Kennesaw State University

Club Sports

Club Sports Operations Manual
2019-2020
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**Owls Nest**  
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Kennesaw, GA 30144  
470.578.2913

**Perch**  
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Kennesaw, GA 30144  
470.578.7826

**SRAC**  
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Kennesaw, GA 30144  
470.578.3207

**RWC**  
1100 S. Marietta Pkwy  
Marietta, GA 30060  
470.578.5109

**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
## 2019-2020 Club Sports

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2019-2020 Handbook Changes

The changes listed below are the outlined handbook updates for the 2019-2020 academic year. This serves as the reference page for the edits and description of changes from the previous year.

- Chapter 3, Officer Responsibilities & Organizational Structure: Added procedure statement for medical kit replacement.
- Chapter 3, Officer Responsibilities & Organizational Structure: Added requirement statement of eligibility of coach-volunteers.
- Chapter 4, Club Sports Executive Council: Revised chapter section and description.
- Chapter 5, Funding Sources: Replaced the term tier with compliance level.
- Chapter 5, Funding Sources: Replaced the term tier funding with supplemental funding.
- Chapter 5, Funding Sources: Revised compliance levels from four to three.
- Chapter 5, Funding Sources: Revised point requirements per compliance level.
- Chapter 5, Funding Sources: Revised compliance level meeting requirements.
- Chapter 5, Funding Sources: Revised bank statement procedure.
- Chapter 5, Funding Sources: Added subsection and description called prize money & travel assistance.
- Chapter 8, Travel: Added procedure statement for travel approval dates.
- Chapter 8, Travel: Revised procedure statement for private residence lodging.
- Chapter 8, Travel: Added procedure statement for club driver requirements.
- Chapter 9, Equipment Usage: Added procedure statements for uniform and equipment inventory tracking.
- Chapter 10, Facilities: Added procedures statements for scheduling block of hosted competitions.
- Chapter 10, Facilities: Revised hosting procedure from 10 to 15 business days.
- Chapter 12, Marketing: Revised procedure statement for non-approved club uniforms.
- Chapter 14, Disciplinary Sanctions: Added procedure statement and description for four-part penalty system.
- Chapter 14, Disciplinary Sanctions: Revised appeal timeframe from 72 hours to one week.
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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. This handbook will clarify the Club Sports Program requirements 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. 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.

Mission Statement, Vision Statement, Values, & Owl Creed

Kennesaw State University Mission Statement

Kennesaw State University offers high quality and productive undergraduate, graduate, continuing education, and co-curricular programs. These include learning opportunities in architecture, the arts, business, computing, education, engineering and engineering technology, health and human services, honors experiences, humanities and social sciences, interdisciplinary studies, leadership development, the natural and physical sciences, study abroad, and other related disciplines. The University’s research, scholarship, creative activities, and public service initiatives expand and apply knowledge, contribute to economic development, and improve the quality of life in local communities, Georgia, the nation, and the world.

The KSU community values open, honest, and thoughtful intellectual inquiry, innovative and creative problem solving, professionalism, expertise, collaboration, integrity and ethical behavior, engaged citizenship, global understanding, sustainability, mutual respect, and appreciation of human and cultural diversity. The University community strives continually to enhance student success, improve institutional quality, and respond to public demand for higher education.

Kennesaw State University Vision Statement

Kennesaw State University will be a world-class comprehensive university recognized for its excellence in education, discovery, innovation, technology, and community engagement at all levels from local to global. The KSU experience will empower the members and graduates of the university community to have the vision, ability, and courage to transform the future.

Kennesaw State University Owl Creed

The Kennesaw State Owl Creed (formerly referred to as the Matriculation Pledge during Fall Convocation) was developed in 1998 by the Student Human Relations Task Force, during a time where KSU was undergoing its own transition into a more diverse and inclusive campus community.
The community of Kennesaw State University is steadfast in its commitment to academic excellence and personal integrity. Members of the Kennesaw State University community are obligated to a practice of civilized behavior. Choosing to become a member of this community proclaims the acceptance of KSU’s Creed as suggested by the following ideals.

I WILL ALWAYS STRIVE FOR PERSONAL AND ACADEMIC EXCELLENCE.

This statement pledges a commitment to eliminate cheating, lying, disloyalty, and infidelity in all academic, athletic, social and personal relationships.

I WILL ALWAYS RESPECT THE RIGHTS, FEELINGS AND PROPERTY OF OTHERS.

This statement pledges a commitment to eliminate the violation of any individual's or group's rights to freely express themselves in an appropriate way to eliminate libel, slander, malicious vandalism, theft, arson, and destruction of property.

I WILL ALWAYS ENCOURAGE UNITY BY APPRECIATING THE DIFFERENCES IN PEOPLE AND THEIR IDEAS.

This statement pledges a commitment to the appreciation and recognition of others regardless of their age, gender, race, ethnic heritage, national origins, disability, sexual orientation, socioeconomic level, political or religious affiliation or disaffiliation, this statement also supports the idea that we can learn from the differences in our community.

I WILL ALWAYS REMAIN FAITHFUL TO THE IDEAS SUGGESTED AND DETER ANY BEHAVIOR THAT THREATENS THE RIGHTS OF ANY KSU MEMBER.

All KSU community members are obligated not only to support the ideals suggested but also to confront and discourage inappropriate behaviors wherever and whenever they are encountered.

I WILL ALWAYS STRIVE TO CREATE AN ATMOSPHERE WHERE IDEALS WILL DEVELOP AN ACADEMIC AND SOCIAL COMMUNITY THAT IS CIVILIZED, REWARDING AND DYNAMIC AT KENNESAW STATE UNIVERSITY.

The students of Kennesaw State University challenge all campus members to establish and uphold a standard of excellence in responsibility and behavior in all aspects of life by adopting the ideals in this Creed.

Kennesaw State University Department of Sports & Recreation Mission Statement

The Department of Sports and Recreation enriches the education experience at Kennesaw State University by promoting the physical, social, and leadership development of our students and campus community through diverse sport and recreation opportunities within a fun, supportive, and experiential environment to enhance quality of life. Our department provides state-of-the-art facilities, programs and services that encourage community engagement, personal empowerment and healthy lifestyles.

Kennesaw State University Department of Sports & Recreation Vision Statement

We aspire to provide the most comprehensive, inclusive, and progressive recreation and sport facilities, programs, and services for Kennesaw State University students and the campus community.
Kennesaw State University Department of Sports & Recreation Values

- Integrity
- Leadership
- Respect
- Teamwork
- Health

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. Club Sports are solely voluntary and welcome to all skill levels. Therefore, clubs holding try-outs to cut interested participants is prohibited. Clubs are recommend to use the phrase “skill evaluations” to organize the club members for competition and practice purposes.

Financial support for each Club Sport is obtained from various sources: KSU student fees (points based supplemental funding, needs assessment), club dues, donations, and individual club fundraising. Clubs will only receive funding as one organization regardless of the campus upon which activity is held and/or number of teams within that organization.

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 adhere to Kennesaw State University and the Department of Sports and Recreation requirements and procedures. 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.

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 Club Sports, the 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.
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 an institutional GPA of 2.0 or higher for each semester of intended participation. Participants falling in the 2.0-2.40 institutional GPA 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 by completing the player packet and emergency contact forms on www.imleagues.com. This is mandatory for all participants prior to involvement in any Club Sport. Clubs not following membership and participation requirements are subject to disciplinary sanctions.

Eligibility Exceptions

There are exceptions based off enrollment status to allow for participation with the Club Sports Program. Listed below are outlined exceptions based off status.

- Online Enrolled Student: Participants enrolled in online classes only are eligible to participate with the Club Sports Program in both practices and competitions. This provided the participant completes and pays the Student Opt-in Membership; the Opt-in Membership is required to serve as the student’s fees to participate in Club Sports.

- Georgia Highlands College Enrollment: Participants enrolled at Georgia Highlands College are eligible to participate with the Club Sports Program. However, these participants’ eligibility extends to practice only. In addition these participants must complete and pay the Student Opt-in Membership. The Opt-in Membership is required to serve as the student’s fees to participate in Club Sports. Therefore, these participants are ineligible for competitions.

- Dual Enrollment Students: Participants registered as part of the Dual-Enrollment program are eligible to participant with the Club Sports Program. However, these participants’ eligibility extends to practice only. These students do pay fees as part of their enrollment, but they are non-degree seeking. Therefore, these participants are ineligible for competitions.

Participant Registration Process

The following steps must be completed prior to participation of any approved club activity:

1. Visit the Owls Nest to complete the concussion test.
   The following clubs (non-contact sports) listed below do not require a concussion test:

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<th>Fishing</th>
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<tbody>
<tr>
<td>Cross Country</td>
<td>Golf</td>
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<tr>
<td>CSGO</td>
<td>Swim</td>
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<tr>
<td>Dance</td>
<td>Table Tennis</td>
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<tr>
<td>Fencing</td>
<td>Tennis</td>
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2. Confirm a login utilizing your KSU email credentials for the participant registration site of www.imleagues.com.
3. Complete a Player Packet and Emergency Contact forms on www.imleagues.com
a. Participants that are under 18 must complete the minor waiver to be approved for participation. The participant will receive an individual notice once the player packet is received for their parent/guardian to sign the minor waiver on the participant’s behalf.

4. Once all eligibility requirements have been met (minimum 2.0 KSU GPA; fee paying, degree-seeking student; currently enrolled in classes; completed concussion test), the Participant will be approved by the Club Sports Staff and listed on the club roster for www.imleagues.com.
   a. Keep the auto-generated email stating a Club Sports Staff member approved your player packet to show your club’s leadership verification of approval.
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.
- Gather a list of names and KSU email addresses for ten interested names to potentially start the club.

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

Phase 2

A meeting will occur between the proposed club’s student leaders and Club Sports Staff to discuss the information gathered in phase 1.

Phase 3

Club Sports Staff will determine an approval or denial of the propose club sport to take an active status.

Phase 4

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

- The approved club will need to complete and submit the club sport team packet to be fully activated.
- As part of the team packet activation, the club will need a fully completed by-laws and two members who are CPR certified.
- Provisional clubs will receive the lowest priority in the scheduling of facilities.

Phase 5

Once approved, the club will be granted one year of Provisional Status as a Club Sport. During this period, the team will not receive supplemental funding.

- The club will need to confirm elected officials and substantiate adequate administration. The club will need to schedule and maintain weekly practices. The club will need to submit the required forms and attend officer meetings during the provisional year.
- Maintain a minimum of 10 active participants.
- Demonstrate financial responsibility. The club must raise funds to cover all expenses during the provisional period.
- Follow all requirements and procedures that are set forth by the Club Sports Program and Operations Manual.

Failure to complete the list above may result in removal of the club.
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, President, Treasure, and Secretary/Vice-President. 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 Club Sports Staff and its 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. The President and Treasure must be two separate individual officers. The president is not allowed to serve as the primary name on the club’s off-campus account.
   - **Salary**: All club officers will volunteer time and expect no monetary compensation.
   - **Manual**: All club officers will follow all Club Sport requirements and procedures as presented in this manual, or email, and will pass all pertinent information in this manual on to club members.
   - **Club Sport Meetings**: At least one club officer must attend all scheduled meetings during each semester. The meetings are designed to cover information related to the club’s officers. However if all club officers are unable to attend, the club can send a member to represent the club to ensure the meeting requirement is covered. **Note**: some meetings may require two officers in attendance. The Club Sports Staff will specify this information via email. The club will need to meet the two officer requirement for these specified meetings to receive credit.
   - **Meeting Etiquette**: Clubs wishing to schedule individual meetings with the Club Sports Staff will need to email clubsports@kennesaw.edu to request a meeting. Please allow a response time of two business days to schedule and confirm the meeting. Please avoid coming to the Owl’s Nest to request to speak with the Club Sports Staff without a scheduled meeting. A scheduled meeting will guarantee dedicated time with the Club Sports Staff to speak on individual club needs.
   - **Email Etiquette**: All club officers are expected to send professional email correspondences to the club sports staff. All notices from the club are to come from its club email address to clubsports@kennesaw.edu. The email is to include a subject line, a greeting, and complete sentences outlining the club’s request. Once sending the email, please allow for a response time of two business days from the Club Sports Staff. After two business days has passed, the club can follow-up requesting an update on the club’s request. Please avoid emailing from a personal account and/or emailing KSU staff directly at personal accounts. All club requests are to be directed to the clubsports@kennesaw.edu resource account.
   - **Phone Etiquette**: Email is the recommended method of communication from the club to Club Sports Staff. If contacting Club Sports Staff via phone, please do not make repeated calls to receive an immediate response from the staff. If the Club Sports Staff does not pick-up, please leave a voicemail message with pertinent information to receive a follow-up response.
   - **Officer Contact List**: All club officers must turn in a current officer contact list as part of the team packet-activation meeting at the beginning of each academic year. New officer contact information is to be submitted if any mid-term elections occur.
   - **Disciplinary Problems**: All club officers must work with the 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 of clubs that have coaches must ensure the club’s coaches complete the coach-volunteer packet before beginning their duties.
2. **SAFETY PROCEDURES:**

   - **Player Packets:** All Participants must complete the required registration via [www.imleagues.com](http://www.imleagues.com). Participants must be approved before participation in any club activity. Any club found conducting practices or other team functions with ineligible participants will be subject to discipline sanctions.

