



Roller Hockey	Canoe/Kayak	Equestrian
Rowing	M. Volleyball	Pickleball
Skeet and Trap	Sailing	Track and Field
Swim	W.Ultimate	Women's Volleyball
W.Water Polo	W.Rugby	Jiu Jitsu
Weightlifting	Flag Football	Table Tennis
Baseball	M. Basketball	Action Shooting
W.Soccer	M. Ice Hockey	Wrestling
W. Basketball	W. Ice Hockey	Bass Fishing
W.Lacrosse	Tennis	Cheerleading
M.Lacrosse	Climbing	Fencing
M.Soccer	M.Rugby	Softball



Please sign in with your Supervisor!

SPORT CLUB OFFICER TRAINING





SPORT CLUB OFFICER TRAINING



Welcome FSU Sport Clubs



The Florida State University Sport Club Program Is Dedicated To Providing FUN, SAFE, & ENRICHING Environment For ALL Students Across A Variety Of Sport Clubs

We 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 In Sport Clubs.

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.

Meet Your Exec Team!!



Chris Morris

Director

- Leach Center
- 850.644.0553
- cjmorris@fsu.edu



David Peters

Senior Associate Director

- Leach Center
- 850.644.7698
- ddpeters@fsu.edu



Jen McKee

Associate Director,
Facilities

- Leach Center
- 850.645.0475
- jmckee@fsu.edu



Lynn Grasso

Associate Director,
Programs

- Tully Gymnasium
- 850.644.0546
- fsgrasso@fsu.edu

Meet Your Pro Staff!!



Brandon Smithson

Assistant Director,
Sport Programs

📍 Main Campus Fields

📞 850.644.7699

✉️ bsmithson@fsu.edu



Zoe Brickley

Coordinator,
Sport Clubs

📍 Main Campus Fields

📞 850.645.0923

✉️ zbrickley@fsu.edu

Meet Your Pro Staff!!



Daniel Atkinson

Assistant Director,
Sport Facilities

- Tully Gymnasium
- 850.645.0386
- datkinson2@fsu.edu



Jacques Thomas

Coordinator,
Fitness Facilities

- Leach Center
- 850.644.0550
- jjthomas@fsu.edu



Mimi Amelung

Coordinator,
Aquatics

- Leach Center Pool
- 850.645.6750
- mamelung@fsu.edu



Jordan Ripka Dailey

Coordinator, Lakefront
Operations & Challenge

- FSU Lakefront Park
- 850.644.6124
- jripkadailey@fsu.edu

Meet Your Sport Club Supervisors!!



**Program Assistant
Owen Peronto**



**Supervisor
Maddie Johnson**



**Supervisor
Gwyn Allender**

Role Of The Sport Club Staff



Sport Club Supervisors

- Have Re-occurring Office Hours
- Enforce all Sport Club Policies
- Schedule Meetings With Clubs
- Attend Select Practices & Home Events
- Review Home Event/Travel Requests and more
- Track Allocated Budgets
- Track Tomahawk Points
- Contact Officers About Any Checks, Mail, Or Missing Paperwork
- Actively Seek Ways to Improve the Program

If you have a question, contact your Sport Clubs Supervisor via email (sportclub@admin.fsu.edu). They are the easiest way for you to contact the administrative staff!

Please keep in mind that Supervisors are more easily reached during their office hours, they are not required to respond to you when they are not in office

Sport Club Supervisor Groups



<u>Owen</u>	<u>Maddie</u>	<u>Gwyn</u>
Dance	Men's Ultimate	Wakeboarding
Gymnastics	Beach Volleyball	Bowling
M. Water Polo	Blitzball	Badminton
Roller Hockey	Cuong Nhu	Equestrian
Rowing	M. Volleyball	Pickleball
Skeet and Trap	Sailing	Track and Field
Swim	W. Ultimate	Women's Volleyball
W. Water Polo	W. Rugby	Jiu Jitsu
Weightlifting	Flag Football	Table Tennis
Baseball	M. Basketball	Action Shooting
W. Soccer	M. Ice Hockey	Wrestling
W. Basketball	W. Ice Hockey	Bass Fishing
W. Lacrosse	Tennis	Cheerleading
M. Lacrosse	Climbing	Fencing
M. Soccer	M. Rugby	Softball

Meet Your Sport Club Executive Council!!



CHAIR
Rama Naem



VICE-CHAIR
Nico De La Cadena



TREASURER
Morgan Frazier



SECRETARY
Aaron Udomdee



RECRUITMENT CHAIR
Sohum Thakkar

What Is The SCEC!!



Sport Clubs Executive Council

The SCEC Is A Group Of Five Executive Members (Each A Different Sport Club!) That Represent ALL Sport Clubs Before All Budgetary Committees To Student Government Association

Responsibilities

- Express Sport Clubs Viewpoint On Existing Policies And Procedures
- Notify And Educate Clubs On Policies, Procedures, Meetings, Events, And Dates
- Act As Conduct Board Responsible For Governing All Indiscretions And Violations Of Policies
- Present Annual Budgetary Request to SGA
- Vote On The Allocation Of Funds Allotted To Sport Clubs By SGA
- Carry Out Recommendations By Sport Club Council Members
- Review Requests, Hearings, And Deliberations For Allocation Of Special Funds
- Review New Club Proposals And Possible Dismissal Of Club From Program
- Provide Input And Vote On End-of-the-year Sport Clubs Program Awards

President Flare





VENDORS



Vertical Raise



2025 FSU CLUB SPORTS

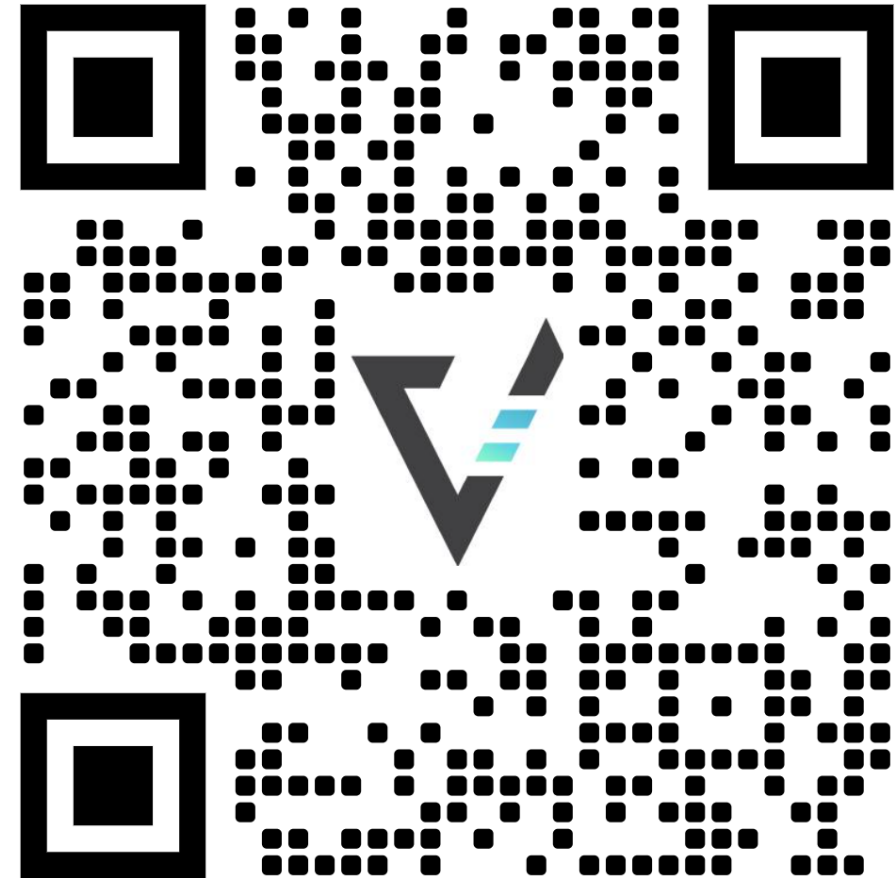
BEACH VOLLEYBALL \$14,368		BASEBALL \$5,775	HOCKEY \$10,852
SOFTBALL \$6,520		GYMNASTICS \$17,230	
DANCE \$10,108		CLUB WATER POLO \$9,866	
WOMENS VOLLEYBALL \$5,635		WOMENS LACROSSE \$9,825	
WOMENS RUGBY \$8,711	EQUESTRIAN \$19,531	WOMENS HOCKEY \$4,152	CHEER \$14,368
CHEER DISCOUNT CARD \$4,565	LAE CALIFORNIA CONFERENCE \$2,290	MENS VOLLEYBALL \$5,000	
CAPITAL CAMPAIGN \$8,186			

