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## CAMPUS RECREATION

Division of Student Affairs  
Florida Atlantic University

# Sport Club Handbook

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2015-2016

# FAU SPORT CLUB HANDBOOK

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# FAU SPORT CLUB HANDBOOK

## INTRODUCTION & GENERAL INFORMATION

The Sport Club program promotes student participation in a variety of instructional and athletic activities. The program allows students to engage in activities of their choice at various skill levels, with an emphasis on leadership and student development. As registered student organizations, Sport Clubs are developed by students under the supervision of Campus Recreation & Student Involvement. The success of the Sport Club program is dependent upon student interest and involvement.

### Our 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.

### 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.

### Division of Student Affairs Mission

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

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### Campus Recreation's Role in Sport Clubs

Sport Clubs are a function of both the Department of Campus Recreation, and the Department of Student Involvement. Sport Clubs are designed to provide students with leadership, managerial, and interpersonal opportunities while participating in a sport or activity that they love. The nature of student organizations requires the officers to be responsible, organized, and dedicated to the success of their club.

The Department of Campus Recreation will provide assistance to the clubs in the following ways:

- Oversee equipment purchases, travel and risk management
- Supervise on-campus practices and competition
- Provide clubs with the opportunity to reserve recreational facilities for on-campus practices and competition
- Train new club officers and assist existing clubs through club process
- Hold elections for Sport Club Council Executive Board
- Advise the Sport Club Council

### Important Contact Information

<b>Campus Recreation</b>	561-297-4512	kleduc@fau.edu
<b>Student Involvement</b>	561-297-3735	siadmin@fau.edu
<b>COSO</b>	561-297-2336	fau.bocacoso@fau.edu
<b>L.E.A.D</b>	561-297-3735	kburke19@fau.edu
<b>Student Organizations</b>	561-297-3735	studentorgs@fau.edu

## 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 at least two (2) officers certified in Fiscal Training
3. Have at least two (2) officers attend the Student Leadership Conference\*
4. Have at least two (2) officers complete online Student Organization Training
5. Have at least two (2) officers attend the Hazing Prevention Summit\*\*

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

\*\* Students can represent up to THREE organizations at the Hazing Prevention Summit.

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.

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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](#).

### MEMBER & OFFICER REQUIREMENTS

#### Member Eligibility Requirements

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.

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 are required to have a President, Vice President, Treasurer, and Risk Management Officer. If possible, responsibilities should be divided amongst separate club members. Suggestions for division of responsibilities amongst the officer roles are listed below.

##### **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

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- 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

### **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

## 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 One 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.

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](#).



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## 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). Club members must bring completed waivers to practice and submit them to the Campus Recreation staff on shift. For clubs practicing off campus or without the supervision of Campus Recreation, the Risk Management Officer must collect waivers for all club members and turn them in to the Competitive Sports Office within one month of the first practice of the semester. If new members join after this time, it is expected that their waivers are turned into the Competitive Sports Office within a week of joining.

### 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 [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

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- 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, the incident form must be filled out and turned in to Competitive Sports Office the Monday after the incident, by no later than 12 noon. A copy of the [Incident Reporting Form](#) has been provided. 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 in which alcohol was involved or a contributing factor.

### **Non-Emergency Action Plan**

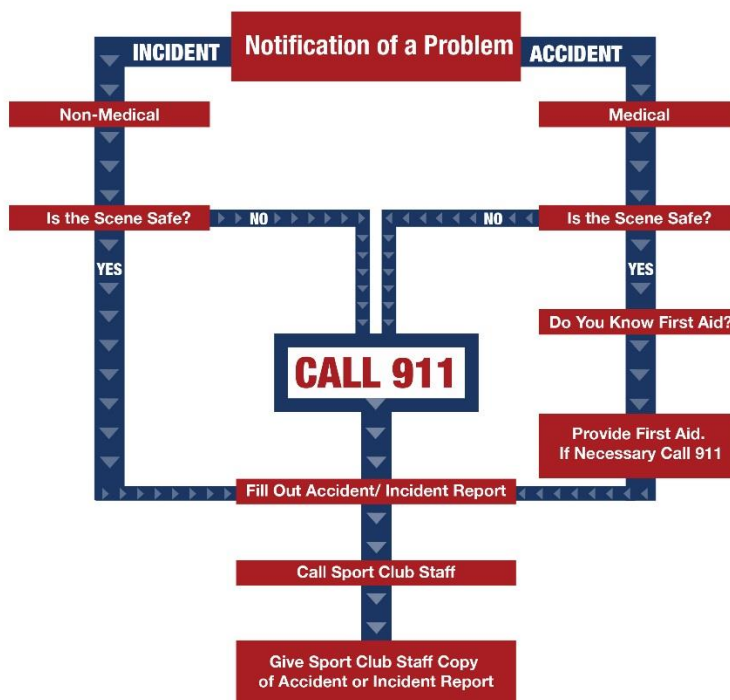
On occasion non-emergency situations will occur while on a trip. It is the responsibility of each Sport Club to be prepared for these situations. Always have a backup plan should you and/or your club have car/van trouble and be aware of the Avis procedure for reporting trouble with cars/vans.

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.



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### SPORT CLUB EMERGENCY ACTION PLAN



### 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!

### 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

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on available space, may need to be flexible with dates and times in order to meet the needs of clubs. 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.

