Important Contact Information

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Recreational Services Office – Phone (404) 727-6551, Fax (404) 727-0236

Club Sport/Intramural Rain Hotline – (404)-727-6542

Enterprise Van Rentals – (404) 727-VANS

Campus Life Professional – (404) 686-5500 x13756

Emory Police – Emergency 9-1-1 or 404-727-6111, Non-Emergency (404) 727-8005
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Introduction

Emory Athletics & Recreation

The pursuit of excellence at Emory is evident in its athletics programs not only in the competitive success of our intercollegiate teams but also in the way that all of our programs change the way others think and act. The Emory tradition of "Athletics for All" challenges and inspires the entire University by providing an example of community building and balance of body, mind and spirit. The Department of Athletics & Recreation provides a myriad of facilities and programs that promote the physical, emotional and social growth of individuals through the enhancement of lifelong skills revolving around sustainable fitness and wellness principles. Our programs complement the mission of Emory University and provide experiential learning and leadership opportunities for our students, faculty, staff and alumni.

Emory Club Sports Program

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

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

The Club Sports Executive Board and Department of Recreational Services administer the Club Sports Program. The Club Sports Coordinator is a full time staff member in the Department of Recreational Services who reviews disbursement of funds, schedules facility space, and promotes the objectives of the program. The key to the success of this program and each individual club is student leadership and participation.

Club Sports Council Mission

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

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

Club Sports

An organization shall be designated as a club sport if the club is competitive in nature, a member of a Regional/National Governing Body or Association in the sport, and the organization’s primary mission is to take part in an activity that involves both physical and mental components in the pursuit of athletic competition. The Club Sports Council currently consists of 24 active club sports organizations.
There are two designations for chartered under the Club Sports Council. Organizations wanting to become a club may apply for a temporary charter through the Club Sports Executive Board. A Temporary Charter lasts between 6-12 months and is the period for the club members and officers to prove the interest, participation, leadership and the opportunity for success of this Club Sport at Emory University. A Perpetual Charter is the official designation of a fully chartered Club Sport.

**Perpetual Chartered Club Sports:**

- Crew
- Cycling & Triathlon
- Equestrian
- Fencing
- Field Hockey
- Gymnastics
- Men’s Lacrosse
- Women’s Lacrosse
- Rock Climbing
- Men’s Rugby
- Women’s Rugby
- Running
- Sailing
- Soccer
- Tennis
- Men’s Ultimate
- Women’s Ultimate
- Men’s Water Polo
- Women’s Water Polo
- Volleyball
- Weightlifting

**Temporary Chartered Club Sports:**

- Badminton
- Table Tennis
- Polo
- Jujitsu

**Membership**

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

A club sport may not cut member or restrict the number of member allowed in their organization. However, it is recognized that only a certain number may realistically participate in competition at one time. It is the responsibility of each sport to work out a fair and equitable method to ensure all members are able to compete on some level.

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

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

**Transgender Individuals’ Participation in Club Sports**

Eligibility to participate in Club Sports league or association sanctioned games will be deferred to the league or association’s policies; non-league competition will be handled on a case-by-case basis.

When there is gender designation for a particular club sport, an individual who has transitioned to the opposite gender can participate in the division of his or her current gender. In situations where an individual is in the process of transitioning to the opposite gender, participation in a particular gender designation will be handled on a case-by-case basis.
Gaining Website Access/Requesting Club Membership

- Go to emoryclubsports.org
- Click “Sign In”
- Enter your Emory username and password (this is the same information you use to access LearnLink and OPUS)
- Fill out the “Emory Club Sports – Profile” and click “Submit”. All required fields must be filled out correctly in order for website access to be granted.
- Click on the “Club Sports” tab along the top orange bar
- Find the name of your club and click “Request Membership”
- If you are an officer of that club, the Club Sports Executive Board will approve your membership request and then designate you as an officer of that club
- **Officers are responsible for approving all general membership** requests on the website. If you are not an officer, have requested membership to your club, and have not been approved, speak with your club’s President.
- You are now an active member of your club and can be labeled as a defensive driver, active or inactive, dues paid or unpaid, and added to travel rosters by any of the club officers.

Managing Your Club on the Website – Officer Responsibilities

- From your home page scroll down until you find the box titled “My Club Sports” (it should have an orange tab). All links to manage your club are accessible from this box
- “Edit Club Info >”: This link allows you to change any of your clubs info, upload a photo for your club, and write a description of your club
- “View All Active, Inactive, and Pending Members >”: Click on this link at the bottom of your “Club Sports” box in order to approve or deny individuals who have requested membership to your club.
- Once you are viewing all of the members of your club, they will each have two toggles underneath their name: “deactivate” and “Unpaid”
  - If the member is abroad, not practicing, or does not belong on your clubs roster click “deactivate” and it will return them to a pending member. You can then choose to “deny” them membership” or keep them pending until they become an active member
  - Keep track of who on your team has paid with the “unpaid” toggle. Once they have paid dues click “change” and their status will then say “paid”

Annual Registration with OSLS

Clubs must register their organization with OSLS each academic year (though Community) Community is the interactive student organization system to help student organizations communicate with their members, keep up-to-date- rosters and receive regular communications from the Office of Student Leadership and Service and the Student Government Association. As the
University slowly phases out Learnlink over the next year, Community is the required home for student organizations to conduct official business.

Community has the ability to meet many needs of student organizations and offers many helpful tutorials. These tutorials include:

How to Post to Emory Announcements

How to Find a Student Organization

How to Add New Members

Editing Member Positions

Creating Events

Joining Events

Documents

Registering a New Student Organization

How to Change Advisor Information

For more information, please visit: http://osls.emory.edu/student_orgs/community/index.html
Constitution and Chartering

Club Sports Council Constitution

Article I: Mission

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

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

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

Article II: The Executive Board

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

President:
- Oversee all meetings and all positions; ensure that all officers are fulfilling their duties
- Act as liaison between SGA, Recreational Services, and the CSC.
- Work with the Emory Wheel to ensure consistent Club Sports news coverage
- Send out weekly updates to CSC to highlight upcoming events, deadlines, and other relevant information.

Vice-President:
- Assume the responsibilities of the President in the event of his or her absence
- Oversee all community events including Late Night at the WPEC, Fall Activity Fair, Club Sports Wonderful Wednesday, and two annual community service events with Volunteer Emory (Emory Cares Day).
- Oversee travel for all clubs, organize CSC fundraisers or other events as needed.

Secretary:
- Take minutes at each meeting and post them to the ‘Club Sports Council’ conference
- Verify team rosters/waivers (though Community and Emoryclubsports.org) to ensure compliance from all teams
- Responsible for all documents and financial records and the Club Sports Website
- Assists the Secretaries of the individual sports in their responsibilities.

*Treasurer:*

- Responsible for managing the accounts of all teams and the CSC. Knowledge of all CSC and SGA financial policies.
- Serves as the Chair of the budget committee,
- Works with the SGA treasurer and club treasurers to ensure fiduciary
- Trains all club treasurers in proper procedures and holds weeks office hours

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

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

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

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

**Article III: Club Sports Council**

**Section 1:** The Club Sports Council (CSC) will be comprised of two representatives from each club sport. This representative cannot be a member of the Executive Board, but may be either an officer or member of the sport. If the representative cannot attend a meeting, a substitute may be sent. If no substitute is sent, a fine of $50 for each missing representative will be levied against the club. All members of club sports may attend meetings, but only the representatives or their designated substitutes may vote. The SGA President may serve as an ex-officio, non-voting member of the CSC.

**Section 2:** The CSC will meet as often as deemed necessary, but no less than once a semester. Due to the importance of the information, the Fall and Spring CSC meetings are mandatory for ALL club officers.

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

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

Section 1: All individual club sports requesting funds must follow the budget request submission process as outlined by the SGA and the SGA Treasurer. The CSC’s budget allocations must be approved by the SGA Budget Committee and by the SGA Legislature.

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

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

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

Article V: Funding

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

Section 2: At least 30% of all funds shall be held during the budgeting process to be used for supplemental funding requests during the fiscal year. Requests for supplemental funding need to be submitted to the Club Sports Treasurer using the Club Sports Supplemental Funding Request Form. A vote of approval is required by the Club Sports Budget Committee.

Section 3: In order to receive an allocated budget, each club sports organization must self-generate a specified portion of its allocated budget or last received allocated budget if the current allocated budget is zero based on its tier placement (See Article VII). The funds in the self-generated account can be allocated in any manner the organization’s membership deems necessary and proper. These funds shall be subject to regulation through the SGA Monetary Code. The funds in these accounts shall rollover at the end of the University fiscal year.
Section 4: Club treasurers must maintain accurate fiscal records to ensure that their accounts are not overdrawn. Overdrawn accounts are subject to a fine of no less than $100 and the overdrawn amount will be deducted from the allocated budget during budget appropriations.

Section 5: Annual budget proposals must be received on time. Failure to submit a budget by the deadline will result in no allocated budget for the next year, and inability to apply for supplemental funding for the year, and a drop in tier status. In addition to submitting a budget proposal, clubs must sign up for a budget hearing. Failure to sign up for a budget hearing on time will result in no allocated budget for the next year, and inability to apply for supplemental funding for the year, and a drop in tier status.

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

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

Article VI: Temporary Charters

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

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

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

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

Section 5: Temporary charter clubs must have at least four (4) officer representatives present at all club sports council meetings, keep strict records of all financial transactions, carefully adhere to all club sports policy and form submission deadlines, and maintain consistent participation of at least twenty (20) active dues paying members. Failure to follow these polices will result in the loss of the club’s charter.
Article VII: Tier System

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

Section 2: The universal rules for all club sports are as follows:
- All clubs must apply for their Tier beginning the fall semester,
- Tier change proposals must be submitted no later than March 10th (or before annual budgets are due) to be eligible for moving between tiers,
- All clubs must be competitive in nature, and all clubs must be a member of a Regional/National Governing Body or Association in the sport.

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

Section 4: A Temporary Charter club must raise sufficient funds to maintain a positive balance in its self-generated account and must attend or host at least 4 intercollegiate competitions per academic year. A coach is recommended.

Section 4a: A White Tier club must fundraise at least 20% of its allocated budget (including dues) and must attend or host at least 4 intercollegiate competitions per academic year. Supplemental funding is available one month after the first day of classes. Funding is not available for National Championships. A coach is recommended.

Section 4b: A Blue Tier club must fundraise at least 35% of its allocated budget (including dues) and must attend or host at least 6 intercollegiate competitions per academic year. Must have a winning season (over 50%) once in the last 4 years. Supplemental funding is available one month after the first day of classes. Supplemental Funding is possible for one National Championship and no budgeted funding may be designated for National Championships. A coach is strongly encouraged.

Section 4c: A Gold Tier club must fundraise at least 45% of its allocated budget (including dues) and must attend or host at least 8 intercollegiate competitions per academic semester. Must have a winning season (over 50%) once in the last 2 years. Supplemental funding opens on first day of each semester. Supplemental funding is probable for a National Championship. A coach is required to attend all practices and competitions and travel with the team. Gold Tier Members eligible for club sport athlete of the week, promotion of events through the Emory Athletics Facebook page and other mediums (including E Team events), and field preference for practice scheduling.

Article VIII: Constitutional Sovereignty

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

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

Approved word marks and logos can be found on pages 61-63.

Apparel:

1. Choose to use either a preferred vendor (Adidas, Russell, and Pinnacle Promotions) or identify and outside vendor of your choice. Emory receives a substantial discount from Adidas and Russell, so using these preferred vendors is a cost-effective option. (Outside vendors should only be used for sport-specific equipment and apparel or at a significantly reduced price at to that of the preferred vendor.)

2. Refer to the “Emory University Athletics Identity Guide” available in the Rec. Services office to determine what logos will be used for your apparel.