\$152,607



WANT MORE INFO?

SIGN UP TODAY FOR A CHANCE
TO WIN A \$100 GIFT CARD!





GEAR UP. STAND OUT. ONE. STOP. SHOP.

Custom gear, uniforms, team shops, licensed artwork, and ordering support for FSU Sport Clubs.

CUSTOM GEAR

TEAM SHOPS

LICENSING

FSU SPORT CLUBS





TRAVIS MCCALL- FIELD SALES PRO

 864 484 7959

 tmccall@bsnsports.com

 Shop: bsnsports.com

 Vault: bsnsports.com/vault

HOW ORDERING WORKS

Simple steps from idea to approved order.



TEAM SHOPS + FUNDRAISING



DIRECT-TO-HOME SHIPPING

Helps reduce handouts, sorting, and extra work for club leadership.

FUNDRAISING OPTIONS

Can include fundraising support when your club wants to raise additional dollars.

FREE GEAR OPPORTUNITIES

FREE GEAR FOR YOUR CLUB IF IT DOES WELL!!

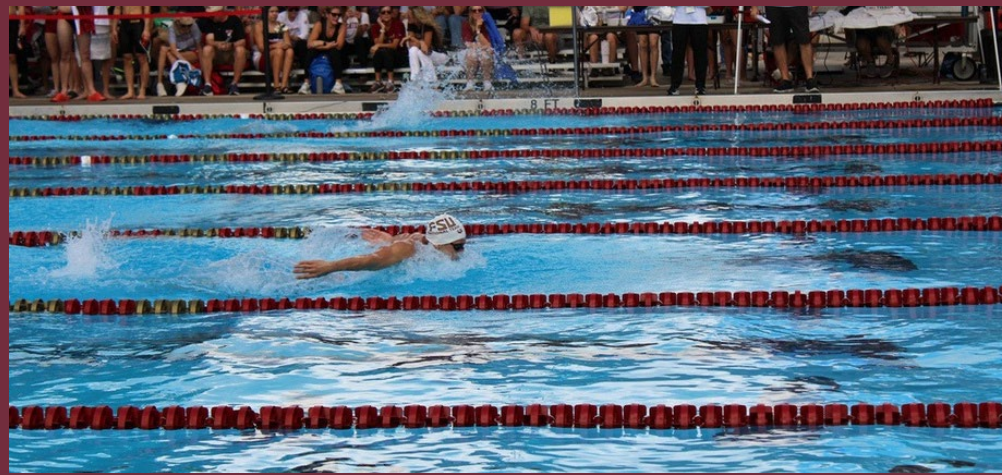
EASY PRODUCT MENU

Build a clean assortment that matches your club needs and FSU-approved look.

SPARK FSU

Online crowdfunding platform
where the Seminole community
can donate to campaigns created
by Florida State University
students, faculty and organizations

FSU



SPARK Benefits

Owned and operated by FSU, SPARK does not take a cut of funds raised. Donors can feel comfortable donating to an official FSU website and receive a charitable tax deduction. SPARK collects data on donors that the FSU Foundation can use to foster donor relations, furthering donations for clubs and programs.

No Fees

SPARK does not take a cut of funds raised. Unlike other platforms 100% of dollars go straight to clubs.

FSU Brand

Being operated by FSU, SPARK is able to use the well recognized brand and reputation of Florida State.

Tax Benefit

Donations made to the FSU Foundation through SPARK are tax deductible through our 501c3 status.

Longevity

Donor data collected by SPARK allow the FSU Foundation to help expand donor relationships for future club support.



We need your help to support women's club sports at FSU! Our Women's Club Basketball team is having its first season on campus and is trying to establish itself as a club team. We are hosting a tournament, but need help to be able to!

Donations ended on 3/9/2026

Missed this Spark?

You can still make a difference.

[Donate to the FSU Women's Basketball Club](#)

- 3 week approval and processing
- Customized page
- Funds automatically added to your clubs Foundation account

\$6,490 Raised of **\$4,000** Goal



34
Total Gifts



33
Supporters



\$3,000
Largest Gift



0
Days to go

Woman's Club Basketball FSU Home Tournament

This fundraiser is to help the newly founded Women's Club Basketball team at FSU host a home tournament this spring! We hope to invite 12 teams from across the country to FSU to play at a high level of competitive club basketball and connect the women's basketball community nationally. We are looking to have one of the highest tournament turnouts nationally among women's club basketball teams in 2026.

We can't do it without your help, though! Any donation helps us achieve our goal and take a leap forward in Women's sports on FSU's campus. We are one of the newest women's club sports teams on campus, and we want to be as well recognized as all of our other women's club and varsity sports teams on campus.

Donations will be used to cover Staffing and Referee Fees, Court Rental Fees, and Tournament Supply Costs.

Thank you for your support!

Thank You to Our Supporters



4
Alumni



5
Students



12
Parents



2
Faculty/Staff



12
Friends



0
Board Members

Supporter	Amount	Gift Date
Susannah Wesley-Ahlschwede & Andrew Ahlschwede 🧑🏻‍🤝‍🧑🏻	\$20.05	3/4/2026 11:31 PM
Francesca Pusateri 🧑🏻	\$5.00	3/4/2026 10:28 AM
Virginia Charles 🧑🏻	\$25.00	3/4/2026 10:14 AM
Julie Galuski 🧑🏻	\$50.00	2/18/2026 11:46 PM
Earl Whipple & Heather Lee Whipple 🧑🏻	\$25.00	2/10/2026 10:06 AM
Amy Ingram 🧑🏻	\$25.00	2/6/2026 6:42 PM
Christa Richard 🧑🏻	\$25.00	2/6/2026 5:46 PM
Kristina Godfrey 🧑🏻	\$25.00	2/6/2026 5:20 PM
Emily Martelli 🧑🏻	\$25.00	2/6/2026 3:58 PM
Hank and Barbara Martelli 🧑🏻	\$25.00	2/6/2026 2:20 PM
Chelsie Davis 🧑🏻	\$25.00	2/6/2026 12:04 AM

Thank You!

