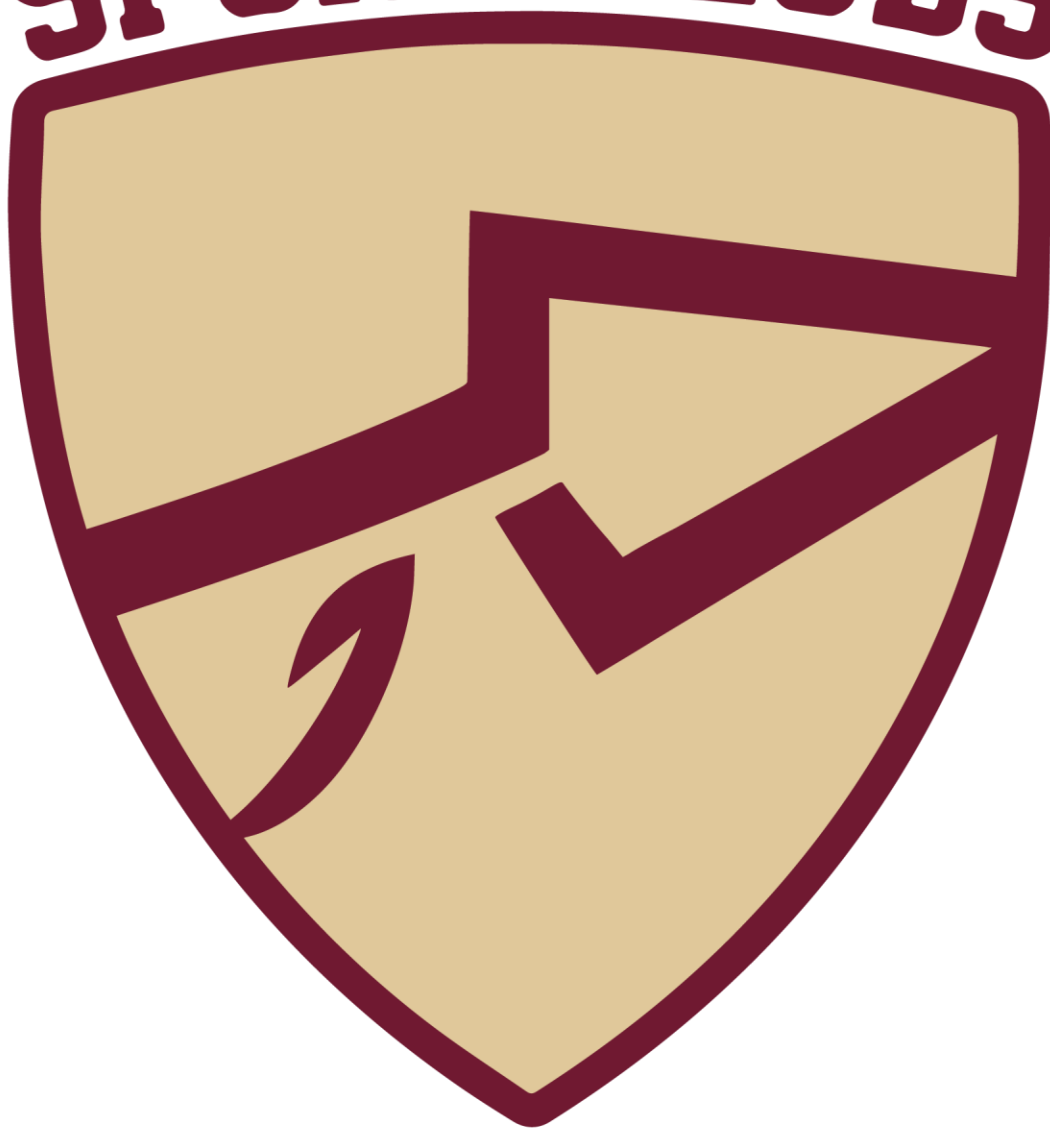


SPORT CLUBS



Florida State University
2024- 2025 Guidebook



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Campus Recreation & University Contacts

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Brittany Mueller, Assistant Director of Sports Programs	(850) 644-0552	bmmueller@fsu.edu
Intramural Sports Office	(850) 644-2430	imsports@admin.fsu.edu
IM Rain Line (Competitive Sports Facilities)	@fsuimrainline	X (Twitter)
Sports Facilities Office	(850) 644-7902	bholmes2@fsu.edu
Leach Center	(850) 644-0558	
Leach Center Aquatic Facility	(850) 644-4531	
Fitness & Movement Clinic (FMC)	(850) 645-0601	
The Lakefront	(850) 644-6892	
Student Organizations and Involvement	850) 644-6673	

SPORT CLUBS PROGRAM

General Program Information

Sport Clubs Guidebook

This Sport Clubs 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 Clubs 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 Clubs 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.

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. Sport clubs can compete at a high level but do not officially represent, recruit, or compete for Florida State Athletics. 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, other life skills and contribute to the overall college experience.

Florida State University Campus Recreation Mission Statement

Our mission is to move people.

We engage our community in lifelong wellbeing.

We provide premium recreation programs and experiences.

We encourage discovery and build resiliency.

We are friends, leaders and mentors.

We align our actions with our values.

We are committed.

We are driven.

We are FSU Campus Recreation.

Florida State University Sport Clubs Program Mission Statement

The Florida State University Sport Clubs Program is dedicated to providing safe and fun opportunities to students for engagement in a variety of sport activities. We will embrace and encourage student leadership, community engagement, and support lifelong wellness. The program strives to contribute to the health, well-being, development, and education of students through involvement with sport clubs.

Sport Clubs Program Administrative Staff



The Sport Clubs Program (SCP) administrative staff consists of the Assistant Director of Sports Programs, the Coordinator of Sport Clubs, Sport Clubs Supervisors, Athletic Trainers, and the Sport Clubs Executive Council. 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 Clubs Executive Council, handles disciplinary issues for member organizations, and provides guidance within the tier system.

