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SPORT CLUB PROGRAM
General Program Information

Sport Club Guidebook
This Sport Club Guidebook contains policies and guidelines to be followed by all clubs currently affiliated or those requesting to be affiliated with the Florida State University Sport Club Program. This guidebook serves as a guide for club participants and officers in the daily management of their respective clubs. This guidebook should be used as a resource for all questions regarding conducting club business.

Sport Clubs are subject to discipline and even suspension from the Sport Club Program for not following the rules and regulations set forth in this guidebook. The Department of Campus Recreation and the Division of Student Affairs governs these policies and procedures. Violations of a serious nature may be sent to the university judicial board of the Vice President of Student Affairs. Portions of this guidebook are adapted from the Student Activities RSO Handbook.

Campus Recreation & University Contacts

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Sport Club Office
Andrew Funari, Graduate Assistant of Competitive Sports & Facilities
Christian Obando, Coordinator of Sport Clubs
Michael Collins, Director of Competitive Sports & Facilities
Pattie Malarney, Senior Associate Director of Campus Recreation
Intramural Sports Office
IM Rain Line (Competitive Sports Facilities)
Leach Center
Leach Pool
Fitness & Movement Clinic (FMC)
The Reservation (Rez)
Student Activities Center

Florida State University Campus Recreation Mission Statement
We are Florida State University Campus Recreation.
We engage our community in lifelong wellness.
We build character and encourage discovery.
We align our actions with our values.
We provide high quality recreation programs and services.
We are teammates, coaches, and mentors.
We are committed.
We are driven.
Our mission is to move people.

Florida State University Sport Club Program Mission Statement
The Florida State University Sport Club Program is dedicated to the mission of providing safe opportunities to students for engagement in a variety of sport activities, including activities that are competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and led by students. The program strives to contribute to the health, well-being, development, and education of students through involvement with sport club activity, while supporting those activities by providing use of Campus Recreation facilities and services.

What is a Sport Club?
A sport club is a registered student organization that has been formed for the purpose of competing and/or participating in a particular sport. Many sport clubs exist because of the desire to continue participation in a sport by students other than varsity athletes. Each club’s level of competition or activity is unique, and is dependent on club leadership. Sport clubs are student-initiated, student-led and student-managed, providing an opportunity for the development of leadership and other life skills and to contribute to the overall college experience.
Sport Club Program
The Sport Club Program (SCP) administrative staff consists of the Director of Competitive Sports & Facilities, the Coordinator of Sport Clubs, and the Graduate Assistant of Competitive Sports & Facilities, with student assistance from Sport Club Program Assistants. The SCP administrative staff oversees the SCP membership application process, assists member organizations with navigating University administrative processes including risk management and budgetary issues, provides support to the Sport Club Executive Council, handles disciplinary issues for member organizations, and provides guidance within the tier system.

Sport Club Executive Council
The Sport Club Executive Council (SCEC) is the governing council that represents the registered student organizations under Campus Recreation that are designed as “Sport Clubs” before all budgetary committees to Student Government. The SCEC will serve in allocating funds to the registered Sport Clubs that are eligible and active within the Sport Club Program. All members of the SCEC must remain in good standing with the Sport Club Program, Department of Campus Recreation, and The Florida State University. The committee is composed of a Chair, Vice-Chair, three (3) members at large, and an ex-officio, with the ex-officio having no vote unless another voting member is absent.

Coordinator of Sport Clubs
The Department of Campus Recreation employs a full-time professional to supervise sport clubs and their activities within the Sport Club Program. The Coordinator of Sport Clubs is responsible for supervising the Graduate Assistant and Program Assistants to insure the clubs operate in a mature manner benefiting both the club participants and the University community as a whole. The Coordinator of Sport Clubs serves as an advisor for clubs on day-to-day operation as well as special events. The Coordinator of Sport Clubs works to insure that all rules and regulations are followed in accordance with the Sport Club Program, Department of Campus Recreation, and The Florida State University guidelines. Finally, the Coordinator of Sport Clubs serves as a liaison between the individual clubs and University administration.

Graduate Assistant of Competitive Sports & Facilities
The Graduate Assistant of Competitive Sports & Facilities assists with hiring, scheduling, and staff development of all student facility supervisors for sport clubs and facility operations. In addition, the Graduate Assistant assists the Director of Competitive Sport & Facilities with facility rentals and special events as well as the Coordinator of Sport Clubs with the management of the Sport Club Program.

Sport Club Program Assistants
Program Assistants are the students that are employed part-time by the Sport Club Office. The Sport Club Program Assistants help to answer questions of clubs, collect/review paperwork, and gather information about the clubs in which they are assigned. The Program Assistants serve as an extension of the Sport Club Office to help facilitate the communication between the Coordinator of Sport Clubs and the student leaders of the clubs. Program Assistants also serve as facility supervisors for on-campus home events and tournaments at Campus Recreation facilities. Clubs are required to provide information requested by the Sport Club Program Assistants for administrative deadlines.

Campus Recreation Athletic Training Graduate Assistants
The Graduate Assistants for Athletic Training provide prevention, evaluation, management and treatment of athletic injuries sustained for Sport Club and Intramural Sport athletes and participants. Our staff includes licensed and board certified athletic trainers committed to delivering the highest quality health care to all athletes and participants in a timely and efficient manner.

Additionally, the Graduate Assistant Athletic Trainers hold clinic hours in the Health & Wellness Center on campus. Physical therapy and rehabilitation services are provided to FSU students. To see if these services are covered by your personal insurance, and/or to schedule an appointment in the clinic, refer to:

Physical Therapy & Athletic Training
University Health Services
Health & Wellness Center
960 Learning Way
Tallahassee, FL 32306
Office: 850-644-0570
www.uhs.fsu.edu

Sport Club Office
The Sport Club Office, led by the Coordinator of Sport Clubs, is designed to help clubs function appropriately. The following services are available through the Sport Club Office:

- Administrative assistance and guidance
- Practice and game facility reservations and supervision
- Equipment purchase, storage and check-out
- Budget tracking
- Photocopying and faxing
- Fundraising assistance
- Event hosting
- Travel reimbursement processing
- Community service assistance
- Budget proposal assistance
- Publicity, recruitment, and promotion
Mailboxes
Each club has a mailbox located in the Sport Club Office at the Main Campus Fields. Club representatives are expected to check their mail at least once a week. Many clubs use this mailbox as their club address for things such as bank statements, recruiting letters, and/or an address for other clubs to send correspondence. Use the following for the mailing address:

(Club Name)
1001 W. St. Augustine St.
Tallahassee, FL 32306

Sport Club Program Awards
The Sport Club Program recognizes an individual officer and a sport club each spring at the Division of Student Affairs Leadership Awards Night. The two awards given are The Eddie Cubbon Award (Officer of the Year) Award and The Sport Club of the Year Award. Criteria used for consideration of nominees for the awards include:
- Contributions to the university community.
- Contributions to their constituent group.
- Public or educational service projects.
- Special contributions as an individual in the areas of service and leadership.

The Sport Club Program also recognizes individuals and sport clubs each spring. The same criterion above is used to determine award winners. The awards include:
- Most Improved Club Award
- New Officer of the Year Award
- Community Service Award
- Fundraising Award

Sport Club Eligibility

General Participant Eligibility
- All current fee-paying (Tallahassee Campus) Florida State University students are eligible for participation in the Sport Club Program. This includes undergraduate, graduate, professional, full-time and part-time students.
- Current FSU students who are enrolled exclusively in online classes (their entire schedule is made up of online classes coordinated by the FSU Tallahassee main campus) are permitted to purchase a Continuing Student Membership to participate in Sport Club activities. Note: such membership may not qualify online students for participation in certain leagues or tournaments – each sport club is encouraged to contact their respective National Governing Body for eligibility requirements.
- Full-time faculty and staff are eligible for participation in the Sport Club Program. This includes USPS and A&P full-time faculty and/or staff. OPS staff members are not eligible.
- Alumni are not eligible for participation in the Sport Club Program.
- Individuals that are not taking classes during the current semester are not eligible. This includes individuals that are not taking summer classes, regardless of status in the previous spring and/or upcoming fall semesters. Members participating with organizations that are competing in regional and/or national competitions that extend into the summer semester may request an exemption from this requirement from the Sport Club Office on an individual basis in order to continue participating during the club’s established postseason period.
- Specific National, State and/or Local Governing Bodies may have eligibility requirements that are not consistent with the eligibility requirements of the FSU Sport Club Program. Contact the governing body for specific eligibility requirements. When such requirements conflict with Sport Club Program or other University requirements, Sport Club Program and University requirements will take precedence.

Officer Eligibility
Officers in Sport Clubs must meet the minimum requirements for being an officer in a Registered Student Organization set forth by the Student Activities Center and requirements set forth by the Sport Club Program. Requirements include:
- Currently enrolled FSU student
- Minimum 2.0 Grade Point Average
- Registered for a minimum of 6 credit hours
- Free of any obligation for fees or payments to the University
- Must be in good standing with the Sport Club Program, Department of Campus Recreation, and The Florida State University.

Sport Club Officer Position Descriptions
Each club must have the following elected officers who must be full-time Florida State University students. Contact information for each officer must be kept up-to-date with the Sport Club Office.

The positions are: President, Vice President, Safety/Travel, and Treasurer. An individual cannot serve in multiple positions at one time.

Some additional (optional) officer positions include: Secretary, Fundraising Chair, Community Service Chair, Publicity & Advertisement Manager, Event Manager, Recruitment Chair, and/or Historian.

Transgender Inclusion Guidelines
In keeping with the University’s policy of non-discrimination and non-retaliation on the basis of gender identity and gender expression, the FSU Sport Club Program supports and values an individual’s right to access and utilize recreation facilities, restrooms, locker rooms, programs, and services in accordance with an individual’s gender identity and gender expression. Participation in club sports may have policies related to player eligibility that are stipulated by the national governing body of each sport. While the program does not have control over governing body policies, we support and advocate for the inclusion of all players, regardless of gender identity and gender expression.
Insurance

Insurance and Medical Considerations

1. The university holds NO blanket insurance policy for sport club participants. Consequently, all club members are strongly encouraged to purchase some type of personal comprehensive accident-health insurance. An injured participant is responsible for all financial obligations incurred and any treatment necessitated by injury. Club officers should notify their members of this fact.
2. The University does not provide insurance for club members while traveling. Club members are responsible for their own auto insurance and passengers if traveling with private vehicles. Passengers in private vehicles that are driven by club members are at the sole risk of the driver.
3. Sport Clubs at FSU are responsible for their events and activities, as well as the actions or negligence of the organization membership.
4. Each participant is always responsible for his/her own wellbeing when participating with the group he/she is affiliated.
5. Each participant shares with the other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
6. Participants are encouraged to discuss with the FSU Student Health Center medical staff or with their family doctor any known physical problems which may limit participation in the club sports program. This should be handled before participation.
7. It is highly recommended that all participants in club sports receive a physical examination from a physician prior to participation.
8. Participants are encouraged to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
9. Participants are responsible for proper conditioning as a prerequisite for participation.
10. Arrangements will be made to have proper supervision at home club contests to be held on campus that have been properly scheduled through the Sport Club Office.

Insurance Clarification

Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Governors, the University is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of his/her office.

Completing the recognition process with the Student Activities Center as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund. Approval of a student organization or activity by the Student Activities Center or the Student Government Association does not establish State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

Intramural Sports Participation Policy

Members of FSU sport clubs will be allowed to participate in intramural competition in their related sports. However for a single intramural team, a maximum of two (2) club players may appear on the team’s roster. For team sports in which the required number of players is 4 or less, the maximum number of club players permitted on the team’s roster shall be one (1). A person is deemed a club member if he/she participates in a club contest or practice following the designated try-out period, pays club dues, or appears on the team roster or waiver form on or after October 1st at the SAC or Campus Recreation. Once a person has been deemed a club member, he/she will be considered a club player with regard to intramural sports for twelve (12) consecutive months from the date that he/she last participates in a club contest or practice, last appears on the team roster, or the date of their most recent signed sport club waiver form, whichever is latest. Removal of the person from any club roster does NOT affect his/her intramural status as a club player. Intramural players who join a club team during the sport’s IM season may be required to discontinue playing for their IM team in order to keep the IM team eligible under this rule.

REGISTRATION

New Recognized Student Organizations

(The information below pertains to students who wish to from a new Student Organization with The Florida State University Student Activities Center.)

