

SPORT CLUB HANDBOOK

2018-2019

GEORGIA TECH COMPETITIVE SPORTS

Georgia Tech  **Campus
Recreation**



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Section 1 - Introduction

Welcome Georgia Tech Sport Clubs. The Georgia Tech Sport Club Handbook is designed to aid clubs with all aspects related to their club. We hope the enclosed information will help you in operating your club successfully.

Georgia Institute of Technology Campus Recreation Center Mission Statement

Campus Recreation inspires and promotes a healthy lifestyle through diverse and quality recreational opportunities and services, to enrich mind, body, and spirit and enhance lifelong learning.

Healthy Lifestyle Programs

Healthy Lifestyle Programs brings together three different areas in the CRC – GIT FIT, Competitive Sports, and Outdoor Recreation – to deliver premiere programs, services, and events that will set you on the right path for a healthy, active lifestyle. Focused on health and well-being for the entire Georgia Tech community, our Healthy Lifestyle Programs create opportunities to flourish and thrive in all five dimensions of well-being: Physical, Emotional, Social, Spiritual, and Professional. Whether you are interested in playing soccer, exploring a cave, or relaxing with a massage, there is something for everyone in Healthy Lifestyle Programs.

The Georgia Tech Sport Club program is composed of a group of students, faculty and staff that voluntarily organize themselves in order to compete in sports/activities in which they feel passionately about. Funding for clubs comes from the student government, club dues, fundraisers, and other outside donations.

The Sport Club program is strictly voluntary. Members of each club must realize that each sport has inherent risks and should have some type of health & medical insurance to cover these risks.

The Competitive Sports Office offers general guidance and support to each sport club in their goal to effectively manage the program. However, the success of each club depends on the student leadership of its officers. Although there are many features to operating a sport club, the office will assist each officer and club in assuring their success.

Sport Clubs are meant to be a learning experience through involvement in fundraising, organization, administration, budgeting and scheduling. The leadership opportunities are endless and allow all members to enhance their college experience.

The handbook was created to clarify any challenging situations that clubs may encounter and explain the Sport Club program to all officers, coaches, advisors, and club members.

Important Contact Information

Campus Recreation Center – Competitive Sports Office (CRC 243)

750 Ferst Dr.

Atlanta, GA 30332

(404) 894-9984

gtcompsports@gatech.edu

Darrin Wolfe

Competitive Sports Coordinator-Staff Development

404.894.8838

darrin.wolfe@crc.gatech.edu

TBA

Competitive Sports Coordinator-Operations

Dan Hazlett

Assistant Director, Competitive Sports

404.894.4942

hazlett@gatech.edu

Competitive Sports Office Hours

Fall and Spring Semesters

Monday – Thursday 10:00am – 6pm

Friday 9:00am – 3pm

Section 2 - Club Organization and Membership

What is a Georgia Tech Sport Club?

The Georgia Tech Sport Club program is a voluntary program organized for the purpose of competing against other sport clubs, as well as promoting and developing skills and interest levels within a variety of different sports. Georgia Tech Sport Clubs are open to all faculty, staff, and students that have paid their Campus Recreation fee for the year. The executive members of each individual club handle the majority of the responsibilities associated with the club. Sport Clubs receive funding from a variety of sources; student fees, fundraising, dues collection and donations.

Who can join a Georgia Tech Sport Club?

Sport clubs are made up entirely of any student that is taking six or more hours, has paid their activity fee for the semester, and are enrolled in a degree program at Georgia Tech. All sport clubs are open to anyone that meets these criteria. Many clubs have multiple teams depending on the skill levels. Each individual participating in a sport club must approve the online waiver stating that the individual understands the risks and responsibilities that are associated with their participation.

Faculty and Staff cannot compete in intercollegiate events, but they are welcome to practice if the sport club's charter allows for their membership.

Forming and becoming a new sport club

In order to become an active sport club, the club must first be recognized as an approved student organization through the [Office of Student Engagement](#) (the process is listed on their website). As a non-probation student organization, the club president must submit a letter of intent to the Competitive Sports Office. This letter must list their active membership (including officers), information about their sport (national governing body, etc.), a documented list of collegiate teams, and a proposed budget. Once the information is verified, the Competitive Sports Office will invite the club president to present to the Sport Club Executive Board, after which the club president will formally present to the Sport Club Presidents. The Sport Club Presidents will vote within ten business days whether or not to recommend approval to the Competitive Sports Office. A 75% in favor is required.

Georgia Tech Sport Club Organizational Structure

The student leaders lead each club. Typically, these leaders are in the following positions: President, Vice-President, Treasurer, Secretary, and Safety Officer. Below is a breakdown of each position's responsibility. Some clubs may have more or less, depending on the nature and setup of the club.

President: Oversees all functions of the club. Works closely with the Competitive Sports Office. Delegates club responsibilities to the other officers and/or members. Will represent the club on the majority of topics.

Vice President: Handles the day-to-day operations of the clubs. Reports issues to the President and works with other officers and members.

