



**FLORIDA STATE UNIVERSITY  
SPORT CLUB  
2025-2026 HANDBOOK**

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## **ABOUT THIS HANDBOOK**

### **SPORT CLUBS HANDBOOK**

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

Sport clubs are subject to discipline from the Sport Club Executive Council, Sport Club Program, Department of Campus Recreation, and/or Florida State University for not following the rules and regulations set forth in this guidebook.



## QUICK CONTACTS

<b>Sport Clubs Office</b>	(850) 644-8962	sportclub@admin.fsu.edu
<b>Zoe Brickley</b> , Coordinator of Sport Clubs	(850) 645-0923	zbrickley@fsu.edu
<b>Brandon Smithson</b> , Assistant Director of Sports Programs	(850) 644-0552	bsmithson@fsu.edu
<b>FSU Statusfy (Weather)</b>	fsu.statusfy.com	
<b>Sports Facilities Office</b>	(850) 644-7902	bholmes2@fsu.edu
<b>Leach Center</b>	(850) 644-0558	
<b>Leach Center Aquatic Facility</b>	(850) 644-4531	
<b>Fitness &amp; Movement Clinic (FMC)</b>	(850) 645-0601	
<b>The Lakefront</b>	(850) 644-6892	
<b>Student Organizations and Involvement</b>	850) 644-6673	



# **ABOUT THE FSU SPORT CLUB PROGRAM**

## **FLORIDA STATE UNIVERSITY SPORT CLUB PROGRAM MISSION STATEMENT**

The Florida State University Sport Club 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.

## **OUR ORGANIZATIONS**

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 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**

*The Sport Club Program is part of the Department of Campus Recreation.*

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.

## **SPORT CLUB PROGRAM ADMINISTRATIVE STAFF**

The Sport Club Program (SCP) administrative staff consists of the Assistant Director of Sports Programs, the Coordinator of Sport Clubs, Sport Club Supervisors, and the Sport Club 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 Club 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 Club 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 Club Program, Department of Campus Recreation, and Florida State University guidelines. Finally, the Coordinator of Sport Clubs serves as a liaison between the individual clubs and University administration.

### **SPORT CLUB SUPERVISORS**

Sport Club Supervisors are students employed part-time by the Sport Club Office. The Sport Club 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 Club 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.



# **IMPORTANT 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. If you are ever unsure on whether you need to report an issue, go to report.fsu.edu.

## **ALCOHOL**

Sport clubs are prohibited from consuming and/or possessing alcohol at any sanctioned club events.

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://soi.fsu.edu/sites/g/files/upcbnu2676/files/PDFs/RSO%20Policies%202024.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 that 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 and other related programs and services, please go to [knowmore.fsu.edu](http://knowmore.fsu.edu).

## **REQUEST FOR EXEMPTION FROM POLICY**

Any person or organization may request exemption from a program policy by notifying the Sport Club 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 Club 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 Club 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 deprecate 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, the RSO 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.



# **SPORT CLUB PROGRAM 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, and potential and current members. In addition to representing themselves, Sport Clubs represent the entire Sport Club Program, Department of Campus Recreation, 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 disrespectful manner 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. All clubs are responsible for adhering to FSU's code of conduct.

## **CLUBS**

- Club Officers are expected to understand and abide by the guidelines, policies, and procedures outlined in the Sport Clubs Handbook. 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 University's values and morals as outlined in 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://soi.fsu.edu/sites/g/files/upcbnu2676/files/PDFs/RSO%20Policies%202024.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 Club Program meetings and mandatory events.

## **STUDENTS**

Club officers and members are responsible for all policies and procedures outlined in the Sport Club Program 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 may be asked to attend a disciplinary hearing with the Sport Club Council Executive Board. Clubs or their 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 Conduct & Community Standards.



# **DESIGNATION AS A SPORT CLUB**

The Office of Student Organizations & Involvement shall designate student organizations whose primary activity involves a sport or recreational activity and who often desire to represent Florida State University in the club's activity against other collegiate clubs in state, regional, national, or international competitions as a **sport club**.

All sport clubs are assigned to the Department of Campus Recreation and its Sport Club Program for administrative and advising purposes.