3. For preferred vendors, contact Angela Duprey, Assistant AD, Marketing, to view a catalogue.

4. For outside vendors, contact your vendor yourself for colors, styles, and pricing.

5. Email “Angela Duprey” to get color choice approved and request that logos be sent to your vendor. Include all order info in your email (apparel type/catalogue #, logo type, size, and placement, quantity, sizes, etc.) If not using a preferred vendor, also include your vendor's email address and phone number). Angie will then email your vendor for final confirmation and a proof of your order, and will than place your order.

6. If you are using an outside vendor, once you have received an invoice from your order (most likely you will get an email of this forwarded by Angie), call the vendor a request that a W-9 be faxed to the Rec. Services office: 404-727-0236

7. If you ordered through Pinnacle Promotions, submit a copy of your invoice to the Club Sports Treasurer either to the CS Treasurer mailbox in the Rec. Services office or on LearnLink to “CS Treasurer Inbox” subject line, “SPORT NAME, APPAREL DESCRIPTION, INVOICE TOTAL” (ex. “Men's Lacrosse, Jerseys, $450.00”)

8. If you ordered through any other vendor submit a payment request to the Club Sports Treasurer as you would any other payment request. (REMINDER: Angie must approve all Club Sports clothing orders. If you plan on wearing it during any Club Sports related event (competitions, practices, etc.), you must get your order approved by Angie even if you are ordering clothing through an outside vendor and not putting an Emory logo on it.)

Sponsorship:

1. Develop a “script”, complete with your club’s participation and what your club will offer that business. (Sponsorship is not a charity case, therefore you must parlay the benefits you will provide the business and how you will professionally represent them and communicate your organizations accomplishments over the course of the year.)

2. Submit your plan to the CS President for approval.

3. After approval, contact the local or sport specific businesses that are potential sponsors.

4. If a business shows interest in sponsoring your organization, submit the “Club Sports Sponsor Form” to “Angela Duprey” for approval

5. If you receive approval, begin negotiations with business

6. After determining the compensation package, resubmit the “Club Sports Sponsor Form” to “Angela Duprey” for approval.
7. To conclude the process, either have the business sign a copy of the approved “Club Sports Sponsor Form” or your own approved contract detailing the terms of the sponsorship.

**Club Sports Council**

**Current Policy**

The Club Sports Council (CSC) will be comprised of two representatives from each club sport. This representative cannot be a member of the Executive Board, but may be either an officer or member of the sport. If the representative cannot attend a meeting, a substitute may be sent. One representative from each Perpetually Chartered club is required in attendance at all Club Sports Council Meetings. Two representatives for each Temporary Chartered club are required in attendance at all Club Sports Council Meetings. All members of club sports may attend meetings, but only the representatives or their designated substitutes may vote. Temporary Chartered club representatives may not vote.

**Meetings**

The Club Sports Council meets a minimum of once a semester for approximately one hour. The CSC shall convene to discuss and vote on legislation, to report on the activities of individual club sports, to discuss the role of recreational activities on Emory's campus and to ratify the decisions of the Club Sports Budget Committee regarding Budgeting and Supplemental Funding.

**Executive Board**

The Executive Board serves as the overseeing student leadership for the Club Sports Council. The Executive Board meets weekly and communicates regularly with the Club Sports Coordinator and Director of Recreation Services. Each Executive Board position is elected by the individual Club Sports. The term of office for the Executive Board positions is one academic year.

An individual may hold a particular office for no more than four terms. The CSC Executive Board shall consist of a President, Vice-President, Treasurer, and Secretary.

**Executive Board Elections**

The members of the CSC shall elect the officers of the Executive Board with one vote allocated to each team. Three quarters of the clubs must be represented in order for the election to take place. The candidate must receive more than half of the votes in order to win. In the event that no candidate receives more than half of the votes, then a run-off will occur between the two candidates receiving the most votes. The election must occur within one month after the SGA elections. The SGA Legislature must approve the President.

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

Elections of President, Vice President, Secretary, and Treasurer will occur each year as follows:

- Letters of intent will be called for one month before the date of the March CSC meeting
- Letters of intent will be due one week before the date of the March CSC meeting, and emailed to the entire CSC at that time
- Voting will occur at the March CSC meeting
• Officer transitions will occur at the April CSC meeting. It will be the responsibility of the newly elected Executive Board to run this meeting and attend all Executive Board meetings that occur after this date.

• It will be the responsibility of the newly elected Treasurer to shadow the incumbent Treasurer during this time.

**Club Sport Elections**

An election may take place at a club meeting or by ballot. An election at a club meeting may only be valid if the two-thirds of the club membership are present, the individual receives a majority of the votes, and an unbiased third party oversees the election. The unbiased third party is responsible for notifying the Club Sports Executive Board of a fair election.

Elections for club sport officers will occur as follows:

- The club must hold elections in the above approved format by the April CSC meeting.
- The names, emails, and phone numbers of the newly elected officers must be emailed to the Club Sports Coordinator by the date of the April CSC meeting.
- Officer transitions will occur on the date of the April CSC meeting. This means that it is the responsibility of at least member of the incumbent as well as new officers of your club to attend the April CSC meeting.

**Budget Committee**

Every year the Club Sports Council Budget Committee, consisting of the Club Sports Executive Board, two at-large members from the Club Sports Council, and Recreational Services staff, is chosen by Recreational Services and the Club Sports Treasurer. Applications for the 2 at-large positions on the Budget Committee should be collected each fall semester in order to create the Budget Committee for that academic year. It is the responsibility of the Budget Committee to oversee monetary decisions that affect the entire Club Sports program, all supplemental funding requests, and yearly budget allocation hearings.

Each March, the Club Sports Budget Committee meets with the leadership of each individual club to determine this allocated funding for the following school year. Club officers can contact the Club Sports Treasurer to request a meeting with the Club Sports Budget Committee to ask for supplemental funding from the Club Sports Contingency Funds.

**Chartering and Tier System**

**Temporary Charters**

*Temporary Charter Application can be found on page 53.*

Organizations wanting to become a club may apply for a temporary charter through the Club Sports Executive Board. The temporary charter will then be voted on by the CSC, with one vote allocated to each club and one vote to each Executive Board Officer. Once a club is granted a temporary charter, they must apply for a perpetual charter within 6 to 12 months. If a temporary charter is not granted, that ‘sport’ or organization can reapply after 365 days.

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

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

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

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

Temporary charter clubs must have at least 4 officer representatives present at all club sports council meetings, keep strict records of all financial transactions, carefully adhere to all club sports policy and form submission deadlines, and maintain consistent participation of at least twenty (20) active dues paying members.

Responsibilities
Temporary charter clubs are expected to undertake every responsibility of a club sport. Temporary charter clubs are required to follow all of the club sports guidelines outlined in the Club Sports Constitution, Club Sports Handbook, Club Sports Travel Policies, and other club sports policy information distributed by the Club Sports Executive Board.

Funding
Each temporary charter club will be assigned an account for Self-Generated funds; however, they will not be allocated any funds from Club Sports.

Temporary charter clubs must keep detailed records of their account, purchases, expenses, and travel. If a temporary charter club is granted full club status, they will be allocated a budget based upon a budget proposal as well as the records from their temporary charter period.

What is the Temporary Charter hearing process?
When a club is ready to go the Club Sports Council for a vote on whether or not to be accepted as a Temporary Charter club, it first has to go to a hearing with the Club Sports Executive Board. Temporary charter clubs must hand in all of their forms and information by the Friday before they are to have a hearing.

The hearing will occur on or before the day of the Club Sports Council meeting. It will be scheduled for a 10 minute time slot and will consist of two parts: A brief (2-3 minute) explanation by the club on why they should be included in Emory Club Sports (what do you have to offer, why are you qualified, etc.) and a question and answer session about several topics. Proposed club officers should be ready to field questions about membership, fundraising, expenses, league research, officers, advisor(s), the club’s resources, the club’s short-term and long-term goals.

Perpetual Charters
“Perpetual Charter Application” can be found on page 55.
After 6-12 months, when a Temporary Charter Club is ready to go the Club Sports Council for a vote on whether or not to be accepted as a Perpetual Charter club, it first has to go to a hearing with the Club Sports Executive Board.

Temporary Charter clubs must submit all forms and information electronically to the Club Sports President by the Friday before they are to have a hearing. Hearings occur the Tuesday before the Club Sports Council monthly Meeting.

The hearing will occur on or before the day of the Club Sports Council meeting. It will be scheduled for a 15 minute time slot and will consist of two parts: A brief (3-5 minute) explanation by the club on why they should be included in Emory Club Sports (what do you have to offer, why are you qualified, etc.) and a question and answer session about several topics. Proposed club officers should be ready to field questions about membership, fundraising, expenses, league research, officers, advisor(s), the club’s resources, the club’s short-term and long-term goals.

At the Club Sports Council Monthly meeting, the club will have 2-3 minutes to present to the council. Afterwards, there will be a question and answer hearing for the Club Sports Council.

**Revoking/Suspending Clubs**

As outlines in the Tier System below, if a club does not meet the minimum requirements of any club, then it can and will be brought up for a vote to suspend and/or revoke the club’s charter.

The Club Sports Executive Board, along with Recreational Services also reserves the right to suspend and/or revoke a clubs charter on the basis on non-compliance or university/facility policy.
Tier System

Purpose and Goals
- The fundamental purpose of the Club Sports Tier System is to provide measurable goals and responsibilities for clubs chartered under the Emory Club Sports Division.
- The Tier System will also provide a process for which clubs can move up to gain more benefits and eventually qualify for a budgeted funding for nationals competitions and field space preference.

Universal Rules
- All clubs must submit a tier change proposal before March 1 of subsequent years to be eligible for moving between tiers.
- All clubs must be competitive in nature
- All clubs must a member of a Regional/National Governing Body or Association in the sport

Tier Flow
- Temporary Charter --- White --- Blue --- Gold
- Temporary Charter clubs may apply to White or Blue once granted a Perpetual Charter.
- Clubs must follow the steps one by one.
- If a club cannot meet the requirements of its tier, the club is subject to being moved to another tier. If a club does not meet the minimum requirements of any club, then it can and will be brought up for a vote to suspend and/or revoke the club’s charter.

White
- Must Fundraise at least 20% of Allocated Budget (including dues)
- Must attend or host at least 4 intercollegiate competitions per academic year
- Supplemental Funding is available one month after the start of classes
- No Budgeted Funding available for National Championships
- Coach Recommended

Blue
- Must Fundraise at least 35% of Allocated Budget (including dues)
- Must attend or host at least 6 intercollegiate competitions per academic year
- Supplemental Funding is available one month after the start of classes
- Supplemental Funding probable for National Championships
- Must have a winning season (over 50%) once in the past 4 years
- Coach Strongly Encouraged

Gold
- Must Fundraise at least 45% of Allocated Budget (including dues)
- Must attend or host at least 8 intercollegiate competitions per academic year
- Supplemental Funding possible for National Championships
- Must have a winning season (over 50%) once in the past 2 years
- Coach Required (must attend all practices and competitions and travel with team)
- Eligibility for PE Credit (one time non repeatable credit)
- Field Preference Granted for Practice Scheduling
Standards of Conduct

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

Behavioral Expectations at Club Sport Events

Emory University remains proud of its rich sports tradition and its high standards for student behavior. Consistent with this pride, Emory University expects students participating in Intramural and Club Sports to play with the highest regard to civility and respect for their opponents. Intramural and Club Sports participants and spectators should behave in a manner consistent with all Emory University policies regardless if event occur on-campus or off-campus. For example, physical and verbal altercations between students are unacceptable behaviors at Emory University intramural and club sports events. Participants who fail to meet these standards will be referred to the Office of Student Conduct for a full investigation of possible violations of the Code of Conduct. Additionally, student organizations participating in Intramural and Club Sports will be held accountable by the appropriate body (i.e., fraternities by the Inter-Fraternity Council; club sports by Recreational Services).
Sickness & Accident Coverage

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

Injury or Accident Procedures and Safety Guidelines

Emergency Plans for each location can be found on pages 72-79.

