Kennesaw State University

Club Sports

Club Sports Participant Manual

2022-2023
# Contacts

## Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Office</th>
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<tbody>
<tr>
<td>Nicole Turner</td>
<td>Director</td>
<td><a href="mailto:nturne36@kennesaw.edu">nturne36@kennesaw.edu</a></td>
<td>470.578.2915</td>
</tr>
<tr>
<td>Vacant</td>
<td>Associate Director</td>
<td><a href="mailto:clubsports@kennesaw.edu">clubsports@kennesaw.edu</a></td>
<td>470.578.2917</td>
</tr>
<tr>
<td>Shan Paracka</td>
<td>Assistant Director</td>
<td><a href="mailto:clubsports@kennesaw.edu">clubsports@kennesaw.edu</a></td>
<td>470.578.2916</td>
</tr>
<tr>
<td>Vacant</td>
<td>Assistant Director/Facilities</td>
<td><a href="mailto:clubsports@kennesaw.edu">clubsports@kennesaw.edu</a></td>
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## Program Staff

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<th>Name</th>
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<tbody>
<tr>
<td>Brenna Wortham</td>
<td>Coordinator</td>
<td><a href="mailto:clubsports@kennesaw.edu">clubsports@kennesaw.edu</a></td>
<td>470.578.5167</td>
</tr>
<tr>
<td>Vacant</td>
<td>Coordinator</td>
<td><a href="mailto:clubsports@kennesaw.edu">clubsports@kennesaw.edu</a></td>
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## Sports Medicine

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<th>Name</th>
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<th>Office</th>
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<tbody>
<tr>
<td>Luke Lammert</td>
<td>Athletic Trainer</td>
<td><a href="mailto:clubsportatc@kennesaw.edu">clubsportatc@kennesaw.edu</a></td>
<td>470.578.7681</td>
</tr>
<tr>
<td>Vacant</td>
<td>Athletic Training Intern</td>
<td><a href="mailto:clubsportatc@kennesaw.edu">clubsportatc@kennesaw.edu</a></td>
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## Facilities

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

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<th>Facility</th>
<th>M-Th: 11:00a-10:00p</th>
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<th>M-Th: 7:00a-10:30p</th>
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<tr>
<td>Perch</td>
<td>Sat: CLOSED</td>
<td>Sat: CLOSED</td>
<td>Sat: 10:00a-8:00p</td>
<td>Sat: 10:00a-8:00p</td>
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<td>SRAC</td>
<td>Sun: CLOSED</td>
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<td>Sun: 12:00p-8:00p</td>
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## Emergency Numbers

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

sportrec.kennesaw.edu/clubsports
clubsports@kennesaw.edu
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<th>2022-2023 Club Sports</th>
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<td><strong>CROSS COUNTRY</strong></td>
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<td><strong>FISHING</strong></td>
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<td><strong>FLAG FOOTBALL</strong></td>
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<td><strong>GOLF</strong></td>
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<td><strong>GYMNASTICS</strong></td>
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<td><strong>ICE HOCKEY</strong></td>
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<td><strong>INTERNATIONAL MARTIAL ARTS</strong></td>
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<td><strong>LACROSSE-M</strong></td>
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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 responsibility of the club officers to convey accurately the information in this manual to the club members and new officers during the change of administration.** Every club officer should be familiar with the contents of this handbook, as the success of an organization depends on it. If updates are needed during an academic year an email notification will be sent to all clubs, in addition the PDF copy listed online will be updated.

### Mission Statement, Vision Statement, Values, & Owl Creed

**Kennesaw State University Department of Sports & Recreation Mission Statement**

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

**Kennesaw State University Department of Sports & Recreation Vision Statement**

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

**Kennesaw State University Department of Sports & Recreation Values**

- Integrity
- Leadership
- Respect
- Teamwork
- Health

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

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

While the Club Sports Staff will assist clubs, the responsibility for club administration and organization lies with the club officers and members. All club affairs must adhere to Kennesaw State University and the Department of Sports and Recreation requirements and procedures. The clubs are meant to be a learning experience for the members through involvement in fundraising, public relations, organization, administration, budgeting, and scheduling. Involvement in a group and/or team situation helps enhance a student’s overall education while living in a University setting. The leadership training and opportunities available through active participation in a Club Sport are intended to benefit the participant throughout a lifetime.
Chapter 2: Club Membership & Forming New Club Sports

Annual Club Activation

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

- Email 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 Club Sports 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 club 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 31st.

Who can join a Club Sport?

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

Inclusive/Diversity Statement

The Club Sports Program provides inclusive programming for all individuals regardless of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, socioeconomic status, or national origin. The Club Sports program promotes fair and honorable play, free from favoritism, bias, or deception, and strictly prohibits the following actions and/or behaviors from its individual clubs and participants:
- Bigotry or disparagement towards KSU participants and/or staff.
• Verbal or written abuse, threats, intimidation, violence, or other forms of harassment towards KSU participants and/or staff.
• Exclusion of individuals with any disability, limitation, or impairment

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

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

**Academic Requirement**

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 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 with the Club Sports Program in both practices and competitions. This provided the participant completes and pays the [Student Opt-in Membership](#); the Opt-in Membership is required to serve as the student’s fees to participate in Club Sports.

• International Exchange Students: [Chapter 15: Disciplinary](#) Participants enrolled as part of the International Exchange Program are eligible to participate with the Club Sports Program in both practices and competitions. This provided the participant has paid all student fees for a given semester.

• Dual Enrollment Students: Participants registered as part of the Dual-Enrollment program are eligible to participate in practices with the Club Sports Program. **However, these participants’ eligibility extends to practices and home events ONLY.** These students do pay fees as part of their enrollment, but as they are considered minors, they are not eligible for university sponsored travel.

• Georgia Highlands College Enrolled Students: Participants enrolled at Georgia Highlands College are, as of May 16th, 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 of 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).
  o 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.
  o The following clubs (non-contact sports) listed below do not require a concussion test:

<table>
<thead>
<tr>
<th>Archery</th>
<th>Fishing</th>
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<tbody>
<tr>
<td>Barbell</td>
<td>Golf</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Swim</td>
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<tr>
<td>Dance</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>Disc Golf</td>
<td>Talon Roundnet</td>
</tr>
<tr>
<td>Fencing</td>
<td>Tennis</td>
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</tbody>
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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 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 Club Sports Staff and listed on the club roster for www.imleagues.com.
  - Participants are encouraged to keep auto-generated email stating a Club Sports Staff member approved their player packet to show the club’s leadership verification of approval.

IMLeagues Designations

The participant registration site of 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, it indicates the student is currently enrolled as fully online and will need the Student Opt-in Membership.
- FORMS: A participant who has a line through their name and this designation, it 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, it 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 further for 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.
- 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 reasonable method of competition.
    - Use of 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 Club Sports Staff at Kennesaw State University will take sole authority in approving or denying the request.
- The Club Sports Staff will request a meeting with the interested students to review the application.
- The review meeting will be held by the Club Sports Staff the last Thursday of each month.
- Following the meeting, the Club Sports 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 status of the request.
  - If the request is denied, the applicant(s) can submit an appeal one week from receiving the official notice. The applicant(s) are to submit the written appeal to clubsports@kennesaw.edu.
  - 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.

*Note:* Appeals may be made up to one week following written notice. Please see pg. 72 to follow Appeals Procedure.
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 Club Sports Staff immediately via 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 Club Sports Staff. Infractions are subject to a probation of a club, suspension of individual club member(s), the suspension or dismissal of a coach, or other disciplinary 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 Coaches is prohibited. Coaches hold evaluative authority over participants. Therefore, club coaches fall under the KSU Employee Policy on Amorous Relationships. The evaluative authority provides that an amorous relationship constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other. This policy requires that the relationship be disclosed to the dean, chair or direct supervisor and that the evaluative authority be eliminated. For further information, contact the Club Sports Staff directly and immediately.

The full KSU Employee Amorous Relationship policy is found in Section 1.1.12 of the Employee Handbook linked here: KSU Employee Handbook
Sexual Misconduct & Harassment

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

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

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

Discrimination

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

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

Service Animals

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

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

Behavioral Guidelines

Club members and coaches shall NOT:

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

Club members shall:
• Follow all Club Sports behavioral guidelines and Code of Conduct.
• Abide by Kennesaw State University Code of Conduct.
• Be cooperative and honest when asked for assistance in identifying individuals who may be involved in incidents. Failure to do so may result in an individual and/or club penalty.
• Abide by all rules and regulations of Club Sport facilities and treat all facilities with respect.
Chapter 4: Officer Responsibilities & Organizational Structure

Club Sports require an organization structure to ensure that all required duties are completed. Club Sports 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 Club Sports 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 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.
   - **Disciplinary Problems:** All clubs must work with the Club Sports Staff in order to resolve conflicts or disciplinary matters and/or complaints regarding the club’s behavior on or off campus, including club trips.

2. **National Governing Body Affiliation:**
   - **Communication:** Officers will serve as the primary point of contact for the National Governing Body that the club is affiliated with. It is the responsibility of the officer board to meet 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 season beginning and throughout the season. It is the responsibility of the officer board to be aware of these deadlines and submit the appropriate paperwork to the Club Sports Staff at least 10 business days before the deadline.
     - All roster verification forms MUST be submitted to the Club Sports Staff. Clubs are prohibited from taking documentation directly to the Registrar’s office for verification.
     - Roster Verification Forms must be filled out, including signatures, prior to submission in order to be accepted.
   - **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 that is approved by the Club Sports Staff on an annual basis. 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 Club Sports 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 sample in appendix section for official wording)
     - 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 informational meeting outlining the expectations of the organization.
• Additionally, it is strongly recommended the club document the explanation of what member dues cover and provide a verification (i.e., receipt) for receiving of 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.

Volunteer Coach Responsibilities
Coaches are not permitted to administer day-to-day operations of the club as they are student ran 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 attempt to develop and improve the sport skills of the participants in the club.

Eligibility & Requirements
• An interested club coach must first complete the Volunteer Coach Packet.
• Following the submission of the Volunteer Coach Packet, the interested coach will be notified of receiving a background check request via email to complete.
  o An interested coach must have a cleared 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. Club Sports 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 mandatory to report via Jeanne Clery Act.
  o Coaches have a duty to report any student affiliated crimes, illegal activity, and/or violations of Student Code of Conduct witnessed or shared by a student participant to the Club Sports Staff immediately.
  o An interested coach will be sent the 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 attend the Club Sports Coach Orientation. The meeting is hosted by the Club Sports Staff during the first week of October.

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 that are affiliated with clubs that practice on-campus will be asked to submit a head shot photo following the submission of their coach-volunteer packet to be issued an ID card.
  o In the event the coach loses its ID card, then they will need to contact the Club Sports Staff to request a re-print of their ID card to have for access.
Coaches will use the ID card to access each on-campus 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 Club Sports Staff to be eligible to coordinate team workout practices within Recreational facilities.
  - Coaches wishing to work-out at the Owl’s Nest will need to purchase a Coach Membership which is $15.00 per month. This membership can be purchased on-campus at the Kennesaw or Marietta Rec Center.
  - 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 at all times. 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](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” in order 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**

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

**Dismissal**

Coaches may be immediately dismissed, if there is found to be a violation of the KSU Student Code of Conduct or the Club Sports behavioral guidelines set forth for practices, competitions, club travel, and/or at any recognized club function. Club officers and/or members may bring concerns regarding the coach to the attention of the Club Sports Staff to be reviewed further as a potential dismissal related to behavior misconduct. Coaches are eligible for dismissal by the club based off a failure to perform his or her duties. The club will need to hold a member vote proposing to dismiss the club coach(es) needing a two-thirds of the club vote to dismiss.
**Chapter 5: Club Sports Executive Council**

The mission of the Club Sports Executive Council is to act as a student advisory group for the club officers and club participants to the Club Sports Staff. The Club Sports Staff seeks an odd number of members on the Executive Council consisting of no less than five and no more than seven current representatives. Additionally, the members of the Executive Council will consist of officers from varying sports: field sports, indoor sports, off-campus clubs, and/or individual/dual clubs to provide diverse feedback that will represent the best interest of each club and the program as a whole. The Executive Council member position is a one-year commitment with an option to renew an individual appointment.

The Club Sports Staff review applicants for appointment based off exhibited leadership, organization, level of commitment, and proper communication within their role for their respective club. The Club Sports Staff will reach out to these identified representatives to confirm their interest in serving as a member for the Executive Council. The club representative reserves the right to decline the appointment request to serve on the Executive Council.

**Club Sports Executive Council Representative Requirements**

- Currently enrolled KSU student.
- Current member of an active, non-Provisional KSU Club Sport.
- Club representative in good standing with their respective KSU Club Sport.
- The representing club is in good standing with the Club Sports Staff.
- Only one representative per club.