Coordinator of Sport Clubs

The Department of Campus Recreation employs a full-time professional to supervise sport clubs and their activities within the Sport Clubs Program. The Coordinator of Sport Clubs is responsible for overseeing Supervisors to ensure the clubs operate in a mature manner benefiting both the club participants and the University community. 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 ensure that all rules and regulations are followed in accordance with the Sport Clubs 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.

Sport Clubs Supervisors

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

Sport Clubs Executive Council

The Sport Clubs Executive Council (SCEC) is the governing council that represents the registered student organizations 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 Clubs Program. All members of the SCEC must remain in good standing with the Sport Clubs Program, Department of Campus Recreation, and Florida State University. The committee is composed of a Chair, Vice Chair, Treasurer, Secretary, Recruitment Chair, and the Student Senate Ex-Officio Member.

Mailboxes

Each club has a mailbox located in the Sport Clubs Office at the Main Campus Fields. Club representatives are expected to check their mail at least twice a month. 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 Clubs Participation & Eligibility

General Participant Eligibility

- All current fee-paying (Tallahassee Campus) Florida State University students are eligible for participation in the Sport Clubs 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 not directly eligible to participate in Sport Clubs. These students are permitted to purchase a "Continuing Student Membership" to participate in Sport Clubs 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.*
- Faculty and staff are **not** eligible for participation in the Sport Clubs Program unless an FSU Faculty and Staff membership is purchased through the Leach Center.
- Alumni are **not** eligible for participation in the Sport Clubs Program in any form.
- 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 Clubs Office on an individual basis 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 Clubs Program. Contact the governing body for specific eligibility requirements. When such requirements conflict with the Sport Clubs Program or other University requirements, Sport Clubs 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 Organizations and Involvement and requirements set forth by the Sport Clubs Program. Requirements include:

- Currently enrolled FSU student
- Minimum 2.0 Grade Point Average
- Registered for a minimum of 6 credit hours as an undergraduate
- Free of any obligation for fees or payments to the University
- Must be in good standing with the Sport Clubs Program, Department of Campus Recreation, and Florida State University.

Sport Clubs Officer Positions

Each club must have the following elected officers who keep up-to-date contact information with the Sport Clubs Office:

President, Vice President, Safety/Travel, and Treasurer. An individual **cannot** serve in multiple positions on one club at the same 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 Clubs 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.

In accordance with the University's Non-Discrimination Statement, no University student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, generic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

Eligibility Challenges

Any person or organization may challenge the eligibility of a current or prospective club member by notifying the Sport Clubs Program Office. Eligibility challenges shall be conducted through a written appeal, submitted in print through delivery to the Sport Clubs Program Office during regular business hours or by email anytime directly to the Sport Clubs Program administrative staff or via the Campus Recreation web site. The Sport Clubs Program administrative staff will review appeals.

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 vehicle. 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 responsible for his/her own wellbeing as well as agrees to follow safe procedures and to avoid any unnecessary, hazardous situations. when participating with the group he/she is affiliated



5. 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.
6. It is highly recommended that all participants in club sports receive a physical examination from a physician prior to participation.
7. 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.
8. Participants are responsible for proper conditioning as a prerequisite for participation.

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 Organizations and Involvement 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 Organizations and Involvement 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 are classified as Limited players for intramural competition in related sports.

A person is deemed a club member if they participate in a club contest or practice following the designated try-out period, pays club dues, or appears on the team roster or waiver form with the Sport Club Office, Campus Recreation, or the Office of Student Organizations and Involvement Student Activities Center. Once a person has been deemed a club member, they will be considered a club player with regard to intramural sports for that current semester. Removal of the person from any club roster does NOT affect their intramural status as a club player. Intramural players who join a club team during the sport's intramural season may be required to discontinue playing for their intramural team in order to keep the intramural team eligible under this rule. After a player is 1 semester removed from their respective club team, they will not be a limited player in related sports (excluding summer semesters).

REGISTRATION

Returning Sport Clubs Registration

For returning sport clubs, the club must be annually Re-Recognized by the Student Organizations and Involvement office (SOI) recognition process. All related paperwork is submitted to the SOI on Nole Central. The Sport Clubs office will utilize the recognition process approval to allow practices, budget usage, travel, and hosting events.

Sport Clubs Recognition Steps

1. Complete the Recognition Process online with the Student Organizations and Involvement office (<https://soi.fsu.edu/registered-student-organizations/register-student-organization>).
2. Club Roster must be updated throughout the entire year, adding new members, and deleting former members, as applicable.
3. Informed Consent Forms (aka Liability Waiver) completed for each club (and new) member BEFORE participation in club activity and submitted to the Sport Clubs Office as soon as possible. Forms are found in the Sport Clubs Online Waivers section of the webpage (link: <https://fsu.dserec.com/online/dashboard>) It can be completed on [DSE](#) or turned in physically.
4. Coach/Instructor Agreement for each coach/instructor working with the club. Maximum number of coaches/instructors is four. This should be completed prior to the coach holding a role at practices.

How to Become a Sport Club



Sport Clubs Application Process

1. Complete the Student Organization and Involvement office (SOI) recognition process.
 - a. Note: Clubs must be a recognized student organization for a full academic year to be eligible to apply to be a probationary sport club.
2. Review the Sport Clubs Program Membership Requirements below.
3. Schedule a meeting with the Sport Clubs Coordinator and Sport Clubs Executive Council to discuss eligibility into the program.
4. Sport Clubs Executive Council will vote to justify admittance as a probationary sport club in the program.
5. Meet Sport Clubs Program White Tier requirements for one academic probationary year.
6. Sport Clubs Executive Council will vote to admit or deny as an official sport club in the program.

Membership Requirements

To be a member of the Sport Clubs Program, a Registered Student Organization (RSO) must meet all following guidelines:

1. Be a Recognized Student Organization of the Florida State University, as determined by the process established by the Student Organizations and Involvement Office. Organizations must be established for one full academic year before being eligible to apply to the probationary period into joining the Sport Clubs 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 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 one documented instructional session or seminar involving participants outside of 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.
5. Identify goals of the club that demonstrate a common mission between the club and the Sport Clubs Program.
6. Have four 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 Clubs Program for one probationary year after the RSO recognition year with SOI is complete.
8. Have proper transition materials to help new club leadership function efficiently and effectively.

