

Mason Recreation Clubs Policies & Procedures

Last update: August 18, 2015

MASON RECREATION

Mission Statement

Mason Recreation is committed to enriching the physical and holistic well-being of the diverse students and community that is George Mason University through quality facilities, programs, and services.

Vision Statement

We will be at the forefront of the George Mason University community's well-being. Recreation will be a vital aspect of campus life, valued for our innovative and efficient uses of resources to advance learning and the human condition.

OVERVIEW OF CLUB SPORTS PROGRAM

The Club Sports program administered by Mason Recreation is designed to provide the opportunity for individuals with common interests to participate in a variety of recreational activities. Recreation clubs are formed, organized and governed by and for current Mason students under the requirements established by George Mason University and Mason Recreation. Mason employees are allowed to participate in clubs, as per that club's constitution and league policies. Individuals not currently directly affiliated with Mason, including alumni, may not participate in any club.

Club Sports are designed to provide learning experiences for each club's Mason student members through their involvement in club activities, including organizing, administering, scheduling, fundraising, public relations, etc. Club Sports participants not only enjoy the rewards of athletic competition, but they also gain skills in collaboration, leadership, problem-solving, and financial management. While Mason Recreation assists clubs with marketing, financial management, collecting club membership fees, securing facilities and equipment, risk management, and professional guidance, the emphasis is on student leadership and involvement. The success of each club depends on the dedicated efforts of its Mason student leaders, Mason employee advisor and the club members.

CATEGORIES OF CLUBS:

There are three categories of students clubs at George Mason University:

1. Competitive Clubs

- Recreation supports Mason students who have an interest in participating in competitive sports as a part of their healthy, active lifestyles. This category of student club typically offers additional learning opportunities afforded by the nature of competitive sports.

- 100% of club members are required to maintain status as a Mason credit student (at least 3 credit hours per semester). Coaches, instructors, and the Mason employee advisor are not considered club members.
- All club officers must be full-time students in good academic standing with the institution (GPA of 2.0 or better).
- These clubs will normally exhibit unique characteristics from other student club formats that may include any or all of the following:
 - Provide opportunities for participation in a sport governed by a national and/or international sport governing body.
 - Offer a limited number of opportunities for club members, due to a competitive admission process (i.e. try-outs).
 - Contract volunteer or paid coach(es).
 - Majority of their competition is with similar teams outside of George Mason University and usually includes other teams from North American Universities and Colleges. The club must take part in at least 4 competitions per academic year to maintain a competitive club status.
 - Competition off campus requires due diligence in risk management associated with travel by club members.
 - Club members are considered student ambassadors and must display acceptable behavior at all times when representing Mason, including while practicing, at games, while travelling to and from games and practices and while attending club functions.
 - Typically have comprehensive financial management and reporting processes, including reporting for coaching expenses, governing membership or compliance, travel, uniforms, equipment, etc. Clubs must abide by all George Mason University and Commonwealth of Virginia financial regulations and policies.

2. Recreational Clubs

- Recreational clubs are designed to allow students the opportunity to learn a new skill or sport in a non-competitive environment.
- 100% of club members are required to maintain status as a Mason credit student in good academic standing (at least 3 credit hours per semester). Coaches, instructors, and the Mason employee advisor are not considered club members.
- All club officers must be full-time students in good academic standing with the institution (GPA of 2.0 or better).
- These clubs will normally exhibit unique characteristics from other student club formats that may include any or all of the following:
 - i. Must be open to all Mason students. There may not be any try-outs or cuts.
 - ii. May have a coach(es).
 - iii. May only travel off campus up to three times per year for club events.

- iv. May only compete in up to four competitions per year.
- v. May only receive up to \$2,000 in funding from the Club Sports Office per fiscal year.

3. Registered Student Organizations

- Mason registered student organizations (RSOs) provide learning environments for students, preparing them to live in a multicultural society and work in a global community. Mason student organizations are also responsible for many of the programs and events held on campus each year including social events, lectures, special events, cultural events, and conferences. RSOs help create a welcoming, vibrant campus environment. And most importantly, they offer students an opportunity to get involved and help find their niche at Mason.
- RSOs are governed through the office of Student Involvement.
- An RSO is a group of current George Mason University students (must be 100% Mason credit students) that have been officially ratified by the Office of Student Involvement. The group will have a common academic, social or representational interest. This category of club includes all student-governed and student-comprised clubs with the exception of any club taking part in athletic activities.
- RSOs are created to optimize students' ability to learn, grow and develop within their expressed fields of interest and to enhance student life at George Mason University. The Office of Student Involvement supports ratified clubs by providing staff support, infrastructure and resources.
- **All Recreation Clubs are Mason student organizations, but are NOT governed through the RSO process. Recreation Clubs do not complete the RSO registration process and are not eligible for any funding through the Student Involvement Office.**
- **All Recreation Clubs must be registered, as a Club Sport, on GetConnected (getconnected.gmu.edu). The GetConnected page must be updated with current contact information and current club officers. This will allow other Mason students to find your club on campus.**
- For more information and to ratify a club with the Office of Student Involvement, please go to si.gmu.edu.

SUMMARY OF CLUB REQUIREMENTS:

Recreational Clubs (see above for definition):

1. Must be formed, organized and governed by and for current Mason credit students.
2. Membership must be comprised solely of current Mason credit students (Mason employees may participate, depending on individual club's constitution and league rules).
3. Must have a minimum of three executive members. All members of the executive must be current full-time Mason students in good academic standing.
4. Must have a valid constitution on file with the Club Sports Office. Constitution templates are available on the Club Sports webpage.

5. Must have an active and involved Mason faculty/staff advisor. The Club Sports Office is able to act as an advisor if a club is unable to find another advisor.
6. Must have an account with the Club Sports Office and all financial transactions must be done through Mason via Mason Recreation. Clubs may NOT have any funds/monies in any place that is outside of Mason (i.e. bank, club member's safe at home, etc.).
7. Must obtain permission in advance from Mason Recreation, through the Club Sports Office, for ALL club activities, including, but not limited to, promotion, marketing, practices, competitions, travel, fund-raising, social activities, etc., before embarking on the activity(ies). Permission will only be granted after the club has completed all of the appropriate paperwork. Paperwork for off-campus travel must be submitted at least 48 hours before departure. Submitting, and having the paperwork approved via IMLeagues, constitutes approval of the activity. **One exception:** club meetings where only discussion takes place.
8. Clubs may have coaches who are either volunteer or paid. The coaches are NOT part of the club executive and may not vote on any club decisions. Coaches may not submit any forms on the club's behalf. Any reimbursements to coaches must be approved by the club executive.
9. All clubs must have an Annual General Meeting at least once per calendar year. The AGM must be open to all current club members. The AGM should include the election of club executive members, as per the club's constitution. The AGM should take place early in the Spring semester, to allow for the transition time for new club executive members.

Competitive Clubs (see above for definition):

1. All of the above.
2. Must take part in a minimum of four competitions per fiscal year to maintain Competitive Club status.
3. Are eligible for funding of over \$2,000 from the Club Sports Office.

CONTACTS

Club Sports Office	Ryan Bradshaw Assistant Director, Club Sports	Office: RAC 1112 703-993-5819 rbradsh5@gmu.edu
	Bob Spousta Coordinator, Club Sports	Office: RAC 2111 703-993-3289 rspousta@gmu.edu
	Paul Bazzano Assistant Director, Competitive Sports	Office: RAC 1111 703-993-3291 pbazzano@gmu.edu

For all communication with the Club Sports Office, please use gmuclubsports@gmail.com as the primary email address.

