College of Coastal Georgia

2025-2026 RECREATION AND WELLNESS INTRAMURAL AND CLUB SPORTS HANDBOOK

Student Activity Center
Location: One College Drive Brunswick, GA 31520
Telephone:912-279-5700
E-mail: recreationwellness@ccga.edu



Guidebook Purpose 3
Intramural Sports 3
Intramural Sports Aim/Mission 3
Participant Insurance 4
Injury / Accident Notification 4
Blood Rule 4
Footwear 4
Eligibility 5
Sport Club Member 5
Intercollegiate Athlete 5
Blue Shirt Athlete 5
Former Intercollegiate Athlete 5
Professional Athlete 5
Organizational Eligibility 6
Protests for Ineligibility 6
Penalties for Ineligibility 6
Assumption of Risk 6
Intramural Sports Events Structure 7
Leagues/Tournaments 7
Playoffs/Level of Plays 8
Team Divisions 9
Classics/Competitions 9
Instructional Clinics 10
How to Register 10
Team Registration 10
Free Agent Registration 10
Team Rosters 10
Player Participation 10
All Stars 11
Intramural Sports Official 11
Captains 11
Captains Meetings 12
Event Processes, Procedures & Policies 12
Game Time & Optional Grace Period 12
Team Sign-In 12
Team Forfeits 12
Responsibilities of Recreation Staff & Officials 13
Recreation On-Site Staff Duties: 13
Game Officials Duties 13
Expectations & Responsibilities' of Participants 14
Rights and Responsibilities 14
Self-Officiated Leagues 14
Sportsman-Like Conduct 14
Ejected Players 15
Harassment Policy 15
Drugs & Alcohol Policy 16
Protest Procedure 16
Inclement Weather Policy 16
Emergency Action Protocol 17
CCGA Club Sports Handbook 18

GUIDEBOOK PURPOSE

This guidebook is intended to offer anyone interested in participating in the Intramural Sports Program at CCGA information on the specifics of Intramurals Sports and assure their ability to register and participate in the intramural activity of their choice. This guidebook outlines various aspects of the program such as: Eligibility requirements, team behavior policies, event structure, registration processes, event sign-in procedures and opportunities to officiate. After reading this guidebook, the reader should have a full understanding of what to expect from the Recreation and Wellness staff and officials as well as what is going to be expected of them during intramural events and activities. This guidebook will be made available to students both online and through the Student Activity Center. **Any further questions regarding a specific aspect of the Intramural Sports Program should be brought to the attention of Coordinator or Recreation and Wellness or official designee.** We will be updating this guidebook on a semester basis to insure the most useful and accurate information is being given to our participants. Your questions, comments and suggestions will assist us greatly and we thank you in advance for your input.

INTRAMURAL SPORTS

The Intramural Sports Program provides all students with an opportunity to participate in organized sporting events, take part in various leisure activities and eventually gain access to the competitive sports club arena with the finest and fastest growing sports club programs in the CCGA system. This participation is governed only by the students' time and interest. Ability is not important; all a person needs is an interest in the activity and the desire to have fun participating.

It is important to recognize that an Intramural Sports program must be as diverse as the people it is designed to serve; consequently, the overall Intramural Sports Program is designed across a broad spectrum of activities including basic instructional clinics, leisure-based activities, and highly competitive sporting events. The underlying philosophy of each program is essentially the same: a) to fully and effectively accommodate the needs and interests of the student body, b) the college and the larger community in which it resides, c) maintain consistency with the goals of the Division of Student Affairs & Enrollment Management, our Intramural Sports Program will:
1) Enhance campus global awareness and complement the international perspective of the campus and local community.
2) Coordinate activities that enhance campus awareness of interdisciplinary and integrative studies and their importance to the life of the campus and local community.
3) Encourage the campus community to focus on how diverse communities build sustaining cultures that model alternatives to prejudice and how individuals create and maintain authority and integrity in atmospheres of discrimination.
4) Promote civic engagement and service-learning initiatives in the local and global communities for a mutual, positive benefit.
5) Remain centralized around the values of sportsmanship and fair play and an all-inclusive environment.

Through participation, individuals will have an opportunity to develop an appreciation of the essential use of leisure time and a wholesome attitude toward sports, physical activity and fair play. Activities are organized on both a team and individual basis, thereby enabling all to participate. The entire program is voluntary and free to students.

INTRAMURAL SPORTS AIM TO:

1. Provide a wide variety of easily accessible extracurricular activities aimed to help a diverse student body relieve stress and have fun in a safe, healthy way.
2. Organize and structure competitive sporting activities for a diverse student body that are consistent with the standards and expectations of the national governing body presiding over such activity.
3. Provide a sustainable intramural sports program focused on increasing student leadership, collaboration, fair play and volunteerism.

4. Organize and structure recreational sporting activities for a diverse student body which aim to promote fun, fair play and an overall inclusive campus culture.
5. Organize awards and recognition events for participants to celebrate their unique abilities and accomplishments with their teammates and peers.
6. Offer skill development workshops and clinics in collaboration with various sport clubs and local sports officials associations to assist students in developing a thorough understanding of a particular activity.

PARTICIPANT INSURANCE

Players are advised and strongly encouraged to obtain medical insurance coverage prior to participating in Intramural Sports. As a reminder, neither Recreation and Wellness nor the College carries medical insurance that covers participants in the Intramural Sports Program. For informational brochures on how to obtain personal health insurance, please visit Student Health Services by appointment in the Campus Center.

INJURY / ACCIDENT NOTIFICATION

In the case of an injury or accident during a scheduled contest, or any other potential medical problem, participants should notify a Recreation staff member on-duty as soon as possible. The staff members on site will provide initial emergency care, such as the provision of bandages, ice, or immobilization, to any participant injured during their contest and will refer participants for additional medical assistance and/or contact Campus Police if requested for first responder and/or ambulance services. It is vital that all other participants in the general area follow the direction of the on-site College personnel in the event of an injury. Where possible, recreation staff will be certified in First Aid/CPR and witnesses are encouraged to assist as much as they can without interfering with the actions of medical emergency personnel. Only if a

In an effort to maintain a safe playing area, all participants are to adhere to the following BLOOD RULE:

BLOOD RULE

Any player who is bleeding must be substituted for until the bleeding stops. Only an intramural staff member or game official has the authority to remove or allow entry back into the game. All equipment and/or areas of play contaminated by blood must be thoroughly cleaned before play can resume. This is the responsibility of the on-site staff with supervision from the recreation wellness coordinator. (See Link: https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:575986ed-ccfa-3ec7-ba32-dc310f0e3b66)

If by removing the player who is bleeding, the team falls below the minimum number necessary to play (sport specific), the following will apply:

The game clock will stop and a maximum of three (3) minutes will be allowed for the player to stop the bleeding. Either a Recreation staff member or game official must approve the player to re-enter. If the bleeding has not stopped within the allotted three (3) minutes the team will forfeit the game. THE ALLOWANCE IS ONLY FOR PLAYERS WHO ARE BLEEDING WHEN THE TEAM CANNOT CONTINUE TO PLAY WITHOUT THEM.

For supervised activities, a Recreation staff member will remove and assist a bleeding player as best possible; recreation staff under the direction of the coordinator of recreation and wellness will determine whether the individual may resume play and whether or not emergency medical personnel (Campus Police) need to be contacted for assistance/referral.

FOOTWEAR

In all indoor sports, players must wear athletic type shoes that cover the foot completely. Sandals, boots, and open toe shoes are NOT allowed. For outside sports, cleats are limited to studs or projections that do not exceed 1⁄2 inch in length and are made with nonabrasive rubber or rubber-type synthetic material that does not chip or develop a cutting edge. Certain other restrictions may apply. Check the rules for the sport you are participating.

person possesses skills and certifications above and beyond those obtained by the on-site staff member should they take the lead in providing health care to the victim.

ELIGIBILITY

All CCGA students, part-time students, faculty and staff members who are current Mariner ID holders are eligible to participate in Recreation and Wellness activities provided that the individual is not under disciplinary probation with the college.
Recreation and Wellness is committed to promoting diversity throughout its programs. As a result, discrimination shall not be made on any basis such as gender, race, color, creed, age, disability, or national origin.

SPORT CLUB MEMBER Sport Club members are eligible to participate in the intramural program of that same sport, but shall be restricted to two club members of that sport per team in "Recreational" divisions. For the academic year, there will be no restriction on the number of sport club members on a single team in the "Competitive" divisions of that sport. Any individual, who practices with a club for a period of two weeks, participates in any club tournament, pays dues to a sport club or appears on the club's official roster shall be considered a member of the sport club for that academic year. Any intramural team competing in the "Recreation" division with a current sport club member is limited to one other sport club member, current/former intercollegiate athlete, red shirt athlete or professional athlete.

INTERCOLLEGIATE ATHLETE Members of intercollegiate teams are ineligible to participate on an intramural team in their intercollegiate sport for one calendar year following the end of that intercollegiate sport season with no exceptions. Furthermore, written permission from their coach is also required for an intercollegiate athlete who wishes to participate in an intramural sport other than their own intercollegiate sport. Within "Recreational" divisions, an intramural team will be restricted to one current/former intercollegiate athlete, sport club member, red shirt athlete or professional athlete. An intercollegiate team member is an individual who participates in an intercollegiate contest, attends regular practices for a period of two weeks or longer, or appears on the team's official roster.

Blue SHIRT ATHLETE Individuals classified as red shirts, or those training with a varsity team shall be treated as an intercollegiate team member. A Blue Shirt Athlete is defined as anyone who is delaying their participation in a particular collegiate sport in order to lengthen their eligibility in future academic years. A red shirt athlete or player working out with a team for more than two weeks will be considered an intercollegiate athlete for the entire season. Any team in the "Recreational" division of an intramural contest is limited to one former intercollegiate athlete, sport club member or professional athlete per team per sport.

FORMER INTERCOLLEGIATE ATHLETE Former intercollegiate team members are collegiate athletes who have not been on the official roster of a collegiate team for an entire academic year and whose status has changed as a result of completing the one calendar year ineligibility period. They may participate in the Campus Recreation program of their former intercollegiate sport. Any team in the "Recreational" division of an intramural contest that has a former intercollegiate athlete is limited to one other current intercollegiate athlete, red shirt athlete, sport club member or professional athlete.

PROFESSIONAL ATHLETE Professional athletes or former professional athletes are eligible to participate in Recreation Wellness programs but the team will be limited to only one current/former professional athlete, regardless of how many years it has been since they last played professionally. Any teams having a professional athlete are limited to one former/current intercollegiate athlete, red shirt athlete or sport club member.

Note: The Intramural Sports Staff does not assume the responsibility for checking upon the eligibility of individuals participating, this is the team captains' responsibility. Any cases of ineligibility called to the staff's attention will be dealt with according to Recreation and Wellness regulations. See below for information regarding penalties for ineligibility and filing a protest of ineligibility.

ORGANIZATIONAL ELIGIBILITY A group is eligible to participate in intramural sports if:

. Membership complies with the policies and procedures as outlined in this manual.
. The organization or any of its members wishing to participate are not under disciplinary
. probation with the college.

PROTESTS FOR INELIGIBILITY Questions of eligibility raised before a game will be brought to the supervising staff member. If eligibility status cannot be determined at the game site or if a team becomes aware of an eligibility infraction after the game in which the player in question competed, an official protest regarding that player's eligibility status must be filed in the Recreation and Wellness Office; however, the game must still be played as scheduled. If the player in question participates in the game and is later ruled to be ineligible, the game will be declared a forfeit, regardless of the outcome. During play-offs, protests regarding a player's eligibility must be made to the event supervisor before leaving the game site and an official protest must be submitted by the next business day in the Student Activity Center before 4:00 p.m. (see form). Protests made after this time will be invalid.

PENALTIES FOR INELIGIBILITY

Any team playing with an ineligible player shall be credited with a forfeit for each game in which that player participated. The captain of the offending team will receive a written warning from the Recreation and Wellness pro-staff. Should the team be involved in additional eligibility infractions, further disciplinary action will result. Any player signing in under an assumed name will be referred to the Recreation and Wellness Coordinator for disciplinary action and the game in which he/she participated or attempted to participate will be forfeited. Any player who participates as a member of two teams of the same sport within the same level of play and/or division shall be declared ineligible for the remainder of the semester and subject to suspension from all Recreation and Wellness activities.