**ADDITIONAL CLUB REQUIREMENTS** beyond other recognized student organizations include:

- A formal association with the Campus Recreation Department via the Sport Club Program
- A formal association with a national governing body or recognized regional or national association that hosts a collegiate competition for the activity
- Registration of all club members, including tryout participants, with Campus Recreation
- Regular reporting of club activities and related competition travel to Campus Recreation

**ADDITIONAL CLUB BENEFITS** beyond other recognized student organizations include:

- Recognition as the only student organization to represent Florida State University in their designated activity
- Ability to represent Florida State University in designated state, regional, national, and/or international competitions
- Access to additional advising resources through the Sport Club Program within the Campus Recreation Department
- Ability to apply for membership into the Sport Club Council, which provides access to additional member-only benefits

**ADDITIONAL UNIVERSITY MANAGEMENT ROLES** beyond support provided to other recognized student organizations, provided for sport clubs by the Campus Recreation Department and its Sport Club Program:

- Acting as a liaison for the club with its national governing body
- Acting as a liaison for the club with University Marketing on branding requirements
- Working with the University Registrar to assist a club with verifying any academic requirements of members as set by its national governing body and/or associated competitions
- Providing additional advising to club leaders and members, upon request

## **SPORT CLUB CLASSIFICATIONS**

Campus Recreation's Sport Club Program has designated three classifications for sport club organizations assigned to its management by the Office of Student Organizations & Involvement. Sport club organizations in each classification must meet the Additional Club Requirements for sport clubs which qualify them to receive the Additional Club Benefits for sport clubs as outlined by the Office of Student Organizations & Involvement.

### **SPORT CLUB COUNCIL MEMBER ORGANIZATIONS (MEMBERS)**

- Achieves Garnet, Gold, or White tier status within the Sport Club Council's established guidelines

### **SPORT CLUB COUNCIL PROBATIONARY ORGANIZATIONS (PROBATIONARY MEMBERS)**

- Formally applies for admission to the Sport Club Council and strives to achieve Garnet, Gold, or White tier status within the Sport Club Council's established guidelines during the organization's probationary period

### **SPORT CLUB PROGRAM AFFILIATED ORGANIZATIONS (AFFILIATES)**

- No additional requirements, nor access to any Additional Sport Club Council Member Benefits



# **ORGANIZATION REGISTRATION REQUIREMENTS**

## **ANNUAL REGISTRATION WITH OFFICE OF STUDENT ORGANIZATIONS & INVOLVEMENT**

All sport clubs including, member organizations, probationary organizations, and affiliated organizations, must complete the recognition process managed by the Office of Student Organizations and Involvement (SO&I) on an annual basis. All related paperwork is submitted on Nole Central (<https://nolecentral.dsa.fsu.edu>).

Additional information is available online with the Office of Student Organizations and Involvement at <https://soi.fsu.edu/registered-student-organizations/register-student-organization>.

## **SPORT CLUB PROGRAM REQUIREMENTS**

In addition to SO&I registration, all sport clubs (all classifications) must also meet the Sport Club Program registration requirements that include:

1. Association with a national governing body or recognized regional or national association that hosts a collegiate competition for the activity. The club shall notify the Sport Club Program of its national governing body on an annual basis.
2. Registration of all club members, including tryout participants, through the Campus Recreation's Rec Connect online web portal at <rc.campusrec.fsu.edu>. Each individual member shall complete the registration process, which includes submission of an Informed Consent Form (Liability Waiver). The process shall be completed for each club member BEFORE participation in club activity and submitted to the Sport Club Office as soon as possible. Forms are also available to be printed, completed, and submitted to the Sport Club Office in the Resource Center of the Sport Club web site.
3. The Coach/Instructor Agreement shall be completed and submitted to the Sport Club Office for each coach/instructor working with the club. The maximum number of coaches/instructors is four. This should be completed prior to the coach holding a role at practices.

Additional ongoing requirements of all sport clubs include:

1. Club leadership must actively maintain the club membership roster in the Rec Connect online web portal at <rc.campusrec.fsu.edu>, monitoring active roster and archiving old members where applicable.
2. Club leadership shall inform the Sport Club Program Office of club activities and related competition travel on a regular basis.

## **PROHIBITED ORGANIZATIONS**

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



# SPORT CLUB COUNCIL MEMBER ORGANIZATION REQUIREMENTS

## **SPORT CLUB COUNCIL MEMBERSHIP REQUIREMENTS**

To be a member of the Sport Club Council, 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.
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 Club Council.
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 Club Council.
8. Have proper transition materials to help new club leadership function efficiently and effectively.

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

1. Non-existent leadership or demonstration of ineffective student leadership.
2. Decline in student interest and support.
3. Demonstration of club mismanagement.
4. Inability to abide by Sport Club Program, Campus Recreation, and/or University policies and procedures.
5. Violation 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. Purpose or goals no longer compatible with the goals and mission of Florida State Department of Campus Recreation and Sport Club Program.
8. Lack of financial support for the club due to budget or other limitations.