Requirements for recognition through the Student Activities Center can be found in the 2015-2016 Recognized Student Organization (RSO) Handbook: http://union.fsu.edu/sac/involvement/student-organization-handbook/

Note: Student Activities Center recognition must be completed online during the months of April through September. Student Activities Center annual recognition is valid from the date of recognition through the end of September of the subsequent calendar year.

Organizations must be established for one (1) full academic year before being eligible to apply to the Sport Club Program.

Current Recognized Student Organizations

(The information below pertains to current Recognized Student Organizations that wish to apply to be a part of the Sport Club Program.)

Annual recognition must be completed online during the months of April through September. Student Activities Center annual recognition is valid from the date of recognition through the end of September of the subsequent calendar year. The recognition process through the SAC will include the Sport Club Program Application.

Admission into the Sport Club Program at FSU as a part of the Department of Campus Recreation is determined each year by the Sport Club Executive Council, the Coordinator of Sport Clubs, and the Director of Competitive Sports & Facilities. Prospective sport clubs must submit a Sport Club Application to be considered for admission. Organizations must be established for one (1) full academic year before being eligible to apply to the Sport Club Program.
Applications for admission to the Sport Club Program are available online through Nole Central and are reviewed on an on-going basis. An organization may apply for membership in the Sport Club Program a maximum of two (2) times per academic year. A Recognized Student Organization must be admitted by predetermined deadlines to become eligible for specific budget allocations.

Membership Requirements
To be a member of the Sport Club Program, a Registered Student Organization must meet all of the following guidelines:

1. Be a Recognized Student Organization of the Florida State University, as determined by the process established by the Student Activities Center. Organizations must be established for one (1) full academic year before being eligible to apply to the Sport Club Program.
2. Be a member or demonstrate potential membership in a national, regional, or state governing body, association, or otherwise sanctioned league for the sport.
3. Have a minimum of five (5) documented potential competitors, either through the governing body (sanctioned league) or clubs at nearby institutions (nearby is defined as within a 7-hour drive from campus) OR host a minimum of two (2) documented instructional sessions or seminars involving participants outside the club (other FSU clubs, clubs from other institutions, or local groups) during the academic year.
4. Have suitable on-campus, or documented off-campus, facilities in which the club can practice or train and the potential availability of such facilities including the impact of proposed club activities on the existing usage patterns by other Campus Recreation, sport club or intramural or University purposes.
5. Identify goals of the club that demonstrate a common mission between the club and the Sport Club Program.
6. Have four (4) officers (President, Vice President, Treasurer, Safety/Travel) willing to dedicate time and effort into effectively and efficiently running club operation.
7. Demonstrate proficient club leadership, including proper submission of paperwork and meeting the Tier System requirements of the Sport Club Program (returning clubs only).
8. Have proper transition materials to help new club leadership function efficiently and effectively (returning clubs only).

Upon the advice and consultation of other University officials and lawyers, the Department of Campus Recreation and the Sport Club Program retains the right to prohibit any sport or activity in which the risk of serious and/or fatal injury is deemed to be unacceptably high.

Additional reasons for an organization not gaining or regaining admittance into Sport Club Program include, but are not limited to:

1. Non-existent leadership or demonstration of ineffective student leadership.
2. Decline in student interest and support.
3. Demonstration of club mismanagement.
4. Inability to abide by Sport Club, Campus Recreation and University policies and procedures.
5. Violation(s) of Campus Recreation and/or University facility policies.
6. Inability of the Sport Club Program as part of the Department of Campus Recreation to benefit the club through staff expertise or facility space.
7. Purpose or goals no longer compatible with the goals and mission of The Florida State Department of Campus Recreation and Sport Club Program.
8. Lack of financial support for the club due to budget or other limitations.
9. Inadequate amount of suitable space for club activity.

Sport Club Application Process

1. Complete the Student Activities Center (SAC) recognition process.
   a. Note: Clubs have to be a recognized student organization for a full academic year in order to be eligible to apply to be a sport club.
2. Review the Sport Club Program Membership Requirements above (also found on the Sport Club Webpage at: [http://campusrec.fsu.edu/sports/clubs/form-a-club]).
3. Schedule a meeting with the Sport Club Coordinator to discuss eligibility into the program.
4. Complete a Sport Club Application through Nole Central (link: [https://nolecentral.dsa.fsu.edu])
5. Meet with the Sport Club Coordinator and Sport Club Executive Council to justify admittance into the program.
   *If accepted into the Sport Club Program, the Sport Club Office will guide the club on fulfilling administrative requirements thereafter.

An organization that is denied membership into the Sport Club Program may appeal the ruling to the Director of Competitive Sports & Facilities, by submitting written documentation stating the reasons for the appeal within seven (7) days of the initial decision.

**Current Sport Club Recognition**

(The information below pertains to current Sport Clubs.)

For returning sport clubs, the Student Activities Center (SAC) recognition process is managed by the Sport Club Office. All related paperwork is submitted to the Sport Club Office rather than the SAC in the Oglesby Union. Once a club has become a full-time member of the Sport Club Program, each club must complete the Sport Club registration materials on an annual basis to be an active member of the Sport Club Program.

**Sport Club Recognition Steps**

1. Complete the Get Recognized! Workshop online with the Student Activities Center ([http://union.fsu.edu/sac/involvement](http://union.fsu.edu/sac/involvement)).
2. Club Roster. Club Roster must be updated throughout the entire year, adding new members and deleting former members, as applicable.
3. Equipment Agreement Form.
4. Informed Consent Forms completed for each club member BEFORE participation in club activity. Informed Consent Forms for new members must be completed before participation in club activity and submitted to the Sport Club Office as soon as possible. Forms are found in the Sport Club Online Waivers section of the webpage (link: [http://campusrec.fsu.edu/sports/clubs/waivers](http://campusrec.fsu.edu/sports/clubs/waivers)).
5. Coach/Instructor Agreement for each coach/instructor working with the club. Maximum number of coaches/instructors is four (4).
7. Advisor Form.
For more detailed explanations of the above requirements refer to the Policy & Administrative Requirements section (page 12)

EXPECTATIONS

Image and Perception
Sport Clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, potential and current members. In addition to representing themselves, sport clubs represent the entire Sport Club Program, Department of Campus Recreation, Student Activities Center, Division of Student Affairs, and Florida State University. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, message boards, or any other social media. Sport clubs that are discovered to be engaging in inappropriate behavior or acting in poor taste will be sanctioned. Examples of this type of behavior include, but are not limited to, lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

Club Expectations
- In all club-sponsored activities, club members must assume full responsibility for following local, state, and federal laws as well as university regulations such as the Student Code of Conduct. The Florida State University Student Code of Conduct can be found here: http://srr.fsu.edu/Student-Conduct-Code
- Each club must maintain goals and objectives that are consistent with the educational mission of the university and the Seminole Creed.
- Clubs must be recognized online each fall with the Student Activities Center.
- Each club must have a club roster on file in the Sport Club Office listing all members, their FSU card numbers, and email addresses. The roster must be updated on a regular basis to include new members and remove old members.
- Each club must review and update its constitution annually.
- Each club is responsible for completing and submitting proper forms.
- Each club is responsible for assuring representation at Sport Club Program meetings and mandatory workshops.
- Each club is responsible for abiding by the guidelines, policies and procedures set forth in the Sport Club Guidebook.

Students
Club officers and members are responsible for all policies and procedures outlined in the Sport Club Guidebook. It is the student’s responsibility to be familiar with its contents as they go about their business in administering the club. Failure to know is not an excuse for those not observing policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Coordinator of Sport Clubs to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Director of Competitive Sports & Facilities. Organizations or individual students filing such appeals should be aware that the Director of Competitive Sports & Facilities might choose to levy a sanction greater than the one appealed. Extremely severe infractions may be referred to the Office of Student Rights and Responsibilities.

Sport Clubs function as part of the Florida State University campus community and are representatives of the University as they travel throughout the state, the region, and the nation. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by the Sport Club Program, Department of Campus Recreation, Student Activities Center, The Florida State University and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

Advisor
Every sport club must have a full-time faculty or staff employee of FSU to serve as their advisor in order to be a fully recognized sport club by the university. An individual cannot serve in multiple roles as Advisor and Coach/Instructor at one time.

Advisor Responsibilities
- Serve as an information source, provide guidance and leadership.
- Be knowledgeable of the guidelines and procedures for sport clubs and ensure that the student leaders of the organization are also informed of these policies.
- Assist members and officers in organization and in planning projects.
- Offer assistance in developing and overseeing the club budget.
- Periodically attend club meetings and activities.
- Provide support and advice on generation of funds.
- Provide support and advice during fund-raising events.
- Ensure club abides by University policies and procedures.

Advisor Title IX (Sexual Misconduct) Responsibilities
Advisors can notice warning signs, like absences from meetings, decreased productivity, lower grades, or social withdrawal. People often tell those they trust. In your role, you may be one of the first people a student confides in. Title IX states that all paid employees of Florida State University that are not identified as a confidential resources, are mandated to report any case of sexual misconduct that they become aware of to the Title IX Director. Advisors that are not paid employees are encouraged to report cases of sexual misconduct to the Title IX Director. If a student discloses to you and you are a mandatory reporter it is important to disclose your limitations, and your obligation to report to the Title IX Director. If possible make sure the student is aware of these limitations before they disclose.

Step One: Care for the Student by ensuring safety and listen to as much or as little as they want to share.
Step Two: Connect Student to Confidential Resources
The reason at any time.

Administrative Staff must be informed beforehand, but it is not the responsibility of the Sport Club Administrative Staff and individual or Florida State University cannot serve goal it is Club

Coach/Instructor Responsibilities

- Coaches/Instructors should preferably be experienced within the specific area of instruction and possess the necessary certifications and licenses, if they are required.
- Coaches are required to attend a Coaches Training in the beginning of Fall semester.
- The maximum number of coaches/instructors per each club is four (4). If you have an exception and need more than four (4) coaches/instructors, a written appeal must be filed in the Sport Club Office and approved by the Coordinator of Sport Clubs.

Coach/Instructor Responsibilities

- The Coach/Instructor should restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization and, as such, the student representatives (not the coach/instructor) should serve as the liaison between the club and the sport club staff, the University, and all non-University agencies. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.
- Coaches/Instructors must be recommended by club members and must submit a signed instructor/coach application form each academic year in order to coach.
- The Coach/Instructor must be aware of and follow all University and Sport Club policies and procedures.
- The Coach/Instructor should restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization and, as such, the student representatives (not the coach/instructor) should serve as the liaison between the club and the sport club staff, the University, and all non-University agencies. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.
- The student members must handle club business matters (hosting tournaments, submitting forms, equipment requests, etc.) with the coach/instructor serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach/instructor or any single student representative.
- Coaches/Instructors must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of Florida State University. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when traveling, coaches must be aware that they are still representing the University and must act in a professional manner.
- Participation in the Sport Club Program is strictly voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach/instructor.
- It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University.
- Coaches/Instructors should refrain from making appointments with the Director of Campus Recreation, Men's and Women's Athletic Directors, or any other person to discuss club business without first informing a member of the Sport Club staff.
- Coaches should not, under any circumstances allow hazing to take place within the club, nor should they allow an environment of hazing to exist.

TIER SYSTEM

The Sport Club Program Tier System has been put in place to help guide the Sport Club Executive Council when it comes to budget allocations as well as giving each sport club goals each year. The tier system was created to give each club the opportunity to improve their funding potential by gaining a certain level within the system. There are three (3) levels within the Tier system and they are based on eleven (11) different categories. At the end of each academic year, the Sport Club
Executive Council will evaluate the requirements for each tier, and changes will be made accordingly.

**Levels in Tier System**

There are three (3) levels that a club can strive for within the tier system. The Garnet tier is the highest tier a club can achieve. Gold is the middle tier, followed by the White tier. Clubs must complete all minimum requirements for the tier they are striving to achieve or they will not be placed in a tier the following year, and will face sanctions for not meeting a tier. Sanctions may include removal of sport club status as a result of not meeting a tier. The tier a club achieves will give the Sport Club Executive Council a recommended starting point for their allocation. This initial figure can change each year depending on the amount of funding received from SGA as well as the number of clubs who achieve each tier. A club has the ability to jump multiple levels from year to year. For example, if a club meets the minimum requirements for the white tier, the following year they can achieve the garnet tier.

**Tier System Categories Outlined**

**Roster Size**  
Each club will be required to have a minimum number of active club members on their roster within the tier system. In order for members to be counted as active members, they must appear on competition, seminar, or travel forms.