Treasurer: Works with all money-related topics. Responsible for submitting all bills and the club budget, which includes attending any money-related meetings. Submits receipts/invoices to the Student Organization Financial Office, oversees the club checking account and ensures all club bills are paid on time

Secretary: Responsible for the upkeep of membership, updates the club on all communications, informs members of dues, works with the Treasurer to ensure only dues-paying members are active, keep and distributes minutes of all meetings.

Safety Officer: Responsible to ensure all Georgia Tech and CRC risk management policies and procedures are being following by the sport club.

Organizations/Informational Meetings

During the course of the semester each club will conduct at least one meeting to discuss fundraising ideas, budgeting, up-coming events, practice times, game schedule, and other matters of importance for that semester. The Competitive Sports Office will conduct various meetings throughout the semester to discuss pertinent information related to all sport clubs.

Guidelines and Requirements

The sports club officers are responsible for developing guidelines and/or expectations for the club each year. The respective Competitive Sports Coordinator can assist in this endeavor. The officers are also expected to provide space requests, an updated inventory list, and their club's schedule each semester to the Competitive Sports Office.

Section 3 - Administrative Assistance

Entrance into the CRC

All sport club participants must have a valid Buzz Card and must present it to enter the CRC. Each sport club will be entitled to two (2) coaches Buzz Card's who will be able to enter the CRC. Any additional Buzz Card request for coaches will be handled on a case-by-case basis.

Sport Club Mailboxes

Each sport club has a mailbox located in the Competitive Sports Office at the CRC. These boxes should be checked at least once a week. This is the location where club reimbursement checks and packages will be distributed.

Competitive Sports Office Staff

The Competitive Sports Office will be staffed by student managers. Any administrative requests for our office are to be requested to the club's respective Coordinator. Include specific needs and deadline with the request.

Section 4 - Program Safety

Risk Management Requirements

At least one member (preferably two) of each club, specifically the Club Safety Officer, must be CPR/First Aid/AED and concussion certified. At least one of the certified members of the club need to be present at all practices, games and tournaments. Each individual must carry their own personal health insurance. The Safety Officer will be responsible for ensuring compliance.

Certification Policies

CPR/First Aid/AED classes are offered at the CRC or via an online module. Contact the Competitive Sports Office if a member of a club needs to get certified. It is highly recommended for all contact sports to schedule a certified athletic trainer for home games. The Competitive Sports Office may be able to assist in securing trainers for events (the clubs are responsible for the cost of the trainer). Each team that practices or competes outside the CRC must have a first aid kit available for the entire season.

Injuries occurring at Georgia Tech

In the case of injuries, each club must document the incident. The [Sport Club Injury Report Form](#) should be immediately after the injury occurred. The form can be found on the CRC/Sport Club website (Club Resources/Risk Management). If the injury is severe, clubs are to contact their respective Competitive Sports Coordinator immediately. It is strongly suggested that a medical history and emergency contact list accompany the club to practices and games (home & away).

Section 5 - Facilities

Scheduling Space

[Space requests](#) (practices & games) must be submitted by the club to the Competitive Sports Coordinator – Operations before the preceding semester deadline. Only those submitted prior to the deadline will receive priority. The Competitive Sports Coordinator will confirm all reservations within two weeks of the deadline. Please note: the Competitive Sports Office expects ten working days advance for all requests made after the deadline. Clubs will be expected to meet with the Competitive Sports Coordinator and/or CRC Facilities when hosting a tournament at the CRC.

General Policies

The Competitive Sports Office uses a formal tiered system to determine specific resource allocations for each club. The Competitive Sports Coordinators will present this system and all updates throughout the semester. Because of the heavy facility usage, teams must abide by assigned space days/times. Failure to adhere to the assigned days/times or follow facility procedures will jeopardize the club's facility reservation status.

Building/Court/Field Usage

The use of CRC space is a privilege that sport clubs have. Do not abuse that privilege. Clean up all trash prior to and after use. It is the Sport Club Safety Officer's responsibility to assure the practice area is free of any risk and/or factors that may cause injury or damage. Any risk management issues must be brought to the attention of the Competitive Sports Office immediately. If you see other groups abusing the space or using the space when your club is scheduled, first approach a CRC Facility Supervisor for assistance. If needed, contact Georgia Tech Police.

Storage Needs

The Competitive Sports Office manages various storage spaces throughout the CRC. This is another privilege of being part of the sport club program; however, sport clubs are not entitled to storage space. The Competitive Sports Coordinator – Operations will utilize the tiered system when determining whether or not a sport club can use the CRC for storage. Some space can be assessable by the club when the CRC is open. Other space will need the Competitive Sports Office to provide assess. It is expected that sport clubs provide notice of at least two business days to access the secured storage space.