   - **CPR Certification:** Officers are responsible for ensuring that an up-to-date CPR certification is on file with the Club Sports Staff for *at least two current club members*. Clubs will be required to submit the active CPR certifications as part of the team packet-activation at the beginning of each academic year. A club is required to have one of its CPR certified members on site for each approved club activity. High risk sports with a large team roster may be asked by the Club Sports Staff to have additional members certified.

   - **Safety Officer:** Coordinate with the Athletic Trainer(s) to ensure each home competition is staffed with appropriate medical personnel. Ensure the club has no less than two CPR certified members at all times. In addition, Safety Officers will need to keep the first aid kit stocked and emergency contact information is kept updated as part of the participant registration process.

   - **Medical Kits:** All clubs will be required to check out a medical kit from the Athletic Training staff at the fall semester Clubs Sports Officer Training. When the club practices or competes, the club officers are to have the medical kit on site. The officers are responsible for ensuring the kit is fully stocked throughout the season. Additional supplies will be made available directly from the Athletic Training staff. If the club loses or damages the medical kit, there will be a $50 replacement fee issued to the club. The club is required to check the medical kit back into the Athletic Training staff within five days of the spring semester end date. The only exception to this is if the club has approved competitions extending past the spring semester. Failure to return the medical kit by the spring semester deadline will result in a hold on the account of the student that originally checked out the kit. If the officer who originally checked out the medical kit leaves or graduates during the academic year will need return the kit to the Athletic Training staff for the club to designate an updated officer to re-check out the kit.

   - **Accident Reports:** Officers are responsible for ensuring that an accident report is completed and submitted for each club injury at least one business day from the time of the accident. The accident report is linked here: [Accident Report](#).

   - **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). 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.

3. **CLUB BUDGET AND FINANCES:**

   - **Budget Proposals:** Officers must complete and submit the budget proposal form which is part of the team packet. The proposal will be reviewed as part of the team packet-activation meeting. Failure to submit a fully completed budget proposal form as part of the team packet-activation meeting is subject to reduction of supplemental funding received.

   - **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. The preferred method for submitting bank statements is electronically by emailing the statement copy to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu). 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 submitted by the 15th of each month, the club will have until the 25th as final deadline to submit. If the club does not submit by the final monthly deadline, all club requests will be held until the statements are received. This includes but is not limited to a request for travel, host a competition, or submit a reimbursement.

   - **Fundraising/Sponsorship/Donations:** Clubs are to raise funds to match the amount of supplemental funding allocated at the beginning of the academic year. The allocated supplemental funding is unlocked once the club provides documented fundraising. All fundraising/sponsorship/donation opportunities must
be pre-approved by completing the fundraiser-sponsorship request form on www.imleagues.com. Once received, the club sports staff will approve or deny the request. If the request is approved, the club will then proceed with confirming the opportunity to raise funds for the club. Once the funds are raised, the club will need to show receipt documentation and a matched up deposit from the bank account to award matching funds. If there is not a receipt, then the club will need to provide another form of supporting document to go with the deposit such as an email correspondence.

- **Club Form and Requirements**: Club form and requirements will either be submitted via the forms section on www.imleagues.com or from the club email address to clubsports@kennesaw.edu.
  - **Monthly Roster**: This roster template is to be submitted via email on the 15th of each month. A template will be provided to document the clubs active roster.
  - **Monday Notes**: Each club is to submit the Monday Notes via email by the end of the day, Monday. The Monday Notes email is to be outlined in complete sentences recapping a summary of the club’s activity from the previous week. Please make **Subject line** as: Monday Notes Club [SPORT]
- **Mailbox**: Club Mailboxes are located in the Owls Nest, next to study hall. Officers are to check the mailbox periodically throughout each month. If the club has misplaced its key, then email clubsports@kennesaw.edu notifying the Club Sports Staff to check the box and pull the mail to place at the Nest front desk for pick-up.
- **Shipments**: all club mail and orders are to be addressed to the Owl’s Nest. The mail and orders is to list the club’s name and not an individual name.
- **Photos/PR**: Submit photos and articles for use on the website and other promotional outlets.

4. **EDUCATION**

- **Study Hall Requirement**: Club participants with an institutional GPA of 2.40-2.0 will be required to complete 40 hours of study hall by the end of the semester. Club Officers will be sent weekly email updates to their club email address with important deadlines and requirements. As part of these weekly email notices it will include reminders of the GPA deadline. However, the Club Sports Staff is unable to release specific names to Club Officers disclosing individual GPA information on the study hall requirement list. Club Officers are expected to update its members of the general study hall requirement in the case there are current members to complete the hours by the specified deadline.
- **GPA Requirement**: Club participants with an institutional GPA below 2.0 will be ineligible to participate for that given semester. The Club Sports Staff is unable to release specific names to Club Officers disclosing current members for that semester which have an ineligible GPA. Each club member that is verified as having an ineligible GPA will receive an individual notice informing them of their updated status for that given semester. Participants will also receive an individual notice when they do not raise a GPA above 2.4 along with not completing the study hall hours from the previous semester. It is the member’s responsibility to inform its Club Officers of their ineligibility status. If the ineligible member is listed on a club roster or a travel form, the Club Officers will be notified of the member who is ineligible and to contact them to gain individual clarification on the ineligible status with Club Sports for that semester.

5. **INVOLVEMENT**

- **Bonus Points**: Club Officers are able to promote additional club involvement by organizing community services events, coordinating alumni games, and/or attending another club’s event. Clubs that show documentation of this added involvement will be eligible for bonus points as part of the compliance level system.

6. **COMPETITION**

- **Approval Period**: Clubs are eligible to begin participation in competitions each academic year following the fall officer training date. The fall officer training date typically is the first Saturday of the fall semester. The end date for competitions is the last weekend of classes for the spring semester. The schedule can be extended until June 30 if the club qualifies for postseason competition. The Club Sports Staff reserves the right to approve competitions outside these dates provided the club submits a written request outlining a detailed explanation for reason to participate outside the approval period.
• **Hosting**: Club Officers electing to host a competition/event/meeting must submit the event-space request form on [www.imleagues.com](http://www.imleagues.com). The request to host a competition is to be submitted at least 15 business days in advance of the intended date. A request to host a meeting or event space is at least 48 hours before the intended event. It is recommended the more extensive the request to submit the form with more advanced notice to ensure it is recognized. Clubs must receive a form approval from the Club Sports Staff before officially confirming and announcing it. Any changes to an approved competition reservation must be submitted via email to clubsports@kenessaw.edu at least 48 hours before the scheduled event. Any change to an approved space reservation is to be updated as soon as it occurs or by 5pm the day of reservation.

• **Travel**: Club Officers are required to submit a travel form at least ten business days in advance of the event on [www.imleagues.com](http://www.imleagues.com). Any competition in which one or more members is representing the club requires a documented travel request. The only exception to this is if a club is serving as a host for a competition that is off-campus. If the club is hosting an off-campus competition then it is to submit the event request form. In addition to submitting the travel form, Club Officers are required to email the list of participants (travel roster) by Wednesday prior to departure for the trip and/or two business days before the departure if the travel is not occurring on a weekend. Additionally, if the club is making hotel reservations or requesting a rental vehicle the club will complete the additional fields on the travel form for these accommodations. The travel form must be submitted ten business days or more to be an approved travel. A failure to submit less than ten business days will be subject to denied travel. If a club is found to be traveling after being denied it is subject to disciplinary sanctions.

• **Drivers**: Clubs are not required to use rental vehicles for club travel. However, it is encouraged as the preferred method of transportation for club travel. Additionally, due to the increased success and growth of the KSU Club Sports Program on a national level, all club sports are required to have at least two defensive driving certified drivers on file at all times that are eligible to operate rental vehicles.

• **National Governing Body (NGB)**: Clubs are expected to stay up to date on league procedures and eligibility requirements. Clubs that are required to submit a verified roster to their league must submit it to the Club Sports Staff at least ten business days before the deadline. The Club Sports Staff will then submit it to the University’s Registrar to have it properly verified. Clubs are prohibited to take roster forms directly to the Registrar for the individual roster verification.

• **Officials**: Club Officers are expected to coordinate the scheduling and payment of officials directly with affiliated league.

7. **INVENTORY**

• **Equipment/Uniforms**: Clubs that purchased or request to purchase equipment and/or uniforms with allocated supplemental funding will become University property. The club will confirm its current inventory by listing it on the equipment form of the team packet activation process. Once confirmed, the Club Sports Staff will send a check-out form to club leadership to sign off and return to the Staff to be on file for the year. The check-out process is eligible to begin with within five business days of the first day of classes for the fall semester. Club inventory is to be checked in with five business days of the end of the spring semester. The only exception to this is approved competition extending past the end of the spring semester. The competition deadline extension will officially close on June 30 to allow for check-in. Club inventory is to be stored in a Nest storage space during the summer months.

  **Note**: If unable to identify missing or damaged uniforms/equipment, the club will be subject to suspension of activities until resolved. Clubs that do not use allocated supplement funding for uniforms are subject to follow their own check-in/out tracking system.

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**Suggested Division of Responsibilities**

Clubs may choose to divide the responsibilities of the club in any way. Smaller clubs may choose to have only a President and Treasure. The following is recommended dividing of 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:** Ensure all club officers follow the Club Sports requirements and procedures as presented in this manual and will pass all pertinent information in this manual on to club members.
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. **Transition Process:** 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 the incoming President has a copy of the Club Sports Operations Manual.
4. **Club Sports Council Meetings:** Club Sport Staff recommend the club’s President attend council meetings as the leader of each respective organization.
5. **Execute Club Meetings:** This officer will call for and administer any meetings discussing club business.
6. **Communication Etiquette:** This officer is ensure the club adheres to a professional and courteous communication etiquette when addressing Club Sports Staff. Please allow a response of two business days from the Club Sports Staff on individual club requests.
7. **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.
8. **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.

**Treasure**

This Officer will be responsible for ensuring that all financial operations follow the guidelines set forth in this manual. Treasures will be responsible for completing most club financial operations. Treasures will follow all Club Sports procedures for spending money. Any item purchased without prior approval or ordered without proper purchasing channels will not be reimbursed. Treasures may be responsible for general administrative tasks. The Treasure may include, but not limited to the following:

1. **Budget Proposals:** This Officer will work with the President to complete and submit a club budget proposal as part of the team packet-activation at the beginning of the academic year.
2. **Fundraising:** This Officer will be responsible for all elements of fundraising for club.
3. **Mailbox:** This Officer is responsible for checking the club mailbox for reimbursement check, registration payments, and/or bank statements.
4. **Shipments:** This Officer is responsible for directing all club mail and orders to the Owl’s Nest. The mail and orders should be addressed to the club and not an individual name.
5. **Bank Statement:** This officer is responsible for submitting the bank statement to the Club Sports Staff on the 15th of each month. It is required for the monthly bank statements to be submitted for club reimbursements to be processed and approved.
6. **Officials:** This Officer will coordinate the scheduling and payment of officials Club Sports Staff.

**Vice President/Secretary**

This Officer will be responsible for all elements of organizing and planning club operations. These organizing and planning 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. **Form Submissions:** This Officer is responsible for Monday Notes, Monthly Roster submissions, and/or league roster forms.

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 receives a travel form ten business days prior to the trip. Along with ensuring submitting a travel roster including participant names and drivers the Wednesday before the trip and/or two business days if the trip is not on a weekend.
   - **Accommodations:** This Officer is responsible for confirming accommodations including but not limited to lodging and rental vehicle requests.

**Coach-Volunteer Responsibilities**

The complete list of coach responsibilities is located in the Coach-Volunteer Packet, linked here: Coaches Packet. 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.

**Eligibility**

If a prospective coach-volunteer has previously participated with that interested club, this volunteer must be two years or more removed from participation with this club. Current KSU students can serve as volunteer coaches. This provided this prospective student volunteer coach has not previously participated with the club within two years or less.

**Discrimination Policy**

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.

**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 Coach-Volunteer Agreement, or if at any time, two-thirds of the club votes to dismiss the coach/volunteer. 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-volunteers 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 considered a Campus Security Authority (CSA) and have a mandatory to report via Jeanne Clery Act. 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. Here is the full instructions on how to complete the mandatory and annual requirement of the Clery Act:

1. Go to https://annex.kennesaw.edu/login/index.php
2. On the right side of screen, click on Create new account
3. Once the account is created, the system will generate an email to confirm your new account.
4. In the email, click the link
5. Once your registration has been confirmed, click Courses
6. Search for the Clery Act training course, click Go
7. In the search results, click Clery Act Training Course
8. Under Enrollment Options, enter the enrollment key: CA2018
9. Click Enroll me
10. Click Clery Act Training Course to start the training

Badges for the course are awarded when users complete the course with 80% or better. The badge is active for 365 days. Users have unlimited attempts to complete. Please do not exit the screen until it says you may close the course. Certificates of completion must be provided to Club Sports Officers. Club Officers are responsible to share proof of completion with Club Sports Staff.

The second mandatory requirement as part of the coach-volunteer packet is an approved background check. A request will be submitted once the coach-volunteer packet is completed and fully submitted. The coach-volunteer will then receive a directly emailed link from Sterling Talent Solutions. The link must be completed within three business days of receiving it. If not completed within the time frame the link will expire. In that case the club will need to submit a detailed explanation as to why the coach-volunteer did not complete the link within the time frame for an additional one to be completed. Background checks typically take 7-10 business days to process, timeframe may be extended based on complexity of the report. Club Sports Staff will provide confirmation to Club Officers once the screen is complete/confirmed.