Upon the advice and consultation of other University officials and lawyers, the Department of Campus Recreation and the Sport Clubs 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 Clubs 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 Clubs, Campus Recreation and University policies and procedures.
5. Violation(s) of Campus Recreation and/or University facility policies.
6. Failure to meet/maintain the minimum Tier System requirements consecutive/multiple years in a row.
7. Inability of the Sport Clubs Program as part of the Department of Campus Recreation to benefit the club through staff expertise or facility space.
8. Purpose or goals no longer compatible with the goals and mission of Florida State Department of Campus Recreation and Sport Clubs Program.
9. Lack of financial support for the club due to budget or other limitations.

An organization that is denied membership into the Sport Clubs Program may appeal the ruling to the Assistant Director of Sports Programs, by submitting written documentation stating the reasons for the appeal within seven days of the initial decision.

An organization may apply for membership in the Sport Clubs Program a maximum of two times per academic year. A RSO must be admitted by predetermined deadlines to become eligible for specific budget allocations.

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 Clubs Program, Department of Campus Recreation, Student Organizations and Involvement office, 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 discovered to be engaging in inappropriate behavior or are presenting the club 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.

Clubs

- Club Officers are expected to understand and abide by the guidelines, policies, and procedures outlines with the Sport Clubs Guidebook. Failure to read this Guidebook is not an excuse to not abide by it.
- Each club is expected to maintain proper and timely communication with the Sport Clubs Office.
- Each club is expected to keep track of their Tier System standings throughout the year to ensure accurate recordings.
- Each club must review and update its constitution annually.
- Each club is expected to complete and submit proper forms while meeting their respective deadlines.
- 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: <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>
- Each club must maintain goals and objectives that are consistent with the educational mission of the University and the Seminole Creed.
- Clubs must complete the RSO Recognition process each officer election period with the SOI Office.
- Each club must have a club roster on file in the Sport Clubs Office listing all members. The roster must be updated on a regular basis to include new members and remove old members.
- Abide by FSU's Alcohol Policy at social events with alcohol present: https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy_Updated_11-7-2016.pdf
- Adhere to the rules and procedures set forth in the organization's constitution, including the nondiscrimination, non-hazing requirements for membership, etc.
- Each club is responsible for assuring representation at Sport Clubs Program meetings and mandatory events.

Students

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

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 will most likely be asked to attend a disciplinary hearing with the Sport Clubs Executive Council. Clubs or its participants receiving sanctions may appeal the decision to the Assistant Director of Sports Programs. Organizations or individual students filing such appeals should be aware that the Assistant Director of Sports Programs 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.

Coaches/Instructors

If desired, it is the responsibility of the sport clubs to secure the services of a coach/instructor for their club. A coach/instructor is not an employee of Campus Recreation or Florida State University and is considered nothing more than a volunteer and is not entitled to the same rights as a recognized employee of the University..

If a club chooses to financially compensate a coach/instructor, it is the sole decision and responsibility of that club to fulfill such request. It is not the responsibility of the Sport Clubs Administrative Staff and/or Program to financially compensate any coach/instructor. Sport Clubs who choose to enter into contracts with coaches/instructors are strongly advised to seek legal counsel with regard to contract terms, liability, etc. Florida State University, FSU Campus Recreation, and the FSU Sport Clubs Program are not responsible for damages or other issues arising out of contractual arrangements. The Sport Clubs staff has the right and obligation to protect the club, and if, in the administrative staff's opinion, the coach/instructor is not working in the best interests of



the club/the university, the coach/instructor will be relieved of his/her duties. If the club wants to remove a coach, they can for any reason and at any point in time.

Coach/Instructor Requirements

- Coaches/instructors should preferably be experienced within the specific area of instruction and possess the necessary certifications and licenses if they are required.
- The maximum number of coaches/instructors per each club is four. If you have an exception and need more than four coaches/instructors, a written appeal must be filed in the Sport Clubs 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.
- Coaches/Instructors must be recommended by club members and must submit a signed instructor/coach application form each academic year to coach.
- The Coach/Instructor must be aware of and follow all University and Sport Clubs' policies and procedures.
- The student members must manage 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 always ensure good sportsmanship. 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 Clubs 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 Clubs 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

Tier System

The Sport Clubs Program Tier System has been put in place to help guide the Sport Clubs Executive Council when it comes to budget allocations. A club's Tomahawk points, and tier level may also be taken into consideration when determining practice times and Nationals funding. The tier system was created to give each club the opportunity to improve their funding potential by demonstrating involvement, leadership, and officer transition endurance. There are three levels within the Tier system, and they are based on 11 different categories. At the end of each academic year, the Sport Clubs Executive Council will evaluate the requirements for each tier, and changes will be made accordingly. All categories of a tier must be met for a club to be considered for that tier.

Levels in Tier System

There are three 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 that tier the following year and will face sanctions if tier requirements (at any level) are not met. Sanctions may include removal of sport club status. The tier a club achieves will give the Sport Clubs 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 can apply to move tiers once a year. For example, if a White tier club meets the minimum requirements for the Gold tier that year, they can apply to change tiers to the SCEC, and it will approved or denied during the Spring Budget Hearings.



Tomahawk Points

The tomahawk points are a tool to provide an objective, quantifiable, range to determine the placement of clubs in one tier versus the other. Clubs can gain extra tomahawk points towards their tier system, for that given year, based on the extra tomahawks awarded for going "above and beyond" in a certain category. Certain categories in the current tier system have been excluded from the possibility of gaining extra tomahawk points, because the goal is to provide an "equal playing field" for all clubs looking to earn tomahawk points. **The Tier System is required of clubs that also gain them tomahawk points, more points can be gained by items listed in the points chart below.**

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. For members to count as active members, they must appear on competition, seminar, or travel forms.

SCC Officer Meetings/Trainings

Our officers from each club make up the Sport Clubs Council (SCC). The SCC requires officers from each club to attend Sport Clubs Program meetings/trainings to receive Sport Clubs Program updates, budget information, and listen to special guests

Practices

Hosting practices allow clubs to teach, compete, and create a community with the students.