Thomas Vatter
tvatter@fsu.edu

Email me to learn more or start the page setup!



Volunteer Opportunity



Visit
Tallahassee
SPORTS

2026

CROSS COUNTRY SCHEDULE

SEP. 11-12	HOKA X NIGHTS OF THUNDER CROSS COUNTRY FEST	OCT. 26	FCSAA CROSS COUNTRY CHAMPIONSHIP
SEP. 18	FSU PRE-REGIONAL	OCT. 27	SWAC CROSS COUNTRY CHAMPIONSHIP
OCT. 9	FSU CROSS COUNTRY INVITE	NOV. 13	NCAA SOUTH XC REGIONAL CHAMPIONSHIP
OCT. 9	VISIT TALLAHASSEE SPORTS XC PRE STATE	NOV. 20	FSHAA STATE XC CHAMPIONSHIP
OCT. 10	VISIT TALLAHASSEE SPORTS XC PRE STATE	DEC. 5	AAU NATIONAL CHAMPIONSHIPS



VOLUNTEER INCENTIVE PROGRAM

Bill Lott Excellence in Service Award

This award will recognize an individual who has demonstrated outstanding service and dedication throughout the XC season. The recipient will receive an award plaque and a **\$100** gift card.

Outstanding Group Achievement Award

This award will recognize a group or organization for their exceptional efforts and contributions throughout the season. The winning group will receive an award plaque and a **\$500 sponsorship** for their organization.

Club Volunteer Sponsorship Opportunity

In addition to our end-of-season awards, clubs that provide 10 volunteers per shift will receive a **\$500 sponsorship** toward their club for that event. This is a great opportunity to support our XC meets while also earning funding for your organization throughout the season.



Visit Tallahassee Sports does provide monetary incentives to our volunteer groups for their support and participation, with our highest being a \$500 sponsorship for your organization. Please refer to the graphic above for more information on these awards.

Volunteer Sign Up Page: <https://visittallahassee.volunteerlocal.com>

If you or your organization have questions, please do not hesitate to reach out to Charlotte Howard, howardch@leoncountyfl.gov.

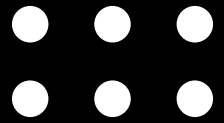


BASICS

SPORT CLUB BASICS







University Policies

ALCOHOL

Sport Clubs are prohibited from consuming and/or possessing alcohol at any sanctioned club events travel. Clubs cannot sponsor, host, endorse or promote any activities in which alcohol consumption is the prominent activity. Club members of age should not wear club merch/uniforms while drinking at any event.

SEXUAL MISCONDUCT

Sexual misconduct, including sexual harassment, sexual violence, and all other forms of sex discrimination are violation of federal law, University policy and contrary, to the University's values.

Resources at FSU- Victim Advocate Program, FSU Counseling Center and other services at <http://smr.fsu.edu>

To report an incident, visit report.fsu.edu or contact Zoe at zbrickley@fsu.edu

HAZING

Hazing: Any group or individual action or activity that endangers the mental or physical health or safety to which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant.

In the State of Florida, hazing is a *third-degree felony* when a person commits any act of hazing that results in serious bodily injury or death

In the State of Florida, hazing is a *first-degree misdemeanor* when a person commits any act of hazing that creates a substantial risk of physical injury or death.

It is **not** a defense to a charge of hazing that:

- The consent of the victim has been obtained
- The activity was not part of an official organizational event or was not approved by the organization
- The activity was not done as a condition of membership

WHO CAN/CANNOT PLAY?



- 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 competing in the Sport Club Program in any form.

IS IT FREE???????





E-BOARDS

4 MAIN OFFICERS

President

Vice President

Treasurer

Safety/ Travel

Your President and one other of these four officers MUST be present at every GBM, unless you have approval from the Sport Club Office

(clubs aiming for white tier only require their President)

Secretary, Membership, Social Media, Marketing, Fundraising, PR, Merch, ETC...

COACHES/VOLUNTEERS



MUST COMPLETE FORM ON FSUHQ

LIMIT OF 4 PER CLUB

SPONSORS



Sport clubs are free to associate with various sponsors to provide additional resources to their organizations following these guidelines:

- ❖ Florida State University including the Campus Recreation Department and Sport Clubs Office may deny clubs the use of specific sponsors who are deemed inappropriate based on the product or service associated with the sponsor.
 - ❖ For example, alcohol and tobacco companies may not be associated with a Sport Club as a sponsor.
- ❖ Florida State University may deny clubs the ability to associate with specific sponsors that conflict with major sponsorship agreements of the University.
 - ❖ Clubs may purchase, receive free, or receive discounted products and services from such sponsors and use them in club activities.

- ❖ When a sport club sponsorship is denied, the club and the sponsor may not associate the sponsor's name, logo, or marks with any University marks including any FSU logos, any mention of FSU, Florida State, or Florida State University, club logos that incorporate University marks, and the club name that includes FSU, Florida State, or Florida State University.
- ❖ Florida State University may limit the use of its logos and marks in association with any club sponsor or by any club sponsors.
- ❖ FSU Athletics branding including logos, the Unconquered font, or other marks are not permitted for use by Sport Clubs and therefore may also not be used in association with any club sponsors or by any club sponsors.
- ❖ Sport clubs may utilize non-permanent signage, banners, and other displays to recognize sponsors during hosted home events, but such displays must be removed at the conclusion of the event.

BRANDING & IDENTITY



Permitted

- Official Mock Up Logo
- Sport Club Shield (color can be changed but with approval from sport club office)
- Stand alone FSU wordmark (in uniform or in association with other institutions on social media/flyers)
- FSU Garnet, Gold, White and Black colors.
- Sponsorship logos (as logos have been approved by Sport Club Office as a sponsor)
- Any club specific designed logo that is approved by Sport Club Office and does not include anything that is not permitted

Not Permitted

- The word club being smaller than the name/sport
- Any use of Seminole Head, Spears, interlocked FSU, tribal pattern, unconquered font, FSU Athletics slogans, the color turquoise, or anything that resembles this, or any other athletics related mark that has not be otherwise approved
- Merchandise purchased or sold through any unapproved vendor
- Anything that even slightly resembles FSU Athletics!!!

