

**Kennesaw State University**

# ***Club Sports***



**Club Sports  
Participant Manual  
2025-2026**

## Contacts

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### Facilities

<b>Owls Nest</b> 3220 Busbee Drive Kennesaw, GA 30144 470.578.2913	<b>Perch</b> 390 Big Shanty Road Kennesaw, GA 30144 470.578.7826	<b>SRAC</b> 290 Kennesaw State Univ. Rd. Kennesaw, GA 30144 470.578.3207	<b>RWC</b> 1100 S. Marietta Pkwy Marietta, GA 30060 470.578.5109
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### Facility Hours

<b>M-Th:</b> 9:00a-10:00p	<b>M-Th:</b> CLOSED	<b>M-Th:</b> 7:00a-10:30p	<b>M-Th:</b> 7:00a-10:30p
<b>F:</b> 9:00a-6:00p	<b>F:</b> CLOSED	<b>F:</b> 7:00a-9:00p	<b>F:</b> 7:00a-9:00p
<b>Sat:</b> CLOSED	<b>Sat:</b> CLOSED	<b>Sat:</b> 10:00a-8:00p	<b>Sat:</b> 10:00a-8:00p
<b>Sun:</b> CLOSED	<b>Sun:</b> CLOSED	<b>Sun:</b> 12:00p-8:00p	<b>Sun:</b> 12:00p-8:00p

<b>Off-Campus Emergencies:</b>	911
<b>On-Campus Emergencies:</b>	470.578.6666
<b>On-Campus Non-Emergencies:</b>	470.578.6206
<b>Enterprise Roadside Assistance:</b>	1.800.307.6666

**[sportrec.kennesaw.edu/clubsports](http://sportrec.kennesaw.edu/clubsports)**  
**[clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu)**

## 2025-2026 Club Sports

ARCHERY	PICKLEBALL
BARBELL	ROLLER HOCKEY
BASEBALL	ROUNDNET
BEACH VOLLEYBALL	RUGBY-M
CLIMBING	RUGBY-W
CYCLING	RUNNING
DANCE	SOCCER-M
EQUESTRIAN	SOCCER-W
FENCING	SOFTBALL
FLAG FOOTBALL-W	SWIM
GIRL GAINS LIFTING CLUB	TENNIS
GYMNASTICS	ULTIMATE FRISBEE
ICE HOCKEY-M	VOLLEYBALL-M
ICE HOCKEY-W	VOLLEYBALL-W
INTERNATIONAL MARTIAL ARTS	WATER POLO
LACROSSE-M	WRESTLING
LACROSSE-W	

Commented [JJ1]: Add Gymnastics

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## Chapter 1: Introduction

Welcome aboard! The Club Sports Operations Manual is designed to help while participating in the Kennesaw State University Club Sports Program. We hope this manual will make participation or volunteering as an officer a little easier. This manual will clarify the Club Sports Program requirements and procedures for student officers, coaches, and club members. **It is the club officers' responsibility to convey accurately the information in this manual to the club members and new officers during the change of administration.** Every club officer should be familiar with the contents of this handbook, as the success of an organization depends on it. If updates are needed during an academic year, an email notification will be sent to all clubs, and the PDF copy listed online will be updated.

### General Information: What is a Club Sport?

Kennesaw State University identifies a Club Sport as a group of activity fee-paying KSU students, voluntarily organized for furthering their common interests in a physical activity through participation and competition. The Department of Sports and Recreation administers the Club Sports Program at KSU on both the Kennesaw and Marietta campuses. Each club is formed, developed, governed, and administered by the student membership of that club in collaboration with the Sports Program staff. The key to success of the program and each club is attributed to the members' participation and involvement. Club Sports are solely voluntary and welcome to all skill levels.

While the Sport Programs Staff will assist clubs, the responsibility for club administration and organization lies with the club officers and members. All club affairs must adhere to Kennesaw State University and the Department of Sports and Recreation requirements and procedures. The clubs are meant to be a learning experience for the members through involvement in fundraising, public relations, organization, administration, budgeting, and scheduling. Involvement in a group and/or team situation helps enhance a student's overall education while living in a university setting. The leadership training and opportunities available through active participation in a Club Sport are intended to benefit the participant throughout a lifetime.

### University Affiliation

Each Club Sport is affiliated with but not a unit of Kennesaw State University. All clubs are considered to be competing under the banner of the university when any of the following conditions are met:

- Utilizing the name, brand, or marks belonging to the university.
- Submitting roster or enrollment verifications to a National Governing Body that is certified by the registrar.
- Wearing uniforms or gear bearing names and marks belonging to the university.
- Utilizing University Funds or University Owned Property to support travel, competition, and/or expense
- Any club that has gone through the club activation process at any time, is considered to be fully informed of the Kennesaw State University affiliation policy and conditions.

## Chapter 2: Club Membership & Forming New Club Sports

### Annual Club Activation

Each Club must complete an annual activation process to be a recognized club sport, receive funding and university support, and be eligible for travel and competition

- Email [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) to ensure that your officer list is correct and all officers have access to the team page.
- Open a "Team Activation Packet" under the forms section.
  - In the "Team Activation Packet" you will be asked to provide the following information
    - Contact Information
    - National Governing Body affiliation
    - Officer Information
    - CPR/First Aid certification
    - An updated copy of the Club Bylaws
    - Volunteer Coach Information
    - Practice requests
    - Estimated Budget
    - Club Inventory
- Once you have submitted your packet, the Sport Programs Staff will review your submission and reach out to schedule an Activation Meeting
- In this Meeting, we will review
  - Goals for the semester/year
  - Funding/Club financials
  - Fundraising Ideas
  - Officer Expectations
  - Answer questions and address concerns from either the officer board or Sport Programs Staff regarding the information in the packet or meeting
- After the packet has been submitted and an activation meeting has been held, a club will be cleared to resume activity for the school year.
- Clubs seeking activation must complete the activation process no later than Thanksgiving break to be eligible for supplemental funding.
- Clubs will not be considered for activation if their materials have not been received in full before January 31<sup>st</sup>.

### *Who can join a Club Sport?*

Membership is open to all currently enrolled, degree-seeking, fee-paying students at Kennesaw State University. Club Sports are open to all skill levels. Clubs holding try-outs for participant cuts is strictly prohibited. Club Sports recommends utilizing the terms of "team placement," "evaluation", and "assessment."

### *Community Statement*

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

- Bigotry or disparagement towards KSU participants and/or staff.

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

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

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

### ***Academic Requirement***

Fully in effect for the 2021-2022 academic year, the Club Sports program no longer has a GPA requirement expectation for participants. Please note, each club's league may have individual eligibility requirements. The participant may be subject to uphold these requirements to be eligible to participate in the designated sanctioned competitions. It is the club's responsibility to ensure each participant is compliant with the league's GPA and/or additional enrollment requirements.

### ***Eligibility Exceptions***

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

- Online Enrolled Students: Participants enrolled in online classes are eligible to participate in the Club Sports Program in both practices and competitions.
- Dual Enrollment Students: Participants registered as part of the Dual-Enrollment program are eligible to participate with the Club Sports Program. However, these participants' eligibility extends to practice and home events only. These students do pay fees as part of their enrollment, but as they are minors, they are not eligible for university sponsored travel. This prohibits them from participating in competitions.
- Georgia Highlands College Enrolled Students: Participants enrolled at Georgia Highlands College are, as of May 16<sup>th</sup>, 2022, no longer eligible for participation in any programming provided by Kennesaw State. This includes Club Sports.

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

### ***Participant Registration Process***

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

- Confirm a login utilizing your KSU email credentials for the participant registration site of [www.imleagues.com](http://www.imleagues.com).
- Complete a Player Packet and Emergency Contact forms on [www.imleagues.com](http://www.imleagues.com).
  - Participants that are under 18 must complete the minor waiver to be approved for participation. The participant will receive an individual notice once the player packet is received for their parent/guardian to sign the minor waiver on the participant's behalf.
- Visit the Owls Nest to complete the concussion test.
  - The following clubs (non-contact sports) listed below **do not** require a concussion test:

Archery	Roundnet
Barbell	Running
Dance	Swim
Fencing	Tennis
Girl Gains Lifting	
Pickleball	

**Note:** The Club Sports Program partners with the KSU Academy for Inclusive Learning and Social Growth. Concussion tests are required to participate in certain sports. If your club has an Academy student and is required to complete the

concussion test, please contact [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) to request any modifications, accommodations, and/or exceptions for the concussion test.

- Once all eligibility requirements have been met the participant will be approved by the Sport Programs Staff and listed on the club roster for [www.imleagues.com](http://www.imleagues.com).
  - Participants are encouraged to keep auto-generated email stating a Sport Programs Staff member approved their player packet to show the club's leadership verification of approval.

### *IMLeagues Designations*

The participant registration site of [www.imleagues.com](http://www.imleagues.com) has designations for participants who may be deemed ineligible and/or have a denied player packet at the time of registration. Listed below are the outlined explanations based off the IMLeagues designation.

- SSOINEL: A participant who has a line through their name and this designation indicates the student not currently enrolled and is not eligible for club sports.
- FORMS: A participant who has a line through their name and this designation indicates the student has joined the club team but has not completed the Player Packet form to be on-file as officially registered.
- SUSP: A participant who has a line through their name and this designation indicates the student is enrolled and has an active IMLeagues account. However, they are suspended due to a behavior or injury related issue.

### **Forming a New Club Sport**

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

- Complete the [New Club Sport Application](#) found on the KSU Club Sports website: [KSU Club Sports Forms & Resources Webpage](#).
- Submit the application to: [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
- The applicants shall meet the following criteria:
  - **Must have a minimum of ten interested enrolled students.**
  - **It shall NOT duplicate the style of an existing club sport at Kennesaw State University**
  - **It shall have a reasonable method of competition.**
    - **Use of a National Governing Body is required.**
  - **It shall be financially practical to start and sustain over time.**
  - **It shall be safe and practical to conduct the activity to practice in order to compete.**
- Club Sports are not required to become Registered Student Organizations on campus. Therefore, the Sport Programs Staff at Kennesaw State University will take sole authority in approving or denying the request.
- The Sport Programs Staff will request a meeting with the interested students to review the application.
- The review meeting will be held by the Sport Programs Staff as needed.
- Following the meeting, the Sport Programs Staff will determine if the applicant(s) meets the parameters of the program to be approved or denied.
- Once a determination is reached, the applicant(s) will receive an email notice with an outcome letter confirming the request's status.
  - a. If the request is denied, the applicant(s) has one week from receiving the official notice to submit an appeal. The applicant(s) are to submit the written appeal to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
  - b. For more information, please see pg. 72 to follow [Appeals Procedure](#).
- If the request is approved, the applicant(s) will need to complete the team packet form which requires the completion of by-laws and provide certification of two CPR certified officers to become fully activated.



- Once the applicant(s) becomes activated, the group will need to maintain the outlined requirements to avoid possible reclassification or removal.

## Chapter 3: Code of Conduct

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

All club members, officers, and coaches are responsible for understanding and upholding the procedures put forth in this manual. Ignorance is not an excuse and any club member's failure to abide by the Club Sports behavioral guidelines or Kennesaw State University's Code of Conduct will face disciplinary actions. Any wrongdoings must be reported to the Sport Programs Staff immediately via [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu). Reporting the problem to the proper officials ensures that the reporting coach, officer, or club member will be protected against later repercussions.

All complaints against members of the Club Sport program will be investigated. Any failure by members of the Club Sports Program to abide by the Club Sport behavioral guidelines or Kennesaw State University's Code of Conduct will result in a meeting among all parties and the Sport Programs Staff. Infractions are subject to a probation of a club, suspension of individual club member(s), the suspension or dismissal of a coach, or other disciplinary action including the referral to Student Conduct Academic Integrity (SCAI).

The full University Student Codes of Conduct is linked here: <https://policy.kennesaw.edu/StudentCodeofConduct>

### Alcohol, Illegal Substances, and Tobacco

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

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

### Academic Integrity

All Club Sports participants are expected to abide by Kennesaw State University's Honor Code. Honor is about academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility. Cultivating honor lays the foundation for lifelong integrity, developing in each student the courage and insight to make difficult choices and accept responsibility for actions and corresponding consequences, even at personal cost. As citizens of an academic community of trust, KSU students do not lie or cheat whether on campus or acting as representatives of the University in surrounding communities. Club Sports participants are expected to act as role models for the University community.

### Hazing

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

Per the University's Hazing Policy, actions and situations that may constitute hazing include, but are not limited to, the following:

- Forcing, requiring, or encouraging, the drinking of alcohol or any other substance.
- Forcing, requiring, or encouraging the consumption of food or any substance.

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

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

Georgia law also prohibits hazing. Club Sport participants, staff, coaches, alumni, and any other individuals engaging with Club Sport participants are all subject to Georgia's law against hazing. Violators may be subject to jail time and/or fines. Participants are also advised that any violation of the University's Hazing Policy or Georgia's law against hazing, called the Max Gruver law, will result in KSU posting legally required information regarding the infraction on a publicly available website. The current website is available here: <https://scai.kennesaw.edu/compliance.php> More information on the Max Gruver law is available online here: <https://scai.kennesaw.edu/compliance.php> and can also be obtained by request to the Department of Sports and Recreation.

## **Amorous/Personal Relationships**

Amorous relationships between Club Sport participants and Club Sport coaches is prohibited. All officers and members should be mindful of KSU's Sexual Misconduct Policy regarding sexual harassment. For more information, please review [KSU's Sexual Misconduct Policy](#) and [Policy on Amorous Relationships](#).

## **Sexual Misconduct & Harassment**

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

Kennesaw State University requires an open working and living environment free of sexual harassment for students, faculty, staff and administrators. Sexual harassment is prohibited as a form of gender discrimination in the educational

and employment setting by the federal and state law; therefore, sexual harassment is prohibited on campus and in all University programs. The University is committed to taking appropriate action against those who violate Kennesaw State University's Policy on Sexual Harassment, including those who assert false allegations of sexual harassment.

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

## Discrimination

All officers are required to enforce Kennesaw State University's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status.

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

## Service Animals

Service animals are permitted at all Club Sport functions (including club travel). Service animals and handlers must comply with Student Disability Services (SDS) requirements (including on-campus registration). According to SDS, comfort animals do not meet the same threshold as service animals and are only permitted in on-campus housing. Therefore, comfort animals are not permitted in club sport facilities. Comfort animals are not permitted to travel with club to official club events unless the individual handler makes separate accommodations. The Club Sport Program is not financially responsible for accommodating comfort animals.

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

## Behavioral Guidelines

### Club members and coaches shall **NOT**:

- Possess or consume alcohol, illegal substances, and/or tobacco at any club sports activity. This includes but is not limited to practices, competitions, travel, fundraisers, club affiliated events, and/or at public establishments while wearing club apparel.
- Post pictures or videos that show or give the impression of the possession or consumption of alcohol, tobacco, and/or illegal substances.
- Use club funds to purchase alcohol or tobacco even if all club members are above the legal age.
- Violate any federal, state or University laws.
- Strike, attempt to strike or otherwise physically abuse an official, spectator, administrator, University or hotel employee or coach. Club members will not strike an opposing player out of anger.
- Cause or attempt to cause personal injury to another participant, official, spectator, administrator, University or hotel employee or coach.
- Engage in any type of physical threats or harm, which includes but not limited to direct physical harm, threaten physical harm, perceived appearance of physical harm, or incited behavior of physical harm to another participant, official, spectator, administrator, University or hotel employee or coach.
- Verbally abuse another participant, official, spectator, administrator, University or hotel employee or coach.
- Cause damage to facilities or equipment.
- Use or enter a facility illegally using an assumed name or false ID.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent action.
- Use obscene gestures, profanity, or disrespectful language.
- Haze another individual in any way.
- Engage in Sexual Harassment.
- Engage in amorous relationships between coaches and participants.