Community Service

Most clubs are 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.

Hosting Events

As a part of the Sport Clubs Program, most clubs are required to host competitions or seminars to be considered an active club. These can be co-hosted events. Clubs can achieve this category on multiple levels through hosting a tournament, multiple single games, or seminars. A tournament includes at least three visiting teams.

Travel

Members of the Sport Clubs Program are required to have at least one documented opposing institution or the ability to attend seminars. In the tier system, clubs must compete outside of Tallahassee or attend a seminar in another city. Noncompetitive clubs can host one seminar and travel to one seminar to satisfy this requirement.

Attendance at Other Sport Clubs Events

Most clubs are required to show their support for other Sport Clubs by attending their events. Clubs will receive credit for attending one 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 hours if it is a long event, and they must verify with a photo taken by a Sport Clubs Supervisor at the event.**

Fundraising

Each club will be required to fundraise if they are requesting allocated funds. Clubs are required to fundraise a certain percentage of the allocated monies they were awarded by the SCEC – each tier has a percentage.

Marketing

Each club will be required to meet a minimum of standards through marketing – primarily via social media posts and engagement with the program accounts. Each tier has a minimum number of social media tags

Miscellaneous

This category is reflective of items/events/paperwork that sport clubs can be required to complete throughout the year by the SCEC or SCO. This can include CHAW Initiatives, Food Drives, certifications, etc.

Conduct

This category regards the potential to lose points or potential status as a club due to any conduct issues that can occur within or by a club. Points can be deducted, and additional penalties enforced for violations of Florida State University, SCEC or Sport Clubs Program Policies and Procedures.



Category	Tier 1 - Garnet	Tier 2 - Gold	Tier 3 - White	Notes
Roster Size	20 Active Members	15 Active Members	10 Active Members	Active Members Appear on Competition, Seminar, or Travel Forms & DSE
SCC Officer Meetings/ Trainings	3 officers at Trainings/Meetings Sessions	2 officers at Trainings/Meetings Sessions	1 Officer at Trainings/Meetings Sessions	All Tiers must attend the meetings/trainings
Practices	Host 2+ Practices	Host 2 Practices	Host 1 Practice	SCO Approved Practices per week
Community Service	40 Team Hours 7 Members Minimum per Event	20 Team Hours 3 Members Minimum per Event	5 Team Hours 2 Members Minimum per Event	Community Service Based on Number of Hours Completed by Each Member at Team events <i>Ex. 5 Members do 2 hours of CS, counts as 10 team hours</i>
Hosting Events	Host 1 Tournament or 3 Games or 3 Seminars	Host 1 Game or 1 Seminars	N/A	<u>A Tournament Includes at Least 3 Visiting Teams.</u>
Travel	3 Official Trips to Represent FSU	2 Official Trips to Represent FSU	N/A	Noncompetitive Clubs Can Host 1 Seminar & Travel to 1 Seminar to Satisfy These Requirements
Attendance at Other Sport Club Events	7 Members at 3 Different Events	3 Members at 1 Event	N/A	Similar Clubs only approved once, Attendees Must Stay for Whole Game or 2 Hours, Must Verify with Event Supervisor or Host Club Officer.
Fundraising Amount	100% of Original SCEC Allocation	60% of Original SCEC Allocation	N/A	Fundraising can include donations, dues, Foundation donations, etc. Must appropriately represent FSU
Marketing	20 Tags to @FSUSportClubs on Instagram	10Tags to @FSUSportClubs on nstagram	5 Tags to @FSUSportClubs on Instagram	Profile Posts Must Be From Club Accounts and Club Accounts Must Be Public in Order to Receive Credit
Miscellaneous				SCEC or SCO can award extra Tomahawk Points for completing tasks all clubs have an opportunity to complete
Conduct	SCEC will deduct at least 15 Tomahawk Points per Disciplinary Meeting	SCEC will deduct at least 10 Tomahawk Points per Disciplinary Meeting	SCEC will deduct at least 5 Tomahawk Points per Disciplinary Meeting	SCEC Can alter these deductions as they see fit
Tomahawk Totals	265+	190.25-265	122.5-190.25	

*Clubs Must Complete the Requirements of the Selected Tier by March 28th
Tier Assignments Will Be Made During SCEC Budget Allocations in the Spring Semester*



Tier System Points Breakdown

2024-2025 Sport Clubs Tomahawk Point (TP) Requirements

<u>Category</u>	<u>Items</u>	<u>Point Value</u>	<u>Total Points Possible</u>	<u>Point Deductions</u>
Roster Size	Registered Members on DSE	.75 TPs per active member	15	-25 TPs per member not registered on DSE but listed on SCO Forms
Travel Paperwork	Pre Travel (Required) Pre Travel Reimbursement Request & Post Travel Expense Report (both required if seeking reimbursement) Post Travel Results (required)	N/A	N/A	Deadline: 8 business days before trip, 3 business days after trip. -5pts/day if late/incomplete after deadline; 25% deduction of total reimbursement amount per traveler for each day late
Recruitment Night	Fall/Spring	5 TPs	10	-10 pts if no show after RSVP or 5 pts deduction if club leaves before halfway mark
Fall Admin Items	RSO Recognition Coach Agreement Equipment Agreement CPR/FA Certification (1)	10 TPs each	40	-5pts for each item per day that it is late past deadline set
Spring Admin Items	CPR/FA Certification#2 End of Year Report	10 TPs each	20	-5pts for each item per day that it is late
Socials Checks	9/12; 10/10; 11/14. 1/9; 2/13; 3/13; 4/10	5 TPs each	35	-5 pts if social media account is deemed inactive for prior month
Meetings/ Trainings	Fall/Spring .25 TPs per recognized Officer over Garnet Requirement	5 TPs per Officer at each/any hosted	20	-10 pts if no officer at all attends meeting
Community Service	SCO Has right to deny hours if service does not seem legitimate .25 for TPs per additional CS hour over 40	.5 TPs per hour	25	
Hosting Events	SCO Approved Home Events	10 TPs per game or seminar	30	-10 TPs if no show event (potential other sanctions as well)
Travel	Funded Non-Funded	5 TPs per Trip	15	-10 TPs if travel without approval (potential other sanctions as well)
Attendance at Other Sport Club's Events	SCO Recognized Home Events w/Tier Required Members .5 TPs per additional attendee over Garnet	10 TPs per Event	35	
Fundraising	.1 TP per each 1% over Garnet	.3 TPs per 1%	38	
Marketing	.25 TPs additional tag over Garnet (Insta Only)	.5 TPs per Tag	16	
<u>Garnet</u>		<u>Gold</u>	<u>White</u>	
275		199.25	141	
Total Points Possible=299				



FUNDING & FINANCES

Allocated Account

The Sport Clubs Program receives an allocation from Student Government each year and the Sport Clubs 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 how the funding is allocated.

