

DECEMBER 5, 2017



# CLUB SPORTS HANDBOOK

2017-18

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

# Mission & Vision

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## *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

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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.

# Contact Information

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## *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](mailto:gmuclubsports@gmail.com)

# Competitive Sports Staff

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# Membership Eligibility

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Membership eligibility guidelines are in place to protect the rights and safety of each prospective participant, and they are designed to provide fair and equal opportunity for all persons eligible to participate in club sport activities

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:**

- Undergraduate: (less than 12 hours) eligible to participate in club sports
- Graduate: (less than 9 credit hours) 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).

4. Only full-time and currently enrolled students may be club officers and serve on the Sport Clubs Executive Board.
- a. Club Officers are required to maintain a 2.0 cumulative GPA.

## 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. Assumption of Risk Form (IMLeagues)
2. New member online training and quiz (Blackboard)
  - a. Must be completed within 10 business days of joining the club
3. Concussion education and acknowledgement form (IMLeagues)
4. Club Sports Code of Conduct Agreement (IMLeagues)
5. Emergency Contact Form (IMLeagues)
6. Submit an annual sports physical, completed by a qualified physician and clearing them for participation to the Club Sports Office. All physicals must be reviewed and approved by the Athletic Training staff. (forms may be dropped off in the Club Sports mailbox, located in the RAC lobby)
  - a. All club members are required to maintain valid medical insurance while participating in club activities
  - b. All members of "high risk" clubs (Football, Equestrian, Ice Hockey, M-Lacrosse, M/W Rugby, M/W Soccer, Ski & Snowboard, and Quidditch) are required to complete a concussion baseline test with the athletic training staff prior to participation.
7. 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.

# 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	
Powerlifting	Volleyball	
Quidditch		
Running		
Swimming		
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

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.
  - a. Check the clubs sections of Mason Recreation's website ([clubsports.gmu.edu](http://clubsports.gmu.edu)).
  - b. Check the clubs section of the OSI website ([si.gmu.edu/registered-student-organizations](http://si.gmu.edu/registered-student-organizations)).
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).
  - b. 100% of these people must be current Mason credit students.
  - c. If you need help determining if there's sufficient interest, contact the Club Coordinator for assistance.
7. Find an 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).
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 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 e 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](mailto:gmueccs#@gmail.com))

**Application Deadlines:**

  - i. Fall = April 1
  - ii. Spring =November 1

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

# Executive Council for Club Sports (ECCS)

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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). Each club may only have one member on the Executive Board. New members are selected each spring. The Executive Board will advise the Sport Programs 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. Elections are conducted during the March President's Council meeting (first Sunday of the month).

## Responsibilities

- Recognition of new clubs and membership within the Club Sport 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

### **Alina Parikh**

Executive Council President  
*Equestrian Club*

### **Chase Lattimore**

Executive Council Member  
*Crew Club*

### **Darius Simington**

Executive Council Member  
*Club Football*

### **Xavier Savannah**

Executive Council Member  
*Club Football*

### **Maggie Blondin**

Executive Council Member  
*Women's Club Soccer*

### **Miranda Briseno**

Executive Council Member  
*Women's Club Ultimate*

### **Fleur Wayman**

Executive Council Member  
*Brazilian Jiu-Jitsu Club*

ECCS Email Address: [gmueccs@gmail.com](mailto: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](mailto:gmuclubsports@gmail.com) or in person to the Club 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's Responsibilities*

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 Responsibilities (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 clubs 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  
Twitter and Facebook 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. Executive Council members will break into two groups of 3 members, not including the President of the ECCS. The President will oversee all meetings and fill in as an alternate if needed.

- 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 the entire 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: 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

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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 at 8pm.

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:
  - 1<sup>st</sup> offence = written warning shared with all members of the club
  - 2<sup>nd</sup> offence = all club operations will be suspended for 2 weeks
    - 3<sup>rd</sup> offence = 1-month suspension
  - 4<sup>th</sup> offence = 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

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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 Sport Clubs 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 time. 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 the Sport Clubs Office,

the Sport Club Committee, the Executive Board, the Campus Recreation Program, and other club members. 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.

## Faculty Advisor & Coach Responsibilities

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### *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 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 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).

