

Section 1 | Policies and Procedures

I. Definitions

A. Florida State University Sport Club Mission Statement

The Florida State University Sport Club Program is dedicated to the mission of providing safe opportunities to students for engagement in a variety of sport activities, including activities that are competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and led by students. The program strives to contribute to the health, well-being, development, and education of students through involvement with sport club activity, while supporting those activities by providing use of Campus Recreation facilities and services.

B. What is a Sport Club?

A sport club is a registered student organization that has been formed for the purpose of competing and/or participating in a particular sport. Many sport clubs exist because of the desire to continue participation in a sport by students other than varsity athletes. Each club's level of competition or activity is unique, and is dependent on club leadership. Sport clubs are student-initiated, student-led and student-managed, providing an opportunity for the development of leadership and other life skills and to contribute to the overall college experience.

C. Sport Club Program Membership Requirements and Application Process

Admission into the Sport Club Program at FSU as a part of the Department of Campus Recreation is determined each year by the Assistant Director of Sport Clubs, in conjunction with the Director of Intramural Sports and Sport Clubs. Prospective sport clubs must submit a Sport Club Application each year to be considered for admission or continued membership in the Sport Club Program.

To be a member of the Sport Club Program, a student organization must meet all of the following guidelines:

1. Be a Recognized Student Organization of The Florida State University, as determined by the process established by the Student Activities Center.
2. Be a member or demonstrate potential membership in a national, regional, or state governing body, association, or otherwise sanctioned league for the sport.
3. Have a minimum of five (5) documented potential competitors, either through the governing body (sanctioned league) or clubs at nearby institutions (nearby is defined as within a 7-hour drive from campus) OR host a minimum of two (2) documented instructional sessions or seminars involving participants outside of the club (other FSU clubs, clubs from other institutions, or local groups) during the academic year.
4. Have suitable on-campus, or documented off-campus, facilities in which the club can practice or train and the potential availability of such facilities including the impact of proposed club activities on the existing usage patterns by other Campus Recreation, sport club or intramural or University purposes.
5. Have goals of the club that demonstrate a common mission between the club and the Sport Club Program.
6. Have four (4) officers (President, Vice-President, Secretary, Treasurer) willing to dedicate time and effort into effectively and efficiently running club operation.
7. Demonstrate proficient club leadership, including proper submission of paperwork and meeting other requirements of the Sport Club Program (returning clubs only).
8. Have proper transition materials to help new club leadership function efficiently and effectively (returning clubs only).

Upon the advice and consultation of other University officials and lawyers, the Department of Campus Recreation and the Sport Club Program retains the right to prohibit any sport or activity in which the risk of serious and/or fatal injury is deemed to be unacceptably high.

Applications for admission to the Sport Club Program are available online and in the Sport Club Office and are reviewed on an on-going basis. An organization may apply for membership in the Sport Club Program a maximum of two times per academic year. A recognized student organization must be admitted by predetermined deadlines to become eligible for specific budget allocations.

Upon the advice and consultation of other University officials, the Student Activity Center may require a prospective student organization to complete the Sport Club Program application process and become accepted as a member as a condition of becoming a recognized student organization.

Up the advice and consultation of other University officials and lawyers, the Department of Campus Recreation and the Sport Club Program retains the right to prohibit any sport or activity in which the risk of serious and/or fatal injury is deemed to be unacceptably high.

Additional reasons for an organization not gaining or regaining admittance into Sport Club Program include but are not limited to:

1. Non-existent or demonstration of ineffective student leadership.
2. Decline in student interest and support.
3. Demonstration of club mismanagement.
4. Inability to abide by Sport Club, Campus Recreation and University policies and procedures.
5. Violation(s) of Campus Recreation and/or University facility policies.
6. Inability of the Sport Club Program as part of the Department of Campus Recreation to benefit the club through staff expertise or facility space.
7. Purpose or goals no longer compatible with the goals and mission of The Florida State Department of Campus Recreation and Sport Club Program.
8. Lack of financial support for the club due to budget or other limitations.
9. Inadequate amount of suitable space for club activity.

D. Assistant Director of Sport Clubs

The Department of Campus Recreation employs a full-time professional to supervise sport clubs within the Sport Club Program and their activities. The Assistant Director of Sport Clubs is responsible for insuring that the clubs operate in a mature manner benefiting both the club participants and the University community as a whole. The Assistant Director of Sport Clubs serves as an advisor for clubs on day-to-day operation as well as special events. The Assistant Director of Sport Clubs works to insure that all rules and regulations are followed in accordance with the Sport Club Program, Department of Campus Recreation, and The Florida State University guidelines. Finally, the Assistant Director of Sport Clubs serves as a liaison between the individual clubs and University administration.

