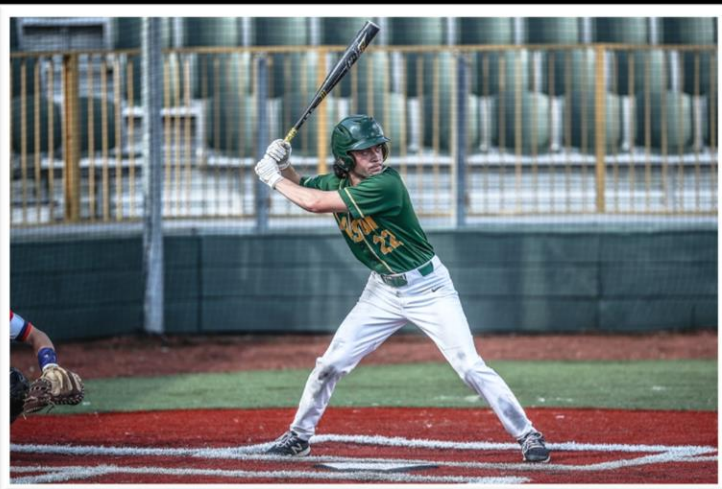


2024-2025



CLUB SPORTS PARTICIPANT MANUAL





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CLUB SPORTS OVERVIEW

The Club Sports program administered by Mason Recreation – Competitive Sports is designed to provide the opportunity for individuals with common interests to participate in a variety of recreational activities. Students are responsible for the formation, organization, and governance of their clubs under the requirements established by George Mason University and Mason Recreation. Club Sports are designed to provide learning experiences for each club’s student members through their involvement in club activities, including organizing, administering, scheduling, fundraising, and public relations. Club Sports participants not only enjoy the rewards of athletic competition, but they also gain skills in collaboration, leadership, problem-solving, and financial management. The success of each club depends on the dedicated efforts of its Mason student leaders, faculty/staff advisor, coaches, and the club members.

Our Mission

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

Our Vision

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

Values

- Development – We are fully committed to developing our students in the areas of well-

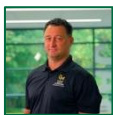


being, leadership, and collaboration.

- Diversity – We embrace a university community that is among the most diverse campuses in the United States and appreciate and respect the enriching, team-winning power of that diversity.
- Fun – We take fun seriously! Fun drives an active lifestyle and boosts our creativity and well-being. Fun fits into everything we do at Mason Recreation.
- Inclusion – We welcome students, faculty, staff, and community members of all backgrounds and abilities. Everyone should find a safe, accessible place to stay active and healthy at Mason Recreation.
- Respect – We believe in a community of respect. We respect people as individuals, hear out others' perspectives, and stay true to commitments. We play hard, and we shake hands at the end of the game.



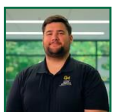
Competitive Sports Staff



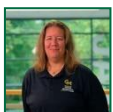
Paul Bazzano III – Assistant Director of Competitive Sports, Camps, and Athletic Training
pbazzano@gmu.edu | 703-993-3291



Colin Peacock – Coordinator of Competitive Sports, Camps, and Special Events
cpeacoc@gmu.edu | 703-993-5656



Ian Gagliardi – Coordinator of Competitive Sports and Special Events
igagliar@gmu.edu | 703-993-5818



Jenny Tolson – Head Recreation Athletic Trainer
jtolson2@gmu.edu | 703-993-5322

Competitive Sports Program Assistants – Alexis Schwarting | Curtis Brooks | Jayden Fahl
imsports@gmu.edu | 703-993-4681

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

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

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

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

Contact Information



Location: Recreation and Athletic Complex (RAC)
Office Hours: Monday-Friday; 9:00am-5:00pm
Email: masoncs@gmu.edu
Office: 703-993-5323
Website: <https://recreation.gmu.edu/club-sports/>

Mailing Address:
Attention: Club Sports
George Mason University – RAC
4400 University Dr, MS 1G6
Fairfax, VA 22030

Current Clubs

Co-Recreational:

Archery	Pickleball
Badminton	Powerlifting
Brazilian Jiu-Jitsu	Swimming
Crew	Table Tennis
Cycling	Taekwondo
Equestrian	Tennis
Fencing	Trap and Skeet
Field Hockey	Underwater Hockey
Olympic Weightlifting	Ice Hockey (M3)

Men's:

Baseball
Football
Ice Hockey
Lacrosse
Rugby
Soccer
Ultimate
Volleyball

Women's:

Basketball
Ice Hockey
Lacrosse
Rugby
Soccer
Softball
Ultimate
Volleyball

GENERAL POLICY AND PROCEDURE

Eligibility and Participation

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

Club rosters can include both active and inactive members. Active members are those who have met all membership requirements and completed the necessary pre-participation steps, making them eligible to participate in club activities and travel. Inactive members are those who have not completed the pre-participation requirements or do not meet the membership requirements for Club Sports.

Membership Requirements

- Full-Time Students – no membership fee required
 - Undergraduate (12 or more credit hours)
 - Graduate: (9 or more credit hours)
- Part-Time Students – all part-time students must purchase a Mason Recreation membership



- Faculty and Staff – must purchase a Mason Recreation membership
 - Faculty/staff members may not be eligible to compete for the club due to policies established by the sport's national governing body (NGB).
- ADVANCE Students – must purchase a part-time student Mason Recreation membership

Mason Recreation Membership Information:

<https://recreation.gmu.edu/memberships/>

NOVA ADVANCE Program

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

ADVANCE Program Information:

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

Participants Under 18 Years of Age

Students under 18 years of age wishing to participate club sports must email the Competitive Sports office to obtain an assumption of risk form before registering. The participant and their parent/legal guardian must sign the assumption of risk form prior to participation in intramural sports.

