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**Facilities**

<table>
<thead>
<tr>
<th>Owls Nest</th>
<th>Perch</th>
<th>SRAC</th>
<th>RWC</th>
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<td>3220 Busbee Drive</td>
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<td>290 Kennesaw State Univ. Rd.</td>
<td>1100 S. Marietta Pkwy</td>
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<tr>
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<td>Kennesaw, GA 30144</td>
<td>Kennesaw, GA 30144</td>
<td>Marietta, GA 30060</td>
</tr>
<tr>
<td>470.578.2913</td>
<td>470.578.7826</td>
<td>470.578.3207</td>
<td>470.578.5109</td>
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**Facility Hours**

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<th>Sun</th>
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</tr>
</tbody>
</table>

**Note:** Listed facility hours are subject to change due to the implications of COVID-19.

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
## 2020-2021 Club Sports

<table>
<thead>
<tr>
<th>Sports</th>
<th>Sports</th>
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<tbody>
<tr>
<td>BARBELL</td>
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</tr>
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<td>BASKETBALL-W</td>
<td>RUGBY-M</td>
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<td>CLIMBING</td>
<td>RUGBY-W</td>
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<td>SOCCER-M</td>
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<td>SOCCER-W</td>
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<tr>
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<td>LACROSSE-M</td>
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2020-2021 Manual Changes

The changes listed below are the outlined manual updates for the 2020-2021 academic year. This serves as the reference page for the edits and description of changes from the previous year.

- Chapter 2, Club Membership & Forming A New Club Sports: Added procedure statements of diversity and inclusion for club participant registration.
- Chapter 2, Club Membership & Forming A New Club Sports: Added procedure statements for club participant eligibility exceptions.
- Chapter 2, Club Membership & Forming A New Club Sports: Amended procedure for academic requirement.
- Chapter 2, Club Membership & Forming A New Club Sports: Revised procedure for forming a new club sport process.
- Chapter 3, Officer Responsibilities & Organizational Structure: Revised procedures to coach-volunteer eligibility and requirements.
- Chapter 3, Officer Responsibilities & Organizational Structure: Added procedures to coach-volunteer access.
- Chapter 4, Club Sports Executive Council: Added procedures to the council’s responsibilities.
- Chapter 5, Funding Sources: Revised procedure statements for minimum compliance point requirements.
- Chapter 5, Funding Sources: Revised procedure statements for meeting, organization, bonus point categories within the compliance system.
- Chapter 5, Funding Sources: Added procedure statements for cash winnings & travel stipend.
- Chapter 6, Supplemental Funding Use: Added procedure statements for reimbursement request deadline.
- Chapter 6, Supplemental Funding Use: Added procedure statements for direct payment request process.
- Chapter 6, Supplemental Funding Use: Revised procedure statements for reimbursement check process.
- Chapter 7, Fundraising: Added subsection and description called fundraising eligibility exceptions.
- Chapter 7 Fundraising: Added procedure statements for sponsorship requests.
- Chapter 8, Travel: Amended procedure for approved travel.
- Chapter 9, Equipment Usage: Revised procedure statements for equipment listing process.
- Chapter 9, Equipment Usage: Revised procedure statements for equipment check-out process.
- Chapter 9, Equipment Usage: Revised procedure statements for equipment replacement process.
- Chapter 10, Facilities: Revised procedures statements for competition request process.
- Chapter 10, Facilities: Revised procedure statements for practice competition request process.
- Chapter 10, Facilities: Revised procedure statements for competition scheduling process.
- Chapter 10, Facilities: Revised procedure statements for practice scheduling process.
- Chapter 10, Facilities: Added sub-section for facility access procedures.
- Chapter 11, Program Safety & Risk Management: Revised procedure statements for medical kits.
- Chapter 11, Program Safety & Risk Management: Added procedure statements for athletic training coverage.
- Chapter 12, Marketing: Revised procedure statements for uniform approval process.
- Chapter 14, Disciplinary Sanctions: Revised procedure for appeal process.
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Chapter 1: Introduction

Note: Due to the implications of COVID-19, the Club Sports program procedures is subject to change as information from the CDC, the Georgia Department of Public Health, University System of Georgia, and Kennesaw State University is received. All clubs will be sent an email notice from clubsports@kenensaw.edu with updated information as specific program procedures are impacted. If a club is not notified of specific revised requirements, then each club is to abide by the outlined information as the most updated version of the manual.

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 manual 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 handbook, 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, 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 disciplinary 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 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 recommended 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 (compliance points based supplemental funding), 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

Note: The Academic requirement is amended for the 2020-2021 academic year and will not be reviewed considering the implications from COVID-19. The academic year of 2020-2021 will serve as a grace period for an individual participant’s GPA not to be reviewed.

Who can join a Club Sport?

Membership is open to all currently enrolled, degree seeking fee-paying students of Kennesaw State University.

Inclusive/Diversity Statement

The Club Sports program provides inclusive programming for all individuals regardless of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, socioeconomic status, or national origin. The Club Sports program promotes fair and honorable play, free from favoritism, bias, or deception, and strictly prohibits the following actions and/or behaviors from its individual clubs and participants:

- Bigotry or disparagement towards KSU participants and/or staff.
- Verbal or written abuse, threats, intimidation, violence, or other forms of harassment towards KSU participants and/or staff.
- Exclusion of individuals with any disability, limitation, or impairment.

All participants of the Club Sports program are expected to respect the rights of others and to be civil, effective citizens of the KSU community.

Club Sports program participants may participate in offerings based on their asserted gender identity.

Academic Requirement

Each club 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 Students: Participants enrolled in online classes 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.
- International Exchange Students: Participants enrolled as part of the International Exchange Program are eligible to participate with the Club Sports Program in both practices and competitions. This provided the participant has paid all student fees for a given semester. In this case, a Student Opt-in Membership is not required for their participation in the program.
- Georgia Highlands College Enrolled Students: 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 participate 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.

**Note:** Faculty/Staff and non-enrolled students are ineligible to join and participate in a club sport. These individuals would only be eligible to be affiliated with an individual club by completing the coach-volunteer process.

**Participant Registration Process**

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

- Confirm a login utilizing your KSU email credentials for the participant registration site of www.imleagues.com.
  - 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.
- Visit the Owls Nest to complete the 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>
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</tr>
<tr>
<td>CSGO</td>
<td>Swim</td>
</tr>
<tr>
<td>Dance</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>Disc Golf</td>
<td>Tennis</td>
</tr>
<tr>
<td>Fencing</td>
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</tbody>
</table>

**Note:** The Club Sports Program partners with the KSU Academy for Inclusive Learning and Social Growth. Concussion tests are required to participate in certain sports. If you are an Academy student and are required to complete the concussion test, please contact clubsports@kennesaw.edu to request any modifications, accommodations, and/or exceptions for the concussion test.

- 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.
  - Participants are encouraged to keep auto-generated email stating a Club Sports Staff member approved their player packet to show the club’s leadership verification of approval.

**Note:** The Academic requirement is amended for the 2020-2021 academic year and will not be reviewed considering the implications from COVID-19. The academic year of 2020-2021 will serve as a grace period for an individual participant’s GPA not to be reviewed.
Forming a New Club Sport

Students may petition to add a new club at any time. Groups that desire recognition as a Club Sport must complete the requirements listed below to be considered further for review.

2. Submit the application to: clubsports@kennesaw.edu.
3. The applicants shall meet the following criteria:
   - Must have a minimum of ten interested enrolled students.
   - It shall NOT duplicate the style of an existing club sport at Kennesaw State University
   - It shall not conflict with other program(s) offered within the Department of Sports and Recreation at Kennesaw University.
   - It shall have reasonable method of competition.
     - Use of National Governing Body is strongly encouraged.
   - It shall be financially practical to start and sustain over time.
   - It shall be safe and practical to conduct the activity to practice in order to compete.
4. Club Sports are not required to become Registered Student Organizations on campus. Therefore, the Club Sports Staff at Kennesaw State University will take sole authority in approving or denying the request.
5. The Club Sports Staff will request a meeting with the interested students to review the application.
6. The review meeting will be held by the Club Sports Staff the last Thursday of each month.
7. Following the meeting, the Club Sports Staff will determine if the applicant(s) meets the parameters of the program to be approved or denied.
8. Once a determination is reached, the applicant(s) will receive an email notice with an outcome letter confirming the status of the request.
   a. If the request is denied, the applicant(s) can submit an appeal one week from receiving the official notice. The applicant(s) are to submit the written appeal to clubsports@kennesaw.edu.
9. If the request is approved, the applicant(s) will need to complete the team packet form which requires the completion of by-laws and provide certification of two CPR certified officers to become fully activated.
10. Once the applicant(s) becomes activated, the group will need to maintain the outlined requirements to avoid possible reclassification or removal.

Note: Appeals may be made up to one week following written notice. Please see pg. 72 to follow Appeals Procedure.
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, Secretary, and Vice-President. This manual lists the club responsibilities and indicates the program’s suggestions for the division of responsibilities. All club officers will serve as liaisons between Club Sports Staff and its membership.

Definitions of Common Responsibilities/Terms

1. CLUB LEADERSHIP:

Note: Due to the implications of COVID-19, the Club Sports program procedures is subject to change as information from the CDC, the Georgia Department of Public Health, University System of Georgia, and Kennesaw State University is received. All clubs will be sent an email notice from clubsports@kennesaw.edu with updated information as specific program procedures are impacted. If a club is not notified of specific revised requirements, then each club is to abide by the outlined information as the most updated version of the manual.

- 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 clubs 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.
  - Club meetings are subject to 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 clubs 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 clubs must turn in a current officer contact list as part of the team packet at the beginning of each academic year. New officer contact information is to be submitted if any mid-term elections occur.
• **Disciplinary Problems**: All clubs 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 each coach complete the coach-volunteer packet and additional requirements as part of the process before beginning their duties each academic year.

2. **SAFETY PROCEDURES**:

*Note*: Effective for the fall, 2020 semester until further notice, clubs are approved to hold practices in accordance with Club Sports protocols, social distancing guidelines, and provided all team members practice self-monitoring. Clubs may be required to alter practice arrangements, such as but not limited to, number of team members present at practice, refrain from certain skills/drills or contact, or other safety and health measures. Practice schedules may be altered, reduced, or otherwise modified to accommodate mitigation efforts and allotted times for accommodating as many club practices as safely possible. Clubs found to be non-compliant with the practice arrangements set during their activation meetings, may receive sanctions, including, suspended practices

• **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**: All clubs 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 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 required to have at least 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.

• **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. All clubs will be required to submit the active CPR certification is on file with 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 are required to check out an orange medical kit with first aid supplies at the beginning of the fall semester. The club’s designated Safety Officer will be the representative of the club who signs the check-out sheet and picks up the bag on behalf of the club. If the club damages the medical kit, there will be a $50 replacement fee issued to the club. If the club loses the medical kit, there will be a $100 replacement fee issued to the club. The club’s Safety Officer will be on file as the designated signee for the check-out form. However, the club as a whole will be responsible for the associated fees if the bag is lost or damaged. The club is required to check-in the medical kit at the end of each semester. If the club has damaged or lost the bag at the time of check-in, the club will be responsible for providing the associated fee to the Club Sports Staff. The check will need to come from the club’s off-campus account and be made out to KSU Sports & Recreation. The club is to provide the lost or damaged fee payment before resuming activity for the ensuing semester.

• **Accident Reports**: All clubs 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.

*Note*: Safety Officers will be required to assist with monitoring club practices to uphold social distancing requirements due to the implications of COVID-19.
3. CLUB BUDGET AND FINANCES:

Note: Due to the implications of the COVID-19, available supplemental funding for all clubs will be significantly impacted for 2020-2021. Clubs will be notified additional information concerning their funding following the submission of the team packet Form and completion of the activation meeting. Additionally, requirements outlined in this section are subject to change due to the implications of COVID-19. All clubs will be sent an email notice from clubsports@kennesaw.edu with updated information if specific requirements are revised. If a club is not notified of revised requirements, then each club is to abide by the outlined information as part of this section in accordance as the most updated version of the manual.

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

- **Compliance Points System:** The Club Sports Program uses the compliance level classification system to allocate supplemental funding per club. The compliance levels focus on quantity of competition, quantity of members, level of involvement, and overall organization of each club. The compliance level system sets an upper limit on supplemental funding allocated per club. However, clubs may only receive an amount equal to what the club shows in documented fundraising during the academic year. The maximum amount of matching funds for member dues is up to $1,500. Additionally, clubs are subject to receive $500 not required to be matched. Clubs are placed in a designated compliance level at beginning of each academic year. Provisional clubs are ones in their first year of activity or did not meet the minimum requirements from the previous academic year. The minimum point requirement the club must earn is 115. The compliance level requirements are subject to change per academic year.

