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## CAMPUS RECREATION

Division of Student Affairs  
Florida Atlantic University

# Sport Club Handbook

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2020-2021

# FAU SPORT CLUB HANDBOOK

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# FAU SPORT CLUB HANDBOOK

## 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. 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 in this document with all club members.

### Sport Club Program

The FAU Sport Club program strives to promote and develop RSOs on campus that involve particular sports or recreational activities. Interests may be competitive, recreational, instructional or any combination of the three. Participation in Sport Clubs is strictly voluntary. Campus Recreation believes that involvement in Sport Clubs enhances development, leadership, and the overall college experience for students. It is the mission of FAU Campus Recreation to create movement and engagement opportunities to enhance the social and physical wellbeing of the FAU community.

All clubs administered by FAU Campus Recreation are subject to the policies set forth by the University, the Department of Campus Recreation, 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 an FAU student.

### What is a Sport Club?

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

- Participates in a particular sport or physical activity
- Has a competitive, recreational, and/or instructional purpose
- Has 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 Activities & Involvement.

Your involvement as a club member, club officer, or coach/instructor is vital to the success of your club, as well as the Sport Club program within Campus Recreation. Every individual has the opportunity to be involved in the sport that you are passionate about and to represent FAU on the field, court, in the pool, or any other competition realm. This opportunity comes with responsibility and expectations 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: operate your club in a manner that is safe and conforms to all University policies.
- For coaches: provide sport-specific guidance and general support to all club members.
- For all individuals involved: share information that may be valuable in providing a safe, inclusive, & enjoyable participation experience with the Competitive Sports Administrative Staff in a timely manner.

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### Important Contact Information

|                              |              |                      |
|------------------------------|--------------|----------------------|
| <b>Campus Recreation</b>     | 561-297-0591 | sportclubs@fau.edu   |
| <b>COSO</b>                  | 561-297-2336 | fau.bocacoso@fau.edu |
| <b>L.E.A.D</b>               | 561-297-3735 | leadandserve@fau.edu |
| <b>Student Organizations</b> | 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 Student Code of 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.

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 Administrative Staff by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Competitive Sports Administrative Staff, the Department of Campus Recreation and the Department of Student Activities & Involvement through frequent communication
- Meet with Competitive Sports Administrative Staff directly at least 3 times each year
- Adhering to and informing other officers and club members of the club constitution and applicable policies and procedures
- Completing online training modules & attending required RSO training sessions

#### **The Vice President** *(required)*

- Assumes the duties of the President when they are absent or unable to perform
- Prepares club's calendar of events and requests any necessary facility space

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- Keeps record of all members and activities of the organization
- Join President in meetings with Competitive Sports Administrative Staff directly at least 3 times each year
- Completes online training modules & attends required RSO training sessions

### **The Treasurer** *(required)*

- Attends RSO Fiscal Training and other required training sessions
- Prepares and presents emergency funding requests to the Sport Club Executive Board when necessary
- Ensures that all club members have paid their membership dues, if required
- Maintains club budget document to track incoming and outgoing expenses
- Submits quotes and invoices to the Competitive Sports Administrative Staff for equipment purchase approval
- Join President and Vice President in meetings with Competitive Sports Administrative Staff directly at least 3 times each year
- Coordinate all fundraising activity, including approval process and report to the Competitive Sports Administrative Staff

### **The Risk Management Officer** *(required)*

- Completes Emergency Action Plan
- Ensures that Participation Waivers for all club members have been submitted to the Competitive Sports Administrative Staff
- Notifies the Competitive Sports Administrative Staff of any injuries occurring at club events
- Required to hold current CPR/AED & First Aid certifications

### **The Travel Officer** *(suggested)*

- Prepares and submits Notification of Travel documents to the Competitive Sports Administrative Staff
- Collects and submits Release to Travel Waiver for all travelling members

## SPORT CLUB COUNCIL

The Sport Clubs Council is the student governing body of the Sport Clubs program and is overseen by the Competitive Sports Administrative Staff.

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

Each RSO within the Sport Club Council shall be entitled to at least one representative on the council, which will hold meetings once a month throughout the academic year. Meetings are open for any sport club participant to attend. The Sport Club Council will not conduct business during summer semesters, unless warranted by circumstances.

### **Meeting Attendance**

The Sport Club Council will hold meetings once a month throughout the academic year. Attendance at these meetings is **mandatory**. At least representative from each organization must be present and sign-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. Meetings are open for any sport club participant to attend.