E. Sport Club Office

a. The Sport Club Office, led by the Assistant Director of Sport Clubs, is designed to help clubs function appropriately. The following services are available through the Sport Club Office:

- Administrative assistance and guidance,
- Practice and game facility reservations,
- Equipment purchase, storage and check-out,
- Budget tracking,
- Photocopying and faxing,
- Fundraising assistance,



- Event hosting,
- Travel reimbursement processing,
- Publicity and promotion.

b. Sport Club Program Assistants are students that are employed part-time by the Sport Club Office. The Sport Club Program Assistants help to answer questions of clubs, collect/review paperwork, and gather information about the clubs in which they are assigned. The Program Assistants serve as an extension of the Sport Club Office to help facilitate the communication between the Assistant Director of Sport Clubs and the student leaders of the clubs. Clubs are required to provide information requested by the Sport Club Program Assistants by the deadline provided during the inquiry.

F. Sport Club Allocations Committee

The Sport Club Allocations Committee (SCAC) is a committee of elected club representatives that are assigned with the task of allocating funding to individual clubs. The Sport Club Program funding is allocated to the program by the Student Government Association (SGA) using money generated from University Activity and Service Fees. The SCAC takes funding from the SGA and allocates to individual clubs based on their budget requests and presentations. The Assistant Director of Sport Clubs serves as an advisor to the SCAC members during this process, but has no vote in the allocation of funds. All members of the SCAC must remain in good standing with the Sport Club Program, Department of Campus Recreation, and the University.

II. Expectations

A. Accountability of Sport Club Officers

Club officers and members are responsible for all policies and procedures outlined in the Sport Club Guidebook. It is the student's responsibility to be familiar with its contents as they go about their business in administering the club. Failure to know is not an excuse for those not observing policies and procedures.

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Assistant Director of Sport Clubs to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Director of Campus Recreation. Organizations or individual students filing such appeals should be aware that the Director of Campus Recreation might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Office of Student Rights and Responsibilities.

Sport clubs function as part of the Florida State University campus community and are representative of the University as they travel throughout the state or nationwide. Consequently, they are held to a high level of conduct both as collective organizations and as individuals. The parameters of acceptable behavior have been established by the Department of Campus Recreation, Student Activities Center, The Florida State University and the governing bodies of each individual sport. Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures.

B. Image and Perception

Sport Clubs, as with any organization, need to be aware of the image they may portray to the general public, campus community, and potential and current members. In addition to representing themselves, sport clubs represent the entire Sport Club Program, Department of Campus Recreation, Student Activities Center, Division of Student Affairs, and The Florida State University. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, message boards, chat rooms, or any other media. Sport clubs that are discovered to be engaging in inappropriate behavior or are presenting the club in poor taste will be sanctioned. Examples of this type of behavior include, but are not limited to, lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

III. Eligibility

A. Participants

1. All current fee-paying Florida State University students are eligible for participation in the Sport Club Program. This includes undergraduate, graduate, professional, full-time and part-time students.
2. Full-time faculty and staff are eligible for participation in the Sport Club Program. This includes USPS and A&P full-time faculty and/or staff. OPS staff members are not eligible.
3. Alumni are not eligible for participation in the Sport Club Program.
4. Individuals that are not taking classes during the current semester are not eligible. This includes individuals that are not taking summer classes regardless of status in the previous spring and/or upcoming fall semesters.
5. Specific National, State and/or Local Governing Bodies may have eligibility requirements that are not consistent with the eligibility requirements of the FSU Sport Club Program. Contact the governing body for specific eligibility requirements. When such requirements conflict with Sport Club Program or other University requirements, Sport Club Program and University requirements will take precedence.

B. Officer Eligibility

Officers in Sport Clubs must meet the minimum requirements for being an officer in a Registered Student Organization set forth by the Student Activities Center, and requirements set forth by the Sport Club Program. Requirements include:

1. Currently enrolled FSU student
2. Minimum 2.0 Grade Point Average
3. Registered for a minimum of 6 credit hours
4. Free of any obligation for fees or payments to the University
5. Must be in good-standing with the Sport Club Program, Department of Campus Recreation, and The Florida State University.

IV. Registration

A. Student Activities Center (SAC)

Each club must become a Registered Student Organization (RSO) through the SAC in Oglesby Union. Registration must be completed each fall semester for the corresponding academic year. Recognition lasts through the end of summer classes the following summer.

B. Sport Club Program

Upon admittance into the Sport Club Program, each club must complete the Sport Club Registration materials to be an active member of the Sport Club Program. Required registration materials include:

1. Sport Club Program Guidebook Agreement.
2. Club Roster. Club Roster must also be updated throughout the entire year, adding new members and deleting former members, as applicable.
3. Equipment Agreement Form.
4. Informed Consent Forms completed for each club member **BEFORE** participation in club activity. Informed Consent Forms for new members must be completed before participation in club activity and submitted to the Sport Club Office as soon as possible.
5. Coach/Instructor Agreement for each coach/instructor working with the club. Maximum number of coaches/instructors is four (4).



6. Constitution.
7. Advisor Form. Also required for submission to the Student Activities Center, a copy of this form needs to be submitted to the Sport Club Office.