- **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. 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.

- **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

Note: The Academic requirement is amended for the 2020-2021 academic year and will not be reviewed considering the implications from COVID-19. The academic year of 2020-2021 will serve as a grace period for an individual participant’s GPA not to be reviewed.

- **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. COMPETITION

Note: A University travel ban is in effect for all KSU Club Sports travel for the start of the 2020-2021 academic year until further notice. The travel ban has been extended from spring, 2020 due to the implication of COVID-19. Additionally, the University has implemented a "limited visitors to campus" policy for the fall semester until further notice. As a result, all club sports are prohibited to travel, host, and compete under the name of Kennesaw State University until notified otherwise. The information listed in this section of the manual will not be in effect during the imposed restrictions. Once the restrictions are lifted, the information listed below will resume application for all Club Sports to abide by in accordance to the most version of the manual.

- **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:** All hosted competitions must be documented by an approved event-space request form on www.imleagues.com. The event-space request form is also required for clubs serving as the host for off-campus competitions. Clubs are prohibited from entering into agreements without prior approval and may not promote a hosted event before written approval is received through the event-space request form on www.imleagues.com. Once approved, the club is to submit a home roster which should include the full names of each anticipating participating member for the hosted competition via email to clubsports@kennesaw.edu. The home roster is to be submitted the Wednesday before a weekend competition or two business days before non-weekend competition. Additionally, the Club Sports Staff will send the hosting club the approved visiting team waiver to have completed by each visiting team member. It is the club’s responsibility to ensure each visiting team member completes the waiver, collects the form following completion, and submits to the Club Sports Staff one business day following the event. Clubs should notify the Club Sports Staff immediately if a change in plans occurs to the hosted event. Clubs are
prohibited to cancelling a hosted event reservation without providing pre-approval notice to the Club Sports Staff. If the club submits a cancellation notice to the Club Sports Staff within 48 hours other than inclement weather, the club will be subject to payment of the facility invoice and Athletic Trainer if applicable.

- **Travel:** Club Officers are required to submit a travel form at least ten business days in advance of the event on www.imleagues.com for all requesting parts of the travel to be approved. A failure to submit less than ten business days in advance will be subject to a denied travel request. 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 the club is to submit the event-space request form. In addition to submitting the travel form, Club Officers are required to email the travel roster, which includes a list of participants and a vehicle breakdown by Wednesday prior to departure for the trip. If the travel is not occurring on a weekend then the travel roster is due two business days before the departure. 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. If a club is found to be representing KSU for non-approved travel, the club is subject to disciplinary sanctions and referral to Student Conduct Academic Integrity (SCAI).

- **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.

- **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 as part of the team packet. 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.
  - 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.

- **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.

### 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:

- **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.

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

• **Club Sports Monthly Meetings:** This officer attends the monthly meetings as the leader of each respective organization.

• **Execute Club Meetings:** This officer will call for and administer any meetings discussing club business.

• **Communication Etiquette:** This officer is to 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.

• **Disciplinary Problems:** This officer will work with the Club Sports Staff 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.

• **First Aid Kit:** This officer and the designated 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. Treasurers will be responsible for completing most club financial operations. Treasurers 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. Treasurers may be responsible for general administrative tasks. The Treasure may include, but not limited to the following:

• **Budget Proposals:** This officer will work with the President to complete and submit a club budget proposal as part of the team packet at the beginning of the academic year.

• **Fundraising:** This officer will be responsible for all elements of fundraising for club.

• **Mail:** This officer is responsible for checking the club’s mail for reimbursement check, registration payments, and/or bank statements.

• **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.

• **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.

• **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:

• **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.

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

• **Form Submissions:** This officer is responsible for Monday Notes, monthly roster submissions, and/or league roster forms.

• **Travel:** This officer is responsible for arranging and coordinating travel for competitions, and special events with Club Sports Staff.
• **Travel Request Form:** 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: [Coach-Volunteer Packet](#). This section highlights some of the most important elements of the coach’s responsibilities for the club officers. Coaches are not permitted to administer day-to-day operations of the club as they are student-run organizations. Coaches are to communicate all requests and questions through their club leadership. Coaches are to avoid contacting KSU professional staff directly for concerns unless reporting information forward with regard to Clery Act expectations. Coaches 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.

*Note:* Any violation outlined in the Coach-Volunteer Packet by a club volunteer is subject to dismissal.

**Eligibility & Requirements**

All interested coach-volunteers must have a cleared background check to be approved to coach with a club. A background check request will be submitted by the Club Sports Staff once the coach-volunteer packet is completed by the interested coach. The interested coach-volunteer will then receive a background check email notice with a link to complete the request from Accurate Background. The link must be completed within three business days of receiving it. All interested coach-volunteers are strongly encouraged to check the spam folder of their email to ensure they do not miss the email notice. 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. An approved background check must be completed each academic year when submitting the coach-volunteer packet.

In addition to the background check, all interested coach-volunteers must complete the Clery Act. This is because coach-volunteers are considered a Campus Security Authority (CSA) and have a mandatory to report via Jeanne Clery Act. All coaches have a duty to report any student affiliated crimes, illegal activity, and/or violations of Student Code of Conduct witnessed or shared by a student participant to the Club Sports Staff immediately. Each coach will be sent the full instructions on how to complete the training once they submit their coach-volunteer packet. The coach-volunteer must score an 80% or better to successfully complete the training. The training must be completed each academic year when submitting the coach-volunteer packet. Certificates of completion must be provided to its Club Officers to confirm proof of completion with Club Sports Staff.

Lastly, a prospective coach-volunteer who has previously participated with that interested club must be two years or more removed from participation with this club. Additionally, each coach will be required to attend the annual coach orientation meeting along with one of their club’s officers. The orientation meeting will be hosted by the Club Sports Staff in the fall semester. The Club Sports Staff will host additional orientation meeting offerings throughout the year on an appointment request basis for any interested coaches that miss the fall scheduled meeting.

**Expectations**

Coaches/volunteers are considered volunteers and unable to be paid directly by the University. Therefore, clubs have the option to pay coaches from dues and fundraising. Coaches are not eligible for club expenses or reimbursements.
covered as part of the program's supplemental funding. Additionally, coaches will not be afforded any insurance and injury protection if applicable while coaching as part of club sport activity.

**Access**

Coaches/volunteers that are affiliated with clubs that practice on-campus will be asked to submit a head shot photo following the submission of their coach-volunteer packet. Once receiving the head shot photo, the Club Sports Staff will issue an ID card to the coach. A head shot photo is an one-time submission. In the event, the coach loses its ID card, then they will need to contact the Club Sports Staff to request a re-print of their ID card to have for access. Coaches will use the ID card to access each on-campus practice and competition.

Coaches/volunteers will not be granted free access into Recreational facilities for team and/or personal workouts. If the coach has a personal training certificate, it can be presented to the Club Sports Staff to be eligible to coordinate team workout practices within Recreational facilities. Coaches wishing to work-out at the Owl's Nest will need to purchase a Coach Membership which is $15.00 per month. This membership can be purchased on-campus at the Kennesaw or Marietta Rec Center. Additionally, coaches are not granted access to Athletic Training services.

**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 are to treat all staff personnel with respect. This includes but not limited to Student Staff, Athletic Trainers, and/or Professional Staff.

Club Sports strictly prohibits the possession and/or consumption of alcohol, tobacco, and/or use of illegal substances. All coaches are to refrain from possession and consumption of such substances during all club sport activity.

Additionally, coaches/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 Code of Conduct can be found here: [https://policy.kennesaw.edu/StudentCodeofConduct](https://policy.kennesaw.edu/StudentCodeofConduct)

**Discrimination Policy**

Coaches/volunteers are to adhere to the KSU Discrimination and Harassment policies which prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. Additionally, Club Sports has a "no cut policy," in which clubs are unable to hold “tryouts” in order to cut interested participants based off skill level. The spirit of the club sports program is to be welcome to all skill levels.

**Amorous Relationship Policy**

Coaches/volunteers are considered to be in a supervisory. Therefore, all club coaches are to be abide by the amorous relationship policy. This policy is defined as a romantic relationship between a participant and supervisory position such as a coach-volunteer. If such relationship is observed or communicated to the Club Sports Staff, the club coach will be contacted immediately for potential dismissal.

**Dismissal**

Coaches/volunteers eligible for dismissal in accordance with the program guidelines. Coaches/volunteers are eligible for immediate dismissal if, at any time, the Club Sports Staff determines the coach’s behavior is detrimental to the club. Also, coaches may be immediately dismissed, if there is found to be a violation of the KSU Student Code of Conduct or the Club Sports behavioral guidelines set forth for practices, competitions, club travel, and/or at any recognized club function. Club officers and/or members may bring concerns regarding the coach to the attention of the Club Sports Staff to be reviewed further as a potential dismissal related to behavior misconduct.

Coaches/volunteers are eligible for dismissal by the club based off a failure to perform his or her duties. The club will need to hold a member vote proposing to dismiss the club coach(es) needing a two-thirds of the club vote to dismiss.
Chapter 4: Club Sports Executive Council

The mission of the Club Sports Executive Council is to act as a student advisory group for the club officers and club participants to the Club Sports Staff. The Executive Council is in place to award a leadership position for a selected group of club representatives to serve as ambassadors on behalf of the Club Sports Program. The Club Sports Staff seeks an odd number of members on the Executive Council consisting of no less than five and no more than seven current representatives. Additionally, the members of the Executive Council will consist of officers from varying sports: field sports, indoor sports, off-campus clubs, and/or 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 Executive Council member position is a one-year commitment with an option to renew an individual appointment.

Note: Representatives from Provisional level clubs are not eligible to serve on the Club Sports Executive Council.

Each academic year, the Club Sports Staff will identify potential representatives to fill vacancies for that given year. The Club Sports Staff seeks out representatives to serve on the Executive Council that have exhibited leadership, organization, level of commitment, and proper communication within their role for their respective club. The Club Sports Staff will reach out to these identified representatives to confirm their interest in serving as an appointed member for the Executive Council. The club representative reserves the right to decline the appointment request to serve on the Executive Council.

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 member of an active, non-Provisional KSU Club Sport.
- Club representative in good standing with their respective KSU Club Sport.
- The representing club is in good standing with the Club Sports Staff.

Club Sports Executive Council Representative Expectations

- Attend bi-weekly Executive Council meetings.
- Demonstrate fair judgement.
- Respect other members’ opinions and ideas.
- Contribute ideas and opinions to discussions.
- Make decisions that promote growth of all clubs.
- Serve as a role model for other club sports members.
- Promote club sports involvement in the KSU community.

Club Sports Executive Council Responsibilities

- Assist the Club Sports Staff with reviewing appeal cases submitted by individual clubs. Note: If an appeal is submitted by a club that has a current representative on the Executive Council, that member will recuse themselves for the review of that appeal.
- Assist the Club Sports Staff with the review of new club sport request applications.
- Keep an active GroupMe of current club representatives. Additionally, monitor the activity of the GroupMe to ensure it promotes a positive reflection of the program.
- Send out a weekly email notice to all clubs requesting results, outcomes, and announcements from previous weekend and promote competitions/events for upcoming weekend.
- Have a representative serve on the Department’s Student Marketing Committee to be an advocate for promoting club events and activities.
• At least one Executive Council member attend each Club Sports monthly meeting to serve as a resource, provide announcements, and promote upcoming opportunities/events.

*Note:* The Club Sports Staff must approve all Executive Council recommendations.
Chapter 5: Funding Sources

Note: Due to the implications of the COVID-19, available supplemental funding for all clubs will be significantly impacted for 2020-2021. Clubs will be notified additional information concerning their funding following the submission of the team packet and completion of the activation meeting. Additionally, requirements outlined in this section are subject to change due to the implications of COVID-19. All clubs will be sent an email notice from clubsports@kennesaw.edu with updated information if specific requirements are revised. If a club is not notified of revised requirements, then each club is to abide by the outlined information as part of this section in accordance as the most updated version of the manual.

Club Sports is funded by student fees. The Club Sports Program receives a budget based off 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 per club 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, facility fees, officials’ fees, and club based equipment/inventory.

Compliance Classification System

The Club Sports Program uses the compliance level classification system to allocate supplemental funding per club. The compliance levels focus on quantity of competition, quantity of members, level of involvement, and overall organization of each club.

The compliance level system sets an upper limit on supplemental funding allocated per 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 to receive matching funds. The fiscal year for the club to use its supplemental funding runs from the first day of class of the fall semester until last day of final exams for the spring semester.

Note: The maximum amount of matching funds for member dues is up to $1,500. Additionally, clubs are subject to receive $500 not required to be matched.

