



FAUTM

CAMPUS RECREATION
Division of Student Affairs
Florida Atlantic University

Sport Clubs Handbook

2021-2022

Table of Contents

INTRODUCTION & GENERAL INFORMATION	3
SPORT CLUB COUNCIL	4
MEMBER & OFFICER REQUIREMENTS.....	7
VOLUNTEERS, COACHES, & ADVISORS.....	9
TIER CLASSIFICATION SYSTEM	10
CLASSIFICATION POINTS	11
FINANCES	15
TRAVEL.....	16
FACILITIES & SCHEDULING	17
RISK MANAGEMENT	19
ADVERTISING & MARKETING	21
RE-REGISTRATION.....	23
DISCIPLINE.....	24

INTRODUCTION & GENERAL INFORMATION

The Sport Clubs Handbook contains policies and guidelines to be followed by all clubs affiliated with, or those requesting to be affiliated with the FAU Sport Clubs Program. This handbook serves as a guide for club officers and members 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 be familiar with this document and share pertinent information with their club members.

The Sport Clubs Handbook is updated annually in the summer by the Sport Programs Administrative Staff and the Sport Club Executive Board. Administrative procedures regarding the use of Campus Recreation activities spaces and all updates based on changes to University policies are managed by the Sport Programs Administrative Staff. Changes to Sport Club Council specific rules are voted on and approved by the Sport Club Executive Board. This handbook is published prior to the start of the Fall semester and its contents are in effect for the entire academic year in which it is published. If an update to this handbook is made during the year, any change will be communicated to the officers of every club in the Sport Club Council.

Sport Clubs Program

The FAU Sport Clubs Program strives to promote and develop Registered Student Organizations (RSOs) on campus that involve 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 personal 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 supervised by FAU Campus Recreation are subject to the policies set forth by:

- Florida Atlantic University
- Division of Student Affairs and Enrollment Management
- Dean of Students Office
- Department of Student Activities and Involvement
- Department of Campus Recreation

Individuals or clubs that violate a policy, local, state, or federal laws jeopardize their standing with the University.

The majority of policies and procedures pertaining to Sport Clubs are found within University Regulations 4.006 and 4.007, the Student Organization Manual, and this handbook. [Regulation 4.006](#) pertains to Student Government and Student Organizations. [Regulation 4.007](#) is the Student Code of Conduct. [The Student Organization Manual](#) is a document developed by the Council of Student Organizations (COSO) and has policies that apply to all RSOs, including Sport Clubs. It is important for all clubs to familiarize themselves with the information linked above.

Important Contact Information

Campus Recreation	561-297-0591	sportclubs@fau.edu
Student Activities and Involvement (SAI)	561-297-2336	involvement@fau.edu

Council of Student Organizations (COSO)	561-297-2336	fau.bocacoso@fau.edu
The Activity and Service, Accounting and Budget Office (ASAB)	561-297-2879	asab@fau.edu
The Office of L.E.A.D.	561-297-3735	leadandserve@fau.edu

What is a Sport Club?

A Sport Club is a student-initiated, student-led, and student-managed sport or recreation-based RSO supervised by FAU Campus Recreation, and meets the following requirements:

- Involve a physical activity/skill; involving either fine or gross motor mechanics
- Involve the *ability* to compete against other entities, whether as an individual or as a team
- Have the *ability* to join a national governing body, and follow the rules outlined by this entity whether or not they are formally registered with the organization

Each club's level of competition or activity is unique and dependent on club leadership.

Your involvement as a club member, officer, advisor, or coach/instructor is vital to the success of your club, as well as the Sport Clubs program within Campus Recreation. Every individual has the opportunity to be involved in the sport that they are passionate about and to represent FAU.

How to join the Sport Club Council (SCC)

- To be admitted into the Sport Club Council, clubs must also meet the following requirements:
 - Club must be registered with the Office of Student Activities & Involvement (SAI), and established for at least one year (and in good standing as an RSO) prior to applying for admittance into the Sport Club Council
 - Club will be required to submit the [an application](#) and present in front of the Sport Club Executive Board
- Clubs that have been removed from the SCC must wait at least one semester prior to reapplying for SCC membership. Should a club be removed from the SCC due to disciplinary action, they must wait one year prior to reapplying.

