

2019-20



CLUB SPORTS MANUAL





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CLUB SPORTS OVERVIEW

The Club Sports program administered by Mason Recreation is designed to provide the opportunity for individuals with common interests to participate in a variety of recreational activities. Students are responsible for the formation, organization, and governance of their clubs under the requirements established by George Mason University and Mason Recreation. Club Sports are designed to provide learning experiences for each club's 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. The success of each club depends on the dedicated efforts of its Mason student leaders, faculty advisor, and the club members.

Mission Statement

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

Vision Statement

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

Competitive Sports Staff



Paul Bazzano III – Assistant Director, Competitive Sports and Camps
pbazzano@gmu.edu | 703-993-3291



Chris Sato – Coordinator, Competitive Sports, Camps and Special Events
csato@gmu.edu | 703-993-5656



Jalen Howard – Coordinator, Competitive Sports, Camps and Special Events
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Competitive Sports Program Assistants

gmuclubsports@gmail.com | 703-993-4681

Antonia Dillard | Victoria Lopez | Spencer Neher

Mason Recreation employs a staff of professionals and programs assistants to supervise the Club Sport program. The staff is responsible for ensuring that clubs operate in a safe and mature manner benefiting both the club participants and the university community as a whole.

General roles of the staff include but are not limited to:

- Advise clubs on their day-to-day operations
- Ensure rules and regulations are followed according to Mason Recreation and George Mason University policies and procedures.
- Develop and oversee the budget and distribution of funds to clubs
- Approve purchases/expenditures and oversee collection of revenue
- Ensure compliance with Safety/Risk Management procedures
- Provide oversight for special events/tournaments.
- Advise the Sport Clubs Council ensuring that their efforts benefit all Club Sports participants

Inquiries or concerns should be directed to the professional staff whose offices are located on the 1st floor of the RAC. Typical office hours are 9:00am-5:00pm, Monday through Friday, or by appointment. The success, of a club sport and the program as a whole, is dependent upon open lines of communication between the department, the professional staff, current club officers and prospective members.

Contact Information

Location: Recreation and Athletic Complex (RAC)

Office Hours: Monday-Friday; 9:00am-5:00pm

Email: gmuclubsports@gmail.com

Office: 703-993-5323

Website: <https://recreation.gmu.edu/club-sports/>

Mailing Address:

Attention: Club Sports

George Mason University – RAC

4400 University Dr, MS 1G6

Fairfax, VA 22030

Important Dates/Deadlines

An updated list of training dates and deadlines can be found on the Club Sports website: <https://recreation.gmu.edu/club-sports/important-dates/>. Consult these dates to ensure compliance with programmatic requirements.



Current Clubs

Co-Recreational:

Badminton	Quidditch
Brazilian Jiu-Jitsu	Running
Crew	Swimming
Cycling	Ski & Snowboard
Equestrian	Squash
E-Sports	Taekwondo
Fencing	Tennis
Field Hockey	Trap & Skeet
Log Rolling	Underwater Hockey
Powerlifting	

Men's:

Baseball
Football
Ice Hockey
Lacrosse
Rugby
Soccer
Ultimate
Volleyball

Women's:

Basketball
Ice Hockey
Lacrosse
Rugby
Soccer
Softball
Ultimate
Volleyball



GENERAL POLICY AND PROCEDURE

Eligibility & Participation

Participation in club sports is open to all full-time and part-time students of George Mason University, faculty, and staff with a valid Mason Recreation membership. Eligibility for competition is based on the regulations set by each club's governing body (if applicable). All club officers, representatives, and members are required to abide by the policies, procedures and rules of the Commonwealth of Virginia, George Mason University and Mason Recreation. All participants are required to have an active Mason Recreation membership.

Membership Requirements

- Full-Time Students - no membership fee required
 - Undergraduate (12 or more credit hours)
 - Graduate: (9 or more credit hours)
- Part-Time Students - all part-time students must purchase a Mason Recreation membership
- Faculty & Staff - must purchase a Mason Recreation membership
 - Faculty/staff members may not be eligible to compete for the club due to policies established by the sport's national governing body (NGB).
- Advance Students - must purchase a Part-Time Student Mason Recreation membership

Link to membership pricing:

<https://recreation.gmu.edu/about-us/memberships/>

George Mason – NOVA ADVANCE Program

Students that are enrolled at Northern Virginia Community College and have been accepted into the ADVANCE program are eligible to participate in club sports. Students enrolled in the ADVANCE program must also purchase a recreation membership and complete all pre-participation requirements. Eligibility for competition is based on the regulations of each club's governing body (if applicable). Club officers are responsible for ensuring the eligibility of anyone participating through the ADVANCE program.

For more information about the ADVANCE program, please use the link below:

<https://www2.gmu.edu/admissions-aid/nova-advance>

George Mason University Non-Discrimination Policy

University Policy Number 1201

I. SCOPE

This policy applies to all George Mason University faculty, staff, students, university contractors, and visitors.



II. POLICY STATEMENT

George Mason University is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, age, marital status, pregnancy status or genetic information. George Mason University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

The University is dedicated to ensuring access, fairness and equity for minorities, women, individuals with disabilities, and veterans (as covered by law) in its educational programs, related activities and employment. George Mason University shall thus maintain a continuing affirmative action program to identify and eliminate discriminatory practices in every phase of university operation.

Any employee who becomes aware of sexual harassment or other potentially discriminatory behavior must contact Compliance, Diversity, and Ethics.

Retaliation against an individual who has raised claims of illegal discrimination or has cooperated with an investigation of such claims is prohibited.

TRANSGENDER INCLUSION GUIDELINES

Mason Recreation encourages athletes to participate in Club Sports activities based on their gender identity in alignment with George Mason University's Non-Discrimination policy. In some cases, national governing bodies under which individual clubs compete may have additional policies impacting gender-based participation. These policies are not under the control of the Club Sports program. Any questions regarding gender-based participation within individual sports should be directed to that club's officers as they will be most familiar with their national governing body's policies. The Competitive Sports office is also available to Club Sport athletes needing assistance.

Hazing

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

Hazing is a broad term that encompasses a multitude of actions or activities.

The University's Code of Student Conduct states, "The term hazing refers to any actions or activities that do not contribute to the positive development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include, but are not limited to, tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude. Hazing is typically associated with membership selection and initiation into an organization or holding office within an organization. It is possible for hazing to occur before, during, and after membership selection and initiation."

Hazing in any form is strictly prohibited. George Mason University will investigate all hazing allegations. Individuals and organizations found in violation of the Mason hazing policy will be



sanctioned and turned over to the proper law enforcement agency. If you believe you have been a victim of hazing or know someone who has been a victim, contact the Competitive Sports Office.

Individual club members (including members who volunteer to be hazed) and the club itself are subject to sanctions imposed by the Competitive Sports Office, Mason Recreation, and the Office of Student Conduct, and are subject to criminal charges under the Code of Virginia (or the laws of any other jurisdiction in which the incident occurs).

Club Email – Gmail Accounts

Clubs are required to have a Gmail account created for their organization. This account will be used to communicate with club officers and share documents with the Competitive Sports office.

It is extremely important that club officers check and respond to emails in a timely fashion. Potential club members will also use this email address to request information on your organization.

Clubs should make sure that the club sports administrative account gmuclubsports@gmail.com has been set as your default account in the event of a misplaced or forgotten password. This will help ensure your club account stays active through periods of transition.

ID Policy

Participants, coaches, and volunteers in the Club Sports program are required to provide a valid George Mason University ID when utilizing George Mason University facilities.

Pre-Participation Requirements

The Club Sports program requires a series of documents, trainings, and forms for all new and returning members on an annual basis. There is a great amount of risk associated with participation in any physical activity, and these requirements are in place to help ensure the safety of the participant and streamline the administrative procedures for the Club Sports program.

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 – Prompted on IMLeagues when attempting to join team
 - a. Clubs may host “tryouts” by having ALL participants complete a paper form and submitting the completed forms to the club sports office immediately after their event. New members MAY NOT participate in *practices* and *competitions* until they have completed all of the pre-participation requirements.
2. New member online training and quiz – Prompted on IMLeagues when attempting to join team
3. Club Sports Participation Form – IMLeagues Form
4. Athlete Concussion Acknowledgement Form- IMLeagues Form
5. Consent for Sharing Information (FERPA & Medical) – IMLeagues Form



6. Club Sports Behavior Accountability Form – IMLeagues Form
7. Club Sports Emergency Contact Information – IMLeagues Form
8. Physical Form – Forms and Documents section of Club Sports webpage
 - a. Valid for 365 days
 - b. Must be reviewed and approved by the Athletic Training Staff
 - c. Submit Physical Submission form on IMLeagues, after turning in physical
9. Baseline (ImPACT) testing (Mandatory for high-risk clubs only – list of high-risk clubs located in “Concussion Education and Management” section of Handbook)
 - a. Required before any involvement in club activities that present a risk for concussion (this may include competitions, practices, or tryouts).
 - b. Only required once during enrollment at GMU
 - c. Open to members of clubs not classified as high-risk free of charge by scheduling an appointment with the athletic trainer
 - d. Submit ImPACT Completion form on IMLeagues after taking the assessment

Assumption of Risk Form

All participants are required to have a current assumption of risk form on file prior to any participation in club activities. This document informs the participants of the potential dangers associated with participation.

“For and in consideration of permitting myself to enroll in and participate in George Mason University’s club, intramural and/or recreational sports (herein after collectively referred to as “University Recreation”), I hereby understand all the potential dangers and causes of personal harm in participating, engaging, playing, observing, and traveling to any University Recreation program. Participating in University Recreation programs carry certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks include, but are not limited to scratches, bruises, sprains, broken bone(s), loss of sight, internal and external organ damage or loss, loss of digit(s) and/or limb(s), brain damage, spinal cord and neck injury, paralysis and death. Knowing very well such dangers, I ASSUME ALL RISK in participating in University Recreation programs.”