HOW TO START A CLUB

1. Be a current Mason student.
2. Create an idea/concept for a new recreation club that would appeal to **Mason students**.
3. Check whether or not a similar club already exists within Mason Recreation and OSI (Office of Student Involvement).
 - Check the clubs sections of Mason Recreation's website (clubsports.gmu.edu).
 - Check the clubs section of the OSI website (si.gmu.edu/registered-student-organizations).
4. Thoroughly read the "Club's Policies & Procedures" available on the Mason Recreation Clubs webpage.
 - Make sure you completely understand and are willing to abide by all the requirements for starting and maintaining a club, including the requirements of being a Registered Student Organization.
5. Optional: Contact OSI about starting a non-sport related club under them (si.gmu.edu).
6. Provide **proof of interest**:
 - Collect the names, G numbers, and contact information of at least 10 other students interested in joining the club (number amendable based on the planned size of the club).
 - 100% of these people must be current Mason credit students.
 - If you need help determining if there's sufficient interest, contact the Club Coordinator for assistance.
7. Find an Mason **employee advisor**:
 - For information on the role of this person, please see "Requirements".
 - This person must actually be involved in the operation of the club (can't just be a name on paper).
8. Create a **club constitution**. Templates for a constitution are available on the Club Sports webpage.
9. Create a **written plan** that includes:

NOTE: the club's written plan must follow all Mason Club Sports Policies & Procedures. Please read this document thoroughly before writing your plan.

 - Club's name
 - No club may use the word "Patriot" as part of its name. "Patriot" is to be used only by Mason Intercollegiate Athletics teams.
 - Club's purpose
 - Answer this question: "What's the reason for this club existing?"
 - List of all planned and potential activities for upcoming year (Mason's fiscal year is July 1 – June 30)
 - All club activities (including all potential ones) must be included: meetings, promotion, marketing, practices, competitions, travel, fund-raising, social activities, etc.
 - Format/structure of club's leadership
 - Must have a minimum of three club executive plus an active and involved Mason employee advisor.
 - For each executive position please list: title, job description/duties, name of person and status as Mason student.
 - Financial plan (i.e. an estimated budget of revenues and expenses for at least one semester.
 - Reminder: clubs must maintain a positive account balance at all times and therefore we advise that clubs always build a significant buffer into their budgets).

10. **Submit the application** to the Executive Council for Club Sports (gmueccs@gmail.com)

- Please submit the application at least 1 month prior to your anticipated start date.
- The application will be reviewed by the Executive Council for Club Sports (ECCS) for approval, amendment or rejection. The ECCS meets on a monthly basis to review new club requests.

A full check-list for prospective new clubs can be found on the Club Sports website.

DETAILED CLUB REQUIREMENTS

Eligibility

Every club under Mason Recreation must:

1. Have a purpose or mandate which serves the George Mason University community, with the primary focus always being Mason credit students.
2. Operate under the principles established by Mason Recreation via its vision, mission, policies and procedures.
3. Provide opportunities for participation in a sport governed by a national and/or international sport governing body.

Faculty/Staff Advisor

A good advisor can be a valuable asset to a Recreation club in terms of providing mature judgment and advice based on experience and insight into George Mason University and Mason Recreation policies and procedures. Ideally, the advisor can help bridge the gap from year to year club operations without usurping the authority of the student leadership. The primary goal of clubs is always on student development, therefore, the advisor should encourage this and allow students to make their own decisions with the guidance of the advisor.

1. Each Recreation club must have at least one active advisor selected from the current faculty or staff of Mason. If a club is unable to find a suitable advisor, the Club Sports office may act as the club's advisor until a suitable advisor can be found.
2. The advisor should be genuinely interested in the club/activity and play an active role in the development and operation of the Recreation club's administrative management.
3. The advisor will provide guidance in the development of leadership and responsibility of Recreation club members.
4. The advisor will provide guidance to the Recreation club in ensuring that all club activities are within George Mason University and Mason Recreation guidelines. The advisor should not take a leadership role or make decisions on behalf of the club.
5. The advisor should be knowledgeable of the Recreation club's affairs but should not dominate decision making or administrative management.
6. The advisor must be aware of the following before it may be processed by Mason Recreation:
 - I. Promotional and Marketing activities.
 - II. Requests for funds (i.e. to spend club money).
 - III. Travel requests.

Coaches

A good coach can be a valuable asset to a Recreation club in terms of providing mature judgment and advice based on experience and insight into the club's sport, league and community. Ideally, the coach(es) can help provide this leadership without usurping the authority of the student leadership. The primary goal of clubs is always on student development, therefore, the coach(es) should encourage this and allow students to make their own decisions with the guidance of the coach(es).

Coaching Expectations:

1. All clubs have the option of having a coach or not.
2. The coach should play an active role in the on field decisions of the Recreation club.
3. The coach will provide guidance in the development of leadership and responsibility of Recreation club members.
4. The coach will provide guidance to the Recreation club in ensuring that all club activities are within Mason, Mason Recreation, league and governing body guidelines. The coach should not take a leadership role or make decisions on behalf of the club.
5. Student members *MUST* handle all club business matters (hosting tournaments, submitting forms, equipment requests) with the coach serving in an advisory capacity.
6. The coach may not submit any documents on behalf of the club. When representing the club in any capacity (marketing, fundraising, scheduling, meeting with league executives, etc.), a coach must always be accompanied by a student member of the club.
7. Coach(es) serve at the discretion of the club executives. Any decisions to hire a new coach or remove a coach from their position must be discussed with and approved by the Club Sports Office, in conjunction with the club executive.
8. Coaches are required to provide an organized and safe environment for the instruction and training for participants of various skill levels. The safety and welfare of the participants should always take precedence over the value of a win or personal gain.
9. Coaches must promote good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are representing the George Mason University.
10. All coaches will be held accountable for the conduct of their players. Coaches have a responsibility to address any misconduct and/or unsportsmanlike behavior. Coaches are required to immediately notify the Club Sports Office (gmuclubsports@gmail.com) of any situation that may violate the Club Sports or George Mason University Student Code of Conduct.
11. The coach/instructor understands and agrees to refrain from any form of physical, mental, or emotional hazing of players, consistent with the guidelines and standards set by George Mason University.
12. Participation in the Sport Club Program is completely voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player.

13. All volunteer coaches who complete the Volunteer Memorandum of Understanding on an annual basis will be covered by George Mason University's General Liability Insurance while performing the duties of a coach. All paid coaches are considered employees of George Mason University and are afforded the same General Liability Insurance coverage.
14. Volunteer coaches are eligible to receive a stipend for their services, at the discretion of the club executive. The stipend may only be paid out following the successful completion of duties for the year, as determined by the club executive and the Club Sports Office. Stipends may be paid a maximum of once per fiscal year.

Coaching Conditions of Service:

1. The coach agrees to abide by all rules and policies of George Mason University, Mason Recreation, the Club Sports program, the employing club, sport specific national governing bodies and state and federal laws. Violation of any such rules, policies or procedures may be grounds for immediate termination of this agreement at the sole discretion of the Club Sports staff.
2. All coaches/instructors are subject to a background check by George Mason University.
3. All coaches are required to attend the mandatory training session.
4. It is recommended that all coaches purchase their own personal medical/liability insurance. Limited General Liability coverage is provided by George Mason University through the Volunteer MOU.
5. Coaches shall not make any demands on a participant that are inconsistent with the guidelines of the competitive sports program or in any way compromise the participant's academic pursuits.
6. No coach shall be permitted to have his/her name on club accounts or have access to said accounts. Clubs must keep all funds in a Mason operating or Foundation account. The use of all funds must be approved by the club's student officers and the Club Sports office before any purchase may be made.
7. Coaches will not engage in inappropriate relationships with club members.
8. Coaches should only make appointments to discuss Club business with the Club Sports staff and should refrain from making appointments with the Executive Director of Recreation, Director of Recreation, University Life Staff, or any other person.
9. Coaches must be recommended by Club members and must submit a new application each academic year for approval to coach. Continuation of coaching status is not automatic. I understand that, if approved, this agreement must be renewed on an annual basis. Any compensation agreement for coach/instructor services is strictly between the club and the coach/instructor
10. All coaches serve at the pleasure of the club's officers and the Club Sports Office. The Club Sports Staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach can be relieved of his/her coaching duties.
11. Mason Recreation reserves the right to suspend club activities should club officers fail to comply with policies.
12. Coaches must be required to have a valid parking decal and follow all university policies for parking on campus.

13. All coaches are encouraged to maintain a valid American Red Cross First Aid/CPR/AED Certification. Certification courses will be held FREE through Mason Recreation.
14. I have read and understand the "Coaching Expectations and Conditions of Service" as outlined above and agree to abide by the rules as listed. I understand that any infraction of the policies and procedures of the University or Mason Recreation subjects me to dismissal as coach of the club.

