



FAUTM

CAMPUS RECREATION

Division of Student Affairs
Florida Atlantic University

Sport Club Handbook

2018-2019

FAU SPORT CLUB HANDBOOK

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INTRODUCTION & GENERAL INFORMATION

This Sport Club Handbook contains policies and guidelines to be followed by all clubs affiliated or those requesting to be affiliated with the FAU Sport Club Program (SCP). This handbook serves as a guide for club participants and officers in the daily management of their respective clubs and should be used as a resource for all questions regarding conducting club business. All Sport Club Officers should share the information inside with all club members. We are glad that you chose to be part of the FAU SCP!

Sport Club Program

The FAU Sport Club Program (SCP) exist to promote and develop interest in a particular sport or recreational activity. Interests may be competitive, recreational, instructional or any combination of the three. Participation in Sport Clubs is strictly voluntary. The Competitive Sports Office (CSO) believes that involvement in the SCP enhances development, leadership, and the overall college experience for students by supplementing skills learned in the educational realm. It is the mission of the program to provide diverse sports opportunities for all students across a broad range of skill levels and experiences.

All clubs administered by the CSO are subject to the policies set forth by the University, the Rec & Fitness Center, the Dean of Students Office, and local, state, and federal laws. Individuals or clubs who violate a policy, the Student Code of Conduct, local, state, and federal laws jeopardize their status as a sport club participant, jeopardize the status of the club, and may jeopardize their status as a FAU student.

Our Values

- **Excellence**
We adhere to the highest standards, attend to every detail, utilize resources effectively and strive to exceed expectations in all that we do.
- **Progress;**
We embrace innovation, creativity and imagination, resulting in a visionary approach to positive change and continuous improvement.
- **Development**
We facilitate opportunities for experiential education, self-discovery and leadership through both participation and employment opportunities.
- **Inclusivity**
We provide secure, accessible environments and diverse experiences that promote a sense of belonging and the opportunity to learn about the unique needs of an entire community.
- **Professionalism**
We employ a knowledgeable and conscientious staff, and encourage professional development, staff achievement and a superior quality of work.

What is a Sport Club?

A Sports Club is a sport or recreation-based Registered Student Organization (RSO) with Student Involvement and meets all of the following requirements:

- Participates in a particular sport or physical activity
- Have a competitive, recreational, and/or instructional purpose
- Have the potential to join a National Governing Body
 - club must adhere to rules governing its sport even if not a member
- Participate in at least one competition/seminar/clinic with non-FAU individuals/groups per year

Each club's level of competition or activity is unique, and is dependent on club leadership. Sport Clubs are student-initiated, student-led, and student-managed under the supervision of Campus Recreation & Student Involvement.

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Your involvement as a club member, club officer, or coach/instructor is vital to the success of your club, as well as, the SCP. Every individual has the wonderful opportunity to not only be involved in the sport that you are passionate about, but also to represent FAU on the field, court, in the pool, or any other competition realm. With this opportunity comes responsibility and expectations that each and everyone involved with a club must fulfill. The following outlines key expectations:

- For club members: while excelling in academics, compete in a manner that is fair and demonstrates respect towards your opponent – meet and exceed acceptable sportsmanship standards.
- For club officers: while excelling in academics, operate your club in a manner that is safe, and conforms to all University policies.
- For coaches: along with sport-specific guidance, provide general support to all student members
- For all individuals involved: share with the Competitive Sports Staff (in a timely manner) information that may be valuable in providing a safe, inclusive, & enjoyable participation experience

FAU Campus Recreation Mission

The Mission of Campus Recreation is to enhance the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and facilitating student learning through participation in Campus Recreation programs, services and facilities. To accomplish this mission, the department will:

- Offer high quality programs and services that are diverse and innovative;
- Maintain progressive and well managed facilities in a safe and enjoyable environment;
- Provide experiential learning and foster the development of leadership, social and management skills through employment and participation opportunities;
- Effectively and ethically manage human, financial and physical resources;
- Recruit, develop and retain a committed, high achieving staff.

Division of Student Affairs Mission

The Division of Student Affairs will provide programs, services and facilities to promote academic success and student development.

Important Contact Information

Campus Recreation	561-297-4512	salterc@fau.edu
Student Involvement	561-297-3735	rfellinger@fau.edu
COSO	561-297-2336	fau.bocacoso@fau.edu
L.E.A.D	561-297-3735	jizagui2@fau.edu
Student Organizations	561-297-3735	studentorgs@fau.edu

MEMBER & OFFICER REQUIREMENTS

Member Eligibility Requirements

All guidelines governing Sport Clubs are written to protect the rights and safety of each participant and designed to provide fair and equal opportunity for all persons eligible to participate in club activities. All Sport Clubs are subject to the FAU Code of Student Conduct. Membership is open to all currently enrolled students at Florida Atlantic University, as well as anyone who has purchased a Campus Recreation membership. For a list of eligible memberships, please visit our Membership Office or refer to the [Campus Recreation website](#).

If you wish to have non-student members as a part of your club, this must be indicated in your current constitution. While non-students can participate, only current students are eligible to hold office in the club and vote on club matters.

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No clubs may restrict membership on the basis of race, sex, sexual orientation, religion, color, nationality, disability or military service. Clubs may have limits on participation due to competitive team size, national governing body rules and regulations, or resource restrictions particularly in travel or tournament settings.

Officer Eligibility Requirements

In order to be eligible for an officer position, candidate must meet requirements as specified by section 10(f) of [Regulation 4.006](#). If there is a change in the appointed officers for a club, the [Registered Student Organization Officer Change Notice](#) **must be completed** via Owl Central.