ASSUMPTION OF RISK

Participation in the Intramural Sports Program is completely voluntary. All participants run the risk of possible injury due to the inherent risks involved in sports. Individuals are strongly encouraged to have a physical examination and purchase health and accident insurance prior to participation. Individuals who participate in the CCGA Intramural Program must sign a player registration form prior to their participation. The player registration form includes the following STATEMENT:

COLLEGE OF COASTAL GEORGIA

RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: "Insert Activity Name Here"

Activity Location/Facility: "Insert Activity Location Here"

In consideration for being allowed to participate in "Insert Activity Name Here," I release from liability and waive my right to sue the State of Georgia, the Trustees of the University System of Georgia, which own and operate College of Coastal Georgia, College of Coastal Georgia and their employees, officers, volunteers and agents (collectively "College") from any and all claims, including the College's negligence, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this "Insert Activity Name Here," including any travel to and from the "Insert Activity Name Here"

I am voluntarily participating in this "Insert Activity Name Here" I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this "Insert Activity Name Here" These injuries or outcomes may arise from my own or other's actions, inactions, negligence, or from the condition of "Insert Activity Name Here," location(s) or facility (ies). Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here"

I agree to hold the University harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of my participation in this "Insert Activity Name

Here," including travel to and from the "Insert Activity Name Here" If the College incurs any of these types of expenses, I agree to reimburse the College.
If I need medical treatment, the College is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the College responsible for any claims resulting from any medical treatment. I am aware that the College does not provide health insurance for me and I should carry my own health insurance.
I am 18 years or older. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the College, (c) and assumption of all risks of participating in this "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here"
I understand that this document is written to be as broad and inclusive as legally permitted by the State of Georgia. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.
Participant's Name: _____
Signature: _____ Date: _____
If Participant is under 18 years of age:
I am the parent or legal guardian of the Participant. I have read this two-page document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) release of University from all liability on my and the Participant's behalf, (b) waiver of my and the Participants' right to sue, (c) and assumption of all risks of the Participant's participation in this "Insert Activity Name Here," including travel to and from the "Insert Activity Name Here" I allow Participant to participate in this "Insert Activity Name Here" I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.
Parent/Guardian's Name: _____
Parent/Guardian's Signature: _____ Date: _____
Players must sign a liability release form before every contest. Players who do not sign the form will not be allowed to participate.

INTRAMURAL SPORTS EVENTS STRUCTURE

LEAGUES/TOURNAMENTS

LEAGUES

Intramural leagues offer students the opportunity to stick with a specific team for multiple weeks in an effort to accumulate as many wins as possible prior to being placed in a playoff tournament with other teams from the same league. These leagues normally run four to six weeks long and offer students the opportunity to receive recognition as the league champions, outstanding sportsmanship rating and, depending on the league, placement on the "All-Star" team at the end of the league (See event specific details on all-star voting.)

COLLEGE OF COASTAL GEORGIA LEAGUES

CCGA Leagues abide by National Intramural Recreation Sports Association (NIRSA) rules and regulations. NIRSA promotes friendly competition between college campuses across the nation and holds regional and national tournaments in various sports throughout the year. Through these leagues, our campus hopes to send either the league champion and/or an "all-star" team to one of these regional NIRSA tournaments in the very near future.

MARINER LEAGUES

Mariner Leagues will have some modifications from the NIRSA rules and regulations. For example, a Mariner Basketball League may be 3-on-3 as opposed to regular 5-on-5 play. The rules themselves may be modified in order to accommodate a deviation in players or rules. These leagues are considered to be

more casual in hopes of attracting more novice participants who do not wish to compete in a regional or national tournament but instead just want to enjoy a spirited and fun competition on campus.

TOURNAMENTS

Tournaments provide a variety of structured sporting events to satisfy as many skill levels as possible and are offered throughout the year. The two types of tournaments offered include: One Day & Multi-Day Tournaments.

COLLEGE OF COASTAL GEORGIA TOURNAMENT

College of Coastal Georgia Tournaments abide by the National Intramural Recreation Sports Association (NIRSA) rules and regulations. NIRSA promotes friendly competition between college campuses across the nation and holds regional and national tournaments in various sports throughout the year. Through these tournaments, our campus hopes to send either the tournament champion and/or an "all-star" team to one of these regional NIRSA tournaments in the very near future.

MARINER TOURNAMENT

Mariner Tournaments will have some modifications from the NIRSA rules and regulations. For example, a Mariner Basketball Tournament may be 3-on-3 as opposed to regular 5-on-5 play. The rules themselves may be modified in order to accommodate a deviation in players or rules. These tournaments are considered to be more casual in hopes of attracting more novice participants who do not wish to compete in a regional or national tournament but instead just want to enjoy a spirited and fun competition on campus.

PLAYOFFS

Intramural leagues will end in a playoff tournament. Tournaments are either single or double elimination depending on the number of teams participating and the availability of facilities. In order for an individual to be eligible for playoff competition, he/she must be listed on the official team roster used during league play and have played in at least half of the games during the regular season. A regular season win due to a forfeit will be considered a played game and all players listed on the roster will be considered to have been present at the contest. In the event of a Game-time Forfeit, those players that signed in and were ready to play will be given credit for attending. When a Notice of Forfeiture Form is submitted in a timely manner, there will be no penalty for not attending. The playoff schedule for all leagues will be based on the final rankings of the teams and team sportsmanship ratings. Once the playoff tournament schedule is posted, games cannot be postponed or changed. The intramural staff reserves the right to make changes to the tournament schedule due to inclement weather or facility availability.

LEVELS OF PLAY

Intramurals will offer two skill levels of competition: competitive and recreational. If there are not enough teams registered for a specific skill level, the two classifications will be combined so a league/ tournament may still proceed. Each player or team is encouraged to select the level that best suits his or her skill and interest.

COMPETITIVE

For players who know the rules of the sports, whose skill level is average to above average, and/or who want to compete in a competitive environment. In individual and dual competition these individuals may be familiar with tournaments and are interested in the higher competition**.**

RECREATIONAL

For players who are learning the rules of the sport and want to participate at a comfortable pace that is pre-determined by the group ahead of time. This division designed for participants who are mostly interested in

playing for pure enjoyment of physical activity. These leagues are geared towards participation, and at times learning the rules of the sport, as opposed to strictly competition.

TEAM DIVISIONS

Every College of Coastal Georgia league or tournament will consist of divisions which the participant is able to choose from. Mariner leagues and tournaments have the ability to only offer one division if decided upon by Campus Recreation staff. In some cases, divisions will be combined in order for the league or tournament to proceed. This decision will be made by Campus Recreation staff after evaluating the number of teams registered in the divisions in question. Within each division (Women's, Men's, Co-Rec and Open), players may only participate with one team in the same league/tournament. Players from the opposite gender may not participate on all-women's or all-men's teams unless a league does not exist for their own gender.

WOMEN'S

All members of the team must be of the female gender. These teams will only be required to compete against teams in the Women's division.

MEN'S

All members of the team must be of the male gender. These teams will only be required to compete against teams in the Men's division.

CO-REC

Teams of this division must be compiled of both men and women. An equal ratio of men and women may or may not be required depending on the type of event. However, each event requires a member of each gender to be on the court, field, or playing area during all times of the game. (See specific sport rules for details)

OPEN

Teams can be compiled of any number of men and women and there is no minimum number of men or women that must be playing at any given time.

CLASSICS

Intended to give participants a chance to just plain have fun, "classic" events embody the essence of intramurals by inviting all to participate within a casual environment where "spirit of play" and physical activities with friends are the only objectives. These scheduled events have students sign up as individuals and then get randomly placed on a team before the competition begins. The types of events range from Flag Football, Capture the Flag, Man Hunt, Disc Golf, and Corn Hole and more, and are meant to encourage the core concepts of intramural sports: fun activities and open participation by everyone. Basic rules and guidelines will be forwarded to participants and supervised by Recreation and Wellness staff; however, these events are not intended to adhere so strictly to formalized rules as in intramural leagues/tournaments.

COMPETITIONS

Intramural "competitions" focus on specific skills/aspects of a sport and place participants in a situation where they are competing more with themselves in an effort to maximize their personal best (Example: tennis, pace/walking, workout regimen, ax throwing, darts, etc.) in that skill and less with the other participants in the competition. Awards/Recognition will be given to the top participants in each division (see leagues/tournaments for information on the different divisions offered); however, skill development

and remaining poised under pressure (time limits, number of attempts, etc.) are the primary goals of these intramural competitions.

INSTRUCTIONAL CLINICS

The instructional clinics offered through Intramural Sports provide learning opportunities for participants to improve their skills and knowledge of a particular sport or activity. With the assistance of various sport clubs on campus, these clinics, workshops and skill sessions are offered to individuals of all skill levels with the ultimate goal of introducing new participants to a specific sport and providing networking opportunities between them and the sport clubs on campus.

HOW TO REGISTER

TEAM REGISTRATION

Team and Player Registration forms are available on the Recreation and Wellness webpage/online for specific league/event pages. Visit the Recreation and Wellness Intramural Sports website for more information on submitting forms online. In order to register a team, each participant must fill out a Player Registration Form completely and legibly and the designated team captain must fill out the Team Registration Form. The team captain or team representative must then turn in these forms as a packet before the registration deadline. Again, all forms must be filled out COMPLETELY & LEGIBLY in order to be valid.

Once all the necessary forms are turned in, your team will be placed in a league or tournament schedule. Teams are placed in leagues or tournaments on a first come first serve basis. The last step is to attend the Captains' Meeting, where you will receive a copy of the rules and your team schedule. Failure to attend this meeting may result in your team's removal from the league or tournament.

FREE AGENT REGISTRATION

Free agents are players who do not already have a team to play on. Free Agents will either be placed on a team made up of other free agents or will be used to fill up teams already registered. This decision will be dependent on the number of registered teams, number of teams with vacant spots and number of registered free agents for the league/tournament.

After registering as a free agent, participants will be expected to attend the Captains Meeting where they will find out what team you will be playing on. Captains meetings will be held at specified time(s) and are most commonly located in the Student Activity Center Meeting Room or Stembler Theatre. Visit the Recreation and Wellness Office (SAC) or our website for meeting information.

Be aware of all registration deadlines and captains meeting dates! We will do everything we can to insure a free agent gets to participate in intramurals at CCGA, but a free agent must be just as proactive in return to make this outcome achieved in a more quickly and effective manner.

TEAM ROSTERS

The Team Registration form constitutes the official team roster. For leagues, the team captain may make changes to this roster up until the week 2 from the start of the league season (Week 2 for a 4 or 6 week league). After this time, no changes to the team roster will be allowed. The team captain must add or delete names to the official roster 24 hours prior to the game in order for the individual to be eligible to participate in the contest; changes must be made in the Recreation and Wellness Office. For tournaments, roster changes are not allowed once the first round of games has begun.

PLAYER PARTICIPATION

The following guidelines have been established to promote consistent participation and attendance at all intramural events:

. For all IM leagues, a player must be a currently enrolled CCGA student, must sign in and compete in at least half of the regular season games in order to be eligible for the playoffs and championships. In the event of a Game-time Forfeit, those players that signed in and were ready to play will be given credit for attending. When a Notice of Forfeiture Form is submitted in a timely manner, there will be no penalty for not attending.

ALL STARS

At the conclusion of a league, there will be an All-Star team selected. The team will consist of players from all levels and divisions (when applicable) and will be chosen with input from captains, officials and intramural staff. Skills, impact, attitude, and sportsmanlike conduct will be considered when selecting the team(s). If you have any questions or would like to nominate an individual for the All-Star team, please contact the Recreation and Wellness at recreationwellness@ccga.edu.

INTRAMURAL SPORTS OFFICIAL

Intramural Sports is looking for sports-minded individuals with a willingness to learn the art of officiating. Each semester, an introductory information session is held to acquaint interested individuals with the Intramural Sports Program. Additionally, several training clinics are conducted throughout the semester, to teach the principle fundamentals of officiating. Attendance at these clinics is mandatory as are the Officials' Meetings. The goal of these meetings is to improve the skills and techniques of the officials through rule interpretation, video presentations, and occasional guest speakers.

Becoming an Intramural Sports Official is easy - and fun too! No experience is necessary and we will train you! Applicants must be a CCGA student enrolled in a minimum of 6-12 academic credits and have paid related student activity fees.

CAPTAINS

Intramural team captains serve as a vital link between the IM staff and individual team members. All important matters will be directed to them, and it is their duty to see that their team is informed. The following is a summary of specific duties and expectations of each Team Captain participating in Intramural Sports:

. Each team entered in an intramural sports activity must designate a Team Captain who will act as the official liaison between the team and the intramural sports staff.

. An alternate captain must be designated to serve in the absence of the team captain.

. Any changes and/or new designations for these two positions must be made to Recreation and Wellness staff 48 hours prior to the scheduled game in order to be valid.

. Organize teams and submit official entries before the deadline date.

. Keep members of the team informed as to the schedules and other various activities available.

. Encourage and promote participation.