OPERATION

Executive Council for Club Sports

1. The Executive Council for Club Sports (ECCS) is a student advisory council charged with overseeing club budget allocations, approval of Club Sports program policies & procedures, enforcing the adherence to said policies & procedures, promotion of the program, and other responsibilities as assigned.
2. The ECCS maintains a constitution covering all policies and procedures relating to the election of members, and their operations. This constitution is available on the Club Sports webpage.

Club Executive

1. A club will have a minimum of three members in the role of club executives for the purposes of providing leadership and organization to the club.
2. The executive must be formed solely by current full-time Mason credit students in good standing.
3. The current names of the executive positions and the club members holding those positions must be provided in writing to the Club Sports Office, using the Club Officer Information Form on IMLeagues. The current officers must also be listed on the club's GetConnected page.

Club Sports President's Council

1. The Club Sports President's Council is comprised of an executive member from each club.
2. The Council meets on a monthly basis, typically the first Sunday of each month during the academic year at 8pm. Times and dates are listed on the IMLeagues website.
3. All Council meetings are governed by the President of the ECCS, with assistance from the Club Sports Office.
4. Meetings are an opportunity to share information about Club Sports policies, events, etc.
5. The Council is also charged with electing the members of the ECCS on an annual basis.
6. Each club must be represented by a member of their club executive at each Council meeting (unless excused due to a previously scheduled club activity). Attendance is taken.
 - a. For violation of this policy:
 - i. 1st offence: written warning shared with all members of the club.
 - ii. 2nd offence: club suspended from operating for 2 weeks.
 - iii. 3rd offence: club is suspended from operating for 1 month.
 - iv. 4th offence: club is suspended from operating for remainder of the academic year. All unused club university allocated funds are returned to the Emergency Fund.

Communication with the Club Sports Office

1. Mason Recreation expects all communication with Mason to go through the Club Sports Office.
2. The Club Sports Office prefers to receive Club enquiries/requests by email (to gmuclubsports@gmail.com). It is NOT necessary to both phone and email the same enquiry/request, or to email both the Gmail and GMU email addresses of the Club Sports Office staff.
3. Response time from the Club Sports Office:
 - If “urgent” or very time sensitive (as defined by Mason Recreation), the Club should expect a response within one business day.
 - If not urgent, the Club should expect a response within a maximum of three business days. Consequently, the Club will need to ensure that it plans ahead sufficiently.
4. Mason will process Club invoices and reimbursement requests within 45 days of receiving the acceptable paperwork, as per Mason Accounts Payable policies. Please plan accordingly!

Mailing Address & Fax

1. Use this address: Club Name
Mason Recreation – RAC Building
George Mason University
4400 University Dr., MS 1G6
Fairfax, VA 22030
2. Use this fax number: 703-993-2686 or 703-993-2510 for confidential documents.

Membership

1. All Club members must also be Mason Recreation members. All current full-time Mason credit students are members of Mason Recreation.
 - Students who are part-time must purchase a Mason Recreation membership each semester they are a club member. The membership may be purchased at the RAC front desk.
2. Club members may be full or part-time (at least 3 credit hours per semester) Mason credit students, as per individual club’s policies and league rules.
3. All club members (including all club executive) must be registered in the club via the IMLeagues.com club database and appear on the official club roster.
4. All club members must complete all portions of the pre-participation packet prior to taking part in any sport related club activity. The pre-participation packet must be completed via IMLeagues – not on paper.
5. All club members must have valid medical insurance at all times while participating in club activities.
6. All club members must provide a physical, completed by a registered physician and clearing them for “all athletic participation”, prior to participating in any competition. For “high risk” activities (including: Football, Ice Hockey, Men’s Lacrosse, Quidditch, Rugby, and Soccer), the physical must be submitted prior to participating in any sport related activity with the club.
7. All members of “high risk” clubs (Football, Ice Hockey, Men’s Lacrosse, Quidditch, Rugby, and Soccer), must complete a concussion baseline test prior to participating in any competition.

Activity Approval/Travel Requests

1. Clubs must obtain written permission for all activities held on or off campus. The only exception is official club meetings where only discussion, planning, and organizing take place. **Only club activities that have been submitted to the Club Sports Office are covered by the Mason Recreation Catastrophic Injury Policy.**
 - a. The act of having on-campus facility space reserved (and seen on the online facility calendars) constitutes having written permission for the activity.
 - b. The act of submitting a Travel Request Form via IMLeagues at least 48 hours prior to departure and having the form approved constitutes having written permission for the travel.
2. Clubs must submit in writing to the Club Sports Office a list of estimated activities and locations of those activities for each upcoming year.
 - a. Clubs that are seasonal must submit this 1 month before their regular club season begins.
 - b. This information can be provided by uploading club schedules for home and away competitions into IMLeagues or GetConnected.
3. For any activity not on the originally approved list (see 2. above), the club must request approval at least 48 hours in advance of the activity.
4. Prior to any travel over 30 miles from the Fairfax campus, a Travel Request Form must be submitted and approved. This must be done at least 48 hours in advance of departure. For additional information on Travel Request Form and travel procedures, please see the Risk Management section of this guide.
 - a. The act of submitting a Travel Request Form via IMLeagues at least 48 hours prior to departure and having the form approved constitutes having written permission for the travel.

Use of Mason Recreation Facilities

1. Some clubs may have free use of Mason Recreation facilities, depending on facility availability and the facility's appropriateness for the desired activity. Please note, times are limited in our busy facilities, so anticipate a maximum of three two-hour practice times per week. The Club Sports Office, in consultation with Mason Recreation facilities staff, will determine the appropriateness of club activities occurring within Mason Recreation facilities.
2. Clubs wanting to request use of Mason Recreation facilities must complete a Facility Request Form and submit it to the Club Sports Office prior to these deadlines:
 - a. For the fall semester, request deadline is August 1 (practice requests should be submitted by May 1st).
 - b. For the spring semester, request deadline is December 1.
 - c. For the summer semester, request deadline is April 1.
3. Clubs who have reservations for Mason Recreation facilities must use their reserved facility times appropriately. The Club Sports Office understands that occasionally circumstances arise that prevent a club from using their reserved facility time, however, clubs must also understand that this impacts multiple parties, including facility staff who are scheduled to monitor the fields, athletic training staff scheduled to cover practices, and other clubs/patrons who are unable to use the facility due to it being reserved.

- a. All clubs must cancel their practice reservations at least 48 hours in advance of the scheduled start time (4 hours in advance for outdoor reservations cancelled for inclement weather).
 - b. All clubs must have at least 30% of active club members at a scheduled facility reservation.
 - i. For violation of these policies:
 1. 1st offence: written warning.
 2. 2nd offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice.
 3. 3rd offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice AND loses all facility reservations for one week.
 4. 4th offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice AND loses all facility reservations for one month.
 5. 5th offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice AND club loses all facility reservations for remainder of year.
 - c. All clubs must cancel their competition reservations at least 1 week in advance of the scheduled day (4 hours in advance for outdoor reservations cancelled for inclement weather). This includes reducing the scheduled time of the competition reservation by more than 2 hours.
 - i. For violation of this policy:
 1. 1st offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice.
 2. 2nd offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice AND loses all facility reservations for one week.
 3. 3rd offence: club must pay the full cost of facility staff and athletic training staff assigned for the practice AND club loses all facility reservations for remainder of year.
 - ii. NOTE: This policy also applies to off-campus competitions to which an Athletic Trainer is assigned.
 - d. Any club home competition scheduled with under 1 week notice will require the club to cover the full cost of the Athletic Trainer assigned to the competition.
4. Following each club event, including practices and competitions on or off campus, clubs must complete the Club Attendance Form via Google.

Use of Mason Recreation Equipment

1. Some clubs may have free use of Mason Recreation equipment, depending on availability. The Club Sports Office, in consultation with Mason Recreation facilities staff, will determine the availability of and appropriateness of clubs using Mason Recreation equipment.
2. Clubs wanting to request use of Mason Recreation equipment for an entire semester must provide a written request, either by email or as part of the Facility Request Form, to the Club Sports Office prior to these deadlines:
 - a. For the fall semester, request deadline is Aug 1.