## **APPLICATION PROCESS FOR ADMISSION INTO THE SPORT CLUB COUNCIL (ORGANIZATIONS)**

1. Complete the Office Student Organizations and Involvement recognition process.
2. Review the Sport Club Program Membership Requirements.
3. Schedule a meeting with the Sport Club Coordinator and Sport Clubs Council Executive Board to discuss membership in the Council.
4. The Sport Club Council Executive Board will vote to justify admittance as a probationary sport club in the program.
5. Achieve, at a minimum, the requirements for White Tier organizations during its probationary period.
6. The Sport Club Council Executive Board will vote to admit or deny as an official sport club in the program.

An organization that is denied membership into the Sport Club Council may appeal the ruling to the Assistant Director of Sports Programs by submitting written documentation stating the reasons for the appeal within ten business days of the initial decision.

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



# **CLUB OFFICER REQUIREMENTS**

## **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 Club 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 Club Program, Department of Campus Recreation, and Florida State University.

## **SPORT CLUB OFFICER POSITIONS**

Each club must have the following elected officers who keep up-to-date contact information with the Sport Club 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.

## **SCC OFFICER TRAININGS/GBM**

Each club must have an officer(s) present for official trainings and meetings. This requirement may consist of 1 to 3 officers being present, dependent on the club's recognized tier. See Tier System breakdown for specific requirements.



# **INDIVIDUAL MEMBER ELIGIBILITY**

## **GENERAL PARTICIPANT ELIGIBILITY**

- All current Florida State University students, except for students classified as FSU Next, who are enrolled in at least one Main Campus class in which a Main Campus Activity & Service Fee is assessed, are eligible for participation in the Sport Club Program, including membership into a sport club. In general, this includes all FSU Main Campus undergraduate, graduate, professional, full-time and part-time students.
- Current FSU students who are considered online-only (Distance Learning) or are otherwise enrolled exclusively in non Main Campus classes (often, study abroad students) are not eligible to participate in Sport Clubs.
- Individuals that are not taking classes during the current semester are **not** eligible. This includes individuals that are not taking summer classes, regardless of status in the previous spring and/or upcoming fall semesters. Members participating with organizations that are competing in regional and/or national competitions that extend into the summer semester may request an exemption from this requirement from the Sport Club Office on an individual basis to continue participating during the club's established postseason period.
- Faculty and staff are **not** eligible for participation in the Sport Club Program unless associated with a club as an advisor, coach, or volunteer.
- Alumni are **not** eligible for competition in the Sport Club Program. Alumni can act as a Volunteer or Coach and must sign agreement.
- Competitive teams, if part of a sport club's sponsored activities, are considered a subset of general club membership.
- Per Florida Statutes 1006.205, a competitive team member for a sport club shall be classified as a male or female based on the gender appearing on the participant's official birth certificate as filed at or near the time of the participant's birth. Each participant shall maintain responsibility for self-identifying by this standard. For clubs with teams competing in gender-specific sport leagues or events, competitive team members must be aligned by gender according to this classification. For clubs with competitions open to all genders ("mixed"), such distinction is not required.
- The national governing body associated with a specific sport club may have eligibility requirements that are not consistent with the eligibility requirements of the FSU Sport Club Program. Sport Club Program and University requirements will take precedence for general club membership. However, participation by certain club members in competitions managed by such governing bodies shall follow the eligibility guidelines established by the governing body.

## **ELIGIBILITY CHALLENGES**

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

## **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. Once a person has been deemed a club member, they will be considered a club player regarding 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 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). Club membership status will be checked via DSE.



# **COACHES & INSTRUCTORS**

## **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, 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 Club Program Administrative Staff and/or Program to financially compensate any coach/instructor. Allocated funds cannot be used to pay for a coach or related consulting fees. Sport Clubs who choose to enter into contracts with coaches/instructors are strongly advised to seek legal counsel regarding contract terms, liability, etc. Florida State University, FSU Campus Recreation, and the FSU Sport Club Program are not responsible for damages or other issues arising out of contractual arrangements. The Sport Club Program 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 or the University, the coach/instructor will be relieved of their duties. If the club wants to remove a coach, they can for any reason and at any point in time.

## **COACH/INSTRUCTOR REQUIREMENTS & RECOMMENDATIONS**

- The maximum number of coaches/instructors per club is four. If you have an exception and need more than four coaches/instructors, a written appeal must be filed in the Sport Club Office and approved by the Coordinator of Sport Clubs.
- Coaches/instructors should be experienced within the specific area of instruction and possess any required certifications and licenses.

## **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 Club Program 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 Club Program is strictly voluntary; therefore, monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach/instructor.
- It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University.
- Coaches/Instructors should refrain from making appointments with the Director of Campus Recreation, Athletics Department staff, or any other person to discuss club business without first informing a member of the Sport Club Program 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.



