

Sport Club Handbook

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Introduction & General Information

A. About Sport Club

The Sport Clubs Handbook contains policies and guidelines to be followed by all clubs affiliated with, or those requesting to be affiliated with, the Florida Atlantic University (FAU) Sport Clubs Council. This handbook serves as a guide for club team officers and members in the daily management of their respective teams and should be used as a resource for all questions regarding club team business. All Sport Club Team Officers should be familiar with this document and share pertinent information with their team members.

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

The FAU Sport Clubs Program strives to promote and develop club teams on campus that involve sports or recreational activities. Interests may be competitive, recreational, instructional, or any combination of the three. Participation in the Sport Club Council is strictly voluntary. Campus Recreation believes that involvement in Sport Clubs enhances personal development, leadership, and the overall college experience for students.

Oversight and Compliance

All club teams supervised by FAU Campus Recreation are subject to the policies set forth by:

Florida Atlantic University

Division of Student Affairs

Department of Student Activities and Involvement

Department of Campus Recreation

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

The majority of policies and procedures pertaining to Sport Club Teams are found within [University Regulations 4.006](#) and [4.007](#), the [Student Organization Manual](#), and this handbook. Regulation 4.006 pertains to Student Government and Student Organizations. Regulation 4.007 is the Student Code of Conduct. The Student Organization Manual is a

document developed by the Office of Student Activities and Involvement (SAI) and has policies that apply to the Sport Club Council as well as general Registered Student Organizations. It is important for all club teams to familiarize themselves with the information linked above.

The FAU Sport Clubs Handbook is a comprehensive guide for the successful management and operation of sport clubs. By adhering to the policies and guidelines outlined in this document, club officers and members can ensure a positive and enriching experience for all participants. For any questions or additional support, clubs should contact the Sport Programs Administrative Staff.

This handbook serves as a living document and may be updated as needed. Clubs will be notified of any changes and are responsible for staying informed about current policies and procedures.

B. Sport Club Staff

Sport Club Executive Board

David Monroe.....	Vice President
Maya Mathias.....	Treasurer
Maegan Clapper.....	Secretary
Edwin Gomex.....	Outreach
Emilio Stabile.....	Outreach

Sport Club Council President

Natalie Magagna.....	President
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Sport Club Specialist

TBA.....	sportclubs@fau.edu
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Competitive Sports Coordinator

TBA.....	sportclubs@fau.edu
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Assistant Director of Programs

Marcus St. Phard.....	mstphar@fau.edu
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C. Important Phone Numbers

Recreation and Fitness Center	561-297-0591
Sport Club Office.....	561-297- 3223
Campus Police.....	561-297-3500
Student Activities & Involvement.....	561-297-3735

Dean of Students.....	561-297-3542
Activity and Service, Accounting and Budget.....	561-297-2879

D. Mission Statement

To empower and enrich the FAU community through diverse and accessible recreational and wellness opportunities that foster physical and social well-being.

E. What is a Sport Club?

A Sport Club is a student-initiated, student-led, and student-managed organization within Florida Atlantic University, under the oversight of the Campus Recreation Sport Program department. These clubs focus on sports or recreational activities and are designed to offer students opportunities for participation in physical activities, competition, and skill development.

Participation in a Sport Club can vary in terms of competition and activity level, depending on the leadership and organizational efforts of its members. The success of each club relies heavily on the involvement and commitment of its members, officers, advisors, and volunteers. This structure not only promotes physical fitness and sportsmanship but also enhances leadership skills and community building among students.

i. Eligible Participants

Eligible participants are full-time and part-time students currently enrolled at FAU. These members hold the rights and privileges associated with active FAU student status, including voting rights, use of facilities and equipment, and benefits from allocated funding.

Each member must complete the participation waiver form found on Owl Central under Sport Club Council page/forms and then join the Sport Club Council page and the specific member club associated.

ii. Non-Eligible Participants

Non-eligible participants in Sport Clubs include individuals who are not currently enrolled as full-time or part-time students at FAU or any of its affiliated institutions, including FAU High, Palm Beach State Community College, and Broward Community College. These individuals are not eligible for membership in FAU Sport Clubs and therefore cannot participate in club activities or hold any rights or privileges associated with active FAU student status. Non-eligible participants are not permitted to complete participation waivers on Owl Central or join the Sport Club Council page or any member club associated with FAU Sport Clubs. Any attempt to participate in club activities by non-eligible individuals will result in immediate removal from club events and may result in further disciplinary action.

iii. Removal Process of SCEB Members and Club Officers

Section 1: Director of Programs Authority

The Associate Director of Programs and Assistant Director of Sports Programs hold the authority to override the removal process and remove any member of Sport Club Executive Board and/or Club Officer, where they see necessary.

Section 2: Removal of Sport Club Executive Board Members

2.1 Sport Club Executive Board Authority

The Sport Club Executive Board holds the authority to initiate the removal process of a Club Officer. Justification must be presented to the Assistant Director of Programs. Upon approval, a Removal Vote will be put on the proceeding Sport Club Council agenda. A minimum of 75% of the Sport Club Council Executive Board members must agree to commence the removal proceedings.

2.2 Voting Process and Club Officer Notification

2.2.1 Notification of Sport Club Officers

Upon reaching the required majority, the Sport Club Executive Board will notify the Sport Club Council Presidents about the commencement of the removal process.

2.2.2 Voting Process Within Individual Clubs

Each individual club President will be provided with a ballot to vote on behalf of their club. A minimum of 75% of total clubs must vote in the affirmative to remove the Executive Board member from their duties.

2.3 Communication of Results

The Assistant Director of Programs will verify results upon completion of the vote and notify the Sport Club Executive Board.