BRANDING & IDENTITY



Permitted

vertical
versions



horizontal
versions



FLORIDA STATE
CLUB BASKETBALL

Not Permitted



ATHLETIC MARKS



VAULT MARKS



FLORIDA STATE
TABLE TENNIS CLUB



ABCDEFGHIJKLMNOPQRSTUVWXYZ



LEGACY BLUE			
HEX	RGB	CMYK	PANTONE
#425563	66 85 99	58 32 28 54	7545 C

WESTCOTT WATER			
HEX	RGB	CMYK	PANTONE
#5CB8B2	92 184 176	54 0 27 0	7472 C



**PLEASE DO NOT USE AI
FOR GRAPHICS OR
MERCHANDISING!!!!!!!!!!!!**

REC@center

DSE



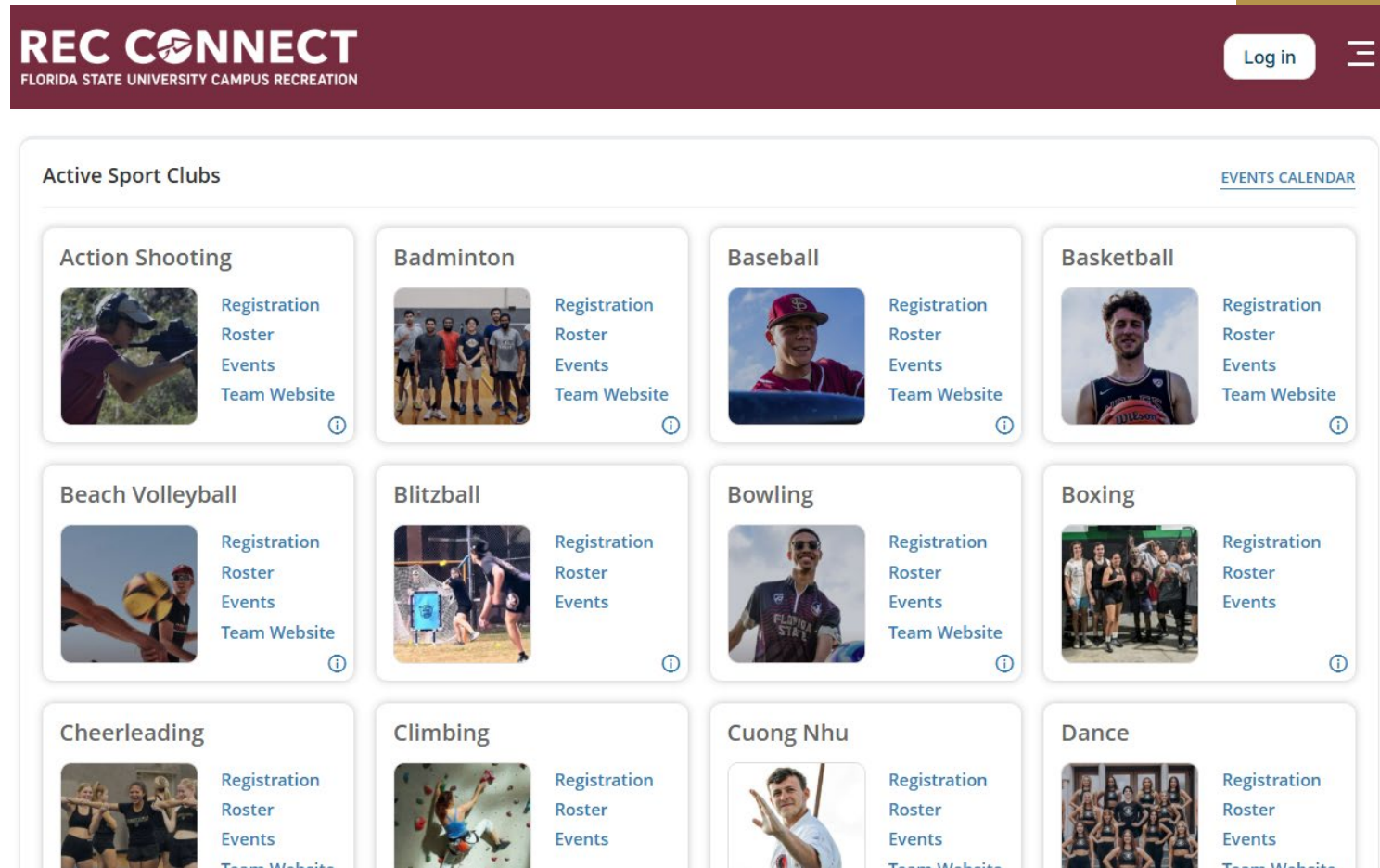
DSE

How do clubs use it?

- Roster Registration
- Liability Waiver
- Driver License/Auto Insurance Forms
- CPR Certifications

Public Use?

- Can find your clubs and sign up easily
- Can view the Sport Clubs Calendar of Events
- Easy access to each team's website



WELCOME TO FSU HQ



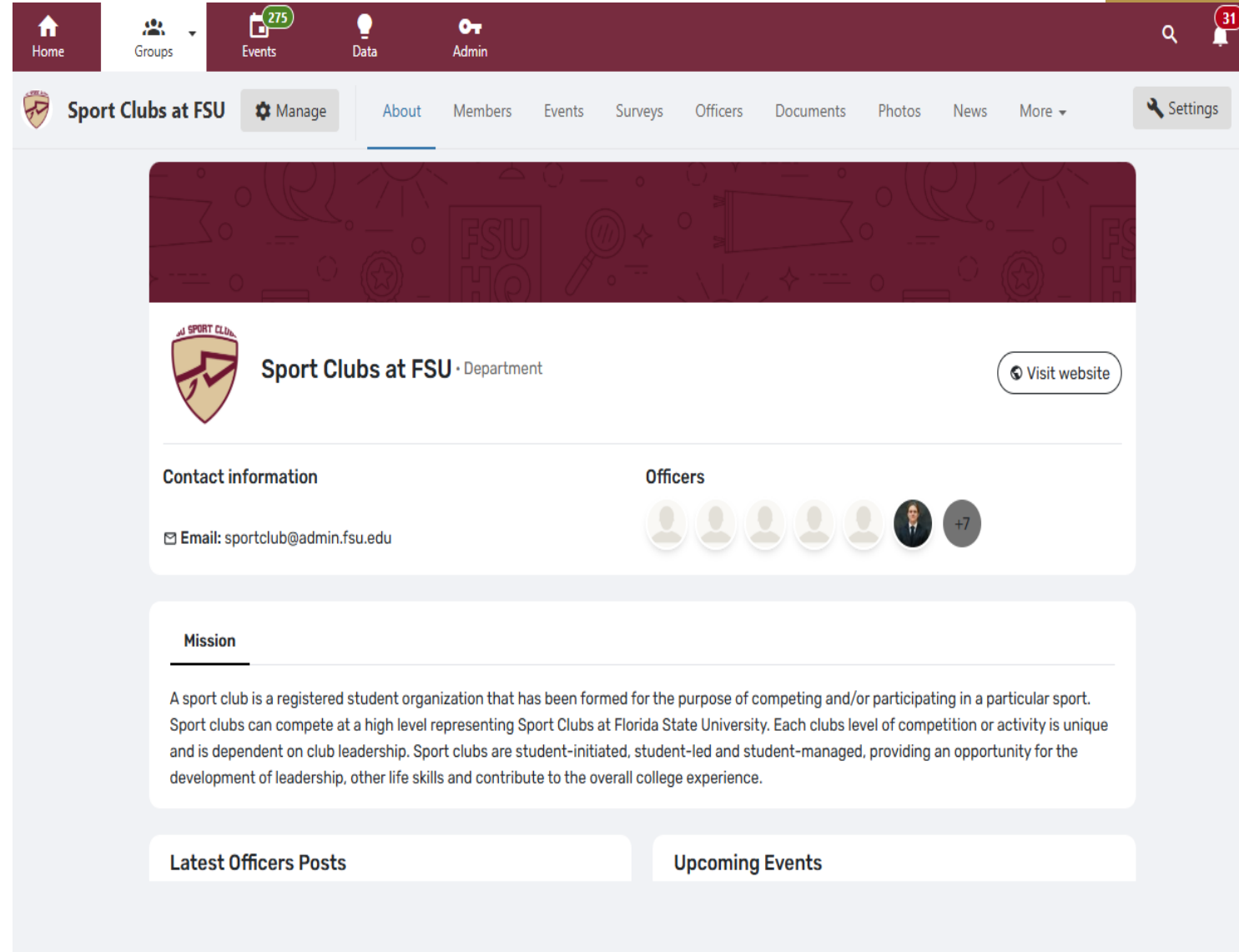
FSUHQ



FSUHQ

How do clubs use it?