1. The allocation of funds to specific clubs within the Sport Clubs Program is the responsibility of the Sport Clubs 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 Clubs Program Member Organization on the final day of classes during the semester before the one in which it is requesting an allocation of funds.
3. Each eligible sport club can submit a Budget Request Form during the established time period prior to the SCEC Annual Allocation Process.
4. Following the completion of all Budget Request Hearings, the SCEC enters Budget Deliberations and determines the amount of funds allocated to each club.
5. All funding is allocated on a conditional basis using the Sport Clubs Tier System. Clubs cannot spend any allocated funds until the start of the new fiscal year (July 1st) and they have properly completed the applicable registration process for the Student Organizations and Involvement office and the Sport Clubs Program.
6. 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.
7. All funds allocated throughout a given academic year must be spent by the deadline set forth by the Sport Clubs Program.
8. 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 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 are not permitted with University funding.

Budget Requests

A club that wishes to be funded through the SCEC 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.

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 Clubs 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 SCEC 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 SCEC. The committee will hear each club's budget presentation and then meet to deliberate on how much to fund each club for the following year. The committee will determine how much to fund each club based on the year's current past tier system standings, point standings, the effectiveness of each club's presentation, the year's performance, and by each club's needs for each particular year.

Budget Hearings

1. A majority of Sport Clubs Executive Council members are required to be present for hearings.
2. Each club will provide a detailed budget request (Budget Request Form) to the Sport Clubs Executive Council leading up to the budget hearing. Failure to turn in request can result in less or no funding for the next year.
3. Sign-up for the time blocks will occur at the submission of its budget request to the Sport Clubs Office.
4. Each club will have a 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.



5. The Coordinator of Sport Clubs can sit in on all hearings and 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. The SCEC Chair will lead the council through the process of allocating money to each club.
3. The council 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 council member will have one vote in deciding allocations. A minimum of three votes from council members is needed in order to make any approvals.
5. The Coordinator can sit in on the deliberations as an advisor to the SCEC; however, the Coordinator will not possess a vote in the process.
6. Following the annual budget deliberations, clubs will be notified in a timely manner by either the Sport Clubs 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.

Hosting Events – expenses associated with hosting a seminar or competition

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 deadline set by the Sport Clubs 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 Clubs 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.

FSU Foundation Account

The Foundation is a nonprofit corporation that exists as an entity. Money donated to this account can be used by the club to support the club. When donating to your specific club these accounts allow 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.

Donations

The Sport Clubs 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. 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 allocates budget funds. Donated money is subject to fewer spending restrictions.

Please donate to your Foundation account by going to this [website](#) and typing in FSU ____ Club in the fund name or typing in F____ in the fund number. You should be able to follow the website to complete that transaction by card, digital wallet, or Paypal. If it is a physical check then mail your check, make it payable to the "FSU Foundation", along with a gift form indicating your gift's purpose, to:

Gift Services

Florida State University Foundation

325 W College Avenue

Tallahassee, FL 32301-1403

Make sure you designate on that form and the memo line that is for FSU ____ Club or F____

Off-Campus Banking Accounts

If a club has an off-campus bank account Florida State University, the Student Organizations and Involvement, the Department of Campus Recreation, and the Sport Clubs 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). No funds can be transferred from an Allocated account to the private account or from the private account to the SC 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. For further guidance on off-campus banking, please review the RSO Financial Manual.

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.

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 SCEC allocated budget money and FSU Foundation funds are tax-exempt. Purchases made with other privately held funds are **taxable**.

Employer Identification Number (EIN)

An EIN is an identifying number given to an organization by the Internal Revenue Service (IRS). Simply stated, it serves as a Social Security Number for a group. An EIN is needed to open a bank account and apply for tax-exemption.

Obtaining an EIN does not mean that an RSO is tax-exempt. Obtaining an EIN is a simple and quick process. Organizations with a local/national affiliation should ask their parent organization if they are allowed to use that organization's EIN. Because of the importance of this number, the organization should save it in a safe place, where it will get passed on from year to year. An EIN can be obtained online at: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>

To select the appropriate classifications, consider the following determinations:

Type: "Sports Teams (Community)"

Physical Address: 1001 W. St. Augustine ST. Tallahassee, FL 32306

Mailing Address: 1001 W. St. Augustine ST. Tallahassee, FL 32306

Legal Name: BLANK Club at FSU

Date Team ("Business") Acquired: Use the date the club's constitution was approved

Business Activity: "Other" than select – "Organization (Athletic)"

*If you do not have access to/are not sure what your clubs EIN number is go to the website charitycheck101.org and follow the prompts

Sport Clubs Program (SCP) Sweepings Reallocation

The Sport Clubs Program internally sweeps all unspent allocated budget funds each April and makes these funds available to active Sport Clubs organizations. Clubs have the opportunity to submit a funding request to the Sport Clubs 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 SCP general meeting in the spring semester. The Sport Clubs 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 Council 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. 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.
5. After reviewing all sport clubs' requests, the SCEC prioritizes the order/importance for all requested items.
6. The allocation of the funds granted from SCP Sweepings will be determined at a deliberation meeting.

Post-Season Fund



Post-Season Fund Policy & Procedure

The Department of Campus Recreation is committed to the overall success of our sport clubs' athletes and has designated a fund to financially assist clubs that have qualified for their respective regional and national tournament. Although this fund is limited, the Post-Season 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).