Probationary Sport Clubs

Clubs joining or re-joining the Sport Club Council will be considered probationary Tier C clubs. They are not eligible to receive Sport Club Council funding (including Emergency Funding) in their first semester. They will be eligible for Tier C funding in their second semester so long as they attend the mandatory Allocation Meeting at the start of the semester. In the first semester, probationary clubs can still receive funding from COSO. Any funding provided by COSO expires at the end of the semester that it was allocated and will not carry over to the following semester.

SPORT CLUB COUNCIL

The Sport Club Council is the student governing body of the Sport Clubs program and is overseen by the Sport Programs Administrative Staff. The Sport Club Council will not conduct business during the summer sessions, 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 one representative from each organization must be present and sign-in upon arrival. No officer or club member can represent more than one club. Meetings are open for any sport club participant to attend. Each RSO within the Sport Club Council shall be entitled to one voting representative on the council.

Benefits of Meeting Attendance

- Ability to vote on policies/procedures
- Determine the allocation of funds
- Improve leadership skills
- Opportunity to network within Sport Club Council
- Stay 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 members still have vote if representing their club
- 75% of clubs must be present in order to hold a vote
- Votes needed to pass:
 - 2/3 vote when there are only 2 options for consideration
 - Plurality of the votes when there are more than 2 options for consideration

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 Sport Programs Administrative Staff has granted prior approval.

No Show Policy

- An unexcused absence to a Sport Club Council meeting will result in a 3rd degree infraction outlined in the Discipline section of this document.
- Multiple unexcused absences could lead to a 2nd degree infraction.

Excused Absence Policy

- 1 per semester
- Will not count against classification points
- The Executive Board will review all notices of absence made by a club to the Sport Programs Administrative Staff prior to the scheduled meeting time
- Only absences for approved travel or extenuating circumstances can be classified as an excused absence by the Executive Board
- All other absences will be considered a no show
- An excused absence will not count as a no show

Sport Club Executive Board

The Sport Club Executive Board is responsible for advocating on behalf of the Sport Club Council and will assist the Sport Programs Administrative Staff with program administration by providing feedback and recommendations. In addition to those duties, they will:

- Notify and educate clubs of all policies, procedures, meetings, events, and dates
- Adjudicate disciplinary sanctions including but not limited to:
 - Loss of facility and reservation privileges
 - Loss of allocated funds
 - Probation
 - Removal from the Sport Club Council
- Make recommendations on the allocation of funds allotted to the Sport Club Council by Student Government
- Perform administrative duties at all Sport Club Council monthly meetings
- Ratify all relevant amendments to this document by a majority vote

The Sport Club Executive Board is comprised of the 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 the Sport Programs Administrative Staff. The various positions within the board have their own responsibilities and expectations:

Chair:

- Oversees of the Sports Club Council and alignment with all policies, procedures, and regulations of the University
- Presides over all Sport Club Council meetings
- Maintains communication and collaborate with the Council of Student Organizations (COSO) Director and the Student Activities & Involvement office
- Acts as one of the signers on Sport Club Council financial documents
- Works in conjunction with the Sport Club Council Treasurer to prepare and present the Sport Club Council budget to the COSO Executive Board
- Ensures all officers are performing their duties as defined herein
- Meets monthly with Sport Programs Administrative Staff to discuss progress, duties, and expectations

Vice Chair:

- Assists the Chair with facilitating monthly Sport Club Council Meetings
 - Call all meetings to order
- Assumes the Chair's responsibilities in their absence
- Assists the Chair with facilitating meetings with "potential clubs"
- Follows up with clubs to ensure that tier classification points are being entered (timely & properly)
- Meets monthly with Sport Programs Administrative Staff to discuss progress, duties, and expectations

Treasurer:

- Provides monthly budget updates to each member organization
- Works in conjunction with the Sport Club Council Chair to prepare and present the Sport Club Council budget to COSO
- Assists Sports Club members with the RSO Fiscal Training
- Meets monthly with Sport Programs Professional Staff to discuss progress, duties, and expectations

Secretary:

- Notifies Executive Board and Sport Club Council of meetings and deadlines
- Keeps accurate records of meeting minutes for the Sport Club Executive Board

- Works in conjunction with the Sport Programs Administrative Staff to maintain an attendance record of all Sport Club Council Meetings
- Prepares ballots for elections
- Assists Vice Chair with following up with all clubs to ensure that tier classification points are being entered (timely & properly)
- Meets monthly with Sport Programs Professional Staff to discuss progress, duties, and expectations

Club Outreach Officer:

- Assists with the promotion of sport club events, announcements, and reminders
- Communicates with club sports using Owl Central
- Meets monthly with Sport Programs Professional Staff to discuss progress, duties, and expectations

To be considered for the Executive Board positions, [applications](#) must be submitted to the Sport Programs Administrative Staff for review with the current board members. Only one member from each club can run for the Executive Board, regardless of positions. Clubs that have multiple members apply must internally decide which person will be submitted for consideration by the Executive Board. 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 a position during the year, there will be an election to fill the vacancy following the same procedures listed above.

Benefits of Serving on the 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 allocation process and recommend the amount each club should receive

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. 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 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.

Pursuant to [Regulation 7.008](#), no club may restrict membership on the basis of race, color, religion, sex, national origin, age, disability, military or veteran status, marital status, pregnancy or parental status, sexual orientation, gender identity or expression, or other protected status is prohibited. 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.

Per Regulation 4.006, Clubs may not “cut” members but are permitted to have try-outs for a competition team. Members not selected for competitive play are still a part of the club and can participate in practices or on a practice squad team.

Officer Eligibility Requirements

In order to be eligible for an officer position, candidates 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 during the year, 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. A Secretary and Travel Officer are 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:

President *(required)*

- Ensure that all other officers are completing duties as assigned
- General oversight on:
 - Event Requests
 - Purchase Requests
 - Practice Plans
 - Waivers/Coaches' Forms

The president serves as the primary liaison between the club and the Sport Programs Administrative Staff by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Sport Programs Administrative Staff, the Department of Campus Recreation and the Department of Student Activities & Involvement through frequent communication
- Meet with Sport Programs 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 and attending required RSO training sessions

Vice President *(required)*

- Main contact for submitting Event Requests
- Shall be responsible for the interpretation of the governing documents of the club
- 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
- Keeps record of all members and activities of the organization
- Join President in meetings with Sport Programs Administrative Staff directly at least 3 times each year
- Completes online training modules and attends required RSO training sessions
- Responsible for entering tier classification points timely and properly

Treasurer *(required)*

- Main contact for submitting Purchase Requests

The Treasurer presides over all the fiduciary processes of the club, including:

- 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 Sport Programs Administrative Staff for equipment purchase approval
- Join President and Vice President in meetings with Sport Programs Administrative Staff directly at least 3 times each year
- Coordinate all fundraising activity, including approval process and report to the Sport Programs Administrative Staff

Risk Management Officer *(required)*

- Ensures everyone on the team has [waivers](#) on file
- Ensures all coaches have appropriate [volunteer](#) forms on file
- Inspects facility before each practice and makes note of any hazards within and around the playing area
- Removes hazards from within and around the playing area whenever possible

Completes [Accident Report](#) for any injury

- Provides First Aid and CPR/AED Care if necessary
- Ensures the club adheres to the Emergency Action Plan
- Maintains current First Aid/CPR/AED certifications

Secretary *(suggested)*

The Secretary presides over all administrative tasks associated with the club including:

- Notifies President and Vice President of any scheduled club meetings
- Keeps accurate records of club's meeting minutes
- Maintains an accurate list of all club members and their contact information
- Checks club email account (if applicable) on a regular basis and maintain communication with other clubs for scheduling games/competitions, and recruiting prospective new members
- Develops and coordinates fundraising and service activities
- Prepares ballots for elections
- Assists Vice President with entering tier classification points timely and properly

Travel Officer *(suggested)*

- Prepares and submits the Travel Request Form to the Sport Programs Administrative Staff

VOLUNTEERS, COACHES, & ADVISORS

Policy for Volunteers and 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, volunteers, and managers fall within Category 1 volunteers, and therefore must go through a registration process with the Weppner Center for Civic Engagement and Services (WCCES). Current employees of the University are excluded from this process; however, all other volunteers must meet the following requirements: Complete

a Volunteer Registration Form & Waiver of Release Form and complete a background check in accordance with current Human Resources procedures.