Health Insurance & Physical Requirement

“It is required that all participants in the University Recreation – Club Sports program have a physical exam completed by a qualified health care professional prior to participation. In addition, I understand it is my responsibility as a participant in the University Recreation program to maintain current health care insurance to cover any physical injuries and the treatment of such injuries that may result from my participation in the Mason Recreation program, including, but not limited to, emergency care and transport, surgery, medical devices, treatment, prescriptions, ointments, equipment, physical therapy and rehabilitation.”

Physicals are valid for a period of 365 days. Physicals must be turned in at the RAC to the athletic trainer prior to participation. Do not give physicals to the front desk – should the athletic trainer



not be available, please place your completed physical in the drop box located across from the front desk at the RAC.

Incomplete physicals may be returned and deemed invalid.

Intramural Sports Participation

Club Sports participants are encouraged to participate in the Mason Recreation Intramural Sports program; however, an intramural team can have no more than two club members on their roster for an activity that relates to their club sport. Once rostered on IMLeagues, participants retain Club Sports status until the end of the academic year, regardless of the sport's active season. The breakdown of intramurals and their related club sports is as follows:

<u>Club Sports</u>	<u>Related Intramural Activity</u>
Baseball/Softball	Softball
Basketball – M/W	Basketball
Football	Flag Football
Ice Hockey/Field Hockey	Floor Hockey
Soccer - M/W	Soccer
Ultimate – M/W	Ultimate Frisbee
Volleyball – M/W	Volleyball

Organizations joining the Club Sports program whose activity relates to a current intramural sport will be added to this list. Club officers are responsible for informing all club members of the intramural participation policy. If an intramural team is found to have more than two club members, the team will forfeit all games in which they were in violation of the policy.

Mail & Packages

Each club has a mailbox in the RAC office suite. Clubs should have all items like payments, NGB documents, industry publications, and packages sent to following address:

Mailing Address:

(Insert Club Name)

George Mason University - RAC

4400 University Drive, MS 1G6

Fairfax, VA 22030

Any payments received by mail will be deposited by your club sport administrator. If your club needs to mail something, please schedule a time to meet with your club sport administrator to determine the best method. All fees will be applied to the club account.

Roster Verification

Many clubs are required to submit roster verifications to their national governing body (NGB) each semester or prior to participation in tournaments or regional and national events. Club officers should plan accordingly and provide at minimum two weeks to have this completed. Items that need to be sent to the registrar may take longer to be completed.



Please contact your club sport administrator if you anticipate the need for roster verification.

Starting a New 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 per semester to start a new club.

Application Deadlines:

- **Fall:** April 1 *new clubs will be active for fall
- **Spring:** November 1 *new clubs will be active for spring

Criteria for Consideration

- Evidence that there is sufficient student interest in the activity.
- Evidence of responsible student leadership (ex. ability to meet deadlines, strong communication skills, etc.).
- A need for recognition, specifically through Mason Recreation Club Sports, to participate/compete in regional events and leagues
- Availability of appropriate facilities (on or near campus) for practices and, if applicable, competitions
- Potential impact (ex. facility use, equipment, personnel, etc.) of the club on existing Mason Recreation programs and facilities
- The ability of the club to financially support its activities (ex., availability of adequate revenue sources)
- Where deemed appropriate by Mason Recreation, the existence of a recognized governing body for the sport that has widely accepted and used sport rules (i.e., everyone knows the rules and the same rules are used in all competitions) designed to minimize participant risk
- The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner
- The degree to which the club’s activities reflect the mission and goals of Mason Recreation and George Mason University

The above criteria provides a general guide for decision making regarding the recognition of a new club sport. However, the list is not exhaustive, and Mason Recreation reserves the right to consider other relevant factors and to deny recognition to any club if the club’s activities present an unacceptable risk to students or recognition is not otherwise in the best interest of Mason Recreation and/or the University. Additionally, Mason Recreation reserves the right to not accept clubs into the Club Sports program depending on available resources (facility space and funding).



LEADERSHIP OPPORTUNITIES

Executive Council for Club Sports (ECCS)

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

The Executive Council will advise the Competitive Sports administrative staff on all matters pertaining to the administration of the program. Applicants must be a member of a current club sport organization, maintain a minimum 2.0 cumulative GPA, and have been an officer within their club for a minimum of one-year. No more than one member from any club sport can serve on the Council in a given term.

Responsibilities

- Recognition of new clubs and membership within the Club Sports program
- Hear and make recommendations on club disciplinary issues
- Review and make recommendations regarding 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
- Coordination of the end-of-year banquet
- Assist clubs that may be struggling or need guidance
- Any and all matters deemed appropriate

Current Officers

- | | |
|---------------------|----------------|
| • Jacob Amtmann | Crew |
| • Jackson Harnois | Ice Hockey - M |
| • Ethan Kolonoski | Volleyball - M |
| • Jenna Rowell | Ultimate - W |
| • Caitlin Twelves | Equestrian |
| • Kaitlyn Wildeus | Soccer - W |
| • Emily Yoder-Tiedt | Volleyball - W |

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

Contact Email: gmueccs@gmail.com

Presidents Council

The Club Sports Presidents Council is comprised of officers or appointed members from each active and University recognized club sport. Each active and recognized club is eligible to be



represented by one voting member on the Council. Council members will always have the opportunity to present issues or state concerns to the Executive Council for Club Sports (ECCS). Council meetings are held on a monthly basis, typically the first Sunday of each month throughout the academic year.

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

Meeting Requirements

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

Disciplinary Actions for Violation of this Policy

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

Officers

To be a recognized club sport through Mason Recreation, the student organization must be established, maintained and developed by volunteer student leaders. Leadership opportunities are available for club members through various officer positions. Club officers and contributing members are responsible for writing, editing, and upholding their constitution and bylaws. Other responsibilities include determining membership requirements and dues structure, establishing a consensus surrounding level and amount of activity, managing club budgets and fundraising. At minimum, clubs must identify the positions of a President, Vice President, Treasurer, and two Safety Officers. Other recognized positions may be created within the club operations.

Club Sports officers in mandatory positions must have a cumulative 2.0 GPA or above and be in good standing with their academic departments.

Service as a Club Sports officer offers many opportunities for the building of transferable skills that are valuable when seeking employment after graduation or applying for advanced educational opportunities. Skills gained can include communication, problem solving, ability to work on a team, leadership, and conflict management. Officers serve as leaders within high-functioning organizations and hone these skills through activities such as supervising club membership, managing complex budgets, resolving conflicts, coordinating with vendors and other external organizations, and organizing and executing events.

President:

- Serve as the liaison between the club and the Competitive Sports professional staff



- Inform club officers and members of the program's policies, procedures and resources including the handbook
- Utilize the club constitution to structure the club's activity and elections; preside over club meetings
- Attend all Club Sports required trainings and meetings or appoint a representative
- Responsible for meeting all administrative requirements and working with the vice president and secretary to adhere to the program's deadlines
- Work with the treasurer to maintain a knowledge of the club's finances and submit the budget request report annually
- Work with other officers on the maintenance and timely replacement of club owned equipment and inventories items and their locations annually

Vice President:

- Assist the president in meeting Club Sports administrative requirements and deadlines
- Preside in the absence of the president
- Inform club officers and members of the program's policies, procedures and resources including the handbook
- Have a comprehensive knowledge of the handbook and attend club meetings to support the president in his/her responsibilities

Treasurer:

- Oversee all financial actions and maintain club financial records
- Follow the program's policies in regard to the use of purchasing cards, purchase orders, check requests and donations
- Complete the budget request form (annually)
- Utilize actuals (sent each semester), the clubs shadow budget (Google Sheets), and the individual club budgets to track of expenses and income

Safety Officers (2):

- Be familiar with the promotion of safe club activity and the identification of risk
- Ensure the presence of the properly trained personnel (athletic trainer) at club home events
- Responsible for enacting the communication action plan in case of an emergency (call GMUPD) and enforce the department's inclement weather policies (lightning, thunder, tornado etc.)
- Maintain a current CPR/AED and first aid certification – these certified members can provide care during on-campus or travel emergencies
- Document all club accidents/incidents and submit to the Competitive Sports office

Additional Leadership Positions

Some clubs choose to utilize additional officer positions or committees to manage different aspects of the club's operations. Examples of areas that could be overseen by an internal



committee or supplementary officer include promotions, recruitment, social media, alumni relations, fundraising, travel, competition coordination, and equipment management.

Elections

Frequency of officer elections is dependent on each club's constitution. However, it is highly recommended that elections take place annually and near the end of the spring semester. At minimum, clubs should elect a president, vice president, and treasurer. The election should be announced well in advance and allow for all qualified applicants. At the election, nominations should be made and seconded. Report election results to the Competitive Sports office including each officer's name, phone number, and e-mail. If elections take place at the end of the year, make sure to also include a summer address and phone number for each of the officers. It is recommended that each club have provisions in the constitution for replacement of officers who are unable to serve due to personal situations, school requirements or other circumstances that may arise during their term.

Re-Registration with Student Involvement

Each spring, typically in late March, all Club Sports must submit for re-registration with Student Involvement. This process involves an online application that gathers general information like new club officers, club constitution, and club mission. Clubs do not need to complete the online training and quizzes offered through Student Involvement. Once posted, information on the re-registration process can be found here: <https://si.gmu.edu/rso/>.