V. Facilities

A. Tully Gym

Sport clubs utilize two different areas of Tully Gym for practices, training and special events. Tully Gym Court 4 is court space in which sport clubs practice, and the Tully Combatives Room is a room used by sport clubs in the basement of the building. When using Tully Gym, the following rules must be adhered to:

1. All participants for any activity other than a special event must be eligible sport club participants as stated in Article III (A).
2. No food or drink other than bottled water is allowed on the gym floor, or in the Combatives Room. Alcohol is not permitted.
3. Gum is not allowed in the gymnasium or in the Combatives Room.
4. Condition of the facility must be left better than it was found. This includes picking-up after club use.
5. Equipment in the facility is not to be moved in any way without prior approval of Campus Recreation administrative staff.
6. Open recreation is not permitted in Tully Gym or the Combatives Room.
7. Patrons who enter a closed facility (Tully Gym, Main Campus Fields, Rec SportsPlex) are subject to immediate suspension from all sport club activities and banishment from all Campus Recreation facilities for a period of up to one year. Additional charges may be filed with the Student Judicial Board and/or FSU Police at the discretion of Campus Recreation staff and Florida State University officials.

B. Rec SportsPlex and Main Campus Fields

1. Use of outdoor recreational facilities (Rec SportsPlex and Main Campus Fields) is restricted to current, fee-paying FSU students, faculty, and full-time staff. FSUCard is required. Current FSU students, faculty, and full-time staff may sponsor a non-student or non-staff member to use the Rec SportsPlex or Main Campus Fields for open recreation (pick-up games and free play) by purchasing an outdoor facility pass. A guest pass does NOT allow for participation in any intramural or sport club activity. Passes are sold in advance in the Intramural Sports Office in 1035 Tully Gym during normal business hours (weekdays from 8:30 am until 5:30 pm) at the rate of \$5 per visitor per day. To purchase a single-day pass, the FSU student, faculty, or full-time staff member shall present proper FSUCard and indicate the name of the guest for the pass. The pass and photo ID are required of the guest for entry at either facility. Guests caught using a facility without a guest pass will be required to vacate the facility immediately as directed by FSU Campus Recreation staff members.
2. Condition of the facility, other than normal wear and tear of field conditions based on specific activity, must be left better than it was found. This includes picking-up after club use.
3. Equipment at the facility is not to be moved in any way without prior approval of Campus Recreation administrative staff.
4. Open recreation is permitted during normal operational hours ONLY. All participants must have FSU Card with them at all times.
5. Alcohol is NOT permitted on the fields, in the parking lot, or in any other area of the facility. This includes alcohol that has been consumed (intoxicated participation is NOT permitted).
6. Patrons who enter a closed facility (Tully Gym, Main Campus Fields, Rec SportsPlex) are subject to immediate suspension from all sport club activities and banishment from all Campus Recreation facilities for a period of up to one year. Additional charges may be filed with the Student Judicial Board and/or FSU Police at the discretion of Campus Recreation staff and Florida State University officials.

C. Leach Center

1. Each patron must present his or her current, valid FSUCard upon entry into the facility. Non-University-affiliated Leach Center guests are not permitted to participate in club activities, unless as part of a scheduled special event. Sport clubs hosting events in the Leach Center will be required to submit a list of visitors that will be entering the facility. Clubs will be charged with a \$5 guest fee for every visiting club participant.
2. Leach Center users must wear attire appropriate for their activity including:
 - Closed-toed shoes and appropriate fitness attire on the fitness floor.
 - Appropriate swimwear in all aquatic areas including the pool, whirlpools, sauna, and steam rooms.
 - Appropriate footwear on court services such as racquetball, squash, wallyball, basketball, and volleyball courts.
3. Chewing gum is prohibited at all times at the Leach Center. Food is prohibited in workout areas. All drinks must be contained in a closed container throughout the facility.
4. Spitting is allowed in trash cans only.
5. Cell phone use is restricted to the atrium area only. Unauthorized photography or filming is prohibited throughout the facility.
6. Harassment of the supervisor in any form will result in the immediate removal from the Leach Center and suspension of use privileges for a minimum of one week.
7. Select areas of the Leach Center are available for reservation or scheduled practices. Contact the Leach Center Facility Coordinator with requests for non-aquatic space and the Aquatics Director for aquatic space needs.
8. Patrons must adhere to other facility and program guidelines as established by the Leach Center and its programs.

D. FSU Reservation

1. Each visitor must present his or her current, valid FSUCard upon entry into the facility. A gate fee applies to all non-students. Non-University-affiliated Reservation guests are not permitted to participate in club activities, unless as part of a scheduled special event.
2. All groups, structured programs and facility rentals are scheduled through the administrative office. Please call 644-6892 for information on scheduling your group.
3. Alcohol or controlled substances are not allowed at this facility; the Reservation staff reserves the right to search coolers or bags brought on to the premises.
4. Tobacco products allowed only in park area, not in enclosed buildings.
5. Glass containers are not allowed at the waterfront and park area.
6. Animals are not allowed in park or swim area during operational hours. Homeowners do have pets and must clean up after their pets.
7. Large groups, over 100, must request space for their event through a special event form.
8. Structured groups must submit request in writing for use of facilities. Scheduling will occur after written request and proof of insurance is received and staffing secured. Groups will receive a confirmation if your request can be honored. Proof of liability insurance and tax-exempt status is required.
9. The Reservation supervisors reserve the right to revoke or refuse admission to any patron who knowingly or repeatedly violates the facility guidelines.
10. Select water equipment is available for rental from the Rez Waterfront Rental Office. Rate information, rules, and regulations are available in the office.
11. Swimming is allowed in designated area only when a lifeguard is on duty. No swimming beyond designated swim area.
12. Patrons are not allowed on the floating docks on the perimeter of the swimming area.
13. Profane, abusive language is not allowed. Please be respectful of other patrons.