- Documents are stored here
- Forms are submitted here
- Clubs have pages that all FSU students will access
- Houses any important club information that should be public ie. constitutions



TIER SYSTEM



- **There are three levels within the tier system, based on 10 different categories**
- **Clubs must complete ALL MINIMUM REQUIREMENTS for the tier they are striving to achieve**
- **To move up or down tiers, a club will request a tier change that will be considered by the SCEC during budget week. CLUBS CAN GO UP OR DOWN AS MANY TIERS AS APPLICABLE**
- **All club activity must be documented through the Tomahawk Point Forms to be counted towards the Tier System**
 - **Must be submitted within 2 weeks of event to count**

2026-2027 Club Tiers



<u>GARNET TIER</u>	<u>GOLD TIER</u>	<u>WHITE TIER</u>	<u>Probationary</u>
Action Shooting Beach Volleyball Cheerleading Dance Equestrian Fencing Gymnastics W. Lacrosse M. Rugby W. Rugby Sailing M. Soccer W. Soccer Softball Swimming Table Tennis M. Ultimate W. Ultimate M. Volleyball W. Volleyball W. Water Polo Weightlifting	Baseball M. Basketball W. Basketball Bass Fishing Bowling Climbing Pickleball Rowing Track and Field Wrestling	Blitzball Cuong Nhu Flag Football M. Ice Hockey Jiu Jitsu M. Lacrosse Roller Hockey Skeet and Trap Tennis M. Water Polo	Badminton W. Ice Hockey Wakeboarding

Tier System Overview



TOMAHAWK POINT SYSTEM



CATEGORY	TIER 1 GARNET	TIER 2 GOLD	TIER 3 WHITE	POINT SYSTEM	HOW ITS TRACKED	NOTES
ROSTER SIZE	30 Active Members Point Min: 15 POINTS	20 Active Members Point Min: 10 POINTS	10 Active Members Point Min: 5 POINTS	Each member of a club is calculated at .50 EX: 2 Members = 1 Point CAP AT 40 POINTS	By Office	"Active" Members are determined based off Competition Forms/Seminars/ Travel Forms & DSE
SCC OFFICER & MEETING TRAININGS	3 Officers Present AT EACH Point Min: 15 POINTS	2 Officers Present AT EACH Point Min: 10 POINTS	1 Officer Present AT EACH Point Min: 5 POINTS	Each Officer counts as 5 Points PER Meeting/Training NO CAP	By Office	Each CURRENT Tier must <u>have minimum</u> described. Garnet = 3, Gold = 2, White= 1 Anything over the minimum is additional points

Tier System Overview



COMMUNITY SERVICE	50 Team Hours 6 Members Minimum Per Event Point Min: 50 POINTS	30 Team Hours 3 Members Minimum Per Event Point Min: 30 POINTS	10 Team Hours 2 Members Minimum Per Event Point Min: 10 POINTS	<u>EACH HOUR IS WORTH 1 POINT WITH THE MINIMUM MEMBER COUNT MET</u> NO CAP	FSUHQ Form	Community Service Based on # of Hours Completed by EACH Member at Community Service Events EX: 5 Members do 2 Hours Each of Community Service = 10 Team Total Hours. Minimum Member Count Is Required Based On Tier
HOSTING EVENTS/SEMINARS	<u>ANY</u> Of <u>The</u> Following Host 1 Tournament 3 Games 3 Seminars Point Min: 30 POINTS	<u>ANY</u> Of <u>The</u> Following Host 1 Game 1 Seminar Point Min: 10 POINTS	<u>N/A</u>	Tournaments = 30 Points Games = 10 Points Seminars = 10 Points NO CAP	By Office	A Tournament is Defined <u>By</u> a Minium of 3 Visiting Teams
TRAVEL	3 Official Trips Representing FSU Point Min: 30 POINTS	2 Official Trips Representing FSU Point Min: 20 POINTS	<u>N/A</u>	Each Additional Official Trip = 10 Points NO CAP	By Office	Noncompetitive Sport Clubs <u>can</u> Host 1 Seminar & Travel To 1 Seminar <u>To</u> Satisfy These Requirements.

Tier System Overview



ATTENDANCE AT SPORT CLUB EVENTS NOLES SUPPORTING NOLES	6 Members at 3 Different Sport Club Events Point Min: 30 POINTS	3 Members at 2 Different Sport Club Events Point Min: 20 POINTS	2 Members at 1 Different Sport Club Event Point Min: 10 POINTS	Each Additional Event Attended = 10 Points NO CAP	FSUHQ Form	Attendees Must Stay For Entire Event OR 2 Hours Minimum. Must Verify Attendance by Submitting FSUHQ Form with Photo Evidence.
FUNDRAISING AMOUNT	100% Match of Original SCEC Allocation Point Min: 75 POINTS	50% Match of Original SCEC Allocation Point Min: 50 POINTS	<u>N/A</u>	N/A	FSUHQ Form	Fundraising Includes Donations (Including Foundation) Sport Club Dues
MARKETING	25 Tags To @ FSUSportClubs on Instagram Point Min: 125 POINTS	15 Tags To @ FSUSportClubs on Instagram Point Min: 75 POINTS	10 Tags To @ FSUSportClubs on Instagram Point Min: 50 POINTS	Each Additional Tag = 5 Points NO CAP	FSUHQ Form	Posts must be from Sport Club Account and All Posts/Accounts MUST BE Public NOT Private

Tier System Overview



ACCOUNTABILITY	Sport Club Office Will Deduct Up To 10 Points Per Infraction <u>AFTER WARNING</u> Regarding The Topics Of Rosters, Travel, Purchasing, Branding, FSUHQ, Etc.. Please See Tomahawk Point Deduction Rubric				By Sport Club Coordinator	Sport Club Coordinator Can Alter These Deductions on Case by Case Basis
IT IS THE RESPONSIBILITY OF EACH CLUBS E-BOARD TO ENSURE CLUB IS IN GOOD STANDING						
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	400+ Tomahawk Points	250-399 Tomahawk Points	80-249 Tomahawk Points			Garnet and Gold clubs must accumulate more points than the minimum in each area. Garnet: 30 extra points Gold: 25 extra points

Clubs Must Complete The MINIMIUM Requirements Of The Selected Tier By March 26th, 2027.

Clubs That Exceed Tomahawk Points In 26-27 WHILE Completing Their Current Tier Requirements And Wish To Jump A Tier, Will Be Held To Their New Tier Requirements In 27-28.

