



CLUB SPORTS HANDBOOK

2018-19

GEORGE MASON UNIVERSITY - RECREATION
4400 University Dr, MS 1G6; Fairfax, VA 22030

Table of Contents

Mission & Vision	4
Club Sports Overview	4
Club Sports Mission Statement	4
Club Sports Vision Statement	4
Competitive Sports Staff	5
Office Hours & Contact Info	5
Current Clubs	6
Participation & Membership Eligibility	9
Executive Council for Club Sports (ECCS)	11
Responsibilities	11
Current Officers	11
ECCS Constitution	12
President’s Council	18
Meeting Requirements	18
Club & Officer Responsibilities	18
Conditions of Service	24
Budget & Finances	25
Club Funds	29
Fundraising Activities	31
All fundraising projects must be approved by the Competitive Sports Office.	31
Professional & Legal Guidance	33
Club Status	33
Sanctions	34
Travel	36
Restrictions on Travel	37
Accidents	37
Spring Break & Other Trips	38
Vehicle Rentals	38
General Policies – Procedures	38
Enterprise Rental Car or University Motor Pool Requirements	38
11-15 Passenger Vans	39
Charter Buses	39
Airline Tickets	40
Lodging	40
Hotel Reservations	40
Room Sharing	40
State, Regional, or National Championships	40
Funding	41

Excused Absences for Student Athletes	41
FacilitySpace	41
Mason Recreation Facility Reservations	41
Booking Mason non-Recreation Facility Spaces(on-campus).....	41
Off Campus Facilities	42
Risk Management & Safety	42
Emergency Action Plan (EAP).....	43
Life Threatening Emergency - - Mason Recreation Facility	43
Non-Life Threatening Emergency – Mason Recreation Facility	44
Life Threatening Emergency – non-Mason Facility	45
Non-Life Threatening Emergency – non-Mason Facility	45
Off-campus Activities - Emergency.....	46
IMPACT Testing	47
Student Health Services	47
Hazing.....	48
University Policies	48
Alcohol & Drug Usage.....	48
Food & Beverage	49
Cash Handling Procedures.....	49
External Agreements & Contracts	49
Sponsorships	49
Social Media & Marketing Promotions	50
Appendix	51

Mission & Vision

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

Club Sports Overview

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.

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.

Club Sports Mission Statement

Club sports embodies a holistic well-being environment that fosters positive social interaction through programs and services; we enhance the overall Mason experience and provide recreational and educational opportunities for transformative lifestyles.

Club Sports Vision Statement

- **Embodying the Well-Being initiative** by providing a place for all members of our Mason community in an environment where they can personally thrive while contributing to the overall mission.
- **Embody lifelong learning**
- **Empower students** to be socially conscious leaders.
- **Create opportunities** and communities for student learning, involvement and engagement with peers, faculty staff and administrators.
- **Engage** Mason's diverse, global and multicultural community to enrich the educational environment, promote mutual respect and civility, and develop global citizens.

Competitive Sports Staff

Professional Staff

Paul Bazzano

Asst. Director, Comp. Sports, Camps, & Athletic Training

Office: RAC- #2008

Phone: 703.993.3291

Email: pbazzano@gmu.edu

Drew Devore

Coordinator, Comp. Sports, Camps, & Special Events

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Merrissa Vault

Coordinator, Comp. Sports, Camps, & Special Events

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Student Staff

Dan Labriola

Program Asst., Competitive Sports & Camps

Office: RAC

Phone: 703.993.4681

Alyssa Nacman

Program Asst., Competitive Sports & Camps

Office: RAC

Phone: 703.993.4681

Michael Parker

Program Asst., Competitive Sports & Camps

Office: RAC

Phone: 703.993.4681

Office Hours & Contact Info

Office Hours: Monday through Thursday, 9 a.m.-6 p.m.; Friday, 9 a.m.-5 p.m.

Mailing Address:

George Mason Club Sports

Attention: (Place Club Name Here)

George Mason University

4400 University Dr, MS 1G6 Fairfax, VA 22030

Office Phone: 703.993.4681

Fax: 703.993.2510

Email: gmuclubsports@gmail.com

Website: Recreation.gmu.edu

Current Clubs

Co-ed Clubs	Men's Clubs	Women's Clubs
Archery	Baseball	Basketball
Badminton	Basketball	Lacrosse
Brazilian Jiu-Jitsu	Football	Rugby
Crew	Ice Hockey	Soccer
Cycling	Lacrosse	Softball
Equestrian	Rugby	Ultimate
Fencing	Soccer	Volleyball
Field Hockey	Ultimate	Women's Ice Hockey
Powerlifting	Volleyball	
Quidditch		
Running		
Swimming		
Ski & Snowboard		
TaeKwonDo		
Tennis		
Trap & Skeet		
Triathlon		
Underwater Hockey		

How to Start a Club

The acceptance of new club requests falls under the jurisdiction of the ECCS. Anyone wishing to start a new club should follow the “New Club Checklist” and submit the online application to the ECCS. The ECCS will schedule a meeting with the individual(s) making the request. Following the in-person meeting, the ECCS will vote to accept or deny the request to join the Club Sports program. Clubs may only apply once a semester to start a new club.

Application deadlines for new clubs are:

- Fall = April 1
- Spring – November 1

Requirements prior to submitting application:

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 on campus.

4. Thoroughly read the “Club’s Policies & Procedures” available on the Mason Recreation Clubs webpage.
 - a. Make sure you completely understand and are willing to abide by all the requirements for starting and maintaining a club.

5. Optional: Contact OSI about starting a non-sport related club under them (si.gmu.edu).
6. Provide proof of interest:
 - a. 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).
 - i. Individual sports require a minimum of 10 active members
 - ii. Team sports require the number required to field a team plus half
 - iii. Example: Baseball requires 9 players to field a full team for competition. To start a new baseball club, you would be required to have 14 players.
 - iv. Clubs are required to maintain these ratios or risk losing the “active” status
 - b. 100% of these people must be current Mason credit students.
 - c. If you need help determining if there’s sufficient interest, contact the Competitive Sports Coordinators for assistance.
7. Find a Mason employee advisor:
 - a. For information on the role of this person, please see “Requirements”.
 - b. This person must actually be involved in the operation of the club (can’t just be a name on paper).
 - c. Club Sports Coordinators may be considered as advisors.
8. Create a club constitution. Templates for a constitution are available on the Club Sports webpage.
9. Create a written plan that includes:

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 officers 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)

All applications will be reviewed by the ECCS for approval, amendment, or denial.

Participation & Membership Eligibility

Membership to a sport club is open to all current students paying the dedicated fee. Membership is also open to current semester and annual Mason Recreation members who are 18 years or older.

Students who attend school at one of the George Mason University regional campuses are eligible to participate with sport clubs on the Fairfax campus, provided they have a Recreational Sports Membership. It is up to the individual sport's governing body or league rules if those students are eligible to participate in league or tournament play.

Completion of registration forms on IMleagues is required for participation in all Club Sports. Competing without completing these forms may result in the revocation of your eligibility from future participation in the Club Sports program.

1. Full-time Students:

Undergraduate: (12 or more credit hours) eligible to participate in club sports

Graduate: (9 or more credit hours) eligible to participate in club sports

2. Part-time Students:

All part-time students must purchase a Mason Recreation membership to be eligible to participate in the club sports program.