Emergency plans for the Woodruff P.E Center arena/gym, Woodruff P.E Center pool, Varsity Weight Room and 4th Floor Auxiliary Courts, Woodruff P.E. Center Tennis Courts and McDonough Field, Candler Field, the Student Activity and Academic Center, the Crew Boat House and Stone Mountain Lake, the Atlanta School of Gymnastics and the Atlanta Yacht Club/Lake Allatoona are located at the end of this handbook. Each club is required to follow the emergency procedures established for its particular club, and must acknowledge that members of the club are familiar with them. When an injury or accident occurs during a club event, a report must be made to the Club Sport Coordinator/Recreational Services as soon as reasonably practical.

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

Each club will be given a travel binder consisting of emergency procedures and contact information. All clubs are required to travel with this binder to all off campus club practices or games.

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

CPR & FIRST-AID

Each club should have at least two people at every practice that have training in CPR and First-Aid. These people should be able to administer basic first responder assistance in the event of an injury or emergency. Contact Recreational Services for information on CPR and First-Aid classes.

ATHLETIC TRAINING COVERAGE

All contact club sports (rugby, lacrosse, field hockey, ultimate frisbee, and soccer) are required to have an athletic trainer present at home competitions. Athletic trainers are compensated for working a club’s home competition from that club’s self-generated budget at a rate of $35/hour.

Scheduling of the athletic trainer will be done by the Club Sports Coordinator. However, it is the responsibility of the club to give at least a 24 hour notice to the Club Sport Coordinator and/or the assigned athletic trainer for any game cancellations/changes. If this is not done, the club’s account may still be charged for the athletic training fee.
Injury Assessment Clinic

The Emory Sports Medicine Department will provide an assessment clinic, free of charge for club sport athletes, two days per week during designated times to evaluate injuries resulting from club sport activity. Upon evaluation, referrals may be given to appropriate health care providers. Signs ups are located through the Club Sports Coordinator.

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

Medical Services Available to Club Sport Athletes

Home Game Coverage

- Contact sports covered by Certified Athletic Trainers
- Athletic Training Staff will provide pre-game taping and stretching, acute injury evaluation, treatment, and referrals.

Injury Assessment Clinic

- The injury assessment clinic is free for Club Sports Athletes.
- Contact the Club Sports Coordinator to sign up
- If class schedule does not allow you to make these allotted times, please contact the Club Sports Coordinator to make an alternate appointment

Student Health Services

- Dr. Ken Mautner, Sports Medicine Specialist/ Emory Team Physician
- Morning appointments available on the 1st and 3rd Thursday of each month
- Call the Student Health Office to make appointment with Dr. Mautner
- This is a free service. Payment is only necessary if X-rays or special tests are ordered

Physical Therapy

- Chip Hewgley, MPT – Physical Therapist on Emory Sports Med Staff
- Hours: Monday through Friday 7am – 4 pm on 3rd Floor of the WPEC
- Need prescription/referral from physician.

Referrals available through Emory Sports Medicine

- Orthopedic Specialists (48-72 hour turn-around for visit)
- Chiropractic
- Massage Therapy
- Orthotics
- Nutritional Consultants
COACH/ADVISOR

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

ROLE OF THE COACH

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

These forms and waiver can all be found in the appendix on pages 57-59.

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

1. The coach/instructor shall follow all University procedures, along with state and federal laws.
2. All club coaches/instructors are volunteers; some clubs may pay their coaches a stipend out of their self-generated account.
3. All coaches/instructors must agree to a background check to be conducted by the Emory Police Department. Results are kept confidential with the Director of Recreation. Criminal activity that is reported in the check may serve as just cause to dissolve the relationship between the coach and the club.
4. The coach/instructor shall be involved with coaching/teaching and must refrain from participating in other areas of club management. The philosophy and key to the success of the sport club program has been the emphasis placed on student leadership and participation.
5. Club business matters (hosting tournaments, submitting forms, requesting facilities and equipment, etc.) are to be handled by club officers. The coach/instructor may serve in an advisory capacity.
6. Coaches/instructors should refrain from discussing sport club matters with anyone but the club, its advisor, and Recreational Services.
7. Participation in the Club sport Program is strictly voluntary. Monetary rewards or scholarships shall not be promised or given to any player/coach or prospective player/coach by the coach or any club officer. Clubs may choose to give a stipend to a coach out of self-generated funds. Allocated funding may not be used to pay for coaching stipends.
8. Coaches/instructors must promote good sportsmanship at all times.
9. Recreational Services has the right and obligation to protect the club. If in the opinion of Recreational Services, the coach/instructor is not working in the best interests of the club, the coach/instructor may be relieved of his/her duties.
10. It is recommended that coaches/instructors purchase travel, medical, liability insurance, as well as instructors/professional liability insurance.
ROLE OF THE ADVISOR

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

The SGA Advisor Application Form can be found at:

PREAMBLE

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

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

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

ARTICLE I – Club Sports Council Funding

A. Student Activity Fee

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

B. WoodPEC Funds

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

B. Monetary Policy Authority

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

C. Club Sports Treasurer

The Club Sports Divisional Treasurer is the Chief Financial Officer of Club Sports, with duties and powers as outlined in the Club Sports Constitution. The Treasurer shall be appointed by Club Sports Council following the election procedures as outlined in the Club Sports Constitution, and shall serve as the Chair of the Budget Committee. The Treasurer shall hold at least 4 office hours each week during each academic semester. These hours shall be posted to the Club Sports Council conference and it is expected that the Treasurer be available for individual meetings with
organizational treasurers during these hours. For the Treasurer to reimburse him or herself, he or she must have the approval of the Club Sports President. For the President to reimburse him or herself, he or she must have the approval of the Club Sports Treasurer.

D. Funding Eligibility

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

ARTICLE II – Allocated Budget Process, Committee and Guidelines

A. Allocated Budget Process

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

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

- The Club Sports President, Vice President, Treasurer, and Secretary, Budget Committee members, the Director of Recreational Services, and the Director of Club Sports shall attend all allocated budget hearings.

- The Allocated Budgets as decided upon by the parties listed above shall be approved or rejected by the Student Government Association.

- Allocated budget proposals submitted before the deadline set by the Club Sports Treasurer, if rejected, may be modified and resubmitted by the set deadline.

- Allocated budget proposals submitted after the deadline set by the Club Sports Treasurer, if rejected, may not resubmit their proposal and will therefore not be eligible to receive allocated funding for the following academic year.

- After the final budget allocations are decided upon by the parties listed above, they shall be given to the SGA treasurer by the deadline set by SGA.

- All clubs have the right to appeal their budget before the Club Sports Budget Committee and the Club Sports Executive Board.

B. Allocated Budget Committee

The Club Sports President, Vice President, Secretary, and appointed Treasurer shall meet in the month of March to approve all allocated budgets for the following fiscal year.

- These four, along with members of the Budget Committee, the Director of Recreational Services, and the Director of Club Sports shall be the voting members of the Operational Budget Committee.

C. Allocated Budget Funding Guidelines

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

- **56410 – Registration Fees**: This account is reserved for entry fees paid for individuals or teams into games, tournaments, matches, meets, etc.

- **58210 – Membership Dues**: This account is reserved for dues paid for individuals or teams in order to become members of their sports’ national league or association.

- **56100 – Travel**: This account is reserved for gas, hotel, rental cars, and/or flights to away games, meets, tournaments, matches, etc.

- **53800 – Equipment Under $1400**: This account is reserved for equipment or clothing purchases under $1400 that will remain with the club. Personalized clothing or equipment that will belong to individuals and not remain with the club CAN NOT be allocated for or purchased out of allocated funding.

- **52190 – Honoraria & Other Professional Fees**: This account may only be used by clubs who are required by Emory Club Sports and Emory Recreational Services to have athletic trainers on site at home games, matches, tournaments, and/or events. You may request allocated funding to pay for these athletic trainers and referees.

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

- Each club must have reached, or realistically plans to reach by the end of the current academic year, the fundraising benchmark of their tier.

- Each club must be compliant with the rules, regulations, and deadlines of the Club Sports Council as outlined in the Club Sports Compliance Guidelines (see page 44).

- If a club has met the above criteria, then their club will be provided allocated funding as follows:
  - Gold Tier Clubs shall be provided allocated funding for at least 4 events per semester.
  - Blue Tier Clubs shall be provided allocated funding for at least 3 events per semester.
  - White Tier Clubs shall be provided allocated funding for at least 2 events per semester.

- All final allocated budget decisions are subject to the subjectivity of the Club Sports Budget Committee, Club Sports Executive Board, and Recreational Services Staff.

Under no circumstances may allocated funding be used to purchase:

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

**ARTICLE III – Supplemental Funding Process and Guidelines**

*A. Supplemental Funding Process*
Supplemental funding shall be provided to organizations at the discretion of the Club Sports Budget Committee, as outlines in supplemental funding guidelines.

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

- All clubs requesting supplemental funding must fill out the Supplemental Funding Request Form in its entirety and submit it to the CS President.
- Supplemental funding requests from the Club Sports contingency must be submitted at least 2 weeks prior to the date of the event unless there are compelling reasons preventing organizations from meeting that deadline.
  - The Club Sports Budget Committee and Club Sports Executive Board shall have final authority on this exception and on the validity of the provided reason.
- If clubs would like to know the status of their supplemental funding request at least two weeks prior to their event, supplemental funding requests must be submitted at least 4 weeks prior to the event.
- Supplemental funding hearings will occur only with the members of the Club Sports Budget Committee and Club Sports Executive Board, unless the aforementioned parties deem a hearing with club representatives necessary to reach a decision.
  - In these cases a supplemental funding hearing will be scheduled at least one week prior to the event with the clubs treasurer and one additional officer.
- In no instances shall Club Sports retroactively fund for any supplemental request or allocated budgets.
  - Retroactive funding shall be defined as issuance of payment for anything which has already been purchased or which has already been reimbursed or debited from any Emory University account.
- No organization in debt shall request or receive supplemental or allocated funding until they are no longer in debt.
  - Club Sports shall not pay off any organization debts.
- Club Sports shall not fund any organization that is or will be scheduled for a charter revocation hearing.

B. Supplemental Funding Guidelines.

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

- Only Supplemental Funding requests submitted following the Supplemental Funding Process outlines in the Monetary Code shall be eligible to receive supplemental funding.
- Gold Tier clubs shall be eligible to receive up to 65% of the total funds being requested.
- Blue Tier clubs shall be eligible to receive up to 45% of the total funds being requested.
- White Tier clubs shall be eligible to receive up to 25% of the total funds being requested.
- Temporary charted clubs shall be eligible for supplemental funding at the discretion of the Clubs Sports Budget Committee.
If supplemental funding is being requested for travel, the club requesting funding must be in compliance with all travel guidelines and procedures, as outlined in the Club Sports Handbook.

- Non-compliance will result in the percentage eligibility of that club being dropped by one tier

If the supplemental funding is being requested for equipment, the club requesting funding must be in compliance with all practice and inventory guidelines and procedures, as outlined in the Club Sports Handbook.