Section 6 - Equipment

Policies & Procedures

- Equipment purchased with SGA funds for clubs is considered owned by Georgia Tech, but at the disposal of the respective club.
- When prepared to purchase equipment, contact the Competitive Sports Office and Student Organization Financial Office (SOFO) for assistance. Purchases for equipment can be made by SOFO using the school-issued purchasing card. It is important and mandatory for all clubs to maintain updated equipment inventory logs.
- In the event of a situation where Institute-owned equipment is damaged/lost, the club is required to contact the Competitive Sports Coordinator – Operations. He/She will then follow asset control procedures in having the equipment fixed or replaced (if applicable). The following is required after equipment has been damaged:
 - Secure the equipment.
 - Provide all written documentation of the incident.
 - The Georgia Tech Risk Management Department will need an appraisal of the damage.
 - All work on the equipment or replacing the equipment will be determined by the Risk Management.
 - The club should also take pictures. The Risk Management Department will also need to take pictures.
- The club is responsible for any deductibles applicable when making claims for insurance.
- If the club wishes to dispose of school-purchased equipment, contact the Competitive Sports Coordinator – Operations for processing the equipment to surplus, by State Regulations.
- If the purchase is going to be over \$4999.99 you MUST coordinate with SOFO. There are strict guidelines to single purchases over this amount. In addition, any one piece of equipment that is purchased over \$2999.99 must be inventoried. See the Competitive Sports Coordinator – Operations for further details.

Inventory

Each club that is using Georgia Tech equipment will need to do an inventory at the beginning of each school year. The Competitive Sports Coordinator – Operations will work with each club with the details.

Section 7 - Fundraising

Donations

Donations can be made to a specific club and may be tax-deductible. Checks must be made payable to the Georgia Tech Foundation, with the specific sport club listed in the “Memo” section of the check, and mailed to the Competitive Sports Office. The Competitive Sports Office will ensure the donation is placed into the appropriate sport club foundation account. Upon receiving the donation, the GT Foundation will mail a receipt to the donor for their records. Sport Clubs are to work through SOFO to access these funds.

Fundraising Opportunities

Many clubs fundraise in order to generate additional funds for their clubs. This may be achieved in many ways as long as the club has its ideas approved by a Competitive Sports Coordinator.

Section 8 - Volunteer Coaches

Policies & Procedures

- Coaches are an integral part of a club’s success. Typical sport club coaches come from alumni and the Atlanta workforce who have extensive experience as a player and/or coach.
- The officers of each sport club are responsible for hiring their coach.
- All confirmed coaches must complete the become an [official affiliate of the Institute](#). This process, which will require a background check, can take up to three weeks to complete. Coaches are not permitted to engage our sport clubs in any fashion until they have completed the entire process.
- If a sport club decides to pay their coach, all funds come from their outside checking account or if SGA approves, from their SGA account.
- Coaches should not be viewed as being in charge of the sport club. Coaches are strictly responsible for the on-field/on-court decisions (strategies, players), but do not lead the club. Officers should view the coach as a resource.
- Limited parking options are available to coaches. Contact a Competitive Sports Coordinator for details.
- A maximum of two coaches are allowed to receive Buzz Cards. Additional cards will be evaluated on a case-by-case basis. Coaches or sport clubs are responsible for the cost of their Buzz Card or replacement of the card if lost.
- Note: A coach may be released from his/her duties at any time based upon violation of the volunteer form or for poor performance evaluations by the sport club.

Section 9 - Volunteer Descriptions

President

- Volunteers his/her time and expects no monetary compensation.
- Presides over club meetings.
- Serves as liaison between the club, the coach, and the Competitive Sports Office.
- Follows all Sport Club procedures/policies as presented in this manual and will pass this information on to club members.
- Informs club officers and members of all pertinent information included in the Sport Club Manual (officers are individually responsible for insuring that all members meet CRC, as well as organizational membership requirements).
- Assures attendance at all Sport Club President's meetings.
- Oversees facility requests to the Competitive Sports Coordinator – Operations by the date required to arrange practice and match times for the upcoming semester.
- Ensures each club member registers for their club in the CRC Roster System (IMLeagues).
- Holds regular elections of officers on a yearly basis to elect at least a President, Vice-President, Secretary, Treasurer, and Safety Officer positions.
- Informs the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Sport Club Manual to the new president and a list of names and phone numbers of new officers to the Competitive Sports Office immediately following the elections.

Vice President

- Volunteers his/her time and expects no monetary compensation.
- Carries out the responsibilities of the president in his/her absence.
- Submits all team scores and records to the Competitive Sports Office for publication and logging within 24 hours of the competition and keeps track of individual statistics throughout the season and have available on request.
- Follows all Sport Club procedures for spending money, scheduling, etc. and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Submits information on events to the Competitive Sports Coordinator – Operations for special event set-up and lockers for visiting teams at least two weeks in advance.
- Completes other administrative tasks as assigned by the coordinator, coach or president.

Secretary/Treasurer

- Volunteers his/her time and expects no monetary compensation.
- Works with the fundraising chairperson to prepare and submit proposals for fundraising activities to a Competitive Sports Coordinator.
- Coordinates expenditures with SOFO.
- Follows all Sport Club procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Handles club correspondence with the assistance of the club president and coach.
- Completes other administrative tasks as assigned by the president.