Clubs are placed in a designated compliance level at beginning of each academic year. The club will not be approved for supplemental funding until completing the team packet and activation meeting process. Provisional clubs are ones in their first year of activity or did not meet the minimum requirements from the previous academic year.

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

<table>
<thead>
<tr>
<th>Compliance Level Components</th>
<th>Compliance Point Categories</th>
<th>Club Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Active Members</td>
<td>Monday Notes</td>
<td>Membership Dues</td>
</tr>
<tr>
<td>Number/Level of Competitions</td>
<td>Meeting Attendance</td>
<td>Fundraising</td>
</tr>
<tr>
<td>National Governing Body</td>
<td>Organization</td>
<td>Sponsorships</td>
</tr>
<tr>
<td></td>
<td>Recruitment &amp; Retention</td>
<td>Donations</td>
</tr>
<tr>
<td></td>
<td>Bonus Points</td>
<td></td>
</tr>
</tbody>
</table>

Note: Nationals and needs based funding are subject for availability by request. Please email the Club Sports Staff at clubsports@kennesaw.edu for more information.
Compliance Levels

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 has not met the minimal requirements.

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>145</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>130</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>115</td>
</tr>
<tr>
<td>Provisional Level</td>
<td>No</td>
<td>10</td>
<td>Less than 2 Competitions</td>
<td>N/A</td>
<td>$0</td>
<td>Less than 115</td>
</tr>
</tbody>
</table>

Note: Provisional level clubs do not qualify for funding. However, these clubs can submit a needs-based funding request and/or program appeal for funding to be further evaluated.

Compliance Points

Completing the following categories at the required level will earn the minimum of 115 points. The time frame for completing the criteria begins from the first day of the fall semester until the last of final exams of the spring semester. 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  
  - 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]
o Monday Notes help Clubs communicate accomplishments to share with the Club Sports Staff.
o Late submissions will not receive points.
o The first Monday Notes will begin the 2\textsuperscript{nd} week of the fall semester and end the last week of classes of the spring semester.

\textit{Monday Notes}

<table>
<thead>
<tr>
<th>Monday Email</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

\begin{itemize}
\item Club Meeting Attendance \textit{25 minimum required}
\item This requirement will include seven monthly meeting throughout the academic year and two officer trainings.
\item There are nine total meetings scheduled during the course of the academic year.
\item Each club must be present at five of the nine meetings to reach the required category point value and avoid disciplinary sanction.
\item Each club must have at least one current, registered member to attend the scheduled meeting.
\item A club representative arriving more than 10 minutes late or leaving with 10 or more minutes left the club is subject not to receive credit for the meeting.
\end{itemize}

\textbf{Club Meeting Attendance}

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

\begin{itemize}
\item Mentor Meeting \textit{10 minimum required}
\item Each club is assigned a designated Program Administrator to conduct meetings at the mid-point of each semester.
\item 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.
\end{itemize}

\textbf{Mentor Meetings}

<table>
<thead>
<tr>
<th>Fall Semester Mid. Semester</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester Mid. Semester</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

\begin{itemize}
\item Organization \textit{30 minimum required}
\item The team packet and annual report are worth 5 points per the priority deadline date.
\item The monthly bank statement and roster submissions are worth 2 points per the priority deadline date.
\item Clubs are to submit its monthly bank statement and roster to reflect the activity from the previous month.
\item The club’s bank statement is required to be submitted at the latest by the 25\textsuperscript{th} of the month.
\item If the club’s bank statement is not submitted by the 25\textsuperscript{th} of the month, the club’s activity will be frozen until the statement is submitted.
\item If the 15\textsuperscript{th} or 25\textsuperscript{th} of the month falls on a weekend day, the next business day will serve as the deadline for that specific month.
\end{itemize}

\begin{itemize}
\item \textit{Submission}
\item The team packet and annual report are worth 5 points per the priority deadline date.
\item The monthly bank statement and roster submissions are worth 2 points per the priority deadline date.
\item Clubs are to submit its monthly bank statement and roster to reflect the activity from the previous month.
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\end{itemize}

\textbf{Submission}

<table>
<thead>
<tr>
<th>Priority Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Packet</td>
</tr>
<tr>
<td>Monthly Bank Statements</td>
</tr>
<tr>
<td>Monthly Rosters</td>
</tr>
<tr>
<td>Annual Report</td>
</tr>
<tr>
<td>Max Possible Points</td>
</tr>
</tbody>
</table>
Recruitment & Retention Events

- Recruiting and maintaining a strong membership base is vital to the existence of any club.
- Each club is to be present for the Club Sports offered recruitment events hosted at the Kennesaw and Marietta campuses at the start of each semester.
- 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.
- Team bonding events are eligible for retention designated points. Clubs are to submit a description, event date, and picture to clubsports@kennesaw.edu to qualify for the points.

### Recruitment & Retention Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Recruitment @ Kennesaw</td>
<td>2</td>
</tr>
<tr>
<td>Fall Recruitment @ Marietta</td>
<td>2</td>
</tr>
<tr>
<td>Spring Recruitment @ Kennesaw</td>
<td>2</td>
</tr>
<tr>
<td>Spring Recruitment @ Marietta</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 **10 points max.**
  - Clubs can earn up to 10 points for documenting service of a club member that serves on one of the listed committees below.
  - Points will be awarded per full term of service.

#### Type of Committee Service

<table>
<thead>
<tr>
<th>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>S&amp;R Special Event</td>
<td>5</td>
</tr>
<tr>
<td>Greek Life (IFC, MCGC, NPHC, PHA)</td>
<td>5</td>
</tr>
<tr>
<td>Student Government</td>
<td>5</td>
</tr>
<tr>
<td>Student Activities Board (Kennesaw/Marietta Campus)</td>
<td>5</td>
</tr>
<tr>
<td>Other provided approval</td>
<td>5</td>
</tr>
</tbody>
</table>

- Community Service **15 points max.**
  - Clubs can earn up to 15 total bonus points for completing an approved community service opportunity.
  - Clubs must have a minimum of 3 members or 25% of the active roster which ever number is greater as verified on-site for completing the community service opportunity to qualify for bonus points.
  - Clubs that complete a community service opportunity of at least 2 hours will result in 5 bonus points.
  - Clubs that complete a community service opportunity of 3-5 hours will result in 10 bonus points.
  - Clubs that complete a community service opportunity of 6 or more hours will result in 15 bonus points.
  - Clubs are to submit a documented summary for the hours to be approved within two weeks of the opportunity that includes: name of event/organization, work completed, the names of the club members at event, hours recorded, and name, signature, and contact information for community service event.
  - Volunteering at a fellow club’s hosted competition is eligible for this bonus point opportunity.
  - Clubs are not eligible to earn this bonus point requirement if this is part of their own club’s hosted event and/or considered as part of a paid job opportunity.
### Service Hours

<table>
<thead>
<tr>
<th>Hours</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hours</td>
<td>5</td>
</tr>
<tr>
<td>3-5 hours</td>
<td>10</td>
</tr>
<tr>
<td>6+ hours</td>
<td>15</td>
</tr>
</tbody>
</table>

**Note:** A club will need a minimum of 3 members or 25% of the active roster which ever number is greater verified by the organizer on site for the full amount of time for the hours to be credited.

- **Attending Events/Collaboration**
  - 10 points max.
  - Clubs can earn up to 10 points attending a Sports and Recreation event or fellow club’s hosted event.
  - Clubs will earn 5 points per event.
  - Clubs must have 3 or more members verified at the event for the club to qualify for bonus points.
  - Clubs are to submit 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.

- **Alumni Engagement**
  - 10 points max.
  - Clubs can earn up to 10 points for hosting an alumni event.
  - Clubs will earn 5 points per event.
  - Clubs that host an off-campus event will need to provide documentation of agenda, # of attendees, and event invite.
  - Clubs that host an on-campus event (i.e. alumni game) will need to be approved in advance by completing the event-space request form on www.imleagues.com.

### Special Case Scenarios

**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 allocated funding equally. Clubs that receive joint budgets may be disciplined as a single club. Therefore, if allocated funding is withheld from one club as a disciplinary action, both clubs will be affected and neither will receive funding.

**Nationals Travel Fund**

The Club Sports’ National Travel fund is allocated to support club sports attending competitions on a national level. In order to be considered for this fund, the club must complete National Travel proposal form to be submitted on www.imleagues.com. 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. If applicable, the club can use the proposal form to request funds for use to a regional based or nationals qualifying tournament.
**Needs Based Fund**

The Club Sports’ Needs Based fund is allocated to support clubs to cover eligible expenses not afforded within the club’s current availability funding. This includes but not limited to assisting clubs in the provisional level and/or assisting clubs with additional funds aside from their allocated supplemental funding. Clubs requesting Needs Based funding must be in good standing and have clearly outlined purpose with detailed explanation for the funds. Clubs may request the Needs Based funds by emailing the Club Sports Staff at clubsports@kennesaw.edu. The Club Sports Staff will make the final determination for the request evaluating number of participants impact, purpose for the funds requested, explanation provided for the purpose funds, and funds available.

**Cash Awards & Travel Stipend**

Clubs that receive any award, prize money, cash winnings, or other valuable consideration (gift cards, any item with a retail value greater than $25.00, etc.) shall follow the expectations listed below. This requirement also applies to awards characterized as "scholarship" money.

Club Officers are required to notify the Club Sports Staff of cash prizes or other valuable consideration offered in competitions, as well as potential winnings, before enrollment and/or participation in the leagues, tournaments, events, competitions, etc. Club Officers are required to provide documentation that outlines the prizes in detail (amount and structure/award levels). As clubs complete competitions for prize money or other valuable consideration, the Club Sport Staff is to be kept up-to-date and informed on the awards received.

Clubs are provided supplemental funding via student fees. To keep in line with university guidance regarding use of university funds, property, space, and other support, as well as the receipt of cash awards or other items of value or profit, Club Sports Teams shall remit 10% of all cash winnings or valuable consideration received while competing as a sponsored Club Sport Team. This 10% remittance will be utilized by the Club Sports Program in support of the goals and objectives of the overall program. Whenever possible, the league, tournament, event, etc. should issue two checks: one to Kennesaw State University Club Sports Program for 10% of the cash award and one to the Club participating in the league, tournament, event, etc. for 90% of the cash award. If the league, tournament, event, etc. cannot issue two checks the Club participating must present the Club Sports Staff with a check for 10% of the cash award within two weeks of receipt of the cash award. Any non-cash valuable consideration must be reviewed with the Club Sports Staff to reach a determination on the value of the prize and the possibility of a remittance. For example, if the club were to receive a $2000 cash award, $200 would be issued to the Club Sports Program, equaling the 10% remittance. The participating Club will retain the remaining $1800 to be used as revenue. The remaining amount (90%) may be deposited in the Club’s off-campus account, to be used as the Club sees fit, in support of the Club’s activities.

Additionally, clubs that receive travel stipend assistance are 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 funding from a governing body or other source. Clubs found to not report awards, cash prizes, or travel assistance are subject to non-approved competition participation. Additionally, the club is subject to further disciplinary sanctions.
Chapter 6: Supplemental Funding Use

Note: Due to the implications of the COVID-19, available supplemental funding for all clubs will be significantly impacted for 2020-2021. Clubs will be notified additional information concerning their funding following the submission of the team packet and completion of the activation meeting. Additionally, requirements outlined in this section are subject to change due to the implications of COVID-19. All clubs will be sent an email notice from clubsports@kenensaw.edu with updated information if specific requirements are revised. If a club is not notified of revised requirements, then each club is to abide by the outlined information as part of this section in accordance as the most updated version of the manual.

Supplemental Funding Timeline

All club expenditures requesting supplemental funding must be pre-approved by the Club Sports Staff to be processed. Once approved, the request will either be processed through a direct payment by the Club Sports Staff or through reimbursement. The Club Sports Staff will make the determination if the request is eligible to be made by a direct payment. If not eligible for direct payment, then the request will be confirmed with the club for reimbursement. In this case, the club will need to make the purchase from its off-campus bank account and then submit receipt documentation. The receipt documentation must be submitted at the latest 30 days from the purchase date. The final deadline to submit reimbursement documentation is the last day of final exams for each semester.

Note: Clubs are unable to submit requests for supplemental funding use from expenses that occurred from a previous semester.