All coaches must complete the steps listed below before they are allowed begin any work with the club. Beginning in Fall 2016, all coaches will be required to undergo a background check prior to being hired by the university. The cost of the background check will be paid by 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 Authorization form and fax it to 703-993-2510 \*this process can take up to 2-weeks; club will pay for the background check
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: \_\_\_\_\_
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. The candidate **MUST** then complete the Background Check Authorization form and fax it to 703-993-2510 \*this process can take up to 2-weeks
4. 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.
5. All coaches **MUST** complete the following trainings/paperwork prior to beginning work with the club:
  - Volunteer MOU
  - Coach Agreement
  - Concussion training

- 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.

6. 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>

### 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](mailto: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.

### 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. 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 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 are 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.

## Budget & Finances

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### 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.

## 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 Club 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.

Current budget status may be viewed here (*a new file should be created each fiscal year*):

<https://docs.google.com/spreadsheets/d/1krJBi9sQ3SiGjNzaRsQ9bcUj-06ol8bvbO9tX0H0mf4/edit#gid=0&vpid=B1>

### 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.
  - o 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**"
  - o 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.
  - o Funds in the Foundation account carry over from year to year (minus a 6% administration fee).
  - o All funds deposited into a Foundation account are subject to a 6% administration fee.
  - o Clubs with over \$5,000 in the Foundation account may establish their own account.
  - o 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	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. The updated budget for this org can be found on the shared drive at: <https://docs.google.com/spreadsheets/d/1CprwL-iyXcQoyxNMdv-ZY9rMD4YTxvTheEkW9-6sGIQ8/edit#gid=0>

48141\_ - 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

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

### 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 payer call the Club 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 Club Sports Office.

## ACCESS TO 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.

## REIMBURSEMENTS

Reimbursements will not be processed for purchases that have not been approved of 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" (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.
  - b. The **original** receipt(s) to the Club Sports Office (photocopies of receipts are NOT accepted by Mason's Finance Department).

- c. Proof of payment by the individual being reimbursed (a credit card receipt, copy of validated check, copy of bank or credit card statement).
- d. A completed W9 form for the individual being reimbursed (unless the individual is a current Mason student or has been reimbursed previously).
- e. 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.
- f. The Club Sports Office will submit the Payment Request Form to the Accounts Payable Department for processing.
- g. Reimbursement checks are mailed directly to the club member who is being reimbursed.

## 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.

## Online Donations

1. This method is solely for donations. Individuals wishing to donate to a specific club may do so online at: <http://giving.gmu.edu/>

\*When making a donation 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.

### List of 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. Appeal codes only need to be created once. Foundation Contact: Diane Thornburg [dthornbu@gmu.edu](mailto:dthornbu@gmu.edu).

The policies herein are effective September 1, 1999. This administrative policy shall be reviewed and revised annually to become effective at the beginning of the University's fiscal year.

## Fundraising Activities

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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.

## Cash Handling Procedures

### I. SCOPE

This policy applies to all George Mason University faculty, staff, students, organizations, and individuals who handle cash receipts or accept payment in any form on behalf of the University. The scope includes activities at all campuses and all locations at which University business is conducted.

This policy does not apply to payments deposited to agency funds and organizations, which are a subset of local funds, established by the University on behalf of others.

### II. POLICY STATEMENT

As an agency of the Commonwealth of Virginia, George Mason University has an obligation to properly account for, report, and manage deposits of cash receipts in the manner prescribed by the State Treasurer and in accordance with the Code of Virginia. This administrative policy implements the state's policy regarding cash receipts.

The University's Cashier's Office has the primary responsibility for collecting and depositing all cash receipts at the University. Advance written approval from the Associate Vice President and Controller is required for any other department to collect cash receipts. Additional approval is required for departments wishing to process credit card receipts. Departments that collect cash receipts must maintain written procedures for cash receipts collections in their department. They must also permit periodic audits of their records and procedures by the University's Director, Internal Controls; Internal Auditors; or State Auditors as requested.

Internal control procedures must be in place at all locations handling cash to ensure the following objectives are met:

- (1) All cash receipts are collected.
- (2) Cash receipts are accurately and properly recorded.
- (3) Cash receipts are properly safeguarded during the time between collection and deposit.
- (4) Cash receipts are deposited on a timely basis.
- (5) Checks are restrictively endorsed immediately upon receipt.
- (6) Cash receipts are reconciled to accounts periodically.
- (7) To the extent possible, different people perform the collection, recording, and reconciliation functions at each location.