### **Status Definitions**

- Active
  - Receives allocations

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- Hosts regularly scheduled practices
- Votes 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 has a vote in Council meetings
  - Officers of an Inactive club cannot serve as officers of an active club
  - Inactive clubs **do not** receive allocations
  - If club becomes inactive they will lose their current allocated funds to reallocation funding
  - Clubs cannot be reinstated by any student of inactive club that is a member of the Sport Club Executive Board
  - If requirements to become active are not achieved after 1 year, club will lose membership status with Sport Club Council
- Probation
  - Sport Club will have restricted privileges as defined by the Sport Club Executive Board on a case-to-case basis
  - A minimum of 1 semester
  - Club must function as a normal club

### Process of Becoming Inactive

- Not earning enough Classification Points to be considered active from previous year (minimum 30 points to reach Tier C)

### 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 members do not have voting rights
- Executive Board still has vote if representing their club
- Votes to pass:
  - New Policy: 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 Administrative Staff has granted prior approval.

### No Show Policy

- An unexcused absence to a Sport Club Council meeting will result in a 3<sup>rd</sup> degree infraction outlined in the Discipline section of this document
- Multiple unexcused absences could lead to 2<sup>nd</sup> degree infractions being levied on a club

### Excused Absence Policy

- 1 per semester
- Will not count towards classification or inactive status points



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- Written or verbal notice from a club officer no later than 12 hours before the scheduled meeting time
- Excused absence will not count as a no show
- Any club traveling for approved competition will be excused, this may happen more than once per semester

### Sport Clubs Executive Board

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

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

The Sport Club Executive Board is comprised of the Council Chair, Vice Chair, Treasurer, Secretary and Club Outreach Officer. Members of the Executive Board will be elected by the members of the Sport Club Council, with the exception of the Chair who may be appointed by Competitive Sports Professional Staff. The various positions within the board have their own responsibilities and expectations:

#### Chair:

- Oversight of the Sports Club Council and alignment with all policies, procedures, and regulations of the University
- Preside over all Sport Club Council meetings
- Maintain communication and collaborate with COSO Director and the Student Activities & Involvement office
- Be one of the signers on Sport Club Council financial documents
- Work in conjunction with the Sport Club Council Treasurer to prepare and present the Sport Club Council budget to the Council of Student Organizations Executive Board
- Ensure all officers are performing their duties as defined herein
- Attend Council of Student Organizations Executive Board Meetings
- Meet monthly with Competitive Sports Professional Staff to discuss progress, duties, and expectations

#### Vice Chair:

- Assist the Chair with facilitating monthly Sport Club Council Meetings
  - Call all meetings to order
- Assumes the Chair's responsibilities in their absence
- Assist the Chair with facilitating meetings with "potential clubs"
- Follow up with clubs to ensure that classification points are being entered (timely & properly)
- Represent the Sport Club Council in all dealings with the University and its officials
- Meet monthly with Competitive Sports Professional Staff to discuss progress, duties, and expectations



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### **Treasurer:**

- Provide monthly budget updates to each member organization
- Be responsible for collecting a cumulative budget report for the Sport Club Council prior to the beginning of each fiscal year
- Work in conjunction with the Sport Club Council Chair to prepare and present the Sport Club Council budget to COSO
- Assist Sports Club members with the Student Government Fiscal Training
- Work in conjunction with the Competitive Sports Administrative Staff to provide monthly budget updates to each club
- Ensure Council wide that clubs are in compliance with RSO Fiscal Training
- Meet monthly with Competitive Sports Professional Staff to discuss progress, duties, and expectations

### **Secretary:**

- Notify Executive Board and Sport Club Council of meetings and deadlines
- Keep accurate records of Executive Board's and Sport Club Council meeting minutes
- Maintain an accurate list of all Sport Club Council members and their contact information
- Work in conjunction with the Competitive Sports Administrative Staff to maintain an attendance record of all Sport Club Council Meetings
- Check Executive Board email on a regular basis and keep up communication with clubs and interested members. Develop & coordinate Council wide fundraising & service activities
- Prepare ballots for elections
- Assist Vice Chair with following up with all clubs to ensure that classification points are being entered (timely & properly)
- Meet monthly with Competitive Sports Professional Staff to discuss progress, duties, and expectations

To be considered for the Executive Board positions, applications must be submitted to the Competitive Sports Administrative Staff 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 Sport Club Council. Positions will be elected in April, and will serve through the following academic year. Should a vacancy occur in an executive office, the Sport Club Council 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 clubs and student organizations on campus, and organizations off-campus
- Influence the decisions that affect all clubs within the Sport Club Council
- Assist in the re-allocation process and recommend the amount each club should receive based on presentations given by each club

## COACHES & ADVISORS

### **Volunteer Policy for Coaches**

The Volunteer Policy is 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

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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.