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

Tomahawk Point Deductions



- Clubs can get points deducted by both the Sport Club Office and the SCEC
- Clubs will be allowed one minor offense as a warning before having points deducted
- **You can lose points for the following:**
 - Submitting no practice cancellation form when your club will not be practicing
 - Missing or showing up late/leaving early from a GBM without pre approval
 - Submitting travel forms late, collecting/returning binder late
 - Missing deadlines
 - No practice check ins
 - Members practicing who have not signed the DSE waiver

SGA FUNDING



Allocated Account



- Contains Money That Was Allocated By The Sport Club Executive Council (SCEC) At The End Of Last School Year
- Purchases With This Account Are For Club-Use Only And Become University Property
- Can Be Accessed Through Purchase Forms Or Travel Reimbursements
- This money is only seen and touched by Sport Club staff! You will not have direct access to this.



Foundation Account



- **Contains Money Donated To Your Club Through The FSU Foundation**
- **Purchases With This Account Are For Club-Use Only And Become University Property**
- **These Donations Provide A Tax Receipt And Keep Track Of Your Donors For You**
- **Can Be Accessed Through Purchase Forms Or Travel Reimbursements**
- **This money is only seen and touched by Sport Club staff! You will not have direct access to this.**

FSU
FOUNDATION

Off Campus Accounts



- Contains Any Money Deposited Independently By Your Club
- Can Be Used To Purchase Anything Your Club Deems Necessarily (Within Sport Clubs Program Guidelines & University Guidelines)
- Can Be Accessed At Any Time. This Account Is Fully Independent From The Sport Clubs Office.
- *The Sport Clubs Office Cannot Assist You With Any Tax Forms, EIN, Or Anything Related To Your Off-Campus Account*



How To Spend Club Money



METHOD 1: PURCHASE FORMS

General Purchase Forms:

- Used For Equipment (Balls, Nets, Etc.). This Equipment Becomes University Property

Unique Purchase Forms:

- Used For Remaining Purchases Such As League Membership Fees, Facility Rentals, Etc.

Making The Purchase:

- Complete General Purchase Form At Least Two Weeks (Four Weeks Preferred) Before Payment Is Needed
- Obtain A Quote From The Vendor To Submit With General Purchase Form
- Submit form to Sport Club Office
- Sport Clubs Coordinator Will Make The Purchase On Behalf Of Your Club. The Item Will Arrive At The Sport Clubs Office To Be Picked Up By An Officer.

***These Forms Are Found On Sport Clubs FSUHQ > Documents > Budget Documents**

How To Spend Club Money



METHOD 2: TRAVEL REIMBURSEMENT

Reimbursement

- **The only thing that can be reimbursed from these budgets are travel expenses!!!**
- The Sport Clubs Office Can Use Your Allocated Or Foundation Account To Pay Your Club Back For Money They Have Spent On Travel Trips Hotels, Gas, Registration, Etc.
- **Avoid Third-party Hotel/Rental Site**
- **Venmo/Cashapp/ Etc Cannot Be Reimbursed**

How To Request Reimbursement:

- Select “Funded Trip” On Travel Request Form (TRF), Due Fourteen Business Days Prior To Departure
- Select Items You Would Like To Be Reimbursed
- Complete And Upload Reimbursement List (Can Be Downloaded From TRF)
 - ***Receipts Must Show The Name Of The Person(s) On The List***
 - Dollar Amount Requested For Each Category
- Select Allocated Or Foundation Account

REIMBURSEMENT SHEET



Trip Name:						
Trip Date(s):						
<i>This should only include officers on the Travel Roster that would like to be reimbursed for trip</i>						
<u>Full Name</u>	<u>FSU Email</u>	<u>Amount for Lodging</u>	<u>Amount for Gas or Mileage</u>	<u>Entry/Registration Fees</u>	<u>Other (Please Explain Below)</u>	<u>Total</u>
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

Please explain anything needing extra details or marked for Other here:

- This Is What Your Reimbursement Sheet Looks Like, You Will Be Able To Download It While Doing The TRF.
- If Someone's Name Is Not On This, We **Cannot** Reimburse Them!!!!
- **WE CAN ONLY REIMBURSE THE PERSON'S NAME ON THE RECEIPT!**
- Fill This Out Completely.
- If you are unsure of costs, use best guestimates, you will submit another for post-travel if totals change

TRAVEL REIMBURSEMENTS



WHO CAN/CANNOT GET REIMBURSED?

CAN:

- Any E-Board members whose name is on the applicable receipt and on reimbursement list
- Any club member who has been approved to drive for the trip and is requested personal mileage reimbursement

CANNOT:

- None E-Board member (not driving personal vehicle)
 - Coach/Advisor
 - Parent
 - The club bank account (we can only reimburse an individual, they can then deposit it to the club account if they wish)
-
- If any none E-Board members are driving a personal vehicle wishes to be reimbursed for their mileage, they can. Coaches/Volunteers/Parents etc do not fall into this category, they are not allowed to drive club members, and therefore not allowed to be reimbursed
 - **Whoever's name is on the applicable receipt is who will be reimbursed.** They will receive either a check or direct deposit (if a student worker). This member can then reassign the funds to an external club bank account/other members etc as they wish and has been deemed necessary. There are NO strict policies on this, please ensure communication has been made if money does need to be moved.

How To Spend Club Money



METHOD 2: TRAVEL REIMBURSEMENT or PRE-PAYMENT

After A Funded Trip:

- Trip Leader Will Return A Binder & Med-Kit To The Sport Clubs Office Within 3 Business Days Of Travel
- Include **Itemized Receipts** For All Expenses Requesting Reimbursement Or Coordinator Payment
- Signed Roster: **Cannot Reimburse** Without This
- Wait 4-6 Weeks For The Travel Office To Process Your Reimbursement And Produce A Reimbursement Check/Direct Deposit Payout
- Sport Clubs Office Will Contact Check Name When The Check Has Been Received

What Is An Itemized Receipt?

- An Itemized Receipt Is A Detailed Receipt That Breaks Down Every Cost
 - Transaction's Total Amount
 - Date And Time Of Service/Purchase
 - Name Of The Person Who Paid
 - Method Of Payment Used
 - It Must Show A Remaining Balance Of \$0.00



TRAVEL



BASIC TRAVEL OVERVIEW





SUBMIT THE TRF

Travel Request Form (TRF):

A TRF Is Required And Provides The Sport Clubs Office With All Necessary Information About The Trip Such As Roster, Location, Hotel Address, Etc.

- The TRF Can Be Found On The Sport Clubs' FSU HQ Under "Surveys"
- This Is Necessary To Obtain Proper Reimbursement (If Applicable) And Ensure The Safety Of Your Club As You Are Travelling

Deadlines:

A TRF Must Be Completed At Least **8 Days** Before The Trip, **14 Days** if it is funded

If Information Is Missing, Your Supervisor Will Contact You For The Correct Information

Your Club Will Have Until **3 Business Days** Before The Trip To Update The Paperwork Or Your Trip Will Be Denied

Get TRF Approval

What are we looking for?