**Officer Training**  
Officer training is held every Fall, and Spring for new officers, for all Sport Club Officers. There are a minimum number of required attendees depending on the level within the tier system.

**Meeting Attendance**  
There are four (4) Sport Club General Meetings throughout the year, two (2) in the Fall and two (2) in the Spring. One (1) officer from each club is required to attend to receive Sport Club Program updates, budget information, and listen to special guests.

**Leadership Series**  
The Sport Club Program offers the Leadership Series each year to provide additional learning opportunities for the Sport Club members. These sessions provide learning opportunities from guest speakers on topics that are important to the program and clubs. There will be six (6) sessions offered throughout the year, three (3) in the Fall, and three (3) in the Spring.

**Community Service**  
Each club will be required to do community service as part of the Tier System. Community Service will be counted based on number of hours completed by each individual member. Community service is deemed as services volunteered by individuals or an organization to benefit a community or its institutions. Some examples are the American Heart Association’s Heart Walk, sport clinics, Habitat for Humanity, or doing a neighborhood cleanup.

**Hosting Events**  
As a part of the Sport Club Program, clubs are required to host competitions or seminars to be considered an active club. These can be co-hosted events for those who do not have facilities close to campus, or seminars for those who do not compete. Clubs can achieve this category on multiple levels through hosting a tournament, multiple single games, or seminars. A tournament includes at least three (3) visiting teams.

**Travel**  
Members of the Sport Club Program are required to have five (5) documented opposing institutions or the ability to attend seminars. In the tier system, clubs must compete away from Tallahassee or attend a seminar in another city. Noncompetitive clubs can host one (1) seminar and travel to one (1) seminar to satisfy this requirement.

**Attendance at Other Sport Club Events**  
Clubs are required to show their support for other Sport Clubs by attending their events. Clubs will receive credit for attending one (1) similar club event (e.g. Women’s Rugby members showing support at Men’s Rugby event) for this requirement; attendance at other events must be at events of a different sport. They must stay for a whole game, or two (2) hours, and they must verify with an officer or Sport Club Program Assistant at the event.

**Fundraising**  
Each club will be required to fundraise through the FSU Foundation if they are requesting allocated funds from the Sport Club Executive Council (SCEC). Clubs are required to fundraise a certain percentage of the allocated monies they were awarded by the SCEC – each tier has a percentage requirement (White: 25%, Gold: 50%, Garnet: 75%). A fundraising project is considered a method used by the club to generate funds other than funds allocated by the SCEC.

**Administrative Point Requirements** (page 12)  
Administrative points are another category within the tier system. Specifically, points are reflective of the paperwork that sport clubs are required to complete throughout the year to be part of the Sport Club Program. This includes registration, travel, and weekly numbers. Within the tier system, clubs must gain a minimum number of administrative points to achieve each tier.

**Other Requirements**  
All clubs must remain in good standing with the Sport Club Program in order to be a part of the tier system each year.

On the following page are the 2015-2016 Sport Club Tier System Requirements:
### 2015-16 Sport Club Tier System

<table>
<thead>
<tr>
<th>Category</th>
<th>Tier 1 - Garnet</th>
<th>Tier 2 - Gold</th>
<th>Tier 3 - White</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roster Size</td>
<td>20 Active Members</td>
<td>15 Active Members</td>
<td>10 Active Members</td>
<td>Active Members Appear on Competition, Seminar, or Travel Forms</td>
</tr>
<tr>
<td>Officer Training</td>
<td>4 at Fall Training Sessions</td>
<td>3 at Fall Training Sessions</td>
<td>2 at Fall Training Sessions</td>
<td></td>
</tr>
<tr>
<td>Meeting Attendance</td>
<td>Attend 4 of 4 Meetings</td>
<td>Attend 3 of 4 Meetings</td>
<td>Attend 2 of 4 Meetings</td>
<td>One Officer Required per Meeting</td>
</tr>
<tr>
<td>Leadership Series</td>
<td>12 Total Attendees, No More than 3 per Session</td>
<td>10 Total Attendees, No More than 3 per Session</td>
<td>8 Total Attendees, No More than 2 per Session</td>
<td>6 Possible Sessions, Extra Attendees Welcome but Do Not Count in Required Total Attendees Number for Club</td>
</tr>
<tr>
<td>Community Service</td>
<td>75 Total Hours 2 Event Minimum 10 Members Minimum per Event</td>
<td>50 Total Hours 2 Event Minimum 8 Members Minimum per Event</td>
<td>25 Total Hours 2 Event Minimum 5 Members Minimum per Event</td>
<td></td>
</tr>
<tr>
<td>Hosting Events</td>
<td>Host 1 Tournament or 3 Games or 3 Seminars</td>
<td>Host 1 Tournament or 2 Games or 2 Seminars</td>
<td>Host 2 Games or 2 Seminars</td>
<td>A Tournament Includes at Least 3 Visiting Teams</td>
</tr>
<tr>
<td>Travel</td>
<td>3 Official Trips to Represent FSU, Not Including Nationals</td>
<td>2 Official Trips to Represent FSU, Not Including Nationals</td>
<td>1 Official Trip to Represent FSU</td>
<td>Noncompetitive Clubs Can Host 1 Seminar and Travel to 1 Seminar to Satisfy These Requirements</td>
</tr>
<tr>
<td>Attendance at Other Sport Club Events</td>
<td>10 Members at 3 Different Events</td>
<td>8 Members at 2 Different Events</td>
<td>5 Members at 1 Event</td>
<td>Clubs Must Not Be Similar, Attendees Must Stay for Whole Game or 2 Hours, Must Verify with Event Supervisor or Club Officer</td>
</tr>
<tr>
<td>Fundraising Amount</td>
<td>75% of Original SCEC Allocation</td>
<td>50% of Original SCEC Allocation</td>
<td>40% of Original SCEC Allocation</td>
<td>Fundraising for This Requirement Must Be Processed Through FSU Foundation</td>
</tr>
<tr>
<td>Administrative Point Requirements</td>
<td>Earn minimum of 225 Points Prior to April Deadline</td>
<td>Earn minimum of 200 Points Prior to April Deadline</td>
<td>Earn minimum of 175 Points Prior to April Deadline</td>
<td>Total of 250 Administrative Points are Related to Paperwork and Other Office Tasks</td>
</tr>
<tr>
<td>Other Requirements</td>
<td>Must Meet Criteria for Sport Club Program and Maintain Good Standing</td>
<td>Must Meet Criteria for Sport Club Program and Maintain Good Standing</td>
<td>Must Meet Criteria for Sport Club Program and Maintain Good Standing</td>
<td>Clubs May Advance Up or Down Multiple Tiers in a Single Year</td>
</tr>
<tr>
<td>Funding Possible</td>
<td>Initial Allocation Recommendation of $4,000</td>
<td>Initial Allocation Recommendation of $2,500</td>
<td>Initial Allocation Recommendation of $1,000</td>
<td>Program Awards, Campus Awards and Competitive Successes May Also Factor into Allocation Process</td>
</tr>
</tbody>
</table>

**Notes:**
- Clubs Must Complete the Requirements of the Selected Tier by end of Spring semester.
- Tier Assignments Will Be Made at end of Spring semester for SCEC Budget Allocations to Occur in April.
- April - June Fundraising and May - June Community Service Shall Apply to the 2015-16 Tier System.
- All Other Categories Will Be Tabulated on a July - March Time Period.
Administrative Point Requirements

Sport Club Program General Meetings
Sport Club Program club representatives meet four (4) times throughout the year, twice in the Fall and twice in the Spring. Each Club is required to have an officer in attendance at these Sport Club Program meetings. Failure to have a representative at the meeting will result in zero (0) points in the tier system point's standings. Meeting dates, times, and locations can be found in the 2015-2016 Sport Club Program Important Dates link in the Resource Center on the Sport Club Webpage.

Weekly Participation Numbers
Sport Clubs are required to submit weekly participation counts of all club activity to their Sport Club Program Assistant by Monday morning every week. The purpose of the weekly participation numbers is for the Sport Club Program to keep track of all club activity on a weekly basis. The weekly participation numbers are also used in reports provided to Student Government Association to justify the allocation of funds to the Sport Club Program along with reports sent by the Campus Recreation Director to other Student Affairs professionals. Failure to submit your weekly participation numbers will result in a minor penalty in the administrative point requirements section of the tier system.

Monthly Reports
At the conclusion of every month, each club will receive a report from their Sport Club Program Assistant updates in areas that include: finances, tier system standings, participation numbers, club accomplishments, club upcoming events, SCEC notes to club, and upcoming program-wide events. This monthly report will provide a monthly snapshot of club operations, and will serve as a valuable historical reference for incoming club officers and general members.

Additional Paperwork
Throughout the year, additional paperwork such as: fall and spring semester sport club registration, spring semester, and end-of-year reports are required to be turned in to the Sport Club Office. This required paperwork will count towards a club's point total within the Sport Club Program Tier System. Additional paperwork can be found under the Administrative Forms and Risk Management Forms sections in the Resource Center of the Sport Club Webpage.

Fall Paperwork
Club Roster (Online):
Includes listing of all club members including first and last name. This roster must be continually updated.

Coach/Instructor Agreement (MS Excel File):
Must be completed annually. Clubs that do not utilize a coach/instructor must turn in a form with the club name and “N/A” in the first blank.

Participant Consent Waivers (Online – Rec Connect):
The Participation Statement and Informed Consent Form must be completed by each member of the club on an annual basis online through Rec Connect. New members must complete a waiver prior to participation in any practice, event, or competition.

Equipment Agreement Form (MS Excel File):
Completed by the club President, each club is in agreement for proper treatment, care, storage, etc., of University-owned equipment being used by the club. Clubs that do not utilize University equipment must submit a form with the club name and “N/A” in the first blank.

Fall Semester Schedule (Word Doc):
Each club is to submit a complete schedule of all club activities, including home and away events, for the fall semester.

Risk Management Plan (Online):
A comprehensive plan of risk management planning including an education plan for new members (below), club or national governing body insurance requirements, accident/injury reporting, travel pre-cautionary/emergency protocols, etc.

New Member Education Plan (Online):
Each club is required to complete a risk management write-up for their club detailing how the club prepares new and inexperienced members into the activity, and additional measures that the Safety/Travel Officer, and general members, will take to ensure a safe environment for all participants.

Club Constitution (Online – Nole Central):
A constitution is a set of rules for your organization. All sport clubs must spend time writing a constitution tailored for their organization. In most cases, your club may already have a constitution in pace; take time to review and make amendments as necessary. Refer to the "Writing a Constitution" section of the RSO Handbook for information on specific items that must be found in a student organization's constitution.

Spring Paperwork
Equipment Agreement Form (MS Excel File):
Same as Fall mentioned above.

Roster Update (Online):
Includes listing of all club members including first and last name. This roster must be continually updated.

Spring Semester Schedule (Word Doc):
Each club is to submit a complete schedule of all club activities, including home and away events, for the spring semester.

Final Paperwork
End-of-the-Year Report (Online):
Each club is required to complete an End of Year Report and turn it in to the Sport Club Office in conjunction with the club’s End-of-the-Year Meeting with their Program Assistant, and with the Coordinator of Sport Clubs if necessary. This report provides the Sport Club Office with a year-in-review of club
activities and contact information for future officers of the club.

**Transition Notebook** (Not Required, but Encouraged)

The Transition Notebook is a compilation of important information in regards to club business. It can be a notebook, a file, or saved electronically. This should include information such as past budget information, contact information, alumni contacts, fundraising records, and any other pertinent club information. This notebook should be designed to be passed between outgoing and incoming club officers from year to year.