**Club Sports Executive Council Representative Expectations**

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

**Club Sports Executive Council Responsibilities**

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

**Note:** The Club Sports Staff must approve all Executive Council recommendations.
Chapter 6: Funding Sources

Compliance Classification System

The Club Sports Program receives a budget based on 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 and submitting the bank statement showing the supported funds to receive matching funds. The fiscal year for the club to use its supplemental funding runs from the first day of class of the fall semester until last day of final exams for the spring semester.
- The maximum amount of matching funds for member dues is up to $1,000.
- Clubs that qualify for funding by being placed in compliance level 1, 2, or 3 will receive a minimum $500 and 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 ones in their first year of activity or did not meet the minimum requirements from the previous academic year.

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

### Compliance Level Criteria

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

### 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 maintain status as a Club Sport and be eligible to receive supplemental funding.
Provisional Status

This is reserved for groups that are new to the Club Sport program or has not met the minimal requirements. The Chart below will serve as a quick reference guide to establish the requirements for each Compliance level status:

<table>
<thead>
<tr>
<th>Compliance Level</th>
<th>National Organization</th>
<th>Active Membership</th>
<th>Number of Competition</th>
<th>Fundraising</th>
<th>Supplemental Funding</th>
<th>Compliance Point Min.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Level 1</td>
<td>Yes</td>
<td>22</td>
<td>10 Competitions (8 Collegiate)</td>
<td>Must Match</td>
<td>Up to $5,000</td>
<td>150</td>
</tr>
<tr>
<td>Compliance Level 2</td>
<td>Yes</td>
<td>16</td>
<td>6 Competitions (3 Collegiate)</td>
<td>Must Match</td>
<td>Up to $2,500</td>
<td>135</td>
</tr>
<tr>
<td>Compliance Level 3</td>
<td>No</td>
<td>10</td>
<td>2 Competitions (1 collegiate)</td>
<td>Must Match</td>
<td>Up to $1,000</td>
<td>120</td>
</tr>
<tr>
<td>Provisional Level</td>
<td>No</td>
<td>10</td>
<td>Less than 2</td>
<td>N/A</td>
<td>$0</td>
<td>Less than 120</td>
</tr>
</tbody>
</table>

Compliance Points

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

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

  **Monday Notes**
  
<table>
<thead>
<tr>
<th>Monday Email</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>56</td>
</tr>
</tbody>
</table>

- **Club Meeting Attendance**
  - This requirement will include seven monthly meeting throughout the academic year and two officer trainings.
  - Each club must be present at five of the nine meetings to reach the required category point value and avoid disciplinary action.
  - 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**
  
<table>
<thead>
<tr>
<th>Meeting Attendance</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

- **Mentor Meeting**

  **10 minimum required**
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**

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester Mid. Semester</th>
<th>Spring Semester Mid. Semester</th>
<th>Max. Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
</tbody>
</table>

**Organization**

- 30 minimum required

- The team packet and annual report are worth 5 points.
- The monthly bank statement and roster submissions are worth 2 points.
- Clubs are to submit its monthly bank statement and roster electronically. The roster is to be submitting using the provided template and bank statement as a downloaded PDF statement. Hand delivered copies will not accepted.
- The club’s bank statement is required to be submitted at the latest by the 25th of the month.
- If the 15th of the month falls on a weekend day, the next business day will serve as the deadline for that specific month.

**Submission**

<table>
<thead>
<tr>
<th></th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Packet</td>
<td>1st Day of Class Fall Semester</td>
</tr>
<tr>
<td>Monthly Bank Statements</td>
<td>15th of every month</td>
</tr>
<tr>
<td>Monthly Rosters</td>
<td>15th of every month</td>
</tr>
<tr>
<td>Annual Report</td>
<td>Last day of final exams</td>
</tr>
<tr>
<td>Max Possible Points</td>
<td>46</td>
</tr>
</tbody>
</table>

**Recruitment & Retention Events**

- 10 minimum required

- 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 is needing the club banner or business cards for the event for the Club Sports Staff to prepare for pick-up.
- Team bonding events are eligible for retention designated points. Clubs are to submit a description, event date, and picture to clubsports@kennesaw.edu to qualify for the points.

**Recruitment & Retention Events**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Recruitment @ Kennesaw</td>
<td>2</td>
</tr>
<tr>
<td>Fall Recruitment @ Marietta</td>
<td>2</td>
</tr>
<tr>
<td>Spring Recruitment @ Kennesaw</td>
<td>2</td>
</tr>
<tr>
<td>Spring Recruitment @ Marietta</td>
<td>2</td>
</tr>
<tr>
<td>Independent Recruitment Event</td>
<td>2</td>
</tr>
<tr>
<td>Retention Event</td>
<td>5</td>
</tr>
<tr>
<td>Max. Possible Points</td>
<td>15</td>
</tr>
</tbody>
</table>

**Community Service**

- 5 points required

- Clubs can earn up to 20 total points for completing an approved community service opportunity
- Clubs must have a minimum of 7 members or 60% of the active roster which ever number is greater 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.

<table>
<thead>
<tr>
<th>Service Hours</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hours</td>
<td>5</td>
</tr>
<tr>
<td>3-5 hours</td>
<td>10</td>
</tr>
<tr>
<td>6-10 hours</td>
<td>15</td>
</tr>
<tr>
<td>10 or more hours</td>
<td>20</td>
</tr>
</tbody>
</table>

**Bonus Points**

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

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

  **Type of Committee Service**
  - Club Sports Executive Council 5
  - S&R Student Advisory Board 5
  - S&R Special Event 5
  - Greek Life (IFC, MCGC, NPHC, PHA) 5
  - Student Government 5
  - Student Activities Board (Kennesaw/Marietta Campus) 5
  - Other provided approval 5

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

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

**Special Case Scenarios**

For information regarding special funding scenarios, including SABAC funding, joint clubs, needs based awards, excellence awards, and cash awards, please view Appendix C.
Chapter 7: Supplemental Funding Use

Supplemental Funding Timeline

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

- The Club Sports Staff will make the determination if the request is eligible to be made by a direct payment. If not eligible for direct payment, 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 are unable to submit requests for supplemental funding use from expenses that occurred from a previous semester.

Eligible Expenses For Reimbursement

<table>
<thead>
<tr>
<th>Supplemental Funding-Eligible</th>
<th>Supplemental Funding-NOT Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Governing Body (league) Dues</td>
<td>Food</td>
</tr>
<tr>
<td>Competition entry fees</td>
<td>Personalized uniforms/apparel</td>
</tr>
<tr>
<td>Competition lodging</td>
<td>On-site payment for officials</td>
</tr>
<tr>
<td>Rental vehicles</td>
<td>Athletic Trainers</td>
</tr>
<tr>
<td>Rental vehicle gas</td>
<td>On-campus facility hosting fees</td>
</tr>
<tr>
<td>Personal vehicle mileage</td>
<td>Alcohol/Tobacco (off-campus funding prohibited)</td>
</tr>
<tr>
<td>Uniforms/apparel</td>
<td>Airbnb/VRBO (off-campus funding prohibited)</td>
</tr>
<tr>
<td>Off-campus facility rental (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Club equipment</td>
<td></td>
</tr>
<tr>
<td>Officials</td>
<td></td>
</tr>
</tbody>
</table>

Reimbursements

- A club requesting a reimbursement request back to their supplemental funding must submit an email request to the Club Sports Staff to initiate the process. The request should include:
  - paid receipt showing zero balance,
  - cleared bank statement,
  - roster
  - tournament notice.
  - For mileage reimbursements: a vehicle breakdown of drivers and passengers in each vehicle
  - For rental vehicle gas: all receipts from gas purchases
  - Equipment/uniform purchases would not require a tournament notice for this reimbursement request.

- 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 University check for the reimbursement amount in 2-3 weeks at the Owl’s Nest.
- Clubs are prohibited to 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 Club Sports 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 to have available supplemental 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 Club Sports 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 Club Sports Staff for assistance).
- Choose a bank – Credit Union of Georgia is recommended (3333 Busbee Dr.)
- Set up the account as a business-education account.
- Set up the account under the club’s name and mailing address as the Owl’s Nest (3220 Busbee Drive)
- Obtain a letter from the Club Sports Staff by requesting via email at clubsports@kennesaw.edu to change account holders and/or request permission to open 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 have two current officers with access at all times.
- The Credit Union of Georgia 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 what the official name on the account when it was originally set-up.
- Clubs that accept member dues via Venmo must have the payment set-up in a club account name and tied to the off-campus account. Payments to individual names are prohibited.
Chapter 8: Fundraising

Clubs are to raise funds to match the amount of supplemental funding allocated at the beginning of the academic year. The allocated supplemental funding is unlocked once the club provides documented fundraising. All fundraising/sponsorship/donation opportunities must be pre-approved by completing the fundraiser-sponsorship request form on www.imleagues.com. Please allow one week for the Club Sports 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. 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, then the club will need to provide another form of supporting document to go with the deposit such as an email correspondence.

Fundraising Eligibility Exceptions

- Alcohol and tobacco-based companies are prohibited for being scheduled as fundraising opportunities.
- Clubs are prohibited from hosting raffles pursuant to GA State gambling laws. 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 royalties fee from the University. If the item does not have any KSU related branding on it then no royalties fees will be issued.
- Clubs requesting to host a youth clinic as a fundraiser is subject to be approved. However, this request requires each clinician as part of the club to complete the University’s Minors Training. The University’s Minors Training includes but is not limited to requiring an approved background check per clinician. Along with a Minor’s waiver being specifically approved for this request. Due to the multiple steps and complex nature of the request, it is recommended for the club not to pursue this as a potential fundraiser.
- Clubs are prohibited to signing contracts of any kind in order to secure the fundraising opportunity. 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 be obtaining an official donor name and contact information.
- Clubs are to complete the fundraiser-sponsorship request form on www.imleagues.com to document the donor dollars to recognize as matching funds for the club’s supplemental funding.
- 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 Club Sports Staff to discuss the process further.

Sponsorships

- All sponsorship opportunities must be pre-approved via the fundraiser-sponsorship request form on www.imleagues.com.
- The club will need to complete the University’s sponsorship form in addition to the fundraiser-sponsorship form on IMLeagues. The Club Sports Staff will email the University’s sponsorship form to the club once a sponsorship...
request is received on IMLeagues. This form will not be approved until the University officially approves the sponsorship request form.

- If the sponsor requires a company logo use on a jersey, uniform, or apparel item, the sponsor must complete the University’s approved vendor process and agree to the University’s Licensing Agreement.
  - The company logo is not be larger than the University logo, and corporate logos may not be touching the University logo or other corporate logos on the garment/item.
  - The proof of the uniform, jersey, or apparel will need to be submitted directly to the Club Sports Staff 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 royalties fee from the University. If the item does not have any KSU related branding on it then no royalties fees will be issued.

**Sponsorship Proposal Example**

- Create a sponsorship proposal letter.
- Club Sports Staff can review to ensure there are no content or grammatical edits needed.
- Determine what the club will offer in return for sponsorship (ex. logo on banner, etc.)
  - Keep it simple!
  - Set a deadline for sponsorship so you have time to get items printed
- Visit local businesses to see if any are interested in sponsoring the club.
Chapter 9: Travel

General Information

- A club trip begins once a club departs campus and complete when the club returns to campus.
- Clubs should notify Club Sports 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 extra nights before or after the conclusion of a club sport event if not necessary based on the competition schedule.
- Club Sports 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 training date until the last weekend of classes in the spring semester.
- The schedule can be extended until June 30 if the club qualifies for postseason competition. The Club Sports Staff reserves the right to approve competitions outside these dates provided the club submits a written request via email to clubsports@kennesaw.edu outlining a detailed explanation for reason to participate outside the approval period.
- All travel must be documented by completing the travel form on www.imleagues.com at least 10 business days in advance of the trip departure. The travel form includes additional information to request as part of the travel including lodging and transportation information. Once the club submits the travel form, the Club Sports Staff with provide an approval or denial.
- Additionally, the club is to collect any documented receipts during the trip electing to be reimbursed from its available supplemental funding. The club is to email clubsports@kennesaw.edu the week following the trip to 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 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 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 for overnight lodging with club travel. This includes but 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 is able to 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 Club Sports 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 online vehicle training. The online vehicle training link will be provided once the packet is approved by the Office of Safety & Risk Management. The online vehicle training is one hour in duration and valid for one academic year.
• Clubs are eligible to submit personal vehicle gas mileage for reimbursement 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 $0.18 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 Club Sports Staff. Clubs are prohibited to contact Enterprise directly and make individual requests. Furthermore, clubs are prohibited to have 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 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 at least 10 business days in advance of the trip. As part of completing the form, the club will indicate the current eligible drivers. Club Sports Staff will approve the request and confirm the club has eligible drivers with updated requirements.
• The expense for Enterprise vehicle use is directly billed from Enterprise to the Club Sports Office via emailed invoice.
  o The Club Sports 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 availability supplemental funding to cover the expense, the club is required to issue a check from its off-campus account to the Club Sports Staff to account for direct payment of the rental use.
  o The daily rate for use is $85 for 12-passenger vans and $55 for mini-vans.
  o 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. Approval will be provided on a case-by-case basis.