Section 3: Removal of Club Officers [Initiated by the Sport Club Executive Board]

3.1 Sport Club Executive Board Authority

The Sport Club Executive Board holds the authority to initiate the removal process of a Club Officer. Justification must be presented to the Assistant Director of Programs. Upon approval, a Removal Vote will be put on the proceeding Sport Club Council agenda. A minimum of 75% of the Sport Club Council Executive Board members must agree to commence the removal proceedings.

3.2 Voting Process and Club Officer Notification

3.2.1 Notification of Sport Club Officers

Upon reaching the required majority, the Sport Club Executive Board will notify the involved Club Officers about the commencement of the removal process.

3.2.2 Voting Process for Sport Club Executive Board Members

Each Sport Club Executive Board Member will be provided with a ballot to vote on their behalf. A minimum of 75% of board members must vote in the affirmative to remove the club officer from their duties.

3.3 Communication of Results

The Sport Club Chair is to receive those ballots following the vote. The Assistant Director of Programs will verify results upon completion of the vote and notify the Sport Club Executive Board. The Sport Club Executive Board will notify the involved Club Officers.

3.4 Re-election Proceedings

The Club involved will follow re-election procedures to fill the seat of the removed officer in a timely manner.

Section 4: Removal of Club Officers [Initiated by Another Club Officer]

4.1 Club Officer Authority

A Club Officer holds the authority to initiate the removal process of another Club Officer. Justification must be presented to the Assistant Director of Programs. Upon approval, a Removal Vote will be put on the proceeding Sport Club Council agenda. The initiating Club Officer must secure support of at least 75% of the Club Officers to commence the removal proceedings.

4.2 Voting Process and Club Officer Notification

4.2.1 Notification of Sport Club Officers

Upon achieving the required Club Officer support, the Club Officers will officially notify the individual club members about the commencement of the removal process.

4.2.2 Voting Process for Club Members

Each individual club member will be provided with a ballot to cast their vote regarding the removal. A minimum of 75% of total club members must vote in the affirmative to remove the Executive Board member from their duties.

4.3 Communication of Results

The Sport Club Chair is to receive those ballots following the vote. The Assistant Director of Programs will verify results upon completion of the vote and notify the Sport Club Executive Board. The Sport Club Executive Board will notify the involved Club Officers.

4.4 Re-election Proceedings

The involved Club will follow re-election procedures to fill the seat of the removed officer in a timely manner.

F. Regulation 4.006 & 4.007

At Florida Atlantic, we take pride in maintaining high standards of excellence in all aspects of student life, including our club sports programs. The Florida Atlantic University Club Sports Council is committed to upholding these standards to ensure a safe, inclusive, and enriching environment for all participants. It is imperative that every member of our club sports community is aware of and adheres to the regulations outlined in Regulation 4.006 Student Government and Registered Student Organization and Regulation 4.007 Student Code of Conduct.

1. Regulation 4.006: Student Government and Registered Student Organization

Club Sports Council operates under the guidelines set forth by Regulation 4.006, which governs the establishment, recognition, and operation of student organizations on campus. This regulation outlines the responsibilities and expectations of registered student organizations (RSOs), including club sports teams, in areas such as leadership, financial management, event planning, and membership recruitment. By complying with Regulation 4.006, club sports teams demonstrate their commitment to professionalism, accountability, and integrity.

2. Regulation 4.007: Student Code of Conduct

In addition to Regulation 4.006, all members of club sports teams are required to abide by the Florida Atlantic University Student Code of Conduct as outlined in Regulation 4.007. This code sets forth the behavioral standards and expectations for students both on and off campus. It covers a wide range of conduct, including but not limited to academic integrity, respectful behavior towards others, responsible use of university resources, and compliance with local, state, and federal laws. Upholding the Student Code of Conduct is essential for fostering a positive and respectful environment within the club sports community.

For more information, please visit www.fau.edu/regulations/chapter4index.php.

G. Anti-Discrimination, Equality, & Title IX

The Sports Club Council is committed to fostering an environment of inclusivity, respect, and equality for all members. Discrimination of any form, whether based on race, color, ethnicity, national origin, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law, will not be tolerated within our club.

Members are expected to treat each other with dignity and respect, regardless of differences. Discriminatory behavior, including but not limited to harassment, bullying, or exclusion, undermines the values of our club, and will be dealt with swiftly and appropriately.

Reporting Discrimination:

If you experience or witness any form of discrimination, we encourage you to report it immediately. You can do so by contacting:

- **The Sport Club Administrator:** Assistant Director of Programs
- **The FAU Dean of Students:** <https://www.fau.edu/report/>
- **Title IX Coordinator:** <https://www.fau.edu/report/>

Your report will be handled confidentially and with the utmost seriousness. We are committed to investigating all reports thoroughly and taking appropriate action to address any instances of discrimination.

Anonymous reporting options are also available for those who prefer to remain confidential. No member will face retaliation for reporting discrimination in good faith.

Together, we can ensure that [Club Name] remains a welcoming and inclusive community for all members. Let us stand together against discrimination and work towards a culture of equality and respect.

H. Florida Anti-Hazing Law

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third-degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first-degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:

- (a) The consent of the victim had been obtained;
- (b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- (c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

- (a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

- (b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

- (c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

If you experience or witness any form of hazing, we encourage you to report it immediately. You can do so by contacting:

- **The Sport Club Administrator:** Assistant Director of Programs
- **The FAU Dean of Students:** <https://www.fau.edu/report/>
- **Title IX Coordinator:** <https://www.fau.edu/report/>

All Registered Student Organizations are expected to adhere to and abide by the Anti-Hazing Policy.

I. American Disabilities Act (ADA)

Florida Atlantic University is dedicated to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. FAU works to ensure that individuals with disabilities are treated fairly and equally to individuals without disabilities in all University activities, including, but not limited to, employment, academia, services, benefits, social events, student organizations, activities, and research on any of FAU's campuses.