# **SPORT CLUB COUNCIL TIER SYSTEM**

## **TIER SYSTEM**

The Sport Club Program Tier System has been put in place to help guide the Sport Club 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 Club 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 from the Sport Club Council. The tier a club achieves will give the Sport Club Council a recommended starting point for their budget 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.

## **TOMAHAWK POINTS**

The Tomahawk Points are a tool to provide an objective, quantifiable range to determine the placement of clubs in one tier versus another. 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.

## **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 Club Council (SCC). The SCC requires officers from each club to attend Sport Club Program meetings/trainings to receive Sport Club 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 Club 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 Club 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 a



minimum of two hours for longer events, and they must verify with a photo taken by a Sport Club 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 SCC – 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 SCC 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, SCC or Sport Club Program Policies and Procedures.





## TOMAHAWK POINT SYSTEM



CATEGORY	TIER 1 GARNET	TIER 2 GOLD	TIER 3 WHITE	POINT SYSTEM	HOW ITS TRACKED	NOTES
ROSTER SIZE	30 Active Members	20 Active Members	10 Active Members	EX: 2 Members = 1 Point	By Office	“Active” Members are determined based off Competition Forms/Seminars/ Travel Forms & DSE
SCC OFFICER & MEETING TRAININGS	3 Officers Present AT EACH	2 Officers Present AT EACH	1 Officer Present AT EACH	Each Officer counts as 5 Points PER Meeting/Training	By Office	Each CURRENT Tier must have minimum described. Garnet = 3, Gold = 2, White = 1
COMMUNITY SERVICE	50 Team Hours 6 Members Minimum Per Event	30 Team Hours 3 Members Minimum Per Event	10 Team Hours 2 Members Minimum Per Event	<i>Once Minimum Is Met, Each Additional Hour of Community Service is worth 5 Points.</i> <b>CAP AT 50 ADDITIONAL POINTS.</b>	<i>Note Central Form</i>	Community Service Based on # of Hours Completed by EACH Member at Community Service Events
HOSTING EVENTS/SEMINARS	ANY OF The Following  <u>Host</u> 1 Tournament 3 Games 3 Seminars	ANY OF The Following  <u>Host</u> 1 Game 1 Seminar	N/A	Tournaments = 30 Points Games = 10 Points Seminars = 10 Points	<i>EX: 5 Members do 2 Hours Each of Community Service = 10 Team Total Hours. Minimum Member Count Is Required Based On Tier</i>	A Tournament is Defined By a Minimum of 3 Visiting Teams
TRAVEL	3 Official Trips Representing FSU <b>Point Min: 30 POINTS</b>	2 Official Trips Representing FSU <b>Point Min: 20 POINTS</b>	N/A	Each Additional Official Trip = 10 Points	By Office	Noncompetitive Sport Clubs can Host 1 Seminar & Travel To 1 Seminar To Satisfy These Requirements.





## TOMAHAWK POINT SYSTEM



ATTENDANCE AT SPORT CLUB EVENTS		NOLES SUPPORTING NOLES		FUNDRAISING AMOUNT		MARKETING		ACCOUNTABILITY	
6 Members at 3 Different Sport Club Events	Point Min: 30 POINTS	3 Members at 2 Different Sport Club Events	Point Min: 20 POINTS	100% Match of Original SCEC Allocation	Point Min: 50 POINTS	25 Tags To @ FSUSportClubs on Instagram	Point Min: 75 POINTS	10 Tags To @ FSUSportClubs on Instagram	Point Min: 50 POINTS
2 Members at 1 Different Sport Club Event	Point Min: 10 POINTS	50% Match of Original SCEC Allocation	N/A	10 Tags To @ FSUSportClubs on Instagram	Point Min: 50 POINTS	10 Tags To @ FSUSportClubs on Instagram	Point Min: 75 POINTS	Each Additional Tag = 5 Points	Point Min: 50 POINTS
Each Additional Event Attended = 10 Points	NO CAP	N/A	N/A	Each Additional Tag = 5 Points	NO CAP	Up To 10 Points Per Infraction <u>After The 2<sup>nd</sup> WARNING</u>	Up To 10 Points Per Infraction <u>After The 2<sup>nd</sup> WARNING</u>	By Sport Club Coordinator	By Sport Club Coordinator
<b>IT IS THE RESPONSIBILITY OF EACH CLUBS E-BOARD TO ENSURE CLUB IS IN GOOD STANDING</b>									
CONDUCT	SCEC Will Deduct Up To 25 Points Per Disciplinary Meeting	SCEC Will Deduct Up To 15 Points Per Disciplinary Meeting	SCEC Will Deduct Up To 10 Points Per Disciplinary Meeting	N/A	By Office	SCEC Along with Sport Club Coordinator Can Alter These Deductions on A Per Case Scenario			
TOTAL POINTS RANGE TO QUALIFY	370+	225-369	80-224	Tomahawk Points					