Eligible Expenses For Reimbursement

<table>
<thead>
<tr>
<th>Supplemental Funding-Eligible</th>
<th>Supplemental Funding-NOT Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Governing Body (League) Dues</td>
<td>Food</td>
</tr>
<tr>
<td>Competition Entry Fees</td>
<td>Non-personalized uniforms/apparel</td>
</tr>
<tr>
<td>Competition Lodging (No Airbnb or VRBO)</td>
<td>On-site payment for Officials</td>
</tr>
<tr>
<td>Rental Vehicles</td>
<td>Athletic Trainers</td>
</tr>
<tr>
<td>Rental Vehicle Gas</td>
<td>On-Campus Facility Hosting Fees</td>
</tr>
<tr>
<td>Personal Vehicle Mileage</td>
<td></td>
</tr>
<tr>
<td>Uniforms/Apparel (non-personalized)</td>
<td></td>
</tr>
<tr>
<td>Off-campus Facility Rental (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Club Equipment</td>
<td></td>
</tr>
<tr>
<td>Officials (must be invoice payment)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Alcohol/Tobacco is NOT approved for purchase of any kind as part of club activity. Specifically, clubs are prohibited to use their off-campus account for alcohol/tobacco purchases.

Reimbursements

- A club requesting a reimbursement request back to their supplemental funding must submit an email request to the Club Sports Staff to initiate the process.
- The reimbursement request must include the following supporting documentation: paid receipt, cleared bank statement, roster, and tournament notice.
  - Equipment/uniform purchases would not require a tournament notice for this reimbursement request.
• Clubs are strongly encouraged to email these requirements as attachments to the Club Sports Staff to determine the next steps with the process.
• The attachments are to be full page copies to show all information. Screen shots within an email body will not be accepted as an approved copy of the information.
• If the attachments includes the necessary information, then the Club Sports Staff will submit the reimbursement request forward on the club’s behalf.
• Once the request is processed, the club will receive a University check for the reimbursement amount in 2-3 weeks at the Owl’s Nest.
• If the email attachments include discrepancies, unclear information, or multiple reimbursement requests within the same receipt documentation then the Club Sports staff will request a meeting with the club to discuss the information further before officially submitting forward on the club’s behalf.
• Clubs are prohibited to dropping off the paper receipt documents to the Owl’s Nest front desk. The Owl’s Nest front desk is not responsible for receiving documentation and is subject to inaccuracy along with not being recognized as a submitted reimbursement request.
• If an individual pays for an item using their personal credit card, the club will be reimbursed and the club will reimburse the individual.
• All purchases must be made by a student participant.

Supporting Documents for Reimbursements

• Receipt (not an invoice)
  o Must be original and show zero balance
  o Must be legible
  o Must include:
    ▪ Contact information
    ▪ Purchase description
    ▪ Paid amount and zero dollar balance
  o A typed-out word document signed by the event organizer can serve as an approved receipt if the event did not provide an official receipt.
• Bank Statement
  o Showing where funds were paid from club account via check or debit card and must be cleared.
  o An expense listed as pending would not be accepted an approved bank statement.
• Check Image (if paid by check)
  o The front & back image of the check are to be submitted. It is recommended to download these images from the club’s off-campus online banking once the check has been cleared.
  o A picture of the check before deposited will not be accepted.
  o If an event organizer has not deposited a check after two weeks from receiving it, then the club is to follow up with the organizer to seek clarification to confirm to depositing of the check.
  o It is strongly recommended for the club to update the Club Sports Staff if the organizer has not deposited the check after the two-week mark. In this case, the Club Sports Staff can reach out to their counterpart affiliated with the tournament organizer to seek additional clarification on behalf of the club.
• Tournament Notice (for entry fees)
  o This following can serve as acceptable forms of notices:
    ▪ Email Announcement from event organizer
    ▪ Website announcement from event organizer
    ▪ Facebook announcement from event organizer
    ▪ Event program
    ▪ Club’s name listed in posted results
• Finalized Roster
  o Must include full names of the currently enrolled members that participated in the event.
It is recommended to send as an attachment in the format of a word document, excel sheet, and/or PDF. Clubs are to avoid sending a linked list that requires a google sign-in. Clubs are to download from its google drive to an acceptable format and send over as an attachment.

**Direct Payment**

- A club requesting a direct payment by the Club Sports Staff from their supplemental funding must be specified when submitted a travel request on [www.imleagues](http://www.imleagues) and/or outlined in email request to initiate the process.
- A club will need to have available supplemental funding for a direct payment request to be recognized.
- A direct payment request from an individual club does not guarantee the Club Sports Staff is able to grant the request as the process has multiple signature approvers.
- The Club Sports Staff reserves the right to deny a direct payment request. In this case, the club is still eligible to pay for the expense out of pocket and submit it for reimbursement from its available supplemental funding.
- A direct payment request to the Club Sports Staff can be recognized by processing the expense through submitting an unpaid invoice or Department’s purchasing card.
- For direct payment purchasing card requests, the club will need to allow at least 10 business days prior to the event for the submission to be reviewed and recognized.
- For direct invoice payment requests, the club will need to allow at least 10 business days prior to the listed due day for the submission to be reviewed and recognized.
- For direct invoice payment requests, the invoice should list the following: invoice number, invoice due date, description of item expense, price of item expense, and description of payment methods.
- A submitted invoice missing information is subject to be deemed invalid and not recognized for direct payment.
- The following expenses are eligible for direct payment purchase:
  - League dues
  - Competition registration
  - Lodging
    - This is a direct expense request to be made by purchasing card only.
  - Enterprise
    - This is direct bill payment only. The Club Sports Staff will confirm the requesting club has available supplemental funding to recognize the Enterprise use for the bill to be paid out directly.
  - Uniform/equipment
  - Facility rental fee
  - Officials Payment
    - Individual Officials are unable to be paid on-site. Clubs will need to arrange with their league on direct payment to an Official’s Association via invoice for this request to be recognized.
- A direct payment request must include the following supporting documentation: roster and tournament notice.
  - Equipment/uniform purchases would not require a tournament notice for this reimbursement request.
- Clubs are strongly encouraged to email these requirements as attachments to the Club Sports Staff as part of the direct payment request notice.
- The attachments are to be full page copies to show all information. Screen shots within an email body will not be accepted as an approved copy of the information.
- If the direct payment request meets the deadline and the documentation is deemed valid, then the Club Sports Staff will submit it forward for processing on the club’s behalf.
- Once the request is process, the club will receive an email follow-up notice confirming the expense was paid for directly and update of the club’s available supplemental funding.
- If the email attachments include discrepancies, unclear information, or multiple payment requests within the same documentation then the Club Sports staff will request a meeting with the club to discuss the information further before officially submitting forward on the club’s behalf.
• Clubs are prohibited to dropping off unpaid invoice documentation to the Owl’s Nest front desk. The Owl’s Nest front desk is not responsible for receiving documentation and is subject to inaccuracy along with not being recognized as a submitted reimbursement request.
• All direct payment requests are to be submitted on behalf of student participant-based expenses within the club’s operation. Requests for personal expenses and/or expenses related to coach-volunteers will not be recognized.

**University Reimbursement Check Processing**

• Reimbursement checks will be delivered to the Owl’s Nest for pick-up. Clubs will be notified by the Club Sports Staff when the check is ready for pick-up.
• 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 the case of a club not depositing a reimbursement check, the Club Sports Staff will receive a “Notice of Unclaimed funds” from the University’s financial office.
• If the unclaimed funds notice is one year or less from the issued check date, the Club Sports Staff will follow up with the club informing them of the notice. The club will need to provide a detailed explanation as to why the reimbursement check was not deposited. Based off the explanation, the Club Sports Staff will respond to the notice to request re-issuing the check on the club’s behalf.
• If the unclaimed funds notice is more than one year past the re-issued date or the club does not provide a response to the Club Sports Staff concerning the notice, then the funds will not be re-issued with another University check.

**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 7: Fundraising

Note: Due to the implications of the COVID-19, available supplemental funding for all clubs will be significantly impacted for 2020-2021. Clubs will be notified additional information concerning their funding following the submission of the team packet and completion of the activation meeting. Additionally, requirements outlined in this section are subject to change due to the implications of COVID-19. All clubs will be sent an email notice from clubsports@kenensaw.edu with updated information if specific requirements are revised. If a club is not notified of revised requirements, then each club is to abide by the outlined information as part of this section in accordance as the most updated version of the manual.

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. 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.

Fundraising Eligibility Exceptions

- Alcohol and tobacco-based companies are prohibited for being scheduled as fundraising opportunities.
- Clubs are prohibited to hosting a raffle as a fundraiser.
- If the club would like to sell club branded items as a fundraiser and it includes a KSU logo/name, the sponsor/vendor will incur a royalties fee from the University. If the item does not have any KSU related branding on it then no royalties fees will be issued.
- Clubs requesting to host a youth clinic as a fundraiser is subject to be approved. However, this request requires each clinician as part of the club to complete the University’s Minors Training. The University’s Minors Training includes but is not limited to requiring an approved background check per clinician. Along with a Minor’s waiver being specifically approved for this request. Due to the multiple steps and complex nature of the request, it is recommended for the club not to pursue this as a potential fundraiser.
- Clubs are prohibited to signing contracts of any kind in order to secure the fundraising opportunity. If the request requires a signed contract, it is to be submitted to Club Sports Staff via email for review and approval.

Note: Member dues are only eligible for up to $1,500 as matching dollars. Member dues like fundraiser dollars are to be submitted and documented once received as deposited. However, a fundraiser-sponsorship request from is not needed for a member dues deposit to receive matching funds.

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.
  o Restaurants where clubs have hosted events in the past: Chick-fil-a, Mellow Mushroom, Twisted Kitchen, Jason’s Deli, Chipotle
  o Alcohol sales may not be included in the donation to club.
  o 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
  o Clubs are to include a request for banner and business cards as part of the event-space request form if needed.
  o Clubs should factor in pre-planning for additional approval campus space and food waiver.
  o Previously approved club events: Gymnastics “Flips for Tips,” Cycling selling Krispy Kreme donuts in the Campus Green.

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
  o Clubs should get a cash box to take in the money.
  o General admission rates are $3-$5.
  o 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.
  o KSU students (their student fees pay for the facility) are free entry by showing their KSU ID
  o Clubs hosting on-campus are subject to a facility usage fee by charging admission.
  o 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
  o 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.
  o These events are defined as large scale events on the event-space request form. Therefore, clubs need to submit the form at least 30 days in advance to guarantee approval. Please review the event-space request form to confirm all the details required as part of this request.
• Charge an entry fee to participate
  o Check other tournaments in the area to come up with an entry fee amount
  o A facility usage fee will be charged to the club for these types of events utilizing a registration fee.

Working Special Events
• Look for announcements from Club Sports Staff for events the club can work in exchange for a club check donation.
  o 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.
  o Equestrian Club has previously worked concessions at KSU Football games.

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. Also, the club is permitted to set up a GoFundMe page or related page to receive monetary donations via those platforms. The club will need to outline the page hyperlink and general information on the fundraiser-sponsorship form submission.

Donation Request Letter

• Write a letter discussing your season and why you need financial support
  o 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. The club will need to complete the University’s sponsorship form in addition to the fundraiser-sponsorship form on imleagues. The Club Sports Staff will email the University’s sponsorship form to the club once a sponsorship request is received on imleagues. This form will not be approved until the University officially approves the sponsorship request form. 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 sponsor requires a company logo use on a jersey, uniform, or apparel item, the sponsor must complete the University’s approved vendor process. The approved vendor process requires the sponsor to complete the University’s licensing agreement. 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. The proof of the uniform, jersey, or apparel will need to be submitted directly to the Club Sports Staff. The proof will need to include the sponsor logo, vendor name, and quantity number. The Club Sports Staff will then submit to the Department’s Marketing Coordinator to receive official approval for use by the Designs & Approvals Department. As part of this process, the Designs & Approvals Department will confirm if the sponsor completed the approved vendor process and if officially licensed with the University for use. Once the design is fully approved, if the club would like to sell these items and they include a KSU
logo/name, the sponsor will incur a royalties fee from the University. If the item does not have any KSU related branding on it then no royalties fees will be issued.

**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 8: Travel

Note: A University travel ban is in effect for all KSU Club Sports travel for the start of the 2020-2021 academic year until further notice. The travel ban has been extended from spring, 2020 due to the implication of COVID-19. Additionally, the University has implemented a “limited visitors to campus” policy for the fall semester until further notice. As a result, all club sports are prohibited to travel, host, and compete under the name of Kennesaw State University until notified otherwise. The information listed in this section of the manual will not be in effect during the imposed restrictions. Once the restrictions are lifted, the information listed below will resume application for all Club Sports to abide by in accordance to the most version of the manual.