George Mason University Non-Discrimination Policy

University Policy Number 1201

I. SCOPE

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

II. POLICY STATEMENT

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

The University is dedicated to ensuring access, fairness and equity for minorities, women, individuals with disabilities, and veterans (as covered by law) in its educational programs, related activities and employment. George Mason University shall thus maintain a



continuing affirmative action program to identify and eliminate discriminatory practices in every phase of university operation.

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

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

TRANSGENDER INCLUSION GUIDELINES

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

Hazing

Hazing within the Club Sports program will not be accepted, and all instances will be treated with utmost seriousness.

The term "hazing" encompasses a wide array of actions or activities that conflict with positive personal and organizational growth. According to the University's Code of Student Conduct, hazing refers to actions that lead to mental or physical harm, harassment, embarrassment, ridicule, or distress, and includes but is not restricted to endurance tests, physical or psychological abuse, morally degrading tasks, coerced substance consumption, hindrance of academic endeavors, and servitude. Hazing is often associated with membership selection, initiation, or holding office within an organization, and can occur before, during, or after these stages.

Any form of hazing is explicitly prohibited. George Mason University will thoroughly investigate any allegations of hazing. Individuals and groups found in violation of the University's hazing policy will face sanctions and potential involvement of law enforcement agencies. Should you believe you or someone you know has experienced hazing, please reach out to the Competitive Sports office. Both individual club members (including those who voluntarily participate in hazing) and the club itself are liable to face penalties imposed by the Competitive Sports office, Mason Recreation, and the Office of Student Conduct. Additionally, they may be subject to legal actions under the Code of Virginia or the laws of any relevant jurisdiction where the incident occurred.

ID Policy

Participants, coaches, and volunteers in the Club Sports program are required to provide



a valid George Mason University ID (print or digital) when utilizing George Mason University facilities.

Pre-Participation Requirements

The Club Sports program mandates a set of documents, training sessions, and forms that all new and returning members must complete on a yearly basis. Given the inherent risks tied to engaging in physical activities, these requisites are implemented to prioritize participant safety and simplify administrative processes within the Club Sports program.

Every club member must fulfill the subsequent requirements in order to gain official recognition as a club member:

- Club Sports Participant Quiz – Prompted on IMLeagues when attempting to join team
- Assumption of Risk Form – Prompted on IMLeagues when attempting to join team
- Club Sports Participation Form – IMLeagues Form
- Athlete Concussion Acknowledgement Form- IMLeagues Form
- Consent for Sharing Information (FERPA and Medical) – IMLeagues Form
- Club Sports Behavior Accountability Form – IMLeagues Form
- Club Sports Emergency Contact Information – IMLeagues Form
- [Physical Form](#) – Forms and Documents section of Club Sports webpage
- Baseline (ImPACT) testing (Mandatory for high-risk clubs only – List)

Assumption of Risk Form

Prior to engaging in any club activities, it is mandatory for all participants to have an up-to-date assumption of risk form on record. This documentation serves to apprise participants of the potential hazards linked to their involvement. This includes visiting team competing against clubs on-campus.

Health Insurance Requirement

Mason Recreation places a strong emphasis on the safety and security of our club sport athletes. It is important to note that the institution does not provide medical or health insurance coverage for participants in the Club Sports program. To ensure comprehensive protection, **all individuals engaging in club activities are required to maintain their own medical insurance throughout the entirety of their involvement.** It is the responsibility of each participant to ensure that they possess sufficient insurance coverage and to have their policy information readily available while traveling.

Annual Physicals

At Mason Recreation, the health of our club members is paramount. As such, a policy has been instituted mandating an annual physical examination conducted by a qualified medical professional. This physical examination remains valid for 365 days from the date of completion. For the Fall 2023 semester, participants across all clubs are granted a 3-week tryout grace period, allowing them to partake in club activities before submitting an approved physical. However, upon the expiration of this grace period, all club participants



must have submitted a valid physical examination to continue their involvement. These physicals can be conducted by their primary care physician, Student Health Services, or during Club Sports block schedules with Inova.

Physicals must be submitted to the athletic trainer no later than 3PM on Wednesday to be eligible to compete the upcoming weekend. Any physicals deemed incomplete may be returned and considered invalid.

Baseline Testing

Mason Recreation is committed to the safety and well-being of all club members. Therefore, participants of high-risk clubs that engage in activities carrying a potential for concussions are required to undergo IMPACT baseline testing prior to joining club activities. This measure aims to establish a reference point for cognitive function in the event of a head injury. The updated list of clubs subject to this requirement can be found in the *Athletic Training* section. This policy underscores our dedication to ensuring the health of participants engaged in activities with heightened concussion risks.

Intramural Sports Participation

Club Sports participants are encouraged to participate in the Mason Recreation Intramural Sports program; however, intramural team rosters may be limited in the number of Club Sports members permitted. Once rostered on IMLeagues, participants retain Club Sports status until the end of the academic year, regardless of the sport's active season. Consult the Intramural Sports rules documents for sport specific restrictions.

Organizations joining the Club Sports program whose activity relates to a current intramural sport will have restrictions on Intramural Sports participation. Club officers are responsible for informing all club members of the intramural participation policy. If an intramural team is found to have too many club participants, the team will forfeit all games in which they were in violation of the policy.

Starting a New Club

The acceptance of new club requests falls under the jurisdiction of the ECCS. Anyone wishing to start a new club should follow the [“New Club Checklist”](#) and [submit the online application](#) to the ECCS. The ECCS will schedule a meeting with the individual(s) making the request. Following the in-person meeting, the ECCS will vote to accept or deny the request to join the Club Sports program. Clubs may only apply once per semester to start a new club.

Individuals wishing to form a new club within the Club Sports program are required to adhere to the recognition timeline listed below. All clubs new to the program will have provisional status for one year. Provisional clubs will not receive funding from the department and are expected to operate through club dues and fundraising initiatives.



