Georgetown University Club Sports Manual

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Contact Information

Aaron Elder, *Advisor to Club Sports*

Will Borrevik, *President/Chair*
Tess Prutow, *Co-Finance Chair*
Faith Donaldson, *Co-Finance Chair*
Sid Mehrotra, *Outreach Chair*
Darby Vail, *Marketing Chair*
Sam Schulman, *Safety Chair*
Neha Jampala, *DEI Chair*

Email - clubsports@georgetown.edu
Campus Groups - https://georgetown.campusgroups.com/ABCS/club_signup
Facebook - https://www.facebook.com/GUClubSports
Website - http://getinvolved.georgetown.edu/club-sports
Instagram - @GeorgetownClubSports

Georgetown University Mission Statement

Georgetown is a Catholic and Jesuit, student-centered research university. Established in 1789 in the spirit of the new republic, the University was founded on the principle that serious and sustained discourse among people of different faiths, cultures, and beliefs promotes intellectual, ethical, and spiritual understanding. We embody this principle in the diversity of our students, faculty, and staff, our commitment to justice and the common good, our intellectual openness, and our international character.

An academic community dedicated to creating and communicating knowledge, Georgetown provides excellent undergraduate, graduate, and professional education in the Jesuit tradition for the glory of God and the well-being of humankind.

Introduction to Club Sports

The Georgetown University Club Sports Program is a unique campus experience emphasizing recreational participation opportunities, student development, and leadership activities. Club Sports are strictly voluntary; student-managed and offer activities that are recreational, instructional, and competitive, in nature. The program is administered through the Division of Student Affairs (DSA) and CSE. Any recognized club sport through CSE is also a recognized student organization.

The success of club sports is dependent on student involvement, availability of facility space, volunteer coaches and advisors, educational opportunities, and effective student leadership. All clubs are self-administered by elected officers and financially supported by membership dues, fundraising efforts, donations, student activity fees, and DSA. It is the responsibility of each Club Sport executive officer to play a role in the coordination of activities, marketing efforts, practices, transportation, insurance, community service efforts, fundraising efforts, schedule competitive events, and recruit coaches and advisors. As previously stated, the program emphasizes student development and participation, therefore, the quality of experience of each club is dependent upon effective leadership and active involvement of the members.

Because clubs are student-initiated and administered, the success of a Club Sport is dependent on the ability of the executive officers to organize and motivate their members. Students have the opportunity to develop both leadership and organizational management skills during their tenure as club members.

The role of CSE is to provide encouragement, offer support and guidance, assist with the coordination of financial resources, and facility requests, and provide leadership training to the officers. Club Officers are encouraged to keep open communication with the Club Sports Program Coordinator, the Graduate Assistant for Club Sports and other CSE Staff, the Advisory Board for Club Sports (ABCS), and coaches/instructors.

To simplify the administration process, club officers should know the operational policies and procedures of the Club Sports program as outlined in this manual. This manual is intended to be a reference guide to assist club officers. It is a supplement to, but not a replacement of (1) the CSE BluePrint Manual, (2) Georgetown University rules and regulations, and (3) all local and state laws. Each officer, advisor, and coach is expected to be familiar with the information outlined in this handbook. All club activities will be governed by these policies.

- **New Club Development**

The New Club Development (NCD) process occurs at the beginning of the Fall semester to grant new teams access to benefits. Representatives from each advisory board sit on the Council of Advisory Boards (CAB), which oversees the process.

The process takes a minimum of one semester. If the team makes it through the process, it will receive Access to Benefits in the following academic year. Club Sports teams must adhere to additional ABCS regulations in conjunction with the NCD guidelines:

- Ability to get field and court space on Cooper Field, Yates Field House, and/or studio spaces (HFSC, Bulldog Alley, etc.).
- Competitions against other intercollegiate teams.
- Membership in an organized league with a governing body is highly recommended.

Tentative Timeline

- NCD Information Sessions: attendance at one of the information sessions is required to enter the process.
- Submission of Proposal: a proposal stating the mission of your club must be submitted, as well as a tentative list of participants, a projected budget, and what you need from ABCS to run your team.
- Review of Proposal: CAB will review all proposals and either move clubs directly into the formal NCD process, ask clubs to present to CAB or deny the request.
- Presentation to CAB: any club not moved directly into the NCD process or denied outright, will give a short presentation to CAB to explain the nature of their organization. After this presentation, the club will either move into the NCD process or be denied entry.
- Formal NCD Process: There will be at least two months worth through the formal NCD process and then present the results to ABCS at the end of the semester. Teams must fulfill each of these requirements:
  1. Three events/activities, in which the 12 members or 80% of the interested membership submitted at the beginning of the NCD process (whichever is higher), attend:
     - At least two "inward" focused events, such as:
       - General Body Meeting
       - Practice/Rehearsal
       - Retreat
       - Member Workshop
     - At least one "outward" focused event, such as:
       - Co-sponsored event with another organization
       - Event open to the campus community
       - Competition against another intercollegiate team.
  2. For each event/activity, an Assessment Form must be completed, and one of the following must be provided or occur:
     - Program or flyer from the event/activity
     - Picture or video of the event/activity
     - Minutes and attendance record
     - Have an ABCS member attend (if available)
  3. Organizational Constitution
     - Must comply with the University's constitution guide
     - Must be submitted in draft format by the established deadline (before final NCD submission) and revised to meet University and ABCS standards, if necessary
  4. Presentation to the Advisory Board for Club Sports, including
     - Final mission or purpose statement
     - Brief overview of NCD requirements met
     - 5-Year Strategic Plan
     - Resources necessary to ensure success
     - Anticipated budget
     - Plan for officer transition and organizational sustainability

Switching Advisory Boards

- Groups who have already completed the NCD process with another advisory board and want to switch to ABCS must go through the Formal NCD Process with ABCS and present to the board on why being a part of the Club Sports community is more appropriate to their mission statement and purpose. At the end of the NCD process, ABCS will vote on whether or not they approve to accept this group to ABCS; if not, the group will remain on their current advisory board.

Club Sports Membership/Participation Release

- **Membership**
  Membership in any club sport is based on interest, not skill level. Admission is open to all Georgetown undergraduates who are currently enrolled in a degree-granting undergraduate program at the University and who pay the undergraduate student activity fee via their tuition. Membership in any club will not be restricted based on disability, age, ethnicity, gender, national origin, race, religion, sexual orientation, or political affiliation. Membership is not open to alumni or individuals not meeting the above criteria (including Graduate students, Law or Medical Students, Non-degree, Post-grad, or School of Continuing Studies students). Due to roster restrictions, operating expenses, and facility space, some clubs will have open tryouts and cuts.

- **Participation Release**
  All participants (including tryout candidates) are required to complete the Annual **Participation Waiver/Travel Agreement** before participating in any club activity. It is the responsibility of the club officers to submit all waivers to the ABCS CampusGroups page before any individual begins activity, including tryouts, practices, or competitions.

- **Roster**
  All members participating in club activities should be listed on the club's official roster. It is the responsibility of the club officers to report any roster additions or changes that occur throughout the year on their respective CampusGroups page as often as necessary. Clubs will have the opportunity to update the roster one final time in the March of each year for accurate accounting.

Program Leadership

- **The Center For Student Engagement Office**
  The Center for Student Engagement is committed to providing learning and development opportunities, which complement our Jesuit identity and students' educational experiences. We empower and partner with students to create a vibrant and pluralistic campus community through: leadership opportunities that foster integrity and collaboration; high-quality programs that spark curiosity and inspire action; and reflective practice that deepens self-knowledge and awareness.

- **Club Sports Program Coordinator**
  The Club Sports Program Coordinator is responsible for the management and administration of the Club Sports program. This includes advising, risk management, facility requests for practice, activity, and meeting space, and final approval over all budgetary issues related to club sports. They oversee programming to ensure that club offerings represent the current needs of the Georgetown community in keeping with the philosophical basis of the program. This individual is a member of the Advisory Board for Club Sports and a supervisor of the Club Sports Graduate Assistant. The Coordinator assists with the mentoring and advising of Club Sports Officers and participants. They are responsible for managing the day-to-day operations of the Club Sports Program, which include collecting waivers, developing and maintaining a financial management system each year, and handling the initial phase of facility requests. They coordinate club sport travel requests as well as questions related to transportation. They are also responsible for managing inventory, equipment, and office supplies. The Coordinator also attends practices, activities, games, and meetings as assigned.

- **Club Sports Graduate Assistant**
  The Club Sports Graduate Assistant is responsible for sharing in the management and administration of the Club Sports program. This includes risk management, facility request for practice, activity, and meeting space (as requested by club sports). They oversee programming to ensure that club offerings represent the current needs of the Georgetown community in keeping with the philosophical basis of the program. This individual is a member of the Advisory Board for Club Sports and a mentor of the Advisory Board for Club Sports. They oversee all cabinet meetings for club sports and their officers. They serve as a liaison between Club Sports Officers as well as the Advisory Board for Club Sports. They are responsible for the daily operations of the Club Sports program in the Coordinator's absence. They will also be responsible for other duties assigned by the Center for Student Engagement, including Marketing and Leadership Development.

- **Advisory Board For Club Sports Officers**

  Advisory Board for Club Sports (ABCS) officers serve for one year, from May to May. Each of the seven positions—*Chair, Finance-Chairs (2x), Outreach, Marketing, Safety, and D.E.I*—meet weekly to handle logistical operations such as finances, travel coordination, and student safety. Listed below are the responsibilities of each position.

  - **All positions**
    - Attend monthly President's meetings
    - Attend weekly ABCS meetings
    - Act as a liaison to designated clubs and with these clubs, assist officers with administrative questions, collect appropriate paperwork, teach treasurers to use budget forms, review clubs constitutions, meet with club to establish and review goals
    - Attend BluePrint manual training sessions
    - Attend Georgetown events as needed, i.e. Georgetown Weeks of Welcome (GWOW), Council of Advisory Boards (CAB) Fair

  - **Tasks by position**

    Chair:
    - Develop leadership-training program for monthly President's meetings
    - Facilitate and plan President's and ABCS meetings
    - Administration of appropriate paperwork for travel
    - Ad-Hoc Funds requests
    - Keep track of Club Contacts
    - Assist other positions as needed
    - Other duties as assigned

    Finance-Chair #1:
    - Responsible for maintaining all financial records for the ABCS
    - Preparing and facilitating Treasurers' Meeting
    - Tracking expenditures of all Club Sports, maintaining budget
    - Administration of appropriate paperwork for deposits
    - Reporting Ad-Hoc Funds awards
    - Other duties as assigned

    Finance-Chair #2:
    - Responsible for maintaining all financial records for the ABCS
    - Preparing and facilitating Treasurers' Meeting
    - Tracking expenditures of all Club Sports, maintaining budget
    - Administration of appropriate paperwork for deposits
    - Reporting Ad-Hoc Funds awards
    - Other duties as assigned

    Outreach:
    - Promoting ABCS and Club Sports in the greater Georgetown community
    - Establish and maintain relationships with other Undergraduate student groups in tandem with the Chair of the Board.
    - Program initiatives to address issues that are specific to the Club Sports Community
    - Club Sport newsletter
    - Other duties as assigned

    Marketing:
    - Manages the ABCS Social Media platforms, and posts related to events in the Club Sports

Community.
- Spotlight one club per week on our Social Media platforms
- Work with CSE Marketing staff to maintain the Club Sports website
- Meeting attendance and minutes
- Responsible for the communication of deadlines and information to clubs.
- Other duties as assigned

Safety:
- Preparing and facilitating Club Safety Captains' Meetings
- Ensure that all club sports participants have a waiver filled out and on file.
- Responsible for emergency safety drills and evaluation processes alongside the Club Athletic Trainer (when available).
- Other duties as assigned

Diversity, Equity, and Inclusion (D.E.I):
- Responsible for incorporating D.E.I considerations & initiatives in recurring (and new) ABCS projects
- Other duties as assigned

➢ **Membership Selection and Application**

Chair Selection:
- The outgoing Chair and/or Finance Chair(s) will interview and select the Chair for the following school year. Applications will be released on CampusGroups in a timely manner (mid-spring semester) to allow for quality applications. After the application period closes, the outgoing Chair, Finance Chair(s), and the Club Sports Advisor will review applications and interview candidates. While an effort will be made to interview all applicants, an interview is not guaranteed. After the Chair is selected, they will attend and help interview potential ABCS members, act as a non-voting member for the duration of weekly meetings, and participate in the ABCS Budget Summit when ABCS allocates money for the following year. Candidates who are not chosen as chair will be given the option of being considered in the subsequent representative selection.

Representative and Position Selection:
- The outgoing Advisory Board will also accept applications, and the outgoing Chair and incoming Chair will interview ABCS candidates. No two representatives may come from a single club team, and a wide variety of sports should be represented on the board. The outgoing Chair and incoming Chair will select positions for the incoming Advisory Board. The positions will be extended as part of the offer to serve as an ABCS representative.

- **Club Sports Officers**

  Each club sport must have two elected officers: President and Treasurer. Elections for each club are to be held at the end of either (1) the Fall semester and/or (2) the Spring semester and reported to the CSE by the deadline later in the Fall and/or Spring semester. To ensure a smooth transition of club officers from year-to-year, all club officers are required to attend training workshops as scheduled by the CSE. The term of office for club officers is one year, from May to May. It is suggested that the following duties are allocated between club officers:

  Administer all club meetings; Attend all ABCS-sponsored club meetings and training sessions; Serve as a liaison between club members and ABCS/CSE; Complete and submit all required forms, reports, and requests by the established deadlines; Prepare yearly budget requests and maintain financial records; Approve the expenditure of funds in accordance with club member's desires; Obtain travel approval and make all travel arrangements; Publicize club events; Maintain club equipment and supplies; Enforce and update club constitution as necessary; Supervise all club events (home and away); Ensure compliance of the club with all campus, local, state and federal regulations; Train and facilitate the transition of newly elected officers; Notify ABCS of all changes in membership, newly elected officers, advisor, and

coaching/instructing positions; Obtain purchasing approval and prepare purchase orders.

- **Club Sports Advisor**
  The Club Sports Program Coordinator will serve as the advisor for any club. The advisor is not expected to assume club leadership but to work with the officers to ensure sound leadership and decision-making is taking place. The duties of the advisor include guidance regarding club management and adherence to policy, eligibility, and status of members and monitoring the conduct of members, assisting the club officers in creating and maintaining sound fiscal management procedures, and providing continuity and smooth transition of club officers. The advisor is strongly encouraged to attend club meetings. It is the responsibility of the officers to maintain clear communication lines with the advisor. In order for the Club Sports program to run smoothly it is essential that the advisor have a clear understanding of CSE and Georgetown policies and procedures related to the operations of student organizations.