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.

Access for Coaches at the Fitness & Recreation Center

Coaches/volunteers for clubs that operate in the Fitness & Recreation Center will need access to the facility in order to be with the club at practices, events, and home games hosted in the building. Campus Recreation will provide up to 2 total access tags for coaches/volunteers. This tag does not provide a full membership to the facility, it only provides facility access for the two individuals during scheduled club activities. Clubs that need to get access tags for their 2 coaches/volunteers should email sportclubs@fau.edu with the name and contact information for the individuals receiving access. Additional coaches/volunteers may purchase a Campus Recreation membership to have full access to the facility, including during indoor practices, events, and home games.

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 [Advisor Roles & Expectations Form](#). All Advisors **MUST** complete this form annually.

Additional Considerations

Volunteers are not considered agents of the university and should not engage in conduct such as recruitment of individuals to the university or providing campus tours to prospective students. Only designated members of Florida Atlantic University should be involved in these practices.

TIER CLASSIFICATION SYSTEM

The Tier Classification System places Sport Clubs into four designated tiers. Tier classification will be based on points that can be earned through a variety of categories including Sport Club participation, both competitively and administratively. Since FAU has a diverse set of Sport Clubs that vary in longevity, competitive status, and membership numbers, this system will allow equal opportunity to access all resources.

The Tier Classification System was established for three reasons:

1. To ensure clubs are receiving 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 measurable goals to achieve

Tier Classification Criteria

There are nine different categories within the tier system. 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.

Tier Definitions

- Tiers A, B, & C
 - Eligible to receive allocation
 - Eligible to vote on all Sport Club Council matters
 - Can reserve space for home games/events
 - New clubs are considered probationary Tier C clubs for the first year of membership in the Sport Club Council
- Ineligible for Funding
 - **Last** to receive practice and game reservations
 - Still has a vote in Council meetings, except on budget related items
 - Ineligible clubs **do not** receive allocations, but may apply for emergency funding
 - If club becomes ineligible they will lose their current allocated funds to emergency funding
 - If requirements to become funding eligible are not achieved after 1 year, club will lose membership status with Sport Club Council

Process of Becoming Inactive

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

Classification	Criteria
Tier A	80+ Points
Tier B	60-79 Points
Tier C	30-59 Points
Ineligible for Funding	Less than 30 Points

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
Total	100

CLASSIFICATION POINTS

Sport Events (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
76% or more of competition roster	6 points
51-75% of competition roster	4 points
26-50% of competition roster	2 points
25% or less of competition 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.

Demonstrations:

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.

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.
- A club cannot receive points for hosting a social associated with their own Sport Event held on the same day.

Practice (maximum 5 points)

Number of Practices	Points Awarded
60 Practice Sessions	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 point

Average Semester Practice Attendance (maximum 20 points annually)

Number of Members	Points Awarded
71% of roster or more	10 points
51-70% of roster	7 points
31-50% of roster	5 points
11-30% of roster	3 points
10% or less of roster	0 points

- Clubs must have at least 10 practices per semester to receive points in this category
- Club Sports are **required** to maintain a **minimum of 10** members
- Clubs must submit their average number of people who attended practice by the end of each month.
- The Sport Programs Administrative Staff will pull rosters from Owl Central at the end of each month and a percent attendance will be calculated based on the club's submitted attendance numbers.
- An Average Semester Practice Attendance will be calculated by averaging the monthly percent attendances for each semester.
- Months that count towards points in this category:
 - Fall – September, October, November
 - Spring – January, February, March, April

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 (e.g., Membership Dues, Donations, Fundraising)

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 Management 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 Sport Programs Administrative Staff
- 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 (e.g., 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 on SCC Executive Board	3 points

FINANCES

Budget Allocations

Budget allocations will occur at the first meeting of each semester. Clubs that fail to attend this meeting forfeit their ability to advocate for funding for the semester. Emergency funding may still be available.

Funds will roll-over from the Fall semester into the Spring semester but will expire at the end of the academic year.