Practice allocations will be provided based on availability. Clubs may move from provisional status to active status after one year, pending all required meetings are attended, essential paperwork is submitted by the designated deadlines, and its members demonstrate commitment to ensuring the success of the club.

Application Deadline: April 1 for potential admittance the following fall

Criteria for Consideration

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

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

LEADERSHIP OPPORTUNITIES AND ORGANIZATIONAL PROCEDURES

Executive Council for Club Sports (ECCS)

The Executive Council is comprised of up to seven students who are current members of



active, University recognized Club Sports. Executive Council members are selected to serve one-year terms but may be chosen to serve one additional year (total term = two years). New members are voted upon at a spring Presidents Council meeting

The Executive Council will advise the Competitive Sports professional staff on matters pertaining to the administration of the program. Applicants must be a member of a current club sport organization, maintain a minimum 2.0 cumulative GPA, and have been an officer within their club for a minimum of one full semester. In an effort to diversify the Council, no more than one member from any club sport can serve on the Council in a given term should a sufficient applicant pool exist at elections.

Responsibilities

- Recognition of new clubs and membership within the Club Sports program
- Hear and make recommendations on club disciplinary issues
- Review and make recommendations regarding Club Sport policies and procedures
- Oversight of the budget allocation process
- Assist in the marketing and promotion of the Club Sports program
- Assist in the development of Club Sports service projects and fundraising opportunities
- Coordination of the end-of-year banquet
- Assist clubs that may be struggling or need guidance
- Any and all matters deemed appropriate

Current Officers

• Chandler Lynch	Men's Ice Hockey (President)
• Samantha Whetzler	Women's Lacrosse (VP)
• Cameron Chambers	Trap & Skeet
• Dylan Cafferty	Men's Rugby
• Timothy Shipman	Crew
• Nathaniel Stephenson	Football
• Lee Wilson	Equestrian

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

Contact Email: gmueccs@gmail.com

Presidents Council

The Club Sports Presidents Council is comprised of officers or appointed members from each active and University recognized club sport. Each active and recognized club is eligible to be represented by one voting member on the Council. Council members will always have the opportunity to present issues or state concerns to the Executive Council for Club Sports (ECCS). Council meetings are held on a monthly basis, typically the first Sunday of each month throughout the academic year.



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

Meeting Requirements

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

ADVISORS AND COACHES

Coaches and Instructors

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

The Club Sports program does not require club coaches in most cases. Knowledgeable coaches are appreciated to help clubs compete and learn sports skills. Any individual who is not a club member but wishes to serve in a coaching capacity must complete the required onboarding steps before engaging with the team. This includes completing a background check, submitting a coaches' packet, and finishing all necessary trainings. Player-coaches (club members who both play and coach) are exempt from this requirement.

Coaches onboarding deadlines for each semester are listed in the Important Dates & Deadlines section of this manual.

Non-playing members of the club, such as those who wish to serve as managers or assist with social media, must officially join the club on IMLeagues and complete all necessary forms, with the exception of the physical and baseline test.

Coaches must remember that all clubs exist to support student growth and leadership. They should act as sport experts and mentors to students, with no voting rights within the club.

Coaches must clearly understand their responsibilities, which include acting in a supervisory capacity and adhering to all guidelines set forth by Mason Recreation, University Life, and the university. These guidelines encompass, but are not limited to, policies on sexual harassment, hazing, and alcohol.



Consensual Relationships

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

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

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

University Policy Number:

<https://universitypolicy.gmu.edu/policies/consensual-relationships/>

CONDUCT AND DISCIPLINARY PROCEDURE

Standard of Conduct

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

Clubs or club members that fail to adhere to the appropriate standard of conduct will face sanctions determined by the Competitive Sports staff and/or ECCS. Severe cases of misconduct and violations of the University's Code of Student Conduct will be referred to the Office of Student Conduct.

Code of Student Conduct:

<https://studentconduct.gmu.edu/university-policies/code-of-student-conduct/>

Club Sports Drug and Alcohol Use Policy

To ensure the safety, wellbeing, and inclusivity of all participants, George Mason Club Sports strictly prohibits the use of drugs and alcohol during any club-related activities. This policy applies to all members, regardless of age, and extends to coaches during club travel. Participants and coaches are expected to refrain from using, possessing, distributing, or being under the influence of drugs



or alcohol during practices, games, meetings, and all club activities. Violation of this policy may result in disciplinary actions, including warnings, suspension, or referral to the university's student conduct office, depending on the severity and frequency of the offense.

Sanctions

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

Before taking action, the following information will be considered:

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

University Possible sanctions include:

- Warnings, fines, program work project
- Loss of Patriot Points
- Loss of funding, practice privileges, travel privileges, ability to host events
- Expulsion of the member(s) from the club or other department programs
- Probationary status or suspension of the club

Club Status

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

Clubs that fall below the required roster size will be notified by the Competitive Sports Office and placed on probation for the remainder of the academic year. The Competitive Sports Office will work with each club to set an appropriate deadline to meet minimum membership requirements, understanding that club membership may fluctuate from year to year. If a club fails to meet the roster requirement by the determined deadline, it will be suspended until the requirement is met. Upon reinstatement, the club may remain on probation for the academic year, with membership being monitored periodically to ensure compliance.



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

Active

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

Provisional

Provisional clubs are those within their first year of membership with the Club Sports program. Clubs may only remain in provisional status for one year, during which they must demonstrate the ability to sustain as a club and follow the policies set forth in this manual. After the provisional year, clubs will advance into the white tier. Clubs that do not meet satisfactory standards will be removed from the Club Sports program.

