

## Section 3 | Sport Club Program

# QUICK TIPS

### What is the Sport Club Program?

The Sport Club Program (SCP) refers to the governing body of sport clubs at Florida State University through the Department of Campus Recreation.

### Who makes up the Sport Club Program?

The SCP is comprised of the Director of Intramural Sports & Sport Clubs, the Assistant Director of Sport Clubs, Sport Club Program Assistants, the Sport Club Allocations Committee, and the recognized student organizations who have been admitted as member clubs.

### What positions are available for students within the SCP?

- Sport Club Program Assistants
  - o Students employed by the Sport Club Program
- Sport Club Allocations Committee (SCAC)
  - o Chairperson
  - o Vice Chairperson
  - o Members-at-large
  - o Ex-Officio Member
  - o Alternate

### What is the Allocations Committee?

The Allocations Committee is a group of five students elected by, and from, the representatives that attend Sport Club Program meetings each month.

### When does the SCP meet?

SCP meetings are held the first Tuesday of each semester, and the first Tuesday of each month in each subsequent month (excluding September). A representative from each registered club is REQUIRED to be in attendance.



# Sport Club Program | Definitions and SCP Policies

## Sport Club Program

The Sport Club Program (SCP) is the governing body of sport clubs at FSU.

The Sport Club Program administrative staff consists of the Director of Intramural Sports & Sport Clubs and the Assistant Director of Sport Clubs with student assistance from Sport Club Program Assistants. The SCP administrative staff oversees the SCP membership application process, assists member organizations with navigating University administrative processes including risk management and budgetary issues, provides support to the Sport Club Allocation Committee, and handles disciplinary issues for member organizations.

The Sport Club Allocation Committee (SCAC), known as the Sport Club Council (SCC) in Florida State University SGA statutes, is involved with representing the membership to Student Government and other bodies, and in hearing budget requests and deciding allocations.

## Florida State University Constitution and Statutes of the Student Body

### 807.4 Sport Club Council

#### A. Purpose

The Sport Club Council (SCC) will represent the registered organizations under Campus Recreation that are designated as "Sport Clubs" before all budgetary committees of the Student Government. The SCC will also serve in sub-appropriating funds to the registered Sport Clubs that are eligible and active within the SCC.

#### B. Selection

Selection of the SCC members will be each fall semester. Members must be determined by the guidelines stated below:

1. The Assistant Director of Sport Clubs shall serve as an advisor to the registered organizations within SCC. This advisor will be a non-voting member that acts as a mediator to expedite all processes.
2. Each SCC member will serve on the council for a term that accommodates their individual club's guidelines. This term could consist of a full year or a semester.
3. Each registered organization within SCC shall be entitled to one representative in the council. This representative must be the President or the President's designee of the respective sport club.
4. Any sport club confirming more than one hundred members may exercise the option of electing a second voting representative to serve on the SCC.

#### C. The Executive Officers

1. The SCC will nominate two executive officers, a Chairperson and Vice Chairperson. These officers must be members of the SCC in order to accept the position.
2. Should a vacancy occur in an executive office, the SCC will nominate a replacement for the remainder of the term.
3. Duties of the Executive Officer
  - a. Chairperson
    1. The Chairperson will reside over meetings of the SCC
    2. The Chairperson shall represent SCC in all official business
    3. The Chairperson may call special meetings of the SCC
    4. The Chairperson shall have any other duties as designated by the SCC.



- b. Vice Chairperson
  1. The Vice Chairperson shall in the absence of the chairperson assume all duties of the chairperson
  2. The Vice-Chairperson shall be responsible for the disbursement of funds.
  3. The Vice-Chairperson shall be responsible for compiling and submitting the budget.
  4. The Vice-Chairperson shall make periodic audits of the SCC registered club members.
  5. The Vice-Chairperson shall be responsible for assuring the accuracy of all SCC minutes.
  6. The Vice-Chairperson shall be responsible for all official correspondence of the SCC.
  7. The Vice-Chairperson shall have any other duties designated by the SCC.

#### D. Powers and Duties

The SCC shall have the following powers and duties under this Statute. The SCC will also be subject to all other applicable Student Body Statutes in the exercise of its powers and duties.

1. The SCC is empowered to represent the registered sport clubs housed within the Florida State University SCC at all budgetary hearings of the Student Senate.
2. The SCC shall sub-allocate funds to registered sport clubs, provided that the funds are used in a manner consistent with the Student Body Constitution, Student Body Statutes, the A&S Fee Guidelines and any other applicable rules and regulations.
3. The sub-allocation to SCC shall not become law, and funds not released, until approved by the Student Senate, the Student Body President, and the University Vice President for Student Affairs.
4. The SCC shall design other rules as deemed appropriate, which shall be kept on file for public record in the Senate Office and Office of Information Services.

#### E. Meeting

1. The SCC shall hold meetings on a monthly basis for all registered recreational organizations and/or such other times as are appropriate.
2. A special meeting of the SCC may be called by petition of a majority of the SCC
3. Quorum shall be a majority of the total membership.

### Sport Club Program Rules

**Officers:** The Sport Club Program elects officers every April to serve from May to the following April. The officers of the SCP shall be a Chairperson and a Vice-Chairperson.

**Allocations Committee:** The Sport Club Program club representatives in attendance at the April SCP meeting will elect an Allocation Committee to serve from May to April as the board that allocates money to each club in the fall after budget hearings.