Officer Position Descriptions

All Sport Clubs Officers must be FAU degree seeking students and in good standing with all aspects of the University and conduct themselves in a manner that is consistent with the mission of FAU. All Sport Clubs are required to have a President, Vice President, Treasurer, and Risk Management Officer. A Travel Officer is recommended, but not a requirement. If possible, responsibilities should be divided amongst separate club officers. Suggestions for division of responsibilities amongst the officer roles are listed below and are recommended for club success through team collaboration:

The President *(required)*

The president serves as the primary liaison between the club and the Competitive Sports Office by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Competitive Sports Office, the Department of Campus Recreation and the Department of Student Involvement through frequent communication
- Adhering to and informing other officers and club members of the club constitution and applicable policies and procedures
- Preparing club's calendar of events and requests any necessary facility space
- Completing online training modules & attend required RSO training sessions (details can be found in the [RSO Manual](#))

The Vice President *(required)*

- Assume the duties of the President when they are absent or unable to perform
- Keeps record of all members and activities of the organization
- Complete online training modules & attend required RSO training sessions

The Treasurer *(required)*

- Attend RSO Fiscal Training and other required training sessions
- Prepare and present annual budget requests to the Sport Club Council at fall and spring budget allocation meetings
- Ensure that all club members have paid their membership dues, if required
- Maintain club budget document to track incoming and outgoing expenses
- Submit quotes and invoices to the Competitive Sports Office for equipment purchase approval
- Coordinate all fundraising activity, including approval process and report to Competitive Sports Office

The Risk Management Officer *(required)*

- Complete Emergency Action Plan
- Ensure that Participation Waivers for all club members have been submitted to the Competitive Sports Office
- Notify the Competitive Sports Office of any injuries occurring at club events
- Required to hold current CPR & First Aid certifications

The Travel Officer *(suggested)*

- Prepare and submit Notification of Travel documents to Competitive Sports Office
- Collect and submit Release to Travel Waiver for all travelling members

SPORT CLUB COUNCIL

The Sport Clubs Council (SCC) is the student governing body of the Sport Clubs Program (SCP) and is overseen by the Competitive Sports Office (CSO). The Sport Clubs Executive Board (SCEB) will govern the SCC meetings. The SCC is responsible for the following:

- Allocation of funds for each club's annual budget
- Allocation of Special Request funds
- Reservation of facility space for practices & home competitions
- New club proposals and dismissal of clubs
- Consulted on some program policy

Sport or recreation-based RSOs that desire to be a part of the SCC within the Department of Campus Recreation, must apply for admission after one (1) year of existence. Once membership is confirmed by the SCC, the RSO shall be classified as a Sport Club by Student Involvement and shall be subject to the administrative and financial requirements of the SCC.

Each RSO within the SCC shall be entitled to one representative in the council, which will hold meetings once a month throughout the academic year. Meetings are open for any sport club participant to attend. Failure to maintain active status throughout the year can adversely affect a club's tier system placement & club's budget allocation. The SCC will not conduct business during summer semesters, unless warranted by circumstances.

Meeting Attendance

The SCC will hold meetings once a month throughout the academic year. Attendance at these meetings is **mandatory**. A representative from each organization must be present and signed in upon arrival. This representative must be the President, or another club member designated by the club President. No officer or club member can represent more than **ONE** club.

Status Definitions

- Active
 - Receives allocations
 - Regularly scheduled practices
 - Vote on Council matters
 - Can reserve space for home games/events
 - New clubs voted into council during the year will be active clubs (*No allocation first semester*)
- Inactive
 - **Last** to receive practice and game reservations
 - Still have a vote in Council meetings
 - Officers of an Inactive club cannot serve as officers of an active club
 - Clubs **will not** receive allocations
 - If club becomes inactive they will lose their current allocated funds to reallocation funding
 - Club cannot be reinstated by any student of inactive club that is a member of the SCEB
- Provisional
 - New Sport Clubs to the SCC are mandated to be in provisional status for their 1st year of existence. The club must show permanent viability during this time.
- Probation
 - Sport Club will have restricted privileges
 - A minimum of 1 semester
 - Club must function as a normal club and generate their own funding

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- If requirements to become active not achieved after 1 year, club will lose membership status with SCC

Process of Becoming Inactive

- Not earning enough Classification Points to be considered active from previous year
- Unexcused SCC Meeting absences – 2 per semester (not consecutively)
- No Show to Campus Recreation Recruitment Events
 - Campus Recreation will host at least 1 event per semester (i.e. Rec-A-Polooza)
- Club member interest drops below the minimum participation requirements (**10 current FAU students**)

Benefits of Meeting Attendance

- Voting on policies/procedures
- Allocation of funds
- Improve leadership skills
- Networking within Sport Club Council
- Informed on Administrative matters

Voting

- One vote per club in attendance
- Sport Clubs that are inactive are not eligible to vote on budget-related matters
- Non-FAU student members do not have voting rights
- Executive Board still has vote if representing their club
- Votes to pass:
 - New Policy: 2/3 vote
 - New Club: 2/3 vote
 - Voting club out of Council: 2/3 vote

Late Policy

- Sign in sheet will be collected 10 minutes after scheduled start time of meeting and no club will be allowed to sign in once this has been done, unless the Competitive Sports Office has granted prior approval.
- Any club arriving after 10 minutes will be counted as absent and not receive credit for attendance

No Show Policy

- Upon 2nd unexcused absence per semester club will become inactive
- Failure to attend any meeting during the academic year will result in a vote to remove club from the Council

Excused Absence Policy

- 1 per semester
- Will not count towards classification or inactive status points
- Written or verbal notice from a club officer by **10am** the morning of the scheduled meeting
- Excused absence will not count as a no show
- Any club traveling for approved competition will be excused

Sport Clubs Executive Board

The Sport Club Executive Board (SCEB) is responsible for advocating on behalf of the FAU Sport Club' participant population, and will assist the Competitive Sports Office with program administration by providing feedback and recommendations. In addition to those duties:

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- To notify and educate clubs of all policies, procedures, meetings, events, and dates
- Oversee disciplinary recommendations with the Competitive Sports Office for penalties including but not limited to:
 - monetary
 - membership
 - facilities
- Make recommendations on the allocation of funds allotted to the Sport Club Council by SGA
- To consider the best interest of all Sport clubs and to carry out recommendations made by the SCC for the prosperity of the Sport Club Program (SCP)
- Perform administrative duties at all SCC monthly meetings
- Ratify all amendments to this document by a majority vote