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 Student Codes of Conduct. The full document detailing the KSU Student Codes of Conduct can be found here: KSU Student Codes of Conduct
Chapter 4: Club Sport Executive Council

The mission of the Club Sport Executive Council is to act as a student advisory group for the club officers and club athletes to the Club Sports Staff. The Club Sport Executive Council is comprised of a small group of club officers compromising of five to ten club officers for each academic year. The Executive Council is in place to award a leadership position for a selected group of club officers and act as a forum as part of the Club Sports Program. The members of the Executive Council will consist of officers from varying sports (field sports, indoor sports, off-campus clubs, individual/dual clubs) in order to provide diverse feedback that will represent the best interest of each club and the program as a whole. The primary responsibilities for the Executive Council will be to share ideas, express concerns, and plan upcoming Club Sport meetings. Additionally, the Executive Council will be in place to review club discipline situations.

**NOTE:** Only one representative per club is eligible to serve on the Executive Council for each academic year term.

**Club Sports Executive Council Representative Requirements**

- Currently enrolled KSU student.
- Current officer of an active KSU Club Sport.
- Demonstrate responsibility in role as a Club Officer.
- Provide compliance from the officer’s representing club.

**Club Sport Council Representative Responsibilities**

- Attend monthly Executive Council meetings.
- Demonstrate fair judgement.
- Respect other members’ opinions and ideas.
- Contribute ideas and opinions to discussions.
- Serve as role models for other club sports members.
- Promote Club Sports involvement in the KSU community.

**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 Executive Council Representatives for the betterment of the program.
Chapter 5: Funding Sources

Club Sports is funded by student fees. The Club Sports Program receives a budget based on the student fees designation at the beginning of an academic year. The Club Sports Staff takes that program budget amount and allocates it out to individual clubs. The allocated funds based off the compliance level classification system is referred to as supplemental funding. Once the club receives its supplemental funding each academic year, it can be used toward the following expenses: league registration fees, competition registration fees, competition transportation, competition lodging, and club based equipment/inventory.

Compliance Level Classification System

The Club Sports Program uses the compliance level classification system to allocate supplemental funding. The compliance levels 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 compliance level is the number of students benefitting from the club. This information may include, but is not limited to participation reports, travel rosters, and overall communication & organization.

The compliance level system sets an upper limit on supplemental funding allocated to each club. However, clubs may only receive an amount equal to what the club shows in documented fundraising during the academic year. The club unlocks the supplemental funding by completing the fundraising-sponsorship form on www.imleagues.com and submitting the bank statement showing the supported funds.

Note: The maximum amount of matching fundraising dollars for member dues is up to $1,500.

The fiscal year for the club to use its supplemental funding runs from the first day of class of the fall semester until 15 days past the spring semester. Clubs must reapply for compliance level classification at the end of each academic year by completing the budget worksheet within the team packet and completing the activation meeting with the Club Sports Staff. The club will not be approved for supplemental funding until completing the team packet-activation meeting. Provisional clubs are NOT eligible for supplemental funding.

Note: Maximum supplemental funding is subject to change from year to year.

Semester End & End of Year Spending Deadlines:
- All Paid-in-full receipts due for supplemental reimbursement should be submitted the week following the expense. At the latest the receipt for the expense should be submitted up to 30 days from the purchase date.
- All expenses submitted are to be pre-approved through a designated form (travel form on www.imleagues.com) or via email to confirm the club has available funding to cover the expense.
- Receipts submitted without pre-approval and/or after the 30 day deadline are subject NOT to be reimbursed.

<table>
<thead>
<tr>
<th>Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplemental Funding</strong></td>
</tr>
<tr>
<td><strong>Compliance level Status</strong></td>
</tr>
<tr>
<td>Number of Active Members</td>
</tr>
<tr>
<td>Number/Level of Competitions</td>
</tr>
<tr>
<td>National Governing Body</td>
</tr>
<tr>
<td>Bonus Points</td>
</tr>
</tbody>
</table>

Note: National Tournament Funding may be available via Club Sports Contingency Fund.
Supplemental Funding

Compliance level 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.

Compliance level 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.

Compliance level 3

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 supplemental 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 Compliance level status:

<table>
<thead>
<tr>
<th>Compliance 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>Compliance Level 1</td>
<td>Yes</td>
<td>22</td>
<td>10 Competitions (8 Collegiate)</td>
<td>Must Match</td>
<td>Up to $5,000</td>
<td>230</td>
</tr>
<tr>
<td>Compliance Level 2</td>
<td>Yes</td>
<td>16</td>
<td>6 Competitions (3 Collegiate)</td>
<td>Must Match</td>
<td>Up to $2,500</td>
<td>200</td>
</tr>
<tr>
<td>Compliance Level 3</td>
<td>No</td>
<td>10</td>
<td>2 Competitions (1 collegiate)</td>
<td>Must Match</td>
<td>Up to $1,000</td>
<td>170</td>
</tr>
</tbody>
</table>

Compliance Points

Completing the following categories at the required level will earn the minimum of 170 points. The time frame for completing these criteria begins August 19, 2019 and runs through April 27, 2020. 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  
  - Monday Notes help Clubs communicate accomplishments to share with the Club Sports Staff.  
  - Must be submitted by the end of the day each Monday. Late submissions will not receive points.  
  - The first Monday Notes will begin the 2nd week of the fall semester and end the last week of classes of the spring semester.

  **Monday Notes**

<table>
<thead>
<tr>
<th>Monday Email</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>60</td>
</tr>
</tbody>
</table>
• Club Meeting Attendance  
  - The mission of the Club Sports Program is to support well rounded development for all club participants; these meetings will help provide information to support club and/or individual goals.
  - Each club must have at least one representative attend the scheduled meeting.
  - There is 14 offered meetings during the course of the academic year.
  - Each club must be present at 10 of the 14 meetings to reach the required category point value and avoid disciplinary sanction.
  - Allows for one excused absence, this will require the club submit an email notice at least one business day in advance of the meeting to be recognized.

<table>
<thead>
<tr>
<th>Club Meeting Attendance</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Attendance</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

• Mentor Meeting  
  - Each club is assigned a designated Program Administrator to conduct meetings twice a semester.
  - Each club will need to confirm two officers to attend each scheduled meeting with its designated Program Administrator to reach the required category point value and avoid disciplinary sanction.

<table>
<thead>
<tr>
<th>Mentor Meetings</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Mid. Semester</td>
<td>5</td>
</tr>
<tr>
<td>Fall Semester End Semester</td>
<td>5</td>
</tr>
<tr>
<td>Spring Semester Mid. Semester</td>
<td>5</td>
</tr>
<tr>
<td>Spring Semester End Semester</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

• Organization  
  - The following items submitted by the priority deadline are worth 2 points per submission.
  - The discipline deadline outlines the date at which the club will be held responsible for submitting the requirement. The club is subject to all requests frozen until the organization requirement is submitted.

<table>
<thead>
<tr>
<th>Submission</th>
<th>Priority Deadline</th>
<th>Discipline Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Application Packet FY20</td>
<td>August 19, 2019</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>Spring Semester Schedule</td>
<td>November 25, 2019</td>
<td>December 2, 2019</td>
</tr>
<tr>
<td>Fall Summary Report*</td>
<td>November 25, 2019</td>
<td>December 2, 2019</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>15th of every month</td>
<td>25th of every month</td>
</tr>
<tr>
<td>Updated Monthly Rosters</td>
<td>15th of every month</td>
<td>25th of every month</td>
</tr>
<tr>
<td>Inventory Report</td>
<td>April 27, 2020</td>
<td>May 11, 2020</td>
</tr>
<tr>
<td>Spring Summary Report</td>
<td>April 27, 2020</td>
<td>May 11, 2020</td>
</tr>
<tr>
<td>Budget Request FY21</td>
<td>April 27, 2020</td>
<td>May 11, 2019</td>
</tr>
<tr>
<td>Team Application Packet FY21</td>
<td>April 27, 2020</td>
<td>May 11, 2020</td>
</tr>
<tr>
<td>Max. Possible Points</td>
<td>52</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: End of Semester Summary Reports are weighted item; 5 points by priority deadline

• Recruitment & Retention Events  
  - Recruiting and maintaining a strong membership base is vital to the existence of any club.
  - Each club is required to be present for the recruitment events at Kennesaw and Marietta campuses at the start of each semester to avoid disciplinary sanction.
  - For independent recruitment events, clubs are to complete an event-space request form on www.imleagues.com to be approved and documented for a recruitment event. Please include in the request if the club is needing the club banner or business cards for the event for the Club Sports Staff to prepare for pick-up.
The event-space request form is to be submitted 10 business days on [www.imleagues.com](http://www.imleagues.com) in advance of the event. For more extensive events, it is recommended to submit the request in advance of the 10 business days.

### Recruitment & Retention Events

<table>
<thead>
<tr>
<th>Event</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>

### Bonus Points

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

- **Committee Service**
  - 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.
  - Starting at 3 points per full term of service

  **Type of Committee Service**

<table>
<thead>
<tr>
<th>Type of Committee Service</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Sports Executive 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**
  - Clubs may complete a service 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
  - Starting at 10 points per event
  - **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  
  20 points max.
  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 emailing a report summary of the event along with attaching a picture to clubsports@kennesaw.edu 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

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Attendance Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Club Sport Competition/Fundraiser</td>
<td>5 people from active club roster</td>
</tr>
<tr>
<td>-Collaboration Project*</td>
<td>N/A – must be with another club sport</td>
</tr>
<tr>
<td>-Sports &amp; Rec Special Event</td>
<td>5 people from active club roster</td>
</tr>
</tbody>
</table>

**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  
  10 points max.
  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)
    ▪ An event-space request is to be completed on www.imleagues.com and approved for hosting alumni games at the Nest, Perch, and/or SRAC.
    ▪ Clubs will earn 10 points

**Documentation/Missing Deadlines**

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

**Bank Statement Submissions**

Each club must submit a monthly bank statement by the 15th of each month. This is in effect from the first day of classes from the fall semester to the last day of classes for the spring semester. This requirement is in place for clubs to avoid fiscal issues including but not limited to over-drafting the account, negative account balance, or long-term unpaid invoices. If bank statements are not submitted by the 15th of each month, the club will have until the 25th as final deadline to submit. If the club does not submit by the final monthly deadline, all club requests will be held until the statements are received. This includes but is not limited to a request for travel, host a competition, or submit a reimbursement.

**University Reimbursement Check Processing**

University Checks are to be deposited within two weeks of receiving it. If the club does not deposit the funds within that time frame, the checks are subject not to be recognized. In this case, the funds will NOT be re-issued with another University check. Clubs can request Club Sports Staff to check its mailbox to make the check available for hand delivery from a Program Administrator if needed.

**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 Club Sports’ 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, the National Travel form is to be submitted to the Club Sports Staff. The form will ask for the requesting club sport to outline anticipated itemized expenses to show the total amount requested. The Club Sports Staff will make the final determination on the allocation amount evaluating number of participants, competition location, funds raised by club, additional clubs seeking funding, and funds available. The club is subject to receive an allocation amount that is partial to the full travel expenses, in which the club is expected to cover the remaining expenses as part of the trip.

**Prize Money & Travel Assistance**

Clubs that receive competition prizes, cash reward, and/or travel stipend assistance is required to disclose this to the Club Sports Staff. For example, if a club were to win a regional tournament and receive a travel stipend for a Nationals competition, the club would need to report this to the Club Sports Staff. Clubs are prohibited from applying for Club Sports National funding and not disclosing receiving additional supplemental funding from a governing body or other secondary source. Clubs found to not report rewards or supplemental funding from third parties are subject to non-approved travel. Additionally the club is subject to further disciplinary sanctions.
Chapter 6: Fundraising

Clubs are to raise funds to match the amount of supplemental funding allocated at the beginning of the academic year. The allocated supplemental funding is unlocked once the club provides documented fundraising. All fundraising/sponsorship/donation opportunities must be pre-approved by completing the fundraiser-sponsorship request form on www.imleagues.com. Once received, the club sports staff will approve or deny the request. All fundraiser events must have an imleagues approval before being scheduled. Alcohol and tobacco based companies are prohibited for being scheduled as fundraisers. Once the fundraiser is approved and completed, the club will need to show receipt documentation and a matched up deposit from the bank account to award matching funds. If there is not a receipt, then the club will need to provide another form of supporting document to go with the deposit such as an email correspondence.

Note: Member dues are only eligible for up to $1,500 as fundraiser matching dollars. Member dues like fundraiser dollars are to be submitted and documented once received as deposited.

Fundraising Ideas

[SPORT]-a-thons

Example: Swim-a-thon

- Send a letter to friends and family outlining the club’s current season and explanation of the fundraiser event.
- Ask supporters 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

- Contact local restaurants to coordinate and schedule percentage nights.
  - Usually will donate a certain percentage of sales during a specific time frame.
  - Clubs should factor in pre-planning to allow time to complete an application the restaurant may require to gain pre-approval for the event.
- Invite friends/family to dine at the restaurant and help club raise funds.
  - Restaurants where clubs have hosted events in the past: Chick-fil-a, Mellow Mushroom, Twisted Kitchen, Jason’s Deli, Chipotle
  - Alcohol sales may not be included in the donation to club.
  - Clubs may not consume alcohol during the event.