. Notify teams and contestants as to the time and place of the scheduled activity. Distribute game schedules to team members.

. Become familiar with the rules and regulations governing each event.

. Check the eligibility of each player before and during the season. All participants are required to bring their Student ID or Mariner Mac Mobile Card to ALL games and sign-in on the team sign-in sheet prior to the beginning of the scheduled contest. Players who cannot provide the required identification will not be permitted to participate until they prove their eligibility.

. Make an effort to see that those representing their organization play according to the rules of the game and conduct themselves in a sportsman-like manner.

- Create a team name. Team names are subject to the approval of the intramural sports staff. Any name deemed inappropriate will not be permitted for use in any fashion.

. Inform members of your team or organization about activities available; foster and promote participation.
. Represent, or see that the team is represented, at all intramural meetings for captains, sportsmanship/disciplinary matters and/or protests. Non-representation may result in your team not being scheduled for league play.
. Cooperate fully with all Campus Recreation Staff members and officials while performing their duties.
. Study procedures governing participation in the program and the rules of each sport. Be sure that your players are also aware of these rules. Inform and educate all players and spectators affiliated with your team about the sportsmanship rating system.
. Assist the IM Sports Program with the recruitment of individuals interested in sports officiating.

Note: Intramural Sports does not recognize non-player coaches as team leaders/captains. Team captains are the representatives to IM staff and officials. With this in mind, it is imperative that non-player coaches not come onto the playing surface and/or interact with players, on-site staff and officials. This will only result in a delay of game and possible disciplinary actions brought forth on the team.

CAPTAINS MEETINGS

Each team captain (or representative) must attend the mandatory captains meeting for their team to be eligible. If a captain cannot attend, the team must contact Recreation and Wellness n before the scheduled meeting and send another representative. Topics discussed at the meeting will include: new and current policies, rule changes, league/tournament format, game schedules, sportsmanship policies and rating system, sign-in procedures and forfeit policies. Each Captains Meeting concludes with a Q & A session.

EVENT PROCESSES, PROCEDURES & POLICIES

GAME TIME & OPTIONAL GRACE PERIOD

The scheduled game time is also the forfeit time for teams not properly signed-in and ready to play. A team is considered ready to play when the required minimum number of players for the sport are properly signed-in with Campus Recreation staff, present at the specific field or court for its scheduled contest, and properly equipped for play at the designated game time. Teams must be ready to play at game time to avoid a forfeit. At game time, the captain of the team ready to play may opt to wait up to 10 minutes for the opposing team to become ready to play or take a win by default/forfeit. The decision may not be changed. If the opponent becomes ready to play, the game time will be shortened by the number of minutes the team was late. The game result will count as a normal game.

TEAM SIGN-IN

To best ensure appropriate use of our programs by eligible participants, numerous guidelines regarding team rosters and participant pregame check-in and identification have been established. A valid CCGA ID is required to participate in Intramural Sports at CCGA. Each participant must present his or her valid ID to check-in prior to each intramural contest. Campus Recreation staff may request photo ID from any participant at any time before, during, or after a contest. Each intramural participant is entitled to a single Forgotten ID Pass per semester. When using the pass to sign-in for a game/match, the participant will be required to provide additional identifying information (class schedule, driver's license etc.) team's game roster is comprised of those players on the official Team Roster who have properly checked in at the check-in area prior to participating in that particular game. A team member who arrives late must wait until the end of a period in the game (end of quarter, period, half, etc.) before entering the game. Each intramural team is allowed (2) late sign-ins per intramural season.
Note: The Intramural Staff and game officials will not provide services to prepare or maintain a player's readiness to participate. All participants must provide their own tape, braces, mouth pieces, etc.

TEAM FORFEITS

A "Game-site Forfeit" is recorded when a team appears at the game site with 1 (or more) less than the minimum number of players required to start a game. Teams which forfeit regular season games will be assessed a loss for the contest and remain eligible for further play, however, the team's Sportsmanship rating will suffer due to the lack of advance warning to Campus Recreation Staff. Teams which forfeit a tournament game are automatically eliminated from tournament play.
A "Notice of Forfeiture" is recorded when a team gives advance notice to Campus Recreation staff of their team's inability to compete at a scheduled contest. Any team or individual unable to attend a scheduled contest should notify the Recreation and Wellness at studentlife@ccga.edu no less than two hours before the scheduled contest in order to avoid a "Game-site Forfeit." A forfeit will be assessed however the team's Sportsman Rating will not be affected due to the advance notice given to Recreation and Wellness staff.

RESPONSIBILITIES OF RECREATION AND WELLNESS STAFF & OFFICIALS

ON-SITE RECREATION and WELLNESS STAFF DUTIES:

. Oversee player and team registration forms as well as the signing of release waivers by each participant.
. Sign-in and verify each participant's identity with his/her CCGA ID Card prior to every contest.
. Assist with the maintenance of Potrero Field, the Recreation Center and any other court/field space utilized for Intramural Sports.
. Set-up and clean-up all events. Make sure activity area is cleaned up and all equipment is accounted for at the end of every event.

. Make decisions regarding the operation of fields and facilities with a focus on the safety of all employees, players and spectators who may be participating or in attendance.
. Educate participants and spectators of intramural policies and procedures and enforce those policies when necessary.
. Remain approachable and dedicated to providing participants with the most enjoyable experience possible.
. Supervise student officials and participants at game sites. Provide feedback and direction to officials on game days. Evaluate officials on appearance, hustle, attitude, rule knowledge, mechanics, etc.
. Provide general care and first aid to injured participants. Alert Campus Police when in need of assistance.
. Provide the final ruling for on-field and on-court protests and disputes.
. Obtain feedback from players & spectators regarding their participation in the program.
. Attend all required meetings and trainings.
. Make sure all equipment is accounted for and working properly.
. Be proactive and look for potential problems – address them before they escalate.
. Act as a customer service representative to all participants and spectators.

GAME OFFICIALS DUTIES (Score Keepers, Line Judges, Event Staff)

. Provide pre-game assistance for the set-up of Intramural sports.
. Assist in setting up equipment for the day's/night's activities.
. Assist in the signing-in of Intramural teams and verification of their eligibility.
. Assist in examining facility for safety hazards.
. Provide quality supervision during contests.
. View the Intramural contest and enforce the rules as judiciously as possible.
. Oversee the Intramural contest and ensure participation takes place in a safe manner.
. Assist in post-game duties.
. Assist in completing any forms that are required.
. Assist in storing any equipment at the conclusion of the day's/night's activities.
. Assist in securing facility at the conclusion of the Intramural activity.
. Wear accepted uniform while on duty.
. Attend all mandatory clinics and meetings.

EXPECTATIONS & RESPONSIBLITIES OF PARTICIPANTS

RIGHTS AND RESPONSIBILITIES

All intramural participants have the right to expect the finest programs, services, facilities and equipment offered by Recreation. We are committed to offering a welcoming environment for the University community and operating within an environment of mutual respect. As a valued intramural sports member of this campus community you have the right to:

. Quality indoor and outdoor facilities that are clean, safe, well maintained and which meet the diverse recreational sports needs and interests of the campus community.
. Equipment placed at appropriate locations prior to the beginning an intramural activity.
. Program opportunities encompassing a variety of activities.
. A learning environment.
. Grievance resolution with a fair and honest Recreation staff member who can assist in addressing concerns.

. Freedom from the threat of intimidation and/or emotional harm.
. The expectation that all rights will be respected.
. The expectation that our rules, guidelines and standards of conduct will be enforced.
. The expectation of comprehensive information regarding facilities, programs and services.
. A timely response by Recreation staff to expressed concerns.
. Individuals with disabilities have a right to reasonable accommodation that ensures equal opportunity to participate in, and benefit from, our recreational sports programs and activities.

As a valued intramural sports member of this campus community you have the responsibility to:
. Abide by all policies, laws and regulations established by the State of Georgia, CCGA and Recreation/Wellness.
. Cooperate with all Recreation staff members and officials.
. Treat teammates, fellow participants and Recreation staff with respect.
. Take responsibility for personal and community safety and security.
. Recognize that everyone uses the recreational facilities and equipment. Abuse of these areas violates the rights of all Recreation members.
. Be an active member and communicate your needs to the Recreation staff.
. Individuals with disabilities who choose to participate in our programs and activities have a responsibility to identify themselves as needing accommodation in a timely fashion.

SELF-OFFICIATED LEAGUES

Individual and team sportsmanship is of paramount importance in all self-officiated activities. The responsibility to ensure fairness in all contests is shared by the teams involved. If IM Staff are needed to intercede and remove/eject player(s)/spectator(s) for any inappropriate conduct the situation will be handled very seriously. Minimum sanctions will likely remove the player involved for the remainder of the league/tournament. Although no formal rating takes place, teams will be held to a very high code of conduct. *Absolutely no inappropriate conduct of any kind will be tolerated*.

SPORTSMAN-LIKE CONDUCT

The development of sportsman-like attitudes is a major goal of the Intramural Sports Program. A team is responsible for the actions of individual members and spectators directly related to their team. The conduct of players and spectators before and after the game is as important as the conduct during the game. Teams/organizations will be held responsible for their members' conduct. "Spirit of the Competition" is strictly encouraged. "There is bound to be close calls and it cannot be stressed enough that without an opponent, no game, no contest and no fun will take place. Spirit of Competition is based on cooperation and integrity." (Lee, P. UCSB)
Campus Recreation reserves the right to suspend or disqualify groups or individuals for unsportsmanlike conduct at any time. Unsportsmanlike conduct before, during, and/or after a game will not be tolerated.
The team captain assumes full responsibility for the conduct of the team and spectators.
Unsportsmanlike conduct includes actions that are unbecoming to an ethical, fair, honorable individual. It consists of acts of deceit, disrespect, or vulgarity and includes taunting.

EJECTED PLAYERS

All ejected players must leave the playing area/facility when ejected. If the player refuses to leave within five minutes, the game will be forfeited. The team captain is held accountable. The decision of an official or intramural staff member to eject a player or spectator for any unsportsmanlike conduct (be it verbal or physical) will be firmly upheld by the Recreation Office. Protests of this type will not be accepted. There are absolutely no exceptions.

MAJOR INFRACTIONS

Any person, who commits, attempts to commit, incites or aids others in committing the following acts of misconduct shall be subjected to disciplinary action including ejection/suspension from all Recreation events/activities and being handed over to Campus Police and the Judicial Affairs Office:

. Verbal or physical abuse and/or the threat of, by participant(s)/spectator(s) in the form of fighting, baiting, and/or wrestling with an opponent and/or teammate before, during or after an intramural contest.

. Anyone endangering the welfare of another will be disqualified immediately.

. Anyone flagrantly offending program personnel, verbally, physically, or in writing.

. Playing for multiple teams and/or violating any eligibility rules.

. Playing while under suspension.

. Using someone else's ID, allowing another person to use one's own ID, playing under a false name, allowing another person to use someone else's ID, or allowing a suspended player to participate.

. Persistent infringement of the spirit and intent of the game rules: suspended for one game.

. Disrespect toward officials and/or staff may result in ejection from the game, which carries a one game suspension thereafter, or disqualification from league play. The ejection of a team will result in forfeit and probation.

. Shoving, striking, pushing or grabbing an official or staff member. This includes an attempt to strike.

. Becoming involved in a fight.

. Any individual that is anyway under the influence of alcohol or other substance.

. Any team or person that willfully destroys or damages equipment.

. Any violation of College policies as outlined in the student handbook may result in suspension from play and an individual may be referred to the Assistant Vice President/Dean of Students Office of the college and/or Campus Police.

HARASSMENT POLICY

It is Recreation's goal to foster a climate of courtesy and mutual respect for employees and participants. Consistent with the university's mission and on-going effort to embrace diversity, we expect everyone to speak and act with respect for one another. While no set of rules or policies can wholly govern human conduct, it is important to state that civility is vital to the success of everyone participating in intramural sports and that each of us must appreciate and preserve this concept. Recreation stresses that it does not condone harassment directed toward any person or group within its community (students, employees, or visitors). Every member of the College ought to refrain from actions that intimidate, humiliate, or demean persons or groups, or that undermine their security or self-esteem. Our department strives to ensure an environment that is free of abusive behavior directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, and physical or mental disability, including learning disabilities, mental retardation, and past/present history of a mental disorder. Any harassment toward a staff member or participant will subject the individual and/or team to College disciplinary procedures.

DRUGS & ALCOHOL POLICY

College of Coastal Georgia prohibits the possession or consumption of alcohol at university sponsored events held on university property. Possession or consumption of alcohol or illegal drugs is prohibited at any recreational facility or program at all times. Additionally, if Recreation Staff suspects any individual of being under the influence, that person will not be allowed to participate and will be asked to leave the event/activity. Each team is responsible for enforcing this policy with team members and spectators. Violators are also subject to disciplinary action in accordance with University policy.