Air Transportation

• Clubs are permitted to book air transportation if needed for club travel. Flight requests are to be included on the travel form approval process on www.imleagues.com. Once approved, clubs are responsible for making their own flight bookings.
• For flight transportation, 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 to 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 adhered to at all times. 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 to outlined travel requirements and procedures is subject to club disciplinary actions. In addition, travel related incidents reported to the Club Sports 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 10: Equipment Usage

Event Equipment Procedure

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

- Club banner
- Coolers
- Tents
- Disc cones
- Chairs
- Tables
- 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 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. The Club Sports Staff will approve and set parameters on what accommodations can be granted for the club’s equipment and facility request as part of this event.

Club Inventory

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

- Items that were purchased via off-campus funding are considered funded solely by the club membership at the time of the purchase.
  - These purchased items are to be monitored, maintained, and stored by the club’s leadership. These purchased items can be thrown away, donated, and/or sold.
- Items that were purchased by University’s supplemental funding also referred to as club funding are considered University property.
  - This includes any items purchased directly by Club Sports Staff or items that were fully or partially reimbursed.
  - These items will require a check-in and check-out process and 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 Club Sports Staff who will submit it to the University Surplus Department.

Check In/Check Out Process

- After the Club Inventory form has been submitted, the Club Sports 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 Club Sports Staff to return their equipment to the Nest. Once all equipment has been returned, the Club has relinquished care of the equipment back to the University.
• If equipment is lost or damaged upon return, the club will be charged the cost of replacement of the equipment.
  o For clubs that have lost/damaged uniforms, a $5 dollar fee will be added to each lost/damaged uniform based off the listed price per item. This is because an individual replacement cost is higher than a bulk expense at which the uniforms were originally purchased.
Chapter 11: 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. Club practice requests are confirmed via the team packet. All campus spaces the club is electing to use is to be requested and approved in advance. Clubs are prohibited from dropping in spaces for club activity that is not requested and properly reserved. The event-space request form is also required for clubs serving as the host for off-campus competitions.

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Reservation Request Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Space (Campus Green, Table, etc.)</td>
<td>10 business days</td>
</tr>
<tr>
<td>Meeting Space</td>
<td>48 hours</td>
</tr>
<tr>
<td>Home Event</td>
<td>15 business days</td>
</tr>
<tr>
<td>Large Scale Conference or National Competition</td>
<td>Please see the “Entering a Bid” appendix</td>
</tr>
</tbody>
</table>

• For practices, the reservations will be scheduled on a semesterly basis. Clubs will submit the practice requests via team packet during the summer semester for the club’s practice schedule for that upcoming academic year and confirm continuation for the spring semester in November.
  o A club will not be granted practice times until completing the team packet and activation meeting process.
  o Each club’s practice requests will be recognized for two guaranteed practice time slots.
  o The practice times slots will be scheduled on two-hour blocks.
  o Clubs are eligible to request practices at Nest, Perch, SRAC, and/or Marietta Campus.
  o When there is more than one club requesting the same day, time, and space, the requests will be evaluated based off 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 club is subject to be approved for an off-campus practice.
  o In order to be approved for an off-campus space, the club will need to confirm the off-campus practice location, days, & times as part of the activation meeting.
  o Clubs practicing off-campus are to provide the facility contract/agreement on an annual basis for review and approval. A club is strictly prohibited to signing any form of agreement or contract.
  o If the club’s off-campus facility does not have a formal contract/agreement, then the club will need to have the facility draft up the terms via email correspondence for annual approval.
  o Clubs are eligible to use supplemental funding for off-campus facility fees, however, the supplemental funding will only be used as available.

• 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 training date and the last weekend of classes for the spring semester. The Club Sports Staff reserves the right to approve competitions outside these dates provided the club submits a written request via email to clubsports@kennesaw.edu outlining a detailed explanation for reason to participate outside the approval period.

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

- Club Sports Staff have the right of refusal for hosted competition if it is in the best interest of participant safety.
- All hosted competitions must be documented by an approved event-space request form on [www.imleagues.com](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 anticipating participating member. The home roster is to be submitted 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: 11am-6pm
    - Saturdays/Sundays: 11am-6pm
  - The Perch Fields
    - Friday: Closed
    - Saturday/Sundays: 11am-6pm
  - Marietta Facilities
    - Friday: Closed
    - Saturday: 10am-5pm
    - Sunday: 12pm-5pm
  - SRAC Facilities
    - Friday: Closed
    - Saturday: 10am-5pm
    - Sunday: 12pm-5pm

- 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 must be paid at least 3 days prior to the event. The Facility fees are outlined below:
  - The Nest and The Perch
    - $75 per field per day
    - $10 per hour for each staff person (1 staff person will be provided at no cost to the club)
  - 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](http://www.imleagues.com) tab of the Club Sports website.

### Facility Access

- Participants and volunteer coaches for all club practices and competitions on campus are required to have approved access.
- For more information regarding facility access for volunteer coaches, please refer to [Volunteer Coach Responsibilities](http://www.imleagues.com).
- All club members are to use their KSU ID for entry to campus practices and competitions. If the participant does not have a KSU ID when attempting access, then a government issued ID will be accepted for entry.

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• Club members will need to be properly registered through the player packet process on www.imleagues.com to receive the club athlete membership tied to their KSU ID. 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 Club Sports Staff via email at clubsports@kennesaw.edu if questions about their individual eligibly 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 before participating in club activity.
• Club participants are strictly prohibited to gain unauthorized access to a campus facility for competitions and practices. This includes, but not limited to passing back an ID to another participant, using another participant’s ID, and/or by-passing 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 Club Sports Staff at clubsports@kennesaw.edu at least one business day in advance of the scheduled reservation for pre-approval. Visitors are not approved for participation in activities and/or providing coaching to participants. Clubs are prohibited to providing non-approved visitors facility access.
• Spectators for hosted competitions are not considered visitors, no pre-approval access is needed for attending hosted competitions. Spectators attending hosted competitions at the SRAC are strongly encouraged to have a government issued ID for entry to avoid paying for a visitor’s pass. Spectators attending hosted competitions are prohibited to exercise and/or work-out in a facility space while attending the competition.
Chapter 12: 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 created a login, they 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. These forms must be fully completed before officially participating in an approved club activity. These forms are valid for one academic year.

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

- **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 participant 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 smartphone 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 place 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 Club Sports Staff immediately.

### Emergency/Injury Procedures

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

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

- **If an Ambulance is needed:** Notify Club Sports Staff immediately via phone, regardless of time of day, if any member of the club is hospitalized or sustains a major injury as a result of club activity (practice, games, or otherwise). If the injury occurs at KSU, contact University Police at (470)-578-6666. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have the injured participant’s permission before transporting the person by ambulance because the injured party will be responsible for payment.

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

- **Accident Report:** Complete and submit an Accident Report for the injury at least one business day from the time of the accident.
• **Injuries to Individuals from visiting Teams**: Students and individuals from visiting teams are not covered by KSU and therefore, should be taken to the hospital of choice by one of their own team members, or an ambulance. Visiting teams will be responsible for their own medical bills.

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

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

### Athletic Training Services

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

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

• **Injury Report**: Athletic Training will send the club each week via email an injury report listing out current club participant injuries. The injury report will list the name of the club participant and injury description in three categories: Out, Limited, & Full Go.

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

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

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

### Athletic Training Coverage

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

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

<table>
<thead>
<tr>
<th>Cycling</th>
<th>Martial Art Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equestrian</td>
<td>Roller Hockey</td>
</tr>
</tbody>
</table>
Flag Football   Rugby (M/W)
Gymnastics   Soccer (M/W)
Ice Hockey   Ultimate (M/W)
Lacrosse (M/W)   Volleyball (M/W)

- Clubs requiring Athletic Training will be confirmed as part of the event-space request form on 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 to negotiate payments on-site with contracted Athletic Trainers. This includes but not limited to arranging payment plans with the Athletic Trainers, postponing the payment to a later date, and/or attempting to pay the contracted Athletic Trainer a different amount.
- Clubs are able to receive Athletic Training coverage when serving as host for an off-campus facility location. However, the club is subject to added travel fee.
- If the event is cancelled within 48 hours other than inclement weather will be subject to a payment to the Athletic Trainer. The payment amount will be determined on a case-by-case basis.

*Note:* Clubs failing to comply with the Athletic Training coverage procedures will be subject to disciplinary actions.
Chapter 13: 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. The 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 Club Sports Staff via 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 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 Club Sports Staff will send the requesting club an official approval notice confirming the step is completed and able to move forward with the vendor in the process.
  - Clubs are prohibited from processing any order with a vendor containing a logo without an official approval notice.

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.
- 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 Club Sports Staff. All artwork proofs are to be submitted at least ten business days in advance of the intended posted via email to clubsports@kennesaw.edu.
- All clubs are encouraged to take pictures, submit results following competitions, and send in noteworthy accomplishments (i.e., members named to the all-league teams) to the Club Sports Staff. It is recommended for each club to delegate or make part of an officer’s role to track data/statistics on a regular basis.
- The Club Sports 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 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

• Club Sports Staff must approve all logo use on social media sites. Clubs are responsible for all content posted on individual club sites. Photos and dialogue should portray a positive image of the club.
• As an organization registered with Kennesaw State University, it is necessary to ensure the images and messages listed online, sent via email, and posted on social media are representative of our institution of higher education. Clubs may not:
  o Post pictures or videos that show or give the impression of the possession or consumption of alcohol, tobacco, and/or illegal substances.
  o 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.
  o Create a personal profile to represent an organization; this is a violation of Facebook terms of service.
• Clubs are responsible for all content posted on individual club sites.

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:
  o 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.
  o Make sure the name on the page makes it easy for someone to find the club. Avoid abbreviations, acronyms, or nicknames.
  o Update the “about section” annually, as this typically lists a website URL and/or contact information.
  o 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 Club Sports Staff to have on file as active in use.

Club Cloud Storage

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

Account Transfer & Closure

• As part of officer transition, outgoing officers need to ensure that incoming officers have access to all club website, email, and social media accounts before graduation/departure. Depending on the platform, it may be difficult or impossible for club leaders to regain access, leaving old and inaccurate information floating around the internet. It is recommended to set club group email account’s recovery passwords to clubsports@kennesaw.edu, so that Club Sport Staff may assist a group that cannot access a Club’s group email.
Chapter 14: 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 carrying 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 Club Sports Staff deems suitable for disciplinary action, the club will be issued an official email notice with an attached, documented outcome letter outlining the offense as the warning.

Funding Deduction:

- The next deemed action 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 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. A club that is removed will no longer be a part of the Club Sports Program and will have to go through the full application and approval process to rejoin the Club Sports Program after a set date.

Note: The Club Sports 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 one week from when the notice is issued to submit a formal appeal. Listed below is the bulleted outlined procedure for the club appeal process:

- A club and/or participant will be notified via email from the Club Sports Staff of an incurred violation and/or denied request.
- If the club and/or participant elects to appeal that decision issued by the Club Sports Staff, they must issue a written appeal to clubsports@kennesaw.edu.
- The written appeal must include a detailed explanation outlining the club’s reasoning for the appeal and justification for an alternate desired outcome.
  - If applicable, the club and/or participant is encouraged to attach supporting documents for the club’s appeal.
- Once the appeal notice is received, the Associate Director of Competitive Sports will review the appeal notice.
  - If applicable, the Associate Director of Competitive Sports will schedule a meeting with the club and/or participant to discuss the appeal further.
If not applicable, the Associate Director of Competitive Sports will follow up with the club and/or participant via email on the determination of the appeal.

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

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

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

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

MONDAY NOTES

Monday Notes Email Sample 1: Acceptable

Subject Line: Monday Notes-Basketweaving Club

Club Sports,

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

Thanks,

KSU Basketweaving Club

Monday Notes Email Sample 2: Acceptable

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

Club Sports,

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

Thanks,

KSU Cup Stacking Club

Monday Notes Email Sample 1: Unacceptable

Subject Line: No Subject

Hey man,

No activities this week.

Thanks!