- **Club Coaches/Instructors**
  Club sports coaches assist with the coaching duties for practice and contests. Coaches should possess knowledge of the technical and risk management aspects of the sport, provide quality instruction related to skill acquisition and strategies and be knowledgeable about safety issues related to the sport. Club sports instructors design structured learning experiences for the club members. An instructor should be certified to instruct in the activity by a governing body, preferably national or regional. In addition, coaches/instructors should conduct activities in a manner that ensures the safety of the participants to avoid injury and liability and comply with the policies and procedures of the University, local, state, federal, and governing board rules and regulations. All coaches and instructors in our program are volunteers and do not receive any form of direct payment. Coaches/instructorsshould refrain from involvement in club management and only provide duties as stated in their contracts. Individuals from outside the Georgetown community acting in the capacity of a coach/instructor are considered Sponsored University Associates (SUAs). All coaches/instructors must have a ***CLUB SPORTS COACH LETTER OF AGREEMENT*** on file, which must be updated annually. Coaches who need parking privileges must contact the Office of Transportation Management for a request form. First-time coaches/instructors are required to meet with the Club Sports Program Coordinator before permission to coach/instruct is granted.

Club Sports Office

- **Office Space**
  The CSE has designated **Leavey Student Center Room 317** as an office space to serve the Club Sports Program. Messages can be left on the CSE voice mail (687-3704). The CSE office houses a small inventory of supplies to be used by club executive officers. The office offers a 10-person conference table that can be broken down into smaller tables. Transient works stations for club officers to handle club business as well as a mediated space for club meetings. The ABCS officers will be responsible for assisting presidents with administrative tasks and maintaining the inventory and check-out process of CSE office supplies. All computers, office supplies, fax machines, and phones are to be used for official CSE business only – not for personal endeavors.

- **Mail**
  All correspondence will be channeled through the CSE's mailbox, located in the Leavey Student Center Room 316 on the third floor. No mail will be sent to personal mailboxes or off-campus. Club's address is as follows:

  [*Club Sport Name*]
  Center for Student Engagement
  316 Leavey Center
  Georgetown University Washington, DC
  20057

- **Email**
  Email is the primary source of communication between the Club Sports Program Coordinator, Graduate Assistant of Club Sports, CSE, the Advisory Board for Club Sports, and Presidents. All scheduling changes and announcements will be made through email. Officers are advised to check their email on a daily basis. Emails can be found listed on the Georgetown CSE Club Sports website.

Organization Requirements

- **Blueprint Student Organization Leadership Training**
  The President and the Treasurer for every registered Club Sports organization **must** complete an in-person training annually in order to remain registered and retain Access-To-Benefits eligibility. This training is only valid for the academic year that it is taken. The available dates and registration will be posted at the beginning of the semester. The session includes expectations, privileges, advising, resources, common policies/processes, and financial training. <u>Note: An organization can have up to five (5) officers BluePrint trained.</u>

- **Club Sports Leaders Seminar**
  The President, Captain(s), and Treasurer of each team must attend the Club Sports Leaders Seminar at the beginning of each semester. These meetings are essential in order to relay new information pertinent to the teams, as well as for opportunities to engage with the ABCS representatives in a discussion about the policies and procedures set in place for the Club Sports community. Any President and Treasurer who are not able to attend the Club Sports Leaders Seminar must let their Club Sports Advisor and Representative know ahead of time and make arrangements to have an alternative meeting.

- **Club Registration**
  Each Club Sport must register each semester to continue receiving access to benefits. The CSE will send out emails to specific student leaders detailing this process at the end of each semester. Clubs that do not re-register during this process will become inactive and will result in the suspension of your club's ATB status for the upcoming semester.

- **Budget Check-In**
  Club Sports will periodically be asked to submit a budget check-in so that ABCS can check to see if they are using their funds responsibly. At the end of the Fall semester, teams may submit a Mid-Year Finance Check to their ABCS representative to show that they are on track to use most, if not all, of their allocation for the current Fiscal Year. Clubs will be asked to submit a Budget Check-In prior to the Budget Summit where funds for the following Fiscal Year will be decided.

- **Competition Schedules**
  To ensure that teams are achieving the annual three-competition requirement, teams will be asked to submit their competition schedules for the upcoming season. Clubs that do not meet the three-competition requirement will be moved into Probation and suspended for a semester. Clubs will be asked to create a competition schedule.

- **End of Semester Report**
  At the end of each semester, each team will be asked to submit an End of Semester Report. This will typically be a one-page summary of competitions, practices, and overall community amongst team members for the semester. This report will allow ABCS and the Club Sports Advisor to check in with each of its teams, and to prepare for any rising competitions, events, or issues in the upcoming semester.

Participant Conduct

Participants are expected to conduct themselves in a manner compatible with Georgetown University's Code of Student Conduct and CSE rules and regulations, local and state laws, and governing body guidelines.

- **Fan Code of Conduct**
  The fan code of conduct consists primarily of abiding by the same code of student conduct. All fans are expected to treat Georgetown students and their opponents with respect and represent Georgetown in a positive light. In particular, drunkenness, violent or threatening behavior, use of alcohol, abusive language, and

throwing objects from the stands will not be permitted and may result in ejection. Georgetown Club Sports will be held responsible for their fans' behavior.

- **Diversity, Equity, and Inclusion**
  The Advisory Board for Club Sports uphold the University's commitment to providing educational and activity opportunities to all students. ABCS is dedicated to ensuring that students are able to participate in Club Sports regardless of age, race, ethnicity, disability, gender identity or expression, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any other factor prohibited by law. ABCS is committed to creating a Club Sports culture where all students feel welcomed, included, and supported.

  Members of the university community can report possible bias-related incidents, including those that take place in a Club Sports setting, at biasreporting.georgetown.edu. Club Sports Board Members are encouraged to consult the ABCS Diversity, Equity, and Inclusion Chair for strategies to make their club more inclusive.

Hazing Policy

- **Georgetown University Hazing Policy**
  Hazing is a very serious concern. Many hazing incidents could be avoided if members were better educated about what constitutes hazing, alternatives to hazing, and the university hazing policy. Though it is the responsibility of each member of the Club Sport to uphold the Hazing Policy it is the executive officer's responsibility to educate each member, set a no-tolerance policy, lead by example, and report any hazing that has occurred. Clubs can lose their recognition and individuals can be judicially sanctioned for allowing/ignoring or taking part in any form of hazing.

  Hazing is defined, per the GU Code of Student Conduct, as:

  "Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person(s), regardless of the willingness of such other person(s) to participate, that:
  - *Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a Student Organization; and*
  - *Causes or creates a risk, above the reasonable risk encountered in the course of participation in the University or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:*
    - *Whipping, beating, striking, electronic shocking, or placing harmful substances on someone's body or similar activity;*
    - *Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;*
    - *Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;*
    - *Causing, coercing, or otherwise inducing another person to perform sexual acts;*
    - *Any activity that places another person(s) in reasonable fear of bodily harm through the use of threatening words or conduct;*
    - *Any activity against another person(s) that includes a criminal violation of local, State, Tribal, or Federal law; and*
    - *Any activity that induces, causes, or requires another person(s) to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.*
    - *An abuse of power may be exercised through direct action against another or through indirect action by encouraging and/or influencing another individual to commit an act of hazing."*

  To start an investigation, any potential hazing incidents must be submitted via the Hazing Report form.

Sexual Misconduct

- **Club Sports Sexual Misconduct Statement**
  As the Advisory Board for Club Sports, we vow to be consistent advocates to members of our community afflicted by the impacts of sexual misconduct. We will update our rhetoric as the language and policy around sexual misconduct evolve and share that information with members. We will do everything in our power to assert that survivors are validated for their stories and strive to create a community that seeks to educate itself on these issues.

  Consistent with the University's Policy on Sexual Misconduct, we define sexual misconduct as any act that constitutes sexual harassment, sexual assault, dating violence, domestic violence, stalking, or Title IX sexual harassment. For more information on these terms, you may visit the Policy on Sexual Misconduct. Each of the aforementioned actions will be processed according to Georgetown University's Sexual Misconduct Policies and Procedures whether they occur on-campus, while abroad, or off-campus. These policies and procedures apply to complaints of sexual misconduct against Georgetown undergraduate students, main campus graduate students, SCS students, and GU-Q students; complaints of sexual misconduct against University faculty/staff, medical students, or law students have separate procedures.

  We encourage all members of the Club Sports Community to report incidents of sexual misconduct as they feel comfortable and to reach out to confidential counseling resources for mental health and emotional support. Individuals may also report to a Title IX Coordinator who can share resources, offer supportive measures, and explain formal complaint options.

  We acknowledge that following alleged misconduct, there may be situations where parties are still present in the same spaces, particularly for members of the same program or team, however, teams are not at liberty to host internal investigations, sanction members, or bar anyone from open practices or competitions. For individuals interested in barring communication from another individual, they may request a "No Contact Order" through the Office of Student Conduct; this Order may be requested regardless of whether an individual would like to pursue a formal complaint. For more information on this process, read pages 33-35 in the Code of Student Conduct.

  For more information on addressing disclosures and allegations of sexual misconduct please refer to the Blueprint Manual.

Governance and Sanctions

Self-governance is an important component of the Club Sports experience. Every Club Sport is responsible for the actions of its members (both on and off campus) and the discipline of inappropriate conduct. A review by the Advisory Board for Club Sports or an Administrative Hearing may be required to assist in determining sanctions for a Club Sport or its members.

It is the responsibility of the Club Sport to discipline members for any problems that may arise. Issues that have external effects on the club may result in penalties taken against the entire club membership. Any action perceived to harm the image, or public perception of Georgetown University and/or that puts any individual at physical or mental risk will be handled with an Administrative Hearing. An act that violates Georgetown rules and regulations, the Student Conduct, or local, state, or federal laws will be referred to the appropriate department or agency.

- **Sanctions**
  The following list encompasses some of the offenses that may arise, but it is not comprehensive:
  - Failure to comply with ABCS policies and directions
  - Traveling/practicing with incorrect/missing paperwork - travel forms, waivers, etc.
  - Misappropriation of finances
    - Purchase of alcohol, tobacco, gift cards, unapproved expenses
    - Mismanagement of budget
    - Improper reimbursement requests
  - Opening or utilizing accounts outside of the Georgetown student organization accounts
  - Unapproved fundraising

- Unapproved use of the Georgetown name and logo on flyers, uniforms, gear, etc.
- Misuse of facilities
- Hazing
- Failure to comply with the alcohol policies set by the University

Upon learning of potential violations or misconduct by a club member(s) or club, the club will be suspended from all activities pending a meeting with the CSE Director. The CSE Director will call a meeting with the member(s) or club involved, officers and advisor(s) as well as members of the Advisory Board for Club Sports. After all responses to allegations are reviewed and depending upon the severity of each case, the CSE Director and/or the Advisory Board for Club Sports may administer the following sanctions actions:

➢ **Sanctions given to member(s):**
- Verbal warning
- Written reprimand and probation
- Suspension from attendance at club activities (not eligible for a club officer position)
- Expulsion from all club programs and activities for a designated period of time
    - Clubs may only remove members through due process led by the Office of Student Conduct following an official university policy violation.
- Referral to various Georgetown departments or agencies for further disciplinary action

➢ **Sanctions administered to club(s):**
- Verbal warning
- Written reprimand and probation
- Required educational experience/presentation to team and Club Sports Officers
- Mandated community service hours
- Restrictions on club travel
- Mandatory meetings with Advisory Board for Club Sports
- Suspension from use of facility space and loss of funding
- Loss of recognition as a CSE Club Sport
- Referral to various Georgetown departments or agencies for further disciplinary action

➢ **Probation**

Probationary Clubs are eligible for limited facility allowances. All spaces will be distributed to clubs with Access-To-Benefits (ATB) first, and then what is remaining will be allotted to any probationary clubs. Probationary clubs are eligible to request funding; however, the Advisory Board for Club Sports reserves the right to deny teams a budget allocation following their return to the Club Sports community and may require teams to apply for Ad-Hoc funding for all events that semester.

➢ **Suspension**

Suspended clubs will forfeit the ability to schedule facility space, are not eligible for funding, and will have all club activities suspended. However, suspended clubs are still required to come to all Club Sport meetings. Following the suspension period, the Advisory Board for Club Sports will assign a club probationary or inactive status following review.

➢ **Appeals**

Any appeals regarding disciplinary actions must be submitted in writing to the Associate Vice President for Student Affairs within one week of the sanction. The appeal should detail in writing which sanctions you wish to appeal with reasoning for each. These should be submitted in a bulleted format addressing each sanction being appealed.

Alcohol and Drug Policy

Alcohol is strictly prohibited during any club-related activities. This includes, but is not limited to, meetings, practices, competitions (both home and away), social events, fundraisers, and travel. Additionally, the use, possession, or distribution of controlled substances, illegal drugs, or misuse of prescription medications is equally prohibited.

The same rules apply to any club-related travel, transportation, or off-campus events. Members are expected to comply with these policies for the entire duration of any trip, competition, or event associated with the club. Failure to adhere to these policies outlined in the Code of Student Conduct will result in appropriate sanctions through the Office of Student Conduct and potential removal from ABCS.

Medical/Legal Responsibilities

It is recommended that each club member have a physical exam before participating in club activities to determine any limitations the individual may possess. The responsibility to determine who is able to safely participate remains with that of the individual participant. Georgetown does not assume responsibility for the cost of medical care given to participants in connection with injuries sustained in club sports activities. In addition, the University does not accept legal responsibility for injuries to third parties by the activities of club sport or its participants while traveling by private or public transportation.

Risk Management

- **Athletic Training**
  Athletic Training services will help assist in concussion return to play for club sport athletes and some evaluation upon request at their discretion. Athletic trainers are qualified to assess the status of a patient's or client's post-operative, chronic, acute, and subacute musculoskeletal injuries, illnesses, and/or conditions to determine impairments, functional limitations, and disability. Based on this assessment, athletic trainers determine the appropriate treatment goals and therapeutic interventions to reduce the extent of an injury. Athletic Training services are provided through practice/game coverage as well as clinic hours (by appointment only).