**Club members shall:**

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

## Chapter 4: Officer Responsibilities & Organizational Structure

Club Sports require an organizational structure to ensure that all required duties are completed. Sport Programs Staff recommend a division of responsibility among several Club Officers: President, Treasurer, Secretary, and Vice-President. This manual lists the club responsibilities and indicates the program's suggestions for the division of responsibilities. All club officers will serve as liaisons between Sport Programs Staff and its membership.

### *Definitions of Common Responsibilities/Terms*

#### 1. Club Leadership:

- **Officers:** The club must select a President and a Treasurer. Additional officer positions may be created based on the needs and/or goals of Club. The President and Treasurer must be two separate individual officers. The president is not allowed to serve as the primary name on the club's off-campus account.
- **Officer Contact List:** All clubs must turn in a current officer contact list as part of the team packet at the beginning of each academic year. New officer contact information is to be submitted if any mid-term elections occur. All notifications should be submitted via email to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
- **Disciplinary Problems:** All clubs must work with the Sport Programs Staff to resolve conflicts or disciplinary matters and/or complaints about the club's behavior on or off campus, including club trips.

#### 2. National Governing Body Affiliation:

- **Communication:** Officers will be the main contact for the National Governing Body the club is affiliated with. The officer board is responsible for meeting all KSU Club Sports and National Governing Body deadlines.
- **Roster Verification:** Many National Governing Bodies require team rosters to be verified by the University Registrar prior to the beginning of the season and throughout the season. It is the officer board's responsibility to be aware of these deadlines and submit the appropriate paperwork to the Sport Programs Staff at least 10 business days before the deadline.
  - All roster verification forms MUST be submitted to the Sport Programs Staff. Clubs are prohibited from taking documentation directly to the Registrar's office for verification.
  - Roster Verification Forms must be filled out, including signatures, before submission.
  - Submission of a Roster Verification Form assumes that the team and its members are affiliated with Kennesaw State University and competing under the banner of the University.
- **Eligibility:** National Governing Bodies set eligibility criteria for their athletes. Officers are responsible for knowing the eligibility requirements set forth by their Governing Body and the eligibility status of each club member.

#### 3. Club Bylaws:

- All clubs must have a bylaws document approved by the Sport Programs Staff annually. First year clubs will have their bylaws approved as part of the registration process.
- Clubs will be required to update their set of bylaws in accordance with the Sport Programs Staff review to be officially activated for the academic year.
- Clubs are to include the following sections as part of their bylaws document:
  - Club Name
  - Club Philosophy/Purpose
  - Affiliation (see [Appendix A](#))
  - Membership
  - Dues
  - Codes of Conduct (anti-hazing, discrimination, and sexual misconduct)
  - Officer Roles
  - Officer Elections
  - Coaching
  - Revisions

- Dissolution
  - Effective Fall 2021, all clubs must be associated with a National Governing Body (NGB) as stated as part of the affiliation statement of their bylaws.
  - It is strongly recommended clubs provide a copy of the updated bylaws as part of an informational meeting outlining the expectations of the organization.
  - Also, it is strongly recommended the club document the explanation of what member dues cover and provide verification (i.e., receipt) for receiving the dues.
  - Dues are to be paid directly to the club and deposited to the off-campus account. Members paying directly to officer personal accounts are strictly prohibited.
4. Officer Board Transitions
- Beginning in the 2025-2026 academic year, all clubs will be required to conduct their elections no later than the last day of finals for the fall semester. Clubs will then follow a president-elect, past president system to ensure continuity for the organization. Transition of primary responsibilities will occur following spring break. An example of how this will function is included in the bullet points below.
    - Scrappy is the current president of the owl watching club. He began his role following spring break in the previous academic year.
    - As of fall elections, Scooby is voted President and will carry the president-elect title until spring break. Upon returning from spring break, Scooby will assume the role of President.
    - As of fall elections, Scrappy becomes the past-president and works side by side with the president elect in conducting club business until spring break. Upon returning from spring break, Scrappy no longer holds the position of President and remains as a resource to Scooby.
  - For the 2024-2025 academic year, all clubs will be required to conduct their elections no later than the last day of classes before spring break. Newly elected officers will spend the remainder of the semester in officer-elect positions, shadowing the current officers and learning the details and responsibilities of their new roles.

## Volunteer Coach Responsibilities

Coaches are not permitted to administer day-to-day operations of the club as they are student run organizations. Coaches are to communicate requests and questions through their club leadership. Coaches should encourage the club's officers and general membership to achieve short-term and long-term goals for the club. Coaches should try to develop and improve the sport skills of the club participants.

### *Eligibility & Requirements*

- An interested club coach must first complete the Volunteer Coach Packet.
- After the Volunteer Coach Packet is submitted, the interested coach will be notified of receiving a background check request via email.
  - An interested coach must have a clear background check to be approved to coach with a club. Background checks typically take 7-10 business days to process; timeframe may be extended based on complexity of the report. Sport Programs Staff will provide confirmation to club officers once the background screen is confirmed.
- In addition to the background check, an interested coach must complete the Clery Act. Coaches are considered a Campus Security Authority (CSA) and have a mandate to report via Jeanne Clery Act.
  - Coaches have a duty to report any student affiliated crimes, illegal activity, and/or violations of Student Code of Conduct witnessed or shared by a student participant to the Sport Programs Staff immediately.
  - An interested coach will be sent full instructions on how to complete the training once submitting their coach-volunteer packet.
- A background check and the Clery Act Training must be completed every school year for coaches to be eligible for access to campus.
- An interested coach who has previously participated in the Club Sports Program must be two years or more removed from participation to be eligible.
- All club coaches must complete the Club Sports Coach Orientation. More information will be sent directly to registered coaches.

## ***Expectations***

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

## ***Access***

- Coaches affiliated with clubs that practice on campus will be asked to submit a head shot after submitting their coach-volunteer packet to be issued an ID card.
  - In the event the coach loses their ID card, then they will need to contact the Sport Programs Staff to request a re-print of their ID card to have for access. Reprinted cards will cost \$5 per card.
  - Coaches will use the ID card to access each on-campus club reservation.
- A club coach is eligible to access an on-campus facility for practices up to 20 minutes before and after the scheduled reservation times. When the coach arrives, the coach is permitted to access the practice location only.
  - Coaches/volunteers will not be granted free access into Recreational facilities for team and/or personal workouts. If the coach has a personal training certificate, it can be presented to the Sport Programs Staff to be eligible to coordinate team workout practices within Recreational facilities.
  - Coaches wishing to work out at the Owl's Nest will need to purchase a Coach Membership which is \$15.00 per month. This membership can be purchased on-campus at the Kennesaw or Marietta Rec Center.
  - Coaches are not granted access to Athletic Training services.

## ***Conduct***

Coaches must act as role models for clubs and ensure that all members positively represent Kennesaw State University. Coaches are to treat all staff personnel with respect. Club Sports strictly prohibits the possession and/or consumption of alcohol, tobacco, and/or use of illegal substances during all club sport activity. Additionally, coaches/volunteers must follow all conduct guidelines in the Club Sports manual and adhere to Kennesaw State University Student Codes of Conduct. The full document detailing the KSU Student Code of Conduct can be found here:

<https://policy.kennesaw.edu/StudentCodeofConduct>

## ***Discrimination Policy***

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

## ***Amorous Relationship Policy***

Amorous relationships between Club Sport participants and Club Sport coaches is prohibited. All officers and members should be mindful of KSU's Sexual Misconduct Policy regarding sexual harassment. For more information, please review [KSU's Sexual Misconduct Policy](#) and [Policy on Amorous Relationships](#).



### ***Dismissal***

Coaches may be immediately dismissed, if there is found to be a violation of the KSU Student Code of Conduct or the Club Sports behavioral guidelines set forth for practices, competitions, club travel, and/or at any recognized club function. Club officers and/or members may bring concerns about the coach to the Sport Programs Staff for review as a potential dismissal related to behavior misconduct. Coaches are eligible for dismissal by the club based on a failure to perform his or her duties. The club will need to hold a member vote proposing to dismiss the club coach(es) needing a two-thirds of the club vote to dismiss.

## Chapter 5: Funding Sources

### Compliance Classification System

The Club Sports Program receives a budget based off the student fees designation at the beginning of an academic year. The allocated funds per club are referred to as supplemental funding. Once the club receives its supplemental funding each academic year, it can be used toward the following expenses: league registration fees, competition registration fees, competition transportation, competition lodging, facility fees, officials' fees, and club-based equipment/inventory.

- The Club Sports Program uses the compliance level classification system to allocate supplemental funding per club. The compliance levels focus on quantity of competition, quantity of members, level of involvement, and overall organization of each club.
- The compliance level system sets an upper limit on supplemental funding allocated per club. However, clubs may only receive an amount equal to what the club shows in documented fundraising during the academic year. The club unlocks the supplemental funding by completing the fundraising-sponsorship form on [www.imleagues.com](http://www.imleagues.com) and submitting the bank statement showing the supported funds to receive matching funds. The fiscal year for the club to use its supplemental funding runs from the first day of class of the fall semester until the last day of final exams for the spring semester.
- The maximum amount of matching funds for member dues is up to \$1,000.
- Clubs that qualify for funding by being placed in compliance levels 1, 2, 3, or 4 will receive a minimum of \$500 that is not required to be matched.
- Clubs are placed in a designated compliance level at the beginning of each academic year. The club will not be approved for supplemental funding until completing the team packet and activation meeting process. Provisional clubs are in their first year of activity or did not meet the minimum requirements from the previous academic year.

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

Compliance Level Criteria	
Compliance Point Categories	Club Revenue
Monday Notes	Membership Dues
Meeting Attendance	Fundraising
Organization	Sponsorships
Recruitment & Retention	Donations
After Action Reports	
Community Service	
Bonus Points	

### Compliance Levels

#### Compliance level 1

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

#### Compliance level 2

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

### Compliance level 3

This is the level every club is expected to meet each year to remain in good standing as a Club Sport and be eligible to receive supplemental funding exceeding \$500.

### Compliance level 4

This is the level for clubs who have failed to meet the requirement to be in good standing and qualify for no more than \$500 in supplemental funding

### Provisional Status

This is reserved for groups new to the Club Sport program or inactive for more than one semester.

Compliance Level	Supplemental Funding	Compliance Point Minimum
Compliance Level 1	\$1750+	140
Compliance Level 2	Up to \$1,500	120
Compliance Level 3	Up to \$1,000	100
Compliance Level 4	\$500	Less than 100
Provisional Level	\$0	New or Reestablished Clubs

## Compliance Points

Completing the following categories at the required level will earn at least 115 points. The time frame for completing the criteria begins from the first day of the fall semester until the last of final exams of the spring semester. Clubs cannot receive credit for the same event or activity in multiple categories. While some examples are provided below, Sport Programs Staff will have final approval of eligible events.

- Club News & Updates
  - Each club is to submit the Monday Notes via email by the end of the day, Monday. The Monday Notes email is to be outlined in complete sentences recapping a summary of the club's activity from the previous week.
  - Late submissions will not receive points.
  - The first Monday Notes will begin the 2<sup>nd</sup> week of the fall semester and end the last week of classes of the spring semester.

#### Monday Notes

Monday Email	2
Max. Possible Points	56

- Bi-Annual Officer Education Meeting Attendance
  - This requirement will include two officer education meetings each year.
  - Each club must have at least one current, registered member to attend the scheduled meeting.
  - A club representative arriving more than 10 minutes late or leaving with 10 or more minutes left the club is subject not to receive credit for the meeting.

#### Club Meeting Attendance

Education Meeting Attendance	10
Max. Possible Points	20

- Club Meeting Attendance

- This requirement includes six monthly meeting
- Each club must have at least one current, registered member to attend the scheduled meeting.
- A club representative arriving more than 10 minutes late or leaving with 10 or more minutes left the club is subject not to receive credit for the meeting.

#### **Club Meeting Attendance**

<i>Meeting Attendance</i>	5
<b>Max. Possible Points</b>	<b>30</b>

- **Mentor Meeting**

- Each club is assigned a designated Program Administrator to conduct meetings at the mid-point of each semester.
- Each club will need to confirm two officers to attend each scheduled meeting with its designated Program Administrator to reach the required category point value and avoid disciplinary action.

#### **Mentor Meetings**

<i>Fall Semester Mid. Semester</i>	10
<i>Spring Semester Mid. Semester</i>	10
<b>Max. Possible Points</b>	<b>20</b>

- **Organization**

- The team packet and annual report are worth 5 points.
- Roster submissions are worth 2 points.
- Clubs are to submit its roster electronically through IMLeagues attendance tracker.

<b>Submission</b>	<b>Deadline</b>
<i>Team Packet</i>	1 <sup>st</sup> Day of Class Fall Semester
<i>Monthly Rosters</i>	15 <sup>th</sup> of every month
<b>Annual Report</b>	Last day of final exams
<b>Max Possible Points</b>	<b>26</b>

- Recruitment & Retention Events Each club is to be present for the Club Sports offered recruitment events hosted at the Kennesaw and Marietta campuses at the start of each semester.
- For independent recruitment events, clubs are to complete an event-space request form on [www.imleagues.com](http://www.imleagues.com) to be approved and documented for a recruitment event. Please include in the request if the club needs the club banner or business cards for the event for the Sport Programs Staff to prepare for pick-up.
- Team bonding events are eligible for retention designated points. Clubs are to submit a description, event date, and picture to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) to qualify for the points.
- Clubs must have a minimum of 70% of the active roster present at Retention Events to receive credit.

#### **Recruitment & Retention Events**

<i>Fall Recruitment @ Kennesaw</i>	2
<i>Fall Recruitment @ Marietta</i>	2
<i>Spring Recruitment @ Kennesaw</i>	2
<i>Spring Recruitment @ Marietta</i>	2
<i>Independent Recruitment Event</i>	2
<i>Retention Event</i>	5
<b>Max. Possible Points</b>	<b>20</b>

- **Community Service**

- Clubs can earn up to 20 total points for completing an approved community service opportunity

- Clubs must have a minimum of 70% of the active roster as verified on-site for completing the community service opportunity to qualify for community service points
- Clubs are to submit a documented summary for the hours to be approved within two weeks of the opportunity that includes: name of event/organization, work completed, the names of the club members at event, hours recorded, and name, signature, and contact information for community service event.
- Volunteering at a fellow club's hosted competition is eligible for this point opportunity.
- Clubs are not eligible to earn this point requirement if this is part of their own club's hosted event and/or considered as part of a paid job opportunity.

<b>Service Hours</b>	<b>Points</b>
2 hours	5
3-5 hours	10
6-10 hours	15
10 or more hours	20

- After Action Reports
  - Each time a club participates in or hosts a game, match, or event, an After-Action Report must be submitted within a week of the event.
  - After Action Reports should be submitted within 5 business days of the clubs return to campus or competition of home event.
  - 1 point will be awarded with each properly completed After Action Report, there is no minimum or maximum points.

## Bonus Points

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

- Committee Service **20 points max.**
  - Clubs can earn up to 10 points for documenting the service of a club member that serves on one of the listed committees below.
  - Points will be awarded per full term of service.

