



CAMPUS RECREATION

Division of Student Affairs
Florida Atlantic University

Sport Clubs Handbook

2022-2023

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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 Florida Atlantic University – 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 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 activity spaces and all updates based on changes to University policies are managed by the Sport Programs Administrative Staff. Changes to rules specifically pertaining to the Sport Club Council 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 affect for the entire academic year in which it is published. If an update to this handbook is made during the year it 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
- 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 Office of Student Activities and Involvement (SAI) 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 Leadership Education and Development (LEAD)	561-297-3735	leadandserve@fau.edu
Dean of Students Office	561-297-3542	deanofstudents@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 Campus Recreation, and meets the following requirements:

- Comprised of at least 10 currently enrolled, degree seeking FAU Students, including at least 4 Student Officers
- Registered with the Office of Student Activities & Involvement (SAI), and established for at least one year prior to applying for admittance into the Sport Club Council
- Involve a physical activity/skill; utilizing 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 volunteer is vital to the success of your club, as well as the Sport Clubs program within Campus Recreation.

How to join the Sport Club Council (SCC)

In order to join the Sport Club Council interested clubs must meet the above qualifications and follow the process detailed below:

1. Submit the [Application](#) to become a Sport Club.
2. Present in front of the Sport Club Executive Board. In this presentation you should demonstrate how you meet the above qualifications as well as provide proof of the following:
 - a. Current cohesive leadership structure that is intact and involved in decision-making processes (*i.e., club officers: president, vice president, treasurer, secretary etc.*)
 - b. Current involvement as an RSO (*i.e., proof of events held, regular practices, meetings, competitions, etc.*)
 - c. Current involvement (if any) with a national governing body, or plans to get involved with/under the guidance of one
 - d. Plans for growth, or how will you continue to maintain active-status after becoming a sport club
 - e. Financial Needs/Resources (*how do you currently pay for things? do you do any fundraising? how much does your sport as a whole - equipment, gear, space, competitions etc. cost you? would you need anything else - space/fields/courts etc. from joining the council?*)

Applications to join the Sport Club Council are accepted year-round. In order to join the Sport Club Council for the Fall or Spring semester, an organization must have their presentation to the Executive Board scheduled within the first 6 weeks of the respective semester. Clubs that are scheduled to present after the

first 6 weeks of a semester will be considered for admittance beginning in the following semester. No presentations will be scheduled over the summer.

Clubs that have been removed from the SCC must wait at least one year prior to reapplying for SCC membership.

Probationary Sport Clubs

Clubs joining or re-joining the Sport Club Council will be considered probationary Tier C clubs for their first 2 semesters. 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. In the first semester, probationary clubs can still receive funding from COSO. Any funding provided by COSO expires at the end of the semester it was allocated and will not carry over to the following semester.

Clubs placed on probation through the disciplinary process may have limitations on their involvement in the Sport Club Council.

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 funded business nor track tier points during the summer sessions.

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. No officer or club member can represent more than one club. Meetings are open for anyone to attend. Each club within the Sport Club Council shall be entitled to one voting representative at each meeting.

Benefits of Meeting Attendance

- Ability to vote on policies/procedures
- Determine the allocation of funds
- Improve leadership skills
- Opportunity to network within The Sport Club Council
- Stay informed on administrative matters

Voting

- One vote per club in attendance
- Sport Clubs that are ineligible for funding are not eligible to vote on budget-related matters
- Only FAU students have voting rights
- Executive Board members still have a vote if representing their club
- In order to hold a vote, 75% of clubs must be present
- 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

- A sign in sheet will be collected 10 minutes after the scheduled start time of the meeting. No club will be allowed to sign in once this has been done unless prior approval has been granted by either the Sport Programs Administrative Staff or the Sport Club Executive Board. Similarly, any club that leaves prior to the end of the meeting will be considered absent unless prior approval has been given by either the Sport Programs Administrative Staff or the Sport Club Executive Board.

No Show Policy

- An unexcused absence to a Sport Club Council meeting will be considered Administrative Non-Compliance and will result in the loss of 1 Tier Point.
- Multiple unexcused absences could lead to further consequences in line with the Disciplinary section of this handbook.