#### Requirements for the student members of the Sport Club Allocations Committee (SCAC)

- a. Student must be returning for the fall semester with plans to be enrolled in spring.
- b. Student must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the committee.
- d. Maintain good standing with the SCP and the University as a club member throughout term.
- e. The SCC Chairperson and Vice-Chairperson will automatically be placed on the committee. Their elections will also take place at the April SCC meeting. The same requirements will be in place for them as the other committee members.



## Election

- a. Will be held annually at the April SCP meeting.
- b. Five students will be elected to the committee, two of which will be the SCP Chairperson and Vice Chairperson.
- c. One non-voting ex-officio member will also be elected to the committee. The ex-officio member is allowed to speak, but not allowed to vote in the deliberations.
- d. There will also be an alternate selected in case committee members leave the committee.
- e. The ex-officio member would replace the first member who leaves. The first alternate would replace the second member who leaves.
- f. In the event three or more original committee members leave the committee, an election for a replacement will be held at the next scheduled SCP meeting.
- g. The election will be by secret ballot. There will be a list of names provided to the voting representatives and they will check off those they want to vote for.
- h. Each person who wants to run for a position will have the opportunity to make a brief speech to the SCC, making a case for him or herself.
- i. The elections for the SCC Chair and Vice Chairperson will take place at the same April meeting and will occur separately from the rest of the committee's election.

**Funding:** Sport Club Program receives an allocation from Student Government each year and the Sport Club Allocations Committee (SCAC) acts as a funding board under Campus Recreation to allocate the money to the member clubs for travel, equipment, and other expenditures. The budget hearings are conducted at the beginning of the fall semester and the SCAC will determine where the funding goes during the budget deliberations in the fall.

**New Clubs:** An organization that wishes to be a member of the Sport Club Program must be a registered student organization and apply for membership within the Sport Club Program. The Sport Club Program application process and admission requirements can be found in the introduction of this guidebook. Sport Club Program Applications can be found on the Sport Club Program web site at [fsu.campusrec.com/sportclubs](http://fsu.campusrec.com/sportclubs)

**Meetings:** Sport Club Program club representatives meet the first Tuesday of each fall and spring semester after classes have begun, and the first Tuesday of each month thereafter (some exceptions). The Sport Club Program does not meet in May, June, July or early August unless a special meeting is called by SCP administrative staff or by majority petition of the SCP membership.

**Meeting Attendance:** Attendance is required for every member club at every Sport Club Program meeting. If a club misses two meetings in one semester, the club will be suspended for the remainder of the semester. If a club misses three meetings throughout the entire year, the club will be suspended for the remainder of the year. The club may appeal to the Sport Club Program administrative staff for reinstatement.

**Equipment, Materials and Supplies:** SCAC allocates a portion of its funds to the clubs for the purchase of equipment and supplies, such as soccer balls, hockey pucks, and various other items. SCAC does not fund the purchase of personal equipment.

## **Equipment and Inventory**

### **Purchases**

Clubs will find it necessary to make equipment purchases at various times throughout the year. Rules and policies set forth by the Student Government Association and the Florida State University will apply to all purchases made using Sport Club allocated funds. The Purchasing Process is outlined in the Sport Club Guidebook. All purchases are subject to the approval of the Sport Club Program and Campus Recreation staff. Purchases can be for club-owned equipment only; personal equipment purchases are not permitted. Purchases will only be approved if there is a place to store and utilize the equipment.



## **Donations**

When a club proposes to acquire equipment via donation, such donation must be coordinated with the Sport Club Office. Donations become property of the University and are subject to the checkout procedures established by the Sport Club Program.

## **Maintenance**

Clubs will hold responsibility for the repair, maintenance, and replacement of equipment for which they have purchased through the Sport Club Office or have had donated to the University. Any costs incurred will be the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid through fundraising activities by the club.

## **Inventory**

Equipment purchased for club use with allocated Sport Club funds must be inventoried and stored with Campus Recreation, as it is considered property of the University. Clubs may checkout equipment prior to the start of a season and then must return the equipment to storage at the conclusion of the season, unless other arrangements are made with the Sport Club Program.

## **Semester/Annual Equipment Checkout**

Clubs may request to checkout equipment on a semesterly or annual basis. Clubs will hold responsibility, including financial liability, for the repair, maintenance, and proper storage of equipment that they have checked out.

## **Storage**

Clubs that checkout equipment on a long term basis are required to provide the Sport Club Office with the location that such equipment will be stored. Costs associated with off-campus storage of Sport Club Program equipment are the responsibility of the club and must either be included in the club's annual budget request for allocation or be paid thorough fundraising activities by the club.

The Sport Club Office may, at any time, request to see checked-out, University-owned, equipment. If the equipment is being stored an off-campus facility, Campus Recreation administrators retain the right to access the equipment unannounced. For inventory and property records purposes, Campus Recreation administrators may need to access the equipment without prior notification of the club and its members. For smaller equipment stored at a club member's private residence, requested equipment must be produced to the Sport Club Office within 48 hours of the request.

## **Sport Club Program Awards**

SCP recognizes an individual and a member club each spring at the Division of Student Affairs Leadership Awards Night. Criteria to include for consideration of nominees for the awards:

1. Contributions to the university community
2. Contributions to their constituent group.
3. Public or educational service projects.
4. Special contributions as an individual in the areas of service and leadership.

The awards are as follows:

- Outstanding Club Award
- Eddie Cubbon Award (Outstanding Individual)
- Most Improved Club Award