On the following page are the 2015-2016 Administrative Point Requirements that feed into the Tier System:
# 2015-16 Sport Club Administrative Point Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Point Value</th>
<th>Total Points Possible</th>
<th>(Late) Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekly Numbers</strong></td>
<td></td>
<td>2 points each</td>
<td>62 points</td>
<td>-2 pt per day; No credit if more than 2 days late, but still must turn in</td>
</tr>
<tr>
<td></td>
<td>8/24-8/30</td>
<td>1/4-1/8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8/31-9/6</td>
<td>1/11-1/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/7-9/13</td>
<td>1/18-1/22</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/14-9/20</td>
<td>1/25-1/29</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/21-9/27</td>
<td>2/1-2/5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/28-10/4</td>
<td>2/8-2/12</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/5-10/11</td>
<td>2/15-2/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/12-10/18</td>
<td>2/22-2/26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/19-10/25</td>
<td>2/29-3/4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/26-11/1</td>
<td>3/7-3/11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/2-11/8</td>
<td>3/14-3/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/16-11/22</td>
<td>3/28-4/1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/23-11/29</td>
<td>4/4-4/8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/30-12/6</td>
<td>4/11-4/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/7-12/11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel Paperwork</strong></td>
<td>Pre Travel (Required if Traveling)</td>
<td>N/A</td>
<td>N/A</td>
<td>-10 pts if no show at Fall recruitment night or 5 pts deduction if club leaves before halfway mark</td>
</tr>
<tr>
<td></td>
<td>Pre Travel Reimbursement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request &amp; Post Travel Expense Report (both required if seeking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>reimbursement)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post Travel Results (required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Recruitment Night</strong></td>
<td>Fall</td>
<td>10 points</td>
<td>10 points</td>
<td>-5pts for each item per day that it is late</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Paperwork</strong></td>
<td>Club Roster</td>
<td>10 points each</td>
<td>80 points</td>
<td>-5pts for each item per day that it is late</td>
</tr>
<tr>
<td></td>
<td>Coach/Instructor Agreement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consent Forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment Agreement Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Semester Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisor Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Risk Management Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Member Education Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Paperwork</strong></td>
<td>Equipment Agreement Form</td>
<td>10 points each</td>
<td>30 points</td>
<td>-5pts for each item per day that it is late</td>
</tr>
<tr>
<td></td>
<td>Roster Update</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring Semester Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Website Checks</strong></td>
<td>8/15; 9/15; 10/15; 11/15; 12/15; 1/16; 2/16; 3/16; 4/16</td>
<td>5 points each</td>
<td>45 points</td>
<td>-5 pts if social media account is deemed inactive for prior month</td>
</tr>
<tr>
<td><strong>Final Paperwork</strong></td>
<td>End-of-the-Year Report (mandatory)</td>
<td>11 points for End-of-Year Report</td>
<td>23 points</td>
<td>-10 pts if not completed a week after initial deadline</td>
</tr>
<tr>
<td></td>
<td>End-of-the-Year Meeting (mandatory)</td>
<td>12 points for End-of-Year Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awards</strong></td>
<td>Sport Club of the Year</td>
<td>+10 points per award received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club Officer of the Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Most Improved Club of the Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Officer of the Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Service Award Award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fundraising Award</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Points=250</td>
</tr>
</tbody>
</table>

## Tier System Points Breakdown

<table>
<thead>
<tr>
<th>Garnet</th>
<th>Gold</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>200</td>
<td>175</td>
</tr>
</tbody>
</table>
Failure to Follow FSU, Student Activities Center, or Sport Club Program Policies and Procedures

Points can be deducted and additional penalties enforced for violations of Florida State University, SAC or Sport Club Program Policies and Procedures.

The deduction of points is in addition to any penalties outlined in the Disciplinary section of this guidebook. The following penalties will result in a loss of points in the Sport Club Program Tier System Points standings. Additionally, any major violation will result in a drop in Tier.

Minor Offense – loss of 5 points
Examples:
- Failure to turn in paperwork that is not included in tier point system (i.e. travel papers, requisitions, visiting team consent forms, etc.)
- Club caught practicing with ineligible player (5 pts each player) - A player is ineligible if not on roster and has not completed consent form
- Club member caught practicing without FSU card
- Failure to follow posting rules
- Illegal participation in Intramural Sports
- Any other offense deemed minor

Major Offenses – loss of up to 20 points
Examples:
- Breaking the law
- Violating major university policy
- Major problems with regard to conduct while representing FSU both in Tallahassee and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament)
- Misuse or abuse of facility
- Failure to report all drivers
- Travel without informing Sport Club office
- Any other offense deemed major

At any point in time a club accumulates 20 points in deductions, the sport club administrative staff reserves the right to suspend organizations and/or members, or take additional disciplinary action including referral to the Office of Student Rights & Responsibilities and Dean of Students Office.

DISCIPLINARY

Penalties for violations of policies set forth by the Sport Club Program, Department of Campus Recreation, Student Activities Center, and Florida State University are outlined below. Penalties listed below are assessed by the Sport Club Program administrative staff and the Sport Club Executive Council. Violators of any rule, regulation or policy are subject to additional penalties set forth by the individual program, department or entity in which the violation occurred.

Definitions
A. Warning
A warning is issued to a club as stated in the Sport Club Policies and Procedures (above). A club that has received a warning may be suspended for a second violation without being subject to probation.

B. Probation
A club that is put on probation is subject to suspension with or without warning in the event of a second Sport Club Program, Campus Recreation or University policy violation. Probation may include freezing of allocated funding spending for a period determined by the Sport Club program administrative staff and the Sport Club Executive Council.

C. Suspension
Suspension of a Sport Club includes the loss of the club’s ability to use allocated facility space for practice or for a special event, to spend any allocated funding from the Sport Club Executive Council, and to represent The Florida State University in competition or any sort of travel. A club’s suspension means immediate cease in club activity, until the suspension is lifted.

Assessment of Penalties

Expectations
Sport clubs that portray a negative image during participation on or off campus will receive no less than a warning for improper behavior. Depending on the severity of the incident(s), a club in violation may be suspended from the Sport Club Program without warning, as a direct result of improper behavior.

Eligibility
Clubs using an ineligible participant will receive no less than a warning. If the problem persists, or more than one (1) ineligible participant is discovered, the club may be suspended from the Sport Club Program.

Clubs that do not have officers that meet the eligibility requirements set forth by the Student Activities Center or the Sport Club Program will not be able to complete registration for either office, and will not be considered an official club.

Registration
Student Activities Center
Potential clubs that do not complete the recognition process by the deadlines set forth by the Student Activities Center will lose status as a sport club within the Sport Club Program. Loss of status includes loss of reserved facility space (recurring or special event), loss of all funding from the SCEC for the entire academic year, loss of travel privileges, loss of ability to represent Florida State University in competition or any
Facilities Violations
Violations of individual facility policies are subject to the penalties set forth by the facility's governing program area, as well as penalties set forth by the Sport Club Program. Failure to utilize facility during scheduled recurring practice time without prior notification (at least 24 hours before reservation is in effect) to the Sport Club Staff will result in a cancellation of future practices, and the potential loss of scheduled practice time. Severe violations as determined by facility staff, in conjunction with the Sport Club Program, will result in the loss of the privilege to reserve facility space for hosting special events. Facility violations may also result in suspension from the Sport Club Program and loss of all facility use including previously scheduled facility reservations.

Funding
A club that is funded by the Sport Club Executive Council (SCEC) that does not complete the recognition process through the Student Activities Center by the deadline will lose all previously allocated funding, and such funds will be reallocated by the SCEC during special reallocations.

Clubs that do not spend all of their allocated funding by the deadline(s) set forth by the Sport Club Program will lose any available funding at the time of the deadline.

Any club or individual club member that uses allocated funds for the purchase of personal equipment, apparel, etc. will lose any remaining allocated funding for that academic school year. Other penalties may be enforced by Sport Club Program, Campus Recreation, or University administrators. A report of theft will be reported with the Florida State University Police Department.

Travel
Travel Eligibility
A club that allows an individual(s) that does not meet travel eligibility requirements as stated in Sport Club Membership (page 5) to travel with the club will be suspended from travel for a period of two (2) weeks. A second offense will result in a travel suspension for up to one (1) month. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

Travel Paperwork
A club that does not turn in the proper paperwork required for a trip three (3) business days before trip and three (3) business days after trip will receive a 5-point deduction in the Sport Club Program Tier System Points Standings. For each form that is not turned in and properly completed by the deadline. A second offense will result in a meeting with the Coordinator of Sport Clubs. A third offense will warrant a suspension. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

Reimbursement Trip
Failure to turn in proper reimbursement paperwork before or after the trip in which reimbursement is being requested will result in a 25% deduction of the total reimbursement amount per traveler for each day late. The Sport Club Office reserves the right to deny reimbursement for repeated offenses of turning in reimbursement, and other travel paperwork, late. Additionally, the Sport Club Office reserves the right to determine appropriate reimbursement amounts and can deny full reimbursement depending on the circumstances.

Non-Reimbursement Trip
A club that does not turn in the proper paperwork required for a trip three (3) business days before trip and three (3) business days after trip will receive a 5-point deduction in the Sport Club Program Tier System Points Standings for each form that is not turned-in, properly completed, by the deadline. A second offense will result in a meeting with the Coordinator of Sport Clubs. A third offense will warrant a suspension. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

Travel Expectations
Upon review by the Coordinator of Sport Clubs of violation(s) of the Travel Expectations, violating clubs may be suspended from travel or suspended from the Sport Club Program. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

Alcohol
Sport clubs that violate the Sport Club Program Alcohol (page 16) will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Campus Recreation, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Florida State University Office of Student Rights and Responsibilities for further sanctioning.

Social Networking Sites
Sport clubs that violate the Sport Club Program Social Networking Sites Policy as stated in Webpage & Social Media (page 29) will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Campus Recreation, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Florida State University Office of Student Rights and Responsibilities for further sanctioning.

Equipment
Clubs that do not abide by the Sport Club Program Equipment Policy, as stated in Equipment & Inventory (page 23), will lose the privilege of using such equipment. The Sport Club Program may require payment from the club for any repair costs, or any remaining costs on property or facility rentals for storage of equipment. If no funds are available to the club, and no appropriate storage space is available for said equipment, the Sport Club Program, as a part of Campus Recreation, retains the option of releasing the equipment via the Florida State University Property Surplus process.
Sport Club Program General Meetings
A club that misses two (2) meetings in one (1) semester will face disciplinary measures decided by the Coordinator of Sport Clubs. A club that misses three (3) meetings throughout the entire year will face suspension for a period determined by the Coordinator of Sport Clubs. Note: A person who is an active member on multiple clubs can only get attendance credit for one (1) of their clubs per meeting.

Weekly Counts
A club that has not submitted their weekly numbers on time to their program assistant will receive a 2-point deduction for each occurrence.

Intramural Sports Participation Policy
A club that has members participating illegally in Intramural Sports will receive a 5-point deduction for each occurrence. Multiple occurrences by the same club may result in probationary status or suspension of the club.

Recognized Student Organization (RSO) Handbook
All violations of the policies set forth in the RSO Handbook are subject to penalty as determined by the Student Activities Center. Violating clubs may also be subject to suspension from the Sport Club Program. A link to the 2015-2016 RSO Handbook can be found at the following link: http://union.fsu.edu/sac/involvement/student-organization-handbook/

Appeals
Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Coordinator of Sport Clubs to determine appropriate actions. The Coordinator of Sport Clubs will consult the Sport Club Executive Council members in disciplinary cases. Clubs or its participants receiving sanctions may appeal the decision to the Director of Competitive Sports & Facilities. Organizations or individual students filing such appeals should be aware that the Director of Competitive Sports & Facilities may choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Office of Student Rights and Responsibilities.

POLICY

Sport clubs must adhere to all policies, procedures and guidelines of the Registered Student Organization Handbook and the Student Code of Conduct, unless otherwise noted in the Sport Club Program Policies.

- The Registered Student Organization Handbook can be found at: http://union.fsu.edu/sac/involvement/student-organization-handbook/
- The Student Code of Conduct can be found at: http://dos.fsu.edu/ssr/conduct-codes/student-conduct-code

Of particular note to sport clubs are the following policies as outlined in the Student Organization Handbook:

Using the Name of the University
Recognized Student Organizations that wish to use the university’s name as part of their organization’s name may do so as long as sponsorship or endorsement by the university is not implied or stated. If used, organizations are restricted to the following:

A. The university’s name may only appear at the end of the organizations name and should be followed by the statement "a Recognized Student Organization" (i.e. Student organization at Florida State University, a Recognized Student Organization)

B. The title should follow one of these forms: (1) Florida State University; (2) FSU.

Gambling

Gambling as a Form of Fundraising (State of Florida Law)
All Recognized Student Organizations are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser, or as a fun activity, is not acceptable for any Recognized Student Organization (RSO). This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools on any University athletic event. If a RSO is planning an event, such as Casino Night, or Poker Tournament, or raffle drawing must meet with Student Activities Center Assistant Director of Event Planning and Permitting by contacting the Student Activities Center Office.

Types of Gambling are as follows:
- **Gaming** - where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- **Betting or wagering** - on the outcome of a future event. Examples include horse racing, Sports betting, and Internet betting.
- **Speculation** - such as gambling on the stock market.