- Non-compliance will result in the percentage eligibility of that club being dropped by one tier

If the club requesting funding has not fulfilled, or has plans to fulfill, the fundraising requirement of their tier by the end of the academic year in which they are requesting the supplemental funds, the percentage eligibility of that club being dropped by one tier

Nationals Trips/other travel related supplemental funding requests shall be granted in this manner:

- Funding for flights shall be granted at the tier percentage of up to $300 per person
  - This cap may be adjusted at the discretion of the Club Sports Budget Committee given extenuating circumstances or locations preventing clubs from being able to book flights ahead of time or at a group rate

- Funding for vans shall be granted at the tier percentage of $89 per day, per 10 people traveling, or the cost of the Enterprise rental divided by the number of people accommodated in that car

- Funding for hotels shall be granted at the tier percentage of up to $130 per night, per 4 people (or the number of people accommodated in that room)
  - This cap may be adjusted at the discretion of the Club Sports Budget Committee given extenuating circumstances or locations preventing clubs from being able to reserve discounted hotel rates

- Funding for registration shall be granted at the tier percentage of the total cost of registration for entry into the tournament, game, match, etc., which supplemental funding is being requested for.

The club requesting funding must present documentation such as website printouts, invoices, hotel confirmation, etc., showing that the amounts being requested are necessary for the organization to travel.

The club requesting funding must present paperwork or argument supporting the necessity of the number of people being listed as traveling with the team (if the funding request pertains to travel).

Unsupported or undocumented supplemental funding requests will not be reviewed and no funding will be granted based off such requests

Any club funds that must be spent for nationals before their supplemental funding hearing occurs, must be spent out of that clubs self-generated funds in order to be granted supplemental funding to repay those expenditures.
All clubs have the right to appeal the supplemental funding they have granted before the Club Sports Budget Committee and the Club Sports Executive Board.

ARTICLE IV – Club Sports Accounting

A. Organizational Treasurer Duties and Responsibilities

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

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

B. Club Sports Reimbursement Guidelines

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

- Small Dollar Vouchers – May be used when reimbursing an Emory student for $75 or less
- Compass Financials
  - Payment Voucher – May be used when paying someone for anything that is considered taxable income
  - Expense Report – May be used to reimburse for all travel expenses and all other miscellaneous spending over $75
- Emory Express – May be used to pay vendors/organizations (this includes paying leagues for registration fees, paying for clothing ordered, etc.)
- P-Card – You may request the use of The Club Sports Treasurer’s purchasing card for orders under $1499 that accept American Express either online or over the phone
- Travel Card – You may request use of the Director of Club Sports Travel Card in order to pay for hotels or flights
  - The “Travel Card Usage Request Form” can be found on page 69.

All paperwork for all reimbursements MUST be brought directly to the Club Sports Treasurer, and NOT the SGA office. If the Club Sports Treasurer is not in the office, you may leave paperwork in his/her mailbox in the Rec. Services office. The club sports treasurer will approve or
reject your reimbursement, update your official account balance, and then forward all paperwork to SGA on your behalf.

- Any reimbursement brought to SGA without the Club Sports Treasurer receiving a copy first will not be approved and reimbursement of funds will not occur.

C. Deposits and Dues

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

- Dues, along with all other deposits, are always deposited into your clubs self generated account.
- Deposits are not allowed to be made into allocated accounts
- All deposits must be accompanies by both an “SGA Deposit Form” and an “Emory Clubs Sports Deposit Cover Sheet”
  - These forms can be found on pages 67-68.
  - Any deposit not accompanied by both forms completely filled out will not be accepted
- All deposits must be dropped off during the Club Sports Treasurer’s office hours or given to the Director of Club Sports to place in the safe overnight
  - Deposits MAY NOT be left in the Club Sports Treasurer mailbox overnight
  - Any deposits left in the office overnight are not the responsibility of the Club Sports Treasurer, the Director of Club Sports, or Emory Recreational Services

ARTICLE V – Funding Restrictions

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

- No funds from either allocated or self-generated funds shall be used for alcohol or tobacco products.
- No funds shall be allocated for T-shirts in the allocated or supplemental budget process.
- No funds shall be provided through allocation or supplemental funding for food
  - All expenditures, which are necessary only if food is present at the event, such as silverware, paper products, or servers, shall also be regarded, for the purposes of the Club Sports, as food.
- Any event held using allocated funds must be open to all students of Emory College.
- No funds shall be allocated for events or anything geared towards prospective students.
- No funds shall be allocated for gifts, prizes, or awards.
- Gift certificates may not be purchased from allocated or self-generated funds.
- No funds shall be allocated for the sole purpose of self-generating funds.
- No funds shall be allocated for the purchase or rental of livestock, other animals, marine life, or any supplies or equipment necessary for the maintenance of such animals or marine life.
Emory Club Sports Travel Policies

Travel Expectations

“Club Sports Compliance Guidelines” can be found on page 44.

- Club officers are responsible for coordinating all aspects of trips off campus, whether travel is local, regional or national.
  - This includes, but is not limited to arranging and securing: vans, drivers, airplane tickets, hotels, directions, etc. and confirming competition schedule with opponents and/or league.
  - Officers must communicate all aspects of travel with club members, coaches and Recreational Services.
  - Travel Roster Forms must be submitted online at least 48 hours before departure (2 weeks for trips over 300 miles away) and all travel plans must be approved by Recreational Services in advance.

- Drugs and alcohol are strictly prohibited while on a University sponsored trip, regardless of legal age.
  - Alcohol is not permitted for purchase to be transported back from any trip.
  - While not encouraged, any use of tobacco products must be by an individual 18 years or older in an outdoor, designated smoking area.

- Loud, disruptive or obnoxious behavior will not be tolerated on a University sponsored trip, on or off the field.
  - Please remember that you are a representative of your team and Emory University.
  - It is expected that every athlete show respect and good sportsmanship throughout any game or tournament.

University Student Vehicle Use Policy (effective May 1st, 2010)

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

Personal Vehicles

A student who uses his or her personal vehicle on a University-sponsored activity or program is subject to all of the requirements and limitation set forth in this policy.

In addition, in order for a student to use his or her personal vehicle on a University-sponsored activity or program the student must:

  - Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name,
make/model of vehicle, vehicle VIN number, policy number and name of person insured.

- Acknowledge that the University does not carry insurance on and assumes no responsibility for any damage to personal vehicles, even when used on a University-sponsored activity or program. The student’s auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.
- Acknowledge that he or she will be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident.

Travel Limitations

- For trips over 300 miles, it is suggested that student groups contract with a third party carrier (i.e. airline, bus company, shuttle service). Proposed travel that falls outside of these travel limitations must be reviewed and approved by Club Sports and the Student Travel Committee.

If your club chooses to not use a third party contract and instead will be renting vehicles, you must submit all travel information on website (at least 2 weeks prior to departure) and email notice of travel request to the current Club Sports Vice President. The request will be submitted to the Travel Committee for approval.

- Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo. For the "12-passenger vans," target a weight-equivalent of 10 passengers for people and equipment.

Travel Itineraries

- Travel Roster Forms must be submitted online at least 48 hours before departure (2 weeks for trips over 300 miles away) and all travel plans must be approved by Recreational Services in advance.

- There should be more than one traveling person designated as the “person responsible” on all trips in case of injury to one of the persons.

- Other than Emory students, minors may not ride in vehicles used on a University-sponsored activity or program.

- Family members may not be transported in rented or University-owned vehicles, or in personal vehicles when being used on a University-sponsored activity or program.

Accident Reporting

- The University’s liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University’s liability insurance will also protect an authorized driver as long as the authorized driver is acting within the scope of his/her authority and responsibilities. As noted in the full Student Vehicle Use Policy, when driving
your personal vehicle - even on a University-sponsored activity or program - your personal insurance is primary.

- Immediately report all accidents to the Club Sports Coordinator, even if you are driving your personal vehicle.
- Complete and submit the Accident Procedures Form, which can be found on Page 71 to the Club Sports Coordinator as you return to campus.

- **Emergency Action Plan:** Depending on the circumstances, the Club Sports Coordinator will contact the following University officials to enact an emergency action plan:
  - University Communications – 404/727-6216
  - Emory Police Department - 404/727-6111
  - Campus Life Emergency Line – 404/280-7073 or 404/895-5948
- Failure to report an accident will result in the revocation of your authorization to drive on a University-sponsored activity or program.

**Behavioral Expectations**

- Emory University remains proud of its rich sports tradition and its high standards for student behavior. Consistent with this pride, Emory University expects students participating in Intramural and Club Sports to play with the highest regard to civility and respect for their opponents.
- Intramural and Club Sports participants and spectators should behave in a manner consistent with all Emory University policies regardless if event occur on-campus or off-campus.
  - For example, physical and verbal altercations between students are unacceptable behaviors at Emory University intramural and club sport events.
  - Participants who fail to meet these standards will be referred to the Office of Student Conduct for a full investigation of possible violations of the Code of Conduct.
  - Additionally, student organizations participating in Intramural and Club Sports will be held accountable by the appropriate body (i.e., fraternities by the Inter-Fraternity Council; club sports by Recreational Services).

- Club Officers and Coaches have the authority and responsibility to handle any situation where the stated rules are being violated.
- **Club Officers and Coaches shall report rules violations to the Director of Recreational Services and the Clubs Sports Coordinator upon returning to campus.**
- Any abuse of these guidelines leaves the violator susceptible to suspensions from the team, disciplinary action by Emory University, and any action by state or national law enforcement.

**Emergency Contact Forms**

- All clubs that travel off campus for practice and competitions (including scrimmages) **MUST have with them a copy of the emergency contact form for EACH player and coach.**
  - Failure to do so will result in suspension of club activities.
• This is required and necessary in the case of an accident or injury.
• It is the job of the club secretary to print this information off the website (see instructions below) and have them EVERY TIME the club practices/competes off campus.
• Club presidents MUST make sure secretaries are fulfilling this duty. If there is no secretary or the secretary fails to do it, then the president MUST do it.

**Printing Emergency Contact Info off the Website**
• From your EmoryClubSports.org home page, scroll down to your “MY CLUB SPORT(S)” box
• Click on “View all active, inactive, and pending members >”
• Click on “Contact and Medical Info”
• Scroll down to the bottom of the window that pops up and click “Print page”
• Print this document with you when you travel

**Creating an Event on the Website**
• From your emoryclubsports.org home page, click on “Submit a New Event” (found in the first “CURRENT EVENTS TO MANAGE” box
• Fill out the form in its entirety and click “Add”
• If you need to edit any of the information entered in this form at any time, click “EDIT EVENT” under the event name in your “CURRENT EVENTS TO MANAGE” box

**Personal Vehicles Used For Club Travel**
➢ If you are planning to use your personal vehicle for club-related travel, you will need to provide information about your personal auto insurance on the travel form on the website (see instructions below).
➢ You will need to submit the following information online with the travel roster form.
  • Insurance company name
  • Make/model of vehicle
  • Vehicle VIN number
  • Policy number
  • Name of person insured

**Adding Travel/Lodging Information to your Event on the Website**
• From your emoryclubsports.org home page find the event you want to add travel information to in your “CURRENT EVENTS TO MANAGE” box
• Click on “TRAVEL FORMS” under the event
• Fill out the form in its entirety and click “Add”
• To enter lodging information click on “LODGING FORMS” under your event
• Fill out the form in its entirety and click “Add”
• If you need to edit any of the information entered in either of these forms at any time, click on “TRAVEL FORMS”/“LODGING FORMS” again and then click “Edit Info”
• If you would like to print your events travel or lodging forms at any time click on TRAVEL FORMS”/“LODGING FORMS” under the event again and then click “Print Info” or “Print all travel Info”

Travel Rosters

➢ For safety and liability reasons, Recreational Services is requiring that each club submit a Travel Roster Form via the emoryclubsports.org website before leaving on any Club Sports trip.

➢ If you are traveling over 300 miles (one way), you must create your event and submit all travel, lodging, and travel roster information 2 weeks before the date of departure of the trip. *Please see the “Club Sports Compliance Guidelines” for details. For further details regarding policies for trips over 300 miles, please see “Student Vehicle Use Policy” on page 33.