Use of Allocated Funds

In order to use allocated funds, clubs must first submit a Purchase Request to the Sport Programs Administrative Staff for approval. The Sport Programs Administrative Staff will submit all necessary paperwork to the ASAB office. ***Never spend money without prior approval from the Sport Programs Administrative staff.*** Submitting a request does **NOT** mean approval. 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 are personalized for a specific person cannot be purchased from this account. Any equipment which includes use of a club logo must undergo additional approval processes.

League Dues:

Allocated funds can be used to pay for governing body fees and/or dues for the entire club. They cannot be used for individual club member dues/fees.

Travel:

To use allocated funds for travel, clubs must first submit a [Travel Request Form](#) via Owl Central to the Sport Programs Administrative Staff for approval. Uses for these funds include: tournament entry fees, airfare, rental vehicles, gas (for rentals only), hotel, parking, etc.

Other:

Allocated funds can also be used for items listed under the Student Activity (A&S) column of the [FAU Allowable Expenditures](#) document.

Off-Campus Banking

Sport Clubs are able to open off-campus bank accounts for self-generated funds. These accounts are primarily used 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 for your club 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 donors will receive a receipt of their donation for tax deduction purposes. Benefits associated with Foundation donations can be found on the [FAU Foundation](#) website, and include:

- Funds do not expire
- 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 allocated funds. Clubs must indicate that expenses should be paid from their Foundation Account in their request.

Fundraising

Fundraising is a great way for clubs to raise money and can help inform the community about your organization. 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 Fundraising Reporting Form after the event. For general fundraising guidelines and ideas, refer to the RSO Manual.

Sport Club Council Emergency Funding Request

Existing organizations are eligible to receive up to \$1000 each semester in emergency funding. Clubs must submit an [Emergency Funding Request form](#) on Owl Central. The organization requesting funds shall be granted time to make a statement to the Sport Club Executive Board and answer any questions the 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 to their members. While dues may be an effective way to raise money, it may prohibit some students from being involved in the club. It is highly recommended to provide receipts for membership dues.

TRAVEL

- All required documents must be submitted for approval to the Sport Programs Administrative Staff at least **14 days prior** to the departure date in order to be eligible for funding.
- Travel documents must be submitted at least **10 days prior** to the departure date for trips not utilizing allocated funds.
- A club officer must submit a [Travel Request Form](#) prior to each requested travel competition/event
- 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
- Proof of Competition or Event
- A [travel roster](#) with each traveler's name, email, phone number, and z-number
- All applicable financial information associated with the travel that will be covered by allocated funding:
 - Rental vehicle information
 - Hotel information
 - Event registration
 - Airfare
 - Round trip gas estimates using [gasbuddy.com](#)
- If traveling internationally, please contact [Marta Guevara](#). Proof of clearance from the international office - *International travel insurance (CISI) is required for all international travel.*
- Upon approval of the **Travel Request Form**, clubs must then submit a corresponding **Event Request Form** via their Organization's page in Owl Central.

Funded Travel

Clubs requesting allocated funding for travel must also complete the following documentation:

NOTE: *Sport Club Council funded travel request(s) that are approved, are subject to funds available.*

- Pre-Travel
 - Upon approval of both the **Travel Request Form** and the **Event Request Form**, clubs must submit a corresponding **Purchase Request Form** via their Organization's page in Owl Central. This allows clubs to utilize allocated funding for their travel.
- Post-Travel
 - 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:
 - Avis/Budget rental receipt(s) (received when vehicle is returned)
 - Detailed Hotel receipt(s) **with zero balance** (received at check-out) showing the student as the payee
 - Registration receipt(s)
 - Gas receipt(s) (*may only be reimbursed for vehicles rented by Campus Recreation*)
 - Parking receipt(s) (*pre-paid receipts are not allowed*)
 - All receipts should be submitted together and **must** contain the name(s) of the person(s) that made the payment
 - For hotel and registration receipts, please ensure that the company/organization indicates the payees name and method of payment
 - For gas and other receipts, officers may have to write in the name of the person that made the payment