Constitutions

Clubs are required to have an updated constitution on file with the Competitive Sports office. This document contains club specific policies, procedures, and bylaws specific to each organization. Any changes to the constitution must be submitted to the Competitive Sports office for final ratification prior to implementation.



ADVISORS & COACHES

It is highly recommended that club officers set aside time each semester to review their constitution with their entire executive board. Important documents should be kept on the Google Drive account for each club.

Faculty Advisors

A good advisor can be a valuable asset to a club sport by 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 club sports is student development; therefore, the advisor should encourage and allow students to make their own decisions with the guidance of the advisor.

Role of the Advisor

1. Each club sport must have at least one active advisor selected from the current faculty or staff of the University. If a club is unable to find a suitable advisor, the Competitive Sports office may act as the club's advisor until a suitable advisor can be found.
2. The advisor should be genuinely interested in the club/activity and play an active role in the development and operation of the club sport's administrative management.
3. The advisor will provide guidance in the development of leadership and responsibility of club sports members.
4. The advisor will provide guidance to the club sport by ensuring that all club activities are within George Mason University and Mason Recreation guidelines. The advisor should not take a formal leadership role or make decisions on behalf of the club.
5. The advisor should be knowledgeable of the club sport's affairs but should not dominate decision making or administrative management.

Coaches and Instructors

Mason Recreation acknowledges that club sports often benefit from the assistance and direction of coaches and instructors. While we realize that the majority of coaches are volunteers, their participation in the University sponsored club requires that they uphold our standards, policies, and regulations.

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

Coaches should also understand their role on the team as sport experts and mentors of students, and that they have no voting privileges within the club whatsoever. Those selected as coaches



must act in a supervisory role and abide by all Mason Recreation, University Life and University guidelines. These include, but are not limited to, sexual harassment and alcohol policies. Please contact the Competitive Sports office if any questions, concerns or issues arise. All coaches must complete the steps listed below before they are allowed to begin any work with the club:

Clubs may utilize students, alumni or members of the community as paid or volunteer coaches/instructors by submitting the appropriate forms to the Competitive Sports office. There is a different set of forms for PAID and VOLUNTEER coaches.

Paid and Volunteer Coaches Packets can be found here: <https://recreation.gmu.edu/club-sports/download-waiver-forms/>

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 Competitive Sports professional staff.
3. Upon approval for hire, the candidate MUST sign the Volunteer MOU form and submit it to the club. Forms may be faxed to 703-993-2510.
4. The candidate MUST then complete a background check which will be administered by Mason HR at a cost of \$27 to the club.
5. All coaches MUST complete the following trainings/paperwork on an annual basis prior to beginning work with the club:
 - Volunteer MOU
 - Coach Agreement
 - Concussion training
 - Membership Parking Information – Decal Request Form
 - Volunteer coaches will receive a complimentary parking decal and Mason Recreation membership. The cost of the parking decal will be charged directly to the club.
 - Memberships shall be deactivated once the coach is no longer working with the club.
 - Online Coaching Module and Quiz
6. Volunteer coaches who are not a Mason employee or current Mason student are eligible to receive an honorarium of up to \$2,000 from the club. An honorarium may only be issued once per calendar year. The individual's services may not be recurring, and the payment amount may not be negotiated between the club and the individual.
 - a. Use the Honorarium Payment Request Form and submit it to your club sport administrator along with a VA-W9 for the coach: <https://fiscal.gmu.edu/forms-and-instructions/>

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 Competitive Sports professional staff.



3. The candidate **MUST** then complete a background check which will be administered by Mason HR at a cost of \$27 to the club.
4. Determine a rate of pay. This must be an hourly rate for which the coach will be paid for their time. Tracking, reporting and approval of hours worked is the responsibility of the club. Failure to submit timesheet hours will result in a \$20 fee to the club.
5. Submit a Worker Request Form to HR
6. All coaches **MUST** complete the following trainings/paperwork on an annual basis prior to beginning work with the club:
 - Volunteer MOU
 - Coach Agreement
 - Concussion training
 - Membership Parking Information – Decal Request Form
 - Paid coaches will receive a discounted rate for a decal, which they must pay for. The form must be signed by the Assistant Director of Competitive Sports. The completed form will be taken to parking services to make payment and receive the decal.
 - Coaches will receive a complimentary Mason Recreation membership. Memberships shall be deactivated once the coach is no longer working with the club.
 - Online Coaching Module and Quiz
 - Attend Title IX and Sexual Harassment Training
 - Attend a mandatory in-person training

After all appropriate forms are submitted to the Competitive Sports office, the club will be notified once the coach has been cleared to begin working. Coaches who begin working prior to approval from the Competitive Sports office will be terminated immediately.

Coaches/instructors may be terminated at any time for cause or no cause by either the club or Mason Recreation. Payment may be amended based on consultation between the club and the Competitive Sports professional staff in the case of dismissal or resignation. It is expected that coaches and instructors teach to the diverse levels of the participants of the club. Novice participants should not be expected to perform skills or drills beyond their level of experience and knowledge.

All coaches and instructors are required to have a background check completed prior to beginning any work with the club. Background checks are valid for a period of two years and cost \$27. The cost of the background check will be paid using the club's university account.

Membership & Parking

Memberships

All paid and volunteer coaches/instructors will receive a **FREE** Mason Recreation membership. Once they have completed all steps of the onboarding process, they will be instructed to activate



their membership at the RAC front desk. All coaches and instructors are required to check-in at the front desk when entering a Mason Recreation or Intercollegiate Athletics facility.

Parking

- **Volunteer coaches** will receive a FREE parking decal from the club that will be valid through May 31 of the spring semester. The cost of the decal will be deducted from the club's university org account.
- **Paid coaches** are required to purchase a semesterly parking decal through parking services at a discounted rate. The Competitive Sports office must issue a letter to each paid coach before receiving the discounted rate at Parking Services.

Consensual Relationships

In accordance with University Policy Number 1204, Mason prohibits employees with a professional power relationship over a student from engaging in any sexual or romantic relationships with the student. Due to the effect of undermining the atmosphere of trust on which the educational process depends, these relationships are prohibited regardless of who initiates the relationship and whether both the employee and student consent to the relationship.

In the context of Club Sports, a prohibited consensual relationship could exist between a student and a coach (volunteer or paid), faculty advisor, or any other employee that may have a professional power relationship over a student (i.e. a relationship in which the employee may have authority to exercise decision-making authority regarding the student).

Any violation of this policy should be reported to Competitive Sports professional staff.

Please review the complete policy at: <https://universitypolicy.gmu.edu/policies/consensual-relationships/>



CONDUCT, CLUB STATUS, AND DISCIPLINARY PROCEDURE

Standard of Conduct

Club Sports play a significant role within the George Mason University community and as a result serve as representatives of the University in all of their functions both on- and off-campus. Accordingly, Clubs Sports organizations and individuals are held to a high standard of conduct. Club officers should ensure that all of their clubs' membership adheres to policies and procedures set forth by the Club Sports program through this Handbook, Mason Recreation, University Life, and the University. Individuals should always conduct themselves in a matter that does not detract from the image of the University.

Clubs or club members that fail to adhere to the appropriate standard of conduct will face sanctions determined by the Competitive Sports staff and/or ECCS. Severe cases of misconduct and violations of the University's Code of Student Conduct will be referred to the Office of Student Conduct. The University's Code of Student Conduct can be found here: <https://studentconduct.gmu.edu/university-policies/code-of-student-conduct/>

Alcohol and Drug Use

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

Sanctions

Sanctions are applied when a club or club member violates University policies, department expectations or program requirements. Depending on the situation (incident, behavior, or violation), the club members, president, or entire club will receive notice that an investigation is being conducted. In some cases, communication could be conducted over email or in person.

Before taking action, the following information will be considered:

- The club's honesty and cooperation, or lack thereof, with the department; attitude of the club member(s)
- Whether the member(s) take responsibility for their actions; past disciplinary record of the member(s)/club
- The severity of the damage, injury or harm
- Potential risk/liability for the University

Possible sanctions include:

- Warnings, fines, program work project, probation



- Loss of funding, practice privileges, travel privileges, ability to host events
- Expulsion of the member(s) from the club or other department programs
- Suspension of the club

Club Status

In addition to adhering to the Club Sports program's policies and procedures, it is required that each club maintain either a minimum of 10 active members or 1.5X the number of players needed to field a team in their sport, whichever is higher, on their annual roster. For example, a Curling Club would be required to maintain a minimum active roster of 10 participants as that number is larger than 1.5X the team requirement in the sport ($10 > 4 * 1.5$).

Club activity occurs primarily during the fall and spring semesters, although some clubs practice during the summer and winter sessions. Individual club seasons can vary based on the sport and the governing body. Clubs that are only active during one semester are still required to attend training and meet administrative deadlines during their off-season semester to maintain recognition within the Club Sports program.

Active

Active clubs are in good standing with the Club Sports program and Mason Recreation. Active clubs adhere to all program guidelines. These clubs maintain the required roster minimums, with no more than 25% consisting of faculty and staff.

Provisional

Individuals wishing to form a new club within the Club Sports program are required to adhere to the recognition timeline listed below. All clubs new to the program will have provisional status for one semester. Provisional clubs will not receive funding from the department and are expected to operate through club dues and fundraising initiatives. Practice allocations will be provided based on availability. Clubs may move from provisional status to active status after one semester, pending all required meetings are attended, essential paperwork is submitted by the designated deadlines, and its members demonstrate commitment to ensuring the success of the club.

Probation

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



Suspension

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

Clubs that are suspended at the time of budget proposals for the upcoming academic year are ineligible to apply for funding. Clubs may request one-time emergency funding following the completion of their probationary status.