- b. For the spring semester, request deadline is Dec 1.
- c. For the summer semester, request deadline is Apr 1.

Accessing Mason Recreation Facilities

1. All club members must also be Recreation members. All Recreation members must enter indoor facility by checking in with the front desk staff at all times.

Storing Equipment with Mason Recreation

1. The Club Sports Office has limited storage space available for clubs. Equipment may be stored, primarily during the off-season, in RAC 2212.
2. Clubs must provide a list of up to 4 club members who are to have access to the room via email to gmuclubsports@gmail.com. Only these 4 club members may remove equipment from the room by asking the RAC Manager on Duty for access.

Booking Mason Rooms, tables, chairs, etc.

1. Clubs may use Mason rooms for free.
2. The Club Sports Office must make booking requests at Recreation facilities on behalf of all clubs. Clubs request facilities via the Practice or Game Request Form on IMLeagues.
3. Clubs requesting use of other facilities on campus (i.e. Johnson Center Kiosks, Classrooms), must do so on their own using 25Live. 25Live training must be completed by May 1st for the upcoming academic year. Clubs who do not complete the training will not have access to any non-Recreation campus facilities.
4. Requests for a Recreation facility room must be received by the Club Sports Office at least 5 business days in advance.

Food/Beverages for On-Campus Club Activities

1. All food and beverages sold on campus must be pre-packaged or ordered from a Mason approved caterer (list of approved caterers is available here: approvedcatering.gmu.edu).
2. No homemade food or baked goods may be served at any on-campus event.
3. Food and beverages served on campus can also be ordered through Sodexo (catering.gmu.edu).

RISK MANAGEMENT

Waivers

1. Any individual participating in club activities must fully complete and sign a Waiver, Release, and Indemnity Agreement. This form must be completed online, when registering on IMLeagues. Individuals trying out for a club may print and complete the form and return it to the Club Sports Office prior to trying out, but must also complete the IMLeagues waiver if they join the club in any activity other than the try-out.

2. A Waiver, Release, and Indemnity Agreement **MUST** be completed either electronically or on paper **BEFORE** participating in any club activities.

Safety Officers

1. Each club must have a minimum of 2 members who serve as Safety Officers. At least one certified member must be present at all club activities.
2. In order to be a Safety Officer, the member must:
 - a. Be currently certified in American Red Cross Standard First Aid, CPR & AED.
 - i. Mason Recreation's office of Risk Management may choose to accept other equivalent CPR/AED/First Aid certifications in place of the American Red Cross certification at their sole discretion.
 - b. Have completed Mason Bloodborne Pathogens training.
 - c. Have completed Mason Recreation Club Sports Emergency Action Plan & Risk Management trainings.
 - d. Be willing to use their skills to assist any club member in need of assistance.
3. Mason Recreation will provide complimentary American Red Cross Standard First Aid, CPR & AED certification to a maximum of four club members per year. To register for a course, contact the Club Sports Office to receive your 'complimentary registration' card. Then, take the 'complimentary registration' card to the front desk of the RAC or AFC in order to register for your certification course.
4. Club members must re-certify their American Red Cross CPR & AED certifications at least every two years.

Concussion Management

1. Any club member who is suspected of having a concussion during a Club Sports activity **must** be removed from the activity immediately and remain out action until further notice.
2. The incident must be documented by the club's Safety Officer or by the Athletic Trainer.
3. The individual must follow the return to play procedures outlined by the Club Sports Athletic Trainer.
4. Full Return to Play Steps that must be followed can be found on the Club Sports website.

First Aid Equipment

1. Each club must have a fully stocked first aid kit at every game, practice, scrimmage, and while travelling.
2. Clubs are provided a fully stocked first aid kit at the start of each season. Safety Officers must check their first aid supplies before each event. A checklist of items is provided in each first aid kit. Once an item quantity reaches the 'restock' amount remaining, contact the Club Sports Office to obtain additional supplies.

AEDs

1. A portable AED is kept by the Field Supervisor at all times when the West Campus Fields & Tennis Courts are properly reserved. Be sure to know who the Field Supervisor is and where they can be found when you are using that facility. **The Field Supervisor can also be reached at 571.335.6649.**
2. Clubs operating activities inside the RAC, on the RAC Field, on the Outdoor Basketball Courts, or on the RAC Tennis Courts have access to any of the three AEDs permanently located inside the RAC. Safety Officers must be aware of the location of these AEDs and how to quickly get them in the event that it is necessary.
3. Clubs operating activities inside the AFC have access to any of the two AEDs permanently located inside the AFC. Safety Officers must be aware of the location of these AEDs and how to quickly get them in the event that it is necessary.
4. Clubs operating activities inside the Field House or on the Stadium track/ICA fields have access to the AED permanently located inside the Field House. Safety Officers must be aware of the location of this AED and how to quickly get them in the event that it is necessary.
5. While travelling, Safety Officers must learn where an AED is located or how to access one quickly in the event that it is necessary.

Emergency Procedures for Club Sports

All Mason Club Sport Safety Officers are responsible to respond in any emergency situation and should know and understand all of the following procedures:

Life Threatening Emergency Requiring Ambulance, Fire or Police at Mason Recreation Facility

Immediately stop all activities until it is safe to resume.

First Responder (Safety Officer, Supervisor, or Athletic Trainer) stays with patient, treats as necessary and identifies 2 people to:

1. Call 9-1-1 (or 9-9-1-1 from Campus phones), call Campus Police at 703-993-2810, Notify the Manager on Duty (indoor facilities) or Field Supervisor (for West Campus activities – cell number is 571-335-6649) that you have called Campus Police or EMS, so that when they arrive the staff can direct them to your location.
2. Get First Aid Kit & A.E.D.
 - First Responder continues providing first aid to the patient until EMS arrives
 - Complete First Aid Report Form - all forms should be reviewed and given to the MOD or Field Supervisor and reviewed together.
 - Call the Assistant Director of Club Sports – 571-620-8928

- If no answer, leave a message and call Assistant Director of Competitive Sports – 703-509-5688
- Lastly, if approached by media respond with “No Comment”

Non-Life Threatening Emergency at Mason Recreation Facility

Immediately stop all activities until it is safe to resume.

First responder (Safety Officer or Athletic Trainer) determines what support is needed for the accident/incident. If support is needed, First Responder stay with patient treats as necessary and identifies 2 people to:

1. Notify the Manager on Duty or Field Supervisor that you have an injured individual and are providing treatment. If the injury requires the attention of an athletic trainer, please notify the Field Supervisor or Facility Manager to send a trainer. Athletic trainer will take over care when on site for all injuries.
 - a. **Important Numbers:**
 - i. Field Supervisor: 571-335-6649
 - ii. RAC Front Desk: 703-993-5323
 - iii. Field House Front Desk: 703-993-3222
2. Get First Aid Kit & A.E.D
 - If support is needed, First Responder either sends someone for the first aid kit or bring patient to first aid kit. Ask the participant if they would like EMS to be called at their own expense.
 - Continuously monitor patient until treatment is complete. If their condition dramatically worsens, refer to the ‘Life Threatening Emergency’ section.
 - Complete first Accident/Incident report form - all forms should be reviewed and given to the MOD or Field Supervisor.
 - Call the Assistant Director of Club Sports (or text message) and inform them of the incident if you feel it is necessary!

Life Threatening Emergency Requiring Ambulance, Fire or Police at NON-Mason Recreation Facility

Before starting activity, ask individual responsible for the venue (venue manager, opposing team leader, etc.) what their procedure is in the event of an emergency, location of phone, first aid kit and AED. **If the venue does not have a procedure readily available, default to this procedure. Always be aware of the address/location of the facility you are using for the activity.**

Immediately stop all activities until it is safe to resume.

First Responder (Safety Officer or Athletic Trainer) stays with patient, treats as necessary and identifies 3 people to:

1. Call 9-1-1 or appropriate local Emergency Services number
2. Meet EMS at entry point to facility (main gate, parking lot, front door, etc.) and escort them to the location
3. Get First Aid Kit & A.E.D.
 - First Responder continues providing first aid to the patient until EMS arrives
 - Complete First Aid Report Form – forms must be submitted to Club Sports office on next business day
 - Call the Assistant Director of Club Sports – 571-620-8928
 - If no answer, leave a message and call Assistant Director of Competitive Sports – 703-509-5688
 - Lastly, if approached by media respond with “No Comment”

Non-Life Threatening Emergency at NON-Mason Recreation Facility

Immediately stop all activities until it is safe to resume.

