

DALTON STATE COLLEGE
CLUB SPORTS

Policies and Procedures
Handbook

DALTON STATE CAMPUS RECREATION

Clubs	Founded
Soccer (men's)*	2009
Softball	2009
Winterguard	2009
Volleyball	2010
Cycling	2010
Tennis*	2011
Ultimate Frisbee*	2015
Soccer (women's)*	2015
Lacrosse*	2015

For any questions regarding the Club Sport program contact:

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Campus Recreation Mission Statement

The Office of Campus Recreation serves the Dalton State College community by promoting a healthy lifestyle through diverse, quality recreational opportunities and services to enrich mind, body, and spirit while enhancing lifelong learning.

Introduction

The Club Sport Program at Dalton State College is comprised of a variety of club sports. This handbook has been prepared as a guide to assist student officers and faculty/staff advisors in the administration of their club program. It contains specific procedures and guidelines related to the conduct of club sports and their relationship with the Office of Campus Recreation.

Each club sport should become familiar with this handbook. Any questions pertaining to club activities not stated in this handbook or related to the information contained in it should be referred to the Director of Campus Recreation.

What Are Club Sports?

Club Sports are registered and chartered organizations founded and administered by students in accordance with Dalton State College, the Division of Student Services, and the Office of Campus Recreation. They are required to abide by rules and regulations governing student organizations, which can be found in the student handbook.

Besides being recreational, all clubs are formed to be educational and instructional. Another important benefit is the opportunity to meet others who share a common interest in a mutually preferred sports activity. Clubs have the opportunity to reserve space. Clubs are supported in competition against other universities, colleges, military institutions, and community sponsored events.

College Recognition

New Clubs

If you would like to start a club sport at Dalton State College there are a few steps that you must follow.

1. Contact the Director of Campus Recreation to see if the club you wish to start is already on campus.
2. If there isn't a club already established, print and complete the DSC Club Sport Request Form.
3. Decide the club name, dues, officers, advisor, etc... and construct a constitution for the club.
4. Submit the completed paperwork to the Office of Campus Recreation for approval.
5. In order to be approved, the following conditions must be met:
 - a. Expression of student interest and leadership
 - b. Availability of facilities for practice and competition
 - c. Availability of competition within a reasonable geographical range
 - d. Availability of funds to meet the club's needs
 - e. Availability of an advisor
 - f. Approval of the Club Sport Council
 - g. Submission of Club Constitution

Returning Clubs

Each chartered club is required to file a Yearly Report Form stating their accomplishments of the past year and a statement of goals for the following year. This must be submitted with the Annual Budget Request Form each March. Clubs will not be funded the following year if this is not completed. The following procedures must be followed every Spring Semester:

1. Submit a Yearly Report Form
2. Update your constitution if necessary
3. Notify the Director of Campus Recreation of any new officers
4. Submit an Annual Budget Request Form

The Club Sport Council

The purpose of the Club Sport Council is to serve all clubs by providing resources and assistance. The Club Sport Council is comprised of one representative from each club (preferably the President). The primary objective of the Club Sport Council is to provide the means for exchange of ideas and information regarding College policies and procedures and mutual improvement.

Meetings

The Club Sport Council holds a meeting every month or on an as needed basis during each Fall and Spring Semester. Each club is required to have one club member attend. It is preferred that the president or vice president attend these meetings. If a club is not represented at a meeting, the club will be penalized \$100.00 from their club sport budget, unless they are attending a competition. If a club is not represented at a meeting for the second time, the club will become inactive (unable to meet, request funds, travel, etc...). To become active again, the club president must meet with the Director of Campus Recreation and the club will become active at the discretion of the Director. It is highly advised the same individual attend all meetings as a representative of his/her particular club. Additional meetings may be necessary and will be announced as needed.

Fall Workshop/Officer Training

The purpose of the Fall Workshop is to orient new and returning officers to the Club Sport program. It is MANDATORY that at least one representative from each club attend. Clubs that are not represented at this workshop will become inactive. The majority of the Fall Workshop will be spent in discussion regarding items in the Handbook and to outline expectations and goals of the Club Sport program.