Case Resolution Process

The conduct process for Club Sports is initiated when an incident is referred to the Competitive Sports office. Anyone can refer an alleged incident of behavioral misconduct. Upon receipt of a referral, the Competitive Sports office will make a determination of whether or not the alleged incident is within its scope of operation. For those incidents falling under the scope of the Competitive Sports office, the student(s) will receive an email notification from the Coordinator of Competitive Sports, Camps, and Special Events providing information on the case resolution process. The Competitive sports office reserves the right to investigate any incidents reported to the office. CASES INVOLVING VIOLATION OF THE CODE OF STUDENT CONDUCT OR SEXUAL MISCONDUCT WILL ALSO BE SUBMITTED TO THE OFFICE OF STUDENT CONDUCT (OSC).

A complete guide to the ECCS case resolution process can be found on the ECCS page of the Club Sports website: <https://recreation.gmu.edu/club-sports/eccs/>



SAFETY AND RISK MANAGEMENT

Safety Officers

Due to the physical element of sports, all clubs are required to have at least two active Safety Officers certified in CPR, AED, and First Aid. Clubs are required to have at least one certified member at all practices and competitions. These certified members can provide care during practices, events, or travel emergencies.

Safety Officers are required to complete the following items before they may be active:

- Submit a copy of their CPR/AED/First Aid certification card to the Competitive Sports office
- Complete the mandatory Safety Officer in-person training and quiz
- Review and sign the Safety Officer Acknowledgement Form
- Complete Blood Borne Pathogen (BBP) training

Club officers should keep a copy of all certifications on file. It is recommended that these are scanned and saved on the club Google Drive.

CPR/AED/First Aid

Safety Officers are required to submit a copy of their certifications to the Competitive Sports office. Mason Recreation hosts several American Red Cross CPR/AED/First Aid classes each semester. These classes are free to the club. Mason Recreation will cover the cost of up to 4 certifications per club, per year. Clubs are allowed to use funding in their University accounts to pay for additional certifications. Please contact your club sport administrator to receive a ticket to register. The club member participating in the certification course must register with the ticket in-person at the RAC front desk.

American Red Cross certifications are valid for two years.

Upcoming classes may be found online at: <https://recreation.gmu.edu/aquatics/certification-courses/>

First Aid Kit

Each club will be provided a first aid kit at the beginning of the school year. Clubs with multiple teams (i.e. and "A" and "B" team) will receive two first aids kits. Clubs are required to carry these kits with them at all events. Clubs should reach out to their club administrator if any supplies need restocking throughout the year.

Injury/Accident/Incident Reporting

It is the responsibility of the club executive officers and safety officers to report and document injuries that occur during club practices or events. A club safety officer or club officer must complete an accident/incident report within 24 hours.



Reports are submitted through Connect2: <https://www.connect2mycloud.com/>. Each club has login credentials that can be used by any officer of the club.

Club officers are not required to document certain injuries during home games at which there is an athletic trainer assigned. Officers should check with the athletic trainer as to which injuries require additional reporting.

Documents should be complete and only use factual information. It is important to always ask the individual if they wish for us to call EMS. Should they decline, please make note on the document and have them sign.

For serious injuries and other emergencies, call 911 and contact your club sport administrator immediately.

911 for Medical Emergencies

During a medical emergency, 911 should be called for EMS. For on-campus emergencies, calls placed from a landline or cell phone will be received by county dispatchers and then transferred to University Police. Be prepared to provide information like nature of the injury or illness, victim's location, identity of the victim, and suspected or known cause of the injury or illness.

Severe Weather

Thunderstorms and Lightning

Clubs must be suspended outdoor activities anytime lightning or thunder is detected in the area. Clubs should utilize the 30/30 rule to protect themselves from lightning related injury:

- If 30 seconds or less elapse between the time lightning is seen and the subsequent thunder is heard, lightning is a threat to the area.
- Immediately seek shelter in enclosed building (open-air pavilions are not enclosed buildings). If an enclosed building is not accessible, seek shelter in a hard-topped vehicle.
- Play can be resumed 30 minutes after the most recent lightning or thunder is observed. Each lightning strike or sound of thunder restarts the 30 minute waiting period.

Tornadoes

Signs of an impending tornado are a dark, often greenish sky; large hail; a large, dark, low-lying rotating cloud, and a loud roar. The Mason Alert system will often inform users of tornado warnings. During the threat of a tornado, take shelter in an interior space of a hardened structure, ideally on the lowest floor and in an area with no windows. Use your arms to protect your head and neck until the all clear is given.



Extreme Heat

Extreme heat brings with it the possibility of heat-induced illnesses. Clubs should be aware of heat indices and adjust activities to allow for adequate hydration and cooling. Two dangerous heat related illnesses are heat exhausting and heat stroke:

- Heat Exhaustion – the body’s inability to cope with heat stress
 - Symptoms – faint or dizzy; excessive sweating; cool, pale, clammy skin; nausea or vomiting; rapid, weak pulse; muscle cramps
 - First Aid – have patient lie down in a cool place; loosen or remove clothing; apply cool, wet cloths; fan or move patient to air-conditioned place; provide water to patient to consume slowly; seek immediate medical attention if vomiting occurs or conditions worsen
- Heat Stroke – a life-threatening, heat-related condition
 - Symptoms – throbbing headache; no sweating; red, hot, dry skin; nausea or vomiting; rapid strong pulse; may lose consciousness
 - First Aid – **Call 911 for EMS immediately**; move patient to cooler environment; remove clothing; RAPIDLY cool patient with ice packs to the arm pits, groin, neck, and stomach; watch for breathing problems; use fans and air conditioners

Weapons Storage & Acknowledgement

Clubs utilizing weapons in their sport are required to exercise special caution when transporting and storing them on-campus. Weapon sports should coordinate with their club sport administrator to review policies and complete any required documentation.



ATHLETIC TRAINING

Mason Recreation Athletic Training Services is dedicated to providing the best quality healthcare to all student athletes. In order to do this every participant who uses Athletic Training Services must understand and agree to follow all recommendations for limiting, postponing, or ending one's participation in their club sport. Athletic Trainers will make every effort to return a participant back to play, but this must be done in a safe and appropriate manner.

The Club Sport participant **DOES NOT** have the right to make their own return to play decision without the consent of the certified athletic trainers coordinating their care. In the event that a participant ignores or chooses to disregard medical orders given by a certified athletic trainer the participant:

- Will be withheld from any competition, play, physical activity, or practice for an undetermined amount of time until the participant's injury has resolved. This withholding period will be determined by the team physician and/or certified athletic trainer.
- At minimum, could be suspended from participating in all club sports events for one week (includes practices, games, tournaments, travel, etc.) regardless of the season or time of year.
- Any other disciplinary action will be at the discretion of Athletic Training Services and the Coordinator for Competitive Sports

Office Hours

Throughout the week, there will be occasional "office hours" listed on the schedule for students to drop-in and be seen by an athletic trainer. These hours will be posted on the Mason Recreation Athletic Training Schedule. This time may also be used for Impact baseline testing or updating documentation.

Online Schedule: <https://recreation.gmu.edu/club-sports/athletic-training/>

Email Address: masonrec.at@gmail.com

Pre-Participation Physicals

All club members are required to have an annual sports physical completed by a qualified medical professional. Physicals are valid for 365 days from the date of completion.

INOVA Sports Medicine will offer a few dates/times each semester for club sport participants to have pre-participation physicals completed FREE of charge. Space is limited and is available on a first come, first served basis.

Physicals are also offered through Student Health Services for a small fee, or you may select a qualified medical professional of your choice. Physicals must be documented using the Mason Recreation – Athlete Physical Form.

Download the approved Athlete Physical Form here:



<https://recreation.gmu.edu/club-sports/download-waiver-forms/>

Important Deadlines

Participants wishing to play must have the following items submitted by **3:00pm the Wednesday prior to their event**. These deadlines are in place to ensure the athletic trainer and Competitive Sports staff have time to review all documents and update rosters. Individuals submitting documents after this deadline will not be eligible to participate until the following week.

- Physical (all club members)
- Baseline test (members of high-risk clubs)
- IMLeagues Forms (all club members)

Completed physical forms should be returned to the Athletic Trainer or placed in the Club Sports mailbox located in the RAC, directly across from the front desk. The mailbox is checked at 3:00pm Monday-Friday.

Concussion Education & Management

Mason Recreation is dedicated and committed to providing excellent healthcare to all club sport participants. Concussions are serious medical conditions that must be managed properly. In order to keep a patient from further harm or damage after a concussion, it is imperative that the participant communicate all symptoms to the athletic trainer. It is also important for other teammates and coaches to spot abnormal behavior and concussive symptoms and report them to the athletic trainer immediately. Hiding or continuing to play while concussed can prolong recovery time, cause further damage to the brain, or lead to serious harm or death.

In accordance with NCAA recommendations, the following high-risk club sports will have baseline cognitive testing using the Immediate Post-concussion Assessment and Cognitive Testing program (ImPACT):

- | | | |
|-----------------------|--------------------|---------------------|
| • Baseball | • Football | • Ski and Snowboard |
| • Basketball (W) | • Ice Hockey (M/W) | • Soccer (M/W) |
| • Brazilian Jiu-Jitsu | • Lacrosse (M/W) | • Softball |
| • Equestrian | • Quidditch | • Taekwondo |
| • Field Hockey | • Rugby (M/W) | |

Members of clubs highlighted in yellow must submit physicals and complete baseline testing following the end of the two week tryout period or *prior to any club activities involving contact*, whichever occurs first.

Members of all other high-risk clubs must submit physicals and complete baseline testing following the end of the two week tryout period or *prior to first competition*, whichever occurs first.