## FINANCES

### 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 using the Budget Tracking Document for tracking activity for 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.

### Expenses Budget

The expense budget for the Sport Club Council is allocated from Student Government Funds via COSO, 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. 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.

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### 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 of Travel 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 must first set up direct deposit.

### 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. All Sport Clubs who plan to host a fundraising event MUST

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submit a [Fundraiser Form](#). For general fundraising guidelines and fundraising ideas, refer to the [RSO Manual](#).

### Membership Dues

Student organization 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.

## TRAVEL

### Pre-Travel

Notification of Travel must be given for all club competition occurring outside of the normal practice/competition facilities. All required documents must be submitted for approval at least 14 days prior to the departure date. The required documents will be linked online through the Notification of Travel Form on Owl Central, including a Request to Travel Form, Travel Roster, Budget Summary Form, and Risk Management Form. In addition, all travelling members must complete and sign a Participant Waiver, and a [Release to Travel Waiver](#), all of which must be submitted by the aforementioned deadline. Waivers can be used for all participation within the academic year, therefore each club member should only complete them once. Any new members will hand in waivers with subsequent travel requests throughout the year. Clubs will be notified of trip approval or denial via Owl Central.

If reimbursement is being requested for travel, all members seeking reimbursement must set-up direct deposit via My FAU, prior to submission of the Notification of Travel. Only FAU students are eligible for reimbursement. If AVIS rentals are requested and approved, a club officer or driver must pick-up the vouchers from the Competitive Sports Office 1 to 2 days prior to departure.

### Post-Travel

Upon return from travel, the Risk Management Officer must notify the Competitive Sports Office of any injuries or incidents that occurred. If travel reimbursement was approved, clubs must turn in receipts for all reimbursable expenses within one week of the trip return date. These receipts may include:

- AVIS rental receipt (received when vehicle is returned)
- Hotel receipt with zero balance (received at check-out)
- Registration receipt
- Gas or Parking receipts

All receipts should be handed in together, and contain the name of the person who made the payment (must be the person indicated on the Budget Summary form prior to the trip). For hotel and registration receipts, please ensure that the company/organization indicates the payer's name and method of payment, for gas and other receipts, officers may have to write in the name of the person who made payment.

## 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.

#### 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

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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 [kleduc@fau.edu](mailto:kleduc@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.

## SPORT CLUB COUNCIL

Each registered organization within Sport Club Council (SCC) shall be entitled to one representative in the council, which will hold meetings once a month through the academic year. This representative must be the President, or another officer designated by the President.



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The SCC will be advised by the Competitive Sports Office, and governed by an Executive Board comprised of the council Chair, Vice Chair, Secretary, and Treasurer, who will preside over all meetings. Members of the Executive Board will be elected from, and by the members of the SCC. To be considered for the Executive Board positions, applications must be submitted to the current board members for review. 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:**

- Resume booster
- Leadership experience
- Learn more about how other clubs are structured and managed
- Influence the decisions that affect all sport clubs within the SCC
- Gain confidence, particularly in public speaking, conflict management, and decision making

As a whole, the Executive Board is responsible for advocating for and voting on matters pertaining to all sport clubs, as well as serving on several important department-wide and campus-wide committees. In addition, the various positions within the board have their own responsibilities and expectations:

#### **Chair:**

- Facilitate monthly SCC meetings
- Facilitate meetings with “potential clubs”

#### **Vice Chair:**

- Assist the Chair with facilitating monthly SCC meetings
- Update points and classification status of all clubs

#### **Treasurer:**

- Assist the Chair with facilitating monthly SCC meetings
- Assist Competitive Sports Office with the management of sport club budgets and budget documents
- Facilitate the budget allocation in the fall semester
- Review expense budget requests

#### **Secretary:**

- Assist the Chair with facilitating monthly SCC meetings
- Record and distribute SCC meeting minutes
- Notify clubs of upcoming meetings and deadlines
- Review Notification of Travel documents and travel budget requests

## TIER CLASSIFICATION SYSTEM



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The FAU Classification System places Sport Clubs into three designated tiers. 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 provide a system for distributing the limited facilities, funds, and resources in a logical manner.
2. To provide Sport Clubs with tangible/measurable goals to achieve.
3. To provide specific benefits to Sport Clubs that are more successful in fulfilling their responsibilities to their membership and the SCC.

### Classification Criteria

The Classification System places Sport Clubs into one of three categories - A, B or C. 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 CSF. 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	-
<b>Total</b>	<b>100</b>	

Classification	Criteria
<b>Tier A</b>	80+ Points
<b>Tier B</b>	61-79 Points
<b>Tier C</b>	31-60 Points
<b>Inactive</b>	30 Points or less

## CLASSIFICATION POINTS SYSTEM

### Sport Programming (maximum 30 points)

#### Competition:

*Team Sport Competition Definition:*

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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 competitions 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.
- ❖ 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
8 Club Members	8 points
Less than 8 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 8 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

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

### Non-Allocated Income (maximum 15 points)

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

### 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' Apolooza)
- ❖ 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
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Perfect Attendance at SCC Meetings	1 point
Re-Registration Before Deadline	1 point
Serve of SCC Executive Board	3 points