All cash receipts totaling \$500 or more at any location must be deposited no later than the next banking day following the day of receipt. Cash receipts totaling less than \$500 must be deposited at least weekly. All cash receipts must be deposited at the end of the fiscal

year regardless of amount. Exceptions to this policy must be obtained in writing from the University's Associate Vice President and Controller.

### III . DEFINITIONS

*Cash Receipts:* The term "cash receipts" as used in this policy includes any collections of currency, coin, checks or credit cards.

### IV. RESPONSIBILITIES

**Cashier's Office:** The Cashier's Office has the primary responsibility to collect all cash receipts on behalf of the University and to deposit all funds on a timely basis in accordance with state guidelines and policies. The Cashier's Office is also responsible for providing guidance and assistance to departments that collect cash receipts at other locations.

**Departments Collecting Cash Receipts:** Departments collecting cash receipts on behalf of the University are responsible for complying with all aspects of this policy. This includes obtaining advance written approval to collect cash receipts, maintaining internal controls and written procedures surrounding the collection, deposit and reconciliation of cash receipts, and permitting audits of cash receipts operations and procedures on request.

**Associate Vice President and Controller:** The Associate Vice President and Controller is responsible for administering this policy, overseeing the Cashier's Office operations and procedures, and for granting and rescinding authority for individual departments to collect cash receipts on behalf of the University.

### IV. COMPLIANCE

The Associate Vice President and Controller will terminate cash collection privileges for any department found not to be in compliance with this policy.

### V. EFFECTIVE DATE AND APPROVAL

#### REVENUE REPORTS

Revenue reports will be generated for each club during the 3<sup>rd</sup> week of each month and sent to their club Gmail account. Club officers are required to track revenue throughout the year to ensure all revenue has been received. Requests for reports outside of the scheduled reporting dates may take up to 72 hours.



# Roster Verification

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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

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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

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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 Polices & 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.

## Activity Approval

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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.

## Travel

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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 the Emergency Action Plan found 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.

### 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.

The Assistant Director of Club Sports is responsible for making it known in writing to all participants attending the trip of Club Sports policies regarding travel and when their trip/representation of George Mason officially ends.

## Vehicle Rentals

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### General Policies – Procedures

- Clubs cannot drive more than 14 hours in any given 24 hour period. The majority of the hours must be during daylight hours.
- Clubs may not depart before 5:00am or plan to arrive at their destination or back on campus after midnight.
- No driver may drive for more than 4 hours without a 30 minute break.

- Driver must be at least 18 years old.
- In order to drive an 11 or 15 passenger van on a club trip, drivers must:
  - o Possess a valid United States driver's license for at least two years.
  - o Be at least 20 years of age.
  - o Complete a Driver's Application Questionnaire annually.
  - o Have no more than two at-fault accidents or moving violations within the last two years.
  - o Have no violations in the past two years for driving under the influence of alcohol or drugs, or reckless driving.
  - o Have a reinstated license in effect at least one year after suspension or revocation.
  - o Successfully completed the University's Driver's Familiarization Course.
- 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 21 years of age are covered through Enterprise's insurance policy.
- 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.
- Club members travelling in vehicles owned by fellow club members are covered under their own insurance policies – not the institution's.
- Vehicles may not be overloaded. There must be one seat belt per person. Seat belts must be worn at all times by all passengers.
- 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.
- 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.
- A first aid kit must be in each vehicle being used to transport club participants.

## Personal Vehicles

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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.