Members of non- high-risk clubs must submit physicals following the end of the two week tryout period or first competition, whichever occurs first.



What is a concussion?

Concussion is an injury that affects the brain following direct or indirect forces to the head. The disturbance of normal brain function is related to a change in the chemical processes of the brain rather than an injury to the actual structure of the brain. The chemical disturbance does not show up during neuroimaging (X-ray, CT scan, MRI, etc.), which is one of the reasons CT scans, or other neuroimaging studies, are not always completed, or necessary, following concussion.

What to expect after a concussion?

Concussion results in a collection of physical, cognitive, emotional and sleep symptoms. Symptoms may increase as you participate in activities that require thinking or enter into busy/stimulating environments. Signs and symptoms typically decrease gradually over a period of time, but may remain longer in select cases.

How to prevent a concussion?

While there is not any protective equipment available to prevent concussion there are strategies that lower your risk.

The strategies to decrease the chance of concussion include:

- Using proper technique at all times
- Practicing good sportsmanship at all times
- Eating well and drinking plenty of water before, during, and after activity
- Terminating play immediately if you think you have a concussion
- Talking to an athletic trainer or coach if you think you or a teammate has a concussion
- Withholding return to play until after you are given clearance by a medical professional

Concussion Signs & Symptoms

Most people with a concussion recover quickly and fully. But for some people, symptoms can last for days, weeks, or longer. In general, recovery may be slower among older adults, young children, and teens. Common signs and symptoms include, but are not limited to, the following:

- Loss of consciousness
- Headache
- Dizziness/Drowsiness
- Nausea/Vomiting
- Blurry/Double Vision
- Trouble concentrating
- Ringing in the ears
- Slurred speech
- Fatigue/tiredness
- Difficulty remembering things
- Sensitivity to light



- Sensitivity to loud noises
- Balance problems
- Mood changes
- Convulsions/seizures

Some of these symptoms may appear right away, while others may not be noticed for hours or days after the injury, or until the person resumes their everyday life and more demands are placed upon them. Sometimes, people do not recognize or admit that they are having problems. It is important to understand that each concussion is different and must be diagnosed and treated on a case-by-case basis. Once a participant has been diagnosed with a concussion, they will immediately be prohibited from participating in any physical activity. The amount of time an athlete will be prohibited from play is based on the length and duration of concussive symptoms as well as the recommendations of the medical provider managing their care.

What to do immediately after a Possible Concussion?

1. Report it. Don't hide it.
 - Playing through or trying to "tough it out" can often make signs and symptoms worse.
2. Remove from play.
 - Anyone who might have a concussion should stop playing right away and not return to play that day.
3. Monitor for changes.
 - Signs and symptoms may not appear right away and may change over a period of hours or even days.
4. Get checked out.
 - Only a health care professional can tell you if you have a concussion and when it is safe to begin a progressive return to activity.

Home Management Techniques after a Concussion

After the initial 24-hour period, limit over-the-counter medications to 2-3 doses per week. Until your appointment with our concussion specialists, you should avoid activities that could pose risk for head injury. However, prolonging rest and avoiding normal day-to-day activities can lead to the development of additional symptoms and therefore it is recommended that you **ESTABLISH AND MAINTAIN A REGULATED SCHEDULE**, as soon as possible:

1. Diet
 - Eating breakfast, lunch, and dinner each day is important, even if three meals are not typically eaten.
2. Hydration
 - It is important to stay well hydrated.
3. Sleep
 - Stick to a strict sleep schedule, with a regular bedtime and wake-up time. We recommend obtaining 7-9 hours each night, with limited naps of no more than 30



minutes. It is not advised or necessary to wake up every hour after a concussion.

4. Physical Activity

- It is beneficial to take walks and/or engage in light non-contact physical activities, following the injury. Once you are seen by the Inova athletic trainer and/or appropriate medical professional, additional recommendations will be discussed.

5. Stress

- Try to reduce additional stress, nervousness and anxiety by limiting focus on the injury and symptoms. Staying in a dark room or being overly withdrawn should also be avoided.

Return to Play Protocol

- STEP 1: REMOVE** Participants displaying concussion like symptoms or having sustained a suspected concussion **MUST** be removed from play immediately. Participants may not return to play until they have been evaluated by an athletic trainer or other qualified medical professional.
- STEP 2: REPORT** Schedule a follow-up assessment with an Inova Health System athletic trainer within 24-72 hours. **There is no fee for this follow-up assessment*
- STEP 3: CLEARANCE** Obtain written medical clearance from a qualified health care provider stating you are eligible to return to play. Please use the document provided on the concussion page of the Club Sports website. Completed forms **MUST** be submitted to the Competitive Sports Office at the RAC, faxed to (703) 993-2510 or dropped off in the Club Sports mailbox in the RAC lobby.
- STEP 4: VERIFICATION** Participants may not return to play until you have received a confirmation email from the Competitive Sports Office stating we have received your paperwork and you are cleared to return to play.

Please contact Athletic Trainer if you have any questions or concerns regarding the return to play or classroom process: masonrec.at@gmail.com

Student Health Services

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

Location: Student Union 1 – Suite 2300

Office: (703) 993-2831

Fax: (703) 993-4365

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



FINANCES AND PURCHASING

Clubs are NOT permitted to have off-campus checking/savings accounts under the club's name (e.g. club members may not open a business account at Bank of America on behalf of the club). Club members must not store any funds personally on behalf of the club.

Budget Allocation Process

The budget allocation process will take place each year between mid-March and late-April. A minimum of three ECCS members must be present for each budget presentation. Each club will present their budget for the upcoming fiscal year to a group of their peers.

- ECCS members MAY NOT hear presentations from their own club. They are permitted to present or assist in the presentation to the ECCS.
- Each club will have a 15-minute time slot
 - 10 minutes for presentation
 - 5 minutes for questions from the ECCS

After all presentations have been completed, the ECCS will meet as a whole and make a recommendation to the Competitive Sports professional staff based on the presentations heard. Clubs that fail to present or are on suspension are ineligible to receive funding through the allocation process.

Should a club fail to show up for a scheduled time slot, they may be eligible to reschedule at the discretion and convenience of the ECCS.

Clubs have (3) different accounts through the university.

- **Org Account** – this account reflects the money allocated to the club by the ECCS through the annual budget hearing process. Funds remaining in this account are not eligible to carry over to the next fiscal year. Money from this account MAY NOT be used on personal items.
- **Self-Generated Revenue (SGR)** – this account will reflect any revenue received by the club for dues, entry fees, sponsorships, and other revenue generated by the club. Funds remaining in this account may carry over to the next fiscal year.
- **GMU Foundation Account** – the GMU Foundation is the non-profit arm of the University. The GMU Foundation is a registered 501c3 organization. Clubs seeking donations will want to use these accounts as any donations made here are tax deductible for the donor. This is a great way to raise money for specific goals. Please contact your club sport administrator a minimum of 60-90 days in advance if you wish to conduct a giving campaign.
 - General Account 120530
 - Crew 120043
 - Crew Endowment 120443
 - Football 120074
 - Ice Hockey-M 120510



- Rugby-M 120413
- Trap & Skeet 120387

*Please contact your club sport administrator for information on setting up a foundation account for your club or conducting a giving campaign.

The GMU Foundation charges a 6% administrative fee on all donations. This fee is to cover the management of funds, provide for donor documentation, and to assist clubs in the coordination of giving/donation campaigns.

The University W9 forms are shared to club gmail accounts if needed to show tax deduction eligibility.

Each fiscal year, clubs have access to 70% of their allocation immediately (barring any sanctions, probation, or suspension). The remaining 30% of the allocation becomes available on a dollar for dollar matching basis tied to the accumulation of self-generated revenue by the club.

Viewing Your Budgets

Club officers may view their club budget through the budget spreadsheets (each individual club has a Google Sheet that acts as a shadow budget) provided by your club administrator. These Google Drive spreadsheets will include a detailed transaction list of all revenue and expenditures that come through the Club Sports office. Please note that the Google Sheet will include the club's org#, a current balance, and detailed information regarding each deposit and expense.

It is the club's responsibility to keep a separate updated club budget for their records and cross reference on a regular basis.

Income/Deposits/Dues

Clubs are not permitted to open business accounts on behalf of their student organization; therefore, all income (opposing team entry fees, member dues, and sponsorships) must be deposited at the RAC front desk. Club officers are not permitted to personally collect dues on behalf of their club members. Club members should pay their dues in person at the RAC front desk. Members may make payment by cash, check, or credit card (Visa or MasterCard). All checks should be made payable to "George Mason University" and list the club name in the memo line.

If checks are mailed to the RAC, the professional staff will send the club a copy of the deposit receipt to their club Gmail account. Mail submission should only be used for entry fees or officiating fees charged to a visiting team/individual. Please make sure that any checks mailed to the office are made out to "George Mason University" with your club name on the memo line.

Fees collected on-site for home events must be deposited at the RAC front desk on the next business day following the event. Cash boxes may be checked out by contacting your club sport administrator. Credit card payments can be made the day of the event for on-site events at the RAC front desk.



Revenue-Dues Reports

Club officers may request a revenue-dues report by contacting their club sport administrator. Updated reports will be sent to each club at the end of every month. Please understand that these things take time and we may not be able to complete multiple requests from the same club.

Purchasing – Special Conditions

Tax Exemption

George Mason University is a State Agency and therefore is exempt from paying most Virginia sales taxes. This exemption covers purchases made by the Club Sports program within the state of Virginia for goods/services, food, beverage, or related catering services. The exemption does not apply to lodging, gas, or car rentals.