➢ For trips less than 300 miles, Vice Presidents of each club will need to submit all forms online with the pertinent trip information at least 48 hours before the departure.
  • If there is an accident, this information will be beneficial in facilitating the situation at hand.
  • If the VP is unable to submit this information, then the club President must submit it.

➢ If there are changes to the travel roster right before the trip or during the trip, please email/call:
  • Club Sports Coordinator (                      )
  • Meg Ahrens (404-727-6733)

➢ Failure to comply with this policy will affect the club’s standing with Rec. Services (ie: practice and facility privileges) and can affect budget allocation for the club the following year. Please see the “Club Sports Compliance Guidelines” on page 44 for further details.

Submitting your event’s Travel Roster on the Website

• From your emoryclubsports.org home page find the event you want to add travel information to in your “CUURENT EVENTS TO MANAGE” box
• Click on “EVENT ROSTER” under the event
• All active members of your club will appear. Under their name it will say “Attending” or “Not Attending”
● Click “Change” under each individual to set their status to “Attending” if they will be traveling to the event, or “Not Attending” if they are not traveling to the event.

**Game Report Form/Event Recap Guidelines**

Event recaps are to be submitted after every home and away competition, or after an award or accomplishment.

- A **Game Report Form** should be submitted online within 48 hours after the return from a trip.
- Please be descriptive and informative in your summary of your games/events/contests because this will allow us to keep updated club records.

- **Game Report Guidelines are as follows:**
  
  - **Headline**
    - Between 5-10 words
    - Includes Club Name
    - Includes Detail about the Event or Accomplishment of Club
  
  - **Body**
    - Between 125-200 words
    - Includes Date(s) of Competition
    - Includes Place(s) of Competition
    - Includes School(s) Competed Against
    - Includes Highlights from the competition(s)
    - Includes Final Score(s)
    - Includes when the next competition is

**Standards of Writing**

- Blog Postings are electronically posted directly from the Emory Club Sports Website to the www.ClubSportingNews.com blog.
- The Club Sports Executive Board expects all blog postings to be thoroughly proofread.
- The Club Sports Executive Board expects all blog content to be appropriate and reflecting the best standards of Emory University.
- If the Club Sport Executive Board finds any inappropriate content, the clubs are subject to review and penalization at the discretion of the Club Sports Executive Board.

**Sample Blog Post**

- **Headline:** Lady Ruggers Conclude Successful Fall Season
- **Body:** Emory Women’s Rugby had an exciting weekend of play November 15-16 with a round robin at Georgia Tech that included matches against the Tech women and the visiting College of Charleston. Emory started its day off strong against Tech, ready to avenge its previous losses against the yellow jackets this season. And avenge the Emory women did, playing the best they have all season the Eagles stormed off to a 29-10 defeat of Tech with tries scored by Leanna Racine, Caroline Maness, and Ashlee Woods. Riding high off their first women the Emory women headed into play against the undefeated College of Charleston. After falling early 5-0 the lady ruggers once again proved their strength and teamwork and rallied to a
close and exciting win of 12-10 over an impressive College of Charleston team. Tries were scored by Leanna Racine and freshman Danielle Pavliv. Looking forward to next spring, the Emory women’s rugby team ended their fall season on a high note with two wins and a lot of promise for the spring semester.

**Submitting a Game Report on the Website**

- No more than 48 hours after your event, from your emoryclubsports.opg home page find the event you want to add a Game Report to in your “CUURENT EVENTS TO MANAGE” box
- Click on “RECAP” under the event
- Fill out the form as outlines in the guidelines above and click “Publish”
- This will now be published directly to the Emory Club Sports Blog

**Defensive Driving Certification**

All drivers of rented vehicles must pass a defensive driving course and have the passing record on file with the Club Sports Coordinator.

It is a University Policy that all drivers of rented vehicles for all clubs have completed a Defensive Driving course within the last 3 years, and a record of certification must be kept on file at the Rec. Services Office.

Drivers must be sport club members or coaches, at least 19 years old or older, and have a "clean" driving record. It is recommended to have two certified drivers over the age of 21.

Certification expires 3 years from the date of the test. Drivers with this certification can contact their car insurance company for a reduction in cost with their personal car insurance.

No club will be allowed to rent an Enterprise vehicle without multiple approved drivers.

FYI: For Florida trips, passenger van drivers must be 21 years old or older. Mini-van drivers need to be 19 years old or over.

**How To Sign-Up to Take the Online Defensive Driving Course**

“Defensive Driving Enrollment Form” and “Consent Form” can be found on pages 64-65.

Anyone who will be driving vans for your club (including coaches) needs to fill out two forms: Defensive Driving Enrollment Form and Defensive Driving Consent Form.

The two forms need be handed in to the Office of Student Leadership and Service at least one month before a trip.

- You must completely fill out both forms for them to be processed. For the consent form: you can list me as the person to return results to: Carla Sanders, Phone # 404-727-6169 Email: cmsand3@emory.edu
- You must include a copy of your license with the forms when you submit them
- Also on this form, the Ms. Carla Sanders will sign as the "witness".
For the enrollment form: you will use your self-generated account #.
Your treasurer should sign off on this form so they are aware the expense.
$40.00 will be deducted from the club account for each person that is given a password.
Once the forms are submitted, the individual’s driving record is either approved or not-approved (which takes about a week).
If the individual is approved he/she will be emailed with further instructions about taking the Defensive Driving test online.

Once the password for the online test is given:
- The individual has two weeks to complete the course.
- The $40 fee for the test will be charged to your club’s self-generated account.

After the individual takes the course:
- The individual needs to print out or email the certificate stating they have passed the course to the Club Sports Coordinator (Recreational Services office #208J).

Enterprise Rental Vehicles
- Individuals driving the rented vehicles for the club must have passed the Defensive Driving training course and have their results (printed Certificate of Completion) on file with the Club Sports Coordinator.
- When vans are utilized for travel, no certified driver may operate a vehicle:
  - For more than three consecutive hours without a rest break
  - For more than eight total hours in a 24-hour period
  - Between 2am-6am
- Fifteen passenger vans are highly susceptible to roll-over according to the National Transportation Safety Board. Effective November 2012, not 15 passenger vans are to used for club travel.

General Van Policies
- No more than a total of 10 passengers (including the driver) may ride in one van.
- These passengers should be positioned with weight toward the front of the vehicle.
- The back seat should be utilized only for bags and not for any passengers.
- There should be no gear of any kind stored on the top of a large van.

To rent a van(s) for your club’s travel, you will need to:
- Fill out the Van Reservation Form (available at www.rec.emory.edu under Club Resources) one to two weeks prior to your departure.
  - This form can also be found on LearnLink by going to the “Club Sports Council” conference, on the "Documents" folder, under "Van Reservation Form.doc"
Submit the Van Reservation Form via email to the Club Sports Coordinator.

- The deductible for damage done to an Enterprise vehicle is up to $1000, which is taken from your club's self-generated account!!! Even minor dents from parking a van in a crowded parking lot can cost your club $1000!

- If there is an accident during club-related travel:
  1) Complete and submit the Accident Procedures Form, which can be found on page 71 to the Club Sports Coordinator as you return to campus.

- Do not attempt parking the 12 passenger vans in parking decks or other tight spaces on or off campus.

**Van Pick-Up and Drop-Off**

- **Enterprise Rent-A-Car**
  1615 CLIFTON RD NE
  ATLANTA, GA 30329-4017
  404-727-VANS

  **Hours:** Monday–Friday: 7:30am-6pm  Saturdays: 9am-12pm  Sundays: CLOSED

  **Pricing:**
  - SUV’s & Minivans  $65.51 Daily  Unlimited Mileage
  - 12/15 passenger  $88.39 Daily  Unlimited Mileage

  ****There is a $40.00 drop fee for one-day rentals on weekends.

- **Key & Van pick up**
  - Keys are no longer available for pick up in the Rec. Services office.
  - All keys and vans must be picked up at the Enterprise office during their business operating hours. From Clifton Rd, turn into the entrance for the Emory Conference Center Hotel. Go straight back as if you are going into the hotel and at the stop sign, make a left towards the parking garage. Go into the first floor of the parking garage and the office location will be right as you pull in.

- **Checking out the van:**
  - Enterprise will need to know what club you are with to pull up your reservation.
  - A club officer must do a ‘walk-through’ and inspect all rented vans with an Enterprise representative. This allows you to be aware of any pre-existing damage to the van and the gas level before signing the contract and before taking the van off the lot.
  - If you are leaving on Friday evening or on Saturday or Sunday during non-office hours, you must check the vans out Friday afternoon (by 6pm) before their office closes.
  - Please keep track of your copy of the contract. You will need this when you Check In the van and you should keep it with your club travel records.

- **Returning the van & keys:**
1) Make sure the vans are returned at the same gas level as they were before your departure.
   ♦ This gas level can be found on the Enterprise form/contract.
   ♦ If this is not taken care of, Enterprise will charge the club for the gas at a very high rental gas rate.
   ♦ Return the van to the Emory Inn parking lot. Vans can no longer be returned to Peavine Visitors Lot.
   ♦ Make sure you lock the vans and return the keys to the Enterprise office drop box (in the Parking deck). There is no drop box at the Emory Inn.

2) Leave Enterprise a voicemail (727-VANS) verifying that you have returned the vans and the keys are in the appropriate place.
   ♦ The van is not checked in until you re-inspect the vehicle with an Enterprise representative.

➤ Checking in the van:
   • A club officer or member (does not have to be certified club driver) must return to the Enterprise office on Monday by 2:00pm to officially check in the van, if van is returned during non-business hours. You will need to re-inspect the rented vans to ensure there is no additional damage.
   • The club will be charged the daily rate until this proper Check In procedure takes place.

Enterprise Rental Receipts

What do I need to do?
• Club Treasurers are expected to turn receipts in after each travel date.
• 48 hours after your return, you need to access the Enterprise site and print the receipt, and turn one into the Club Sports Treasurer.
• The Club Sports Treasurer mailbox is located in the main Rec. Office (#208B) in the WPEC.
• The receipt must be turned in no later than one week after your return date.

Instructions for printing receipts:
1. Go to <www.enterprise.com>
2. Under heading 'Business Rentals' - click on 'Print a Receipt'
3. Select US
   a. For Driver’s License # - enter ‘clubvans1’
   b. For Last Name – enter ‘Hunt’ (must be capitalized).
4. You will need to locate the start date of your trip to find the receipt for your club.
5. Click on 'View'
   There may be more than one club that traveled on the same day, so you will need to look at the 'Payment Information' on the receipt (bottom left hand side) listing your club name:
   Example: CUSTOMER NUMBER: 03E0600
             EMORY UNIVERSITY
Attn: CREW

6. Print the receipt. Keep one copy for your club records and hand one copy into Sara Raiser. The club treasurer’s mailbox is located in the main Rec. Office in the WPEC.

Accidents and Injuries

- **Personal Injury:**
  - In the event of an injury during a game, take advantage of any trainer or EMT on premises.
  - Follow up with the Emory University Athletic Trainers during their office hours by signing up on the ‘Club Sports Athletic Trainer’ conference.
  - Upon your return to campus, an *Injury Report Form* should be submitted online within 48 hours after the return from a trip.

**Submitting an Injury Report Form on the Website**

- No more than 48 hours after your event, from your emoryclubsports.opg home page find the event you want to add an Injury Report Form to in your “CUURENT EVENTS TO MANAGE” box
- Click on "INJURY FORM" under your event
- Fill out the form in its entirety and click “Add”

- If it is a serious injury, have the EMT transport the injured party to the nearest local hospital.
  - If a serious injury occurs outside of a game setting, call for ambulance assistance.
  - Use emergency contacts and ensure that call individuals carry proper identification and insurance information.