**Clubs Must Complete The MINIMUM Requirements Of The Selected Tier By March 27<sup>th</sup>, 2026.**

**Clubs That Exceed Tomahawk Points In 25-26 WHILE Completing Their Current Tier Requirements And Wish To Jump A Tier, Will Be Held To Their New Tier Requirements In 26-27.**

**Tier Assignments Will Be Made During SCEC Budget Allocations In The Spring Semester**



# **ADMINISTRATIVE MATTERS**

## **MAILBOXES**

Each club has a mailbox located in the Sport Club Office at the Main Campus Fields. Club representatives are expected to check their mail at least 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 CLUB PROGRAM BANQUET**

The Sport Club 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

# **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 when traveling in a 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 well-being 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 Office of 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 Office of 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.



# **FUNDING & FINANCES**

## **ALLOCATED ACCOUNT**

The Sport Club Council receives an allocation of funds from Student Government each year. The Sport Club Council 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 at, which time the SCC determines how the funding is allocated for the subsequent academic year.

1. The allocation of funds to specific clubs within the Sport Club Council is the responsibility of the Sport Club Council (SCC). Representation by individual students as representatives in the SCC is governed by regulations established by the Student Government Association.
2. A sport club is eligible for an allocation of funds if it is a Recognized Student Organization and a Sport Club Council 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 SCC Annual Allocation Process. Each club that submits a budget request shall be provided with an opportunity to schedule a time to present its request to the SCC Executive Board, further highlighting its budget priorities and answering any questions from the SCC Executive Board.
4. Following the completion of all budget request hearings, the SCC Executive Board 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 Club Tier System. Clubs cannot spend any allocated funds until the start of the new fiscal year (July 1). Clubs must maintain proper registration with the Office of Student Organizations and Involvement and the Sport Club Program to expend any allocated funding.
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 Club 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 SCC may limit reimbursement amounts for items including specific travel expenses. Any team uniforms, apparel, etc. purchased with SCC funding must stay with the club and cannot include any personalization. The purchase of club t-shirts is not permitted with SCC funding.

## **SPORT CLUB COUNCIL BUDGET REQUESTS**

A sport club must be an active, Recognized Student Organization (RSO) and a Sport Club Council Member or Probationary Member at the time it requests funds from the Sport Club Council. Annual budget hearings are held at the end of the spring semester. Additional funding opportunities may be made available at other points during the academic year, depending on fund availability.

It is the responsibility of each club to keep track of that club's expenditures throughout the year and keep an accurate balance of what funds are left in their accounts.

The Sport Club Council Executive Board also meets to review member organization requests for additional funding, when such funds are made available through other SGA-managed processes or through Sport Club Program internal sweepings. Unless otherwise noted, all funding requests from member organizations are coordinated by the Sport Club Council. The Sport Club Council will request any annual or special funding allocations from the Student Government Association with a single request and presentation on behalf of all its member organizations.

## **HEARINGS & DELIBERATIONS**

The Budget Hearings are held in the spring semester to determine budget allocations for each club. Clubs present their budget to the Sport Club Council Executive Board. The Executive Board 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. All Sport Club 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 Club Executive Council leading up to the budget hearing. Failure to turn in a request can result in less or no funding for 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 Club Coordinator, or SCEC Chair, on their annual budget amounts for the following year.

### **BUDGET BREAKDOWN – EXPENSES CATEGORIES**

- League Membership** – any fees associated with a sport club National Governing Body
- Facility Rental** – any fees associated with rental, practice or event space
- Travel** – any fees associated with travel including gas, hotel reservations, entry fees, etc.
- 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 Club Program. Clubs are required to submit supporting documentation that they will spend their remaining funds, such as an expense request or travel reimbursement paperwork, in order to reserve their club's funds for the remainder of the spring semester. Unspent funds are swept into the general Sport Club Program account for reallocation. Once the unspent funds have been reallocated, they must be spent by a new deadline in accordance with the current fiscal year.

### **FSU FOUNDATION ACCOUNT**

The FSU Foundation is a nonprofit corporation that exists as an entity. FSU Foundation sport club 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, at the club's discretion, on items that will benefit the club.

### **DONATIONS**

Individuals or businesses can donate by either sending a check or donating online. Donated money is available to clubs for various expenses and is expended in much the same way as allocated budget funds, at times with fewer spending restrictions.