General Information

During club travel, all club representatives 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: https://policy.kennesaw.edu/StudentCodeofConduct is to be adhered to at all times. Any club representative that violates the behavioral guidelines or Code of Conduct is subject to face disciplinary sanctions. Disciplinary sanction may include, but not limited to 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 participant 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 transportation information. Once the club submits the travel form, the Club Sports Staff with provide an approval or denial. Once approved, the club is to submit a travel roster and vehicle breakdown via email to clubsports@kennesaw.edu the Wednesday before a weekend trip departure or two business days before non-weekend travel. The travel roster should include the full names of each anticipating participating member expecting to travel for the competition. Additionally, the club is to collect any documented receipts during the trip electing to be reimbursed from its available supplemental funding. The club is to email clubsports@kennesaw.edu the week following the trip to schedule a reimbursement meeting to submit 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 expenses will be covered by the club out of pocket from its off-campus account and not seeking reimbursement.
Alcohol/Illegal Substances/Tobacco

Possession and/or consumption of alcohol, illegal substances, and/or tobacco is strictly prohibited at any time as part of club sports travel. Additionally, the Club Sport Program requires coaches to refrain from possession and consumption of alcohol, illegal substances, and tobacco with club representatives at any time as part of club sports travel. This is in accordance with the Club Sports behavioral guidelines and Kennesaw State University Code of Conduct: https://policy.kennesaw.edu/StudentCodeofConduct.

Note: Alcohol, illegal substances, and/or tobacco incidents reported to the Club Sports Staff will be thoroughly reviewed and 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).

Lodging

- Lodging requests are to be included as part of the travel form submission on 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 Lucid Travel 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.
  - Hotels must have internal hallways. Listed hotel options with external hallways will not be approved.
- 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. Incidental 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 possession and consumption of alcohol, tobacco, and illegal substances is strictly prohibited 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, no alcohol, tobacco, and/or illegal substances 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/not seeking reimbursement.
- Cabin, campground, and/or rental 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.
- Clubs are ineligible to serve as a signing authority for contracts. Therefore, clubs are strictly prohibited to signing a contract issued by the hotel, cabin, and/or rental company in order to confirm a lodging reservation.
- Any payment submitted in relation to the contract is subject to be loss without proper approval for the request.
- In the event, a club is presented with a contract to sign, the club is to submit it to the Club Sports Staff for review.
- The Club Sports Staff will present the contract to the University’s Legal Department for an official determination. The University Legal Department acts as the sole signature authority for contracts on behalf of University business.
- The University’s Legal Department will review the contract in full and provide details on how to proceed. If the contract signature request is denied, the club will be required to proceed with another hotel option for booking.
- Clubs are approved to click “I agree” on Hotels.com because it is a pre-approved vetted website by the University. However, any third party sites off of Hotels.com would not be pre-approved if a contract or “I agree” clause is presented to the club requesting for signature.

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. 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’s 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 a club member is driving only themselves to a competition, then a packet is not needed.

Each club approved to travel is to submit a travel roster and vehicle breakdown via email to clubsports@kennesaw.edu the Wednesday before a weekend trip departure or two business days before non-weekend travel. The vehicle list is to include drivers’ full names per each vehicle listed. The Club Sports Staff will confirm which listed drivers will need a confirmed driver’s packet on file. The driver’s 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 the Office of 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 mileage for reimbursement. The club would need to have available supplemental funding and schedule a reimbursement meeting the week following the trip. For the reimbursement meeting, the club will need to indicate the number of vehicles seeking gas mileage reimbursement, submit a google map printout confirming the roundtrip mileage, and provide a corresponding tournament notice. The reimbursement will be based off the total miles cited on the google map printout indicating roundtrip travel from KSU to the event destination per vehicle requested for the reimbursement. The reimbursement mileage rate is $0.17 per mile. 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, each club sport is strongly encouraged to have at least two defensive driving certified drivers on file that is approved 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 by the Club Sports Program. Additionally, free classes are offered through the Office of Safety and Risk Management on campus. Please contact clubsports@kennesaw.edu for more information about the current availability for defensive driving class offerings.

The driver must also complete and submit a driver’s 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 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.

The expense for Enterprise vehicle use is directly billed from Enterprise to the Club Sports Office via emailed invoice. The Club Sports Staff will confirm prior to the trip if the club has available supplemental funding to cover the expense. In the event, the club does not available supplemental funding to cover the expense, the club is required to issue a check from its off-campus account to the Club Sports Staff to account for direct payment of the rental use. 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 would need to have available supplemental funding and schedule a reimbursement meeting the week following the trip. For the reimbursement meeting, the club will need to submit rental vehicle gas receipts and a corresponding 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 made out as University check addressed to the club and not the individual driver.

### Club Sports Transportation Expectations

- The driver and passengers are required 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.
- 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.
- 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.

- 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.
- Use headlights at all times.
- 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.
- 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.
- The driver must avoid operating in reverse whenever possible to prevent accidents that happen most frequently when vehicles back up.
- The driver must not drive the vehicle "off road" unless it is equipped and authorized for that use.
- 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.
- The use of radar detectors is prohibited.
- Alcohol, tobacco, and/or illegal substances are prohibited.
- 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 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).
Chapter 9: Equipment Usage

Note: A University travel ban is in effect for all KSU Club Sports travel for the start of the 2020-2021 academic year until further notice. The travel ban has been extended from spring, 2020 due to the implication of COVID-19. Additionally, the University has implemented a "limited visitors to campus" policy for the fall semester until further notice. As a result, all club sports are prohibited to travel, host, and compete under the name of Kennesaw State University until notified otherwise. The information listed in this section of the manual will not be in effect during the imposed restrictions. Once the restrictions are lifted, the information listed below will resume application for all Club Sports to abide by in accordance to the most version of the manual.

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 receive 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 for a hosted event, this is to be noted in completion of the event-space request form and communicated via email to clubsports@kennesaw.edu. A pre-planning meeting with the Club Sports Staff will 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

Effective Fall, 2020, each club will list out all inventory items currently in use as part of the annual team packet. Clubs will designate the equipment items that were purchased through the club’s off-campus funding. Along with designating the equipment items that were purchased utilizing University Supplemental funding.

Items that were purchased via off-campus funding are considered funded solely by the club membership at the time of the purchase. These purchased items are to be monitored, maintained, and stored by the club’s leadership. These purchased items are able to be thrown away, donated, and/or sold. However, these items are to be listed on the club’s inventory list submitted to the Club Sports Staff at the beginning of the academic year to document the full list of equipment items.
Items that were purchased by University’s supplemental funding also referred to as club funding are considered University property. These purchased items include but not limited to, items that were directly purchased by the Club Sports Staff via purchasing card, items bought by club but then submitted as a reimbursement to the Club Sports Staff, and/or items bought by the club but then submitted as a partial reimbursement to the Club Sports Staff. These items will require a check-in and check-out process and mandated to be stored in a Club Sports approved storage space (e.g. Nest Locker). These items are unable to be thrown away, donated, or sold. For clubs that elect to use University funding for uniforms, they are to be made non-personalized. If the club elects to no longer use the University funded purchased items, then it is to submitted to the Club Sports Staff who will submit it to the University Surplus Department.

As part of the check-out process, the Club Sports Staff will send each club a check-out sheet confirming the University funded items listed on the team packet. The club will designate an officer to confirm the list of items to be checked out for the academic year and will be the club representative who signs the check-out sheet. The check-out process is eligible to begin with within five business days before first day of classes for the fall semester. These list of equipment items must be verified and signed out as part of the equipment check-out sheet before approved for use in any club activity.

As part of the check-in process, University purchased equipment items 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 all equipment items listed on the check-out sheet directly to the Club Sports Staff via a scheduled appointment. If the club has damaged or lost the equipment items at the time of check-in, the club will be responsible for providing the associated fee to the Club Sports Staff. The associated replacement fee will be determined by the listed price cited on the check-out sheet.

For clubs that have lost/damaged uniforms, a $5 dollar fee will be added to each lost/damaged uniform based off the listed price per item. This is because an individual replacement cost is higher standard rate than a bulk expense at which the uniforms were originally purchased. The club’s lost/damaged payment check will need to come from the club’s off-campus account and be made out to KSU Sports & Recreation. The club is to provide the lost or damaged fee payment before resuming activity for the ensuing semester. If the club fails to pay the associated fee, the club will be suspended from activity until the check payment is made. Additionally, clubs are prohibited to request a new design to circumvent Club Sports program procedures such as lost inventory. This applies to clubs electing to use their off-campus account for funding the uniform request.
Chapter 10: Facilities

Note: A University travel ban is in effect for all KSU Club Sports travel for the start of the 2020-2021 academic year until further notice. The travel ban has been extended from spring, 2020 due to the implication of COVID-19. Additionally, the University has implemented a "limited visitors to campus" policy for the fall semester until further notice. As a result, all club sports are prohibited to travel, host, and compete under the name of Kennesaw State University until notified otherwise. The information listed in this section of the manual will not be in effect during the imposed restrictions. Once the restrictions are lifted, the information listed below will resume application for all Club Sports to abide by in accordance to the most version of the manual.

Requests

A club requesting to host a competition, meeting, tabling, and/or fundraising event must submit the event-space request form on www.imleagues.com. Club practice requests are confirmed via the team packet. All campus 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 utilized to resolve the request conflict. Clubs are prohibited from dropping in spaces for club activity that is not requested and properly reserved. The event-space request form is also required for clubs serving as the host for off-campus competitions. Clubs are prohibited from entering into agreements without prior approval and may not promote a hosted event before written approval is received through the event-space request form on www.imleagues.com. Clubs have no authority and are prohibited from signing contracts of any type. Contracts must be submitted to Club Sports for approval and signature by staff administrators. All questions should be submitted to clubsports@kennesaw.edu for immediate assistance.

For campus spaces, (i.e. Campus Green), the event-space request form is to be submitted at least 10 business days in advance of the event. Once received, the Club Sports Staff directly books the request with the University Reservations Offices. Club are prohibited to going directly to the Reservations Office to place the request.

For meeting space reservations, the event-space 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 competitions, if the club is planning to host an event with no registration fee or a competition with less than 5 teams, this is defined as a small-scale event. If the club planning to host a defined small-scale event, the event-space form is to be submitted at least 15 business days in advance and no pre-planning meeting is required. A large-scale hosted competition event is one defined as requiring a registration fee and/or having 5 or more teams. If the club is planning to host a defined large-scale event, the club will need to submit the event-space request at least 30 days in advance and a pre-planning meeting is required with the Club Sports Staff. If the club is planning to host a defined larger-scale event and it includes additional components, the club will need to submit the event-space request at least 90 days in advance and pre-planning meeting is required. These additional components can include but not limited to multiple divisions, vendor/sponsor request, and/or off-campus facility agreement.

For practices, the reservations will be scheduled on a semesterly basis. Clubs will submit the practice requests via team packet during the summer semester for the club’s practice schedule for that upcoming academic year, and confirm continuation for the spring semester in November. A club will not be granted practice times until completing the team packet and activation meeting process. Each club’s practice requests will be recognized for two guaranteed practice time slots. The practice times slots will be scheduled on two-hour blocks. Clubs are eligible to request practices at Nest, Perch, SRAC, and/or Marietta Campus.

Note: Effective for the fall, 2020 semester until further notice, clubs are approved to hold practices in accordance with Club Sports protocols, social distancing guidelines, and provided all team members practice self-monitoring. Clubs may be required to alter practice arrangements, such as but not limited to, number of team members present at...
practice, refrain from certain skills/drills or contact, or other safety and health measures. Practice schedules may be altered, reduced, or otherwise modified to accommodate mitigation efforts and allotted times for accommodating as many club practices as safely possible. Clubs found to be non-compliant with the practice arrangements set during their activation meetings, may receive sanctions, including, suspended practices.

If a club does not have a designated campus space for their activity (e.g. Equestrian: horse stable, Golf: golf course, Ice Hockey: ice rink, etc.) then club is subject to be approved for an off-campus practice. In order to be approved for an off-campus space, the club will need to confirm the off-campus practice location, days, & times as part of the activation meeting. Additionally, clubs practicing off-campus are to provide the facility contract/agreement on an annual basis for review and approval. A club is strictly prohibited to signing any form of agreement or contract. If the club’s off-campus facility does not have a formal contract/agreement, then the club will need to have the facility draft up the terms via email correspondence for annual approval. Clubs are eligible to use supplemental funding for off-campus facility fees, however, the supplemental funding will only be used as available. Therefore, an off-campus facility fee will not be covered if the club does not have available supplemental funding for the expense. Clubs will need to manage funding accordingly to account for off-campus facility expenses in the budget.

On-campus practices and competitions are a program precedent of all clubs whose activity can be hosted in a campus space. Campus practices and competitions are intended to make the club as accessible to interested students as possible. Clubs are prohibited to seek alternate arrangements, including use of off campus locations for hosting competitions and practices, to circumvent Club Sports and University protocols. Exceptions for hosting off-campus competitions will be reviewed on a case by case basis given the circumstance (i.e. space conflict, space restriction, unplayable space conditions).