PROTEST PROCEDURE

It is the strong belief of this department that contests should be won or lost on the field of play, not through the technicalities of the rules. The intramural staff will resolve all disputes immediately. **Matters involving an official's judgment are not a basis for protest.**

The captain of a protesting team is required to make the protest to the officials in charge of the contest at the time the question is raised. **Once play has resumed, a protest will not be valid.** The officials are responsible for notifying the intramural supervisor, who will note the game situation so that the contest may be replayed from that point, in the event the protest is upheld.

All other post-game protests (including eligibility) must be made in writing to Recreation and Wellness by the protesting team's captain. Forms can be obtained from the on-site staff. All protest forms must be filed immediately following the conclusion of the game with the on-site staff. On-site staff will assist in filling out the form if there are any questions.

After a thorough investigation, Recreation and Wellness staff will rule on the protest. The decision will be final.

Note: Recreation and Wellness reserves the right to rule in any matters not covered in this handbook. We will apply the spirit of the rules and fairness in all situations.

INCLEMENT WEATHER POLICY

The Intramural Sports staff has sole responsibility for postponements in case of inclement weather. Two factors will be considered: field conditions and weather conditions. The safety of participants, spectators and intramural sports staff is the main concern. It is the responsibility of each team captain to contact the Recreation and Wellness Office for information regarding cancellations and the rescheduling of postponed games. Inclement weather decisions will be made in the timeliest manner possible and any intramural cancellation/postponement will be done so via postings at the scheduled location of the event, a message from the recreationwellness@ccga.edu email and/or social media notifications from @ccga_recreation.

Mariner Recreation and Wellness

EMERGENCY ACTION PROTOCOL

(Injured Participant requiring extensive Medical Care)

-For on campus emergencies requiring Police or EMS

- CONTROL THE SCENE. Make sure the area is safe before you approach. Designate someone to call EMS. Control the area and move people to a safe location.
- ONE PERSON CALL EMS **(911) (IF ON A CAMPUS PHONE< DIAL 9 BEFORE TYPING NUMBER) (Please advise 911 operator that you are at the College of Coastal Georgia)**
- DESRCIBE NATURE OF EMERGENCY TO EMS. **(BE SPECIFIC AS POSSIBLE)**
    - Your name and telephone number
    - Location of the emergency
    - Extent of the incident, injury or illness (Be Specific As Possible)
    - **(DON'T HANG UP UNTIL INSTRUCTED)**
- STAY WITH INJURED PARTICIPANT.
- PLACE A RELAY INDIVIDUAL AT AMBULANCE ARRIVAL SITE TO DIRECT EMS CREW AND Campus Police.
- MONITOR EMERGENCY SITE AND DISCONTINUE THE ACTIVITY AS REQUIRED BY THE SITUATION. **(Control the Scene)**
- CONTACT PRO STAFF TO REPORT THE INCIDENT/INJURY.

POST INCIDENT PROTOCOL

In the event of a serious injury or emergency incident, at an intramural event, a supervisor should take the following steps after taking the Emergency Action Protocol steps above.

A. Contact Recreation and Wellness Director (who will contact the following)
- Director of Student Engagement
- Assistant Vice President for Student Affairs/Dean of Students
- Appropriate CCGA Officials

B. Directives for discussion of the incident
- Talk only with CCGA Campus Police or appropriate CCGA officials
- Do not grant interviews to the media

Important Phone Numbers
Steven Pancoast...(C) 757-633-0579
(O) 912-279-5813
Campus Police/EMS.....911
Student Life Office.....912-279-4511
Non-Emergency Campus Police/ EMS...912-258-3133

College of Coastal Georgia
Club Sport Handbook



Table of Contents

Section I: Introduction

Section II: Club Organization and Membership

Section III: Guidelines and Requirements

Section IV: Volunteer Coaches

Section V: Program Safety & Risk Management

Section VI: Facilities

Section VII: Equipment

Section VIII: Administrative Assistance

Section IX: Officer Responsibilities

Section X: Coastal Georgia Club Sport Council

Section XI: Requesting Activity Fees

Section XII: Student Organization Finances

Section XIII: Fundraising Opportunities

Section XIV: Student Organization Travel

Section XV: Publicity and Posting Policy

Section XVI: Appendices

I. Introduction

Student organizations are the lifeblood of any engaged campus and at the College of Coastal Georgia student organizations play an integral role in not only engaging students but in teaching valuable lessons outside of the classroom. Recreational athletics, specifically club sports, can prove to be a great way to bring students together that share a common passion and a desire than can only be quenched through athletic competition.

There are many positive benefits associated with being a recognized group on campus, including use of the College of Coastal Georgia name, ability to reserve space, funding through the Student Activity Fee allocation process along with other services offered through the Office of Student Life.

At the College of Coastal Georgia, being a member of student organizations is a privilege, not a right. That privilege carries with it increased responsibility. Responsibilities associated with being a recognized group, including abiding by polices laid out in the Student Organization Handbook as an organization and abiding by the Student Handbook and Code of Conduct for individual members.

Along with those documents, the College of Coastal Georgia Club Sport Handbook is designed to aid clubs with all aspects related to their club. We hope that the enclosed information will serve as a reference tool for many questions that may arise as you build your student organization such as recruitment, facilities and events, organization finances and travel. In addition to this handbook, you are also encouraged to read the Student Organization Handbook and contact the Office of Student Life with any further questions.

Mission Statements

College of Coastal Georgia Mission Statement

As a state college of the University System of Georgia, the College of Coastal Georgia offers targeted baccalaureate programs of study, pre-baccalaureate programs of study for transfer, associate of arts and associate of science degrees, and serves as a portal to graduate education. It is the mission of the College to:

- foster academic excellence and individual development in a supportive environment that expands access to higher education and career preparation and enriches student lives;
- investigate, capture and disseminate 21st century knowledge and skills, blending student-centered classroom education and innovative service learning to provide students with a solid foundation to support lifelong learning and leadership and appreciation for social responsibility, global awareness, diversity, and engaged entrepreneurship;
- provide accessible and affordable higher education to a wide spectrum of learners, from recent high school graduates to returning adults; and
- engage actively with the community and region through many avenues, including professional development programs, economic development partnerships, service learning, public service activities, early college programs, applied scholarship, and cultural enrichment experiences.

College of Coastal Georgia Recreation & Wellness Mission Statement

The mission of Recreation & Wellness at College of Coastal Georgia is to provide students, faculty, and staff with the opportunity participate in a variety of recreational sports in a safe environment that fosters community, helps form lasting memories, and instills a sense of belonging. Recreation & Wellness promotes physical fitness, healthy habits, and balanced behaviors, improving the overall social, mental, and physical wellbeing of participants. Additionally, the program teaches students meaningful life skills, encourages personal achievement, and develops involved and responsible citizens. In fulfilling this mission, we support and complement the institution's academic and leadership objectives.

General Information
The Coastal Georgia Club Sport program is composed of a group of students, faculty and staff that voluntarily organize in order to compete and participate in sports/activities in which they feel passionately about. Funding for clubs and associated activities are derived from student activity fees (distributed through the SGA budget process), club dues, fundraisers and other outside donations. The club sport program is strictly voluntary. Members of each club must realize that each sport has inherent risks and should have some form of health insurance prior to any participation to cover these risks.

The Office of Student Life, specifically the Coordinator of Recreation and Wellness, offers general guidance and support to each club sport. However, the success of each club hinges on the student leadership of its officers. Club sports are meant to be a learning experience through involvement in fundraising, organization, administration, budgeting and scheduling. The leadership opportunities are plentiful and allow all members to enhance their college experience. The handbook was created to clarify any difficult situations that clubs may encounter and explain the club sport program to all officers, coaches, advisors, and club members.

Important Student Organization Information
Club sports should abide by all of the policies and regulations set forth in the documents below. The organization should be aware that all policies will be enforced and pursued according to the processes laid out in the student handbook, student code of conduct and the student organization handbook. Organization leadership should be familiar with the policies, procedures and processes, and as such, are expected to ensure the organizations compliance at all times.

Student Handbook Code Of Conduct/Webpage
http://www.ccga.edu/SDServices/files/StudentHandbook2012_13.pdf

Student/Club Organization Handbook/Webpage
http://www.ccga.edu/SDServices/files/StudentOrganizationHandbook.pdf

Code of Conduct
The Student Organization Regulations serve as the institution's policy regarding discipline of Student Organizations. The primary purpose of this Code is to provide a quality educational environment for students and student organizations and to notify student organizations of the College's expectations regarding behavior. The Code should be read broadly and is not designed to define misconduct in exhaustive terms. Student organizations may be charged with violations of the Student Conduct Code and the Student Organization Regulations. Disciplinary action directed towards Student Organizations shall be afforded according to procedures published and are available in the Student Handbook. All students are expected to adhere to the student code of conduct that is posted in the *Student Handbook, Student Code of Conduct* and the *Student Organization Handbook*.

Student Code of Conduct
http://www.ccga.edu/SDServices/files/StudentCodeofConduct.pdf

Athletic Code of Conduct
All Coastal Georgia club sports are expected to show the highest level of sportsmanship when participating in any event. This includes practices, team events, games, tournaments, and any other activity that involves a club sport. The club and its members not only represent themselves but also the College, the Office of Student Life, and the club sport program. Therefore, the emphasis on sportsmanship is mandatory.

Furthermore, students who represent College of Coastal Georgia in club sport competition are expected to understand that participation in club sports is a privilege, not a right. They must demonstrate good citizenship, sportsmanship, honesty, and integrity on the field or court, on the campus, in the classroom and in the community. Students are responsible for all missed work. Participation in club sports is not an excuse to miss class or work. Compliance with the Athletic (Intramural) Code of Conduct is required for participation in club sports at College of Coastal Georgia.

Intramural Sports Code of Conduct
http://www.ccga.edu/Athletics/Intramural/files/IntramuralSportsCodeOfConduct.pdf

II. Organization and Membership

What is a club sport?
The club sport program is a voluntary program organized for the purpose of promoting and developing skills and interest levels within a variety of different sports. Specifically, a club sport is a student organization that provides a program of instruction, recreation and/or competition in a specific sport/athletic activity. Each club has its own constitution, its own governing body as specified by its constitution and its own budget. Club sports are student organizations promoted "by students, for students." The most successful clubs are those with dedicated and responsible leaders and advisors.

The purpose of club sports is to provide the opportunity for group members to use skills they have acquired prior to coming to College of Coastal Georgia or to offer members the opportunity to learn new skills. In many respects the club sports program complements the varsity athletic and intramural programs by offering a much broader and in-depth range of activities. Club sports have a secondary purpose of developing physical, social, mental and lifelong benefits from participation in sports related activities.

Club sports are open all students who've have paid their Student Activity Fees each semester and are not on academic or disciplinary probation. The executive members of each individual organization handle the majority of the responsibilities associated with the club. Club sports receive money from a variety of sources: student fees, fundraising, dues collection and donations. Club sports are registered and chartered organizations founded and administered by students in accordance with the College, the Division of Student Affairs, and the Office of Student Life. They are required to abide by rules and regulations governing student organizations, some of which are found in this handbook and in the Student Organization Handbook online (see above).

Who can join a Coastal Georgia Club Sport?
Club sports are made up entirely of students who have paid their Student Activity fee for either the semester or year, are enrolled in the College of Coastal Georgia and are free of academic or disciplinary probation. All club sports are and must be open to anyone that meets these criteria. While it is understood that many competitive clubs must develop a roster for competition, clubs are not permitted to "cut" participants. All activities must be open to all qualified students.
NOTE: Faculty and Staff cannot compete in intercollegiate events, but they are welcome to practice and participate in open/public league play.

Discrimination/Harassment
It is the policy of College of Coastal Georgia (CCGA) that all employees and students have the opportunity to work and attend classes in an atmosphere and environment free from any form of discrimination, harassment or retaliation based on race, color, religion, gender, sex, national origin, age, or disability. Such forms of discrimination, harassment or retaliation constitute discrimination under various state and federal laws and will not be tolerated by the College. For a complete copy of the Non-Discrimination and

Harassment Policy and directions on how to file a complaint, please go to:
http://www.ccga.edu/Policy/files/NonDiscriminationandHarassmentPolicy.pdf

Hazing

In compliance with state and federal laws, student organizations members must sign the anti-hazing statement form annually. This ensures that all club members are aware of Coastal Georgia's stance on hazing and repercussions for violations. All organization members are required to sign the anti-hazing statement annually.

Hazing is defined as any intentional, negligent or reckless action, or situation which causes another pain, embarrassment, ridicule or harassment, regardless of the willingness of the participant.