Donations to an FSU Foundation account can be made by going to [campusrec.fsu.edu/donate](http://campusrec.fsu.edu/donate) for online options as well as a form that can be downloaded and included with a check donation. Checks shall be made payable to the "FSU Foundation", along with a gift form indicating your gift's purpose, and mailed to:

Gift Services

Florida State University Foundation

325 W College Avenue

Tallahassee, FL 32301-1403

**Make sure you designate it on that form, and the memo line says that the donation is for a specific club.**



## **OFF-CAMPUS BANKING ACCOUNTS**

Florida State University, the Office of Student Organizations and Involvement, the Department of Campus Recreation, and the Sport Club Program have no responsibility or supervision of off-campus bank accounts that may be maintained by student organizations. Such 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 a Sport Club Allocated fund 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 SCC 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). An EIN is needed to open a bank account and apply for tax-exemption. Organizations with a local/national affiliation should ask their parent organization if they are allowed to use that organization's EIN.

Please contact the Coordinator of Sport Clubs for additional advising regarding money management by your organization.

## **SPORT CLUB PROGRAM (SCP) SWEEPINGS REALLOCATION**

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

1. The Sport Club Council Executive Board shall review all Sweepings requests upon their submittal.
2. The SCC Executive Board Chair will lead the Board 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 SCC; however, the Coordinator will not possess a vote in the process.
5. After reviewing all requests, the SCC Executive Board shall prioritize the order/importance for all requested items.
6. The allocation of the funds granted from Internal Sweepings will be determined at a deliberation meeting.

## **POSTSEASON FUND**

### **POSTSEASON FUND POLICY & PROCEDURE**

The Sport Club Council retains a portion of its annual SGA funding allocation to be utilized as Postseason Fund for clubs that have qualified for their respective regional and national tournaments. Although this fund is limited, the Postseason 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).

To apply for funding from the Postseason Fund, clubs shall complete and submit the Sport Club Postseason Fund Request including any relevant quotes to the Sport Club Program Office a minimum of eight business days before the club's scheduled departure date.

All Postseason Fund Requests will be reviewed by the Sport Club Council Executive Board and Coordinator of Sport Clubs in an expedited manner with the decision of the Sport Club Council Executive Board relayed to the requesting organization promptly.



# 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 Sport Club Council 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 Club 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 Club Office and an invoice has been received, the vendor can be paid. The invoice will be documented and sent over to FSU Purchasing (Accounts Payable), at which time they will send payment to the vendor.

## UNIQUE PURCHASES

A unique purchase is an expenditure made by a club for something not purchased very often. Such expenditures include annual league membership fees or facility rentals for hosting events. 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 will need to be turned into the Sport Club 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 Club Program and Campus Recreation staff. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted. Purchases will only be approved if there is a place to store and utilize the equipment.

## **DONATIONS**

When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Club Office. Donations become property of the University and are subject to the storage and checkout procedures established by the Sport Club Program.

## **MAINTENANCE**

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

## **INVENTORY**

Equipment purchased for club use with allocated Sport Clubs funds must be inventoried and stored with Campus Recreation, as it is considered property of the University. Clubs may check out equipment prior to the start of a season and then must return the equipment to storage at the conclusion of the season unless other arrangements are made with the Sport Club Program. All club equipment must be documented. 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 Club Program equipment are the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid through fundraising activities by the club.

The Sport Club 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. If a Sport Club needs to use equipment over the summer, the Sport Club Office will need officer approval, as well as a minimum of 1 weeks notice. These requests will also have to be approved by the Sport Club Office and the facility being accessed.

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, the equipment room at the Main Campus Fields, and the equipment room at the Leach Pool. Please request space through the Sport Club Office.



# **FACILITIES & REQUESTS**

## **SPORT CLUBS PRACTICES, FACILITY RESERVATIONS & HOSTING AN EVENT**

*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 FACILITIES**

Leach Center  
Fitness & Movement Clinic

### **AQUATIC FACILITIES**

Leach Aquatic Center (Pool & Spa)

### **OUTDOOR ADVENTURE FACILITIES**

FSU Lakefront Park

## **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 participants, and spectators are NOT permitted. Campus Recreation staff reserves the right to search coolers or bags brought onto 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 Club Program. All Sport Club Practice Request Forms that are properly completed and turned in by the deadline to the Sport Club Office will be used by Campus Recreation staff to create a practice schedule for each facility, each semester. Scheduling for sport clubs is based on the standing of the organization within the Sport Club Program and priority is determined using the Tier system and 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 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 for them. If clubs wish to discontinue regular practices, club representatives must contact the Sport Club Office.

### ***PRACTICE CANCELLATIONS AND CONFLICTS***

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



Failure to utilize facility during scheduled recurring practice time without prior notification to the Sport Club Staff may result in a cancellation of future practices and the potential loss of scheduled practice time. Excessive violations, as determined by facility staff, in conjunction with the Sport Club Program, will result in the loss of the privilege to reserve facility space for hosting special events.