Safety Officer

Due to the unique nature of the Safety Officer position, the elected student will be required to submit the [Competitive Sports Volunteer Safety Officer Agreement](#) to the Competitive Sports Office at the beginning of the fall semester.

- Provide risk management guidance to the sport club president and insist on compliance.
- Ensure validity of my CPR, First Aid, and AED certifications and concussion protocol.
- Register for the Georgia Tech Emergency Notification System (GTENS).
- Verify and implement all policies and procedures regarding CRC vehicles.
- Oversee all sport club functions (practice, game, travel) to ensure risk is mitigated to the best of my ability.
- Report all risk management issues to the Competitive Sports Office.
- Complete and submit all Competitive Sports Incident & Injury forms in a timely manner.
- Attend all Sport Club Safety Officer meetings as schedule by the Competitive Sports Office.

Section 10 - Officer Responsibilities

Communication

Each club president will be responsible for ensuring effective communication is a standard between their club and the Competitive Sports Office. The office will communicate various topics to the president, who is responsible for passing the information to their respective officer. Topics to include in communication to the Competitive Sports Office include, but are not limited to, officer changes, space requests, coaching changes, risk management concerns, and team highlights.

Club Rosters

All club members must join the team roster. The online portal for sport club roster submission is through the [IMLeagues website](#). Failure to adhere to this policy will impact a club's status.

Student Engagement

The Office of Student Engagement oversees the administrative responsibilities for all student organizations. The platform they use is [OrgSync](#). There are yearly requirements for all student organizations/sport clubs, which can be accessed through OrgSync. In addition, each sport club has its own site to assist with managing deadlines and schedules.

Section 11 - Sport Club Executive Council

The Georgia Tech Sport Club Executive Council (SCEC) is made up of a minimum of four and a maximum of six sport club presidents. The Competitive Sports Coordinator – Student Development will oversee the SCEC.

Council Duties

- Serve as a liaison between the sport club presidents, Campus Recreation, and Student Government.
- Serve as a consultant to the Competitive Sports Coordinators on information gathered from the sport club presidents and/or CRC Advisory Board concerning topics impacting all sport clubs.
- Serve as a consultant to the Competitive Sports Coordinators on constructing an agenda for each sport club president meeting.
- Evaluate and review requests for new club membership and provide a recommendation to the Competitive Sports Coordinators.
- Respond to questions and issues concerning sport clubs.
- Make recommendations regarding club and individual member status when disciplinary or conduct issues arise.

Council Expectations

- Have a general understanding of the CRC and Sport Club Program.
- Understand the Sport Club Executive Council's role.
- Attend and be prepared to contribute to all council meetings and trainings by reviewing upcoming agendas and bringing required materials.
- Represent the best interests of all recognized sport clubs.
- Continually communicate with the sport clubs and Competitive Sports staff throughout the year.
- Submit availability for committee meetings, in a timely manner, prior to each academic term.
- Conduct themselves in a professional manner at all Council activities.
- The Council will meet no less than once per month, September through April. Additional meetings may be called throughout the year as needed.

Election Process

- Elections occur at the first president's meeting in the fall semester.
- Current board members are eligible to be re-elected provided they have not served on the board for two years.
- Presidents may nominate themselves or others for a position on the board.
- Nominees must be a current sport club president, is eligible to participate in sport clubs, and will be an on-campus student through the spring semester.
- Each nominee will be granted two minutes to address the presidents on why he/she should be elected to the board.
- Only one person from the sport club may serve on the board.
- Each club that is in attendance during the vote is granted one vote.
- The six nominees with the greatest number of votes are elected to the board. (in the case of a tie for the 6th seat, a revote between the nominees will be held)
- All board positions are for one-year terms.

Section 12 - Monetary Transactions

Requesting a Budget

- Budget forms (online) will be provided from the [Student Government Association \(SGA\)](#) at the beginning of the fall semester. Due date of the budget is typically the last week in September.
- Specific SGA budget procedures and policies will accompany all budget forms.
- The Student Government Association and the Competitive Sports Office will conduct budget meetings with clubs to ensure the budgets are accurate and appropriate according to SGA policy.
- The SGA will communicate with the club representative (most likely the president) to inform the club when their time and day is to defend their budget to the Finance Committee of SGA.
- Upon completion of the budget defense, SGA will inform the club of their following year's budget.