Officer Responsibilities

Either the club president or vice-president shall perform the following duties:

1. Serve as the liaison between the club and the Office of Campus Recreation
2. Attend all Club Sport Council meetings and Fall Workshop
3. Coordinate facility reservations for all club functions
4. Submit all forms in a timely manner
5. Update forms on file as necessary
6. Maintain a current Team Roster Form and bring the roster to each club meeting
7. Make sure all club members have signed the DSC Team Waiver Form before participation in any club activities
8. Report all injuries, incidents and results immediately to the Director of Campus Recreation

It is the responsibility of each Club Sport officer to be familiar with the constitution and operating policies of their club and the Club Sports Handbook. Recommended revisions to these documents should be forwarded to the Director of Campus Recreation. These documents will be reviewed annually and revised and published as needed.

Management of Club Sports

Each Club Sport is organized and administered by students, so the key to its success lies in the involvement of each club member. Students within each club are responsible for the internal administration of their club. This includes, but is not limited to, decision-making in such areas as:

1. Membership

2. Finance
3. Travel
4. Practice facility reservations
5. Competition schedule

It is highly recommended that a number of these responsibilities be delegated to other club members to ensure a smooth and stable operation. Each club should maintain leadership through several positions (i.e. President, Vice-President, Secretary/Treasurer, and Team Manager). Each Club President has the liberty to distribute duties as needed, as long as the club's operation is consistent with the club's constitution and is not contrary to the Club Sports Handbook.

Eligibility & Membership

The guidelines for membership into Club Sports are as follows:

Students

1. Student who are currently enrolled and have paid fees qualify to participate in Dalton State College Club Sports
2. Students must be currently enrolled in 6 semester hours to travel with the team and participate in competitions
3. Officers must have and maintain a 2.5 GPA to hold office

Faculty/Staff

1. Faculty/Staff who are currently employed at Dalton State College qualify to participate in Dalton State College Club Sports
2. Faculty/Staff will not be funded to participate in Club Sport competitions

Alumni

1. Alumni are not permitted to participate in Dalton State College Club Sports, however, they are permitted to coach if the club would like them to.

Anyone who is not a current Dalton State College student or not a current employee of Dalton State College does not qualify to participate in Dalton State College Club Sports.

Coaches and Instructors

Dalton State College does not and will not pay Club Sport Coaches. All coaches must be approved by the Director of Campus Recreation. For a coach to be approved, he/she must do the following:

1. Fill out the Coach Information Form
2. Sign waiver/release form
3. Turn in resume
4. Meet with the Director of Campus Recreation to discuss policies and procedures
5. Turn in copy of current CPR/First Aid certification

All forms can be found online or outside the Director of Campus Recreations office.

Club Sport Practice

To schedule your practice times and space you must submit your request in email form to the Director of Campus Recreation (gburgner@daltonstate.edu). Include your choice of time and location. Understand that there are many clubs and organizations that use

the same space so not every request can be granted. Be aware that many spaces can be used by more than one club at a time and that you may have to share space at times.

Travel

General Travel Rules

1. Travel must be approved in advance on a Trip Itinerary Form. The Trip Itinerary Form must be submitted at least 2 weeks in advance of the trip departure date. Reimbursement is not possible without advance filing of a Trip Itinerary Form with an attached flyer for the event that your club will be attending.
2. Keep all receipts. Be especially careful with group travel. This includes hotel receipts, entry fee receipts, etc... Hotel bills will be itemized. All receipts must have the same name on them as on the Trip Itinerary Form. It is recommended only one person be in charge of the money. All receipts must be turned into the Business Office within 5 business days from the return of the trip.
3. Student fee funds cannot be used for in-hotel phone calls, movies, food, personal laundry or entertainment.

Personal Vehicles

You will not be reimbursed for the use of your own vehicle for travel. School vehicles are available for use. It is the clubs responsibility to find drivers that have taken and passed the vehicle drivers certification course through Public Safety. Remember to record the beginning and ending mileage on the travel log in each school vehicle.

DSC Vehicles

Only authorized persons may operate Dalton State vehicles.

1. On trips over 4 hours in length, at least two authorized drivers must be traveling in the vehicle.
2. Each van is limited to 12 passengers ONLY (driver plus eleven passengers).
3. Vans may only be reserved for competitions. Club Sports are NOT permitted to use vans for transportation to practices or trainings.
4. To reserve a vehicle, a Vehicle Request Form must be submitted to the Director of Campus Recreation, the earlier the better.
5. Vans must be returned clean.

If you have any questions regarding DSC vehicle please contact the Director of Campus Recreation or Public Safety (706-272-4461).