Special Event on Campus

- Host an event on campus to promote club and raise money
- Clubs are to submit an event-space request on www.imleagues.com for these events in addition to the fundraiser-sponsorship request
  - Clubs are to include a request for banner and business cards as past of the event-space request form if needed.
  - Clubs should factor in pre-planning for additional approval campus space and food waiver.
  - Previously approved club events: Gymnastics “Flips for Tips,” Cycling selling Krispy Kreame donuts in the Campus Green.

Camps/Clinics

- Host a camp or clinic for youth in the community
- Clubs are to submit an event-space request on www.imleagues.com for these events in addition to the fundraiser-sponsorship request
  - Clubs are to include a request for banner and business cards as part of the event-space request form if needed.
  - Clubs are to factor in the pre-planning process to schedule a meeting 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
  - A minor waiver will need to be approved for the event. Clubs are to factor in at least two weeks for this to be pre-approved.
  - A facility usage fee will be charged to the club for these types of events utilizing a registration fee.
  - Previously approved club events: Men’s Lacrosse Club clinic, Men’s Rugby hosting a showcase high school game

**Entry Fees for Home Competitions**
- Charge an entry fee, or “gate,” for spectators at for home events
- Have a club volunteer at the entry location to take in the sales
  - Clubs should get a cash box to take in the money.
  - General admission rates are $3-$5.
  - Clubs are to count up money raised at the end of the night and log to an excel spreadsheet to submit to the Club Sports staff along with the bank statement deposit to show documentation for funds to be matched.
  - KSU students (their student fees pay for the facility) are free entry by showing their KSU ID
  - Clubs hosting on-campus are subject to a facility usage fee by charging admission.
  - Clubs hosting off-campus will need to gain pre-approval from the site to ensure this is permissible within their facility procedures.

**Apply for Grants**
- Reach out to a club’s national governing body to see if any grants are available
  - USTA has a grant application process for club tennis programs.
- Check with local organizations related to the sport to see if resources are available to apply and receive funds
- If grants are awarded, clubs are to provide documentation support to Club Sports Staff for purposes of matching funds and marketing exposure for individual club and program.

**Tournaments**
- Host a tournament and invite other teams
- Clubs are to submit an event-space request on www.imleagues.com for these events in addition to the fundraiser-sponsorship request.
  - Clubs are to factor in the pre-planning process to schedule a meeting with Club Sports Staff to plan the details
    - Design a flyer
    - Determine an itinerary
    - Create entry forms
Clubs are to include to factor in event equipment (i.e. cones, tent, tables) as past of the event-space request form if needed.

- Charge an entry fee to participate
  - Check other tournaments in the area to come up with an entry fee amount
  - A facility usage fee will be charged to the club for these types of events utilizing a registration fee.

- BUDGET! Think through all expenses to make sure the event will be profitable

**Working Special Events**
- Look for announcements from Club Sports Staff for events the club can work in exchange for a club check donation.
  - KSU Sports Park has previously sent out sign-up links to clubs for working Owl-O-Ween.
- These events usually require a commitment of at least 5-10 members in advance through a sign-up link process.
- Club members cannot already be working the event as a part-time job for this to also count as a club fundraiser opportunity.

**Concession Sales**
- Reach out to KSU Athletics to work concessions at Fifth Third Bank KSU Football and Special Events.
- These events usually require a commitment of at least 2-5 members in advance commitment to work scheduled events.
- Club members cannot already be working the event as a part-time job for this to also count as a club fundraiser opportunity.
  - Equestrian Club has previously worked concessions at KSU Football games.

**Additional Fundraising Ideas**
- Sell club t-shirts to friends & family – must be pre-approved Club Sports Staff.
- Club sells themed calendars to supporters—University print shop has calendar options to print in bulk
- Car wash – donation or by car rate.
- Sell Club labeled swag items, i.e. key chains, magnets, pens - With school colors and/or University logo; must be pre-approved by Club Sports Staff.
- Fundraiser candy bar kits or pizza kits.
- Make your own tie-dye to sell - Get t-shirt sponsors and make your own shirt. Design must be pre-approved.
- Silent Auction - Bid on prizes donated from local businesses. Allow advanced notice for multiple step approval process.
- Host a talent show competition and charge entry fees for supporters to attend. Allow advanced notice for multiple step approval process.

**Donations**

Donations can be made to a specific club sport. Checks can be made payable directly to the club. Clubs accepting donations should be obtaining an official donor name and contact information. Clubs are to complete the fundraiser-sponsorship request form on www.imleagues.com to document the donor dollars to recognize as matching funds for the club’s supplemental funding. A donation sample letter is found in Appendix B of this handbook. Please feel free to customize to meet your individual club needs with prior approval and review by Club Sports Staff. Here is Additional details for a donation letter idea.

**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
• Have each participant in club address 10+ envelopes to family and friends
  o Submit an event-space request on www.imleagues.com to reserve a room at the Owls Nest to host “letter writing party” – order pizza and address envelopes
  o Purchase envelopes and stamps
  o Be sure the return address is:
    ▪ (Club Name)
      3220 Busbee Dr.
      MD 7901
      Kennesaw, GA 30144

Sponsorships

All sponsorship opportunities must be pre-approved via the fundraiser-sponsorship request form on www.imleagues.com. Club Sports are prohibited to solicit sponsorships from alcohol and tobacco based companies. As part of the proposal to the sponsor, the club should inform the company as to how the money will be spent and how the company can benefit from partnership with the club. If the sponsorship requires a company logo use on a jersey or T-shirt, it is required to receive a letter from the organization granting permission to use by the University. In addition, the company logo is 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. All designs are to be pre-approved by submitting to the Club Sports Staff. If part of the sponsorship details is to be on uniform or jersey they must also be approved via the University vendor list. Club Sports Staff can provide additional details for this process via email request to clubsports@kennesaw.edu.

Note: Clubs found to have non-approved sponsor designs and logo use will result in the materials being collected and turned into the Club Sports Staff immediately

Sponsorship Proposal Example

• Create a sponsorship proposal letter.
• Club Sports Staff can review to ensure there are no content or grammatical edits needed.
• Determine what the club 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
Chapter 7: Supplemental Funding Use

Reimbursements

- All club expenditures utilizing supplemental funding must be pre-approved by the Club Sports Staff to be processed.
- All money must be spent through proper channels and petty cash reimbursements are not available.
- All reimbursement 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.
- Clubs must have supplemental funding available to be reimbursed.
- Individuals are not reimbursed
- If an individual pays for an item using their personal credit card, the club will be reimbursed and the club will reimburse the individual.
- Clubs must present an original receipt showing a zero balance to be reimbursed.

Supporting Documents for Reimbursements

- 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 Notice (for entry fees)
- Finalized Roster

Notes:

- All purchases must be made by a student participant
- Documentation must be submitted at the latest two weeks of the purchase
- Missing back-up documentation = no reimbursement
- All reimbursements will be delivered in the name of the club to the Owl’s Nest for pick-up
- University reimbursement checks must be deposited within one week of receipt
Unique features of Supplemental Funds

**Fiscal Year:** All receipts submitted for reimbursement utilizing supplemental funding must be submitted two weeks within the purchase. The final deadline to submit reimbursement receipt requests is 15 days past the end of the spring semester to ensure it is covered.

**Common Expenses**

<table>
<thead>
<tr>
<th>Compliance level 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>
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<tr>
<td>Gas</td>
<td>Uniforms</td>
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<tr>
<td>Uniforms</td>
<td>Club Equipment</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>Entry Fees</td>
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<tr>
<td>Club Equipment</td>
<td>Officials</td>
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<tr>
<td>Entry Fees</td>
<td>Trainer for Home Events</td>
</tr>
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</tr>
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<td>NO ALCOHOL!!!</td>
</tr>
<tr>
<td>NO ALCOHOL!!!</td>
<td></td>
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</tbody>
</table>

**Off-Campus Bank Account**

- **Outside checking accounts are required for each KSU club.**
- Obtain a Federal Tax ID # by completing a W9 (see Club Sports Staff for assistance).
- Choose a bank – Credit Union of Georgia is recommended (3333 Busbee Dr.)
- Set up the account as a business-education account.
- Set up the account under the club’s name and mailing address as the Owl’s Nest (3220 Busbee Drive)
- Obtain a letter from the Club Sports Staff by requesting via email at clubsports@kennesaw.edu to change account holders and/or request permission to open up the 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 club member or coach that violates the behavioral guidelines or Code of Conduct will face disciplinary sanctions. Disciplinary sanction may include placing the club on suspension, termination of the club’s coach and/or the suspension of club members, along with referral to Student Conduct Academic Integrity (SCAI).

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

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.

Clubs are eligible to begin travel to competitions each academic year following the fall officer training date. The fall officer training date typically is the first Saturday of the fall semester. The end date for competitions is the last weekend of classes for the spring semester. The schedule can be extended until June 30 if the club qualifies for postseason competition. The Club Sports Staff reserves the right to approve competitions outside these dates provided the club submits a written request via email to clubsports@kennesaw.edu outlining a detailed explanation for reason to participate outside the approval period.

All travel must be documented by completing the travel form on www.imleagues.com at least 10 business days in advance of the trip departure. The travel form includes additional information to request as part of the travel including lodging and rental vehicle information. Once the club submits the travel form, the Club Sports Staff will provide an approval or denial. Once approved, the club is to collect any documented receipts during the trip electing to be reimbursed from its supplemental funding. The club is to email clubsports@kennesaw.edu the week following the trip to schedule a reimbursement meeting to submit receipts, bank statement, and a tournament notice. Also as part of the reimbursement meeting, the club will review with the Club Sports Staff the available funding to cover the requested expenses matched up to the provided receipt documentation. If the club is not seeking any reimbursement as part of the travel a follow-up meeting is not needed.

Note: All travel is to be documented with the travel form on www.imleagues.com even if all expenses will be covered by the club.

Alcohol

Drinking and the use of drugs (other than for prescribed medicinal purposes), or the use of other illegal substances is prohibited during club activity including, but not limited to travel, practices, games, competitions or an event. 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.

Note: Alcohol incidents reported to the Club Sports Staff will be thoroughly reviewed and subject to potential suspension or termination of individual club coach or participant along with a referral to Student Conduct Academic Integrity (SCAI).
Lodging

- Lodging requests are to be included as part of the travel form submission on [www.imleagues.com](http://www.imleagues.com) at least ten business days in advance of travel (even if lodging costs are being paid with off-campus funds).
- When providing examples of desired hotel rooms, please use the [www.hotels.com](http://www.hotels.com) website and follow the subsequent guidelines:
  - Enter the exact dates of travel.
  - Enter the exact number of rooms needed.
  - Provide three separate options that are satisfactory for club in order of most to least preferred.
  - 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.
- 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.
- Private residences are prohibited for overnight lodging with club travel. This includes but not limited to Airbnb and VRBO. This requirement is in effect even for clubs funding their own lodging and not seeking reimbursement.
- Cabin and campground companies are eligible for approved overnight lodging and supplemental funding reimbursement. This provided the company is able to provide adequate contact information and a valid itemized receipt.
- Note: clubs are NOT eligible for the University’s tax-exempt form and status

Air Transportation

Clubs are permitted to book air transportation if needed for club travel. Flight requests are to be included on the travel form approval process on [www.imleagues.com](http://www.imleagues.com). Once approved, clubs are responsible for making their own flight bookings. For flight transportation, it is recommended to complete the travel form well in advance of 10 business days to be pre-approved before making reservations. Flights are eligible for supplemental funding reimbursement. The club would need to have available supplemental funding and schedule a reimbursement meeting following the travel to submit a receipt and bank statement for the expense. Individual flight purchases are to be booked by current, active members. Individual flight purchases donated or sponsored by club alumni or vendors are subject not to be eligible for University reimbursement.

Charter Bus Transportation

Clubs are permitted to book charter bus transportation if needed for club travel. However the clubs are not recommended to utilize this type of transportation for club travel. This should serve as the last option for club travel. Additionally, charter bus transportation is not eligible supplemental funding reimbursement. In the event clubs seek charter bus transportation it must be designated on the club’s submitted travel form. The Club Sports Staff will then follow up with the club seeking an additional explanation for the use of this type of transportation. If approved, the club will be required to submit Certificate of Insurance (COI) from the Charter Bus company to have on file for the club’s use.

Personal Vehicle Transportation

Clubs are permitted to drive their own personal vehicles to competitions. A [Driver Packet](#) is required if a club member is driving another club member to a competition. The packet is valid for one academic year. Once a packet is submitted
during the academic year it is good for all remaining competitions for that year. If club members drive only themselves to a competition then a packet is not needed.

The travel roster and vehicle breakdown is due the Wednesday before a weekend trip departure or two business days before non-weekend travel. The vehicle list is to include drivers. The Club Sports Staff will confirm which listed drivers will need an updated packet on file. The packet will need to be completed in advance of departing for the trip. Additionally as part of the driver screening process, the driver will need to complete the online vehicle training. The online vehicle training link will be provided once the packet is approved by Safety & Risk Management. The online vehicle training is one hour in duration and valid for one academic year.

Clubs are eligible to submit personal vehicle gas receipts for reimbursement. The club will need to list the number of personal vehicles on the travel form and schedule a reimbursement meeting the week following the trip. For the reimbursement meeting, the club will need to submit gas receipts and a tournament notice. The gas receipts are to be dated no more than one business day before or after the club travel dates. The club is to write the name of the driver on each submitted gas receipt, the listed driver will need an approved Driver Packet on file for the reimbursement to be recognized. The reimbursement will be based off the total miles from KSU to the event destination. The reimbursement will be made out as University check addressed to the club and not the individual driver.

