campus Emergencies: 470.578.6666
## On-Campus Non-Emergencies: 470.578.6206
## Enterprise Roadside Assistance: 1.800.307.6666

www.ksuclubsports.com  
clubsports@kennesaw.edu
## 2018-2019 Club Sports

<table>
<thead>
<tr>
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Welcome aboard! The Club Sports Operations Manual is designed to help while participating in the Kennesaw State University Club Sports Program. We hope this manual will make participation or volunteering as an officer a little easier.

Mission Statement

Kennesaw State University Club Sports Mission

The Department of Sports and Recreation, as an active and integral service of the University community, supports and strengthens the mission of Kennesaw State University. Our purpose is to provide growth opportunities and educational experiences, which will enrich the life-long learning process. Through our programs that are educational, recreational, and sporting in nature, we develop healthy lifestyle choices. Benefits of participation include the application of leadership, decision making, problem solving, conflict management, communication, and social skills. We strive to provide the safest, highest quality, most dependable and enjoyable programs. Each club is formed, developed, governed, and administered by the student membership of that particular club in collaboration with the Club Sports Staff.

General Information: What is a Club Sport?

Kennesaw State University identifies a Club Sport as a group of activity fee-paying KSU students, voluntarily organized for furthering their common interests in a physical activity through participation and competition. The Department of Sports and Recreation administers the Club Sports Program at KSU on both the Kennesaw and Marietta campuses. Each club is formed, developed, governed, and administered by the student membership of that particular club in collaboration with the Club Sports Program staff. The key to success of the program and each club is attributed to the participation and involvement of the members. Financial support for each Club Sport is obtained from various sources: KSU student fees (compliance based tier funding, needs assessment), club dues, donations, and individual club fundraising. Clubs will only receive funding for one club regardless of the campus upon which practices are held and/or number of competition levels within the organization. For example, Fencing will be one club for funding even if Fencing has an A Team for Competition and B Team for practice/scrimmages/recreational.
While the Club Sports Staff will assist clubs, the responsibility for club administration and organization lies with the club officers and members. All club affairs must be conducted in keeping with Kennesaw State University and the Department of Sports and Recreation policies and procedures.

Club Sports are solely voluntary with many clubs offering skill evaluations. Club members must recognize and acknowledge that the Department of Sports and Recreation does not carry special health and/or medical insurance. The participant must further recognize that there are inherent risks associated with participation in Club Sports that each participant voluntarily assumes. The Club Sports Program strongly recommends that every individual carry medical/dental/hospitalization insurance to protect in case of injury.

In consideration of acceptance as a participant in such Club Sports, the club participant releases and discharges Kennesaw State University, its governing board, officers, faculty, staff, coaches, and other employees arising out of, or in any way connected with, any bodily injury sustained by the participant whether such injury results from the negligence of the aforesaid persons or from some other cause.

The clubs are meant to be a learning experience for the members through involvement in fundraising, public relations, organization, administration, budgeting, and scheduling. Involvement in a group and/or team situation helps enhance a student’s overall education while living in a University setting. The leadership training and opportunities available through active participation in a Club Sport are intended to benefit the participant throughout a lifetime.

This handbook will clarify the Club Sports Program policies and procedures for student officers, coaches, and club members. **It is the responsibility of the club officers to convey accurately the information in this manual to the club members and new officers during the change of administration.** This Club Sports Operations Manual has been prepared to assist club officers and members in the administration of each club and its events. Every club officer should be familiar with the contents of this book, as the success of an organization depends on it. Updates made to the manual will be highlighted in gray to assist in review of new material. If updates are needed during an academic year an email notification will be sent to all Clubs with an Addendum Section Attached, in addition the PDF copy listed online will be updated. Clubs are expected to behave according to the spirit of the Club Sport philosophy and mission. In the event that a club exercises overall poor judgment, and acts contrary to accepted procedures, behaviors, and/or morals, the Club Sports Staff reserves the right to enforce discipline sanctions, up to and including termination/expulsion of that club.
Chapter 2: Club Membership & Forming New Club Sports

Who can join a Club Sport?

Membership is open to all currently enrolled, degree seeking fee-paying students of Kennesaw State University. Each Club Sport Participant must maintain a minimum 2.0 KSU Accumulated Grade Point Average (AGPA). Participants falling in the 2.0-2.40 AGPA range must complete 40 hours of study hall each semester. Failure to comply with this will result in ineligibility to participate in the Club Sports Program. Some leagues or governing organizational bodies may include additional eligibility rules. Potential members must read and sign a release indicating the individual understands the risks and responsibilities assumed in participation. It is the responsibility of club officers to ensure that all club members meet the qualifications for membership and that a waiver and the code of conduct are completed in Owl Life. This is mandatory for all participants prior to involvement in any Club Sport. Clubs not following membership and participation policies are subject to disciplinary sanctions as described late in this manual [Discipline]

The following steps must be completed prior to participation in ANY tryout, practice, competition, or other Club Sports team function:

1. Visit the Owls Nest or Marietta Campus to complete the ImPACT test. If an ImPACT test was not completed in the past (as a KSU Student). Clubs (non-contact sports) that do not require an ImPACT test are listed below:

<table>
<thead>
<tr>
<th>Airsoft</th>
<th>Cross Country</th>
<th>Golf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>CSGO</td>
<td>Swim</td>
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<td>Badminton</td>
<td>Dance</td>
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<tr>
<td>Barbells</td>
<td>Disc Golf</td>
<td>Tennis</td>
</tr>
<tr>
<td>Billiards</td>
<td>Fencing</td>
<td>X-Fit</td>
</tr>
<tr>
<td>Bowling</td>
<td>Fishing</td>
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</tbody>
</table>

2. Complete a Player Packet in OwlLife: [https://owllife.kennesaw.edu/submitter/form/start/213203](https://owllife.kennesaw.edu/submitter/form/start/213203)
   a. Keep the auto-generated email stating a Club Sports Staff member approved this form

3. Once all eligibility requirements have been met (minimum 2.0 KSU AGPA; fee paying, degree-seeking student; currently enrolled in classes; completed ImPACT test), the Participant will be added by Club Sports Staff to the club portal.

4. GO PLAY!!!
Forming a New Club Sport

Phase 1

Want to Start a New Club?

- Research club resource needs, such as types of equipment required for participation, practice facility needs, number of players/Participants for a squad, etc.
- Indicate any local, regional, or national competitions available. List University clubs in close proximity to KSU.
- Create a Powerpoint flyer to advertise your club (all flyers must be approved by Club Sports).

Email the information mentioned above to Club Sports Staff, clubsports@kennesaw.edu.

Phase 2

If the proposal is accepted, a meeting will occur between the proposed club’s student leaders and Club Sports Staff.

- Complete the KSU Club Sport application.
- Submit a space use request in Owl Life for your interest meeting
- Pass out flyers and hang banners (with permission) to promote the interest meeting
  - Do not distribute in Housing without approval from Residence Life
  - Each building must give permission to display
- Hold an interest meeting
- Show at least 10 people approved and in the Clubs Owl Life portal

Phase 3

Club Sports Staff will determine whether to allow the club one year of Provisional Status.

Phase 4

Additional meetings with the student leaders of the club will be scheduled as necessary.

Phase 5

If approved, the club will be granted one year of Provisional Status as a Club Sport. During this period, the team will not receive tier funding. During this time, the club must:

- Substantiate adequate administration. The club will have to demonstrate a strong administration through the election of (temporary) officers and scheduling of weekly practices. Confirm elected
officers. The club officers will be responsible for submitting several articles of paperwork to the Club Sports office, including: participation reports, field/facility requests, officer contact list, a schedule, CPR certification, and any accident reports, travel team rosters, and travel agendas as needed. The president of the club must be present at all Club Sport Council meetings.

- Maintain a minimum of 10 active participants.
- Demonstrate financial responsibility. The club must raise funds to cover all expenses during the Provisional period. This includes funds for travel, league dues, entry fees, and equipment. A final budget reflecting these expenses and income must be submitted to the Club Sports office.
- Follow all policies and procedures that are set forth by the Club Sports Program and Operations Manual.
- Provisional clubs will receive the lowest priority in the scheduling of facilities.

**Failure to complete the list above may result in termination of the club**

### Phase 6

**After the Provisional period, another meeting may be scheduled between the club officers and the Club Sports Staff to evaluate the club’s performance. A decision will be made to activate or terminate the club for the following semester. The Club Sports Staff may implement a moratorium at any time.**

### Phase 7

**If the club is activated for the following semester, it will be eligible for funding from the Club Sports Program. The new club will be placed into a budget tier in accordance with tier criteria, refer to Chapter 5: Funding Sources to review all criteria.** [Funding Sources]
Chapter 3: Officer Responsibilities & Organizational Structure

Club Sports require an organization structure to ensure that all required duties are completed. All clubs are required to have a Club President and Treasure. The President and Treasure cannot be the same individual. Club Sports Staff recommend a division of responsibility among several club officers, the president, treasurer/fundraising chairperson, and travel/safety/scheduling chairperson. This manual will list the club responsibilities and then indicate the program’s suggestions for the division of responsibilities.

Definitions of Common Responsibilities/Terms

1. **CLUB LEADERSHIP**: All club officers will serve as liaisons between the Club Sport Council, Club Sports Staff, and Club Membership.
   - **Officers**: The club must select a President and a Treasure. Additional officer positions may be created based on needs and/or goals of Club.
   - **Salary**: All club officers will volunteer time and expect no monetary compensation.
   - **Manual**: All club officers will follow all Club Sport policies and procedures as presented in this manual, or email, and will pass all pertinent information in this manual on to club members.
   - **Club Sport Council Meetings**: At least one club officer must attend all Club Sport Council meetings. There are a minimum of two scheduled meetings each semester, the goal will be to host a meeting every month – first Thursday of each month. Failure of an officer to attend a council meeting may result in discipline sanction.
   - **Officer Contact List**: Officers must turn in a current officer contact list to Club Sports Staff at the beginning of each semester and the beginning of summer break. New contact lists **MUST** be submitted if any mid-term elections occur.
   - **Disciplinary Problems**: Officers must work with the Club Sport Council and Club Sports Staff in order to resolve conflicts or disciplinary matters and/or complaints regarding the club’s behavior on or off campus, including club trips.
   - **Coach/Volunteer Agreement**: Officers must ensure that all coaches, paid or volunteers, complete the paper form volunteer packet. Volunteer packet can be picked up at the Owls Nest.
   - **Coach Evaluations**: Officers are encouraged to have all club members complete and submit a coach evaluation to the Club Sports Office at the end of the club’s competitive season. A Coach Evaluation is located in the **Commonly Used Form Section**.

2. **SAFETY PROCEDURES**:
   - **Player Packets**: All Participants must visit [http://sportsrec.kennesaw.edu/clubsports/join-clubsports.php](http://sportsrec.kennesaw.edu/clubsports/join-clubsports.php) for registration directions. Participants must be approved before any participation in any club activity, including camp or try-outs. Any club found conducting practices or other team functions with ineligible participants will be subject to discipline sanctions and may be put on suspension or terminated from club activities.
   - **CPR Certification**: Officers are responsible for ensuring that an up-to-date CPR certification is on file in the Club Sports Office for **at least two individuals** on the club. It is encouraged that each club have a representative capable of performing CPR at any team gathering. Once the CPR certification period has ended, the coach and/or officer **MUST** be recertified. Alternatively, a new
officer may become certified. **Failure to comply with this requirement will result in a temporary club suspension until the requirement is met.**

- **Safety Officer:** Coordinate with the Athletic Trainer(s) to ensure each home competition is staffed with appropriate medical personnel. Keep track of who is First Aid/CPR certified and make sure the club has no less than two (2) people certified at all times. In addition, Safety Officers will need to keep the first aid kit stocked and make sure that the player emergency cards are with the club at all team functions.

- **First Aid Kits:** When the club practices or competes, the club officers must ensure that a first aid kit is on site. Club officers will be issued a kit, free of charge. The officers are also responsible for ensuring that the kit is fully stocked throughout the season. Additional supplies will be made available directly from the Athletic Trainer. Failure to return First Aid Kits will result in a $100.00 fine.
  - Whoever originally checked out the First Aid Kit is responsible for returning the kit to the Sports Medicine Office located in the Owls Nest at the end of the season.

- **Accident Reports:** Officers are responsible for ensuring that an accident report is filled out and turned in to the Athletic Trainer’s office within twenty-four hours. A report is required for any incident that results in serious injury occurring during a Club Sport practice or competition. A copy of an Accident Report Form is located in the commonly used form section.
  - **Hospitalization:** Notify Club Sports Staff **immediately** via phone, regardless of time of day, if any member of the club is hospitalized or sustains a major injury as a result of club activity (practice, games, or otherwise). In addition, the officers will need to send a written notice by emailing clubsports@kennesaw.edu.

- **Coach/Volunteer Background Checks:** All volunteers with the KSU Club Sports program are in a position of trust and must submit a DSU consent form to the Club Sports Staff to perform a background check.

### 3. CLUB BUDGET AND FINANCES:

- **Budget Proposals:** Officers must complete and submit club budget proposals by the published deadline. Failure to submit a budget proposal on time will result reduction of tier funding received. **Failure to submit a budget proposal will result in forfeit of all possible student fees funding.** The Budget Proposal form is located in the team application packets.

- **Bank Statements:** Monitor bank statements for any issues and submit a copy of each bank statement to Club Sports Staff by the 15th of the month. Supporting documentation must be kept by the club (copies of receipts, check images, etc.). If questions arise, the club will be asked to produce documentation. If bank statements are not received by the deadline, Club Leadership will receive an email notifying that Club participation will **halt** until a bank statement is provided. Once the bank statement is received, Club participation will resume.

- **Fundraising:** Fundraising creates several duties for officers.
  - **Guidelines:** Officers must ensure that all club fundraising activities are sanctioned by Club Sports Staff. Clubs must complete the Sponsorship Request form and Club Sports Staff must approve each event and potential donor **IN ADVANCE** of the event or the “ask”.
    - **Amount equal to student fees:** Officers will also work to ensure that the club fundraises an amount equal to the maximum amount of student fees the club is eligible to receive.
A club will not receive any student fee subsidies beyond the amount fundraised throughout the fiscal year.

- **Thank-you letters:** Sponsors and anyone who sends a donation to the club, whether through a Donation Request Letter campaign or other means, **MUST** be sent a thank you letter. An example of a donation request letter and thank you letter are located in the [Commonly Used Form Section](#).

4. **CLUB CORRESPONDENCE:** Several forms must be submitted via Owl Life or emailed to Club Sports Staff on a regular basis.

   - **Participation/Roster Reports:** These forms must summarize the club’s monthly activities and membership. **Participation Reports must be completed in Owl Life by the 15th of each month.** A template will be provided to document the clubs active roster.
   
   - **Monday Notes:** Submit Monday Notes every **Monday by NOON (12:00pm)** to Club Sports Staff (clubsports@kennesaw.edu). All Monday Notes must include at least one club update for the KSU Club Sports website. **Subject line:** Monday Notes Club [SPORT]
     - **Team Scores:** Officers must report team scores and records to the Club Sports Staff for publication and logging each week via Monday Notes.
   
   - **Mailbox:** Club Mailboxes are located in the Owls Nest, next to study hall. Officers must check the club mailbox once a week. Please carefully examine and properly respond to all correspondence. A key will be assigned to each club for the semester. Loss or failure to return the key will result in a $25.00 fine.
   
   - **Photos/PR:** Submit photos and articles for use on the website and other promotional outlets.
   
   - **WebPages:** Officers are responsible for checking the club’s information on the KSU website available to ensure that all information is up-to-date. [www.ksuclubsports.com](http://www.ksuclubsports.com) Please share necessary changes with Club Sports Staff.