State of Florida Law
**§849.08 Gambling**—Whoever plays or engages in any game at cards, keno, roulette, faro or other game of chance, at any place, by any device whatever, for money or other thing of value, shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

Drawings

Section 849.0935, Florida Statutes, authorizes qualified nonprofit corporations and their officers, employees and agents to conduct drawings by chance, provided certain conditions are met. All brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:

A. The rules governing the conduct and operation of the drawing.

B. The full name of the organization and its principal place of business.

C. The source of the funds used to award cash prizes or to purchase prizes.

D. The date, hour, and place where the winner will be chosen and the prizes will be awarded, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than three (3) days prior to the drawing.
E. That no purchase or contribution is necessary.

It is unlawful for any organization that is authorized to conduct a drawing by chance to require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of either entering the drawing or being selected to win a prize. Therefore, the organization distributing the raffle tickets may not require a contribution or donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject any entry or discriminate in any manner between entrants who contribute to the organization and those who do not. It is also unlawful to fail to notify the person whose entry is selected to win that they have won, or to fail to award the prizes in the manner and at the time stated.

Posting

University Posting Policy
It is important that the campus environment remains aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking and the distribution of commercial and promotional materials, which deface, and depreciate the value of our grounds, facilities, and campuses. To ensure proper posting, FSU has a posting policy that applies to all entities that post, including student organizations. The University Posting Policy can be found online at http://www.posting.fsu.edu.

Alcohol

Sport clubs are prohibited from consuming and/or possessing alcohol at any sanctioned club events other than those at alcohol-licensed business establishments. Alcohol is prohibited at all Campus Recreation facilities including on property owned (boats, vehicles, etc.) or rented (other facility rentals) by the University. Further, clubs cannot sponsor, host, endorse or promote any activities in which alcohol consumption is the prominent activity. This includes, but is not limited to:

- Hosting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, etc.)
- Promoting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, etc.)
- Allowing club members, visiting club members, and club event spectators to possess or consume alcohol while at Campus Recreation facilities or site of competition/event, including events held off-campus and at other institutions.
- Allowing club members or visiting club members to participate in competition/event while intoxicated.
- Suggesting to potential and/or current members that the club hosts parties, campfires, meetings, or other events in which alcohol is consumed. Sport Clubs are also subject to the guidelines set forth by the University Alcohol Policy. The University Alcohol Policy can be found at http://healthpromotion.fsu.edu/alcohol&otherdrugs.html.

Hazing

As stated in the Student Code of Conduct 6C2R-3.004 Student Conduct Code:

Hazing. A hazing is defined as any group or individual action or activity that endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing.

No Hazing Policy - Clubs must abide by all State of Florida Hazing Laws

Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is related to a person's initiation or admission into, or affiliation with, any student group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active or associate members of an organization may be considered hazing. Hazing includes, but is not limited to:

- Interference with a student's academic performance.
- Forced consumption of any food, alcohol, other drugs, or any other substance.
- Forced physical activity, such as calisthenics.
- Deprivation of food or sleep.
- Kidnapping
- Hazardous exposure to the elements
- Any activity that would subject the individual to embarrassment or humiliation.

In the State of Florida, Hazing is a Criminal Offense

A person commits hazing, a third degree felony, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a first degree misdemeanor, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person. It is not a defense to a charge of hazing that:

- The consent of the victim had been obtained
- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Please refer to the Florida State University Hazing Policy in the FSU Student Handbook for more details or visit the Hazing Education Initiative website at http://hazing.fsu.edu.
For more information on anti-hazing laws by state, please refer to [http://stophazing.org](http://stophazing.org).
To access the state of Florida's Anti-Hazing Laws, click Laws & Policies, click Anti-Hazing Laws, click state of FL link.

**Sexual Misconduct**

**Sexual Violence Prevention**
Florida State University does not tolerate sexual violence. We continue to actively and aggressively provide institution-wide programs and services to educate our students and university community on responsible conduct, the meaning of consent, how to properly report cases of sexual misconduct, and how to hold individuals accountable for their behavior. The kNOw MORE sexual violence prevention initiative is about action, education, and the continuum of care for our students, faculty, and staff.

- **Green Dot**
  Florida State University actively promotes Green Dot as the campus wide prevention strategy for reducing sexual violence, relationship violence, and stalking within our campus community. Green Dot is a bystander intervention initiative that recognizes that most people care about the high prevalence of power-based personal violence but don't have the tools to know how to be part of the solution. Green Dot seeks to change the culture by activating all members of our community, thus making sexual violence prevention a responsibility of everyone. For more information on how to be involved and help change our culture, please contact the Sexual Violence Prevention Coordinator at kspruett@admin.fsu.edu

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of federal law, University policy and contrary to the University's values. Florida State recognizes the dignity and worth of each person. Please refer to the University's Title IX Statement at the following link: [https://smr.fsu.edu/community#titleIX](https://smr.fsu.edu/community#titleIX)

Florida State handles sexual misconduct complaints sensitively and discretely; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual misconduct or know someone who has, FSU is committed to providing support and resources to assist. Please refer to the following link to Report an Incident: [https://smr.fsu.edu/report-an-incident](https://smr.fsu.edu/report-an-incident)

If a student group is interested in education and discussion on ways we can all prevent power-based personal violence in our communities please contact the Sexual Violence Prevention Coordinator in Health Promotion, at (850) 644-4039. The Title IX Director at (850) 644-6271 is also available to speak with student groups about what Title IX is, how to file a Title IX complaint and what happens next.

For more resources, such as the FSU Victim Advocate Program, FSU Counseling Center, and many other programs and services, please refer to the following link: [http://smr.fsu.edu](http://smr.fsu.edu)

**SPORT CLUB FUNDING**

**Allocated Account**

The Sport Club Program receives an allocation from Student Government each year and the Sport Club Executive Council (SCEC) acts as a funding board under Campus Recreation to allocate the money to the member clubs for travel, equipment, and other expenditures. The budget hearings are conducted at the end of the spring semester and the SCEC will determine where the funding goes during the budget deliberations in the spring.

1. The allocation of funds to specific clubs within the Sport Club Program is the responsibility of the Sport Club Executive Council (SCEC). The election of representatives to the SCEC, the funding request and allocation process is governed by regulations established by the Student Government Association.
2. A sport club is eligible for an allocation of funds if it is a Recognized Student Organization and a Sport Club Program Member Organization on the final day of classes during the semester prior to the one in which it is requesting an allocation of funds.
3. Each eligible sport club has the opportunity to submit a Budget Request Form during the established time period prior to the SCEC Annual Allocation Process. All clubs that submit a Budget Request Form will receive a Budget Request Hearing of a designated length before the SCEC to provide additional details regarding its request and answer questions from the SCEC members. Following the completion of all Budget Request Hearings, the SCEC enters Budget Deliberations and determines the amount of funds allocated to each club. During this process, the Coordinator of Sport Clubs serves as an advisor to the SCEC, but does not hold voting or veto authority.
4. All funding is allocated on a conditional basis using the Sport Club Tier System. Clubs cannot spend any allocated funds until they have properly completed the applicable registration process for the Student Activities Center and the Sport Club Program.
5. Additional funding may be available throughout the year based on any available sweepings. Clubs will be made aware of any possible extra funding opportunities should they arise.
6. All funds allocated throughout a given academic year must be spent by the deadline set forth by the Sport Club Program.
7. Any purchases made with University funding are for club-use only and become University property. Purchases for personal use are not permitted. All purchases made must be for items that can be kept with the club from year-to-year or for expenses necessary for club function, such as facility rental or league membership. The SCEC may limit reimbursement amounts for particular items including specific travel expenses. Any team uniforms, apparel, etc. purchased with University funding must stay with the club and cannot include any personalization. Purchase of club t-shirts is not permitted with University funding.

**Foundation Account**

**FSU Foundation Account**

Fundraising is required for all clubs to be part of the tier system. The money acquired from a fundraiser can be kept separate from Allocated funds unless Allocated funds were invested in the project. If Allocated funds were used then the proceeds must be deposited into a campus account (i.e. Allocated account or FSU Foundation Account). The Sport Club Office will help process all physical, hand-written checks that a club may want to deposit into their Foundation Account. All checks must be made out to FSU FOUNDATION, with the specific sport club name written in the memo line.
Donations

The Sport Club Program has an account set up through the FSU Foundation. This account allows for sport clubs to accept donations while providing a tax deduction receipt to the donor. The money donated to each club is earmarked for that club and can be spent on things that will benefit the club. Clubs are strongly encouraged to start letter campaigns asking for donations from friends, family, and/or businesses.

Individuals or businesses can donate by either sending a check or donating online.

Donated money is available to clubs for various expenses and is expended in much the same way as allocated budget funds. Donated money is subject to fewer spending restrictions.

To accept a donation by check, follow these steps:
1. Have donor fill out the Sport Club Pledge Form located on the web at: http://campusrec.fsu.edu/sports/clubs/donations
2. Have donor make check payable to FSU Foundation. Club designation can be written in memo line of check.
3. Have donor send Sport Club Pledge Form and check to Coordinator of Sport Clubs at the address provided on the Sport Club Pledge Form.
4. Coordinator will process deposit paperwork.

To accept a donation by credit card (by mail), follow these steps:
1. Have donor fill out the Sport Club Pledge Form located on the web at: http://campusrec.fsu.edu/sports/clubs/donations
2. Include credit card information on the form.
3. Have donor send Sport Club Pledge Form and check to Coordinator of Sport Clubs at the address provided on the Sport Club Pledge Form.
4. Coordinator will process deposit paperwork.

Off-Campus Banking Accounts

A club may open an off-campus bank account however Florida State University, the Student Activities Center, the Department of Campus Recreation, and the Sport Club Program have no responsibility and supervision of student organization off-campus bank accounts. Said accounts will be able to house the funds raised by membership dues, fundraisers, or any other money the club receives. These self-generated funds are non-Allocated funds (non-student fee money). The club is responsible for all oversight and operation of an off-campus account. No funds can be transferred from an Allocated account to the private account or from the private account to the SCP account. The club is responsible for spending these funds in a manner that represents FSU in a positive light and is safe to the club.

Tips you should be aware of when establishing and/or maintaining an off-campus account:
- As an RSO, you are not automatically granted non-profit status. Representing your organization as non-profit to a bank could result in future legal action.
- You are not allowed to use the Federal Identification Number of Florida State University.
- Try to avoid using the Social Security number of an individual member of the organization.
- Avoid storing fundraiser profits in your car or home. If you have a weekend or evening fundraiser and need to keep the profits in a safe place until you can deposit them the next business day, work with the Student Activities Center or Sport Club Office to determine a safekeeping alternative.

Non-Profit Status/Tax-Exemption

Official recognition of any club or organization does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations receive recognition. Purchases made with S Cec allocated budget money and FSU Foundation funds are tax-exempt. Purchases made with other privately-held funds are taxable.

Budget Requests

A club that wishes to be funded through the S Cec must be a Recognized Student Organization (RSO) and must be accepted to, and active with, the SCP for an entire year before any funds will be allocated. “Active” is defined as attending the SCP meetings and following SCP policies and procedures. Budget hearings are held at the end of the spring semester.

Money will be allocated to specific categories in the budget, and must be spent accordingly. Should a club want to move money from one category to the next, the Treasurer of the club must notify the Sport Club Office. It is the responsibility of each club to keep track of that club’s expenditures throughout the year and keep an accurate balance of what funds are left in their accounts.

The Sport Club Executive Council also meets to review member organization requests for additional funding, when such funds are made available through SGA Sweepings, SGA Central Reserves, or SCP Sweepings. All funding requests from member organizations are coordinated by the S Cec for a single presentation to the Student Government Association Budget Committee at Senate Chambers.

Hearings & Deliberations

The Budget Hearings are held in the spring semester to determine budget allocations for each club. Clubs present their budget to the S Cec. The committee will hear each club’s budget presentation and then meet to deliberate on how much to fund each club for the entire year following year. The committee will determine how much to fund each club based on the previous year’s tier system standings, point standings, the effectiveness of each club’s presentation, the previous year’s performance, and by each club’s needs for each particular year.

Budget Hearings
1. All Sport Club Executive Council members are required to be present for hearings.
2. Each club will provide a detailed budget request (Budget Projection Request Form) to the Sport Club Executive Council leading up to the budget hearing. These requests will be compiled into a binder for the executive council members prior to the hearings.
3. The budget hearings will be held during April for two (2) nights.
4. Sign-up for the time blocks will occur at the submission of its budget request to the Sport Club Office.
5. Each club will have a 10 to 15-minute block of time to present its budget request and answer any questions from the SCEC. The SCEC will hear every budget request prior to the Budget Deliberations.
6. All budget hearings will be open to the rest of the clubs to attend, though conversation will only be allowed between the SCEC and the presenting club.
7. The Coordinator of Sport Clubs will sit in on all hearings and will be available to answer any questions about past or future budget expenditures or any other club-related business.