<b>Type of Committee Service</b>	
Leadership Academy	2 per session
-S&R Special Event	5
-Greek Life (IFC, MCGC, NPHC, PHA)	5
-Student Government	5
Student Activities Board	5
(Kennesaw/Marietta Campus)	
Other provided approval	5

- Attending Events/Collaboration **10 points max.**
  - Clubs can earn up to 10 points attending a Sports and Recreation event or fellow club's hosted event.
  - Clubs will earn 5 points per event.
  - Clubs must have 3 or more members verified at the event for the club to qualify for bonus points.
  - Clubs are to submit a report summary of the event along with attaching a picture to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) within two (2) weeks of the activity's conclusion.
    - Attendees must be in the picture, with the event in the background.
- Alumni Engagement **10 points max.**
  - Clubs can earn up to 10 points for hosting an alumni event.
  - Clubs will earn 5 points per event.

- Clubs that host an off-campus event will need to provide documentation of agenda, number of attendees, and event invite
- Clubs that host an on-campus event (i.e., alumni game) will need to be approved in advance by completing the event-space request form on [www.imleagues.com](http://www.imleagues.com)

### **Special Case Scenarios**

For information regarding special funding scenarios, including SABAC funding, joint clubs, needs based awards, excellence awards, and cash awards, please view [Appendix C](#).

## Chapter 6: Supplemental Funding Use

### Supplemental Funding Timeline

Clubs requesting supplemental funding must be pre-approved by the Sport Programs Staff to be processed. Once approved, the request will either be processed through a direct payment by the Sport Programs Staff or through reimbursement.

- The Sport Programs Staff will decide if the request is eligible by a direct payment. If not eligible for direct payment, the request will be confirmed with the club for reimbursement.
  - In this case, the club will need to make the purchase from its off-campus bank account and then submit receipt documentation. The receipt documentation must be submitted at the latest 30 days from the purchase date. Clubs cannot submit requests for supplemental funding use from expenses that occurred from a previous semester.

### Eligible Expenses For Reimbursement

Supplemental Funding-Eligible	Supplemental Funding-NOT Eligible
National Governing Body (league) Dues Competition entry fees Competition lodging (See <a href="#">Chapter 8</a> ) Rental vehicles Rental vehicle gas Uniforms/apparel Off-campus facility rental (if applicable) Club equipment Officials (reimbursement with receipt ONLY) Athletic Trainers (reimbursement with receipt ONLY)	Food Personalized uniforms/apparel On-campus facility hosting fees Alcohol/Tobacco (off-campus funding prohibited) Personal vehicle mileage

### Reimbursements

- A club requesting a reimbursement request back to their supplemental funding must submit an email request to the Sport Programs Staff to initiate the process. The request should include:
  - paid receipt showing zero balance
  - cleared bank statement
  - roster
  - tournament notice
  - For rental vehicle gas: all receipts from gas purchases
  - For mileage reimbursements: a vehicle breakdown of drivers and passengers in each vehicle
  - Equipment/uniform purchases would not require a tournament notice for this reimbursement request.
  - For hotel reimbursements, please see [Chapter 8](#).
- The attachments are to be full page copies. Screenshots will not be accepted as an approved submission.
- Reimbursement requests must be made within 30 days of purchase or travel to be accepted.
- Once the request is processed, the club will receive a direct deposit for the reimbursement amount in 2-3 weeks.
- Clubs are prohibited from dropping off the receipt documentation to the Owl's Nest front desk to be recognized for processing.

## Direct Payment

- A club requesting a direct payment by the Sport Programs Staff from their supplemental funding must be specified when submitted a travel request on [www.imleagues.com](http://www.imleagues.com) and/or outlined in email request to initiate the process.
- A club will need available funding for a direct payment request to be recognized.
- For direct payments, the club will need to allow at least 10 business days prior to the event for the submission to be reviewed and recognized.
- The following expenses are eligible for direct payment purchase: league dues, competition registration, Enterprise vehicles, uniform/equipment, facility rental fee, and/or officials' payment. If the direct payment request meets the deadline and the documentation is deemed valid, the Sport Programs Staff will submit it forward for processing on the club's behalf.
- Once the request is processed, the club will receive an email follow-up notice confirming the expense was paid for directly and update of the club's available supplemental funding.

## Off-Campus Bank Account

- Outside checking accounts are required for each KSU club.
- Obtain a Federal Tax ID # by completing a W9 (see Sport Programs Staff for assistance).
- Choose a bank – Fifth-Thirds Bank is recommended
- Set up the account as a business-education account.
- Set up the account under "Club (Team Name) at KSU" and mailing address as the Owl's Nest (3220 Busbee Drive)
- Obtain a letter from the Sport Programs Staff by requesting via email at [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) to change account holders and/or request permission to open the account.
- The Treasurer must serve as the primary account holder for the club's off-campus account. The president or another officer is to serve as the secondary account holder in order for the bank account to always have two current officers with access.
- Some banks will run a credit check on individual officers being added to the account. The check is looking for negative credit only; a lack of credit will not be considered negative credit.
- The club account name on the letter must match the official name on the account when it was originally set up.
- Clubs that accept member dues via electronic cash exchanges must have the payment set-up in a club account name and tied to the off-campus account. Payments to individual names are prohibited.
  - Two club officers must have access to the log-in information.



## Chapter 7: Fundraising

Clubs are to raise funds to match the amount of supplemental funding allocated at the academic year's start. The allocated supplemental funding is unlocked once the club provides documented fundraising. All fundraising/sponsorship/donation opportunities must be pre-approved by completing the fundraiser-sponsorship request form on [www.imleagues.com](http://www.imleagues.com). Please allow one week for the Sport Programs Staff to review the request and provide a response on the next steps with the form submission. All fundraiser events must have an IMLeagues approval before being scheduled. The Sport Programs team reserves the right to deny fundraisers and sponsorships that do not align with university policy, go against the Code of Conduct, or pose a large risk to the University and Club Sports program. Once the fundraiser is approved and completed, the club will need to show receipt documentation and a matching deposit from the bank account to award matching funds. If there is not a receipt, the club will need to provide another form of supporting document to go with the deposit, such as email correspondence.

### Fundraising Eligibility Exceptions

- Alcohol and tobacco-based companies are prohibited for being scheduled as fundraising opportunities.
- Clubs are prohibited from engaging in any behaviors that violate GA State gambling laws. This includes, but is not limited to, hosting raffles and any form of betting (fantasy sports that require an entry fee, bracket challenges, etc.). However, groups may engage in “opportunity drawings” in which participants can become eligible to receive a prize without having to purchase a ticket or be present to win (i.e., everyone who attends an event is given a ticket at no cost and can leave the event and still win).
- If the club would like to sell club branded items as a fundraiser and it includes a KSU logo/name, the sponsor/vendor will incur a royalty fee from the University. If the item does not have any KSU related branding on it, then no royalties fees will be issued.
- Clubs requesting to host a youth clinic as a fundraiser are subject to approval. However, this request requires each clinician, as part of the club, to complete the University’s Minors Training. The University’s Minors Training includes but is not limited to requiring an approved background check per clinician, along with a Minor’s waiver being specifically approved for this request. Please note that activities of this nature can take 6 to 8 months for approval
  - Clubs will be responsible for reimbursing Club Sports for the cost of these background checks
- Clubs are prohibited from signing contracts of any kind to secure a fundraising opportunity. For more information on Contracts, reference [Appendix B](#).
- For other Fundraising ideas, visit [Appendix D](#).

**Note:** Member dues are only eligible for up to \$1,000 as matching dollars. Member dues like fundraiser dollars are to be submitted and documented once received as deposited. However, a fundraiser-sponsorship request form is not needed for a member dues deposit to receive matching funds.

### Donations

- Donations can be made to a specific club sport via checks made payable directly to the club. Clubs accepting donations should obtain an official donor name and contact information.
- Clubs are to complete the fundraiser-sponsorship request form on [www.imleagues.com](http://www.imleagues.com) to document the donor dollars to recognize as matching funds for the club’s supplemental funding.
- The club is permitted to set up a GoFundMe page or related page to receive monetary donations via those platforms. The club will need to outline the page hyperlink and general information on the fundraiser-sponsorship form submission.
- If the donor elects to donate directly to the KSU Foundation, please contact the Sport Programs Staff to discuss the process further.

## Sponsorships

- All sponsorship opportunities must be pre-approved via the fundraiser-sponsorship request form on [www.imleagues.com](http://www.imleagues.com).
- The club will need to complete the University's sponsorship form in addition to the fundraiser-sponsorship form on IMLeagues. The Sport Programs Staff will email the University's sponsorship form to the club once a sponsorship request is received on IMLeagues.
- If the sponsor requires a company logo to use on a jersey, uniform, or apparel item, the sponsor must complete the University's approved vendor process and agree to the University's Licensing Agreement.
  - The company logo is not to be larger than the University logo, and corporate logos may not be touching the University logo or other corporate logos on the garment/item.
  - The proof of the uniform, jersey, or apparel will need to be submitted directly to the Sport Programs Staff to undergo the design approval process.
  - Once the design is fully approved, if the club would like to sell these items and they include a KSU logo/name, the sponsor will incur a royalty fee from the University. If the item does not have any KSU related branding on it, then no royalty fees will be issued.
- All fundraising guidelines regarding appropriate businesses or companies also apply to sponsorships and donations.

Commented [JJ2]: Consider adding a prohibited list for sponsorships i.e rugby

### Sponsorship Proposal Example

- Create a sponsorship proposal letter (Please see [Appendix E](#)).
- Sport Programs Staff can review to ensure there is no content or grammatical edits needed.
- Determine what the club will offer in return for sponsorship (ex. logo on banner, etc.)
  - Keep it simple!
  - Set a deadline for sponsorship so you have time to get items printed
- Visit local businesses to see if any are interested in sponsoring the club.

## Chapter 8: Travel

### General Information

- A club trip begins once a club departs campus and completes when the club returns to campus.
- Clubs should notify Sport Programs Staff immediately if a change in plans occurs including ground or air transportation, lodging, competition venue, etc. or if an emergency arises during club travel.
- Clubs are NOT permitted to stay additional nights beyond the conclusion of the event.
  - Clubs are not allowed to travel between midnight and 5am.
- Sport Programs Staff have the right of refusal for travel if it is in the best interest of participant safety.
- Clubs are eligible to travel to competitions each academic year following the fall officer meeting date until the last weekend of classes in the spring semester.
- The schedule can be extended until June 30 if the club qualifies for post-season competition. The Sport Programs Staff reserves the right to approve competitions outside these dates provided the club submits a written request via email to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) outlining a detailed explanation for reason to participate outside the approval period.
- All travel must be documented by completing the travel form on [www.imleagues.com](http://www.imleagues.com) at least 10 business days in advance of the trip departure. The travel form includes additional information to request as part of the travel including lodging and transportation information. Once the club submits the travel form, the Sport Programs Staff will provide an approval or denial.
- Additionally, the club is to collect any documented receipts during the trip electing to be reimbursed from its available supplemental funding. The club is to email [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) the week following the trip to confirm receipt documentation for submission. If the club is not seeking any reimbursement as part of the travel a follow-up meeting is not needed.

### Lodging

- Lodging requests are to be included as part of the travel form submission on [www.imleagues.com](http://www.imleagues.com) at least ten business days in advance of travel. This is to be included even if lodging costs are being paid with off-campus funds.
- When providing examples of desired hotel rooms, please use [Lucid Travel](#) and follow the subsequent guidelines:
  - Enter the exact dates of travel.
  - Enter the exact number of rooms needed.
  - Provide three separate options that are satisfactory for the club in order of most to least preferred.
  - Hotels must have a 3.0 out of 5.0 stars using the Trip Advisor rating system.
  - Hotels must have internal hallways. Listed hotel options with external hallways will not be approved.
- **Private residence booking companies are prohibited from overnight lodging with club travel. This includes but is not limited to Airbnb and VRBO. This requirement is in effect even if lodging costs are being paid with off-campus funds.**
- Cabin, campground, and/or rental companies are eligible for approved overnight lodging and supplemental funding reimbursement. This is provided the company can provide adequate contact information and a valid itemized receipt.

### Personal Vehicle Transportation

- Clubs are permitted to drive their own personal vehicles to competitions. A driver's packet is required if a club member is driving another club member to a competition. The packet is valid for one academic year.
- If a club member is driving only themselves to a competition, then a packet is not needed.
- The Sport Programs Staff will confirm which listed drivers will need a confirmed driver's packet on file.
- As part of the driver screening process, the driver will need to complete the Mandatory Vehicle Operator Training (MVOT). The online vehicle training link will be provided once the packet is approved by the Office of Safety & Risk Management. The online vehicle training is one hour duration and valid for one academic year.

- Clubs are eligible to submit personal vehicle gas mileage for reimbursement provided the club has available supplemental funding for use. For the reimbursement, the club will need to indicate the number of vehicles seeking gas mileage reimbursement, submit a google map printout confirming the roundtrip mileage, and provide a corresponding tournament notice. The reimbursement will be based off the total miles cited on the google map printout indicating roundtrip travel from KSU to the event destination per vehicle requested for the reimbursement. The reimbursement mileage rate is \$0.22 per mile.

## Rental Vehicle Transportation

- KSU has a state contract for rental vehicle use with Enterprise. All Enterprise rental requests are to be booked by the Sport Programs Staff. Clubs are prohibited from contacting Enterprise directly and making individual requests. Furthermore, clubs are prohibited from having coach-volunteers, alumni, and/or parents book a rental reservation on the club's behalf.
- Eligible drivers for all rental vehicle requests must be at least 21 years old, submit a driver's packet, and complete a defensive driver certification. The defensive driver certification is valid and on-file with University for five years. Free defensive driving classes are offered by the Club Sports Program and the Office of Safety and Risk Management on campus. Please contact [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) for more information about the current availability for defensive driving class offerings.
- Clubs requesting rental vehicles must include it as part of travel form submission on [www.imleagues.com](http://www.imleagues.com) at least 10 business days in advance of the trip. As part of completing the form, the club will indicate the current eligible drivers. Sport Programs Staff will approve the request and confirm the club has eligible drivers with updated requirements.
- The expense for Enterprise vehicle use is directly billed from Enterprise to the Club Sports Office via emailed invoice.
  - The Sport Programs Staff will confirm prior to the trip if the club has available supplement funding to cover the expense. In the event the club does not have available supplemental funding to cover the expense, the club is required to issue a check from its off-campus account to the Sport Programs Staff to account for direct payment of the rental use.
  - The club is subject to additional costs for not refueling and a cleaning charge if trash is not cleaned out following the trip. Inspections will be done once the vehicles are returned. Clubs are subject to lose the opportunity to be approved for future rental requests if vehicles are not returned in an acceptable manner.
- Charter buses are not a preferred form of transportation and will not be eligible for reimbursement. Any club wishing to use a charter bus should email their request to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu). Approval will be provided on a case-by-case basis.

## Department Vehicle Transportation

- Sport Programs has 4 department vans that can be used for club travel. All department van rentals will be coordinated by the Sport Programs staff.
- Eligible drivers for all rental vehicle requests must be at least 18 years old, submit a driver's packet, complete the Mandatory Vehicle Operator Training (MVOT), and complete a defensive driver certification. The defensive driver certification is valid and on-file with University for five years. Free defensive driving classes are offered by the Club Sports Program and the Office of Safety and Risk Management on campus. Please contact [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) for more information about the current availability for defensive driving class offerings.
- Clubs requesting department vehicles must include it as part of travel form submission on [www.imleagues.com](http://www.imleagues.com) at least 10 business days in advance of the trip. As part of completing the form, the club will indicate the current eligible drivers. Sport Programs Staff will approve the request and confirm the club has eligible drivers with updated requirements.
  - All gas expenses will be paid for by the club who is operating the vehicle. All other expenses will be managed by Sport Programs.
  - A cleaning fee will be assessed if the van(s) is not returned in the condition it was received.