5. **EDUCATION**

   - **Study Hall:** The Club Leadership will be sent updates on each teammates’ study hall hours and should encourage club members to complete hours in a timely fashion.
   
   - **Lunch & Learn (Special Programs):** Share information with teammates regarding Lunch & Learn sessions and other special programs.

6. **INVOLVEMENT**

   - **Community Service:** Organize community service projects to help the community while teambuilding with other club members.
   
   - **Volunteer Chairperson:** This person will be notified when volunteers are needed to help with orientation, speak in freshman seminar classes, or help with other campus or Club Sports activities.

7. **COMPETITION**

   - **National Governing Body (NGB):** Stay up to date on rules and regulations from affiliated NGB. Provide accurate and timely paperwork and submit rosters to Club Sports Staff when requesting approval via the registrar.
   
   - **Officials:** Officers will coordinate the scheduling and payment of officials directly with affiliated league.
   
   - **Schedule:** Officers must submit a space use request in Owl Life for the club’s requested schedule each semester. **Please do not confirm schedule with the league until fields/gym/facility space has**
been approved by the Club Sport Office. Any changes in the schedule must be reported within 48 hours of the change.

- **Field/Facility Requests**: Club Officers are responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with the Club Sports Staff. Officers must submit a space reservation form **at least ten business days in advance for fields and 48 hours for meeting space** via Owl Life. [Practice Request][Game/Event Request]

- **Travel**: Defined as any event that involves a club leaving the Kennesaw State University Campus. If a club chooses to travel, it creates several responsibilities for the officers:
  - Permission to Travel: Officers are responsible for ensuring that Club Sports Staff receives a completed PERMISSION TO TRAVEL FORM **ten business days prior to the beginning of the trip**. Officers MUST submit the list of participants (travel roster) by Wednesday prior to departure for the trip.
  - Arrangements: Officers are responsible for making all travel arrangements including scheduling competitions and/or use of practice facilities, transportation and lodging.
    - Hotels: Make hotel reservations one of two ways:
      - Submit a HOTEL REQUEST form in Owl Life. Club Sports Staff will reserve room(s) and the money will be deducted from the Club’s tier funding.
      - Submit a HOTEL REQUEST in Owl Life and be pre-approved for a Club Officer to make reservations. Hotel information MUST be recorded on the travel request form.
  - Vans: Submit a VEHICLE REQUEST form and make arrangements for pick up/drop off of keys two (2) weeks prior to travel.

8. **INVENTORY**

- **Uniforms**: Keep track of who has uniforms and ensure all uniforms are turned in at the end of the season. Order new items with assistance from Club Sports Staff. Sample uniform agreement is included in the forms sections of each club binder.
- **Equipment Checkout**: Officers are responsible for arranging a specific time for equipment checkout with the Club Sports Staff. Failure to return equipment or uniforms can result in discipline sanctions, as well as HOLDS placed on individual accounts via the Bursar’s office. [Equipment Checkout]

**Suggested Division of Responsibilities**

Clubs may choose to divide the responsibilities of the club in any way. Some larger clubs may choose to have several officers, up to seven or more. While smaller clubs may choose to have only a President and Treasure. No matter how the responsibilities are divided, it is imperative for the club and the Club Sports Program that **ALL** of the items listed below are completed carefully and timely. The following is only a suggested method of dividing officer duties:

**President**

The Club President will be responsible for completing the most important elements of running a successful student organization. These duties may include, but are not limited to the following:
1. **Manual:** The primary printed copy of the Club Sports Operations Manual should reside with the President. Other officers and general members will have access to the manual via a PDF copy on the Club Sports Website.

2. **Elections:** This Officer (when outgoing) will oversee the elections of the future President, Treasure, and/or and additional officers deemed necessary via Club Constitution.

3. **Relay Information:** This Officer is responsible for informing the incoming President and other officers of the duties and responsibilities, as well as the routines and guidelines for club operations. The outgoing President must ensure that the incoming President has a copy of the Club Sports Operations Manual.

4. **Club Sports Council Meetings:** Club Sport Staff Recommend Presidents attend council meetings as the leader of each respective organization.

5. **Execute Club meetings:** This Officer will administer any club meetings.

6. **Disciplinary Problems:** This Officer will work with the Club Sports Staff and Club Sports Council to resolve any conflicts or handle any disciplinary matters or complaints regarding the club’s behavior both on campus and throughout the entire duration of a club trip.

7. **First Aid Kit:** This Officer (or Safety Officer) must ensure that the first aid kit is on-site at all team events. The President/Safety Officer must also ensure that the first aid kit is fully stocked at all times.

### Treasurer/Fundraising Chairperson

This Officer will be responsible for ensuring that all financial operations follow the guidelines set forth in this manual. Treasurers will be responsible for completing most club financial operations. Treasurers will follow all Club Sports procedures for spending money, and will understand that **EVERYTHING must be PRE-APPROVED.** Any item purchased without prior approval or ordered without proper purchasing channels will not be reimbursed. Treasurers may be responsible for general administrative tasks. The Treasurer/Fundraising Chairperson’s duties may include, but are not limited to the following:

1. **Manual:** All club officers will follow all Club Sports policies and procedures as presented in this manual and will pass all pertinent information in this manual on to club members.

2. **Budget Proposals:** This Officer will work with the President to complete and submit a club budget proposal on time. Budget proposals will generally be due at the end of August.

   **NOTE:** New for 2018-2019 Budget Proposals may be requested as early as March 2019

3. **Fundraising:** This Officer will be responsible for all elements of fundraising for club.

4. **Mailbox:** This Officer is responsible for bank statements, delivered via club mailboxes.

5. **Officials:** This Officer will coordinate the scheduling and payment of officials Club Sports Staff.

### Travel/Scheduling Chairperson

This Officer will be responsible for all elements of club scheduling and travel. Travel/Scheduling Chairperson will be responsible for finding teams to compete against and scheduling those competitions Travel/Scheduling Chairperson will also work with Club Sports Staff to ensure that practice times and facilities are available for the club. These scheduling and travel duties include, but are not limited to the following:
1. **Field/Facility Requests**: This Officer is responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with Club Sports Staff.

2. **Equipment Checkout**: This Officer will be responsible for arranging a specific time for equipment and uniform checkout.

3. **Team Scores**: This Officer will report team scores and records to his/her Director for publication and logging within 48 hours of the completion of an event.

4. **Travel**: This Officer is responsible for arranging and coordinating travel for competitions, and special events with Club Sports Staff,
   - **Travel Itinerary**: This Officer is responsible for ensuring Club Sports Staff receive a travel itinerary two weeks prior to the departure of the trip.
   - **Permission to Travel**: This Officer will be responsible for meeting with the Director to sign the travel authorization.
   - **Arrangements**: This Officer is responsible for making all travel arrangements including scheduling competitions and/or use of practice facilities, transportation and lodging

**Coach/Volunteer Responsibilities**

The complete list of coach responsibilities is located in the Coach’s Agreement. This section highlights some of the most important elements of the coach’s responsibilities for the club officers. Due to the Club Sports Program’s emphasis on student leadership, participation, and development, the role of the coach is to solely coach. Coaches are not permitted to administer day-to-day operations of the club. Coaches and volunteers must allow and encourage the club’s president, elected officials, and general membership to manage the club’s activities and operations. The coach/volunteer should encourage the club’s officers to achieve short-term and long-term goals for the club. **Coaches should attempt to develop and improve the sport skills of the participants in the club.** Any violations or infractions to stated rules by a club volunteer may result in termination of relationship to Club Sports Program.

**Discrimination Policy**

Kennesaw State University’s Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sec, age, disability, religion, sexual orientation, or veteran status.

**Dismissal**

Coaches/Volunteers are eligible for dismissal by the Club Sports Staff. The Club Sports Staff must be contacted prior to the club’s discussion for terminating a coach. **Club Sports Staff can dismiss any coach at any time.**

**MID-SEASON DISMISSAL**: Coaches/volunteers are eligible for mid-season dismissal if coach(es) fail to complete any of duties as outlined in the Coaches Agreement, or if at any time, two-thirds of the club votes to dismiss the coach/volunteer. Prior to a club calling a “No Confidence” vote, the club officers and players must schedule a meeting with the Club Sports Staff. Coaches may be immediately relieved of the position by the Director of Competitive Sports if the coach, or any member of the club, violates the Kennesaw State University’s Code of Conduct or the Club Sports Behavioral Guidelines set forth for practices, competitions, during club trips, and at any recognized club function. Coaches/volunteers are also eligible for immediate dismissal if, at any time, the Club Sports Staff determine that the behavior is detrimental to the club or not supportive of the Club Sport philosophy, mission, Club Sports Staff, KSU, or the overall Club Sports Program.
**END OF THE YEAR DISMISSAL:** Coaches/volunteers are also eligible for dismissal at the end of the competitive season upon the review of the coach evaluations and feedback by the Club Sports Staff.

**Supervision**

Coaches, or officially documented designees, are encouraged to attend as many practices and competitions as reasonable during the duration of the competitive season. Coaches are encouraged to enforce the Kennesaw State University Code of Conduct and all behavioral guidelines set for by the Club Sports Program.

**Training for Coaches**

Coaches are encouraged to attend the training session for coaches. This training will be offered annually at the Owls Nest. Coaches are considered a Campus Security Authority (CSA). In addition to immediately sharing any club concerns with Club Sports Staff, in compliance with the Federal Clery Act, coaches will receive an email once per year asking for information regarding any crimes or illegal activity affiliated student participants have shared.

**Conduct**

Coaches/volunteers must act as a role model for the club and ensure that all members positively represent Kennesaw State University at all times. Coaches and volunteers must follow all conduct guidelines in the Club Sports manual and adhere to Kennesaw State University Code of Conduct. The full document detailing the KSU Codes of Conduct can be found here: [http://scai.kennesaw.edu/codes.php](http://scai.kennesaw.edu/codes.php)
Chapter 4: Club Sport Council

The Club Sport Council is comprised of at least one representative from each club. The council acts as a forum for the sharing of ideas and expressing of concerns regarding the Club Sports Program. The council meeting allows the Club Sport Council and Club Sports Staff to pass on important information to all of the clubs. Because the information distributed is of vital importance to each club, and to the program as a whole, the member that sits on the council must be part of club leadership (President, Vice President, or other student officer). The role of the Club Sport Council representative is to act as a liaison between the Club Sports Staff, the Club Sports Council, and general club membership.

**Club Sport Council Representative Requirements**

The Club Sport Council Representative:

- Must part of club leadership
- Must be motivated and enthusiastic about the Club Sports Program

**Club Sport Council Representative Responsibilities**

The Club Sport Council Representative must:

- Recommend new protocols and procedures on behalf of the Club Sports program, subject to the approval of the Club Sports Staff
- Represent the Club Sports program in all official University matters pertaining to the Club Sports participants. This may require attendance at KSU meetings in order to promote the interests of the Club Sports program

**Conference Travel**

In an effort to bring new ideas and innovative solutions into our Club Sports program, and to reward the work and dedication of the Club Sport Council, the program will finance the travel of one member to the semi-annual Club Sport Symposium. Other conferences may include, but are not limited to National Intramural and Recreational Sports Association (NIRSA) state, regional, and national conferences. NIRSA conferences provide excellent opportunities for the exchange of ideas and personal networking and attendance is encouraged. In order to be eligible for a travel grant, the council member must have at least one semester of experience on the executive board. After attending the conference, the council member must give a brief presentation to the council and submit a typed one-page response about the conference outlining ideas for the KSU Club Sports program.

**NOTE:** The Club Sports Staff must approve all council recommendations. In addition, Club Sports Staff may override or veto any recommendations made by the Club Sports Council Representatives for the betterment of the program.

**Appeals Board**

The Appeals Board is in charge of Compliance appeals, occurring at the end of April, and Discipline appeals, occurring throughout the year as necessary. The board members will be appointed shortly after the first Club Sports Council Meeting by the executive board and shall consist of a pool of 10 people, including the exec board members. The President should ensure that the board is balanced by choosing members that represent varying sports and activities (field sports, martial arts, off-campus clubs, individual/dual clubs, etc.). When a hearing is necessary, the Club Sports Council Vice President (chairperson) and at least 5 other representatives from the Appeals Board (not related to any Clubs involved) shall be appointed. One member of the Appeals Board shall be designated as secretary.
Chapter 5: Funding Sources

Club Sports are eligible to receive two separate types of funding from student fees. The first allocation will be granted on **CLUB COMPLIANCE/TIER DESIGNATION**. The second allocation will come from **DEMONSTRATED CLUB NEED** (review of budget and anticipated income and expenses). Student fee money may be used for the following aspects of club finances: governing body dues, player registration fees, travel, and lodging. FOOD is not an approved allocation. National Travel Funding may be available to help clubs travel to national competitions. Clubs must submit an application for approval and understand specific guidelines and stipulations will apply.

**Student Fee Funding**

The Club Sport Program uses a Tier Classification system to allocate Student Fee Money to individual clubs. The tiers focus on quantity of competition, level of involvement, and overall organization of each club. One of the most important aspects of a club that determines tier level is the number of students benefiting from the club. This information may include, but is not limited to: participation reports, site inspection at practice, travel rosters, and overall communication & organization.

The tier system sets an upper limit on the amount of funds allocated to each club from student fee funding. However, current clubs may only receive an amount equal to what the club raised during the academic year. The fiscal year runs from the first day of class fall semester to June 30. Clubs must reapply for tier classification every year by completing the budget worksheet within the application packet. If budgets are submitted late, the club will be subject to a reduction in Student Fee subsidies, if a club fails to submit a budget no funding will be allocated. Provisional clubs are **NOT** eligible for any student fee funding.

**NOTE:** Maximum tier budget allocations are subject to change from year to year.

**Semester End & End of Year Spending Deadlines:**

- All Paid-in-full receipts due for Tier Funding reimbursement should be submitted within 30 days of purchase.
  - Tier Funding reimbursement for the Fall semesters **MUST** be submitted no later than Monday, December 10, 2018.
    - If submitted after the December deadline, reimbursement will not be issued.
  - Tier Funding reimbursement for the Spring semesters **MUST** be submitted no later than Monday, May 6, 2018.
    - If submitted after the May deadline, reimbursement will not be issued.

**Funding Sources**

<table>
<thead>
<tr>
<th>Tier Funding</th>
<th>Compliance Points</th>
<th>Self-Generated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier Status</strong></td>
<td><strong>Number of Active Members</strong></td>
<td><strong>Organizations</strong></td>
</tr>
<tr>
<td><strong>Number/Level of Competitions</strong></td>
<td><strong>Communication</strong></td>
<td><strong>Fundraising</strong></td>
</tr>
<tr>
<td><strong>National Governing Body</strong></td>
<td><strong>Community Involvement</strong></td>
<td><strong>Corporate Sponsors</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Recruitment &amp; Retention</strong></td>
<td><strong>Donations</strong></td>
</tr>
</tbody>
</table>

**NOTE:** National Tournament Funding may be available via Club Sports Contingency Fund.
**Tier Funding**

**Tier 1**
The highest level of recognition is reserved for the clubs that are very organized, active on campus as well as the community, and regularly support other Club Sports.

**Tier 2**
This mid-level group is for clubs that go beyond expectations by attending additional competitions and are organized by submitting necessary forms by priority deadlines.

**Tier 3**
This mid-level group is for clubs that go beyond expectations by being organized by submitting necessary forms by priority deadlines. These groups may not attend/host as many competitions and could be more recreationally focused versus Tier 3.

**Tier 4**
This is the level every club is expected to meet each year in order to maintain status as a Club Sport and be eligible to receive Student Fee Funding.

