

Section 2 | Requirements & Expectations

This section will provide you with requirements and expectations of becoming a member of the Sport Club Program. Failure to meet these requirements and expectations can result in not being a recognized sport club with the Sport Club Program.

Requirements & Expectations | SAC and SCP Recognition

Recognition & Registration

University recognition of each sport club expires annually at the beginning of the fall semester. Each club must complete the online recognition process with the Student Activities Center in the fall semester by the established deadline. In addition to gaining recognition from the SAC, clubs must register with the Sport Club Office to gain status as a Sport Club under Campus Recreation. Training on these processes is given at the first SCP Meeting of the fall and at the Fall Officer Training Workshop.

Student Activities Center Online Recognition

Returning clubs must reactivate their RSO registration each fall. Use the following checklist in order to help with completion of the SAC Online Recognition Process:

- Attend a Get Recognized! Workshop conducted by the Student Activities Center. A club officer must attend this training PRIOR to starting the online process. Attendance at the first Sport Club Program Meeting for 2009-10 will fulfill this requirement.
- PRINT and READ all parts of the RSO Information Guide, available at union.fsu.edu/sac.
- Gather the FSU ID (abc08d) and contact information for all officers of the organization, a minimum of 2 officers is required.
- Gather the FSU ID (abc08d) of the members of your organization, a minimum of 10 members is required.
- Complete all sections of the online RSO application including uploading officer and member information.
- Submit updated organization constitution (if necessary).
- Have your advisor read, complete, and sign the Advisor Agreement Form and the Recognition Signature Form and return them to the Student Activities Center (3rd floor of Oglesby Union) to complete the recognition process.
- Remind members to respond to the system-generated email to confirm their membership in your organization. A minimum of 10 confirmed members is required by the recognition deadline.



Sport Club Registration

The following paperwork must be properly submitted to the Sport Club Office to complete the Sport Club Registration process. These forms can all be found in the **Resource Center** link on the **Sport Club Web Site**. See the Important Dates section or the Points System for due dates.

1. **Sport Club Application** – Includes information pertinent to your club. Required information includes names and contact information for the club’s officers and advisor(s), the club’s membership requirements, club website, club email, off-campus bank account (as needed), affiliation with national organization, and election process. This application is required each year and must be accepted by the Sport Club Office for membership in the Sport Club Program.
2. **Club Roster** – Includes listing of all members including name, FSUCard number, and email address (or FSUID, i.e. abc08d).
3. **Constitution** – Also required by Student Activities Center to become a Recognized Student Organization.
4. **Coach / Instructor Application** – Must be completed annually. Clubs that do not utilize a Coach/Instructor must turn in a form with the club name and “N/A” in the first blank.
5. **Participant Waivers** – The Participation Statement and Informed Consent Form must be completed by each member of the club on an annual basis. New members must complete a waiver prior to participation in any practice, event, or competition.
6. **Equipment Agreement** – Signed by the club president, agreement for proper treatment, care, storage, etc., of University-owned equipment being used by the club.
7. **Guidebook Agreement** – Signed by the club president, agreement that the club knows, understands, and will abide by the guidelines set forth in the Sport Club Guidebook.
8. **Advisor Form** – During the registration process through the Student Activities Center, each club must submit a hard copy of an Advisor Agreement which the club’s advisor signs before submission to the SAC. Each club must provide the Sport Club Office with a photocopy of this document. Photocopies can be made in the Sport Club Office.

Sport Club Officer Position Descriptions

Each club must have the following elected officers who must be full-time Florida State University students. Contact information for each officer must be kept up-to-date with the Sport Club Office.

The positions are President, Vice President, Secretary, and Treasurer.

Some additional officer possibilities include Fundraising Chair, Community Service Chair, Publicity & Advertisement Manager, Event Manager, Recruitment Chair, and/or Historian.



Requirements & Expectations | Monthly and Semesterly Paperwork

Monthly Reports

Each club is required to submit a monthly report. The purpose of the monthly report is to keep up-to-date with what is going on with each club. The monthly report participant counts are also used in reports provided to Student Government Association to justify the allocation of funds to the Sport Club Program.