Food and Beverage

All food and beverage purchases **MUST** be preapproved by your club sport administrator. Clubs may be required to provide a sign-in sheet for events they have requested food and beverage items. Clubs must use their self-generated revenue (SGR) account for all food and beverage purchases.

Delivery and pick-up food services can be purchased from any vendor. Catering services must be purchased from a vendor on the Approved Caters list: <https://shopmason.gmu.edu/approved-caterers-list/>

Team Meals – team meals must be preapproved by your club sport administrator.

- All meals must be included on a single receipt and paid using a credit card
- An itemized receipt will be required for reimbursement
- A sign-in sheet will be required for everyone
- Receipts may not include charges for alcohol

T-Shirts, Screen Printing, and Embroidery

Mason has several contracts with local vendors to provide screen-printing and embroidery services. If your club is planning to purchase t-shirts or have embroidery completed, you are required to use one of the vendors listed on this page: <https://fiscal.gmu.edu/knowledge-base/t-shirt-vendors/>

Purchases over \$5,000 require two competing bids from vendors on the list.

Clubs **MAY NOT** purchase any apparel without the design being approved by their club sport administrator.



Sublimation - Uniforms

Clubs looking to purchase new uniforms should speak with their club sport administrator in advance. Sublimation is a fairly new process which differs from traditional screen-printing. Clubs have been granted an exemption for uniforms using the sublimation process.

When purchasing sublimated uniforms or apparel, clubs must use an approved vendor from those listed on this page: <https://trademarks.gmu.edu/licensed-vendors/>

If you would like to use a vendor not listed on approved vendor page, the vendor will need to apply as an “Internal Campus Supplier.” The steps to apply are listed on the licensed vendor webpage. Please share this link with the vendor of your choice. This is not a quick process and may take up to 4-6 weeks.

Mason Logo and Fonts

Clubs are required to use “Mason” or “George Mason” when referencing the University and should refrain from using “GMU.”

Clubs may request a copy of their club specific logo from their club sport administrator.

Mason Recreation has two custom fonts that must be used with the logo or when referencing the university and/or club on apparel. Clubs will need to send these to any potential vendors, as these are not commonly used fonts.

- **Refrigerator Heavy** (MASON or GEORGE MASON)
- **Blair ITC Bold** (used to identify the club Ex. CLUB BASEBALL)

All apparel designs must be preapproved by the Coordinator for Competitive Sports or Assistant Director of Competitive Sports.

Please reference the Club Sports Uniform and Apparel Guide for more information:

<https://recreation.gmu.edu/club-sports/download-waiver-forms/>

Purchasing Methods

Two individuals make the purchases for all Club Sports. Payment requests need to be submitted 10 business days in advance of desired purchase date.

Department Credit Card

The club sport administrators each have a purchase card that may be used to make payment for club related travel, equipment, food/beverage, lodging, apparel, and any other club related needs. Purchases over \$1999 may need prior approval. Clubs seeking to make a purchase with department credit card should email all pertinent purchase information (website, quantity, items, etc.) to their club sport administrator well in advance of the date the purchase is desired to ensure timely delivery.

Purchases involving use of the University or department logo MUST be preapproved by your club sport administrator.



Payment by Invoice

Payment by invoice can be made to pay entry fees, referee associations, and vendors that do not accept credit card.

Steps to Complete Payment:

1. Vendor/payee must provide an itemized invoice.
 - a. Purchases over \$1999 may require preapproval, please plan accordingly.
2. Vendors/payees that have not been paid previously by the University must provide a VA-W9 form: <https://recreation.gmu.edu/club-sports/download-waiver-forms/>.
3. Club officers should email the itemized invoice and VA-W9 (if applicable) to their club sport administrator for payment.
4. Checks requests require a net 30 days from the day accounts payable has accepted the documents for disbursement. Club officers are responsible for communicating the payment terms to the individual/vendor.

Reimbursements

Any purchases made by club members in which they are seeking reimbursement **MUST** be preapproved. Reimbursements require extensive documentation and take a significant time to process, so payment with department credit card is preferred as a transaction method. Individual meals or expenses, lodging, rental vehicles, flights, and rail tickets will not be reimbursed.

Reimbursement process:

1. Club officer and requestor collaboratively complete the Payment Request form
2. Requestor completes VA-W9 if they are not a Mason student or have never been reimbursed by the University previously
3. Club officer submits to club sport administrator:
 - Payment Request form: <https://recreation.gmu.edu/wp-content/uploads/2013/04/Club-Sports-Payment-Request-Form.pdf>
 - VA-W9 (if applicable)
 - Original itemized receipts (photocopies not accepted)
 - Proof of payment by the individual being reimbursed
 1. Credit card receipt, copy of validated check, copy of bank statement
 2. Reimbursed purchases cannot be made with cash

Third Party Processors

Use of third party processors is the least preferred method of payment and should only be used when a merchant will not directly accept credit card. Third party processors cannot be used to make payment to an individual for services.

Equipment

All equipment purchased on behalf of a club becomes property of George Mason University and will become part of the club's official inventory. A formal inventory of all University- purchased



equipment will be conducted annually. Clubs will be held responsible for lost and/or damaged equipment. Individual club members and officers can also be held personally responsible for lost and/or damaged equipment.

All awards earned by teams and/or individual sport club participants will become property of the George Mason University, and made available to the general club membership immediately upon receipt. Equipment or cash awards cannot be retained by individuals, and must be used to support the entire club. All equipment must be inventoried and all cash awards must be deposited in the club's self-generated revenue account at the RAC front desk.

Emergency Funds

Club Sports may request emergency funds from the ECCS. This fund has been set aside to assist clubs facing unforeseeable expenses such as those tied to qualification for a national tournament or an unexpected equipment replacement cost. Clubs may only request emergency funds after their other forms of funding have been exhausted.

Clubs must submit the Emergency Fund Request Form on IMLeagues and meet with the ECCS to request emergency funds. Emergency funds are intended for unforeseeable expenses, not to cover deficits due to improper planning or poor financial management.



TRAVEL

As representatives of George Mason University, it is expected that all club members conduct themselves in a manner that aligns with the University's core values, the University's Code of Student Conduct, and the Club Sports Standard of Conduct at all times. Any behavior that reflects negatively on the University will be subject to disciplinary action. Club Sports has implemented the following travel policies to help clubs make safe travel arrangements for competitions off-campus. It is important that clubs follow all policies and procedures pertaining to each type of travel. Failure to do so may result in disciplinary action, including but not limited to, denial of reimbursements/funds or a travel suspension.

All club travel must be approved in advance by the Competitive Sports office. Prior to traveling, clubs must be in good standing with the Competitive Sports office, submit the appropriate paperwork, and complete a pre-travel check-in with Competitive Sports Staff (regardless of destination or number of travel days). All forms (with the exception of the MVR Authorization form) can be completed and submitted electronically through IMLeagues.

Travel Forms

The following section includes a detailed description of travel forms, including their respective due dates and information requests. All forms can be found on IMLeagues. Failure to complete required forms will result in sanctions.

Competition Schedule

Each semester, clubs are responsible for submitting a competition schedule. This competition schedule should include all anticipated home and away events even if any details of those competitions have not been confirmed. The semesterly competition schedule is submitted through an IMLeagues form using the schedule template posted on the Forms and Documents page of the Club Sports website.

Travel Itinerary Form

The travel itinerary form is due by 8:00am two business days prior to departure for any travel (Exception: home events and local practices). This deadline will typically be Thursdays at 8:00am for clubs traveling over the weekend. The purpose of this form is to detail all important aspects of the trip including:

- Trip leader contact information
- Reason for travel
- Destination address
- Departure date/time
- Arrival date/time
- Mode of transportation
- Drivers (if any)
- Lodging details



Any changes to travel plans prior to departure or while traveling must be reported to the Competitive Sports office by email or phone immediately.

Post-Competition Form

The post-competition form is due within 48 hours following club's return from travel or home event. This form is used to document results from club competitions and inform the Competitive Sports office of any injuries, problems, or incidents. Clubs are encouraged to submit videos and photos taken during the event to through the Flickr account linked to the form.

Class Absences

Club members who will miss classes due to club travel should discuss the situation with their instructors well in advance of the trip. When requested, the Competitive Sports staff can prepare a memo verifying the club's status within the Club Sports program and authenticate the trip. The memo does not excuse a student from academic obligations. The student's instructor chooses whether he/she will permit students to make up any missed work. Students requesting letters should notify their club sport administrator *at least* two weeks in advance to allow ample time for the letter to be drafted and sent to faculty members.

Pre-Travel Check-In

Drop-in hours are held in the Competitive Sports office on Thursdays from 2:00pm-5:00pm for clubs traveling over the upcoming weekend. Additional meeting times may be arranged by appointment only. Traveling clubs must send an officer during these hours to pick-up a travel binder, obtain their credit card authorization if staying at a hotel, retrieve any equipment needed, restock first aid kits, and review any relevant policies with Competitive Sports staff.

Hotels/Lodging

All hotels and lodging is booked through Lucid Travel. Mason Recreation has a Lucid webpage dedicated to Club Sports booking: <https://gmu.lucidhotels.us/>.

1. Clubs should research and select the most economical lodging option that fits their travel needs.
2. Clubs must select a refundable room rate that also indicates "Pay at Hotel."
3. Clubs will enter the required information on the booking page and select "Notify my administrator to approve and provide payment arrangements."
4. After submitting for confirmation, your club administrator will review and finalize the request if appropriate.
5. Club officers will be provided a credit card authorization to be used when checking into team hotels during their pre-travel check-in. This form gives permission for the club officers to make payment for room and tax only. Clubs are required to submit copies of receipts to their club sport administrator within 24 hours of their return to campus.