Submitting a Bill to SGA

- Bills are money requests to SGA to fund items not requested/funded in the annual budget (i.e. equipment, uniforms).
- Before submitting a bill, sport clubs should meet with a Competitive Sports Coordinator. There are storage issues or policy concerns which must be addressed prior to any bill being submitted.
- Sport Clubs are required to secure an undergraduate and graduate member of SGA to sponsor the bill. This can be done with assistance from the SGA Office or a Competitive Sports Coordinator.
- It is the sport club's responsibility to meet/communicate with the sponsors to openly discuss the reason and specifics for the bill. The SGA sponsors will then submit the appropriate forms to SGA.
- The Chair of the Finance Committee will email the sport club representative and invite him/her to their meeting to discuss the bill.
- On the following Tuesday, the SGA meets (Graduate Senate meets at 11:00 AM/Undergraduate House meets at 7:30 PM). Both meetings are in room 117 of the Student Services Building. The club representative must attend both meetings and discuss the merits of their bill. Robert's Rules of Order apply to both meetings.
- When presenting in front of the SGA, is important to dress business casual to show respect to the student body. In addition, remember you are ASKING for money. You are not entitled to it. Be informative, respectful and thankful.
- For specific procedures during all SGA meetings, please refer to the SGA Handbook on budgets and bills.
- When SGA passes a bill for the club, the funds are immediately available.
- All money from a bill must go into the sport club's SGA account and not an agency account or an outside checking account.
- Sport Clubs are to work through SOFO to access the funds.

Reimbursements/Receipts/Invoices

- All receipts and invoices must be submitted to the Student Organization Financial Office (SOFO). Receipts **MUST BE ORIGINALS!**
- If a sport club requires an invoice be paid, the original invoice (no copies) must be submitted. If the vendor accepts VISA, SOFO will pay the vendor via that method. If they do not, SOFO will submit the invoice to the Accounts Payable Department and have a check sent directly to the vendor. SOFO must have a vendor profile on file prior to any check being cut.
- If SOFO pays an invoice either with a VISA or check, the sport club must confirm (in writing) that the items purchased have indeed been received or the services rendered according to the invoice.

Reimbursements/Receipts/Invoices continued...

- Should a sport club pay for something out of the club's outside account (or an individual member pays), SOFO requires the original receipts. Once they have the original receipts, they will submit them to the Accounts Payable Department and the check will be made out to the individual club. SOFO will send the check to the Competitive Sports Office. The office will contact the sport club contact to let him/her know to come to the Competitive Sports Office to pick it up from their mailbox.
- If an individual member of the sport club pays for something that is club related and expects reimbursement, it is up to the sport club to either pay the person out of their account immediately or after the reimbursement check arrives.
- When invoices are not used, SOFO must have a flyer or e-mail from another school with where, when, and cost for tournaments. In addition, a copy of the cleared check must accompany any reimbursement check.
- Please physically hand all completed paperwork to SOFO. Be sure to put sport club, contact name, phone number, and email address on the front page. You will be contacted if additional information is needed.
- Contact a Competitive Sports Coordinator if you have any questions or concerns.

Section 13 - Travel

- Before any sport club departure from campus, the Sport Club Safety officer (or his/her designee) must complete the [Sport Club Travel Itinerary](#).
- Upon returning to campus, the [Sport Club Return Form](#) is to be completed.
- Failure to complete these forms may result in a loss of traveling privileges.

Institute Vehicle Policies

Campus Recreation has vans and SUV's that sport clubs may rent for their club travels. Only certified drivers will be permitted to drive CRC vehicles.

CRC CERTIFIED DRIVERS PROCEDURE

1. Certifications

The Defensive Driving Class and/or Van Safety Class is provided by the [Georgia Tech Environmental Health & Safety Department](#) (EH&S). THIS IS AN ONLINE CLASS.

- There is ONE requirement to be eligible to drive GT vehicles other than vans: DEFENSIVE DRIVER CLASS (DDC);
- There are TWO requirements to be eligible to drive GT vans: Part 1- DEFENSIVE DRIVER CLASS (DDC); Part 2 - VAN SAFETY CLASS

To receive the online codes for a class, contact the Competitive Sports office.

The certifications are valid for three years.

Institute Vehicle Policies continued...

2. DMV Points Total

For those with a Georgia driver's license, the [Georgia DMV](#) provides a free up-to-date report listing the total number of points (if any) on your license. Those with a non-Georgia license, please contact your respective state's DMV for the report.

3. Georgia Tech Fleet Services PIN Number

A PIN number allows the driver to refill the CRC vehicle using gas cards, and is required to use a CRC vehicle. To receive your specific PIN number, all drivers must complete the following tutorials and complete the agreement form:

[Class C Operator Training](#)

[Fleet Services PIN User & Supervisor Training](#)

Fuel Card Agreement (this form must be signed off by the Kelli Rockwell)

Copies of the above certificates, signed copy of the Fuel Card Agreement form, and a copy of your driver's license are to be submitted to the Kelli Rockwell, who will forward to GT Fleet Services. Drivers will receive a document with their personal PIN number from Fleet Services. When submitting, we do not need copies of these documents, only the PIN document.

4. Submitting Documentation

Sport Club members must submit all required documentation (DDC and/or Van Safety certificates, DMV Points, PIN number document) to the Competitive Sports office. Be sure to include all documents in one email.

Additional Requirements

All sport club drivers must complete and submit the [Competitive Sports Volunteer Driver Form](#).

A database of eligible drivers will be kept and maintained by the CRC Competitive Sports Office. In addition to the above-required certifications, drivers must not have received the following within the previous three years (unless otherwise specified).