Monday Notes Email Sample 2: Unacceptable

Subject Line: No Subject

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

KSU CLUB XXXX
CLUB PARTICIPANT BEHAVIOR GUIDELINES

1. Any feedback for an individual will be addressed directly with that person in a constructive, professional manner as the first step.
2. I will communicate with my teammates, coaches, faculty, and other members of the campus community with honesty, respect and timeliness.
3. I will follow all club, University and Club Sport guidelines.
4. I understand I am expected to arrive to practice and games prepared and on time. I understand I should arrive 15 minutes early to get ready. I will stay focused at practice and work my hardest.
5. Unless physically unable, I will participate in all warm-ups and practice drills with my club.
6. When my club holds fundraisers, I will participate. If I cannot be physically present then I will make signs, do 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.
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: __________________

Return to Contents
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
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 skyrocketed, as everyone knows. For club teams like ours, times are especially challenging. Although we compete for championships like varsity programs, we do receive some funding from the University, but we have to depend on individual player dues and raise funds in many different ways in order to make ends meet.

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

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

MAKE CHECKS PAYABLE TO: KSU CLUB BASKETWEAVING

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

YOU CAN ALSO EMAIL KSUBW@GMAIL.COM FOR ADDITIONAL INFORMATION.
SAMPLE COACH EVALUATION FORM

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

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

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

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

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

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

What does the coach do well? __________________________

What do you wish the coach would quit doing? __________________________

Other Comments:
Club By-laws Checklist

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

Club Philosophy
  o Does the club identify its name, purpose, and description of general activities?

Affiliation
  o Does the club include the required KSU affiliation clause? Also, does the club identify its National Governing Body (i.e. league) as part of this section?

Membership
  o Does the club outline enrollment requirements for the program and league?
  o Does the club clarify if there are league (National Governing Body eligibility requirements (i.e. GPA, good standing, full-time)?

Dues
  o Does the club outline the dues amount, what the dues cover, when dues are collected, how the dues are processed, and if refunds are issued?
  o Does the club outline a system for verifying the dues are collected from the individual members such as issuing receipts
  o Does the club state an approved player packet is required to be on file before dues are accepted?
  o Does the club outline if there are potential additional fees and/or operating expenses for the member not covered within the initial payment?

Codes of Conduct
  o Does the club include an anti-hazing, harassment, discrimination, and sexual misconduct statements?
  o Does the club include additional conduct procedures to address individual member behavior and potential removal?

Officer Roles
  o Does the club identify officer positions, responsibilities, and term length?

Officer Elections
  o Does the club identify when officer nominations will be submitted, when officer elections will be held, and the vote needed for election?
  o Does the club identify an officer removal procedure and the process of an emergency vote?

Coaching
  o Does the club identify coach role, responsibilities, behavior, and potential removal procedures?

Revisions
  o Does the club outline process for confirming changes to by-laws and the vote requirement?

Dissolution
  o Does the club include a statement confirming the off-campus funds will be donated to the Club Sports program or listed charity of the club’s choice?
Basket Weaving Club By-laws

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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

ARTICLE III. AFFILIATION

Article III, Section I.
Kennesaw State University: (This section needs to be included in the document written exactly as is with only the name of the organization inserted where applicable)

a. This organization is a Club Sport at Kennesaw State University, but is not part of the University itself.
b. In all correspondence and publications, it may refer to itself as an organization at Kennesaw State University, but not as part of Kennesaw State University itself.
c. Basket Weaving Club accepts full financial and production responsibility for all activities it sponsors.
d. Basket Weaving Club agrees to abide by all pertinent Kennesaw State University policies and regulations, including the most current Club Sports Manual and Student Codes of Conduct. Where Kennesaw State University policies and regulations and those of Club Sports differ, the policies and regulations of Kennesaw State University will take precedence.
e. Basket Weaving Club recognizes and understands that the University assumes no legal liability for the actions of the organization.

Article III, Section II.
The Basket Weaving Club is affiliated with USA Basket Weaving as its recognized National Governing Body.

ARTICLE IV. GENERAL MEMBERSHIP

Article IV, Section I. Participation
An active member of the club is defined as a current, degree-seeking, fee-paying student who adheres to all rules set forth in the club’s bylaws. All registered members must complete the Club Sports player packet on www.imleagues.com to be an eligible club participant. Guests are not allowed at practice. Additionally, the league requires each participant to be full-time to be eligible for league play competition, this consists of being enrolled in at least 12 hours per semester of participation.

Article IV, Section II. Dues Eligibility
A qualified person becomes a member by paying their dues of __________ per semester. Dues cover a uniform, partial travel expenses, and fees for league competition. Each member is subject to pay additional fees throughout the year depending on the club’s advancement in league competition play and University funding received. The member must be verified with an approved player packet before member dues are accepted. Dues must be paid before any member receives a uniform and approval to participate in league competition. Those who practice regularly must still be on file with a player packet and pay dues to be associated with the club.

Article IV, Section III. Dues Payment
Each member will pay the set amount of ___________ per semester to play on the club. Dues are be paid directly to the club. The dues will be deposited directly into the club’s off-campus account. No payments to personal accounts are accepted. Once the member has paid dues, the club will issue the paying member a receipt and/or confirmation of payment. Members who have failed to pay dues by the first game of the semester or 4th week of the semester whichever comes first, may not participate in competitions, practices, or other club sport sponsored events until the dues have been paid. Refunds will be given up until the first game participated, after that, no refunds will be given.
Article IV, Section V. Uniforms & Apparel
As outlined above, each member who pays the club dues will receive a club uniform and are personally responsible for it. If a member does not return a full uniform kit at the end of each semester, the member is responsible for the cost of replacing the missing item(s). The member will complete a check-out log confirming the uniform is to returned at the end of the spring semester. If the uniform is damaged, the club will assess the damage on a case-by-case basis. Uniforms are only to be worn during club affiliated competition.

Article IV, Section VI: Equal Opportunity
Reflecting the expectations set forth by the Kennesaw State University Handbook, the club shall not discriminate membership on the basis of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, veteran status, socioeconomic status, or national origin.

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

   a) Hazing
   b) Harassment
   c) Sexual Misconduct

Additionally, club members are prohibited to possession and/or consumption of alcohol, illegal substances, and/or tobacco at any time during club activity. Furthermore, club members are to ensure images and messages listed online, sent via email, and posted on social media are a positive representation of the club and University.

Article IV, Section VII: Individual Member Conduct
If the club’s officers identifies and/or receives a report of conduct issues by another member or fellow officer, the process outlined in this section will be used for resolving the issue. Officers are held to the same standard of individual member conduct. An officer will be subject to removal if reported or observed of conduct issues. This may include, but not limited to any action against another member or actions that are presented as negative image to the club. Steps involved for bylaws infractions are:

   a) The club’s officers will warn the accused member and/or fellow officer of the infraction.
   b) The warning will be issued to the accused member and/or fellow officer via email from the club’s email address.
   c) Once a warning has been issued and another incident occurs, the member and/or fellow officer will meet with all officers to discuss the infraction.
   d) If another incident occurs following the warning and meeting, the member and/or fellow officer is subject to be removed from the club. If one action is deemed significantly egregious by a member and/or fellow officer, this individual is subject to be removed based off the one offense.
   e) The removal of the accused member/fellow officer will be confirmed by a 3/4 vote of regular membership.
   f) If the member is removed, the club officers will report the removal incident to the Club Sports Staff from its club email address.

Each member and officer will sign a member conduct form issued by the club officers verifying the understanding of the individual club conduct procedures.

ARTICLE V. OFFICER ROLES

Article V, Section I. Election Process
The club’s officer positions include President, Vice President, and Treasurer. At all times, there is to be an active President and Treasurer. All officers will convene before the semester to assign officer responsibilities. Officers will be elected at the end of the Spring Semester for a term of one year.

Article V, Section II. Voting
There must be at least one-third regular membership present for the elections to be held. It is the responsibility of the club’s officers to ensure that there is at least one eligible candidate nominated for each officer position. Nominations are to be submitted to the moderator at least one business day in advance of the election meeting. During the elections meeting, if a candidate is not elected for an officer position, the candidate may be nominated for another officer position. The members shall be informed of nominating
procedures at least one week before the election. All officers must be enrolled, fee-paying students. If an officer graduates or no longer can fulfill the duties of office, an election is held for just that office.

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

If an officer steps down, the club must hold an emergency vote confirming a replacement approved by 3/4 vote of regular membership.

Article V, Section III. Duties of Officers
All officers are responsible for the activities and operations of the club. At least one Officer shall attend each individual club meeting. If an officer cannot attend at least 75% of the meetings, that officer is subject to removal. The club’s officers may not vote special privileges to itself. Any member may ask to be on the agenda and present an issue to the club’s officers. Listed below are the individual responsibilities per officer role.

President
The Club President will be responsible for completing the most important elements of running the club. These duties may include, but are not limited to the following:

- Manual: Ensure all club officers follow the Club Sports requirements and procedures as presented in the Club Sports manual and will pass all pertinent information in the manual on to club members.
- Elections: This officer (when outgoing) will oversee the elections of the future President, Treasure, and Vice-President.
- Transition Process: This officer is responsible for informing the incoming President and other officers of the duties and responsibilities, as well as the routines and guidelines for club operations.
- Execute Club Meetings: This officer will call for and administer any meetings discussing club business.
- Communication Etiquette: This officer is to ensure the club adheres to a professional and courteous communication etiquette when addressing Club Sports Staff. Please allow a response of two business days from the Club Sports Staff on individual club requests.
- Disciplinary Problems: This officer will work with the Club Sports Staff to resolve any conflicts or handle any disciplinary matters or complaints regarding the club’s behavior both on campus and throughout the entire duration of a club trip.
- First Aid Kit: This officer and the designated Safety Officer must ensure that the first aid kit is on-site at all team events. The President/Safety Officer must also ensure that the first aid kit is fully stocked at all times.

Treasure
Treasures will be responsible for completing most club financial operations. Treasures will follow all Club Sports procedures for spending money. These duties may include, but not limited to the following:

- Budget Proposals: This officer will work with the President to complete and submit a club budget proposal as part of the team packet at the beginning of the academic year.
- Fundraising: This officer will be responsible for all elements of fundraising for club.
- Mail: This officer is responsible for checking the club’s mail for reimbursement check, registration payments, and/or bank statements.
- Shipments: This officer is responsible for directing all club mail and orders to the Owl’s Nest. The mail and orders should be addressed to the club and not an individual name.
- Bank Statement: This officer is responsible for submitting the bank statement to the Club Sports Staff on the 15th of each month.
- Dues: This officer is responsible for receiving and tracking member dues.
- Payments: This officer is responsible for issuing payments for competition and associated fees.
**Vice President/Secretary**

This Officer will be responsible for all elements of organizing and planning club operations. These duties may include but are not limited to the following:

- **Field/Facility Requests:** This officer is responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with Club Sports Staff.
- **Equipment Checkout:** This officer will be responsible for keeping track of inventory use.
- **Form Submissions:** This officer is responsible for Monday Notes, monthly roster submissions, and/or league roster forms.
- **Travel:** This officer is responsible for arranging and coordinating travel for competitions, and special events with Club Sports Staff.
- **Accommodations:** This officer is responsible for confirming accommodations including but not limited to lodging and rental vehicle requests.

**ARTICLE VI. COACHING**

**Article VI, Section I. Coach Role and Responsibilities**

It is not required for the club to have a coach. There is not a limit to the number of coaches. If the club elects to have one or more coach, the coach will need to be an approved volunteer through the Club Sports process. The interested coach or coaches will need to complete the coach-volunteer packet to be approved before attending practices. Additionally, the coach will need to be at least two years removed as a Club Sports participant to be an eligible coach. If the club elects to pay the coach or coaches it will be funded fully by the member dues. This will be voted on by the members on an annual basis.

The coach shall attend all practice sessions. If the coach of the club cannot attend practice sessions, the coach is responsible for providing sufficient and all equipment necessary to a member of the officer board, or other member deemed competent, to facilitate practice. The club is responsible for all of its travel expenses. Club dues and funding associated for travel covers the participating members only. Additionally, the coach must be responsible for its own personal insurance coverage.

**Article VI, Section II. Coach Removal**

In the event the club decides to remove a coach, an officer’s meeting will be called forward to discuss and vote on the removal. For the removal to progress, a majority of the officers must vote for the removal. Then the rest of the club will partake in a team vote. If the majority of the club votes for the removal (excluding officers), then a meeting will be held with the coach and a decision will be made.

In the event, a club member or officer observes or experiences behavior concerns or issues from a coach, this should be reported immediately to the Club Sports Staff. Based off the reported information, the coach is subject for removal.

**Article VII: Dissolution**

**Article VII, Section I.**

In the event of the dissolution of the club, the President and Treasurer at the time of dissolution will choose to donate the club’s remaining funds from its off-campus bank account to the March of Dimes-Atlanta charity. The off-campus account shall be closed, and all access should be terminated.