The SCEB is comprised of the Council Chair, Vice Chair, Secretary, Outreach, & Social Media Officers. Members of the SCEB will be elected from, and by the members of the SCC. In addition, the various positions within the board have their own responsibilities and expectations:

Chair:

- Oversight of the SCC and alignment with all policies, procedures and requirements of the University
- Facilitate monthly SCC Meetings
 - Be familiar with Robert's Rules of Order
- Work in conjunction with Competitive Sports Office to ensure every club's officer contact information is current
- Ensure all officers are performing their duties as defined herein
- Work in conjunction with Competitive Sports Office to present budget to SG
- Facilitate meetings with "potential clubs"
- Meet with the Competitive Sports Office, *as called*, to discuss progress, duties, and expectations
- Represent the SCC in all dealings with the University and its officials

Vice Chair:

- Assist the Chair with facilitating monthly SCC Meetings
 - Call all meetings to order
- Assumes the Chair's responsibilities in his/her absence
- Assist the Chair with facilitating meetings with "potential clubs"
- Follow up with clubs to ensure that classification points are being entered (timely & properly)
- Work in conjunction with Competitive Sports Office to ensure every club's officer contact information is current
- Meet with the Competitive Sports Office, *as called*, to discuss progress, duties, and expectations
- Represent the SCC in all dealings with the University and its officials

Outreach:

- Develop & coordinate Council wide fundraising & service activities
- Promote SCC to the University Community
- Coordinate SCC social activities
- Work in conjunction with the Competitive Sports Office to present budget to SG
- Meet with the Competitive Sports Office, *as called*, to discuss progress, duties, and expectations
- Work in conjunction with the Competitive Sports Office to provide monthly budget updates to each club

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- Ensure Council wide that clubs are in compliance with RSO Fiscal Training

Secretary:

- Notify Executive Board and SCC of meetings
- Keep accurate records of Executive Board's and SCC's meeting minutes
- Maintain an accurate list of all SCC members and their contact information
- Work in conjunction with the Competitive Sports Office to maintain an attendance record of all SCC Meetings
- Prepare ballots for elections
- Assist Vice Chair with following up with all clubs to ensure that classification points are being entered (timely & properly)
- Meet with the Competitive Sports Office, *as called*, to discuss progress, duties, and expectations
- Notify clubs of upcoming meetings and deadlines

Social Media:

- Administer the Sport Club Council's social media marketing and advertising
- Content management on Social Media outlets
- Helps individual clubs to establish a Social Media presence
- Meet with the Competitive Sports Office, *as called*, to discuss progress, duties, and expectations
- Assist Treasurer with promotion of Council wide fundraising & service activities
- Assist Treasurer in coordination of SCC social activities

To be considered for the Executive Board positions, applications must be submitted to the Competitive Sports Office for review with the current board members. Final candidates will be selected by the board, and the final decision will be made by voting of the SCC. Positions will be elected in April, and will serve through the academic year. Should a vacancy occur in an executive office, the SCC will nominate a replacement for the remainder of the term.

Benefits of Serving on the SCC Executive Board:

- Professional development opportunities
- Leadership experience
- Interaction with other sport clubs and student organizations on campus, and organizations off-campus
- Influence the decisions that affect all Sport Clubs within the SCC
- Assist in the re-allocation process and recommend the amount each club should receive based on presentations given by each club

COACHES & ADVISERS

Volunteer Policy for Coaches

The **Volunteer Policy** was published by the University to ensure that the relationship between FAU and volunteers is clearly established and understood by all parties. All Sport Club coaches and managers fall within Category 1 volunteers, and therefore must go through a registration process with the Weppner Center for Civic Engagement and Services (WCCES). Current employees of the University are excluded from this process, however all other volunteers must meet the following requirements: Complete a **Volunteer Registration Form & Waiver of Release Form**, and complete a background check in accordance with current Human Resources procedures.

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Once all paperwork for existing coaches has been approved it will carry over to the next season. Any new coaches must initiate the registration process prior to the Clubs' first practice of the season.

Advisor Role & Expectations

At least one advisor **MUST** be a full-time faculty, AMP or SP staff member at FAU. For details pertaining to the role of the club advisor, please refer to the [RSO Advisor Manual](#).

TIER CLASSIFICATION SYSTEM

The FAU Tier Classification System places Sport Clubs into three designated tiers. The tier system allows each club the opportunity to improve their funding potential by gaining a certain level within the system. The categories will be determined based on points that can be earned through multiple facets that comprise of Sport Club participation, both competitively and administratively. Since FAU has a diverse set of Sport Clubs that vary in longevity, competition, and membership numbers, this system will allow equal opportunity to access all resources.

The classification system was established for four reasons:

1. To ensure clubs are receiving the correct amount of assistance from the University
2. To provide a system for distributing the limited facilities, funds, and resources in a logical manner.
3. To provide Sport Clubs with tangible/measurable goals to achieve.
4. To better align clubs for the purpose of creating a more cohesive community.

Classification Criteria

Sport Clubs have three (3) levels to strive for within the tier systems. Tier – 1 (*Red*), is the highest tier a club can achieve. Tier – 2 (*Blue*), is the middle tier, followed by Tier – 3 (*White*). There are eight (8) different categories within the tier system. At the end of each academic year, the Competitive Sports Office will evaluate the different tiers and make changes accordingly. The criteria used to determine placement of clubs is outlined below. Individual sports are defined as those Sport Clubs that participate as an individual or in pairs.

New Sport Clubs that are admitted into the SCC during the academic year will have an adjusted point total to attain, depending on the month admitted to the SCC. Point criteria may be adjusted for clubs joining the SCC mid-academic year. Clubs within the higher Tier Classifications will be given higher priority in areas such as funding and facility usage.