**Provisional Status**
This is reserved for groups that are new to the Club Sport program or are returning to active status following a period of inactivity, probation, suspension, or expulsion.

The Chart below will serve as a quick reference guide to establish the requirements for each Tier status:

<table>
<thead>
<tr>
<th>Tier Level</th>
<th>National Organization</th>
<th>Active Membership</th>
<th>Number of Competition</th>
<th>Fundraising</th>
<th>Student Fee Subsidies</th>
<th>Compliance Point Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>Yes</td>
<td>22</td>
<td>10 Competitions (8 Collegiate)</td>
<td>Must Match</td>
<td>Up to $7,000</td>
<td>240</td>
</tr>
<tr>
<td>Tier 2</td>
<td>Yes</td>
<td>18</td>
<td>8 Competitions (5 Collegiate)</td>
<td>Must Match</td>
<td>Up to $4,200</td>
<td>220</td>
</tr>
<tr>
<td>Tier 3</td>
<td>No</td>
<td>14</td>
<td>5 Competitions (1 Collegiate)</td>
<td>Must Match</td>
<td>Up to $2,500</td>
<td>200</td>
</tr>
<tr>
<td>Tier 4</td>
<td>No</td>
<td>10</td>
<td>2 Competitions</td>
<td>Must Match</td>
<td>Up to $1,000</td>
<td>180</td>
</tr>
</tbody>
</table>
Compliance Points

Completing the following categories at the required level will earn a club 180 points (Tier4). The time frame for completing these criteria begins August 13, 2018 and runs through April 29, 2018. Clubs cannot receive credit for the same event or activity in multiple categories. While some examples are provided below, Club Sports Staff will have final approval of eligible events.

- **Club News & Updates** 50 required
  - Monday Notes help Clubs communicate accomplishments to share with Rec Sports & fellow club sports.
  - Must be submitted Monday at noon (12:00pm). Late submissions will not receive points
  
<table>
<thead>
<tr>
<th>Submission</th>
<th>Priority Deadline</th>
<th>Discipline Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Email</td>
<td>August 10, 2018</td>
<td>August 17, 2018</td>
</tr>
</tbody>
</table>

- **Council Monthly Meeting Attendance** 30 required
  - Each club must have at least one representative attend the monthly meetings facilitated by the Club Sports Council Exec Board & Club Sports Staff
  - Allows for one excused absence
  
<table>
<thead>
<tr>
<th>Submission</th>
<th>Priority Deadline</th>
<th>Discipline Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Meeting Attendance</td>
<td>August 10, 2018</td>
<td>August 17, 2018</td>
</tr>
</tbody>
</table>

- **Mentor Meeting** 20 required
  - Each Club Sport is assigned a mentor for a mid-semester and end of semester in fall and spring

- **Organization** 40 required
  - The following items submitted by the priority deadline are worth 2 points per submission
  - The chart below outlines the forms necessary for club communication

<table>
<thead>
<tr>
<th>Submission</th>
<th>Priority Deadline</th>
<th>Discipline Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Application Packet FY19</td>
<td>August 10, 2018</td>
<td>August 17, 2018</td>
</tr>
<tr>
<td>Spring Semester Schedule</td>
<td>November 26, 2018</td>
<td>December 3, 2018</td>
</tr>
<tr>
<td>Fall Summary Report*</td>
<td>November 26, 2018</td>
<td>December 3, 2018</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>10th of every month</td>
<td>15th of every month</td>
</tr>
<tr>
<td>Updated Monthly Rosters</td>
<td>1st Friday after each Council Mtg.</td>
<td>2nd Friday after each Mtg.</td>
</tr>
<tr>
<td>Inventory Report</td>
<td>April 15, 2019</td>
<td>May 6, 2019</td>
</tr>
<tr>
<td>Budget Request FY20</td>
<td>April 15, 2019</td>
<td>May 6, 2019</td>
</tr>
<tr>
<td>Spring Summary Report*</td>
<td>April 15, 2019</td>
<td>May 6, 2019</td>
</tr>
<tr>
<td>Team Application Packet FY20</td>
<td>April 15, 2019</td>
<td>June 30, 2019</td>
</tr>
</tbody>
</table>

**Max. Possible Points** 52

*NOTE*: End of Semester Summary Reports are weighted item; 5 points by priority deadline
- Recruitment & Retention Events  
  o Recruiting and maintaining a strong membership base is vital to the existence of any club

<table>
<thead>
<tr>
<th>Recruitment &amp; Retention Events</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Recruitment @ Green</td>
<td>2</td>
</tr>
<tr>
<td>Fall Recruitment @ Bricks</td>
<td>2</td>
</tr>
<tr>
<td>Spring Recruitment @ Green</td>
<td>2</td>
</tr>
<tr>
<td>Spring Recruitment @ Bricks</td>
<td>2</td>
</tr>
<tr>
<td>Independent Recruitment Event</td>
<td>2</td>
</tr>
<tr>
<td>Retention Event</td>
<td>5</td>
</tr>
<tr>
<td><strong>Max. Possible Points</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

- Lunch & Learn Events  
  o The mission of the Club Sports Program is to support well rounded development for all club participants; these education session will help provide information to support club and/or individual goals
  o Earn points for up to three (3) individuals per Club, per Lunch & Learn Session
    ▪ Each attendee will receive 2 points per attendance
  o Lunch & Learns will be held from 12:00pm – 1:00pm; please bring a packed lunch

<table>
<thead>
<tr>
<th>Lunch &amp; Learn Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, Aug. 30, 2018</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday, Sept. 12, 2018</td>
<td>2</td>
</tr>
<tr>
<td>Tuesday, Sept. 25, 2018</td>
<td>2</td>
</tr>
<tr>
<td>Monday, Oct. 8, 2018</td>
<td>2</td>
</tr>
<tr>
<td>Week of October 22 TBA</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday, Nov. 7, 2018</td>
<td>2</td>
</tr>
<tr>
<td>Tuesday, Jan. 15, 2019</td>
<td>2</td>
</tr>
<tr>
<td>Week of January 28 TBA</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday, Feb. 27, 2019</td>
<td>2</td>
</tr>
<tr>
<td>Thursday, Mar. 14, 2019</td>
<td>2</td>
</tr>
<tr>
<td>Tuesday, Apr. 16, 2019</td>
<td>2</td>
</tr>
<tr>
<td><strong>Max. Possible Points</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Bonus Points**

To achieve the points necessary for Tier 1, 2, and 3 Levels, a club will likely need to complete bonus point items.

- Committee Service  
  o There are many opportunities to become involved with the Club Sports Council, Sports & Recreation, and the greater Kennesaw State University Community. Points will be awarded per full term of service.
  o Starting at 3 points per full term of service

<table>
<thead>
<tr>
<th>Type of Committee Service</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Club Sports Council</td>
<td>5</td>
</tr>
<tr>
<td>- S&amp;R Student Advisory Board</td>
<td>5</td>
</tr>
<tr>
<td>- Sports &amp; Rec Special Event</td>
<td>3</td>
</tr>
<tr>
<td>- Greek Life (IFC, MCGC, NPHC, PHA)</td>
<td>3</td>
</tr>
<tr>
<td>- Student Government</td>
<td>3</td>
</tr>
<tr>
<td>- Student Activities Board(Kennesaw/Marietta Campus)</td>
<td>3</td>
</tr>
<tr>
<td>- Other provided approval</td>
<td>3</td>
</tr>
</tbody>
</table>
• Community Service
  o Clubs may complete a serves event with an approved organization of their choice. There is no point maximum in this category. To be considered a club event:
    ▪ A minimum of 25% of active roster must attend or 5 people, whichever is greater
    ▪ Service must be reported within two (2) weeks of the event conclusion. Credit will be granted in the following increments.
    ▪ Multiple shifts/dates at the same service site throughout one semester will be counted as one event
  o Starting at 10 points per event
  o Example: 5 people compete 20 total person hours = 4 hours average/attendee. This group would receive 15 points.

Service Hours

| Avg. 1-2.9 hours/attendee | 10 |
| Avg. 3-4.9 hours/attendee | 15 |
| Avg. 5-7.9 hours/attendee | 20 |
| Avg. 8+hours/attendee     | 25 |

• Attending Events/Collaboration
  o Attending a Sports and Recreation Event or fellow Club Sport’s event is an important part of supporting our community.
  o Report attendance by uploading a picture to the Classification Reporting Form within two (2) weeks of the activity’s conclusion.
    ▪ Attendees must be in the picture, with the event in the background.
  o Clubs will earn 5 points per event

Type of Event | Attendance Threshold
---|---
-Club Sport Competition/Fundraiser | 5 people from active club roster
-Collaboration Project* | N/A – must be with another club sport
-Sports & Rec Special Event | 5 people from active club roster

**NOTE**: When **Clubs work together** to organize and plan a fundraiser, community service project, or special event, each individual Club will earn 5 points.

• Alumni Engagement
  o Clubs that have an active alumni network (consistent communication with past members, at least twice per semester) via alumni social media accounts, newsletter, etc.
    ▪ Clubs will earn 5 points
  o Hosting and alumni event (documentation of agenda, # of attendees, and event invite required)
    ▪ Clubs will earn 10 points

• Leadership Academy
  o The mission of the Club Sports Program is to support well rounded development for all club participants; these education session will help provide information to support club and/or individual goals
  o This progressive experience will be offered once per semester
  o An attendee taking on this activity must attend all Leadership Academy Sessions to receive points (one excused absence permitted)
    ▪ Clubs will earn 15 points per individual

**Fall Dates**: Fridays 1:30pm-3:00pm – Sept. 21, Oct. 5, Oct. 19, Nov. 2, Nov. 16, Nov. 30
**Spring Dates**: Fridays 1:30pm-3:00pm – Feb. 8, Feb. 22, Mar. 8, Mar. 22, Apr. 12, Apr. 26
**Documentation/Missing Deadlines**

The Club Sports program works efficiently when administrative paperwork is completed and submitted on time.

**Fiscal Handling**

Each club must submit a monthly bank statement. Any club that does not submit a monthly statement, all club activities will be halt until a bank statement and proper documentation have been submitted. Statements are due each month by the 15th, with a priority deadline of the 10th. Incurring club debt, making purchases resulting in a negative bank balance, and long-term outstanding invoices are cause for discipline sanctions up-to and including expulsion.

**Not depositing University Checks**

If University Checks are not deposited within two weeks, the club will be placed on cease and assist until this task is completed.

**Other Areas of Funding**

**Student Activities Budget Advisory Committee (SABAC)**

Club Sports are not eligible to receive and may not, at any time, apply for funding from SABAC or any of its governing bodies.

**Joint Clubs**

Clubs that play the same sport and represent the same gender must apply for a joint budget. Clubs that have multiple competition teams (A, B, C) must apply for a joint budget. Clubs that play the same sport but represent different sexes may apply for joint or separate budgets. Clubs with joint budgets must split their student-fee funding equally, as well as their National Travel allocation. Clubs that receive joint budgets may be disciplined as a single club. Therefore, if student-fee or National Travel funding is withheld from one club as a disciplinary action, both clubs will be affected and neither will receive funding.

**National Travel**

The National Travel account is allocated to support clubs effort to attend national competitions, as this furthers the Club Sports Program goal to strive towards competitiveness at a national level. Clubs may apply to use National Travel Funds in one of two ways, for individual travel or club travel. Regardless as to how a club chooses to use these funds, a written application must be submitted to Club Sports Staff. This application must be itemized and show the total amount requested. Final allocation will be determined by number of participants, competition location, funds raised by club, additional clubs seeking funding, and funds available.
Chapter 6: Fundraising

Donations can be made to a specific club sport. Checks can be made payable directly to the club. A name and address for all sponsors are necessary for thank you notes to be mailed. A thank-you letter from the club must recognize all donations. Some companies have matching fund arrangements where they will match the amount that an employee has donated.

Donation Request Letters

A sample letter asking for club donations/sponsorship is included in the reference section of commonly used forms. Please feel free to customize to meet your individual club needs with prior approval and review by Club Sports Staff.

Commercial Sponsorship

Commercial sponsorships are encouraged, but must be approved by the Club Sports Staff in advance. Club Sports are not allowed to solicit commercial sponsorships from alcohol, tobacco or companies of ill repute. Club Sports Staff will provide assistance in creating proposals for commercial sponsorships. Proposals should be professional and well edited. When soliciting commercial sponsorships it is important to "follow up". Inform the company as to how the money will be spent and how the company can benefit from making the donation. If the sponsorship requires using a corporate logo on a jersey or T-shirt it is imperative to receive a letter from the corporation or organization stating that it gives permission for the logo to be used by the University. In addition, the corporate logo may not be larger than the University logo, and corporate logos may not be touching the University logo or other corporate logos on the garment/item. Any printing must be produced by a University licensed vendor/printer, approved in advance by a club sport administrator, and purchased using University procedures. All artwork must be submitted to KSU Club Sports for approval by University Relations.

Advertising Sales

Clubs may sell ads to companies and these ads can be announced during club events or printed in club brochures or media guides. The Club Sports Office has examples to help guide officers in creating ads. On printed material, the name of the club must be at least as large as the name of the advertiser. A Club Sports Staff must approve all ads or sponsorships in advance. No alcohol, tobacco, nor ads in poor taste will be allowed. All artwork must be submitted to KSU Club Sports for approval by University Relations.
More Ideas: Unique Fundraisers

- Sell club t-shirts (through PromoVersity) – notify vendor if selling club shirts
- Car wash – donation or by car rate.
- Pie a Staff Member - Similar to a "penny war", but each jar is for a professor. The professor with the most money spends an hour or so on the receiving end of whipped cream pies.
- Exam Time Survival Kits - Mail order forms to parents and deliver kits to student during finals.
- Key chains - With school colors or Club logo.
- Fundraiser candy bar kits or pizza kits.
- Make your own tie-dye - Get t-shirt sponsors and make your own shirt.
- Crunch a car day - For a nominal fee, students can sledgehammer an old car during finals.
- Silent Auction - Bid on prizes donated from local businesses.
- Raffle off "day in the life of" prizes - Spend the day as an administrator or as a local celebrity.
- Pro sports games - Volunteer your time selling hot dogs/drinks for pay.
- Sponsor a sporting event/tournament with an entry fee
- Cram-o-grams – wish your friends well on their exams.
- Hold a talent show competition between student groups/residence halls/etc.
Chapter 7: How to Spend Club Sports Funds

There are many ways that student fee money may be spent. All expenditures must be pre-approved by a club sport administrator. **Reimbursements will not be made for any money spent without prior approval.** All money must be spent through proper channels and petty cash reimbursements are not available. All requests for funds must be made to a Club Sports Staff and the person requesting the funds should have a well-researched list of item(s) to be purchased, cost, and suggested sources.

**Outside checking accounts are required for each KSU club.**

**How to Setup an Off-Campus Bank Account**

1) Obtain a Federal Tax ID # (see Club Sports Staff for assistance)
2) Obtain a letter from KSU granting permission to open a KSU off-campus account
3) Choose a bank – Credit Union of Georgia is recommended (3333 Busbee Dr.)

**Unique features of University Funds**

**Sales Tax:** Kennesaw State University does not pay sales tax. Do not submit any receipts with sales tax, as it will not be paid. The sales tax exempt number may not be used for any unauthorized expenditure. When traveling out-of-state, the tax-exempt status usually does not apply.