Florida Atlantic University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973, as amended through 1998, the Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992, and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University. It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. FAU recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person's situation is unique and must be evaluated on a case-by-case basis. Discrimination against a qualified individual with a disability, in any form, undermines the mission and values of the University, negatively affects the careers, education and experiences of the entire FAU community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

What Student Organizations Need to Know

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. FAU requires all student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is physically accessible.

If you receive a request for a hearing accommodation, Student Activities and Involvement can arrange for American Sign Language interpreter services and will provide funding for those services. There is no fee for SG funded student organizations;

non-SG funded student organizations are responsible and will be billed for the payment of interpreters. Visit the Student Activities and Involvement office on your campus to arrange interpreters for your meetings or events.

To comply with the American Disabilities Act (ADA) Policy, student organization publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

If you need a reasonable accommodation to fully participate in this event, please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].

If this statement is not on flyers brought to the Student Union, the flyers will not be approved and stamped.

J. What is the Sport Club Council

A sports club council is an organized body within educational institutions or communities that oversees and supports sports clubs. Its main responsibilities include establishing rules and policies, managing budgets, and ensuring compliance with regulations. The council provides resources, training, and guidance to help develop new and existing clubs, and it organizes sporting events, competitions, and tournaments. It also represents the interests of sports clubs to authorities, advocates for their needs, and promotes communication and collaboration among clubs. Additionally, the council encourages participation in sports for overall well-being and implements health promotion programs. The sports club council conducts mandatory monthly meetings, though it does not conduct business during reading days, holidays, and the summer.

i. Leadership Skills

Leadership is the cornerstone of any successful club sports team. It's not just about being in charge; it's about inspiring, guiding, and empowering others to achieve their fullest potential. In this manual, we'll delve into the essential leadership skills every club sports leader should possess and how to cultivate them effectively.

- **Visionary Thinking:**

- A great leader sets a clear vision for the team, outlining goals and objectives.
- Encourage members to envision success and articulate how their efforts contribute to the overarching vision.

- Regularly communicate the vision, ensuring everyone is aligned and motivated.
- **Effective Communication:**
 - Communication is key to fostering trust and cohesion within the team.
 - Practice active listening, empathy, and clarity in your communication.
 - Ensure that information flows freely among team members, addressing any concerns or conflicts promptly.
- **Decision Making:**
 - Leaders often face tough decisions, and the ability to make timely and well-informed choices is crucial.
 - Consider input from team members, weigh the pros and cons, and act decisively.
 - Own up to your decisions and learn from both successes and failures.
- **Emotional Intelligence:**
 - Understanding and managing emotions, both your own and those of others, is essential for effective leadership.
 - Cultivate self-awareness, empathy, and resilience.
 - Foster a supportive and inclusive team culture where everyone feels valued and heard.
- **Adaptability:**
 - In the dynamic environment of club sports, leaders must be adaptable and open to change.
 - Be willing to adjust strategies, tactics, and plans as circumstances evolve.
 - Encourage flexibility and creativity among team members to navigate challenges effectively.
- **Accountability:**
 - Hold yourself and others accountable for their actions and commitments.
 - Set clear expectations and follow through on responsibilities.
 - Provide constructive feedback and recognize achievements to reinforce accountability.
- **Team Building:**
 - Building a strong team requires nurturing relationships, fostering camaraderie, and celebrating diversity.
 - Create opportunities for team bonding, collaboration, and mutual support.

- Encourage a culture of respect, trust, and cooperation among members.
- **Motivation:**
 - Inspire and motivate team members to perform at their best.
 - Recognize individual strengths and contributions, providing encouragement and support.
 - Lead by example, demonstrating dedication, passion, and a positive attitude.

Leadership skills are essential for guiding and inspiring club sports teams to reach their full potential. By cultivating visionary thinking, effective communication, decision-making abilities, emotional intelligence, adaptability, accountability, team building, and motivation, leaders can create a culture of excellence and achieve success both on and off the field. Through continuous learning, practice, and reflection, every club sports leader can hone their leadership skills and make a lasting impact on their team.

K. Sport Club Council (SCC) Meetings

The purpose of the Sport Club Council (SCC) meetings is to ensure effective communication and coordination among all sport club organizations within the academic community. These gatherings occur once a month throughout the academic year and serve as a platform for discussing important matters concerning club activities, policies, and events. Attendance is mandatory for at least one representative from each organization, unless specified otherwise due to disciplinary reasons. Each club team is entitled to have one voting representative present at every meeting. Additionally, these meetings are open to all individuals interested in the activities and operations of the SCC. Through these regular gatherings, the SCC aims to foster collaboration, address concerns, and make informed decisions to enhance the overall experience of participating in club sports.

i. 1-1 Meetings

1-1 meetings within the Student Club Council (SCC) are essential for fostering personalized interactions, support, and accountability among club members and leadership. These meetings provide a platform for individuals to receive tailored guidance, exchange feedback, set goals, and access resources relevant to their interests and aspirations within the club. **Mandatory** for all club members, each individual is scheduled for two 1-1 meetings per semester to ensure regular engagement and support. By prioritizing these meetings, the SCC aims to cultivate a cohesive, supportive community where members can thrive personally and professionally through mentorship, skill-building, and meaningful relationships.

L. How to Become a Sport Club Member

How to Transition from RSO to Club Sports

Pre-Acceptance

- Must be an RSO in Good Standing for two concurrent Semesters in the same Academic Year.
 - Good Standing is Confirmed by the Assistant Director of Student Activities and Involvement (SAI).
 - Requirements of Good Standing include but are not limited to:
 - iLead and/or WeLead attendance
 - Hazing Prevention
 - Canvas and Fiscal Trainings
- RSO Club must formally request to join Club Sports at the February Sport Club Council Meeting.
 - You will be notified of the time of the February Sport Club Council Meeting once the President of the Sport Club Executive Board reviews your application.
 - To submit an application, you must fill out the form found on Owl Central Page. You can access this form through the link [here](#)

Provisional Acceptance

- Assistant Director of Sports Programs will verify RSO has met the requirements, and the Sport Club Executive Board will hold an Up or Down vote on provisional acceptance to the Sport Club Council at the August SCC Meeting.
- Provisional Acceptance lasts for at least 1 Fiscal Year
 - Must maintain Good Standing as an RSO.
 - Must adhere to all Campus Rec Sport Club policies and procedures found in the Sport Clubs Manual.
 - Will not be eligible for Sport Clubs funding while provisional accepted.
 - May utilize previously allocated RSO Funding.