- **First Aid/CPR/AED**
  It is required that at least two members of each club be First Aid/CPR/AED certified. Campus Recreation (Yates Field House) offers CPR and FA classes throughout the semester which are at a discounted rate. Registration for the CPR/FA class must follow the Campus Recreation program registration guidelines. If the classes are full to capacity, please contact the Club Sports Program Coordinator for more details. Once the above recommendation is fulfilled, a fully stocked first aid kit will be available for the club to use at scheduled activities. In order for the certified member to check out a kit, a copy of their certification cards must be on file on CampusGroups. A copy of this certification will also be maintained in the club file in the CSE Office. It is required that a club member certified in First Aid and CPR attends all home games/tournaments, and it is highly recommended that they attend all practices.

- **EMT/First Responder/Lifeguard Protocol**
  - **Emergency Medical Technician (EMT) Requirements for Club Sports Campus Activities**
    - ***High Risk*** – activities having a documented history of injury with potential for serious injury. Requires EMTs or Athletic Training for scrimmaging and contact drills during practice and for the entirety of the competition
    - ***Medium Risk*** – activities having a minimal potential for catastrophic injury. EMT/First Responder is not required for scrimmaging or practice, a First Responder is required for the entirety of a home competition. (*Definition: Home Competition: any scheduled activity/contest taking place on a Georgetown-owned or leased space.*)
    - ***Low Risk*** – activities with extremely low possibility of serious injury. EMT/First Responder is not required for practice or competition.

High Risk	**Medium Risk**	**Low Risk**
Rugby (M, W)	Baseball	Triathlon
Lacrosse (M)	Basketball (M, W)	Equestrian~
Wrestling	Field Hockey	Swim+
	Lacrosse (W)	Skiing*
	Soccer (M, W)	Table Tennis
	Softball	Tennis
	Ultimate Frisbee (M, W)	Water Polo (M, W)+
	Volleyball (M, W)	Running

	Ice Hockey (M, W)	Fencing
	Boxing	Cycling
		Squash (M, W)
		Golf
		Badminton
		Figure Skating
		Polo~
		Rock Climbing

(*) Ski Patrol (First Aid Personnel) is supplied by respective ski resort
(+) Lifeguard required
(~) On-site first aid personnel

➢ **Lifeguard Requirements**

Lifeguards are required for all activities in the Yates' McCarthy Pool.

➢ **EMS Fees and Practice/Event Cancellation Procedures**

- **PRACTICE:** If and when a club sports practice is canceled, the club has the responsibility to call Georgetown Emergency Response Medical Services (GERMS or Georgetown EMS) scheduled for that practice. If GERMS is not notified before the scheduled date/time, the club sport will be charged for the GERMS hours they were scheduled to work (*Contract Pending*). If practice is canceled by the CSE or a campus department for any other reason (i.e. weather, field condition), the club and GERMS will be contacted by the CSE.

- **GAMES/EVENTS:** If and when a club sport event requiring GERMS is canceled after Wednesday at 5 pm the week of the event, the club may have the option of utilizing the space for an inter-squad scrimmage and GERMS would stay and get paid out of the respective club sport's budget. This would be viewed as a scheduled event contest but would be paid for out of the club's budget due to their late cancellation.

➢ **Scheduling of GERMS**

All requests for GERMS are made through the Event Standby Request Form. GERMS ask that if a club is interested in hiring a standby crew, please contact them **at least two (2) days** before the event for a non-transporting crew, and **at least five (5) days** before for a transporting ambulance and crew. This allows GERMS to ensure that a crew and ambulance will be available to fit the club's request. Pricing is as follows:

- First-responding crew (2 EMTs): $130/hour
- Transporting crew (2+ EMTs and Ambulance): $200/hour

➢ **Scheduling of Lifeguards**

All requests for Lifeguards are to be made through Campus Recreation (Yates Field House) by the Assistant Director of Aquatics for Campus Recreation. **All requests must be made two weeks before the scheduled contest in order to honor the request.**

➢ **Scheduling of Officials**

Clubs are responsible for securing qualified game officials in compliance with their governing body's regulations. It is strongly recommended that officials or their officiating associations register as suppliers with the University for payment processing**.** For information about securing student officials, please contact the Assistant Director of Sport Programs.

- **CLUB SPORTS FIRST RESPONDER EXPECTATIONS**

  Club Sports First Responders (also known as Safety Captains) are responsible for the safety of participants and emergency response to injuries during their games/practices while on Georgetown property. Safety Captains will work closely with the ABCS Safety Chair and the Club Sports Medicine Team. It is recommended that Safety Captains serve for at least a year term, although this is not a requirement. First Responders must have current First Aid and CPR certifications on file in their club records each year. Each club must have two certified First Responders (both current in FA and CPR).

  Game/Practice Expectations

  One First Responder will arrive at least 15 minutes before the start of the game to check out any equipment. Equipment to be checked out should include a first aid pack and a cooler of ice. To check out equipment, please visit the Yates Field House. Other expectations and responsibilities include:

  - Download and Monitor HOYAlerts
  - Attend Emergency Action Plan (EAP) training
  - Attend monthly meetings with ABCS Safety Chair
  - Implement/Assist in the execution of EAP (See the Safety Captain Guide for more information.)
  - Knowledge of AED locations, safe shelter, calling GUPD or GERMS
  - Contact campus representative to report medical emergencies through Chain of Command*
  - Pick up first-aid kit before away games
  - Assist in enforcement for Campus Groups waivers

  One First Responder will be present during all home games their team schedules; they are encouraged to attend all practices as well. This includes during tournaments even if Georgetown is not playing at the time. First Responders will provide first aid for injuries that occur during their games/tournaments. This can include but is not limited to ankle injuries, cuts, scrapes, bleeding, heat-related emergencies, cardiac emergencies, dislocations, and broken bones. First responders will document all injuries (major and minor) on the Accident Reporting form. This includes giving out band-aids or bags of ice.

  Important Information

  In case of an emergency at a satellite facility, such as a player needing to go to the hospital, call 687-4357 (GERMS) or 687-4343 (GUPD) and alert the location and situation. They will then call the Rescue Squad who will respond to the satellite facility. Document all care provided. Athletic tape is used to secure bandages or ice, First Responders will not give out tape to players.

- **ACCIDENT/INCIDENT REPORTS**

  It is essential that each club take the responsibility to minimize the occurrence of accidents and injuries through sound risk management practices. It is important that individuals follow appropriate documentation procedures should the aforementioned occur. All accidents/injuries/incidents that occur to a club member during a club meeting, contest, or activity that pose a concern to a club, its members, or Georgetown, should be documented on an ***ACCIDENT REPORT***. It is recommended that a supply of these forms is available for easy access at all club activities. Reports should be submitted within 24 hours to the Club Sports Program Coordinator, so that they are informed and may follow up with all involved parties, as necessary.

  - **Chain of Command**

    Level 1: Cannot Continue Playing Due to Injury
    - *Safety Captain → Accident Report Form on CampusGroups (within 24 hours)*

    Level 2: Emergency Room Visit (Non-Life Threatening)
    - *Safety Captain → Call local first responders (GERMS, GUPD, AT, etc.) → Accident Report Form on CampusGroups (within 24 hours) → Club Sports Program Coordinator*

    Level 3: Hospital Admittance | Major Vehicle Collisions
    - *Safety Captain → Call local first responders (GERMS, GUPD, AT, etc.) → Club Sports*

Program Coordinator → Accident Report Form on CampusGroups (within 24 hours)

Level 4: All Life Threatening Emergencies

- *Safety Captain → Call local first responders (GERMS, GUPD, AT, etc.) → CSE Director/Dean of Students → Club Sports Program Coordinator → Accident Report Form on CampusGroups (within 24 hours)*

- **Concussion Education and Management**

All club sports participants should have access to excellent healthcare. Concussions are serious medical conditions that must be managed properly. To keep a patient from further harm or damage after a concussion, it is imperative that the participant communicate all symptoms to the Club Sports Medicine Team. It is also important for other teammates and coaches to spot abnormal behavior and concussion symptoms and report them to the Club Sports Medicine Team immediately. Hiding or continuing to play while concussed can prolong recovery time, cause further damage to the brain, or lead to serious harm or death.

➢ **What is a Concussion?**

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

➢ **What to expect after a Concussion?**

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

➢ **How to prevent a Concussion?**

While there is not any protective equipment available to prevent concussion there are strategies that lower your risk. The strategies to decrease the chance of concussion include:

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

➢ **Concussion Signs and Symptoms**

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

- Loss of Consciousness
- Headache
- Dizziness/Drowsiness
- Nausea/Vomiting
- Blurry/Double Vision
- Trouble Concentrating
- Ringing in the Ears
- Slurred Speech
- Fatigue/Tiredness
- Difficulty Remembering Things
- Sensitivity to Light
- Sensitivity to Loud Noises
- Balance Problems
- Mood Changes
- Convulsions/Seizures

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

- **What to do immediately after a Possible Concussion?**

1. Report It. Don't Hide It.
   - *Playing through or trying to "tough it out" can often make signs and symptoms worse.*

2. Remove From Play.
   - *Anyone who might have a concussion should stop playing right away and not return to play that day.*

3. Monitor For Changes.
   - *Signs and symptoms may not appear right away and may change over a period of hours or even days.*

4. Get Checked Out.
   - *Only a healthcare professional can tell you if you have a concussion and when it is safe to begin a progressive return to activity.*

- **Home Management Techniques after a Concussion**

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

1. **Diet**
   - Eating breakfast, lunch, and dinner each day is important, even if three meals are not typically eaten.
2. **Hydration**
   - It is important to stay well hydrated.
3. **Sleep**
   - Stick to a strict sleep schedule, with a regular bedtime and wake-up time. We recommend obtaining 7-9 hours each night, with limited naps of no more than 30 minutes. It is not advised or necessary to wake up every hour after a concussion.
4. **Physical Activity**
   - It is beneficial to take walks and/or engage in light non-contact physical activities, following the injury. Once you are seen by the club sports athletic trainer and/or appropriate medical professional, additional recommendations will be discussed.
5. **Stress**
   - Try to reduce additional stress, nervousness, and anxiety by limiting focus on the injury and symptoms. Staying in a dark room or being overly withdrawn should also be avoided.

- **Return to Play Protocol**

STEP 1: REMOVE
   - *Participants displaying concussion-like symptoms or having sustained a suspected concussion **MUST** be removed from play immediately. Participants may not return to play until they have been evaluated by an athletic trainer or other qualified medical professional.*

STEP 2: REPORT
   - *Schedule a follow-up assessment with the Club Sports* Medicine Team *within 24-72 hours.*

STEP 3: CLEARANCE

- *Obtain written medical clearance from a qualified Georgetown University physician stating you are eligible to return to play. Written medical clearance MUST be submitted to the Club Sports Medicine Team and/or the Club Sports Program Coordinator.*

STEP 4: VERIFICATION

- *Participants may not return to play until they have received a confirmation email from the Club Sports Office stating they have received their paperwork and are cleared to return to play.*

Please contact the Club Sports Medicine Team if you have any questions or concerns regarding the return to play or classroom process.

➢ **Student Health Center**

Staying healthy will help you maximize your overall experience and thrive while at Georgetown. Student Health Center believes you should develop personal responsibility for your health during your years at Georgetown University. They are here to help:

Location:
MedStar Georgetown Student Health Center (Main Campus)
3800 Reservoir Road, NW
Ground Floor, Darnall Hall Suite G20
Washington, DC 20007

Office: (202) 687-2200
Fax: (877) 346-1469
Website: https://studenthealth.georgetown.edu/medical-care/

- **Inclement Weather**
  Georgetown University reserves the right to cancel indoor or outdoor practices and events if weather poses a threat to club participants. However, every effort will be made to provide ample notice. We will notify clubs of any weather-related warnings via email and text message during normal business hours. Georgetown University currently utilizes an array of resources to monitor weather conditions. One of these tools is the "Weather Bug" application which has the capability of pushing location-specific emergency alerts regarding severe weather/lightning to several mobile phones. Each Safety Captain will need to enroll in this service with the number they provide to the ABCS Safety Chair and download the app onto their phones. Before any home or away game, either the President and/or Safety Captain should check the weather; conversely, they should also monitor their phones throughout the game.

- **University Closures**
  Practices and events during University closures are not permitted. Clubs that are still in season (traveling or competing) can request to hold practices during the study day periods, but this is not always guaranteed. Club membership attendance cannot be mandatory.

- **Thunderstorms and Lightning**
  If lightning or thunder is detected in the area, the following will serve as the official policy for Club Sports Activities:

  When detecting lightning strikes or the sound of thunder, the "Weather Bug" App or EarthNetworks texts alerts will be used. The location should be turned to 'always on' if using the WeatherBug App to receive notifications. Alerts will start at 15 miles away to notify you that a storm is close by and to possibly consider starting the evacuation process if there is a lot of equipment to move or large crowds. A second alert will be given at 8 miles away to notify you to seek shelter immediately. At 8 miles away all activities ***must*** *be suspended. Everyone (participants and standers-by) should evacuate to a safe shelter. A safe shelter is described as* ***a sturdy, enclosed building or a solid metal vehicle*** *with windows closed. This excludes dugouts, golf carts, and convertibles. Avoid being the* *tallest object while out in the open. After checking appropriate weather radar maps, it may be required to cancel the remainder of the athletic activity if delayed for more than* ***1.5 hours****. Alternatively, if the weather clears,* ***the Club Sports Medicine Team*** *may deem it safe to resume activities. To resume activity the radar on the Weather Bug App must show the last lightning strike to be 8+ miles away or there has been an all-clear text sent from EarthNetworks, and no other hazards preventing athletic activities.*

This system is a non-judgment situation. ALL ACTIVITIES WILL BE SUSPENDED WITHOUT DELAY EACH AND EVERY TIME THE WARNING IS GIVEN.