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 joining in club activities.

### 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

### 2020-21 Updates

*Due to the ongoing COVID-19 pandemic, the point values associated with the criteria in this section will not be assigned for the 2020-21 academic year. Please see the addendum at the bottom of this handbook for more information on how the Tier System will work this year.*

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 three 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.

### Classification Criteria

Sport Clubs have three (3) levels to strive for within the tier systems. Tier A is the highest tier a club can achieve. Tier B is the middle tier, followed by Tier C. There are eight (8) different categories within the tier system. At the end of each academic year, the Competitive Sports Administrative Staff 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 Sport Club Council during the academic year will have an adjusted point total to attain, depending on the month admitted to the Council. Point criteria may be adjusted for clubs joining the Sport Club Council mid-academic year. Clubs within the higher Tier Classifications will be given higher priority in areas such as funding and facility usage.

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| Components            | Max Points |
|-----------------------|------------|
| Sport Programming     | 30         |
| Non-Sport Programming | 10         |
| Practice              | 5          |
| Active Membership     | 20         |
| Longevity             | 5          |
| Non-Allocated Income  | 15         |
| Organization          | 10         |
| Compliance            | 5          |
| <b>Total</b>          | <b>100</b> |

| Classification  | Criteria          |
|-----------------|-------------------|
| <b>Tier A</b>   | 80+ Points        |
| <b>Tier B</b>   | 60-79 Points      |
| <b>Tier C</b>   | 30-59 Points      |
| <b>Inactive</b> | 29 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        |
| Fewer than 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.

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*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

#### 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.

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- Active Member = (Total Practices of the Individual/Total Sport Club Practices)/0.7

### 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)

| 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 Administrative Staff
- ❖ For coaches/instructor points you must turn in volunteer paperwork and complete the University background check

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### 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. Roller Rave)
- ❖ 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       |

## TRAVEL

1. All required documents must be submitted for approval to the Competitive Sports Administrative Staff, 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 and Procedures
4. Gather the following information:
  - Each member must have a Sport Club Participation Waiver on file with the Department of Campus Recreation in order to travel
    - Each member should only complete once (valid for 1 – full academic year)
  - Proof of Competition or Event
  - A travel roster with each traveler's name, email, phone number, and z-number
  - If international travel, proof of clearance from the international office - *International travel insurance (CISI) is required for all international travel.*
  - Rental vehicle information (if applicable)
  - All financial information associated with the travel that will be covered by allocated funding

### Funded Travel

If requesting funding via the Sport Club Council allocated funding, 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
  - Whenever possible, it is preferred that Sport Clubs administration pay for travel expenses directly instead of reimbursing club members
    1. Vehicle gas and plane tickets are the only travel expenses that **MUST** be reimbursed
    2. Gas expenses will only be reimbursed if the club traveled in a vehicle rented by FAU Sport Clubs
  - If you are requesting reimbursement for any portion of your club's travel, the club member seeking reimbursement must be in Workday as an Employee or External Committee Member
    1. All requested reimbursements will be reimbursed to one club member per trip
4. Post-Travel

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- Upon return, the Risk Management Officer must notify the Competitive Sports Administrative Staff of any injuries or incidents that occurred.
- 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*)
- 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 Administrative Staff)
  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*)

## FINANCES

### Budget Preparation & Tracking

Budget allocations will occur at the first meeting of the each semester.

All clubs are responsible for tracking activity for their off-campus accounts. All other accounts (allocated funding & foundation) will be managed by the Competitive Sports Administrative Staff. The balance for these accounts will be provided at individual club 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 Administrative Staff. 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 Administrative Staff. In order to use these funds, clubs must first submit a request to the Competitive Sports Administrative Staff for approval. The Competitive Sports Administrative Staff 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 included in the Owl Central Purchase Request form 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 a Purchase Request form in advance of the time they need to be paid. Simply contact your national governing body, and have them send an invoice to our office for payment. If you wish for the Competitive Sports



## FAU SPORT CLUB HANDBOOK

Administrative Staff to pay only a portion of your fees, have your national governing body generate two quotes, one totaling the amount for FAU allocated funding, and the remainder to be paid by the club. Once the appropriate quotes are gathered, submit a Purchase Request form on Owl Central with the quote(s) included.

### Travel Budget

The travel budget is allocated from Student Government funds, and is managed by the Competitive Sports Administrative Staff. In order to use these funds, clubs must first submit a Notification/Request to Travel Form via Owl Central to the Competitive Sports Administrative Staff 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 Administrative staff.*** Submitting a request does **NOT** mean approval. The Sport Club Notification of Travel form with all required documents must be submitted at least **14 days prior** to trip departure in order to qualify for funding. 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 Sport Club Council 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.