14. Reservation staff are not responsible for patron's personal items in the event they are lost or stolen. Please keep personal belongings with you at all times.
15. Our water depth fluctuates regularly. NO DIVING (NO head first entries) allowed at any time. Feet first entries always.
16. Personal flotation devices (PFD's) must be Coast Guard Approved. NO EXCEPTIONS!
17. In case of inclement weather, the swimming area will be cleared. Patrons must seek an enclosed sheltered area. Thunderstorm protocol is as follows: the swimming area will remain closed for 1/2 hour from the time that the last bolt of lightning was seen or the last sound of thunder was heard. You must seek shelter in an enclosed building. The picnic shelters are not secure areas during a lightning storm.
18. Patrons must adhere to other facility and program guidelines as established by the FSU Reservation and its programs.

E. Practice Facilities

Sport clubs and other Registered Student Organizations can request practice facility space on a recurring basis through FSU Campus Recreation and the Sport Club Program. Practice schedules for Tully Gym Court 4, Tully Gym Combatives Room, the Rec SportsPlex and the Main Campus Fields are determined at the beginning of each semester for all clubs turning in Practice Request Forms. Scheduling for sport clubs is based on the previous year's Sport Club Program point standings. Other RSOs are scheduled based on a first-come, first served basis with previous use as a factor of scheduling. Scheduling for practices utilizing Speicher Tennis Courts or Leach Center Courts is done by contacting the Director of Facilities for Campus Recreation. Scheduling for practices utilizing the Leach Center Pool is done by contacting the Director of Aquatics for Campus Recreation. Clubs must make use of their allotted practice space once it is scheduled to them. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency. If clubs wish to discontinue regular practices, club representatives must contact the Sport Club Office.

F. Special Events

Clubs can request facility reservations for the hosting of a special event through FSU Campus Recreation and the Sport Club Program. Clubs must request the facility at least two weeks in advance of the desired event. All standard facility policies apply for special events. Arrangements for participation by non-FSU affiliated individuals must be made with Campus Recreation staff prior to the event, and adhere to Sport Club Program policies.

VI. Funding

- A. The allocation of funds to specific clubs within the Sport Club Program is the responsibility of the Sport Club Allocations Committee (SCAC). The election of representatives to the SCAC and the funding request and allocation process is governed by regulations established by the Student Government Association.
- B. A sport club is eligible for funding if it has been a Recognized Student Organization for an entire semester (first day of classes through end of finals, summer sessions not included) before the funding process is to take place.
- C. Each eligible sport club has the opportunity to submit a Budget Request Form during the established time period prior to the SCAC Annual Fall Allocation Process. All clubs that submit a Budget Request Form will receive a Budget Request Hearing of a designated length before the SCAC to provide additional details regarding its request and answer questions from the SCAC members. Following the completion of all Budget Request Hearings, the SCAC enters Budget Deliberations and determines the amount of funds allocated to each club. During this process, the Assistant Director of Sport Clubs serves as an advisor to the SCAC, but does not hold voting or veto authority.
- D. All fall funding is allocated on a conditional basis. Clubs cannot spend any allocated funds until they have properly completed the applicable registration process for the Student Activities Center and the Sport Club Program (see Article IV).
- E. Additional funding may be available throughout the year based on any available sweepings. Clubs will be made aware of any possible extra funding opportunities should they arise.
- F. All funds allocated throughout a given academic year must be spent by the deadline set forth by the Sport Club Program.
- G. Any purchases made with University funding are for club-use only. Purchases become University property. Purchases for personal use are not permitted. All purchases made must be for items that can be kept with the club from year-to-year. Any team uniforms, apparel, etc. purchased with University funding must stay with the club and cannot include any personalization. Purchase of club t-shirts is not permitted with University funding.

VII. Travel

A. Travel Eligibility

All club members wishing to travel to participate in club activities must be eligible for sport club participation as stated in Article III.A, be included on the Club Roster as stated in Article IV.B.2 and have properly completed Informed Consent Forms as stated in Article IV.B.4.

B. Travel Paperwork

Sport clubs must submit proper paperwork to the Sport Club Office before and after traveling for competition, or any other club function. The deadline for Pre-Travel paperwork is 4:30 PM four (4) days before a trip. If it is a weekend trip (leaving Tallahassee on Friday, Saturday or Sunday) the Pre-Travel paperwork is due at 4:30 PM on the Monday before the trip. The deadline for Post-Travel paperwork is 4:30 PM two (2) days after return to Tallahassee.