### 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 Club 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: [http://risk.gmu.edu/wp-content/uploads/MVR\\_Request\\_and\\_Release\\_UPDATED-82016.pdf](http://risk.gmu.edu/wp-content/uploads/MVR_Request_and_Release_UPDATED-82016.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.*

*\*\*Completed forms should be submitted to the Office of Risk Management in Merten Hall*

### 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](mailto:risk@gmu.edu) or Lindsay Fuller [lfuller@gmu.edu](mailto:lfuller@gmu.edu)**

### Charter Buses

The following companies are under contract with George Mason University:

- **DC Trails**  
Contact Name: Kirk Rich  
Contact #: 703-360-2800  
Email: [krich@qualitytour.com](mailto:krich@qualitytour.com)  
Website: <http://dctrails.com/>
- **Academy**  
Contact Name: Deena Ennis  
Contact #: 800-322-7733  
Email: [dennis@academybus.com](mailto:dennis@academybus.com)  
Website: [academybus.com](http://academybus.com)
- **Reston Limousine**  
Contact Name: Dan Oh  
Contact #: 703-478-0500 x507  
Email: [doh@restonlimo.com](mailto:doh@restonlimo.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.

### How to Book Domestic Flights:

1. Clubs research what flights they would prefer and submit to the Assistant Director, Club Sports
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 \*name used on photo id
  - b. Date of Birth
  - c. Gender
  - d. Travel out of country will need passport number & expiration date
4. Purchase may be placed on P-card if under \$5,000
  - a. Contact Purchasing for anything over \$5,000

## Lodging

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The Assistant Director, Club Sports and the Assistant Director, Competitive Sports each have travel and food/beverage privileges on their p-card. Club lodging during approved club travel may be paid for using this card (see steps below).

Mason may only cover room and tax. Club members are responsible for using a personal card upon arrival for all incidentals.

### 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.

### Hotel Reservations

Hotel reservations may be made by the Asst. Director, Competitive Sports or the Asst. Director of Club Sports using their university issued purchase card. 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).

## State, Regional, or National Championships

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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 Club Sports Office seeking confirmation of attendance at an event. **The Club Sports Office is not able to excuse any student from missing class – it 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 Requests

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## ECCS Allocation Process – On-Campus facility Requests

A drawing is held at the Presidents' Council Meeting prior to the date the facility requests are due (typically at the April meeting for Fall requests and the November meeting for Spring requests). Only clubs properly represented at that meeting are eligible to take part in the draw. Each club representative will pick a number out of a hat.

Facility request forms for each semester will be treated in the following way

- Clubs in good standing that submitted requests on time, in order of the drawing
- Clubs in good standing that submitted requests on time, who were not present at the meeting, in order of that drawing
- Clubs on probation, in order of that drawing
- Suspended clubs, in order of that drawing

## Mason Recreation Facility Reservations

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

- Clubs wanting to request use of Mason Recreation facilities must complete a Facility Request Form on IMLeagues and submit it to the Club Sports Office prior to these deadlines:
  - Fall semester = May 1<sup>st</sup>
    - Game/tournament request deadline is August 1. Requests may be submitted prior to the deadline.
  - Spring semester = December 1

- o Summer semester = April 1

Reservation contacts:

- Mason Recreation Fields = Associate Director, Facilities
- Tennis Courts = Associate Director, Facilities
- Field House = Associate Director, Facilities
- RAC = Associate Director, facilities
- Pool space = Assistant Director, AFC & Skyline
- 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.

Request made after the deadlines will be processed in the order they have been received. Clubs should reference the online facility calendars before submitting their requests

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

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 1<sup>st</sup> for the upcoming academic year. Clubs who do not complete the training will not have access to any non-Recreation campus facilities.
  - a. 25Live training can be conducted specifically for Club Sports through Heather Crandall from Events Management – hcrandal@gmu.edu.

### Off Campus Facilities

Several of our clubs utilize off-campus facilities for their practices and events. It is important to make these reservations early to ensure that all paperwork can be processed. It is common to run into issues regarding indemnity in off-campus contracts. Please see the individual facility notes below.

- **Fairfax City Parks & Rec**  
Contact Name: Rich Wyant  
Contact #: 703-220-5102  
Email: [Richard.wyant@fairfaxva.gov](mailto:Richard.wyant@fairfaxva.gov)



Reservation Process: \*add to the end of the indemnification clause "to the extent allowable under VA law."

- **Northern Virginia Park Authority**

Each facility handles their own reservations.

Reservation Process: OK, no documents signed

- **Fairfax County Government - Athletics**

\*\*Provides registration for use of county fields.