Completed monthly reports can be turned in directly to the Sport Club office in 1035 Tully Gym or to a club's appropriate Sport Club Student Staff Representative. Monthly reports will include week-by-week accounts of meetings, practices, and events (including number of participants) and notes on recent and upcoming club activities.

Failure to submit a monthly report will result in probationary status for the club.

A second violation in the same academic year will result in loss of recognition as a club within the Sport Club Program. This includes the loss of the ability to spend allocated funds and utilize Campus Recreation facility space. The club must file the appropriate reports and petition the Sport Club Program to be reinstated.

A blank copy of a monthly report is included in the following pages of this manual.

Monthly Report Due Dates

Month

August
September
October
November
December
January
February
March
April

Due Date

Wednesday, September 2nd by 4:30 pm
Wednesday, October 7th by 4:30 pm
Wednesday, November 4th by 4:30 pm
Wednesday, December 2nd by 4:30 pm
Wednesday, January 13th by 4:30 pm
Wednesday, February 3rd by 4:30 pm
Wednesday, March 3rd by 4:30 pm
Wednesday, April 7th by 4:30 pm
End of Year Meeting







Other Paperwork

Throughout the year, other paperwork is required to be turned in to the Sport Club Office. This required paperwork will count towards a club's point total within the Sport Club Point System. Forms can be found in the **Resource Center** section of the **Sport Club Web Site**. Such paperwork includes:

Fall Paperwork

- SCP Application
- Constitution
- Club Roster
- Coach/Instructor Agreement
- Guidebook Agreement
- Advisor Form
- Consent Forms
- Equipment Agreement Form
 - o Each club must inventory ALL university-owned equipment in possession of the club. Equipment purchased with A&S funds are university property, despite being the possession of individual clubs. The equipment must be listed on the Equipment Agreement Form and the form must be signed by the club president.

Spring Paperwork

- Equipment Agreement Form
 - o Each club must inventory ALL university-owned equipment in possession of the club. Equipment purchased with A&S funds are university property, despite being the possession of individual clubs. The equipment must be listed on the Equipment Agreement Form and the form must be signed by the club president.

Final Paperwork

- End of Year Report
 - o Each club is required to complete an End of Year Report and turn it in to the Sport Club Office in conjunction with the club's end of the year meeting with the Assistant Director of Sport Clubs. This report provides the Sport Club Office with a year-in-review of club activities and contact information for future officers of the club.
- Transition Notebook & End of Year Meeting
 - o The Transition Notebook is a compilation of important information in regards to club business. It can be a notebook, a file, or saved electronically. This should include information such as past budget information, contact information, alumni contacts, fundraising records, and any other pertinent club information. This notebook should be designed to be passed between outgoing and incoming club officers from year to year.
 - o This notebook will be presented to the Assistant Director at the end of each spring at each club's end year meeting and evaluation. Each club should also turn in the **End of Year Report** at this time. It is preferred that the club's current officers and incoming officers all meet with the Assistant Director to discuss how the year went and what the club can work on going into the following year.

Paperwork must be turned in by 4:30 PM on the due date. A list of due dates can be found in the Summary of Points Available section in the following pages of this manual.



Community Service

Each club will have the opportunity to earn extra points by doing two community service projects throughout the year. Community service is deemed as services volunteered by individuals or an organization to benefit a community or its institutions. Some examples are the American Heart Association's Heart Walk, sport clinics, Habitat for Humanity, or doing a neighborhood cleanup. A **Community Service Form** must be completed prior to each community service event.

Fundraising

Each club will have the opportunity to earn extra points by doing two fundraising projects throughout the year. A fundraising project is considered a method used by the club to generate funds other than funds allocated by the Sport Club Allocations Committee. To document a fundraising project, a **Fundraising Documentation Form** must be submitted to the Sport Club Office.