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

- **Extreme Heat and Cold**
  Extreme heat brings with it the possibility of heat-related illnesses. Clubs should be aware of the heat index and adjust activities to allow for adequate hydration and cooling. Two dangerous heat-related illnesses are heat exhaustion and heat stroke:
  - ➢ **Heat Exhaustion** – the body's inability to cope with heat stress
    - *Symptoms – faint or dizzy; excessive sweating; cool, pale, clammy skin; nausea or vomiting; rapid, weak pulse; muscle cramps*
    - *First Aid – have the participant lie down in a cool place; loosen or remove excess clothing; apply cool, wet cloths; fan or move the participant to air-conditioned place; provide water to patient to consume slowly; seek immediate medical attention if vomiting occurs or conditions worsen*
  - ➢ **Heat Stroke** – a life-threatening, heat-related condition
    - *Symptoms – throbbing headache; no sweating; red, hot, dry skin; nausea or vomiting; rapid strong pulse; may lose consciousness*
    - *First Aid –* ***Call GERMS immediately****; move the participant to a cooler environment; remove excess clothing; RAPIDLY cool patient with ice packs to the armpits, groin, neck, and stomach; watch for breathing problems; use fans and air conditioners.*

  It is recommended that by limiting the amount of time players are exposed to cold weather during practice or a game decreases the risk of cold-related injuries. It is the responsibility of the Safety Captain to check the temperature and wind speed before a practice or game. If the temperature is below 40 degrees F, Safety Captains should use the Wind Chill Calculator to determine the wind chill temperature.

  - ➢ ***30 F (21.116 C) and below:*** Be aware of the potential for cold injury and notify appropriate players of the potential.
  - ➢ ***25 F (23.896 C) and below:*** Notify players to wear additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming.
  - ➢ ***15 F (29.446 C) and below***: Modifying activity to limit exposure and allow more frequent chances to rewarm.

- **Emergency Action Plan**
  Each club sports team is given an Emergency Action Plan that is specific to their team's on or off-campus venue. Emergency Action Plans inform safety captains and presidents of AED and shelter-in-place locations, assembly areas, and ambulance access points. They also explain procedures that should be followed in emergencies. Please consult the ABCS Safety Chair for each Emergency Action Plan.

Facilities/Scheduling

- **Practice Schedules**
  Club Officers are responsible for submitting practice requests based on the dates set forth by the CSE. The Club Sports Program Coordinator will schedule facility requests for practice times with the assistance of the Graduate Assistant. Times will be assigned according to the facility space availabilities, priority of the request, and time preferences. Allocations will be made following the application deadline(s). Each club in good standing will be scheduled for 2 – 6 hours per week, depending on the requested amount. Additional times may be available and scheduling requests may be made through the Club Sports Program Coordinator or Graduate Assistant on a case-by-case basis. It is the Club Officers' responsibility to notify the ABCS of any cancelation of a club practice or event at least two hours before the reservation begins. Notification allows our office to release the space back to their respective facility managers, and also prevent unnecessary setups by any department or agency. To notify ABCS of a cancelation or change, contact them via email (clubsports@georgetown.edu) and copy the Club Sports Program Coordinator. Clubs that are deemed High Risk must also notify GERMS by phone (687-7546) at least two hours before the scheduled time.

  Sanctions for not notifying ABCS and GERMS (High-Risk Clubs) of cancelation are as follows:

  - ***1st Offense:** Written Warning to Club Officers through Email*
  - ***2nd Offense**: Loss of Facility Reservation for One (1) Week*
  - ***3rd Offense**: Meeting with Club Sports Program Coordinator and ABCS Chair to discuss Club Sanctions, Possible Loss of Facilities for Club Use*

- **Activity and Game Requests**
  Requests for facility space for all games/tournaments are to be made using the ***GAME AND FACILITY REQUEST*** link on the ABCS' CampusGroups page. The form is for one individual game/tournament request. The game/tournament will be scheduled for only one of the dates provided on the request. An additional request will be required for each event if scheduling for more than one game/tournament. As part of the form submission, there is an acknowledgment that resources are limited, and not all teams' requests can be honored. The form must be filled out in its entirety. Before your form submission is confirmed and approved on CampusGroups, additional information and questions will be sent out regarding the specifics of the request. Until any updates have directly come from the Club Sports Program Coordinator or ABCS Chair, the request has not been approved.

- **Off-Campus Facilities**
  All clubs that use off-campus facilities must have a contract through the University. Please work with the Club Sports Program Coordinator to complete this contracting process. ABCS will not pay for off-campus facilities if Georgetown University can provide adequate facilities on campus. Off-campus schedules (both practice and competitions) should be communicated to the team's representatives as well as the Club Sports Program Coordinator. While field space is limited on campus, some club sports practices may be held off-campus at Duke Ellington Field and Georgetown Visitation Preparatory School **with prior authorization via an off-campus facility contract**. The off-campus practice schedule will be created by the Club Sports Program Coordinator and will be communicated to teams through email, and the Club Sports Google Calendar.

- **Weather Cancellations**
  For outdoor events scheduled on turf or concrete space, the Club Sports Program Coordinator, Graduate Assistant, or ABCS will notify the team 2 hours before the event of its status. Based on the condition of the space, in the event of rain, practice and/or games will be canceled. Clubs are encouraged to make their own judgment at least 24 hours in advance to notify any teams who may travel to Georgetown. If any club decides to cancel their event due to rain, ABCS must be notified at clubsports@georgetown.edu as well by calling the Club Sports Program Coordinator at 687-8754.

- **Cages**
  The Club Sports cage, located in the Regents Halls Storage Cages, serves as a space for Club Sports teams to store their equipment while not practicing or competing. If your club is planning on using the cages to store any items from the upcoming year or from years in the past, please refer to the following policies and guidelines here. As a shared space for all Club Sports athletes, teams must be respectful of the space and not cause any damage to it. Teams that consistently disrespect the space and other teams' equipment will no longer be allowed to store their gear in the cages.

- **Field Lining Requests**
  All field lining requests are to be made through the Club Sports Program Coordinator when game schedules are requested. All requests that are submitted are not guaranteed to be honored. If the request can be honored, the individual who made the request will receive this in their confirmation email. All requests must be made two weeks before the scheduled contest for the CSE to honor the request.

Maintenance Issues

All requests for equipment or facility repairs should be submitted to the Club Sports Program Coordinator, Graduate Assistant, or a member of the ABCS. All concerns should be addressed promptly—do not wait until the day before an activity/game to submit a request.

Finances

This section provides an overview of financial policies that impact Club Sports. As a Club Sport, your organization is responsible for determining how much funding your club needs and how you want to acquire that funding. A variety of funding sources are available and include, but are not limited to, your ABCS allocation, membership dues, and fundraising. Select Club Sports Officers are allowed to access your organization's financial resources through CampusGroups. This includes viewing account balances, requesting funds, initiating purchases, and tracking expenditures. Plan ahead. **The University operates on Net 30 payment terms, meaning payments will be issued within 30 days of receiving a final invoice, once a purchase order has been issued. Moreover, payment processes can take anywhere from three business days to six or more weeks depending on the nature of the purchase and time of year.** Your patience is appreciated.

- **How Money Is Managed:**
  - ➢ The ABCS will look to club sports to match budget projections as accurately as possible and to spend all of the money that they were allocated for the year.
  - ➢ Deficits or excess funds at the end of the fiscal year may impact future funding.

YOUR WORKTAGS

Each Organization will have their own set of worktags.
Worktags allow your funds to be tracked and expenses to be paid.

Cost Center	**CC 2390**	Denotes your advisory board or departmental affiliation
Fund	**1701**	Represents the source of funding
Purpose	**PP4002**	Identifies function the purchase is supporting
Program	**PG#######**	Unique code for each student group
Spend/Revenue Category	**S#### OR R####**	Spend category characterizes your purchase

- **How to Monitor & Manage Your Finances on CampusGroups:**
  CampusGroups works to automatically update your finances daily with Georgetown's internal financial system. Here's how to monitor your transactions, budgets, and more!
- **Budgeting Best Practices:**

➢ The Process:
  - All club sports must fill out a Budget Request in the spring of the current Fiscal Year to request an allocation for the following Fiscal Year. ABCS holds a Budget Summit where budgets are reviewed, allocations are approved, and funds are allocated.
  - A timeline will be announced in the Spring semester for the Budget Process. The ABCS Budget Summit timeline is dependent upon the GUSA Senate Finance and Appropriations Committee (FinApp). Teams will have at least two weeks to prepare their budgets and will be expected to meet with their Representative during this time. Budget allocations will be made based on the funds ABCS receives from GUSA, tuition dollars, and a Coca-Cola sponsorship..

➢ The Preparation:
  - Club Sports will, with their Representatives and the Advisor, prepare their budget for the following semester. Budgets should include information about all expenses, except for Dues Assistance
  - Clubs are required to hold a minimum of three competitions each year and are expected to travel and compete at a level that closely resembles what was applied for during the budget application process. ABCS encourages clubs to put as much detail as possible on their budget application but recognizes that not all competition information will be available at the time of submission. Budget applications must be completed to be considered during the Budget Summit.
  - Failure to submit a budget application before the Budget Summit will result in the team receiving little to no funding for the upcoming Fiscal Year. Teams will be required to submit a budget outline, and will have to request Ad-Hoc funding for each line item rather than receive an allocation. They will be allowed to submit a budget application again next year.

➢ Understand Expectations:
  - Familiarize yourself with ABCS/CSE funding guidelines.
    - ABCS allocates money on a yearly basis for all club sports within their purview and allocates Ad-Hoc funds for various requests and special cases.
  - Research previous approvals

➢ Update Budgets Regularly:
  - CampusGroups finances are updated continuously with Georgetown's internal finance system- ***we recommend allowing three (3) business day to show changes***
  - While this system is a great benefit, Club Treasurers are **REQUIRED** to keep and report information regularly, and reconcile their records with posted transactions in CampusGroups. Please "*make a copy*" of this Budget Tracking Spreadsheet Template for your organization.

➢ Restrictions:
  - The following budget restrictions apply to the use of ABCS funds and official club membership dues (via CampusGroups). Failure to comply with these restrictions may result in funding denial, or additional sanctions. No ABCS funds and dues may be used for:
    - Food or beverages (including snacks, team meals, drinks, or catering)
    - Alcohol, tobacco, or controlled substances
    - Flights or airfare expenses
    - Gift cards, cash prizes, or personal gifts
    - Weapons or weapon-related equipment
    - Jerseys and Uniforms if purchased in the past 3 years
      - *Note: Any jerseys or uniforms purchased with ABCS funds or dues must remain team property and be reused by future club members. They may not be taken home or kept by individual players.*
    - Personal (non-team) medical supplies or equipment (tape, braces, ice packs, etc.)

- Formal event spaces or venue rentals not related to practices or competitions
- Boat cruises or similar entertainment-based events.

➢ Evaluation:
- Budgets will be evaluated with reasonable consideration. Specifically, evaluations are based on:
  - Last Fiscal Year's allocation
  - Team Roster (what percentage of a team are official ABCS club members)
  - Competition Schedule
  - Cost of dues and other income produced
  - Responsible use of limited resources
  - Compliance with ABCS policies, CSE standards, and other Georgetown policies
  - Whether overall benefits accrue primarily to undergraduate students in the GU community
  - Consideration of how much of a team's cost should be borne by students
- All Club Sports teams are recommended to submit a Mid-Year Finance Check-In to their Representative so that ABCS can make decisions based on how this year's resources were used. This information will be cross-checked with the balance of the Accounting Book account, Internal recording keeping, and additional anticipated charges that have yet to be reflected in the University financial system.

- **CO-SPONSORSHIP & AVOIDING FRONTING:**

➢ Financial Sponsorship: Collaboration via co-sponsorship is a valuable aspect of student organization programming. Whether your group is collaborating with another student organization, an outside agency, or a group of unaffiliated students, collaborations are marked by intentional ways of working together to share the success of, and the responsibility for an initiative. Be mindful of similar events from other groups. Try to collaborate if possible.

➢ Remember to Avoid Fronting:
- Fronting occurs when a group with access to benefits provides access to those benefits to a group that would otherwise not be eligible; this often takes the shape of reserving spaces for groups who would not otherwise be eligible to use those spaces.
- Groups are at risk of fronting if they do not take seriously the responsibilities of co-sponsorship, and simply provide minimal support for an event.
- If a group is suspected of fronting and collaborating with another ATB or non-ATB group, sanctions may be applied to the organization.
- If you have any further questions about co-sponsorship, contact your ABCS representative.

- **FISCAL YEAR AND BALANCE**

➢ Georgetown University fiscal year runs from July 1 - June 30 each year. However for club sports, **the last day to spend fiscal year money is the last day of classes in the Spring semester**. Club Sports can spend from allocation funds beginning in August after budget allocations are made available by the CSE. The start date for spending from any organization funds varies but typically falls in late August / early September. Once Blueprint Training is completed, a passing grade must be attained in the CSE Blueprint Quiz ***AND*** Financial Quiz during the Fall semester by the required officers. The only exception to spend organizational funds prior to the start date is only for Amazon/Staples orders, only for CAB Fair. Please allow 14 business days to process these orders. No reimbursements will be granted or approved during this time, even for CAB Fair. Only the officers that are Blueprint certified can make budget spending requests.

➢ **All semesterly student organization purchases must be completed by the last day of classes in the given semester. (Exception: the Spring Semester by March 31)** Between mid-May and June, spending is only permitted for special circumstances and must be approved by the CSE prior to purchasing.

➢ Clubs are required to end the fiscal year with a positive of 0 balance. ABCS strongly encourages all clubs to keep independent financial records. If a team completes the fiscal year with a negative or positive balance greater than 20% of their total allocation for the fiscal year, the team may face penalties with a reduction of this same percentage from their next fiscal year's budget. The 20% leeway is intended to account for any discrepancies and unintended expenses, and ABCS still expects all teams to maintain a positive or 0 balance (*unless otherwise authorized*). If there are extenuating circumstances for why a club is not able to spend within 20% of its allocation, it must explain to ABCS to have its next fiscal year's reduction waived.

- **Collecting and Depositing Funds**

➢ Generating funds may be needed to cover the cost of your club sport's season- including practices, games/competitions, etc. Club Sports should be operating on the budget allocated by ABCS and possible external sources, and not rely on funding from any University office or department, even if it is considered a "historical" donation.

➢ There are three primary ways funds can be collected:
  - Collecting Cash Payments
  - Collecting Check Payments
  - Collecting Credit Card Payments
    - Via CampusGroups, Venmo, and the Clover device (the only approved ways to accept credit card payments).
    - No more than 500 dollars can be raised via Venmo, CashApp, Zelle.
    - No ticket sales, membership dues, or merch can be used via these apps.

➢ If you use Venmo, CashApp, Zelle, you will have to agree to the risks associated with these apps by filling out this form 48 hours in advance. You will also need to make a deposit of the funds raised within 48 hours at the CSE. Bank accounts outside of the University, including at GUASFCU, may not be used for your club sport. Money must be directly transferred/deposited to your university-sanctioned account, via work tags, and used within the same fiscal year it was received..