**Rental Vehicle Transportation**

Clubs are not required to use rental vehicles for club travel. However, it is encouraged as the preferred method of transportation for club travel. Additionally, due to the increased success and growth of the KSU Club Sports Program on a national level, all club sports are required to have at least two defensive driving certified drivers on file at all times that are eligible to operate rental vehicles. KSU has a state contract for rental vehicle use with Enterprise. All Enterprise rental requests are to be booked by the Club Sports Staff. Clubs are prohibited to contact Enterprise directly and make individual requests. Furthermore, clubs are prohibited to having coach-volunteers, alumni, and/or parents book a rental reservation on the club’s behalf.

Eligible drivers for all rental vehicle requests must be at least 21 years old. The driver also must complete a defensive driver certification. The defensive driver certification is valid and on-file with University for five years. Free defensive driving classes are offered at the KSU Owls Nest, SRAC, or Marietta campus. Classes are also offered through the Office of Safety and Risk Management on campus. In addition, the driver must complete and submit a Driver Packet. The packet is valid for one academic year. Once a packet is submitted during the academic year it is good for all remaining competitions for that year. The packet will confirm a clean driving record which will be approved by Safety & Risk Management. Once the annual check is approved, the driver will be sent an online vehicle training link. The online vehicle training is one hour in duration and valid for one academic year.

**Note:** Club trips requesting rental vehicles that are four hours or more one way require two certified drivers.

Clubs requesting rental vehicles must include it as part of travel form submission on [www.imleagues.com](http://www.imleagues.com) at least 10 business days in advance of the trip. As part of the completing the form, the club will indicate the current eligible drivers. Club Sports Staff will approve the request and confirm the club has eligible drivers with updated requirements. The club must have current eligible drivers to match the request to be fully approved and reserved with Enterprise. Please allow at least ten business days for the driver approval process to complete. The week of the competition, the Club Sports Staff will confirm the rental vehicle request as recognized by Enterprise. The club will need to submit a finalized travel roster and vehicle breakdown the Wednesday before a weekend trip departure or two business days before non-weekend travel. The Club Sports Staff will confirm with the club 24-48 hours before departure of the trip on the club pick-up and drop-off procedures.

**Note:** Clubs must arrive at the destination by midnight. There is no travel between 12-5am. Please plan accordingly.

Clubs will only be eligible for rental vehicle use provided they have available supplemental funding to cover the expense. The expense is directly billed from Enterprise to the Club Sports Office. The Club Sports Staff will confirm prior to the trip the club has available funding to cover the expense. The Club Sports Staff will provide a copy of the invoice following the
trip with verified amount deducted from the funding. The daily rate for use is $85 for 12-passenger vans and $55 for mini-vans. The club is subject to additional costs for not refueling and a cleaning charge if trash is not cleaned out following the trip. Inspections will be done once the vehicles are returned. Clubs are subject to lose the opportunity to be approved for future rental requests if vehicles are not returned in an acceptable manner.

In addition, gas receipts for rental vehicles are eligible for supplemental funding reimbursement. The club will need to pay out of pocket during the trip for the gas expenses. The club will then schedule a meeting the week following the trip to request the reimbursement. For the reimbursement meeting, the club will need to submit gas receipts and a tournament notice. The gas receipts are to be dated no more than one business day before or after the club travel dates. The reimbursement will be based off the total miles from KSU to the event destination. The reimbursement will be made out as University check addressed to the club and not the individual driver.

**Club Sports Transportation Expectations**

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: Daytime travel: Four (4) hours at one time; Nighttime travel: Three (3) hours at one time.
3. Within fifteen (15) minutes of reaching a driving limit, the driver should exit the highway to a safe rest area. The driver should take at least a 15-minute break or another approved driver should assume driving responsibilities. Any participant receiving a concussion, or significant injury, during the trip may not drive until medical clearance is obtained.
4. 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.
5. Use headlights at all times.
6. The driver’s attention should always be on the safe operation of the vehicle. The driver should avoid distractions such as eating, drinking, texting or talking on a cell phone, etc. while the vehicle is in motion. Vehicle driver is to become familiar with windshield wipers, lights, hazard lights, high beams, mirrors etc. prior to departure as well as evaluate the vehicle for any damages.
7. The driver must slow down and use caution when driving over speed bumps or potholes to avoid damaging fleet or rental vehicles and injuring passengers.
8. The driver must avoid operating in reverse whenever possible to prevent accidents that happen most frequently when vehicles back up.
9. The driver must not drive the vehicle "off road" unless it is equipped and authorized for that use.
10. 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.
11. The use of radar detectors is prohibited.
12. **Tobacco and alcohol are prohibited.**
13. No glass bottles are to be used in the vehicles.
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

Disciplinary Action

Failure to comply to outlined travel requirements and procedures is subject to club disciplinary sanctions. In addition, travel related incidents reported to the Club Sports Staff will be thoroughly reviewed and subject to potential suspension or termination of individual club volunteers or participants along with a referral to Student Conduct Academic Integrity (SCAI).
Chapter 9: Equipment Usage

Event Equipment Procedure

Clubs electing to check out program equipment for approved club activity must include this part of an event-space request form on www.imleagues.com. The items available for check-out for approved club activity is:

• Club banner
• Coolers
• Water bottles and holders
• Tents
• Disc cones
• Chairs
• Tables
• Go-Pro and accessories
• Hi-Pod Camera
• Video Camera

Equipment items will be granted based off amount and availability for the designated item. Once the equipment items are available as confirmed for pick-up, the club will received an email notice indicating the pick-up one business day before the event. When checking out the items, the club will need complete the equipment check-out log at the front desk of the Owl’s Nest. Equipment must be returned in the same condition it was when it was rented to the club. If equipment is determined to be damaged upon check-in, the club is subject to a replacement fee cost.

If the club is requesting special accommodations of equipment or altered facility set-up this should be communicated via email along with completing the event-space request form. A meeting with the Club Sports Staff will more than likely be required for the event if the club is requesting special accommodations of equipment or altered equipment. Additionally, the Club Sports Staff will approve and set parameters on what accommodations can be granted for the club’s equipment and facility request as part of this event.

Note: Clubs damaging or not returning equipment along with disrespecting facilities is subject to disciplinary sanctions.

Club Inventory Check-out

Uniforms

Clubs that purchased or request to purchase uniforms with allocated supplemental funding will become University property. In order for the uniforms to be covered under supplemental funding it will require it to be non-personalized. The club will confirm its current inventory by listing it on the equipment form of the team packet activation process. Once confirmed, the Club Sports Staff will send a check-out form to club leadership to be distributed to each club member planning to check out the uniform. The club leadership will need to collect each form for each checked out uniform and return to the Club Sports Staff to have on file. The check-out process is eligible to begin with within five business days of the first day of classes for the fall semester.

Club uniforms are to be checked in with five business days of the end of the spring semester. The only exception to this is approved competition extending past the end of the spring semester. The competition deadline extension will officially close on June 30 to allow for check-in. The club is to return the uniforms as a whole at the end of the spring semester. If uniforms are missing or damaged the club is to submit the name of the missing designated number. That individual student assigned to that individual number as listed on the check-out sheet will be charged a $25 hold to its
student account until resolved. Club uniforms are to be stored in a Nest storage space during the summer months. Clubs that do not use allocated supplement funding for uniforms are subject to follow their own check-in/out tracking system.

**Equipment**

Clubs that purchased or request to purchase equipment with allocated supplemental funding will become University property. The club will confirm its current inventory by listing it on the equipment form of the team packet activation process. Once confirmed, the Club Sports Staff will send a check-out form to club leadership to sign off on the items and return back to the Staff to be on-file. The check-out process is eligible to begin with within five business days of the first day of classes for the fall semester.

Club equipment is to be checked in with five business days of the end of the spring semester. The only exception to this is approved competition extending past the end of the spring semester. The competition deadline extension will officially close on June 30 to allow for check-in. The club is to return the equipment as a whole at the end of the spring semester. If uniforms are missing or damaged the club is to submit the name of the missing designated number. If equipment is returned as missing or damaged the club will be responsible for the replacement cost. The club will need to submit a check to the Club Sports Staff to cover the estimated replacement fee. Club equipment is to be stored in a Nest storage space during the summer months. Clubs that do not use allocated supplement funding for equipment are subject to follow their own check-in/out tracking system.

**Note:** If unable to identify missing or damaged uniforms/equipment, the club will be subject to suspension of activities until resolved.
Chapter 10: Facilities

Requests

Facility/field requests must be submitted via the event-space request form on www.imleagues.com. For competition events, the form is to be submitted at least 15 business days in advance. Clubs are recommended to submit competition requests well in advance of 15 business days. Clubs requesting to host tournaments may require a pre-planning meeting with the Club Sports Staff as part of the request. The more extensive the request the more likely a pre-planning will be needed. Therefore, clubs will need to allow adequate time to complete the meeting as part of the event-space request form by the required 15 business day request time frame. For meeting space reservations, the form is to be submitted 48 hours in advance. If the club is electing to use a conference room or team room as part of the game request, this is to be included as part of the reservation request on the form.

For practices, the reservations will be scheduled on a yearly basis. Clubs will submit the practice requests via email during the summer semester for the club’s practice schedule for that upcoming academic year. The practice schedule for the given academic year will be confirmed as part of the club’s team packet-activation meeting. A club will not be granted practice times until completing the team packet-activation meeting. For on-campus facilities, clubs are guaranteed two practice days at a maximum of two hours per practice time slot.

All spaces the club is electing to use is to be requested and approved in advance. If there is a conflict in the request, with more than one club requesting the same space, day, and time then a combination of requested day and compliance level will be utilize to resolve the request conflict. Clubs are prohibited from dropping in spaces for club activity that is not requested and properly reserved. Clubs are not to confirm a time, field or date with an opponent, league, and/or officials without being approved. Failure to comply is subject to disciplinary sanctions.

Scheduling

For club competitions, a scheduling block will be utilized to hold anticipated reservations for clubs to schedule within those times for each given weekend. For the Nest outdoor facility, the scheduling block for Fridays is 11am-6pm. The Perch is not part of the scheduling block on Fridays as it is closed for regularly scheduled operating hours. The scheduling block for the Nest and Perch on Saturdays & Sundays is 11am-5pm. For the SRAC indoor facility, the scheduling block will be Saturdays, 10am-5pm and Sundays, 12pm-5pm. The scheduling block is in effect during the fall-spring academic year. The scheduling block begins the 2nd week of the fall semester and concludes the last week of classes of the spring semester.

Clubs hosting competitions that are outside of the scheduling block will be approved via a quote and invoice form agreeing to an added staffing cost. For example, clubs electing to host games on Fridays at the Perch or Nest will require a staffing charge since the facility is open for limited operating hours and/or closed. Clubs hosting competitions that are charging a registration fee will incur a facility hosting fee cost. This will be included as part of the quote & invoice form approved prior to the event. The facility hosting fee for the Nest & Perch facilities are $75 per field per day. The added staffing cost for the Nest & Perch facilities is $10 per hour for each staff person needed to accommodate the event. Each event is scheduled with one staff person as part of the reservation with no added fee. The added staffing cost will be applied if reservation is outside the scheduling block and/or the size of the event requires more staff to fully accommodate it. The facility usage fee for the SRAC facility will be based off the space being requested. It is varied pricing based off the space from 4-court gym to tennis courts to the pool all having different associated prices. The added staffing cost will be applied if reservation is outside the scheduling block and/or the size of the event requires more staff to fully accommodate it. Clubs that incur a quote-invoice as part of their hosted reservation will sign off and submit beforehand for the event to stay as an approved reservation. Following the event, the club will need to provide payment via check made out to “Kennesaw State University.” This is to be hand delivered to the Club Sports Staff at the...
latest ten business days following the event. Failure to comply will be subject to addition to the facility fee and disciplinary sanctions.

The exception to the on-campus facility scheduling blocks will be University events. Specifically for the Nest & Perch facilities, football games will take priority resulting in closure of the facilities 3 hours before the scheduled game time. If electing to schedule on KSU Football game days, clubs will have to schedule to complete their event before the 3-hour window of the KSU Football reservation.

The scheduling block for club practices will be Monday-Thursdays, 6-10pm. The schedule of reservations will begin the second week of the fall semester and conclude the last week of classes for the spring semester. The club practice schedule will be inputted for the entire academic year. If clubs experiences issues on site with their practices and/or elect to request revised times during the year, the club will need to email the Club Sports Staff directly with updated information to provide additional accommodation. Clubs are prohibited to contact other departments and/or personnel other than the Club Sports Staff in regards to their practice reservations. Failure to comply is subject to disciplinary sanctions.