**Note:** Failure to comply with the space request process is subject to disciplinary sanctions.

**Scheduling**

During hosted competitions, all club representatives 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: [https://policy.kennesaw.edu/StudentCodeofConduct](https://policy.kennesaw.edu/StudentCodeofConduct) is to be adhered to at all times. Any club representative that violates the behavioral guidelines or Code of Conduct is subject to face disciplinary sanctions. Disciplinary sanction may include, but not limited to 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).

Clubs are eligible to begin to host 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 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.

Clubs should notify the Club Sports Staff immediately if a change in plans occurs to the hosted event. This may include but not limited to time change, competition format change, location change (if off-campus), and/or team forfeiture. Clubs are prohibited to cancelling a hosted event reservation without providing pre-approval notice to the Club Sports Staff. Additionally, Club Sports Staff reserves the right to delay, postpone, and cancel events due to weather, unplayable space conditions, and/or other unforeseen circumstances. If the club submits a cancellation notice to the Club Sports Staff within 48 hours other than inclement weather, the club will be subject to payment of the facility invoice and Athletic Trainer if applicable. The Club Sports Staff will review payment obligation for the club on a case-by-case basis.

**Note:** Club Sports Staff have the right of refusal for hosted competition if it is in the best interest of participant safety.

All hosted competitions must be documented by an approved event-space request form on www.imleagues.com. Once approved, the club is to submit a home roster which should include the full names of each anticipating participating

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member for the hosted competition via email to clubsports@kennesaw.edu. The home roster is to be submitted the Wednesday before a weekend competition or two business days before non-weekend competition.

Additionally, the Club Sports Staff will send the hosting club the approved visiting team waiver to have completed by each visiting team member. It is the club’s responsibility to ensure each visiting team member completes the waiver and collects the form following completion. It is strongly recommended the club send out the waiver in advance as part of competition announcement/correspondence to the visiting team(s). The visiting team can then complete the waiver in advance and submit on-site. It is the club’s responsibility to contact the Club Sports Staff in advance via email at clubsports@kennesaw.edu to request copies of the waiver on-site. The Club Sports Staff will not provide the visiting team waiver on-site unless properly requested by the hosting club. At the end of the event, the club is to collect all waivers and submit to the Club Sports Staff at the Owl’s Nest the next business day. Clubs are prohibited of leaving the waivers on-site, unattended, expecting the Club Sports Staff to pick-up on behalf of the hosting club.

A scheduling block will be utilized to hold anticipated reservations for clubs to schedule home competitions 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-6pm. 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 outlined scheduling block times will be approved via a quote and invoice form agreeing to an added staffing cost. 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 also be applied if the size of the event requires more staff to fully accommodate it. Additionally, the event reservation will include a one-hour set-up time before the event and one-hour clean-up time following the event. If the club would like to request additional time before and/or following the event this is to be included in the event-space form on www.imleagues.com. The added time request to the reservation will be granted based off availability of staff and agreement by the club to pay an added staffing fee cost to account for additional reservation time.

The facility hosting 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 hosting at the SRAC facility must complete the full event which includes the set-up and clean-up within the listed scheduling block. If the club is requesting event times outside of the scheduling block, it will be confirmed by the Club Sports Staff in review of the event-space form on www.imleagues.com. The added time request outside the scheduling block will include an added staffing fee cost which will be granted as part of the quote & invoice form approved prior to the event.

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. Clubs have up until 3 business days following the event to make payment. 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 following the event.

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 be required to fully complete their event before the 3-hour window of the KSU Football reservation.
The scheduling block for club practices will be Monday-Thursday, 6-10pm. Additionally, spaces at the Nest and SRAC facilities will be available for scheduling practice reservations on Fridays. This is recommended for clubs seeking additional practice reservations in addition to the two guaranteed times. 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 on a semester basis. The club will receive its fall practice schedule following the club’s completed team packet-activation meeting process and confirm continuation of practice times for the spring semester in November. The club’s spring semester practices are subject to change due to the annual cold weather closure of the Perch facility that occurs during the months of January and February. Deviations will be made to the spring club practice schedule to accommodate practices at the available spaces during the closure along with guaranteeing each club remains with two practice times.

**Note:** Effective for the fall, 2020 semester until further notice, clubs are approved to hold practices in accordance with Club Sports protocols, social distancing guidelines, and provided all team members practice self-monitoring. Clubs may be required to alter practice arrangements, such as but not limited to, number of team members present at practice, refrain from certain skills/drills or contact, or other safety and health measures. Practice schedules may be altered, reduced, or otherwise modified to accommodate mitigation efforts and allotted times for accommodating as many club practices as safely possible. Clubs found to be non-compliant with the practice arrangements set during their activation meetings, may receive sanctions, including, suspended practices.

Once the club receives its confirmed practice times for a given semester, the schedule is final. Clubs are able to request revisions to their finalized semester schedule via email at clubsports@kennesaw.edu. The Club Sports Staff will review the club’s revision request on case by case basis. Clubs are prohibited to contact other clubs, departments and/or personnel other than the Club Sports Staff concerning the club’s semester practice schedule to arrange alternate accommodations. If clubs experience issues on-site with the practice reservation, the club is to contact clubsports@kennesaw.edu the next business day for the information to be reviewed further. Clubs are to be respectful to other clubs, departments, and/or staff when on-site for the scheduled practice reservation.

**Note:** Failure to comply with the space scheduling procedures is subject to disciplinary sanctions.

**Facility Access**

Participants and coach-volunteers for all club practices and competitions on campus are required to have approved access. 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.

For participant access, all club members are to use their KSU ID for entry to campus practices and competitions. If the participant does not have a KSU ID when attempting access, then a Government issued ID will be accepted for entry. Additionally, club members will need to be properly registered through the player packet process on www.imleagues.com to receive the club athlete membership tied to their KSU ID. Club participants are prohibited to attending practice if they do not have any form of ID and the club athlete membership associated with the KSU ID credentials. Club participants who have pending approval with the player packet process are not considered officially registered to participate in club activity. Club participants are to contact the Club Sports Staff via email at clubsports@kennesaw.edu if questions about their individual eligibly and access.

**Note:** Clubs that practice and host competitions off-campus are responsible for ensuring all participants are fully approved through the player packet process on www.imleagues.com before participating in club activity.

Club participants are strictly prohibited to gain unauthorized access to a campus facility for competitions and practices. This includes, but not limited to passing back an ID to another participant, using another participant’s ID, and/or bypassing approved entry points. If a club participant is found to gain unauthorized access the participant will be contacted by the Club Sports Staff with a notice of the unauthorized access incident details. The participant will then be required to
meet with the Club Sports Staff by a specified deadline. Additionally, the participant’s KSU ID will be suspended until completing the meeting requirement. If the participant incurs a second offense for facility access, the participant will receive a two-week suspension of all Department facilities. If the participant incurs a third offense, the participant will receive an indefinite suspension and a referral to Student Conduct Academic Integrity (SCAI).

All clubs are responsible for ensuring each person who attends scheduled practice and competition is properly approved for access. A club can seek approval of visitors to gain facility access for club recruitment purposes. A club requesting visitor access will need to email the Club Sports Staff at clubsports@kennesaw.edu at least one business day in advance of the scheduled reservation for pre-approval. Visitors are not approved for participation in activities and/or providing coaching to participants. Clubs are prohibited to providing non-approved visitors facility access. Spectators for hosted competitions are not considered visitors, no pre-approval access is needed for attending hosted competitions. Spectators attending hosted competitions at the SRAC are strongly encouraged to have a Government issued ID for entry to avoid paying for a visitor’s pass. Spectators attending hosted competitions are prohibited to exercise and/or work-out in a facility space while attending the competition.

**Note:** Failure to comply with the facility access procedures 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.
- Alcohol, tobacco, and/or illegal substances 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.
- The reserved facility space must be returned to the condition 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. If the club participant does not have a KSU ID, then the club participant will need to have a Government issued ID for access.
- 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 for confirmed access.
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.
- Alcohol, tobacco, and/or illegal substances 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 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. If the club participant does not have a KSU ID, then the club participant will need to have a Government issued ID for access.
- 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.

Note: Failure to comply with facility procedures is subject to disciplinary sanctions.
Chapter 11: Program Safety & Risk Management

Note: Effective for the fall, 2020 semester until further notice, clubs are approved to hold practices in accordance with Club Sports protocols, social distancing guidelines, and provided all team members practice self-monitoring. Clubs may be required to alter practice arrangements, such as but not limited to, number of team members present at practice, refrain from certain skills/drills or contact, or other safety and health measures. Practice schedules may be altered, reduced, or otherwise modified to accommodate mitigation efforts and allotted times for accommodating as many club practices as safely possible. Clubs found to be non-compliant with the practice arrangements set during their activation meetings, may receive sanctions, including, suspended practices

- **Player Packet**: All participants must complete the Player Packet form which is a registration waiver on www.imleagues.com. Once the participant has a created login for the www.imleagues.com website, the participant will complete the Player Packer 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.

- **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.

- **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.

- **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 on www.imleagues.com under the my forms section and is linked here: Accident Report.

- **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.

- **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.

- **Medical Kits**: All clubs will be required to check out an orange medical kit with first aid supplies at the beginning of the fall semester. The club’s designated Safety Officer will be the representative of the club who signs the check-out sheet and picks up the bag on behalf of the club. The bag must be checked out at the beginning of each semester, before the club can officially begin activity. When the club practices or competes, the club is to have the medical kit present on site. Failure to do so is subject to disciplinary sanctions. The club is responsible for ensuring the kit is fully stocked throughout the season. If needing additional supplies, the club will need to submit an email request outlining specific items to be restocked. An appointment will be scheduled for the club to pick-up the items to add to the bag. If the club damages the medical kit, there will be a $50 replacement fee issued to the club. If the club loses the medical kit, there will be a $100 replacement fee issued to the club. The club’s
Safety Officer will be on file as the designated signee for the check-out form. However, the club as a whole will be responsible for the associated fees if the bag is lost or damaged. The club is required to check the medical kit back in at the end of each semester. If the club has damaged or lost the bag at the time of check-in, the club will be responsible for providing the associated fee to the Club Sports Staff. The check will need to come from the club’s off-campus account and be made out to KSU Sports & Recreation. The club is to provide the lost or damaged fee payment before resuming activity for the ensuing semester. If the club fails to pay the associated fee, the club will be suspended from activity until the check payment is made. At the start of a semester, the club will re-check out the bag. If the club’s designated Safety Officer has graduated or left the club, the club is to appoint a new Safety Officer to sign the check-out the form on behalf of the club for that semester.

- **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.

- **Tornado Tracking & Plan:** The club’s Safety Officer will need to download the weather.com application to their smartphone. 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.

- **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.

**Note:** Safety Officers will be required to assist with monitoring club practices to uphold social distancing requirements due to the implications of COVID-19.

**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

*Note:* A University travel ban is in effect for all KSU Club Sports travel for the start of the 2020-2021 academic year until further notice. The travel ban has been extended from spring, 2020 due to the implication of COVID-19. Additionally, the University has implemented a “limited visitors to campus” policy for the fall semester until further notice. As a result, all club sports are prohibited to travel, host, and compete under the name of Kennesaw State University until notified otherwise. The information listed in this section of the manual will not be in effect during the imposed restrictions. Once the restrictions are lifted, the information listed below will resume application for all Club Sports to abide by in accordance to the most version of the manual.

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>Disc Golf</td>
<td>Tennis</td>
</tr>
<tr>
<td>Fencing</td>
<td></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.
- In the event a contracted Athletic Trainer is needed for coverage, The Competitive Sports Athletic Training Staff will directly arrange the coverage. Once the contracted Athletic Trainer is scheduled, the club will receive an official confirmation notice needing to reply “YES” for the coverage to be fully confirmed.
- As part of the confirmation notice the club will receive with a scheduled contracted Athletic Trainer, the club will be notified of the total amount to pay.
- Once the Athletic Training confirmation is sent out confirming a contracted Athletic Trainer with the outlined payment amount for coverage, the arrangement is final. The club is to be prepared to pay the contracted Athletic Trainer on site with cash or check.
- Clubs are prohibited to negotiate payments on-site with contracted Athletic Trainers. This includes but not limited to arranging payment plans with the Athletic Trainers, postponing the payment to a later date, and/or attempting to pay the contracted Athletic Trainer a different amount.
- Clubs are able to secure their own Athletic Training coverage for a hosted event. This includes for both clubs that require or don’t require coverage for hosted events. For clubs that require coverage, those clubs will need to communicate via email to clubsports@kennesaw.edu in advance of receiving the Athletic Training coverage confirmation notice. In order for a club to secure its own Athletic Training coverage, the club will need to submit to the Club Sports Staff the name and contact information of the Athletic Trainer, a copy of an active...
certification, and proof of insurance. The club will need to submit the requirements at least three business days in advance of the competition to confirm approval.