- **Collecting Revenue:**

➢ If collecting cash, reserve a cash box from the CSE Office.

➢ Document the number and type of sales (Cash or Card). Provide receipts for cash sales.
  - A receipt book can be checked out at the CSE Office

➢ **All monies collected must be turned in to the CSE immediately after the event/tabling.**

➢ Georgetown University Police Department (GUPD) may be present when collecting cash at an event, at a cost to your club sport.
  - If it's an evening/night event, ask GUPD to escort you, and your cash and checks (in an envelope) to the after-hours drop box under Village C.
  - Once you have collected the money, please submit the cash at the end of the day in Leavey 316

➢ Use CampusGroups for ticket sales, merchandise sales, or ad sales
  - Note: Once ticket, merch, ad prices are set and sales begin, refunds will only be issued for attendees that can no longer attend your event, items are no longer needed, or ad is not needed (and you have approved the refund). Refunds may not be provided due to a potential "profit" from the event, merch sale, or ad sale.
  - Please note that the last day to issue refunds for an event, is the last day of the event. Anytime after that, will be at the discretion of the event owner, with advisor approval.

➢ Please see the information below on how to setup your event or store
  - Create a Paid Event
  - Set Various Ticket Prices
  - Creating a CampusGroups Store

- ➢ If you are creating a Campus Group Store, you must tell your advisor. Campus Groups stores are not the only way to collect funds. If you plan to collect more than $1000, consult with your advisor.
- ➢ Clover devices are available for on-the-spot credit card transactions. You must take a PCI Compliance course in order to use the Clover. Email getinvolved@georgetown.edu to reserve the Clover device.
- ➢ Refer to guidelines for sales taxes in the **Sales Tax Information** section.

- **Collecting Dues**
  - ➢ The money allocated to Club Sports, unfortunately, cannot cover the costs that all of the teams incur. ABCS requires a minimum of $30 per semester per person or $60 in dues, with the average among teams being $100 per semester. Club Sports athletes who are unable to cover the cost of their team's dues will be strongly encouraged to utilize the ***DUES ASSISTANCE FORM*** from ABCS. Due to the high operating costs of off-campus practice and competition spaces, teams that practice and compete off-campus will be expected to fund 50% of off-campus costs through CampusGroups dues.
    - ○ Failure to fund 50% of off-campus space costs through CampusGroups dues will result in sanctions levied against the club.
  - ➢ Dues cannot be held by any team member, and must be submitted through the ABCS store on CampusGroups. Teams are encouraged to plan their budgets carefully so as not to overstate dues. Ideally, dues should be as low as possible for all Club Sports athletes. ABCS can help determine team dues based on the budget allocations determined during the previous year's Budget Summit.

- **Dues Assistance Program**
  - ➢ ABCS is committed to ensuring that no student is prevented from participating in Club Sports due to financial barriers. The Dues Assistance Program exists to provide financial support to students who demonstrate need and may otherwise be unable to afford the cost of participation.
  - ➢ Eligibility and Application Process: Any Georgetown undergraduate student who is a member of an active Club Sport is eligible to apply. The application form is available on the Advisory Board for Club Sports CampusGroups page under the "Forms" section. Applications must be completed in full, including an accurate report of dues charged by the team and the amount of support requested.
  - ➢ Funding Tiers: Dues Assistance is allocated per semester and is based on the cost of dues for the team:
    - ○ **High (Dues greater than $300) | 0-49% Funded**
    - ○ **Moderate (Dues between $61-$299) | 50-99% Funded**
    - ○ **Low (Dues between $30-$60) | 100% Funded**
  - ➢ Program Guidelines:
    - ○ Dues Assistance only covers one semester at a time. Students must reapply for spring if they received assistance in the fall.
    - ○ Students are encouraged to apply as early as possible in the semester to avoid delays.
    - ○ Approvals are issued on a rolling basis and are dependent on available funding.
    - ○ Each application is reviewed individually by the ABCS Finance Committee.
    - ○ Priority is given to undergraduate students who receive financial aid, are Pell Grant-eligible, or participate in a work-study program.
  - ➢ Important Reminders
    - ○ Applicants are expected to be honest about financial needs.
    - ○ Receipt of funding does not guarantee full coverage of dues.
    - ○ Clubs should not deny participation to a member while their application is pending review.
    - ○ Questions about the program can be directed to the ABCS Co-Finance Chairs or your club's ABCS representative.

  Finances should never be the reason that someone can't compete in a Club Sport at Georgetown.

- **Depositing Cash & Checks:**
  - ➢ Complete a deposit form and envelope which are available in the CSE Office.
    - ○ This is in addition to recording this deposit in your CampusGroups Accounting Book, and through the ABCS Finance Form.
  - ➢ Give the completed deposit form and envelope to the CSE front desk staff.
  - ➢ Cash & Checks should always be deposited as soon as you get them!
    - ○ They must be deposited within 30 days of receipt.

- Do not hold onto them for any extended time.
- Checks Do Expire!
- Deposits are made monthly and will post to your University account.

- **Co-Sponsorships or Donations:**
  - ➢ Include information about your co-sponsors and donors during the year to the ABCS and the CSE (*if applicable*).
  - ➢ Keep your co-sponsors and donors updated on this process as well.
    - Approval could be denied.
  - ➢ Consider the policies and concerns of the co-sponsoring department or organization — they could conflict.
  - ➢ Create a formal agreement that includes:
    - How are co-sponsors included in the marketing of the event?
    - Will the co-sponsoring entity help plan, provide volunteers, or expect tickets to the event?
    - Who is responsible for transferring the agreed-upon amount?
      - Document this for inclusion with your Journal Transfer Request
      - If a department is sponsoring your event, they should conduct that Journal Transfer
      - Do not rely on departments to fund a majority of your event, there has to be fundraising hosted by your organization before going to departments.
  - ➢ **Any gifts or donations received are spent first from your budget each fiscal year, followed by university dollars. Funds remaining at the end of the fiscal year will revert to the University.**
    - Donations should go to https://giving.georgetown.edu/
    - The donor will need your organization's full work tags
    - **Note:** The CSE is working with the Office of Advancement to generate a direct donation link for Club Sports with ATB. More information will be provided about this when it is available.
  - ➢ Co-sponsorships between student organizations are allowed with advisor approval.
  - ➢ If you are co-sponsoring an event with another student organization, a co-sponsorship document has to be filled out.
  - ➢ Plan ahead! Allow time to talk with the Club Sports Program Coordinator.

- **External Partner Sponsorships:**
  - ➢ Review the University's Web Advertising & Sponsorship Policy to ensure compliance
    - It is necessary to ensure that you are not infringing on any previous agreements that the University has.
  - ➢ Review policy on fronting & co-sponsorships.
  - ➢ Before any parties sign an agreement, consult with the CSE.
  - ➢ Formalize an agreement
  - ➢ Assign sponsor "benefits" – what can the sponsor expect of your club sport and the University?
  - ➢ During planning, you may need to coordinate with campus partners (e.g. Office of General Counsel, Auxiliary Business Services), so allow enough time to connect with them.
  - ➢ Plan ahead! Allow time to talk with the Club Sports Program Coordinator.

AY 2025-2026
FY 2026

Category	**Allocated**
Team Allocations	70.00%
Dues Assistance Program	6.00%
Appeals	5.00%
Regionals/Nationals	4.00%
F.R.E.A.C.S.	15.00%
Total Budget	**100.00%**

AY 2026-2027
FY 2027

Category	**Allocated**
Team Allocations	70.00%
Dues Assistance Program	6.00%
Appeals	5.00%
Regionals/National	4.00%
F.R.E.A.C.S.	15.00%
Total Budget	**100.00%**

Notes:

Exact dollar amounts are tentative on GUSA's FinApp allocation.
Distributions are subject to change based on club needs and at the discretion of ABCS.

Important procedural updates to the ABCS allocation process for the 2025-2026 Academic Year

Budget Summit - April 4th and 5th, 2026 *(Tentative)*

Budget request forms will need to be submitted for the next academic year, and allocations will be sent out in a similar process as years prior. However, teams must present *in-person* to ABCS during the budget summit, outlining the absolutely necessary funding items for their budget in the following year. Since allocations will likely be *below* what is necessary for teams, it is absolutely crucial for teams to only submit what is necessary.

Team Allocations and Ad Hoc

With the current distribution model, teams should anticipate more frequent use of the ad hoc funding system. The increased allocation toward individual team budgets is intended to encourage accurate forecasting during the spring Budget Summit. In contrast, reliance on ad hoc funds should be a backup, not a primary funding strategy. ABCS strongly encourages clubs to engage in self-fundraising efforts, especially for non-essential expenses or anticipated overages. As we continue to audit actual expenses across teams, ABCS reserves the right to make real-time adjustments to ensure that team allocations reflect demonstrated financial need and accurate usage history..

Regionals/Nationals Pool Restored

The Regionals/Nationals funding pool has officially been restored as a standalone reserve within the ABCS budget. Clubs no longer need to incorporate anticipated postseason costs into their general budget submissions. Instead, teams may submit separate Regionals/Nationals funding requests throughout the academic year. It is the club's responsibility to notify ABCS promptly upon receiving a bid or qualifying for a regional or national competition. Requests will be reviewed on a rolling basis, and funding decisions will consider team competitiveness, financial need, and previous fiscal responsibility.

Club Member Definition

Below are the annual criteria for what ABCS will consider as a club member:

- Must be an undergraduate student currently enrolled in a degree-granting undergraduate program with Georgetown University.
- Sign an Online Waiver for your Club Sport through the Advisory Board for Club Sports CampusGroups page BEFORE any tryout or practice (informal or formal). This can be done remotely on the field/court or with a computer beforehand. Members must sign a waiver for each team they participate.
- Paid the minimum $30 per semester or $60 annual ABCS membership dues or applied for dues assistance
- Each student must have Health Insurance to participate in the Club Sports Program. We recommend a physical before participating as well.
- Join Campus Group Team Roster by 9/30 for fall and 3/31 for spring
- Concussion Policy Agreement: must be read and signed on CampusGroups before (1) the second practice, (2) the first competition, or (3) within two weeks of joining the club, whichever comes first.

Removal from FREACS and Ad Hoc Access

Teams can and will be removed from FREACS and Ad Hoc allocation pools if any of the following criteria are reached:

- Lack of due paying members: 100% of all active rostered members must pay ABCS dues. For the 2025-2026 academic year, the annual minimum is $60 ($30/semester), but is subject to be raised based on off-campus facility rental costs, etc. Dues assistance is available for those who need it, and is now completely anonymous to club sports leadership.

- Incident Reports: More than two incident reports of bias, sexual assault, etc. in a club sports team

FREACS Points: Fairness, Responsibility, and Equity in Allocations for Club Sports

CampusGroups Registration 5 points each semester	Each semester, your club must register via CampusGroups. Fall Deadline will be in **May. Clubs who do not register become inactive for the semester.** Spring Deadline is **December.**
BluePrint Student Organization Leadership Training: Fall & Spring 5 points annual max	The President and the Treasurer for every registered Club Sports organization must complete an in-person training annually in order to remain registered and retain Access-To-Benefits eligibility. This training is valid for two (2) consecutive academic semesters if taken in the Fall semester (Unless otherwise communicated by the CSE). Please note that if Blueprint Training was completed in the Spring semester, you will have to retake this training once more. The available dates and registration will be posted at the beginning of the semester. This includes expectations, privileges, advising, resources, common policies/processes, and financial training. Note: An organization can have up to five (5) members trained. Clubs will receive 2 points if TWO officers completed BluePrint (Session & Quizzes); 1 point for every additional officer who completed BluePrint; -2 points if 0 officers completed BluePrint.
Participation Waivers 10 points annual max	Clubs must submit team waivers via CampusGroups by September 30th to receive full credit. **Waivers: must have 12 participants minimum.** If not completed by the dates listed, the club is still responsible for submitting participation waivers, but will not receive point credit. Each individual who wants to participate in your club in any form (tryouts, practice, travel, etc.) must fill out the waiver on CampusGroups (login to CampusGroups, go to Advisory Board for Club Sports, click on "Surveys & Forms", then "Club Sports Participation Waiver") before taking part in any activity (if under the age of 18, parents must sign a paper form {on CSE's Club Sports website}, which needs to be turned in to the CSE 316 office).
Membership Bonus 15 points annual max	Points will be given to clubs with the following membership: • 10-19 participants = 3 points • 20-29 participants = 6 points • 30-39 participants = 9 points • 40-49 participants = 12 points • 50 or more participants = 15 points.

	Membership will be determined by comparing waivers and roster numbers at the end of the year. Must be submitted by March 31st.
Leaders Seminar Attendance 3 points per workshop	The President, Captain(s), and Treasurer of each team must attend the Club Sports Leaders Seminar at the beginning of each semester. These meetings are essential in order to relay new information pertinent to the teams, as well as for opportunities to engage with the ABCS representatives in a discussion about the policies and procedures set in place for the Club Sports community. Club Officers must sign in and remain until the end of the seminar in order to receive credit for attendance. Clubs will receive 2 point for every officer who attends.
Safety Captain Meeting 3 points/attendee 6 points annual max	Prior to practicing, at least 1 of the 2 CPR/AED/First Aid certified members must attend a Safety Captain's meetings. By September 16th, both members need to have been to one meeting or made it up. Clubs will also not be allowed to practice/travel after this date without 2 certified members who have also attended the meeting.
CPR/AED/First Aid: 3 points per CPR/AED/FA certification 6 points annual max	In case an emergency occurs during a club event, each club must have two CPR/AED/First Aid certified members who regularly attend practices and games, these members will be considered Safety Captains and must attend the Safety Captains meeting described below before the team can practice. Captains who complete this class and turn in a copy of their certifications by September 12th on the Google Form or email to Aaron to receive 2 allocation points per member. Clubs will also not be allowed to practice/travel after this date without 2 certified members. Clubs who have 4 members or less are allowed to continue practice with 1 safety captain.
Travel 3 points per travel form 15 points max per semester	Some clubs are more expensive by nature. In order to account for those teams that are more competitive and often obtain a large amount of travel expenses, clubs may receive points for completing their travel paperwork. Clubs can receive allocation points for submitting their Travel Request Form prior to the travel date. Forms must be filled out completely, accurately, and on time (Monday by noon on the week of the trip departure) in order to receive credit. All travel must be approved by ABCS and the CSE office.
Home Events: 3 points per game 6 points per tournament 15 points annual max	In order for the Club Sports office to schedule venues for club games, clubs are required to send in their Facility Requests via CampusGroups. Clubs must complete their forms 7 days in advance (more notice is preferred) or they will not count for points. 1 scrimmage per semester allowed to be counted for points. A tournament is when you host 2 or more different teams and they play each other.