- **In the case of an emergency, after either the EMTs/ambulance and/or police have been called, contact Rec. Services staff immediately:**
  - Meg Ahrens  (Director of Facilities/Recreation) - cell: 404-273-9919, work: 404-727-6733
  - ____________ (Club Sports Coordinator) – cell: ____________, work: 404-727-6394

- **If you are unable to reach Meg or the Club Sports Coordinator:**
  - Leave messages and contact numbers.
  - *Then call the Campus Life Professional on-call (24 hours/7 days a week), the pager # is (404)686-5500 ext 13756*
  - If you reach Meg or the Club Sports Coordinator, you will not need to call the Campus Life pager, they will.

- ****IMPORTANT**
  - Do not call the parents/guardian of any critically injured person.
• A staff person from the Athletics & Rec. dept. or from Campus Life will make that call.
• The only other person that should call parents/guardian is the doctor involved.

➢ ALL OFFICERS and COACHES NEED to have all of the above numbers in case of an emergency.

Club Compliance Guidelines Policy

Event Calendar
• If a club does not post an event and it attends an event, the club will be **suspended for at least two weeks** and will **not be reimbursed** for the event.

Travel/Lodging Information
• If a club does not post complete travel and lodging information at least 48 hours in advance of the departure time, the club will be **suspended for two weeks** and will **not be reimbursed** for the event. The necessary information includes, travel arrangements, vehicle rentals, drivers and insurance information, hotel bookings and participating athletes.

Event Recap (Blog Posting)
• If a club does not post an event recap blog posting to the requirements as specified on EmoryClubSports.org on the blog posting guidelines, the club will **not be reimbursed** for the event.

CSC Meetings
• If a club does not have at least one officer or representative present throughout the entirety of a Club Sports Council meeting, the club will be **suspended from practicing for the next 5 scheduled practices**. The club will all not be reimbursed for any transportation or space reservation costs for these 5 suspended practices.
• If a temporary chartered club does not have at least two officers or representatives present throughout the entirety of a Club Sports Council meeting, **the club’s temporary charter will be automatically revoked**. The club can re-apply for a temporary charter after 365 days.

Charter, Roster and Waiver Deadlines
• Clubs not compliant with these deadlines will be **suspended for two weeks or until they comply**. If a club fails to comply with all three **their charter will be revoked**.
WPEC Facilities, Field & Space Reservations, Laundry, and Storage

WPEC Reservations & Practice Requests

- Prior to the beginning of each semester, an email will be sent to each club’s officer asking you to submit practice time requests and home game requests. One officer from each club must submit these requests by the deadline given to be considered for preferred practice and game times.

- Changes and additions to home game requests must be made at least 2 weeks prior to the date of the event.

Field Closings & Practice Cancellations

- Recreational Services reserves the right to cancel practices and close down Candler and/or McDonough Fields at any time if there is rain, inclement weather, or poor field conditions. Rec. Services and/or Facilities will make a decision usually be 4:00 pm and will report this closing to the Rain Hotline (404-727-6542).

- If a club sport practice or event is cancelled due to a field closing or conflict, a request may be made to the Club Sports Coordinator in Rec. Services for an alternate practice location. This request may or may not be fulfilled depending on previously scheduled events and varsity usage in the facility.

- This request by the club must be made by 4:15 pm in order to reserve the space. WPEC Arena and Auxillary Courts are options for alternate practice locations, but availability is not guaranteed.

- If you are given practice times in either of these areas, the type of practice will not be the same as it would be if you were using outdoor field space. Practices should be geared towards conditioning/reviewing plays, etc. Equipment such as lacrosse sticks/balls, rugby balls, frisbees, field hockey sticks/balls are not allowed for use inside the facility. Failure to comply will result in a suspension of club activities.

If you have any questions regarding the usage of alternate practice locations, please feel free to contact the Club Sports Coordinator.

Club Sports Laundry Protocol

The equipment room handles a very large volume of laundry. Groups the ER services include the physical education department, the general WPEC membership, Emory’s varsity teams, club sports, and visiting varsity teams.

In order to schedule the needs of Emory’s club sports, the Equipment Room Coordinator requires club sports captains/presidents to contact him/her within 24 hours of dropping uniforms off to schedule the drop off and pick up times.

If club sports give no notice that they will drop off the uniforms, the equipment room staff reserves the right not to do the laundry. Volume is too high to fulfill last minute requests. If clubs make a habit of not notifying the equipment room coordinator, the club will lose laundry privileges.

Before you drop off your team laundry, please notify:

Jamie McDermott – Equipment Room Coordinator
727-1176 or jmcder2@emory.edu
Office Hours 6:30am-2:30pm Mon-Thurs

In addition to notifying Jamie McDermott beforehand – when you drop off your uniforms (in a bag) you must fill out your information on a ‘Drop off’ sheet, which will be at the front desk of the Equipment Room. Tell the Equipment Room staff/attendant that you are with club sports and you need to fill out the Sheet for Drop-offs. This will provide us with a log of all laundry activity and will help the Equipment Room with coordinating their services.

Your clean uniforms will be returned to the Club Storage Closet (1st floor on West side of WPEC).

Equipment & Storage

- All club equipment purchased using University funds is considered property of the University. Clubs do not have the authority to sell or dispose of University equipment/property without approval from Recreational Services. Any damaged or lost equipment purchased with University funds must be replaced by the club. Club Sport equipment may be used only for the club’s activity, and must be properly cared for and stored during the school year and over summer break. The club must submit an Equipment Inventory Form (on the website) at the beginning of each fall semester when equipment is picked up and at the end of each spring semester when equipment is stored. Recreational Services will assist clubs in finding appropriate storage, if one is not already located.

- Club Officers are responsible for coordinating summer storage options for club equipment with the Club Sports Coordinator two weeks prior to the end of the semester. A completed inventory of all equipment must be updated on the website by this time.
Supplemental Funding Request Form

Club Information
- Club Name:
- Name of Requesting Officer:
- Title of Requesting Officer:
- Date Submitted:

Funding Request Summary
- Name of the event or purchase:
- Date(s) funding is required by:
- Location(s) of event (if applicable):
- Total Cost of Event/Purchase:
- Total Amount Requested for Event/Purchase:
  \( (\text{Total Cost} - \text{Dedicated Funds}) = \text{Total Amount Requested} \)

Funding Request Details
- Please describe the nature of the funding request:

- Please itemize the EXACT costs for the event/purchase:
Club Financial History

- Please attach a current copy of the club’s self-generated and allocated accounts.
- Please describe your club’s fundraisers to date:
  - Fundraiser 1 Title:
  - Fundraiser 1 Description:
  - Fundraiser 1 Net Funds Raised:

  - Fundraiser 2 Title:
  - Fundraiser 2 Description:
  - Fundraiser 2 Net Funds Raised:

  - Fundraiser 3 Title:
  - Fundraiser 3 Description:
  - Fundraiser 3 Net Funds Raised:

- Please include any further information about your club’s funding or spending that you think is applicable for this supplemental funding request (if there is money in the accounts not going to this event/purchase, please explain where it is going):

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

Notes

- If the club depletes both allocated and self-generated account and has a negative balance in the self-generated account at the end of the academic year, the club will be required to pay any deficit back to Emory Club Sports next year. If the money is not paid back, the club will not have access to its allocated accounts.
- The Club Sports Executive Board reserves the right to refuse a supplemental funding proposal if consensus is reached that the necessary resources (facilities, administrative, and financial) are not available.
- Please submit this form electronically to ClubSportsPresident@learnlink.emory.edu
- After the form is received, the Club Sports Treasurer will call for a Budget Committee Hearing. Supplemental funding proposals may not be submitted fewer than two weeks before the last Club Sports Council meeting of each semester.
SGA Advisor Agreement Form

Student Organization __________________________________________

Organization President ________________________________________
(Please print full name, email address, and phone number)

Organization Advisor _________________________________________
(Please print full name, email address, and phone number)

(Advisor, please circle one) Alumni (Class of ____), Faculty member, Staff member

Responsibilities of the Student Group:
- Attend beginning of the year Treasurer Training workshops (sponsored by SGA and OSLS)
- Fill out officer registration form within SGA Office
- Work within budget for the year
- Provide advisor with an update on group activities every ________ weeks
- Inform advisor of the names of the incoming officers, once elected
- Include advisors on planning of events
- Other needs:

Responsibilities of the Advisor:
- Maintain regular contact with the student organization’s leadership
- Attend meetings and some events of the organization you advise
- Serve as a role model for honesty and integrity
- Provide feedback, and support when necessary
- Be available to the students of this organization
- Be a resource to the group
- Other needs:

I, ____________________________, agree that as President of the student organization listed above, I will do my best to adhere to the expectations above. I realize that by doing so, I strengthen the organization now, as well as after my tenure has completed.

President Signature: ____________________________ Date: ________________

I, ____________________________, agree that I am the advisor for the organization listed above. I agree that I will do my best to adhere to the expectations above. Should it become impossible for me to continue as an advisor to this organization, I will immediately inform the president of the organization in question, and the SGA office. If am able to, I will assist the group with finding a new advisor.

Advisor Signature: ____________________________ Date: ________________

This document should be submitted to the SGA Office, Laura Rogers Reece. A copy of this document will be maintained in SGA Office and made available to the group upon request. It is also recommended that the officers of the group maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the group and advisor should be directed to the Director of the OSLS, Cynthia Shaw.
Club Sports Annual Checklist

Before returning to campus:
- Clean out/archive your club’s LearnLink conference (It’s also a good idea to delete any old controllers and/or moderators and add your new club officers as controllers on the permissions lists)
- Plan on attending the Freshman Late Night event in late August.
- Plan on attending the Fall Student Activities Fair in late August.
- Mark your calendar and plan on attending the mandatory Club Sports Officers Workshop in early September.

Before holding your first practice:
- Add any interest new members as subscribers to your clubs LL conference
- Hold an interest meeting for incoming freshman or new members
- Make sure each member of your team has filled out a “Club Sports Insurance Waiver”
- Turn in all received waivers to the Recreational Services Office in the WPEC.
- Submit forms for any new coaches.

During the first few weeks of the semester:
- Make sure your club has enough defensive drivers for traveling to away games/competition. If you do not, sign up and complete the defensive driving course.
- Make sure your athletes have registered on the website (www.rec.emory.edu/clubsports)
- Come up with a fundraising plan! Figure out how much your team needs to fundraise (exact requirements to come with tier system) and decide how you will reach that goal.

Before traveling to any game/competition:
- Submit a “Travel Roster Form”.
- If driving, reserve an Enterprise van through the Club Sports corporate account.

After playing or competing in a game/competition:
- Submit an “Injury Report Form” on www.EmoryClubSports.org (if necessary).

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

Before soliciting any sponsorships or corporate donations:
Tier Change Proposal

Universal Rules
- All clubs must submit a proposal on or before the Budget Allocation Proposal deadline of each academic year as set by the Club Sports Treasurer to be eligible to move between tiers.
- All clubs must be competitive in nature.
- All clubs must a member of a Regional/National Governing Body or Association in the sport.

General Club Information
- Club Name: __________________________________________________________
- Regional/National Governing Body or Association: ____________________________
- Current Tier (Circle One): Temporary Charter White Blue Gold
- Tier Requested (Circle One): White Blue Gold
- Why is this tier the best fit for your club? __________________________________
- Number of Intercollegiate Competitions attended/projected for Fall Semester: __
- Number of Intercollegiate Competitions attended/projected for Spring Semester: __
- What is the process for your club qualifying for National Championships? _______
- Please list when your club attended National Championships in the last 5 years: ___
- Do you have a coach? What is your coach’s name? ____________________________
- How often does the coach attend practices? ________________________________
- How often does the coach attend competitions? ____________________________

Financial Information
- How much was your club allocated entering this academic year? $______________
- How much are dues for your club? $______________ per _______________
- How many members have paid dues for your club? __________________________
- How much your club fundraised this year? $_______________________________
- How much does your club anticipate as total fundraising for this year? $________
- How does your club fundraise? (Please list each fundraiser, its date, how much you raised, and what the fundraiser entailed.) __________________________________________________________
  ______________________________________________________________________
  ______________________________________________________________________
Temporary Charter Form

Chartering Information
- *Temporary Charter Guidelines* includes expectations and responsibilities of Temporary Charter Clubs.
- In order to be granted a Temporary Charter, a club must have a hearing as outlined in the *Temporary Charter Hearings* document.