Excused Absence Policy

- 1 per semester
- It 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
- 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

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 the policies, procedures, meetings, events, and dates
- Adjudicate disciplinary sanctions including but not limited to:
 - Immediate suspension of all club activities
 - 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 the Sport Club Council monthly meetings
- Ratify all relevant amendments to this document by a majority vote

The Sport Club Executive Board is comprised of a 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, except for 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 the Sports Club Council and alignment with all the policies, procedures, and regulations of the University
- Presides over all Sport Club Council meetings

- Maintains communication and collaborates with the Council of Student Organizations (COSO) Director and the Student Activities & Involvement office
- Acts as a reviewer 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 CBAC Committee
- Ensures all officers are performing their duties as defined herein
- Organize a monthly meeting with the Executive Board and Sport Programs Administrative Staff
- Holds regular office hours in accordance with approved budget

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
- Attend a monthly meeting with the Executive Board and Sport Programs Administrative Staff

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 CBAC Committee
- Assists Sport Club members with the RSO Fiscal Training
- Attend a monthly meeting with the Executive Board and Sport Programs Administrative Staff

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
- Attend a monthly meeting with the Executive Board and Sport Programs Administrative Staff

Club Outreach Officer:

- Assists with the promotion of sport club events, announcements, and reminders
- Manage the Sport Club Council Social Media
- Attend a monthly meeting with the Executive Board and Sport Programs Administrative Staff

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. Members can apply for multiple positions but may not be elected to hold more than one position. 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
- Influence the decisions that affect all clubs within the Sport Club Council
- Assist in the allocation process and determine the amount awarded to each tier

Recruitment

Clubs may receive interest from individuals who are considering attending FAU to continue their academic pursuits. Clubs and their volunteers must refrain from guaranteeing benefits to prospective students including memberships, financial assistance, scholarship, visas, or gifts. Prospective students may request more information from a club or to schedule a meeting during their visit to FAU, but neither the club nor their volunteers should be making visits to a prospective student to engage in recruitment. While the possibility of participating in a Sport Club may contribute to a prospective student’s decision to attend the university, they should not be pressured or otherwise influenced to attend for the purpose of participating in a club. At a fundamental level, Sport Clubs are Registered Student Organizations not members of Athletics.

MEMBER & OFFICER REQUIREMENTS

Member Eligibility Requirements

Membership is predominantly comprised of currently enrolled FAU students. **If a club wishes to have non-student participants, this must be indicated in their constitution.** Non-student participants are considered associate members. Associate members shall not be given the rights and privileges of active FAU students including, but not limited to, voting rights, use of facilities or equipment, and/or benefits from allocated funding.

In accordance with Florida Statute 1006.205, all intramural or club athletic teams or sports that are sponsored by a public postsecondary institution shall be expressly designated as one of the following based on biological sex: (1) males, men, or boys; (2) females, women, or girls; or (3) co-ed or mixed. Athletic teams or sports designated for females, women, or girls are not open to students of the male sex, and student participation in Sport Clubs is contingent on compliance with these requirements.

Pursuant to [Regulation 7.008](#), unlawful discrimination or harassment based upon an individual’s 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.

The Sport Programs Administrative Staff has interpreted Regulation 4.006 to ensure all students have the opportunity to participate in Sport Clubs. As such, clubs may not “cut” students based on ability but are permitted to have try-outs for a competition team. Further, clubs may not deny membership to students based on their financial situation. Students that are not selected for competitive play or are unable to pay dues maintain a baseline membership as defined in each club’s constitution. 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.

Minors are permitted to participate in Sport Clubs; however, their parent or legal guardian must complete all required waivers and forms as requested by the Sport Programs Administrative Staff. Clubs that receive

interest from minors about joining their organization should contact the Sport Programs Administrative Staff to receive further guidance and ensure all volunteers have received appropriate screening/approval before inviting minors to practices.

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. Additionally, clubs should inform the Sport Programs Administrative Staff of any officer changes.

Officer Training Course

All Sport Club officers are required to complete the online Sport Club Officer Training course on Canvas. This training must be completed annually. Completion is defined as successfully passing the Knowledge Check with a score of 7 out of 8 correct at the end of each published module. The purpose of the training course is to equip officers with the knowledge necessary to successfully lead their club, assist with officer transitions, and to act as a resource for officers to reference throughout the year.

Officer Training must be completed by September 30th of each academic year. If an officer begins their role after September 1st they will be required to complete the training within 30 days of becoming an officer. Clubs with an officer or officers that fail to complete the required training by the above deadlines will be subject to a disciplinary hearing with the Sport Club Executive Board.

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. Responsibilities must be divided amongst club officers. Suggestions for division of responsibilities amongst the officer roles are listed below:

President *(required)*

- Ensure that all other officers are completing duties as assigned
- General oversight on:
 - Event Requests
 - Purchase Requests
 - Travel Requests
 - Volunteer Waivers
- The president serves as the primary liaison between the club and the Sport Programs Administrative Staff by:
 - Presiding over all club business
 - Meeting 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 the club's calendar of events and requests any necessary facility space
- Keeps record of all members and activities of the organization
- Joins the 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

Treasurer (*required*)