Full Acceptance

- Must present at the August Sport Club Council Meeting prior to Vote on Acceptance.
- Sport Clubs Executive Board will hold Vote.
- Vote to Fully Accept, Extend Provisional Acceptance, or Withdrawal Provisional Acceptance.
 - Vote to occur at the August SCC Meeting.
 - Must have maintained Good Standing as an RSO during Provisional Acceptance
 - Must have met all SCC requirements while Provisionally Accepted.

- Provisional Acceptance may be extended if Sport Club Council funding did not increase to account for new additional clubs.
- Priority will be given to Clubs based on the length of the Clubs status as Provisionally Accepted.

How to Transition from Club Sports to RSO

Club Expulsions

- Sport Clubs can be expelled from the Sport Club Council per Sport Club Handbook.
 - Campus Rec will notify Assistant Director of Student Activities and Involvement (SAI)
 - The Sports Club will no longer be eligible for Sports Club Council Funding.
 - Assistant Director of SAI will make determination of Status as an RSO

Voluntarily Leaving Sport Club Council

- A Sport club may wish to leave the Sport Club Council
 - Campus Rec will notify Assistant Director of SAI
 - The Sports Club will no longer be eligible for Sports Club Council Funding.
 - Assistant Director of SAI will make determination of Status as an RSO

Readmittance of former Member Club

- Clubs seeking readmittance must follow the same procedures as RSO with no history of being in the Council.
- They may begin the process immediately following expulsion should they remain in good standing as an RSO.

i. **Benefits to SCC**

As a member of our vibrant and dynamic community, you're not just joining a club; you're becoming part of a supportive network that celebrates the joy of sports and fosters personal growth. Below are some of the key benefits you can expect from being a member of the SCC:

Access to Facilities and Equipment: SCC members enjoy exclusive access to top-notch facilities and equipment tailored to various sports disciplines. We provide the resources you need to excel.

Structured Training Programs: Our club offers structured training programs led by experienced coaches and trainers. Whether you're a beginner looking to learn the basics or a seasoned athlete aiming for improvement, our programs cater to all skill levels and age groups.

Community Support and Camaraderie: Being part of the SCC means being part of a supportive community that shares your passion for sports. Connect

with like-minded individuals, build lasting friendships, and experience the camaraderie that comes from pursuing shared goals and interests.

Opportunities for Competition: For those who thrive on competition, the SCC provides ample opportunities to participate in leagues, tournaments, and friendly matches. Test your skills against fellow members, represent the club in regional competitions, and experience the thrill of victory.

Health and Wellness Benefits: Engaging in regular physical activity is essential for maintaining overall health and wellness. By joining the SCC, you'll enjoy the numerous health benefits associated with sports participation, including improved cardiovascular health, enhanced strength and flexibility, and stress relief.

Personal Development: Participation in sports fosters personal development by instilling valuable life skills such as discipline, teamwork, leadership, and resilience. Through challenges and triumphs on the field, court, or track, SCC members have the opportunity to grow both athletically and personally.

Social Events and Networking: Beyond sports activities, the SCC organizes a variety of social events and networking opportunities throughout the year. From social mixers and team-building outings to fundraising events and volunteer initiatives, there's always something happening within our vibrant community.

Sense of Belonging: Last but not least, joining the SCC provides a sense of belonging and identity. Whether you're a student, working professional, or retired, our club welcomes individuals from all walks of life and backgrounds. No matter where you come from, you'll find a home in the SCC.

In summary, the benefits of joining the Sports Club Community extend far beyond the realm of sports. From access to top-notch facilities and training programs to the opportunity for personal growth and community support, the SCC offers something for everyone. We invite you to take full advantage of everything our club has to offer and embark on an enriching journey of sportsmanship, camaraderie, and personal excellence. Welcome to the SCC family!

ii. **Registration Process**

Registered Student Organizations need to re-register annually each spring semester to remain recognized and active for the upcoming academic year. The intent of Annual re-registration is to ensure that the University has accurate contact information for each group.

** Specific dates, times, and deadlines will be announced via email to the president, vice president, treasurer, and risk manager. **

Any existing student organization that does not successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. If that student organization wants to register after the deadline, it will have to do so as a new student organization and adhere to any additional requirements as deemed by Student Activities and Involvement.

How to Complete the Owl Central Re-registration in Spring


What you need before you begin:

- A list of all members and fall officers including their email addresses and phone numbers.
- An updated Constitution to upload to the website. The Constitution **must** contain a current date and specific language in some sections. A sample constitution can be found by visiting our Campus Links section in Owl Central.
- Advisor information

To Re-Register Existing Organizations:

1. Go to www.fau.edu/getinvolved
2. Click “Log In” located in the upper right-hand corner
3. Enter your FAU credentials
4. Once logged in, search for your organization in the search box and then on the organization home page, click manage.
5. Click on the box underneath your organization that says, “Re-Register this Organization.” Follow the instructions to complete the registration process for your club or organization

iii. Requirements

 members from each organization must attend the following requirements in the Fall semester.

Fall Requirements

- Hazing Prevention Summit
- Online Canvas Training
- Fiscal Training Session via Canvas *All Officer*
- Attend iLead
- Have the organization advisor complete the Advisor Roles and Expectation Form

iv. Finding a Club

If you're looking to join a sports club, there are several resources available to help you find the perfect fit:

- **Instagram (IG):**
 - Follow [@fausportclubcouncil](https://www.instagram.com/fausportclubcouncil) for updates, highlights, and information about various sports clubs. This is a great way to stay informed about events, activities, and membership opportunities.