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

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

(More information on next page)
**Membership**

- All Temporary Charter clubs are required to have at least 20 active dues paying members.
- Please list all active members in the Club Sport (if more than 30, please use additional pages):

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Please submit this form, along with the club’s constitution by email to [ClubSportsPresident@learnlink.emory.edu](mailto:ClubSportsPresident@learnlink.emory.edu)

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

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

Chartering Information

- *Perpetual Charter Guidelines* includes expectations and responsibilities of Temporary Charter Clubs.
- In order to be granted a Perpetual Charter, a club must have a hearing as outlined in the *Perpetual Charter Hearings* document.

Club Information

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

Elected Club Officer Information

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

(More information on next page)
Membership
- It is recommended that all Perpetual chartered clubs have at least 20 active dues paying members.
- Please list all active members in the Club Sport (if more than 30, please use additional pages):

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Please submit this form, along with the club’s constitution by email to ClubSportsPresident@learnlink.emory.edu

Attachments with club materials, league information, and additional members are encouraged.
Club Sport Coaching Guidelines

A: Integrity and Respect for Participants and Officials.
Coaches are honest, fair, and respectful of others. Coaches should not exploit athletes or other participants over whom they have supervisory, evaluative or other authority. Coaches respect the fundamental right, dignity and worth of all participants and officials. Coaches will be aware of cultural and individual differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language and socioeconomic status.

B: Concern for Others’ Welfare
Coaches seek to contribute to the welfare of those with whom they interact. In their actions, coaches consider the welfare and rights of their and other participants. When conflicts occur among coaches’ obligations or concerns, they attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches are sensitive to differences in power between themselves and others, and they do not exploit nor mislead other people during or after their interaction. Coaches will take reasonable steps to avoid harming their athletes or other participants, and to minimize harm where it is foreseeable and unavoidable.

C: Participant Selection
Coaches perform participant evaluations only in a manner consistent with ethical standards. Coaches cannot cut participants from a club sports team for any reason.

D: Drug-Free Sport
Coaches do not tolerate the use of performance-enhancing drugs and support athletes’ efforts to be drug free.

E: Alcohol and Tobacco
Coaches will not allow the use of alcohol and tobacco in conjunction with home events or victory celebrations related to athletic events. Alcohol use is prohibited in connection with away competitions.

F: Leadership and Oversight
Coaches and Club Officers have the authority and the responsibility to manage any situation where the playing or conduct rules are being violated. Coaches and Club Officers shall report rules violations to the Director of Recreational Services and the Clubs Sports Coordinator as soon as possible after being made aware of such violations.

G: Disciplinary Action.
In the event that a violation of the aforementioned coaching guidelines is alleged, that allegation will be reviewed by the Club Sports Coordinator and the Director of Recreational Services. These individuals may recommend that disciplinary action be taken and such a recommendation would be forwarded to the Director of Athletics and Recreation. The Director of Recreational Services will keep a written report on all reviews and actions. Students who are alleged to have violated student conduct policies will be referred directly to the Campus Life Conduct Process.

H: Oversight
Club Coaches report to the Clubs Sports Coordinator who works closely with the Director of Recreational Services.

_____________________________  ____________________
Club Sport Coach’s Signature     Date

_____________________________
Printed Name
Emory Sport Club Coaching Application

Mail to: OR Fax to:
Recreational Services 404-727-0236
Emory University Rec. Services c/o Andre Moore
Athletics & Recreation
Woodruff P.E. Center
26 Eagle Row
Atlanta, GA 30322

Club Sport:______________________________

Name: ____________________________ Birth Date: ____________________________
Address: ____________________________________________

___________________________________________________________
E-mail Address: ____________________________________________

Daytime Phone No.: ____________ Nighttime Phone No.: ____________
Cell/Pager: __________________
Current job title & employer: ____________________________________
If student, current school & status: ____________________________________

Which days/times of the week are you available to coach?
Mon. ______ Tues. ______ Weds. ________ Thurs. _______ Fri. _______ Sat. ______

Crew coaches: will you be able to attend regattas (approx. 8-10)? _______
Spring Break trip (6-7 days in March)? ____________

References:
Please list two sport and/or coaching-related references:
Name: ____________________________ Name: ____________________________
Address: __________________________ Address: __________________________
Email: ____________________________ Email: ____________________________
Phone Number: ____________________ Phone Number: ____________________
Relationship:______________________ Relationship:______________________

Please list one academic/work reference:
Name: ____________________________
Address: __________________________
Email: ____________________________
Phone Number: ____________________
Relationship:______________________

Please include, on a separate piece of paper, a resume with sport-related coaching and/or athletic experience.
Coaches Background Consent Form

ATTENTION EUPD — Return results to: Name __________________________ Location: __________________________ Phone __________________________
Date sent to EUPD __________________________ Department __________________________

EMORY
CONSENT TO PERSONAL RECORDS/HISTORY RELEASE

I hereby authorize Emory University Police Department or other designated agency to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia. I further authorize the hiring agent(s) of Emory to receive this information for the purpose of employment consideration.

Full Name __________________________ Last __________________________ First __________________________ Middle __________________________ Alias/Other __________________________
Address __________________________ Apt. __________________________
City __________________________ State __________________________ Zip __________________________

If you have not been a Georgia resident during the last 6 months, please provide former address below:
Former Address __________________________ How long? __________________________
City __________________________ State __________________________ Zip __________________________

Date of Birth __________________________ Social Security Number __________________________
Place of Birth __________________________ City __________________________ County __________________________ State/Province __________________________ Country __________________________
Driver’s License Number __________________________ State of Issue __________________________
Sex: ☐ Male ☐ Female Race: ☐ Black ☐ Asian ☐ Native American ☐ White ☐ Hispanic ☐ Other (specify)
Physical Description: Height __________________________ Weight __________________________ Eye Color __________________________

INSTRUCTIONS -- Please Read

Read the following carefully and answer truthfully. If you have been convicted of a crime, you may not be automatically disqualified from consideration for employment. GIVING FALSE OR INCOMPLETE INFORMATION IS SUFFICIENT CAUSE TO DISQUALIFY YOU FROM EMPLOYMENT. If you are not sure of the court disposition of a case, list all other information requested.

Have you EVER been convicted of a crime, paid a fine, forfeited a bond, been sentenced (by a judge) to perform community service, pled nolo contendere (no contest), pled guilty, been given a suspended sentence, or been sentenced to jail or prison time? (Include DUILs, but DO NOT include minor traffic offenses, juvenile cases, cases sealed or expunged by a court, or cases completed under the First Offender Act.)

DO NOT ASSUME CHARGES OR CONVICTIONS HAVE BEEN REMOVED.

If the answer is YES to any of the above, list all information requested below. (Please use additional sheets if necessary.) If none of the above apply to you, simply write “NONE.”

Charge/Offense __________________________ Date __________________________
Arresting Agency/Location __________________________ Court Disposition __________________________

Having read all of this form, I give Emory my consent to conduct the investigation into my background described above and release all persons from any and all liability with respect to said investigation.
Signature __________________________ Date __________________________
Notary Public __________________________ My commission expires __________________________

IF NOTARY IS NOT AVAILABLE, WE WILL ACCEPT A LEGIBLE COPY OF YOUR DRIVER’S LICENSE, PASSPORT, OR GOVERNMENT ISSUED I.D. THE FOLLOWING: "I.D." CARDS ARE NOT ACCEPTABLE: SCHOOL I.D., EMPLOYER I.D., AND PRIVATE ISSUED I.D.

DO NOT WRITE IN THIS SPACE — For HR Use Only
☐ No record on file ☐ Record matches applicant information

DISCREPANCY (Forwarded to Detectives):
☐ Possible outstanding warrant ☐ Required information omitted
☐ Indeterminate. Fingerprinting may be required ☐ Other

Report completed by __________________________ Date __________________________

EUHR/PRO/rev2/012/9/03/EUPD/Sport/Policyreview2/02/rev6-10-00; EUHR/rev6/Policiesrev4.4-01
EMORY UNIVERSITY
ASSUMPTION OF RISK FOR PARTICIPATION IN RECREATIONAL ACTIVITIES

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

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

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

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

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

Signature __________________________ Address __________________________

Print Name __________________________

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

Signature __________________________ Print Name __________________________ Date _______________

Age of Participant________ Phone Number of Parent or Legal Guardian_______________________
Primary and Secondary Marks
(for use by all club sports teams)
Sport Specific Wordmarks
(for use by PERPETUAL chartered clubs only)
Youth Marks
(for use by all club sports teams)
Defensive Driving Enrollment Form

This form is to be completed by students at Emory University who are or will be required by their student organization(s) to drive operate vehicles which are owned or leased by Emory University. Please complete the form in its entirety and print all information legibly.

Date of Request: ____________________

**Driver Information**

Name of Driver: ____________________  Emory ID Number: __________

Driver’s License State & Number: _______________________________________

Expiration Date: ____________________

Current Phone Number: __________  Current Email Address: __________

Current Mailing Address: _____________________________________________

Organization(s) you are associated with: __________________________________

**Payment Information**

In order to be approved to drive a vehicle through Emory University, you must complete a Safe Driver Course through the National Safety Council. The course is administered through Emory University and costs $40. This fee will include course registration and the driving record check.

Acceptable forms of payment include personal check or direct transfer of funds from your student organization. If paying through your organization, please provide the account number & have the organization’s Treasurer sign in approval of the $40 withdrawal from the organization’s account.

| Account Number: | ____________________ |
| Organization Name: | ____________________ |
| Treasurer (print name): | ____________________ |
| Treasurer Signature: | ____________________ |
| Date Approved: | ____________________ |

If paying via personal check, please attach payment in the space below:

Once competed, please submit the form to your Student Driver Coordinator for processing.
Emory University Consent Form

I hereby authorize Emory University to receive information limited to my driving record from state or local motor vehicle agencies. I understand that this information is for the specific purpose of determining eligibility to drive vehicles for Emory University during functions that require travel. This information will be kept confidential.

__________________________  ________________________
FULL NAME  (PRINTED, AS LISTED ON LICENSE)

__________________________
STREET ADDRESS

__________________________
CITY, STATE & ZIP

__________________________  ________________________
DRIVER’S LICENSE NUMBER  STATE OR COUNTRY OF ISSUE

__________________________
DATE OF BIRTH  SOCIAL SECURITY NUMBER

__________________________
WITNESS SIGNATURE  DRIVER SIGNATURE

__________________________
DATE

PLEASE RETURN RESULTS OF RECORD CHECK TO:

__________________________
NAME

__________________________
PHONE NUMBER

__________________________
E-MAIL ADDRESS
STUDENT PROFILE – COMPASS Financials Access Form

A profile must be set up in Expenses and you must be given access to the Expense Module of PeopleSoft in order for reimbursement to occur. Please complete this form and send to jcoburn@emory.edu.

