

AUGUST 26, 2019



CLUB SPORTS COACHES GUIDE

2019-20

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

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Mission & Vision

Our Mission

Mason Recreation inspires an inclusive atmosphere that fosters lifelong well-being for the University's diverse students and community through active experiences, education, and engagement.

Our Vision

We the Patriots unite in an active journey toward well-being.

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. Club Sports are formed, organized and governed by and for current George Mason University students under the requirements established by George Mason University and Mason Recreation. Mason employees are permitted to participate within the club sport program, as per that club's constitution and league policies. Individuals not currently directly affiliated with Mason, including alumni, may not participate in any club.

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

Contact Information

Mailing Address:

Attention: (Place Club Name Here)
George Mason University
4400 University Dr, MS 1G6
Fairfax, VA 22030

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Annual Requirements

As part of the onboarding process for all volunteer and paid coaches, there are several required trainings and forms that must be completed prior to any work with the club.

Paid Coaches

- Worker Request Form
 - Completed by the Club President & Club Sport Administrator
- Alcohol & Drug Policy
- Confidentiality Agreement
- Membership Agreement
- Parking Pass – Discount Letter
 - Paid coaches receive a discounted semester parking pass at a rate of \$50 per semester.
- Tax Forms issued by HR *only needs to be completed once, unless there are changes
- Background Check *email will come from HR to complete TRUScreen online documents
 - Only required every three years
- Title IX & Sexual Harassment Training
 - Completed within 90 days of start date

PLEASE REVIEW, SIGN, & RETURN PAGES 12-17 to COMPETITIVE SPORTS STAFF DURING MANDATORY IN-PERSON TRAINING.

Upcoming training dates will be posted online at:
<https://recreation.gmu.edu/club-sports/important-dates/>

Timesheets

Coaches will be paid on a bi-weekly pay schedule via direct deposit. It is the responsibility of the coach to accurately track and submit his/her hours to the club officers. Failure to keep an accurate record of all hours worked may result in dismissal from the position. Please use the calendar below to identify submission, approval, and pay periods.

Important Links

- Payroll Calendars - <http://hr.gmu.edu/payroll/calendar.php>

Concussion Education Management

What is a Concussion?

A concussion is a short-lived brain injury caused by a bump, blow or jolt to the head. A variety of symptoms may develop and typically resolve over time. An athlete can suffer a concussion in any sport. Contact or collision sports, such as football, soccer, wrestling, ice hockey, lacrosse and rugby, have the highest incidence of concussion. Most concussions

appear without loss of consciousness. Rarely is there a structural injury noted on MRI or CT scan. Even when the physical, and sometimes emotional, symptoms of a concussion have disappeared, the brain may not be healed. Athletes who suffer a concussion are three to five times more likely to suffer a second concussion in the same season. Sustaining a repeat concussion, while recovering from a concussion, is dangerous. This is called second impact syndrome and can potentially cause brain swelling and brain damage. Your athletes can avoid further injury by not playing with a concussion.

Baseline Testing

All members of “high risk” clubs are required to complete a Baseline test with an athletic trainer provided by Mason Recreation through the partnership with INVOA Health Services prior to participation. Baseline testing is offered FREE of charge to all club members. Testing is only required once while at Mason.

Signs & Symptoms

Concussion Signs and Symptoms

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (<i>even briefly</i>)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”



Concussion can be fatal, so everyone needs to know the signs.

Evaluation and Management

Coaches, Safety Officers, and Athletic Trainers who suspect an athlete has sustained a concussion, should immediately remove the athlete from play, practice or games. The

athlete should not return until evaluated and cleared by a qualified medical professional. Mason Recreation offers FREE athletic training coverage via INOVA Health Services with regular office hours held each week throughout the fall/spring semesters. As a coach, it is an expectation that any participant be removed from play immediately who is suspected of a head injury.

1. Any club member who is suspected of having a concussion during a Club Sports activity **must** be removed from the activity immediately and remain out action until they have been evaluated by a qualified health care professional.
 - a. A coach or safety officer may not provide clearance for return to play.
2. The incident must be documented by the club's Safety Officer or by the Athletic Trainer.
3. The individual must follow the return to play procedures outlined by the Club Sports Athletic Trainer.