- Accumulated more than 10 points on his/her driving record;
- Received a citation (ticket or warning) while driving on Institution and/or USG business;
- Had an "at fault" motor vehicle accident within the previous six (6) months;
- Been convicted of one of the following offenses:
 - Driving Under the Influence (DUI);
 - Driving While Intoxicated;
 - Leaving the scene of an accident;
 - Refusal to take a chemical test for intoxication.

CRC Driving Policies

Every driver agrees to abide by the following practices and policies as the operator of a Georgia Tech vehicle (including vehicles rented for Georgia Tech purposes):

- Obey speeding and traffic laws;
- Ensure passengers & drivers wear seat belts;
- Not drive if have consumed alcohol or drugs w/in the previous eight hours;
- Not transport alcohol or illegal drugs in a Georgia Tech controlled vehicle;
- For every four hours of driving, take a minimum break of 20 minutes;
- Any trip over 300 miles (one way) must have two approved drivers (per vehicle);
- Not drive more than eight hours in any 24-hour period;
- Not drive between 12am-5am;
- Not transport passengers in a vehicle that is unsafe;
- Report vehicle maintenance concerns in writing immediately upon return to GT;
- Not “overload” a vehicle (see vehicle manual for rules and guidelines);
- Not operate a cell phone while driving;
- If there is an accident in a GT vehicle, no matter how minor, notify proper personnel. A police report must be filed if a vehicle is damaged as the result of a collision;
- Notify staff of changes to my driving record (violations, suspensions, accidents);
- With accordance to Georgia Tech policy, only nine passengers (including the driver) may ride in a van.
- Firearms are NOT permitted in state vehicles.

Charges and Payment

- \$40/day (unlimited mileage)
- The per-day charge applies when a vehicle is reserved or used in any part of a day. Example: an organization reserves an SUV from Friday – Sunday, departing on Friday 7pm and returning Sunday 1pm, the rental charge will be for three days (\$105).
- Drivers will receive the vehicle with a full tank of gas. It must be returned with a full tank of gas. There will be a \$6/gallon charge added to the invoice for vehicles needed to be filled up by the CRC upon return.
- Repairs to state-owned vehicles that are not the result of normal “wear and tear” will be the responsibility of the sport club utilizing the vehicle.
- If the vehicle is returned excessively dirty, there will be a \$50 cleaning fee added to the invoice. (This is a standard rate. If the charge is more than \$50 to clean a vehicle rented by your organization, the organization will be charged the amount it costs to have it cleaned).
- The CRC will issue an invoice to the sport club once the gas charges have been confirmed. Payment is to be made at the CRC Member Service Desk.

Gas Cards

- All vehicle packets will have a gas card that is unique to that vehicle. That gas card can ONLY be used for that vehicle.
- Personal credit cards are not permitted for gas unless for some reason the state cards are not working.
- Use ONLY regular unleaded and be sure to accurately enter the mileage when prompted by the system. These are STATE POLICIES.
- Only gas may be purchased with these cards. Please leave any receipts in the packet.
- A charge of \$50 will result in a lost gas card.

Reservations, Departure, and Return

- Campus Recreation programs have priority for all CRC vehicles. This priority will extend through the first two weeks of each semester. Beginning the third week, reservations will be handled from all organizations on a first come, first serve basis.
- Only requests using the [CRC Vehicle Request Form](#) will be considered.
- An email response to all reservations will be made within two business days.
- Only the approved driver(s) are permitted to receive the packet from the CRC.
- Vehicle packets for confirmed reservations can be picked up at the Member Services Desk in the CRC. Upon return, packets should be returned to the same desk. Be sure to complete the Trip Report Card located in your packet. Packets can only be secured when the CRC is open.
- All vehicles are parked on Tech Parkway and should be returned to that same location. Many times vehicles are used back-to-back so it's imperative they are returned by the day and time your reservation form requested.

GPS System

- All CRC vehicles are equipped with state-of-the-art GPS units. Drivers have no responsibility for any aspect of their operation; they are installed out of sight and beyond access. Attempting to disable or otherwise modify the unit will result in loss of vehicle privileges and possible further action against the individual and organization.
- The units will compile second-by-second information on driver behavior, vehicle location, and speed. Notifications will be sent to the CRC when irregularities occur. These include, but not limited to, deviation from route, erratic behavior (speed, sudden stops), and traveling outside the permitted hours (12am-5am).
- Our intention is to provide safe travel for those who use the CRC vehicles. To that end, the following guidelines will be applied.
 - Data from the GPS units will be reviewed after each trip.
 - Driving discretions will be addressed between the driver and/or organization and the program administrator and may result in driving privileges being suspended.
 - The CRC or program administrators reserve the right to deny requests or privileges at their discretion.

Rental Transportation

A club may rent transportation from an external rental company. Enterprise (404-659-6050) has a state contract with Georgia Tech. All drivers of Enterprise rentals **MUST** be 21 years of age or older. The driver securing the vehicle must have automobile insurance and assumes liability for the trip. All costs for an external rental must be paid by either the individual or club funds. Contact SOFO to determine how much (if any) can be reimbursed.