Components	Max Points	Reporting Deadline
Sport Programming	30	7 days post-event
Non-Sport Programming	10	7 days post-event
Practice	5	-
Active Membership	20	7 days post-month end
Longevity	5	-
Non-Allocated Income	15	-
Organization	10	7 days post-event
Compliance	5	-
Total	100	

Classification	Criteria
Tier 1 (Red)	80+ Points
Tier 2 (Blue)	61-79 Points
Tier 3 (White)	31-60 Points
Inactive	30 Points or less

CLASSIFICATION POINTS

Sport Programming (maximum 30 points)

Competition:

Team Sport Competition Definition:

Team Sport Competition	Points Awarded
Game/Match	2 points

- ❖ All Competitions must be officiated in order for points to be awarded.
- ❖ Clubs can earn a maximum of 2 games/matches at a tournament (max 4 points)
- ❖ If club brings 2 teams to a tournament, then a club can count an extra competition (max 6 points)

Individual Sport Competition Definition:

Participants in Competition	Points Awarded
15+ Club Members	6 points
75-100% of roster	4 points
50-75% of roster	2 points
25-50% of roster	1 point

- ❖ Belt tests are considered competitions.
- ❖ For classification purposes, all dance clubs will be awarded points based on the Individual Sport Competition definitions.

Other Sport Activity:

Demonstrations (maximum 10 points):

Participants in Demo	Points Awarded
5+ Club Members	1 point
Less the 5 Club Members	0 points

- ❖ At least 5 club members must be involved in demonstrating an aspect of their sport to at least 5 non-club members and must include one of the following: a) Demonstrated to a defined group or at a defined event or b) Demonstrated in a reserved space or location.
- ❖ Clubs are limited to one demonstration per day.

Clinics/Workshops/Seminars (maximum 15 points/semester):

Participants in Session	Points Awarded
10+ Club Members	4 points
5-9 Club Members	2 points
Multi-Day	Add 2 points

- ❖ Clinics/workshops/seminars must involve one of the following: a) an outside coach/instructor, or b) active engagement in a new or advanced concept/skill/technique for your sport

Non-Sport Programming (maximum 10 points)

Community Service:

Participants at Event	Points Awarded
5+ Club Members	1 point
Less the 5 Club Members	0 points

- ❖ Must help a non-profit institution

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Social: (maximum 6 points)

Participants at Social	Points Awarded
8+ Club Members	2 points
Less the 8 Club Members	0 points

- ❖ Attending another team's competition will classify as a social event.
- ❖ No social will be accepted on the same day as a Sport Programming event.

Practice (maximum 5 points)

Number of Practices	Points Awarded
60 Practice Sessions (~2/week)	5 points
50-59 Practice Sessions	4 points
40-49 Practice Sessions	3 points
30-39 Practice Sessions	2 points
20-29 Practice Sessions (~1/week)	1 point

- ❖ Practice must include activity that increases skill or aspect of sport. At least 1/3 of your active membership must be present.
- ❖ Clubs may have multiple practice sessions in one day, or may combine multiple days into one practice session.

Active Membership (maximum 20 points)

Number of Active Members	Points Awarded
25 Club Members	20 points
20 Club Members	16 points
15 Club Members	12 points
12 Club Members	10 points
10 Club Members	8 points
Less than 10 Club Members	0 Points

- ❖ Clubs must have at least 20 practices to receive points in active membership
- ❖ Club Sports are **required** to maintain a **minimum of 10** active members
- ❖ The following formula will be applied to each individual that attends a practice session. The sum of all individuals will be the total Active Members for the sport club.
 - $\text{Active Member} = (\text{Total Practices of the Individual} / \text{Total Sport Club Practices}) / 0.7$
- ❖ An individual will be added to the club total for any sum between 0 and 1. No individual may receive more than 1 active member. i.e. If Jane Smith's formula comes to 1.2, she will be counted as 1 towards the club total of Active Members.

Longevity (maximum 5 points)

SCC Membership Length	Points Awarded
36+ months	5 points
24 months	3 points
12 months	1 point
Less than 12 months	0 points

- ❖ Clubs earn points for being a member of the Sport Club Council continuously

Non-Allocated Income (maximum 15 points)

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Clubs that Receive Funding From SCC	Clubs that DON'T Receive Funding From SCC	Points Awarded
100% of allocation	\$10,000	15 points
95% of allocation	\$9,000	14 points
90% of allocation	\$8,000	13 points
85% of allocation	\$7,000	12 points
80% of allocation	\$6,000	11 points
75% of allocation	\$5,000	10 points
70% of allocation	\$4,000	9 points
65% of allocation	\$3,000	8 points
60% of allocation	\$2,000	7 points
55% of allocation	\$1,000	6 points
Less than 50% of allocation	Less than \$1,000	0 points

- ❖ Although clubs receive funding from the SCC, each Sport club should strive to become financially independent of the University.
- ❖ Each Sport Club is encouraged to fundraise to generate funds other than funds allocated by the SCC (i.e. Membership Dues, Donations, Fundraising)
- ❖ Funds MUST be used for the benefit of the entire Sport Club

Organization (maximum 10 points)

Sport Club Staff (maximum 6 points)

Sport Club Staff	Points Awarded
Officer	1 point each
Coach/Instructor	1 point

- ❖ Sport Clubs are required to have a President, Vice President, Treasurer, and Risk Manager as officer and we suggest having a Travel Officer.
- ❖ You can receive a maximum of 5 points for officers.
- ❖ Each individual can **only** earn 1 point even if they hold multiple officer positions
- ❖ Each officer must obtain required training outlined by the Competitive Sports Office
- ❖ For coaches/instructor points you must turn in volunteer paperwork and complete the University background check

Sport Club Recruitment Activities (maximum 4 points)

Recruitment Activity	Points Awarded
Tabling	1 point
Attendance at Campus Recreation Events	1 point

- ❖ Campus Recreation will host at least one event per semester for club recruitment (i.e. Rec'Apalooza)
- ❖ You can earn a maximum of 2 points for tabling and 2 points for promotion at the Campus Recreation events

Compliance (maximum 5 points)