Program Safety

First Aid and Safety Procedures

It is extremely important that club members become familiar with basic first aid skills when participating in sports. First Aid and CPR classes are offered by the Department

of Physical Education. It is required that each club have at least one student member and all coaches, certified in First Aid, CPR/AED with them at all times.

Information Regarding Potential Injury

Club officers are required to inform all individual club members that the College considers participation in the Club Sports program a purely voluntary activity and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that limited insurance coverage applies to all club members.

Education for the prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay informed of current information concerning safety equipment, rules and potential problems. If the club does not have a current rulebook for their sport, the club president should contact the Director of Campus Recreation and get one ordered immediately.

Club Sports Accident Procedures

If an accident occurs, officers must know what to do. It is the responsibility of each Club Sport to ensure that all activities are conducted in a safe and proper manner. This includes making sure that the venue is in safe condition before conducting any activity.

When On Campus

1. As soon as you become aware of an injury, stop the activity. Do not let the participant continue to play if you feel the injury may worsen (especially head, back and neck injuries).
2. Have the participant remain where they are; any movement could result in further injury.
3. Notify Campus Recreation and/or Public Safety.
4. If you have requested an ambulance, make sure the path is clear. Have someone at the entrance to direct the ambulance.
5. Go back to the participant to provide comfort. If ice is needed, have a Campus Recreation staff member get it from the First Aid Room.
6. Complete an accident report with Public Safety within 48 hours of all accidents.

When Off Campus

1. As soon as you become aware of an injury, stop the activity. Do not let the participant continue to play if you feel the injury may worsen (especially head, back and neck injuries).
2. Have the participant remain where they are; any movement could result in further injury.
3. If the club is on another campus, let the host institution know. Follow their procedures. If the club is not on another campus, call 911.
4. If you have requested an ambulance, make sure the path is clear. Have someone at the entrance to direct the ambulance.
5. Go back to the participant to provide comfort.
6. If the participant is taken to a hospital, call Public Safety (706-272-4611) and let them know the situation.

Financial & Budgetary Planning

Spending Club Money

All club sports receiving funds from campus recreation fees are expected to follow all policies and procedures as stated in the Dalton State College Student Handbook. In order to be funded, the club must compete annually. The competition schedule for each club must be kept up to date with the Office of Campus Recreation. Club Sports that receive funds from campus recreation fees must spend them according to their budget programming components. ALL expenditures must be pre-approved by the Director of Campus Recreation.

Yearly Budget

1. Budget allocations will occur one time each year for returning clubs.
2. Budget Request Forms should be completed and returned to the Director of Campus Recreation by mid-March.
3. The Director of Campus Recreation and Club Sport Council will determine all budget allocations.

Purchasing

Once your budget has been established and your club wishes to purchase something you must follow these guidelines:

1. See the Director of Campus Recreation for approval of the item to be purchased. **DO NOT BUY ANYTHING WITHOUT PRIOR APPROVAL. NO APPROVAL, NO REIMBURSEMENT!**
2. The Director of Campus Recreation must purchase the item with a purchase order. Items needed for a purchase order: company name, company phone number, company address, company contact, company tax ID number, item number and exact description of what you need (size, color, item number, quantity, etc...) in writing.

Equipment

Please note that all equipment purchased by Club Sports using Campus Recreation budget money will become the property of Dalton State College. Equipment and uniforms must be checked out and returned.

Fundraising and Sponsorship

Use of Dalton State College Name

Club Sports may use the name "Dalton State College" in describing their organization, however, a Club Sport should understand and make it clear in their representation to third parties that they speak only for their own members, not the College or student body as a whole. Club Sports are not agents of Dalton State College.

How to go about Fundraising

As times change and costs increase, so does the availability of student funding. For this reason, Club Sports should anticipate the need to plan various fund raising events. All

proposals of fundraising activities must be approved by and filed with the Director of Campus Recreation in advance of planning an event. To do a good job in your fundraising efforts, it is crucial that you be organized. Some possible suggestions for organizing are:

1. Complete the Fundraising Request Form and return it to the Director of Campus Recreation.
2. Form a committee involving several members of you club.
3. Plan early.
4. Be aware of conflicting events and take weather into account.
5. Select proper location.
6. Publicize.

Always consult with the Director of Campus Recreation when planning a fundraising effort.

Forms

All forms listed in this handbook can be found on the DSC Campus Recreation webpage under the forms tab.