Return-to-Play Steps

- STEP 1:** Schedule a follow-up assessment with a Mason Recreation athletic trainer within 24-72 hours. The athletic trainer will recommend further actions. **There is no fee for this follow-up assessment*
- STEP 2:** Obtain written medical clearance from a qualified health care provider stating you are eligible to return to play. This should only be done following the return to play progression. Please use the document provided on the 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 located in the RAC lobby.
- STEP 3:** Participants may not return to play until they have received a confirmation email from the athletic trainer stating we have received your paperwork and are cleared for return to play.

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

Hazing

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

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 GMU hazing policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you have been a victim of hazing or know someone who has been a victim, contact the Competitive Sports Office at (703) 993-3291. <http://hazingprevention.org/>

Coaches have a responsibility to report any possibly forms of hazing to the Club Sports Office immediately.

Accident – Incident Reporting

All accidents or incidents must be reported within 24hrs to the Club Sports Office utilizing the accident/incident report found online at clubsports.gmu.edu. Club officers have been trained on how to properly complete and submit documentation.

Immediately following an accident/incident in which a call to EMS or Police, please ensure that the Club Officers notify their Club Sport Administrator immediately after the accident/incident.

Purchasing & Reimbursements

Club officers are required to have all purchases pre-approved through their Club Sport Administrator to ensure the club is following purchasing guidelines and have sufficient funding available to support the purchase.

While traveling, coaches may be reimbursed for gas if it has been pre-approved by the club and proper documentation has been received.

- Original receipts are required for all reimbursements in addition to:
 - Payment request form
 - W-9 (all non-students)

Please review the Club Sports Handbook for a complete guide to all club sport policies and procedures.

Hotel & Lodging

All hotel and lodging reservations will be made and paid for by the club using a university approved purchase card. The university will only cover room, tax, and parking. Individuals staying in the room will be responsible for providing a card at check-in to cover all additional expenses, incidentals, and damage.

Room Sharing

- Non-student coaches may not share a room with current club members.
- Male and female players/coaches/staff may not share hotel rooms.

Vehicle Usage

Travel Restrictions

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



- Clubs are not permitted to travel between the hours of **midnight and 5am**
- Drivers may not drive more than **2 hours without a 15-minute break**
 - **All vehicles must have 2 qualified drivers**
- All passengers are required to wear a seat belt at all times
- All drivers are required to possess a valid driver's license and insurance
- Non-affiliate club members are not permitted to travel with the club
 - This includes friends & family members
 - Anyone not approved on your travel request may not travel in a vehicle or stay in a hotel with your club
- Although obtaining meals, gas, and lodging are reasonable deviations, the trip must be along the most direct route between the designated sites and not involve ad hoc side trips.

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.

Consensual Relationships

University Policy Number 1204

I. SCOPE

This policy applies to all faculty, staff and students of George Mason University.

II. POLICY STATEMENT

Sexual or romantic relationships between employees and students have the effect of undermining the atmosphere of trust on which the educational process depends. Positions of authority inherently carry the element of power in their relationships with Students. It is

imperative that those in authority neither abuse, nor appear to abuse, this power entrusted to them.

- An employee who has a professional power relationship over a student must avoid any sexual or romantic relationships with the student.
- If an employee becomes involved in a sexual or romantic relationship with a student, or has had a past relationship with the student, the employee must immediately notify his or her supervisor.
- Employees are responsible for complying with this policy regardless of who initiates the relationship.
- This policy applies regardless of whether both the employee and the student consent to the relationship, and whether the relationship is between individuals of the same sex or of the opposite sex.
- “Employee” means any paid employee of the university. This policy also applies to volunteers who teach, coach, evaluate, advise and supervise students at the university.

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

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 operations.

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.

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

WHAT MAKES A GOOD COACH?

Please visit the link below for some helpful tips on how you can serve as a great coach and mentor the members of your team.