Probation

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

Suspension

Suspended clubs will have their activities paused for a specified period due to policy violations, safety concerns, financial issues, or behavioral incidents. Suspension can also be a result of inadequate improvements made during a club's probationary period. During a suspension, all club activities, including practices, events, socials, community service, travel, budget utilization, and use of Mason Recreation facilities, are halted. However, clubs are permitted to meet solely for administrative tasks directly related to resolving their suspension, such as fulfilling requirements or preparing necessary documentation. Clubs that remain suspended for an extended period may be made inactive at the discretion of ECCS and the Competitive Sports Office.

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

Inactive



Inactive clubs will no longer be recognized by Mason Recreation or the University. Clubs can be made inactive for multiple reasons including but not limited to inadequate improvements made during a club's suspension period, accumulation of significant infractions, or a failure to meet registration requirements over an extended period. This status is permanent; the organization is no longer recognized by or operates under the university's club sports program. If the club wishes to return, a new club application would be required, treated as if the club were being formed for the first time. This may include a waiting period and approval from the Executive Council of Club Sports and the club sports professional staff.

Infractions

Infractions of the Club Sports manual, Club Sports standard of conduct, and/or University code of conduct are divided into three categories. This division is intended to aid clubs in understanding the consequences of various actions deemed detrimental to the Club Sports program. The following list is neither exhaustive nor exact – rather it provides general guidelines, and appropriate actions will be determined in unique situations.

A club's record of infractions will be provided to ECCS during the budget allocation process and will be considered during deliberations.

Level	Description	Examples
Administrative	Managed by Competitive Sports professional staff and have negative Patriot Points implications. Numerous administrative infractions or failure to redress an administrative infraction can escalate to higher levels of discipline.	Missed deadlines for: • Travel itineraries • Weekly reports • Competition schedules • Re-registration • Receipts/reimbursement • Other Club Sports deadlines
Minor	Minor infractions are those negatively impacting the Club Sports program but not directly captured in the Patriot Points system. The accumulation of 3 minor infractions equates to a major infraction and will trigger a hearing with ECCS.	Facilities: • Failure to respect facility use policies • Failure to cancel a reservation within appropriate timeframe Financial: • Unapproved reimbursement Social Media: • Misrepresentation or misuse of social media Safety:



		• Member participating without appropriate waiver/physical/baseline • Ineligible participant • No safety officer present • Not completing an accident report • Traveling without an approved itinerary
Major	Major infractions are those that could result in probation or suspension and will be heard by ECCS. Escalation outside of Club Sports and Mason Recreation may be necessary.	• Hazing • Drug/Alcohol policy violation • Diversity/Inclusion policy violation • Misuse or mishandling of Club/University funds – including trademarks, licensing, and contracts • Destruction, theft, or unauthorized use of University property • Misconduct that damages the reputation of the program/University

Case Resolution Process

The conduct process for Club Sports is initiated when a major incident is referred to the Competitive Sports office. Anyone can refer an alleged incident of behavioral misconduct. Upon receipt of a referral, the Competitive Sports office will decide whether the alleged incident is within its scope of operation. For those incidents falling under the scope of the Competitive Sports office, the student(s) will receive an email notification from Competitive Sports professional staff providing information on the case resolution process. The Competitive sports office reserves the right to investigate any incidents reported to the office. Cases involving violations of the Code of Student Conduct will be submitted to the Office of Student Conduct. Cases involving violation to Title IX policies will be submitted to the Title IX office.

PATRIOT POINT SYSTEM

The Club Sports Patriot Points system is designed to aid in the administration and distribution of resources to a diverse Club Sports program. This system is also intended to guide Club Sports in understanding the steps they can take to improve their organizations and meet programmatic requirements. The system is divided into two parts, tier designation and points accumulation.

Tiers



A club's current year tier designation is determined by total points accumulated in the previous academic year. Clubs will be automatically placed in the highest tier for which they qualify. Higher tiers have access to a larger percentage of the Club Sports student fee allocation pool. The number of clubs in the Gold tier is limited.

	Gold	Green	White
Maximum Number of Clubs	Top 10	Next 10	Remaining
Budget Pool Allocated to Tier	Up to 50%	Up to 30%	Up to 20%

Points

Points are used to determine which tier clubs fall within along with distinguish between clubs that fall within the same tier during the budget allocation and facility request processes. Points are awarded and recorded as clubs attend events, submit documentation, and complete tasks by prescribed deadlines. Conversely, points can be deducted when set deadlines or expectations are not met. The Competitive Sports Office and ECCS reserve the right to enforce positive or negative points to additional club actions when deemed necessary. Clubs are responsible for reporting majority of the Positive Point items via the Mason360 form.

Clubs are expected to demonstrate responsibility and professionalism. If a club accumulates enough negative points to bring its total below -40 Patriot Points, the Competitive Sports Office will notify the club and place it on probation. If the club's point total remains below -40 by the re-registration period, the probation will continue indefinitely, and the club will not be eligible for funding in the next fiscal year.

SAFETY AND RISK MANAGEMENT

Safety Officers

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

Safety Officers are required to attend and submit verification of the following before they may be active:

- American Red Cross CPR/AED for Professional Rescuers and Health Care Providers and first aid (bi-annual renewal)



- How to Search Available Off-Campus Classes via American Red Cross:
 - <https://screencast-o-matic.com/watch/c31vlqV0F3A>
- Club Sports Safety Officer Training Checklist (Mason360)

Club officers should keep a copy of all certifications on file.

Clubs must have at least one approved safety officer in order to start practicing each semester. From the first day of classes or club practice (whichever occurs first), clubs have two weeks to ensure they have two approved safety officers to continue their practices. Furthermore, clubs must have two approved safety officers in place to participate in competitions.

An approved safety officer must be present at all practices and competitions. Clubs that fail to meet these safety officer requirements by the deadlines will be placed on indefinite suspension.