Such actions and situations include, but are not limited to the following:

1. Forcing or requiring the drinking of alcohol or any other substance;
2. Forcing or requiring the eating of food or anything an individual refuses to eat;
3. Calisthenics (push-ups, sit-ups, jogging, runs etc.);
4. "Treeings" (tying someone up and throwing food or other substances on them);
5. Paddle swats;
6. Line-ups (yelling at people in any formation or harassing them);
7. Forcing or requiring the theft of any property;
8. Road trips (dropping someone off to find his own way back);
9. Scavenger hunts;
10. Permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. Conducting activities which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. Nudity at any time;
13. Running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. Requiring the violation of College, Federal, State or local law.

Forming a new Club Sport

1. Meet with the Director of Recreation and Wellness to discuss student interest in the club and review requirements of the club – including facility, equipment needs, operational needs, outlet for competition, instructional needs and feasibility at Coastal Georgia. Students will receive a New Student Organization Packet at that time.
2. Hold an interest meeting and gather names, ID numbers, and contact information of interested individuals. A minimum of six students must be interested for the potential club to move forward in the recognition process.
3. Decide club officers, advisor, dues, etc. Complete packet and construct a constitution for the club.
4. Submit the completed packet to the Coordinator of Recreation and Wellness for review. If adequate, the information will be sent to the Vice President for Student Affairs for consideration by the Student Affairs Council. The Student Affairs council holds approval authority for all student organizations and a club representative may be asked to attend the Student Affairs Council meeting.
5. If the club is approved by the Student Affairs Council, the Club Sport Council (CSC) will hold final approval for all sports clubs. A club representative may be asked to attend the Club Sport Council meeting.
6. Once fully approved, the organization will have all of the rights and responsibilities bestowed on student organizations at the College of Coastal Georgia.

Returning Clubs
To maintain "active status" with the Office of Student Life, each club sport must update information with the Office of Student Life each academic year and complete all other requirements, such as community service, budget packets, etc. The deadline for club renewal and associated documents is set by the Office of Student Life.

Club Sports Officers
The responsibilities listed below should be considered guidelines and not a complete listing of the representative's duties. Each club must elect, appoint or designate two responsible student representatives to perform the following duties:

1. Attend and participate in the leadership training and budget sessions
2. Schedule and attend monthly meetings
3. Inform Club members of policies, procedures, expectations
4. Submit required forms complete and on time
5. Arrange facility reservations
6. Assure that all financial obligations are met
7. Maintain an accurate membership roster

Coastal Georgia Club Sport Organizational Structure
Typically, these leaders are in the following positions: President, Vice-President, Treasurer, and Secretary. The following is a typical breakdown of each position's responsibility. Some clubs may have more or less, depending on the nature and setup of the club. Club sports are also permitted to utilize different names for positions to align with their respective sport's nomenclature, i.e. Captain, Co-Captain, Manager, Player Personnel etc. Regardless of name, the duties of the positions would be consistent with those listed below.

- **President:** Oversees all functions of the club. Works closely with the Office of Student Life and Recreation & Wellness. Delegates club responsibilities to the other officers and/or members. Will represent the club on the majority of topics.
- **Vice President:** Handles the day-to-day operations of the clubs. Reports issues to the President and works with other officers and members.
- **Treasurer:** Deals with all money-related issues. Responsible for submitting the necessary paperwork to complete all monetary transactions in a timely manner and the club budget, which includes attending any funding or budget-related meetings. Submits receipts/invoices, check requests, purchase orders etc. to the Office of Student Life; oversees the organization account(s) and ensures all club bills are paid on time.
- **Secretary:** Responsible for the upkeep of membership, updates the club on all communications, informs members of dues, works with the Treasurer to ensure only dues-paying members are active, keep and distributes minutes of all meetings, and emails minutes of each meeting to the Coordinator of Recreation and Wellness.

In addition to these officers, the club may have other members in charge of fundraising, scheduling, and promotions. All of the clubs will submit a list of their new officers to both the Office of Student Life at the beginning of the school year and immediately after any change in leadership. See the section on Officer Duties for a more thorough listing of responsibilities.

Club Sport Advisors
Each club sport program is required to have one active advisor from the College of Coastal Georgia faculty or staff. Secondary advisors are permitted, but the primary advisor must be a full-time employee of CCGA. The advisor serves as a consultant for their individual club in their day-to-day operations and special events. The following is a list of some things that begin to define the role of advisor:

1. Serve as a sounding board off of which students can bounce new ideas
2. Support the group and its mission
3. Intervene in conflicts between group members and/or officers
4. Arrange any travel in coordination with Recreation & Wellness/Office of Student Life

Organizational/Informational Meetings
During the course of the semester each club will conduct at least one meeting to discuss fundraising ideas, budgeting, upcoming events, practice times, game schedule, and other matters of importance for that semester. The Club Sport Council will also conduct at least two meetings per semester to discuss pertinent information related to all club sports.

III. Guidelines and Requirements

The president of each club is responsible for developing guidelines and/or expectations for the club each year. The president of the club is responsible for providing a request for fields, courts, and equipment to the Coordinator of Recreation and Wellness before the start of each semester. Along with that, the president is responsible for submitting a schedule for both practices times and games to the Coordinator of Recreation and Wellness.

Team Rosters
Roster must be turned in each semester as soon as the team becomes organized. The roster form will provide the name, student ID number, mobile phone number, and email address of each club member. It is crucial that these forms be filled out completely and submitted hard copy or electronically by the date specified by the Coordinator of Recreation and Wellness. It is the responsibility of the club's secretary to keep an updated roster on file with the Coordinator of Recreation and Wellness.

Tips for Running a Successful Club:

1. Stop by and check your mailbox at least once a week.
2. Talk to the Director of Recreation and Wellness at least once a week.
3. Hold a business meeting at least once a month.
4. Have the president or designated member attend the Club Sports Council meetings.
5. Plan ahead! Plan for the events a semester ahead. This will reduce the amount of stress and work for your club officers especially during budget submission time.
6. Work with other established club sports and student organizations. They will also have lots of resources.
7. Delegate! One person can't do it all!
8. Ask questions! The Director of Recreation and the Club Sport Specialist are a huge resource. If you don't know or need ideas for things don't hesitate to ask!

Recruitment Tips:

1. Sign up for a table at the organization fair held early each semester.
2. Take down emails and phone numbers and contact them regularly about your clubs activities, meetings, times, and places.
3. Be visible! If you have team shirts then designate a team shirt day.
4. Get articles about your club in the College newspaper or other publications. Wins, Losses, and any other activities.
5. Create a Facebook page to connect with members and potential members where they are. Be sure to follow social media guidelines.

Community Service
Student organizations are required to perform one community service activity each semester. Community service is defined as, **"services volunteered by individuals or an organization to benefit a community or its institutions**". Organizations can meet community service requirements through a variety of ways and may sponsor a community service event, co-sponsor an event with another organization or office on campus, or take part in a service event already taking place in the community. The important part is that Coastal Georgia students are making an impact locally.

It is the responsibility of the student organization to track the community service project or projects for each semester and submit the records through the "End of Semester Report" requested by the Office of Student Life at the end of fall and spring semesters. Organizations can track on a member basis or an organization basis. Both tracking forms are available from the Office of Student Life. For a listing of community service opportunities, organizations can consult with the Coordinator of Recreation and Wellness.

Intramural Sports Participation (Ringers)
Club Sport rosters as received by the Office of Student Life will be used to determine an individual's club membership status. Any individual who appears on these rosters will be considered a club sport member for the entire academic year. Club sport members who wish to participate in an Intramural Sports in the same or related sport to their respective club are considered ringers. The term ringer is described below.

A ringer is defined as an otherwise eligible participant with certain playing restrictions as a result of having benefited from advanced training and coaching opportunities in the same or related Intramural Sport. Therefore, the number of ringers, in the same or related sport, on a Club sport roster is limited to 35% of the required number to play. Basketball = 2, Flag Football = 2, Soccer = 2, Softball = 4, Ultimate Frisbee = 3, Volleyball = 2.

Exception: First year Club sports are exempt from this rule.

IV. Volunteer Coaches

Coaches can be a very useful and important contribution to a club. All coaches must have a background and significant knowledge of the activity or sport. All volunteer coaches much fill out a Volunteer Coach Agreement Form, a Volunteer Agreement Form and Background Investigation Request for submission to the Coordinator of Recreation and Wellness. Cost of the background check may vary; the club will be responsible for covering the cost of the background check.

Once the background check is completed and the other required documents are submitted, coaches must meet with the Coordinator of Recreation and Wellness and the club sport president for final approval. Coaches must limit themselves to running practice and coaching games. Coaches have no part in the operation and decision making of the club. The club officers and it members make all decisions on the day-to-day operation of the club.

Coach Information Form: See Appendix E

Volunteer Policy:
http://www.ccga.edu/Policy/Files/VolunteerProgramPolicy.pdf

Volunteer Agreement Form:
http://www.ccga.edu/Policy/Files/VolunteerAgreement.pdf

Background Investigation Request:
http://www.ccga.edu/Policy/Files/BackgroundInvestigationRequestForm.pdf

Responsibilities of Volunteer Coaches
Voluntary service, while uncompensated, establishes the volunteer as an agent of the institution while performing assigned duties. Volunteers are expected to comply with College policies, procedures and external regulations (e.g., Board of Regents policies) that govern their actions, including, but not limited to, those of ethical behavior, confidentiality and alcohol and drug use.

- Coaches are an integral part of a club's success. Typical club coaches come from Alumni and the local area that have extensive experience as a player and/or coach.
- The officers of each club are responsible for choosing their coach.
- Coaches should not be viewed as being in charge of the club. Coaches are strictly responsible for the on-field/on-court decisions (strategies, players), but do not lead the club. Officers should view the coach as a resource.
- Coach will **NOT** be paid through SGA allocated funds.
- All Coaches/Volunteers must be approved by the Coordinator of Recreation and Wellness, complete required paperwork, (see above) to work with team in any capacity.
- Coach will provide the safest possible program for all participants.
- Coach will follow all club sport procedures as put forward in the handbook.

NOTE: A coach may be released from his/her duties at any time based upon violation of the coach's agreement or for poor performance evaluations received by club members.

V. Program Safety & Risk Management

Each person participating in a Club Sport activity assumes responsibility for his/her health. Each individual participating in a club sport must sign a waiver stating that the individual understands the risks and responsibilities that are associated with their participation (**See Appendix A**). Additionally, every participant must have a current physical administered by a health professional (a physician or nurse) to play in any form of competition. The physical form is available in Office of Student Life. College of Coastal Georgia does not provide insurance coverage for accidents or illness that may occur while participating in a club sport activity. Individuals are responsible for providing their own insurance.

Risk Management Requirements
It is recommended that least two (2) members of each club should be CPR/AED/First Aid certified. At least one of the certified members of a team need to be present at all practices, games and tournaments. Individuals that are certified need to have a copy of their certification card on file in the Office of Student Life. It is highly recommended that coaches be CPR/AED/First Aid certified. At least one of the certified members of a team need to be present at all practices, games and tournaments. It is highly recommended that a trainer be on site for all homes games/matches and tournaments, especially for contact sports. Each individual is encouraged to carry their own personal health insurance. College of Coastal Georgia does not provide any insurance for individuals or groups. If an organization is interested in getting its members CPR/AED/First Aid certified, please contact the Coordinator of Recreation and Wellness.

Risk Management Checklist:
To prevent accidents and injuries before they happen, it is necessary to provide a safe and positive recreational experience for all participants. It is strongly recommended that every club sport develop, implement, and practice the following safety procedures:

1. Each participant shares with the other members the concern and responsibilities of safety and agrees to follow safe procedures as well as avoid unnecessary, hazardous situations.

2. Club sport officers are expected to inspect fields and facilities prior to every practice, game, or special event. Unsafe conditions must be reported to the Coordinator of Recreation and Wellness and the activity must discontinue until the hazard is corrected.
3. Club sports are expected to abide by all local, state, and national health and safety regulations.
4. All Club sports must have a first aid kit at each Practice Session, Game, and/or special event.
5. Participants, in any practice session, game, or special event on any College property must sign a waiver form prior to participating. (Includes non-CCGA students participating in sanctioned on campus events or tournaments.)
6. An incident/injury report must be filed in the event of an accident immediately at the time it occurs. The emergency number for the **Campus Police Officer on duty is 912-258-3133**; off campus dial **911**. Make sure you know where the nearest phone is in case of emergency.
7. It is strongly recommended that you consult a doctor and have current medical insurance before participating in Club Sports.