Compliance Category	Points Awarded
Perfect Attendance at SCC Meetings	1 point
Re-Registration Before Deadline	1 point
Serve of SCC Executive Board	3 points

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TRAVEL

1. All required documents must be submitted for approval to the Competitive Sports Office, at least **14 days** prior to the departure date.
2. A club officer must submit a **Travel Request Form**, prior to each requested travel competition/event
3. Each traveler must read the Student Travel Policy. **Download the Student Travel Procedures**
4. Gather the following information:
 - o Each member must have a **Sport Club Participation Waiver** on file with the Competitive Sports Office in order to travel
 - Each member should only complete once (valid for 1 – full academic year)
 - o Proof of Competition or Event
 - o A travel roster with each traveler's name, email, phone number, and z-number
 - o If international travel, proof of clearance from the international office - *International travel insurance (CISI) is required for all international travel.*

Funded Travel

If requesting funding via the Competitive Sports Office, you will need to provide the following additional documentation below (**NOTE: Sports Club Council funded travel request(s) that are approved, are subject to funds available**):

3. Pre-Travel
 - o If you are requesting reimbursement for any portion of your club's travel, all members seeking reimbursement must be in workday as an Employee or Contingent Worker
 - o Must setup a pro staff member as their Delegate
4. Post-Travel
 - o Upon return, the Risk Management Officer must notify the Competitive Sports Office of any injuries or incidents that occurred.
 - o If travel reimbursement was approved, clubs must turn in receipts for all reimbursable expenses within **5** business days of the trip return date. These receipts may include:
 1. Enterprise/National rental receipt (received when vehicle is returned)
 2. Detailed Hotel receipt **with zero balance** (received at check-out) showing the student as the payee
 3. Registration receipt
 4. Gas or Parking receipt(s) (*pre-paid receipts are not allowed*)
 - o All receipts should be handed in together and **must** contain the name of the person who made the payment (must be the person who is setup for reimbursement via workday with the Competitive Sports Office)
 1. For Hotel and Registration receipts, please ensure that the company/organization indicates the payees name and method of payment
 2. For Gas and other receipts, officers may have to write in the name of the person who made the payment (*should match the person whose name is on the spend authorization*)

Non-Funded Travel

If you are not requesting funding via the Competitive Sports Office, you will only need to provide the required travel information listed under the Sport Club Travel section.

FINANCES

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Budget Preparation & Tracking

The treasurer will be responsible for preparing a budget request for the club. These requests will be due in the fall semester for the next academic year. The specific deadline will be communicated to the clubs and must be met in order to ensure that the club receives funding in the next year. Budget allocations will occur at the first meeting of the fall semester.

All clubs are responsible for tracking activity for their off-campus accounts. All other accounts (expense, travel & foundation) will be managed by the Competitive Sports Office. The balance for these accounts will be provided at all meetings, and can be requested at any time from the Competitive Sports staff. Because funds will not roll-over to the next academic year, these budgets will have a spending deadline which will be communicated by the Competitive Sports Office. If clubs do not meet this deadline for spending, funds will be reallocated to other clubs.

Expense Budget

The expense budget for the Sport Club Council is allocated from Student Government Funds, and is managed by the Competitive Sports Office. In order to use these funds, clubs must first submit a request to the Competitive Sports Office for approval. The Competitive Sports Office will submit all necessary paperwork to the ASAB office. ***No reimbursements will be given from this account for out of pocket expenditure.*** Uses for these funds include:

Equipment Purchases:

Equipment purchased with these funds must be for the use and benefit of the entire club. Items that become personal possessions or are “made to fit” a specific person cannot be purchased from this account. Any equipment which includes use of a club logo must undergo additional approval processes. In order to submit an equipment request, clubs must place all desired items into a cart, and generate a shipping amount to calculate the final total expense. An image of the cart should then be turned in to the Competitive Sports Office for approval and purchase. Please ensure that no tax is included in the generated quote.

League Dues:

This account can be used to pay for state, regional, or national governing body fees and/or dues for the entire club - not for the individual club members. In order to pay governing or sanctioning fees, clubs must submit quotes in advance of the time they need to be paid. Simply contact the Governing Body, and have them send an invoice to our office for payment. If you wish for the Competitive Sports Office to pay only a portion of your fees, have the Governing Body generate two quotes, one totaling the amount for our office, and the remainder to be paid by the club.

Travel Budget

The travel budget is allocated from Student Government funds, and is managed by the Competitive Sports Office. In order to use these funds, clubs must first submit a Notification/Request to Travel Form via Owl Central to the Competitive Sports office for approval, indicating in the Budget Summary form that they are seeking reimbursement for trip expenses. Uses for these funds include: tournament entry fees, airfare, rental vehicles, gas (for rentals only), hotel, parking, etc. ***Never spend money without prior approval from the Competitive Sports staff.*** Submitting a request does **NOT** mean approval. All required documents must be submitted at least **14 days prior** to trip departure. Please note: all students to be reimbursed will have additional steps to complete prior to reimbursement.

Off-Campus Banking

Clubs may have off-campus bank accounts. This account is primarily for money the club raises through fundraising and membership dues. It is the responsibility of the club to keep track of this account. The SCC does not have jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. For general off-campus banking details, refer to the [RSO Manual](#).

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Foundation Account

Sport Club donations can be deposited in the Foundation account either [online](#) or by check. If depositing funds online, the donor should select “Other” from the drop-down menu, and type in “SAF130-*Club Name*”. Similarly, any checks should be made out to the “FAU Foundation”, and the memo should contain “SAF130-*Club Name*”. All donations should be reported to the Competitive Sports office, including name and donation amount. All donors will receive a receipt of their donation for tax deduction purposes. Benefits associated with Foundation donations can be found on their [website](#), and include:

- Funds carryover to next academic year
- No re-allocation of funds to other clubs
- Tax deductible
- Corporate matching

Clubs wishing to use funds from their Foundation account will follow similar processes to those used when spending Student Government allocated funds. For all equipment purchases, clubs must submit a Quote for approval and an Invoice at the time of payment. Please note that processing times can be up to four weeks, so submit all requests early. For travel purchases made through the Foundation account, complete the Notification of Travel, indicating which expenses should be paid from Foundation Account funds on the Budget Summary page.