**ARTICLE VIII. Revisions**

**Article VIII, Section I.**

The by-laws may be amended by a three-fourths vote of the club’s officers, followed by a two-thirds vote of the general membership. Each club member will receive an updated copy of the by-laws each academic year via email.

Last revised: xx/xx/xxxx
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. ___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:  

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:  

   "SAMPLE OFFICER TRANSITION FORM"
Appendix B: Contracts

- Clubs are ineligible to serve as a 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 loss without proper approval for the request.
- In the event, a club is presented with a contract to sign, the club is to submit it to the Club Sports Staff for review. The Club Sports Staff will present the contract to the University’s Legal Department for an official determination.
- The University Legal Department acts as the sole signature authority for contracts on behalf of University business. The University’s Legal Department will review the contract in full and provide details on how to proceed.
- 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. Clubs will also submit any necessary contracts via email to clubsports@kennesaw.edu for further review.
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 Club Sports Staff will make the final determination on the allocation amount evaluating number of participants, competition location, funds raised by club, additional clubs seeking funding, and funds available.
- The club is subject to receive an allocation amount that is partial to the full travel expenses, in which the club is expected to cover the remaining expenses as part of the trip. If applicable, the club can use the proposal form to request funds for use to a regional based or nationals qualifying tournament.

Needs Based Fund

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

Cash Awards & Travel Stipend

- Clubs that receive any award, prize money, cash winnings, or other valuable consideration (gift cards, any item with a retail value greater than $25.00, etc.) are to report the information to the Club Sports 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.
If the league, tournament, event, etc. cannot issue two checks the club participating must present the Club Sports Staff with a check for 10% of the cash award within two weeks of receipt of the cash award. Any non-cash valuable consideration must be reviewed with the Club Sports Staff to reach a determination on the value of the prize and the possibility of a remittance.

Clubs that receive travel stipend assistance are required to disclose this to the Club Sports Staff. Clubs are prohibited from applying for Club Sports National funding and not disclosing receiving additional funding from a governing body or other source.
Appendix D: Fundraising Ideas

[SPORT]-a-thons
Example: Swim-a-thon

- Send a letter to friends and family outlining the club’s current season and explanation of the fundraiser event.
- Ask supporters to pledge a specific amount of money per lap, flip, etc. or donate a flat amount
- Host [SPORT]-a-thon
  - Set a certain time frame (swim for two hours, etc.)

Percentage Nights

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

Special Event on Campus

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

Entry Fees for Home Competitions

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

Apply for Grants

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

Tournaments
• Host a tournament and invite other teams
  • Clubs are to submit an event-space request on www.imleagues.com for these events in addition to the fundraiser-sponsorship request.
    o These events are defined as large scale events on the event-space request form. Therefore, clubs need to submit the form at least 30 days in advance to guarantee approval. Please review the event-space request form to confirm all the details required as part of this request.
• Charge an entry fee to participate
  o Check other tournaments in the area to come up with an entry fee amount
  o A facility usage fee will be charged to the club for these types of events utilizing a registration fee.

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

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

Donation Request Letter
• Write a letter discussing your season and why you need financial support
  o Send the letter to Club Sports Staff for review prior to printing
• Have each participant in club address 10+ envelopes to family and friends
  o Submit an event-space request on www.imleagues.com to reserve a room at the Owls Nest to host “letter writing party” – order pizza and address envelopes
  o Purchase envelopes and stamps
  o Be sure the return address is:
    ▪ (Club Name)
      3220 Busbee Dr.
      MD 7901
      Kennesaw, GA 30144
Appendix E: Sponsorship Guides

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 the 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)
- All of Gray and one 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)

Yellow: $1000 - $1499 value
- All of Gray, 1 of Black, and 1 of the following
  - Individual banner displayed at events (provided by sponsor)
  - Multiple/Location of logos on jerseys
    - 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.
- Club Sports 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 Club Sports Staff in advance of the field lining. Club Sports may provide one case of paint under special circumstances, outside of one provided can the club is responsible for providing their own paint.
- For entry, KSU students must scan in with their KSU ID. If the club participant does not have a KSU ID, then the club participant will need to have a Government issued ID for access.
- Clubs that have registered coach-volunteers will be on a coach list to receive a coach membership ID once approved as a coach. Coach-volunteers will need to show their club coach ID card to be scanned in before each practice. Club coaches are only allowed facility access for approved practice & competition times.
- Visiting teams must complete the provided waiver for confirmed access.

Siegel Recreation Activity Center (SRAC) and Marietta 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 pant/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 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 fees.
• Clubs are to see the student facility staff for general equipment access as part of the event details, but it is the club’s responsibility for operation. This including but not limited to operating the scoreboards, and all other game related duties/operations as part of the hosting duties associated with the reservation.
• For entry, KSU students must scan in with their KSU ID. If the club participant does not have a KSU ID, then the club participant will need to have a Government issued ID for access.
• Clubs that have registered coach-volunteers will be on a coach list to receive a coach membership ID once approved as a coach. Coach-volunteers will need to show their club coach ID card to be scanned in before each practice. Club coaches are only allowed facility access for approved practice & competition times.

Note: Failure to comply with facility procedures is subject to disciplinary actions.
Appendix G: Emergency Action Plan

Emergency Action Plans

The purpose of the Emergency Action Plan (EAP) is to guide KSU Competitive Sports personnel, emergency medical services and Campus Police in responding to emergency situations when they occur. Emergency situations may arise at any time during Competitive Sport practices and competitions. Expedient action must be taken in order to provide the best possible care to the athletes in emergency and/or life-threatening conditions.

Identification of an Emergency Situation

Life Threatening Injury

- A life-threatening injury is one which requires immediate hospitalization in order to save the patient’s life or to provide optimal medical care. There is little or no time to consult with a physician before acting. Examples:
  - Unconscious athlete
  - Breathing emergencies
  - Obstructed airway
  - Stoppage of breathing
  - Abnormal breathing
  - Lack of heartbeat
  - Possible serious back or neck injury
  - Serious head injury involving loss of consciousness
  - Severe heat illness
  - Severe bleeding
  - Severe fracture
  - Open fracture
  - Fractured skull / femur / vertebrae / pelvis
  - Severe dislocation
  - Dislocated vertebrae / elbow / hip / knee / ankle
  - Severe allergic reaction
  - Shock

Non-Life-Threatening Injury

- A non-life-threatening injury can be very serious, but the immediate life of the athlete is not in jeopardy. The injury will still require medical attention but is not of the type demanding immediate attention of an emergency vehicle.
  - Lacerations, which will require suturing
  - Possible closed fractures
  - Orthopedic injuries that will require evaluation by Certified Athletic Trainer or referral to orthopedic surgeon
  - Sickness

Emergency Personnel

During a high-risk KSU Competitive sport competition, the first responder to an emergency will be a Certified Athletic Trainer. To ensure the safety of student-athletes in the case that a sports medicine staff member is not present (i.e. Club team practices, travel competitions, IM games), at least two Club Sport athletes are required to hold a CPR certification on each team, all Facility staff will be CPR certified, and all IM Site Supervisors will be CPR certified.

The emergency team may consist of several healthcare providers including but not limited to: Certified Athletic Trainers, student athletic trainers, emergency medical technicians, coaches, team Safety Officers, participants, and possibly bystanders. The role of emergency personnel may vary depending on several factors including but not limited to sport, venue, available medical staff, and preference of medical personal or injured individual.
Role 1: (ATC if present, Club Safety Officer, or CPR/First Aid Certified individual)
- In charge of the emergency response until relieved by higher authority.
- Establish the safety of the scene.
- Immediate assessment and appropriate care of the injured person within scope of training.
- Designate someone to activate EMS.
- If necessary, begin rescue breathing or CPR.

Role 2: (Facility Manager, Facility Attendant, IM Site Supervisor, or designated individual)
- Retrieve or designate someone to retrieve necessary emergency equipment.
- If necessary, activate EMS (Campus Police for on-campus, 911 for off-campus)
- If necessary, open appropriate gates for EMS access.
- Once the athlete and medical personnel have left the scene, notify appropriate Competitive Sports staff of the incident, and fill out Accident Report form located on Connect 2.
- Once the athlete and medical personnel have left the scene, cleans the area in accordance with OSHA standards.

Role 3: (Facility Attendant, coach, participant, or designated individual)
- Activate Campus Police (for on-campus emergencies) or 911 (for off-campus emergencies).
- Direct emergency personnel to the emergency site.

Role 4: (Coach, participant, or designated individual)
- Assists with crowd control at scene.
- Keeps area clear for medical personnel.

Emergency Communication (On-Campus)
- Fixed telephone line located in the front office/information room of each building.
- Radio carried by Facility Manager, Facility Attendant, Site Supervisor and ATC (if on-site).
  - Radio will stay on Channel 11 at all times.
  - Radios must be returned to the charging cradles at the end of each shift.
- Cell phones carried by Club Sport coaches, athletes, managers.

Emergency Communication (Off-Campus)
- Cell phones carried by Club Sport coaches, athletes, managers.

Emergency Communication Hand Signals
- “raised fist”: Activate EMS immediately
- “hand pumping motion”: Splints are needed
- “fist pound on heart”: Automated external defibrillator (AED) is needed
*Signals may vary depending on personnel. Should be established before each competition.

Activating EMS system
Making the call:
- Calling Campus Police direct from campus land line: 6666
- Calling Campus Police from mobile phone: 470-578-6666
- If off campus: 911

Providing Information
- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of injured
- Condition of the athlete (breathing, not breathing pulse, bleeding, conscious, unconscious)
- First Aid treatment initiated by first responder (blood control, rescue breathing, CPR, splinting)
- Specific directions as needed to location of injured athlete (See individual location EAP)
- Other information requested by dispatcher
**Emergency Equipment**

All necessary emergency equipment should be available at each venue and located for quick access. All equipment should be in good operating condition, and personnel trained in the usage of emergency equipment should always be available. Available emergency equipment may vary based on the sport and venue.

**Permanent emergency equipment**
- Automatic External Defibrillators (AEDs)
  - Owl’s Nest: Located near the front desk
  - The Perch: Located in the IM Office

**Portable emergency equipment**
- Automatic External Defibrillators (AEDs)
  - “Travelling” AED located in the Owl’s Nest ATR
- Micro-shield CPR
  - Located in every club team’s medical bag
- Splint Bag: Vacuum splints, pump with hose, knee immobilizer, rigid cervical color
  - In Owl’s Nest and Perch ATRs
- Wheelchair
  - In Owl’s Nest ATR
- Crutches
  - In Owl’s Nest and Perch ATRs
- Blood pressure cuff
  - In Owl’s Nest ATR and ATC Kits
- Stethoscope
  - In Owl’s Nest ATR and ATC Kits

**Provided by local EMS**
- Spine board
- Oxygen
- Emergency Airway devices

**Emergency Transportation**

For non-life-threatening injuries, student athletes may be transported to an appropriate healthcare facility via a teammate or designated individual’s personal vehicle. For head injuries with loss of consciousness and life-threatening injuries, emphasis is placed on rapid evaluation, proper treatment, and correct transportation. Unstable individuals or those that may need treatment in route to advanced medical care should be transported by ambulance. If the athlete is experiencing a change in the following conditions, transport by ambulance is always recommended unless EMS transportation is refused by the individual or individual’s legal guardian. Conditions include (but are not limited to): change in the level of consciousness (LOC), airway/breathing/circulation (ABC) or compromised neurovascular system.

**Emergency Facilities**

**Primary emergency facility**
1. WellStar Kennestone Emergency Room (Level II Trauma Center)
   a. Location: 115 Cherry Street NE Marietta, 30060
   b. Contact: (770) 793-5700
   c. Hours: 24/7

**Non-life threatening**
2. Kennesaw State University Student Health Services
   a. Locations:
      i. 3215 Campus Loop Road Kennesaw, GA 30144
      ii. 1074 Canton Place NW Kennesaw, GA 30144
      iii. 1100 South Marietta Parkway SE Marietta, GA 30060
b. Contact: (470) 578-6644  
c. Hours: 8:30AM-5PM Monday-Friday

3. WellStar Urgent Care  
   a. Location: 3805 Cherokee St. NW Kennesaw, GA 30144  
   b. Contact: (770) 436-5665  
   c. Hours: 8AM-7:30PM Daily

4. Peachtree Immediate Care  
   a. Location: 2481 George Busbee Pkwy NW Kennesaw, GA 30144  
   b. Contact: (770) 423-0000  
   c. Hours: 8AM-8PM Daily

Emergency action plan for Mental Health emergency

Recognition and management of potential violent individuals
Any ‘yes’ answer should be considered an emergency:

- Am I concerned the student-athlete may harm himself/herself?
- Am I concerned the student-athlete may harm others?
- Am I concerned the student-athlete is being harmed by someone else?
- Did the student-athlete make verbal or physical threats?
- Is the student-athlete exhibiting unusual ideation or thought disturbance that may or may not be due to substance use?
- Does the student-athlete have access to a weapon?
- Is there potential for danger or harm in the future?