- The very best coaches GET THEIR ATHLETES TO BELIEVE in themselves
- The really effective coaches DO NOT USE EMBARRASSMENT & HUMILIATION AS "TEACHING TOOLS"
- Great coaches are GREAT LIFE TEACHERS
- The best coaches KEEP THE GAME IN PERSPECTIVE
- Great coaches DO NOT LET THEIR EGOS AND SELF-WORTH GET TIED UP IN THE OUTCOME
- Great coaches UNDERSTAND INDIVIDUAL DIFFERENCES IN THEIR ATHLETES
- The best coaches COACH THE PERSON, NOT JUST THE ATHLETE
- The best coaches are FLEXIBLE
- The great coaches are GREAT COMMUNICATORS
- Good coaches TAKE THE TIME TO LISTEN TO AND EDUCATE THEIR ATHLETES' PARENTS
- GOOD COACHES "WALK THE TALK" WITH THEIR ATHLETES AND PARENTS
- Good coaches KEEP THE LEARNING ENVIRONMENT EMOTIONALLY SAFE
- Great coaches CONTINUALLY CHALLENGE THEIR ATHLETES TO DO BETTER AND PUSH THEIR LIMITS
- The best coaches CONTINUALLY CHALLENGE THEMSELVES
- The very best coaches are PASSIONATE ABOUT WHAT THEY DO
- Good coaches are EMPATHIC AND TUNED INTO THE FEELINGS OF THEIR PLAYERS
- Good coaches are HONEST AND CONDUCT THEMSELVES WITH INTEGRITY
- The best coaches MAKE THE SPORT FUN FOR THEIR ATHLETES
- Good coaches are NOT DEFENSIVE IN THEIR INTERACTIONS WITH THEIR PLAYERS OR PARENTS
- Great coaches USE THEIR ATHLETES' MISTAKES AND FAILURES AS VALUABLE TEACHING OPPORTUNITIES

<https://www.competitivedge.com/special-what-makes-good>



POLICY NO.: 1.05
EFFT. DATE: 9-16-93
UPDATED: 5-2014

ALCOHOL AND OTHER DRUGS

SUMMARY OF THE COMMONWEALTH OF VIRGINIA’S POLICY ON ALCOHOL AND OTHER DRUGS

The commonwealth of Virginia's Policy 1.05 on Alcohol and Other Drugs states that the following acts by employees are prohibited:

- I. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs on the workplace;
- II. The impairment on the workplace from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes);
- III. Action which results in the criminal conviction for: a violation of any criminal drug law, based upon conduct occurring either on or off the workplace, or a violation of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace;
- IV. The failure to report to their supervisors that they have been convicted of any offense, as defined in III above, within five calendar days of the conviction. Included under this policy are all employees in Executive Branch agencies, including the Governor's Office, Office of the Lieutenant Governor, and the Office of the Attorney General.

The workplace consists of any state owned or leased property or any site where state employees are performing official duties.

Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

A copy of the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained from your agency human resource office.

CERTIFICATE OF RECEIPT

Your signature below indicates your receipt of this policy summary of Policy 1.05, Alcohol and Other Drugs. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

Employee’s Printed Name: _____ Date: _____

Signature: _____ Date: _____



George Mason University Confidentiality Agreement

In consideration of my service as a paid coach at George Mason University, I may have access to sensitive or confidential information.

This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information. I understand that George Mason University expects me to hold in confidence any information I may become privy to in the course of my volunteer activities. Because this information is solely available to me as a result of my paid coaching activities, I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information that is given, shown, or available to me, or which otherwise comes to my attention, for purposes outside the legitimate scope of my work.

Examples of confidential information that I may become aware of during the course of my volunteer activities at George Mason University include, but are not limited to:

- Information from or regarding the educational records of students, prospective students, alumni, employees, donors, associates and guests of the University.
- Information regarding the physical or mental health or personal affairs of any of the aforementioned individuals.
- Information pertaining to George Mason University's finances or budget, public relations plans or details, communications plans or details, or other internal or sensitive institutional information
- Information regarding access to Mason's electronic files of any kind, and information pertaining to intellectual property of any kind, written or unwritten.

I further agree that during the term of my paid coaching activities and following my separation with such association, I will be bound by this agreement. I am aware that failure to abide by this agreement may subject me to civil and criminal liability and disciplinary action up to and including my immediate termination from my position (and student disciplinary action that could result in suspension or expulsion).