**Fiscal Year:** June 30 is the end of the fiscal year. All clubs must submit receipts by May 31.

**Common Expenses**

<table>
<thead>
<tr>
<th>Tier Funds</th>
<th>Off-Campus Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Governing Body Dues</td>
<td>Food</td>
</tr>
<tr>
<td>Hotel Rooms via Hotels.com</td>
<td>T-Shirts</td>
</tr>
<tr>
<td>Vans</td>
<td>Gas</td>
</tr>
<tr>
<td>Gas</td>
<td>Uniforms</td>
</tr>
<tr>
<td>Uniforms</td>
<td>Club Equipment</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>Entry Fees</td>
</tr>
<tr>
<td>Club Equipment</td>
<td>Officials*</td>
</tr>
<tr>
<td>Entry Fees</td>
<td>Trainer for Home Events</td>
</tr>
<tr>
<td>Officials*</td>
<td><strong>NO FOOD!!!</strong></td>
</tr>
<tr>
<td><strong>NO FOOD!!!</strong></td>
<td><strong>NO ALCOHOL!!!</strong></td>
</tr>
</tbody>
</table>

Food
T-Shirts
Gas
Uniforms
Club Equipment
Entry Fees
Officials
Trainer for Home Events

**NO FOOD!!!**

**NO ALCOHOL!!!**
Entry Fees and League Dues

Entry fees and league dues can be paid for using the club sport administrator’s p-card or a club check. An official invoice or entry form must be submitted to a Club Sports Staff in order for the fee to be processed. The p-card will be the fastest method of ensuring payment. It takes approximately 3 to 4 weeks from the time a check request is received to the time of payment. The deadline to pay for approved league fees is May 31st.

Equipment

Club equipment requests must be made to the Club Sports Staff. The requests will most often be processed using the club sport administrator’s p-card. If the total is over $2,499 the request will be filled using a purchase order.

Inappropriate categories for usage of funds allocated to each club include t-shirts, personal equipment, meals, trophies or other personal items including, but not limited to: swimsuits, tennis shoes, etc.

Appropriate categories for usage of funds allocated to each club include tournament registrations, uniforms (with appropriate care, maintenance and plan to use for at least three years), facility rental, club equipment, transportation, league dues, affiliation fees and hotel rooms.

*All reimbursements are made to the club – not an individual.

** Any uniforms purchased with KSU funds belong to the University & must be collected each year. Failure to return uniforms will be reported to the Bursar’s Office and may result in a hold on an individual's account.
Chapter 8: Travel

General Information

During club travel, all club members are expected to uphold a positive image of Kennesaw State University and to exhibit good sportsmanship. The Club Sports behavioral guidelines and Kennesaw State University Code of Conduct must be adhered to at ALL times. Any violation of the Code of Conduct or Sports Clubs behavioral guidelines by the players or the coach can result in immediate dismissal. Any club member that violates the behavioral guidelines or Code of Conduct will face disciplinary sanctions. Disciplinary sanction may include placing the club on suspension or termination of the club’s coach and/or the suspension of club members and referral to Student Conduct Academic Integrity (SCAI).

Clubs should notify a Club Sports Staff immediately in the event that a change in plans occurs including ground or air transportation, lodging, competition venue, etc. or if an emergency arises during club travel. Clubs are NOT permitted to stay extra nights before or after the conclusion of a club sport event (if not absolutely necessary based on the competition schedule). Note: Club Sports Staff have the right of refusal for travel if it is in the best interest of club safety.

To be reimbursed for any pre-approved spending of club funds, all receipts must be itemized and original receipts submitted to the Club Sports Staff upon return.

All travel must be scheduled at least 2 weeks in advance so that a travel authorization form can be processed. A club officer in conjunction with the Club Sports Staff must complete the Permission to Travel form. If a club needs lodging or transportation, allow at least 2 weeks before the trip to process the forms appropriately.

Alcohol

Drinking and the use of drugs (other than for prescribed medicinal purposes), or the use of other illegal substances is NEVER permitted during an official club function including, but not limited to travel, practices, games, competitions or an event in Club Sport or Recreation Center facilities. All club members are required to abide by all state and federal laws including the prohibition of consumption of alcohol by regardless of age, and the prohibition of driving while under the influence of alcohol. The Club Sport Program requires coaches to refrain from alcohol consumption with their club members at any time and specifically during the entire duration of club trips. Officers are ultimately responsible for the behavior of all club members.

Coaches will be terminated for consuming alcohol while participating in an official or unofficial club event.

NOTE: A club trip begins once a club departs campus and is only complete when the club returns to campus.

Lodging

- Lodging requests must be made through the Club Sport’s Office at least ten business days in advance of travel (even if lodging costs are being paid with off-campus funds).
- A club officer must complete a permission to travel form in Owl Life prior to making hotel room reservations. Complete the Hotel Request form in the club portal.
• When providing examples of desired hotel rooms, please use the [www.hotels.com](http://www.hotels.com) website and follow the subsequent guidelines:
  o Enter the exact dates of travel.
  o Enter the exact number of rooms needed.
  o Provide three separate options that are satisfactory for club in order of most to least preferred.
  o Hotels must have a 3.0 out of 5.0 stars using the TripAdvisor rating system.

• If a club uses club funds to pay for lodging, the officer must obtain an itemized original receipt or invoice from the hotel and return it to Club Sports Staff. Incidentals and/or personal charges (i.e. movies, meals, phone calls, etc.) are not reimbursable and must be paid before checking out of the hotel and the receipt should reflect this payment. If an itemized receipt is not returned, the club will not be reimbursed. If you are traveling in the State of Georgia and need lodging, please provide the hotel with the KSU tax exemption form. **No tax will be reimbursed in the state of Georgia.**

• The consumption of alcohol and illegal substances are prohibited at all times during club travel which includes the entire duration of a club trip from departure to return and any event that qualifies as an official club function. Therefore, ABSOLUTELY NO consumption of alcohol, illegal drugs are allowed within hotel rooms occupied by coaches or club members, as well as the hotel bar/restaurant, regardless of the age of club members or coaches.

• Rental houses, cabins, and staying at campgrounds requires prior approval from Club Sports Staff and may require additional safety training.

### Air Transportation

The Club Sport’s Office does not regularly make airline reservations or pay for air transportation. It is generally recommended that the individuals from clubs make their own airline reservations and pay for their own ticket. This is a great opportunity to use Frequent Flier Miles or Buddy Passes.

### Personal Automobile Transportation

Club members that expect to be reimbursed for gas receipts must have travel forms on file at least 2 weeks before departure of the trip. Gas receipts must be submitted within 2 weeks of return for reimbursement. Checks for reimbursement will take approximately 2-3 weeks from the time the receipts are submitted. Reimbursements are made to the clubs, not an individual.

### Rental Transportation

KSU has price agreements with Enterprise. **All Enterprise Rentals must be booked through the Club Sports Office. No club may contact ENTERPRISE directly.** Fill out a vehicle request form and submit to the Club Sports office at least 2 weeks prior to travel. All van drivers must be approved through the University at the time of request. All drivers must be at least 21 years old and have a safe driving record (no excessive speeding, DUIs, etc.). Please complete a DSI consent form and submit to Club Sports Staff. You will be notified by email once you have been approved. Rental vehicle cancellations must be sent to Club Sports Staff by noon on Thursday or the club will be charged for the rental. Cancelling vans beyond this deadline may result in the revocation of rental privileges.
Van Training

In order to be approved to drive a rental van, one must complete the Van Driver Approval Packet that can be obtained at the Owls Nest.

1. Sign up for the in-person Defensive Driver Course. These will be hosted at the Owls Nest, KSU Center, or Marietta Campus.
2. COMPLETE ONLINE TRAINING:
   A. Go to: https://campustraining.kennesaw.edu and log in with your NetID & password.
   B. Scroll to Mandatory Vehicle Operator Training and click the link.
   C. Carefully read & follow the instructions to complete the online training.
3. MOTOR VEHICLE RECORD FORM: Please complete this form in full, print, sign & date where indicated. Return the original in a sealed envelope to Club Sports Staff.
4. DSI CONSENT FORM: Fill out a DSI consent form and return to Club Sports Staff in a sealed envelope.
5. VOLUNTEER PACKET: Complete, sign, and return to Club Sports Staff.
6. COPY OF DRIVER’S LICENSE: Give copy to Club Sports Staff.

Disciplinary Action

Any club that is involved in an accident during a club sport trip may be subject to disciplinary action pending a meeting between the club leaders and the Club Sports Staff. Disciplinary action may include the loss of all vehicle rental privileges and the loss of travel privileges for the remainder of the year. If an accident does occur, it must be reported to the Club Sports Staff immediately.

In Case of an Accident

- STOP IMMEDIATELY - Notify Police Agency
- Take steps to prevent another accident at the scene.
- Call 9-1-1 if necessary
- Notify the Club Sports Staff.
- Do not sign any paper or make any statement as to who was at fault. Any admission may impair the insurer’s ability to defend a case of questionable legal liability. The appropriate legal authority will decide fault or liability.
- Get name and address of each witness
- State your name, address, place of employment, name of your supervisor, and upon request, show your operator’s license and vehicle registration
- Secure all information needed on the Accident Report Form. Do not leave spaces blank.
- If the vehicle is unsafe to operate, have it towed to the nearest garage or service station after the police have completed their report.
- Submit an Accident Report within 24 hours. Failure to make a report within the required time may be just cause to withdraw the use of rental vehicles and cause the Club to be placed on probation.
- Accidents must be reported to the State of Georgia Motor Vehicle Division.
- Do not discuss the accident with anyone except the police officer and the Club Sports Staff. The club will be responsible for any costs incurred unless proper reporting is recorded.
- Enterprise Roadside Assistance: 1.800.307.6666
Chapter 9: Administrative Assistance

The Club Sports Office provides administrative assistance to all Club Sports. This chapter provides an overview of the assistance available. If a club has a need not listed, see the Club Sports staff.

Copies/Banners/Flyers

Clubs needing over 50 copies should make a request to the Club Sports Office. Please allow at least 48 hours for the request to be filled. A request must be made to Club Sports Staff for large jobs such as brochures, posters, banners, special orders, etc. All print material must meet the approval of the Club Sports Staff and University Relations.

Mailings

Both envelopes and University stationary are available in the Club Sports Office, but mailings must be approved by a club sport administrator. Every envelope must either be a University envelope or include the University return address stamp.

Club Sports Mailboxes

Each club has a mailbox located in the OWLS NEST outside of the Athletic Training room. Club Officers are responsible for checking this mailbox at least once per week. The cost to replace a lost key is $25.

Creating/Updating Club Web Page

Clubs are responsible for keeping their information on the sportsrec.kennesaw.edu/clubsports page up to date. If roster, schedule, articles, or photos need to be updated, please email any changes to Club Sports Staff.
Chapter 10: Equipment Usage

Equipment Checkout Procedure

Clubs must complete an equipment checkout form at the front desk of the Owls Nest in order to check out coolers, water bottles and tents. Equipment will be provided to clubs on a first come first serve basis. Equipment must be returned in the same condition it was when it was rented to the club. If equipment is determined to be damaged then the club that rented the equipment will be fiscally responsible.

Media Checkout Procedures

Club officers must submit a Media Checkout Request via Owl Life. The equipment agreement form must be completed and approved by a Club Sports Office staff. Media items available for club include:

- Go-Pro and accessories
- Hi-Pod Camera (training required prior to request approval)
- Video Camera

Equipment/Uniforms

Clubs are strongly encouraged to have Participants sign uniforms and other equipment in and out at the beginning and end of the season. If a participant refuses to return their equipment or pay the replacement costs, he/she may be prosecuted and charged with theft, resulting in a hold on his/her registration and his/her information being turned over to the University Bursars Office.

Theft

If equipment or uniforms are stolen, the theft must be reported to the Club Sports Staff within 72 hours of its occurrence. If the theft is not reported within the time limit, the player will be liable for the replacement costs. A copy of a police report must accompany the theft report.
Chapter 11: Facilities

Scheduling
Facility/field requests must be submitted in Owl Life as early as possible. These requests must be made via the Space Reservation Request form in Owl Life. If lockers and/or showers are needed for a visiting team, arrangements should be made with the Club Sports Office at least 48 hours in advance of the event. Please do not guarantee or confirm a time, field or date without first getting written approval from the Club Sports Owl Life Space use request.

General Policy Restrictions
It is crucial that all clubs abide by the rules governing use of facilities. Mistreatment of facilities may lead to a club being placed on probation. Provisional clubs are given the lowest priority for field and facility time.

No alcohol or tobacco is allowed in or at Club Sports facilities or fields. Players and coaches are responsible for making sure that no alcohol is consumed before, during or after any practice or game in or at Club Sports facilities. Violation of this rule will lead to instant loss of facility usage and other disciplinary action.

Clubs are expected to share the KSU Club Sports and Sports Park Expectations with visiting teams. The host club is responsible for facilities used by their guests.

KSU Club Sports and Sports Park Expectations
1. All University policies and procedures must be observed at all times. No tobacco or alcohol are allowed.
2. KSU reserves the right to delay, postpone, and cancel events due to weather or other unforeseen circumstances.
3. Games may begin no sooner than 30 minutes after opening of facility.
4. Games should be completed 30 minutes prior to closing.
5. Facility must be returned to the condition it was upon arrival.
   a. trash removed to dumpster
   b. temporary lines removed
   c. tables and chairs returned to storage by stated closing time
   d. parking lot cleared of trash
   e. etc.
6. KSU Campus Security will be consulted to establish a security plan for the event. Any costs associated with the plan will be paid in full by the hosting organization.
7. Any sporting event requires a CERTIFIED EMT on site during competition hours.
   a. Contact information must be provided to KSU Club Sports Athletic Trainer TWO weeks prior to event.
8. KSU legal must approve legal waiver for use of any special events at KSU Sports and Recreation Park.
   a. Copy provided to Club Sports Staff **TWO weeks prior to event**.
   b. On site verification, by the hosting organization event staff, must ensure all participants have signed KSU waiver to participate.
   c. Waivers must be completed by every participant that is with a non-university affiliate club, team, organization, etc.

9. Facility requests must be made:
   a. A minimum of 48 hours in advance for meeting space(s).
   b. At least **TEN business days in advance** for field space(s).

10. **For Tournament use only**: Schedule, tournament bracket, rules and regulations must be submitted **TEN business days prior to the event** to Club Sports Staff.

11. A meeting with the event organizers and KSU Club Sport Staff must take place **THREE weeks prior to the event**.

12. Reservation requests must include date, times, and anticipated attendance.
   a. Club Sports Staff can provide up to four tables, 10 chairs, corner flags, and scoreboard.

13. Any rental requests beyond normal operating hours will be reviewed; if approved and available, the cost of additional staff will be paid by the hosting organization.

14. Any revisions/changes to the original request must be resubmitted for approval.

**Synthetic Field Rules**

1. Vehicular traffic is prohibited on fields at all times.
2. All posted policies must be followed:
   a. No tobacco;
   b. No Pets;
   c. No spitting;
   d. No Gum,
   e. No Sunflower seeds
   f. etc.
3. No food or drink on synthetic turf.
   a. Food and Drink are only allowed in designated spectator areas.
4. Stakes, posts, signs, or any object may not be inserted into synthetic field.
5. Only participants, coaches, and officials are allowed on synthetic turf.
6. Spectators must remain in designated spectator areas.
7. Only designated field paint can be used.
   a. Club Sports may provide one case of paint under special circumstances, if conditions are not met the hosting organization will be charged $10.00 for cost paint.
8. Diagrams with measurements of proposed field layout must be provided **ONE week prior** to event for field marking.
9. Clubs are responsible for marking the fields, operating the scoreboards, and all other game related duties/operations.
Field/Facility Usage

Do not leave tape, cups, or other trash on the field after play. Leaving trash on the field may result in club suspension and a limitation of facility privileges. Play must occur in a direction away from the parking lot or street when balls or equipment is used that could cause damage to vehicles near the field. If any problems are discovered, the coach should notify the Club Sports Office immediately. No outside groups are permitted on the fields without a rental agreement.