Budget Deliberations
1. Budget Deliberations will take place following the completion of all budget request hearings.
2. They will be open to the rest of the Sport Club Program general members to attend, though conversation will be limited to the SCEC and the Sport Club Coordinator.
3. The SCEC Chair will lead the committee through the process of allocating money to each club.
4. The committee will take into account the tier system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
5. Each committee member will have one (1) vote in deciding allocations. A minimum of three (3) votes from committee members is needed in order to make any approvals.
6. The Coordinator will sit in on the deliberations as an advisor to the SCEC; however, the Coordinator will not possess a vote in the process.
7. Following the annual budget deliberations, clubs will be notified in a timely manner by either the Sport Club Coordinator, or SCEC Chair, on their annual budget amounts for the following year.

Budget Breakdown – Expenses Categories
League Membership – any fees associated with a sport club National Governing Body
Facility Rental – any fees associated with rental, practice or event space
Travel – any fees associated with travel including: gas, hotel reservations, entry fees, etc.
Seminars – expenses associated with hosting a seminar
Equipment – any fees associated with the purchase and maintenance of equipment
Other – other items that did not fall into a specific category

Deadline for Spending Allocated Budget
All clubs must spend their allocated funds by the April deadline that is set by the Sport Club Program. Clubs are required to submit supporting documentation that they will spend their remaining funds, such as an expense request, or travel reimbursement paperwork, in order to reserve their club’s funds for the remainder of the spring semester. Unspent funds are swept into the general Sport Club Program account for reallocation. Once the unspent funds have been reallocated, they must be spent by a new deadline in accordance with the current fiscal year. All updates and deadlines for this process will be announced at a Sport Club Program general meeting in the spring semester.

Student Government Association (SGA) Sweepings and Central Reserves
Each fall and spring, the Sport Club Program can request additional funding from Student Government. SGA Sweepings requests happen at an announced time in the fall and SGA Central Reserves come at an announced time in the spring. Clubs have the opportunity to submit a funding request to the Sport Club Executive Council prior to the announced due date each semester. The due dates and request procedures are announced at prior Sport Club Program meetings. The Sport Club Executive Council will follow the guidelines listed below for SGA Sweepings and SGA Central Reserves requests.

1. Meet and look at all SGA Sweepings and SGA Central Reserves requests upon their submittal.
2. The SCEC Chair will lead the committee through the process of allocating money to each club.
3. The committee will take into account the tier system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
4. Each committee member will have one (1) vote in deciding allocations. A minimum of three (3) votes from committee members is needed in order to make any approvals.
5. The Coordinator will sit in on the deliberations as an advisor to the SCEC; however, the Coordinator will not possess a vote in the process.
6. After reviewing all sport club requests, the SCEC prioritizes the order/importance for all requested items in an effort to consolidate single sport club requests for the Student Government Association.
7. Prepare and present the request for SGA.
8. The allocation of the funds granted from SGA will be determined at a deliberation meeting.
9. They will be open to the rest of the Sport Club Program general members to attend, though conversation will be limited to the SCEC and the Sport Club Coordinator.

Sport Club Program (SCP) Sweepings Reallocation
Additionally, the Sport Club Program internally sweeps all unspent allocated budget funds each April and makes these funds available to active Sport Club organizations. Clubs have the opportunity to submit a funding request to the Sport Club Executive Council during the month of April to receive funding from SCP sweepings. All updates and deadlines for this process will be announced at a Sport Club Program general meeting in the spring semester. The Sport Club Executive Council will follow the guidelines listed below for SCP Sweepings requests.

1. Meet and look at all SCP Sweepings requests upon their submittal.
2. The SCEC Chair will lead the committee through the process of allocating money to each club.
3. The committee will take into account the tier system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
4. Each committee member will have one (1) vote in deciding allocations. A minimum of three (3) votes from committee members is needed in order to make any approvals.
Executive Member Eligibility

5. The Coordinator will sit in on the deliberations as an advisor to the SCEC; however, the Coordinator will not possess a vote in the process.
6. After reviewing all sport club requests, the SCEC prioritizes the order/importance for all requested items.
7. The allocation of the funds granted from SCP Sweepings will be determined at a deliberation meeting.
8. They will be open to the rest of the Sport Club Program general members to attend, though conversation will be limited to the SCEC and the Sport Club Coordinator.

National Funds

National Funds Policy & Procedure
The Department of Campus Recreation is committed to the overall success of our sport club athletes and has designated a fund to financially assist clubs that have qualified for their respective national tournament. Although this fund is limited, the Nationals Fund is meant to support club teams in any of the following areas associated with team travel: tournament registration, reimbursement for hotel rooms, map mileage, rental vehicles, or airline costs (airline costs require prior approval from the Coordinator of Sport Clubs). If a club will be qualifying for their national tournament, they must apply for the Nationals Fund separate of the Sport Club Program Spring Reallocations that occurs through the Sport Club Executive Council.

Below are the procedures outlining the application process for the Nationals Fund:
1. The Sport Club Nationals Fund Request can be accessed online in the Resource Center of the Sport Club Webpage.
2. Clubs must fully complete the form, along with attaching all quotes for travel requests.
3. Clubs are required to turn in the form to the Sport Club Office fourteen (14) business days before their scheduled departure date.

All Nationals Fund Requests will be reviewed by the Sport Club Executive Council, Graduate Assistant, Coordinator of Sport Clubs, and Director of Competitive Sports & Facilities. All final financial decisions will be made by the Coordinator of Sport Clubs and Director of Competitive Sports & Facilities.

SPORT CLUB EXECUTIVE COUNCIL (SCEC)

The Sport Club Executive Council (SCEC) is comprised of five (5) executive members that represent the member organizations (i.e. sport clubs) under Campus Recreation that are designated as “Sport Clubs” before all budgetary committees to Student Government. The SCEC will serve in allocating funds to the registered Sport Clubs that are eligible and active within the Sport Club Program. The Coordinator of Sport Clubs shall serve as an advisor to the member organizations (i.e. sport clubs) within the SCEC. This advisor will be a non-voting member that acts as a mediator to expedite all processes.

Selection of the SCEC members will be conducted annually each spring semester at the March Sport Club Program General Meeting. The committee is composed of a Chair, a Vice Chair, three (3) members at large, an ex-officio, and a first alternate, with the ex-officio having no vote unless another voting member is absent. The first alternate would replace the second member who leaves. Each member organization (i.e. sport club) within the SCEC shall be entitled to one (1) representative on the council.

Duties & Responsibilities of SCEC
The SCEC shall have the following powers and duties assigned to them by the Sport Club Program. The SCEC is also subject to all other applicable Student Body Statutes in the exercise of its powers and duties.
1. Represent the member organizations (i.e. Sport Clubs) housed within the Florida State University SCEC at all budgetary hearings of the Student Senate.
2. Sub-allocate funds to registered Sport Clubs, provided that the funds are used in a manner consistent with the Student Body Constitution, the Sport Club Program Guidelines, the Student Body Statutes, the A&S Fee Guidelines and any other applicable rules and regulations.
3. Sub-allocation to SCEC shall not become effective, and funds not released, until approved by the Student Senate, the Student Body President, and the University Vice President for Student Affairs.
4. Design other rules as deemed appropriate, which shall be kept on file for public record in the Senate Office and Office of Information Services.
5. Allocation of Sport Club Budget to include review of individual club budgets, hearings, and deliberation.
6. Reviewing requests, hearings, and deliberations for allocation of Special Funds (SCP Sweepings, SGA Sweepings, SGA Central Reserves).
7. Advise on relevant Sport Club Program policies and procedures.
8. Review new club proposals and possible dismissal of club from Sport Club Program.

Executive Member Eligibility
1. All members of the SCEC must remain in good standing with the Sport Club Program, Department of Campus Recreation, and the University.
2. Student must be able to attend all budget hearings and deliberations.
3. Only one (1) student per club can run for election and only one (1) student per club can be on the committee.
4. This representative must have held an executive board position for at least one (1) year within the club.
5. Must be able to serve for a full year – must be returning for the fall semester with plans to be enrolled in spring.

Duties & Responsibilities of Executive Members
Chair
1. Organize and reside over SCEC meetings.
2. Work with the Sport Club Coordinator to coordinate the Sport Club Program budget to present budget in front of budgetary committees to Student Government.
3. Allocation of Sport Club Budget to include review of individual club budgets, hearings, and deliberation.
4. Review requests, hearings, and deliberations for allocation of Special Funds (SCP Sweepings, SGA Sweepings, SGA Central Reserves).
5. Advise on relevant Sport Club Program policies and procedures.
Donations equipment only; personal equipment purchases are subject to the approval of the Sport Club Program and Campus Recreation staff. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted.

Equipment & Inventory

Purchases
Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the Student Government Association and the Florida State University will apply to all purchases made using Sport Club allocated funds. The Purchasing Process is outlined in Purchasing (page 28) in the Sport Club Guidebook. All purchases are subject to the approval of the Sport Club Program and Campus Recreation staff. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted. Purchases will only be approved if there is a place to store and utilize the equipment.

Donations
When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Club Office. Donations become property of the

Vice Chair
1. In the absence of the chairperson assume all duties of the chairperson.
2. Assist the Chair in coordinating reallocations, and budget hearing/deliberations schedule.
3. Allocation of Sport Club Budget to include review of individual club budgets, hearings, and deliberation.
4. Reviewing requests, hearings, and deliberations for allocation of Special Funds (SCP Sweepings, SGA Sweepings, SGA Central Reserves).
5. Advise on relevant Sport Club Program policies and procedures.
6. Review new club proposals and possible dismissal of club from Sport Club Program.
7. Provide input and vote on End-of-the-Year Sport Club Program Awards.
8. Work with other executive members to organize periodic audits of the SCEC registered sport clubs.
9. Oversee and maintain accurate SCEC meeting minutes.
10. Fulfill any other duties designated by the SCEC or the Sport Club Coordinator.

Member at Large
1. Allocation of Sport Club Budget to include review of individual club budgets, hearings, and deliberation.
2. Reviewing requests, hearings, and deliberations for allocation of Special Funds (SCP Sweepings, SGA Sweepings, SGA Central Reserves).
3. Advise on relevant Sport Club Program policies and procedures.
4. Review new club proposals and possible dismissal of club from Sport Club Program.
5. Provide input and vote on End-of-the-Year Sport Club Program Awards.
6. Fulfill any other duties designated by the SCEC or the Sport Club Coordinator.

Ex-Officio
1. The ex-officio member would replace the first member who leaves.
2. Fulfill any other duties designated by the SCEC or the Sport Club Coordinator.

First Alternate
1. The first alternate would replace the second member who leaves.
2. Fulfill any other duties designated by the SCEC or the Sport Club Coordinator.

Election
1. Will be conducted annually each spring semester at the March Sport Club Program general meeting.
2. Five (5) members at large, an ex-officio, and a first alternate will be elected.
3. The election will be by secret ballot. There will be a list of names provided to the voting representatives (i.e. general sport club members) and they will check off those they want to vote for.
4. Each club will have one (1) vote.
5. Each person who wants to run for a position will have the opportunity to make a brief speech to all general sport club members present at the meeting, making a case for him or herself.
6. The elections for the Chair and Vice Chairperson will take place at the same March.
7. One (1) non-voting ex-officio member will also be elected to the committee.
   a. The ex-officio member is allowed to speak, but not allowed to vote in the deliberations.
8. There will also be an alternate selected in case executive board members vacate their position on the council.
   a. The ex-officio member would replace the first member who leaves. The first alternate would replace the second member who leaves.
9. In the event three (3) or more original committee members leave the committee, an election for a replacement will be held at the next scheduled Sport Club Program general meeting.

Meetings
- The SCEC shall hold meetings four (4) times a year (Sept, Nov, Feb, Apr) for all registered sport clubs and/or such other times as are appropriate.
- A special meeting of the SCEC may be called by petition of a majority of the SCEC.
- Quorum shall be a majority of the total membership.

Additional Information
- Have one (1) member serve on Registered Student Organization Review Board.
- A SCEC member may be elected to other committees within the program, department, or division of Student Affairs.
University and are subject to the storage and checkout procedures established by the Sport Club Program.