First responder (Safety Officer or Athletic Trainer) determines what support is needed for the accident/incident. If support is needed, First Responder stay with patient treats as necessary and identifies 1 person to:

1. Get First Aid Kit & A.E.D.
 - If support is needed, First Responder either sends someone for the first aid kit or brings the patient to first aid kit. Ask the participant if they would like EMS called at their own expense.

- Continuously monitor patient until treatment is complete. If their condition dramatically worsens, refer to the 'Life Threatening Emergency' section
- Complete first aid report form – forms must be submitted to Club Sports office on next business day
- Call the Assistant Director of Club Sports (or text message) and inform them of the incident if you feel it is necessary!

Off-campus activities - emergency

1. Any time an emergency situation arises during club activities, including travel to and from events, where an ambulance or police are called to respond to an incident involving a club member, or professional medical attention is given to a club member, the activity leader must contact the Club Sports Office by phone (phone number is on Emergency Action Plan in all First Aid Kits, but should also be kept readily available by trip leaders), as soon as it is safe to do so, to inform them of the situation. If they are unable to reach their contact, they must contact the Assistant Director, Competitive Sports.
2. All appropriate paperwork must be completed and submitted upon their return to campus.

Club Travel

1. For all club activities over 30 miles away from the Fairfax campus, clubs must complete a Travel Request Form via IMLeagues and submit it to the Club Sports Office at least 48 hours in advance of departure. **Only club activities that have been submitted to the Club Sports Office are covered by the Mason Recreation Catastrophic Injury Policy.**
 - a. For all activities in non-Recreation facilities under 30 miles from the Fairfax campus, clubs must inform the Club Sports office of the event location, date(s), time(s), and opponent(s) by email (gmuclubsports@gmail.com) at least 48 hours in advance of the activity start time.
2. The form requires detailed information on location of travel, times and locations of competitions, host information, opponents, method of travel, route of travel, lodging at the event, vehicle and room assignments, etc.
3. If while travelling, there is a change to any of the plans (i.e. change in lodging, additional games, extending/shortening the length of trip, etc.), the Club Sports Office must be notified by email or phone immediately.
4. If while travelling, any emergencies or incidents occur in which professional medical attention or police service is required (i.e. Club member seeks treatment of a physician, club members are arrested/detained by police, club vehicle involved in accident, club vehicle issued a driving citation, etc.), the Club Sports Office must be notified by phone immediately. This is for the protection of club members, not for reprimands. Phone numbers are available on Emergency Action Plan in all First Aid Kits, but should also be kept readily available by trip leaders.
5. While travelling, the trip leader and Safety Officers must have a Mason Recreation First Aid Kit with them at all times. The First Aid Kit also contains emergency contact info, the Mason Recreation

Emergency Procedures, and First Aid/Incident Forms.

6. Upon returning to campus, the trip leader must complete a Post Competition Report via IMLeagues and submit it to the Club Sports Office within two days of the return. The club must also complete the Club Attendance Log.

Club Travel - Vehicles

1. Clubs cannot drive over 14 hours in any given 24 hour period. The majority of the hours must be during daylight hours.
2. Clubs may not depart before 5:00am or plan to arrive at their destination or back on campus after midnight.
3. No driver may drive for more than 4 hours without a 30 minute break.
4. Driver must be at least 18 years old.
5. In order to drive an 11 or 15 passenger van on a club trip, drivers must:
 - a. Possess a valid United States driver's license for at least two years.
 - b. Be at least 20 years of age.
 - c. Complete a Driver's Application Questionnaire annually.
 - d. Have no more than two at-fault accidents or moving violations within the last two years.
 - e. Have no violations in the past two years for driving under the influence of alcohol or drugs, or reckless driving.
 - f. Have a reinstated license in effect at least one year after suspension or revocation.
 - g. Successfully completed the University's Driver's Familiarization Course.
6. When renting a vehicle, clubs should have the vehicle rented by the Club Sports Office through Enterprise Rent-a-car under the Mason contract. Under the Mason contract, any student or employee (including coaches who have completed the Volunteer MOU) who are at least 21 years of age are covered through Enterprise's insurance policy.
7. When using Mason owned or rented vehicles, only Mason students or registered coaches and staff members may travel in the vehicle. All other individuals are not covered by Mason insurance.
8. Club members travelling in vehicles owned by fellow club members are covered under their own insurance policies – not the institution's.
9. Vehicles may not be overloaded. There must be one seat belt per person. Seat belts must be worn at all times by all passengers.
10. When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic. Check all lights and hitches prior to each departure.
11. No alcoholic beverages are allowed in vehicles at any time. All drivers must have refrained from drinking alcohol at least 12 hours before a trip departure.
12. A first aid kit must be in each vehicle being used to transport club participants.

Severe Weather

1. If severe weather approaches the following procedures will be taken to prevent injury and or death:
 - a. The weather will be monitored by the club Safety Officer or coach that is outside with the activity.
 - b. If thunder is heard or lightning/funnel clouds are seen, the activity **must** be immediately stopped.
 - c. All participants **must** move to shelter. The best option is inside a building, away from windows and doors. If there is not enough time to get indoors, seek shelter in a vehicle, or as a last resort, to the lowest lying area of ground.
 - d. **Clubs must wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.** Each time a new flash of lightning is seen or thunder is heard, the 30 minute count must start over.

A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

2. If a club encounters dangerous travel conditions (i.e. severe thunderstorms/snowstorms), the club should immediately stop and evaluate the safety of continuing to travel (this can be done in consultation with the Club Sports office). If the club deems it to be unsafe to continue, call the Club Sports Office and make arrangements for accommodations to wait out the storm.

Hazing

1. Recreation clubs must not participate in any type of hazing.
2. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that do not contribute to the positive development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include, but are not limited to, tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude. Hazing is typically associated with membership selection and initiation into

an organization or holding office within an organization. It is possible for hazing to occur before, during and after membership selection and initiation.

3. Hazing in any form is strictly prohibited. George Mason University will investigate all hazing allegations. Individuals and organizations found in violation of the Mason hazing policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you have been a victim of hazing or know someone who has been a victim, contact the Club Sports Office at 703-993-5819.
4. Individual club members (including members who volunteer to be hazed) and the club itself are subject to sanctions imposed by the Club Sports Office, Mason Recreation, and the Office of Student Conduct, and subject to criminal charges under the Code of Virginia (or any other jurisdiction the incident occurs in).

FINANCES

General

1. Each club is required to have a Mason Organization Account (typically numbered 4814--). All club funds, including university funding and self-generated revenue, must be in the account at all times. This account will be accessed and monitored by the Club Sports Office.
2. Club funds are part of the Mason Recreation operating budget. All funds in the Organization Account are part of the Mason Recreation budget and follow the Mason Fiscal Year (July 1 – June 30). No funds in the Organization Account carry over to the following fiscal year, as per Mason policy.
3. Should a loss occur, the club's membership is expected to immediately cover the loss (through group fees, surcharges, fundraising, etc.). **Any loss that is not repaid within 30 days will result in the club being suspended from all operations until the amount is repaid in full.** The suspension continues into future Fiscal Years, until the funds are repaid.
4. All financial transactions (i.e. all debits and credits) must be processed through the club account via the Club Sports Office.
5. Debits (money leaving the account) can be made by the Club Sports Office.
 - a. **All purchases must be pre-approved by the Club Sports Office.**
 - b. Methods of payment by the Club Sports Office are VISA (preferred method), and invoice.
 - c. Procedures are listed in the "Accessing Club Funds" section.
6. Credits (money being deposited into the club account) must immediately be deposited into the club's account via the RAC Front Desk.
7. Clubs may NOT have any funds/monies in any place that is outside of Mason (i.e. bank, club member's safe at home, etc.), with the exception of the George Mason University Foundation.

Bookkeeping

1. Each club must maintain a current and accurate set of financial records. Templates for record keeping are available on the Club Sports webpage.
 - a. Club balance sheets (per Club Sports Office records) are available to each club via Google Documents.