FACILITIES, SCHEDULING, & PRACTICES

Indoor Storage Lockers

The Department of Campus Recreation provides FREE storage opportunities for sport clubs, pending need and availability. Sport clubs seeking indoor storage, located in the Recreation & Fitness Center (Room

139A), must submit a [locker application](#) via Owl Central. Locker applications will open in the Spring for the following academic year. Locker rentals will last for one academic year at a time (fall and spring semester). The Sport Programs Administrative Staff will decide which clubs will receive indoor storage lockers prior to the end of each spring semester. Clubs that are not reapproved to have a locker must remove all contents prior to the start of the summer session. Any club that did not already have a locker but is granted one for the upcoming academic year may begin storing items at the start of the fall semester. Any club utilizing a storage locker provided by Campus Recreation must adhere to the rules set forth in the Locker Application. Clubs that fail to adhere to these guidelines will be subject to a disciplinary meeting with the Executive Board.

When deciding which clubs will be allocated indoor storage, the Sport Programs Administrative Staff will consider the following criteria:

1. Practice Location – All clubs that primarily practice at the Recreation & Fitness Center will have priority over all other clubs
2. Tier Status – Clubs in Tier A will have priority, followed by Tier B, and finally Tier C. **Ineligible clubs cannot receive an indoor storage locker from Campus Recreation.**
3. Needs Based – The Sport Programs Administrative Staff will review the information provided in the application and decide which club(s) need for a locker should be met first.
4. Presentation to Exec Board – If the above criteria are not able to determine which clubs will receive an indoor storage locker, all remaining clubs that requested a locker will need to present to the Executive Board. Presentations should explain how the club intends to use the locker and why they should receive one.

Facility Reservations

All facility reservations for Sport Clubs will be completed through Owl Central via the **Event Request Form**. Event Requests must be submitted **at least 14 days (10 business days) in advance** to be considered. This form covers requests for practices, all competitions, clinics/workshops/seminars, meetings, fundraising events, community service events, etc. 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.

Practices

At the end of each semester, sport clubs will be prompted to submit the [Practice Request Form](#) for the upcoming semester. Clubs are expected to submit practice requests by the communicated deadline. Clubs that practice on-campus may need to be flexible with dates and times in order to meet the needs of all Campus Recreation programming. Priority will be given to clubs who have achieved Tier A status, then Tier B, then Tier C. Requests submitted after the deadline will be assessed after all on-time submissions and the Sport Programs Administrative Staff may not be able to accommodate desired practice times. After receiving all on-time submissions, the Sport Programs Administrative Staff will create a practice schedule and notify the clubs.

All clubs **must** submit a corresponding Event Request for their practice times, regardless of their practice location. Practices should be open to all members of the FAU community. When submitting an Event Request for a practice, the **event visibility should be set to at least “Students & Staff at Owl Central.”**

Once the on-campus practice schedule is confirmed, additional reservations for practice times and home competitions will be considered on a first-come, first-served basis.

If a permanent change to your practice schedule is desired, please contact the Sport Programs Administrative Staff.

If your club is using Campus Recreation facilities to practice, you must notify Sport Programs Administrative Staff in advance if your club intends to cancel a practice. Cancellations **must** be made no later than 30 minutes before scheduled practice time.

For practice cancellations, please call the Recreation & Fitness Center Front Desk at: 561-297-0591. Failure to do so by the deadline 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

Events at Campus Recreation Venues

Clubs must submit an **Event Request Form** via Owl Central, including all event needs (e.g., scoreboards, tables, chairs, canopies, water coolers, field lining etc.). Equipment not mentioned in the Event Request Form may not be able to be accommodated by Campus Recreation.

There must be a Sport Programs Supervisor or Event Manager present anytime a club hosts a game, practice, tournament, or competition with an external entity in a Campus Recreation space (including shared spaces). The Campus Recreation staffing cost for these events is \$15 per hour, including any set up and break down time. Campus Recreation staff on-site can assist with setting up equipment, keeping score, and attending to accident and incidents. Campus Recreation will generate a quote for all staffing expenses based on the information provided in the Event Request. **The club must use allocated funding to cover the cost.** Any event that runs longer than the scheduled time will incur additional staffing costs based on the actual duration of the event. Events that do not take the full scheduled time will be adjusted and billed appropriately.