**Nest & Perch Field Procedures**

The Nest consists of two synthetic fields along with 16,000 square foot training facility. The Perch consists of the four synthetic fields along with natural turf field. The procedures for the facilities are as follows:

- All University requirements and procedures must be adhered to at all times.
- Tobacco and alcohol are prohibited.
- Vehicular traffic is prohibited on fields at all times.
- No pets inside the field area; only allowed outside the gate entrance of each facility.
- No spitting, no sunflower seeds, and/or no gum.
- No food or drink on the playing surface.
- No objects such as stakes or signs may be inserted into the synthetic turf.
- Spectators must remain in the designated spectator areas.
- Club Sports Staff reserves the right to delay, postpone, and cancel events due to weather or other unforeseen circumstances.
- Competition reservation is to start no earlier than two hours before the game start time. The start of the reservation is to include the set-up and warm-up as part of the reservation times.
- Competition are to include no more than a 30 minute clean-up time from the anticipated game end time. The added 30 minute clean-up time should be factored in as part of the request. In addition, the reservation should not exceed more than the 30 minutes past the scheduling block end time.
- The reserved facility space must be returned to the condition it was upon arrival. This includes but not limited to:
  a. trash picked-up
  b. temporary lines removed
  c. club equipment picked-up
  d. moving tables, chairs, and/or benches back to original location
- Clubs are responsible for marking the fields, operating the scoreboards, and all other game related duties/operations as part of the hosting duties associated with the reservation.
- Clubs needing to mark lines must get the paint approved by the Club Sports Staff in advance of the field lining. Club Sports may provide one case of paint under special circumstances, outside of one provided can the club is responsible for providing their own paint.
- For entry, KSU students must scan in with their KSU ID.
• Clubs that have registered coach-volunteers will be on a coach list to receive a coach membership ID once approved as a coach. Coach-volunteers will need to show their club coach ID card to be scanned in before each practice. Club coaches are only allowed facility access for approved practice & competition times.
• Visiting teams must complete the provided waiver. Here are the additional procedures with visiting team waivers:
  o Club Sports will have a visiting team waiver approved with the Office of Legal Services on an annual basis.
  o Club Sports will email the approved waiver copy as a follow-up notice once an event is approved.
  o Once the club receives the approved waiver, it is recommended the club sends it out as part of the competition notice to visiting clubs to complete in advance.
  o If clubs do not complete and bring with them to the competition, the club will be provided waivers on site to have visiting teams complete on-site.
  o Waivers will need to be completed by all visiting team participants, collected and submitted to the Club Sports Staff following the event.

**Siegel Recreation Activity Center (SRAC) and Marietta Recreation & Wellness Center (RWC) Facility Procedures**

Indoor clubs have the option to request practices at the SRAC on the Kennesaw campus or RWC on the Marietta campus. Outdoor clubs are able to have an added practice if the sport is able to be practiced indoors in a reservation (i.e. soccer in the Mac Gym). However indoor based clubs will have priority on reservations. The procedures for the facilities are as follows:

• All University requirements and procedures must be adhered to at all times.
• Tobacco and alcohol are prohibited.
• Personal and/or instructional training other than that scheduled through the Department of Sports and Recreation is prohibited.
• Personal belongings must be stored in a locker.
• No jeans or any other pant/shorts with buttons/rivets/zippers allowed.
• Sandals, flip-flops, and boots are prohibited.
• Please walk bicycles through the facility.
• Personal music must be listened to only via headphones.
• Do not remove or bring equipment in or out of its designated area.
• No spitting.
• Pets not permitted.
• Photography and video is prohibited.
• No glass containers, food, or gum.
• The reserved facility space must be returned to the condition it was upon arrival. This includes but not limited to:
  a. trash picked-up
  b. club equipment picked-up
  c. moving tables, chairs, and/or benches back to original location
• Clubs hosting competitions must complete the set-up and clean-up within the building hours as part of the event reservation times. A failure to complete the clean-up and/or causing staff to stay past the operation hours will be subject to an added facility usage fees
• Clubs are to see the student facility staff for general equipment access as part of the event details, but it is the club’s responsibility for operation. This including but not limited to operating the scoreboards, and all other game related duties/operations as part of the hosting duties associated with the reservation.
• For entry, KSU students must scan in with their KSU ID.
• Clubs that have registered coach-volunteers will be on a coach list to receive a coach membership ID once approved as a coach. Coach-volunteers will need to show their club coach ID card to be scanned in before each practice. Club coaches are only allowed facility access for approved practice & competition times.

• Visiting teams must complete the provided waiver. Here are the additional procedures with visiting team waivers:
  o Club Sports will have a visiting team waiver approved with the Office of Legal Services on an annual basis.
  o Club Sports will email the approved waiver copy as a follow-up notice once an event is approved.
  o Once the club receives the approved waiver, it is recommended the club sends it out as part of the competition notice to visiting clubs to complete in advance.
  o If clubs do not complete and bring with them to the competition, the club will be provided waivers on site to have visiting teams complete on-site.
  o Waivers will need to be completed by all visiting team participants, collected and submitted to the Club Sports Staff following the event.

Note: Failure to comply with facility procedures is subject to disciplinary sanctions.
1. **Player Packet**: All participants must complete the Player Packet form which is a registration waiver on [www.imleagues.com](http://www.imleagues.com). Once the participant has a created login for the [www.imleagues.com](http://www.imleagues.com) website, the participant will complete the Player Packet form found under the “My Forms” section. As part of the Player Packet it contains the codes of conduct. The Codes of Conduct states that a student will abide by Program and University requirements and procedures. Additionally, the participant will conduct oneself in a professional, mature manner while portraying KSU in a positive demeanor.

2. **Emergency Contact**: All participants must complete the Emergency Contact form in addition to the Player Packet form. The Emergency Contact form specifically lists detailed information of two on-file contacts. The Emergency Contact & Player Packet forms must be fully completed before officially participating in an approved club activity. These forms are valid for one academic year. Also, if applicable the club participant must have an approved concussion test on file as part of their registration.

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

3. **CPR Certification**: At least two members of each club must be certified in CPR. A club is required to have one of its CPR certified members on site for each approved club activity. Certified individuals must have copies of their cards on file with the Club Sports Staff. Free CPR/First Aid certification classes are offered at the KSU Owls Nest, SRAC, or Marietta campus. CPR and first aid classes are also offered through the American Red Cross or American Heart Association. High risk sports with a large team roster are subject to be requested by the Club Sports Staff to have additional members certified.

4. **Accident Reports**: An accident/incident report must be completed and submitted for each injury occurring during Club Sports activity at least one business day from the time of the accident. A copy of this form is located in the handbook & forms Section of the Club Sports webpage on the KSU Sports & Recreation Department website and is linked here: [Accident Report](http://www.imleagues.com).

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. If the club contacts 911 for an emergency, the club will also need to contact the Club Sports Staff as an official notice of the emergency update from the club.

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. **Medical Kits**: All clubs will be required to check out a medical kit from the Athletic Training staff at the fall semester Clubs Sports Officer Training. The club’s medical kit is required to be on-site for all club practices & competitions. The club is responsible for ensuring the kit is fully stocked throughout the season. Additional supplies will be made available directly from the Athletic Training staff. If the club loses or damages the medical kit, there will be a $50 replacement fee issued to the club. The club is required to check the medical kit back into the Athletic Training staff within five days of the spring semester end date. The only exception to this is if the club has approved competitions extending past the spring semester. Failure to return the medical kit by the spring semester deadline will result in a hold on the account of the student that originally checked out the kit. If the officer who originally checked out the medical kits leaves or graduates during the academic year will need return the kit to the Athletic Training staff for the club to designate an updated officer to re-check out the kit.

8. **Thunderstorm Tracking & Plan**: The club’s Safety Office is to download “My Lightning Tracker” application on their smart phone. Once downloaded, open and run the application to verify location in application is set to
current location. Select the “latest” filer on the home screen to see closest lightning strike(s). When the closest lightning strike is within 15 miles/minutes: prepare to guide all club participants inside to the shelter. Gather any supplies/equipment and prepare to move it inside the shelter. When the closest lightning strike is within 10 miles/minutes, the club is to move INSIDE the large team room, restroom or their personal vehicles. All outdoor activity will be suspended for 30 minutes from the last lightning strike within 10 miles of current location. The suspended time of 30 minutes will reset each time there is a strike on the app.

9. **Tornado Tracking & Plan:** The club’s Safety Officer will need to download the weather.com application to their smart phone. Once downloaded, open and run the application to verify location in application is set to current location. Additionally, the club’s Safety Officer will need to monitor KSU alert emails to be aware of threatening tornado conditions. In the event, there is a tornado warning or siren the field/or space is to be cleared. The club will need to find shelter in a large space area within a facility (i.e. team room, bathroom, or locker room). The club’s safety officer will continue to monitor conditions during the warning until it was expired to exit the shelter space.

10. **Field and Equipment Safety:** If there is a potential safety hazard regarding field conditions or club equipment, officers are to notify the Club Sports Staff immediately.

**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:** 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). 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 Report:** Complete and submit an Accident Report for the injury at least one business day from the time of the accident.

- **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. First, put on gloves. Participants involved in activities associated with any Club Sport that are bleeding are required to leave the activity until all bleeding has completely stopped. 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 playing surface.
Athletic Training Services

The Athletic Training Office is located at the Owl’s Nest and is available for all currently registered club members. The service is provided by student fees and there is no extra cost for the provided treatments. The available services are:

- Evaluation
- Treatment
- Taping
- Rehabilitation
- Equipment Checkout
- Recovery Machine
- Injury Prevention Program
- Performance Enhancement Program
- Metal Scraping
- Cupping

- **Injury Report**: Athletic Training will send the club each week via email an injury report listing out current club participant injuries. The injury report will list the name of the club participant and injury description in three categories: Out, Limited, & Full Go. The email will be sent to the club email address and the club officers are required to reply back “YES.” This will acknowledge receipt of the information. The club will only receive the injury report if there are current injuries documented with Athletic Training.

- **Concussion Testing**: All participants will be verified as having current concussion test on-file when submitting the player packet as part annual registration process. Club participants that do not have a current concussion test on-file will be required to come to the Owl’s Nest to complete the test to be approved for participation with the club. Club participants are prohibited from participating with the club before having an approved concussion test. The following clubs (non-contact sports) listed below do not require a concussion test:

<table>
<thead>
<tr>
<th>Barbell</th>
<th>Fishing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Golf</td>
</tr>
<tr>
<td>CSGO</td>
<td>Swim</td>
</tr>
<tr>
<td>Dance</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>Fencing</td>
<td>Tennis</td>
</tr>
</tbody>
</table>

- **Return to Play**: A club participant diagnosed with a concussion is required to complete the Return to Play procedure with Athletic Training Staff. The participant must complete a series of steps outlined directly by the Athletic Trainer before returning to play. The Return to Play procedure typically takes 7-10 days to complete. The only override to the Return to Play procedure is providing a Doctor’s Note approving the participant to resume the activity. Club participants are prohibited to resume activity without completing the Return to Play procedure and/or submitting a Doctor’s Note approval.

**Athletic Training Coverage**

The following are the procedures for athletic training coverage as part of competition reservations:

- The following club sports are considered high-risk and require athletic training coverage:

<table>
<thead>
<tr>
<th>Cycling</th>
<th>Martial Art Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equestrian</td>
<td>Roller Hockey</td>
</tr>
<tr>
<td>Flag Football</td>
<td>Rugby (M/W)</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>Soccer (M/W)</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Ultimate (M/W)</td>
</tr>
<tr>
<td>Lacrosse (M/W)</td>
<td>Volleyball (M/W)</td>
</tr>
</tbody>
</table>
• Clubs requiring Athletic Training will be confirmed as part of the event-space request form on www.imleagues.com.
• Once the request is approved, the Club Sports Staff will confirm the competition information with the Competitive Sports Athletic Training Staff.
• The Competitive Sports Athletic Training Staff will follow up with the club to confirm coverage for the event. Once the club receives the coverage notice from the Athletic Training Staff, the club will need to reply “YES” for the game coverage to be fully confirmed.
• Once confirmed as covered by the Competitive Sports Athletic Training Staff, the event will not incur an Athletic Training staffing fee.
• If the Competitive Sports Athletic Training Staff is unable to cover the event, it will be scheduled utilizing a contracted Athletic Trainer which will incur a $30-40/hour fee.
• Clubs are able to reserve Athletic Training coverage when serving as host for an off-campus facility location. However the club is subject to added travel fee.
• If the event is cancelled within 48 hours other than inclement weather will be subject to a payment to the Athletic Trainer. The payment amount will be determined on a case-by-case basis.
Chapter 12: Marketing

Approval Process

The bulleted procedure below is to be followed for clubs using the Kennesaw State University logos and trademarks. Specifically, all club uniforms must be representing the University. This includes the official use of the University name and/or an approved University logos. There is no opt-out option or exception provided if the club is funding the uniform from their off-campus club account. All club uniforms are to be properly representing and fully approved.

Note: Clubs found to have non-approved designs and logo use will result in the materials being collected and turned into the Club Sports Staff immediately.

- Submit your request to Club Sports Staff via clubsports@kennesaw.edu.
- All designs must have approval of Club Sports Staff and University Design Approval Department 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
- 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
- Clubs are prohibited to processing any order with a vendor containing a logo without an official approval from the University.

KSU's Official Colors

The official Kennesaw State University primary colors are Gold, Black and Gray, and White.