- **Owl Central:**
 - Visit [Owl Central](#), FAU's student organization platform. Here, you can search for different sports clubs, learn about their activities, and find contact information for club leaders.
- **FAU Website:**
 - The [FAU website](#) provides comprehensive information on all sports clubs available at the university. You can find details about each club, including how to join, meeting times, and upcoming events.

M. Waivers

All sport club participants must complete the Student Participation Waiver available on Owl Central. This applies to everyone, whether you plan to compete regularly or attend just one practice session. Submission of the Student Participation Waiver (Approved) is mandatory for participation. Without this completed form, members will not be permitted to travel to or take part in any practices.

- [Student Participation Waiver](#)

Waivers must be submitted to the Sport Programs Administrative Staff within one week of joining a club. Each waiver must be renewed annually, once per academic year.

A participation waiver is a critical document for sports clubs, serving multiple key purposes to ensure the smooth and responsible operation of activities. Below are the primary reasons for requiring participants to sign a waiver:

- **Legal Protection**

The waiver provides legal protection for the sports club and its staff by clearly stating that participants acknowledge and assume the inherent risks associated with the sport or activity. This helps to limit the club's liability in the event of injuries or accidents.

- **Risk Awareness**

By signing the waiver, participants affirm that they have been informed of the potential risks involved in the sport or activity. This ensures that they understand what they are undertaking and the possible consequences, promoting informed decision-making.

- **Voluntary Participation**

The waiver confirms that participation in the sports activities is voluntary. Participants declare that they are not being coerced or forced into participating, reinforcing the element of choice and personal responsibility.

- **Health and Fitness Acknowledgment**

Participants often acknowledge in the waiver that they are in suitable health and physical condition to engage in the activities. This serves to remind individuals to self-assess their fitness levels and seek medical advice, if necessary, thereby reducing the risk of health-related incidents during activities.

- **Emergency Contact Information**

Many waivers include sections for emergency contact details. This ensures that in the event of an accident or emergency, the club can quickly reach out to someone who can provide assistance or important medical information.

- **Club Policy Agreement**

The waiver often includes a section where participants agree to abide by the club's rules, policies, and code of conduct. This reinforces the importance of maintaining a safe and respectful environment for all members.

- **Insurance Clarification**

The waiver can clarify the extent of any insurance coverage provided by the club and what is not covered, helping to manage expectations and inform participants if they need to obtain additional personal insurance.

- **Record Keeping**

Signed waivers provide an official record that the participant has been informed about the risks and agrees to the terms and conditions of participation. This documentation is valuable for the club's records and can be essential in resolving any future disputes or claims.

- **Rosters**

All clubs must have active members on an official roster by a date given by the Coordinator each semester.

Information required for a completed roster include the participants legal first and last name, Campus Email Address, Contact Information.

N. Disciplinary Procedures

Maintaining a high standard of conduct is essential for the successful operation of our sports club. This section outlines the disciplinary procedures, including the standard of conduct expected from all members, potential sanctions for breaches, and details of our Feather Tufts (Strike System), in line with policies observed at Florida Atlantic University (FAU).

Standards of Conduct

All members of our sports club council are expected to:

- Demonstrate respect for teammates, coaches, officials, and opponents.
- Adhere to the rules and regulations of their specific sport.
- Display good sportsmanship at all times.
- Refrain from any form of discrimination, harassment, or bullying.
- Avoid actions that could harm the reputation of the club.
- Follow all safety guidelines and procedures.
- Respect club property and facilities.

Sanctions

Sanctions will be applied in response to breaches of the standards of conduct and may include:

1. **Verbal Warning:** For minor infractions, a verbal warning may be issued by a coach or club officer.
2. **Written Warning (Probation):** A formal written warning may be issued for repeated minor infractions or a single more serious incident.
3. **Suspension:** Temporary suspension from practices, games, or other club activities for severe or repeated breaches.
4. **Expulsion:** Permanent removal from the sport club council for the most serious infractions or continued non-compliance after other sanctions.

Feather Tufts (Strike System)

Our Sport Programming Administrators employs the Feather Tufts (Strike System) to monitor and manage member behavior. Each infraction results in a "feather tuft" or strike. The accumulation of strikes will result in escalating consequences.

- **1 Tufts Ex:**
 - Submitting a travel form late
 - Traveling with members who have not completed the Participation Waiver
 - Missing Mandatory Deadlines
 - Missing Mandatory Meetings
 - Report of discourteous, crude, or offensive behavior at practices, games, or member club events
 - Requesting insufficient funds equal or less than \$100
 - Late submissions of receipt
 - Conducting an unauthorized event
- **2 Tufts Ex:**
 - Drug/Alcohol related incidents while traveling or at home club events
 - Complaints from hotel/airline while traveling as a member club
 - Traveling without approved travel form

- Failure to report an incident that happened during a club event to the Sports Club Office
 - 1. An incident is something that requires more than administering First Aid
- Unauthorized Volunteer
- Utilizing A&S fees for non-eligible participants
- Falsifying Rosters
- **Strike Removal Ex:**
 - Participate in community service activity outside of required community service events.
 - Attendance to ALL Sport Club Council Meetings with 5 registered club members in attendance
 - 1. Including 2 required officers

Strike System Breakdown

- **First Feather Tuft (1st Strike):** Verbal Warning.
 - The member club will receive a verbal warning from the Sport Programs area professional staff or designee outlining the nature of the infraction and expectations for future behavior.
- **Second Feather Tuft (2nd Strike):** Written Warning (Probation).
 - The member club will receive a written warning that includes details of the infraction, previous warnings, and the potential consequences of further infractions.
- **Third Feather Tuft (3rd Strike):** Suspension.
 - The member club will be suspended from all club activities for a specified period. The duration of the suspension will be determined by the severity of the infractions and previous conduct.
- **Fourth Feather Tuft (4th Strike):** Expulsion.
 - The member club will be permanently expelled from the sports club council. This decision is final and will be documented in the member club record.