1. Reimbursement Trip

For clubs taking a trip in which a club member is getting reimbursed using University or Foundation funding, the following properly completed paperwork is required by the deadline:

- a. Pre-Travel Form. Due by the Pre-Travel deadline as stated in Article VI.A.
- b. Private Vehicle Consent Form for each person driving a private (non-rental) vehicle. A Private Vehicle Consent Form is good for the entire academic year in which it is submitted. The Sport Club Office can be contacted to verify who has completed Private Vehicle Consent Forms on file for the corresponding academic year. Photocopies of current insurance card and driver's license are required. Due by the Pre-Travel deadline as stated in Article VI.A.
- c. Travel Reimbursement Request (one required for each person getting reimbursed any costs). Due by the Pre-Travel deadline as stated in Article VI.A.
- d. Post-Travel Expense Report. Due by the Post-Travel deadline as noted in Article VI.A.
- e. Post-Travel Results Form. Due by the Post-Travel deadline as stated in Article VI.A.

2. Non-Reimbursement Trip

For clubs taking a trip in which no members are getting reimbursed using University or Foundation funding, the following properly completed paperwork is required by the deadline:

- a. Pre-Travel Form. Due by the Pre-Travel deadline as stated in Article VI.A.
- b. Private Vehicle Consent Form for each person driving a private (non-rental) vehicle. A Private Vehicle Consent Form is good for the entire academic year in which it is submitted. The Sport Club Office can be contacted to verify who has a completed Private Vehicle Consent Form on file for the corresponding academic year. Photocopies of current insurance card and driver's license are required. Due by the Pre-Travel deadline as stated in Article VI.A.



c. Post-Travel Results Form. Due by the Post-Travel deadline as stated in Article VI.A.

3. Advance Payment and Selective Reimbursement

For clubs in which applicable costs are being paid in advance (T-Card) by with not-applicable charges being reimbursed, the following properly completed paperwork is required by the deadline:

a. Pre-Travel Form. Due by the Pre-Travel deadline as stated in Article VI.A.

b. Private Vehicle Consent Form for each person driving a private (non-rental) vehicle. A Private Vehicle Consent Form is good for the entire academic year in which it is submitted. The Sport Club Office can be contacted to verify who has completed Private Vehicle Consent Forms on file for the corresponding academic year. Photocopies of current insurance card and driver's license are required. Due by the Pre-Travel deadline as stated in Article VI.A.

c. Travel Reimbursement Request Form for T-Card charges. Due by the Pre-Travel deadline as stated in Article VI.A.

d. Travel Reimbursement Request for costs incurred by members to be reimbursed.

e. Post-Travel Expense Report for T-Card charges. Due by the Post-Travel deadline as noted in Article VI.A.

f. Post-Travel Expense Report for reimbursed costs. Due by the Post-Travel deadline as noted in Article VI.A.

g. Post-Travel Results Form. Due by the Post-Travel deadline as stated in Article VI.A.

C. Hotel Reservations

When making hotel reservations with costs to be reimbursed using University funding, third party services cannot be used, and reservations must be made directly with the hotel. Third parties include but are not limited to Expedia, Travelocity, Etc.

D. Travel Expectations

1. While traveling, sport club members are, as at all other times, expected to conduct themselves in an appropriate manner as stated in Article II.

2. The purpose of travel is to participate in club activity.

3. Clubs are encouraged not to travel at late hours or very early hours when it may be harder to stay alert.

4. Drivers are required to know, obey, and uphold all traffic laws.

E. "High-Risk" Trips

Trips deemed to be "high-risk" by University lawyers, officials, Campus Recreation and/or Sport Club Program administrative staff will require the attendance of a University full-time faculty or staff member as a chaperone to the trip, or may be disallowed completely. "High-risk" trips include those in which the propensity to drink or to display inappropriate behavior is at a higher-level than standard trips. Because the nature of such trips subject club members to bad decision-making or dangerous elements, a chaperone is required.

VIII. Alcohol

Sport clubs are prohibited from consuming and/or possessing alcohol at any sanctioned club events other than those at alcohol-licensed business establishments. Alcohol is prohibited at all Campus Recreation facilities including on property owned (boats, vehicles, etc.) or rented (other facility rentals) by the University. Further, clubs cannot sponsor, host, endorse or promote any activities in which alcohol consumption is the prominent activity. This includes, but is not limited to:

A. Hosting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, etc.)

B. Promoting an event in which alcohol consumption is the prominent activity (including fundraisers, parties, etc.)

C. Allowing club members, visiting club members, and club event spectators to possess or consume alcohol while at Campus Recreation facilities or site of competition/event, including events held off-campus and at other institutions.

D. Allowing club members or visiting club members to participate in competition/event while intoxicated.

E. Suggesting to potential and/or current members that the club hosts parties, campfires, meetings, or other events in which alcohol is consumed.

Sport clubs are also subject to the guidelines set forth by the University Alcohol Policy. The University Alcohol Policy can be found at <http://www.tshc.fsu.edu/par/documents/FSUALcoholPolicy.pdf>.