Points Summary

Item	Possible point Value
CampusGroups Registration	5 points each semester
BluePrint Student Organization Leadership Training: Fall & Spring	5 points annual max
Participation Waivers	10 points annual max
Membership Bonus	15 points annual max
Leaders Seminar Attendance	3 points per workshop
Safety Captain Meeting	3 points/attendee 6 points annual max
CPR/AED/First Aid:	3 points per CPR/AED/FA certification 6 points annual max
Travel	3 points per travel form 15 points max per semester
Home Events:	3 points per game 6 points per tournament 15 points annual max

Points values and additional opportunities to gain points are subject to change based on ABCS discretion

** = With a 5/7 vote, the Advisory Board for Club Sports can make additional meetings, activities, events, etc. mandatory and add additional points.

- **FUNDRAISING:**

  For fundraising guidelines, please review this document prior to planning a fundraiser.

  - Fundraising Event: For an event to be considered a fundraiser, the income from sales must **exceed** the total expenses of the event.
    - **No University funding may be donated to an external organization due to Georgetown's tax-exempt status.** All monies donated to external organizations must be additionally raised by the club sport. Make sure you pay the costs of your event/fundraiser before giving money to an external group. Club sports must have funds available in their overall budget in order to send any contributions to external organizations.
    - Club sports that are planning on donating to external groups, **must** have a vendor register as a supplier first.
    - Internal fundraising efforts should have direct goals for the club sport, such as funding travel to an event/tournament, or hosting a major event or initiative
    - All funds collected must be deposited into the club sport's University financial account via work tags – funds may not be withheld for deposit into personal accounts or direct payment for services, goods, or donations.
  - Fundraising over 1,000:
    - If anticipating collections over $1,000 for a single fundraising event, the President **and** Treasurer of the club sport **must meet with the Club Sports Program Coordinator** and review the following standards for collecting, depositing, and reconciling funds at least four weeks in advance of beginning collection of funds.
    - Club Sports must provide information about their anticipated revenues, including each source of revenue and the amount they estimate to collect from that source at least 1 week in advance of collecting funds.
    - Club Sports must provide the date(s) and location(s) of collection of funds at least 1 week in advance of collecting funds:
    - **All sales revenues received by cash or check must be documented with a receipt** that is given to the customer and a copy that is retained by the organization. Receipt books are available for checkout in the Center for Student Engagement
    - If you are planning on fundraising over the $1,000 threshold, ticket prices need to be set at a reasonable price to offset all event-related expenses.
    - All cash and checks collected must be deposited the same day as collection at the Center for Student Engagement with advisor notice.
    - For online ticket sales, organizations may only use CampusGroups. Please see this link on how to use tickets sales.
    - Within 2 weeks of the conclusion of sales/collection, the organization must provide the Advisor with all receipts of sale, records from CampusGroups sales, and an overview of all funds collected and deposited during the collection period.

- **AD-HOC APPROVAL PROCESS**
  - During the course of the academic year, clubs may encounter unanticipated expenses or discover that a line item in their budget was miscalculated or underfunded. In such cases, teams may submit an ***AD-HOC FUNDING REQUEST*** for additional support outside of their regular allocation. This process is intended to address exceptional, one-time needs that align with University, CSE, and ABCS spending policies.
  - To initiate an Ad-Hoc Request:
    1. Contact your ABCS representative directly and explain the nature of your request and the reason additional funding is needed.
    2. The representative will assist you in completing the Ad-Hoc Funding Request Form, found on the ABCS Campus Groups page under "Forms."
    3. Once the request is submitted with proper documentation (i.e. itemized cost breakdown, quotes, or planning spreadsheets), the representative will bring it to the full Board for review.
  - ABCS may approve the request in full, partially fund it, or deny it entirely. Approval is not guaranteed. Valid reasons for Ad-Hoc Funding may include:
    - Emergency or one-time equipment replacement due to damage or loss
    - Significant team growth resulting in unanticipated costs (i.e. tournament registration, transportation,

protective gear, etc.)
  - Gross underestimations of competition or travel fees by a previous treasurer
  - New competition opportunities that arise after the original budget submission (i.e. a surprise postseason qualification not accounted for in spring budgeting)
- ➢ Important Notes:
  - Reimbursement requests are ineligible for Ad-Hoc funding. If your team has already spent personal or club funds on an expense, it cannot be covered retroactively through Ad-Hoc funds.
  - Requests must be submitted at least ten (10) business days before the date of any transaction, competition, or purchase deadline.
  - Clubs should not assume approval and should wait for formal notification before committing to new expenses.
- ➢ If your club is unsure whether an expense qualifies or how to present it, you are encouraged to contact your ABCS representative for guidance. This process is designed to maintain financial accountability while also offering flexibility when reasonable, unforeseen needs arise.

- **EXPENDITURES:**
  - ➢ Once there is money in your organization's account, you are ready to start making requests for purchases. There are several ways to make purchases. The policies and timelines associated with the different forms the payment vary, including what form of payment can be used for each good or service you are purchasing. Access to Benefits student organizations may start spending university allocated funds starting after Blueprint training is completed and a passing grade has been attained in the CSE Financial Quiz during the Fall semester. **Groups may place requests to spend university allocated funds and gifts until the FINAL DAY OF CLASS in the Spring semester in that academic year.**

  - ➢ Requesting a Supplier ID:
    To send any type of payment, all individuals that are **NOT** currently employed by the University (except students) and all vendors that you expect to do business with **must** have a Supplier ID number on record with the University. Advisors are not able to start the payment process for a vendor or non-Georgetown employee without a supplier ID. Remember to get approval first before spending money this semester.

    - Request your vendor to use this link to complete the online Supplier ID Request Form. This should take about 2-3 business days, so plan appropriately.
    - **We recommend that you have your supplier do this at least one month in advance to give time for any issues with registration.**
    - Ensure the supplier lists the organization's event contact person as the GU contact.
    - They will need:
      - The individual's full, legal name or
      - The legal name of the business
      - An address that matches the address where taxes are filed for the individual or business
        - Usually this is an individual's permanent address if they are a student
      - Upon submission of the form, the University's Tax Department will review the submission, contact the vendor when the form is approved. Information that is submitted that does not match tax records will result in a Supplier ID not being approved.

    Email Template to Supplier:
    Send the message below to a vendor who needs to register as a supplier. The form is available here.
    - Example Email:
      - *Hello {Insert Name},*
        To receive payment from Georgetown University, {name of vendor/vendor organization} must register as a supplier with the University. Before registering as a supplier, please confirm that you are not already registered with the University. You will receive a confirmation email upon completing the registration. Once the registration is processed you will receive an email with your

Supplier ID. Please note that the name and address you register with will be used for payment remittance if you select to receive a paper check. The University strongly advises that you select direct deposit (ACH) as your default payment type. This will decrease the chance of delayed payment if your information changes in the future.

Non-U.S. Citizen Payments:

We must get Tax Department approval for paying international persons

- Do not make any agreements with international suppliers (Canada included) without prior approval from the tax department.

Go to the Tax Department site for further instruction here

Consult with your Advisor before entering into any type of agreement for payment

- **Regionals/Nationals Request:**

➢ A regional or national competition is defined as a tournament or event for which a club must competitively qualify in order to attend. These events are often held at greater distances, involve higher participation costs, and require logistical planning well beyond that of a typical local or invitational event. Due to these factors, ABCS does not include funding for Regionals/Nationals in teams' regular yearly allocations.

➢ To be considered for Regionals/Nationals funding, a club must demonstrate qualification by winning a set number of games, placing at a required standing in a qualifying event, or being otherwise formally invited based on competitive merit. Once qualification is confirmed, the ***REGIONALS/NATIONALS REQUEST FORM*** must be submitted no later than two Mondays (by 5:00 PM) before the club departs for the tournament. This form is located under "Forms" on the ABCS Campus Groups page.

➢ All Regionals/Nationals requests are reviewed by ABCS on a case-by-case basis, and approval is not guaranteed. Even if a club has attended the same event in a previous year, no assumptions should be made about automatic approval or similar funding levels.

➢ While there is no official cap for Regionals/Nationals funding, allocations will be made at the discretion of ABCS based on available funds, competitiveness, and need. Clubs requesting higher amounts should not expect full coverage and are strongly encouraged to pursue additional funding through fundraising, alumni support, or co-sponsorships to help cover remaining expenses.

➢ When evaluating requests, ABCS considers the following criteria:
  - Membership Dues Obtained (clubs that have successfully collected dues from members)
  - Location of the Competition (distance and cost of travel)
  - Travel Budget Guidelines (i.e., use of Georgetown Travel Services or CSJ Vans, and adherence to ABCS Travel Policy)

➢ Clubs are notified of their funding status once a decision is made. Clubs must not proceed with purchases or assume funding will be granted until formal notification is received. Additionally, all projected costs (such as hotel accommodations, transportation, entry fees, and other eligible expenses excluding restricted items) must be itemized in the request.

➢ Given the very limited pool of funds available for these types of events, clubs are encouraged to prepare early and communicate with ABCS as soon as a potential qualification becomes likely. Early preparation increases the likelihood of receiving funding support.

- **Types of Payments:**
  - ➢ There are a variety of ways an organization can spend its funds. Work with the CSE or your Staff Advisor to determine the most appropriate and effective purchase method.

Payment Type	Uses	Process
Invoice Payment Request Form	-To pay an invoice from a registered vendor/supplier **for anything over $1000** -To pay GU students who are providing a paid service/Reimbursement - GU Professors/Employees can't be paid for services provided to student groups. -Contracts - Purchasing capital equipment such as furniture, computer equipment, etc -Recommended for invoices pertaining to apparel, supplies, equipment, and more	- This is a check payment for any company or individual who provides services - To process payment for an invoice, it must include the following: -Unique invoice number (one that has not been used previously by the supplier) -Invoice date that is at least 30 days prior to when payment needs to be made -Description of goods/services purchased/provided -Amount to be paid -Georgetown University operates on Net 30 payment terms for invoices, meaning payments will be issued within 30 days of receiving a final invoice, once a purchase order has been issued. -Only designated Georgetown University procurement agents have the ability to sign contracts on behalf of Georgetown University – this includes contracts for your student organization. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT SIGN A CONTRACT**. **The last day for invoice payment requests to be submitted is April 15.**
Declining Balance Cards (DBC)	For most day-to-day purchases at stores and vendors, such as -Metro Fare -BJs purchases -Event supplies **-Uber and Lyft are no longer permitted on DBCs** **- ONLINE PURCHASES ARE NOT ALLOWED ON A DBC**	-Check-out and return hours: Monday – Friday, 10:00 am – 4:00 pm -Cannot be used online, or for purchases more than $500 per day. **-Have pictures of the original, itemized receipts to submit with the electronic Receipt Form before returning the card to the CSE. If not, please fill out a missing receipt form that will need to be signed from your advisor.** -The Receipts need to be uploaded on CampusGroups under the accounting book on the group's page. -Please see this link on how to manage your accounting book: http://bit.ly/3Zx91Co
Journal Transfer Form	For internal (within the university) fund transfers to other organizations and departments (ex. CSE transfers money to your club for co-sponsorship	-Know **the correct work tags** and the work tags of the other entity before requesting/sending transfers to other departments -Fill out a Co-sponsorship Form on how this journal transfer will benefit you - For departments who are giving money, please have them conduct the transaction -Please see this link on how to manage your accounting book: http://bit.ly/3Zx91Co along with documentation of an agreement about the transfer (email, invoice, etc.)

Reimbursement Request - You Must Have Pre-Approval From Your Advisor Or You Risk Not Being Reimbursed	Use for GU student out-of-pocket organization approved expenses (must be under $1000)	-Have copies of your itemized receipts for upload -Reimbursement requests must be submitted within **30 days of the date** of purchase or they won't be approved -Request submitted via CampusGroups **-Taxes will not be reimbursed for purchases made in the 13 states (including DC) we are tax exempt. The last day to ask for reimbursements on Campus Groups is prior to event start time.**
Advisor's Procard	Major approved purchases like: -Online orders -Orders over $500	-You must be an authorized user to use this card -Make an appointment with your Advisor at **least 3 business days in advance of use** -The payment must be made from our office. We will not allow you to leave with the card -Return pictures or pdfs of the original, itemized receipts via the receipt form on the CSE CampusGroups Forms page immediately after the purchase or when you receive the receipt from the vendor. -DO NOT save the card to any personal devices. If you save the card and make any purchases without approval, you will lose access to any type of funds for the semester.
Honorarium Request	For payment to a speaker/individual (not group) as a measure of appreciation for their contributions to your organization's event/program, under $500. The individual being paid the honorarium must register as a Supplier with the university	-This is only paid AFTER an event -Payments under $500 don't require a contract. -Payments over $500 need a contract or additional Tax Department approval - Georgetown employees cannot be paid via honorarium -To process an honorarium, you'll need the following information: -Recipient's name, email, phone number, and supplier ID number - A letter that includes: **Event title, date, time, location. Language thanking them for their contribution and specifying it (e.g. dancing, speaking, participating). The phrase "as we agreed, the [your student org] would like to offer you an honorarium payment of [payment amount] for your contributions to our organization's event [or organization, if the contribution wasn't to a specific event]"** - Email your Advisor the letter, which will be verified and printed on the University letterhead. Your Advisor will sign on your behalf -Available on the CSE CampusGroups Forms page
Donation Request	For payment of a gift or donation to an external organization, with Advisory Board approval	-**No University funding may be donated.** Only money raised by your group may be donated -The recipient must register as a supplier to receive the donation - Your group must communicate with the recipient that donations are subject to additional tax department approval -To process a donation request you'll need: - Receiving organization's contact person's name, email, and phone/Supplier number

		-Marketing material (flyer, screenshot Facebook event page) for where the funds were raised -Letter to the recipient, from your organization's President, Treasurer, or equivalent officer. It should include, the fundraising event title, date, time, location; why the organization was chosen or an explanation of the relationship between the organizations; the total amount to be donated -Email your Advisor the letter, which will be verified and printed on the University letterhead. Your Advisor will sign on your behalf - This could take up to four weeks to process
Staples And Amazon Requests	For purchasing all items supplied by Staples (e.g. paper, plates, forks, cups, pens) For purchasing items listed on Amazon.com	-Staples: Go to the general site and get the item number -Amazon: Go to the general site and get the ASIN number -VIEW, NOT PURCHASE what's available -Note the product name, item/ASIN number, and quantity you want to purchase - Submit this information via your Accounting Book (Orgs) or the Finance Form (CSE Admin Groups) -Allow 14 business days for processing- after you submit the form, a staff member will place your order and needs time to do so -Once approved, you'll receive confirmation via CampusGroups or email - Items may ship separately. All items are shipped to CSE and a staff member will notify you when your items are available for pickup. -Staples and Amazon requests will not be reimbursed for purchases not made through the Campus Groups. **The last day for Amazon/Staples orders to be submitted is April 17.**

- **DECLINING BALANCE CARDS (DBC):**

  If a student organization needs to purchase goods such as supplies, the student organization may use a Declining Balance Card (DBC).