## **Air Transportation**

- Clubs are permitted to book air transportation if needed for club travel. Flight requests are to be included on the travel form approval process on [www.imleagues.com](http://www.imleagues.com). Once approved, clubs are responsible for making their own flight bookings.
- For flight transportation, clubs must complete the travel form 15 business days to be pre-approved before making reservations. Flights are eligible for reimbursement provided the club has available supplemental funding for use. Individual flight purchases are to be booked by current, active members. Individual flight purchases donated or sponsored by club alumni or vendors are subject not to be eligible for University reimbursement.

## **Disciplinary Action**

- During club travel, all club representatives are expected to uphold a positive image of Kennesaw State University and to exhibit good sportsmanship. The Club Sports behavioral guidelines and Kennesaw State University Code of Conduct are to be always adhered to. Any club representative that violates the behavioral guidelines or Code of Conduct is subject to face disciplinary actions. Disciplinary action may include, but not limited to placing the club on suspension, termination of the club's coach and/or the suspension of club members, along with referral to Student Conduct Academic Integrity (SCAI).
- Failure to comply with the outlined travel requirements and procedures is subject to club disciplinary actions. In addition, travel related incidents reported to the Sport Programs Staff will be thoroughly reviewed and disciplinary action may include placing the club on suspension, termination of the club's coach and/or the suspension of club members, along with referral to Student Conduct Academic Integrity (SCAI).

## Chapter 9: Equipment Usage

### Event Equipment Procedure

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

- Club banner
- Coolers
- Disc cones
- Chairs
- Tables
- Go-Pro and accessories
- Hi-Pod Camera

Equipment items will be granted based off amount and availability for the designated item. Equipment must be returned in the same condition as it was when it was rented to the club. If equipment is determined to be damaged upon check-in, the club is subject to a replacement fee cost and disciplinary actions.

If the club is requesting special accommodations of equipment or altered facility set-up for a hosted event, this is to be noted in completion of the event-space request form and communicated via email to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu). The Sport Programs Staff will approve and set parameters on what accommodations can be granted for the club's equipment and facility request as part of this event.

### Club Inventory

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

- Items that were purchased via off-campus funding are considered funded solely by the club membership at the time of the purchase.
  - These purchased items are to be monitored, maintained, and stored by the club's leadership. These purchased items can be thrown away, donated, and/or sold.
- Items purchased by University's supplemental funding, also called club funding, are considered University property.
  - This includes any items purchased directly by Sport Programs Staff or items that were fully or partially reimbursed.
  - These items will require a check-in and check-out process and are mandated to be stored in a Club Sports approved storage space (i.e., Nest Locker).
  - These items are unable to be thrown away, donated, or sold. If the club elects to no longer use the University funded purchased items, these items should be returned to the Sport Programs Staff who will submit it to the University Surplus Department.

### Check In/Check Out Process

- After the Club Inventory form has been submitted, the Sport Programs Staff will send out a copy of the submitted form to be verified and signed by the officers to confirm accurate records and officially transfer the equipment into Club care.
- At the end of the spring semester, officers should make an appointment with the Sport Programs Staff to return their equipment to the Nest. Once all the equipment has been returned, the Club has relinquished care of the equipment back to the University.

- If the equipment is lost or damaged upon return, the club will be charged the cost of replacement of the equipment.
  - For clubs that have lost/damaged uniforms, a minimum of a \$5 dollar fee will be added to each lost/damaged uniform based off the listed price per item. This is because an individual replacement cost is higher than a bulk expense at which the uniforms were originally purchased.

## Chapter 10: Facilities

### Requests

A club requesting to host a competition, meeting, tabling, and/or fundraising event must submit the event-space request form on [www.imleagues.com](http://www.imleagues.com). Club practice requests are confirmed via the team packet. All campus spaces the club is electing to use are to be requested and approved in advance. Clubs are prohibited from dropping in spaces for club activities not requested and properly reserved. The event-space request form is also required for clubs serving as the host of off-campus competitions.

Type of Space	Reservation Request Due Date
Campus Space (Campus Green, Table, etc.)	10 business days
Meeting Space	48 hours
Home Event	15 business days
Large Scale Conference or National Competition	Please see the <a href="#">Appendix H</a>

- For practices, the reservations will be scheduled semesterly. Clubs will submit the practice requests via team packet during the summer semester for the club's practice schedule for that upcoming academic year and confirm continuation for the spring semester in November.
  - A club will not be granted practice times until completing the team packet and activation meeting process.
  - Each club's practice requests will be recognized for two guaranteed practice time slots.
  - The practice times slots will be scheduled for two-hour blocks.
  - Clubs are eligible to request practices at Nest, Perch, SRAC, and/or Marietta Campus.
  - When there is more than one club requesting the same day, time, and space, the requests will be evaluated based on each club's primary competition season, compliance level, and other practice times requested in priority order.
- If a club does not have a designated campus space for their activity (i.e. Equestrian: horse stable, Golf: golf course, Ice Hockey: ice rink, etc.) then the club is subject to be approved for an off-campus practice.
  - To be approved for an off-campus space, the club will need to confirm the off-campus practice location, days, & times as part of the activation meeting.
  - Clubs practicing off-campus are to provide the facility contract/agreement annually for review and approval. A club is strictly prohibited from signing any form of agreement or contract.
  - If the club's off-campus facility does not have a formal contract/agreement, it will need to draft up the terms via email correspondence for annual approval.
  - Clubs are eligible to use supplemental funding for off-campus facility fees; however, the supplemental funding will only be used as available.
    - Sports and Recreation will provide financial support for the use of off-campus venues by club sports teams when such venues are necessary for practices, competitions, or events. This support is available up to a maximum of \$24,999.99. To be eligible for funding, requests must be submitted by September 15th of the current academic year. All funding is subject to prior approval and must align with departmental guidelines and budget availability.
- On-campus practices and competitions are a program precedent of all clubs whose activity can be hosted in a campus space. Campus practices and competitions are intended to make the club as accessible to interested students as possible. Exceptions for hosting off-campus competitions will be reviewed on a case-by-case basis given the circumstance (i.e., space conflict, space restriction, unplayable space conditions).

### Scheduling

- Clubs are eligible to host competitions each academic year between the fall officer meeting date and the last weekend of classes for the spring semester. The Sport Programs Staff reserves the right to approve competitions



outside these dates provided the club submits a written request via email to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) outlining a detailed explanation for reason to participate outside the approval period.

- Clubs should notify the Sport Programs Staff immediately if a change in plans occurs to the hosted event. This may include but is not limited to time change, competition format change, location change (if off-campus), and/or team forfeiture. Clubs are prohibited to cancelling a hosted event reservation without providing pre-approval notice to the Sport Programs Staff. Additionally, Sport Programs Staff reserves the right to delay, postpone, and cancel events due to weather, unplayable space conditions, and/or other unforeseen circumstances. If the club submits a cancellation notice to the Sport Programs Staff within 48 hours other than inclement weather, the club will be subject to payment of the facility invoice and Athletic Trainer if applicable. The Sport Programs Staff will review payment obligation for the club on a case-by case basis.
- Sport Programs Staff have the right of refusal for hosted competition if it is in the best interest of participant safety.
- All hosted competitions must be documented by an approved event-space request form on [www.imleagues.com](http://www.imleagues.com). Once approved, the club is to submit a home competition roster via email to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) which should include the full names of each anticipated participating member. The home roster is to be submitted on the Wednesday before a weekend competition or two business days before non-weekend competition.
- Facility reservation times and availability may vary depending on the weekend or time of the event. Please view the facility request blocks available for home events below.
  - The Nest Outdoor Fields
    - Fridays: 6pm-10pm
    - Saturdays/Sundays: 9am-9pm
  - The Perch Fields
    - Friday: 6pm-10pm
    - Saturday/Sundays: 9am-9pm
  - Marietta Facilities
    - Friday: Closed
    - Saturday: 10am-8pm
    - Sunday: 12pm-8pm
  - SRAC Facilities
    - Friday: Closed
    - Saturday: 10am-8pm
    - Sunday: 12pm-8pm
- Clubs may be charged facility and staffing fees for their events. These fees will be determined on a case-by-case basis. All fees will be communicated with the club in the review process and paid at least 3 days before the event. Fees must be paid via check from the clubs off-campus bank account and made out to Kennesaw State University. The Facility fees are outlined below:
  - The Nest and The Perch
    - Fees will vary based on the space being requested. All fees will be communicated with the club in the review process.
  - SRAC and Marietta Facilities
    - Fees will vary based on the space being requested. All fees will be communicated with the club in the review process.
- All requests will require at least one hour for set up and one hour for breakdown. If a club would like to request additional time, this should be included in the initial request and may incur an additional fee.
- In the case of a University scheduled event (i.e., KSU Football games, Graduation, etc.), time blocks may change or be altered to accommodate these events.
- The approved visiting team waiver must be completed by each visiting team member. It is the club's responsibility to ensure each visiting team member completes the waiver. The club should send out the waiver in advance as part of competition announcement/correspondence to the visiting team(s). The approved visiting

team waiver is a DocuSign that can be distributed to all teams via a link on the [Manuals and Forms](#) tab of the Club Sports website.

## Facility Access

- Participants and volunteer coaches for all club practices and competitions on campus must have approved access.
- For more information regarding facility access for volunteer coaches, please refer to [Volunteer Coach Responsibilities](#).
- All club members are to use their KSU ID for entry to campus practices and competitions. If the participant does not have a KSU ID when attempting access, a government-issued ID will be accepted for entry.
- Club members will need to be properly registered through the player packet process on [www.imleagues.com](http://www.imleagues.com) to receive the club athlete membership tied to their KSU ID. The club athlete membership will be added to the member's KSU ID on a yearly basis. If the member's enrollment status changes from one semester to the next, the membership will be subject for removal aligned to the most updated enrollment status.
- Club participants are to contact the Sport Programs Staff via email at [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) if questions about their individual eligibility and access.
- Clubs that practice and host competitions off-campus are responsible for ensuring all participants are fully approved through the player packet process on [www.imleagues.com](http://www.imleagues.com) before participating in club activity.
- Club participants are strictly prohibited from gaining unauthorized access to a campus facility for competitions and practices. This includes but is not limited to passing back an ID to another participant, using another participant's ID, and/or bypassing approved entry points.
- A club may seek approval of visitors to gain facility access for club recruitment purposes. A club requesting visitor access will need to email the Sport Programs Staff at [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) at least one business day in advance of the scheduled reservation for pre-approval. Visitors are not approved for participation in activities and/or providing coaching to participants. Clubs are prohibited from providing non-approved visitors facility access.
- Spectators for hosted competitions are not considered visitors; no pre-approval access is needed for attending hosted competitions. Spectators attending hosted competitions at the SRAC are strongly encouraged to have a government issued ID for entry to avoid paying for a visitor's pass. Spectators attending hosted competitions are prohibited from exercising and/or working out in a facility space while attending the competition.

## Chapter 11: Program Safety & Risk Management

- **Player Packet:** All participants must complete the Player Packet form which is a registration waiver on [www.imleagues.com](http://www.imleagues.com). Once the participant has a created login for the [www.imleagues.com](http://www.imleagues.com) website, the participant will complete the Player Packet form found under the “My Forms” section.
- **Emergency Contact:** All participants must complete the Emergency Contact form in addition to the Player Packet form. The Emergency Contact form specifically lists detailed information of two on-file contacts. The Emergency Contact & Player Packet forms must be fully completed before officially participating in an approved club activity. These forms are valid for one academic year.
- **CPR/AED/First Aid Certification:** At least two members of each club must be certified in CPR, AED, and First Aid. A club is required to have one of its CPR/First Aid/AED certified members on site for each approved club activity. High risk sports with a large team roster are subject to be requested by the Sport Programs Staff to have additional members certified. Certified individuals must have copies of their cards on file with the Sport Programs Staff. Free CPR/First Aid/AED certification classes are offered at the KSU Owls Nest, SRAC, or Marietta campus.
- **University Approved Drivers:** At least two members of each club must fully clear KSU’s University Vehicle Operator process. Certified individuals must have copies of their certifications on file with the Sport Programs Staff. Free Defensive Driving certification classes are offered at the KSU Owls Nest, SRAC, or Marietta campus. The Mandatory Vehicle Operator’s training will be assigned to each student’s OwlTrain.
- **Health Insurance:** Kennesaw State University does **NOT** provide health or dental insurance for any Club Sport participant. The Club Sports Program **STRONGLY RECOMMENDS** that each student Participants carry personal health insurance outside of the University.
- **Medical Kits:** All clubs will be required to check out an orange medical kit with first aid supplies at the beginning of each semester. When the club practices or competes, the club is to have the medical kit present on site. If needing additional supplies, the club will need to submit an email request outlining specific items to be restocked. If the club damages the medical kit, there will be a \$50 replacement fee issued to the club. If the club loses the medical kit, there will be a \$100 replacement fee issued to the club.
- **Severe Weather Tracking & Plan:** The club’s Safety Officer is to download “WeatherBug” application on their smart phone to track severe weather in our area. WeatherBug will send you notifications for lightning strikes, tornadoes, and other severe weather. In the case of severe weather, seek shelter immediately. Remain sheltered in place until the all clear is given by either the WeatherBug app (i.e., lightning has not struck within 10 miles in at least 30 minutes), facility staff, or KSU emergency email alerts.
  - At the Perch or the Nest, the Team Rooms and Restrooms are the best places for sheltering.
  - At the SRAC, follow all directions of Facility staff for directions on where to shelter.
  - At the Marietta fields, seek shelter in the restrooms or inside personal vehicles.
- **Field and Equipment Safety:** If there is a potential safety hazard regarding field conditions or club equipment, officers are to notify the Sport Programs Staff immediately.

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### Emergency/Injury Procedures

- **Life Threatening Injuries:** Immediately call 911 or, if the accident occurs at Kennesaw State University, call the University police at (470)-578-6666.
- **Non-life-threatening injuries, not requiring an ambulance:** If an ambulance is not required, have a club member or friend take the injured person to the Emergency Room. If there is no one to transport the person, call the University Police at 470-578-6206.
- **If an Ambulance is needed:** Notify Sport Programs Staff **immediately** via phone, regardless of time of day, if any member of the club is hospitalized or sustains a major injury because of club activity (practice, games, or otherwise). If an injury occurs at KSU, contact University Police at (470)-578-6666. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have the injured participant’s permission before transporting the person by ambulance because the injured party will be responsible for payment.
- **Head, Neck or Back Injuries:** Do not move the injured person unless there is immediate danger.

- **Accident Report:** Complete and submit an Accident Report for the injury at least one business day from the time of the accident.
- **Injuries to Individuals from visiting Teams:** Students and individuals from visiting teams are not covered by KSU and therefore, should be taken to the hospital of choice by one of their own team members, or an ambulance. Visiting teams will be responsible for their own medical bills.
- **Fire Alarm:** If the fire alarm sounds in any KSU building in which a Club Sport is practicing, officers will evacuate the club.
- **Blood and Bodily Fluid Spills Procedure:** Universal precautions must be taken with all bodily fluids. First, put on gloves. Participants involved in activities associated with any Club Sport that are bleeding are required to leave the activity until all bleeding has completely stopped. To return to activity, all soiled clothing must be sprayed with a disinfectant or removed, and the wound must be cared for appropriately. Disinfect playing surface.