### 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 Administrative Staff, 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** register the fundraising event in Owl Central before the event and submit a Fundraiser Form after the event. For general fundraising guidelines and fundraising ideas, refer to the RSO Manual.

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### Sport Club Council 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 Sport Club Executive Board and answer any questions the Sport Club Executive Board deems necessary. The Sport Club Executive Board will then proceed to vote on an amount to allocate the organization.

### 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 a student organization because of the cost associated. The issuance of receipts for membership dues is good practice and highly recommended.

## 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 A status, then Tier B, then Tier C. Once a final practice schedule is set it will become a binding contract between the club and the Department of Campus Recreation. If a permanent change to your practice schedule is desired, please contact the Competitive Sports Administrative Staff.

If your club is using Campus Recreation facilities to practice, you must notify Competitive Sports Administrative Staff in advance if your club intends to cancel a practice. For clubs using indoor spaces, cancellations must be made by 4:00PM the day of the scheduled practice. For clubs using outdoor spaces, cancellations must be made no later than 30 minutes before scheduled practice time. You can notify Competitive Sports Administrative Staff by calling 561-297-0591 and notifying the Campus Recreation employee at the front desk of the cancellation. Failure to notify the Competitive Sports Administrative Staff when your club is not practicing will result in the following disciplinary action:

- First offense: written warning
- Second offense: loss of 1 practice time
- Third offense: maximum two (2) week suspension of reserved practice times

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.

# FAU SPORT CLUB HANDBOOK

## 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 Administrative Staff within a week of joining the club. The member must fill out the form completely.

### First Aid & CPR Certification

Each club must have a Risk Management Officer who is CPR/AED & First Aid certified. 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 one Risk Management Officer 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. 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 Campus Recreation 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 561-297-0591. 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 the person's name, cell number, address, what happened, type of injury and what school the injured person attends (if applicable). 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

### Concussions/Head or Neck Injuries

Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or game and shall not return to play until cleared by an appropriate healthcare professional. Signs and symptoms of a concussion include:

## FAU SPORT CLUB HANDBOOK

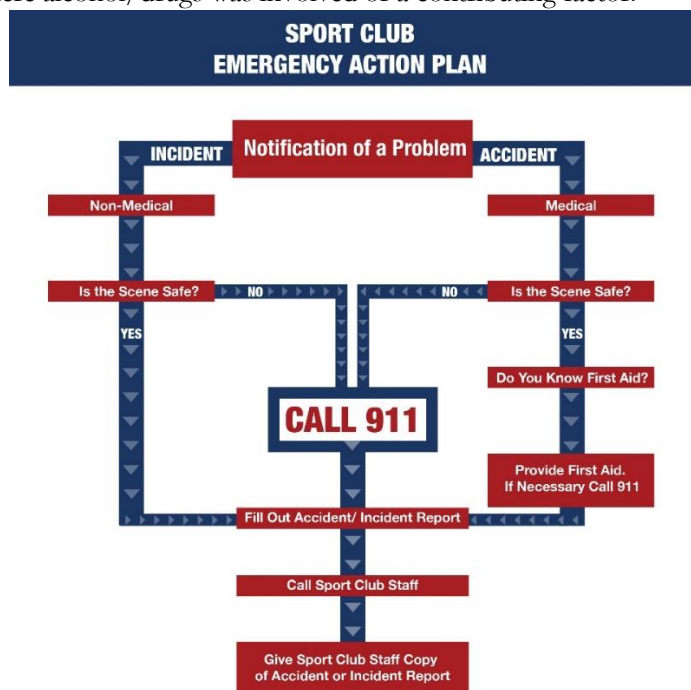
- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or loss of memory surrounding the incident
- Fatigue, nausea or vomiting
- Irritability and other personality changes
- Dizziness or ringing of the ears

It is the responsibility of club officers and coaches/instructors to recognize any concussion related symptoms, to notify Competitive Sports Administrative Staff of the injury, and to ensure that appropriate medical clearance is obtained and provided to Competitive Sports Administrative Staff before the concussed participant returns to club related activity of any form.

### 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 Administrative Staff, no later than 72 hours after the incident. The forms to fill out are on Connect2, access will be given to club officers at officer training. Below is a list of the TYPES of incidents requiring reporting:

- 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/drugs was involved or a contributing factor.



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### 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 vehicle trouble and be aware of the Enterprise 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 Administrative Staff 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 Administrative 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. 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,

## FAU SPORT CLUB HANDBOOK

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.