Maintenance
Clubs will hold responsibility for the repair, maintenance, and replacement of equipment for which they have purchased through the Sport Club Office or have had donated to the University. Any costs incurred will be the responsibility of the club and must either be included in the club’s annual budget request to be covered with allocated monies or be paid through fundraising activities by the club.

Inventory
Equipment purchased for club use with allocated Sport Club funds must be inventoried and stored with Campus Recreation, as it is considered property of the University. Clubs may checkout equipment prior to the start of a season and then must return the equipment to storage at the conclusion of the season, unless other arrangements are made with the Sport Club Program. All club equipment must be documented on the Equipment Form found in the Resource Center on the Sport Club Webpage, which is updated and submitted at the beginning of each semester. Below is additional information needed to complete the form:

- Item Name – Clear defining name of the equipment.
- Description – This includes any relevant identifying information such as brand, model, color, etc.
- Amount – Number of each equipment items. Even if equipment is the same type but a different model then the items should be listed separately.
- Storage Location – The primary location which the equipment is stored.

*For a visual of the Equipment Agreement Form, please refer to the Resource Center tab on the Sport Club Webpage: http://campusrec.fsu.edu/sports/clubs/forms

Semester/Annual Equipment Checkout
Clubs may request to check out equipment on a semesterly or annual basis. Clubs will hold responsibility, including financial liability, for the repair, maintenance, and proper storage of equipment that they have checked out.

Storage
Clubs that check out equipment on a long-term basis are required to provide the Sport Club Office with the exact location that such equipment will be stored. Costs associated with off-campus storage of Sport Club Program equipment are the responsibility of the club and must either be included in the club’s annual budget request for allocation or be paid thorough fundraising activities by the club.

The Sport Club Office may, at any time, request to see checked-out equipment, as this equipment belongs to the University. If the equipment is being stored at an off-campus facility, Campus Recreation administrators retain the right to access the equipment unannounced. For inventory and property records purposes, Campus Recreation administrators may need to access the equipment without prior notification of the club and its members. For smaller equipment stored at a club member’s private residence, requested equipment must be produced to the Sport Club Office within 48 hours of the request.

Limited storage space for club equipment is available at the Tournament Building at the Rec SportsPlex, as well as the basement area of Tully Gymnasium. For questions on how to reserve space for club equipment, please contact the Graduate Assistant of Competitive Sports & Facilities.

Facilities & Requests
Sport Club Practices, Facility Reservations & Hosting an Event

Campus Recreation Facilities
The following is a list of FSU Campus Recreation facilities:

Competitive Sports Facilities
- Rec SportsPlex
- Main Campus Fields
- Westside Courts
- Tully Gymnasium
- Speicher Tennis Center
- Harkins Turf Field

Fitness and Wellness Facilities
- Leach Center
- Fitness & Movement Clinic

Aquatic Facilities
- Leach Aquatic Center (Pool & Spa)

Outdoor Adventure Facilities
- FSU Reservation

Facility Policies
1. All participants for any activity other than a special event must be eligible Sport Club participants as stated in Sport Club Membership (page 5).
2. All patrons must follow the instructions given by Campus Recreation staff members. Violators are subject to ejection and suspension from the facility and other Campus Recreation programs, services, and facilities.
3. Alcohol is NOT permitted on the fields, in the parking lot, or in any other area of any Campus Recreation facility. This includes alcohol that has been consumed; intoxicated participations and spectators are NOT permitted. Campus Recreation staff reserves the right to search coolers or bags brought on
to the premises.
4. No pets, alcohol, tobacco, glass containers, or weapons are permitted at all Campus Recreation facilities.
5. Condition of the facility, other than normal wear and tear of field conditions based on specific activity, must be left better than it was found. This includes picking-up after club use.
6. Equipment in the facility is not to be moved in any way without prior approval of Campus Recreation administrative staff.
7. Patrons who enter a closed Campus Recreation or off campus facility are subject to immediate suspension from all sport club activities and banishment from all Campus Recreation facilities for a period of up to one (1) year. Additional charges may be filed with the Student Judicial Board and/or FSU Police at the discretion of Campus Recreation staff and Florida State University officials.
8. Clubs must adhere to all facility guidelines.

For further facility guidelines follow the links below to the respective facility or facilities:

**Competitive Sports Facilities**
http://campusrec.fsu.edu/sports/facilities/policies

**Fitness and Wellness Facilities**
http://campusrec.fsu.edu/fitness/leach-fmcfacility-policies

**Aquatic Facilities**
http://campusrec.fsu.edu/fitness/aquatics/pool-spa-rules

**Outdoor Adventure Facilities**
http://campusrec.fsu.edu/outdoors/reservation/policies

### Sport Club Practices

#### Practice Requests
Sport Clubs can request facility space for practices on a recurring basis through FSU Campus Recreation and the Sport Club Program. All Sport Club Practice Request Forms that are properly completed and turned in by the deadline to the Sport Club Office will be used by the Coordinator to create a practice schedule for each facility, each semester. Scheduling for sport clubs is based on the standing of the organization within the Sport Club Program and priority is determined using the tier system and administrative points system. Practice schedules are made at the beginning of each semester - Fall, Spring and Summer - and continue throughout that term.

In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency. Clubs must make use of their allotted practice space once it is scheduled to them. If clubs wish to discontinue regular practices, club representatives must contact the Sport Club Office.

#### Practice Cancellations and Conflicts
On occasion, special events by FSU Athletics, Intramural Sports, other Sport Clubs or other University entities may require certain practice sessions to be canceled for particular groups. Please be prepared to make accommodations for your group in these cases. Cancellation dates will be released in advance, when possible.

If a club cancels a practice, club representatives must contact the Sport Club Office at least 24 hours before the reservation is in effect. Failure to utilize facility during scheduled recurring practice time without prior notification to the Sport Club Staff will result in a cancellation of future practices, and the potential loss of scheduled practice time. Severe violations as determined by facility staff, in conjunction with the Sport Club Program, will result in the loss of the privilege to reserve facility space for hosting special events.

### Facility Reservations & Hosting an Event

Clubs can request facility reservations for the hosting of a special event through FSU Campus Recreation and the Sport Club Program. Clubs must request the facility at least two (2) weeks in advance of the desired event. All standard facility policies apply for special events. It is the club’s responsibility to monitor all club event operations, including the actions of teammates, visiting teams, fans, spectators and guests. Arrangements for participation by non-FSU affiliated individuals must be made with Campus Recreation staff prior to the event, and adhere to Sport Club Program policies.

#### Visiting Team Informed Consent Form
Non-FSU affiliated participants from other University Sport Club Programs are required to read, complete, and sign the Visiting Team Informed Consent Form prior to participation in any FSU Sport Club hosted event. The form requires emergency contact information for every participant. The emergency contact must be within the United States and cannot be participating in the event. The form must then be turned into the Facility Supervisor on duty or to the Sport Club Office.

#### Priority Reservation Deadline
All facility requests received by the priority reservation deadline established for the particular 4-month period will be ranked according to their assigned priority and the reception date of request. Facility requests received after the priority reservation deadline will be considered in the order in which they are received. If two or more groups reserve the same date, the group that submits their deposit first will be given first priority for the date. The following schedule has been established for priority reservation deadlines:

- **Fall Semester Reservations**
  The priority deadline date for reservations in September, October, November, & December is August 1st (or the next business day).

- **Spring Semester Reservations**
The priority deadline date for reservations in January, February, March, & April is November 1st (or the next business day).

**Summer Semester Reservations**
The priority deadline date for reservations in May, June, July, & August is March 1st (or the next business day).

**Event Facility Request Process**
Rec SportsPlex, Main Campus Fields, Westside Courts, Tully Gymnasium, Speicher Tennis Center, & Harkins Turf Field:

1. To request space at one of these facilities, complete the online Competitive Sports Facility Request Form located at the following link: [http://campusrec.fsu.edu/sports/facilities/rentals](http://campusrec.fsu.edu/sports/facilities/rentals). Below is additional information needed to complete the form:
   a. **Event Contact** – Information for the primary contact for the event. This person will be contacted about the confirmation and denial of the request as well as any questions pertaining to the event.
   b. **Proposed Activity** – What is the reason you are requesting the facility? The event/activity you are planning on using the facility space for is to be noted in this field.
   c. **Type of Event You Are Hosting** – Check which type of event being hosted at the facility (Sport club single game/match, Sport club multiple games/tournament, Large-scale recreational event, Small-scale recreational event, Greek philanthropy event, other).
   d. **Start and End Time(s)** – The time you are planning on beginning and the time you are planning on ending activity at the facility each day are required. Make sure to include set-up and clean-up times.
   e. **Estimated Number of Participants and Spectators/Non-Participants** – An estimated number of participants from each group listed is required (FSU Students, FSU Faculty/Staff, Children under the age of 18, other). These estimations help the Campus Recreation staff determine supervisory staffing needs and event size.
   f. **Facility Information** – This includes requested facility space and any facility setup requests.
   g. **Equipment Requested** – If you would like to rent equipment, list what equipment and how many you would like to rent. You will be notified by Campus Recreation what equipment is available for check-out or rental and what equipment you will need to obtain from other FSU Departments or outside sources.
2. The Director of Competitive Sports & Facilities will review all requests and determine the availability of the facilities and issue a confirmation or denial of facility request upon review.
3. The Director of Competitive Sports & Facilities will contact you, if confirmed, to complete additional paperwork and to pay security deposits and all other required fees.

**Leach Center:**

1. To request space at the Leach Center, complete the Facility Request Form (Leach Center) located in the Resource Center: [http://campusrec.fsu.edu/sports/clubs/forms](http://campusrec.fsu.edu/sports/clubs/forms). Below is additional information needed to complete the form:
   a. **Event Contact** – Information for the primary contact for the event. This person will be contacted about the confirmation and denial of the request as well as any questions pertaining to the event.
   b. **Proposed Activity** – What is the reason you are requesting the facility? The event/activity you are planning on using the facility space for is to be noted in this field.
   c. **Type of Event You Are Hosting** – Check which type of event being hosted at the facility (Sport club single game/match, Sport club multiple games/tournament, Large-scale recreational event, Small-scale recreational event, Greek philanthropy event, other).
   d. **Start and End Time(s)** – The time you are planning on beginning and the time you are planning on ending activity at the facility each day are required. Make sure to include set-up and clean-up times.
   e. **Facility Information** – This includes requested facility space and any facility setup requests.
   f. **Equipment Requested** – If you would like to rent equipment, list what equipment and how many you would like to rent. You will be notified by Campus Recreation what equipment is available for check-out or rental and what equipment you will need to obtain from other FSU Departments or outside sources.
2. Turn in the completed Facility Request Form to the Sport Club Office.
3. The Coordinator of Sport Clubs must approve the request before it is sent to the Assistant Director of Leach Operations.
4. If confirmed by the Coordinator of Sport Clubs, the Assistant Director of Leach Operations will then issue a confirmation or denial of facility request.
5. The Assistant Director of Leach Operations will contact you, if confirmed, to complete additional paperwork and to pay security deposits and all other required fees.