Club Web Site

Clubs are encouraged to create their own web sites for disseminating information about their club to students. These web sites can be linked to the Campus Recreation Sport Club web site for easy access to interested students. Clubs are also encouraged to submit information to the Assistant Director of Sport Clubs for headlines on the Campus Recreation Sport Club page. Additionally, the Student Activity Center can aid students in creating web sites.



Requirements & Expectations | Club Expectations & Discipline

Expectations and Discipline

Club officers and members are accountable for all policies and procedures outlined in the Sport Club Manual and must also abide by the Florida State University Student Code of Conduct. It is the students' responsibility to obtain copies and effectively utilize the Sport Club Manual. Failure to "know" is not an excuse for those not observing policies and procedures. Clubs or individual members that fail to conduct themselves in an appropriate manner may be sanctioned.

Disciplinary procedures start with the Assistant Director of Sport Clubs in coordination with the Director of Intramurals and Sport Clubs. Disciplinary procedures can also extend to the Student Activities Center, University Judicial Board, Dean of Students Office, or Vice President of Student Affairs. Sanctions may include, but are not limited to, loss of privileges and suspensions. In very serious situations, clubs may be disbanded and/or individuals banned from participation. Students are encouraged to discuss sanctions with the Assistant Director of Sport Clubs.

Club Expectations

- In all club-sponsored activities, club members must assume full responsibility for following local, state, and federal laws as well as university regulations such as the Student Code of Conduct.
- Each club must maintain goals and objectives that are consistent with the educational mission of the university and the Seminole Creed.
- Clubs must be recognized online each fall with the Student Activities Center.
- Each club must have a club roster on file in the Sport Club Office listing all members, their FSU card numbers, date of birth, year in school, and email address. The roster must be updated on a regular basis to include new members and remove old members.
- Each club must review and update its constitution annually.
- Each club is responsible for completing and submitting proper forms.
- Each club is responsible for assuring representation at the monthly SCP meetings and mandatory workshops.
- Each club is responsible for abiding by the guidelines, policies and procedures set forth in the Sport Club Guidebook.



Role of the Advisor

Please note that every sport club must have a full-time faculty or staff employee of FSU to serve as their advisor in order to be a fully recognized club by the university.

Sport Club Advisor Responsibilities

- Serve as an information source, provide guidance and leadership.
- Be knowledgeable of the guidelines and procedures for sport clubs and ensure that the student leaders of the organization are also informed of these policies.
- Assist members and officers in organization and in planning projects.
- Offer assistance in developing and overseeing the club budget.
- Periodically attend club meetings and activities.
- Oversee generation of funds.
- Supervise fund-raising events.
- Ensure club abides by university policies and procedures.

Role of Sport Club Coaches/Instructors

If desired, it is the responsibility of the sport club to secure the services of a coach/instructor for their club. The coach/instructor is not an employee of Campus Recreation or Florida State University and is considered nothing more than a volunteer. Coaches/instructors should be preferably experienced within the specific area of instruction and possess the necessary certifications and licenses, if they are required.

Coach/Instructor Regulations

1. The maximum number of coaches/instructors per each club is four.
2. If you have an exception and need more than four coaches/instructors, a written appeal must be filed in the Sport Club Office and approved by the Assistant Director of Sport Clubs.
3. All coaches must be interviewed by the Director and/or Assistant Director to review department policies and procedures relative to sport clubs and to discuss qualifications.
4. Coaches/Instructors must be recommended by club members and must submit a signed instructor/coach application form each academic year in order to coach.
5. The Coach/Instructor must be aware of and follow all university and Sport Club policies and procedures.
6. The Coach/Instructor should restrict their contributions to coaching and/or instruction and should refrain from activities involved in the club's management. A sport club is first and foremost a student organization and, as such, the student representatives (not the coach/instructor) should serve as the liaison between the club and the sport club staff, the university, and all non-university agencies. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation.
7. The student members must handle club business matters (hosting tournaments, submitting forms, equipment requests, etc.) with the coach/instructor serving in an advisory capacity. Club activities and events should be a team effort and not left solely to the coach/instructor or the student representative.
8. Coaches/Instructors must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of Florida State University. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when traveling, coaches must be aware that they are still representing the university and must act in a professional manner.