Printed Name: _____

Date: _____

Signature: _____

Date: _____



MASON RECREATION MEMBERSHIP & PARKING DECAL TERMS & CONDITIONS

Membership Terms & Conditions

Mason Recreation will provide all paid coaches a complimentary membership to all Mason Recreation facilities. The membership must be validated at the customer service desk, located in the RAC and will be valid through June 30 of the current academic year.

- The membership is non-transferrable and has no monetary value
- A valid Mason Recreation or GMU photo ID is required to at check-in
- Mason Recreation reserves the right to suspend or terminate the membership at any time
- Facility polices & procedures may vary from facility to facility and it is the responsibility of the membership holder to familiarize themselves with the policies and procedures of each facility
 - Current policies & procedures may be found online at: recreation.gmu.edu

First Name: _____ Last Name: _____

Street Address: _____ State: _____ Zip: _____

Email: _____ Phone: _____

By signing below, you, the membership holder agree to abide by all of the terms and conditions listed above.

Printed Name: _____ Date: _____

Signature: _____ Date: _____

Club Name: _____

Club Org#: _____



Club Sports Coaches Agreement

Club Name: _____ Academic Year: _____

First Name: _____ Last Name: _____

Welcome to the Mason Club Sports Team

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

Coaching Expectations

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

George Mason University Student Code of Conduct.

11. The coach/instructor understands and agrees to refrain from any form of physical, mental, or emotional hazing of players, consistent with the guidelines and standards set by George Mason University.
12. All volunteer coaches who complete the Volunteer Memorandum of Understanding on an annual basis will be covered by George Mason University's General Liability Insurance while performing the duties of a coach. All paid coaches are considered employees of George Mason University and are afforded the same General Liability Insurance coverage.

Conditions of Service:

1. The coach agrees to abide by all rules and policies of George Mason University, Mason Recreation, the Club Sports program, the employing club, sport specific national governing bodies and state and federal laws. Violation of any such rules, polices or procedures may be grounds for immediate termination of this agreement at the sole discretion of the Competitive Sports staff.
2. All coaches/instructors are subject to a background check by George Mason University.
3. All coaches are required to attend a mandatory training session on an annual basis. Dates and times will be posted online at <https://recreation.gmu.edu/club-sports/important-dates/>.
4. It is recommended that all coaches purchase their own personal medical/liability insurance. Limited General Liability coverage is provided by George Mason University through the Volunteer MOU (MOU applies to volunteer coaches only).
5. Coaches shall not make any demands on a participant that are inconsistent with the guidelines of the Competitive Sports program or in any way compromise the participant's academic pursuits.
6. No coach shall be permitted to have his/her name on club accounts or have access to said accounts. Clubs must keep all funds in a Mason operating or Foundation account.
7. Coaches will not engage in inappropriate relationships with club members.
8. Coaches should only make appointments to discuss club business with the Competitive Sports staff and should refrain from making appointments with the Executive Director of Recreation, Director of Recreation, University Life Staff, or any other person.
9. Coaches must be recommended by club members and must submit a new application each academic year for approval to coach. Continuation of coaching status is not automatic. I understand that, if approved, this agreement must be renewed on an annual basis.
10. All coaches serve at the pleasure of the club's officers and the Competitive Sports office. The Competitive Sports staff has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach can be relieved of his/her coaching duties.
11. Coaches are required to have a valid parking decal and follow all university policies for parking on campus.
12. All coaches are encouraged to maintain a valid American Red Cross First Aid/CPR/AED Certification. Clubs are required to have a Safety Officer present at all club activities, with a stocked first aid kit at all times.

Position Details:

Anticipated Start Date: _____ End date: _____

Position Title: _____

Emergency Contact Information:

Emergency #1 Contact Name: _____ Relationship: _____

Contact #: _____ Email: _____

Emergency #2 Contact Name: _____ Relationship: _____

Contact #: _____ Email: _____

I have read and understand the "Coaching Expectations and Conditions of Service" as outlined above and agree to abide by the rules as listed. I understand that any infraction of the policies and procedures of the University or Mason Recreation subjects me to dismissal as coach of the club.

Signature of Coach

Date

Signature of Club President

Date

Signature of Competitive Sports Staff

Date