### Athletic Training Services

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

- Evaluation
  - Treatment
  - Taping
  - Rehabilitation
  - Equipment Checkout

- Recovery Machine
  - Injury Prevention Program
  - Performance Enhancement Program
  - Metal Scraping
  - Cupping
- **Injury Report:** Athletic Training will send the club each week an injury report listing out current club participant injuries. The injury report will list the name of the club participant and injury description in three categories: Out, Limited, & Full Go.
  - **Concussion Testing:** All participants will be verified as having current concussion test on-file when submitting the player packet as part of the annual registration process. Club participants that do not have a current concussion test on-file will be required to come to the Owl’s Nest to complete the test to be approved for participation with the club. Club participants are prohibited from participating in the club before having an approved concussion test. The following clubs (non-contact sports) listed below **do not** require a concussion test:

Archery	Roundnet
Barbell	Running
Dance	Swim
Fencing	Tennis
Girl Gains Lifting	
Pickleball	

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

### Cancellation Process

- We understand that occasionally situations arise which warrant the need to make changes and ask that you make a good faith attempt to notify the Department of Sports and Recreation Athletic Training Staff as soon as possible (email or phone voicemail is preferred) if you need to cancel or reschedule an appointment.

- You are expected to provide at least a 24-hour notice of a cancellation and/or re-schedule, or you will forfeit that appointment.
- If you are 7 minutes or less late, the appointment will last only until the end of the scheduled time. For example, if your appointment is scheduled to last from 2:00pm to 2:30pm and you show up at 2:07pm, the appointment may be abbreviated to end at 2:30pm.
- If you are more than 7 minutes late, the appointment will be considered a “no show” and the Athletic Training Staff will be under no obligation to honor your appointment.
- If you “no show”, late cancel/reschedule (<24-hours' notice) for 3 or more appointments, your ability to schedule future appointments with the Athletic Training Staff may be restricted or denied at the discretion of the AT Staff.

### *Athletic Training Coverage*

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

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

Archery	Martial Art Clubs
Cycling	Roller Hockey
Equestrian	Rugby (M/W)
Flag Football	Soccer (M/W)
Gymnastics	Ultimate (M/W)
Ice Hockey (M/W)	Volleyball (M/W)
Lacrosse (M/W)	

- Clubs requiring Athletic Training will be confirmed as part of the event-space request form on [www.imleagues.com](http://www.imleagues.com).
- If the Competitive Sports Athletic Training Staff is unable to cover the event, it will be scheduled utilizing a contracted Athletic Trainer which will incur a \$30-45 per hour fee.
- Clubs are prohibited from negotiating payments on-site with contracted Athletic Trainers. This includes but is not limited to arranging payment plans with the Athletic Trainers, postponing the payment to a later date, and/or attempting to pay the contracted Athletic Trainer a different amount.
- Clubs are able to receive Athletic Training coverage when serving as host for an off-campus facility location. However, the club is subject to added travel fees.
- Event Late Cancellation Policy
  - The Contractor will be compensated for the agreed-upon hours of the event, except in cases where the event is canceled due to weather or other acceptable unforeseen circumstances.
  - Acceptable unforeseen circumstances include, but are not limited to:
    - Campus closure
    - Utilities failure
    - Medical emergency
    - Natural disaster
    - Opponent travel issues
  - The Club Sports Program Professional Staff reserves the right to determine whether payment is required in the event of a cancellation, based on the specific circumstances.
  - If the club or host cancels the event after the Contractor has confirmed their availability in writing, and the cancellation is not due to weather or another acceptable unforeseen circumstance (as determined by the Club Sports Program Professional Staff), the Contractor will be compensated according to the following schedule:
    - Less than 24 hours' notice prior to the scheduled start time:

- 100% of the agreed-upon contractor fee is due.
- 24 to 72 hours' notice prior to the scheduled start time:
  - 50% of the agreed-upon contractor fee is due.
- More than 72 hours' notice prior to the scheduled start time:
  - No compensation will be due.

**Note:** "Notice" is defined as the time the club informs the Club Sports Program Professional Staff, not the time the Contractor is notified.

- Payment Terms:
  - All applicable payments will be issued within ten (10) business days following the date of the canceled event."

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

## Chapter 12: Marketing

### Approval Process

A club requesting to use Kennesaw State University logos and trademarks must adhere to the Club Sports Program and University request procedures. Specific to club uniforms, these must be properly representing the University. This includes the official use of the University name and/or approved University logos. There is no opt-out option or exception to circumvent the marketing request process for University representation with uniforms.

- The following procedures listed below are to be followed to confirm proper use of logos, name, and representation.
  - Submit a proof request to the Sport Programs Staff via [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
  - The proof request is to include:
    - Mock-up of the artwork to be used
    - Name of the requested vendor
    - Anticipated quantity for the request
    - Purpose of product
  - Clubs must use an approved vendor for the purchases of uniforms or other branded apparel and equipment. The list of approved vendors and vendor registration information can be found here: [University Licensing Information](#).
    - If you cannot find a vendor that provides the uniform or equipment that you need (i.e., martial art ghees, hockey jerseys, etc.), one-time approval can be requested to purchase these items.
    - Please email [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu) for more information on this process.
  - All proofs and artwork must align with the University's current standards. The full artwork guidelines can be found here: [KSU Style Guide](#) or in [Appendix I: Marketing Manual](#)
  - Once the design is approved, the Sport Programs Staff will send the requesting club an official approval notice confirming the step is completed and able to move forward with the vendor in the process.
  - Clubs are prohibited from processing any order with a vendor containing a logo without an official approval notice.

### Promotion & Publicity

- Clubs are eligible to promote themselves individually through multiple platforms. All postings must be created using a computer or other form of professional media.
- Tables for on-campus promotions are available at no charge. Clubs electing to request a tabling space must complete the event-space request form on [www.imleagues.com](http://www.imleagues.com).
- All printed material (website, flyers, media guides, brochures, uniforms, schedule cards, posters, etc.) are subject to design approval and must be pre-approved by the Sport Programs Staff. All artwork proofs are to be submitted at least ten business days in advance of the intended posting via email to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
- All clubs are encouraged to take pictures, submit results following competitions, and send in noteworthy accomplishments (i.e., members named to the all-league teams) to the Sport Programs Staff. It is recommended for each club to delegate or make part of an officer's role to track data/statistics on a regular basis.
- The Sport Programs Staff should be promptly informed of any schedule changes so the most up to date schedule can be published.

### Recruiting Ideas

- For recommendations regarding recruitment, review [Appendix F: Recruiting Ideas](#).

### Using the University's Name

- A Club Sport is to use the name "Kennesaw State University" or KSU as part of the official club name. However, the club sport acts as a third party that speaks only for its members and not the University as a whole. Club Sports are not agents of Kennesaw State University.

- The word “Club” must be listed in front of the sport name as part of the official club name. For example, the correct listing of a club is to read “KSU Club Baseball.” This is in place for a club sport not to be misconstrued as an Athletics team.

## **Appropriate Content**

- Sport Programs Staff must approve all logo use on social media sites. Clubs are responsible for all content posted on individual club sites. Photos and dialogue should portray a positive image of the club.
- As an organization registered with Kennesaw State University, it is necessary to ensure the images and messages listed online, sent via email, and posted on social media are representative of our institution of higher education. Clubs may not:
  - Post pictures or videos that show or give the impression of the possession or consumption of alcohol, tobacco, and/or illegal substances.
  - Post or knowingly permit the posting of content or any other use of your club’s account to cause harm, embarrassment, defamation, insult, or injury to any person or entity. This does not prohibit frank discussions, criticism, or opinion.
  - Create a personal profile to represent an organization; this is a violation of most platforms’ terms of service. Only use Pages or Groups to promote your organization.

## **Club Websites**

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

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

## **Club Social Media Accounts**

- Clubs may also choose to create accounts for any type of social media, including Facebook, Twitter, and Instagram. Some recommendations for the use of these accounts:
  - It is recommended that accounts be checked weekly and updated monthly when the club is active. That way, prospective members can see that the site is still in use.
  - Make sure the name on the page makes it easy for someone to find the club. Avoid abbreviations, acronyms, or nicknames.
  - Update the “about section” annually, as this typically lists a website URL and/or contact information.
  - Clubs are encouraged to tag @ksusportsrec in their posts and use #ksusportsrec and #owlsinmotion.
- A club is to send their social media account name information to the Sport Programs Staff to have on file as active in use.
- All club social media accounts are actively monitored by the Sport Programs Staff, and clubs are responsible for all content posted to these pages. Any content found to be in violation, or supporting evidence of a violation, of a club sport expectation or university policy will be addressed through the Disciplinary System as deemed appropriate by the Sport Programs Staff.

## **Club Cloud Storage**

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

## **Account Transfer & Closure**

As part of officer transition, outgoing officers need to ensure that incoming officers have access to all club websites, email, files, and social media accounts before graduation/departure. Depending on the platform, it may be difficult or impossible for club leaders to regain access, leaving old and inaccurate information floating around the internet. It is



recommended to set club group email account's recovery passwords to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu), so that Club Sport Staff may assist a group that cannot access a Club's group email.

## Chapter 13: Disciplinary Actions

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

### Four-Part Penalty System:

The four-part penalty system serves as a level of progression in enforcement each time the club incurs a disciplinary action. The penalty system will reset each academic year unless an action is carried over from a previous semester into the new academic year. The Penalty System is progressive, but not necessarily a “3-strikes” progression as all disciplinary action should match the violation.

#### *Warning:*

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

#### *Funding Deduction:*

- The next action deemed for disciplinary action will result in a deduction from the club’s supplemental funding. An appropriate funding deduction will be outlined to the club depending on its level of infraction.

#### *Suspension:*

- The third deemed action for disciplinary action will result in a type of suspension for the club. This could include but is not limited to an overnight travel suspension, full competition suspension, or suspension of all team activities. An appropriate suspension will be outlined to the club depending on its level of infraction.

#### *Club Removal:*

- The last deemed action for disciplinary action will result in a club removal. The club that has been removed will no longer be a part of the Club Sports Program and will have to go through the full application and approval process to rejoin the Club Sports Program after a set date.

**Note:** The Sport Programs Staff reserves the right for discretion with imposing an appropriate action that matches to the level of an infraction by the club.

### Appeals

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

- A club and/or participant will be notified via email from the Sport Programs Staff of an incurred violation and/or denied request.
- If the club and/or participant elects to appeal that decision issued by the Sport Programs Staff, they must issue a written appeal to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
- The written appeal must include a detailed explanation outlining the club’s reasoning for the appeal and justification for an alternate desired outcome.
  - If applicable, the club and/or participant is encouraged to attach supporting documents for the club’s appeal.
- Once the appeal notice is received, the Assistant Director of Sport Programs will review the appeal notice. The Assistant Director of Sport Programs will reach out the club and/or participant to discuss the appeal further.

- The club and/or participant will receive a notice from Assistant Director of Sport Programs concerning the appeal.
  - If the appeal is denied, then the outcome issued by the Sport Programs Staff will be upheld.
  - If the appeal is accepted, then the outcome issued by Sport Programs Staff will be reversed with a provided alternate outcome.
- Once the outcome notice is issued by the Associate Director of Sport Programs, the club and/or participant has **three business days** from when the notice is issued to submit a final formal appeal.
  - It must be a written appeal notice issued to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).
  - Once received, the Associate Director of Sport Programs will review the club and/or participant's appeal notice.
  - If applicable, the Associate Director of Sport Programs will schedule a meeting with the club and/or participant to discuss the appeal further.
  - If not applicable, the Associate Director of Sport Programs will follow up with the club and/or participant via email on the determination of the appeal.
  - The Associate Director of Sport Programs will either deny or accept the appeal.
- The club and/or participant will receive a final notice from the Associate Director of Sport Programs.
  - Once received, all decisions are final, and the club and/or participant will have exhausted the appeals process.

**Note:** An overturned appeal can provide a less severe and/or more severe outcome than originally issued action by the Sport Programs Staff.

## Appendix A: Sample Documents

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### MONDAY NOTES

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#### Monday Notes Email Sample 1: Acceptable

*Subject Line: Monday Notes-Basketweaving Club*

*Club Sports,*

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

*Thanks,*

*KSU Basketweaving Club*

#### Monday Notes Email Sample 2: Acceptable

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

*Club Sports,*

*This week we were able to accomplish a lot in terms of getting ready for the season! We have planned our information meeting for tonight from 6:30-8:00pm so we are looking forward to kicking off the season! Currently we are still waiting to get our game schedule from the league and have our practice time approved so once that's done we will have a better idea for the rest of the season.*

*Thanks,*

*KSU Cup Stacking Club*

#### Monday Notes Email Sample 1: Unacceptable

*Subject Line: No Subject*

*Hey man,*

*No activities this week.*

*Thanks!*

#### Monday Notes Email Sample 2: Unacceptable

*Subject Line: No Subject*

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

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**SAMPLE CLUB PARTICIPANT BEHAVIOR GUIDELINES**

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**KSU CLUB XXXX  
CLUB PARTICIPANT BEHAVIOR GUIDELINES**

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

Jersey #: \_\_\_\_\_ (replacement cost) Short size: \_\_\_\_\_ (replacement cost)

Jacket size: \_\_\_\_\_

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

Player Name (Print): \_\_\_\_\_

KSU ID#: \_\_\_\_\_

Player Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***SAMPLE DONATION REQUEST LETTER (#1)***

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Dear Friends and Family,

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

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

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

Regardless of your decision we are extremely grateful for your continued support and will do our best to make you proud. We are all looking forward to the upcoming season. You can see our schedule by following our Twitter @KSUCS. As always, thank you for your support.

Respectfully yours,

John Smith

**Make Checks Payable to:**

KSU Cup Stacking Club

**Return Envelope To:**

KSU Cup Stacking Club

The Owls Nest  
3220 Busbee Drive  
Kennesaw, GA 30144

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**SAMPLE DONATION REQUEST LETTER (#2)**

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Dear Friends and Family,

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

Our club was established in 2018. This fall will surely be a huge success for the club, but also the entire university.. We hope to be part of the South Atlantic conference competing against opponents such as Clemson, South Carolina, and Chattahoochee Tech.

I am requesting that you sponsor us with a donation. Here's why: each club member is trying to raise money for club equipment and road trips. Being a new club, players need to purchase proper equipment along with attempting to subsidize player and travel costs to let player focus on our ultimate goal: having a successful season.

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

We understand that current economic times are hard for many people. We are hoping that you understand that our involvement with the Kennesaw State Basketweaving Club is paramount to us.

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

MAKE CHECKS PAYABLE TO: KSU CLUB BASKETWEAVING

RETURN ENVELOPE TO: KSU CLUB BASKETWEAVING

Owl's

3220 George Busbee Drive Kennesaw, GA 30144

YOU CAN ALSO EMAIL [KSUBW@GMAIL.COM](mailto:KSUBW@GMAIL.COM) FOR ADDITIONAL INFORMATION.