Florida Atlantic University (FAU) Policies

Our disciplinary procedures align with the general principles and policies observed at Florida Atlantic University (FAU). FAU emphasizes the importance of integrity, respect, and responsibility among its students and members of affiliated organizations. The following are key points from FAU's disciplinary approach that we incorporate:

- **Due Process:** Ensuring that all members are given fair notice of allegations against them and an opportunity to respond.
- **Consistency:** Applying rules and sanctions consistently across all members to ensure fairness.
- **Transparency:** Maintaining clear records of all disciplinary actions and ensuring that members understand the procedures and potential consequences.

By following these procedures, we aim to maintain a positive, respectful, and productive environment within our sports club. Compliance with these standards not only reflects personal integrity but also enhances the overall experience and reputation of our club.

While this system provides a foundation, certain situations will be addressed individually. The Sport Club Council Executive Board, with the approval of the Assistant Director of Sport Programs, has the discretion to modify or adjust this system as deemed necessary for each specific case.

O. Deadlines

- **Fall**
 - Fiscal Training
 - Canvas Training
 - Hazing Prevention
 - iLead
 - Completion of Advisor Roles and Expectation Form
 - Practice Availability
 - 1. Fall Semester – April 1st
 - 2. Spring Semester – December 1st
 - Game Schedule
 - Volunteer Waivers
- **Spring**
 - Re-Registration
 - Constitution
 - Completion of Advisor Roles and Expectation Form
 - Practice Availability
 - Elections
 - Game Schedule
 - Volunteer Waivers
 - Lockers

P. Practice

What is Considered a Practice?

- A practice is defined as any instance where **four or more members** of a sport club engage in an activity directly connected to or supporting their respective sport. Whether pre-scheduled or impromptu, every club practice necessitates prior reservation of the designated space through the relevant department. Furthermore, each practice must include at least one safety officer who is a club member possessing a valid CPR and First Aid certification. This safety officer is responsible for ensuring the well-being and emergency preparedness during the practice session.
 - Sport Clubs must provide all practice dates, times and locations to the Sport Clubs Staff.

Hours

- 4 hours Minimum a week
- 10 hours Maximum a week
- 2 hours' time slots
- 3x a week
- 3rd/4th Practice off site

Step-by-Step Submission Process:

Locate the Form:

Access the form for submitting your practice availability through Owl Central. Ensure you are logged into your account to access the form.

Fill Out the Form:

Accurately complete all required fields, including your preferred practice times, any constraints, and special requests.

Submit the Form:

Submit the completed form through Owl Central before the respective deadlines. Late submissions may not be accommodated.

Tier Points System:

Priority Assignment: Practice locations and times will be assigned based on the club's tier points. Higher-tier clubs (Tier A) will have priority in selecting preferred practice times and locations, followed by Tier B and Tier C clubs.

Confirmation:

Schedule Notifications: Confirmation of practice schedules will be sent to all club members in August for the Fall semester and in December for the Spring semester. Ensure adherence to submission deadlines to facilitate efficient coordination and finalization of practice schedules.

Practice Request and Event Submission:

At the end of each semester, Sport Club Teams must submit the Practice Request Form for the upcoming semester by the communicated deadline.

Flexibility may be required for teams practicing on-campus to accommodate all Campus Recreation programming needs.

Late submissions will be assessed after all on-time submissions.

Practice Schedule Creation:

Administrative Coordination: After receiving all on-time submissions, the Sport Programs Administrative Staff will create a practice schedule and notify club teams once practice times are confirmed. *Desired practice times may not always be accommodated.*

Event Request Submission:

All club teams must submit a corresponding Event Request for their practice times, regardless of the practice location. Practices should be open to all members of the FAU community.

When submitting an Event Request for a practice, the event visibility should be set to at least “Students & Staff at Owl Central.”

Additional Reservations and Changes:

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

For permanent changes to your practice schedule, contact the Sport Programs Administrative Staff.

Cancellations:

Advance Notice Required: If your club team is using Campus Recreation facilities and needs to cancel a practice, notify the Coordinator-Reservations & Event Operations in advance. Cancellations must be made no later than 30 minutes before the scheduled practice time.

By following these guidelines, club teams can ensure their practice schedules are effectively managed and accommodate the needs of all participants.

Q. Elections

Election Procedures for Executive Board Members

Elections for the Executive Board members are held annually during the spring semester, specifically in the month of March. This process ensures that the Executive Board is comprised of dedicated and capable individuals for the upcoming academic year.

Nomination Process

By the first week of February, individual sport club members interested in running for an Executive Board position must submit their nominations. This is done via Owl Central using the SCC Executive Board Nominations Form.

Presentation and Selection

Once nominations are submitted, the Sports Programming Administration will contact each nominee to schedule one-on-one presentations. During these presentations, nominees will have the opportunity to outline their qualifications and vision for the role.

The Sports Programming Administrators, in conjunction with the current Executive Board, will review the presentations and determine the members of the Executive Board for the upcoming year.

Announcement

The newly selected Executive Board members will be announced in May, ensuring a smooth transition and adequate preparation time for the upcoming academic year.

Timeline

First Week of February: Deadline for submitting nominations via Owl Central.

- March: Nominee presentations and selection process.
- May: Announcement of new Executive Board members.

Election Procedures for Club Officer

Elections for *sport club officers* are conducted annually during the spring semester, specifically in the month of March. This process ensures that leadership roles within each sport club are filled with qualified and dedicated individuals for the upcoming academic year.