IX. Social Networking Sites

Sport clubs are encouraged to promote themselves via social networking sites such as Facebook. When creating a group to promote a club and disseminate club information, the official club name must be used as the group name (_____ Club at Florida State University or FSU). Groups must be left public to those in the FSU network, to allow interested individuals to join the group. Groups that are not made public are in violation of this policy. Any pictures, events, and/or discussions on the group page must uphold the proper images of the club, Department of Campus Recreation, and the University, and must not include inappropriate language, express any negative attitudes towards individuals/staff, or display any inappropriate behavior by club members as noted in Article VIII. Club pages MAY NOT be used to promote parties, socials in which alcohol will be consumed, or anything of that nature (see Article VIII). Any information found on group pages are subject to all the policies outlined in this Guidebook. Group pages must be kept current and up-to-date.

X. Equipment

A. 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.

B. 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.

C. 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.

D. 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



E. 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. Campus Recreation retains the right to access, with or without prior notification of the club, or require the return of any checked out equipment at any time for the purposes of inventory, safety verification, or other needs.

F. Storage

a. 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.

b. 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.

XI. Sport Club Program 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 every month thereafter (some exceptions). Each club is required to have an officer in attendance at this monthly Sport Club Program meeting. 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.

XII. Monthly Reports

Sport clubs are required to submit properly completed monthly reports by the deadlines stated in the Sport Club Guidebook and on the Monthly Report Forms. Except in special circumstances, Monthly Reports are due the Wednesday after each month's Sport Club Program meetings.

XIII. Intramural Sports Participation Policy

Members of FSU sport clubs will be allowed to participate in intramural competition in their related sports. However for a single intramural team, a maximum of two (2) club players may appear on the team's roster. For team sports in which the required number of players is 4 or less, the maximum number of club players permitted on the team's roster shall be one (1). A person is deemed a club member if he/she participates in a club contest or practice following the designated try-out period, pays club dues, or appears on the team roster or waiver form on or after October 9th at the SAC or Campus Recreation. Once a person has been deemed a club member, he/she will be considered a club player with regard to intramural sports for 12 consecutive months from the date that he/she last participates in a club contest or practice, last appears on the team roster, or the date of their most recent signed sport club waiver form, whichever is latest. Removal of the person from any club roster does NOT affect his/her intramural status as a club player. Intramural players who join a club team during the sport's IM season may be required to discontinue playing for their IM team in order to keep the IM team eligible under this rule.

XIV. Recognized Student Organization Handbook

Sport clubs must adhere to all policies, procedures and guidelines of the Student Organization Handbook, published by the Student Activities Center, unless otherwise noted in the Sport Club Program Policies. The Student Organization Handbook can be found at http://union.fsu.edu/sac/SOH/RSO_Handbook_v7.pdf. Of particular note to sport clubs are the following policies as outlined in the Student Organization Handbook:

Insurance Clarification

Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of his/her office. Completing the recognition process with the Student Activities Center as a student organization is not recognized by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund. Approval of a student organization or activity by the Student Activities Center or the Student Government Association does not establish State of Florida, Florida University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

Using the Name of the University

Recognized Student Organizations that wish to use the university's name as part of their organization's name may do so as long as sponsorship or endorsement by the university is not implied or stated. If used, organizations are restricted to the following:

- The university's name may only appear at the end of the organizations name and should be followed by the statement "a Recognized Student Organization" (i.e. Student organization at Florida State University, a Recognized Student Organization)
- The title should follow one of these forms: (1) Florida State University; (2) FSU.

Gambling (State of Florida Law)

All Recognized Student Organizations are expected to uphold all State of Florida laws. Specifically, gambling as a form of fundraiser, or as a fun activity, **is not acceptable** for any Recognized Student Organization. This includes, but is not limited to, raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools on any University athletic event. If a RSO is planning an event, such as Casino Night, or Poker Tournament, or raffle drawing must meet with SAC Assistant Director of Event Planning and Permitting by contacting 644-6673.

Types of Gambling are as follows:

- **Gaming** - where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
- **Betting or wagering** - on the outcome of a future event. Examples include horse racing, Sports betting, and Internet betting.
- **Speculation** - such as gambling on the stock market.



Drawings

Section 849.0935, Florida Statutes, authorizes qualified nonprofit corporations and their officers, employees and agents to conduct drawings by chance, provided certain conditions are met. All brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:

- (a) The rules governing the conduct and operation of the drawing.
- (b) The full name of the organization and its principal place of business.
- (c) The source of the funds used to award cash prizes or to purchase prizes.
- (d) The date, hour, and place where the winner will be chosen and the prizes will be awarded, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than 3 days prior to the drawing.
- (e) That no purchase or contribution is necessary. It is unlawful for any organization that is authorized to conduct a drawing by chance to require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of either entering the drawing or being selected to win a prize. Therefore, the organization distributing the raffle tickets may not require a contribution or donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject any entry or discriminate in any manner between entrants who contribute to the organization and those who do not. It is also unlawful to fail to notify the person whose entry is selected to win that they have won, or to fail to award the prizes in the manner and at the time stated.