### SAMPLE COACH EVALUATION FORM

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

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

**Club:** \_\_\_\_\_ **Coach's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

What level of player are you? \_\_\_\_ Beginner \_\_\_\_ Intermediate \_\_\_\_ Advanced

How many years have you played this sport competitively? \_\_\_\_\_

How many semesters have you played for this club? \_\_\_\_\_

How many practices per week do you attend? \_\_\_\_\_

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

What does the coach do well? \_\_\_\_\_

What do you wish the coach would quit doing? \_\_\_\_\_

Other Comments:

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**SAMPLE OFFICER TRANSITION FORM**

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1. What is the club's current system for new officer(s) taking leadership, (appointment, election, or other system)? \_\_\_\_\_
  - a. If 'other system' please describe: \_\_\_\_\_
2. When does the club transition leadership, fall, spring, or summer semester? \_\_\_\_\_
3. Does the club have possession of mailbox key/access to mailbox? \_\_\_Yes or \_\_\_No
4. Does the club have updated set of by-laws/access to document? \_\_\_Yes or \_\_\_No
5. What is the Organization name listed on off-campus bank club account? \_\_\_\_\_
  - a. List Officers on account: \_\_\_\_\_
6. What are login credentials to access bank account? \_\_\_\_\_
7. What is the Club's EIN number? \_\_\_\_\_
  - a. Does club have access to document/letter from IRS providing EIN number? \_\_\_Yes or \_\_\_No
8. What are login credentials to access group email account? \_\_\_\_\_
  - a. Confirm recovery to group email is set to [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu). \_\_\_Yes or \_\_\_No
9. Does the club have a website? \_\_\_Yes or \_\_\_No
  - a. Weblink: \_\_\_\_\_
  - b. Login Credentials for Administrative Access: \_\_\_\_\_
10. Does the club have Social Media page(s)? \_\_\_Yes or \_\_\_No
  - a. Type/Name of Account: \_\_\_\_\_
  - b. Login Credentials for Administrative Access: \_\_\_\_\_
  - c. Type/Name of Account: \_\_\_\_\_
  - d. Login Credentials for Administrative Access: \_\_\_\_\_
  - e. Type/Name of Account: \_\_\_\_\_
  - f. Login Credentials for Administrative Access: \_\_\_\_\_
  - g. Type/Name of Account: \_\_\_\_\_
  - h. Login Credentials for Administrative Access: \_\_\_\_\_
11. Where does club store inventory list/documentation? \_\_\_\_\_
  - a. Does the club know which inventory belongs to KSU? \_\_\_Yes or \_\_\_No
12. Does the club have a storage locker/lock? \_\_\_Yes or \_\_\_No
  - a. Lock Code(s): \_\_\_\_\_
13. Does the club have a currently approved uniform(s)? \_\_\_Yes or \_\_\_No
  - a. Are uniforms personalized and kept by the club members? \_\_\_Yes or \_\_\_No
  - b. Are uniforms owned/stored by KSU? \_\_\_Yes or \_\_\_No
14. Does club have contact(s) to organization for scheduling official(s) for games? \_\_\_Yes or \_\_\_No
  - a. Contact Name, email, phone: \_\_\_\_\_

## Appendix B: Contracts

- Clubs are ineligible to serve as signing authority for contracts. Therefore, clubs are strictly prohibited from signing any contract, whether it be for lodging, sponsorships, or other purposes.
- Any payment submitted in relation to the contract is subject to be lost without proper approval for the request.
- In the event, a club is presented with a contract to sign, the club is to submit it to the Sport Programs Staff for review. The Sport Programs Staff will present the contract to the University's Legal Department for an official determination.
- The University Legal Department acts as the sole signature authority for contracts on behalf of the University. The University's Legal Department will review the contract in full and provide details on how to proceed.
- For Travel: Clubs are approved to click "I agree" on Lucid Travel because it is a pre-approved vetted website by the University. However, any third-party sites outside of Lucid Travel would not be pre-approved if a contract or "I agree" clause is presented to the club requesting for signature.
- For Sponsorships: Clubs will submit a Sponsorship/Donation Form containing information regarding the Sponsorship. The Sport Programs Staff will review the information provided and approve or deny the request. The Sport Programs Staff reserves the right to request additional information regarding all sponsorship requests.

## Appendix C: Special Case Scenarios

### Supplemental Funding

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

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

#### *Joint Clubs*

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

#### *Nationals Travel Fund*

- The Club Sports' National Travel fund is allocated to support individual clubs attending competitions on a national level.
- To be considered for this fund, the club must complete the National Travel proposal form. The form will ask for the requesting club sport to outline anticipated itemized expenses to show the total amount requested.
- The Sport Programs Staff will make the final determination on the allocation amount evaluating number of participants, competition location, funds raised by club, additional clubs seeking funding, and funds available.
- The club is subject to receive an allocation amount that is partial to the full travel expenses, in which the club is expected to cover the remaining expenses as part of the trip. If applicable, the club can use the proposal form to request funds for use to a regional based or nationals qualifying tournament.

#### *Needs Based Fund*

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

#### *Cash Awards & Travel Stipend*

- Clubs that receive any award, prize money, cash winnings, or other valuable consideration (gift cards, any item with a retail value greater than \$25.00, etc.) are to report the information to the Sport Programs Staff once made aware of receiving the award.
- This requirement also applies to awards characterized as "scholarship" money. Club Officers are required to provide documentation that outlines the prizes in detail (amount and structure/award levels).
- Per University guidance regarding use of University funds, property, space, and other support, as well as the receipt of cash awards or other items of value or profit, clubs shall remit 10 % of all cash winnings or valuable consideration received while competing under the University's name. This 10% remittance will be utilized by the Club Sports Program in support of the goals and objectives of the overall program.
  - Whenever possible, the league, tournament, event, etc. should issue two checks: one to Kennesaw State University Club Sports Program for 10% of the cash award and one to the club participating in the

league, tournament, event, etc. for 90% of the cash award. Clubs are required to deposit their cash winnings in the club's bank account.

- If the league, tournament, event, etc. cannot issue two checks the club participating must present the Sport Programs Staff with a check for 10% of the cash award within two weeks of receipt of the cash award. Any non-cash valuable consideration must be reviewed with the Sport Programs Staff to reach a determination on the value of the prize and the possibility of a remittance.
- Clubs that receive travel stipend assistance are required to disclose this to the Sport Programs Staff. Clubs are prohibited from applying for Club Sports National funding and not disclosing receiving additional funding from a governing body or other source.

## Appendix D: Fundraising

### Marketing & Publicity

A top priority of any organization should be the development of an informed and supportive audience or fan base, and there are several ways to do this. Hosting quality programs that are well produced and promoted are a great way to build a personal connection and market your sport club.

### Building an Online Presence

If you really want to fundraise, your sport club must have a presence online. To start any campaign, whether it be fundraising, awareness, or to build a fan base for a home game, you may need to establish a primary website. It should be easily updated with news and important details. It should be streamlined so visitors can quickly navigate to the content they want. Websites also serve to recruit future team members and involve community members in fundraising efforts. If you have multiple websites, pick one main site to redirect your fans and visitors to (avoid outright deletion of any pages, as this could cost you many followers). This main site should be able to feature video and daily updates while competing. Keep track of all online and social media accounts and make sure future officers will be able to take over administrative duties.

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#### ***ALL CLUBS MUST ADHERE TO KSU GUIDELINES.***

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1. Facebook Page - every club should have a page to generate fans and make it easier for everyone to find your club. Use Facebook as your sport club page while posting or updating.
2. Twitter and Instagram Accounts - the short messages and photos are perfect for updates during competitions! Stay on topic and keep it clean. Live updates are a great way to involve supporters in team events.
3. Website - Clubs may need a website to be able to do more things, like have online event registration, email/newsletter lists, etc. Make sure to include your club goals and aspirations, along with past accolades and awards. This is your chance to give a legitimate, professional impression to donors and future students alike.
4. YouTube Channel - a video is worth a million words. You can link videos to the club's main site to increase online presence. Make sure to get permission to post it online from everyone in the video. Videos are also a great opportunity for governing bodies to highlight specific teams on a national level.

### Alumni & Donations

This should be a huge component of fundraising for your club. Past members feel a connection to your club before you even contact them, whereas the general public will be difficult to capture. Alumni will donate money and time because they already have a personal connection to your club. Whether you simply ask for donations with a letter or host an event-packed Alumni Weekend, past members appreciate recognition for their time and money. Alumni may be interested in being involved by funding or partially funding a scholarship.

### Reaching Out

The reality is that most alumni are not in touch with your club. An alumnus will be much more likely to donate than a fan or parent and you should reach out to them immediately. Your first contact should be professional and include a personal touch with captivating news. Newsletters or Quarterly Team Updates are a great way to stay connected with alumni and past donors. Most donors appreciate if their donations are allocated to a certain area, whether it go towards equipment, travel expenses, competition entry fees, etc. You might want to include answers to these questions:

1. How did the club do last season?
2. What does the club aim to accomplish short and long-term?
3. Is there one moment or play that could be a good story to include?

4. What will the club do with funds donated by alumni? Is there a specific goal?
5. Is there a tiered donation recognition system in place?

### ***Recognizing Donors***

Donors like to feel appreciated and recognizing them appropriately will encourage them to become repeat donors. Here are some easy ways to give them credit for making a donation:

1. Post a picture or video showing off your new purchases, giving credit to specific donors or groups of donors
2. Update your website with a page dedicated to donors
3. Create a tiered system to categorize donation amounts (For example: \$500 Gold Club, \$100 Silver Club, and \$10 Bronze Club)
4. Host an alumni tournament using 100% alumni-donated funds. Make it a fundraiser tournament and double the money you invest!
5. Businesses and alumni may be interested in sponsoring a scholarship especially if they are given naming rights to the scholarship.

### ***Go Fund Me***

Teams can set a Go Fund Me page through their website. After the page has been set up the team can share the link on their social media sites. This encourages family, friends, and possibly even alumni to donate to the team.

## **Fundraiser Ideas**

### ***Alumni & Parent Events***

As a club, you cannot deny the importance of strong alumni and parent support. Catering events for them is a great way to bring them all together. Designate a date and time when alumni/parents will be invited to campus to compete against current club members in a game/competition, or to participate in a “season kick-off” or “year-end celebration.” This may include games, homecoming weekend activities, or banquets. Secure a facility and decide if officials are needed for a game. This event can be a friendly meeting or contest where the goal is to establish good alumni relations by distributing newsletters and donation cards. Or, a fee may be charged to cover expenses and/or include some small team token (i.e. t-shirt, key chain, water bottle). Be very cautious with mark-up. These are alums and parents, many of whom have given or will be giving to the program in the future. Also, recognize that these events do not have to be overly elaborate because most of the alums and parents are just excited to see each other and the team. Keep it simple. This will keep your cost down and increase your chances for profit.

*Time Required: Moderate; 2-10 hours, dependent upon event*

*Profit: Dependent upon charge and # of donations*

### ***Car Wash/Bike Wash***

Secure permission to use a location that is water accessible for use. Determine a date for the event. Ideally, try to secure a weekend day from 10am – 2pm in a high traffic area. The location and date are a top priority. For example, consider Saturday morning grocery shoppers, youth athletic league practices and competitions, or football games. You want to choose times and places that draw a large number of people.

1. In case of rain, have a rainy day scheduled in advance
2. Borrow or purchase a hose, nozzle, buckets, and rags. Purchase soap
3. Signs are good but energetic people are best. Strategically place people with signs around the area and triple your impact! Ex: Club gymnastics “We flip for tips!”
4. Decide on amount of the donation - around \$5 per vehicle

5. Make flyers, Facebook events etc. to advertise your event and your sport club
6. Remember: Every event is a new promotional opportunity, do not miss out!

*Time Required: Minimal*

*Profit: \$100 - \$400 is expected; dependent upon weather conditions*

### ***Hosting a Club Competition***

Hosting a tournament or competition for your sport club can raise money and increase awareness of your activities on campus. The #1 goal of your club's debut tournament should be to establish the event as an annual competition, so teams return in the future. It is possible that you may break even financially, but you will establish credibility as a club if your event runs smoothly and you can make a profit in the future. Keep detailed records of how you do things so future officers can follow your lead. A gate fee can be charged to those attending to increase revenue but make the event free to fellow students or they will not come. Other revenue possibilities include:

1. Tournament Program- provides space for sales, ad space, donor/sponsor recognition
2. Concessions- if your team is competing, you could have another sport club take care of concessions and split the profit
3. Merchandise- team and tournament gear are options, but make sure they do not hurt your budget

Hosting a tournament:

1. Set a date that works in your league. Do not compete with a well-established tournament just a few hours away. Timing is everything, so do the research to come up with the best date (and an alternate date).
2. Meet with the Mentor Partner to get the ball rolling
3. Secure permission to host the event, reserve the facilities, and begin staffing the event, using as many volunteers as possible. Hire the additional personnel (referees, athletic trainer, etc.) needed.
4. Contact teams to participate. A team entry fee should be charged to cover tournament expenses (site rental, awards, staffing, insurance, refreshments). Work the numbers in advance to determine the maximum # of teams that can be accommodated and the minimum # of teams necessary to break even on expenses.
5. Solicit sponsors in person.
6. Produce a tournament game schedule and send to all participants and advertising of the event can occur. Advertising of the event will increase spectators and add to the overall atmosphere of the event. Do not forget to market the event to local high school and club teams.

*Time Required: High*

*Profit: Varies; dependent upon many factors*

### ***Letter/Email Campaign***

Letter campaigns can be a very effective fundraiser for all types of clubs. When undertaking letter campaigns, first determine the target audience for the letter. Generally, it is wise to target individuals that have connections to the club through participation, such as alumni, family, friends, or mentors and coaches of current club members. When designing the letter, have a specific financial goal in mind: funding a trip to nationals, a spring break training trip, etc. Here are some ways to make letter campaigns more successful:

1. Require everyone on the club give 5-10 names & addresses of people that they would like to contact – aunts/uncles, former coaches, grandparents, alumni they know.
2. Suggest that individuals write a small hello on the form letter – it really personalizes the request and takes very little time or effort. The note can just be "Thanks for your help" and a signature.



3. Challenge each class (if mailing to alumni) to raise the most money – the class that raises the most \$\$ gets a free t-shirt for each individual, a quick blurb on the website, or a thank you page in a media guide, etc.
4. Offer team merchandise to anyone donating over a certain amount – t-shirt, hat, water bottle, etc. Send the letter to Sport Programs Staff for review *prior* to printing
5. Submit an event-space request on [www.imleagues.com](http://www.imleagues.com) to reserve a room at the Owls Nest to host “letter writing party” – order pizza and address envelopes
6. Purchase envelopes and stamps
7. Be sure the return address is:  
 (Club Name)  
 3220 Busbee Dr.  
 MD 7901  
 Kennesaw, GA 30144

*Time Required: Minimal*

*Profit: \$200 – Unlimited; dependent upon # of people solicited and how much each person donates*

## **Media Guides & Event Programs**

Media guides and event programs can be profitable in addition to serving a useful purpose for your team. They are especially effective if you already have a fan base that attends games, but they can also be a way to increase your fan base. Advertising space is sold to local merchants who may include an ad or coupon in the media guide which is distributed to the fans that attend the home events. The fans can more easily follow the players on the field and the merchants gain exposure. Ad space may also be sold to parents, family members, or alumni. In addition, a “booster page” can be included for those who have donated a smaller amount (\$10-\$15) to have their name listed.

1. Media guides, which list player’s names, number, position, hometown, or other relevant information, can be distributed for free at all home events. The complexity of the programs or media guides depends on your preferences. For example, including a color cover, a team photo, or printing a simple double-sided sheet are all options.
2. Event programs are similar in nature to media guides although they serve one event/tournament rather than an entire season. Event programs may include the tournament schedule, each team’s roster, rules of the game, etc. Again, advertising space is sold to profit the team. Personal messages can be offered to parents, friends, alumni of the team’s that will be attending as well. In addition to the potential for advertising revenue, event programs (for large enough happenings, e.g. conference championship) can be sold at a small price (\$1 - \$2) to raise money as well.

*Time Required: High*

*Profit: \$200+*

## **Newsletters**

Newsletters can serve the dual purpose of keeping people informed about the happenings of your club and also raising funds. Newsletters can also be distributed to a larger audience than specific fundraising letters. The first step in developing a newsletter is to identify a target group. This can include alumni, parents, interested community and university members. Once this target group has been determined, decide the number of mailings per year. Newsletters can take the format of a “yearly round-up,” “where are they now,” or semester/quarterly updates. Do not be afraid to start off small with a mailing once a year – as your audience and club grows this can easily be expanded to encompass more news or editions. Newsletters can include such information as articles from coaches and/or club leaders, season schedules and results, the web site address of the club, or alumni happenings. Keep the newsletters succinct, catchy, and informative for the best results.