Nomination Process

By the second week of February, each sport club is required to submit their nominations for officer positions. The nomination must include the full name of each candidate and the position they are running for. These nominations should be sent via email to sportclubs@fau.edu. Each mandatory position must have a minimum of two candidates. The mandatory positions are:

President

Vice President

Treasurer

Secretary

Outreach Officer

Voting Process

Once nominations are received, the Sports Programming Office will prepare the official ballots. These ballots will be made available on Owl Central, allowing all club members to participate in the election process by casting their votes for their preferred candidates.

Timeline

- Second Week of February: Deadline for submitting nominations via email.
- March: Election month, during which members will vote on Owl Central.

The Sport Club Council Tier/Point System

The Tier/Point System is an innovative framework designed to enhance performance and prioritize resources in alignment with our overall objectives. This system is structured around eight distinct categories, each meticulously chosen to reflect key performance areas and strategic goals. By assessing and rewarding achievements across these categories, we aim to foster continuous improvement and ensure optimal allocation of opportunities and resources.

In order to maintain a consistent and equitable allocation of funds the 2024-2025 Schools year the SCC will be moving to a share model. Tier A Clubs will receive 24 shares per semester. Tier B Clubs will receive 18 shares per semester. Tier C Clubs will receive 4 shares per semester. The total value of a single share is calculated by the following formula:

Total Monies Allocated to Member Club Operations

(# Clubs X 24)

For the 2024-2025 we will be instituting additional ways for Member Clubs in tier A and B to get additional allocated funds. Tier A will receive the matching funds and attendance automatically, and Tier & B will receive the matching funds automatically as we transition.

For the 2024-2025-member club that do not have a home facility on-campus will receive additional allocation. Fall \$1,566.00

2025 –2026 - Matching Funds: For the 2025-2026 the SCC will allocate to Tier A and B Clubs an additional \$1 for every \$2 raised up to a predefined amount per club. Donations must be verified by the Sport Club Council, and deposited into either a Foundation Account, or for this year only a PNC Bank Account. This is available

2025-2026 - Attendance Funds: For this year the SCC will allocate an additional \$10 per student who attends a home game up to a predefined amount per club. Attendance will be verified through Owl Central.

How points are awarded.

The system is tiered to reflect varying levels of achievement within these categories, with higher tiers signifying greater accomplishments and broader contributions. Members are assigned to a tier based on their accumulated points across all categories, which directly influences their priority for practice time, postseason opportunities, and discretionary allocations.

There are eight different categories within the tier system in which teams can be awarded points. Criteria used to determine placement of teams are outlined beneath each category heading. The Sport Programs Administrative Staff maintains documentation of each team's points throughout the academic year. A club team's Tier Points reflect what has been earned up to that point in the year.

Points are awarded based on achievements in specific events and activities. To earn Tier Points for an event, there must be an approved Event Request or Travel Request for the activity. Once points have been earned, they should be locked in, excluding circumstances such as losing officers or disciplinary action. Each category of Tier Points also includes a description of when the points for that category are awarded.

For example, a club team will not receive credit for perfect attendance at SCC meetings until the end of the final meeting of the year.

The Sport Programs Administrative Staff is responsible for maintaining documentation of each team's points throughout the academic year. Regular updates will be provided to ensure teams are aware of their current standings and can adjust their efforts accordingly.

The Tier/Point System is designed to motivate and reward teams for their achievements across a broad spectrum of performance areas. By adhering to this system, teams can ensure they are maximizing their potential and contributing positively to the overall objectives of our sport programs.

A. Points Categories

- Compliance (22)
- Officer Training (20)
- End of Semester Report (14)
- Community Service (14)
- Volunteer (12)
- Professional Development (10)
- Attendance at SCC meetings (8)
- National Qualifying Comp & Competing (5)

Compliance (Maximum 22 Points)

- Deadlines – 4 Points
- Accurate Officers – 3 Points
- Receipts – 3 Points
 - *Every receipt turned in late deduction of 1 point
- Re-Registration – 2 Points
- Travel Document on Time – 2 Points
 - *Every travel submitted late deduction of 1 point
- Tabling – 2 Points
 - *5 Tabling = 1 Point
- IG Post - 2 Points
 - *Meet Your Officer
 - *Owl Involved
- Owl Central Page – 2 Points

Officer Training (Maximum 20 Points)

- 1 – 1 Meetings – 4 Points
 - *3 out 5 officers must be present at each meeting = 1 Point
- Fiscal Training – 3 Points
 - *All club members must complete
- Ilead - 3 Points
 - *2 club member must be present = 2 points
 - *Additional club member = Additional point
- Canvas Training - 2 Points
 - *All club members must complete
- Risk Management (CPR Certification) – 2 Points
- Team Meeting – 2 Points
 - *5 Meetings = 1 points
 - *8 Meetings = 2 points
- Hazing Prevention - 2 Points
 - *2 club member must be present = 2

End of Semester Report (Maximum 14 Points)

- Fall – 7 Points
- Spring 7 Points

Community Service (Maximum 14 Points) (2 Points Per)

**To submit your service hours please follow the following below:*

- [Noble Hours](#)
- Login using your FAU Email
- Find the “My Account Tab”

- Click on “Self-Report Your Volunteer Hours”
- Fill out form with all necessary information
- Ensure all information is accurate prior to Submitting

Volunteer (Maximum 12 Points) (2 Points Per)

- Campus Rec Functions – 6 Points
 - *Homecoming Hype-Up – 3 club members must be present = 2 points
 - *RecFest – 3 club members must be present = 2 points
- Florida Atlantic University, Student Affairs Events – 6 Points Total
 - *Move-In – 3 club members must be present = 3 points

Professional Development (Maximum 10 Points) (2 Points Per ACCE) (1 Point Per SHIC)

- Attending Career Center Events – 6 points
 - *3 club members must be present = 2 points
- Study Hall in Classroom – 4 points
 - *5 club members must be present = 1 point

Attendance at SCC Meeting (Maximum 8 Points) (1 Point Per)

*August
 *September
 *October
 *November
 *January
 *February
 *March
 *April

National Qualifying Bid & Competing (Maximum 5 Points)

- Received Bid – 2 Points
- Competing – 3 Points

B. Earning Points

The Sport Programming Administrators are responsible for overseeing the point system; however, each individual club is accountable for submitting the necessary documentation to earn points. It’s important to note that documentation is not required for attendance and administration points, as these will be automatically recorded by the Sport Club Administrators.