9. Participation in the Sport Club Program is strictly voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach/instructor.
10. It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the university.
11. Coaches/Instructors should refrain from making appointments with the Director of Campus Recreation, Men's and Women's Athletic Directors, or any other person to discuss club business without first informing a member of the Sport Club staff.
12. The Sport Club staff has the right and obligation to protect the club, and if, in the staff's opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor will be relieved of his/her duties.
14. Coaches should not, under any circumstances allow hazing to take place within the club, nor should they allow an environment of hazing to exist.



Requirements & Expectations | SCP Points System

Point System

The point system has been put into place to determine the next year's practice reservation priority and to be a measure of performance of the clubs for the Allocations Committee to use when deciding budget allocations. Clubs earn points by turning paperwork in on time, attending SCP meetings and events, and maintaining an active website. There is a maximum of 50 bonus points that a club can earn throughout the year through fundraising, community service and the meeting attendance bonus.

Summary of Points Available

Paperwork must be submitted by the due date and time (typically 4:30 pm on the due date) to receive points.

<u>Point Opportunities</u>	<u>Date</u>	<u># of Points</u>
SCP Meetings (100 pts possible – 8 meetings plus bonus)	Monthly	
Attendance at each meeting		10 pts/each *
Bonus for perfect attendance		20 pts
Monthly Reports (90 Pts. Possible – 9 reports)	Monthly	10 pts each *
Sport Club Recruitment Night	Thu 9/3	10 pts
Fall Officer Training Workshop	Sun 9/13 Mon 9/14 Tue 9/15	20 pts
Fall Paperwork (70 pts possible)	Due Wed 9/16	
SCP Application Form		
Constitution		10 pts
Club Roster		10 pts
Coach / Instructor Agreement		10 pts
Consent Forms		10 pts
Guidebook Agreement Form		10 pts
Equipment Agreement Form		10 pts
Advisor Information Photocopy		10 pts
Spring Paperwork (10 pts possible)		
Equipment Agreement Form	Due 1/22	10 pts
Active Website (throughout semester) (20 pts possible)		
Fall	throughout fall	10 pts
Spring	throughout spring	10 pts



Final Paperwork/End Year Meeting (20 pts possible)

End of the Year Report	EOY Mtg.	10 pts
Transition Notebook	EOY Mtg.	10 pts

<u>Point Opportunities Continued</u>	<u>Date</u>	<u># of Points</u>
Optional Fundraising (2 per year – 20 pts possible)	Due 4/26	10 pts each

Community Service (2 per year – 20 pts possible)	Due 4/26	10 pts each
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TOTAL POINTS POSSIBLE **380 pts**

** Indicates Additional Penalties for Failure to Complete This Requirement*

Failure to Follow FSU, SAC, or SCP Policies and Procedures

Points can be deducted and additional penalties enforced for violations of Florida State University, SAC or Sport Club Program Policies and Procedures. Possible point deductions are listed below while other penalties are included in the Policies and Procedures section of the Sport Club Guidebook.

Minor offense 5 point deduction

Examples of minor offenses

- Failure to turn in paperwork that is not included in point system (i.e. travel papers, requisitions, visiting team consent forms, etc.)
- Club caught practicing with ineligible player (5 pts each player)
 - A player is ineligible if not on roster and has not completed consent form
- Club member caught practicing without FSU card
- Club playing game or practicing without safety officer (if applicable)
- Failure to follow posting rules
- Any other offense deemed minor

Major offense Up to 20 point deduction

Examples of major offenses

- Breaking the law
- Violating major university policy
- Major problems with regard to conduct while representing FSU both in Tallahassee and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament)
- Misuse or abuse of facility
- Failure to report all drivers
- Travel without informing Sport Club office
- Any other offense deemed major

At any point in time a club accumulates 20 points in deductions, the sport club staff reserves the right to suspend organizations and/or members or take additional disciplinary action including referral to the Office of Student Rights & Responsibilities and Dean of Students Office.