3. Faculty/Staff:

Must have a current Mason Recreation membership to participate in club sports. Each club has specific policies within their club constitution regarding faculty/staff participation. Faculty/staff members may not be eligible to compete for the club due to policies established by their national governing body (NGB).

Roster Verification

1. The Competitive Sports Office is able to verify club rosters and member eligibility, as per individual league requirements.
2. Please submit all requests to the Competitive Sports Office and allow up to five business dates for approval.

Pre-participation Requirements

Each club member is required to complete the following before he/she will be recognized as an official member of a club:

1. New member online training and quiz - **IMleagues**
 - a. Must be completed within 10 business days of joining the club
2. Assumption of Risk Form - **IMleagues**
3. Club Sports Accountability Form- **IMleagues**
4. Club Sports Participation Form- **IMleagues**

5. Buckley Amendment Consent Form- **IMleagues**
6. Club Sports Emergency Contact Information- **IMleagues**
7. Authorization to Use/Disclose Protected Health Information- **IMleagues**
8. Physical Form- **Recreations.gmu.edu**
 - a. Submitted on an annual cycle
 - b. Must be reviewed and approved by the Athletic Training Staff
9. Proof of Medical Insurance Form- **IMleagues**
10. Athlete Concussion Acknowledgement Form- **IMleagues**
11. *High Risk Sports*: Concussion Baseline Tests- **RAC, Office Hours**
 - a. High Risk Sports include: Football, Equestrian, Ice Hockey, M. Lacrosse, M/W Rugby, M/W Soccer, Ski & Snowboard, and Quidditch
12. Clubs are required to ensure that all of their members remain eligible in conjunction with Conference, Regional, State, NIRSA, NCAA or other association guidelines. Certifications of eligibility may be required for club members, and this can typically be handled with the help of the Registrar's Office.

Executive Council for Club Sports (ECCS)

The Executive Board is comprised of seven students who are current members of active, University recognized sport clubs. Executive Board members are selected to serve one-year terms but may be chosen to serve one additional year (total term = two years). New members are selected each spring.

The Executive Board will advise the Competitive Sports administrative staff on all matters pertaining to the administration of the program. Applicants must be a member of a current club sport organization, maintain a minimum 2.0 cumulative GPA, and have been an officer within their club for a minimum of 1-year.

Responsibilities

- Recognition of new clubs and membership within the Club Sports program
- Hear and make recommendations on club disciplinary issues
- Review and make recommendations of Club Sport policies and procedures
- Oversight of the budget allocation process
- Assist in the marketing and promotion of the Club Sports program
- Assist in the development of Club Sports service projects and fundraising opportunities
- Any and all matters deemed appropriate

Current Officers

Dana “DJ” Mendoza
Executive Council President
Crew Club

Sarah Younes
Executive Council Member
Equestrian Club

Kyle Williamson
Executive Council Member
Men’s Club Ultimate

Xavier Savannah
Executive Council Member
Club Football

Spencer Neher
Executive Council Member
Men’s Club Ultimate

Katie Kane
Executive Council Member
Women’s Club Ultimate

Katie Wildeus
Executive Council Member
Women’s Club Soccer

ECCS Email Address: gmueccs@gmail.com

ECCS Constitution

Article I: Name and Purpose

Section A: The name of this organization shall be Executive Council of Club Sports (ECCS)

Section B: The responsibilities of the ECCS include, but are not limited to:

1. Allocation of funds for all Club Sports (Basic and Emergency)
2. Amend the constitution
3. To understand the policies and procedures of Club Sports
4. Determine disciplinary actions, as needed
5. Act as a mediator for clubs with internal conflicts
6. Act as a liaison between club sports and the University staff
7. Accept additional responsibilities as assigned by club sports staff
8. Provide direction for the implementation of new regulations and policies

Article II: Membership

Section A: Qualifications to be on the ECCS, one must:

1. Be a part of a club sport for at least one year
2. Hold an official position on a club sport (current or past)
3. Be willing and able to attend scheduled meetings and meetings on short notice
4. Be able to abide by guidelines for your elected position
5. Hold an unbiased opinion towards all club sports
6. Be in good standing with the University (Having a cumulative 2.0+ GPA)
7. Be a full-time student according to University guidelines

Section B: Election of the ECCS

The Executive Council of Club Sports will consist of seven (7) members elected by the members of the Club Sports President's Council. Elections will take place at the Club Sports President's Council meeting in February. Applications will be submitted by email to gmuclubsports@gmail.com or in person to the Competitive Sports Office. All candidates will be given the opportunity to make a 2-minute address to the President's Council prior to the vote.

Each club will be given one ballot and may vote for up to seven candidates. The seven candidates with the most votes will be declared the winners of the election.

Once the seven Executive Council members are elected, they will then elect within themselves the official positions for the year. Responsibilities for each position are described in Article III.

If the council cannot decide for themselves on positions, they will then do a vote between the seven elected members to decide roles. You will not be able to vote for yourself

during this process. If there is still a tie for any position, the Assistant Director will decide the final tiebreaker.

Officers will serve an annual term from May 1st to April 30th.

Article III: Position and Responsibilities of the ECCS

President

1. Shall establish meeting dates and times
2. Assign out necessary duties to other officers and members
3. Responsible for presiding over any meetings
4. Responsible for setting meeting times for the budget process
5. Informing all clubs of budget allocations
6. Acting as a liaison between individual club sports and the ECCS
7. Responsibilities as assigned

Vice Presidents of Conduct (2 members)

1. Determine sanctions for clubs and individual members who do not abide by club sports policies
2. Conduct disciplinary hearings
3. Act as a mediator for clubs with internal conflicts
4. Keep up-to-date on all club sport conflicts
5. Notifies club Presidents of violations (current or potential)
6. Responsibilities as assigned

Vice Presidents of Finance (3 members)

1. Allocating money from the emergency funds on an as needed basis to club sports throughout the school year
2. Conduct meetings to determine a club's validity of applied fiscal needs
3. If a situation arises where one of the VPs of Finance's club or club member is requesting additional funds, the President will take the place of that VP.
4. Provide financial advising
5. Inform VPs of Conduct of misuse of allocated funds
6. Responsibilities as assigned

Vice President of Administration

1. Stay up-to-date on all Club Sports social media, including ensuring Club Sports social media accounts are being utilized properly.
2. Inform VPs of Conduct of missing/late paperwork
3. Design club sports T-shirt and work with Club Sports staff to order and distribute to all clubs
4. Plan the end of the year celebration
5. Promote a sense of community amongst the clubs
6. Organize and communicate all Club Sports events
7. Submitting amendments into the constitution.
8. Keep minutes of all ECCS meetings

9. Responsibilities as assigned

Section E: Term Limits

Each member of the ECCS may only serve a maximum of two years in a particular position on the Council.

Section F: Removal of ECCS Officers

Cause for removal shall be defined by any ECCS officer not fulfilling the duties described above. Additionally, an ECCS officer's position shall be deemed up for removal if they do not follow the Manual for Club Sports. Any member of the GMU community can submit a report of an infraction to the ECCS President or Assistant Director of Club Sports. Evidence of the said officers' infractions must be present at the meeting of removal and presented in a clear, non-biased manner to the ECCS. Upon recognition of an act that would constitute grounds for removal from a position, the next meeting would hold a vote for removal by all members of the ECCS. The vote for removal shall require a unanimous vote by the remaining ECCS members.