- Main contact for submitting Purchase Requests. The Treasurer presides over all the fiduciary processes of the club, including:
 - Completing the RSO Fiscal Training and other required training sessions
 - Preparing and presenting Emergency Funding requests to the Sport Club Executive Board when necessary
 - Ensuring that all club members have paid their membership dues, if required
 - Maintaining club budget document to tracking incoming and outgoing expenses
 - Submitting quotes and invoices to the Sport Programs Administrative Staff for purchase approval
 - Coordinating all fundraising activity, including approval process and report to the Sport Programs Administrative Staff
- Joins other club officers in meetings with Sport Programs Administrative Staff

Risk Management Officer (*required*)

- Holds current First Aid and CPR/AED certifications
- Ensures everyone on the team has waivers on file
- Ensures all volunteers have appropriate volunteer forms on file
- Inspects activity spaces prior to participating and makes note of any hazards that require follow-up
- Removes hazards from within and around the playing area whenever possible
- Completes Accident/Incident Reports
- Provides First Aid and CPR/AED care when possible
- Ensures the club adheres to the Emergency Action Plan
- Joins other club officers in meetings with Sport Programs Administrative Staff

Secretary (*suggested*)

- The Secretary presides over all administrative tasks associated with the club including:
 - Notifying President and Vice President of any scheduled club meetings
 - Keeping accurate records of club's meeting minutes
 - Maintaining an accurate list of all club members and their contact information
 - Checking club email account (if applicable) on a regular basis and maintaining communication with other clubs for scheduling games/competitions, and recruiting prospective new members
 - Preparing ballots for elections
 - Joins other club officers in meetings with Sport Programs Administrative Staff
- Joins other club officers in meetings with Sport Programs Administrative Staff

Travel Officer (*suggested*)

- Prepares and submits the Travel Request Form to the Sport Programs Administrative Staff
- Joins other club officers in meetings with 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 Florida Atlantic University and volunteers is clearly established and understood by all parties. All Sport Club coaches, volunteers, and managers fall within Category 1 volunteers, and must go through a registration process with the Office of LEAD, Weppner Center for Civic Engagement and Services. This process is as follows:

1. Volunteer submits the [Combined Volunteer Forms](#) to sportclubs@fau.edu
2. The Sport Programs Administrative Staff completes the Background Check Requirements Form and submits to Human Resources (HR)
3. Volunteer completes Background Check Authorization sent to them by HireRight in accordance with communication from HR
4. HR notifies the Sport Programs Administrative Staff once the Background Check has been approved
5. The Sport Programs Administrative Staff signs the Volunteer Registration Form and submits the completed Combined Volunteer Forms to the Office of LEAD

Current employees of the University are exempt from this process.

Once all paperwork for existing volunteers has been approved it will carry over to future years. Any new volunteers must initiate the registration process prior to becoming involved with club activities.

Volunteers that work with clubs that include minors must have a Level 2 Background Check on file. Clubs should notify the Sport Programs Administrative Staff when minors express interest in joining the club. Once notified, the Sport Programs Administrative Staff will provide the necessary Background Check Agreement for the volunteer or coach to submit at the start of the approval process.

Access for Volunteers at the Recreation & Fitness Center

Volunteers for clubs that operate in the Recreation & Fitness Center will need access to the facility in order to assist clubs at practices, events, and home games hosted in the building. Campus Recreation will provide up to 2 total access tags for volunteers. This tag only provides facility access for the individuals during scheduled club activities. Clubs must request access tags for their volunteers by emailing sportclubs@fau.edu with the name and contact information of the individual(s) desiring access. Additional volunteers may purchase a Campus Recreation membership to have full access to the facility.

Additional Considerations for Volunteers

Volunteers are not considered agents of the university and should not engage in conduct such as recruitment of individuals to the university, providing campus tours to prospective students, or entering into agreements or contracts which purport to bind the University for any purpose. Only designated members of Florida Atlantic University should be involved in these practices.

Advisor Role & Expectations

Each club's advisor must be a full-time faculty or AMP/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.

TIER POINT SYSTEM

The Tier Point 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 benchmarks to achieve

Tier Point Criteria

There are eight different categories within the tier system in which clubs can be awarded points. Criteria used to determine placement of clubs are outlined beneath the category heading below.

The Sport Programs Administrative Staff maintains documentation of each club's points throughout the academic year. A club's Tier Points reflect what has been earned up to that point in the year. For example, a club will not receive credit for perfect attendance at SCC meetings until the end of the final meeting of the year. In this way, once points have been earned, they should be locked in excluding things such as losing officers or disciplinary action. Each category of Tier Points also includes a description of when the points for that category are awarded. To earn Tier Points for an event, there must be an approved Event Request or Travel Request for the activity. This includes Sport Programming, Non-Sport Programming, and points relating to Practices.