First Aid Kit

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

Injury/Accident/Incident Reporting

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

Reports are submitted through Connect2 at this [link](#). The terminology used in this form reflects the fact that the form is used throughout Mason Recreation. For Club Sports, a “member” is anyone affiliated to Mason. The “Employee Completing Report” section should be completed with information from the club officer completing the report.

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

Documents should be complete and only use factual information. It is important to always ask injured individuals if they would like EMS to be called. Should they decline, please make note on the report.

For serious injuries and other emergencies, call 911 and contact your club sport administrator as soon as it is safe to do so.

911 for Medical Emergencies

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



injury or illness, victim's location, identity of the victim, and suspected or known cause of the injury or illness.

- University Police - (703) 993-2810

Please contact a Competitive Sports professional staff immediately following the emergency.

Severe Weather

Thunderstorms and Lightning

Clubs must suspend outdoor activities anytime lightning or thunder is detected in the area, and clubs will follow the direction of Mason Rec staff. Should staff not be present, clubs should utilize the 30/30 rule to protect themselves from lightning related injury:

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

Tornadoes

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

Extreme Heat

Extreme heat brings with it the possibility of heat-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 patient lie down in a cool place; loosen or remove excess clothing; apply cool, wet cloths; fan or move patient to air-conditioned place; provide water to patient to consume slowly; seek immediate medical attention if vomiting occurs or conditions worsen



- Heat Stroke – a life-threatening, heat-related condition
 - Symptoms – throbbing headache; no sweating; red, hot, dry skin; nausea or vomiting; rapid strong pulse; may lose consciousness
 - First Aid – **Call 911 for EMS immediately**; move patient to cooler environment; remove excess clothing; RAPIDLY cool patient with ice packs to the arm pits, groin, neck, and stomach; watch for breathing problems; use fans and air conditioners

Weapons Storage and Acknowledgement

Clubs utilizing weapons in their sport are required to exercise special caution when transporting and storing them on-campus. Members of Archery, Fencing, and Trap & Skeet may not keep weapons in their vehicles or in on-campus residencies.

Weapon sports should coordinate with their club sport administrator to review policies and complete any required documentation at the beginning of the year.

Please review the full [George Mason University policy #1120 “Weapons on Campus”](#)

Mason Alert

Mason Alert is George Mason University’s emergency notification system that is used to send emergency notifications and timely warnings to the university community via text, email, telephone call, and digital signage.

Use this link to set up alert notifications: <https://ready.gmu.edu/masonalert/>

ATHLETIC TRAINING

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

The Club Sport participant **DOES NOT** have the right to make their own return to play decision without the consent of the Certified Athletic Trainers coordinating their care. Should a participant ignore or choose to disregard medical orders given by a Certified Athletic Trainer the participant:

- Will be withheld from any competition, play, physical activity, or practice for an undetermined amount of time until the participant’s injury has resolved. This withholding period will be determined by the team physician and/or Certified Athletic Trainer.



- At minimum, could be suspended from participating in all club sports events for one week (includes practices, games, tournaments, travel, etc.) regardless of the season or time of year.
- Any other disciplinary action will be at the discretion of Competitive Sports professional staff.

Athletic Training Coverage

Office Hours

Athletic training office hours are typically offered Monday-Friday during the semester for athletes to drop-in and be seen by an athletic trainer. These hours will be posted on the Mason Recreation athletic training schedule. This time may also be used for Impact baseline testing or updating documentation.

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

Email Address: jtolson2@gmu.edu

Practices

The head athletic trainer covers the majority of on-campus club practices Monday-Friday on a rotational basis. Safety Officers should check-in with an athletic trainer if one is available to cover practice.

Coverage Requirements

Due to the high-impact nature of their sport or league requirements, the following clubs are required to have an athletic trainer present at all home competitions:

- Brazilian Jiu Jitsu
- Equestrian
- Football
- Ice Hockey M/W
- Taekwondo
- Lacrosse – M
- Rugby M/W
- Soccer M/W

High-impact clubs requesting to host a home competition via Mason360 will automatically trigger a request for an athletic trainer. Requests for home competitions will not be approved without an assigned athletic trainer.

Risk Assessment Levels *updated 7/5/2024

Risk Level 1 Clubs	Risk Level 2 Clubs	Risk Level 3 Clubs
Badminton	Baseball**	Archery
Cycling	Basketball - W**	Crew
Lacrosse - W	BJJ*	Equestrian*



Olympic Weightlifting	Fencing**	Football*
Pickleball	Field Hockey**	Ice Hockey - M*
Powerlifting	Lacrosse - M*	Ice Hockey - W*
Running	Soccer - M*	Rugby - M*
Swimming	Soccer - W*	Rugby - W*
Table Tennis	Softball**	Trap & Skeet
Tennis	Taekwondo*	
Underwater Hockey (UHW)	Ultimate - M**	
Volleyball - W	Ultimate - W**	
	Volleyball - M**	

* High Impact Clubs (Baseline Concussion Testing & AT Required at Home Competitions)

**AT is not required will be assigned based on risk priority and availability of staff

Crew, Swim, UHW, and Log Rolling participants are required to complete a swim test

Archery & Trap and Skeet are required to complete a range & Weapon's safety course

Coverage Priorities:

1. High Impact Clubs
2. Risk 3 Sports
 - a. Equestrian
 - b. Crew
 - c. Archery
 - d. Trap & Skeet
3. Risk Level 2 Clubs:

a. Ultimate M/W b. Volleyball – M c. Baseball/Softball	d. Basketball – W e. Field Hockey f. Fencing
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4. Risk Level 1 Clubs:
 - a. Lacrosse – W
 - b. Volleyball – W
 - c. Remaining clubs or if hosting a large tournament

Risk Level Scale

<i>Level</i>	<i>Range</i>	<i>Requirements</i>
Level One	12 - 39	A minimum two (2) Safety Officers certified in Standard First Aid and Adult CPR/AED from a University-approved agency.
Level Two	40 - 55	Level One & Coach/Instructor certified in Standard First Aid and Adult CPR/AED from a University-approved agency.