➢ Organizational Requirements for Use
  - Must have ATB status and be in good standing (registration information current, president/treasurer trained, no outstanding sanctions, etc.)
  - Must go through the proper processes for event and expense approvals
  - Must take responsibility for the actions of the individual that it submits as Authorized Users
  - Must have a minimum of two trained Authorized Users, can have up to 5 users.
  - Violation of any DBC Policies can lead to sanctions by the CSE
  - **Must submit receipts for all purchases.**

➢ Responsibilities of Authorized Users**.**
  - Sign the DBC Authorized User Agreement and abide by expectations.
  - Ensure purchases follow the appropriate financial policies, including the use of the tax-exempt forms.
  - Ensure purchases do not **exceed the approved DBC budget request.**

- Ensure the safekeeping of the card itself and the necessary documentation.
  - **Do not give the card to any other person for any other purchases.**
  - The card must remain in your possession at all times
- Report any issues, problems, or conflicts that arise during the purchase through the appropriate protocol as covered in training.
- Assume personal fiscal responsibility for any and all use that is challenged or deemed inappropriate during the time frame in which the card is checked out under the authorized user's name
- Be in good judicial standing with the University

➢ Using the DBC

- Check out and check in occur daily, Monday – Friday, 10:00 – 4:00 pm, not including university holidays or closures, or days when the CSE office is closed
  - CSE DBC's are MasterCards, NOT Visa, AMEX, Discover, etc.
- Authorized users must bring their GoCard with them to check-out a DBC
- If groups don't submit a receipt after their purchase, they will not have the ability to check out another DBC unless they submit that receipt on CampusGroups.
- Upon check out, you will receive the DBC and any necessary tax-exempt forms
- When using the card:
  - The DBC is to be used only for the purchase of items and services that have been APPROVED for your organization by the appropriate Advisory board and/or Advisor
  - Be sure to have your GoCard with you
  - Use the tax-exempt form for the state or district where the purchase is being made
  - Keep your receipts – make sure that they are itemized with specifics
  - Sign using your name, not your organization or Georgetown University
  - ***The DBC cannot leave the possession of the individual that checked out the card - do not give the card to anyone else.***
  - Declining Balance Cards are approved only for transactions that do not exceed **$500.00 in total per day**, and do not violate any University policies
  - **Splitting transactions is not permitted on a DBC**
  - ***The DBC cannot be used for online purchases, UBER, LYFT, or other ride-sharing services***
    - ***To note, DBC's can't be used at Costco, as our cards are Mastercards and not Visa's.***
  - You may not use the DBC for personal spending or to make purchases for other organizations for which you are not an Authorized User
  - ***Alcohol (or items potentially related to alcohol or drug paraphernalia), tobacco products, live animals, and gift cards CANNOT be purchased using a DBC or any purchasing method with the CSE***
    - ***ABCS/Club Sports: Food (supplies), beverages, lift tickets, and airfare CANNOT be purchased using a DBC***
  - Items such as flowers or books would be considered a gift. A gift form will need to be completed for each individual receiving an item.
  - If there is a problem with the card, email your advisor ***AND*** CSE at getinvolved@georgetown.edu or call us at (202) 687-3704
  - If the card is lost or stolen, immediately report the issue to your Advisor and email CSE at getinvolved@georgetown.edu.

➢ Returning the DBC

- All DBCs must be returned the following business day between 10:00 am and 4:00 pm

- DBC extensions are considered rarely on a case-by-case basis. You must contact your Advisor for approval of an extension BEFORE checking out a DBC so CSE staff are aware. Your Advisor will email getinvolved@georgetown.edu for approval and copy your organization on the email
- The person who checked out the **DBC is the ONLY person that can return the DBC**
- Complete your accounting book transaction prior to turning in the DBC and attach a clear photo or pdf of the **ORIGINAL, ITEMIZED RECEIPT** for your purchase
- Address all problems at the time of the return of the card

➢ Advisors ProCard

- Meet with your advisor to make purchases online or over the phone
- Please fill out the advisors pro card request form at least one week in advance: https://cglink.me/2e6/s94889
- Note that advisors have a limit to how much they can spend. Be mindful when planning on making these purchases.
- The receipt submission in CampusGroups must be completed prior to leaving your ProCard meeting. If the receipt for the transaction is not yet available, **students should submit the form ASAP once the receipt is available** and email their Advisor with an update.
- Club sports are responsible for submitting receipts for recurring charges (eg. subscriptions) at the end of each month.

➢ Submitting Receipts via CampusGroups Accounting Book

- What to Have Prepared When Completing the submission form:
  - Clear and legible pictures or pdfs of the original and itemized receipt for your purchase.
    - Files should be .pdf, .jpg, .png, NOT .heic or videos
    - Itemized receipts list each item that was purchased
  - The receipt should identify:
    - The specific names of items
    - The quantities purchased
    - Delivery fee should be indicated (suggestion is 10% max tip)
    - The last four of the DBC or ProCard that was used to purchase it
  - Information on the ProCard or DBC Used such as
    - The name of the Advisor who the card belongs to
    - The name or last four numbers of the DBC
    - Never write out full credit card numbers- always use names or DBC name/last four
  - Your Organization's Work Tags
  - A clear description outlining what the purchase is for- you will see this in the notes in your CampusGroups finances section so make it clear and easily identifiable to you (Think to list: who, what, when, where, why when listing the "purpose" section).

➢ Important Guidelines to Remember

- Receipt submission should be completed and submitted **before** returning the DBC, but **no later than 48 hours after return**. The CSE Administrative Staff can verify that your Receipt Form has been completed correctly.
  - If you lost your receipt, please fill a missing receipt form and have your advisor sign. **You can have up to 4 missing receipt forms for the entire year before accruing a violation.**
- If the group has lost the receipt for a purchase, please fill out the missing receipts forms as soon as possible.

- Misuse and Negligence
    - Misuse & Negligence are defined broadly as any and all behavior or use that is not explicitly deemed acceptable in the policy, training or the Authorized User agreement associated with the DBC (and ProCard) program.
    - Misuse may include, but is not limited to
        - Overspending, you will have to pay back your board, if you go above the costs set out by them.
        - Use for unapproved items or purchases for your organization
        - Use for personal purchases
        - Passing the card to another Authorized or Unauthorized person to return
    - Negligence may include, but is not limited to:
        - The loss of the DBC or any **associated receipt documentation**
            - **Having up to 5 missing receipt forms throughout the academic year**
        - Allowing anyone who is not an Authorized User to use or be in possession of the DBC
        - Having any individual other than the individual who checked out the DBC on CampusGroups come pick it up
        - Doctoring the DBC Receipts will result in lost of university spending for a semester
        - Copying, disseminating, or retaining the card number and information for any purpose
        - Returning the DBC late or without appropriate documentation of expenses
    - Misuse, negligence, or any other University policy violation associated with the use of the DBC will have personal and organizational consequences.
    - University Financial policies can be found on the Office of the Chief Finance Officer website
    - All severe violations will be referred to the Office of Student Conduct, the appropriate Advisory Board, and/or the administrative entity responsible for granting ATB status
    - Individuals, not the organization, are charged with infractions and referred to Student Conduct. They could include:
        - Failure to comply
        - Falsification of University records
        - Violation of University regulations
        - Theft
    - The consequences may include a variety of DBC sanctions including, but not limited to:
        - Demonstrated knowledge of DBC authorized user policies and procedures
        - The repayment of resources
        - Loss of all DBC privileges
        - A conduct probationary period
        - Suspension from the University

- Sanctions For Violating Financial Standards
    - Organizational sanctions may include:
        - Suspension of funds for a semester, an entire academic year
        - Suspension or removal of Access to Benefits
        - Additional educational or organizational sanctions to be determined by the organization's Advisor, or Advisory Board
    - Individual sanctions may include:
        - Removal from office
        - Repayment of funds
        - Educational sanctions to be determined by the organization's Advisor
        - Referral to Student Conduct.

- **DBC Violation Sanctions Matrix:**

Violations	Sanction/Action	Next Steps/Notes:
Returned late with no prior authorization (within 3 days)	1st time violation: written notices 2nd time violation: Authorized User status revoked	Notice sent from getinvolved@georgetown.edu with 1 business day of return Send from getinvolved@georgetown.edu and CC organization advisor
Returned late with no prior authorization (over 3 days)	1st-time violation: Authorized User status revoked for the remainder of the academic year	Late notifications sent from getinvolved@georgetown.edu on 1st and second day Revoke status sent from getinvolved@georgetown.edu with 1 business day of return Send from getinvolved@georgetown.edu and CC organization advisor
Failure to submit receipt within allotted time	1st time violation: written notices 2nd time violation: Authorized User status revoked for remainder of the academic year	Notice sent from getinvolved@georgetown.edu with 1 business day for return Second notice sent indicating that if not returned within allotted time Authorized User status will be revoked
Splitting a full transaction on the DBC	1st time violation: written notices 2nd time violation: Authorized User status revoked for the remainder of the academic year	Notice sent from getinvolved@georgetown.edu with 1 business day for return Second notice sent indicating that if not returned within allotted time Authorized User status will be revoked
Failure to Remove Taxes from a DBC purchase (without advisor approval)	1st time violation: written notice 2nd time violation: DBC suspended for two weeks for club 3rd time violation: Authorized User status revoked for remainder of the academic year	Notice sent from getinvolved@georgetown.edu with 1 business day for return
Used for unapproved items (such as alcohol, tobacco, or gift cards without prior advisor permission)	Authorized User status revoked for remainder of the academic year	Send formal notification from getinvolved@georgetown.edu and CC advisor

Used for different organization	1st time violation: written notice 2nd time violation: Authorized User status revoked for the remainder of the academic year	Notice sent from getinvolved@georgetown.edu with 1 business day of return Send from getinvolved@georgetown.edu and CC organization advisor
Passed the card to another member to return	Authorized User status revoked for the remainder of the academic year	Send notification from getinvolved@georgetown.edu and CC advisor
Lost Receipt	First: written notice **You can have up to 4 missing receipt forms for the entire year before accruing a violation.** More than 4 Missing Receipts: Lost of ability to spend university funds for the rest of the semester	Notice sent from getinvolved@georgetown.edu and copy advisor
Lost DBC	Authorized User status revoked for the remainder of the academic year	CC advisor Send notification from getinvolved@georgetown.edu and copy advisor
Allowed Unauthorized User to possess or use DBC	Authorized User status revoked for the remainder of the academic year	Send notification from getinvolved@georgetown.edu and copy advisor
Copied, disseminated, or retained card information for any purpose	Authorized User status revoked for the remainder of the academic year	Notify Advisor immediately Send notification from getinvolved@georgetown.edu and copy advisor
Use of (or attempted use of) the DBC for online purchases or rideshare services	Authorized User status revoked for the remainder of the academic year	Send formal notification from GetInvolved and CC advisor
Doctoring DBC Receipts	Your organization will have to pay back the excess amount in the Center for Student Engagement. Once that is completed, you will lose access to using the procard/ DBC for the academic year. If you violate this at the end of the semester, you will start the violation next semester.	Send formal notification from GetInvolved and CC advisor

- **Sales Tax Information:**
  - ➢ In order to comply with university standards, student organizations will need to pay DC sales tax on the retail sale of taxable, tangible personal property and specified taxable services. Tax will be applied at the current DC

tax rate. The effective tax rate differs based on the type of good or service being sold. The current tax rate is 6%; however, a 10% tax will be applied to food sales or catering. Use the list below as a guideline to determine if your sales will have tax withheld.

- <u>Logistics:</u> The phrase "sales tax included" must be added to sales language, such as CampusGroups ticket description or signage displayed when selling food or apparel. When your organization deposits the funds collected (cash or check), the sales tax will automatically be deducted before being credited to your work tags.

- <u>Tax Exempt Status:</u> Georgetown University is exempt from paying sales taxes in the following states: DC, Maryland, Virginia, Pennsylvania, New York, Florida, Illinois, Kentucky, Massachusetts, Missouri, Ohio, Tennessee, Texas.When making purchases from or traveling to these states, download the respective tax-exempt form here or please request these forms from the front desk at the CSE. In order to check out, please inform the cashier that your purchase needs to be tax-exempt before completing the transaction. If you run into any issues, ask to speak with a manager.

  - Subject to Sales Tax
    - T-Shirts/Apparel (Sold to the public, and members)
    - Food sales
    - Tickets to on-campus events open to the general public (e.g., culture shows, concerts)
    - Any catering services (10% tax rate)
    - Gift sales (e.g., flowers, apparel, etc.) offered to family members of student groups, a name is required for who the gift is being given to
    - Performances open to the public
    - Performance arts spaces to both internal and external groups
    - Gear rental fees

  - Not Subject to Sales Tax
    - Tickets to on-campus events not open to the general public (e.g., culture shows, concerts, for GU students only)
    - Trip fees (e.g., Outdoor Education)
    - Membership dues
    - Tournament fees and dues
    - Donations to groups
    - Event registration fees (e.g., 5K races)
    - Workshop and training fees

Equipment

All equipment purchased through funding from the ABCS Club Sports Budget is property of Georgetown University and will be inventoried and stored on-campus following the end of the club's season or activity period. ALL equipment will be returned for inventory to the ABCS at the end of the spring semester. This will help ensure a smooth transition into activity the following year, proper storage of equipment, and assure that equipment remains club property year after year.

Clubs are responsible for replacing lost or damaged equipment. In addition, if cleaning of any item is required for storage, the club may be assessed a cleaning fee. Budget and facility allocations will be held until such restitution is made for the fees assessed. To check out equipment in the fall semester, each club will set up an appointment with the Club Sports Program Coordinator during their designated office hours. During this time, the club will take over responsibility for the equipment they check out. Equipment can be returned and checked out as needed. If the club decides to keep the equipment throughout their season, the club will be responsible for repair as needed.