New Sport Clubs that are admitted into the Sport Club Council during the academic year will have an adjusted point total to attain. The thresholds needed to reach Tier A, B, and C will be prorated based on the week in which the club is admitted relative to the total number of weeks between the start of the Fall semester and the end of the Spring semester. For example, if there were 30 weeks available and a club joined 6 weeks into the academic year, the point totals necessary for each tier would be reduced by 20%.

Tier Definitions

- Tiers A, B, & C
 - Eligible to receive allocation of funds
 - Eligible to vote on all Sport Club Council matters
 - Can reserve space for home games/events
- 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 allocation of funds, but may apply for Emergency Funding
 - If a club becomes ineligible or inactive, 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 within the Sport Club Council

Process of Becoming Ineligible

A club becomes ineligible for funding when they fail to earn enough Tier Points to reach Tier C for the upcoming academic year.

Tier Point Summary Charts

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
Practice Attendance	20
Longevity	5
Non-Allocated Income	15
Personnel & Promotion	10
Compliance	5
Total	100

Sport Programming (maximum 30 points)

When are points awarded?

Tier Points for Sport Programming are awarded following each event. The Sport Programs Administrative Staff may reach out to clubs to determine attendance numbers for the purpose of awarding Tier Points.

Competition:

Team Sport Competition Criteria:

Team Sport Competition	Points Awarded
Game/Match	2 points

- All Competitions must be played against an entity other than the club
- Clubs can earn a maximum of 2 games/matches at a tournament (max 6 points)
- If a club brings 2 teams to a tournament, then the club can be awarded an additional 2 points (max 8 points)

Individual Sport Competition Criteria:

Participants in Competition	Points Awarded
90% or more of roster	8 points
75-89% of roster	6 points

50-74% of roster	4 points
25-49% of roster	2 points
24% or less of roster	1 point

- Belt tests are considered competitions
- For classification purposes, all dance clubs and Esports will be awarded points based on the Individual Sport Competition Criteria
- For clubs that differentiate between a competition team and practice team, the roster used to determine percentages will be comprised of the members on the competition team
 - Note – The competition team roster is not necessarily the same as the travel roster for a given event. The travel roster is the list of members who are traveling to compete at a specific competition. The competition roster is the entire list of competitive members in the club. For the purpose of awarding points, the Sport Programs Administrative Staff will compare the number of individuals competing relative to the number of competitive members in the club.

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:
 - Demonstrated to a defined group or at a defined event **or**
 - 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:
 - An outside coach/instructor **or**
 - Active engagement in a new or advanced concept/skill/technique for your sport

Non-Sport Programming (maximum 10 points)

When are points awarded?

Tier Points for Non-Sport Programming are awarded following each event. The Sport Programs Administrative Staff may reach out to clubs to determine attendance numbers for the purpose of awarding Tier Points.

Community Service:

Percentage of Roster in Attendance	Points Awarded
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75% of roster or more	3 point
50-74% of roster	2 points
25-49% of roster	1 point
24% of roster or less	0 points

Social: (maximum 6 points)

Participants at Social	Points Awarded
8+ Club Members	2 points
Less than 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 event happening on the same day
- A club cannot receive points for hosting a social that takes place during their approved travel for another activity
- In order for a social to count for Tier Points, the activity must be held in person

Practice (maximum 5 points)

When are points awarded?

Tier Points for Practices are awarded at the conclusion of each month based upon the number of approved practices.

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

Practice Attendance (maximum 20 points)

When are points awarded?

Tier Points for Practice Attendance are awarded as they are earned throughout each semester. Practice attendance and roster numbers will be entered after the conclusion of each month. This will in turn update the percentage for the semester.

Percent of Student Members on Roster	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
- Clubs must submit their average number of student members who attended practice by the end of each month. This should be submitted via the [Monthly Practice Attendance](#) form.
 - **Clubs that fail to meet this deadline will have their average for the month listed as 0**
- 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
 - If a club distinguishes between a practice and competition/travel team, those individuals must be listed as such on the Owl Central roster, otherwise the percentage will be based on the total number of club members
- 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)

When are points awarded?

Tier Points for Longevity are awarded at the start of the year.

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

- Number of months is based on the number of months that a club will have been part of the SCC up through May of the current academic year
 - Example: If a club’s first month in the SCC is August, they would receive 10 months of membership (August-May)

Non-Allocated Income (maximum 15 points)

When are points awarded?

Tier Points for Non-Allocated Income are awarded at the end of the year. Clubs will submit their Non-Allocated Income during the month of April each year.

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)

Personnel & Promotion (maximum 10 points)

When are points awarded?

Tier Points for Personnel & Promotion are awarded based on the sub-category. Points for Sport Club Personnel are awarded at the start of the year and are updated as officers or coaches/instructors change throughout the year. Points for Promotional Activities are awarded after the event has ended.