2. Receipts for all purchases must be obtained: original is submitted to Mason and the club keeps photocopies for its records.
3. All memos, emails, invoices, etc. relating to a club's finances must be kept.
4. The club's financial records should be compared to the Mason records twice a year, in December and April, through an in-person meeting.
5. A club's financial records must be transparent: any club member should be able to look at the books and see where money is coming from and where money is going at all times.

Accessing Club Funds

1. Permission to Spend Funds:
 - a. A club must request and receive permission from the Club Sports Office (using the Payment Request form via IMLeagues) before making any purchases (this includes purchases for which the Recreation club will be invoiced). **This procedure is to ensure that a purchase is appropriate and that a club has sufficient funds in its account before making a purchase.** Purchases not approved in advance may not be paid or reimbursed.
 - b. The request must include:
 - i. Item to be purchased (i.e. Equipment, facility booking, hotel reservations, plane tickets, etc.).
 1. For hotels: submit the name of the hotel you would like to use, the check-in date, check-out date, number of rooms, types of rooms you would like to use.
 2. For rental vehicles: submit the pick-up date, drop-off date, type of vehicle (car/mini-van/SUV) and Enterprise rent-a-car location you are using.
 3. For plane tickets: submit the name, gender, and DOB of each traveler, plus the airline flight numbers and dates.
 - ii. Supplier.
 - iii. Purpose of item (i.e. the item must be directly related to the club's current activities).
 - iv. Cost of item.
 - v. If an invoice is available, provide the Club Sports Office with the invoice.
 - vi. Payments by check require a W9 to be submitted by the payee (not required for VISA payments).
 1. W9 form is available on the Club Sports website.
 - c. All purchases made by clubs within the Commonwealth of Virginia are Tax Exempt (exception: hotels, airline tickets and gasoline). Please ensure you ask a vendor to not charge tax on purchases made by Mason credit card and by invoice. Tax Exempt Status forms are available from the Club Sports Office upon request.

2. Reimbursements for Purchase

- a. Permission to spend funds must first be received (see 1. above) before any purchase is made.
- b. A member of the Club's executive must submit:
 - i. A completed "Payment Request Form" (signed by one other current club executive AND by the Individual receiving the reimbursement) – **this must be on paper with the signature**. Form can be found on the Club Sports website.
 - ii. The **original** receipt(s) to the Club Sports Office (photocopies of receipts are NOT accepted by Mason's Finance Department).
 - iii. Proof of payment by the individual being reimbursed (a credit card receipt, copy of validated check, copy of bank or credit card statement).
 - iv. A completed W9 form for the individual being reimbursed (unless the individual is a current Mason student or has been reimbursed previously).
 - v. NOTE: No individual meals or expenses will be reimbursed. No lodging, rental vehicle, flights, or rail tickets will be reimbursed – these expenses must be made and paid for using the Club Sports office credit card. This is due to the amount of paperwork required to issue these reimbursements.
 - vi. Meals for all club members (team meals) and travel expenses for club activities (parking at venues, gas for vehicles, tolls) can be reimbursed with proper documentation.
- c. The Club Sports Office will submit the Payment Request Form to the Accounts Payable Department for processing.
- d. Reimbursement checks are mailed directly to the club member who is being reimbursed.

3. Payment for goods and services received

- a. Cash withdrawals are not possible.
- b. The Club Sports Office can pay for club purchases by VISA and then automatically deduct the purchase from the club's account. This is possible for all types of purchases in which the supplier accepts VISA, under \$5,000. The funds to cover the purchase must be available in the club's account at the time of purchase. Please contact the Club Sports Office at least three business days in advance of the required purchase date.
- c. To issue a check to a company for services or goods sold to a club, the Accounts Payable Department requires an invoice from that company that shows:
 - i. Legal company name
 - ii. Company address
 - iii. Date of transaction
 - iv. Club's official name (Not the club executive member's name, not the coach's name)
 - v. Club's address (the address of Mason Recreation)
 - vi. Itemized list of services and/or goods purchased
 - vii. A completed Payment Request form
 - viii. A completed W9 form by the vendor
 - ix. No tax may be charged

- d. The Mason Finance Department follows the standard business practice of issuing checks within 45 days of the transaction date.
- e. The following items may not be purchased by or reimbursed for by clubs:
 - i. Alcohol, flowers, gift cards, individual meals, lodging, rental vehicle, flights, or rail tickets.

Deposits

(Money from fund-raising, donations, etc.)

1. All deposits to a club's operating account must be made directly to the RAC front desk. Money deposited to the account can be submitted by:
 - a. Cash
 - b. Check
 - c. Credit/Debit Card (Visa or MasterCard)
2. **No club member should collect money on behalf of their clubmates and then deposit it – all funds must be deposited by the individual making the payment to the RAC front desk on their own, as per Mason policy.**
3. Deposits to a club's Foundation account must be received by the Club Sports Office. If a check is being deposited, you may leave the check and Deposit Form in the Club Sports Office's mailbox in the RAC lobby. If cash is being deposited, please email the Club Sports Office to set up an in person meeting to deposit the cash.

Account Balance

1. No club will be allowed to have a negative account balance at any time.
 - a. Should a loss occur, the club's membership is expected to immediately cover the loss (through group fees, surcharges, fundraising, etc.). **Any loss that is not repaid within 30 days will result in the club being suspended from all operations until the amount is repaid in full.** The suspension continues into future Fiscal Years, until the funds are repaid.
2. On at least an annual basis (following Mason's fiscal year: July 1 – June 30), each Recreation club will submit to the Club Sports Office, a planned budget that outlines how the clubs plans to cover all its expenses and remain with a positive account balance. This budget should be submitted at the same time as the Budget Allocation Process.

Budget Allocation Process

1. The Budget Allocation Process is defined in the Executive Council for Club Sports (ECCS) constitution.
2. The process takes place each year in the Spring semester. It is used to determine each club's budget allocation for the following year.
3. Any club that fails to present a budget request in person during the times scheduled by the ECCS by April 20th will not receive any budget allocation for the following year.

Foundation Accounts

1. All Recreation Clubs have access to a general Club Sports account in the George Mason University Foundation.
2. Funds given to a club as a gift may be deposited in the account. These funds are eligible for Tax Receipts as a gift for the individual donating the funds.
3. Funds in the Foundation account carry over from year to year (minus a 6% administration fee).
4. All funds deposited into a Foundation account are subject to a 6% administration fee.
5. Clubs with over \$5,000 in the Foundation account may establish their own account.
6. Funds in the Foundation account can be used for any approved club expense.

Annual Report

1. Each club must submit a basic annual (Annual Report template is available for reference) report by June 30 of each year if they wish to continue as a club the following fiscal year.

Membership Fees

1. Fees may be set by clubs on a semester or annual basis. There are three semesters per year; Fall, Winter, and Spring/Summer. Annual fees must follow Mason's fiscal year: July 1 to June 30.
2. Clubs may also choose to have members pay additional one-time payments, to cover any additional expenses.
3. Mason Recreation Membership fees, if necessary for an approved non-full time student or a faculty/staff club member, will be paid to Mason Recreation in person through the RAC Front Desk.
4. Acceptable methods of payment are cash, Visa or MasterCard Credit/Debit card, or check payable to George Mason University (post-dated checks are not accepted).
5. **No club member should collect money on behalf of their clubmates and then deposit it – all funds must be deposited by the individual making the payment to the RAC front desk on their own, as per Mason policy.**
6. **No dues or coaching fees may be paid directly to a coach, advisor, or any other individual. All coaching/administrative fees must be deposited into the club's operating account and paid through Mason.**

Collection of Tournament/Event Entry Fees

1. Clubs hosting tournaments/events may collect entry fees via check to 'George Mason University' or by credit card, by having the payer call the Club Sports Office to provide the card number over the phone.
2. Clubs may not use PayPal, Square, or any other online payment system without approval from the Club Sports Office.

Dues Refunds

1. Refunds of club dues/fees may be issues by clubs, at the discretion of the club executive and the Club Sports Office. Refunds, full or partial, are completed by check and take up to 45 days to process.