### **FACILITY RESERVATIONS & HOSTING AN EVENT**

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

### ***VISITING TEAM INFORMED CONSENT FORM***

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

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

### ***FINANCIAL RESPONSIBILITY FOR FACILITY SPACE RENTALS***

Clubs are responsible for paying any charges associated with FSU space rentals in a timely manner. Clubs with overdue balances may be suspended from practicing or hosting events in Campus Recreation facilities.



# 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 DSE for that specific club.

## **TRAVEL PAPERWORK**

Sport clubs must submit proper paperwork to the Sport Club Office before and after traveling for competition, or any other club function, regardless 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 Club Program, Department, and University in a positive light, and that their actions on a trip must adhere to the FSU Student Code of Conduct. This form is found under the 'Forms' section on the Sport Clubs NoleCentral.
  - **TRIP LEADER:** The trip leader is responsible for ensuring their club adheres to all Sport Club 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 to the Sport Clubs office. 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. Clubs must provide justification (such as a tournament requirement to utilize a specific hotel group for an event) if daily room rate is over \$225.
- **Map mileage:** at \$0.445/mile for non-rental vehicles (i.e. personal vehicles)
  - Map mileage is computed using Google Maps with the departure and return point being the FSU main campus.



- **Rental vehicles:** Allocation will be used for the vehicles, but gas can be reimbursed. Physical gas receipts are utilized to track costs: keep all receipts. The Coordinator of Sport Clubs must book rental vehicles due to a state contract.
- **Airfare:** Teams wishing to travel via commercial airline must receive specific permission from the Coordinator of Sport Clubs *prior to booking* any flights. Air travel must be booked utilizing the University's Travel System for all trips funded by University allocated (SGA/SCC) or FSU Foundation funds. The Coordinator will assist with making flight reservations for all traveling club members.
- **Entry/registration fee(s):** Clubs shall attempt to secure a receipt (physical or email) for any payment of a registration or entry fee. If a receipt is not secured, the club shall utilize the Entry Fee Receipt Form to provide proof of payment.
- **Note: Food and/or meals are NOT reimbursed.**
- **No Venmo, Cash App, 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, a club shall book directly with the hotel such as using the hotel's website (third-party sites such as Travelocity or Hotels.com are not accepted). 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.
5. Unauthorized FSU travel purchases will result in non-reimbursement.



# **CLUB MARKETING & UNIVERSITY BRANDING**

## **SPORT CLUB PROGRAM WEB PAGE**

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

## **CLUB WEB SITES & SOCIAL MEDIA**

Sport clubs are encouraged to promote themselves via a club-specific website and/or social network sites such as Facebook, X (formerly Twitter), Instagram, etc.

When creating a site or group to promote a club and disseminate club information, the official club's name must be used as the group name in one of the following formats:

- FSU \_\_\_\_\_ Club
- FSU Club \_\_\_\_\_
- Florida State University \_\_\_\_\_ Club
- Florida State University Club \_\_\_\_\_
- \_\_\_\_\_ Club at Florida State University
- \_\_\_\_\_ Club at FSU

All images associated with a club's digital media shall follow the guidelines found in the FSU Sport Club Brand & Identity Guide with respect to University logos and marks.

Social media 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, Sport Club Council, Department of Campus Recreation, and the University, and must not include inappropriate language, express any negative attitudes towards individuals or 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 Sport Club Council, Sport Club Program, Department of Campus Recreation, and the University.

All club web pages, and social media groups must be kept current and up to date. If a club no longer has access to a web page or social media account that was previously associated with the club, please contact the Sport Club Program Office for assistance in getting it deleted.

## **SOCIAL MEDIA CHECKS**

Sport Club Program Staff conduct social media checks on a regular basis 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 neither minimum nor 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 the FSU Sport Club Program, follow us on Instagram @FSUSportClubs.

## **UNIVERSITY BRANDING & SPORT CLUB BRANDING GUIDELINES**

Sport Club Council member organizations are required to follow the policies and procedures found in the **Sport Club Brand & Identity Guide**, published separately and available in the Resource Center on the Sport Club Program website. The Sport Club Brand & Identity Guide outlines the approved usage of various Florida State University trademarks in sport club operations including uniform and apparel design and digital media promotions.

Sport Club Program affiliate organizations are bound by the general University Branding Guidelines that apply to all registered student organizations and are not eligible for any expanded use of marks that may be available to SCC member organizations in the Sport Club Branding Guidelines. Application and admission into the Sport Club Council is required to receive permission to use additional University marks.