Parks Contact Info:

Contact: Mark Martino

Contact #: (703) 324-5531

Email:

Reservation Process:

1. Submit an application online or via mail/fax.
  - a. George Mason University MAY NOT accept the indemnification clause in the application/contract. We have been instructed by the Office of University Council to uncheck the box and type the following statement on the application: "George Mason University is an educational institution and agency of the Commonwealth of Virginia and is prohibited from indemnifying another organization."
  - b. Youth leagues and community adolescent leagues receive priority.
2. Submit a copy of the George Mason University standard Certificate of Insurance.
  - a. When submitting the insurance you will need to inform the county that "George Mason University is a state agency, is self-insured, and the insurance does not allow the addition of additional insureds."

**Fairfax County Public Schools – Office of Community Use**

Parks Contact Info

Contact: Vicki Gardner

Contact #: (571) 432-5331

Email:

**Prince William County Parks & Rec**

Contact Name: Mitch Mitchell

Contact #:

Email: [sportsservices@pwcgov.org](mailto:sportsservices@pwcgov.org)

Reservation Process: \*add to the end of the indemnification clause "to the extent allowable under VA law.

- **Prince William Ice Plex (Ice Hockey)**

This facility is used by men's ice hockey and operates under an annual contract. The club is responsible for acquiring a quote based on practice and game ice requirements for the fiscal year beginning July 1. A sole source contract request is the best way to approach this facility in April to see their reservation status for the coming year. \*See previous sole source contract listed as an attachment.

Scheduling Contact Name: RJ Zeigler

Position: General Manager, PW Ice Center

Contact #: 703-730-8423 x314

Email: [rzeigler@pwice.com](mailto:rzeigler@pwice.com)

Billing Contact: Laura Quinlan

Contact#: 703-730-8423 Ext: 315

Email: [lquinlan@pwice.com](mailto:lquinlan@pwice.com)

Reservation/Payment Process: Club works with the center on ice schedule for the season (practice & games). We then sole source the request. After purchasing has approved the contract, only the Assistant Director, Club Sports may make changes. PW Ice Center will submit a monthly invoice to Accounts Payable. The Assistant Director, Club Sports will send the invoice to the club executives for approval to pay.

- **Timely Manor – Equestrian**

This facility is used by the Equestrian Club and operates under an annual contract. The club is responsible for acquiring a quote based on practice space, instruction and horse needs for the fiscal year beginning July 1. A sole source contract request is the best way to approach this facility contract and should be submitted around March/April for the upcoming year. \*See previous sole source contract listed as an attachment.

The club currently stores saddles, stirrups, saddle pads and other items at the facility.

Contact Name: Sue Buscher  
Contact #: 703-399-1408  
Email: [sue.timelymanor@gmail.com](mailto:sue.timelymanor@gmail.com)  
Facility Address: 13609 Holly Ridge Land  
Gainesville, VA 20155

Reservation/Payment Process: The club handles this themselves. Individuals will schedule small group/individual training sessions. Timely Manor will submit a monthly invoice to Accounts Payable. The Assistant Director, Club Sports will send the invoice to the club executives for approval to pay.

- **Izzak Walton League of Arlington – Fairfax**

This facility is used by the Trap & Skeet Club. The club is a member only facility and they are able to use the facility as “guests” the head coach. A condition of using the facility is the club must purchase targets from the facility. All ammunition may be purchased anywhere. The club is responsible for acquiring a quote based on target and or ammunition needs for the fiscal year beginning July 1. A sole source contract request is the best way to approach this facility contract and should be submitted around March/April for the upcoming year. *\*See previous sole source contract listed as an attachment.*

Contact Name: Bob Brino  
Contact #:  
Email: [rgpb1946@verizon.net](mailto:rgpb1946@verizon.net)  
Facility Location: 14708 Mount Olive Rd  
Centreville, VA 20122

Reservation/Payment Process: Izacc Walton League will submit a monthly invoice to Accounts Payable. The Assistant Director, Club Sports will send the invoice to the club executives for approval to pay. *\*\*When setting up the sole source agreement it is important to stress that the club members **DO NOT** need to purchase memberships.*

## Risk Management & Safety

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### *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 the following pre participation documents on an annual basis:

- **Register on IMLeagues** \*PT students MUST activate their Mason Recreation membership at one of the 3 facilities.
- **Participation Waiver** \*Must be completed on IMLeagues \*see *attachment for current waiver*
- **New Member Training Module** \*Login to Blackboard "MyMasonPortal" and complete the training module and quiz. A score of 80% is required.
- **Emergency Contact Form** \*completed on IMLeagues
- **Concussion/Injury Reporting Acknowledgement Form** \*completed on IMLeagues
- **Conduct Form** \*completed on IMLeagues \*see *attachment for current waiver*
- **Share Medical Information Consent Form** \*completed on IMLeagues  
This form provides the Club Sports administrative staff, Student Health Services, athletic trainers, club officers and anyone else with a need to know the ability to share medical information related to an injury during club sports participation.
- **Physical** \*Must be completed annually (365 days) by all participants and submitted to the Club Sports Office. Completed forms may be returned to the Assistant Director of Club Sports or placed in the Club Sports mailbox located in the RAC lobby. Physical should be completed on the Mason [Recreation Physical Form](#).  
<http://recreation.gmu.edu/club-sports/download-waiver-forms/>
- **Baseline Concussion Test** \*Baseline testing is required for all members of high risk clubs prior to any involvement in club activities. Testing is FREE of charge and open to all club sports participants. This is only required once as a member a high risk club. Testing is offered at various times each semester during "drop-in office hours" or scheduled "IMPACT testing." Dates and times are available online at:  
<http://recreation.gmu.edu/club-sports/athletic-training/>  
Test results may be requested by the participant for their records. Participants wishing for access to their results should contact a Select Physical Therapy athletic trainer during drop-in office hours.

### Physicals

Pre participation physicals are required on an annual basis for all club sports participants. Mason Recreation typically works with Student Health Services to offer a few dates at the start of the semester in which students can book time for bulk physicals. Dr. Wagida Abdalla is our contact at Student Health Services. (703) 993-2826 or [wabdalla@gmu.edu](mailto:wabdalla@gmu.edu).

#### Where to get physicals:

- Primary care physician
- Student Health Services      Fairfax Campus, Sub 1 Suite 2300      703-993-2816
  - o Cost: \$60 \*check new pricing prior to the start of the school year
  - o Requires and appointment
- Local health care provider

#### Where to Turn in Physicals

Original copies of physicals should be turned in to the Club Sports Office:

- Normal business hours = Club Sports Office (Room 1112 – RAC)

- If no one is in the office, physicals should be placed in the Club Sports drop-box in the lobby
- Outside of regular business hours = Club Sports drop-box in the RAC lobby

### *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. 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.

### **Requirements**

- Be currently certified in American Red Cross Standard First Aid, CPR & AED.
  - *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.*
- Have completed Mason Bloodborne Pathogens training.
- Have completed Club Sports Emergency Action Plan & Risk Management trainings.
- Club members must re-certify their American Red Cross CPR & AED certifications at least every two years.

### *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. Testing is only required once while at Mason.

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.

### **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 Select Physical Therapy (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 Club 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 Club 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.

### Standard of Care

All clubs are required to have 2 active Safety Officers which are certified in CPR/First Aid/AED and have completed the Mason Recreation Emergency Action Plan training (EAP). Clubs may not take part in any activities without a minimum of 1 Safety Officer present.

#### Practices – Games:

Clubs may not take part in any activities without a minimum of 1 Safety Officer present. Failure to meet these requirements will result in referral to the ECCS Disciplinary Committee.

#### Home Tournaments (multiple fields – more than 3 teams)

*All clubs hosting events using multiple fields or more than 3 teams must have a club safety officer present with a radio to communicate with the athletic trainer and facility supervisors. Safety Officers may be volunteers (Safety Officers) from other clubs or Intramural Supervisors who have been hired by the club.*

High Risk Clubs – must have an athletic trainer assigned to each field. The Club is required to cover:

Low Risk Clubs – Must have an AT assigned to each area in use.

- Field 5 – due to the isolation from other fields
- Field 3/4 – may have a tent setup between the seating area on Field 3
  - Clubs are required to have a safety Officer at each field with a radio.
- RAC Field
- Field 1

Cost to the Club:

- \$15hr for the first AT

- Full amount for each additional AT (\$35/hr)

All clubs are required to meet with the Assistant Director of Clubs to discuss their EAP plans for the event. Additional coverage may be required due to the number of participants and teams.