Sport Club Personnel (maximum 6 points)

Sport Club Personnel	Points Awarded
Officer	1 point each
Volunteer	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
- An individual can **only** earn 1 point even if they hold multiple officer positions
- Each officer must complete the Sport Club Officer Training course annually by the deadlines outlined in this handbook
- For volunteer points you must turn in volunteer paperwork and complete the University background check

Sport Club Promotional Activities (maximum 4 points)

Promotional 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., Rec Fest)
- You can earn a maximum of 2 points for tabling and 2 points for attendance at Campus Recreation events

Compliance (maximum 5 points)

When are points awarded?

Tier Points for Compliance are awarded based on the category. The point for Perfect Attendance is awarded after the final SCC meeting of the year. The point for Re-Registration is awarded in May. To earn this point, re-registration must be completed by the end of April. The points for Serving on the SCC Executive Board are awarded at the start of the year.

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

Sport Clubs have a handful of options when it comes to funding their clubs. It is recommended to use several options in tandem to best cover the needs of the club, including but not limited to: equipment purchases, league and conference dues, travel expenditures, and facility reservations.

A Budget Template has been developed on the Sport Club Council page of Owl Central to assist sport clubs in tracking both revenue and expenses for their club. It is recommended that the Treasurer for each club maintains this budget document and reconciles it against the balances that are showing in each area throughout the year.

Below are the categories in which sport clubs can maintain funding:

Allocated Funding

The Sport Club Council receives annual funding from Student Government to assist clubs with expenses. Prior to the start of the Fall semester, the Sport Club Executive Board determines the amount that will be disbursed per semester to each Tier. Some funds are retained for Emergency Funding purposes or to be used for council-wide initiatives.

Disbursement of allocated funding will occur at the first meeting of each semester. At that time, members collectively determine the amount of funding awarded to each club within their respective Tier. Clubs that fail to attend this meeting forfeit their ability to advocate for funding for the semester. Emergency Funding may still be available.

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

Once disbursed, clubs can check their allocated funding balance in their Owl Central Account under the Finance tab. Clubs can also view their account details including: transactions, requests, encumbered funds, and available funds. All Purchase Requests should be submitted from the club's Finance Tab.

Use of Allocated Funding

To use allocated funds clubs must first submit a Purchase Request to the Sport Programs Administrative Staff for approval via Owl Central. Submitting a request does **NOT** mean approval. Allocated funds shall not be spent to directly benefit non-FAU students. Use of these funds includes:

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.

Travel:

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

Other:

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

Unused Funding

Clubs are expected to have a plan in place regarding the use of their allocated funding. Each club is responsible for doing their part to maximize use of allocated funding each year. If a club does not have a plan in place for how they will use their allocated funding by the end of their January 1-on-1 meeting, the Sport Club Executive Board may reclaim money that was allocated to the club. Any reclaimed money will be available for use by other clubs through the Emergency Funding process.

Sport Club Council Emergency Funding Request

Sport Clubs are eligible to receive up to \$1000 each semester in emergency funding, unless restricted by probationary status. Clubs must submit an [Emergency Funding Application](#) via Owl Central. The club 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 club. If club is determined to receive emergency funding, these funds will be added to their Owl Central Account under the Finance tab.

Foundation Accounts

Foundation Accounts are recognized as 501(c)3 charitable organizations at Florida Atlantic University. These accounts allow for donations to be kept and utilized on behalf of the club. Like all university accounts and funding, Foundation Accounts follow regular [Purchasing Guidelines](#) and [Financial Closings](#) of the University.

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

All Sport Club Foundation Account requests, donations, or purchases should be emailed to sportclubs@fau.edu and the Sport Programs Administrative Staff will work with the Foundation liaison for the Division of Student Affairs to complete all processes. **Do not contact FAU Foundation directly.**

Club-Specific Foundation Account

Clubs are eligible to request their own Foundation Account once they receive donations in the amount of \$5,000 or more. This can be a singular donation, or the sum of various donations that equal this amount. Once this is achieved, clubs can email sportclubs@fau.edu to request the creation of a Foundation Account on their behalf. Clubs may need to provide additional information such as a Letter of Intent from the donor(s) on how the funds should be utilized. Once the account is created, the club will be given their account number and future donors should route their donations directly to that account number.

Campus Recreation General Foundation Account

Until clubs reach the \$5,000 threshold for creation of their own Foundation Account, they can still have donations deposited on their behalf to the Campus Recreation General Fund. These funds will be earmarked for the club to utilize and will be transferred over to the club specific Foundation Account should the club ever reach the threshold for having their own account created.

For donations entering the Campus Recreation General Fund, donors depositing via the online process 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”.