Section G. Vacancies

A vacancy shall be declared when an officer resigns, is removed, or is no longer capable of fulfilling the duties of their position. The ECCS will announce the vacancy to all Club Sports members, seeking candidates to fulfill the position. A vote for temporary office will be held with simple majority rule of the full ECCS, and the individual elected will hold that office until the next election season.

Article IV: Budget Allocation

Section A: The budget allocation process will take place each year between mid-March and late-April. At least 3 Executive Council members must attend each budget presentation. Each club will present their proposed budget for the following fiscal year to a group of ECCS members.

- Clubs may not present their budget to an ECCS member of their own club
- Each club will have a 15-minute time slot
 - 10 minutes for presentation
 - 5 minutes for questions from ECCS

After all presentations are complete, the Executive Council, as a whole, will meet and determine budget allocations based on presentations they have heard. Clubs will be informed by the President of the ECCS of their next fiscal year allocations by the end of April.

Section B: Should a club fail to show up during their scheduled time slot they may be eligible to reschedule at the discretion and convenience of the ECCS. Failure to show up to their rescheduled time slot will result in no allocation for that year.

Article V: Amending the Constitution

Section A: Any member of the ECCS may suggest amendments to this Constitution.

Amendments will be submitted to the President for revision in paper form with all important information presented, including a listing of the given problem and a potential solution for the problem. Once revised by the President, it will then be presented to the full ECCS for voting, requiring a majority rule for it to be accepted and put into effect. Once the amendment is approved, it will then be submitted to the VP of Administration to be put into the official ECCS Constitution.

Article VI: Disciplinary Hearings

All infractions of club sport policies will be reported to the VPs of Conduct. Consequences will be determined on a case by case basis. Severe cases could result in a disciplinary hearing, which consists of at least 5 out of 7 members on ECCS.

The procedure observed by the ECCS will closely resemble the following:

Each party will have an opportunity to present a narrative statement, beginning with the complainant. The complainant will be represented by the university and will present pertinent information, including any relevant documentation. The respondent, followed by the ECCS, will then have an opportunity to ask clarifying questions. The responding party will represent him/herself and present pertinent information, including any relevant documentation. The complainant, followed by the ECCS, will then have an opportunity to ask clarifying questions. Following this, each party will have an opportunity to present relevant witnesses to supplement the narrative account. Questioning of witnesses will follow. Prior to concluding the meeting, the ECCS will solicit sanction recommendations from each party, in the event sanctions are needed.

When both parties have presented their case, each will be allowed a closing statement, beginning with the respondent. All parties will then be dismissed while the ECCS deliberates. The ECCS will inform the complainant and the respondent of their decision within five business days.

Article VII: Appeal Process

From time to time clubs are removed from active sport club status and are no longer recognized by the Competitive Sports Office. The reason this typically happens is because clubs are not adhering to the Student Code of Conduct or other disciplinary reasons. When it comes to being suspended for disciplinary reasons, the club has the right to appeal this decision. The appeal will be heard by the Associate Director of Programs. his/her's decision will be final.

The steps to appeal this decision are as follows:

1. Write a letter to the Associate Director of Programs
 - a. Included in this letter should be:
 - i. Why you are appealing
 - ii. Evidence to prove why this decision should be changed
 - iii. Changes that will be made by the club to prevent this from happening again if reinstated.
2. Set up a meeting with the Associate Director of Programs to discuss the situation.

Please allow 3-5 business days after the meeting with the Associate Director of Programs within for a decision to be rendered. All appeal decisions are final.

In the case of a club being removed via Student Life Student Conduct, the guidelines set forth through their sanctioning process will be enforced in conjunction with Recreational Sports.

Article VIII: Executive Council Meetings

Executive Council Meetings will take place on a monthly basis prior to the Club Sports President's Council Meeting.

Additional meetings may be scheduled as needed.

President's Council

The Club Sports President's Council is comprised of officers or appointed members from each active and University recognized sport club. Each active and recognized club is eligible to be represented by one voting member on the Council. Council members will always have the opportunity to present issues or state concerns to the Executive Council for Club Sports (ECCS). Council meetings are held on a monthly basis, typically the first Sunday of each month throughout the academic year.

Council meetings provide the opportunity to share information regarding department policies, procedures, events, etc. The council is also responsible for electing new officers to the ECCS.

Meeting Requirements

Each club is required to have one member of their executive board present at each President's Council meeting, unless they have been granted prior written approval from the Competitive Sports Administrative staff. Attendance will be taken at each meeting.

Disciplinary actions for violation of this policy:

- 1st offense = Written warning shared with all members of the club
- 2nd offense = All club operations will be suspended for 2 weeks
- 3rd offense = 1-month suspension
- 4th offense = club operations are suspended the remainder of the academic year. All unused club university allocations will be returned to the Club Sports Emergency fund.

Club & Officer Responsibilities

Mason Club Sport organizations are required to operate within the organizational structure to ensure required duties are completed and the club remains a viable part of the campus community. All clubs are required to have a President, Vice President, Treasurer, and (2) Safety Officers.

Club Responsibilities

1. **Elections:** All clubs are required to elect a President, and it is recommended that the club elect several officers on an annual basis to handle the club's administrative and organizational function. Notice of election results must be reported to the Club Sports Administrative staff, and an up-to-date list of officers and contact information is required to be on file with the Competitive

Sports Office. Officer updates should be updated in IMleagues and on Get Connected.

2. **Officer Roles:** All sport club officers are expected to volunteer their time and they receive no monetary compensation during their service. All club officers are expected to serve as liaisons between their club members, Competitive Sports Office, the Executive Board, Presidents' Council, and the Campus Recreation Program. It is the responsibility of the club to change or elect new officers if the current ones are not functioning effectively.

3. **Operation's Manual:** All club members are required to review, know, understand, and abide by the policies and procedures outlined in the Club Sports Manual.

Club Officer Responsibilities

As stated above, all sport club officers are expected to volunteer their time, and they receive no monetary compensation during their service. It is acceptable for an individual club to reduce or eliminate club dues for officers as long as this provision is stated in the club's constitution and all club members are notified of this policy. All club officers are expected to serve as liaisons between their club members, Competitive Sports Office, Presidents' Council, and the Campus Recreation Program.

President

- Attend the mandatory Officer's training in August and January.
- Communication: The importance of the club president communicating with their club members and with the sport club staff cannot be overemphasized. The president is the liaison between the club and the Competitive Sports office.
- Read and understand the contents of the Sport Club Manual to ensure club compliance with Competitive Sports office requirements.
- Attend all the Sport Club meetings or send another club officer in your place.
- Evaluate coach/instructor at the end of the season.
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed
- Familiarize incoming officers with Sport Club Manual.
- Submit all registration applications.
- Maintain a complete and accurate list of memberships, officers, advisor and coaches: numbers, addresses, email addresses, etc.
- Submit membership list and completed release and waiver of liability agreement to the Competitive Sports office.
- Hold regular meetings with club members.
- Determine a storage location for equipment.
- Assist club treasurer in preparing the annual budget and keeping track of club financial status.
- Promote good sportsmanship on and off the field.
- Have an emergency action plan.
- Ensure that safety is addressed at all club practices, competitions or activities.
- Implement proper disciplinary action procedures when warranted.
- Assist and supervise fundraising projects.