Emergency Action Plans (EAP)

Please consult the red folder located in club first aid kit for a complete list of EAPs.
Chapter 12: Program Safety & Risk Management

1. **Owl Life Profile/Waiver:** All participants must complete an Owl Life profile waiver, even if the participant only plays for one practice or event.

2. **Code of Conduct:** All participants must sign the Code of Conduct form, even if the participant only plays for one practice or event. The Code of Conduct states that a student will abide by University policies and procedures and conduct oneself in a professional, mature manner while portraying KSU in a positive demeanor.

   **Safety Officers** are responsible for the following:

3. **CPR Certification:** At least 2 members of each club must be certified in CPR. It is highly recommended that one certified member be at each practice and all away competitions. Certified individuals must have copies of their cards on file with the Club Sports Office. Free CPR/First Aid certification classes are offered at the KSU Owls Nest or Marietta campus. CPR and first aid classes are also offered through the American Red Cross or American Heart Association.

4. **Incident/Accident Reports:** An accident/incident report must be filed for every injury occurring at a Club Sports event within 24 hours of the accident. A copy of this form is located in the Commonly Used Form Section.

5. **Emergency Care:** CALL 911 in case of an emergency if you are off campus or 470-578-6666 on campus. Calling 911 while on campus will take longer.

6. **Health Insurance:** Kennesaw State University does NOT provide health or dental insurance for any Club Sport participant. The Club Sports Program STRONGLY RECOMMENDS that each student Participants carry personal health insurance outside of the University.

7. **First Aid Kits:** Each club that practices or competes must have a first aid kit available for the entire season. These kits will be checked out to the club president or coach. The club president is responsible for making sure it is stocked. Additional supplies are available from the Athletic Trainer. Because of high supply costs, it is imperative that tape only be used for practice/game injuries and prevention. The kits should be returned to the Club Sports office at the end of a club’s competitive season. THEY MUST BE RETURNED FOR SUMMER RESTOCKING.

8. **Field and Equipment Safety:** If there is a potential safety hazard regarding field conditions or club equipment, officers must immediately notify the Club Sports Office. The office and maintenance staff will work as quickly as possible to resolve any problems.
Emergency/Injury Procedures

- **Life Threatening Injuries:** Immediately call 911 or if the accident occurs at the Kennesaw State University call the University police at (470)-578-6666

- **Non-life threatening injuries, not requiring an ambulance:** If an ambulance is not required have a club member or friend take the injured person to the Emergency Room. If there is no one to transport the person, call the University Police at 470-578-6206.

- **If an Ambulance is needed:** Contact the KSU Sport and Recreation Park Staff. If the injury occurs at KSU, contact University Police at (470)-578-6666. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have the injured participant’s permission before transporting the person by ambulance because the injured party will be responsible for payment.

- **Head, Neck or Back Injuries:** Do not move the injured person unless there is immediate danger.

- **Accident/Incident Report:** The Club President must ensure that an accident/incident report is filed with the Athletic Trainer within 24 hours of the injury and given to the Athletic Trainer.

- **Notification if an injury requires hospitalization:** If an injury to any Club Sport participant requires a trip to the hospital, contact the Club Sports Staff as soon as possible, regardless of the time of day or night. Call Club Sports Staff on the cell phone number provided. Do NOT contact by cell for normal business operations.

- **Injuries to Individuals from visiting Teams:** Students and individuals from visiting teams are not covered by KSU and therefore, should be taken to the hospital of choice by one of their own team members, or an ambulance. Visiting teams will be responsible for their own medical bills.

- **Fire Alarm:** If the fire alarm sounds in any KSU building in which a Club Sport is practicing, officers will evacuate the club.

- **Blood and Bodily Fluid Spills Procedure:** Universal precautions must be taken with all bodily fluids. Always put gloves on FIRST. Participants involved in activities associated with any Club Sport that are bleeding are required to leave the activity until all bleeding has stopped COMPLETELY. In order to return to activity, all soiled clothing must be sprayed with a disinfectant or removed, and the wound must be cared for appropriately. Disinfect play surface.
Chapter 13: Public Relations

Publicity

The Club Sports program is often able to get scores, results, and highlights published if submitted immediately following an event due to cooperation with the Campus Sentinel, Owl Radio and our Website. Each club should have someone assigned to track data/statistics on a regular basis while working with the Club Sports office to record this information. The Club Sports office will then be able to pass on accurate statistics and highlight information. The Office should be promptly informed of any schedule changes so the most up to date schedule can be published. After a major event or competition, please include the following information in your Monday Notes:

- Contact person and phone number
- Name and date of event
- Winner and final score
- Location where the event was held
- Player and game highlights
- Photographs

When using other forms of publicity, remember that Club Sports is a non-profit group. Therefore, you may use service announcements on the radio, press releases in newspapers, and the "What's Happening on Campus" column. Please send a draft of proposed article to Club Sports Staff for approval.

A club must always give the press accurate information. The University supports the Club Sports program and promoting a positive image is of utmost importance. "Off the record" comments somehow become "on the record" and are published, so avoid making such comments. Any controversial comments or issues should first be discussed with the Club Sports Staff before they are discussed with the press.

Promotion

As the Club Sports Program becomes larger and more noticeable on the KSU campus, it is more important than ever to be sure that all promotion and publicity is professional. All postings must be created using a computer or other form of professional media. Tables for on-campus promotions are available at no charge. Submit a Space Request in Owl Life at least ten business days prior to the event date.

All printed material (website, flyers, media guides, brochures, uniforms, schedule cards, posters, etc.) must first be approved through KSU Club Sports. All artwork submissions must be made a minimum of seven business days in advance to the Club Sports Staff. The University Department of University Relations will review and approve/disapprove all uses of the KSU, Kennesaw State University, Kennesaw State, logos and word art. The intent of University approval is to make certain that KSU design standards are upheld. Please refer to the Style Guide in this handbook. Failure to fulfill this obligation will result in significant financial penalty and possible confiscation of product.
Posting

Any violations of these regulations will result in a meeting with the Club Sports Staff to discuss disciplinary action and may result in individuals being suspended from the program or clubs being placed on probation.

Summary of Promotion and Posting Guidelines

- All printed material must be pre-approved by Club Sports Staff.
- No flyers are allowed in the Housing areas without prior approval from the Residence Lif Director.
- Materials must be approved for posting by individual building directors.
- Materials must be removed within 48 hours after the event has occurred.
- Your club’s name, KSU Club Sports, and email address must be clearly identified on any posted or distributed material.

Using the Trademark

The Office of Licensing Programs regulates, promotes, and protects the use of the University’s name and identifying marks, both on and off campus. This includes granting approval for use of the many registered service marks and trademarks of the University.

The University has registered its marks in the state of Georgia and through the Federal Patent and Trademark Office. This ensures protection of the integrity and identity of the University. By ensuring that products bearing the University marks are of high quality and good taste, the reputation of KSU as one of the nation’s finest schools is further promoted. Proper use of the University’s name also stimulates public awareness and support.

Using the University’s Name

If Kennesaw has the sport as a part of the varsity program, the word “club” must precede or follow the sport (ie. KSU Women’s Soccer vs. KSU Women’s Club Soccer). Club Sports must make it clear in the compunction/representation to third parties that officers speak on behalf of the individual club and members, not KSU or the student body as a whole. Club Sports are NOT agents of KSU. It is imperative that KSU clubs never represent themselves as a KSU athletic team; such misrepresentation is immediate grounds for club suspension or expulsion.

Appropriate Content

Club Sports Staff must approve all logos used on social media sites. Clubs are responsible for all content posted on individual club sites. Photos and dialogue should portray a positive image of the club.

As an organization registered with Kennesaw State University, it is necessary to ensure the images and messages listed online, sent via email, and posted on social media are representative of our institution of higher education. Clubs may not:

- Post pictures or videos that show alcoholic beverages, the consumption of alcohol, or create the illusion of alcohol consumption, and/or participation in a culture of drinking on club social media or websites. This includes promotions/sponsorships with drinking establishments.
• Post or knowingly permit the posting of content or any other use of your club’s account to cause harm, embarrassment, defamation, insult, or injury to any person or entity. This does not prohibit frank discussions, criticism, or opinion.
• Create a personal profile to represent an organization; this is a violation of Facebook terms of service. Only use Pages or Groups to promote your organization.

**Club Websites**

Websites should be updated at least once a semester (fall/spring/summer), that way prospective members can see that the site they’ve landed on is still in use. Important items to include on your website:

- Contact info for your club’s leaders
- Information on how/when to join the club
- Your current and up-to-date practice schedule
- An events calendar

**Club Social Media Accounts**

Clubs may also choose to create accounts for any type of social media, including Facebook, Twitter, and Instagram. Some recommendations for the use of these accounts:

- It is recommend that accounts at least be checked weekly and updated monthly when the club is active. That way, prospective members can see that the site is still in use.
- Make sure the name on the page makes it easy for someone to find the club. Avoid abbreviations, acronyms or nicknames.
- Update the “about section” annually, as this typically lists a website URL and/or contact information.

**Club Cloud Storage**

For smooth document transfer, it is recommended that clubs create an account for the group for all club file storage.

**Account Transfer & Closure**

As part of officer transition, outgoing officers need to ensure that incoming officers have access to all club website, email, and social media accounts before graduation/departure. Depending on the platform, it may be difficult or impossible for club leaders to regain access, leaving old and inaccurate information floating around the internet. It is recommended to set club group email account’s recovery passwords to clubsports@kennesaw.edu, so that Club Sport Staff may assist a group that cannot access a Club’s group email.
Chapter 14: Code of Conduct

The behavior of an individual Club, or individual member(s) from a club, reflects the entire Club Sports Program and Kennesaw State University. Club officers and coaches are responsible for the behavior of all club members. All club members must conform to these behavioral guidelines and to KSU Code of Conduct.

All club members, officers, and coaches are responsible for understanding and upholding the procedures put forth in this manual. Ignorance is not an excuse and any club member’s failure to abide by the Club Sports behavioral guidelines or Kennesaw State University’s Code of Conduct will face disciplinary sanctions. Any wrongdoings must be reported to the Club Sports Staff immediately. An accident/incident report must be completed and submitted to the Club Sports office within 24 hours of the infraction. Reporting the problem to the proper officials ensures that the reporting coach, officer or club member will be protected against later repercussions.

All complaints against members of the Club Sport program will be investigated. Any failure by members of the Club Sports program to abide by the Club Sport behavioral guidelines or Kennesaw State University’s Code of Conduct will result in a meeting among all parties, the Club Sports Staff, and the Club Sport Council if needed. Infractions may result in the probation of a club, the suspension of individual club member(s), the suspension or dismissal of a coach, or other disciplinary actions including referral to SCAI.

The disciplinary process is as follows:

1. A written request to meet will be sent via email.
2. An in-person meeting will take place. All students are encouraged to disclose any and all information pertaining to the incident(s) in order to obtain a full understanding of the situation at hand.
3. A written follow-up will be sent to all parties involved with subsequent disciplinary actions.
4. If requirements are not met, additional sanctions may be imposed, including removal from Club Sport program.

Alcohol, Drugs, and Illegal Substances

Drinking and the use of drugs (other than for prescribed medicinal purposes), or the use of other illegal substances is NEVER permitted during an official club function including, but not limited to travel, practices, games, competitions or an event in the KSU Sports and Recreation Park or Rec Center. Club members are representatives of the University and are easily identified by club uniforms; therefore, the public may closely scrutinize the club’s behavior. It is important that club members DO NOT wear club jerseys, etc. while visiting public drinking establishments. Club funds, whether generated by student fees, donations, or fundraising, MAY NOT be used to purchase alcohol even if all club members are above the legal drinking age. All club members are required to abide by all state and federal laws including the prohibition of consumption of alcohol by anyone under the age of 21, and the prohibition of driving while under the influence of alcohol. The Club Sport Program requires coaches to refrain from alcohol consumption with their club members at any time and specifically during the entire duration of club trips. Officers are ultimately responsible for the behavior of all club members.
Travel

When staying in a hotel/motel, remember to be courteous of other guests. Loud talking outside of guest’s rooms, yelling, playing loud music, or loud television can be very disruptive and cause guests to file a complaint to the hotel management or write to the University administration with a formal grievance. Any complaint will be investigated and if found valid may result in the probation of a club, the suspension of individual club member(s), or other sanctions.

When traveling by airplane the Club Sport’s administrators expect that club members will dress appropriately and respectfully. Club members are representing the University and are in a highly visible position that requires members to uphold the most positive image of the University. Team warm-ups, suits or matching shirts are appropriate attire.

Officers are ultimately responsible for their players’ behavior during away games and club trips. Coaches may be released immediately if they are found to be in violation of the Code of Conduct or behaving in any way that is detrimental to the Club Sports Mission Statement. Players found in violation of the Code of Conduct or acting against Club Sports behavioral guidelines during a club trip may be suspended, possibly indefinitely depending on the severity of the infraction from the Club Sports Program. SCAI referrals will be made.

Coaches will be terminated for consuming alcohol while participating in an official or unofficial club event.

Academic Integrity

All Club Sports participants are expected to abide by Kennesaw State University’s Honor Code. Honor is about academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility. Cultivating honor lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost. As citizens of an academic community of trust, KSU students do not lie or cheat whether they are on campus or acting as representatives of the University in surrounding communities. Neither should they suffer by the dishonest acts of others. Sports Clubs program participants are expected to act as role models for the University community. Each KSU Club Sport participant must maintain a minimum KSU AGPA of 2.0.

Hazing

Hazing is not allowed within the Club Sports program. Complaints of Hazing will be investigated and substantiated complaints will result in a meeting between the guilty parties and the Club Sports Club Sport Council or Club Sports Staff. Guilty individuals may be suspended from the program indefinitely and clubs may be placed on probation. Hazing is defined as any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, admission into, or affiliation with any organization at the University. Hazing includes any abuse of mental or physical nature, forced consumption of any food, liquor, drug or other substances or any forced physical activity that could adversely affect the health or safety of the individual. Hazing also includes any activity that would subject the individual to embarrassment, humiliation, the willingness of the participant in such activity notwithstanding. Hazing is considered an illegal act by anyone associated with the University.
**Sexual Harassment**

Kennesaw State University requires an open working and living environment free of sexual harassment for students, faculty, staff and administrators. Sexual harassment is prohibited as a form of gender discrimination in the educational and employment setting by the federal and state law; therefore, sexual harassment is prohibited on campus and in all University programs. The University is committed to taking appropriate action against those who violate Kennesaw State University's Policy on Sexual Harassment, including those who assert false allegations of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment, living conditions, and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidation, hostile, or offensive working or educational environment.

Sexual harassment can occur between any combinations of members of the KSU community: Students, faculty, staff, and administrators. Sexual harassment is an abuse of power that often occurs when one person (the harasser) holds a position of real or perceived influence over another individual. Sexual harassment can also occur between peers.

To file a complaint or get help, advice, or information please contact a Club Sports Staff.

**Amorous/Personal Relationships**

Amorous Relationships between Club Sport participants and coaches is prohibited. Coaches hold evaluative authority over participants. KSU Policy on Amorous Relationships Involving Evaluative Authority provides that an amorous relationship constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other. This policy requires that the relationship be disclosed to the dean, chair or direct supervisor and that the evaluative authority be eliminated. For further information, call a club sport administrator.

Members of the University community, whether faculty members, students, supervisors, or supervisees put academic and professional trust and ethics at risk when they engage in or initiate amorous relationships with individuals with whom they have a direct evaluative relationship. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Such situations greatly increase the chances that the individual with the evaluative responsibility, typically a supervisor, coach or faculty member will abuse his/her power and sexually exploit the student or employee. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student or employee's interest at the expense of others and implicitly makes obtaining benefits contingent upon romantic or sexual favors.