Drivers

Club teams may choose to drive to their destinations as long as the destination is no further than 350 miles or six hours in driving time. Traveling members are expected to arrive at/depart from their destination as a team. Requests for individual members to travel separately are evaluated on a case-by-case basis and must be approved in advance by the Competitive Sports professional staff. Overnight stays are highly recommended for all trips involving 6+ total driving hours. Clubs may request to travel to universities/colleges outside of this radius by contacting the Competitive Sports professional staff. Teams who qualify for Nationals will be permitted to travel by car outside of the 350 mile radius, provided they meet with the Competitive Sports professional staff prior to solidifying any plans. Mason Recreation encourages the use of rental vehicles when available because use of personal vehicles carry a higher risk.

Restrictions

George Mason University has the following travel restrictions in place to help ensure the safety of those traveling.

- No driver shall drive for more than two hours without a break of at least 15 minutes.
- Any trip that is longer than 300 miles, or four hours, must have at least two qualified drivers assigned to drive.
- Clubs may not depart before 5:00am or plan to arrive at their destination or back to campus after midnight.
- Although obtaining meals and lodging are reasonable deviations, the trip must be along the most direct route between designated sites and not involve ad hoc side trips.
- Club must plan to travel in groups and should refrain from departing at different times.
- All passengers are required to wear a seat belt at all times.
- Only approved club members, coaches, or volunteers are permitted to travel with a club. Anyone traveling with the club **MUST** be listed on your travel itinerary and have completed all necessary paperwork.
- Clubs must avoid driving in inclement weather and/or hazardous road conditions.
- Have a detailed map of the destination area, including competition sites. Use of a GPS is advised.
- Have an emergency plan for the competition site and knowledge of hospitals/urgent care facilities in the area.
- Have contact information for the host(s) of the competition and emergency contact information for all traveling members (emergency contact information is collected through IMLeagues).

It is highly recommended that all vehicles have 2 qualified drivers, regardless of distance traveled



Personal Vehicles

Individuals traveling in personal vehicles understand they do so at their own risk. Drivers must be aware that by choosing to drive personal vehicles, they assume responsibility for the safety of those traveling in their vehicle. George Mason University is not liable for any costs as a result of an accident, including injury and property damage. Therefore, both the driver and owner of the vehicle should understand that taking personal vehicles exposes him/her to personal liability as a result of an accident. Drivers are responsible for ensuring they are properly insured at all times.

Accidents

In the event of an accident in a personal vehicle, the driver must:

1. Assist anyone injured and call for an ambulance if needed.
2. While the vehicle is at the accident scene, notify the State Police (911) or, if the accident occurs on-campus, George Mason Police (703-993-2810).
3. Follow the accident reporting procedure for their personal vehicle insurance policy.
4. Notify their club sport administrator of the accident.

Rental Vehicles

When renting a vehicle, clubs should contact their club sport administrator two weeks in advance to help them make reservations for rental vehicles – do not do this on your own. George Mason University has a contract with Enterprise Rent-A-Car which covers Mason students and staff on approved university trips. Under the Mason contract, any student or employee (including coaches who have completed the Volunteer MOU) that has been approved via the MVR and driver training course is covered under the university's insurance policy. Clubs should not purchase additional insurance when using a rental under the Mason contract.

Minimum age for drivers:

- Rentals originating in the state of Virginia = 18 yrs. old
- Rentals originating outside the state of Virginia = 21 yrs. old

George Mason University Reservation Link:

https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GEOMASO

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

Motor Vehicle Report (MVR) Request and Release: <https://risk.gmu.edu/forms/>

Due *at least two* weeks prior to departure. Club members who are driving rental vehicles must submit this form in-person to their club sport administrator on or before the indicated due date. Drivers must submit a copy of their driver's license prior to travel. Students are encouraged to bring their license when submitting the form for efficiency. An annual MVR authorization is required by the Office of Risk Management.



Drivers of Enterprise rental vehicles must be approved by the Office of Risk Management following their MVR check. Approved drivers must also register for and attend a mandatory driver education class.

Accidents

In the event of an accident in a rental vehicle, the driver must:

1. Assist anyone injured and call for an ambulance if needed.
2. While the vehicle is at the accident scene, notify the State Police (911) or, if the accident occurs on-campus, George Mason Police (703-993-2810).
3. Notify their club sport administrator and the Office of Risk Management. Failure to make a report of a vehicle accident as required by the Vehicle Use Policy and the laws of the Commonwealth will be handled in accordance with the Commonwealth of Virginia Standards of Conduct and Performance.
4. Document the names, addresses, phone numbers, vehicle license numbers and insurance information of all persons and vehicles involved, including this information from any witnesses. Also document the names, phone numbers, and addresses of anyone injured or claiming to be injured. The Driver must provide this information to his or her club sport administrator immediately upon return, as well as to the Office of Risk Management as soon as possible following the accident.
5. Complete an "Auto Loss Notice" form and forward to the Office of Risk Management as soon as possible. (Available in the insurance information packet of vehicles owned by the Commonwealth, or online from the Office of Risk Management: <https://risk.gmu.edu/vehicle-accidents/>.)
6. Complete an Employers' First Report of Injury Accident form as soon as possible if an injury to an employee (paid coach) occurs (<https://seerm.gmu.edu/report-an-injury-or-illness/>).
7. Do not comment on fault or make any statement to anyone except Driver's immediate supervisor, a representative of the Commonwealth's Division of Risk Management, a law enforcement officer, or the Office of Risk Management.

Return of Vehicles

Clubs are highly encouraged to return vehicles during normal business hours, however, we understand that this is not always possible. When returning vehicles outside of regular business hours, clubs should document the date and time the vehicle was dropped off and take a few photos of the interior and exterior of the vehicle(s) to protect against unwarranted fees.

Charter Buses

Clubs are encouraged to make use of charter services when traveling more than 350 miles. The costs associated with using a charter company should be considered prior to making plans to attend an event. There are no limitations for travel time when using charter services.



Academy Bus

Contract #: GMU1298-16

Contact Name: Deena Ennis

Phone Number: 302-537-4805 x3440

Email: dennis@academybus.com

Website: <https://www.academybus.com/>

LW Transportation

Contract #: GMU-1416-17-02

Contact Name: Beth Forsht

Phone Number: 703-955-7801

Email: beth@lw-transportation.com

Website: <http://lw-transportation.com/>

Air

Clubs needing air transportation are required to contact their club sport administrator well in advance of the proposed trip. Club are required to do the necessary research and email their club sport administrator the flights that fit best with the club's itinerary and are of reasonable cost. Club members are required to travel on the same flights to and from the destination.

Booking Domestic Flights:

1. Clubs research flights for the approved trip and submit information to the Competitive Sports office.
2. Club will schedule a meeting to review purchase and must provide a list of travelers. The following information is needed for each traveler:
 - a. Legal name
 - b. DOB
 - c. Gender
 - d. Any travel out of the country will need passport and expiration date(s)



FACILITIES

Facility Spaces

Mason Recreation oversees multiple facilities that are available for Club Sports use, pending the proper submission of forms through IMLeagues and confirmation of reservation. When utilizing the facility spaces, clubs are required to adhere to all facility use guidelines. Mason Recreation's spaces that may be reserved by Club Sports include:

Outdoor Facilities:

RAC Field (turf w/lights), Field 3 (turf w/lights), Field 4 (Bermuda w/lights), Field 5 (Bermuda no lights), Field 1 (Bermuda no lights) *this field belongs to athletics and is rarely available*, West Campus Tennis Courts, Outdoor Basketball Courts, West Campus Pavilion

RAC:

Linn Gym, RAC Gym, Squash/Racquetball Courts, Martial Arts Room, Yoga/Pilates Room, New Classroom, Old Classroom

Aquatic & Fitness Center:

Multipurpose Room, Competition Pool, Rec Pool, Hospitality Room, Full Classroom or Half Classroom

Field House:

Courts 1-4, Batting Cage (drop-down), Indoor Track

Only available Sun – Thurs 7:00pm – 11:30pm with approval; day of requests must be submitted to Club Sports administrator by 2:00pm

*** On rare occasions, a club may be able to reserve an Athletics' field. If this opportunity arises additional preparation may be required to include staffing.**

Facility Use Guidelines

Clubs are expected to treat facility space with care. All spaces must be cleaned and returned to their normal settings following use. Upon completion of outdoor events, trash is to be picked up, bagged, and disposed of in the nearest dumpster. Any damage or maintenance problems with recreation facilities should be reported immediately to the Competitive Sports staff.

On-site staff has the authority to handle concerns with unruly participants, coaches and spectators. Alcoholic beverages, smoking and use of tobacco products are not permitted at any Mason Recreation practice or event. Persons under the influence of alcohol or drugs will be asked to leave the facility. Pets (except service animals) are not permitted at any Mason Recreation facility.



Injury Reporting

It is the responsibility of the club to report and document any injuries that occur during club practices or events. A club safety officer or club officer must fill out the injury report and turn it into the Competitive Sports office as soon as possible. For serious injuries and other emergencies, call 911 and then contact the Competitive Sports professional staff immediately.

Inclement Weather Policy

The Competitive Sports and Facility staffs reserve the right to cancel indoor or outdoor practices and events if weather poses a threat to club participants. However, every effort will be made to provide ample notice. We will notify clubs of any weather related warnings via email and text message during normal business hours. On-site staff will have final authority in decisions to delay or cancel events in progress.

University Closures

Practices and events during University closures are not permitted. Clubs that are still in season (traveling or competing) are allowed to hold practices during the exam period but member attendance cannot be mandatory.