Vice President

- Serve as the club representative in the absence of the president.
- Schedule facilities for practice, games and/or special events.
- Make travel arrangements.
- Coordinate fundraising events.
- Notify the Competitive Sports office staff of travel, fundraising and changes to club related events.
- Read and understand the contents of the Sport Club Manual.
- Make provisions for official, support personnel, equipment and site preparation for all activities.

Club Treasurer

- Keep current financial records by documenting each expenditure and deposit.
- Make sure club funds are used properly.
- Ensure financial business is conducted in compliance with policies and procedures.
- Ensure that club members have paid membership dues.
- Assist with club fund raising activities.

Club Secretary

- Keep records of all activities—document meeting minutes, game results and promotional and marketing ventures.
- Submit post competition results and/or activity report to Competitive Sports office (game results, trip highlights, fundraising results, special events, etc.)
- Remind club members of upcoming meetings, events and matches via call and/or email
- Develop and maintain newsletter items (i.e. press release, web site data)
- Notify the Competitive Sports office staff of any changes in club schedule (games, trips or practices), leadership, membership, etc.

Faculty Advisor & Coach Responsibilities

Faculty 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.

Role 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 Competitive 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 money)
 - iii. Travel requests

Coaches

Recreational Sports acknowledges that our sport clubs often benefit from the assistance and direction of coaches and instructors. While we realize that the majority of coaches are volunteers, their participation in the university sponsored club requires that they uphold our standards, policies, and regulations.

The sport club program does not require club coaches. Knowledgeable coaches are appreciated to help clubs compete and learn sport skills. Each sport club coach must complete a background check, coach form and required training before they begin practicing, instructing or coaching. Coaches should remember that all clubs exist for supporting student growth and leadership.

Coaches should also understand their role on the team as sport experts and mentors of students and they have no voting privileges within the club whatsoever. Those selected as coaches must act in a supervisory role and abide by all Recreational Sports, Student Life and university guidelines. These include, but are not limited to, sexual harassment and alcohol policies. Please contact the Competitive Sports office if any questions, concerns or issues arise.

All coaches must complete the steps listed below before they are allowed to begin any work with the club:

Paid Coaches

1. Submit an application to the club and attach any certifications/resume
2. The club shall review the application and share it with the Club Sports Administrative staff.
3. The candidate **MUST** then complete the Background Check which will be administered by Mason HR.
4. Determine a rate of pay. This must be an hourly rate for which the coach will be paid for their time. Tracking, reporting and approval of hours worked is the responsibility of the club. Failure to submit timesheet hours will result in a \$20 fee to the club.
5. Submit a Worker Request Form to HR
6. All coaches **MUST** complete the following trainings/paperwork prior to beginning work with the club:
 - Concussion training
 - Coaches Agreement
 - Emergency Contact Information
 - Parking Decal Request

Paid coaches will receive a discounted rate for a decal, which they must pay for. The form must be signed by the Assistant Director, Club Sports. The completed form will be taken to parking services to make payment and receive the decal.

Volunteer Coaches

1. Submit an application to the club and attach any certifications/resume
2. The club shall review the application and share it with the Club Sports Administrative staff.
3. Upon approval for hire, the candidate MUST sign the Volunteer MOU_form and submit it to the club. Forms may be faxed to 703-993-2510.
4. The candidate MUST then complete a background check which will be Administered by Mason HR.
5. All coaches MUST complete the following trainings/paperwork prior to beginning work with the club:
 - Volunteer MOU
 - Coach Agreement
 - Concussion training
6. Parking Information – Decal Request Form
 - Volunteer coaches will receive a complimentary parking decal and Mason Recreation Membership while serving in their capacity as a volunteer.
 - Memberships shall be deactivated once they are no longer working with the club or have failed to complete the required steps for approval.
7. Volunteer coaches are eligible to receive an honorarium of up to \$2,000 from the club. An Honorarium may only be issued once per calendar year.
 - Use the Honorarium Payment Request Form and submit it to Accounts Payable along with a W9 for the coach:
<http://fiscal.gmu.edu/wp-content/uploads/2014/01/HonorariumPaymentRequestJan2014.pdf>

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, polices 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 Competitive 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. Compensation agreements 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 Competitive Sports Office. The Competitive 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.

Coaches are required to have a valid parking decal and follow all university policies for parking on campus.

12. 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.
13. 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.

Budget & 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 Competitive 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 Competitive Sports Office.
5. Debits (money leaving the account) can be made by the Competitive Sports Office.
 - a. All purchases must be pre-approved by the Competitive Sports Office.
 - b. Methods of payment by the Competitive 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.

Funding Types

1. Student fee allocation
 - a. Funding provided by Mason Recreation.
 - b. Student fee allocation may not be spent on food & beverage items, coaching salaries, airfare, or personal items.
2. Self-generated revenue
 - a. Revenue generated from club dues, entry tournament entry fees, sponsorships, donations, fundraisers, etc.
3. Carry forward
 - a. Balance of self-generated revenue from the previous year

Book Keeping

Each club must maintain a current and accurate set of financial records. Templates for record keeping are available on the Club Sports webpage.

- Club balance sheets (per Competitive Sports Office records) are available to each club via Google Documents.
- Receipts for all purchases must be obtained: original is submitted to Mason and the club keeps photocopies for its records. All memos, emails, invoices, etc. relating to a club's finances must be kept.
- The club's financial records should be compared to the Mason records twice a year, in December and April, through an in-person meeting.
- 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.

Types of Accounts

ORGS – Each club is assigned an ORG# after the club has been approved by the ECCS. This is where the majority of spending and deposits will take place. All dues paid at the RAC customer service desk will be deposited into the club ORG. *See a full list of current club ORGS below.

Foundation – The GMU Foundation is a 501(c)3 organization and tax deductible. Foundation accounts are helpful as they allow free spending on approved purchases by the club. The Foundation does keep a 6% administrative fee on all funds received.

- All Recreation Clubs have access to a general Club Sports account in the George Mason University Foundation. *All deposits should include the name of the club and the “APPEAL CODE”
- 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.
- Funds in the Foundation account carry over from year to year (minus a 6% administration fee).
- Clubs with over \$5,000 in the Foundation account may establish their own account.
- Funds in the Foundation account can be used for any approved club expense.

Current Foundation Accounts

- General Account 120530
- Crew 120043
- Football 120074
- Ice Hockey- Men’s 120510
- Rugby – Men’s 120413
- Trap & Skeet 120387
- Crew Club Endowment 120443

Org Numbers

481410 – Club Sports Admin

This is the general Club Sports org for all administrative functions (FT staff wages, PT staff, fringe benefits, athletic training contract, office supplies, or any other administrative function.

481406 - Champions (Emergency Fund)

The Champions org has been designated for any funds allocated to the Club Sports Emergency Fund. Funds are allocated for this org as part of the EECS budget allocation process. Clubs may apply for additional funding through this org once they have exhausted all of their funding. Funds from this org may be dispersed by the EECS to support newly approved clubs. Apparel purchases may not be made using emergency funds.