Hazing Policy

Please visit <http://hazing.fsu.edu> for more information

State law

Florida law defines hazing as "any action or situation that recklessly or intentionally endangers the physical health or safety of a student." That includes pressuring or coercing the student into violating state or federal law or engaging them in any forced activity that could endanger their well-being. The law also condemns brutality of any kind, such as whipping, beating, branding and forced consumption of food, liquor, drugs or other substances. Under the law, an act of hazing that creates a substantial risk of physical injury or death would be a first degree misdemeanor, punishable by up to a year in jail and a \$1,000 fine. If the hazing results in serious bodily injury or death, the offense would be a third degree penalty, punishable by up to five years in prison and a \$5,000 fine.

Hazing includes, but is not limited to:

- Interference with a student's academic performance.
- Forced consumption of any food, alcohol, other drugs, or any other substance.
- Forced physical activity, such as calisthenics.
- Deprivation of food or sleep.
- Kidnapping
- Hazardous exposure to the elements
- Any activity that would subject the individual to embarrassment or humiliation.

RSOs must also abide by all State of Florida hazing laws.

University Posting Policy

It is important that the campus environment remains aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking and the distribution of commercial and promotional materials, which deface, and depreciate the value of our grounds, facilities, and campuses. To ensure proper posting, FSU has a posting policy that applies to all entities that post, including student organizations. The University Posting Policy can be found online at <http://posting.fsu.edu>.

XV. Penalties

Penalties for violations of policies set forth by the Sport Club Program, Department of Campus Recreation, Student Activities Center, and Florida State University are outlined below. Penalties listed below are assessed by the Sport Club Program administrative staff. Violators of any rule, regulation or policy are subject to additional penalties set forth by the individual program, department or entity in which the violation occurred.

A. Definitions

A. Suspension

Suspension of a Sport Club includes the loss of the club's ability to use allocated facility space for practice or for a special event, to spend any allocated funding from the Sport Club Allocations Committee, and to represent The Florida State University in competition or any sort of travel. A club's suspension means immediate cease in club activity, until the suspension is lifted.

B. Probation

A club that is put on probation is subject to suspension with or without warning in the event of a second Sport Club Program, Campus Recreation or University policy violation.

C. Warning

A warning is issued to a club as stated in the Sport Club Policies and Procedures. A club that has received a warning may be suspended for a second violation without being subject to probation.

B. Assessment of Penalties

1. Definitions

Sport clubs that do not reply to an inquiry from their Sport Club Program Assistants by the deadline provided in the inquiry will receive a 5-point deduction in the Sport Club Program Points Standings.

2. Expectations

Sport clubs that portray a negative image during participation on or off campus will receive no less than a warning for improper behavior.

Depending on the severity of the incident(s) a club in violation may be suspended from the Sport Club Program without warning, as a direct result of improper behavior.

3. Eligibility

a. Clubs using an ineligible participant will receive no less than a warning. If the problem persists, or more than one ineligible participant is discovered, the club may be suspended from the Sport Club Program.

b. Clubs that do not have officers that meet the eligibility requirements set forth by the Student Activities Center or the Sport Club Program will not be able to complete registration for either office, and will not be considered an official club.



4. Registration

a. Student Activities Center

Potential clubs that do not complete the recognition process by the deadlines set forth by the Student Activities Center will lose status as a sport club within the Sport Club Program. Loss of status includes loss of reserved facility space (recurring or special event), loss of all funding from the SCAC for the entire academic year, loss of travel privileges, loss of ability to represent Florida State University in competition or any other travel, and loss of all other benefits of the Sport Club Program. Clubs that do not get recognized lose their status as a recognized club for funding purposes, and must regain eligibility for SCAC funding as noted in Article VI.B.

b. Sport Club Program

Sport clubs that do not meet the registration requirements of the Sport Club Program by the deadline set forth by the Sport Club Program will be immediately suspended upon deadline passing.

5. Facilities

Violations of individual facility policies are subject to the penalties set forth by the facility's governing program area, as well as penalties set forth by the Sport Club Program. Failure to utilize facility during scheduled recurring practice time without prior notification of the Sport Club Staff will result in the loss of scheduled practice time. Severe violations as determined by facility staff, in conjunction with the Sport Club Program, will result in the loss of the privilege to reserve facility space for hosting special events. Facility violations may also result in suspension from the Sport Club Program and loss of all facility use including previously scheduled facility reservations.

6. Funding

a. A club that is funded by the SCAC that does not complete the recognition process through the Student Activities Center by the deadline will lose all previously allocated funding, and such funds will be reallocated by the SCAC during special reallocations.

b. Clubs that do not spend all of their allocated funding by the deadline(s) set forth by the Sport Club Program will lose any available funding at the time of the deadline.

c. Any club or individual club member that uses funds for the purchase of personal equipment, apparel, etc. will lose any remaining allocated funding for that academic school year. Other penalties may be enforced by Sport Club Program, Campus Recreation, or University administrators. In most cases, a report of theft will be reported with the Florida State University Police Department.