Management if immediate risk to safety:

- Remain calm - maintain calm body language and tone of voice.
- Listen to the student-athlete. Allow them to express their thoughts. Provide them the opportunity to be heard. It’s OK to have a moment of silence between you and the student-athlete.
- Avoid judging the student-athlete; provide positive support.
- Keep yourself safe - do not attempt to intervene if there is eminent threat of harm or violence.
- Keep others safe - try to keep a safe distance between the student-athlete in distress and others in the area.
- Alert designated supervisor and/or colleagues.
- If the student-athlete seems volatile or disruptive, call for additional support. Do not leave the student-athlete alone, but do not put yourself in harm’s way if he/she tries to leave.
- If you call campus police, provide the following information:
  - Student-athlete’s name and contact information.
  - Physical description of the student-athlete (i.e., height, weight, hair and eye color, clothing, etc.).
  - Description of the situation and assistance needed.
  - Exact location of the student-athlete.
  - If student-athlete leaves the area or refuses assistance, note direction in which he/she leaves.
- Report the incident to the KSU Behavioral Response team via the online submission form o brt.kennesaw.edu/reporting.php

Recognition and management of non-violent individuals

- Offer a quiet and secure place to talk
- Show your genuine concern.
- Avoid judging the student-athlete; provide positive support.
- Provide support and a positive tone.
- Do not try to solve his or her problem; it is not within the scope of an athletic trainer or first responder.
- Help the student-athlete understand that he or she is not alone - others have been through this too.
• Listen to the student-athlete. Allow him/her to express his/her thoughts. Provide him/her the opportunity to be heard. It’s OK to have a moment of silence between you and the student-athlete.
• Ask questions that encourage conversation. Asking these important questions will NOT plant the idea in his/her head:
  o Can you tell me what is troubling you?
  o Are you thinking of hurting yourself?
  o Is someone hurting you?
• Document the incident via Connect2 and refer to University Counseling and Psychological Services

Thought or plans about suicide
• If the student-athlete is expressing suicidal ideation:
  o Determine if he or she has formulated a plan.
  o Emphasize ensuring the athlete’s safety, while being aware of your own.
  o Do NOT leave the person alone.
• Alert designated supervisor and/or colleagues immediately if thoughts or plans of suicide
• You may offer a positive reinforcement, such as: “It took courage for you to disclose this information to me. And, by telling me, it says you want to do something about what is going on. Let’s get you in contact with someone who specializes in this type of situation, so you can get the care you need.”
• Document and communicate your concerns and refer to University Counseling and Psychological Services

Referral Options and Important Contacts for situations regarding a student’s Mental Health

For ON-campus emergencies, ALWAYS call KSU Campus Police (470-578-6666)
For OFF-campus emergencies, ALWAYS call 911

Primary referral (non-emergent)
  1. Kennesaw State University Counseling and Psychological Services
     a. Locations:
        i. Kennesaw: Kennesaw Hall (Room 2401)
           1. 585 Cobb Ave NW Kennesaw, GA 30144
        ii. Marietta: Joe Mack Wilson Student Center (Room A170)
           1. 860 Rossbacher Way Marietta, GA 30060
     b. Contact: (470) 578-6600
     c. May call or walk-in for urgent appointments for the following situations:
        i. Current/recent thoughts of harming self/others
        ii. Experience of recent trauma
        iii. Experiencing hallucinations, delusions, disorganized thinking and/or behavior, or have been unable to sleep for two or more days.
     d. Hours: 8AM-5PM

Support Contacts
  2. Wellbeing@KSU: Mental Health Support
     a. Contact: 470-578-6600 (select option 2)
     b. Hours: 24/7
  3. National Suicide Prevention Hotline
     a. Contact: 1-800-273-8255
     b. Hours: 24/7
  4. National Crisis Text Line
     a. Contact: Text “HOME” to 741741
     b. Hours: 24/7
Emergency Action Plan For Non-Medical Emergency

The following non-medical emergency may be affected by several factors due to venue, sport, and event: severe weather, fire, bomb threats and violent/criminal behavior. The following is a general overview based on KSU campus policy, NATA position statements, and NCAA Sports Medicine Handbook.

Severe weather: During periods of severe weather, one of the following three statements will be made through area media by the University and, when necessary, by department heads: 1) the University will be in full operation, 2) classes are to be canceled, or 3) the University is closed.

- Employees who are unable to report to work when the University remains open during inclement weather shall notify their supervisor.

Tornado: Competitive Sports Athletic Training Staff, Facility staff, and Club Sport Safety Officers will need to download the weather.com application to their smart phone. Once downloaded, open and run the application to verify location in application is set to current location. Additionally, Competitive Sports Facility staff as well as Club Sport Safety Officers will need to monitor KSU alert emails/texts to be aware of threatening tornado conditions. When the threat of a tornado is imminent, the city/campus emergency sirens will be activated. KSU campus policy directs individuals to:

- Take cover in the nearest building if outside when the warning is issued.
- Remain indoors if inside when the warning is issued.
- Take appropriate shelter on the lowest possible floor in interior rooms away from windows and doors.
  - When determining the best shelter area, consider the following guidelines:
    - Avoid areas near glass
    - Avoid areas near exterior walls
    - Avoid areas with high roofs
    - Avoid areas with wide-span roofs
    - Avoid non-structural hazards, such as heavy equipment on shelving
    - Do not enter elevators during a tornado warning
  - Crouch low to the ground, if possible, and cover the back of the head and neck with hands
  - Remain in sheltering location until the all-clear is issued from the university

Lightning: National Weather Service-issued thunderstorm “watches” or “warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. KSU Competitive Sports lightening policy follows the NATA and NCAA recommendations.

- Developing thunderstorm are monitored by KSU Competitive Sports Athletic Training and Facility staff using the MyLightning Tracker app. Additionally, the flash to bang ratio can be used if a smartphone is unavailable or a team is holding individual workouts with no KSU Competitive Sports staff present.
- Chain of command during a thunderstorm will differ based on personnel which may include but not limited to: Certified Athletic Trainer, KSU Competitive Sports staff, coaches, and officials. During practices the Facility Manager and Facility Attendants will be responsible for monitoring, suspending activity, and resuming activity if the KSU Competitive Sports ATC is not present. During high-risk competition the KSU Competitive Sports ATC will be responsible for monitoring, suspending activity, and resuming activity.
  - **If lightning is within 15 miles**, the storm should be closely monitored, and staff/participants should prepare to take shelter.
  - **If lightning is within 10 miles**, activity should be suspended and the lightning EAP for the venue should be activated.
  - **Safety procedures should be completed by the time lightning is within 6 miles.** See individual venue EAP for designated safe location.
  - **Activity is suspended until 30 minutes after the last strike of lightning is noted on the app.** This 30-minute clock restarts for each lightning flash within 10 mi and each time thunder is heard. Consideration must be given to patrons leaving safe locations and returning to the venue.
Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If on campus, call KSU Police. If off-campus, call 911. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. CPR should never be delayed while searching for an AED.

Fire emergency: All indoor venues (The Owl’s Nest, Dr. Betty L. Seigel Student Recreation and Activities Center, Recreation and Wellness Center) are equipped with smoke detectors, fire alarm system, and an evacuation plan. In the event of a fire follow the evacuation plan to the designated gathering points for each facility.

Fire reporting and building evacuation procedures:
- Know how to activate the fire alarm system and sound the nearest alarm in the building.
- Alert KSU Campus Police (470-578-6666) from the nearest telephone from which you can safely call. Provide them with:
  - Your name
  - Location of the fire (building name, room #)
  - Extent of the fire
  - If applicable, indicate that someone will be at a specific entrance to the building to give directions.
- Calmly alert people in the building and evacuate the building by following the EXIT signs. DO NOT USE THE ELEVATORS. When a fire alarm is activated, ALL PERSONS MUST EVACUATE THE BUILDING IMMEDIATELY!
- Once an alarm has been activated and immediate attention has been given by emergency personnel to the safety of others, and if it is safe to do so, close corridors, windows, doors, and stairwells to prevent the spread of fire and smoke.
- Remain outside of the building at a safe distance.
- Meet campus police or fire personnel upon their arrival to direct them to the fire.
- Emergency fire systems, such as fire extinguishers and fire alarms, must always be in a state of readiness. It is a criminal offense to tamper with firefighting equipment or to sound a false alarm. In instances where the fire alarm is utilized to evacuate buildings as in the case of a bomb threat, the alarm is to be activated only upon authorization of the main administrative office in the building.

Bomb threats and violent/criminal behavior: If you need information regarding a bomb threat or suspect violent/criminal behavior, please contact the University Police (470-578-6666).

Heat Safety Policy

In 2015, the National Athletic Trainer’s Association (NATA) updated its heat illness position statement. It states that athletic participation in hot and/or humid climates increases the likelihood of student-athletes suffering a heat illness. The Campus Recreation Athletic Training Department follows the NATA’s position statement and guidelines in education of parties involved, identification of those predisposed to heat illness, acclimatization, and education on rehydration and recovery between exercise bouts of participants.

Guidelines for Participation in Heat & Humidity:
Wet-bulb globe temperature (WBGT) higher than 75°F or humidity above 90% may be dangerous. Above 82°F indicates that preventative measures should be applied. The medical history section of Club Player Packets should give insight as to which individuals will be predisposed to heat illness. Factors which may increase risk of heat illness include:
- Prior history of heat illness
- Poor physical conditioning
- Obesity
- Failure to properly acclimatize

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• Use of prescription drugs or supplements

<table>
<thead>
<tr>
<th>WBGT READING</th>
<th>ACTIVITY GUIDELINES &amp; REST BREAK GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 82.0</td>
<td>Normal activities—Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout</td>
</tr>
<tr>
<td>82.0 - 86.9</td>
<td>Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each</td>
</tr>
<tr>
<td>87.0 - 89.9</td>
<td>Maximum practice time is two hours. For football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each</td>
</tr>
<tr>
<td>90.0 - 92.0</td>
<td>Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice</td>
</tr>
<tr>
<td>Over 92.1</td>
<td>No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs</td>
</tr>
</tbody>
</table>

**Signs of Heat Illness**

Signs of heat illness are visible changes that may be noted in a participant who is suffering from heat illness. These signs include:

- Muscle cramping
- Decreased performance
- Unsteadiness
- Confusion
- Vomiting
- Irritability
- Pale or flushed skin
- Hot, dry skin
- Rapid, weak pulse

**Symptoms of Heat Illness**

Symptoms of heat illness are physical changes that the participant may describe or report. These symptoms include:

- High body temperature
- Nausea
- Headache
- Dizziness
- Unusual fatigue
- Lack of sweat
- Blurred vision/blacking out
- Fainting

**Treatment of Heat Illness:**

Heat cramps, heat syncope, heat exhaustion, heat stroke and exertional hyponatremia are all types of heat illness. Several of these conditions have signs and symptoms that are very similar, and one condition often progresses into the next. Consequently, identification of heat illnesses early in their onset is critical. Heat exhaustion is often a precursor to the more severe heat stroke. Heat exhaustion is characterized by symptoms like weakness, dizziness and nausea. It will present with signs like syncope, muscle cramps, profuse sweating and cool, clammy skin. The treatment rendered should include removal from participation to a cool shaded area, preferably indoors. Sports drinks and other fluids should be pushed in order to replenish electrolytes lost. **A participant suffering from heat exhaustion is not to return to practice/competition that day.**

Heat stroke is a medical emergency and should be treated as such. EMS should be summoned at once by following the emergency action plan for the venue. Individual suffering from heat stroke will present with very high body temperatures, usually hot, dry skin that has ceased sweating. While waiting for EMS the goal should be to lower the core body temperature of the individual. Acceptable ways of doing this include cold water immersion, wetting the body with running cold water and fanning vigorously, and by using ice. This includes placing ice bags underarms, back of neck, back of knees, and groin area while you wait for EMS to arrive.
Notification of All Emergency Situations

- Notify KSU Competitive Sports Staff immediately via phone, regardless of time of day, if any member of a competitive sport is hospitalized or sustains a major injury as a result of Competitive Sport activity (practice, games, or otherwise).
  - An Accident Report should be submitted to KSU Competitive Sports staff within one business day of the injury.
  - Injuries should also be reported to Luke Lammert to set up follow-up appointments if needed.
    - Luke Lammert, Certified Athletic Trainer – Competitive Sports
      - Email: clubsportatc@kennesaw.edu