UNIFORMS & APPAREL

For uniforms & apparel guidelines, please see the Uniform & Apparel Style Guide.

All uniform and apparel must be approved by the Club Sports Office prior to ordering.

MARKETING & COMMUNICATIONS

Most important:

- ALL marketing & communications MUST be APPROVED in advance by the Club Sports Office.

Your club is part of Mason Recreation

1. Your customers (i.e. your club members) view your club as being part of Mason Recreation. And officially, your club is part of Mason Recreation.
2. When promoting your club (via activities or promotional materials), please remember that you are representing Mason Recreation and George Mason University.

Club Websites

1. All Clubs may have a webpage on the Mason Recreation page. The webpage will use a standardized format listing key information about the club.
2. All changes to the webpage must be made by the Club Sports Office. All requested edits should be emailed to the Club Sports Office. Please allow up to three business days for the edit to appear on the webpage.
3. Clubs may also have their own club webpage and/or Facebook page.
 - a. Clubs must remember that this page represents their club, Mason Recreation and George Mason University. All content must abide by the Mason branding policies and represent all parties in a positive manner.
 - b. All club webpage and/or Facebook page content is subject to edit/deletion by the Club Sports Office if it is deemed to be inappropriate.
4. Mason Recreation reserves the right to edit any material being posted on the webpages.

Social Media

1. All clubs are permitted to have a club Facebook page, Twitter handle, and Instagram account.
 - a. The Club Sports Office must be able to view the club's Facebook page, Twitter account, and Instagram account.
 - b. All club social media accounts may only be used for club information and promotion of approved club activities, such as practice times, game times, fundraising event promotion, etc. When in doubt, ask the Club Sports Office for approval.
 - c. Clubs may only post pictures of individuals who have signed a Club Sports Photographic or Video Image/Likeness Release on their social media accounts. All pictures and video must be appropriate and tasteful.

- d. All club members are responsible for what they post on the club social media accounts. Club members will face sanctions, including Code of Student Conduct disciplinary action, for posting inappropriate comments, photos, videos, etc., posted to social media accounts.
 - e. Clubs may 'like' or 'follow' their league, National Governing Body, opponents and sponsors on social media. All other 'likes' or 'follows' must be approved by the Club Sports Office. All clubs on Facebook must also 'like' the Mason Recreation page. All clubs on Twitter must also 'follow' @MasonRecreation.
2. Video
- a. Clubs have the option to work with Mason Recreation to create video highlighting club activities, or promoting upcoming events. Clubs may also create a suitable video on their own.
 - b. All videos posted online by clubs must be approved by Mason Recreation. Approved videos will be posted on the Mason Recreation YouTube page. Videos can then also be posted on the club's page.
 - c. Clubs may only use videos of individuals who have signed a Club Sports Photographic or Video Image/Likeness Release.
 - d. All video must be appropriate and tasteful.
 - e. All video should also be shared with the Mason Recreation YouTube page.
3. All Clubs are reminded to keep content up to date on their social media and web pages, to encourage visitors to view the content on a regular basis.
4. Other social media
- a. As social media is an ever evolving platform, clubs may not use any other type of social media not covered by this policy without prior consent from the Club Sports Office.

Creating Promotional Materials

1. All communication materials (including, but not limited to, posters, flyers, application forms, invitations, letters, webpages, etc.) must:
 - a. Be submitted to the Club Sports Office for approval before using.
2. All communications materials must meet a minimal standard of professionalism (as determined by the standards set by the Mason Recreation Assistant Director of Marketing).
3. Please submit the item at least 1 week prior to the date you need the final approved copy. Allow 5 or more business days for any modifications/edits that are required.
4. All promotional print materials (e.g. posters) created by a club must contain 3 elements:
 - a. Correct name of the club (your club's name must appear the same way on ALL promotional materials and include the word 'Club').
 - b. Mason Recreation logo (available online or by emailing the Club Sports Office).
 - c. Primary colors should be (or similar to) Mason Green (Pantone 349), Mason Gold (Pantone 116), White, Black, Grey.
 - d. Contact name.
 - e. Contact phone number and/or email.
 - f. Mason Recreation club website URL: clubsports.gmu.edu.

- g. Club's individual website URL or Facebook URL.

Booking Promotional Kiosks and Room in Mason

1. Clubs are able to book and use Kiosks in the Johnson Center for promotional purposes. Clubs may also book rooms in the Johnson Center and around campus to hold meetings and events, if Mason Recreation facilities are unavailable.
2. To book non-Recreation spaces on campus, all clubs must use 25Live, MASON's online scheduling system.
 - a. Clubs must complete the mandatory online training to receive a 25Live account. Training must be completed by May 1 of the previous year.
 - b. Look for emails in April each year with details on how to complete this training.
3. To book Recreation spaces, follow the Facility/Practice Request procedure.

Promoting at Student Involvement Events

1. Recreation clubs are permitted to have tables at several promotional events. This includes: GetConnected 2 Mason and Recreation Splash Night (during Welcome Week), Alumni/Family Weekend (in October), International Week (in November), Homecoming (in February), Mason Day (late April) and Yard Fest (early May).
2. Look for emails from the Club Sports Office for details on how to register for these events.

Other Promotional Opportunities

1. Recreation clubs, as student organizations, are permitted to paint benches and cubes on campus.
2. 38 benches are available to all student organizations to paint around campus. To sign up to paint a bench:
 - a. Registration opens in mid-March. Applications are due by mid-April. Painting takes place in early May. Dates vary by year, check the Student Involvement website for this year's dates.
3. Cubes are located outside of the Skyline Recreation Center/Southside Dining Hall. Cubes are available to all student organizations to promote upcoming events. Cubes are available on a first come, first served basis. Paint can be checked out through the Skyline front desk. Call the Skyline front desk at 703-993-5055 for more information.

Putting up Posters - - - Mason Recreation property:

1. Space on Mason Recreation bulletin boards is subject to availability. We cannot guarantee there will be space for club posters.
2. Clubs may use the Clubs Bulletin Boards, one located in the RAC near the Linn Gym, one located in the AFC near the lower level locker rooms. Clubs may post their own approved materials on the board, as long as there is room.
3. Only posters approved by the Club Sports Office may be posted.
4. No club shall put up posters within Mason Recreation's facilities **OR** on non-club Mason Recreation bulletin boards that are found throughout Mason without prior approval.

5. Club posters that are for Mason Recreation bulletin boards shall be a maximum size of 11" x 17".
6. Posters on Mason Recreation property must have an expiry date. Put this date in the lower right hand corner in small font. The expiry date is needed so we know when to remove the poster.

Putting up posters - - - Other areas of Mason:

1. Only posters approved by the Club Sports Office may be posted.
2. Posters may only be put on bulletin boards. NEVER put a poster on a wall, pillar, door, window, piece of furniture or anything that is not a bulletin board.
3. Clubs are responsible for putting up and taking down their posters from Mason's public bulletin boards.
4. Club are expected to follow the posting procedures for bulletin boards in all other areas of Mason. Please ask each area what their posting procedures are.
5. Any posters put up in a Student Centers facility (including the Johnson Center, Student Union I, Student Union II and Southside) must follow the Student Centers procedures. The detailed procedures can be found here: <http://si.gmu.edu/wp-content/uploads/2011/05/1109-Posting-Procedures.pdf>

Putting up posters - - - Outside of Mason:

1. Only posters approved by the Club Sports Office may be posted.
2. Clubs are responsible for putting up and taking down their posters outside of Mason.
3. Before posting anything, the club will get approval from the property owner.

Sponsorship

1. Clubs are encouraged to seek sponsors to subsidize the costs associated with operating the club.
2. **A club must obtain advance approval and specific instructions from the Club Sports Office before beginning the process of seeking out sponsorship of any kind.** This Mason policy is to ensure there is no conflicting requests for sponsorship by different areas of the institution.
3. A sponsor receives exposure only (no tax receipt) in exchange for a cash and/or gift-in-kind contribution to the club. A donor receives a charitable tax receipt only (no exposure) in exchange for a cash contribution.
4. Prohibited sponsors:
 - a. All alcohol companies (i.e. makers or distributors of alcoholic beverages).
 - b. All companies that promote the consumption of alcohol (one exception: A pub/bar may contribute food or food discounts in exchange for exposure).
 - c. All tobacco companies.
 - d. All current sponsors of Mason Recreation.
 - e. Any company whose products or services could cause public relations issues for George Mason University.
 - f. When in doubt about the appropriateness of a sponsor, always ask the Club Sports Office.
5. Clubs may offer sponsors the following as benefits of sponsorship:
 - a. Banners with sponsor logo put up at games (subject to league rules), mention of sponsors during club events via public address system, placement of sponsor logo on uniforms and apparel (must

be smaller than Mason logo), sponsor logo placed on club posters and advertisements (must be smaller than Mason logo), sponsor logo and mention on club webpage.