*Time Required: Moderate. Writing articles can take some time.*

*Profit: Varies; dependent upon number of editions per year and size of target group*

### **Percentage of Sales**

Various businesses, usually restaurants, offer percentage-of-sales programs. This type of fundraiser is a mutual relationship between your club and a business. A date and a timeframe are determined jointly by the club and business. Some businesses will only agree to this type of promotion for certain days of the week that are typically slower times, usually Monday or Tuesday. The team then receives a percentage of all food sales for that day and time period. The percentages of sales can vary from 15 – 30% depending upon the business. Some businesses have a tiered system, and your percentage increases if they make over a set amount. Many businesses will require a flyer with purchases but try to get around this as many people lose them and they cost money to print. If you can negotiate with the management, take a lower % in order to forget about the flyers. Publicize the event to team members, family, friends, alumni, and to generate as many sales as possible. Coordination of this fundraiser with an alumni event or competition can elevate sales and greatly increase the amount of money raised. Make it a monthly event and rake in much more funds to balance your budget.

*Time Required: Minimal; dependent upon terms of agreement & publicity/marketing time*

*Profit: \$100 and up; dependent upon the percentage of sales agreed upon and # of customers*

### **Recycling Drive**

At 5 or 10 cents apiece, aluminum cans are an under-utilized source for fundraising. All you need is large garbage bags and some cargo room to haul the cans. Find out where the nearest recycling center is to make sure it is worth the trip.

There are two approaches to this type of fundraiser:

1. Your team can ask for can donations from neighborhoods, organizations, or other clubs. Print out and distribute small flyers and distribute them on car windshields, front porches, or directly to people – and request that people collect their cans for donation to your club. A date is given for collection at certain locations (residence halls, grocery stores, or neighborhoods). The flyer can also request that people bag their items and leave them on a porch for collection on a certain day. A great time to do this type of collection is around the Super Bowl – many celebrations = many recyclables. Again, team apparel should be worn.
2. You can gain permission from locations where recyclables can be returned (mainly grocery stores) to stand outside and ask shoppers to donate their cans to the club. You can station 2-3 individuals at different stores on one day (i.e. a Saturday from 9am – 1pm) and appeal to a large number of people. Make sure to wear uniforms or something identifying them as a member of the club.

*Time Required: Minimal*

*Profit: \$100 - \$500*

### **Sales**

The two most popular forms of sales are merchandise and concessions.

1. Merchandise - Sales can include T-shirts, sweatshirts, shorts, hats, water bottles, car decals, etc. To organize a sale of merchandise, decide on what item you would like to sell and design a logo or screen to be placed on the item. Once the item and design has been determined, decide on the cost to purchase the item and the target sale price. Keeping the design or logo simple typically keeps costs down. Consider the option of the screener placing their small logo somewhere on the item in exchange for a lower cost per item to maximize your profit.
2. Concession - For concession sales, supplies must be purchased and prepackaged (shop in bulk to save money). Set prices in advance and advertise the existence of the sale date. Seek volunteers to sell items at the given date

and time. Try to coordinate with another larger event to maximize sales. Examples include: a hosted tournament, a campus event such as a holiday craft or garden show, or a guest lecturer, etc.

*Time Required: Moderate*

*Profit: \$100+*

### ***Special Events Labor Force***

This is providing a work force for an organization or company during a peak period of time or for event and being compensated in return. This compensation can be either per individual or at a flat rate for the team. You must contact the Sports Club Coordinator prior to doing this, as liability is an issue. Options for fundraising in this area include:

1. Working in areas such as concessions or program sales at an arena for one or a specified number of games. If working in concessions or program sales, compensation may be offered in the form of a % of total sales. In this case, it is useful to wear club clothing and promote the fact that a percentage of sales are being donated to the club – it may boost your business.
2. Providing labor for an event that occurs once or a few times a year. Examples would include a pool opening or closing or stadium cleaning after home or play-off games. Research what is in the area, where help is needed and contact the organizers.
3. Assisting with holiday help. There are some businesses that have a rush during a certain time of year. This requires extra help. Think of delivering trees or wreaths or gift-wrapping during holiday time, delivering flowers around Valentine's or Mother's Day, working at a campus event during a break period (winter or spring).

*Time Required: Minimal*

*Profit: \$200+*

### ***Tournament or Outing for Community***

Hosting an event for the public can generate interest and raise money for your club. Think about golf or tennis tournaments or outings, a casino night, or a Texas Hold 'em tournament, etc. The first step in this process is to determine the costs involved. Contact the necessary facilities and/or obtain numbers on what rental fees are for your event. The break-even point and registration fees for the event need to be determined by the costs. Determine a date for the event and then advertise! This is especially necessary for a new event. Contact parents, alumni, university faculty/staff, and community members to assist in advertising. It is important to have club members recruit entries to achieve the ideal number of participants. An event of this type may combine a number of fundraising opportunities including sponsors, selling of merchandise, raffle, etc. Delegate tasks to different people, as a full event can be a daunting task.

*Time Required: High*

*Profit: \$500 - \$2,000+*

### ***Fill the Hat, Boot, etc. (something that can hold donations)***

This type of fundraiser requires face-to-face solicitation and part of the donations will go to a charity as well as your club. (One example is a charity for Muscular Dystrophy, but you could choose whatever you want). Stand on a busy street corner and ask for donations. Station 2-3 individuals at different locations on one day (e.g. a Saturday from 9 am – 1 pm) or weekend and appeal to many people. Spread out at different street corners around Kennesaw. Team members should not stand together only speaking to one another and should be in uniform Try to appeal to the largest number of people possible. Farmers market, sporting events, and live concerts will have the most people to appeal too. Team members should wear a uniform, jacket, or something identifying them as a member of the club and should have small

“thank you cards” to distribute to those that donate. Team members should be prepared to answer questions regarding the club and what the money is going towards.

#### *Judo Jugs:*

Clubs can use this idea from the Judo Club at UC Davis to raise money in their classes. The clubs can decorate Gatorade bottles with photos of them practicing, team logos, and other visuals that represent their team. Then team members take the “jugs” to class and ask their professor to give a quick speech at the beginning of their class. The speech entails the team’s successes and the out-of-pocket cost for the team to travel. Then the team member passes the jug around the room to see if they would like to donate to their team.

*Time Required: Minimal*

*Profit: \$100 - \$500+ depending on number of locations*

### ***[Sport]-A-Thon***

This type of fundraiser requires organization and proper planning. This would require athletes to accumulate sponsors to make a donation based on performance. Lift-A-Thon could be the total combined weight of 3 lifts (examples: squat, bench press, deadlift) and the athlete gets sponsored for 5 cents per pound or the donor can have the option of making a flat donation. A Jog-A-Thon would be similar in that you get a donation based on number of laps on a track. This kind of fundraiser would promote fitness and competition within the team. You can try to lift more or run more or try and get more sponsors. In addition, sponsors who make a minimum donation of \$25 could get a shirt in return or something similar.

*Time Required: moderate*

*Profit: \$200-500+ depending team size*

### ***Exhibition/Game***

This type of fundraiser requires organization and proper planning. Set a time and location for people to attend a demonstration/game/race. If you have enough athletes, create two teams that will play against each other in a game of your sport. If your game is played on grass/turf, there should not be a fee for using field space as any school field or park will suffice. Advertise the game on a Facebook event and/or via email, word of mouth, flyers, and on other social media. Tickets should be sold as this is the primary source of income. This event will be a good place to sell team merchandise and advertise future team games/competitions thus increasing profits and team support. This is a great way to demonstrate your sport for people who might not have participated before. This can be adapted to your sport, equestrian clubs may do an exhibition show, lacrosse can have a scrimmage, xc/track can have a race/events challenge, table-tennis can have a round robin tournament type of event. Remember to clean up the field space or location after the event!

*Time Required: moderate*

*Profit: \$100-\$300*

### ***Team Calendar Sale***

The timing of this event will determine its success. As many people purchase a calendar before a new year begins, around December or January, selling custom made team calendars is a good way to generate income. There are several customizable calendar services via the web and stores that use photos of your choice to create a yearly calendar. Either photos from the team throughout the year or posed photos taken at one time in the year. Sell and distribute these calendars throughout the holiday season, price suggestion: \$8+amount it cost to produce one.

*Time Required: moderate*

*Profit: \$500-\$1000*

### ***Krispy Kreme Donuts***

This type of fundraiser requires organization and proper planning. This is a good way to be able to attract many students all over campus and generate income if done in an organized manner. Advertise the fundraiser on a Facebook event and/or via email, word of mouth, flyers, and on other social media. Create a form to have students sign up and let you know ahead of time how many dozens of donuts they would like and/or purchase several dozen to sell during the event. It may require more effort as an officer or member will need to drive to pick up donuts and deliver them back to campus. Reserve a space on the Green or in the Student Center to pick up the donuts and pay there too. Lastly, make sure to call Krispy Kreme ahead of time to make sure they have enough donuts for when you pick them up. Price suggestion: \$10 per dozen of glazed donuts

*Time Required: moderate*

*Profit: \$100-\$150*

### ***Jersey Sales***

Parents love being able to get the cool gear their children wear while playing sports. To cater to this interest, you have a couple of options. When ordering jerseys for your team, give players time to ask their friends and family if they are interested in purchasing jerseys, then order extra gear as needed. Additionally, you could simply purchase extra jerseys with your order, and offer these for sale at your tournaments, games, or other events. This can be a great way to generate interest in your team, and a great way to draw more attention to your cool gear. Make sure to charge enough to generate a profit by selling your jerseys.

*Time Required: Low*

*Profit: \$100+*

### ***Hair Cut Fundraiser***

For the haircut fundraiser, each player posts on their social media account, telling their friends and family that they will get whatever haircut the highest bidder would like to see them have. The players are required to keep their haircuts until the day of the game. It requires very little effort, as we do the haircuts ourselves.

*Time Required: Low*

*Profit: ?*

## Appendix E: Sponsorship Guidelines

Below are recommendations for what to offer sponsors based on their donation amounts. All sponsorships will be assessed in comparison to the guidelines below. All Club Sports' responsibilities end after one year of donation.

White: \$0 - \$149 value

- 1 social media shoutout

Gray: \$150 - \$499 value

- Social Media Shoutouts (minimum 2 during regular season, 1 during off-season)
- Hosting a social or team event at their business (percentage of revenue returned to club)
- Personalized Thank You Card

Black: \$500 - \$999 value

- Yard sign advertisement to display at home events (provided by sponsor)
  - Sign not to exceed 3ft by 2ft in dimensions.
- All of Gray of the following
  - Logo on jerseys/team gear (shoulder/sleeve only)
  - Hosting multiple socials or team events at their business (minimum 1 per semester – percentage of revenue returned to club)

Gold: \$1000 - \$1499 value

- All of Gray, 1 of Black, and 1 of the following
  - Individual banner displayed at events (provided by sponsor)
    - Banner not to exceed 5ft by 3ft in dimensions.
  - Multiple/Location of logos on jerseys (subject to design approval)
    - Logo size cannot be larger than KSU (Kennesaw State University)
    - Multiple could be on multiple pieces (i.e., uniform top and bottom) or in multiple locations on one jersey (i.e., each shoulder)
  - A signed poster or picture of the team

Platinum: \$1500+ value

- Logo on a general sponsor banner
- All of Gray, Black, Yellow and
  - Team swag for display at their business (not to exceed \$100 in value)
  - Multiple individual banners displayed at events
  - Recognition of Sponsor at Game or Event

## Appendix F: Facility Guidelines

### *Nest & Perch Field Procedures*

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

- All University requirements and procedures must be adhered to at all times.
- Alcohol, tobacco, and/or illegal substances are prohibited.
- Vehicular traffic is prohibited on fields at all times.
- No pets inside the field area with the exception of service animals; only allowed outside the gate entrance of each facility.
- No spitting, no sunflower seeds, and/or no gum.
- No food or drink on the playing surface.
- No objects such as stakes or signs may be inserted into the synthetic turf.
- Spectators must remain in the designated spectator areas.
- Sport Programs Staff reserves the right to delay, postpone, and cancel events due to weather or other unforeseen circumstances.
- The reserved facility space must be returned to the condition upon arrival. This includes but not limited to:
  - a. trash picked-up
  - b. temporary lines removed
  - c. club equipment picked-up
  - d. moving tables, chairs, and/or benches back to original location
- Clubs are responsible for marking the fields, operating the scoreboards, and all other game related duties/operations as part of the hosting duties associated with the reservation.
- Clubs needing to mark lines must get the paint approved by the Sport Programs Staff in advance of the field lining. Club Sports may provide one case of paint under special circumstances, outside of one provided can the club is responsible for providing their own paint.
- For entry, KSU students must scan in with their KSU ID. If the club participant does not have a KSU ID, then the club participant will need to have a Government issued ID for access.
- Clubs that have registered coach-volunteers will be on a coach list to receive a coach membership ID once approved as a coach. Coach-volunteers will need to show their club coach ID card to be scanned in before each practice. Club coaches are only allowed facility access for approved practice & competition times.
- Visiting teams must complete the provided waiver for confirmed access.

### *Siegel Recreation Activity Center (SRAC) and Marietta Campus (RWC) Facility Procedures*

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

- All University requirements and procedures must be adhered to at all times.
- Alcohol, tobacco, and/or illegal substances are prohibited.
- Personal instruction and/or training conducted by non-Departmental Sports & Recreation staff is prohibited.
- Personal belongings must be stored in a locker.
- No jeans or any other pants/shorts with buttons/rivets/zippers allowed.

- Closed-toed athletic footwear must be worn at all times, except in pools, locker rooms, and group fitness rooms.
- Shirts must cover the front and back side of the torso.
- Shirts must have an armpit gap less than the width of your hand.
- Shorts must cover the entirety of the buttocks.
- Personal music must be listened to only via headphones.
- Do not remove or bring equipment in or out of its designated area.
- Pets are not permitted, except service animals.
- Photography and video is not permitted without written approval.
- No glass containers, food, spitting, sunflower seeds, or gum.
- Any activities Sports & Recreation staff deems unsafe.
- Damaging, defacing, and/or vandalizing Sports & Recreation facilities.
- The reserved facility space must be returned to the condition upon arrival. This includes but not limited to:
  - a. trash picked up
  - b. club equipment picked up
  - c. moving tables, chairs, and/or benches back to original location
- Clubs hosting competitions must complete the set-up and clean-up within the building hours as part of the event reservation times. A failure to complete the clean-up and/or causing staff to stay past the operation hours will be subject to an added facility usage fee.
- Clubs are to see the student facility staff for general equipment access as part of the event details, but it is the club's responsibility for operation. This includes but not limited to operating the scoreboards, and all other game related duties/operations as part of the hosting duties associated with the reservation.
- For entry, KSU students must scan in with their KSU ID. If the club participant does not have a KSU ID, then the club participant will need to have a Government issued ID for access.
- Clubs that have registered coach-volunteers will be on a coach list to receive a coach membership ID once approved as a coach. Coach-volunteers will need to show their club coach ID card to be scanned in before each practice. Club coaches are only allowed facility access for approved practice & competition times.