Below are the procedures outlining the application process for the Post-Season Fund:

1. The Sport Clubs Post-Season Fund Request can be accessed online on Nole Central or the Sport Clubs Resource Page.
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 Clubs Office *a minimum of eight business days* before their scheduled departure date.

All Post-Season Fund Requests will be reviewed by the Sport Clubs Executive Council and Coordinator of Sport Clubs. All final financial decisions will be made by the Coordinator of Sport Clubs.

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 or foundation money. 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.

Requirements:

Clubs are required to turn in general purchase forms for items that they need up to four weeks before they need payment. To process a General Purchase, a quote from the vendor, on paper, will need to be turned into the Sport Clubs Coordinator along with the General Purchase Form. Any purchases that are over \$4,000 or cannot be paid online will have to go through the purchase order process to actually pay the supplying vendor.

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 weeks of the proper paperwork being turned in. However, forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four 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 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 online payments or purchase orders. If not, alert the Sport Clubs 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 Clubs 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.
6. Submit a Purchase Form to the Sport Club Office.

When the ordered items have been received in the Sport Clubs 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. 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 Nole Central or the Sport Clubs Resource page.

Requirements:

To process a Unique Purchase, an Invoice or quote from the vendor, on paper, will need to be turned into the Sport Clubs Office along with the Unique Purchase Form.

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 weeks before the desired outcome, although at least four weeks is highly recommended.

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 Florida State University will apply to all purchases made using Sport Clubs allocated funds. All purchases are subject to the approval of the Sport Clubs 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 Clubs Office. Donations become property of the University and are subject to the storage and checkout procedures established by the Sport Clubs Program.

Maintenance

Clubs will hold responsibility for the repair, maintenance, and replacement of equipment for which they have purchased through the Sport Clubs 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 Clubs 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 Clubs Program. All club equipment must be documented. 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.

Equipment Usage

Clubs will sign an annual agreement to utilize equipment on an annual basis. Clubs will hold responsibility, including financial liability, for the repair, maintenance, and proper storage of equipment that they have agreed to utilize. Costs associated with off-campus storage of Sport Clubs 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 through fundraising activities by the club.

The Sport Clubs Office may, at any time, request to see 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.

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. Please request space through the Sport Clubs Office.

FACILITIES & REQUESTS

Sport Clubs 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 Lakefront

Facility Policies

1. All participants for any activity other than a special event must be eligible Sport Clubs participants.
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 clubs activities and banishment from all Campus Recreation facilities for a period of up to one 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 link below to the respective facility or facilities: <https://campusrec.fsu.edu/sports/csf-policies/>

Sport Clubs Practices

Practice Requests

Sport Clubs can request facility space for practices on a recurring basis through the Sport Clubs Program. All Sport Clubs Practice Request Forms that are properly completed and turned in by the deadline to the Sport Clubs 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 Clubs Program and priority is determined using the tier system and tomahawk 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 Clubs 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 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 complete the Practice Cancellation Form on Nole Central 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 Clubs 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 Clubs 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 Clubs Program. Clubs must request the facility at least two 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 Clubs Program policies.

Visiting Team Informed Consent Form

Non-FSU affiliated participants from other University Sport Clubs Programs are required to read, complete, and sign the Visiting Team Informed Consent Form prior to participation in any FSU Sport Clubs 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 Clubs Office.

Priority Reservation Deadline

All facility requests received by the priority reservation deadline established for the 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 priority for the date. Facility reservations will open before each semester. Priority will be given based on the club's tier, time of request, and facility availability.

Event Facility Request Process

1. To request space at one of these facilities for events, complete the online Home Event Facility Request Form located on Nole Central

TRAVEL

Travel Eligibility

All club members wishing to travel to participate in club activities must be eligible for sport clubs participation, be included on the Club Roster, and have properly completed the waivers on [RecConnect](#) for that specific club.

Travel Paperwork

Sport clubs must submit proper paperwork to the Sport Clubs Office before and after traveling for competition, or any other club function, regardless of 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 eight business days before a trip. The deadline for Post-Travel paperwork is 5:00 PM three business days after return to Tallahassee.

Before Club Leaves on Trip (Step 1):

- **Travel Request Form (TRF) (Required):** Identifies all required information for the SCO about the trip and must be completed eight business days in advance of trip. By submitting this form, club members agree to represent the FSU Sport Clubs



Program, Department, and University in a positive light, and that their actions on a trip must adhere to the FSU Student Code of Conduct.

- **Trip Leader:** The trip leader is responsible for ensuring their club adheres to all Sport Clubs Program policies while travelling. The trip leader must be the club's President, Vice President, Treasurer, or Travel & Safety Officer.
- **Drivers:** Each person driving a vehicle must have their driver's license and insurance card on file. Each individual driving accepts responsibility for the safety of the people riding with them. Their information is good for the entire academic year in which it is submitted if 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.
- **Travel Reimbursement Request:** Options for reimbursement must be selected on the TRF. Reimbursement List must also be completed for the trip leader expecting reimbursement from that trip. Only officers (must be President, Vice President, Treasurer, or Travel & Safety Officer) may be reimbursed for that trip.
- **Travel Roster:** Clubs must turn in a list of all potential student travelers within TRF. All students on this list must have a liability waiver on file with the SCO to be eligible to attend the trip. All students on trip must be in good standing with the SCO to be eligible to travel.
- **Travel Binder:** Clubs must pick up their travel binder from the Sport Clubs office prior to departure. A Sport Clubs Supervisor will contact the club when the trip is approved, and the binder is ready for pick up. The travel binder will include a Travel Roster, copy of Reimbursement List (if applicable), incident reports, and academic excuse notes (if requested by the club).