- KSU Club Sports Phone Tree – Provided to Officers
  - Club Sport Staff Emergency Line: (404) 290-5106

General Emergency Procedures: Definitions

- LEAD: Certified Athletic Trainer, Safety Officer, or CPR/First-Aid certified individual
- MANAGER: Facility manager, IM Site supervisor
- STAFF: Facility attendant, IM site supervisor

General Emergency Procedures: Life-Threatening Injury/Illness

1. LEAD will establish safety of the scene and provide immediate care WITHIN SCOPE OF TRAINING to injured/ill individual.
2. MANAGER will activate EMS via phone or radio.
   a. KSU Police (470-578-6666 or radio channel 1) and request ambulance
   b. Details to be provided during call:
      i. Name, address, telephone number of caller
      ii. Briefly describe emergency
      iii. Number of injured
      iv. Condition of the athlete (breathing, not breathing pulse, bleeding, conscious, unconscious)
      v. First Aid treatment initiated by first responder (blood control, rescue breathing, CPR, splinting)
      vi. Specific directions as needed to location of injured athlete (See individual location EAP)
      vii. Other information requested by dispatcher
3. LEAD will designate someone to retrieve AED and other emergency equipment as needed.
4. FACILITY STAFF will open appropriate gates to allow EMS access to injured individual.
5. FACILITY STAFF will meet EMS at the venue entrance to direct them to injured individual or will designate a participant to do so.
6. LEAD will assist EMS after arrival with care of injured individual as needed.
7. After injured individual has been safely transported by EMS, MANAGER/STAFF will:
   a. Notify injured individual’s emergency contact
   b. Notify Competitive Sports staff of the emergency via appropriate phone tree
   c. Complete Accident Report on Connect 2 within 24 hours of the incident
8. After the scene has been cleared, FACILITY STAFF will clean the area in accordance with OSHA standards.
The Perch (Fields 4-6)

EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):

- Immediate care of the injured or ill individual WITHIN SCOPE OF TRAINING
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located The Perch Field ___ at 390 Big Shanty Rd NW, Kennesaw, GA 30144)
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is _______”.
    - State, “Driveway is located east of 5/3 Bank Stadium on Big Shanty Road close to the 575 overpass. Someone will be at the gate closest to the fields”.
- Designate someone for emergency equipment (AED, First-Aid kit) retrieval
- Direction of EMS to scene: open south gate and “flag down” EMS to scene
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

Venue Information for The Perch (4-6): Field Access

Address: 390 Big Shanty Rd NW, Kennesaw, GA 30144
Venue Directions: 390 Big Shanty Rd NW between 5/3 Bank Stadium and the 575 overpass
Primary entrance: Driveway, just west of the 575 overpass. Leads to parking lot and front gates.

Emergency Personnel: Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors
Gate Code: [redacted]

Emergency Communications:
- Closest land line: In Front Office
- Campus Police: 470-578-6666 (6666 if campus landline, or channel 1 on radio)

Emergency Equipment: AED located in IM office. First-Aid kits in IM/Front Offices. Splint bag and crutches located in Perch ATR.
Non-medical:

- **Tornado**: Once sirens are activated, direct participants to Team room
- **Lightning**: Lightning within 10 miles, activity should be suspended. Direct participants to Team room or bathrooms.
- **Fire designated gathering area**: Exit and remain at least 50 feet from the team room building.
# The Perch (Field House)

**EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):**

- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located in the Field House at The Perch at 390 Big Shanty Rd NW, Kennesaw, GA 30144)
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is _______”.
    - State, “Driveway is located east of 5/3 Bank Stadium on Big Shanty Road close to the 575 overpass. Someone will be at the end of the parking lot to lead you into the building”.
- Designate someone for emergency equipment (AED, First-Aid kit) retrieval
- Direction of EMS to scene: position someone at the edge of the parking lot and “flag down” EMS to scene/inside building
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

## Venue Information for The Perch (Field House)

**Address:** 390 Big Shanty Rd NW, Kennesaw, GA 30144  
**Venue Directions:** 390 Big Shanty Rd NW between 5/3 Bank Stadium and the 575 overpass  
**Primary entrance:** Driveway, just west of the 575 overpass. Leads to parking lot and front gates.

**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors  
**Door Access:** Talon Cards of Facility Manager/Attendant, Competitive Sports Staff, IM Site Supervisors  
**Emergency Communications:**
- Closest land line: In Front Office  
- Campus Police: 470-578-6666 (6666 if campus landline, or channel 1 on radio)  

**Emergency Equipment:** AED located in IM office. First-Aid kits in IM/Front Offices. Splint bag and crutches located in Perch ATR.

**Non-medical:**
- **Tornado:** Once sirens are activated, direct participants to Team room  
- **Lightning:** Lightning within 10 miles, activity should be suspended. Direct participants to Team room or bathrooms.  
- **Fire designated gathering area:** Exit and remain at least 50 feet from the team room building.
**The Perch (Field 3)**

**EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):**
- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located The Perch Field 3 at 3200 George Busbee Pkwy NW, Kennesaw, GA 30144)
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is ______.”
    - State, “The field is behind 5/3 Bank Stadium. There is a pass-through road accessible from Big Shanty Rd across from U-Pointe Kennesaw apartments. Someone will be at the gate to the fields”.
- Designate someone for emergency equipment (AED) retrieval
- Direction of EMS to scene: open west field gate and “flag down” EMS to scene
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

**Venue Information for The Perch (Field 3): Field Access**

**Address:** 3200 George Busbee Pkwy NW, Kennesaw, GA 30144  
**Venue Directions:** Located on the pass-through road behind 5/3 Bank Stadium.  
Primary entrance: Gate on pass-through road behind 5/3 bank stadium which can be accessed from George Busbee Pkwy near the ticket office OR on Big Shanty Rd across from U-Pointe Kennesaw apartments

![Map of The Perch (Field 3)](image)

**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors

**Gate Code:** undefined

**Emergency Communications:**
- Campus Police: 470-578-6666 (channel 1 on radio)

**Emergency Equipment:** AED from Owl’s Nest ATR will be brought out to home sideline during px/games. First-aid kit with club teams.
Non-medical:
- **Tornado**: Once sirens are activated, direct participants to
- **Lightning**: Lightning within 10 miles, activity should be suspended. Direct participants to bathrooms across the street at 5/3 Bank Stadium.
Owl’s Nest (Fields 1 and 2)

EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):

- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located the Owl’s Nest Field ___ at 3220 Busbee Drive, Kennesaw, GA 30144)
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is ______.”
    - State, “The field is located off Busbee Drive and is accessible from the Owl’s Nest parking lot. Someone will be at the gate to the correct field”.
- Designate someone for emergency equipment (AED, first-aid kit) retrieval
- Direction of EMS to scene: open field gate and “flag down” EMS to scene
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

Venue Information for Owl’s Nest: Field Access

**Address:** 3220 Busbee Drive, Kennesaw, GA 30144

**Venue Directions:** 3220 Busbee Drive across from the bus station

- **Primary entrance:** Gate Entrance to both fields located at the north end of the Owl’s Nest parking lot (close to the facility).

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**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors

**Gate Code:** [Redacted]

**Emergency Communications:**

- Closest land line: Behind front desk
- Campus Police: 470-578-6666 (6666 if campus landline, or channel 1 on radio)

**Emergency Equipment:** AED on wall next to front desk. First-Aid kits behind front desk and in ATR. Splint bag and crutches located in Owl’s Nest ATR.
Non-medical:

- **Tornado**: Once sirens are activated, direct participants to locker rooms in facility or team room.
- **Lightning**: Lightning within 10 miles, activity should be suspended. Direct participants into Owl’s Nest facility.
- **Fire designated gathering area**: Exit and remain at least 50 feet from the building.
**Owl’s Nest (Interior)**

EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):

- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located inside the Owl’s Nest at 3220 Busbee Drive, Kennesaw, GA 30144”
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is _______.”
    - State, “The building is located off of Busbee Drive across from the bus station. Someone will be at the front door to flag you inside.”
- Designate someone for emergency equipment (AED, first-aid kit) retrieval
- Direction of EMS to scene: open front doors and “flag down” EMS to scene
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

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**Venue Information for Owl’s Nest: Interior**

**Address:** 3220 Busbee Drive, Kennesaw, GA 30144

**Venue Directions:** 3220 Busbee Drive across from the bus station

**Primary entrance:** Entrance to the facility is at the north end of the parking lot off Busbee Drive.

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**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff
**Door Access:** Talon Cards of KSU Club Sports ATC, Facility Manager/Attendant, Competitive Sports Staff

**Emergency Communications:**
- Closest land line: Behind front desk
- Campus Police: 470-578-6666 (6666 if campus landline, or channel 1 on radio)

**Emergency Equipment:** AED on wall next to front desk. First-Aid kits behind front desk and in ATR. Splint bag and crutches located in Owl’s Nest ATR.
Non-medical:
- **Tornado:** Once sirens are activated, direct participants to locker rooms or team rooms.
- **Lightning:** Lightning within 10 miles, activity should be suspended. Direct participants into facility.
- **Fire designated gathering area:** Exit and remain at least 50 feet from the building.
Marietta Campus (Softball Fields)

EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):

- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located the softball fields off Alumni Drive SE on KSU’s Marietta Campus.
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is _______.
    - State, “The fields are off Alumni Drive SE. On campus, follow the signs to “Soccer and Recreation Fields”. Someone will be at the field gate to wave you in.”
- Designate someone for emergency equipment (AED) retrieval.
- Direction of EMS to scene: Open north gate on Field 1 or east field gate on Field 2 and “flag down” EMS to scene.
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sport Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

**Venue Information for Marietta Campus (Softball): Field Access**

**Address:** Alumni Drive SE, Marietta, GA 30060

**Venue Directions:** Located off Alumni Dr. SE near KSU University commons.
- Primary entrance: Entrance off Alumni Dr. SE just north of KSU University Commons.

**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors

**Gate Code:** [Redacted]

**Emergency Communications:**
- Campus Police: 470-578-6666 (channel 1 on radio)

**Emergency Equipment:** KSU Campus Police will provide AED in case of emergency, or ATC will bring one for covered events. First-aid kit with club teams.

**Non-medical:**

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Return to Contents
• **Tornado:** Once sirens are activated, direct participants to the 770 Building.

• **Lightning:** Lightning within 10 miles, activity should be suspended. Direct participants to the 770 building next to the parking lot.
Marietta Campus (Soccer Field)

**EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):**
- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located the soccer field off Alumni Drive SE on KSU’s Marietta Campus.
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is _______.
    - State, “The fields is off Alumni Drive SE. On campus, follow the signs to “Soccer and Recreation Fields”. Someone will be at the field gate to wave you in.”
- Designate someone for emergency equipment (AED) retrieval.
- Direction of EMS to scene: Open south gate and “flag down” EMS to scene.
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

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**Venue Information for Marietta Campus (Soccer): Field Access**

**Address:** Alumni Drive SE, Marietta, GA 30060

**Venue Directions:** Located off Alumni Dr. SE near KSU University commons.

Primary entrance: Entrance off Alumni Dr. SE just north of KSU University Commons onto Koger Drive.

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**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors

**Gate Code:** 5032 (Spring 2022)

**Emergency Communications:**
- Campus Police: 470-578-6666 (channel 1 on radio)

**Emergency Equipment:** KSU Campus Police will provide AED in case of emergency, or ATC will bring one for covered events. First-aid kit with club teams.

**Non-medical:**
- **Tornado:** Once sirens are activated, direct participants to the 770 Building.
- **Lightning:** Lightning within 10 miles, activity should be suspended. Direct participants to the 770 building next to the softball fields or into their vehicles.
**Marietta Campus (Walter S. Kelly Memorial Field)**

**EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):**

- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located at Walter S. Kelly Memorial field (the baseball field) on KSU’s Marietta campus.
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is ______.”
  - State, “The field is located at 639-651 S Hornet Drive Marietta, GA 30060. On campus, follow the signs to “Baseball Fields”. Someone will be at the field gate to wave you in.”

- Designate someone for emergency equipment (AED) retrieval.
- Direction of EMS to scene: Open east gate and “flag down” EMS to scene through lot P21.
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

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**Venue Information for Walter S. Kelly Memorial Field: Field Access**

**Address:** 639-651 S. Hornet Drive, Marietta GA 30060

**Venue Directions:** Located off S. Hornet Drive.

Primary entrance: EMS should enter through lot P21 as indicated by the arrows below.

![Map of the area showing the primary entrance and other facilities]

**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff, IM site supervisors

**Gate Code:** [Given information]

**Emergency Communications:**
- Campus Police: 470-578-6666 (channel 1 on radio)

**Emergency Equipment:** KSU Campus Police will provide AED in case of emergency, or ATC will bring one for covered events. First-aid kit with club teams.