1

**Was It Turned In
On Time?**

2

**Is TRF Filled Out &
Makes Sense?**

3

**Does The Roster
Attached Have All DSE
Registered Participants?**

4

**Do The Listed Drivers
Have Updated License
And Insurance On DSE?**

5

**Is Someone That Is CPR
Certified On The Trip?**

6

**Do You Have The Funds
(If Applicable)**

Pick Up Travel Binder

- Pick Up At The Main Campus Fields
- Sign Out On Clipboard
- Look At What You Need To Bring Back

Fill Out Binder On Trip

- Funded: Update Reimbursement List, Signed Roster, Receipts, Results, Injury Reports
- Non- Funded: Signed Roster, Results, Injury Reports

TRAVEL EXPECTATIONS



- 1. While Travelling, Sport Club Members Are, As At All Other Times, Expected To Conduct Themselves In An Appropriate Manner**
- 2. The Purpose Of Travel Is The Participate In Club Activity – Not For Leisure Trips Or Partying**
- 3. Clubs Are Encouraged To Avoid Travel Late Hours Or Very Early Hours When It May Be Harder To Stay Awake**
- 4. Drivers Are Required To Know, Obey, And Uphold All Traffic Laws**
- 5. Do Not Record Or Post Inappropriate Things (Ever) While Travelling About Your Teammates Or Opponents**



TRAVEL REMINDERS

- The only people permitted to drive to travel trips are those FULLY approved as drivers in DSE. You all will have access to see who those people are.
- There must be at least one driver per every five people, UNLESS you indicate that one or more of the drivers have larger vehicles
- If you are a driver, you must submit a picture of your insurance policy with YOUR NAME on it. This will be found in the declarations page of your policy if you are tagged on your parents insurance
- Please look out for comments from our Sport Club Office regarding your travel form to avoid further delays
- If a trip cannot be entirely approved by three days prior to leaving, it will be denied
- If your trip is submitted past the due date without pre approval, it will be denied
- You must have at least one CPR certified member with you on every travel trip



Hosting Home Events

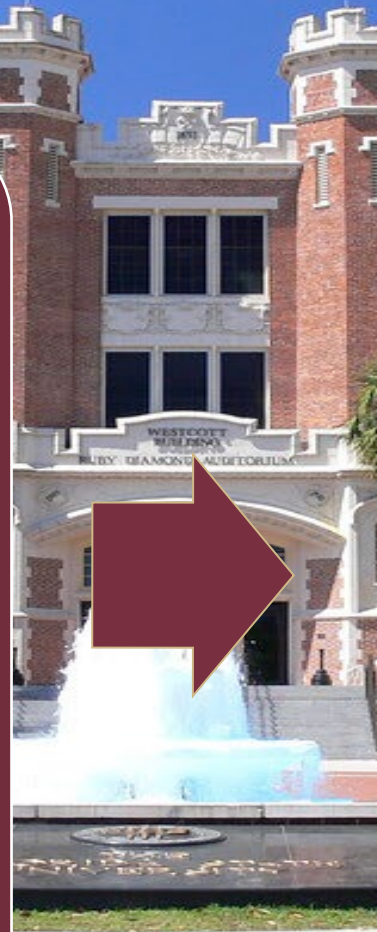


Hosting Home Events

HOW TO REQUEST A FACILITY

Clubs can reserve the following Campus Rec Facilities for practice/events:

- Rec Sportsplex
- Main Campus Fields
- Westside Courts
- Tully Gymnasium
- Speicher Tennis Center
- Harkins Turf Field
- Leach Basketball Courts/Pool
- Lakefront



Reserved using the Practice/Tryout Request Form or the Home Event Facility Request Form on FSUHQ

- Clubs must request a facility at least two weeks in advance of the desired event
- Events can be denied due to lack of context, staff, or facility space
- Facility requests received will be ranked according to their assigned priority, the club's tier placement and the reception date of request.

Hosting Home Events

RULES & REGULATIONS

Pricing:

- Sport Clubs Have The Privilege Of Using FSU's Competitive Sports Facilities For Free!
- At Each Event, The Club Will Only Be Charged Staffing/Paint/Any Unique Extra Cost Fees
- The Number Of Staff Members Is Determined By Campus Recreation Administrative Staff Based On The Size And Hours Of The Event

If Your Club Charges Entry Fees or Spectator Fees, You Will Be Charged The Full University-rate For The Facility



Facility Rental Fee Structure

Effective August 7, 2023

Rec SportsPlex, Main Campus Fields, Westside Courts, Speicher Tennis Center, Tully Gymnasium, Leach Recreation Center, and Fitness & Movement Clinic

	Sport Clubs & Recognized Student Organizations*		University Groups		Non-University Groups	
	Hourly	Day Rate	Hourly	Day Rate	Hourly	Day Rate
Sport Fields & Courts						
Basketball Court	FREE	FREE	\$45.00	\$275.00	\$60.00	\$375.00
Tennis Court	FREE	FREE	\$8.00	\$50.00	\$15.00	\$100.00
Sand Volleyball Court	FREE	FREE	\$15.00	\$100.00	\$25.00	\$150.00
Multipurpose Field	FREE	FREE	\$45.00	\$275.00	\$75.00	\$450.00
Racquetball Court	FREE	FREE	\$15.00	\$100.00	\$30.00	\$200.00
Squash Court	FREE	FREE	\$15.00	\$100.00	\$30.00	\$200.00
Multipurpose Studio	FREE	FREE	\$30.00	\$200.00	\$60.00	\$375.00
Leach Center Pool						
Each Lane	FREE	FREE	\$12.00	\$75.00	\$15.00	\$100.00
Entire Pool	\$75.00	\$500.00	\$150.00	\$1,000.00	\$175.00	\$1,200.00
Wet Classroom	FREE	FREE	\$30.00	\$200.00	\$60.00	\$375.00
Back Deck	FREE	FREE	\$30.00	\$200.00	\$60.00	\$375.00

The Day Rate takes effect for rentals of 7 or more consecutive hours on the same day.

Basic field prep (lining) is included in the Day Rate for Flag Football (7v7, 4v4), Soccer (7v7, 3v3), Softball, & Kickball.

** Events hosted by Sport Clubs and Recognized Student Organizations in which revenue is generated are subject to space rental fees.*

The Rez: FSU's Lakefront Park & Outdoor Center

	Recognized Student Organizations	University Groups	Non-University Groups
	Day Rate	Day Rate	Day Rate
Pavilions & Retreat Center			
Outdoor Pavilion	FREE	\$60.00	\$90.00
Retreat Ctr Lounge	\$120.00	\$180.00	\$300.00
Full Retreat Center	\$240.00	\$360.00	\$600.00

Hosting Home Events

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If Your Club Charges Entry Fees, or Spectator Fees You Will Be Charged The Full University-rate For The Facility

Staffing and Other Fees

Staffing Fees

Facility Supervisor	\$20.00 per Staff per Hour
Facility Attendant	\$15.00 per Staff per Hour
Security Personnel	\$40.00 per Staff per Hour

Staffing fees are based on event type and scope. Security requirements determined by FSUPD.

Other Fees

Field Prep Fee ^	Starts at	\$200.00	Flat Rate
Dumpster Fee	Starts at	\$250.00	Flat Rate
Live Streaming Connection		\$100.00	per Camera per Day
Field Lighting Fee %		\$20.00	per Field per Hour
Table Rental		\$6.00	per Table, 1st Day
Chair Rental		\$4.00	per Chair, 1st Day
Portable Restroom Rental		\$100.00	per Unit
Vendor Fee		\$150.00	per Vendor
Promotional Table Fee		\$150.00	per Hour
Field Clean-Up Fee	Starts at	\$500.00	Flat Rate
Equipment Storage	Starts at	\$100.00	per Day #

Field preparation, clean-up, dumpster, and equipment storage fees are based on event type and scope.