Agency Accounts

Agency Accounts are on-campus bank accounts. Like all university accounts and funding, Agency Accounts follow regular [Purchasing Guidelines](#) and Financial Closings of the University. These accounts are **not** 501(c)3 charitable organizations and are **not** tax deductible. Clubs can deposit self-generated revenue and membership dues into this account, but it is recommended to place donations into Foundation Accounts (see above).

New Agency Accounts are no longer being created with the University, so clubs that do not already maintain an Agency Account will not be eligible to create one.

All policies and procedures pertaining to the use and maintenance of Agency Accounts can be found through the [ASAB website](#) under the “Agency Club Accounts” drop-down. There is a specific Agency Club Account (ACA) Purchase Request process that must be followed to utilize funding from these accounts. All questions pertaining to Agency Accounts can be routed to asab@fau.edu.

Off-Campus Banking

Sport Clubs can 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 which can be found on the Quick Links section of Owl Central.

Fundraising

Fundraising is a great way for clubs to raise money and can help inform the community about the organization. Any proceeds of these fundraising activities must be used for the activities of the club itself or donated to a charitable organization. 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.

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 fully involved in the club. Student membership cannot be denied based on the inability to pay dues. It is highly recommended to provide receipts for membership dues.

TRAVEL

The University considers any event held off-campus to be a travel. Sport Clubs utilizes two distance-based processes to ensure proper documentation of off-campus events. **For the purpose of determining distance, 25.0 miles is calculated using driving distance not a pure 25.0-mile radius.** When determining which process clubs should use for their travel, we encourage using [Google Maps](#) to calculate the driving distance to the event location. All participants must have a Sport Club Council Participation Waiver on file prior to participating with the club.

If traveling internationally, please contact goabroad@fau.edu. Proof of clearance from the international office and international travel insurance (CISI) is required for all international travel.

Use of Allocated Funding

For Non-sport programming travels, clubs are ineligible to use allocated funding on hotels, transportation, gas reimbursements, or tolls. Non-sport programming includes community service, socials, and fundraisers. Practices, competitions, demonstrations, and clinics/workshops/seminars are all considered sport programming and clubs are eligible to use allocated funding on hotels, transportation, gas reimbursements, and tolls. Clubs may be eligible to use allocated funding for other aspects of their travel regardless of the nature of their trip. The use of allocated funding is also contingent upon the funds the club has available in their account on Owl Central.

Upon approval of a travel that involves allocated funding, clubs must submit a corresponding Purchase Request through their organization's Owl Central page. Purchase Requests should be submitted at least 7 business days in advance.

After returning from a trip that used allocated funding, the club must submit itemized receipts for all related expenses within 5 business days. Receipts may include:

- Rental Vehicle Receipts

- If a receipt is not provided by Avis, the club will need to contact them (561-241-0705) to obtain a receipt.
- Hotel Receipts
 - The club should request receipts showing a \$0.00 balance at checkout or call the hotel to have a receipt emailed to them.
- Registration Receipts
- Gas Receipts for vehicles rented by Sport Programs Administrative Staff
- Tolls for vehicles rented by Sport Programs Administrative Staff
- Parking receipts

Events 25.0 Miles or Less from Campus

For all off-campus events held within 25.0 miles of the main campus (777 Glades Rd Boca Raton, FL 33431) an Event Request through the club's Owl Central page must be submitted by the club at least 10 business days in advance of the event. All club members that are participating in the off-campus event are expected to RSVP in advance to the approved Event Request via Owl Central. This will serve as the official travel roster for the event. Attendance for the event should be submitted via Owl Central within 3 business days following the event. Clubs that fail to adhere to these policies will be subject to a disciplinary hearing with the Executive Board.

Events Beyond 25.0 Miles from Campus

Off-Campus events held beyond 25.0 miles of the main campus must be submitted through the [Sport Club Council Travel Request Form](#) on Owl Central. Events in this category that wish to use allocated funding must be submitted at least 15 business days in advance. For events that will not use allocated funding, the form must be submitted at least 10 business days in advance. The club officer submitting a travel request will be asked to supply the following information:

- Proof of Event including the date, time, location, and confirmation of participation
- [Travel Roster](#)

If allocated funding is being requested, the club officer will also be asked to provide quotes/estimates for the following information on the travel request form:

- [Rental Vehicle Information from Avis](#)
 - Select Business Travel, then Colleges & Universities, then Florida Atlantic University
- Hotel Reservations
 - Clubs are encouraged to book their hotels in advance using their own card information. The Sport Programs Administrative Staff will call and switch the card on file over to a University credit card.
- Round trip gas estimates using fueleconomy.gov
- Round trip toll estimates using [Toll Guru](#)

Avis Rental Vehicles

Under FAU's current agreement with Avis, clubs can take advantage of special pricing and age accommodations when traveling using allocated funding. These privileges are not available to clubs that are traveling without using allocated funding, unless the driver of each rented vehicle is a faculty/staff member at FAU. Volunteers such as coaches or instructors are not considered faculty/staff members. Students drivers that are at least 21 years old can choose from all of the available Avis vehicles, including 12-passenger vans. Students drivers that are at least 18 years old can choose from all available vehicles except for 12-passenger vans.