Club Specific Orgs

481402 – Crew

481404 – Rugby-M

481405 – Officials

481407 – Field Hockey

481409 – Trap & Skeet

481416 – Ultimate-M

481417 – Equestrian

481418 – Ice Hockey-M

481455- Ice Hockey- W

481419 – Underwater

Hockey

481420 – Lacrosse-W

481421 – Running

481423 – Soccer-M

481427 – Fencing

481428 – Volleyball-M

481429 – Volleyball-W

481450 – Ski & Snowboard

481431 – Swimming

481432 – Baseball

481433 – Soccer-W

481434 – Triathlon

481436 – Tennis

481437 – Softball

481438 – Rugby-W

481441 – Badminton

481442 – Quidditch

481443 - Wrestling

481444 – Cycling

481445 – Ultimate-W

481446 – Taekwondo

481447 – Basketball-W

481510 – Golf

481512 – Powerlifting Club

481451 – Basketball – M

481452 – Archery

481453 – Brazilian Jiu-Jitsu

481454- Club Sports Executive Council

Club Funds

1. Permission to Spend Funds:
 - a. A club must request and receive permission from the Competitive 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 Competitive Sports Office with the invoice.
 - vi. Payments by check require a Virginia State 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 Competitive Sports Office upon request.

Reimbursements

Reimbursements will not be processed for purchases that have not been approved by the Competitive Sports Office beforehand.

1. Permission to spend funds must first be received (see 1. above) before any purchase is made.
2. A member of the Club's executive must submit:
 - a. A completed "Payment Request Form"
 - A signature is required from a club executive member and the Individual receiving the reimbursement.
 - The form can be found on Clubsports.gmu.edu.

- b. The **original** receipt(s) to the Competitive Sports Office
- Note: photocopies of receipts are NOT accepted by Mason's Finance Department.

Online Donations

Individuals wishing to donate to the Club Sports program or to a specific club may do so online at: <http://giving.gmu.edu/>

When donating online, it is important to make note of what club you would like the funds to go to. A list of "Appeal Codes" is in the process of being generated by the Foundation Office.

Appeal Codes

Archery	CS36	Crossfit	CS6
Badminton Club	CS1	Cycling Club	CS7
Baseball Club	CS2	Equestrian Club	CS8
Basketball Men's Club	CS38	Fencing Club	CS9
Basketball Women's Club	CS3	Field Hockey Club	CS10
Brazilian Jiu-Jitsu	CS37	Golf Club	CS11
Bowling Club	CS4	Lacrosse Men's Club	CS12
Cricket Club	CS5	Lacrosse Women's Club	CS13
Martial Arts	CS14	Synchronized Swimming Club	CS25
Paintball Club	CS15	Tae Kwon Do Club	CS26
Power Lifting Club	CS16	Tennis Club	CS27
Quidditch Club	CS17	Triathlon Club	CS28
Roller Hockey Club	CS18	Ultimate Frisbee - Women's Club	CS29
Rugby Women's Club	CS19	Ultimate Frisbee Club	CS30
Running Club	CS20	Underwater Hockey Club	CS31
Soccer Men's Club	CS21	Volleyball Men's Club	CS32
Soccer Women's Club	CS22	Volleyball Women's Club	CS33
Softball Club	CS23	Wally Ball Club	CS34
Swimming Club	CS24	Wrestling	CS35

Once a new club has been approved, an appeal code will need to be created via the Foundation. Please email the Assistant Director, Finance to have a new appeal code created.

Foundation Contact: Diane Thornburg dthornbu@gmu.edu.

Fundraising Activities

All fundraising projects must be approved by the Competitive Sports Office.

1. The “Activity Request” form (use the Travel Request form) must be received by the Competitive Sports Coordinators at least 2 weeks (10 business days) prior to the fund-raising event.
2. 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.
3. Alcohol should not be served at a club event hosted outside of a properly licensed establishment.
4. 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.
5. 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
6. 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.
7. 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 Competitive Sports Office for specific details.
8. The Competitive Sports Office will offer clubs assistance in promoting their fundraising events.

Raffles

Clubs are permitted to conduct raffles using items paid for using self-generated revenue. Prior to conducting any raffle, the club officers are required to submit a fundraising request and meet with the Club Sports administrative staff. Club MAY NOT take part in any activity that resembles gambling without special approval through legal counsel and the university.

Examples of gambling:

- NCAA pool for money
- Bingo
- Casino night
- 50/50

Tournament – Event Entry Fee Collection

Clubs hosting tournaments/events may collect entry fees via check to ‘George Mason University’ or by credit card, by having the payee call the Competitive Sports Office to provide the card number over the phone.

Clubs may not use PayPal, Square, or any other online payment system without approval from the Competitive Sports Office.

Professional & Legal Guidance

The Competitive Sports Office and recreation department are available for professional and legal guidance on all club related issues. Mason Recreation encourages lifelong learning as a part of the University experience through educational programming and services. The Competitive Sports administration seeks to ensure that all club members abide by all risk management policies and do not face any legal or financial issues resulting from an accident that occurs during club operations. The Club Sport policies were created with this in mind, however, situations may arise that are not covered in the manual. For this reason, the Competitive Sports Office is available to club executive members to assist in resolving any issues that may arise.

Club Status

Clubs must maintain an active status to obtain financial support from the Competitive Sport’s Office.

Active

Active clubs are in good standing with the Club Sports program and the ECCS. Active clubs adhere to all program guidelines. These clubs maintain the minimum roster requirements), with no more than 25% consisting of faculty and staff.

Probation

Clubs are placed on probation when officers or members violate program or department policies, procedures, and guidelines and/or fail to meet program requirements and expectations. Clubs may be placed on probation for reasons including, but not limited to: missing required training sessions, repeatedly missing program deadlines, non-compliance with safety and risk management practices, failure to adhere to policies and procedures outlined in the Club Sports Handbook, and/or violations of the Club Sports code of conduct by individual club members or teams. The Club Sports ECCS determines the length of probation and sanctions to impose based on the severity of the violation.

Suspension

Suspension can be a result of a major violation to the policies and procedures in the Club Sports Handbook,

Club code of conduct, and/or University code of conduct. The club will no longer be recognized by Mason Recreation or the ECCS. Suspension can also be a result of inadequate improvements made during a club's probationary period. All club activity (including practices, events, socials, community service, meetings, travel, budget use and use of facilities) is suspended. Suspensions can last up to 3 years at the discretion of the Club Sports professional staff. If the club wishes to return, they must re-apply to the Club Sports program

Sanctions

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 Competitive 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 Competitive 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.

Appeals

From time to time clubs are removed from active sport club status and are no longer recognized by the Competitive Sports Office. The reason this typically happens is because clubs are not adhering to the Student Code of Conduct or other disciplinary reasons. When it comes to being suspended for disciplinary reasons, the club has the right to appeal this decision. The appeal will be heard by the Associate Director of Programs. his/her's decision will be final.

The steps to appeal this decision are as follows:

1. Write a letter to the Associate Director of Programs
 - a. Included in this letter should be:
 - i. Why you are appealing
 - ii. Evidence to prove why this decision should be changed
 - iii. Changes that will be made by the club to prevent this from happening again if reinstated.
2. Set up a meeting with the Associate Director of Programs to discuss the situation.