# **THE SPORT CLUB COUNCIL EXECUTIVE BOARD**

The Sport Club Council Executive Board is comprised of five executive members (student leaders) from member organizations of the Sport Club Council. The SCC Executive Board represents the Sport Club Council in all budgetary matters with the Student Government Association and leads the allocation of SGA-provided funds to the active member organizations within the Sport Club Council. The Coordinator of Sport Clubs shall serve as an advisor to the SCC member organizations (i.e. sport clubs). This advisor will be a non-voting member that acts as a mediator to expedite all processes.

Selection of the Sport Club Council Executive Board members will be conducted annually each spring semester at the last Sport Club Program General Meeting. The committee is composed of a Chair, a Vice Chair, Treasurer, Recruitment Chair, and Secretary.

## **PURPOSE AND RESPONSIBILITIES OF EXECUTIVE BOARD**

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 Office of Student Conduct and Community Standards, governing all indiscretions and violations of policies and procedures and making 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
4. To make recommendations on the allocation of funds allotted to SCC member organizations by SGA.
5. To consider the best interest of all sport clubs and to carry out recommendations for the prosperity of the Sport Club Council.
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, when made available.
8. Review new club proposals and possible dismissal of a club from the Sport Club Council.

## **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 reelected, however, not for more than two consecutive terms. Officers cannot reappoint themselves for a second term; they must be re-elected.

## **EXECUTIVE BOARD MEMBER ELIGIBILITY**

1. Must be a member of an active member organizations in the Sport Club Council (except for Senate Ex-Officio).
2. Must remain in good standing with the Sport Club Program, Department of Campus Recreation, and the University.
3. Must be able to serve for a full year – must be returning for the fall semester with plans to be enrolled in spring.
4. Only one (1) student per member organization can be on the Executive Board.
5. Shall strive to attend all Board meetings including budget hearings and deliberations.

## **DUTIES & RESPONSIBILITIES OF EXECUTIVE MEMBERS**

### **CHAIR**

1. Preside over all meetings of the Sport Club Council.
2. Represent the Sport Club Council in all official business.
3. Be responsible for compiling and presenting the budget of that Sport Club Council.
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 Sport Club Council 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. Perform any other duties as designated by the Chair or in the approved guidelines of the funding board.
5. Be elected in accordance with the approved guidelines of the funding board.
6. Fulfill any other duties designated by the Sport Club Council or the Sport Club Coordinator

**TREASURER**

1. Recommend and monitor SCC funds and other resources allocated for sport clubs, including the annual sport club budget allocation.
2. Compile monetary increase requests and create presentation for budget request to the SGA.
3. Regularly provide financial reports to fellow board officers.
4. Fulfill any other duties designated by the Sport Club Council 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 Sport Club Council Executive Board positions in the Spring SCC meeting
7. Fulfill any other duties designated by the Sport Club Council or the Sport Club Coordinator

**RECRUITMENT CHAIR**

1. Assist the Sport Club Program in creating or continuing promotion of the program and all our clubs
2. Track membership, report increases or decreases of sport club members
3. Assist Secretary in obtaining new nominees for SCC Executive Board Spring election
4. Fulfill any other duties designated by the Sport Club Council 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 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. This vote is conducted in-person, through an online voting system.
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 Club Program general meeting.

**MEETINGS**

- The Sport Club Council 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 Sport Club Council may be called by petition of a majority of the member organizations.
- Quorum shall be a majority of the total membership.



# **DISCIPLINARY MATTERS**

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

The Sport Club Council Executive Board reserves the right to modify all timelines to ensure a quorum before reaching a decision on a disciplinary case. The Sport Club Council Executive Board, Sport Club Coordinator, and 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 Club Council Executive Board 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 Club Council Executive Board.
2. The Sport Club Council Executive Board will meet within 72 hours of the initial incident review to discuss appropriate sanctions levied on the club.
3. Once sanctions are determined, the Assistant Director of Sports Programs will be notified and may offer any additional consultation regarding the decision.
4. The Chair of the Sport Club 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's executive board can be required to submit in writing an action plan, to the Sport Club Council Executive Board, of how they will address their club's actions and behaviors to positively reflect Florida State University, the Sport Club Program, and the Department of Campus Recreation.
6. The Sport Club Council Executive Board will review the documentation with the Sport Club 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 Club 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 Club Coordinator and Assistant Director of Sports Programs will conduct an initial investigation of the incident and inform the Sport Club Council Executive Board.
3. The Sport Club Council Executive Board 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 Club Council Executive Board to discuss incident.
4. The Sport Club Council Executive Board, Sport Club Coordinator, and Assistant Director 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 Club Program administrative staff. Written appeals may be submitted in print through delivery to the Sport Club Program Office during regular business hours or by email at any time directly to the Sport Club 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 Assistant Director of Sports Programs. Appeals of decisions made by the Assistant Director 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.