7. Travel

a. Travel Eligibility

A club that allows an individual(s) that does not meet travel eligibility requirements as stated in Article VII.A. to travel with the club will be suspended from travel for a period of two (2) weeks. A second offense will result in a travel suspension for up to 6 months. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

b. Travel Paperwork

A club that does not turn in the proper paperwork required for a trip, as stated in Article VII.B, by the given deadlines before and after traveling will be suspended from travel for a period of two (2) weeks. A club will also receive a 5-point deduction in the Sport Club Program Points Standings for each form that is not turned-in, properly completed, by the deadline. A second offense will result in a travel suspension for up to 6 months. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

i. Reimbursement Trip

Failure to turn-in proper reimbursement paperwork before or after the trip in which reimbursement is being requested will result in the reimbursement request being denied. No reimbursements can be granted if properly completed paperwork is not submitted to the Sport Club Office by the deadline.

ii. Non-Reimbursement Trip

A club that does not turn in the proper paperwork required for a trip, as stated in Article VII.B, by the given deadlines before and after traveling will be suspended from travel for a period of two (2) weeks. A club will also receive a 5-point deduction in the Sport Club Program Points Standings for each form that is not turned-in, properly completed, by the deadline. A second offense will result in a travel suspension for up to 6 months. All suspensions occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

iii. Advance Payment and Selective Reimbursement

Failure to turn-in proper paperwork before or after a trip in which charges are paid in advance and other charges reimbursed will result in reimbursement requests for the trip being denied and the loss of the ability to have charges paid in advance for a period of up to 6 months.

c. Hotel Reservation

Hotels that are reserved via a third party will not be eligible for reimbursement using University funding.

d. Travel Expectations

Upon review by the Assistant Director of Sport Clubs of violation(s) of the Travel Expectations as stated in Article VII.C, violating clubs may be suspended from travel or suspended from the Sport Club Program. All suspensions will occur regardless of previously scheduled out-of-town competitions that may be scheduled during the suspension period.

e. "High-Risk" Trips

Sport clubs that violate the Sport Club Program "High-Risk" Trips Policy as stated in Article VII.D will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Campus Recreation, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Florida State University Office of Student Rights and Responsibilities for further sanctioning.

8. Alcohol

Sport clubs that violate the Sport Club Program Alcohol Policy as stated in Article VIII will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Campus Recreation, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to the Florida State University Office of Student Rights and Responsibilities for further sanctioning.

9. Social Networking Sites

Sport clubs that violate the Sport Club Program Social Networking Sites Policy as stated in Article IX will be suspended indefinitely from the Sport Club Program (time-period determined by Sport Club Program, Campus Recreation, and/or University administrators). Severe violations may result in forwarding of the case and supporting evidence to The Florida State University Office of Student Rights and Responsibilities for further sanctioning.

10. Equipment

Clubs that do not abide by the Sport Club Program Equipment Policy, as stated in Article X, will lose the privilege of using such equipment. The Sport Club Program may require payment from the club for any repair costs, or any remaining costs on property or facility rentals for storage of equipment. If no funds are available to the club, and no appropriate storage space is available for said equipment, the Sport Club Program as a part of Campus Recreation retains the option of releasing the equipment via the Florida State University Property Surplus process.

11. Monthly Sport Club Program Meetings

A club that misses two meetings in one semester will be suspended for the remainder of the semester. A club that misses three meetings throughout the entire year will be suspended for the remainder of the school year, including summer.



12. Monthly Reports

A club that has an outstanding Monthly Report will be on probation. A second outstanding Monthly Report will result in suspension of the club until both missing Monthly Reports are submitted to the Sport Club Office.

13. Intramural Sports Participation Policy

A club that has members participating illegally in Intramural Sports will receive a 5-point deduction for each occurrence. Multiple occurrences by the same club may result in probationary status or suspension of the club.

13. Recognized Student Organization Handbook

All violations of the policies set forth in the RSO Handbook are subject to penalty as determined by the Student Activities Center. Violating clubs may also be subject to suspension from the Sport Club Program.

14. Appeals

Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Assistant Director of Sport Clubs to determine appropriate actions. Clubs or its participants receiving sanctions may appeal the decision to the Director of Campus Recreation. Organizations or individual students filing such appeals should be aware that the Director of Campus Recreation might choose to levy a sanction greater than the one appealed. Extremely severe infractions will be referred to the Office of Student Rights and Responsibilities.

15. Point System

The following penalties will result in a loss of points in the Sport Club Program Points standings. The deduction of points is in addition to any penalties previously outlined in the Penalties section of this manual.

a. Major Offenses – loss of 20 points

i. Breaking the law

ii. Violating major university policy

iii. 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)

iv. Misuse or abuse of facility

v. Failure to report all drivers

vi. Travel without informing Sport Club office

vi. Any other offense deemed major

b. Minor Offense – loss of 5 points

i. Failure to turn in paperwork that is not included in point system (i.e. travel papers, requisitions, visiting team consent forms, etc.)

ii. Club caught practicing with ineligible player (5 pts each player) - A player is ineligible if not on roster and has not completed consent form

iii. Club member caught practicing without FSU card

iv. Failure to follow posting rules

v. Illegal participation in Intramural Sports

vi. Any other offense deemed minor