Please allow 3-5 business days after the meeting with the Associate Director of Programs within for a decision to be rendered. All appeal decisions are final.

In the case of a club being removed via Student Life Student Conduct, the guidelines set forth through their sanctioning process will be enforced in conjunction with Recreational Sports.

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 Competitive Sports Office at least 48 hours in advance of departure. Only club activities that have been submitted to the Competitive Sports Office are covered by the Mason Recreation Catastrophic Injury Policy.
2. The form requires detailed information on:
 - a. location of travel
 - b. times
 - c. host information
 - d. opponents
 - e. method of travel
 - f. route of travel
 - g. lodging at the event
 - h. vehicle and room assignments
3. For all activities in non-Recreation facilities **under 30 miles** from the Fairfax campus clubs must inform the Competitive Sports office of the following via email at least 48 hours in advance:
 - event location
 - date(s)
 - time(s)

- opponent(s)
4. Club members utilizing their personal vehicles for travel to and from club events/activities are not required to submit insurance information or a driving record but are expected to adhere by all Mason travel policies.
 5. 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 Competitive Sports Office must be notified by email or phone immediately.
 6. 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 Competitive Sports Office must be notified by phone immediately. This is for the protection of club members, not for reprimands. Phone numbers are available on the Emergency Action Plan found in all first aid kits but should also be kept readily available by trip leaders.
 7. While travelling, the trip leader and Safety Officers must have a Mason Recreation First Aid Kit with them at all times. Emergency contact information for all club members who have been approved via the travel itinerary will be readily available for the Safety Officers. The first aid kit contains emergency contact info, the Mason Recreation Emergency Procedures, and First Aid/Incident Forms.
 8. Upon returning to campus, the trip leader must complete a Post Competition Report via IMleagues and submit it to the Competitive Sports Office within two days of the return. The club must also complete the Club Attendance Log.

Restrictions on Travel

1. No Driver shall drive for more than two hours without a break of at least 15 minutes.
2. Any trip that is longer than 300 miles, or four hours, must have at least two qualified Drivers assigned to drive.
3. Clubs may not depart before 5:00am or plan to arrive at their destination or back on campus after midnight.
4. Although obtaining meals and lodging are reasonable deviations, the trip must be along the most direct route between designated sites and not involve ad hoc side trips.

Accidents

In the event of an accident, the Driver must:

1. Assist anyone injured and call for an ambulance, if needed
2. While the vehicle is at the accident scene, notify the State Police (911) or, if the accident occurs on campus, George Mason Police (703-993-2810)
3. Notify his or her supervisor and the Office of Risk Management. The failure to make a report of

a vehicle accident as required by the Vehicle Use Policy and the laws of the Commonwealth will be handled in accordance with the Commonwealth of Virginia Standards of Conduct and Performance.

4. Document the names, addresses, phone numbers, vehicle license numbers and insurance information of all persons and vehicles involved, including this information from any witnesses. Also document the names, phone numbers, and addresses of anyone injured or claiming to be injured. The Driver must provide this information to his or her supervisor immediately upon return, as well as to the Office of Risk Management as soon as possible following the accident.
5. Complete an “Auto Loss Notice” form and forward to the Office of Risk Management as soon as possible. (Available in the insurance information packet of vehicles owned by the Commonwealth, or from the Office of Risk Management.)
6. Complete an Employers’ First Report of Injury Accident form as soon as possible if an injury to an employee occurs.
7. Not comment on fault or make any statement to anyone except Driver’s immediate supervisor, a representative of the Commonwealth’s Division of Risk Management, a law enforcement officer, or the Office of Risk Management.

Spring Break & Other Trips

Clubs members traveling to off-campus events and do not plan to return to campus immediately following their event will be own their own and no longer representing George Mason University from the time their event has concluded.

Example: Club Baseball travels to Florida for their annual spring break tournament and decides to stay and have some beach time, after their tournament has ended. If the tournament ends on Thursday and a few club members wish to stay until Sunday and enjoy the beach, they will not be covered by George Mason University insurance and club members will not be reimbursed for any costs beyond the tournament end date.

Vehicle Rentals

General Policies – Procedures

When renting a vehicle, clubs must 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 20 years of age are covered through Enterprise’s insurance policy.

When using SOV or rented vehicles, only Mason students or registered coaches and staff members may travel in the vehicle.

Enterprise Rental Car or University Motor Pool Requirements

Anyone using university or rental vehicles must complete the mandatory driver training course offered via the Office of Risk Management. The Competitive Sports Office is required to track everyone who has completed the driver training. Clubs will not be able to utilize rental car services or the George Mason motor pool vehicles without proper training (February 2017).

Driver Training

Anyone wishing to drive a University or Enterprise vehicle is required to complete the driver training course and sign the Motor Vehicle Record (MVR) acknowledgement form.

How to Register for a Course: <http://risk.gmu.edu/training/driver-training/>

MVR form: https://risk.gmu.edu/wp-content/uploads/MVR-Form_6062018.pdf

- MVR checks may take in excess of 10 business days to process.
- Clubs who submit requests within 10 business days of departure will be denied the opportunity to utilize rental vehicles.

11-15 Passenger Vans

When using an 11 or 15 passenger van, all drivers MUST complete the “Van Driver Class” offered through the George Mason Police Department, in addition to all of the requirement listed above.

- Class Dates & registration Info: <http://police.gmu.edu/programs-and-services/van-driver-familiarization-class/>

ALL forms should be submitted to risk@gmu.edu or Lindsay Fuller lfuller@gmu.edu

Charter Buses

The following companies are under contract with George Mason University:

Academy Bus

Contact Name: Deena Ennis
Contact #: 800.322.7733
Email: dennis@academybus.com
Website: academybus.com

Reston Limousine

Contact Name: Dan Oh
Contact #: 703.478.0500 (ext. 507)
Email: doh@restonlimo.com

DC Trails

Contact Name: Kirk Rich
Contact #: 703.360.2800
Email: krich@quaitytour.com
Website: <http://dctrails.com/>

LW Transportation

Contact Name: Beth Forsht
Contact #: 703.955.7801
Email: beth@lw-transportation.com

Airline Tickets

Trips involving air travel require advanced planning by the club in preparation for their trip.

Booking Domestic Flights:

1. Clubs research flights for the approved trip and submit information to the Competitive Sports Office
2. Club must submit the payment request form on IMleagues
3. Club will schedule a meeting to review purchase and must provide a list of travelers. The following information is needed for each traveler:
 - a. Legal name
 - b. Date of birth
 - c. Gender
 - d. Any travel out of country will need passport number & expiration date

Lodging

Hotel Reservations

Hotel reservations must be made by a Competitive sports staff member. Club members are required to check-in using their own credit cards for damage and incidentals. The university purchase card may only be used for room fees, tax, parking, and resort fees (if applicable).

Room Sharing

Male and female club members **may not** share a room. Clubs are required to submit a final room list as part of their final travel itinerary via IMleagues.

State, Regional, or National Championships

Attending a state, regional or national championship tournament takes some advanced planning.

Funding

Clubs which have qualified for state, regional or national championships and have exhausted all of their funds may apply for “emergency” funding through the ECCS.