Air Transportation

Sport clubs that wish to fly to their destination, and use SGA funds must work through SOFO prior to planning the trip.

Lodging

SGA does not typically fund sport club lodging. These costs should be paid for by the individual clubs, either through dues or other fund raising efforts.

Automobile Insurance

If a sport club elects to use a personal automobile, the driver must have automobile insurance.

Section 14 - Marketing

Public Relations/Publicity

Utilization of the GT newspaper, [The Technique](#), is key in publicizing the success of sport clubs. Check out The Technique to see how to contact the Sports Editor. There are also several plasma screens on campus, including those in the CRC, which can be used for placing advertisements.

Roe Stamps Fields Video Board

- [Video Board requests](#) require a minimum of three weeks in advance.
- For promotional requests, please adhere to the required specs (found on request form).
- For use of the board for scheduled contests on the turf, the requesting sport club will be responsible for all staffing costs.

Promotion

Promotion begins with the leadership of the specific club. The best place to begin promoting your club is at FASET orientation during the summer. You also have the option to set up tables and demonstrations in the CRC to promote your club. Contact the Competitive Sports Office for more information on promoting in the CRC.

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Posting Rules & Regulations

- Content on all fliers and posters must not include any inappropriate language or images.
- Fliers will be refreshed every Monday.
- Posters will have a two (2) week limit posting on CRC bulletin boards. Exceptions may be made for large events hosted by Georgia Tech Campus Recreation, with approval by CRC Communications.

Using the Trademark

It is the expectation from the Competitive Sports Office than any use of the Georgia Tech trademark first be sent to a Competitive Sports Coordinator to ensure its availability.

Section 15 - Code of Conduct

The Student Organizations Code of Conduct is the Institute's policy regarding discipline of student organizations. The primary purpose of this code is to provide a quality educational environment for students and student organizations and to notify student organizations of the Institute's expectations regarding behavior. The code should be read broadly and is not designed to define misconduct in exhaustive terms.

Student Organizations may be charged with violations of the Student Conduct Code and the Conduct Code for Student Organizations. The entire [Student Organization Code of Conduct](#) can be found at on Student Engagement site.

Unsportmanlike Conduct

All Georgia Tech sport clubs are expected to show the highest level of sportsmanship when participating in any event. This includes practices, team events, games, tournament, and any other activity that involves a sport club. The club and its members not only represent themselves, but they represent the Institute, the CRC, and the Competitive Sports program; therefore, the emphasis on sportsmanship is high.

Hazing

Hazing is prohibited. "Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with an educational institution; and that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating, or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of a person to participate in the activity. Hazing may occur on or off campus.

Section 16 - Disciplinary Guidelines

A student enrolling in the Georgia Institute of Technology assumes an obligation to conduct himself or herself in a manner compatible with the Institute's function as an educational institution. Actions considered unfavorable to the Institute and subject to discipline fall into the categories of academic and non-academic misconduct. The Student Code of Conduct clearly defines these expectations, and outlines the [adjudication process](#). The Student Code of Conduct is designed to maintain the safety of Georgia Tech students, faculty, and staff as well as help students learn healthy decision-making skills.

Section 15 - Highlights from 2017 - 2018

Archery Club

- Placed 13th out of 40 teams at the National Outdoor Collegiate Championships
- Lana Hanlon won the gold medal in the Women's Barebow Division
- 12 archers attend the national championships, the second highest attendance ever

Badminton

- Increased membership from previous year
- Increased tournament participation
- Several members placed in tournaments

Ballroom Dance Club

- Placed in the top 12 for the International Team Match for the first time
- Placed in the top 12 in the American Team Match at the National Collegiate Dancesport Championships for the first time
- Team placed 3rd overall, rising from 6th, at the Arnold DanceSport Classic
- Finished 5th place in American Team Match at the Arnold DanceSport Championships

Barbell

- 12 members competed in the USAPL Georgia State Powerlifting Champions and the club finished 4th place as a team
- Won Burdell's Best Event for their Fall 2017 Mock Meet, which included 40 competitors
- Toni Johnson won 4th in her true novice class and 2nd in her novice class in the bikini/figure competition at the Lee Haney Games
- Arthi Nithi won 1st at the Arnold's A7 Pro Raw Challenge and at the USAPL Collegiate Nationals in the 63 kg weight class
- Andrew Hanus came in 2nd at the Central Georgia's Strongest Man competition
- Brandon Oslon won first at NGA's Fit Fest bodybuilding competition in the lightweight class

Baseball

- Finished Runner-Up in the Atlanta Men's Fall League, only losing two games the entire season
- Moved to one of the most competitive divisions in the collegiate National Club Baseball Association and improved last year's record
- Several players finished within the top 3 in the division across various statistical categories
- Recruited 9 new players this year, which is up from 2 recruits the previous year