Practice Times

Prior to the end of each semester the ECCS will conduct a drawing for all “active” clubs in need of on-campus facility space. The drawing will be conducted at the final Presidents Council meeting each semester. Clubs that do not have a representative present will fall to the bottom of the priority list. Club officers must submit their initial practice requests using the Practice Request Form on IMLeagues.

Requests from clubs that are currently suspended or on probation will be filled last. Based on the number of requests and available facility space, clubs may need to be flexible with their dates, times, and location. It is very likely that clubs may need to share spaces.

Clubs utilizing off-campus facilities are responsible for coordinating all quotes and reservations. Please meet with your club sport administrator for guidance.

Practice schedules for most clubs will be consistent throughout a semester. Some practice times and spaces may vary mid-semester due to Intramurals. It is the club’s responsibility to notify the Competitive Sports office of any cancelations, regardless of whether it is a one-time cancelation or for a prolonged period of time. Reserved space that is continually found to be unused will be reallocated.

Once the final practice schedule is set, it becomes a binding contract between the club and Mason Recreation. Failure to notify the Competitive Sports staff when your club is not practicing will result in disciplinary action. If a permanent change to your practice schedule is desired, please contact the club sport administrator.



Event Requests

Requests to host events such as games, tournaments, and seminars require a Game Request Form on IMLeagues. The form must be filled out completely at least one month prior to the event for tournaments and 10 business days for home games involving 1-3 teams. Prior to submitting a request, clubs should check the Mason Recreation facility schedules to see if their desired venue is already reserved: <https://recreation.gmu.edu/facilities-hours/facility-schedules/>. It is highly recommended clubs begin the process as soon as it knows it wishes to host an event.

In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any necessary officials and/or judges at least one month prior to the event. Clubs should not promote a tournament or special event until facility space has been confirmed.

Off-Campus Home Events

Clubs utilizing off-campus venues for home events are responsible for finding a venue and making arrangements with the Competitive Sports office to secure the reservation. Athletic trainers are provided as long as the booking was made for a competition at least one week in advance.

Meeting Rooms and Non-Mason Recreation Reservations

Clubs who want to have business/informational meetings may reserve rooms within Mason Recreation facilities by emailing the Competitive Sports staff at gmuclubsports@gmail.com.

Clubs wishing to reserve academic classrooms or spaces not under control of Mason Recreation must submit requests through 25Live. Club officers must complete the 25Live training module on Blackboard and contact their club sport administrator to gain access to the 25Live platform.

These spaces include kiosks and outdoor areas throughout campus.

Lining of Field

Clubs needing lines painted on any outdoor fields should submit requests as part of the Game Request Form. The Competitive Sports office needs at least two weeks' notice to communicate the request to the facilities team, so any Game Request Forms with field lining should be submitted ahead of the 10 day deadline for that form.

Facility Inspections

In cooperation with the Mason Recreation staff, each club shares responsibility for its own safety at games and practices. A facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify staff as soon as possible.

Cancellations

Clubs must notify the Competitive Sports staff of any reservation cancellations in advance by email or phone call. Failure to do so may result in fees and/or loss of privileges.



- Practice Reservation – 24 hour advanced notice
- Competition Reservation – 1 week advanced notice
- Inclement Weather Cancellation (Outdoor Facilities) – 4 hour advanced notice

Club Sports Attendance Log

After all practices and competitions (home and away), clubs are required to submit the Club Sports Attendance Log. This short form collects event location and attendance numbers for any home or away club sport event. These figures are valuable evidence to present when the Competitive Sports office requests additional resources like increased funding or facility upgrades for the Club Sports program. The form can be found here: <https://recreation.gmu.edu/club-sports/download-waiver-forms/>.

Hosting Events

All Club Sports events hosted on- or off- campus must be approved by the Competitive Sports office. Pre-event meetings with Competitive Sports staff are recommended to ensure adherence to policies and aid in the staging of a successful event.

Pre-Event

Facility Reservation

Clubs obtain a facility reservation using the previously outlined procedure.

Event Staff

Athletic trainers are required for all home competitions both on- and off- campus. Athletic trainers should be requested one week prior to the competition date. Clubs requesting athletic trainers less than one week prior will be responsible for covering the full cost of the athletic training services.

Clubs are responsible for booking and arranging payment for any referees, judges, or other officials utilized in their sport.

Registration Fees

Clubs hosting events that require an entry fee from participants can collect advanced payment by check. Checks must be made out to “George Mason University” with the club name written in the memo line. The Competitive Sports office will inform clubs of any advanced payments received.

Event Equipment

Items like chairs, tables, coolers, and cash boxes are available for loan from Competitive Sports. Any desired equipment should be included in the special requests section of the Game Request Form.



Visiting Team Information

In the lead up to the event, clubs should provide visiting teams with information relevant to their time at the event venue. This material can include directions to the facility, parking instructions, facility policies, athletic training/medical services, lodging, and nearby dining options. Providing visiting teams with useful information will help encourage them to return to your event in the future.

Event Operations

Set-Up/Break Down

Club members should be assigned to assist in the set-up and break down of the event. This function may include gathering any equipment from storage areas, fillings water coolers, setting up game equipment, and posting signage. Set-up and breakdown time should be accounted for in the Game Request Form's arrival and departure times.

On-Site Payments

Clubs can collect on-site payments by cash or check at the venue or credit card at the RAC front desk. Clubs are required to store any money in a cash box provided by the Competitive Sports office. This money must be deposited at the RAC front desk the following business day. Clubs should provide paper receipts for all transactions.

Policy Enforcement

Club officers and members should assist Mason Recreation staff in informing visitors of and enforcing any facility/programmatic policies. This enforcement can include areas like addressing irresponsible behavior from fans, coaches, or participants; violations of drug and alcohol policies; and removing pets from restricted areas.

Post-Event

Final financial reconciliation should occur directly after the event. On-site collections should be recorded and deposited at the RAC front desk. Any event registrations that were not paid prior to playing should be invoiced immediately to ensure timely payment. Official receipts should be emailed to anyone who paid by cash or check and may be seeking reimbursement from their university.

It is beneficial to draft a post-event summary. Club officers should list the steps in planning and executing the event, reflect on what went well with the event, and determine what can be improved upon when hosting similar events in the future. This summary is valuable to future club leadership when hosting events.

Equipment Storage

Various options for storing equipment are available to clubs at no cost. Club teams can utilize the storage shed on Rec Field 3, the West Campus Pavilion, and the Club Sport storage areas located in the RAC and AFC.



Clubs are required to maintain an accurate inventory of all items. **Equipment must be kept neat and organized.** Clubs are not permitted to store personal belongings in Mason Recreation facilities. Only equipment purchased with club funding may be stored in recreation facilities/spaces. Equipment purchased with club funds is considered property of the University and must be picked up and returned from storage annually. Specific items, including large ticket items, may take upwards of a few weeks to be delivered, so clubs should plan accordingly.

It is highly recommended that clubs do not allow players to keep uniforms, as it is very difficult to track them down and they often go missing. Clubs will be held accountable for missing equipment and it may be reflected on their annual allocation from the ECCS.

Procedure for Accessing Equipment at the RAC

Each club may provide a list of up to four club members that are authorized to access equipment in the second floor club storage area at the RAC. Listed members are to present their ID to RAC facilities staff during the facility's hours, and facilities staff will provide access to the storage area. Access to the first floor club storage area must be prearranged through Competitive Sports staff. This process is in place to protect items like uniforms that are stored here and more likely to go missing with less restricted access.



MARKETING & PROMOTIONS

Club Sports Webpage

The Club Sports webpage (<https://recreation.gmu.edu/club-sports/>) is available as a resource for clubs to not only advertise their individual club, but also to access all of the forms needed to conduct club sport business. There are resources available to aid clubs in planning events, traveling, or finding important information from other campus departments.

Clubs should review their individual pages on the club sports website each semester to ensure that all information is correct. It is highly recommended that pictures are updated on a regular basis. Header images should be of high quality and saved at: 723pixels x 264pixels. Please email updated photos to gmclubsports@gmail.com.

Mason360

Mason360 is the University's student engagement platform. Mason360 offers a number of features including a mobile app, personalized resource content, events calendar and registration, and chatting. At minimum, clubs are expected to provide updated contact information, officer listings, and constitution on this platform.

Social Media

Club Sports are encouraged to promote themselves via social networking sites such as Facebook, Twitter, Instagram, etc. When creating a group to promote a club and disseminate club information, the official club name must be used as the group name (George Mason Club Baseball). Groups must be left public to those in the George Mason network to allow interested individuals to join the group. Groups that are not made public are in violation of this policy. Any pictures, events, and/or discussions on the group page must uphold the proper image of the club, Mason Recreation, and the University, and must not include inappropriate language, express any negative attitudes towards individuals/staff, or display any inappropriate behavior by club members. Club pages MAY NOT be used to promote parties, socials in which alcohol will be consumed, or anything of that nature. Any information found on group pages are subject to all the policies outlined in this handbook. Group pages must be kept current and up-to-date. It may be more beneficial for clubs to utilize pages instead of groups on social networking sites.

Club Sports Accounts

Don't forget to follow and tag our Club Sports social accounts! Click the icons below for links to page:



@GMUClubSports



masonclubsports



Gnorman the Gnome

Gnorman the Gnome is available for checkout by traveling clubs to bring good luck at their competitions. Requests for Gnorman can be made by filling out the request form linked to the Forms and Documents page of the Club Sports website.

Photo and Filming Policy

As private spaces, photography and videography at Mason Recreation facilities and fields strictly regulated. Clubs wishing to film or photograph within these areas must request permission to do so: <https://recreation.gmu.edu/about-us/photo-video-request/>.