First Aid Policies and Procedures
As stated before, at least two members of each club **MUST** be CPR/AED/First Aid certified. Contact the Coordinator of Recreation and Wellness if a member of a club needs to get a certification. All certification cards should be on file in the Office of Student Life. It is highly recommended for all contact sports to schedule a certified athletic trainer for home games. The Coordinator of Recreation and Wellness can assist in securing trainers for events. Each team that practices or competes on or off campus should have a First Aid kit for the entire season. First Aid kits can be checked out from Recreation & Wellness at the beginning of each semester if the club does not have one of their own.

NOTE: In the event that a club damages or misplaces a Recreation & Wellness First Aid kit that has been checked out to the club, a $30 fee will be assessed to the club's budget immediately. No alternative payment options are permitted. If the club has already used all allocated funds for the year, the fee will be assessed to the club's budget at the beginning of the next academic year.

Injuries Occurring During Club Sport Events
In the case of injuries, each club must document the incident. An Incident Report Form should be turned in to the Office of Student Life immediately after the injury situation is handled. The form is available hard copy in the Office of Student Life and electronically in Appendix C. The Coordinator of Recreation and Wellness must also be called and/or emailed regarding the injury. It is mandated that all clubs have First Aid kits at all games. These are available free of charge upon request. Clubs can coordinate an athletic trainer to be onsite through Recreation & Wellness. The clubs are responsible for the cost of the trainer.

Affiliation/Governing Body Requirements
Clubs must be a member of a respective affiliation, governing body, conference, or league. Clubs who are not members of their respective affiliation, governing body, conference, or league will not be eligible to participate in any type of competition. This includes any scrimmage, tournament, game, or event where the club is competing against another university or club team.

Participants must complete any insurance, physical fitness, equipment or competency requirements as mandated by respective affiliations, governing body, conferences, or leagues. Clubs are to abide by safety standards, precautions and guidelines required by respective leagues, affiliations, governing bodies, conferences, etc. for practices and contests.

VI. Facilities Scheduling

Practice requests must be submitted by the President/Captain of the club to the Coordinator of Recreation and Wellness each semester. All other facility requests for games, tournaments, meetings and other events need to be sent to the Coordinator of Recreation and Wellness at the beginning of the semester or as soon

as the club has knowledge of the event. If a club would like to request the use of any facilities operated by the Office of Student Life, filling out a Facility Event Request Form is required to secure space. Once the requests are approved, the Coordinator of Recreation and Wellness will provide each club a space request confirmation in writing that will verify their practice/game time. Please note: for any in semester request you must allow 10 working days advance notice to secure space.

General Policy Restrictions
Because of the heavy field and facility usage, teams must abide by assigned practice times. A team that is repeatedly going over practice time and/or causing problems will face disciplinary actions against them.

Building/Court/Field Usage
The use of fields is a privilege that club sports have. Do not abuse that privilege! Clean up all trash prior to and after practice. It is the clubs responsibility to ensure the practice area is free of any risk and/or factors that may cause injury or damage. All teams must receive written permission to use the main athletic field or any other campus facility prior to using the space for practices, games, meetings, etc. If you see other groups abusing the fields or using the fields on a restricted day, notify the Coordinator of Recreation and Wellness, 912.279.5813, asmith@ccga.edu

Hosting Club sport Events

1. The request for hosting an event must be turned in to the Coordinator of Recreation and Wellness at least 14 days in advance of the event.
2. The club needs at least two individuals in attendance with CPR/First Aid Certification.
3. It is recommended that high contact sports have a certified Athletic Trainer or EMT on site during games. Clubs should follow any guidelines that their governing body or association issues regarding medical personnel at game sites.
4. A First Aid kit should be on hand at all hosted events. Any first aid given should be recorded on an Accident Report Form that is turned in to the Office of Student Life.
5. Opposing team members must sign a College of Coastal Georgia waiver in order to participate.
6. Clubs must submit, in written form, permission from off-campus entities to use their facility/venue for games and events. Permission should include their approval for the type event, the date, and the time of use.
7. Event insurance must be purchased for tournaments and events. In some cases, membership of members to governing bodies provides the appropriate coverage.
8. Clubs are responsible for greeting the clubs, arranging parking, showing them appropriate facilities to use, as well as ensuring proper waivers are signed by the opposing team.
9. Clubs are responsible for all setup and clean-up before, during, and after events.
10. A Recreation & Wellness employee must be present at all hosted events, at the rate of $8 per hour.
11. Use of on campus facilities must be approved by the Office of Student Life.

VII. Equipment

- Equipment purchased with SGA funds for clubs is considered property of College of Coastal Georgia, but at the disposal of the respective club.
- When getting ready to purchase equipment contact the Coordinator of Recreation and Wellness for assistance. Purchases for equipment can be made in a variety of ways, including check requests, purchase requests and via school credit card. Please review the Student Organization Finances section of the Student Organization Handbook for more details.
- It is important and mandatory for all clubs to maintain updated equipment inventory logs.
- In the event of a situation where Coastal Georgia-owned equipment is damaged/lost, the club is required to contact the Coordinator of Recreation and Wellness. We will then follow risk management procedures in getting the equipment fixed or replaced (if applicable). The following is required after equipment has been damaged:
    - Secure the equipment

  - Provide all written documentation of the incident
  - Recreation & Wellness will then need an appraisal of the damage (they will contract out this endeavor)
  - All work on the equipment or replacing the equipment will be determined then by Recreation & Wellness
  - The club should also take pictures of damaged items; Recreation & Wellness will also need to take pictures.
- **The club is responsible for any deductibles applicable when making claims for insurance**.
- If the club wishes to get rid of school purchased equipment, contact the Coordinator of Recreation and Wellness for the processing to surplus the equipment by state regulations.

Checkout Policies and Procedures
Each club using equipment purchased/owned by the College, either through the usage of the allocated funds they receive from SGA or equipment that is owned by Recreation & Wellness, will be required to complete a Club Sport Equipment Rental Contract at least 5 days prior to taking the equipment off campus. The form is available in Appendix D of this handbook.

Exception: Clubs that have purchased equipment through allocated funds they receive from the College **DO NOT** have to complete the form for weekly practices.

Storage
Clubs should contact the Coordinator of Recreation and Wellness to secure storage space. Any storage equipment, i.e. lockers, locks, shelving, bins, may need to be purchased by the organization. On-campus storage space is limited and the location of storage space will vary by availability.

VIII. Administrative Assistance

The Office of Student Life and the Coordinator of Recreation and Wellness or official designee will provide administrative assistance to all Club Sports. The following provides an overview of the assistance available to each club.

Using the Fitness Center
All Club sport participants must present their Mariner Access Card to enter the Fitness Center. All members of the Club sport must have valid MAC card for entrance into the Rec Center. Clubs participating in organized workout in the Fitness Center may be eligible to receive passes for coaches to attend scheduled sessions.

Office of Student Life/Copies As Needed
A black and white copy machine is located in the Office of Student Life as well as a color printer. The club must document their usage of printer/copier and coordinate printing with an OSL staff member.

Club sport Mailboxes
Each Club sport has a mailbox located in the Office of Student Life. These boxes should be checked at least once a week between 8am-5pm, Monday-Friday. All club mail should be sent to these mailboxes.

CCGA Office of Student Life
(Club sport Name)
1 College Drive
Brunswick, GA 31520

IX. Officer Responsibilities

President

- Will volunteer his/her time and expect no monetary compensation.
- Will preside over club meetings.
- Will serve as liaison between the club, the coach and the Club sport Office.
- Will follow all Club sport procedures/policies as presented in this manual and will pass this information on to club members.
- Will inform club officers and members of all pertinent information included in the Club sport Handbook (officers are individually responsible for insuring that all members meet Recreation Center requirements as well as organizational membership requirements).
- Will attend the Club sport coaches and officer's meetings.
- Will attend the year-end meeting with the Coordinator of Recreation and Wellness.
- Will submit facility/field requests to the Coordinator of Recreation and Wellness by the date required to arrange practice and match times for the upcoming semester.
- Will have each club member complete a waiver before they participate or compete in any Club sport activity. These waivers must be kept current and on file in the Recreational Sports Office.
- Will submit accident/incident reports to the Coordinator of Recreation and Wellness within 24 hours of any
  accident/incident whether at practices or games if not already done so by the coach.
- Will hold regular elections of officers on a yearly basis to elect at least a President, Vice-President, Secretary, Treasurer, and Fundraising Chairperson.
- Will inform the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Club sport Operations Manual to the new president and a list of names and phone numbers of new officers to the Coordinator of Recreation and Wellness immediately following the elections.

Vice President

- Will volunteer his/her time and expect no monetary compensation.
- Will carry out the responsibilities of the President in his/her absence.
- Will follow all Club sport policies/procedures as presented in this manual.
- Will submit information on events to the Coordinator of Recreation and Wellness for special event set-up at least two weeks in advance.
- Reports issues to the president and works with other officers and members.
- Will complete all duties as assigned by the Coordinator of Recreation and Wellness and/or club president.

Secretary

- Will volunteer his/her time and expect no monetary compensation.
- Will be responsible for maintaining up to date membership records.
- Will be responsible for updating club members on all communications.
- Works with the Treasurer to ensure only dues-paying members are active.
- Keeps and distributes minutes of all meetings.
- Emails minutes of each meeting to the Coordinator of Recreation and Wellness.
- Will follow all Club sport procedures/policies as presented in this manual.
- Will handle club correspondence with the assistance of the club president and coach.
- Will complete other administrative tasks as assigned by the Coordinator of Recreation and Wellness and/or club president.

Treasurer

- Will volunteer his/her time and expect no monetary compensation.

- Will work with the fundraising chairperson to prepare and submit proposals for fundraising activities to the Coordinator of Recreation and Wellness according to Club Sport guidelines.
- Will coordinate expenditures with the assistance of the Coordinator of Recreation and Wellness.
- Will follow all Club sport procedures/policies as presented in this manual and understands that nothing will be paid for that has not been pre-approved and ordered through proper purchasing channels.
- Will complete other administrative tasks as assigned by the Coordinator of Recreation and Wellness and/or club president.
- Will coordinate scheduling and payment of officials with the Coordinator of Recreation and Wellness.
- Responsible for submitting all bills and the club budget, which includes attending any money-related meetings.
- Submits receipts/invoices to the Recreational Sports Office.
- Oversees the club checking account and ensures all club bills are paid on time.

X. Coastal Georgia Club Sport Council (Where Applicable)

The purpose of the Club Sport Council is to serve all clubs by providing resources and act as an advisory group for the Coordinator of Recreation and Wellness. The members of the Club Sport Council will focus on the following areas:

- Make recommendations on admitting clubs to the club sport program.
- Develop ways to increase participation and communication between all club sports.
- Serve as the appeals board for sanctions handed down from Student Life administrators.
- Advise Campus Life administrators on policy development and implementation.
- Make recommendations on yearly budget allocations for each club.

The Coastal Georgia Club Sport Council is made up of one representative from each club sport (if necessary the club presidents). The representative for each club must meet the following expectations:

- Must have been a member of the club for at least 1 semester.
- Must be a student in good standing (grades, accounts, etc.) at College of Coastal Georgia.
- Must be able to attend 5-7 meetings total throughout the fall and spring semesters.
- Must be motivated and enthusiastic about the Coastal Georgia Club Sports Program.

Coastal Georgia Club Sport Council Representative Responsibilities

The role of the Club Sport Council representative is to communicate with the club members and the Office of Student Life. Responsibilities include, but are not limited to: informing club members of required information which includes reviewing contents of the Club Sport Handbook, the College of Coastal Georgia Code of Conduct, attending Club Sport Council meetings/clinics and serving as a liaison between the club members, the council and administrators, meeting the deadlines required by the Office of Student Life (including facility requests, travel authorizations, purchase requests, team rosters, club information, waiver cards, budget proposals, CPR certifications) and others as assigned.

XI. Requesting Activity Fees

Information in these sections is pulled directly from the Student Government Association Constitution and the Student Organization Handbook

Introduction

Twice each academic year, recognized student organizations receive funding through the student fee allocation process. Organizations are encouraged to spend organization funds wisely and honestly on

effective programs and items that will not only improve the organization, but the campus community as a whole. In this section, organizations will find great detail on a variety of financial issues such as requesting student activity fees, purchasing food, fund raising and filling out financial paperwork.

Keep in mind that many financial transactions involving college funds, whether institutional funds or student activity fees, are tax exempt and the College will not reimburse any parties for items that are taxed. Tax exempt forms are available in the Office of Student Life.

Allocation Timeline
Budget packets will be available to student organizations at least 30 days prior to budget hearings by the Student Activity Finance Committee. Budget orientation sessions will be hosted for student organizations after budget packets are made available to assist students in completing the packet and to answer questions on budget rules.