An amorous relationship between a coach and a student or between two employees constitutes a conflict of interest when a direct evaluative relationship exists between them while the amorous relationship is occurring. Therefore, it is prohibited and the conflict must be resolved by terminating the direct evaluative relationship. To accomplish this resolution, if the amorous relationship exists in a faculty member/student direct evaluative relationship, the relationship must be disclosed to the faculty member's unit head.
(department chair or head of the primary unit). If the amorous relationship exists in a supervisor/supervisee direct evaluative relationship, it must be disclosed to the supervisor's unit head. In either case, the primary responsibility to disclose rests with the person in the evaluative position. The individual to whom the disclosure is made is primarily responsible for requiring that actions be taken to resolve the conflict by terminating the evaluative relationship. If such actions are outside that individual's authority, the matter shall be referred to the individual with the authority to take such actions. A report of the action taken to resolve the conflict shall be made to the chancellor or the chancellor's designee. If the chancellor or the chancellor's designee should find that the actions do not adequately resolve the conflict, the chancellor or the chancellor's designee may require other or additional action.

**Discrimination**

All officers are required to enforce Kennesaw State University’s Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. In order to comply with this policy, officers must set club performance standards for attitude and/or ability and any other category in writing prior to prohibiting any student from becoming a member of the club. Clubs will be granted supplemental funding in order to reasonably accommodate club members with disabilities.

Service dogs are permitted at all club sport functions (including club travel). Service dogs and their handlers and must comply with Student Disability Services (SDS) requirements (including on-campus registration).

According to SDS, comfort animals do not meet the same threshold as service dogs, and are only permitted in on-campus housing. Therefore comfort animals are not permitted in club sport facilities. Comfort animals are not permitted to travel with club to official club events unless the individual handler makes separate accommodations. The Club and Club Sport Program is not financially responsible for accommodating comfort animals.

**Sexual Misconduct Policy**

This policy prohibits sexual misconduct. In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting. When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this policy. The purpose of this policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

Sexual Misconduct: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment, and stalking.

Behavioral Guidelines

Club members and coaches shall NOT:

- Use drugs (except for prescribed medical purposes).
- Consume alcohol at an official Club Sport function, including (but not limited to) competing, practicing, spectating and socializing.
- Consume alcohol at any KSU Club Sport event or during travel.
- Use club funds to purchase alcohol even if all club members are above the legal drinking age.
- Violate any federal, state or University laws.
- Encourage underage consumption of alcohol.
- Consume alcohol at public establishments wearing club apparel.
- Strike, attempt to strike or otherwise physically abuse an official, spectator, administrator, University or hotel employee or coach. Club members will not strike an opposing player out of anger.
- Cause or attempt to cause personal injury to another participant, official, spectator, administrator, University or hotel employee or coach.
- Threaten physical harm to another participant, official, spectator, administrator, University or hotel employee or coach.
- Verbally abuse another participant, official, spectator, administrator, University or hotel employee or coach.
- Cause damage to facilities or equipment.
- Use or enter a facility illegally using an assumed name or false ID.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent action.
- Use obscene gestures, profanity or disrespectful language.
- Haze another individual in any way.
- Wear club gear including uniforms and warm-ups to local drinking establishments.
- Engage in Sexual Harassment.
- Engage in amorous relationships between coaches and participants.

Club members shall:

- Follow all Club Sports behavioral guidelines and Code of Conduct.
- Abide by Kennesaw State University Code of Conduct.
- Be cooperative and honest when asked for assistance in identifying individuals who may be involved in incidents. Failure to do so may result in an individual and/or club penalty.
- Abide by all rules and regulations of Club Sport facilities and treat all facilities with respect.
Chapter 15: Disciplinary Sanctions

The Club Sports program will enforce three main sanctions. Clubs may be placed on probation, suspension, or expulsion/termination. Coaches and individual players may be suspended or expelled from the program.

Discipline process

If a Club commits an action that the Club Sports Staff and/or the Club Sports Council Executive Board/Appeals Committee finds suitable for disciplinary action, the following may be possible sanctions:

- **Suspension** from the campus and University for a specified period
- **Suspension** from specified University facilities
- Funds may be frozen
- **Warning** for suspension
- Loss of Tier Funding
- **Probation** for a specified period, under specific terms and penalties
- Recommendations of continued review by the Executive Director for Sports & Recreation and/or the University, the results of which will not be subject to further disciplinary action by the Club Sports Council
- Adjustments to a Club’s Tier Funding category placement
- Educational Opportunity (i.e. Ethics Class, Reflection Paper)

**Warning:**

A warning will most likely accompany another disciplinary action that the Club Sports Staff and/or Club Sports Council Executive Board finds necessary. The club will be given the warning for a first-time, low-level offense. The club will be given time to correct the issue. If the club does not fix the issue, the club may be placed on Probation.

**Probation:**

A club may be placed on Probation due to committing a high-risk infraction, multiple infractions or an offense not stated above that the Club Sports Staff and/or Club Sports Council Executive Board decides is a severe action. The club will be at risk for Suspension if another infraction occurs. The club may be given other disciplinary action by Club Sports Staff and/or the Club Sports Council.

**NOTE:** Probation may include the loss of student-fee funding, cancelation of games, practices or other events.

**Suspension:**

A club placed on Suspension will no longer be an active member of the Club Sports Program (therefore, the club will not receive any benefits from the Department of Sports and Recreation).

**Expulsion/Termination:**

A club that is Expelled/Terminated will no longer be a part of the Club Sports Program, and will have to go through the full application and approval process in order to rejoin the Club Sports Program after a set date. The Appeals Board may set a date when the club is eligible to reapply.

**The Suspension or Termination of Coaches**

Coaches may be placed on suspension for any period of time or terminated at any time. Violation of the Club Sport Behavioral Guidelines by the coach or any club member is possible grounds for suspension or termination. Coaches may be suspended or terminated for consumption of drugs or alcohol.
**The Suspension or Expulsion of Individual Club Members**

Individual players may be suspended from the program for any violation of the University’s Code of Conduct, the Club Sports Behavioral Guidelines, or any of the guidelines set forth in this manual. Players may be suspended for any period or permanently. At the Club Sports Staff’s discretion, players may be suspended for the consumption of alcohol, drugs, inappropriate social media posts, or disrespectful behavior towards other players, coaches, umpires, administrators, spectators, or University or travel personnel. After a player’s suspension period has ended, a second violation of the University Code of Conduct, the Club Sport Behavioral Guidelines or any of the guidelines in this manual may result in the permanent expulsion of the player from the program.

**Appointments**

Any club scheduling a meeting with a Club Sports Staff is expected to be in attendance. Failure to show for a meeting is may result in discipline sanctions.

**Negative Image**

If the Club Sports staff is informed/observes poor behavior and/or negative images of KSU Club Sport participants, the Club and/or individual may receive discipline sanctions.

**Appeals**

The following process is to be followed when there is an Appeals Board between September and April. Should there be a need for an appeal when the board is not available, then the club wishing to appeal has the choice of waiting for the appeals board to reconvene in the fall, or skipping straight to the final step in the appeals process (see step 4 below).

1. The club will be notified if the club has the opportunity to appeal.
2. Pre-hearing:
   - The president of the club must send a written appeal to the Club Sports Council.
   - Once the information has been received, the club will be asked to attend an Appeals hearing.
     - Please see information on [Appeals Board](#) if the club has any questions of who will attend.
3. During the hearing:
   - The Appeals Board Chair will state the infractions and/or policy violations.
   - The club will be asked to present the reason for appealing.
     - The club should include:
       - How the club will prevent similar issues in the future
       - What the club thinks is an appropriate sanctions for the charges
       - Any other information the club feels necessary
   - Next, the Club Sports Staff representative will present information
   - The Board will ask any questions on the matter
   - The club and the Club Sports Staff representative will leave the room.
   - The Appeals Board will discuss and come up to a conclusion.
   - The Appeals Board will inform both the club and the Club Sports Staff of the decision.
4. Post-hearing:
   - Clubs have the opportunity to make a final appeal to the Director of Competitive Sports and the Executive Director of Sports & Recreation.
   - The Associate Director of Competitive Sports has the opportunity to appeal the decision made by board to the Director of Competitive Sports and the Executive Director of Sports & Recreation.
Appendix A: Reimbursement Request Form

KSU Reimbursement of Club Expenses

Club: ________________________   Submitted By: ___________________________  Date: __________

For: __________________________________________  Date(s): _______________________

Page _____  of  ______                                                             Page Total: $______________  TOTAL:
Appendix B: Off-Campus Bank Accounts

Reimbursements

- If you plan to be reimbursed, you must receive PRIOR approval from Club Sports staff.
- Do not pay tax in the state of Georgia. You will not be reimbursed for any taxes paid.
- You must have Tier or Compliance Funding available to be reimbursed.
- **We never reimburse individuals.**
  - If an individual pays for an item using their personal credit card, we will reimburse the club and the club can reimburse the individual.
- You must present an original receipt showing a zero balance to be reimbursed.

Back Up Documentation Required for Reimbursements

- Reimbursement Form
- Receipt (not an invoice)
  - Must be legible
  - Must be official (not a typed Word document)
  - Must include:
    - Contact information
    - Purchase description
    - Paid amount and zero dollar balance
- Bank Statement
  - Showing where funds were paid from club account via check or debit card
- Check Image (if paid by check)
- Tournament Flyer (for entry fees)

Notes:

- All purchases must be made by a student participant
- Documentation must be submitted within two weeks of purchase
- Missing back-up documentation = no reimbursement
- University reimbursement checks must be deposited within one week of receipt
Bank Statements

- Bank statements are due by the 15th of each month, priority deadline is the 10th
  - Example: September bank statement is due by October 15th
- Statements must be submitted in person
- Failure to submit bank statement on time will result in the suspension of club activities
- Clubs must keep documentation for **ALL** expenses:
  - Make copies of all checks
    - **TIP:** If the club banks online, click on the “Tracer Number” to print an image of each check
  - Save receipts
  - Clearly explain each transaction
- If questions result from a monthly statement, Clubs will be asked to provide documentation. Including but not limited to:
  - Invoices
  - Receipts
  - Voided checks
  - Email communication regarding purchase agreements
Appendix C: Club Sports Travel Protocol

- A club sports trip begins when the club meets to prepare for travel and is only over when the clubs return to Kennesaw and have checked-in their vehicles.
- Clubs may rent cars, minivans, SUVs, and 12-passenger vans. 15 passenger vans are no longer an option due to regulations by the State of Georgia.
- All drivers MUST be approved by HR
  - Any drivers wishing to be approved must complete the driver approval packet. Ask Club Sports Staff for a packet. All drivers must be at least 21 years old and have a safe driving record (no DUIs, excessive speeding, etc.) Please allow at least 10 business days for approval.
  - All drivers who wish to drive rented vehicles must also complete a six hour van driver training course.
- All drivers listed on the vehicle request form must be approved before vehicle reservations will be made.
- Drivers may only drive for 4 hours at a time.
- You must arrive at your destination by midnight. This may mean splitting your drive between 2 days or staying an extra night. Please plan accordingly.
- Vans should be returned at the same fuel level at which they were received.
- When using the KSU vans, please record mileage on the log located in the van.
- Keys must be returned to the Owls Nest by 9am Monday morning unless other arrangements have been made.

Rates = $84.00/day for 12-passenger van/SUV

$55.00/day for minivans

*Money will be deducted from tier funds.

Please clean out all trash, sunflower seeds, belongings, etc. from the vehicles prior to returning them. Do not forget to check the CD player, Aux cord/charge cord ports! Inspections will be done once the vehicles are returned. Clubs may lose the opportunity to rent vehicles again if vehicles are not returned in an acceptable manner. Keys must be returned to the Owls Nest at opening the day following your rental or Club may be charged for another day.
Department of Sports & Recreation
Van Procedures

1) Require driver and passengers to wear seat belts at all times while traveling. It is the Driver’s responsibility to ensure seat belt use prior to leaving for trip/return.

2) Driving for long distances can be very tiring. Since fatigue can lead to increased potential for accidents, driving limit recommendations for all drivers are as follows:
   a) **Daytime or Nighttime travel:** Four (4) hours at one time
      
      NOTE: Any participant receiving a concussion, or significant injury, during the trip may not drive until medical clearance is obtained.

3) When the total trip is expected to be completed within thirty (30) minutes beyond the recommended driving limit, one (1) driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the recommended driving limits. No driver should exceed ten (10) total hours of driving time in any 24-hour period. No one should continue driving after midnight. Driving can resume at 5:00am. (These times can be adjusted pending approval by the driver’s direct supervisor.)

4) Use headlights at all times.

5) The driver’s attention should always be on the safe operation of the vehicle. Distractions such as eating, drinking, texting talking on a cell phone, applying makeup, shaving, etc should be avoided by the driver while the vehicle is in motion. Van driver is to become familiar with windshield wipers, lights, hazard lights, high beams, mirrors etc.

6) The driver should slow down and use caution when driving over speed bumps or potholes to avoid damaging fleet or rental vehicles and injuring passengers.

7) The driver should avoid operating in reverse whenever possible to prevent accidents that happen most frequently when vehicles back up.

8) The driver should not drive the vehicle "off road" unless it is equipped and authorized for that use.

9) The driver shall not drive the vehicles on flooded roadways, regardless of other vehicles proceeding through flooded roadways. Situations can change rapidly and loss of life or extreme harm can occur quickly.

10) The use of radar detectors is prohibited.

11) Tobacco and alcohol are prohibited.

12) No glass bottles are to be used in the vehicles

13) Roadside emergency kits are located in the KSU vans behind the driver’s seat. The nylon zip tie can be cut with the scissors provided in the side pocket of the kit.

Van Safety and Driving Tips

As a van driver, you have a responsibility to your passengers, to KSU and to the general public with whom you share the highway. Driving a van may not be a daily experience for you, so be especially careful. This vehicle is likely larger and heavier than your personal vehicle and therefore handles differently. Driving a van requires
extra caution at all times. Although a van handles differently than a car, you can compensate for its characteristics and operate it smoothly and safely.

**Making Turns**

1) When turning a corner, you must make a wider swing with a van than you would with a car. Consequently, on a right turn it is necessary to watch the right outside mirrors for small vehicles, motorcycles, bicycles and pedestrians.
2) Use turn signals well in advance.
3) Make turns more slowly than you would with a car. If you turn too quickly, the van will lean and make your passengers uncomfortable.
4) Whenever possible, don't make "U" turns. Due to the van's wider turning radius, a "U" turn may require you to make at least one backward movement. Avoid backward movement whenever possible.

**Following Distance**

A loaded van is more difficult to stop than an automobile traveling at the same speed. Therefore, you should use a four-second following rule for a van. The four-second rule works as follows: Count 1,001 - 1,002 - 1,003 - 1,004 after the rear of the vehicle you are following passes a fixed object. If the front of your vehicle passes the same object before you count to 1,004, you are following too closely. Slow down. Increase following distance in poor weather conditions or when fully loaded.

**Height of Van**

Please be aware of obstructions such as trees, limbs, and parking garages. The van can block the view of passenger cars following you. Drivers may attempt to pass you at an unsafe time or place, and thus, threaten to involve you in an accident. Watch both outside mirrors for these maneuvers.

**Blind Spots**

The van has blind spots on each side. Adjust your mirrors to reduce these as much as possible. Also ask your passengers to assist you with checking your blind spots while you are driving.

To avoid striking a pedestrian, stop well before you reach a crosswalk. Watch out for your own passengers walking across the front of the van as they board or leave.

When in a line of stop-and-go traffic, never get so close to the vehicle in front that you lose sight of its brake lights and directional signals. The greatest blind spot is to the rear when backing up.