Fundraising

Fundraising is a great way for clubs to raise money, and can help inform the community about your organization and its purpose. Any proceeds of these fundraising activities must be used for the activities of the club itself. All Sport Clubs who plan to host a fundraising event **MUST** submit a **Fundraiser Form**. For general fundraising guidelines and fundraising ideas, refer to the **RSO Manual**.

Membership Dues

Student organizations may charge dues of their members. It’s important to remember this may be a great means to raise money, but also potentially prohibit some students from being involved in an student organization because of the cost associated. The issuance of receipts for membership dues is good practice.

FACILITIES & SCHEDULING

All facility reservations for Sport Clubs will be completed through **Owl Central**. There will be a time period at the beginning of each semester for clubs to submit practice requests for the entire semester. Clubs are expected to submit practice requests by the communicated deadline, and based on available space, may need to be flexible with dates and times in order to meet the needs of clubs. Priority will be given to clubs who have achieved Tier 1 status, then so forth. Once a final practice schedule is set, it will be published on our [website](#), and will become a binding contract between the club and the Department of Campus Recreation. Failure to notify the Competitive Sports staff when your club is not practicing will result in disciplinary action. If a permanent change to your practice schedule is desired, please contact the Competitive Sports Office.

Once the practice schedule is published, additional reservations for practice time and home competition will be considered on a first-come, first-served basis. To allow for proper field painting and staff scheduling, all event requests must be submitted through Owl Central at least **14 days in advance** in order to be considered. Submitting a request does **NOT** mean approval. It is the responsibility of Club Officers to review and respond to inquiries from Campus Recreation staff during the review and approval process.

RISK MANAGEMENT

Insurance

All participants are encouraged to have their own (primary) medical insurance before they participate in Sport club activity. Florida Atlantic University and the Department of Campus Recreation do not carry any type of accident or health insurance policy on the participants in Sport Club activities.

Waivers

Each participant **must** fill out a **Sport Club Waiver** prior to any participation in Sport Club activities (including general meetings). As new members join, it is expected that their waivers are submitted to the Competitive Sports Office within a week of joining the club. The member must fill out the form completely.

First Aid & CPR Certification

The Department of Campus Recreation recommends that each team has at least two members who are certified in First Aid and CPR (lifeguard certification is recommended for water sports). The Department of Campus recreation will offer free First Aid/CPR certification classes for the Risk Management Officers during the academic year to help you meet this recommendation. Details on class dates and times can be found on our Campus Recreation [website](#). All registration for classes can be done at our Membership Office.

Emergency Action Plan

The Emergency Action Plan (EAP) is a set of steps that guide emergency response by providing staff members with relevant, clear information (see page 9). All incidents and accidents require the completion of the Incident/Accident Forms. If the incident or accident occurs at an event supervised by Campus Recreation, the Competitive Sports Staff will complete the necessary forms.

Injuries/Illnesses

In the event of a serious injury and/or emergency on campus or while traveling, please call 561-297-2335 Please consider a serious injury as anytime a person is taken to the Emergency Room (ER). If you suspect as though the person will end up in the ER at some point due to their injury, please report. Please provide the person's name, cell number, address, what happened, type of injury and what school the injured person attends (if applicable).

An **Accident Reporting Form** has been provided to help you collect the information you need to report. Below is a list of the TYPES of Serious/Severe Sudden Illnesses:

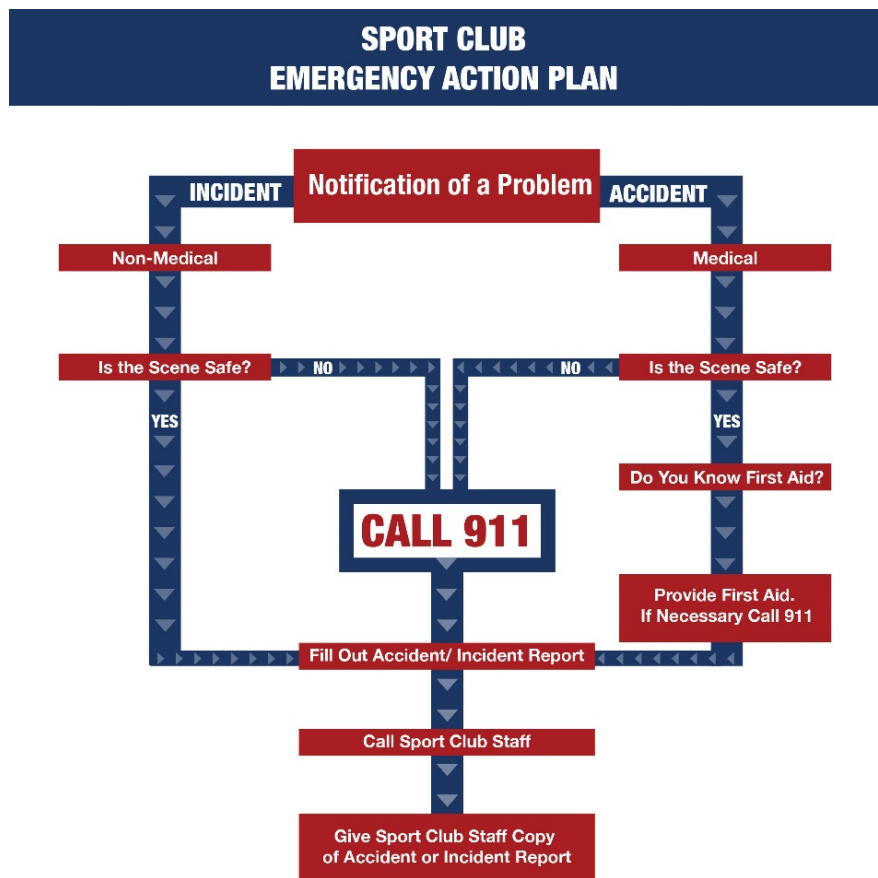
- Seizure
- Illness resulting from injuries to the head, neck, or back
- Severe fever resulting in taking the individual to a medical facility
- Severe vomiting (beyond simple upset stomach)
- Diabetic Emergencies
- Stroke
- Shock (condition resulting from previous injuries)
- Bites and Stings
- Poisoning
- Heat/Cold Related Illness