- Clubs are able to receive 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.

*Note:* Clubs failing to comply with the Athletic Training coverage procedures will be subject to disciplinary sanctions.
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.

- Submit a proof request to Club Sports Staff via clubsports@kennesaw.edu.
- All proof requests are to include:
  - Mock-up of the artwork to be used
  - Name of the requested vendor
  - Anticipated quantity for the request
  - Purpose of product
- The proof request is subject to be denied if the listed vendor is not on the University’s vendor approval list. The official list can be found here: Approved Vendor List
- If the club’s proof request is denied due to requesting a vendor not on University’s approval list, then the club will need to find a vendor from the list to use for the request. The other option is to have the requested vendor not on the list complete the University’s licensing process. Additional information can be found here: University Licensing Information
- A club’s proof request will be forwarded from the Club Sports Staff to the University’s Design Approval Department. The Design Approval Department will confirm the design is in accordance with the University most updated marks, fonts, and colors. The full artwork guidelines can be found here: KSU StyleGuide
- A club can email the Club Sport Staff if electing to use a specific logo for their proof request. The Club Sports Staff will then send a copy of the specified logo to the club in multiple formats and colors.
- The KSU style guidelines are subject to change each academic year. Therefore, a club is to submit a proof request to the Club Sports Staff each time electing to place an order using KSU logo, name, and/or trademarks. This includes but is not limited to a re-order of previously approved design.
- For uniforms, clubs are prohibited to request a new design to circumvent Club Sports program procedures such as lost inventory. This applies to clubs electing to use their off-campus account for funding the uniform request.
- All questions and/or inquiries regarding the club’s proof request are to be directed to the Club Sports Staff. Clubs are prohibited to reaching out to the University Marketing Department directly to discuss their individual proof request information.
- Once the design is approved, the Club Sports Staff will send the requesting club an official approval notice confirming the step is completed and able to move forward with the vendor in the process.
- Clubs are prohibited from processing any order with a vendor containing a logo without an official approval notice.

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.
KSU's Official Colors
The official Kennesaw State University primary colors are Gold, Black and Gray, and White.

Primary
Our signature primary colors represent Kennesaw State University at the highest level and should be used consistently in all communications.

- **HOOTY HOO GOLD**
  - PANTONE 123C
  - CMYK: 0, 24, 92, 0
  - RGB: 255, 198, 41
  - HEX: #FFC629

- **LEGACY BLACK**
  - PANTONE BLACK C
  - CMYK: 63, 62, 59, 94
  - RGB: 45, 41, 38
  - HEX: #2D2926

- **SLAP ROCK GRAY**
  - PANTONE 421C
  - CMYK: 13, 8, 11, 26
  - RGB: 178, 180, 178
  - HEX: #B2B4B2

- **BACHELOR'S WHITE**
  - PANTONE WHITE C
  - CMYK: 0, 0, 0, 0
  - RGB: 255, 255, 255
  - HEX: #FFFFFF

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.

- **Marietta Blue**
  - CMYK: 93, 78, 0, 0
  - RGB: 48, 58, 178
  - HEX: #3033B2

- **Georgia Sky**
  - CMYK: 92, 24, 0, 0
  - RGB: 0, 144, 218
  - HEX: #0090DA

- **Campus Green**
  - CMYK: 77, 0, 100, 0
  - RGB: 67, 176, 42
  - HEX: #43B02A

Vibrant Warm Colors

- **Phantom Purple**
  - CMYK: 73, 100, 0, 0
  - RGB: 112, 47, 138
  - HEX: #402F8A

- **Leaning Man**
  - CMYK: 0, 68, 76, 0
  - RGB: 244, 99, 58
  - HEX: #F4633A

Legacy

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

- **Honors Blue**
  - CMYK: 100, 30, 19, 76
  - RGB: 0, 62, 81
  - HEX: #003E51

- **Parliament Blue**
  - CMYK: 92, 44, 13, 22
  - RGB: 26, 101, 143
  - HEX: #1A658F

- **Jolley Lilac**
  - CMYK: 61, 64, 3, 0
  - RGB: 117, 102, 160
  - HEX: #7566A0

- **Talon Bronze**
  - CMYK: 6, 35, 99, 18
  - RGB: 198, 146, 20
  - HEX: #C69214

Neutral

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

- **Horned Owl**
  - CMYK: 7, 14, 20, 22
  - RGB: 183, 169, 154
  - HEX: #B7A99A

- **Chastain Blue**
  - CMYK: 18, 0, 5, 0
  - RGB: 187, 221, 230
  - HEX: #BBDE6

- **Mountain Beige**
  - CMYK: 1, 2, 24, 0
  - RGB: 241, 230, 178
  - HEX: #F1E6B2
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.

**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.

*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

- Montserrat Thin
- Montserrat Thin italic
- Montserrat Extra Light
- Montserrat Extra Light italic
- Montserrat Light
- Montserrat Light italic
- Montserrat Regular
- Montserrat italic
- Montserrat Medium
- Montserrat Medium italic
- Montserrat Semi Bold
- Montserrat Semi Bold italic
- Montserrat Bold
- Montserrat Bold italic
- Montserrat Extra Bold
- Montserrat Extra Bold italic
- Montserrat Black
- Montserrat Black italic

### Secondary Typeface

- Source Serif Pro Extra Light
- Source Serif Pro Extra Light italic
- Source Serif Pro Light
- Source Serif Pro Light italic
- Source Serif Pro Regular
- Source Serif Pro italic
- Source Serif Pro Semi Bold
- Source Serif Pro Semi Bold italic
- Source Serif Pro Bold
- Source Serif Pro Bold italic
- Source Serif Pro Black
- Source Serif Pro Black italic

ALDO THE APACHE

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# Official Accepted Logos

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<tr>
<td>Full Color, White Words</td>
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<td><img src="image3" alt="Two Color Logo" /></td>
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<td>Black (One Color)</td>
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<tr>
<td>White (One Color)</td>
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</tbody>
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School Spirit Marks

![Kennesaw State logos](image-url)
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 Notes

- “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

Clubs are eligible to promote themselves individually 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 clubs 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
  o Send noteworthy club accomplishment via email clubsports@kennesaw.edu
  o 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
  o Submit an event-space request on 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
  o Each club is to complete one individual recruitment event/activity during the academic year to meet the minimum compliance point requirement for the Recruitment/Retention category.
    ▪ This in addition to the required 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.
    ▪ Clubs are also strongly encouraged to email a picture and caption description of team bonding activities which are credited for points as part of the Recruitment/Retention category.

• Local High School Recruitment
  o 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 is to 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 or give the impression of the possession or consumption of alcohol, tobacco, and/or illegal substances.
• 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.
- Clubs are encouraged to tag @ksusportsrec in their posts and use #ksusportsrec and #owlsinmotion.

Note: A club is to send their social media account name information to the Club Sports Staff to have on file as active in use.

**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: https://policy.kennesaw.edu/StudentCodeofConduct

The disciplinary process is as follows:

- A written request to meet will be sent via email.
- 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.
- A written follow-up will be sent to all parties involved with subsequent disciplinary actions.
- If requirements are not met, additional sanctions may be imposed, including removal from Club Sport program.

**Alcohol, Illegal Substances, and Tobacco**

Possession and/or consumption of alcohol, illegal substances, and/or tobacco is strictly prohibited at any time as part of all club sports activity. Additionally, the Club Sport Program requires coaches to refrain from possession and consumption of alcohol, illegal substances, and tobacco with club representatives at any time as part of club sports activity. This is in accordance with the Club Sports behavioral guidelines and Kennesaw State University Code of Conduct: https://policy.kennesaw.edu/StudentCodeofConduct. Alcohol, illegal substances, and/or tobacco incidents reported to the Club Sports Staff will be thoroughly reviewed and 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).

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

**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.

**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.
Any hazing incident reported to the Club Sports Staff will be thoroughly reviewed and 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).

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

**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

**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/sexualmisconduct
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.

For more information concerning the KSU Non-Discrimination policy, please contact the Office of Institutional Equity found here: https://equity.kennesaw.edu/index.php

Service Animals

Service animals are permitted at all Club Sport functions (including club travel). Service animals 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 animals 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 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/serviceanimals

Behavioral Guidelines

Club members and coaches shall NOT:

• Possess or consume alcohol, illegal substances, and/or tobacco at any club sports activity. This includes but not limited to practices, competitions, travel, fundraisers, club affiliated events, and/or at public establishments while wearing club apparel.
• Post pictures or videos that show or give the impression of the possession or consumption of alcohol, tobacco, and/or illegal substances.
• Use club funds to purchase alcohol or tobacco even if all club members are above the legal age.
• Violate any federal, state or University laws.
• 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.
• 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 manual 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.

Appeals

A club or individual club member has the right to appeal a disciplinary sanction, program procedure in question and/or denied program request. A club and/or participant has one week from when the notice is issued to submit a formal appeal. Listed below is the bulleted outlined procedure for the club appeal process:

- A club and/or participant will be notified via email from the Club Sports Staff of an incurred violation and/or denied request.
- If the club and/or participant elects to appeal that decision issued by the Club Sports Staff, they must issued 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 and/or participant is encouraged to attach supporting documents for the club’s appeal.

• Once the appeal notice is received, the Associate Director of Competitive Sports will review the appeal notice.
  o If applicable, the Associate Director of Competitive Sports will schedule a meeting with the club and/or participant to discuss the appeal further.
  o If not applicable, the Associate Director of Competitive Sports will follow up with the club and/or participant via email on the determination of the appeal.

• The club and/or participant will receive a notice from Associate Director of Competitive Sports concerning the appeal.
  o If the appeal is denied, then the outcome issued by the Club Sports Staff will be upheld.
  o If the appeal is accepted, then the outcome issued by Club Sports Staff will be reversed with a provided alternate outcome.

• Once the outcome notice is issued by the Associate Director of Competitive Sports, the club and/or participant has 48 hours from when the notice is issued to submit a final formal appeal.
  o It must be a written appeal notice issued to clubsports@kennesaw.edu.
  o Once received, the Director of Competitive Sports will review the club and/or participant’s appeal notice.
  o If applicable, the Director of Competitive Sports will schedule a meeting with the club and/or participant to discuss the appeal further.
  o If not applicable, the Director of Competitive Sports will follow up with the club and/or participant via email on the determination of the appeal.
  o The Director of Competitive Sports will either deny or accept the appeal.

• The club and/or participant will receive a final notice from the Director of Competitive Sports.
  o Once received, all decisions are final and the club and/or participant will have exhausted the appeals process.

Note: An overturned appeal can provide a less severe and/or more severe outcome than originally issued sanction by the Club Sports Staff.
Appendix A: Sample Documents

MONDAY NOTES

Monday Notes Email Sample 1: Acceptable

Subject Line: Monday Notes-Basketweaving Club

Club Sports,

This week was a productive one to get organized for the year. We attended recruitment events at both the Marietta & Kennesaw campus. Our club interest meeting is 8/25. We are planning to attend our first competition on 9/12. We will be sure to complete the needed travel form for upcoming competition.

Thanks,

KSU Basketweaving Club

Monday Notes Email Sample 2: Acceptable

Subject Line: 8.20-8.26 Monday Notes: Cup Stacking Club

Club Sports,

This week we were able to accomplish a lot in terms of getting ready for the season. We 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 the league and have our practice time approved so once that’s done we will have a better idea for the rest of the season.

Thanks,

KSU Cup Stacking Club

Monday Notes Email Sample 1: Unacceptable

Subject Line: No Subject

Hey man,

No activities this week.

Thanks!

Monday Notes Email Sample 2: Unacceptable

Subject Line: No Subject

Hey this John with KSU Cup Stacking Club, I was told to email you for something called Monday Notes. We would like to host a tournament. What do we need to do? Also how do we fundraise? Is there any meetings coming up? Also my player packet is still pending, what do I need to do? Cool, thanks!
SAMPLE CLUB PARTICIPANT BEHAVIOR GUIDELINES

KSU CLUB XXXX
CLUB PARTICIPANT BEHAVIOR 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/Tobacco Consumption - The use of alcohol, drugs, and/or tobacco by any club member while involved in club-related practices, including but not limited to 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 club officer 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 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 Cup Stacking Club. Established in 2008, the organization is building a proud tradition of developing skills, as well as a desire to field competitive teams that will enjoy success locally and regionally. In the Club’s short existence, we have already managed to qualify for Regionals three times and Nationals once. Even more importantly, our 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 see our schedule by following our Twitter @KSUCS. As always, thank you for your support.