**Backing Up**

Your best defense is to back up **only when necessary**. Avoid backing into traffic. Some vans are equipped with back up beepers. If you must back up:

1) Back into a space so that you can drive out.
2) Engage 4-way flashers.
3) Sound the horn twice to alert pedestrians and other drivers.
4) Look over both shoulders.
5) Use all mirrors.
6) Utilize a spotter whenever available.
7) Avoid blindside backing.
8) Back slowly and cautiously.
Parking and Loading/Unloading
Watch for normal hazards, such as low branches and wires, fences, walls and hydrants, and choose a spot that will be easy to pull in and out of. It is also essential that you lock the van when it is left unattended.

Defensive Driving Techniques
A defensive driver is one who:
1) Is careful to commit no driving errors.
2) Makes allowances for the lack of skill and improper attitude and actions of others.
3) Doesn't become involved in an accident or close call because of weather, road conditions, traffic or the actions of pedestrians and other drivers.
4) Keeps alert for accident-producing situations far enough in advance to take defensive action.
5) Concedes the right of way to prevent an accident.
What to do if an accident occurs:

**FIRST FEW STEPS**

- Call 911 to report the accident
- Pull off of the road and out of traffic
- Turn on your hazard lights
- Check to see if anyone is injured
- If any injuries, call for an ambulance
- Contact the police to send an officer out
- Look for any witnesses who might have seen the accident
- Do not admit fault for the accident
- If you are on a Georgia Interstate and you need assistance call HERO for free assistance: 404-624-2660

**DOCUMENT THE SITUATION**

- Draw a diagram of the location and position of cars
- Make detailed notes about what happened
- Include info about weather, speeds traveled, and road conditions
- Take pictures of vehicle positions and site of accident
- Take pictures of vehicle damage
- Get a copy of the accident report from the police
- Names and badge numbers of any police on the scene
- Call the University Club sports Director ASAP after the accident

**EXCHANGE INFORMATION**

- Contact info for other driver (name, address, phone)
- Contact info for other passengers (name, address, phone)
- Contact info for witnesses (name, address, phone)
- Insurance info (company name, address, policy number)
- Be sure to get info directly from insurance card to verify
- License plate number
- Driver's license number
- Car description (make, model, year, and color)

**IF A PERSONAL CAR BREAKS DOWN**

- Try to make it to a well-lit and populated area before stopping
- Put up the hood and set out flares or turn on your hazard lights
- Get back in your car, lock the doors, roll up the windows
- If you have a cell phone, call for help
- If a stranger stops, roll your window down just a small bit
- Ask the person to call a tow truck for you
**IF TRAVELING IN A KSU VAN**

- Roadside Emergency Kit is located behind the Driver’s seat. The nylon zip tie can be cut using the scissors in the side pocket of the kit.
- In case of an emergency, such as a flat tire, vehicle will not start, maintenance issue...
  - Pull out white envelope from console.
  - Inside the envelope is contact information for Automated Resources International (ARI). (The contact information is also located on the windshield just behind the rearview window).

1. Call the 1-800-Car-Care number listed on the form
2. Be prepared to give ID information which is located on the same form.
3. The representative will give you contact information for the nearest repair shop.
4. Also pull out the yellow card and call the State of Georgia Government Vehicle using the directions on the card.
5. Call program staff [Contact Information]
6. Request receipts if applicable and copies of all reports (Police Report, Incident Report, repair shop invoice, etc.)
7. Turn in all reports and receipts to program coordinator.

**IF TRAVELING IN AN ENTERPRISE VAN**

- Please call the emergency number listed at the top of the rental agreement (pink and yellow copies).
- Call program staff [Contact Information]
- Request receipts if applicable and copies of all reports (Police Report, Incident Report, repair shop invoice, etc.)
  - Turn in all reports and receipts to program staff.
If Clubs would like to use any of the Kennesaw State University logos and trademarks, the following procedure **MUST** be used for approval.

- Submit your request to Club Sports Staff.
- All designs must have approval of Club Sports Staff and University Design Approval which will be submitted by the Sports and Recreation Marketing Coordinator.
  - Designs will only be submitted when all of the following information is given: mockup of artwork to be used; name of licensed vendor product will be purchased from; quantity expected to be purchased; purpose of the product.
- When designing your artwork make sure to follow the guidelines outlined at [http://styleguide.kennesaw.edu](http://styleguide.kennesaw.edu)
- When printing, embroidering or marking a garment in any method, an official Kennesaw State University Licensee must be used. The list of approved vendors can be found at [http://trademarklicensing.kennesaw.edu/docs/October2017LicenseeList.pdf](http://trademarklicensing.kennesaw.edu/docs/October2017LicenseeList.pdf)

**NOTE:** Items do not need to be purchased from these vendors, but these vendors must be used from printing/logos/embroidery/etc.

### KSU’s Official Colors

**Official university color usage**

The official Kennesaw State University colors are Gold, Black and Grey. Grey is the official accent color and should be used not as an equal, but as a complementary color, to the official colors.

<table>
<thead>
<tr>
<th>Official Black</th>
<th>Official Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>key=100</td>
<td>PMS 123</td>
</tr>
<tr>
<td>C0, M0, Y0, K100</td>
<td>C0, M24, Y94, K0</td>
</tr>
<tr>
<td>R35, G31, B32</td>
<td>R255, G196, B37</td>
</tr>
</tbody>
</table>
Official typefaces

Kennesaw State University has two official typefaces: Palatino and Gill Sans. For the Web, Trebuchet, Verdana and Arial are recommended. Aldo the Apache has been approved for use by Club Sports.

PALATINO

Palatino Regular
Palatino Italic
Palatino Medium
Palatino Medium Italic
Palatino Bold
Palatino Bold Italic
Palatino Small Caps

GILL SANS

Gill Sans Regular
Gill Sans Italic
Gill Sans Light
Gill Sans Light Italic
Gill Sans Bold
Gill Sans Bold Italic

ALDO THE APACHE

A b c d e f g h i j k l m n
O p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0
Official accepted logos

Mountain Logo

School Spirit Marks
When using the Club Sport artwork (above with Owl Face) the Sports & Recreation mountain logo must also be used.

The marks above this text can be customized with a club’s name below the Owl Face or inside the banner. If a club wants specific identification (ex. Gymnastics), please email Club Sports Staff with this request, including the specific club name spelled exactly as it will appear.
KSU(no™):

The KSU initials must never appear with a trademark symbol or in any type of block font, particularly collegiate block. Palatino is the preferred font.

One-color printing

Solid-white logos are acceptable when two-color or four-color process reproduction is not an option. Only in one-color printing may the logo appear in other colors. It is recommended, however, that black ink be used whenever possible.

Printing on color backgrounds

When printing the logo on light backgrounds, use the primary logo. When reproducing on a darker background, use a reversed, white version of the logo as shown here. The logo must never be printed in a box or enclosed in any manner. The boxes below are to allow for viewing of the reversed version of the logo only.
Unacceptable Variations

Maintaining the integrity of the university’s logos is important. Marks must be presented in a clear, consistent and effective manner. Permission to use any of the official marks must be secured from KSU Club Sports. The following guidelines are applicable at all times:

- Do not modify official trademarks. This includes altering the opacity, watermarking or shading.
- Do not rearrange any approved logos.
- Do not change typefaces.
- Do not distort original proportion.

Original artwork may be requested from KSU Club Sports at clubsports@kennesaw.edu.

Additional Points and policies

- “K” is not an accepted version for a logo. Must be KSU.
- Old athletic logos must begin a phase out process. When inventory levels reach a period for an update, the uniforms will have to be phased out.
- If an athletic logo is used in marketing, promotions, apparel or equipment it is required to use “Club” in front of the sport. Also, if a competing varsity sport exists it will be required that “Club” is used. i.e Club Lacrosse, Club Softball & Club Football.
- Banner in wordmark and full logo cannot be changed or altered.
Appendix E: Sample Documents

MONDAY NOTES

Reminders

- Monday Notes are **DUE** no later than Mondays at NOON (12:00PM)
  - On-time submission: 2 compliance points
  - Late Submission: 0 compliance points
- Email for submission: clubsports@kennesaw.edu
- Example: Monday Notes Subject Line: Monday Notes – Club Swim

Sample 1

*Club sports,*

Glad we were able to work out a meeting time! Ready to get this school year started. I think we have almost everyone in that is planning on going to the race 8/25 and 8/26. I will get the forms we need filled out right now.

Thanks,

---

Sample 1

*To Whom This May Concern,*

This week we were able to accomplish a lot in terms of getting ready for the season. Although we did not have a representative at the Marietta Campus for recruitment, we were able to get a bunch of names from the Kennesaw Campus so we hope this is a good freshmen class! We also have planned our information meeting for tonight from 6:30-8:00pm so we are looking forward to kicking off the season! Currently we are still waiting to get our game schedule from NCSA and have our practice time approved so once that's done we will have a better idea for the rest of the season.

That’s about it from us, hope you all have a great week!
SAMPLE CLUB GUIDELINES

KSU CLUB XXXX
CLUB GUIDELINES

1. Any feedback for an individual will be addressed directly with that person in a constructive, professional manner as the first step.
2. I will communicate with my teammates, coaches, faculty, and other members of the campus community with honesty, respect and timeliness.
3. I will follow all club, University and Club Sport guidelines.
4. I understand I am expected to arrive to practice and games prepared and on time. I understand I should arrive 15 minutes early to get ready. I will stay focused at practice and work my hardest.
5. Unless physically unable, I will participate in all warm-ups and practice drills with my club.
6. When my club holds fundraisers, I will participate. If I cannot be physically present then I will make signs, do paper work, or any other kind of task that need to be done. I will be at the event for at least an hour depending on how long the fundraiser will last.
7. Alcohol/Drug Consumption- The use of alcohol or drugs by student-Participants while involved in any club-related practices, competitions, banquets, travel or other activities is prohibited, regardless of age.
8. Breaking the player contract will result in consequences decided by the club. If a serious problem occurs, the executive board has the right to discuss my removal from the club and ultimately a club vote will take place.
9. I understand that I must pay (amount) in dues before the deadline of MM/DD/YY or I will not be allowed to participate with the club. Further, I understand that I don’t receive a refund on dues should I no longer be participating with the club.
10. I am signing out the following equipment:

   Jersey #:________   (replacement cost)   Short size:_______   (replacement cost)
   Jacket size:_______

I agree that I am solely responsible for the return of this equipment and its condition upon return. If for whatever reason, I do not return this equipment, I agree to reimburse the Department of Sports & Recreation the full amount necessary for replacement. Further, I understand that I will also be asked to pay any required repair costs, due to my negligence or improper use of this equipment. Failure to meet these above conditions will result in my student account being charged, which may result in withholding of grades, transcripts, future registration and the forfeiture of checking out or renting equipment in the future.

Player Name (Print): ___________________________   KSU ID#: __________________
Player Signature: ____________________________   Date: ___________________
SAMPLE DONATION REQUEST LETTER (#1)

Dear Friends and Family,

Let me take this opportunity to introduce you to the Kennesaw State University Men’s Club Soccer Team. Established in 2008, the organization is building a proud tradition of developing Men’s soccer skills, as well as a desire to field competitive teams that will enjoy success locally and regionally. In the Club’s short existence they have already managed to qualify for Regionals three times and Nationals once. Even more importantly, the organization has allowed for many of us to continue playing sports after high school and to continue learning all of the life lessons that sports teach you.

During this time of year, we begin reaching out for support from our family and friends that have supported us in previous endeavors. Your contributions will be targeted exclusively to lower the growing costs of equipment, travel expenses, league fees, and referee costs to name a few. Contributions will also allow us to keep the club dues lower, which can be difficult for some to pay on a college budget. Travel costs begin to escalate quickly when the club is traveling with twenty-five or more members to schools in states such as, South Carolina, Alabama, Florida, North Carolina and Tennessee. Your contributions will allow us to continue to represent ourselves and our school outside of the Atlanta area.

Hard-work, heart, and dedication are the essentials for developing a strong program, but having additional resources can help impact the club’s success as well.

Regardless of your decision we are extremely grateful for your continued support and will do our best to make you proud. We are all looking forward to the upcoming season. You can follow our schedule at www.ksuclubsports.com. As always, thank you for your support.

Respectfully yours,

Wayne Rooney

Make Checks Payable to:

KSU Men’s Club Soccer

Return Envelope To:

KSU Men’s Club Soccer
The Owls Nest
3220 Busbee Drive
Kennesaw, GA 30144
Dear Friends and Family,

The Kennesaw State club football team is currently in the process of our annual fundraiser. We have created a list of important people in our lives and are contacting them. You have supported us in previous endeavors and we thought of you.

This fall will surely be a huge success for club football, but also the entire university. As you know, Kennesaw State has been calling out for some form of tackle football for several years now, and in 2012 KSU did field a Club Football team. We learned a lot in our first year and are looking forward to our second year in 2013. We hope to be part of the South Atlantic conference in the National Club Football Association (NCFA) competing against opponents such as Clemson, South Carolina, and Chattahoochee Tech.

I am requesting that you sponsor us with a donation. Here's why: each club member is trying to raise $500 for club equipment and road trips. Being a new club, players need to purchase proper equipment (club jersey's, shoulder pads, helmets, face-masks, girdles, etc.). We really need your help to subsidize player and travel costs to let players and coaches focus on our ultimate goal: having a successful Season.

It can be awkward to ask for support, but University budgets are under enormous strain these days. Travel costs in particular have sky rocketed, as everyone knows. For club teams like ours, times are especially challenging. Although we compete for championships like varsity programs, we do receive some funding from the University, but we have to depend on individual player dues and raise funds in many different ways in order to make ends meet.

We know you can't score touchdowns or kick field goals for the Owls, but the confidence you express in us through your support will make a huge difference to the club. Heart, intensity, and dedication are the essentials for victory on the field, but having additional resources can really impact our success, too. We understand that current economic times are hard for many people. We are hoping that you understand that our involvement with the Kennesaw State Owls Club Football team is paramount to us.

Regardless of your decision, we are extremely grateful for your continued support and will try to do our best to make you proud. We are all looking forward to Fall 2013! As always, the Owls thank you for your support.

MAKE CHECKS PAYABLE TO: KSU CLUB xxxx
RETURN ENVELOPE TO: KSU CLUB xxxx c/o
KSU Club Sports
3220 George Busbee Drive Kennesaw, GA 30144

YOU CAN ALSO EMAIL XXXXXX@GMAIL.COM TO ARRANGE DONATION PICK-UP
SAMPLE COACH EVALUATION FORM

To better serve the participants of the Club Sports Program it is necessary for a coach’s evaluation and survey to be completed by every member of each club at the end of the semester or competitive season. The Club Sports Program appreciates comments or suggestions you might have.

If you have more than one coach, please specify which coach works directly with your level of competition. The coaches will not see this form and your answers will be kept confidential.