Level Three	56 - 65	Level Two & a Coach/Instructor who also holds sport-specific certifications. Medical personnel may be required based on size and scope.
<i>High Impact Clubs</i>	See Part 9: Risk Management section in handbook for designated clubs	Athletic Trainers Required at events.
Unacceptable Risk	>65	Will not be accepted as a sport club organization

Pre-Participation Physicals

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

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

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

Download the approved Athlete Physical Form here: <https://recreation.gmu.edu/club-sports/download-waiver-forms/>

Paperwork Deadlines

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

Physical (all club members)

Baseline test (members of high-risk clubs)

IMLeagues Forms (all club members)

Completed physical forms should be submitted through Dynamic Forms or the RAC Club Sports drop box. After submitting, participants should submit the Physical Submission form on IMLeagues.

Baseline – IMPACT Testing

Participants of the following club sport teams will be required to have baseline cognitive testing using the



Immediate Post-concussion Assessment and Cognitive Testing program (ImPACT):

- Brazilian Jiu-Jitsu
- Equestrian
- Football
- Ice Hockey (M/W)
- Lacrosse M
- Rugby (M/W)
- Soccer (M/W)
- Taekwondo

- A. Individuals participating in one of clubs highlighted in yellow (above) must submit an annual physical and complete baseline testing following the end of the two-week tryout period or prior to any club activities involving contact, whichever occurs first.
- B. Participants of clubs not required to complete baseline testing must have a physical on file following the end of the three-week tryout period or first competition, whichever occurs first.

Baseline tests will be valid for the duration of an athlete's time at George Mason University.

Water Safety Requirements

Members of the following clubs will be required to pass a swim test prior to any on/in water activities.

- Crew
- Swimming
- Underwater Hockey



Concussion Education and Management

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

What is a concussion?

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

What to expect after a concussion?

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 officer 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 following:

- Loss of consciousness
- Headache
- Dizziness/Drowsiness
- Nausea/Vomiting
- Blurry/Double Vision
- Trouble concentrating
- Ringing in the ears
- Slurred speech
- Fatigue/tiredness
- Difficulty remembering things
- Sensitivity to light
- Sensitivity to loud noises
- Balance problems
- Mood changes
- Convulsions/seizures

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

What to do immediately after a Possible Concussion?

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

Home Management Techniques after a Concussion

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

1. Diet
 - Eating breakfast, lunch, and dinner each day is important, even if three meals are not typically eaten.



2. Hydration

- It is important to stay well hydrated.

3. Sleep

- Stick to a strict sleep schedule, with a regular bedtime and wake-up time. We recommend obtaining 7-9 hours each night, with limited naps of no more than 30 minutes. It is not advised or necessary to wake up every hour after a concussion.

4. Physical Activity

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

5. Stress

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

Return to Play Protocol

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

STEP 2: REPORT Schedule a follow-up assessment with a Mason Recreation athletic trainer within 24-72 hours. **There is no fee for this follow-up assessment*

STEP 3: CLEARANCE Obtain written medical clearance from a qualified health care provider stating you are eligible to return to play. Please use the document provided on the concussion page of the Club Sports website. Completed forms **MUST** be submitted to the Competitive Sports Office at the RAC, faxed to (703) 993-2510 or dropped off in the Club Sports mailbox in the RAC lobby.

STEP 4: VERIFICATION Participants may not return to play until you have received a confirmation email from the Competitive Sports Office stating we have received your paperwork and you are cleared to return to play.

Please contact the Athletic Trainer if you have any questions or concerns regarding the return to play or classroom process: jtolson2@gmu.edu

Student Health Services

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

Location: Student Union 1 – Suite 2300

Office: (703) 993-2831



Fax: (703) 993-4365

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

TRAVEL

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

All club travel must be approved in advance by the Competitive Sports office. Prior to traveling, clubs must be in good standing with the Competitive Sports office and submit the appropriate paperwork.

Authorized Travelers

Only approved club members, coaches, or volunteers are allowed to travel with the club. Travelers must be listed on the official travel itinerary and have completed all necessary paperwork before embarking on the trip. This policy ensures a well-organized and compliant travel experience for all involved parties.

Travel Eligibility

The following guidelines and expectations are to help clubs determine who is permitted to travel for away competitions, scrimmages, and other related activities.

Eligibility for Travel and Competition:

- **Eligible to Travel and Compete:** Any individual listed on the IM Leagues roster without a line through their name is eligible to both travel and compete.
- **Ineligible to Compete:** Individuals with a line through their name on the IM Leagues roster cannot compete. Their eligibility to travel depends on the reason for ineligibility, as detailed below:

Special Circumstances:

- There are special circumstances in which individuals may travel and not compete, such as injured players, team support staff, and coaches. These individuals must complete all required paperwork on IMLeagues or Mason360, but do not need to have a physical or baseline test completed.
- **Medical Hold:** Individuals with a medical hold/suspension may travel with the team but are ineligible to compete. This hold could be due to injury, pending medical clearance, or other health concerns. Club officers should list these individuals under the "non-playing travelers' section."



- Example: John Doe (Injury) *This is an example of how an individual that has a medical hold/suspension will be listed on IMLeagues. They are eligible to travel but may not compete or practice until cleared.
- **Club Support Staff (Non-Competing Members):** Non-competing members of the club, such as team managers, photographers, videographers, or social media volunteers, who are students and members of the club, play a support role within the organization. These individuals are not players but contribute to the team's operations. **They must be listed on the travel itinerary under the non-playing travelers' section.** These individuals must complete all forms on IMLeagues with the exception of the physical and baseline test forms.
- **Coaches:** All coaches must be listed on the travel itinerary in the "comments" section if they will be traveling to a competition.
 - If coaches or any other individuals will be driving vehicles for travel purposes, they must be identified as a driver on the travel itinerary.