When Club Returns from Trip (Step 2):

- **Returning Travel Binder (Required):** Upon returning from travel, the travel binder must be returned within three business days. The returned binder should include:
 - Travel Roster that has been signed by each travelling team member
 - Results from the competition/trip
 - Itemized receipts for each item your club is expecting reimbursement (hotel, gas, rental car, registration, etc.)
 - Injury reports
 - Any other requested information from your trip

If Requesting Reimbursement from Trip

If your club is seeking to be reimbursed for costs experienced while traveling, clubs can be reimbursed for the following items:

- **Hotel rooms:** rooms only, no incidentals or extra charges; must justify if daily room rate is over \$175
- **Map mileage:** at \$0.445/mile for non-rental vehicles (i.e. personal vehicles)
 - To determine mileage in state of Florida, use link:
<https://fdot.maps.arcgis.com/apps/webappviewer/index.html?id=fcb8b493d1c84f909f94a8ebfafbb317>
. City "from" will always be Tallahassee, FL.
- **Rental vehicles:** Allocation will be used for the vehicles, but gas can be reimbursed, we will use physical gas receipts to track costs-keep all receipts. The coordinator must book these vehicles due to a state contract.
- **Entry/registration fee(s):** We will take various proof of these but if an event required a fee and don't have the means to prove you paid please utilize the Entry Fee Receipt Form on Nole Central.
- **Note: Food and/or meals are NOT reimbursed**
- **No Venmo, Cashapp, or other money transferring app screenshots will be accepted as proof for reimbursement**

Hotel Reservations

When making hotel reservations with costs to be reimbursed using University funding, third party services may **NOT** be used. 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 clubs 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.

MARKETING

Webpage & Social Media

Sport Clubs Webpage

The Sport Club Webpage <https://campusrec.fsu.edu/sports/clubs/> is available as a resource for sport clubs to advertise their individual club.

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's 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. 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 club social media can result in disciplinary actions by the SCEC, SCO, Department of Campus Recreation, and the University. Group pages must be kept current and up to date.

Social Checks

Every month, our Sport Clubs Supervisors conduct social 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. There is no minimum, or maximum, number of sites that a club must maintain, however we recommend that the club 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 social media:

@FSUSportClubs



SPORT CLUBS EXECUTIVE COUNCIL (SCEC)

The Sport Clubs Executive Council (SCEC) is comprised of five 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 Clubs 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 last Sport Clubs Program General Meeting. The committee is composed of a Chair, a Vice Chair, Treasurer, Recruitment Chair, and Secretary.

Purpose and Responsibilities of Executive Council

1. To review all existing university policies and procedures and express the collective viewpoint on said policies and procedures in the interest of all clubs within the program.
2. To notify and educate clubs of all policies, procedures, meetings, events, and dates.
3. To uphold our community standards, acting as a conduct board responsible for reporting to the Student Conduct Office and governing all indiscretions and violations of policies and procedures and make recommendations for penalties, including:
 - a. Monetary – loss of funding
 - b. Membership – probation or expulsion of clubs and/or their participants.
 - c. Facilities--loss of fields, court space, etc.
 - d. Activities – suspension from competition for a member or entire club.
 - e. Resources – loss of advertising, publicity, or press
 - f. Holds – place a student or students on academic hold through the university
4. To make recommendations on the allocation of funds allotted to the sport clubs by SGA.
5. To consider the best interest of all sport clubs and to carry out recommendations for the prosperity of the sport club program.
6. To create sub-committees that may work on special projects and/or perform a study.



7. Review requests, hearings, and deliberations for allocation of Special Funds (SCP Sweepings, SGA Sweepings, SGA Central Reserves)
8. Review new club proposals and possible dismissal of club from Sport Clubs Program.

Titles and Duties

The officers of the organization shall include (in order of succession) Chair, Vice Chair, Treasurer, Secretary, Recruitment Chair, and the Student Senate Ex-officio Member. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights; however, the President will only vote in the case of a tie or need for quorum for Executive Board voting procedures. Any officer may be re-elected, however, not for more than two consecutive terms. Officers cannot reappoint themselves for a second term; they must be re-elected.

Executive Member Eligibility

1. All members of the SCEC (except for Senate Ex-Officio) must remain in good standing with the Sport Clubs 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 be on the council.
4. 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. *Preside over all meetings of the funding board. (Sport Club Council Executive Board)*
2. *Represent the funding board in all official business.*
3. *Be responsible for compiling and presenting the budget of that funding board.*
4. *Be responsible for all official correspondence.*
5. *Be responsible to inform the Senate President, Student Body Treasurer, and Chair of the Senate Budget Committee of the time and place of allocation hearings and deliberations no less than forty-eight (48) hours earlier.*
6. *Act as a non-voting member, unless in the event of a tie or need for quorum.*
7. *Be elected in accordance with the approved guidelines of the funding board.*
8. *Be responsible for timely advertisement of allocation hearings for all respective sport clubs.*
9. *Shall not serve as a Chair of any other Funding Board or Allocation committee.*
10. *Fulfill any other duties designated by the SCEC or the Sport Club Coordinator*

Vice Chair

1. *Assume all duties of the Chair in chair's absence, as designated by the Chair.*
2. *Ensure accurate minutes of all meetings, deliberations, and hearings are kept.*
3. *Keep records of the fall and spring allocations process.*
4. *Ensure all recipients of A&S Fees from their funding board are familiar with the Florida State University SGA Finance Code. Reference Chapter 800-806.*
5. *Perform any other duties as designated by the Chair or in the approved guidelines of the funding board.*
6. *Be elected in accordance with the approved guidelines of the funding board.*
7. *Fulfill any other duties designated by the SCEC or the Sport Club Coordinator*

Treasurer

1. *Recommend and monitor SCC funds and other resources allocated for sport clubs, including the annual sport clubs budget allocation.*
2. *Compile monetary increase requests and create presentation for budget request to the SGA.*
3. *Monitor Foundation accounts of Sport Clubs program and track individual club foundation account balances.*
4. *Regularly provide financial reports to fellow board officers.*
5. *Fulfill any other duties designated by the SCEC or the Sport Club Coordinator*

Secretary

1. *Ensures meetings are effectively organized and writes meeting minutes*
2. *Maintains effective records of files, resource documents, and officer votes*
3. *Oversees progress of delegated tasks, priorities, and/or special projects*
4. *Assist Chair in circulating meeting agendas and reports*
5. *Checks quorum is present for votes*
6. *Ensure elections are held for new SCEC in the Spring SCC meetings*
7. *Fulfill any other duties designated by the SCEC or the Sport Club Coordinator*



Recruitment Chair

1. Assist the Sport Clubs program in creating or continuing promotion of the program and all our clubs
2. Track membership, report increase or decrease of sport club members
3. Assist Secretary in obtaining new nominees for SCEC spring election
4. 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 executive positions will be nominated for before 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 vote.
5. Each person who wants to run for a position will have the opportunity to make a brief speech to all general sport clubs members present at the meeting, making a case for themselves.
6. In the event three or more original committee members leave the committee, an election for a replacement will be held at the next scheduled Sport Clubs Program general meeting.