### **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 Student Affairs Marketing staff is able to help sport clubs design their own logo, either standard or custom. Clubs should contact the Competitive Sports Administrative Staff 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 Administrative Staff 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 Activities & Involvement and should be emailed to [sportclubs@fau.edu](mailto:sportclubs@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.



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### 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.*

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 Activities & Involvement.

The Student Activities & 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](http://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. 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**



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**fulfill community service requirements.** The first step towards becoming a sport club is to meet with Student Activities & Involvement.

### Council of Student Organizations (COSO)

COSO is responsible for providing an official voice for student organizations, inform all students of COSO activities and opportunities, and objectively allocate A&S Fees granted by the Campus Budget Allocation Committee (CBAC) in accordance with COSO's statutes and procedures so as to not violate the Student Government Constitution or Statutes. 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 Life, 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.

### Discipline

#### Membership Probation

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

##### 1<sup>st</sup> Degree Infraction:

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

- **Penalty(s)**
  - Immediate suspension of all club activities
    - Practices, Games, Travel, etc.
  - Loss of facility and reservation privileges
  - Loss of allocated funds
  - Removal from SCC
  - Competitive Sports Professional Staff review and submission of recommendation to the Dean of Students (DOS). The Sport Club Executive Board may be involved as an advising body. The decision of the DOS is FINAL and will be upheld by the Executive Board.
  - Probation – up to 1 additional calendar year
- Tier point penalty minimum – 15 points
- Tier point penalty maximum – 40 points

##### 2<sup>nd</sup> Degree Infraction:

Harassment or discrimination, threats, intimidations, acts of physical aggression, misrepresentation to University staff/Sport Club Executive Board, repeated disregard for facility/Sport Club Council policies, repeat 3<sup>rd</sup> degree offenses

- **Penalty(s)**
  - Immediate suspension of facility and reservation privileges

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- Competitive Sports Professional Staff review and submission of recommendation to the Dean of Students (DOS). The Sport Club Executive Board may be involved as an advising body. The decision of the DOS is FINAL and will be upheld by the Executive Board.
- Probation – up to 1 additional semester
- Tier point penalty minimum – 2 points
- Tier point penalty maximum – 15 points

### 3<sup>rd</sup> Degree Infraction

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

- **Penalty(s)**
  - Competitive Sports Professional Staff review and recommendation to the Sport Club Executive Board. The Executive Board may involve the Sport Club Council as an advising body but not required
  - Clubs can appeal the disciplinary decision
- Minimum – Written Warning
- Tier point penalty maximum – 1 point

### Membership Revocation

Membership to the Sport Club Council 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 Sport Club Council, each club (including all officers, members, coaches & volunteers, spectators, & students) is required to know and adhere to the policies of the University, the Department of Campus Recreation, the Dean of Students Office, and local, state, and federal laws.

The Competitive Sports Administrative 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 Sport Club Executive Board to Competitive Sports Administrative Staff. Clubs submitting an appeal should be aware that the decision of the Competitive Sports Administrative Staff is FINAL, and it may be more severe than the sanction being appealed.

### Addendum

#### COVID-19 Updates:

Florida Atlantic University's Reopening Plan applies to all members of the university community at all FAU locations and at all FAU events. This plan establishes the reopening of the university while serving as the governing strategy for the development of supportive policies and procedures.

As of August 26, 2020, Florida Atlantic University has restricted all RSO activity to events of 10 people or less. All Sport Clubs must submit a COVID-19 Return-to-Play form and await approval from FAU Environmental Health & Safety via Campus Recreation in order to resume activity on or off campus. The plan is adaptable based on the current conditions of COVID-19 and any updated procedures put in place by Florida Atlantic University in response. For more information on FAU's COVID-19 plan, visit

<http://www.fau.edu/coronavirus/>

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### **Tier System Updates:**

Due to the restrictions placed upon clubs for the 2020-21 academic year, tier points will not be awarded. Instead, clubs will be tasked with tracking their activity throughout the year, and what measures they have taken to remain active while keeping compliant current COVID-19 restrictions. At the end of the academic year, clubs will submit a complete list of their activity throughout the year and present their aggregate information before the Sport Club Executive Board. The Executive Board will judge the submissions and presentations of clubs based on the criteria for which clubs are typically awarded points in a year without restrictions on activities, as well as any additional, creative ways clubs were able to stay active. The Executive Board will then decide, based on their judgements, what tier each club will be categorized into for the next academic year. All placements will be handled in an unbiased manner, based solely on the submissions and presentations of the clubs and how that compares to their typical activity in a year when no restrictions are in place. No Executive Board member may make decisions on the placement of a club they represent.