A. Budget packets for Fall semester allocation decisions will be due by the last week in March and for Spring semester allocations will be due by the second week in November.
B. Budget hearings for Fall semester allocation decisions will take place the second week of April and for Spring semester allocation decisions by the last week in November.
C. Decision letters will be emailed to the student organization president and advisor listed on the budget packet no later than the final day of classes of the current semester in which the organization has applied for funding.
D. Final decisions on budget allocations will be made publicly available through the SGA website.

Allocation Process
Student organizations will be required to meet with the Student Activity Finance Committee (SAFC) to discuss this request in early April for Fall allocation decisions and again in late Fall for Spring allocations. Organizations may bring up to three student members to that meeting. Failure to attend the meeting will automatically disqualify the organization for funding.

A. After reviewing all written proposals and meeting with representatives of each organization requesting funding, the SAFC committee will make recommendations to the Student Fee Committee for allocations. After approval is received from the Student Fee Committee, a recommendation is made to the CCGA President for final approval.
B. The SAFC Committee recommendations will be based on the following criteria:

- Quality and completeness of the written proposal.
- How the fees will serve CCGA students: In general, programs which serve larger numbers of students will receive stronger consideration than those which serve smaller numbers of students. Programs or activities which serve smaller numbers of students should provide exceptional advantages to the College; it is the responsibility of the proposer to make the case for why they should receive consideration.
- For organizations who received student activity fees for the current year, how effectively they spent those fees to serve CCGA students:
  How many students were served by programs and activities?
  What were the benefits of the programs and activities to students? How knowledgeable is the presenter about how funds were used? Did the organization use the funds as they were approved by last year's SAFC?

Use of Funds
All organizations which receive allocations must make all expenditures through the Office of Student Life and Business Services on the required institutional forms. Requests for checks and purchases by an organization using student activity fee funds which have been allocated to their account must be signed by

a designated student member of the organization and the organization advisor. No transfers may be made from one student organization account to another without the approval of the Vice President for Student Affairs or their designee. Unexpended fund balances at the end of each semester will be returned to the general student activity fee fund account for reallocation during the next budget cycle.

Allocation Rules

Student activity fee funds may be used to fund worthwhile programs of clubs and organizations. This does not include the ordinary operational expenses of denominational or sectarian religious activities, partisan political activities, social fraternities and sororities, nor charitable causes or contributions for events that are purely social in nature.

However, any registered organization may request program assistance funds for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the College community. The following guidelines apply to all student organizations receiving a student activity fee allocation:

1. Student activity fee funds are allocated only to registered clubs and organizations whose programs will directly benefit or serve a large segment of the student body. Student organizations requesting funds must be registered with the Office of Student Life and have been an active registered student organization on campus for at least one semester prior to their request.

2. Programs and activities funded in whole or in part by student activity fee allocations must be open to any interested student. No organization may charge admission to current CCGA students at any program which is in any part subsidized by these funds.

3. Organizations may request a one-time allocation to be used for the sole purpose of purchasing items that would not be a part of on-going operations money. These funds may not be used for anything other than what is approved. Funding is dependent upon availability of funds; therefore, not all requests for money may be approved.

4. Organizations requesting funds must use the funds during the semester for which they are granted approval. Organizations may not host events or activities after study days for the fall or spring semester, during break periods, or during summer terms. Travel requests for conferences which occur when the College is not in session or during the summer term are the only exceptions.

5. Food at Events – In accordance with the University System of Georgia (USG) Business Procedures Manual policy 19.8.1, food funded by institutional and student activity fee funds may only be used for sanctioned student events open to the general student body and designed to further the development and education of students. Standards established for food purchases follow USG guidelines:

a. Food purchases should never include tax and student organizations will not be reimbursed for tax from SAF funds.
b. Per diem limits apply to all food purchases, as outlined by the University System.
c. Events where food is provided must be restricted only to students and faculty/staff that are required to participate in the event as a function of their organization advisory responsibilities for the event. All events must be advertised as open to all students.
d. Food may not be provided as part of a regular organization meeting.
e. Food may be purchased as part of a recruiting event as long as it is separate from a regular organization meeting.

Please see the Student Organization Handbook for more information on the food purchasing standards club sports will be accountable for.

6. Student Travel* – Student activity fee funds may be used to fund student travel to conventions, conferences, and team competitive events. Guidelines may be developed by the State of Georgia and the College that organizations must follow in regards to funding limits and appropriate travel expenses.

a. All organizations may only be funded for round trip fare on a common carrier or automobile rental for up to two conferences or conventions per academic year.
b. No funds shall be allocated for food that is not part of the conference registration fee.
c. Car travel will be reimbursed at the current State rate.
d. Lodging will be reimbursed at the State rate for travel and proper receipts are required for reimbursements for all approved requests.
e. All travel documents must be completed at least **four** weeks prior to the departure and submitted to the Office of Student Life for processing.
f. No academic field trips shall be funded.
g. All students traveling must have currently paid their activity fees for the semester.
h. Maximum allowable cost for travel for the academic year, per organization is $5,000.

Travel will be funded on a per person basis, not a lump sum. If it is decided that less students are attending, the allotted amount will decrease accordingly.

7. Prohibited allocations – No budget may include any allocation for:

a. Scholarships
b. To support professional salaries.
c. To purchase recognition awards, gifts, and banquets sponsored by a student organization.
d. No apparel, buttons, or other recognition items that will be distributed only to a select group of individuals (executive board or select members). Apparel should be made available to all interested students or should remain with the organization at the end of each year.
e. No personal items shall be funded, including but not limited to: nametags, photo albums, scrapbooks, or business cards.
f. Any event not open to the entire campus.
g. Any event where alcohol is present.
h. Any event intended as a fundraiser for the organization or an outside party or organization.
i. Inflated requests.
j. Expenses that will not be incurred during the designated semester.
k. Dues to state, regional, or national associations or organizations unless such dues are required to compete.
l. Items unrelated to the primary purpose of the organization.
m. Religious or political activities
n. Initiation fees.
o. Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors for the organization
p. Costs associated with professional development, licensure, or testing of individual students.
q. Costs associated with internal organizational retreats or trips

In order for your organization to receive funding from student activity fees, a simple process must be followed.

XII. Student Organization Finances

While they may seem cumbersome on the surface, finances can be easy to maintain if club members take a structured approach. The best idea is to have one executive member, the treasurer, be in charge of organization finances. They should work directly with members and other executive leaders to make sure

payments, fees, dues, budgets and other financial aspects of club management are handled in a timely manner.

Club Dues
Because student organizations at Coastal Georgia are not fully funded, collecting club dues is an absolutely vital practice that all club sports should consider. Dues must be reasonable, the same for all members and should be collected on a semester basis. Proper due collection would include a set deadline, a list of members who have paid dues, a list those who have not paid, and receipts for members upon payment. Clubs should purchase a receipt book, available at most large retail and office supply stores, to keep track of paid members and for liability reasons. Once collected, club dues must be submitted to the Bursar's Office for deposit in the club's Agency Account. To find out how to set up an Agency Account, see Student Organization Handbook and contact Coordinator of Recreation and Wellness.

Filling Out Financial Forms
Completing financial forms in a timely manner is critical to proper operation for student organizations. Please see the Student Organization Handbook for the complete step-by-step process for filling out forms including, Check Requests, Purchase Requisitions and Petty Cash Vouchers.

Reimbursements/Receipts/Invoices
- Expenses must be approved prior to the purchase in order to use allocated funds.
- All receipts and invoices must be submitted to the Office of Student Life for payment. Receipts MUST BE ORIGINALS!
- If a club requires that an invoice be paid, the original invoice (no copies) must be submitted. Typically we will submit the invoice to the Business Office along with a check request and have a check sent directly to the vendor. We must have a vendor profile on file prior to any check being cut.
- If we pay with an invoice either with a check or credit card, the club must confirm (in writing) that the items purchased have indeed been received or the services rendered according to the invoice.
- Should an individual member pay for an item and require reimbursement, Student Life must have the original receipts. Once we have the original receipts, we will submit them to the Business Office and the check will be made out to the individual member.
- If an individual member of the club pays for something that is club related and expects reimbursement, it is up to the club to file the proper paperwork to ensure reimbursement.
- All receipts must be taped (**NO STAPLES**) to a blank sheet of paper for ease of submittal. **DO NOT HIGHLIGHT**.
- When invoices are not used, the Coordinator of Recreation and Wellness must have a flyer or email from tournament organizers with where, when, and the cost for tournaments. In addition, a copy of the cleared check must accompany any reimbursement check.
- Check requests take about 10-14 days for payment. Be aware on company invoices that College of Coastal Georgia may wait almost the entire 30 days unless the stated pay date is on the invoice.
- Please physically hand all completed paperwork to the Coordinator of Recreation and Wellness. Be sure to put club, contact name, phone number, and email address on the front page. You will be contacted if additional information is needed.
- If you need to speak with the Coordinator of Recreation and Wellness concerning bills for your club, please send an email to recreationwellness@ccga.edu to schedule an appointment. The Coordinator of Recreation and Wellness will be happy to work around your schedule.

XIII. Fundraising Opportunities

Clubs have the opportunity to fundraise in many different ways. Many clubs fundraise in order to generate more money for their club. This may be achieved in many ways as long as the club has its ideas approved by the Coordinator of Recreation and Wellness and the Coordinator of Recreation and Wellness. An Event Registration/Fundraiser Request form must be filled out and approved prior to the fundraiser event.

Fundraising Tips

1. Meet with the Coordinator of Recreation and Wellness for ideas!
2. Find out what has been successful for other organizations in the past.
3. Discuss ideas with the entire club.
4. Look at the cost-to-gain ratio. How much is it going to cost us in time, money, and resources? Is it worth it?
5. Make sure your club members realize the time commitment and make sure that they will support the project.
6. Make sure the activity is legal or doesn't violate any school policies.
7. Look for local business sponsors; businesses related to your sport are best bets.
8. Be mindful that gifts or sponsorships where alcoholic products are the primary business are not allowed (Ex. Budweiser, local breweries, etc.).
9. Before agreeing to a sponsorship, check with the Coordinator of Recreation and Wellness to make sure all the bases are covered.
10. Keep in touch with alumni on a semester basis as they are potential donors.

Approvals for Fundraising, Donations & Solicitation

Organizations that wish to raise money, accept in-kind or cash donations from businesses or donations from students for organizational activities must submit the **Student Organization Fundraising Request Form.** This form should be completed at least two weeks in advance of the planned activity or donation acceptance/solicitations. (*See Appendix Student Organization Handbook B 2.0 Fundraising Activities Form and the Campus Solicitation Policy for more details.)*

Remember the following:

- All **ON -CAMPUS** fundraising activities must be approved in advance by the Office of Student Life.
- All **OFF-CAMPUS** fundraising activities must be approved by the Office of Institutional Advancement as well as the Office of Student Life. The Office of Institutional Advancement holds final approval for all off-campus fundraising. Appeals should be directed to the President of the College.

All fundraising activities must be held under the supervision of a campus organizational sponsor or appropriate faculty or staff member. Individual fundraising without organizational involvement and supervision is prohibited.

All funds raised MUST be deposited into an agency account at the college's business office. The use of funds in the agency account will disseminated at the discretion of the organizational advisor and be in accordance with the constitution and by-laws of the organization and be in compliance with the college's guidelines for appropriate use of funds. *USG Policy here:*
http://www.usg.edu/business_procedures_manual/section14/manual/14.5_agency_fund_groups/

XIV. Student Organization Travel

The Office of Student Life supports student organization travel to conferences and events that both enhance the organization and the institution. Student organizations should plan carefully when requesting funding for travel as the Student Activity Fee Committee will fund trips on a per traveler basis and will not fully fund any trip. Student organization members should expect to fundraise and/or contribute personal funds to cover travel costs.

Prior Approvals

All students and advisors traveling must submit a Travel Authorization form one month prior to the trip; the Student Life Office is available to assist with processing. All travel forms can be found at: http://www.ccga.edu/Faculty/Travel/index.asp . Organizations that misuse funds for appropriated travel may lose the privilege of obtaining future funds for travel expenses.

Required information is a list of specific members who are going, where the club is going, and all information about where the club is staying (name, phone number, etc.). Clubs may NOT be funded for any trip made without the submission of an itinerary to the Office of Student Life.

A club must travel and compete with a minimum of 5 members. If a club wishes to travel and compete with 4 members or less, Office of Student Life will not recognize this travel as a representation of the individual club, the Club Sport Program, or the College as a whole. To receive allocated funds for entry fees, a club must travel and compete with a minimum of 5 members. If a club wishes to travel and compete with 4 members or less, the individual members of that club are required to pay his or her own expenses.