FACILITIES & CLUB EVENTS

Indoor Storage Lockers

The Department of Campus Recreation provides FREE storage opportunities for Sport Clubs, pending need and availability. Sport Clubs seeking indoor storage, which is 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 once a locker becomes available. 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 hearing with the Executive Board. If any lockers remain after the initial allocation, a second round of applications will be considered.

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 can only receive a locker if there are still lockers remaining after the initial allocation.**
3. Needs Based – The Sport Programs Administrative Staff will review the information provided in the application and decide which needs 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 should be submitted **at least 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 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.

After receiving all on-time submissions, the Sport Programs Administrative Staff will create a practice schedule and notify the clubs once practice times are confirmed. The Sport Programs Administrative Staff may not be able to accommodate desired practice times.

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 may result in disciplinary action.

Events at Campus Recreation Venues

Clubs must submit an **Event Request Form** via Owl Central, including all event needs (e.g., scoreboards, tables, chairs, water coolers, field lining etc.). Clubs are responsible for coordinating with the Sport Club Executive Board Chair if they wish to use Sport Club Council canopies for their home events. Canopies are stored in the Sport Club storage and the club, not Campus Recreation, is responsible for transporting and setting up canopies. Equipment not mentioned in the Event Request Form may not be accommodated by Campus Recreation. There must be an Event Manager present any time 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 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 for events occurring after the start of the Fall term and prior to the end of the Spring term.** If you wish to hold an event over the Summer that requires payment, please contact the Coordinator of Reservations & Event Operations to discuss payment options. 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. The club should submit a Purchase Request for staffing prior to their scheduled home contest. Purchase Requests must contain a copy of the approved Event Request along with a staffing quote provided by the Coordinator of Reservations & Event Operations.

Once events have concluded, clubs will receive an email communication from the Coordinator of Reservations & Event Operations. This email will include a final invoice for staffing costs. The club must respond confirming the invoice and attach the approved Purchase Request Memo.

Event Registration

University Regulation 4.006 requires all club activities must registered with the Student Union. Almost all club activities must be registered through the Event Request form on the club’s Owl Central page. Clubs that wish to participate in FAU tailgate opportunities will need to register the event through the procedures

on the [Campus Life website](#). Clubs that wish to table on campus will need to complete the Breezeway Tabling Request form under the Quick Links section of Owl Central. Clubs wishing to hold events off-campus should refer to the Travel section of this handbook for more information.

Additional Considerations

External entities participating in club home events must complete an [Away Team Waiver](#) prior to participating. The Event Manager will ensure visiting participants complete the waiver before game time. Clubs are encouraged to inform visiting teams that they will be asked to complete a waiver.

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/AED Certification

Each club must have a Risk Management Officer who is First Aid and CPR/AED certified through either American Red Cross or American Heart Association. The Department of Campus Recreation recommends that each team has at least two members who are certified in First Aid and CPR/AED (lifeguard certification is recommended for water sports). The Department of Campus Recreation will offer **FREE** First Aid and CPR/AED certification classes for **one** Risk Management Officer during the academic year to help you meet this requirement. Details on class dates and times can be found on our Campus Recreation [website](#). Members should contact the Sport Programs Administrative Staff if they are prompted for payment while registering for a class. Clubs that acquire certification from an outside provider must submit a copy of their certification to the Sport Programs Administrative Staff. Certifications that are listed as online only will not be accepted as valid certification towards this requirement.

Each club is required to submit proof that the Risk Management Officer has a current valid First Aid and CPR/AED certification by the following deadlines:

- Fall Semester – October 1
- Spring Semester – February 15

Clubs that join the Sport Club Council mid-semester will have until the next semester's deadline to meet this requirement.

Failure to meet this requirement by the above deadlines will result in immediate suspension of all club activities until proof of certification is approved.

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.

Accidents: Injuries/Illnesses

The Risk Management Officer is responsible for responding to and documenting all accidents that occur during Sport Club activities unless there is an Event Manager present during a home contest. If an accident occurs during a club practice or event on campus, the Risk Management Officer or a designee should promptly contact the Recreation & Fitness Center front desk (561-297-0591) to inform them of the accident and indicate if additional assistance is needed. The Risk Management Officer or designee should keep the front desk informed of any changes to the situation as well as when the accident response has been completed. An [Accident Report](#) must be completed for all injuries that happen during club activities.