<table>
<thead>
<tr>
<th>Primary</th>
<th>HOOTY HOO GOLD</th>
<th>LEGACY BLACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our signature primary colors represent Kennesaw State University at the highest level and should be used consistently in all communications.</td>
<td>PANTONE 123C CMYK: 0, 24, 92, 0 RGB: 255, 198, 41 HEX: #FFC629</td>
<td>PANTONE BLACK C CMYK: 63, 62, 59, 94 RGB: 45, 41, 38 HEX: #2D2926</td>
</tr>
<tr>
<td>SLAP ROCK GRAY</td>
<td>PANTONE 421C CMYK: 13, 8, 11, 26 RGB: 178, 180, 178 HEX: #B28B82</td>
<td>BACHELOR'S WHITE</td>
</tr>
</tbody>
</table>

No values other than those listed on this page should be used. Tints and shades of these colors are NOT permitted.
## Secondary Colors

### Vibrant Cool Colors
Our vibrant hues bring liveliness and diversity to the overall KSU brand.

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIETTA BLUE</td>
<td>93, 78, 0</td>
<td>46, 58, 178</td>
<td>#303A82</td>
</tr>
<tr>
<td>GEORGIA SKY</td>
<td>92, 24, 0</td>
<td>0, 144, 218</td>
<td>#0090DA</td>
</tr>
<tr>
<td>CAMPUS GREEN</td>
<td>77, 0, 100</td>
<td>67, 176, 42</td>
<td>#43B02A</td>
</tr>
</tbody>
</table>

### Vibrant Warm Colors

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHANTOM PURPLE</td>
<td>73, 100, 0</td>
<td>112, 47, 138</td>
<td>#402F8A</td>
</tr>
<tr>
<td>LEANING MAN</td>
<td>0, 68, 76</td>
<td>244, 99, 58</td>
<td>#F4633A</td>
</tr>
</tbody>
</table>

### Legacy
Our subdued hues add a sense of sophistication and a reminder of our solid foundation and heritage.

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>HONORS BLUE</td>
<td>100, 30, 19, 76</td>
<td>62, 81</td>
<td>#003E51</td>
</tr>
<tr>
<td>PARLIAMENT BLUE</td>
<td>92, 44, 13, 22</td>
<td>26, 101, 143</td>
<td>#16658F</td>
</tr>
<tr>
<td>JOLLEY LILAC</td>
<td>61, 64, 3</td>
<td>117, 102, 160</td>
<td>#7656A0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>TALON BRONZE</td>
<td>6, 35, 99, 18</td>
<td>198, 146, 20</td>
<td>#C69214</td>
</tr>
</tbody>
</table>

### Neutral
Our neutral hues add balance and warmth and provide a subtle backdrop for the other colors.

<table>
<thead>
<tr>
<th>Color</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORNED OWL</td>
<td>7, 14, 20, 22</td>
<td>183, 169, 154</td>
<td>#B7A99A</td>
</tr>
<tr>
<td>CHASTAIN BLUE</td>
<td>18, 0, 5, 0</td>
<td>187, 221, 230</td>
<td>#BBDBDE</td>
</tr>
<tr>
<td>MOUNTAIN BEIGE</td>
<td>1, 2, 24, 0</td>
<td>241, 230, 178</td>
<td>#F1E6B2</td>
</tr>
</tbody>
</table>
Color Usage

Best Practices for Using Color

- Our primary colors should be present in all communications.

- Never use our secondary colors as primaries; they were developed to complement our core colors not to overtake them.

- Limit the use of secondary colors to less than 10% of overall design.

- A maximum of two secondary colors at a time is encouraged. However, when the need to differentiate parts of complex content arises, additional secondary colors can be added thoughtfully and sparingly.

- Provide high contrast. Remember that our communications must be created to be accessible to all. Ensure that color contrast passes accessibility standards.

The following guidelines will help provide a sense of hierarchy, balance and harmony. Our color system can be flexible when needed, but restraint is highly encouraged. Balance ratios on individual pages, spreads and other layouts will vary from time to time. However, remember that our primary colors should be predominant overall.

Instead of viewing white space as a blank area that needs to be filled, think of it as a pause — like air, it is necessary for the design to breathe. Don’t rush to fill space in a layout. It helps focus attention on the content that’s there.
# Official Typefaces

Kennesaw State University has two official typefaces: Monserrat and Source Serif Pro in all their weights. For the Web, Arial is recommended as a common system font to manage compatibility issues for shared electronic documents. Aldo the Apache has been approved for use by Club Sports.

## Primary Typeface

<table>
<thead>
<tr>
<th>Montserrat Thin</th>
<th>Montserrat Medium Italic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montserrat Thin Italic</td>
<td>Montserrat Semi Bold</td>
</tr>
<tr>
<td>Montserrat Extra Light</td>
<td>Montserrat Semi Bold Italic</td>
</tr>
<tr>
<td>Montserrat Light</td>
<td>Montserrat Bold</td>
</tr>
<tr>
<td>Montserrat Light Italic</td>
<td>Montserrat Bold Italic</td>
</tr>
<tr>
<td>Montserrat Regular</td>
<td>Montserrat Extra Bold</td>
</tr>
<tr>
<td>Montserrat Italic</td>
<td>Montserrat Extra Bold Italic</td>
</tr>
<tr>
<td>Montserrat Medium</td>
<td>Montserrat Black</td>
</tr>
<tr>
<td>Montserrat Black Italic</td>
<td></td>
</tr>
</tbody>
</table>

## Secondary Typeface

<table>
<thead>
<tr>
<th>Source Serif Pro Extra Light</th>
<th>Source Serif Pro Semi Bold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Serif Pro Extra Light Italic</td>
<td>Source Serif Pro Semi Bold Italic</td>
</tr>
<tr>
<td>Source Serif Pro Light</td>
<td>Source Serif Pro Bold</td>
</tr>
<tr>
<td>Source Serif Pro Light Italic</td>
<td>Source Serif Pro Bold Italic</td>
</tr>
<tr>
<td>Source Serif Pro Regular</td>
<td>Source Serif Pro Black</td>
</tr>
<tr>
<td>Source Serif Pro Italic</td>
<td>Source Serif Pro Black Italic</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Logos Style</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Color (Preferred)</td>
<td></td>
<td><img src="image" alt="Full Color (Preferred)" /></td>
</tr>
<tr>
<td>Full Color, White Words</td>
<td></td>
<td><img src="image" alt="Full Color, White Words" /></td>
</tr>
<tr>
<td>Two Color</td>
<td></td>
<td><img src="image" alt="Two Color" /></td>
</tr>
<tr>
<td>Black (One Color)</td>
<td></td>
<td><img src="image" alt="Black (One Color)" /></td>
</tr>
<tr>
<td>White (One Color)</td>
<td></td>
<td><img src="image" alt="White (One Color)" /></td>
</tr>
</tbody>
</table>
School Spirit Marks
When using the Club Sport artwork (above with Owl Face) the Sports & Recreation KS 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.
Logo Background Colors

**Full Color**

The full-color logo is preferred and should be used whenever possible.

The best background color for the full-color logo is white.

The best background color for the white-letters logo is black.

If printing on colors other than white, gray or black, the brand must appear in one color, all black or all white depending on the background color.

**Two Color**

The two-color master brand logo does not include a gray stroke and can be used on both white and gray backgrounds. Two-color versions are available for instances of printing limitations. When possible, the full-color version is preferred.
Black (One Color)
The black one-color logo should be used on light or soft color backgrounds, such as white, grey or gold.

White (One Color)
The white one-color logo can be used on black, gray and gold backgrounds.

All-white logo can also be reproduced in all gold as illustrated below.

Remember, the interior of the KS monogram must always be lighter than the first outer stroke.
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:

## Logo Do’s & Don’ts

### Common Mistakes

Illustrating incorrect applications of the logo can be a great educational tool for protecting the logo’s integrity and ensuring legibility.

- Do not disassemble logo.
- Do not alter the orientation of the logo.
- Do not turn to grayscale. Instead, use black or white logo appropriately. The interior of the KS monogram must be lighter than the first outer stroke.
- Do not add drop shadow or stroke.
- Do not place over busy backgrounds.
- Do not stretch or shrink, horizontally or vertically.
- Use full-color logo whenever possible.
- Do not alter the opacity, watermarking or shading.
- Do not change typefaces.
- The logo is not permitted inside a white box.
- The KS monogram without university identity lockup is prohibited, except for athletics use.
- The exterior stroke of the KS is PMS 421 gray. Do not use a white outer stroke.

Original artwork may be requested from KSU Club Sports at clubsports@kennesaw.edu.
Additional Points & Policies

- “K” is not an accepted version for a logo. Must be KSU.
- The KS monogram without the university identity lockup is prohibited, except for athletics use.
- Old athletic logos or mountain 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.
Promotion & Publicity

All clubs are eligible to promote their individual clubs through multiple platforms. All postings must be created using a computer or other form of professional media. Tables for on-campus promotions are available at no charge. Clubs electing to request a tabling space must complete the event-space request form on www.imleagues.com. Once approved, the club will receive a follow-up confirmation to finalize the coordination of the tabling event. The club will need an official approval notice before finalizing the scheduling of the tabling event. The tabling process is a multiple step process and the club will need to submit the request at least ten business days before the intended event.

All printed material (website, flyers, media guides, brochures, uniforms, schedule cards, posters, etc.) are to be pre-approved by the Club Sports Staff. All artwork proofs are to be submitted at least ten business days in advance of the intended posted via email to clubsports@kennesaw.edu. Once approved, the Club Sports Staff will follow up with an official notice to the club. The club will need an official approval before officially posting the material. If not approved, the club will be notified of the edits and able to resubmit a corrected proof.

Note: Failure to comply with the marketing materials approval process will be subject to disciplinary sanctions.

All Club Sports are encouraged to take pictures, submit results following competitions, and send in noteworthy accomplishments (i.e. members named to the all-league teams) to the Club Sports Staff. It is recommended for each club to delegate or make part of an officer’s role to track data/statistics on a regular basis. These pieces of information are to be sent to clubsports@kennesaw.edu. It is recommended, these pieces of information to be included as part of the club’s weekly Monday Notes. The Club Sports Staff should be promptly informed of any schedule changes so the most up to date schedule can be published. Once the information is received, the Club Sports Staff will coordinate with the Department Marketing Coordinator to promote the announcement via multiple platforms

Recruiting Ideas

- Flyers
  - Draft up a flyer design to submit to Club Sports Staff for pre-approval.
  - Keep it generic so it can stay up all semester
  - Use club email address as the contact info
  - Gain pre-approval permission in each building prior to hanging the flyers.
    - Student Center: Student Life Office (2nd Floor)

- HPE Classes
  - Search for the list of current sport offerings
  - Make a flyer to get approved by Club Sports Staff or speak directly with the professor about advertising to students in the class
    - Many class offerings are held at the Nest or Perch

- Department Marketing Requests
  - Send noteworthy club accomplishment via email clubsports@kennesaw.edu
  - The information will be shared with Department’s Marketing Coordinator distribute across the Department’s multiple platforms
    - Marketing Coordinator has previously met with clubs in person to take their picture and write an article to be posted on the Department website.
• **Promotional Table on Campus**
  - Submit an event-space request on [www.imleagues.com](http://www.imleagues.com)
    - Include desired location (Commons, Student Center, Campus Green, etc.)
    - Include food details for the University food waiver to be requested and approved.
    - Include request for club banner or business cards to be made available for pick-up.
    - Include specific day of the week and time information, i.e. Tuesday from 10am-2pm
  - Club will need to do one individual recruitment event/activity during the course of the academic year to meet the minimum compliance point requirement for this category
    - This in addition to the required all club recruitment fairs at Marietta & Kennesaw campus
    - Club can also request a campus space for a demonstration event to count as for the recruitment requirement and increase exposure for the club.
    - Campus Green is the best space for demo events.

• **Local High School Recruitment**
  - Have current teammates reach out to former teammates or previous high school coaches
    - Speak to the Participants.
    - Invite to events.
    - Distribute flyers in person about the club.

**Using the University’s Name**

A Club Sport may use the name “Kennesaw State University” or KSU as part of the official club name. However, the club sport acts as a third party that speaks only for its members and not the University as whole. Club Sports are not agents of Kennesaw State University. The word “Club” must be listed in front of the sport name as part of the official club name. For example, the correct listing of a club is to read “KSU Club Baseball.” This is in place for a club sport not to be misconstrued as an Athletics team. Failure to comply will be subject to disciplinary sanctions.

**Appropriate Content**

Club Sports Staff must approve all logo use 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.

**Note:** Failure to comply with these bulleted requirements will be subject to disciplinary sanctions.
**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 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 13: 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 and the Club Sports Staff. Infractions are subject to a probation of a club, suspension of individual club member(s), the suspension or dismissal of a coach, or other disciplinary sanction including the referral to Student Conduct Academic Integrity (SCAI).

The full University Student Codes of Conduct is linked here: **KSU Student Codes of Conduct**

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 prohibited during club activity including, but not limited to travel, practices, games, competitions or an event. 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. Alcohol incidents reported to the Club Sports Staff will be thoroughly reviewed and subject to potential suspension or termination of individual club coach or participant along with a referral to Student Conduct Academic Integrity (SCAI).

**Travel**

A club trip begins once a club departs campus and complete when the club returns to campus. 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 club member or coach that violates the behavioral guidelines or Code of Conduct will face disciplinary sanctions. Disciplinary sanction may include placing the club on suspension, termination of the club’s coach and/or the suspension of club members, along with referral to Student Conduct Academic Integrity (SCAI).
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 student the courage and insight to make difficult choices and accept responsibility for actions and corresponding consequences, even at personal cost. As citizens of an academic community of trust, KSU students do not lie or cheat whether on campus or acting as representatives of the University in surrounding communities. Club Sports participants are expected to act as role models for the University community. Each KSU Club Sport participant must maintain a minimum KSU Institutional GPA of 2.0.

Hazing

Hazing is defined as any intentional, negligent or reckless action, activity or situation, occurring on or off campus, that endangers or is likely to endanger the physical health of an individual or causes an individual pain, embarrassment, ridicule or harassment, as a condition or precondition of gaining acceptance, membership, office, or other status in a student group, whether or not such group is formally recognized by the University and regardless of the individual’s express or implied willingness to participate.