Exception: Individual club members who are able to advance to regional or national competition to represent their respective club, the Club Sport Program and the College will be allowed to use allocated funds for entry fees if those funds are still available to the club. The Club Sport Council and Coordinator of Recreation and Wellness must approve the usage of these funds prior to the competition. Funds available may only be used for entry fees.

Travel Advances
A travel advance is a lump sum of money requested via Check Request from the organization's approved budget to cover all expenses incurred during travel. The student organization advisor should complete a Check Request and submit it to the Coordinator of Recreation and Wellness at least **One Month/Four Weeks** prior to the travel date. The amount of money requested should be large enough to cover lodging, food and any additional costs that the organization will incur while on the trip.

Hotel Reservations and Airplane Tickets (Where Applicable)
Hotel registration fees should be paid secured using personal credit card and reimbursed by the College using **a Travel Expense Form.** A local travel service with direct billing capabilities is used by the College for all airfare reservation requests. **Only a faculty or staff member of the College is allowed to make airfare reservations on behalf of a student organization**. Before any reservations are made, the faculty/staff member must obtain all the identifying information of participants required by the airline. It is the responsibility of the faculty/staff advisor to ensure the accuracy of travel reservations within 24 hours that the reservation confirmation is received.

Conference/Tournament Registration Fees (Where Applicable)
All conference registration fees should be paid in advance via check requests.

Automobile Insurance
Whether a club elects to use a personal automobile, College vehicle or rental, the driver must have valid license and automobile insurance in accordance with state law.

CCGA Food, Lodging Expenses and Travel Regulations
Below are guidelines student are held accountable for when traveling. The Office of Student Life requires all students traveling on behalf of a student organization, sign the travel agreement form found in the appendix.

A. Participants' behavior during the event, as well as traveling to and from the event, will be such that it reflects positively on the organization, the school, and the individual.
B. Participants will act in the best interest of the student group/organization they represent as well as the College of Coastal Georgia.
C. Participants will dress appropriately at all times.
D. Participants will attend all meetings, workshops, and other scheduled event programs in accordance with the specifications as per each trip. Participants will be on time and prepared for all sessions.

E. Participants will report any accidents, injuries, or illnesses to the advisor or head delegate immediately.
F. Alcoholic beverage consumption is prohibited by all participants including those of legal drinking age so as to not interfere with any scheduled program or negatively impact other participants
G. Participants responsible for theft and/or vandalism to properties during the course of the event will be held financially liable and are subject to CCGA's Student Code of Conduct, as well as possible legal action.
H. Any long-distance telephone calls, charges to the room or other personal expenses will be the responsibility of the individual participant. Participants having expenses covered by the group/organization are to keep all receipts to turn in for the purpose of verification and reimbursement.
I. All students will adhere to and abide by the advisor's decisions and judgments as the official representative of CCGA.
J. Participants will abide by all conference rules; the CCGA Code of Conduct; and all local state and federal laws. Participants who disregard or violate rules may be subject to disciplinary action as identified by the specific activity location including the possible reimbursement of travel money, and may include conduct actions through the Dean of Students Office.
K. All pre-conference arrangements involving pre-payment (including conference registration, hotel, airfare, and transportation arrangements) made in a student's name, obligate the traveler to attend the conference. If the traveler decides at later date not to attend, they will be required to reimburse the College of Coastal Georgia for any non-refundable expenses incurred

Board of Regents Travel Policy
All student organizations are held accountable to University System policies regarding travel which can be found at: http://www.usg.edu/business_procedures_manual/bpm-sect04.pdf

XV. Publicity Requests & Posting Policy

If a student organization is sponsoring an event (such as a bake sale, car wash, featuring a speaker, etc.) and would like to advertise in the newspaper, radio, television, or marquee, it must complete a Publicity Request form and have it approved by the Office of Student Life and the Office of Institutional Advancement. The cost of all advertising must be paid by the organization. Please contact the Office of Institutional Advancement for assistance with options for external publicity request and execution.

Posting signs and posters on the bulletin boards, campus a-frame signs and in the classrooms is the responsibility of the event sponsor. Also review the Posting Policy that can be viewed at http://www.ccga.edu/Policy/files/PostingOfMaterialsPolicy.pdf Copies of the official comprehensive posting policy can be obtained in the Office of Student Life.

NOTE: If student activity fees are funding your event, you must state this in your advertisement:
"This event is funded through College of Coastal Georgia Student Activity Fees."

Use of the College of Coastal Georgia Name
Club Sports may use the name "College of Coastal Georgia" in describing their organization. However, a club sport should understand and make it clear in their representation to third parties that they speak only for their own members, not the College or the student body as a whole; additionally, club sports are not agents of Coastal Georgia. Clubs may use, for example "Coastal Georgia Volleyball Club", but must always include the word "club."

Promotion
Promotion begins with the leadership of the specific club. The best place to begin promoting your club is during the first few weeks of each semester, specifically the Student Organization Fair held in conjunction

with Student Life's Welcome Back event(s). You also have the option to set up tables and demonstrations in the Campus Center to promote your club at any time. Contact the Coordinator of Recreation and Wellness for more information on promoting in the Campus Center and on campus.

Website
Clubs are **required** to have a Facebook page at minimum and are **highly** encouraged to have an up-to-date website. The website can be hosted by the Coastal Georgia. Once a website or Facebook page has been established, clubs are encouraged to link their website or page to the Club Sport website. This can be accomplished by contacting the Coordinator of Recreation and Wellness.

Using Coastal Georgia Logos
Club Sports are required to use the logo provided by the Office of Student Life. No other logos should be used to promote the club.

XVI. APPENDICES

Appendix A: Assumption of Risk Form
https://forms.office.com/r/kxf1QVAwmJ?origin=lprLink

Appendix B: Club Sport Waiver and Player Membership/Roster Change Form
https://forms.office.com/r/JRMfSGsak5?origin=lprLink

Appendix C: Club Sport Waiver and Team Roster Form
https://forms.office.com/r/usxdebKzU9?origin=lprLink

Appendix D: Liability Waiver Form
Fill | College of Coastal Georgia Liability Waiver Form Mariner Life - 2024

Appendix E: Volunteer Coach Agreement
https://forms.office.com/r/CVDNp1RhQg?origin=lprLink

Appendix F: Incident Report Form
https://forms.office.com/r/kuiD2Tu6JF?origin=lprLink

Appendix G: Club Sport Equipment Rental
Fill | CCGA Club Sports Equipment Rental Contract

Appendix H: Intramural/Club Sport Equipment Rental Breach of Contract
https://forms.office.com/r/c1EwCzhtB0?origin=lprLink

Appendix I: Intramural/Club Sport Notice of Forfeiture Form
https://forms.office.com/r/h91U6qA1nG?origin=lprLink

Appendix J: Rookie Supervisor Checklist https://forms.office.com/r/4iiCzL5DnG?origin=lprLink

College of Coastal Georgia Club Sport
Waiver and Membership Form

Last Name First Middle

Waiver and Membership Form for the College of Coastal Georgia _____Club

Classification: Fr.____ So.____ Jr.____ Sr.____ Faculty/Staff__

Telephone Number:_____

Local Address: Permanent (Home) Address: ☐ Same as local

Street_____ Street_____
City/State_____ City/State_____
Zip Code_____ Zip Code_____

Over the age of 18: ☐ Yes ☐ No
over

Name Relationship Phone

Do you have Student accident and illness insurance? ☐ Yes ☐ No

Are you covered by your own or parents' hospitalization plan? ☐ Yes ☐ No

I, _____, state that my participation in the College of Coastal Club Sport of_____ _____ is entirely voluntary. In registering as a participant in Club Sports, I voluntarily agree to assume all risks in participating in Club Sports activities. These risks include but are not limited to pulled muscles, broken bones, concussion, knee and joint injury or death. I agree not to sue College of Coastal Georgia, it's officers, employers, agents, and assistants for any damage, demands, and actions whatsoever, whether such damage be known or unknown. This also includes attorney's fees in any matter resulting from my participation in Coastal Georgia Club Sports and recreational sport programs including, but not limited to, practice, game participation, organization and operation of leagues, supervision of participants, and/or maintenance and operation of playing fields and premises.

In registering as a participant in Club Sports, I understand that my name and picture will be used to ONLY promote the College of Coastal Georgia Club Sports Program and events and activities. I give the College and the Club Sports Program my permission to use my name and picture when promoting its program.

I understand the risks involved in this activity, and I am physically fit and adequately informed to participate. I agree that I am personally responsible for all risks of injury of damage to person or property in any way arising out of my participation in this activity.

Participant Signature **Date**

Parent Signature (if under 18) **Date**

Volunteer Coach Agreement Form

At College of Coastal Georgia, Club Sports are permitted to have volunteer coaches. All coaches must complete this form as well as the standard volunteer agreement form and background check.

- The officers of each club are responsible for choosing their coach.
- A Coach should not be viewed as being in charge of the club. Coaches are strictly responsible for the on-field/on-court decisions (strategies, players), but do not lead the club. Officers should view the coach as a resource.
- A Coach will **NOT** be paid through SGA allocated funds.
- All Coaches/Volunteers must be approved by the Coordinator of Recreation and Wellness and complete required paperwork to work with team in any capacity.
- Coach will provide the safest possible program for all participants.
- Coach will follow all Club Sport procedures as put forward in the handbook.
- A coach may be released from his/her duties at any time based upon violation of the coach's agreement or for poor performance evaluations received by club members.

I have read and understand the College Policy on Volunteers and Coaches for Club Sports and affirm that the information contained on the attached registration form is true and correct to the best of my knowledge.

Student organization: _____

Officer's Name/Signature: _____

Coach's Name & Address: _____

_____

Mobile phone:_____ **Work/home phone:**_____

Email address:_____

Profession:_____ **Employer:**_____

Relevant experience for coaching position:

_____

_____

_____

Coach's Signature: _____**Date:**_____

Please submit completed form to Coordinator of Recreation and Wellness in the Office of Student Life

Recreation & Wellness
Incident Report Form

This form is used when any safety incident or any injury, minor or severe, occurs during an intramural, recreational or club sport activity or in the Fitness Center. All areas need to be completed prior to submission.

Please print legibly

Date of Injury:_____ Time of Injury:_____

Name (of injured): _____

Age:_____ Gender:_____ Phone:_____

Address: _____

Email:_____

Affiliation with the College of Coastal Georgia (circle one):

Student ***Staff*** ***Faculty*** ***Guest***

Nature of Injury:_____

Nature of Activity (circle one):

Free Play/Workout ***Fitness Class*** ***Intramural Sport/Activity*** ***Club Sport***

Part of Body Injured (circle all that apply):

Abdomen ***Ankle*** ***Back*** ***Elbow*** ***Foot*** ***Forearm*** ***Face*** ***Finger***
Groin ***Hamstring*** ***Hand*** ***Head*** ***Knee*** ***Neck*** ***Pelvis*** ***Quads***
Ribs ***Shin*** ***Shoulder*** ***Thorax*** ***Toe*** ***Upper Arm*** ***Wrist***
Other:_____

Location of Incident:_____Description:_____

Witness:_____ Phone: _____

Witness:_____ Phone:_____

Action Taken:_____

_____

_____

Medical Center Transported to: _____

Method of Transport (circle one): ***Ambulance*** ***Police*** ***Personal Vehicle*** ***N/A***
**At no time should a student staff member transport an injured participant.*

Submitted By:_____ Signature:_____

Please submit to the Coordinator of Recreation and Wellness within 24 hours of any incident.

Club Sport
Equipment Rental Contract

Name: _____ **Club Sport:** _____
E-Mail: _____ **Phone #:** _____
Check-Out Date: _____ **Due Date:** _____ **Return Time:** _____

Rental Agreement:
The club assumes full responsibility for the equipment listed below and all its components; and upon request, agrees to pay for any incurred damages. The club also assumes total liability for all damages incurred through the use or misuse of the equipment and accessories listed in this contract. The club also agrees to pay for any lost or stolen equipment. It is the club's responsibility to inspect the equipment for damages before leaving the premises upon checking out the equipment. Failure to do so negates the club's ability to claim equipment was issued in damage condition and/or missing items.
The club understands that it is responsible for returning the equipment and accessories at the time and date indicated above. The club also understands that if equipment is returned after the specified due date that the club's monetary account will be frozen until all equipment is returned. The club will not hold the staff of College of Coastal Georgia responsible for any injury or accident while using this equipment.

Signature of Club Member: _____ **Date:** _____

Signature of Staff Member: _____ **Date:** _____

Qty.	Item Type	Inventory Number	Condition Out	Condition In

Signature of Staff Member Receiving Items: _____ **Date Returned**: _____

Fees	Fee Description

Fee Total **Date Paid:** _____ **Receipt No.** _____

Other Comments:

_____

_____

_____