### American Red Cross CPR/AED/First Aid Courses

Mason Recreation offers Club Sports – Safety Officers the ability to complete the American Red Cross Lay responder courses free of charge. Certifications are valid for 2 years. In-service trainings are required at the start of the fall semester and at the mid-point of the fall and spring semesters. To register for a course, club participants should follow the steps below:

#### How to Register

1. Club participants interested in completing the CPR/First Aid/AED training course offered via Mason Recreation will need to contact the Assistant Director, Club Sports for a “class pass” to register.
2. Choose a class from the list of classes online at:  
<http://recreation.gmu.edu/aquatics/certification-courses/aquaticscertification-coursescpr-and-first-aid-training/>
3. Take the “complimentary registration” card to the RAC or AFC customer service desk to register for the class. Individuals may not register for a class without the registration card.
4. Clubs are limited to a maximum of 4 free classes per club/year.  
Failure to attend a scheduled class results in the club having to pay full cost for any subsequent classes.

### Emergency Action Plan Training (EAP)

This training is offered several times at the start of each semester by the Club Sports Office. A list of dates/times will be sent to the clubs prior to the start of each semester. This training is valid for 2 years. Regular review sessions are required at the start of the fall semester and at the midpoint of the fall and spring semesters.

### Blood Borne Pathogen Training

Officers may attend the Mason Recreation staff training or schedule online via the Mason course offerings. Non-Mason trainings are accepted with proof. This is required only once.

## Local Medical Facilities for Participants

### **Student Health Services**

Sub 1, Suite 2300

Fairfax Campus

(office) (703) 993-2831 \*ask for the triage nurse after hours

### **INOVA Emergency Care Center**

4315 Chain Bridge RD

Fairfax, VA 22030

(703) 537-0071

*\*located adjacent to the Fairfax campus at the intersection of Ox Road (123) and School street.*

### **INOVA Fair Oaks Hospital**

3600 Joseph Siewick Dr

Fairfax, VA 22033

(703) 391-3600

## Emergency Action Plan (EAP)

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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 the Assistant Director of Club Sports – 571-620-8928



- If no answer, leave a message and call Asst. Director of Competitive Sports – 703-509-5688
- 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 the Assistant Director of Club Sports (or text message) and inform them 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 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 Asst. Director of Competitive Sports – 703-509-5688
  - 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 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

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.

- 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:** 1<sup>st</sup> floor, across from the front desk

2<sup>nd</sup> 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/>

On-campus Computer Labs:

- Johnson Center      Room 342      (703) 993-3446      *\*approximately 110 workstations*
  - Innovation Hall      Room 301
- \*Current Hours of operation are visible at:*

[https://itservices.gmu.edu/services/viewservice.cfm?customer\\_dataPageID\\_4609=5378](https://itservices.gmu.edu/services/viewservice.cfm?customer_dataPageID_4609=5378)

### 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 below.

Location: Student Union 1 – Suite 2300.

Office: (703) 993-2831

Fax: (703) 993-4365

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

## Hazing

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Hazing within the Club Sports program will not be tolerated and should be taken serious.

- 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 Club 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 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).

## University Policies

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A few the highly referenced university policies are listed below. These should be updated annually to ensure they meet the current university guidelines.

## 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/>

### 1. Student Club Function.

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.](#)

Food & Beverage form:

## Temporary Structure Permit

Any tent or temporary structure larger than a 10x10 requires a permit on campus. Please refer to the policy listed below.

<http://ehs.gmu.edu/wp-content/uploads/2015/03/TemporaryStructurePermitGuide.pdf>

### **Tents Size:**

- **100 to 200 square feet (NO Permit Required):** The Event Coordinator must follow the applicable minimum requirements (see below) when using and assembling the tent.
- **200 to 400 square feet (NO Permit Required):** The Event Coordinator must notify EHS by phone 703-993-8448 or email [safety@gmu.edu](mailto:safety@gmu.edu) five business days prior to a planned event to request a safety inspection. EHS will conduct a safety inspection at least two hours prior to utilizing the tent.
- **400 to 900 square feet (Permit Required):** The Event Coordinator must submit a *Temporary Structure Permit Application* to EHS no later than 10 business days prior to the event. The Event Coordinator must have a valid permit and have a safety inspection conducted by EHS no later than two hours prior to utilizing the tent.
- **Greater than 900 square feet OR having more than 50 occupants (Permit Required):** The Event Coordinator must submit a *Temporary Structure Permit Application* to EHS no later than 15 days prior to the event. The Event Coordinator must have a valid permit and have a safety inspection conducted by EHS no later than two hours prior to utilizing the tent.