Actions and situations that may constitute hazing include, but are not limited to, the following:

- Forcing, requiring, or encouraging, the drinking of alcohol or any other substance.
- Forcing, requiring, or encouraging the consumption of food or any substance.
- Calisthenics (e.g., push-ups, sit-ups, jogging, runs) except for customary public athletic events, contests or competitions that are sponsored by the University or the organized and supervised practices associated with such events.
- Treeing (e.g., tying someone up and throwing food or other substances on them).
- Paddling in any form.
- Line-ups (e.g., yelling at or harassing people in a formation).
- Theft of or damage to any property.
- Road trips (e.g., dropping someone off and leaving him/her to find his/her own way back).
- Scavenger hunts without prior approval from the appropriate university-appointed adviser, professor, department director, or the dean of students.
- Causing an individual to be sleep deprived and/or suffer from excessive fatigue.
- Conducting activities that do not allow adequate time for studying or that interfere with their scholastic responsibilities (e.g., not allowing an individual to attend class, causing one to miss group projects).
- Forcing, requiring, or encouraging nudity at any time.
- Forcing or requiring, the wearing of specific uniform apparel except for customary public athletic events, performances, contests or competitions that are sponsored by the University or the organized and supervised practices associated with such events, or customary pledge pins, formal chapter attire.
- Performing acts of personal servitude for members (e.g., driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry).
- Requirement/forcing of purchases for others.
- Forcing, requiring, or encouraging individuals to engage in public stunts or buffoonery, hair cutting, morally degrading/humiliating games or activities, which are distasteful or designed to provoke nausea or inebriation.
- Verbally harassing any individual or any action or situation which subjects an individual to a condition where that individual might tend to lose self-respect or suffer injury to personal or religious values.
- Producing mental or physical discomfort in any form or physical and/or psychological shocks in any form.
- Forcing, requiring, encouraging, or creating a situation where there is an expectation that individuals will participate in the violation of University policies, federal, state, or local law.
Hazing is prohibited within the Club Sports Program. Complaints of Hazing will be investigated and substantiated complaints will result in a meeting between the alleged parties and the Club Sports Staff. Individuals found to be responsible for hazing are subject to be suspended from the program indefinitely and the represented club is subject to a probation sanction.

The full University hazing policy is linked here: https://policy.kennesaw.edu/

**Sexual Misconduct & Harassment**

Sexual Misconduct & Harassment is prohibited within the Club Sports Program. Sexual Misconduct includes, but is not limited to, unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment, and/or stalking.

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 verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment or educational decisions; or is sufficiently severe, persistent, or pervasive as to interfere with one’s work or educational performance, creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one’s ability to participate in or to benefit from an institutional program or activity.

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.

The Office of Victim Services serves as the confidential source that provides a safe, private place for individuals who have questions or concerns about sexual assault, intimate partner violence, stalking, domestic violence, and any form of sexual misconduct or violence. A professional victim’s advocate is available to provide emotional support and address immediate needs such as referrals for medical care, discussing options for reporting, and developing safety plans. The contact is ovs@kennesaw.edu or in-person at University Village, Room 6145.

Additionally, The Counseling and Psychological Services Office serves as a confidential source where concerns can be discussed with a counselor in a private setting. Counselors can assist in the healing process by helping students make decisions and solve problems related to personal, social, and educational concerns. The contact is 470-578-6600 or in-person at Kennesaw Hall, Room 2401.

The full policy on sexual misconduct and harassment including information on how to file an official University complaint is found here: https://policy.kennesaw.edu/

**Amorous/Personal Relationships**

Amorous Relationships between Club Sport participants and Club Coaches is prohibited. Coaches hold evaluative authority over participants. Therefore, club coaches fall under the KSU Employee Policy on Amorous Relationships. The 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, contact the Club Sports Staff directly and immediately.

The full KSU Employee Amorous Relationship policy is found in Section 1.1.12 of the Employee Handbook linked here: KSU Employee Handbook
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 club 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 handlers 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.

The full KSU Service and Emotional Support Animals on Campus Policy is found here: https://policy.kennesaw.edu/

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.
- Post pictures or send messages via club websites, email, or social media accounts that show alcoholic beverages, the consumption of alcohol, or create the illusion of alcohol consumption in relation to club activities.
- 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.
- Engage in any type of physical threats or harm, which includes but not limited to direct physical harm, threaten physical harm, perceived appearance of physical harm, or incited behavior of 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 14: Disciplinary Sanctions

The Club Sports Program has a four-part penalty system for disciplinary sanctions. The penalty system will be enforced when handbook violations incur and/or requirements are not met by clubs and/or club representatives.

Four-Part Penalty System:

The four-part penalty system serves as a level of progression in enforcement each time the club incurs a disciplinary action. The penalty system will reset each academic year unless a sanction is carrying over from a previous semester into the new academic year.

Warning:

The first disciplinary sanction in the four-part penalty system is an issued warning. If a club commits an action the Club Sports Staff deems suitable for disciplinary action, the club will be issued an official email notice with an attached, documented outcome letter outlining the first offense as the warning.

Funding Deduction:

The next deemed action for disciplinary sanction will result in a deduction from the club’s supplemental funding. The club will be issued an official email notice with an attached, documented outcome letter outlining this as the club’s second offense with the designated funding deduction penalty. An appropriate funding deduction will be outlined to the club depending on its level of infraction.

Suspension:

The third deemed action for disciplinary sanction will result in a type of suspension for the club. This could include but not limited to an overnight travel suspension, full competition suspension, or suspension of all team activities. The club will be issued an official email notice with an attached, documented outcome letter outlining this as the club’s third offense with the designated suspension penalty. An appropriate suspension will be outlined to the club depending on its level of infraction.

Club Removal:

The last deemed action for disciplinary sanction will result in a club removal. The club will be issued an official email notice with an attached, documented outcome letter outlining this as the club’s fourth offense with the designated team removal penalty. A club that is removed 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.

NOTE: The Club Sports Staff reserves the right for discretion with imposing an appropriate sanction that matches to the level of an infraction by the club.

The Suspension or Termination of Coaches

Club 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 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. These actions may include but are not limited to 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.

Appeals

If a club receives a disciplinary sanction, it has the opportunity to appeal. Listed below is the club appeal process for disciplinary sanctions.

1. The violating club will be notified via email of an incurred violation with an attached disciplinary sanction letter from the Club Sports Staff.
2. Once the disciplinary sanction letter is received, the club has one week from when the notice is issued to submit a formal appeal.
   - The president of the club must send a written appeal to clubsports@kennesaw.edu.
   - The written appeal must include a detailed explanation outlining the club’s reasoning for the appeal and justification for an alternate desired outcome.
   - If applicable, the club is encouraged to attach supporting documents for the club’s appeal.
3. Once the appeal notice is received from the club, the Associate Director of Competitive Sports will review the club’s appeal notice.
   - If applicable, the Associate Director of Competitive Sports will schedule a meeting with the club to discuss the appeal further.
   - If not applicable, the Associate Director of Competitive Sports will follow up with the club via email on the determination of the appeal.
4. The club will receive a notice from Associate Director of Competitive Sports concerning the appeal.
   - The appeal status will be denied and the disciplinary sanction will stay as issued by the Club Sports Staff.
   - The appeal status will be overturned to an alternate outcome issued by the Club Sports Staff.
   - Please note, the overturned appeal can provide a less severe and/or higher severe level of outcome than originally issued by the Club Sports Staff.
5. Once the outcome notice is issued by the Associate Director of Competitive Sports, the club has one week from when the notice is issued to submit a final formal appeal.
   - The president of the club is to submit a written notice to clubsports@kennesaw.edu.
   - Once received, the Director of Competitive Sports will review the club’s appeal notice.
   - If applicable, the Director of Competitive Sports will schedule a meeting with the club to discuss the appeal further.
   - If not applicable, the Director of Competitive Sports will follow up with the club via email on the determination of the appeal.
   - The Director of Competitive Sports will either deny or overturn the appeal.
6. The club will receive a final notice from the Director of Competitive Sports.
   - Once received, all decisions are final and the club will have exhausted the appeals process.
   - The club will serve out its disciplinary sanction as finalized by the Director of Competitive Sports.
Appendix A: Sample Documents

MONDAY NOTES

Reminders

- Monday Notes are **DUE** by end of the day each Monday starting the 2nd week of the fall semester until last of classes of spring semester.
  - 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: ______________________
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 Keimesaw 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 xxxxx
RETURN ENVELOPE TO: KSU CLUB xxxxx c/o
KSU Club Sports
3220 George Busbee Drive Kennesaw, GA 30144

YOU CAN ALSO EMAIL XXXXXXXX@GMAIL.COM TO ARRANGE
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>Ability to communicate effectively with players</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>Not Applicable</th>
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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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<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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<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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<tr>
<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 CLUB SPORTS BYLAWS

Constitution Basket Weaving Club

ARTICLE I. NAME

Article I, Section I.
The name of the organization shall be the Kennesaw State University Club Basket Weaving.

ARTICLE II. PURPOSE

Article II, Section I.
The purpose of this club is to encourage Basket Weaving 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 KSU Club Basket Weaving is defined as a current, degree-seeking, fee-paying student who adheres to all rules set forth in the club’s 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 Basket Weaving 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 III, Section VIII: Equal Opportunity
Reflecting the expectations set forth by the Kennesaw State University Handbook, the KSU Club Basket Weaving shall not discriminate membership on the basis of age, sex, marital status, race, handicap, height, national origin, religion, veteran status, creed, color, disability, ancestry, or sexual orientation.

The club also enforces zero-tolerance against any forms of the following:

a) Hazing
b) Harassment
c) Sexual Misconduct
All decisions regarding member misconduct are decided by the club’s executive board and the Kennesaw State Club Sports Staff. Misconduct will result in an official meeting with the club’s executive board and the Club Sports Staff.

a) Misconduct can result in suspension from activities for a length recommended by the club’s executive board subject to review and approval by Club Sports Staff

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 Basket Weaving 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 Basket Weaving Club 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: Dissolution

1) In the event of the dissolution of KSU Basket Weaving, the President and Treasurer at the time of dissolution or Club Sports Staff are permitted to donate to the Club Sports Program.
   a. These funds should be donated in the form of a check to Club Sports Foundation
   b. This payment shall be equal to the amount of available funds in the club’s bank account at Bank of America.
      i. The account shall be closed and all access should be terminated

ARTICLE VIII. FISCAL RESPONSIBILITY

Article IX, 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 Club Basket Weaving until otherwise amended by the guidelines set forth within it.

___________________________________
President

___________________________________
Co-President

Last revised: xx/xx/xxxx
SAMPLE OFFICER TRANSITION FORM

1. What is your club’s current system for a new officer taking leadership, is it by appointment, by election, or another type of system? If not appointment or election, please describe the system used:

2. When does your club transition leadership, fall, spring, or summer semester?

3. Does the club have possession of the mailbox key to access the mailbox? Yes or No?

4. Does the club have updated set of by-laws and access to it? Yes or No?

5. Does the club have updated name on its off-campus bank club account? Yes or No?

6. Does the club have login credentials access to the online off-campus bank account? Yes or No?

7. Does the club know and/or access to the club’s EIN number linked to its off-campus bank account? Yes or No?

8. Does the club have access to its email account? Yes or No?

9. Does the club have its club email set to clubsports@kennesaw.edu as the recovery email? Yes or No?

10. Does the club have a website? Yes or No? If yes what is the link to it?

11. Does the club have social media pages? Yes or No? If so which ones?

12. Does the club know its current equipment inventory what belongs to KSU? Yes or No?

13. Does the club have a storage locker and/or lock? Yes or NO? If yes, what are the codes?

14. Does the club have a currently approved uniform? Yes or No? If yes, is it personalized and kept by the club members? Or is it returned to KSU for storage? Yes or No?

15. Does the club know contacts to an official’s assignor for scheduling officials for its games? Yes or No?
## Appendix B: Club Calendar

### August 2019

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<td>CPR Class 8:30am-1:30pm</td>
<td>Driver Training 10am-2pm</td>
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<td>CPR Class 12pm-6pm</td>
<td>First Day of Class</td>
<td>CPR Class 10am-4pm</td>
<td>Driver Training 2pm-6pm</td>
<td>Recruitment on the Bricks 10:30am-12:30pm (Marietta)</td>
<td>Recruitment on the Green 11am-1pm (Kennesaw)</td>
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<td>CPR Class 12pm-6pm</td>
<td>First Day of Class</td>
<td>CPR Class 10am-4pm</td>
<td>Driver Training 2pm-6pm</td>
<td>Recruitment on the Bricks 10:30am-12:30pm (Marietta)</td>
<td>Recruitment on the Green 11am-1pm (Kennesaw)</td>
<td>Club Sport Officer Training 11am-3pm</td>
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<td>Practices Start Monday Notes Begin</td>
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<td>Labor Day</td>
<td>Monday Notes Due</td>
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<td>Monday Notes Due</td>
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<td>Monthly Meeting 6-7pm</td>
<td>Driver Training 3pm-7pm</td>
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<td>Monday Notes Due</td>
<td>Bank Statement &amp; Participation Reports Due</td>
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<td>April</td>
<td>Monday Notes Due</td>
<td>Driver Training 9am-1pm Monthly Meeting 6-7pm</td>
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<td>April</td>
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<td>Study Hall Midpoint (20 Hours Due)</td>
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