Travel Forms

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

Any changes to travel plans—whether before departure or during the trip—must be reported to the Competitive Sports office immediately by email or phone.

Post Competition Form

This Mason360 form is used to document results from club competitions and inform the Competitive Sports office of any injuries, problems, or incidents. It also collects scans of Visiting Team Assumption of Risk forms or Hotel receipts from the past week. This form is due Mondays by midnight and should include information from the previous week's competition(s).

Class Absences

Club participants who anticipate class absences as a result of club-related travel are encouraged to engage in advance discussions with their instructors regarding the circumstances. Upon request, the Competitive Sports office can generate a memorandum confirming the club's affiliation with the Club Sports program and verifying the travel plans. It is important to note that this memorandum does not grant exemption from academic responsibilities. Ultimately, the decision to allow makeup work lies with the instructor. Students seeking such memos are advised to inform their club sport administrator at least fourteen days in advance, allowing sufficient time for the memo to be crafted and forwarded to faculty members.

Hotels/Lodging

Room Sharing Policy – Team Travel

To maintain a respectful and professional environment during team travel, it is strictly prohibited for men and women to share rooms. Additionally, coaches are not permitted to share rooms with students. This policy aims to uphold appropriate boundaries, ensure privacy, and promote a safe and comfortable



atmosphere for all individuals during team-related trips.

Personal Vehicles

Individuals traveling in personal vehicles for Club Sports purposes understand they do so at their own risk. Passengers must be aware that by choosing to travel in personal vehicles, they assume responsibility for their own safety during the trip. Drivers must also be aware that by offering transportation in their personal vehicles, they take on the responsibility for the safety of those traveling with them. George Mason University is not liable for any costs as a result of an accident, including injury and property damage, incurred during the travel to club activities. Therefore, both the driver and owner of the vehicle should understand that taking personal vehicles exposes them to personal liability as a result of an accident. Drivers are responsible for ensuring they are properly insured at all times. It is essential for all individuals involved to exercise due caution and take necessary precautions to ensure a safe and enjoyable club experience.

When using personal vehicles, only approved club members, registered coaches, and staff may travel in the same vehicle.

Accidents

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

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

Rental Vehicles

Use of rental vehicles is an option for clubs. Should the club choose to utilize rental vehicles, they will be responsible for all fees associated with the rental. Please contact your club administrator for help navigating the rental process.

[Please review University Policy 1411 \(Vehicle Use\)](#)

Policy 1411 applies to all George Mason University students, employees, volunteers, contractors and employees of contractors who operate any State-owned, leased or rented vehicle on either public or private property for University Business.

Club Officers should review this policy prior to considering the use of rental vehicles.

When using rented vehicles, only approved Mason students, registered coaches, and staff may travel in the vehicle. Mason Recreation requires 2 approved drivers per vehicle

Minimum age for drivers:

- 21 yrs. old



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

Motor Vehicle Report (MVR) Request and Release: [Form](#)

Due *at least two* weeks prior to departure. Club members who drive rental vehicles must submit this form to the Office of Risk Management. A new MVR authorization is required by the Office of Risk Management if a driver receives a new license in a different state or separates from and returns to Mason.

Drivers of Enterprise rental vehicles must be approved by the Office of Risk Management following their MVR check.

Driver Acknowledgement Form: <https://public.huddle.com/b/BkpxDq/index.html>

Due *at least two* weeks prior to departure. Potential drivers must submit a signed copy of a Driver Acknowledgement Form to Competitive Sports office.

Driver Awareness Training

Drivers seeking to utilize rental vehicles must also register for and complete a mandatory driver awareness class offered through the Office of Risk Management. **Students, volunteers and contractors (anyone who does not have access to Mason Leaps) can complete online Driver Awareness training [here](#).**

Note To receive credit, you must submit the completion form after viewing the training*

Driver Log Form

Before departure, clubs will be given a Driver Log to complete during their trip. This log records the individuals who drove a rental vehicle during club travel and the duration of their driving. The completed log must be submitted to the Competitive Sports Office by the first business day after the club's return.

Accidents

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

1. Assist anyone injured and call for an ambulance if needed.
2. While the vehicle is at the accident scene, notify the State Police (911) or, if the accident occurs on-campus, George Mason Police (703-993-2810).
3. Notify their club sport administrator and the Office of Risk Management. Failure to make a report of a vehicle accident as required by the Vehicle Use Policy and the laws of the Commonwealth will be handled in accordance with the Commonwealth of Virginia Standards of Conduct and Performance.
4. Document the names, addresses, phone numbers, vehicle license numbers and insurance information of all persons and vehicles involved, including this information from any witnesses. Also document the names, phone numbers, and addresses of anyone injured



or claiming to be injured. The Driver must provide this information to his or her club sport administrator immediately upon return, as well as to the Office of Risk Management as soon as possible following the accident.

5. Complete an "Auto Loss Notice" form and forward to the Office of Risk Management as soon as possible. (Available in the insurance information packet of vehicles owned by the Commonwealth, or online from the Office of Risk Management: <https://risk.gmu.edu/vehicle-accidents/>.)
6. Complete an Employers' First Report of Injury Accident form as soon as possible if an injury to an employee (paid coach) occurs (<https://seerm.gmu.edu/report-an-injury-or-illness/>).
7. Do not comment on fault or make any statement to anyone except Driver's immediate supervisor, a representative of the Commonwealth's Division of Risk Management, a law enforcement officer, or the Office of Risk Management.