Meetings

- The SCEC shall hold meetings at least four (4) times a year 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.

Sport Clubs Program Banquet

The Sport Clubs Program recognizes individuals and sport clubs each spring. The awards include:

- Sport Club of the Year
- Most Improved Club Award
- Best Club Uniform Award
- Community Service Award
- Fundraising Award
- Officer of the Year
- Most Events Attended Award
- Top Tier Club (for each tier)
- Best Social Media Award

Disciplinary

The following procedures outline the potential courses of action taken by the Sport Clubs Program for all major disciplinary incidents. All cases can be reviewed by the Sport Clubs Office and the SCEC to dictate best measures to discipline a club. Any violations may result in forwarding of the case and supporting evidence to the Florida State University Office of Student Rights and Responsibilities for further guidance and sanctioning.

The Sport Clubs Executive Council reserves the right to modify all timelines to ensure a quorum before reaching a decision on a disciplinary case. The Sport Clubs Executive Council, Sport Clubs Coordinator, Assistant Director of Sports Programs will make every effort to adhere to the following timelines.

A. Warning

If a club violates program policy and commits a minor offense, the following procedures will take into effect.

1. The club in question will be issued a warning for committing a minor offense. All warnings will be issued to the club's officer board in writing.
2. The Sport Club Coordinator will notify the Sport Clubs Executive Council within 48 hours of the warning being issued.
3. The club may proceed with club operations such as traveling, using facility space, spending of allocated funds,



etc. with the knowledge that suspension may occur if a second minor or major offense is committed.

B. Probation

If a club violates program policy and commits a second minor offense, the following procedures will take into effect.

1. The Sport Clubs Coordinator will conduct an initial investigation of the incident and inform the Sport Clubs Executive Council.
2. The Sport Club Executive Council will meet within 72 hours of the initial incident review to discuss appropriate sanctions levied on the club.
3. Once sanctions are determined, the AD of Sports Programs will be notified and may offer any additional consultation regarding the decision.
4. The Chair of the Sport Clubs Executive Council will notify the club officers of sanctions imposed and a probationary status will take into effect. Probationary status will last for a minimum of two weeks.
5. The club executive board can be required to submit in writing an action plan, to the Sport Clubs Executive Council, of how they will address their club's actions and behaviors to positively reflect Florida State University, the Sport Clubs Program, and the Department of Campus Recreation.
6. The Sport Clubs Executive Council will review the documentation with the Sport Clubs Coordinator. The club may be required to turn in additional documentation and will remain on Probation until the requirement has been fulfilled and the two-week minimum time frame has been met. Failure to meet these requirements will keep the club on Probationary status.

C. Suspension

If a club violates program policy and commits a third minor offense, or a major offense, the following procedures will take into effect.

1. The Sport Clubs Coordinator will issue a notice in writing to the club's executive board that has committed a major offense. The club will be placed on automatic Probation until steps 3-5 have been appropriately addressed.
2. The Sport Clubs Coordinator and AD of Sports Programs will conduct an initial investigation of the incident and inform the Sport Club Executive Council
3. The Sport Clubs Executive Council will meet within 72 hours of the initial incident investigation to review and discuss appropriate sanctions levied on the club. The club in violation will be asked to meet with the Sport Clubs Executive Council to discuss incident.
4. The Sport Clubs Executive Council, Sport Clubs Coordinator, and AD of Sports Programs will review the incident and issue sanctions imposed immediately on the club.

Appeal of Administrative Decision

An appellant must indicate their intention to appeal and submit a written appeal within 7 days of a ruling by the Sport Clubs Program administrative staff. Written appeals may be submitted in print through delivery to the Sport Clubs Program Office during regular business hours or by email at any time directly to the Sport Clubs Program administrative staff. In sanction-related cases, appellants shall be aware that the review of an appeal may result in the levy of sanctions greater than the one appealed.

Review of Appeal

Appeals of decisions made by the Coordinator of Sport Clubs shall first be heard by AD of Sports Programs. Appeals of decisions made by the AD of Sports Programs shall be first heard by the Associate Director of Campus Recreation. Campus Recreation staff may consult with the Office of Student Conduct and Community Standards and other University personnel during any part of the decision-making process.

UNIVERSITY POLICIES & RESOURCES

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.

Request for Exemption from Policy

Any person or organization may request exemption from a program policy by notifying the Sport Clubs Program Office. Requests will be reviewed by the Sport Club Program administrative staff.

1. *Individual Requests:* If an individual feels that they have extenuating circumstances that should allow them to be exempt



from any of the Sport Clubs Program policies or guidelines, they can make a written request stating their reasons for exemption from a specific policy.

2. *Organization Requests*: If a member organization believes that they have extenuating circumstances that should allow it to be exempt from any of the Sport Clubs Program policies or guidelines, an officer of the organization can make a written request stating their reasons for exemption from a specific policy.

Of note to Sport Clubs are the following policies as outlined in the Student Organization Handbook:

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>.

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 Organizations and Involvement Assistant Director of Event Planning and Permitting by contacting the Student Organizations and Involvement 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.



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 <https://regulations.fsu.edu/sites/g/files/imported/storage/original/application/28a5fd5ff4a343f6892e274231df858c.pdf>

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 they 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 they 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>.

Sexual Misconduct

Sexual Violence Prevention

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://knowmore.fsu.edu/title-ix/title-ix-signed-statement>

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://report.fsu.edu/>

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>