Travel

All travel requiring club funding or usage of University vehicles must be budgeted and approved by the ABCS and the Club Sports Program Coordinator before the trip or any contract for travel-related services is arranged. This includes pre-payments for any travel-related expenditure (tournament or entry fees, etc.) and contractual services. All travel arrangements using ABCS Funds or requiring reimbursement must be submitted on a ***CLUB SPORTS TRAVEL FORM*** no later 11:59 PM on the Monday two weeks before the team expects to travel. If prior approval is not obtained, the club making the arrangements will be held responsible for services rendered until payment is received.

The purpose of this Club Sports Travel Form is to detail all important aspects of the trip including:

- Trip Leader Contact Information
- Reason for Travel
- Destination Address
- Departure Date/Time
- Arrival Date/Time
- Mode of Transportation
- Drivers
- Travel Roster
- Lodging Details

Any changes to travel plans at any time must be reported to the Club Sports office immediately.

- **Reimbursement**
  Reimbursements may occur for travel-related expenses only if the travel has been approved before the appropriate deadline. ABCS will not reimburse club members for flights, food, and beverages. Reimbursements without prior travel approval will not be allowed. Receipts are required for any reimbursements. All reimbursements must be requested and submitted using the ***ABCS FINANCE FORM*** and must include the proper invoices, quotes/estimates, and documentation. Georgetown cannot reimburse individuals not affiliated with or sponsored by the club and the university. Expenses incurred by these individuals will be excluded.

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

- **Hotel and Lodging**
  Reservations for Hotels and Lodging **must only** be made using Georgetown Travel Services (GTS) with the help of the Club Sports Program Coordinator. Using GTS for reservations helps mitigate the risk of trip changes or cancellations and also ensures the university can provide emergency assistance to students who are traveling on University business. When preparing to plan travel involving hotels, please do the following:
    - Plan Ahead: Consult the ABCS Chair on specific timeframes and request processes for travel approval
    - Allow Time: Contact your advisor at least **eight weeks in advance** with the details of your hotel needs so that way they can place an inquiry with Georgetown Travel Services. Information that you should consider having available for your advisor includes:
        - Preferred Hotel (City, State, Address)
        - The number of people that require lodging
        - The dates of check-in and check-out
        - Booking in advance may provide lower costs for travel
    - You can read more about Georgetown Travel Services at travel.georgetown.edu.
    - **Club sports should not purchase their own tickets or hotel reservations without advisor approval**. Organizations that receive advisor approval to use travel search engines (ie. Kayak,

Expedia, etc.) are subject to limited protection of services. **Student organizations should not purchase their own tickets or hotel reservations without advisor approval**. Organizations that receive advisor approval to use travel search engines (ie. Kayak, Expedia, etc.) are subject to limited protection of services. Short term leases or peer to peer accommodations (ie. Air BnB, VRBO, etc.) are only allowable if there are no hotels within a 25 mile radius of the conference/competition site and is less expensive than a comparable hotel from the travel service. Proof of cost for hotels and the Air BnB must be provided at least 8 weeks prior to the date of travel. The stay must be booked at the traveler's expense and submitted for supplier reimbursement once the travel is complete. This must be approved by your advisor **prior to booking**.

➢ **Email Template for Hotel Booking via Georgetown Travel Services**

- *Recipients: University Travel Agency; Club Sports Program Coordinator;*
- *Subject: Club Travel Hotel Request – [Club Name]*
  Hello,

  Our club is preparing to travel for [event/tournament name], taking place from [start date] to [end date] in [City, State]. We would like your assistance in coordinating hotel accommodations on behalf of [Club Name].
  Please find the key details below:

    - *Preferred Hotels (if any): #1. [Name, Address]; #2. [Name, Address]; #3. [Name, Address]*
    - *Rooms Will Be Under the Name Of: John Smith*
    - *DOB: MM/DD/YYYY*
    - *Cellphone #: [123-456-7890]*
    - *Georgetown Email: abc123@georgetown.edu*
    - *Number of Travelers: [Total number of people]*
    - *Total Number of Rooms: [Bed Sizes]*
    - *Check-in Date: [MM/DD/YYYY]*
    - *Check-out Date: [MM/DD/YYYY]*
    - *Additional Info/Notes: [Bed needs, room types, parking validation, etc.]*
    - *Supervisor GMS ID: 94539*

  Let me know if you need any further information from our end to get started. Thank you so much for your support!

  Best regards,

  [Your Name]
  [Position/Club Name]
  [Email]

➢ **Hotel Procedures**

Check-In:

1.) Provide your reservation number and the credit card authorization form at check-in

a) Credit card authorization form must be obtained from the selected hotel (via email/link), and sent to the advisor to provide the credit card information.

b) Credit card information is not to be shared with anyone and is solely for use by the hotel staff.

c) This is confidential information and anyone breaking University policy will be subject to disciplinary action.

2) ABCS will only pay for room fees, taxes, and parking charges.

3) A club member's personal credit or debit card must be used for refundable incidental holds

- Males and females may not share hotel beds and/or rooms
- Rooms must house a minimum of four (4) members per room to ensure efficient and cost-effective use of funds.
- Club members must refrain from unprofessional or disruptive behavior, fraud, or inappropriate behavior that reflects poorly upon the University may negatively impact the ability of clubs to use

the hotelscin the future.

Check-Out:
1) Check out of the hotel in a timely manner and pay any additional charges incurred to the hotel.
2) Obtain an itemized receipt for the hotel stay. Ensure that the charges listed are accurate and reconcile any discrepancies immediately.
- Obtained during Check-out via Hotel Front Desk/Receptionist by asking for a "Print-Out".

3) Email or drop off receipts to the CSE office within two business days following the trip.

- **University Vehicles**
  University vehicles are available for use with approval from the Office of Transportation Management (OTM) and the Center for Social Justice (CSJ). With prior approval, mileage and gas will be billed directly to the club's financial account. The ABCS or CSE will not pay for unapproved trips under any circumstances. To request a University Vehicle, submit the following via the ***CSJ VANS REQUEST FORM*** on the CSJ webpage. Where you are going (city/state), dates and times leaving and returning, how many club participants, how many vehicles and types (van or car), names of all authorized drivers, and how you will pay (club financial account). Once your request is approved, you will receive a confirmation email with procedures related to van usage. Vehicles must be requested at least 48 hours in advance but should be done as soon as possible since vehicles fill quickly.

- **Rental Vehicles**
  Enterprise Rent-A-Car are available to club sports at discounted rates. You will use this link to reserve your car on Enterprise's website.
  - You must be an Authorized Driver to rent a car.
  - You will need your Advisor's GMS ID to complete your reservation, please make sure to get that in advance.
  - Please ensure you select the business rentals as these rates include Damage Waiver, Liability, and billing.
  - **When you return your vehicle to Enterprise, please request a printout of your receipt and submit that via CampusGroups.**

- **Charter Buses**
  Abe's Transportation is the recommended bus company for club sports to use. The University has a master contract with Abe's transportation, which makes getting buses easier. You can use outside companies, but vendors absolutely must meet the insurance requirements of the University. The contracts team will not make any exceptions. Submit requests earlier so you are sure your bus meets University standards.

- **Travel Policies - DRIVING**
  1. Clubs must submit a ***TRAVEL ROSTER/ITINERARY*** 1 day before travel to the Club Sports Program Coordinator via the Club Sports Travel Form on CampusGroups.
  2. NO DRIVING shall take place between the hours of 1:00 AM and 6:00 AM.
  3. A single driver is not allowed to drive more than 5 hours without a break and a new driver taking over.
  4. Total time traveled in one day shall not exceed 10 hours.
  5. One authorizaed driver shall be allotted for every 200 miles (one way) of the trip, for example, if the total miles one way of a trip are 700 the club needs to have 4 drivers listed on their ***TRAVEL ROSTER/ITINERARY*** as well as the Request for University vehicles.

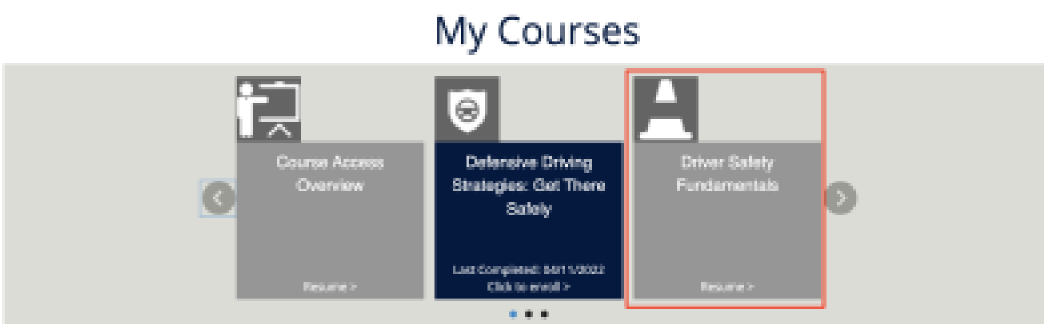
  **It is highly recommended that all vehicles have 2 authorizaed drivers, regardless of distance traveled*

- **Throughout the Trip: Policies & Procedures to Remember**
  ➢ It is of utmost importance that clubs know CSJ Van Policies and Procedures:

- **Driver Authorization Policies**
  ➢ Please refer to Human Resources Policy Manual 1017: Vehicle Policy for the most up-to-date requirements for drivers who wish to operate licensed vehicles in connection with University-related activities. For the specific steps one is required to take to become an Authorized Driver, please refer to the Vehicle Use & Driver

[Authorization](#) Webpage on the Office of Risk Management's Website. The following is a list of important information and minimum requirements to become an Authorized Driver:

- Potential drivers operating vehicles on behalf of Georgetown University must:
    - Must be **eighteen (18)** years of age or older, have held a valid U.S. driver's license from one of the fifty (50) U.S. States or the District of Columbia (D.C.) for at least **one (1)** year, and have an acceptable driving record, according to the criteria outlined in [1017: Vehicle Policy](#).
    - Acceptable driving records may not have one (1) major conviction within the past five (5) years or three (3) minor convictions in the past three (3) years.
- If you meet the University's Minimum requirements for becoming an authorized driver, please refer to the University's Driver Authorization process outlined on the [Vehicle Use & Driver Authorization](#) Webpage. The steps are:
    - Complete the United Educators (UE) **Driver Safety Fundamentals** course found on [Georgetown University's UE Training Portal](#).



a. The course can be accessed using your NetID and Password.
    I. Individuals who do not have a NetID **or** those who are new to the University and need immediate Driver Authorization can complete the following steps to access the Training Portal:
    II. Click the following link: https://learn.ue.org/LoginAndRegistration.aspx and complete the registration form.
    The affiliation ID is: NF7B7392595
    The Learning Path is: GeorgetownU_Driver_Safety

b. Once the Driver Safety Fundamentals course has been completed, you will be required to email your Course Completion Certificate to riskmanagement@georgetown.edu stating your name, your expected graduation year, and the department/program (*Center for Student Engagement (Including Club Sports*) that you wish to drive for.
    I. Be sure to check your Spam folder, if the Certificate email did not come to your Primary Inbox.

- Once the certificate has been submitted, you must submit the University's online [Driver Authorization Form](#) and consent to MVR checks.
    a. **Reminder**: If you did not email the Course Completion Certificate (Information) to riskmanagement@georgetown.edu, your application to become an Authorized Driver will not be considered, and you will not be authorized to drive. You are **required** to complete the Driver Safety Fundamentals course **AND** the Driver Authorization Form before your Driver Authorization status will be considered by the Office of Risk Management.
- The Office of Risk Management attempts to process all complete Driver Authorization applications within **one to two (1-2)** business days.

- On occasion, the Office of Risk Management may require individuals involved in accidents and/or who have multiple moving violations on their MVRs to take supplemental training (also found on [Georgetown University's UE Training Portal](#)).
    - Authorized Drivers required to take this course, **Defense Driving Strategies: Get There Safely**, will also need to submit this Course Completion Certificate to riskmanagement@georgetown.edu,

- If the Office of Risk Management determines that you need to take Defensive Driving Strategies: Get There Safely, we will assist in alerting you of the steps that must be taken to regain Driver Authorization. If you have any questions or concerns, please contact Risk Management by phone at (202) 687-6622 or by email.

Promotions/Marketing/Merchandise

- **Marketing**
  Each club may conduct marketing efforts. Publicizing activities can be challenging, but rewarding, in terms of enhanced membership, campus support, and increased financial gains (dues, merch sales, and fundraising efforts). Websites, flyers, tabling, and articles in the Hoya are all methods of attracting new members and spectators. Get Involved will house a web page with basic information about your club. You are welcome to create your website which can be linked to from the Get Involved page. The Club Sports Program Coordinator must approve all postings, displays, and bulletin boards if you would like to post anything on the site in any form. To enhance the success of any promotional effort, it is recommended that each club inform the Club Sports Program Coordinator and the ABCS of any upcoming activities. Seek the ABCS Marketing Chair for assistance with any marketing needs.

- **Development**
  Your club may set up gift work tags with The Office of Advancement to accept tax-deductible donations from club sports alumni, parents, employees, and friends. This money can be used to offset your clubs' annual expenses and even create an endowment or scholarship fund. Please email the Club Sports Program Coordinator for more information.

- **Team Merchandise and Uniforms**
  Any and all merchandise designs including uniforms, team gear, and items for sale must be approved by the Club Sports Program Coordinator and the Athletics Licensing Team. Clubs should submit any merchandise request through the Club Sports office initially before producing and/or selling merchandise. Any uniform that states the team name must include "*Club*" with the name to delineate the uniforms from Varsity Athletics. Only Georgetown registered suppliers are allowed to produce merchandise that uses the Georgetown "*G*", the Jack the Bulldog logo, Georgetown University, or any logos of the university. This ensures that all university guidelines for logos are used during production. For information on University logos, please go here: https://www.georgetown.edu/visual-identity/

- **Council of Advisory Boards Fair**
  All club sports are encouraged to participate in the Council of Advisory Boards (CAB) Fair held at the beginning of each semester. We encourage teams to bring a sign-up sheet for possible new members. Additionally, it is encouraged that clubs bring any equipment or apparel to show those attending the fair what your team involves. Be sure to register for the fair at the beginning of each semester through the re-registration process.