Incident

An incident is considered serious when the University and/or City Police are contacted for assistance with the situation. In the case of an incident, an Incident Form must be filled out and turned in to the Competitive Sports Office, no later than 12 noon, the Monday after the incident. A copy of the **Incident Reporting Form** has been provided. Below is a list of the TYPES of incidents requiring reporting:

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- Not representing FAU in a professional manner
- Unsportsmanlike conduct (pregame, during, or after game)
- Being thrown out of a game
- Fines charged to the club
- Any form of citation or warning from police
- Failure to control or alleviate any hostile situations concerning FAU or other team's spectators
 - If situation should arise, play must cease immediately.
 - Referees/officials should assist with this situation.
 - Game should not resume until situation has been resolved.
- Any situation where alcohol was involved or a contributing factor.



Non-Emergency Action Plan

On occasion non-emergency situations will occur while on a trip. It is the responsibility of each Sport Club to be prepared for these situations. Always have a backup plan should you and/or your club have car/van trouble and be aware of the Avis procedure for reporting trouble with cars/vans.

Know what to do if there is an injury to a participant that does not need immediate emergency care. It is recommended that all clubs have a certified first aid/CPR individual on every trip. It is important that you immediately let the Competitive Sports Office know of any situation and action taken as soon as possible upon returning to campus.

Inclement Weather

Cancellation of entire practice time is at the discretion of the Competitive Sports staff members. Enforcement of this policy will be done by on-site staff. Cancellations due to inclement weather are made to protect the participants and sports fields. In the occurrence of a cancellation due to weather, club officers will be contacted.

Florida Atlantic University has instituted a Thor Guard lightning prediction system to minimize the potential for lightning related injuries, it is recommended that when the warning system is activated (15-second horn blast), the area be cleared and activities not be resumed until the all-clear signal is given (3 short horn blasts). These alarm tones are distinctly different from any current public alarm tones. It is recommended that campus patrons and staff immediately seek shelter in their vehicles or the nearest building. If such shelter is unavailable, patrons should avoid areas that are higher than the surrounding landscapes, not to use a tree for shelter, and keep away from metal objects such as bicycles, golf carts, umbrellas, etc. If it is the opinion of the Campus Recreation staff that the weather situation is not safe, do not wait for horns to activate – CLEAR THE AREA!

ADVERTISING & MARKETING

Advertising Policies

Before You Advertise:

You **MUST** register your program(s) with the Student Union in order to obtain stamp approval for any program advertisements, such as flyers, posters, signs and/or notices.

Approval of Flyers, Signs, Posters, and Notices:

Once the event is approved Registered Student Organizations must obtain a stamp of approval on all advertising documents to be posted on campus. On the Boca Raton campus, stamp approval is in the Student Union, room UN 203. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department. To receive stamp approval, all flyers:

- **MUST** include the name of the sponsoring student group or department.
- **MUST** include the following statement: *If accommodation(s) for a disability is required, contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*
- **CANNOT** advertise alcohol in any way.

Placement of Flyers, Signs, Posters, Notices:

- **Classrooms, Offices, and Corridors:** Flyers, signs, posters and notices may be attached to approved bulletin boards. They may NOT be attached to any painted surface, glass, vending machine, building fixture or sign, or within/on any building exterior, except where provisions have been made. Each building on campus has their own areas for posting and should be consulted before posting is done.
- **Walkways and Campus Grounds:** Flyers, signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Flyers, signs, posters and notices may NOT be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

Housing Posting Policy:

Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. The Director of University Housing and Residential Life is the contact for flyer approval in Housing. Please note that in order for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval in the box specifically for flyers at the office of Housing and Residential Life. It will be at Housing's discretion if many copies of the same flyer will be stamped. Additionally, there is a full business day turnaround on all flyers to be approved.

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Removal of Flyers, Signs, Posters and Notices:

All signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all signs over two weeks old will be taking down regardless of stamp.

Violations:

Flyers, signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student organization in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

RSO Logo Policy

The Campus Recreation Marketing staff is able to help sport clubs design their own logo, either standard or custom. Clubs should contact the Competitive Sports office with requests.

Standard Logo Use:

Sport Clubs may use the FAU spirit marks on uniforms and related gear when participating in league competition and must include an identifying statement including the word “Club” adjacent to the logo, such as Club Hockey, Rugby Club, etc. FAU spirit marks include those approved by the [Institution Art Sheet](#).

All promotional items using a standard FAU logo must be ordered through an approved “[Licensed Vendor](#)” regardless of funding source. If you do not see a vendor that you wish to utilize please contact the Competitive Sports office about the process to have a vendor become a licensed vendor of FAU.

Custom Logo Use:

Sport Clubs may create their own logo that does not infringe upon existing FAU trademarks, such as the name of the University or its logos, institutional marks or spirit marks. Florida Atlantic University has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks and trademarks (collectively “Trademarks”) of the University and its related programs and entities. The letters or words “FAU,” “Florida Atlantic University,” “Florida Atlantic,” “FAU Owls,” “Florida Atlantic University Owls” or “Florida Atlantic Owls” may not be included in the logo.

The custom RSO logo must include the statement “A Registered Student Organization at FAU®”. All logos must be approved by Campus Recreation and Student Involvement and should be emailed to salterc@fau.edu. The typical amount of time needed for approving logos is between two and three weeks. Once approved, there is no limitation on vendors who can print the custom logo on promotional items.