% Lighting fees are charged for outside rentals only.

^ Field preparation fees apply for sports and field sizes not included in the daily rate. All field lining must be completed by facility staff.

Equipment storage fee applies starting with the 3rd day following the conclusion of the event.

Non-University Groups are subject to a 7.0-7.5% tax rate unless a Tax-Exempt Form is provided at the time of the reservation.

Hosting Home Events

RULES & REGULATIONS

YOUR CLUB AND YOUR CLUB'S SPECTATORS ARE A REFLECTION OF YOU!!! IF YOUR MEMBERS OR SPECTATORS BECOME OUT OF HAND, YOU WILL RISK LOSING FUTURE HOME EVENTS AND BECOME REQUIRED TO HAVE FSUPD AT YOUR EVENTS, WHICH THE CLUB WILL PAY FOR

By submitting a request for a home event, your club agrees that take full responsibility for the running of the event, their spectators, visitors and everything else non-facility related. The club understands that they are representing FSU, and all FSU Code of Conduct and Sport Club policies are to be withheld during the event.

Hosting Home Events

RULES & REGULATIONS

Your club MUST receive back signed visiting team waivers BEFORE any event begins! This can take place when they arrive to the event. This must be sent to Sport Club Office no later than 3 days after the event. Failure will result in loss of future events.

If your home event is off-campus, and your club is staying overnight either night, you MUST submit an off-campus home event AND a TRF!

Hosting Practices

Your club MUST ENSURE every participant (including at tryouts) have entirely completed their DSE Waiver. At least one of your E-Board members must visibly see the student's waiver has been signed.

Once tryouts are completed, please make inactive those students who do not wish to be a non-competitive club member.

This must be done prior to 09/11, any member on your DSE roster by then will be considered a club member for the purposes of Intramural Sports that semester.

REMINDER: Tryouts are for your competitive roster ONLY, if they don't make your competitive roster, they can still be a club member and cannot be turned away from practicing!

You MUST track attendance on DSE for EVERY practice



RISK MANAGEMENT

Injury Report



**CAN BE FOUND ON FSUHQ UNDER RISK
MANAGEMENT DOCUMENTS OR EMAIL
SPORTCLUBS**

FSU Campus Rec will be offering discounted courses (\$50) on campus for club officers

How to Sign Up:

- Go to: <https://campusrec.fsu.edu/> or the FSU Rec App**
- Click on Rec Connect in top right corner (skip this if using the app)**
- Click on Aquatic Programs**
- BE SURE TO CHANGE THE SEMESTER TO FALL 2026**
- If you do not do this, you will not see the courses**
- Once in aquatic programs, Choose the Campus Rec Employee ONLY**

CPR/AED/FA/BBP

- Choose your date and register.**
- Select Sport Clubs as Program Area and Zoe's name as Supervisor**

CPR



September 3rd – Thursday – 4pm

September 8th – Tuesday – 4pm

September 16th – Wednesday – 4pm

September 21st – Monday – 4pm

September 27th – Sunday – 10am

October 2nd – Friday – 4pm

October 6th – Tuesday – 4pm

October 12th – Monday – 4pm

October 21st – Wednesday – 4pm

October 29th – Thursday – 4pm

LEACH WET CLASSROOM

**ARE PERMITTED TO TAKE THE COURSE
OFF CAMPUS ON YOUR OWN THROUGH A
CERTIFIED AGENCY**

CPR DEADLINE



**PRIOR TO ANY TRAVEL
CLUB MUST HAVE 1 TRAVELLING MEMBER FULLY
CERTIFIED WITH DSE APPROVAL.**

**DEADLINE FOR ALL CLUBS TO HAVE 2 CPR
CERTIFIED MEMBERS IS 10/09/26. MUST INCLUDE
TRAVEL & SAFETY OFFICER.**

UPLOAD CERTIFICATE TO DSE BY 10/09.

Injuries & Athletic Trainers



Dr. Emilie Miley: emiley@fsu.edu

- **\$55/hr**
- **Rugby and Soccer are required to have ATs, any other sport may request them as they see fit**
- **Please bring own supplies for pre injuries (can request those from the Sport Club Office). Any injuries that occur during event, ATs will supply equipment for**
- **Visiting teams may bring their own, or purchase tape for ankle taping (\$5 per ankle, or \$8 for both) or wrist taping (\$3/wrist, for \$5 or both).**

Injuries & Athletic Trainers



INJURIES MUST BE REPORTED!!!!

- At Campus Rec Facilities, find the nearest student supervisor and let them know there is an injury. They will complete a report.
- On non Campus Rec home Facilities, email Zoe immediately with a filled out injury report with as much detail as possible about the person and their injury.
- On a travel trip, fill out the injury/incident form in your binder and return with your binder.

IF EMS IS CALLED PLEASE LET ZOE KNOW ASAP!!

Helpful Resources



Emilie Miley: Emiley@fsu.edu

Reana Weaver (Dietitian): rweaver2@fsu.edu

Thomas Vatter: tvatter@fsu.edu

CAPS (Madison Estrada): mve22@fsu.edu

Conflict Resolution (Rachel Blakesly): rblakesley@fsu.edu

**RSO Office (Raeshaun Coonce & Sephora Jean-Claude):
rc24ba@fsu.edu & sjeanclaude@fsu.edu**

**G4 and Volunteer Opportunities (Alexa Anderton):
ama24@fsu.edu**

REPORT.FSU.EDU



REPORT.FSU.EDU

Service to the reporting system has been restored.

Welcome to report.fsu.edu. This site allows you to share important information regarding incidents or concerning behavior happening in the Florida State University community. Please read each description by hovering over the button of the report you would like to submit.

Click again on mobile devices to submit.

If you believe that a situation you are reporting is an emergency and requires immediate attention, **please first call FSUPD at (850) 644-1234.**

Report Sexual Misconduct, Stalking and Domestic/Dating
Violence

Report Conduct Violations (Non-Academic)

Report Concerning Behavior

Report On-Campus Housing Incident

Report ADA/Accessibility Issues

Report Acts of Discrimination



Important Dates

- August 27th – Involvement Fair
- August 28th – All Off-Campus Practice Requests Due (will miss first two weeks of practice if missed)
- August 31st – Sport Club Recruitment Night 5-7pm Landis Green
- September 1st – First Day of Official Practices
- September 7th- Labor Day, NO PRACTICES!
- September 23RD- GBM 6:30pm HWC2100
- October 9th- CPR Certifications Due

PLEASE READ YOUR EMAILS!!



Final Updates/Reminders

- ALL PARTICIPATING MEMBERS (TRYOUTS INCLUDED) MUST HAVE SIGNED THE WAIVER ON DSE. You MUST physically see that this is completed.
- Future GBMs will require both your President and Vice President in attendance unless they have had prior approval to be absent (a core four member must go in their place). If you are aiming for garnet tier, you must have at least one other E-Board member also.
- You are no longer permitted to host fundraisers at bars! This is a university wide policy.



WRAP UP