- b. Any other ideas must be approved by the Club Sports Office.

Fundraising Activities

1. All fundraising must be pre-approved by the Club Sports Office.
2. The "Activity Request" form (use the Travel Request form) must be received by the Club Coordinator at least 2 weeks (10 business days) prior to the fund-raising event.
3. Fundraising activities may be held at an establishment that serves alcohol/liquor/spirits. Fundraising activities may NOT be held at an establishment whose primary purpose is to serve alcohol (i.e. Restaurant/Bar is acceptable, Nightclub is not acceptable). Always ask for permission before setting up a fundraising event to ensure the venue is acceptable.
4. Alcohol should not be served at a club event hosted outside of a properly licensed establishment.
5. Fundraising activities may not be held in association with any venue in which the university's name, trademarks and images should not be associated or with any activity, product, or image that harms or tarnishes the good academic name, image, and reputation of George Mason University or brings George Mason University into disrepute.
6. The primary focus of a fundraising event can NOT be related to alcohol (i.e. Promoting drink specials, drinking games is NOT acceptable). Alcohol may be served at the event in accordance to liquor laws.
7. Any event where alcohol will be served must include on promotional materials and signage at the venue:
 - a. No Minors, Picture ID Required
 - b. Please Don't Drink and Drive
8. No club will offer or promise to provide a charitable tax receipt to any potential donor. Clubs may be able to provide a tax receipt for certain types of donations that utilize the Club Sports Foundation account. Check with the Club Sports Office for specific details.
9. The Club Sports Office will offer clubs assistance in promoting their fundraising events.

Volunteering

1. All clubs are encouraged to volunteer in the community as a club activity. Volunteer efforts should be to promote the club's sport or to promote a cause of significant meaning to the club's membership.
2. Prior to volunteering as a club event, please complete a Travel Request Form and have it approved.
3. The Club Sports Office would like to offer clubs assistance in planning volunteer events and promoting them.

SUPPORT from Mason Recreation

Support Available from Mason Recreation

1. Assistance in measuring/assessing interest in a potential club for Mason students.
2. Promotion of all Recreation clubs via:

- a. Mason Recreation Individual Club web site
 - b. Referrals from Recreation frontline staff
 - c. Poster space on Mason Recreation bulletin boards (subject to space availability)
 - d. Free use of Mason Recreation display units (subject to availability)
3. Free or subsidized use of Mason Recreation facilities (subject to approval and availability)
 4. Assistance with the financial administration (e.g. member registration)
 5. Financial assistance, per ECCS allocations.
 6. Catastrophic Injury Insurance policy.

Athletic Training Coverage

1. Mason Recreation provides Athletic Training coverage to clubs at a subsidized rate of \$15/hour for all on campus home games.
2. Athletic Trainers are also available most evenings during club practice hours. Schedules detailing the Athletic Trainers' planned locations each evening are listed on the Mason Recreation website. All club members may visit the Athletic Trainers to receive treatment.

Services available from the RAC Front Desk

1. Collection of membership fees and other club deposits by cash, check, and credit/debit card, during all operating hours.

Booking Mason Recreation and Mason facilities

1. Please refer to the "Operation" section

Equipment Storage

1. Mason Recreation has limited storage space.
2. Some storage space may be available to clubs within Mason Recreation. The Club Sports Office, in consultation with Mason Recreation facilities staff, will determine the appropriateness of storing club equipment within Mason Recreation facilities.

Office Space

- a. Mason Recreation is able to provide office space for club business conducted by clubs. Please book time with the Club Sports Office.
- b. Each club is responsible for storage of its paper work, materials, etc.

Photocopying

1. Mason Recreation cannot provide photocopying (free or paid) for clubs.
2. Clubs should use the paid copy services provided throughout the Print Services. Photocopying can be charged to the club's Organization number, with a prior Purchase Request form submission.

Printing Services

1. Mason Recreation recommends that clubs consider using Print Services for their printing and photocopying needs because payment can be made directly from the club's Organization account.
Reminder: Clubs must first submit a Purchase Request form for approval.

Roster Verifications

1. The Club Sport Office is able to verify club rosters and member eligibility, as per individual league requirements.
2. Please submit all requests to the Club Sports Office (do not go to the Student Involvement office or to the Registrar's office).
3. Please allow up to five business days for the approval of the form.

Professional & Legal Guidance

The Club Sports Office and Executive Director of Recreation, as well as your faculty advisor, are available for professional & legal guidance on all club related issues. Our goal at Recreation is for your university experience to be both educational, fun and the start of a lifelong learning process. As part of this process, we want to ensure that all club members stay safe at all times and do not face any legal or financial issues resulting from an accident that occurs during club operations. The clubs policies were created with this in mind. However, situations may arise that are not covered in the manual. For this reason, the Club Sports Office is available to club executive members to assist in resolving these issues and to do as much as possible to keep your university safe and fun.

SANCTIONS, SUSPENSIONS & TERMINATION

All sanctions and suspensions of Recreation clubs and Recreation club members are adjudicated by the ECCS, per the guidelines set out in the ECCS Constitution. The ECCS also has the authority to terminate a club for their actions. The Club Sports Office has the authority, and responsibility to, report any violations of the Mason Code of Student Conduct to the Office of Student Conduct.

A Recreation club may be suspended or terminated for the following:

1. Failing to Fulfill its Administrative Responsibilities.

- a. Recreation clubs will remain active only when the administrative responsibilities set out by Mason Recreation are fulfilled in a timely manner.

2. Failing to follow all Policies & Procedures.

- a. Recreation clubs will remain active only when they follow Mason Recreation's current Clubs' Manual. All violations of policies and procedures will be reported to the ECCS Vice Presidents of Conduct and will be adjudicated at their discretion.

3. **Using the name, logo/symbol and/or initials of George Mason University or Mason Recreation without written consent of MASON or Mason Recreation.**
4. **Disrespecting Mason Recreation or Mason Staff, Facilities or Equipment.**
5. **Forming Agreements with External Parties.**
 - a. Recreation clubs may not commit to any contract or agreement with an external party without prior explicit written approval from the Club Sports Office.
6. **Disregard for Public Safety**
 - a. Recreation clubs which arrange or participate in any activity which is deemed by Mason Recreation to be in blatant disregard for public safety may be suspended or terminated.
7. **Participation in Illegal activities**
 - a. There is zero tolerance toward illegal activity.
 - b. A club member involved in any illegal acts during club activity or while acting as club representative, including while travelling to and from club activities, will be automatically removed from that club and possibly banned from Mason Recreation facilities and programs.
 - c. Depending on the circumstances, the club may also be suspended or terminated.
8. Mason Recreation, through the ECCS, has the jurisdiction to place any Recreation club or any individual club member on probation, thus suspending facility and equipment use and freezing the club's finances for violation of any Mason Recreation or George Mason University policy.

Self-Termination

1. A club may choose to dissolve itself by providing to the Club Sports Office:
 - a. Written notice with the reasons why the club is dissolving.
 - b. Written acknowledgement and agreement from at least 50% of the club's executive.
2. Account balances from self-terminated clubs
 - a. Funds remaining in a club account after that club has been terminated will be transferred back to the Club Sports Emergency Fund account after all financial obligations of the club have been fulfilled. No club members or affiliates may benefit from any funds remaining in a club account after the club has been terminated.

Account Balances of Clubs Terminated by Mason

1. Funds remaining in a club account after that club has been terminated will be transferred back to the Club Sports Emergency Fund account after all financial obligations of the club have been fulfilled. No club members or affiliates may benefit from any funds remaining in a club account after the club has been terminated.