**Minimum Requirements:** All tents, regardless of size must comply with the following:

- Be placed at least 20 feet from the exterior of surrounding buildings.
- Not block:
  - o Any means of ingress or egress of other structures,
  - o Emergency fire lanes, and
  - o Any equipment that pertains or aids in the suppression of a fire (e.g., fire hydrant, fire department connection, or post indicator valve).

- Open flames or cooking devices may not be used under tents. All cooking appliances or open flames to include grills may not be used within 20 feet of a tent.
  - May not be occupied when local winds are forecasted or known to be greater than 40 miles per hour.
  - All tents are subject to removal by the Event Coordinator, EHS, Facilities Management, or vendor due to severe weather.
  - Provide adequate clear paths for egress/exiting.
  - Maintain a copy of the Tent Permit (if required) on-site.
  - Have original manufacture's tags attached indicating that the material of the tent is flame retardant (if tent is 400 square feet or greater).
  - Tents may only be occupied during daylight, unless code compliant electrical lighting is provided.
- Properly marked and lighted emergency exits (for tents with sidewalls and 900 square feet or greater).

**Tent Permit Application Process:** Tents that are erected without an application, associated documentation, and/or permit are prohibited from being occupied and subject to removal. A complete *Temporary Structure Permit Application* package includes:

- *Temporary Structure Permit Application* available on the EHS website.
- George Mason University campus map indication the location of the event.
- Detailed site plan, including method of tie-down and /or anchorage and location of surrounding buildings or structures.
- Detailed floor plan with egress and exits shown (for tents with sidewalls), and furniture/equipment arrangement.
- Certificate of flame resistance (only for tents over 400 square feet).
- Miss Utility (811 or 1-800-552-7001) and Facilities Management Customer Service Center have been contacted and all utilities are marked (only for tents that require stakes to be used for anchoring).

Submit completed applications to EHS (see section F). If the application is approved, a permit will be issued to the Event Coordinator.

**Fire Extinguishers:** A certified fire extinguisher of appropriate size and type is required to be available within 75 feet of any point within a tent. The number of fire extinguishers is dependent on the size of the tent that is being used. See *Table 1, Quantity of Fire Extinguishers Required* for further details.

**Table 1: Quantity of Fire Extinguishers Required**

<b>Tent Size (sq ft.)</b>	<b>Minimum Number of 5 pound ABC Extinguishers</b>
< 200	One is recommended but not required
201-400	1
401-600	2
601-800	3

>800	The maximum travel distance to an extinguisher from any point shall be less than 75 feet
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**Means of Egress:** Tents with side walls are required to provide an adequate number of emergency exits. Exits must be distributed evenly around the exterior of the tent, and should meet the requirements of *Table 2, Egress Size and Number* below:

Table 2: Egress Size and Number

Occupant Load	Minimum Number of Means of Egress	Minimum Width of Means of Egress in Inches
10 to 199	2	72
200 to 499	3	72
500 to 999	4	96
1,000 to 1,999	5	120
2,000 to 2,999	6	120
Over 3,000	Consult with EHS	

**Weekday Events:** For events with amusement devices held on a weekday, an inspection of the amusement devices by a contracted third party inspector must be completed at least two hours before the start of the event. For an inspection to be performed, the devices must be erected in the location in which it will remain for the entire event. The inspector will conduct the inspection and issue a report. The completed report must be submitted immediately to the EHS. A representative from the EHS will conduct a site walk along with the inspector. A permit may be issued based on the inspectors report. A permit must be received prior to the start of the event and the usage of the device.

### Cash Handling Procedures

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

## External Agreements & Contracts

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

### Sponsorships

How to secure a sponsorship:

- Clubs are encouraged to seek sponsors to subsidize operational costs of the club.
- 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.
  1. Clubs must submit a list of potential sponsors in writing to the club sports office

2. The Club 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:
    - 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.
  - 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.