RE-REGISTRATION

Sport Clubs need to re-register annually to remain a recognized and active organization at FAU. The intent of re-registration is to ensure that the University has accurate contact information for each group. Below are the five requirements for re-registration:

1. Re-register student organization online through Owl Central
2. Have the **president & vice president** complete online Student Organization Training
3. Have the **treasurer** attend the Fiscal Training session**
4. Have at least two (2) officers attend the Hazing Prevention Summit*
5. Have at least two (2) officers attend the Student Leadership Conference*

* Each student can only represent ONE student organization at the Student Leadership Conference.

** Student organizations that do not use COSO allocated funds (A&S Fees) do not have to be fiscally certified.

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Any existing student organization that does not successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. If that student organization wants to register after the deadline, it will have to do so as a new student organization and adhere to any additional requirements as deemed by Student Involvement.

The Student Involvement Office will contact Sport Clubs with Re-Registration deadlines near the end of each Spring Semester. More information on the process will be listed in their emails, and in the **RSO Manual**.

Owl Central Re-Registration

What you need before you begin:

1. A list of all members and officers including their email addresses, Z numbers, and phone numbers.
2. An updated Constitution to upload to the website. The Constitution must contain a current date.
3. Advisor information.
4. Your organization's logo

To Re-Register Existing Organizations:

1. Go to www.fau.edu/getinvolved
2. Click "Log In" located in the upper right hand corner
3. Enter your FAU log in information
4. Once logged in, click on the "Organizations" tab. Find your organization.
5. Click on the box underneath your organization that says "Register this Organization." Follow the instructions to complete the registration process for your club or organization.

How to Start a New Sport Club

Looking to start a club that doesn't already exist? All Sport Clubs are **required to be Registered Student Organizations** through the Office of Student Activities & Involvement (SAI). Students may form new clubs through SAI at any time. There are specific steps and guidelines that clubs must follow through the Office of Student Activities & Involvement before applying to be part of the Sport Club Council. To start a club, students should visit the Office of SAI.

After a club is registered with SAI, has been established for one academic year, and is in good standing as an RSO they can apply to be part of the Sport Club Council. All steps and forms are outlined in the New Club Application. In order to understand the requirements placed on sport clubs, look at the tier requirements. Among other things, sport clubs are **encouraged to fundraise and fulfill community service requirements**. The first step towards becoming a sport club is to meet with Student Involvement.

Council of Student Organizations (COSO)

The Council of Student Organizations, also known as COSO, is a Student Government program that provides an official voice for student organizations, informs all students of COSO activities and opportunities, and objectively allocates A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures. The Council of Student Organizations is broken down into five different councils. Every student organization is placed into a Council that best fits their purpose. The five Councils are Academic, Multicultural/Spiritual, Fraternity & Sorority, Sports Club, and Special Interest.

COSO is located on the 2nd floor of the Student Union in room 227, the Club House. For more information about COSO and student organization funding opportunities, visit their [website](#).

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COSO Emergency Funding Request

Existing organizations are eligible to receive up to \$1000 each semester in emergency funding, and new organizations are eligible to receive up to \$500 in new organization funding. The organization requesting funds must attend the Funding Meeting in order to be allocated funds. The organization requesting funds shall be granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary. The Executive Board will then proceed to vote on an amount to allocate the organization.

How to apply for emergency/new organization funding:

The emergency funding period for the '17-'18 academic year is now closed. Funding meetings for the 2018-2019 academic year will begin again in August.

Discipline

Membership Probation

Members may be reprimanded after failure to adhere to the rules and regulations set forth by the SCC.

1st Degree Infraction:

Alcohol/drug abuse, theft, physical abuse, vandalism, hazing or any other violation of the law, repeat 2nd degree offenses

- **Penalty(s)**
 - Immediate suspension of all club activities
 - Practices, Games, Travel, etc.
 - Loss of facility and reservation privileges (for 1 year)
 - Loss of allocated funds
 - Removal from SCC
 - AD of Competitive Sports review and submission of recommendation to the Dean of Students (DOS). The AD of Competitive Sports may involve the SCEB as an advising body. The decision of the DOS is FINAL and will be upheld by the SCEB.
 - Probation – 1 additional calendar year
- Minimum – 2 weeks
- Maximum – 1 year from the date of disciplinary sanction notice

2nd Degree Infraction:

Harrasment or discrimination, threats, intimidations, acts of physical aggression, misrepresentation to University staff/SCEB, repeated disregard for facility/SCC policies, repeat 3rd degree offenses

- **Penalty(s)**
 - Immediate suspension of facility and reservation privileges (up to two weeks)
 - AD of Competitive Sports review and submission of recommendation to the Dean of Students (DOS). The AD of Competitive Sports may involve the SCEB as an advising body. The decision of the DOS is FINAL and will be upheld by the SCEB.
 - Probation – 1 additional semester
- Minimum – 1 weeks
- Maximum – 6 months from the date of disciplinary sanction notice

3rd Degree Infraction

Disregard for facility/SCC procedures: facilities, administrative, other

- **Penalty(s)**

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- AD of Competitive Sports review and recommendation to the SCEB. The SCEB may involve the SCC as an advising body but not required
- Sport Clubs can appeal the disciplinary decision
- Minimum – Written Warning
- Maximum – 2 week suspension of all team activities & privileges

Membership Revocation

Membership from the SCC may be revoked for non-participation, misconduct, or violations of any provisions set forth in this handbook. In addition to the discipline policies of the SCC, each club, including all officers, members coaches & volunteers, spectators, & students are required to know and adhere to the policies of the University, the Rec & Fitness Center, the Dean of Students Office, and local, state, and federal laws.

The Competitive Sports staff reserves the rights to restrict, revoke, expel, and/or ban any person that may be in relation to a FAU Sport Club. This includes but is not limited to: coaches, volunteers, spectators, & students

Appeal Process

A written appeal must be submitted within **5** business days of the notification of the decision by the SCEB to the AD of Competitive Sports. Clubs submitting an appeal should be aware that the decision of the AD of Competitive Sports is FINAL, and it may be more severe than the sanction being appealed.