Charter Buses

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

Academy Bus

Contact Name: Dena Ennis
Phone Number: 302-537-4805 x3440
Email: dennis@academybus.com
Website: <https://www.academybus.com/>

LW Transportation

Contact Name: Beth Forsht
Phone Number: 703-955-7801
Email: beth@lw-transportation.com
Website: <http://lw-transportation.com/>

Reston Limousine Service Inc

Contact Name: Kristina Bouweiri
Phone Number: 703-478-0500 x3440
Email: Kristina@restonlimo.com
Website: <https://www.restonlimo.com/>

Air

Clubs needing air transportation are required to contact their club sport administrator well in advance of the proposed trip. Club members are required to travel on the same flights to and from the destination. Clubs will be responsible for booking their own flights.

FACILITIES

Facility Spaces

Mason Recreation oversees multiple facilities that are available for Club Sports use, pending the proper submission of forms and confirmation of reservation. When utilizing the facility spaces,



clubs are required to adhere to all facility use guidelines. Mason Recreation's spaces that may be reserved by Club Sports include:

Outdoor Facilities:

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

RAC:

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

Aquatic and Fitness Center:

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

Field House:

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

Only available Sun – Thurs 7:00pm – 11:30pm with approval;

**On rare occasions, a club may be able to reserve an Athletics' (NCAA) field. If this opportunity arises additional preparation may be required to include staffing. Clubs should consult with their club sport administrator and submit requests to intercollegiate athletics no less than 6-weeks in advance of the requested date(s).*

Facility Use Guidelines

Clubs are expected to treat facility space with care. All spaces must be cleaned and restored to their original setup after use. **Once a club's event has ended, the space will become available for open play, allowing other participants to use the area. If patrons from another activity request the space, the club must vacate it. However, if no one requests the space, the current activity may continue, provided they ask the on-site facility supervisor or manager for permission to extend their use.**

Upon completion of outdoor events, trash is to be picked up, bagged, and disposed of in the nearest dumpster. Any damage or maintenance problems with recreation facilities should be reported immediately to the Competitive Sports office.

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



Inclement Weather Policy

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

University Closures

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

Practice Times

On-campus practice times will be assigned based on point and tier placement. Clubs request practice times at the end of the spring semester for the following year.

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

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

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

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

Facility Inspections

In collaboration with the Mason Recreation team, every club assumes joint accountability for ensuring safety during games and practices. A thorough facility assessment is recommended prior to all events, with any potential risks duly noted and circumvented. If the safety of all participants cannot be assured, it is advised to cancel practices and games. In the event of identified hazards, promptly inform the staff and your Club Sport Administrator.

Club Sports Equipment and Apparel Policy



In the event of lost or stolen club sports equipment or apparel, the responsibility for replacement lies with the club member to whom the item was assigned. It is essential for all club members to exercise diligence in safeguarding club property. If a loss or theft occurs due to negligence or violation of club policies, the member may be held accountable for covering the replacement cost of the item. The replacement cost will be determined based on the current market value of the lost or stolen item, accounting for factors such as depreciation and usage. It is recommended that members report any loss or theft promptly to the designated club authority. This policy underscores the importance of responsible handling and care of club sports equipment and apparel by all members to ensure their longevity and continued availability for the benefit of the entire club community.

Hosting Events

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

Visiting Team Information

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

The Competitive Sports office has developed a [Visitors Guide](#) to aid in the communication of this information.

Assumption of Risk Waiver

All visiting team players, coaches, and volunteers who will be on the sidelines or competing must complete the [Visiting Team Assumption of Risk form](#). Only one form is required per team, even if the team is participating in multiple games. If the team is competing across multiple days, a date range will be listed on the form.

It is the club's responsibility to ensure that no games begin until the following process has been fully completed by each visiting team:

- Ensure that all visiting players, coaches, and sideline personnel (anyone associated with the visiting team) print their names and sign the form.
- Count the names listed on the form and compare them to the total number of individuals with the team. Make sure the numbers match. If they do, proceed to the next step.
- Next, check for any missing signatures next to the printed names. If a signature is missing, call out the name of the individual who hasn't signed.
 - Example: "Who is John Smith?" *John raises his hand* - "John, please sign the form before participating."



- The visiting team's officer or coach must complete the **Verification Acknowledgement** section.

Once all steps are complete, you may begin the competition.

Minor Waiver

All minors must complete the [Visiting Minor Assumption of Risk Waiver](#) and submit it to the Competitive Sports office before arriving to any competition, whether they are playing or not.

Post-Event

Post-Competition Forms must be submitted by clubs that participate in home or away competitions, including off-campus clubs. The form is due on Mason360 by the end of the Monday following the weekend of the competition(s).

MARKETING AND PROMOTIONS

Club Sports Webpage

The Club Sports webpage (<https://recreation.gmu.edu/club-sports/>) is the main resource for members of the public seeking information on Mason Club Sports.

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

Social Media

Club Sports are encouraged to use social networking platforms like Facebook, X, and Instagram to enhance their visibility. When creating a group for promoting the club and disseminating club-related information, it is recommended to utilize the official club name as the group name (e.g., George Mason Club Baseball). Content on the group page, including pictures, events, and discussions, should uphold a positive image of the club, Mason Recreation, and the University. Inappropriate language, negativity towards individuals/staff, or any improper behavior by club members should be avoided. It's important to note that the student code of conduct is applicable to all content on group pages. Additionally, the use of club pages to promote parties, events involving alcohol consumption, or similar activities is not permitted. All content on group pages should adhere to the guidelines provided in this handbook and be regularly updated.

@masonclubsports (INSTAGRAM)

Photo and Filming Policy

As private spaces, photography and videography at Mason Recreation facilities and fields strictly



regulated. Clubs wishing to film or photograph within these areas must request permission to do so: <https://recreation.gmu.edu/about-us/photo-video-request/>.