Club: _____________________    Coach’s Name: _____________________    Date: _____________

Check the appropriate box corresponding to how you evaluate your coach’s qualifications and abilities.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Ability to communicate effectively with players</td>
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<td>Technical knowledge of the sport</td>
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<td>Ability to teach skills</td>
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<td>Availability before, during, and after practices and competitions</td>
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<tr>
<td>Attendance at meetings, practices, competitions, and other club functions</td>
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<td>Professional demeanor at home and away competitions</td>
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<td>Organizational skills</td>
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<td>Ability to serve as a positive role model and mentor for club Participants</td>
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<td>Ability to work well with other coaches and volunteers</td>
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<tr>
<td>Ability to gracefully accept feedback from club members and officers</td>
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<td>Ability to direct the club competitively while keeping with the abilities of the players</td>
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<td>Knows and follows the National Governing Body Rules</td>
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<tr>
<td>Stays within the boundaries of coaching and does not handle day to day tasks</td>
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</table>

What level of player are you? _____ Beginner     _____ Intermediate     _____Advanced

How many years have you played this sport competitively?  __________

How many semesters have you played for this club?  __________

How many practices per week do you attend?  __________

How many competitions have you participated in with this club (home or away) this year?  __________

What does the coach do well?  ____________________________________________________________________

What do you wish the coach would quit doing?  ____________________________________________________________________

Other Comments:
SAMPLE EQUIPMENT CHECK-OUT FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Item Description</th>
<th>Size/#</th>
<th>Sign Out Date</th>
<th>Sign In Date</th>
<th>Total Replacement Cost $(item(s) + shipping + printing)</th>
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</table>
Constitution of KSU’s Women’s Soccer Club

ARTICLE I. NAME

Article I, Section I.
The name of the organization shall be the Kennesaw State University Women’s Soccer Club.

ARTICLE II. PURPOSE

Article II, Section I.
The purpose of this club is to encourage soccer and promote to all members of the Kennesaw State University community. The club will provide competitive clubs and facilities for competitive matches against other universities. The club will sponsor competitive events at home as well as trips to other colleges and universities.

ARTICLE III. GENERAL MEMBERSHIP

Article III, Section 1. Membership
An active member of the KSU Soccer Club is defined as a current, degree-seeking, fee-paying student who adheres to all rules set forth in the KSU Women’s Soccer Club constitution and bylaws.

Article III, Section II. Participation
A qualified person becomes a member by paying their dues of $150 each semester. Dues must be paid before any member receives their uniform and plays in any game. Those who practice regularly must still pay dues to be associated with the KSU Women’s Soccer Club.

Article III, Section III. Dues
Each member will pay the set amount of $150 each semester to play on the club. Members who have failed to pay dues by the first game of the season may not participate in competitions, practices, or other club sport sponsored events until the dues have been paid. Refunds will be given up until the first game. After that, no refunds will be given.

Article III, Section IV. Academics
In accordance with KSU Club Sports, all members must maintain a 2.0 AGPA or higher. All members that fail to maintain the minimum GPA will not be eligible to participate with the club.

Article III, Section V. Uniforms
Each member who pays the club dues will receive a club uniform for which they are responsible. If a member does not return their full uniform kit at the end of each semester, they are responsible for the cost of replacing the missing item(s).

Article III, Section VI.
Only registered Participants may participate in practices and games. Guests are not allowed at practice.

ARTICLE IV. OFFICER ROLES

Article IV, Section 1.
The election of officers shall be: President and Co-President(s). There shall be four club officers including the president. All officers will convene before the semester to assign officer responsibilities. Officers will be elected at the end of the Spring Semester for a term of one year.
Article IV, Section II. Election

Clause 1: It is the responsibility of the Executive Committee to ensure that there is at least one eligible candidate nominated for each office. Nominations may be made from the floor at any time. During the elections meeting, if a candidate is not elected for an officer position, the candidate may be nominated for another officer position. The members shall be informed of nominating procedures several weeks before the election and the week of the election. All officers must be fee-paying students. If an officer graduates or no longer can fulfill the duties of office, an election is held for just that office.

Clause 2: The elections will be conducted as follows: A club member who has not been nominated for an elected position shall be appointed as the Moderator, in advance, by the Executive Committee. The club is reminded that only members of the club may vote for offices. The voting is done by secret ballot, on an office-by-office basis. Before the vote, the duties of the officer are read. Each candidate may be questioned by any club member. The Moderator shall then distribute one ballot to each eligible voter and oversee the subsequent collection and counting. If no candidate receives more than 50% of the vote, a runoff election will be held between the two candidates who received the most votes. In the event of more than one tie, the current Executive Committee shall vote by secret ballot to determine the winner. There must be a quorum of members, defined as no less than one-third of the voting members, for the elections to be held. Current officers shall assist in the transition to the new officers.

Clause 3: Officers may be removed by 3/4 vote of regular membership or a 3/4 vote of the Executive Committee.

Article IV, Section III. Duties of Officers

Clause 1: All officers are responsible for the activities and operations of the club. Officers shall attend all Executive Committee Meetings. If an officer cannot attend, it is their responsibility to find out from another officer what was discussed. If an officer cannot attend, the officer should inform the President. If an officer cannot attend at least 75% of the meetings, that officer should resign or may be impeached. The Executive Committee may not vote special privileges to itself. Any member may ask to be on the agenda and present an issue to the Executive Committee.

ARTICLE V. COACHING

Article V, Section I.

Clause 1: The coach of the Women’s Soccer Club team shall function to improve all members’ knowledge of the sport of soccer in a holistic fashion.

Clause 2: The coach shall attend all practice sessions.

Clause 3: If the coach of the club cannot attend practice sessions, he/she is responsible for providing all equipment necessary for a member of the Executive Committee, or other member deemed competent, to facilitate practice. The coach shall provide a member of the Executive Committee with sufficient notice such that the officer can attain the necessary equipment to facilitate practice.

ARTICLE VI. CONSTITUTION

Article VI, Section I.

The constitution may be amended by a three-fourths vote of the Executive Committee, followed by a two-thirds vote of the general membership.

ARTICLE VII. MEETINGS

Article VII, Section I. General Meetings

Clause 1: Meetings of the KSU Women’s Soccer Club team will be held on an as-needed basis. The Executive Committee will decide when it is necessary to hold the meetings and what will be discussed at the club meetings.
Article VII, Section II. Practices

Clause 1: All members should show up regularly and on time to all regularly scheduled practices. Frequent absences or tardiness can be grounds for removal from the club.

Clause 2: Members should wear their practice kits to all practices unless otherwise told by the coach or Executive Committee.

Clause 3: The Executive Committee members or team captains may check out equipment for any practice, event, or game. Members must get approval from the Executive Committee before doing so. All equipment should be used in a safe and appropriate manner consistent with its design. The user assumes all risk involved with using the equipment. Negligence or misconduct involving rented equipment may be grounds for removal from the club.

Clause 4: The individual who checks out the equipment for any practice, event, or game will be responsible for any damage to the equipment.

Article VII, Section III. Games

Clause 1: The squad for competition in any game may be deemed eligible for competition per Article III, Sections I-VI.

Clause 2: The squad for competition is to be chosen by the coach or Executive Committee as set forth by Article VI, Section I.

ARTICLE VIII. FISCAL RESPONSIBILITY

Article VIII, Section I. Auditing

With these signatures, the Constitution is hereby ratified, this Fifteenth day of January, of the year Two Thousand and Fourteen, by no less the two-thirds vote of the founding Executive Committee and by no less than two-thirds vote of the general membership and shall henceforth have the force of the law within the Kennesaw State University Women’s Soccer Club until otherwise amended by the guidelines set forth within it.

___________________________________
President

___________________________________
Co-President
**Appendix F: Funding Proposal for Regional & National Travel**

### Contact Information

| Club Name: | ______________________ |
| Officer Completing Proposal: | ______________________ |
| Phone: | ______________________ |
| Email: | ______________________ |

### Event Information

| Title of Regional or National Event: | ______________________ |
| Website (if applicable): | ______________________ |
| Category of Application (club, individual, equipment): | ______________________ |
| Date(s) of Travel: | ______________________ |
| Event Location: | ______________________ |
| Number of Travelers: | ________ (students) ________ (coaches/volunteers) |

### Expenses

#### Entry Fees (per person or club total)

- $________ per person X ________ (# of competitors) OR $________ per club = $________ TOTAL

#### Transportation

- [ ] Personal Vehicles
- [ ] Vans (# of vans X # of days X cost per day) $________
- [ ] Charter Bus $________
- [ ] Plane (cost per ticket X # of Participants) $________

#### Gas

- $________ X ________ / ________ = ________ X $________ = $________

#### Lodging

| Accommodation Name: | ______________________ |
| cost per room per night | ________ X ________ X ________ = $________ TOTAL |

*4 Participants per room

#### Other Expenses (please list):

- ______________________

**TOTAL TRIP EXPENSES:** $________

### Fundraising for Post Season

| Source: | ______________________ | Anticipated Funds: $________ |
| Source: | ______________________ | Anticipated Funds: $________ |
| Source: | ______________________ | Anticipated Funds: $________ |

**Existing Off-Campus Balance:** $________

### FOR OFFICE USE ONLY

- Date Received: ____________________
- Funds Allocated: $________
- Club Notified: [ ]

---

*FOR OFFICE USE ONLY*
Appendix G: Recruitment & Fundraising Ideas

Recruiting Ideas

- **Banners/Flyers**
  - Create the banner as a slide in PowerPoint
    - **Tips:**
      - Keep it generic so it can stay up all semester
      - Avoid yellow/gold text – it’s difficult to read
      - Do not use a black background – it uses too much ink
      - Use club email address as the contact info
  - Once complete, email the banner design to Club Sports Staff for approval and printing
  - Be sure to identify that your club is part of Club Sports
  - Flyers can be printed on a ¼ sheet of paper to allow for more copies
  - Ask permission in each building prior to hanging the banner(s)/flyers
    - Student Center: Student Life Office (2nd Floor)
    - Rec Center: Administrative Office

- **The Sentinel**
  - Each club is eligible to place one free ad per year
    - Flyer must first be sent to Club Sports Staff for approval
    - Be sure to follow all of the guidelines outlined online:
      - [http://www.kennesaw.edu/ksumedia/advertising/freead.php](http://www.kennesaw.edu/ksumedia/advertising/freead.php)

- **HPE Classes**
  - Search for the list of current sport offerings
  - Make a flyer or speak directly with the professor about advertising to students in the class

- **KSU Club Sports Website**
  - Send any info you’d like included on the website to Club Sports Staff
  - Possible items may include
    - Practice locations/times
    - History of the club
    - Current roster
    - Photos/videos

- **Promotional Table on Campus**
  - Submit a space reservation request in Owl Life
    - Include desired location (Commons, Student Center, Campus Green, etc.)
      - Note: Food is not permitted at tables in front of the Commons
    - Best to specific day of the week and time, but not a specific date (example: Tuesday or Thursday from 10am-2pm)

- **Host a High School Clinic**
  - Must be providing instruction – this is not a tryout or a practice for high school students
- Submit a space reservation request in Owl Life
- Attend a tournament planning meeting and individual meetings with Club Sports Staff
- Establish an itinerary and promote the event
- Background checks are required – be sure to allow for 3-4 weeks for the university to process and return the background check results

**Local Sport-Specific Organizations**
- Have current teammates reach out to former teammates or previous high school coaches
  - Speak to the Participants
  - Post flyers

**Napkin Holders in the Commons**
- Email Club Sports Staff the design for approval and printing
  - Note: Flyers will be printed in 4” x 6” (horizontal) size to fit the holders

**Social Media**
- Be sure to use only approved logos
- All content must be create a positive image of club and KSU Club Sports

**Recruitment on the Green/Bricks**
- Event hosted by Club Sports four times a year, once per campus each semester
  - Recruitment on the Green – Kennesaw Campus
  - Recruitment on the Bricks – Marietta Campus
- Plan to host an interest meeting after this event to allow time to spread the word
- Have flyers prepared, approved, and printed prior to the event
- Make sure someone from club is at the designated table for the duration of the event – This is a great opportunity!

**Host a Sport-Specific Event to Create Awareness**
- Reserve the Camp Green and do a demonstration of your sport
  - Gymnastics has done Flips For Tips and Cheer has done Tucks for Bucks
  - Can also be a fundraising opportunity

**Fundraising Ideas**

**Donation Request Letter**
- Write a letter discussing your season and why you need financial support
  - Send the letter to Club Sports Staff for review prior to printing
  - Club Sports Staff can print copies of the letter for you once approved
- Have each participant in club address 10+ envelopes to family and friends
  - Host a “letter writing party” at the Owls Nest – order pizza and address envelopes
  - Purchase envelopes and stamps
    - Club Sports Staff can print return addresses on envelopes if you give enough notice
  - Be sure the return address is:
    - (Club Name)
    - 3220 Busbee Dr.
[SPORT]-a-thons

Example: Swim-a-thon
- Similar to a Donation Request Letter, you send letters to friends and family
- Ask donors to pledge a specific amount of money per lap, flip, etc. or donate a flat amount
- Host [SPORT]-a-thon
  - Set a certain time frame (swim for two hours, etc.)

Percentage Nights
- Submit a sponsorship request in Owl Life and wait for approval from Club Sports Staff
- Reach out to local restaurants to see if you can host a percentage night
  - Usually will donate a certain percentage of sales during a specific time frame
  - Invite friends/family to dine at the restaurant and help club raise funds

NOTES:
- Restaurants where clubs have hosted events in the past: Chick-fil-a, Mellow Mushroom, Twisted Kitchen, Jason’s Deli
- Alcohol sales may not be included in the donation to club
- Clubs may not consume alcohol during the event

Sponsorship
- Create a sponsorship form and send to Club Sports Staff for review
  - Determine what you will offer in return for sponsorship (ex. logo on banner, etc.)
    - Keep it simple!
    - Set a deadline for sponsorship so you have time to get items printed
- Visit local businesses to see if any are interested in sponsoring the club

Special Event on Campus
- Host an event on campus to create awareness and raise money
  - Cheer has done “Tucks for Bucks” and Gymnastics has done “Flips for Tips”

Camps/Clinics
- Host a camp or clinic for youth in the community
  - Submit a space request in Owl Life
  - Attend a tournament/event planning meeting
  - Meet with Club Sports Staff to plan the details
    - Design a flyer
    - Determine an itinerary
    - Create entry forms
  - Invite local youth to attend – charge an entry fee

Entry Fees for Home Competitions
- Charge an entry fee, or “gate,” at your home events
  - Clubs typically charge $3-$5, but it’s up to you
  - Note: You may not charge KSU students (their student fees pay for the facility)
Apply for Grants
- Check with your national governing body to see if any grants are available
- Check with local organizations like the “Women’s Sports Foundation” and others

Tournaments
- Host a tournament and invite other teams
  - Must attend a tournament planning meeting at the Owls Nest
  - Need to meet with Club Sports Staff to work through the details/timeline
- Charge an entry fee to participate
  - Check other tournaments in the area to come up with an entry fee amount
- BUDGET! Think through all expenses to make sure the event will be profitable

Working Special Events
- Be on the lookout for events the club can work in exchange for a donation
  - American Family Day usually has events in the spring and fall
  - Cheersport donates to clubs that help move mats and break down an event

Concession Sales
- Purchase chips, candy, Gatorade, etc. from Costco
- Set up a table at your event and have a volunteer sell the packaged food/drinks
  - Be sure to have change and a change box
  - Make a sign with prices and info on how the money is being used
- May want to ask another club if your group can sell concessions during their event. It may be helpful to offer to share them a percentage of the profits with the hosting club.
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<th>Sunday</th>
<th>Monday</th>
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<td>CPR Class 12p-5p</td>
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<tr>
<td><em>First day of class</em></td>
<td>Recruitment on the Green 11a-1p (Kennesaw)</td>
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<td>Recruitment on the Bricks 11a-1p (Marietta)</td>
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<td>Team Application Packets Due</td>
<td>CPR Class 10a-4p</td>
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**Club Sports**
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## Notes

- Monday Notes Due
- Lunch & Learn 12:00p-1:00p
- Leadership Academy 1:30p-3:00p
- Bank Statements & Participation Reports Due
- Fall Break
- CLOSED – Fall Break
- Leadership Academy 1:30p-3:00p

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![Club Sports Logo](image)
# December 2018

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Spring Break
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**Notes**

- Final Exams
- Study Hall Hours Due (40 hours)
- Community Service Due (15 Hours)
- Graduation
- Memorial Day