Excused Absences for Student Athletes

Teams that have qualified to attend a tournament or activity that will require them to miss class may submit a request to the Competitive Sports Office seeking confirmation of attendance at an event. The Competitive Sports Office is not permitted to excuse any student from missing class – the office can only confirm that a student is attending an event and request the cooperation of the professor/instructor. The decision to excuse a student from class lies exclusively with the professor/instructor.

Facility Space

Mason Recreation Facility Reservations

Practices

Each sport club in good standing may request Recreational Sports’ facility space free of charge for a club event. Towards the end of each semester, club presidents will submit a request for the following semester’s practice space. Facility requests for practices will be allocated through a random drawing. Priority of facility requests will be considered based off the following:

- Standing with the Competitive Sports office (Ex: Good standing, probation, suspension).
- Attendance at Presidents’ Council Meetings

The Competitive Sports office works with the department’s facility schedulers to allocate and book all Mason Recreation facility space. When conflicting requests occur, the club with a higher drawing at the Presidents’ Council meeting will have priority.

Due to limited facility space Clubs can be guaranteed a maximum of three, two-hour practice times per week.

Games

Clubs should submit a complete contest/game schedule to the Competitive Sports office at the beginning of each season.

Additionally, all home competitions should be submitted one month prior to the club’s first home contest/game. For each contest/game on the schedule, clubs should complete the Game Request form via IMleagues.

Booking Mason non-Recreation Facility Spaces (on-campus)

As Mason students and Registered Student Organizations (RSOs), Club Sports have the ability to reserve non-recreation facilities on Mason's campus, via 25Live. In order to reserve facility space within a non-recreation facility each club must take the Club Sport 25Live training which can be found on blackboard. Once the training has been complete please notify the Competitive Sports Office.

Off Campus Facilities

Club Sports that utilize off-campus facilities for their practices and events are required to submit reservations and all facility documents (i.e. Contracts) to the Competitive Sports Office ASAP to avoid any disruption in Club activities.

Risk Management & Safety

Pre-Participation Requirements

Prior to participation in the Club Sports program, all participants are required to complete the pre-participation requirements. Individuals who fail to complete the requirements below are ineligible for participation in the Mason Club Sports Program.

All participants **MUST** submit all pre-participation documents on an annual basis.

Safety Officers

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.

Requirements

- Valid Red Cross Standard First Aid, CPR & AED.
 - Other equivalent CPR/AED/First Aid certifications may be considered for acceptance.
 - Mason Recreation will waive the fee for the training to a maximum of four members per club yearly.
 - To register for a course, contact the Competitive Sports Office to receive your 'complimentary registration' card.
- Bloodborne Pathogens training.
- Club Sports Emergency Action Plan & Risk Management training

Concussion Management

All members of "high risk" clubs are required to complete a Baseline test with a Mason Recreation athletic trainer prior to participation. Baseline testing is offered FREE of

charge to all club members through Mason Recreation.

In the event that a concussion is suspected the following steps must be taken:

1. Immediate removal of the individual from the activity and said individual must remain out until seen by a Mason Recreation Athletic Trainer.
2. Documentation of the incident by the club's Safety Officer or by the Athletic Trainer.
3. Follow the return to play procedures outlined by the Club Sports Athletic Trainer.

Return-to-Play Steps

- STEP 1: Schedule a follow-up assessment with a Mason Recreation athletic trainer within 24-72 hours. *There is no fee for this follow-up assessment
- STEP 2: Successfully complete the "return-to-play progression" under the supervision and guidance of a (Mason Recreation) athletic trainer.
- STEP 3: Obtain written medical clearance from a qualified health care provider stating you are eligible to return to play. This should only be done following the return to play progression. Please use the document provided on the clubsports.gmu.edu website. Completed forms MUST be submitted to the Competitive Sports Office located in room #1112 of the RAC, faxed to (703) 993-2510 or dropped off in the Club Sports mailbox located in the RAC lobby.
- STEP 4: You may not return to play until you have received a confirmation email from the Competitive Sports Office stating we have received your paperwork and you are cleared to return to play.

Please contact the Assistant Director, Competitive Sports if you have any questions or concerns regarding the return to play or classroom process. (o) 703.993.3291.

Emergency Action Plan (EAP)

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 - - 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 they can direct the emergency responder 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 your designated Competitive Sports Admin:
 - Paul Bazzano: 703.509.5688
 - Drew Devore: 217.260.2276
 - Merrissa Vault: 561.633.3221
- If no answer, leave a voice message
- Lastly, if approached by media respond with “No Comment”

Non-Life Threatening Emergency – 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:

Field Supervisor
571-335-6649

RAC Front Desk
703-993-5323

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.
- 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 your designated Competitive Sports admin (or text message) and inform

him/her of the incident if you feel it is necessary!

Life Threatening Emergency – non-Mason 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 Competitive Sports office on next business day
 - Call your designated Competitive Sports Admin:
 - Paul Bazzano: 703.509.5688
 - Drew Devore: 217.260.2276
 - Merrissa Vault: 561.633.3221
 - If no answer, leave a voice message
 - Lastly, if approached by media respond with “No Comment”

Non-Life Threatening Emergency – non-Mason 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 the Competitive Sports office the next business day
2. Call your designated Competitive Sports admin (or text message) and inform him/her of the incident if you feel it is necessary!

Off-campus Activities - Emergency

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 Competitive 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

All appropriate paperwork must be completed and submitted upon their return to campus.

AED Locations

Mason Recreation has AED’s located in each of its buildings and are easily accessible. Safety Officers, Athletic Trainers and the Competitive Sports staff are responsible for familiarizing themselves with the location of the AED’s at each of the locations.

RAC: 1st floor, across from the front desk

2nd floor, on the wall to the left of Squash Court #1

RAC Field: The RAC Manager on Duty has access to the AED and should be contacted immediately via the front desk (703) 993-5323 or by radio.

West Campus: The West Campus Supervisor shall have access to the AED. The supervisor can be contacted via radio or on the Field Supervisor cellphone, 571-335-6649.

- contact the Supervisor via radio in the event of an emergency and specify that an AED is needed and your location. BE SPECIFIC

Field House: The Field House Manager on Duty shall have access to the AED.

IMPACT Testing

All members of Mason Recreation high-risk clubs are required to have a current IMPACT- baseline test on file prior to participation in any club activities. Testing is also available for any club sports participant free of charge. Group/team testing will be scheduled at the start of each semester. Individuals may complete testing during drop-in hours that have been scheduled. Drop-in hours are visible at:
<https://recreation.gmu.edu/club-sports/athletic-training/>

Student Health Services

Mason Recreation has a close working relationship with Student Health Services. Students may contact an after-hours nurse for medical advice by calling the office number:

Location: Student Union 1 – Suite 2300.

Office: (703) 993-2831

Fax: (703) 993-4365

Website: <http://shs.gmu.edu>

Hazing

Hazing within the Club Sports program will not be tolerated, and all cases will be taken seriously.

Recreation clubs must not participate in any type of hazing.

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.

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 Competitive Sports Office at 703-993-5819.

Individual club members (including members who volunteer to be hazed) and the club itself are subject to sanctions imposed by the Competitive 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).

University Policies

Mason Recreation and all aspects of its programming, services, and facilities will abide by George Mason University Policies.