Student ID #: ________________________        Phone Number: ________________
Network Logon ID: ______________________
Last Name: __________________________    First Name: ______________________
Address: ______________________________
City: _________________________________
State: _________ Zip Code _____________

Department: Student Government Organization – Club Sports
SmartKey: ____________________________
Supervisor: Ilana Shushansky – Club Sports Divisional Treasurer

Direct Deposit information required for payment:

Bank Name: __________________________________________________________
Bank ID (Routing #): _________________________________________________
Bank Branch Name: ___________________________________________________
Bank Account #: _____________________________________________________

I do / do not (circle one) need access to Compass, and would like to give proxy for reimbursement purposes to:
1. (CS Treasurer)
2.
3. Meredith Honeycutt          mhoney          0022200
4. Laura Reece                 lroge01         0024513
5.
   (Your club treasurer)       (User ID)         (Student ID #)
Deposit Cover Sheet

You must attach one of these sheets as well as an “Emory University, Cash Receipt Transmittal, Deposit Slip”, when depositing any form or amount of money into your clubs account.

Club Name: _______________________________________________________________

Smartkey: 0 0 0 0 0 0 0 0 0 4 8 0 1 0 (Account #)

*All funds are deposited into your self-generated Smartkey unless you used allocated money to host your club’s fundraiser. Then you must pay back your allocated Smartkey first before you can deposit any additional earning into your self-generated Smartkey*

The attached cash and/or checks are (check all that apply):

☐ Fundraising
   Amount: $_____________
   Event Name/Description: __________________________________________________
   Date of Fundraiser: _____ / _____ / _____

☐ Donations
   Amount: $_____________
   *If you are submitting a donation, you must also fill out a donation card (available in the Rec. Services office) and submit it in addition to this cover sheet and the deposit slip

☐ Dues
   Amount: $_____________
   The included dues are reflective of ________ member(s)
   (Number)

Treasurer Signature: ___________________________ Date: _____ / _____ / _____

Print Name: __________________________________________________________________

Club Sport Treasurer Signature: ___________________________ Date: _____ / _____ / _____
SGA DEPOSIT SLIP

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Smartkey Number</th>
<th>Description</th>
<th>Amount</th>
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Total Checks

Total Cash

Prepared By

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</table>
Travel Card Usage Request Form

Club Name: ________________________________________________________________

Request Submitted by: ________________________________________________________

Smartkey: 0 0 0 0 0 0 0 0 0 0 6 5 1 0 0 (Account #)

Payee/Vendor Information:

☐ Hotel *Please note that the card will only cover room and tax. Any incidental charges or damage fees will be the responsibility of the individual club

Name: _________________________________

Address: ____________________________________________

Date of Check-in: ___/____/____ Date of Check-out: ___/____/____

# of Rooms: ____________ Cost Per Room Per Night: $______________

# of Club Members Traveling: ____________

Total Charges: $________________________

☐ Flight

Carrier/Airline: _______________________________

Flight #: _________________________________

Itinerary

From: _____________________ To: _____________________

Leaving: ____/____/____ Returning: ____/____/____

# of Tickets being Purchased: ______ Cost per Flight: $____________

Total Charges: $________________________
Van Reservation Form

Enterprise Rent-A-Car  Emory West Campus  1256 Briarcliff Road
Atlanta, GA 30322  Phone (404) 727-8267  Fax (404) 712-9457

Rec. Services: Phone 404-727-6551, Fax 404-727-0236
-Complete form and e-mail to the Club Sports Coordinator on Learnlink, fax or drop off to the Rec. Services Office
-12 passenger vans reservations must be turned in at least 7 full days before the reservation date
-Minivan, SUV or cargo vans reservations must be made a full 2 weeks in advance

DRIVER GUIDELINES:
-All drivers must be 19 years or older and have completed a university-approved a Defensive Driving course within the last 3 years
-Recreational Services must have a copy of the Defensive Driving course certificate on file BEFORE any club members or coaches can drive.
-Driver must be 21 years old or older to drive a passenger van in Florida, Washington D.C. or New York NO EXCEPTIONS!

CLUB:
EVENT (trip, game, tournament, etc):

CONTACT PERSON:

PHONE NUMBER:

E-MAIL:

Type & Number of Vehicles: ___12 Passenger Van___Minivan ___SUV ___Cargo van

Total Number of Passengers:

Departure Time, Day & Date (leaving Emory):

Arrival Time, Day & Date (returning to Emory):

Destination: (College Campus and/or Park Name, City, State, and all states the vehicle will travel through):

Drivers (Name, Drivers License Number, State, Exp. Date, Date of Birth):
1. 
2. 
3. 
4. 
5. 

Special Instructions or Requests (Must list at least two cell phone numbers for emergency contacts, etc.):
Accident Procedures Form

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

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

Club Name: ___________________________ Today’s Date: __________________________
Report Submitted by: __________________________ Date of Incident: __________________________

Information Regarding Emory Vehicle:

Name (of driver at time of accident): __________________________________________

Driver’s Phone: ____________ Email: __________________________________________

Vehicle Make, Model, and Year: __________________________________________

Vehicle Identification Number (VIN): __________________________

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

Name of any injured parties: __________________________________________

Information regarding other vehicles(s) involved:

Name of the Driver: __________________________________________

Driver’s Phone: ____________ Email: __________________________________________

Driver’s Address: __________________________________________

Driver’s Insurance Company/Policy #: __________________________________________

Name of the Vehicle’s Owner (if different than above): __________________________________________

Owner’s Phone: ____________ Email: __________________________________________

Owner’s Address: __________________________________________

Owner’s Insurance Company/Policy #: __________________________________________

*Repeat above information below for each additional vehicle involved in accident*
Emergency Action Procedures

Policy: EMERGENGY PLAN FOR THE ARENA AT THE WOODRUFF P.E. CENTER

Emergency personnel: First Responders

Emergency Communication: fixed telephone line in the equipment room on the 1st level (404-727-5614).

Emergency Equipment:
- First aid kit is located on the first floor in the cabinet on the left side of the stage.
- AED is located on level 1 hallway by the Equipment Room.

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   a. From campus telephone dial 911
      From non campus telephone dial 404-727-8005
   b. Provide name, address, telephone number, number of individuals injured, First aid provided, specific directions, other information requested
   c. Notify the Club Sports Coordinator at 404-727-6394
4. Directions of EMS to scene
   a. Designate individual to “flag down” EMS and direct to scene
   b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: the gymnasium is located on the 1st floor of the Woodruff P.E. Center, 26 Eagle Row., Atlanta, GA 30022
Policy: EMERGENCY PLAN FOR THE WOODRUFF P. E. CENTER POOL

Emergency Personnel: Lifeguards on Duty, First Responders

Emergency Communication: fixed telephone line in the pool on the wall behind the 3M board (404-727-0057) and in the equipment room on the 1st level (404-727-5614)

Emergency Equipment: supplies (spine board is located under the 3M board); First aid kit located next to the lifeguard stand.
- AED is located on level 1 hallway by the Equipment Room.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   a. From campus telephone dial 911
      From non campus telephone dial 404-727-8005
   b. Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information requested
   c. Notify the Club Sports Coordinator at 404-727-6394
4. Directions of EMS to scene
   a. Designate individual to "flag down" EMS and direct to scene

   **EMS will always access pool from track entrance. Someone must go meet them outside and make sure gate is open. Building supervisors have key to gate.

   b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: the pool is located on level 1 in the Woodruff PE Center, 26 Eagle Row. Atlanta, GA 30022
Policy: EMERGENCY PLAN FOR THE TENNIS COURTS AND McDonough FIELD

Emergency Personnel: First Responders

Emergency Communication: Emergency call box located at the top of the hill on the corner of (Asbury Circle and Eagle Row). Or the phone at the front desk at the East (DUC side) entrance of the Woodruff PE Center (404-727-5608). For the Tennis courts there is a call box located at the west side end of the sidewalk by Tennis Court #1, or the phone at the front desk at the West entrance (Peavine) of the Woodruff PE Center (404-727-0005)

Emergency Equipment: First aid kit can be attained from the gym from the cabinet that is located on the left side of the stage.

Roles of First Responders

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)
   a. From campus telephone dial 911
      From non campus telephone dial 404-727-8005
   b. Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions and other information requested
   c. Notify the Club Sports Coordinator at 404-727-6394
4. Directions of EMS to scene
   a. Designate individual to “flag down” EMS and direct to scene
   b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: the tennis courts and McDonough field are located on the north side of the Woodruff P.E. Center, 26 Eagle Row., Atlanta, GA, 30022. They can be accessed from the Asbury Circle through the gate.
Policy: EMERGENCY PLAN CANDLER FIELD

Emergency Personnel: First Responders

Emergency Communication: Emergency call box located at the entrance of the field on the south side.

Emergency Equipment: First aid kit located in the large shed next to the dugout

Roles of First Responders:

1. Immediate care of the injured or ill student-athlete

2. Emergency equipment retrieval

3. Activation of emergency medical system (EMS)
   a. From campus telephone dial 911
      From non campus telephone 404-727-8005
   b. Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information requested
   c. Notify the Club Sports Coordinator at 404-727-6394

4. Directions of EMS to scene
   a. Designate individual to "flag down" EMS and direct to scene
   b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Clifton to Asbury Rd., Bear right onto Eagle Row. Right at the 3 way stop (Peavine Creek Dr.). Pass the baseball field on the Left. Candler field is located at the dead end of the street.
Policy: EMERGENCY PLAN FOR BOAT HOUSE @ Stone Mountain

Emergency Personnel: Coaches; Stone Mountain Park Police/EMS

Emergency Communication: Coaches and/or club members cell phones

Emergency Equipment: First aid kit located in the boathouse

Roles of Emergency Personnel

1. Immediate care of the injured or ill student-athlete

2. Emergency equipment retrieval

3. Activation of emergency medical system (EMS)
   a. Call Stone Mountain Park Police at (770) 413-5333, they will activate EMS located in the park.
   b. Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information requested
   c. Notify the Club Sports Coordinator at 404-727-6394

4. Directions of EMS to scene
   a. Designate individual to "flag down" EMS and direct to scene
   b. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Enter through main gate of Stone Mountain and follow the road as it winds around. Once you reach Old Highway 78 take a left then take the first right (service road) follow the service road down to the boathouse.
Policy: EMERGENCY PLAN FOR ATLANTA SCHOOL OF GYMNASTICS

Emergency Personnel: Coaches; Gym Owner

Emergency Communication: Coaches and/or club members cell phones

Emergency Equipment: First aid kit located behind the front desk

Roles of Emergency Personnel

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of emergency medical system (EMS)

5. Directions of EMS to scene
   c. Designate individual to "flag down" EMS and direct to scene
   d. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions: Pull directly up to the front door located at far end of the parking lot. Larger, loading door located on left side of the building if needed.
**Policy: EMERGENCY PLAN FOR THE ATLANTA YACHT CLUB**

**Emergency Personnel:** Coaches; Yacht Club employees

**Emergency Communication:** Coaches and/or club members cell phones

**Emergency Equipment:** First aid kit located in main building of yacht club

**Roles of Emergency Personnel**

4. Immediate care of the injured or ill student-athlete
5. Emergency equipment retrieval
6. Activation of emergency medical system (EMS)

c. Notify the Club Sports Coordinator at 404-727-6394

6. Directions of EMS to scene
   
e. Designate individual to "flag down" EMS and direct to scene

f. Scene control: limit scene to first aid providers and move bystanders away from area
Policy: EMERGENCY PLAN FOR THE ATLANTA YACHT CLUB

Emergency Personnel: Coaches; Lake facilities employees

Emergency Communication: Coaches and/or club members cell phones

Emergency Equipment: First aid kit located in the boat house at the lake

Roles of Emergency Personnel

7. Immediate care of the injured or ill student-athlete
8. Emergency equipment retrieval
9. Activation of emergency medical system (EMS)

c. Notify the Club Sports Coordinator at 404-727-6394

7. Directions of EMS to scene

g. Designate individual to "flag down" EMS and direct to scene

h. Scene control: limit scene to first aid providers and move bystanders away from area