Additional Considerations

Clubs hosting an external entity on-campus must acquire a completed **Away Team Waiver** that includes signatures of all visiting participants.

RISK MANAGEMENT

Insurance

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

Waivers

Each participant **must** fill out one of the following Sport Club waivers prior to any participation in Sport Club activities (including general meetings).

- [Student Participation Waiver](#)
- [Non-Student Participation Waiver](#)

It is expected that waivers are submitted to the Sport Programs Administrative Staff within a week of joining a club. Waivers must be completed once per academic year.

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 must be completed by emailing sportclubs@fau.edu with the requested session time.

Emergency Action Plan

The Emergency Action Plan (EAP) is a set of steps that guide emergency response. All incidents and accidents require the completion of the Incident Reporting Form or Accident Reporting Form in Owl Central. 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 complete an accident form and contact emergency services (9-1-1) if necessary. Serious injuries include, but are not limited to:

- Seizure
- Illness resulting from injuries to the head, neck, or back
- Severe/sustained fever
- Severe vomiting (beyond simple upset stomach)
- Severe bleeding
- Diabetic emergencies
- Stroke
- Shock (condition resulting from previous injuries)
- Allergic reaction
- Poisoning
- Heat/cold related illness
- Loss of consciousness
- Heart attack
- Severe burns

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:

- 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 Sport Programs Administrative Staff of the injury, and to ensure that appropriate

medical clearance is obtained and provided to Sport Programs 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 Sport Programs Administrative Staff, no later than 72 hours after the incident. Below is a list of the 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
- Hostile situations concerning FAU or other team's spectators
- Any situation where alcohol/drugs are 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 vehicle trouble and be aware of the Avis/Budget 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 required that all clubs have a certified First Aid/CPR individual on every trip. It is important that you immediately let the Sport Programs 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 Sport Programs Administrative Staff or designee. 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 dangerous weather such as flooding, lightning, a tornado, or an earthquake develops during a club practice or event, clubs should immediately discontinue activity and find a safe place to shelter. Practices should not continue during thunderstorms. It is the club's responsibility to discontinue practice or games when conditions become unsafe for play.

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, 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 Sport Programs 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 Hockey Club, 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 Sport Programs 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. The typical amount of time needed for approving logos is between two and three weeks. Once approved, there is no limitation on vendors who can print the custom logo on promotional items.

RE-REGISTRATION

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

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

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

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.

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 [Owl Central](#)
2. Click "Log In" located in the upper right-hand corner
3. Enter your FAU log in information
4. Once logged in, select your club from the Memberships list
5. Select "Manage Organization" and then click the blue Re-Register button

DISCIPLINE

Membership Probation

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

1st Degree Infraction:

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

- **Penalty(s)**
 - Immediate suspension of all club activities
 - Practices, Games, Travel, etc.
 - Loss of facility and reservation privileges
 - Loss of allocated funds
 - Removal from SCC
 - Probation – up to 1 additional calendar year
 - Tier point penalty minimum – 15 points
 - Tier point penalty maximum – 40 points
- The Sport Programs Administrative Staff will review and submit a 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.

2nd Degree Infraction:

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

- **Penalty(s)**
 - Immediate suspension of facility and reservation privileges
 - Probation – up to 1 additional semester
 - Tier point penalty minimum – 2 points

- Tier point penalty maximum – 15 points
- The Sport Programs Administrative Staff may review and submit a 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.

3rd Degree Infraction

Disregard for facility/Campus Recreation/SCC policies

- **Penalty(s)**
 - Minimum – Written Warning
 - Tier point penalty maximum – 1 point
- The Sport Programs Administrative Staff may review and submit a recommendation to the Sport Club Executive Board. The Executive Board may involve the Sport Club Council as an advising body.

Membership Revocation

The Sport Programs Administrative Staff reserves the rights to restrict, revoke, expel, and/or ban any person that may be in relation to a sport club. This includes but is not limited to: coaches, volunteers, spectators, and 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 Sport Programs Administrative Staff. Clubs submitting an appeal should be aware that the decision of the Sport Programs Administrative Staff is FINAL, and it may be more severe than the sanction being appealed.