Men's Basketball

- Became an official Georgia Tech Student Organization and Sport Club
- Won local tournament hosted by Emory
- Won the Georgia Southern Regional Tournament
- Competed in the NIRSA National Basketball Tournament and advanced to the Quarter Finals of the Men's Club Division

Women's Basketball

- Defeated Air Force, the #2 ranked team in the country at the NIRSA National Basketball Tournament.
- Advanced to the quarterfinals of the NIRSA National Basketball Tournament, finishing as a top eight team in the country.
- Won both the Georgia Southern and University of Florida regional tournaments
- Graduated four incredibly talented and devoted seniors

Cycling

- 1st Place Team Omnium for SECCC Mountain Season
- 1st Place Team Omnium for SECCC Road Season
- Ben Rothschild placed 19/50 for Cross Country at Collegiate MTB Nationals
- Ben Rothschild placed 20/42 for Short Track Cross Country at Collegiate MTB Nationals
- Josh Smith placed 36/37 for Downhill at Collegiate MTB Nationals

Equestrian

- Finished 6th overall in their region of 16 schools
- Quinn Larimer won the qualifying class at zones to earn a spot to compete in the most prestigious class at nationals, the Cacchione Cup, making her the first person to represent Georgia Tech at nationals
- Four riders qualified for regionals in 6 different classes; 3 of the 4 that competed at regionals earned top 5 finishes

Fencing

- Put on a very successful Bake Sale Fundraiser
- Women's Epee team took 1st place at Spring SIFA
- Men's Epee team excelled at CFC's

Ice Hockey

- Qualified for the ACHA National Tournament for the first time in over 10 years
- Won the Scholar Shootout in Nashville, TN hosted by Vanderbilt for the first time (wins over Vanderbilt, UNC, and Wake Forest)
- Won the ACC-South Challenge at our home rink (wins over Clemson and FSU)
- Placed 2nd in the Savannah Tire Hockey Classic in Savannah, GA
- Increased wins from 2016-17 to the 2018-19 season by 14 (4 wins to 18 wins).
- Nearly doubled membership on the team (players and managers)

Men's Lacrosse

- Qualified for the SELC Conference Tournament
- Qualified for the MCLA National Tournament
- Four players named All-conference players
- Two players named All-American players

Men's Rugby

- Improved record from the previous year
- Climbed from 5th in conference to 3rd

Runnin Wreck

- Competed at Cross Country Nationals held at Michigan State University
- Several runners qualified for the Boston Marathon
- The club held its first ever pasta dinners

Swimming

- Hosted the 2018 College Club Swimming and Diving National Championships
- Men's and Women's teams combined to win the first national title in club history
- Women's team took 1st place in the women's division, improving from 13th the previous year
- Men's team finished 3rd overall at nationals, improving from 5th the previous year
- Club nearly broke all previous established team records and several members placed at the national championships

Table Tennis

- Placed top 30 in the nation at the TOC National Tournament, where only the top 64 teams in the nation are invited to compete
- Placed top 10 in the Southern region at the TOC Sectionals Tournament
- Placed 1st in the Bulldog Classic, beating UGA in the finals
- Placed 1st at The Ole Miss Tournament
- Continued strong club involvement, with over 40 active members who consistently show up at practice, compete in tournaments, and bond at social events off of the court

Triathlon

- Competed in the 2018 USAT Collegiate Club National Championships, team finished 17th overall (1st in the Southeast Collegiate Triathlon Conference)
- Team finished 1st overall in the 2018 Early Bird Spring Triathlon
- Christopher Douglass and Mattie Rountree both finished 1st overall for the Men's & Women's Division 2018 Early Bird Spring Triathlon

Men's Ultimate Frisbee

- Finished in the top 10 in the Southeast Region, Division 1
- Attended five tournaments and finished in the top 10 of all of them

Women's Ultimate Frisbee

- Created the first ever Wreck B team that pushed itself to compete at the highest level possible and attended Sectionals
- Wreck A competed around the US, racking up high profile wins at tournaments like Queen City Tune Up and Centex
- Wreck A finished their season by breaking seed at Regionals and finished 3rd overall

Men's Volleyball

- Won home tournament by beat the University of Georgia in the finals
- Progressed to 5th place in AA at the national tournament in St. Louis
- Went undefeated and beat Tennessee in the championship to win a tournament hosted by Clemson
- Graduated three amazing club members: Casey Lowery, Shane Lympany, and Michael Yu

Women's Volleyball

- Qualified for the national tournament
- Won Silver for their division at nationals
- Increased membership by 10%

Men's Water Polo

- Defeated the University of Georgia to advance to the Southeast Championship match
- Mark Gross and Alex Bolen were recognized as all Southeast Region players
- Will host the 2018 Southeast Championship Tournament for the first time in six years

Women's Water Polo

- Joined the Collegiate Water Polo Association
- Greatly increased membership, as well as membership diversity
- Welcomed a new coach, who is a proud Georgia Tech alumna
- Successfully ran a fundraiser to help purchase new equipment and decrease membership cost