Respectfully yours,

John Smith

Make Checks Payable to:

KSU Cup Stacking Club

Return Envelope To:

KSU Cup Stacking Club

The Owls Nest
3220 Busbee Drive
Kennesaw, GA 30144
SAMPLE DONATION REQUEST LETTER (#2)

Dear Friends and Family,

The Kennesaw State Basketweaving Club 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.

Our club was established in 2018. This fall will surely be a huge success for the club, but also the entire university. We hope to be part of the South Atlantic conference 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 money for club equipment and road trips. Being a new club, players need to purchase proper equipment along with attempting to subsidize player and travel costs to let player 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 understand that current economic times are hard for many people. We are hoping that you understand that our involvement with the Kennesaw State Basketweaving Club 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 the fall! As always, the Owls thank you for your support.

MAKE CHECKS PAYABLE TO: KSU CLUB BASKETWEAVING

RETURN ENVELOPE TO: KSU CLUB BASKETWEAVING
Owl’s
3220 George Busbee Drive Kennesaw, GA 30144

YOU CAN ALSO EMAIL KSUBW@GMAIL.COM FOR ADDITIONAL INFORMATION.
To better serve the participants of the Club Sports Program it is necessary for a coach’s evaluation and survey to be completed by every member of each club at the end of the semester or competitive season. The Club Sports Program appreciates comments or suggestions you might have.

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

Club: _____________________  Coach’s Name: ________________________  Date: ____________

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

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Poor</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Ability to communicate effectively with players</td>
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<td>Technical knowledge of the sport</td>
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<td>Ability to teach skills</td>
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<td>Availability before, during, and after practices and competitions</td>
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<tr>
<td>Attendance at meetings, practices, competitions, and other club functions</td>
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<td>Professional demeanor at home and away competitions</td>
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<td>Organizational skills</td>
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<tr>
<td>Ability to serve as a positive role model and mentor for club Participants</td>
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<td>Ability to work well with other coaches and volunteers</td>
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<tr>
<td>Ability to gracefully accept feedback from club members and officers</td>
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<tr>
<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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</tbody>
</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:
Club By-laws Checklist

Has your club included the items listed below in the by-laws?

☐ Club Philosophy
  o Does the club identify its purpose?
  o Does the club outline a description of general activities that will take place?
  o Does the club utilize inclusive language to promote a welcoming environment for membership?

☐ Membership
  o Does the club outline that all currently enrolled, degree seeking students are eligible to join?
  o Does the club include the program academic requirements associated with joining?
  o Does the club clarify if there are league (National Governing Body) eligibility requirements (i.e. GPA, good standing, full-time)?
  o Does the club outline participation requirements associated with attending practices, meetings, and/or competitions?
  o Does the club outline if there are multiple competition teams within the club? Clubs are to refrain from using the word “try-out” as it implies there are cuts based off skill level.
  o Does the club outline how members receive equipment, uniforms, apparel, or any other related items as part of their membership?

☐ Dues
  o Does the club outline when dues are collected?
  o Does the club clarify if the dues are collected per semester or for the year?
  o Does the club outline the individual dues amount?
  o Does the club outline how the members will pay the dues and date to pay by?
  o Does the club identify a process if dues are not paid?
  o Does the club identify if refunds are issued for dues? Does the club clarify if it is a zero-refund policy or cited examples for potential refunds?
  o Does the club identify what the dues cover?
  o Does the club outline if there are additional fees for the members (i.e. individual membership to National Governing Body, USA Basketweaving)?
  o Does the outline what additional club operational expenses may be asked from members (i.e. competition travel expense, competition entry fees, equipment)?

☐ Codes of Conduct
  o Does the club include an anti-hazing statement?
  o Does the club include an anti-harassment statement?
  o Does the club include a discrimination clause?
  o Does the club include a sexual misconduct clause?
  o Does the club include a statement of prohibited use of alcohol/tobacco/drugs?
  o Does club outline additional team conduct rules for members to abide by?
  o Does the club outline a progressive penalty system for addressing individual member conduct?
  o Does club outline how members can communicate conduct issues within the club?
  o Does the club clarify how conduct will be addressed if it is concerning an officer?
Officer Roles
- Does the club provide descriptions of the required officer positions of President, Treasurer, and Safety Officer?
- Does the club identify other officers utilized for its operation management? Additional examples of this could be a Vice President, Secretary, Equipment Manager, and/or Social Chair. It is recommended to have at least four active officers identified and described roles.
- Does the club identify the meeting requirement and length of term for each listed officer?
- Does the club identify procedures for officers stepping down from their position?
- Does the club outline the procedures and requirements for officer removal?

Officer Elections
- Does the club identify how it will transition officers (i.e. vote, appointed)?
- Does the club outline when elections will be conducted (i.e. fall semester, spring semester)?
- Does the club outline how interested officers can apply to be nominated for voting?
- Does the club describe the eligibility requirements to run for an officer position?
- Does the club outline the platform in which the club will vote on the nominated officers (i.e. Groupme, in-person meeting)?
- Does the club identify what qualifies as a majority vote for the nominated officer to become elected?
- Does the club identify the minimum number of persons needed to validate the vote for election?
- Does the club clarify the requirements for an emergency vote or an appointment in an event an officer steps down or is removed?

Coaching
- Does the club identify if it has a coach role as part of its operation?
- Does the club describe the role of a coach?
- Does the club outline the program eligibility requirements for coaches (i.e. must be two years removed from participation, must complete coach-volunteer packet, etc)?
- Does the club identify the coach as a volunteer or with a payment? If a payment, does the club identify amount? Coaches that are paid will be from the club’s off-campus account and not from Club Sports.
- Does the club identify length of their coaching appointment?
- Does the club identify meeting or practice requirements for the coaches?
- Does the club outline what expenses coaches are subject to? (i.e. competition travel)
- Does the club clarify coaches are responsible for having its own insurance requirements?
- Does the club outline conduct expectations for coaches?
- Does the club outline procedures for a coach who steps down or is removed based off performance?
- Does the club outline procedures for a coach to be removed based off conduct?

Revisions
- Does the club outline any amended polices from the previous year’s by-laws?
- Does the club outline the vote requirement for amending previous stated by-laws?
- Does the club clarify when by-laws are reviewed for potential amendment?
- Does the club list the date of when the by-laws were last revised?

Dissolution
- Is there a description on the club’s plan if it dissolves and procedures for closing its off-campus account?
- Does the club include a statement of where the off-campus funds will be donated to? The approved options for donation are back to the Club Sports program or charity of the club’s choice.
Basket Weaving Club By-laws

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 I. Membership
An active member of the club is defined as a current, degree-seeking, fee-paying student who adheres to all rules set forth in the club’s constitution and bylaws. All registered members must complete the player packet for the year to participate in practices. Guests are not allowed at practice.

Article III, Section II. Participation
A qualified person becomes a member by paying their dues of __________ per 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 club.

Article III, Section III. Dues
Each member will pay the set amount of __________ per 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 an institutional GPA of 2.0 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: Equal Opportunity
Reflecting the expectations set forth by the Kennesaw State University Handbook, the club shall not discriminate membership on the basis of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, veteran status, socioeconomic status, or national origin.

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

- a) Hazing
- b) Harassment
- c) Sexual Misconduct

Article III, Section VII: Individual Member Conduct
If the club’s officers identifies conduct issues by another member or fellow officer, the process outlined in this section will be used for resolving the issue. This may include, but not limited to any action against another member or actions that are presented as negative image to the club. Additionally, the club’s officers may deem an action unfit for the club, that is not written in the bylaws, only if all officers minus one are in agreement, and shall report the action immediately to Club Sports staff.

Steps involved for bylaws infractions are:
The club’s officers will warn the accused member of the infraction.

Once a warning has been issued and another incident occurs, the member will meet with all officers to discuss the infraction.

If another incident occurs following the warning and meeting, the individual club member is subject to be removed from the club.

If one action is deemed significantly egregious by the club’s officer, the individual club member is subject to be removed based off the one offense. The club’s officers are to update the Club Sports Staff of the determination made by the club’s officer in relation to this individual club member.

**ARTICLE IV. OFFICER ROLES**

**Article IV, Section I. Election Process**
The election of officers shall be: President and Co-President(s). There shall be at the bare minimum be a Treasurer elected 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. Voting**
It is the responsibility of the club’s officers to ensure that there is at least one eligible candidate nominated for each officer position. 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.

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 club’s officers. 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 club’s officer 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.

Officers may be removed by 3/4 vote of regular membership or a 3/4 vote of the club’s officers.

**Article IV, Section III. Duties of Officers**
All officers are responsible for the activities and operations of the club. Officers shall attend all club officers 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 club’s officers may not vote special privileges to itself. Any member may ask to be on the agenda and present an issue to the club’s officers.

**ARTICLE V. COACHING**

**Article V, Section I. Coach Role and Responsibilities**
It is not required for the club to have a coach. There is not a limit to the number of coaches. If the club elects to have one or more coach, they will need to be an approved volunteer through the Club Sports process. The interested coach or coaches will need to complete the coach-volunteer packet to be approved before attending practices. If the club elects to pay the coach or coaches it will be funded fully by our member dues. This will be voted on by the members on an annual basis.

The coach shall attend all practice sessions. If the coach of the club cannot attend practice sessions, they are responsible for providing sufficient and all equipment necessary to a member of the officer board, or other member deemed competent, to facilitate practice.

**Article V, Section II. Coach Removal**
In the event the club decides to remove a coach, an officer’s meeting will be called forward to discuss and vote on the removal. For the removal to progress, a majority of the officers must vote for the removal. Then the rest of the club will partake in a team vote. If the majority of the club votes for the removal (excluding officers), then a meeting will be held with the director and a decision will be made.
In the event, a club member or officer observes or experiences behavior concerns or issues from a coach, this should be reported immediately to the Club Sports Staff. Based off the reported information, the coach is subject for removal.

**ARTICLE VI. MEETINGS**

**Article VII, Section I. General Meetings**
Meetings of the club will be held on an as-needed basis. The club’s officers will decide when it is necessary to hold the meetings and what will be discussed at the club meetings.

**Article VII, Section II. Practices**
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.

Members should wear appropriate attire to effectively participate in the club’s activity.

All equipment used by club members are to be 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.

**Article VII, Section III. Games**
The squad for competition in any game may be deemed eligible for competition per the club’s membership requirements.

The squad for competition is to be chosen by the coach or club’s officers set forth by the club’s eligibility requirements.

**Article VII: Dissolution**

**Article VII, Section I.**
In the event of the dissolution of the club, the President and Treasurer at the time of dissolution will choose to donate the club’s remaining funds from its off-campus bank account to the Club Sports Program or charity of the club’s choice. Once a determination is made for the funds, the off-campus account shall be closed and all access should be terminated.

**ARTICLE VIII. Revisions**

**Article VIII, Section I.**
The constitution may be amended by a three-fourths vote of the club’s offices, followed by a two-thirds vote of the general membership.

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?____________________________
   a. 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 updated set of by-laws and access to it? Yes or No?
      __________________________
4. Does the club have updated name on its off-campus bank club account? Yes or No?
      __________________________
5. Does the club have login credentials access to the online off-campus bank account? Yes or No?
      __________________________
6. Does the club know and/or access to the club’s EIN number linked to its off-campus bank account? Yes or No?
      __________________________
7. Does the club have access to its email account? Yes or No?___________________
8. Does the club have its club email set to clubsports@kennesaw.edu as the recovery email? Yes or No?
      __________________________
9. Does the club have a website? Yes or No?____________________________
   a. If yes what is the link to it? ______________________________________
10. Does the club have social media pages? Yes or No?____________________
    a. If so which ones?______________________________________________
    b. What are the names of the accounts?______________________________
11. Does the club know its current equipment inventory what belongs to KSU? Yes or No?
    ______________________________________________________________
12. Does the club have a storage locker and/or lock? Yes or NO?______________
    a. If yes, what are the codes? ______________________________________
13. Does the club have a currently approved uniform? Yes or No?______________
    a. If yes, is it personalized and kept by the club members?______________
    b. Or is it returned to KSU for storage? Yes or No?____________________
14. Does the club know contacts to an official’s assignor for scheduling officials for its games? Yes or No?
    ______________________________________________________________
# Appendix B: Club Calendar

## August 2020

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tr>
<td><strong>First Day of Class</strong>&lt;br&gt;Virtual Recruitment</td>
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<tr>
<td>Team Packets Due&lt;br&gt;Monday Notes Begin&lt;br&gt;Virtual Recruitment</td>
<td>Officer Training, 6-7pm (Virtual Microsoft Teams Meeting)&lt;br&gt;Virtual Recruitment</td>
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