In the event of a serious injury and/or medical emergency occurs during a club activity 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 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

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 3 business days after the incident. For incidents that occur at a Campus Recreation venue, the Risk Management Officer or a designee should promptly contact the Recreation & Fitness Center front desk (561-297-0591) to inform them of the incident and indicate if additional assistance is needed. The Risk Management Officer or designee should keep the front desk informed of any changes to the situation as well as when the incident response has been completed. An incident is considered serious when the University and/or City Police are contacted for assistance with the situation. Below is a list of some incidents that may occur:

- Not representing FAU in a professional manner
- Unsportsmanlike conduct (pregame, during, or after game)
- Being ejected from an event
- Fines charged to the club
- Any interaction that involves law enforcement
- Hostile situations
- 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. Clubs should always have a backup plan in the event of vehicle trouble and be aware of the Avis procedure for reporting trouble with vehicles.

Clubs should know what to do if there is an injury to a participant that does not need immediate emergency care. It is important that clubs notify the Sport Programs Administrative Staff of any situation and action(s) 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 is to be cleared, and activities are not to 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 club personnel immediately seek shelter in their vehicles or the nearest building if Thor Guard goes off. If such shelter is unavailable, club personnel 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 the club arrives to the activity space and the Thor Guard strobing light is already on, club personnel should seek shelter or return to their vehicles until the all-clear signal is given.

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. Activities should not continue during dangerous weather. It is the club's responsibility to discontinue practice or games when conditions become unsafe for play.

ADVERTISING & MARKETING

Advertising Policies

Before You Advertise:

You **MUST** register your program(s) with the Student Union 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 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. All signs over two weeks old will be taken 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 can 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 Ice 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 in the Spring semester
2. Have at least two (2) officers complete online Registered Student Organization Training*
3. Have the **treasurer** attend the Fiscal Training session
4. Have at least two (2) officers attend the Hazing Prevention Summit
5. Have at least two (2) officers attend an annual Student Leadership Conference**

* **Note:** *The Sport Club Council requires **ALL** officers to complete the online Sport Club Officer Training course, which fulfills the RSO Training requirement.*

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

Any existing student organization that does not successfully re-register by fulfilling the requirements above may 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

Administrative & Behavioral Non-Compliance

Administrative Non-Compliance involves clubs failing to follow policies and procedures set forth by the Sport Club Council, Campus Recreation, and/or University Regulation 4.006. Behavioral Non-Compliance involves inappropriate actions committed by individuals associated with the club during a club activity.

While not an exhaustive list, examples of conduct that would be considered non-compliance are:

- Absence from required meetings (SCC or 1-1 Meetings)
 - Immediate loss of 1 Tier Point. No Disciplinary hearing will be held unless requested by the club.
- Officer(s) failing to complete the required officer training by the deadlines outlined in this handbook
- Holding club activities without an approved Event Request
- Traveling without approval
- Allowing members or associate members to participate without an approved waiver on file
- Improper storage of club equipment within a Campus Recreation venue
- Failing to comply with deadlines set forth by the Sport Club Council
- Repeated acts of administrative non-compliance
- Disregard for scheduled practice times

- Active disregard for directives given by the Sport Club Executive Board or Campus Recreation personnel
- Damage to Campus Recreation or Sport Club Council equipment
- Misconduct by players, volunteers, or spectators during a competition

Acts of Non-Compliance will result in a disciplinary hearing with the Sport Club Executive Board. The Coordinator and/or Assistant Director for Sport Programs may attend this hearing but may not cast a vote or recommend a specific sanction. Possible consequences for Non-Compliance include, but are not limited to:

- Reduction of Tier Points
- Immediate suspension of all club activities
- Loss of facility and reservation privileges
- Loss of allocated funds
- Probation
- Removal from the Sport Club Council

Clubs that wish to appeal the disciplinary decision of the Sport Club Executive Board may appeal by submitting an email to sportclubs@fau.edu. The Associate Director for Programs will serve as the appeals officer for this process. Appeals must be submitted within 5 business days of receiving notification of the disciplinary decision. The Associate Director may choose to meet with the Sport Club Executive Board and/or club officers to gather additional information. The decision of the Associate Director is final and may be more severe than the initial decision given by the Sport Club Executive Committee.

Misconduct

Misconduct refers to violations of University Regulation 4.007 (Student Code of Conduct) or any local, state, or federal law. A report will be filed with the Dean of Students for any potential violations of the Student Code of Conduct. Individuals will be subject to the disciplinary process of the Dean of Students. Any violations of the law will also be referred to the appropriate authorities. While not an exhaustive list, examples of conduct that would be considered misconduct are:

- Underage alcohol violation and/or alcohol violation
- Disorderly conduct
- Harassment
- Hazing
- Trespassing
- Use or misuse of illicit or controlled substances
- Indecent or Voyeuristic Behaviors