**Non-medical:**
- **Tornado:** Once sirens are activated, direct participants to the architecture building across the street.
• **Lightning**: Lightning within 10 miles, activity should be suspended. Direct participants to the batting complex, the architecture building, or into their vehicles.
EAP Activation for life-threatening emergencies (LOC, anaphylaxis, mass bleeding, obvious deformity, suspected spinal trauma):

- Immediate care of the injured or ill individual **WITHIN SCOPE OF TRAINING**
- Activation of emergency medical system
  - KSU Campus Police Call (470-578-6666) or radio channel 1
    - “My name is _______. I am located inside the Student Recreation & Activities Center at 290 KSU Road, Kennesaw, GA 30144)
    - State the problem/emergency and first aid treatment.
    - If using phone, state: “I am calling from (personal phone/landline). The phone number is ______.”
    - State, “The building is located off of KSU Road across from parking lot B. Someone will be at the front door to flag you inside.”
- Designate someone for emergency equipment (AED, first-aid kit) retrieval
- Direction of EMS to scene: open front doors in lobby and “flag down” EMS to scene
- Scene control: limit scene to first aid provider and move bystanders away
- After injured individual is transported, notify Competitive Sports Staff via appropriate phone tree, notify individual’s emergency contact, and complete Accident Report form on Connect2

**Venue Information for Owl’s Nest: Field Access**

**Address:** 290 Kennesaw State University Road, Kennesaw, GA 30144  
**Venue Directions:** 290 Kennesaw State University Road across from parking lot B  
**Primary entrance:** Entrance to the facility lobby is at the west side of the building.

**Emergency Personnel:** Certified athletic trainers, Club Safety officers, Facility manager/staff  
**Door Access:** Talon Cards of KSU Club Sports ATC, Facility Manager/Attendant, Competitive Sports Staff  
**Emergency Communications:**  
- Closest land line: Behind front desk and red emergency phones  
- Campus Police: 470-578-6666 (6666 if campus landline, or channel 1 on radio)  

**Emergency Equipment:** AED located in ATR in the southeast corner of court 4. First-Aid kits behind front desk and in ATR. Splint bag and crutches located in Court 4 ATR.

**Non-medical:**  
- **Tornado:** Once sirens are activated, direct participants to locker rooms or team rooms.  
- **Fire designated gathering area:** Exit and remain at least 50 feet from the building.
Appendix H: Recruiting Ideas

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

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

- **Department Marketing Requests**
  - Send noteworthy club accomplishment via email clubsports@kennesaw.edu
  - The information will be shared with Department’s Marketing Coordinator distribute across the Department’s multiple platforms
    - Marketing Coordinator has previously met with clubs in person to take their picture and write an article to be posted on the Department website.

- **Promotional Table on Campus**
  - Submit an event-space request on www.imleagues.com
    - Include desired location (Commons, Student Center, Campus Green, etc.)
    - Include food details for the University food waiver to be requested and approved.
    - Include request for club banner or business cards to be made available for pick-up.
    - Include specific day of the week and time information, i.e., Tuesday from 10am-2pm
  - Each club is to complete one individual recruitment event/activity during the academic year to meet the minimum compliance point requirement for the Recruitment/Retention category.
    - This in addition to the required club recruitment fairs at Marietta & Kennesaw campus
    - Club can also request a campus space for a demonstration event to count as for the recruitment requirement and increase exposure for the club. Campus Green is the best space for demo events.
    - Clubs are also strongly encouraged to email a picture and caption description of team bonding activities which are credited for points as part of the Recruitment/Retention category.

- **Local High School Recruitment**
  - 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 I: 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 club sports 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 Club Sports 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 Club Sports 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 Club Sports Staff. These events are large scale events that typically can be very expensive to host. Meeting with the Club Sports 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.
**KSU's Official Colors**

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

### Primary

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

#### Hooty Hoo Gold

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

#### Legacy Black

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

#### Slap Rock Gray

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

#### Bachelor's White

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

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

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARIETTA BLUE</td>
<td>PANTONE 2126C</td>
<td>93, 78, 0, 0</td>
<td>48, 58, 178</td>
<td>#303AB2</td>
</tr>
<tr>
<td>GEORGIA SKY</td>
<td>PANTONE 2193C</td>
<td>92, 24, 0, 0</td>
<td>0, 144, 218</td>
<td>#0090D0</td>
</tr>
<tr>
<td>CAMPUS GREEN</td>
<td>PANTONE 361C</td>
<td>77, 0, 100, 0</td>
<td>67, 176, 42</td>
<td>#43B02A</td>
</tr>
<tr>
<td>PHANTOM PURPLE</td>
<td>PANTONE 526C</td>
<td>73, 100, 0, 0</td>
<td>112, 47, 138</td>
<td>#402F8A</td>
</tr>
<tr>
<td>LEANING MAN</td>
<td>PANTONE 2026C</td>
<td>0, 68, 76, 0</td>
<td>244, 99, 58</td>
<td>#F4633A</td>
</tr>
</tbody>
</table>

## Vibrant Warm Colors

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>HONORS BLUE</td>
<td>PANTONE 3035C</td>
<td>100, 30, 19, 76</td>
<td>0, 62, 81</td>
<td>#003E51</td>
</tr>
<tr>
<td>PARLIAMENT BLUE</td>
<td>PANTONE 2152C</td>
<td>92, 44, 13, 22</td>
<td>26, 101, 143</td>
<td>#1A658F</td>
</tr>
<tr>
<td>JOLLEY LILAC</td>
<td>PANTONE 7676C</td>
<td>61, 64, 3, 0</td>
<td>117, 102, 160</td>
<td>#7566A0</td>
</tr>
<tr>
<td>TALON BRONZE</td>
<td>PANTONE 1245C</td>
<td>6, 35, 99, 18</td>
<td>198, 146, 20</td>
<td>#C69214</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Color</th>
<th>Code</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORNED OWL</td>
<td>PANTONE 7529C</td>
<td>7, 14, 20, 22</td>
<td>183, 169, 154</td>
<td>#B7A99A</td>
</tr>
<tr>
<td>CHASTAIN BLUE</td>
<td>PANTONE 7457C</td>
<td>18, 0, 5, 0</td>
<td>187, 221, 230</td>
<td>#BBBDE6</td>
</tr>
<tr>
<td>MOUNTAIN BEIGE</td>
<td>PANTONE 7499C</td>
<td>1, 2, 24, 0</td>
<td>241, 230, 178</td>
<td>#F1E6B2</td>
</tr>
</tbody>
</table>
Color Usage

Best Practices for Using Color

• Our primary colors should be present in all communications.

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Primary Typeface</th>
<th>Secondary Typeface</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monserrat Thin</td>
<td>Source Serif Pro Extra Light</td>
</tr>
<tr>
<td>Montserrat Thin Italic</td>
<td>Source Serif Pro Extra Light Italic</td>
</tr>
<tr>
<td>Montserrat Extra Light</td>
<td>Source Serif Pro Light</td>
</tr>
<tr>
<td>Montserrat Extra Light Italic</td>
<td>Source Serif Pro Light Italic</td>
</tr>
<tr>
<td>Montserrat Light</td>
<td>Source Serif Pro Regular</td>
</tr>
<tr>
<td>Montserrat Light Italic</td>
<td>Source Serif Pro Black</td>
</tr>
<tr>
<td>Montserrat Regular</td>
<td>Source Serif Pro Black</td>
</tr>
<tr>
<td>Montserrat Italic</td>
<td>Source Serif Pro Bold</td>
</tr>
<tr>
<td>Montserrat Medium</td>
<td>Source Serif Pro Bold</td>
</tr>
<tr>
<td>Montserrat Medium Italic</td>
<td>Source Serif Pro Bold Italic</td>
</tr>
<tr>
<td>Montserrat Semi Bold</td>
<td>Source Serif Pro Black Italic</td>
</tr>
<tr>
<td>Montserrat Semi Bold Italic</td>
<td>Source Serif Pro Black Italic</td>
</tr>
<tr>
<td>Montserrat Bold</td>
<td>Source Serif Pro Black Italic</td>
</tr>
<tr>
<td>Montserrat Bold Italic</td>
<td>Source Serif Pro Black Italic</td>
</tr>
<tr>
<td>Montserrat Extra Bold</td>
<td>Source Serif Pro Black Italic</td>
</tr>
</tbody>
</table>

ALDO THE APACHE

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

1 2 3 4 5 6 7 8 9 0
## Official Accepted Logos

<table>
<thead>
<tr>
<th>Type</th>
<th>Logo</th>
<th>Logo (Black)</th>
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</thead>
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<tr>
<td><strong>Full Color (Preferred)</strong></td>
<td><img src="image1" alt="Logo" /></td>
<td><img src="image2" alt="Logo" /></td>
</tr>
<tr>
<td><strong>Full Color, White Words</strong></td>
<td><img src="image3" alt="Logo" /></td>
<td><img src="image4" alt="Logo" /></td>
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<tr>
<td><strong>Two Color</strong></td>
<td><img src="image5" alt="Logo" /></td>
<td><img src="image6" alt="Logo" /></td>
</tr>
<tr>
<td><strong>Black (One Color)</strong></td>
<td><img src="image7" alt="Logo" /></td>
<td><img src="image8" alt="Logo" /></td>
</tr>
<tr>
<td><strong>White (One Color)</strong></td>
<td><img src="image9" alt="Logo" /></td>
<td><img src="image10" alt="Logo" /></td>
</tr>
</tbody>
</table>
School Spirit Marks

[Images of various Kennesaw State University logos]

Return to Contents
When using the Club Sport artwork (above with Owl Face) the Sports & Recreation KS logo must also be used.

The marks above this text can be customized with a club’s name below the Owl Face or inside the banner. If a club wants specific identification (ex. Gymnastics), please email Club Sports Staff with this request, including the specific club name spelled exactly as it will appear.
Logo Background Colors

**Full Color**

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

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

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

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

**Two Color**

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

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

![Black Logo Examples](image)

**White (One Color)**

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

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

![White Logo Examples](image)

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

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

Logo Do’s & Don’ts

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

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

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

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

### August 2022

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full 18-hole Disc Golf Course Opens @ Marietta in July</td>
<td>1</td>
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<td>3</td>
<td>4</td>
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<td>10</td>
<td>11</td>
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<tr>
<td></td>
<td>14 <strong>First Day of Class</strong> Team Packets Due</td>
<td>15</td>
<td>16 Recruitment @ Marietta K Field</td>
<td>17 Recruitment @ Campus Green</td>
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<tr>
<td></td>
<td>21 Monday Notes Begin</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
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<tr>
<td></td>
<td>28 Monday Notes Due Practices Start</td>
<td>29</td>
<td>30</td>
<td>31</td>
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<td>Monday Notes Due</td>
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<td>Outstanding Requirements Deadline Bank Statement &amp; Monthly Rosters Due</td>
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<td>23</td>
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<tr>
<td></td>
<td>Monday Notes Due</td>
<td>Club Sports Monthly Meeting, 6-7pm</td>
<td></td>
<td></td>
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<td>24</td>
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<td>25</td>
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<td>Recreation and Wellness Center Closes for Remodel</td>
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<td>Mentor Meetings Start Bank Statement &amp; Monthly Rosters Due</td>
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<td>Club Sports Monthly Meeting, 6-7pm</td>
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<td>23</td>
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</tbody>
</table>
### November 2022

<table>
<thead>
<tr>
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<th>Wednesday</th>
<th>Thursday</th>
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<td>12</td>
</tr>
<tr>
<td>Monday Notes Due</td>
<td>Bank Statement &amp; Monthly Rosters Due</td>
<td>Club Sports Monthly Meeting, 6-7pm Last of Club Practices</td>
<td></td>
<td>Last Day to Activate and Receive Supplemental Funding</td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>14</td>
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<td>16</td>
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<tr>
<td>Monday Notes Due</td>
<td>Bank Statement &amp; Monthly Rosters Due</td>
<td>Club Sports Monthly Meeting, 6-7pm Last of Club Practices</td>
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<td>Last Day to Activate and Receive Supplemental Funding</td>
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*Fall Break*  
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- **8**  
  - Winter Break Ends  
- **9**  
  - First Day of Classes  
- **10**  
  - Recruitment @Marietta  
- **11**  
- **12**  
  - Recruitment @ Kennesaw  
- **13**  
- **14**  
  - Spring Officer Training  
- **15**  
  - MLK Day  
- **16**  
  - Bank Statement Due  
  - Practice Begin  
- **17**  
  - Club Sports Monthly Meeting, 6-7pm  
- **18**  
- **19**  
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- **23**  
  - Monday Notes Begin  
- **24**  
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  - Monday Notes Due  
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  - Last Day to Activate for the School Year  
- **31**  

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