**Leach Pool:**

1. To request space at the Leach Pool, complete the Facility Request Form (Leach Center) located online in the Resource Center: [http://campusrec.fsu.edu/sports/clubs/forms](http://campusrec.fsu.edu/sports/clubs/forms). Below is additional information needed to complete the form:
   a. **Event Contact** – Information for the primary contact for the event. This person will be contacted about the confirmation and denial of the request as well as any questions pertaining to the event.
   b. **Proposed Activity** – What is the reason you are requesting the facility? The event/activity you are planning on using the facility space for is to be noted in this field.
   c. **Type of Event You Are Hosting** – Check which type of event being hosted at the facility (Sport club single game/match, Sport club multiple games/tournament, Large-scale recreational event, Small-scale recreational event, Greek philanthropy event, other).
   d. **Start and End Time(s)** – The time you are planning on beginning and the time you are planning on ending activity at the facility each day are required. Make sure to include set-up and clean-up times.
   e. **Facility Information** – This includes requested facility space and any facility setup requests.
2. Turn in the completed Facility Request Form to the Sport Club Office.
3. The Coordinator of Sport Clubs must approve the request before it is sent to the Director of Aquatics.
4. If confirmed by the Coordinator of Sport Clubs, the Director of Aquatics will then issue a confirmation or denial of facility request.
5. The Director of Aquatics will contact you, if confirmed, to complete additional paperwork and to pay security deposits and all other required fees.
FSU Reservation:

1. To request space at one of these facilities, complete the online Competitive Sports Facility Request Form located at the following link: [http://campusrec.fsu.edu/sports/facilities/rentals](http://campusrec.fsu.edu/sports/facilities/rentals). Below is additional information needed to complete the form:
   a. **Event Contact** – Information for the primary contact for the event. This person will be contacted about the confirmation and denial of the request as well as any questions pertaining to the event.
   b. **Proposed Activity** – What is the reason you are requesting the facility? The event/activity you are planning on using the facility space for is to be noted in this field.
   c. **Type of Event You Are Hosting** – Check which type of event being hosted at the facility (Sport club single game/match, Sport club multiple games/tournament, Large-scale recreational event, Small-scale recreational event, Greek philanthropy event, other).
   d. **Start and End Time(s)** – The time you are planning on beginning and the time you are planning on ending activity at the facility each day are required. Make sure to include set-up and clean-up times.
   e. **Facility Information** – This includes requested facility space and any facility setup requests.
   f. **Estimated Number of Participants and Spectators/Non-Participants** – An estimated number of participants from each group listed is required (FSU Students, FSU Faculty/Staff, Children under the age of 18, other). These estimations help the Campus Recreation staff determine supervisory staffing needs and event size.
   g. **Facility Information** – This includes requested facility space and any facility setup requests.
   h. **Equipment Requested** – If you would like to rent equipment, list what equipment and how many you would like to rent. You will be notified by Campus Recreation what equipment is available for check-out or rental and what equipment you will need to obtain from other FSU Departments or outside sources.

2. The FSU Reservation Facility Coordinator will review all requests and determine the availability of the facilities and issue a confirmation or denial of facility request upon review.
3. The FSU Reservation Facility Coordinator will contact you, if confirmed, to complete additional paperwork and to pay security deposits and all other required fees.

**TRAVEL**

**Travel Eligibility**
All club members wishing to travel to participate in club activities must be eligible for sport club participation as stated in [Sport Club Membership](#) (page 5), be included on the Club Roster and have properly completed Informed Consent Forms as stated in [Policy and Administration Requirements](#) (page 5).

**Travel Paperwork**
Sport clubs must submit proper paperwork to the Sport Club Office before and after traveling for competition, or any other club function, regardless if they are requesting reimbursement through club's Allocated or Foundation account. Refer below to the following steps and paperwork associated with each step:

**IMPORTANT:** The deadline for Pre-Travel paperwork is 5:00 PM three (3) business days before a trip. If it is a weekend trip (leaving Tallahassee on Friday, Saturday or Sunday) the Pre-Travel paperwork is due at 5:00 PM on the Tuesday before the trip. The deadline for Post-Travel paperwork is 5:00 PM three (3) business days after return to Tallahassee.

**Before Club Leaves on Trip (Step 1):**
- **Pre-Travel Form (Required):** Identifies individuals from the club that are traveling and individuals that are driving. By signing this form, club members agree to represent the FSU Sport Club Program, Department, and University in a positive light, and that their actions on a trip must adhere to the FSU Student Code of Conduct.
- **Private Vehicle Consent Form (Required):** Each person driving a private (non-rental) vehicle must complete this form. Each individual driving accepts responsibility for the safety of the people riding with them. By completing this form, they understand it is their responsibility to have current, up-to-date insurance coverage for any accidents that may occur while traveling.
  - A Private Vehicle Consent Form is good for the entire academic year in which it is submitted as long as insurance and license are valid. Photocopies of current insurance card and driver’s license are required and must be updated with new copies when they expire. The Sport Club Office can be contacted to verify who has completed Private Vehicle Consent Forms on file for the corresponding academic year.
- **Travel Reimbursement Request (Required only if requesting reimbursement):** Form must be completed for each traveler receiving reimbursement.

**When Club Returns from Trip (Step 2):**
- **Post-Travel Results Form (Required):** An update of noteworthy details from each trip, along with results for the competition/trip.
- **Post-Travel Reimbursement Expense Report (Required only if requesting reimbursement):** Form must be completed to verify the actual expenses paid while traveling.

**If Requesting Reimbursement from Trip**
If your club is seeking to be reimbursed for particular costs experienced while traveling, reimbursement for particular costs comes from SVEC allocated funds in the club's allocated account. Clubs can be reimbursed for the following items:
- **Hotel rooms:** rooms only, no incidentals
- **Map mileage:** at 0.445/mile for non-rental vehicles (i.e. personal vehicles)
  - To determine mileage in state of Florida, use link: [http://fdotewps.dot.state.fl.us/CityToCityMileage/viewer.aspx](http://fdotewps.dot.state.fl.us/CityToCityMileage/viewer.aspx). City “from” will always be Tallahassee, FL.

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To determine mileage for out-of-state travel, we will use physical gas receipts to determine mileage – keep all your receipts.

- **Rental vehicles**: (some restrictions apply – see Coordinator prior to renting a vehicle). For rental vehicles, AVIS must be used unless there is a justification as to why AVIS could not be used. To get a quote on car rentals from Avis, use the Florida State University contract code: **AWD #A113400**. The contract with AVIS includes required insurances in the quoted prices, while other rental companies do not. You must select the AWD option using the drop down arrow in the “Optional Information – I have a Discount Code”.

- **Entry/registration fee(s)**
- **Note**: Food and/or meals are **NOT** reimbursed

**Hotel Reservations**
When making hotel reservations with costs to be reimbursed using University funding, third party services may be used, but keep in mind you are paying in advance. Third party service may not allow cancellations and/or require additional fees. Also, keep in mind that if you are requesting reimbursement for your trip, receipts must demonstrate a balance of $0.00 to show proof of payment with the correct name on the receipt as the person requesting reimbursement; reservation confirmations are not considered valid receipts.

**Travel Expectations**
1. While traveling, sport club members are, as at all other times, expected to conduct themselves in an appropriate manner.
2. The purpose of travel is to participate in club activity.
3. Clubs are encouraged not to travel at late hours or very early hours when it may be harder to stay alert.
4. Drivers are required to know, obey, and uphold all traffic laws.

“High-Risk” Trips
Trips deemed to be “high-risk” by University lawyers, officials, Campus Recreation and/or Sport Club Program administrative staff will require the attendance of a University full-time faculty or staff member as a chaperone to the trip, or may be disallowed completely. “High-risk” trips include those in which the propensity to drink or to display inappropriate behavior is at a higher-level than standard trips. Because the nature of such trips subject club members to bad decision-making or dangerous elements, a chaperone is required.

**PURCHASING**

**Types of Purchases**

**General Purchases**
A General Purchase is an expenditure made by a club for something relatively common, such as equipment (balls, nets, etc.) or maintenance/repairs. These purchases are made with off-campus vendors using a club’s allocated money. In order to begin the process of making a General Purchase, a General Purchase Form must be completed. The SCP does not pay for the purchase of personal equipment, such as pads, sticks, shoes, skates, etc.

**Requirements:**
Clubs are required to turn in general purchase forms for items that they need up to 4 weeks before they need payment because of the time-consuming process to pay a vendor.

In order to process a General Purchase, a quote from the vendor, on paper, will need to be turned into the Sport Club Office along with the General Purchase Form. A quote can be obtained by printing from the vendor’s website or by calling the vendor and requesting one be sent by email to you.

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all of the properly completed paperwork is turned in, the administrative process of making a purchase can begin. The process will take longer if the vendor is new to the University, as that vendor needs to be added to the University’s purchasing system. Most orders will be placed, with items received, within six (6) weeks of the proper paperwork being turned in. However, forms must be turned in a MINIMUM of two (2) weeks before the desired outcome, although at least four (4) weeks is highly recommended.

*If you wish to make a purchase using funds from an FSU Foundation account, as opposed to using Allocated Funds, you must inform the Coordinator of Sport Clubs or Sport Club Program Assistant when you turn in all paperwork of your intention to use Foundation money. All other steps and requirements of a General or Unique Purchase apply.*

**Process for Placing an Order:**
1. Decide what you want to buy and where you want to buy it from.
2. Make sure you have enough money in your account to buy the item(s).
3. Contact the vendor to make sure they accept purchase orders. If not, alert the Sport Club Office which can explore other purchasing methods.
4. Verify the price for the item and the shipping price. Make sure the vendor knows that FSU will be purchasing the item, thus making it a tax-free purchase. The Sport Club Office can supply a tax-exempt statement to the vendor if they request it. Note: Sometimes internet specials do not apply, so make sure they clarify all prices for you.
5. Fill out Purchase Form completely, getting all the information from the vendor. Information must be correct, or else problems can arise in the ordering process.
6. Bring Purchase Form to Coordinator of Sport Clubs or the Sport Club Program Assistant working in the Sport Club Office.
7. Coordinator of Sport Clubs will process the purchase. The item(s) will be shipped to campus, unless other arrangements are made. The entire purchasing process can take anywhere from four (4) weeks to many weeks, depending on the item(s) and vendor.
8. Once the order is received in the Sport Club Office, the person that completed the Purchase Form will be contacted and notified that the order has been received. The club is available to pick up the product in a timely manner.
**Timeline:**

After the required, and properly completed, paperwork is turned into the Sport Club Office, the administrative process of ordering can begin. Using the turned in paperwork, the Coordinator of Sport Clubs will place a purchase order request using the OMNI System. The purchase must then be approved by the Director of Campus Recreation. Once that process has been completed, the FSU Purchasing Department will dispatch a purchase order to the vendor for the items requested. This purchase order serves as a commitment for payment from the university.

Once the purchase order has been received by the vendor, the order should be fulfilled and shipped to the Sport Club Office. When the ordered items have been received in the Sport Club Office, and an invoice has been received, the vendor can be paid. The invoice will be documented and sent over to FSU Purchasing (Accounts Payable), at which time they will send payment to the vendor.

**Unique Purchases**

A unique purchase is an expenditure made by a club for something not purchased very often. Such expenditures include annual league membership fees or facility rentals for hosting events. In order to begin the process of making a Unique Purchase, a Unique Purchase Form must be filled out. A Unique Purchase Form can be obtained on the **Sport Club Webpage** in the Resource Center section under **Financial Forms**.

**Requirements:**

In order to process a Unique Purchase, an Invoice or quote from the vendor, on paper, will need to be turned into the Sport Club Office along with the Unique Purchase Form. For example, for a League Membership, an invoice from the league will need to be obtained with the cost of the membership being purchased. An invoice can be obtained by calling the vendor and requesting one be sent by email to you.

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all of the properly completed paperwork is turned in, the administrative process of making a purchase can begin. The process will take longer if the vendor is new to the University, as that vendor needs to be added to the University’s purchasing system. Most orders will be completed within 2-4 weeks of the proper paperwork being turned in. However, forms must be turned in a MINIMUM of two (2) weeks before the desired outcome, although at least four (4) weeks is highly recommended.

**Timeline:**

After the required and properly completed paperwork is turned into the Sport Club Office, the Coordinator of Sport Clubs will begin the administrative process involved with making a unique purchase. Additional forms need to be filled out by the Coordinator of Sport Clubs, and approved by other Campus Recreation staff members. Once this process has been completed, all the paperwork can be sent over to Purchasing to complete the order.

## WEBPAGE & SOCIAL MEDIA

**Sport Club Webpage**

The Sport Club Webpage [http://campusrec.fsu.edu/sports/clubs](http://campusrec.fsu.edu/sports/clubs) is available as a resource for sport clubs to not only advertise their individual club, but also to access all of the forms needed to conduct sport club business. There are resources available to aide sport clubs in planning events, traveling, or finding important information from other campus departments.

**Social Media**

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

**Responsible Use of Social Networking Websites**

Sport clubs must be especially careful when posting club related pictures or material on social networking websites (i.e., Facebook, Twitter, YouTube, Instagram, etc.). These sites are open to the public and the content on these sites can be directly associated with your club, including any photos that appear to be in violation of the **Disciplinary** section on (page 15). Please remember to only post content that is suitable for public exposure. Educate all members of the club to use caution when using these sites.

**Website Checks**

Every month, our Sport Club Program Assistants conduct website checks to ensure that clubs maintain an active presence on social media. Clubs that do not maintain an active presence on social media will be subject to penalties in the administrative points system. There is no minimum, or maximum, number of sites that a club has to maintain, however, we recommend that chooses a number of social media accounts/website pages that they can realistically manage and reach their target audience effectively.

For updates, deadlines, news, and features on our Sport Clubs at Florida State University, follow us on Twitter at:

[@FSUSportClubs](https://twitter.com/FSUSportClubs)