Alcohol & Drug Usage

Consumption of alcohol or illegal drugs is strictly forbidden during Club Sports practices, games, matches, and/or tournaments or during travel to and from a contest. Infractions of this policy will not be tolerated. It is the responsibility of the club to enforce these guidelines during activities.

Food & Beverage

Clubs **MUST** have approval prior to any purchases involving food & beverage. Once approved, a food & beverage authorization form **MUST** be completed.

<http://universitypolicy.gmu.edu/policies/food-and-beverage-expenditures/>

Food and beverages may be provided at functions that are approved in accordance with the University's Administrative Policy No. 6, Student Organizations and Activities Financial Policies and Purchasing Procedures.

Cash Handling Procedures

Mason Recreation abides by George Mason University Policy. Please visit the link below for Cash Handling policy.

<http://universitypolicy.gmu.edu/policies/cash-handling/>

External Agreements & Contracts

Recreation clubs may not commit to any contract or agreement with an external party without prior explicit **written approval** from the Competitive Sports Office.

Sponsorships

Clubs are encouraged to seek sponsors to subsidize operational costs of the club.

A club must obtain advance approval and specific instructions from the Competitive 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.

Upon approval from the Competitive sports Office the Competitive Sports office will then submit the request the Development Office for approval to contact.

- 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.
- Prohibited sponsors:
 - All alcohol companies (i.e. makers or distributors of alcoholic beverages).
 - All companies that promote the consumption of alcohol (one exception: A pub/bar may contribute food or food discounts in exchange for exposure).
 - All tobacco companies.
 - All current sponsors of Mason Recreation.
 - Any company whose products or services could cause public relations issues for George Mason University.

When in doubt about the appropriateness of a sponsor, always ask the Competitive Sports Office.

Clubs may offer sponsors the following as benefits of sponsorship:

- Banners with sponsorship logos 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.

Any other ideas must be approved by the Competitive Sports Office.

Social Media & Marketing Promotions

Social Media

The Competitive Sports Office is responsible for the Club Sports social media accounts and Club sport's webpage. Edits to specific Club Sport pages can be made upon request to the Competitive Sports Office.

All Sport Clubs are encouraged to have their own personal social media accounts and/or websites. When using these marketing avenues please adhere to the Social Media Guidelines set forth by George Mason University, which can be found at

<https://universitypolicy.gmu.edu/policies/university-affiliated-social-media-sites/>.

In addition, please adhere to the following guidelines when representing the University through social media platforms:

1. Keep social media accounts up to date
2. Use appropriate language
3. Club Sport accounts are solely used for recruitment and highlighting of club success.
4. Club Sport accounts will not be used for personal political views

Promotional Flyers

Sport Clubs may also request flyer creation within the marketing department; however, the sport club is responsible for costs including copies. Please contact the Competitive Sports Office with requests at minimum, two weeks' notice is necessary for promotional support and four weeks for design support.

Please note that all marketing material must be approved by the Student Centers Office prior to hanging on campus designated bulletin boards. Please review the policies below to learn about the flyer-hanging process, and then bring your flyers to the Student Centers Office in Johnson Center 324.

Appendix

Reimbursement Form



Send to:
Mason Recreation
4400 University Dr. 1 G6
Fairfax, VA 22030
The RAC, 1109

Club Sports Payment Request Form


Use for: Reimbursements, Facility Rental, Dues Payments, Officials, Equipment, Tournament Registrations, etc.
Instructions: Submit completed, signed Club Sports Payment Request Form to the Club Sports office (RAC 1109). Attach the original, itemized invoice or receipt to be paid. Include SGR for purchase, if required.
Additional Requirements: Attach a Food & Beverage Form, if purchasing food. Attach a W-9 form, if recipient has not been paid before by the University.

PAYEE INFORMATION:	REQUEST INFORMATION:
Name: <u>John Smith</u> Address: <u>3 Nowhere Lane</u> <small>(Number and street)</small> <u>Fairfax VA 22033</u> <small>(City) (State) (Zip code)</small> Tax Id# or Student G# <u>G#00000000</u> Contact Person: <u>John Smith</u> Telephone: <u>000-000-0000</u> E-mail: <u>jsmith@masonlive.gmu.edu</u> Check One: <input type="checkbox"/> U.S. citizen/ lawful permanent resident <input type="checkbox"/> Nonimmigrant visa holder and activities conducted in the US (visa status) _____ <input type="checkbox"/> Non-U.S. citizen OR nonimmigrant visa holder and activities conducted outside the U.S.	Request Title: <u>Gas</u> Date: <u>08 / 1 / 2018</u> <small>*NOTE: Payment processing may take up to 45days</small> Date needed: _____ Description: <u>Gas reimbursement for travel to Quidditch tournament in Miami, Florida.</u> Purchase type: <u>Gas</u> <small>(dues, equipment, athletic officials, registrations, etc.)</small>

FUNDING INFORMATION:	CLUB INFORMATION:
Please specify payment type: Club Sports Funding: _____ <small>*Request pending approval (Amount)</small> Self-Generated Revenue (SGR): <u>50.00</u> <small>*Must have enough SGR to cover purchase (Amount) or include with this request</small> Total Amount to Pay: <u>50.00</u> <small>(Amount)</small> <small>*NOTE: Payment processing may take up to 45days</small>	Club Name: <u>Quidditch</u> Org Number: <u>4 8 1</u> <input type="text"/> <input type="text"/> <input type="text"/> Requestor's Name: <u>John Smith</u> Requestor's Email: <u>jsmith@masonlive.gmu.edu</u> Requestor's Telephone: <u>000-000-0000</u>

Requesting Club Officer's Signature	<u>John Smith</u> Print Name	Club Member	<u>08/1/2018</u> Date
Signature of Person Receiving the Payment <small>*reimbursement only</small>	<u>Jane Doe</u> Print Name	President	<u>08/1/2018</u> Date

Virginia state W9

Form W-9 Commonwealth of Virginia Substitute W-9 Form Revised July 2014	Request for Taxpayer Identification Number and Certification		
<input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN)	Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number. The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.		
Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)	Legal Name:	Business Name:	
Entity Type <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Estate <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corporation <input type="checkbox"/> C-Corporation <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	Entity Classification <input type="checkbox"/> Professional Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> VA Local Government <input type="checkbox"/> Federal Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Medical Services <input type="checkbox"/> Legal Services <input type="checkbox"/> Joint Venture <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> OTH Government <input type="checkbox"/> Other	Exemptions (see instructions) Exempt payee code (if any): (from backup withholding) Exemption from FATCA reporting code (if any):	
Contact Information			
Legal Address: City: State: Zip Code:	Name: Email Address:	Business Phone:	
Remittance Address: City: State: Zip Code:	Fax Number: Mobile Phone:	Alternate Phone:	
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Section 2 - Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification			
Printed Name: Authorized U.S. Signature:			

Please select the most appropriate entity type:

If the vendor is a single-member LLC, please select "disregarded entity type."

If the vendor is a sole proprietor, check the Social Security Number (SSN) box and enter the individual name shown on the SSN card on the "legal name".

The name provided must be exactly as registered with the IRS.

This field is optional.

Must be a handwritten signature.

Electronic signatures will not be accepted.

No future dates are accepted.

Forms older than two years are not accepted.