**Note:** Failure to comply with facility procedures is subject to disciplinary actions.



## Appendix G: Recruiting Ideas

- **Flyers**
  - Draft up a flyer design to submit to Sport Programs Staff for pre-approval.
    - Keep it generic so it can stay up all semester
    - Use club email address as the contact info
  - Gain pre-approval permission in each building *prior* to hanging the flyers.
    - Student Center: Student Life Office (2<sup>nd</sup> Floor)
- **HPAL Classes**
  - Search for the list of current sport offerings
  - Make a flyer to get approved by Sport Programs Staff or speak directly with the professor about advertising to students in the class
    - Many class offerings are held at the Nest or Perch
- **Department Marketing Requests**
  - Send noteworthy club accomplishment via email [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu)
  - The information will be shared with the Department's Marketing Staff to distribute across the Department's multiple platforms
- **Promotional Table on Campus**
  - Submit an event-space request on [www.imleagues.com](http://www.imleagues.com)
    - Include desired location (Commons, Student Center, Campus Green, etc.)
    - Include food details for the University food waiver to be requested and approved.
    - Include request for club banners or business cards to be made available for pick-up.
    - Include specific day of the week and time information, i.e., Tuesday from 10am-2pm
  - Each club is to complete one individual recruitment event/activity during the academic year to meet the minimum compliance point requirement for the Recruitment/Retention category.
    - This is in addition to the required club recruitment fairs at Marietta & Kennesaw campus
    - The club can also request a campus space for a demonstration event to count as for the recruitment requirement and increase exposure for the club. Campus Green is the best place for demo events.
    - Clubs are also strongly encouraged to email a picture and caption description of team bonding activities which are credited for points as part of the Recruitment/Retention category.
- **Local High School Recruitment**
  - Have current teammates reach out to former teammates or previous high school coaches
    - Speak to the Participants.
    - Invite to events.
    - Distribute flyers in person about the club.

## Appendix H: Hosting a Bid Event

If your club is interested in submitting a bid to host a regional or national tournament or championship, this process will be more extensive than our typical process of hosting an event. Please review the following steps and requirements to review the approval process for these types of events.

- Prior to submitting any bid forms to your league or governing body or extending an offer to host an event of this scale, the officer board will need to schedule a meeting with the Sport Programs Staff to review the requirements of hosting the event, determine if the event could be hosted at KSU and who the hosting party would be (the Club or Event Venue Management (EVM)), and answer any additional questions.
- If we have determined that EVM will need to be involved in the hosting of the event, the club will need to meet with EVM prior to submitting a bid to host.
- If the event is cleared by both the Club Staff and EVM, the club may submit a bid to host the event at KSU. If the club wins the bid, the club must notify the Sport Programs Staff and EVM (if necessary) immediately.
- Clubs will submit a space/event request on IMLeagues and include as much detailed information as possible for the Sport Programs Staff to review.
- As changes and new information becomes available, the club will be responsible for ensuring that all parties involved are notified of the information.
- Additional meetings may be scheduled to ensure effective communication of information with all parties involved in the event.

No club may submit a bid to host an event without first meeting with the Sport Programs Staff. These events are large scale events that typically can be very expensive to host. Meeting with the Sport Programs Staff helps to ensure that everyone is aware of the responsibilities that the bid would entail and that the club and other campus entities are prepared to take on those responsibilities and costs.

## Appendix I: Marketing Manual

### KSU's Official Colors

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

#### Primary

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

HOOTY HOO GOLD

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

LEGACY BLACK

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

SLAP ROCK GRAY

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

BACHELOR'S WHITE

**PANTONE WHITE C**  
**CMYK:** 0, 0, 0, 0  
**RGB:** 255, 255, 255  
**HEX:** #FFFFFF

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

Secondary Colors

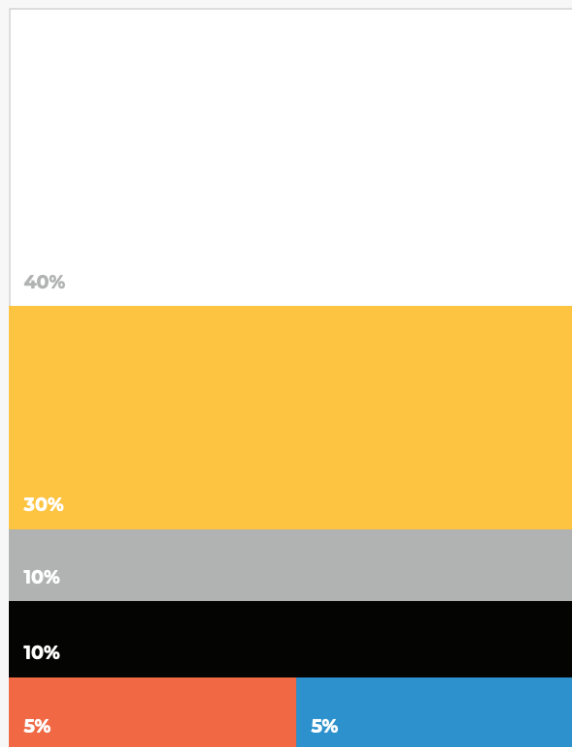
<b>Vibrant Cool Colors</b>  Our vibrant hues bring liveliness and diversity to the overall KSU brand.	<div>MARIETTA BLUE</div> <div>PANTONE 2126C CMYK: 93, 78, 0, 0 RGB: 48, 58, 178 HEX: #303AB2</div>	<div>GEORGIA SKY</div> <div>PANTONE 2193C CMYK: 92, 24, 0, 0 RGB: 0, 144, 218 HEX: #0090DA</div>	<div>CAMPUS GREEN</div> <div>PANTONE 361C CMYK: 77, 0, 100, 0 RGB: 67, 176, 42 HEX: #43B02A</div>
	<div>PHANTOM PURPLE</div> <div>PANTONE 526C CMYK: 73, 100, 0, 0 RGB: 112, 47, 138 HEX: #402F8A</div>	<div>LEANING MAN</div> <div>PANTONE 2026C CMYK: 0, 68, 76, 0 RGB: 244, 99, 58 HEX: #F4633A</div>	
<b>Vibrant Warm Colors</b>			
<b>Legacy</b>  Our subdued hues add a sense of sophistication and a reminder of our solid foundation and heritage.	<div>HONORS BLUE</div> <div>PANTONE 3035C CMYK: 100, 30, 19, 76 RGB: 0, 62, 81 HEX: #003E51</div>	<div>PARLIAMENT BLUE</div> <div>PANTONE 2152C CMYK: 92, 44, 13, 22 RGB: 26, 101, 143 HEX: #1A658F</div>	<div>JOLLEY LILAC</div> <div>PANTONE 7676C CMYK: 61, 64, 3, 0 RGB: 117, 102, 160 HEX: #7566A0</div>
	<div>TALON BRONZE</div> <div>PANTONE 1245C CMYK: 6, 35, 99, 18 RGB: 198, 146, 20 HEX: #C69214</div>		
<b>Neutral</b>  Our neutral hues add balance and warmth and provide a subtle backdrop for the other colors.			
	<div>HORNED OWL</div> <div>PANTONE 7529C CMYK: 7, 14, 20, 22 RGB: 183, 169, 154 HEX: #B7A99A</div>	<div>CHASTAIN BLUE</div> <div>PANTONE 7457C CMYK: 18, 0, 5, 0 RGB: 187, 221, 230 HEX: #BBDDE6</div>	<div>MOUNTAIN BEIGE</div> <div>PANTONE 7499C CMYK: 1, 2, 24, 0 RGB: 241, 230, 178 HEX: #F1E6B2</div>

# Color Usage

## Best Practices for Using Color

- Our primary colors should be present in all communications.
- Never use our secondary colors as primaries; they were developed to complement our core colors not to overtake them.
- Limit the use of secondary colors to less than 10% of overall design.
- A maximum of two secondary colors at a time is encouraged. However, when the need to differentiate parts of complex content arises, additional secondary colors can be added thoughtfully and sparingly.
- Provide high contrast. Remember that our communications must be created to be accessible to all. Ensure that color contrast passes accessibility standards.

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



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

# Official Typefaces

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






Primary Typeface	
Montserrat Thin	Montserrat Medium Italic
Montserrat Thin Italic	Montserrat Semi Bold
Montserrat Extra Light	Montserrat Semi Bold Italic
Montserrat Extra Light Italic	Montserrat Bold
Montserrat Light	Montserrat Bold Italic
Montserrat Light Italic	Montserrat Extra Bold
Montserrat Regular	Montserrat Extra Bold Italic
Montserrat Italic	Montserrat Black
Montserrat Medium	Montserrat Black Italic
<hr/>	
Secondary Typeface	
Source Serif Pro Extra Light	Source Serif Pro Semi Bold
Source Serif Pro Extra Light Italic	Source Serif Pro Semi Bold Italic
Source Serif Pro Light	Source Serif Pro Bold
Source Serif Pro Light Italic	Source Serif Pro Bold Italic
Source Serif Pro Regular	Source Serif Pro Black
Source Serif Pro Italic	Source Serif Pro Black Italic

ALDO THE APACHE

A b c d e f g h I j k l m n  
O p q r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

**Official Accepted Logos**

Full Color (Preferred)	
Full Color, White Words	
Two Color	
Black (One Color)	
White (One Color)	

School Spirit Marks







Logo Background Colors

Full Color

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

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

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

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



Two Color

The two-color master brand logo does not include a gray stroke and can be used on both white and gray backgrounds. Two-color versions are available for instances of printing limitations. When possible, the full-color version is preferred.



### Black (One Color)

The black one-color logo should be used on light or soft color backgrounds, such as white, grey or gold.



### White (One Color)

The white one-color logo can be used on black, gray and gold backgrounds.

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



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

## Unacceptable Variations

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

# Logo Do's & Don'ts

### Common Mistakes

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

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



Original artwork may be requested from KSU Club Sports at [clubsports@kennesaw.edu](mailto:clubsports@kennesaw.edu).

## Additional Notes

- “K” is not an accepted version for a logo. Must be KSU.
- The KS monogram without the university identity lockup is prohibited, except for athletics use.
- Old athletic logos or mountain logos must begin a phase out process. When inventory levels reach a period for an update, the uniforms will have to be phased out.
- If an athletic logo is used in marketing, promotions, apparel or equipment it is required to use “Club” in front of the sport. Also, if a competing varsity sport exists it will be required that “Club” is used. i.e Club Lacrosse, Club Softball & Club Football.
- Banner in wordmark and full logo cannot be changed or altered.

Appendix J: Club Calendar

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Team Packets Due	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 <i>First Day of Class</i>	18	19	20 Recruitment @Marietta K Field, 10:30am-2pm Rock the Rec @ Marietta, 4pm-7pm	21 Recruitment @ Campus Green, 10:30am-2pm Rock the Rec @ Kennesaw, 4pm-7pm	22 CPR Training 3pm-5pm	23 Fall Officer Meeting
24 Monday Notes Due <i>Practices Begin</i>	25	26 CPR Training 6pm-8pm	27 Driver Training, 3pm- 8pm	28	29	30 Blackout Weekend – No Home Events

# September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Blackout Weekend – No Home Events	1 <i>Labor Day</i>	2 Monday Notes Due	3	4	5	6
7	8 Monday Notes Due	9	10	11	12	13 Home Football Game – <i>No Home Competitions</i>
14	15 Monday Notes Due CPR Requirement Deadline	16 Driver Training, 3pm – 8pm	17 Club Sports Monthly Meeting, 6-7pm	18 CPR 6pm-8pm Monthly Rosters Due	19	20 Home Football Game – <i>No Home Competitions</i>
21	22 Monday Notes Due	23	24	25	26	27 Homecoming Home Football Game – <i>No Home Competitions</i>
28	29 Monday Notes Due	30				

# October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Monday Notes Due	7	8	9 Home Football Game – Practices Cancelled, Modified Facility Hours	10	11
12	13 Monday Notes Due	14	15 Monthly Rosters Due Club Sports Monthly Meeting, 6-7pm	16	17	18
19	20 Monday Notes Due Mentor Meetings Start	21	22	23	24 Midterm Mingle	25
26	27 Monday Notes Due	28 Home Football Game – Practices Cancelled, Modified Facility Hours	29 Trunk or Treat on the Green Recruitment, 5pm-8pm	30	31 Mentor Meetings End	



# November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Monday Notes Due	4	5	6	7	8
9	10 Monday Notes Due	11	12	13	14 Monthly Rosters Due	15
16	17 Monday Notes Due	18	19 Club Sports Monthly Meeting, 6-7pm	20	21 Last Day of Practices	22 Home Football Game – No Home Competitions Blackout Weekend – No Home Events
23 Fall Break Blackout Weekend – No Home Events	24 Fall Break	25 Fall Break	26 Fall Break	27 Fall Break Thanksgiving	28 Fall Break	29 Fall Break Blackout Weekend – No Home Events

# December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Blackout Weekend – No Home Events	1 Monday Notes Due	2	3	4	5 Last Day of Practices	6
7 Practices End for Semester	8 Last Day of Classes Fuel For Finals Begins Monday Notes Due	9 Final Exams Start	10	11	12 Owls Nest Closes for Semester	13
14	15 Final Exams End Monthly Rosters Due	16 Graduation Starts	17 Graduation Ends	18 Winter Break Starts	19	20
21	22	23	24 Pro Staff Out off Office	25	26	27
28	29	30	31			

# January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11 <i>Winter Break Ends</i>	12 First Day of Classes	13	14 Recruitment @ Marietta	15	16 Recruitment @ Kennesaw	17 Spring Officer Meeting
18	19 <i>MLK Day</i>	20 Monday Notes Begin Practices Begin Welcome Back Hot Cocoa Bar	21	22	23	24
25	26 Monday Notes Due	27	28	29	30	31

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# February 2026

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Monday Notes Due	10	11	12	13	14
15	16 Monday Notes Due	17	18	19	20	21
22	23 Monday Notes Due Monthly Rosters Due	24	25 Club Sports Monthly Meeting, 6-7pm	26	27	28

# March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 <i>Spring Break (No Home Competitions)</i>
8 <i>Spring Break (No Home Competitions)</i>	9 <i>Spring Break</i>	10 <i>Spring Break</i>	11 <i>Spring Break</i>	12 <i>Spring Break</i>	13 <i>Spring Break</i>	14 <i>Spring Break (No Home Competitions)</i>
15 <i>Spring Break (No Home Competitions)</i>	16 Monday Notes Due Mentor Meetings Start Monthly Rosters Due	17	18 Club Sports Monthly Meeting, 6-7pm	19	20 <i>Midterm Mingle</i>	21
22	23 Monday Notes Due	24	25	26	27 Spring Mentor Meeting End	28 <b>KSU Day of Service</b>
29	30 Monday Notes Due	31 <i>All Supplemental Funding Requests Due</i>				

# April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Monday Notes Due		1	2	3	4
5	Monday Notes Due	7	8	9	10	11
	Owls Nest Egg Hunt	Owls Nest Egg Hunt	Owls Nest Egg Hunt	Owls Nest Egg Hunt	Owls Nest Egg Hunt	
12	Monday Notes Due <i>All Home Event Requests Due</i>	14	15	16	17	18
19	Monday Notes <i>All Travel Requests Due</i>	21	22	23	24	25
26	Monday Notes Last Week of Practices	28	29	30		

# May 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Practices End for Semester	2 <i>Last Weekend for Home Events</i>
3 <i>Last Weekend for Home Events</i>	4 Monday Notes (last one) Last Day of Classes Fuel For Finals Equipment Due	5 <i>Final Exams Start</i>	6	7	8 Last Day of Owls Nest Access	9
10	11 <i>Final Exams (last day)</i> Annual Report Due Monthly Rosters Due (last one)	12 Graduation Starts	13	14 Graduation Ends	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						