If a club wishes to inquire about their current point total, they can request a meeting by emailing the Sport Club office. A detailed breakdown of earned points will be provided during the meeting.

Additionally, updates on point standings will be shared at each Sport Club Council meeting.

C. How Does It Work?

The Sport Club Council (SCC) programming budget is funded by Student Government (SG). The budget amount is tentatively allocated in December for the following academic year and finalized in the spring. The SCC divides the programming budget into four categories, ensuring a fair distribution of funds.

Each June, the SCC Executive Board divides the overall budget for the academic year in half, with one portion allocated to the fall semester and the other to the spring semester.

Before the budget hearings, the SCC Executive Board will verify all club points and tier levels. The funds allocated to clubs are determined by a shared-based funding model. The amount distributed through this points-based budget is fixed and cannot be modified by the SCC Executive Board, unless a club fails to meet the required criteria. In such cases, the club's allocation may be adjusted accordingly.

D. Classification/Tier System

- Tier A
- Tier B
- Tier C

E. End of Semester Report

At the conclusion of each academic year, every sports club is required to submit an End of Year Report. This essential document serves multiple purposes: it provides the Sports Council with comprehensive information on the club's activities, achievements, and overall performance throughout the year; it allows clubs to showcase their significant accomplishments, milestones, and memorable events. Each report must include a club overview with the name of the club, academic year, and contact information of club officers; membership data, including total members, growth or decline, and demographic breakdown; highlights and achievements such as major accomplishments, awards, and notable performances; details of fundraising activities with descriptions of events, total amount raised, and fund allocation; summaries of significant events organized or attended with participation numbers and impact; and an inventory report listing equipment and supplies, their condition, and any significant acquisitions or disposals. Reports must be submitted by December 5th and April 30th in PDF format via email to sportclubs@fau.edu. Submitting the End of Semester Report is crucial for the continuous support and development of each sports club, ensuring that the Sports Council can effectively allocate resources, recognize outstanding clubs, and address any challenges faced by the clubs.

Support Services

A. Volunteer Advisors & Coaches

The Volunteer Policy is established to ensure clarity and mutual understanding between Florida Atlantic University (FAU) and its volunteers. All team coaches, volunteers, and managers are categorized as Category 1 volunteers and must complete a registration process through the Office of LEAD, Weppner Center for Civic Engagement and Services. The registration process is as follows:

1. Volunteers submit the Combined Volunteer Forms to sportclubs@fau.edu.
2. Sport Programs Administrative Staff complete the Background Check Requirements Form and submit it to Human Resources (HR).
3. Volunteers complete the Background Check Authorization sent by HireRight in accordance with HR communications.
4. HR notifies Sport Programs Administrative Staff once the background check is approved.
5. Sports Programs Administrative Staff sign the Volunteer Registration Form and submit the completed Combined Volunteer Forms to the Office of LEAD.

Current university employees are exempt from this process.

Once approved, existing volunteer paperwork carries over to future years. New volunteers must complete the registration process before participating in team activities.

Volunteers working with teams that include minors must have a Level 2 Background Check on file. Teams should notify Sport Programs Administrative Staff when minors express interest in joining. Sport Programs Administrative Staff will then provide the necessary Background Check Agreement for submission at the start of the approval process.

Role of Advisors

A good advisor is an asset to a sport club, providing mature judgment and advice based on experience and insight into Florida Atlantic University (FAU) policies and procedures. An ideal advisor bridges the gap from year-to-year club operations without usurping the authority of student leadership. Since the primary goal of sport clubs is student development, the advisor should encourage and allow students to make their own decisions, offering guidance rather than direction.

The Assistant Director of Sport Programming and Competitive Sports Coordinator serve as the primary advisors for all clubs affiliated with the Sport Clubs Council (SCC). Secondary advisors play a crucial role in the development and operation of the club's administrative management, offering the following support:

1. **Active Interest and Participation:** The advisor should be genuinely interested in the club's activities and play an active role in its development and administrative management.
2. **Leadership Development:** The advisor should guide the development of leadership skills and responsibility among club sports members.

3. **Guideline Adherence:** The advisor ensures that all club activities comply with FAU guidelines, refraining from taking formal leadership roles or making decisions on behalf of the club.
4. **Supportive Oversight:** The advisor should be knowledgeable about the club's affairs without dominating decision-making or administrative management.

Advisors must be aware of, follow, and help enforce all FAU Recreation & Fitness Center policies and procedures relative to Sport Clubs and the SCC, including the Sport Club handbooks. They should provide safe, organized instruction and training suitable for various skill levels, up to their expertise. Advisors may offer input on club business, but final decisions are made by the club officers, emphasizing student leadership and participation.

Advisor Requirements:

- Each team's advisor must be a full-time faculty or AMP/SP staff member at FAU.
- For details on the advisor's role, refer to the Advisor Roles & Expectations Form. This form must be completed whenever there is a change in the team's advisor.
- Advisors must be listed on the team's Owl Central roster.

Role of Coaches

Coaches, similar to advisors, play a crucial role in the development and success of club sports. However, they must adhere to specific guidelines to maintain the integrity and student-centered focus of the clubs:

1. **Instruction and Training:** Coaches provide organized instruction and training appropriate for various skill levels.
2. **Guidance without Authority:** Coaches can provide input on club matters but do not make final decisions, which remains the responsibility of club officers.
3. **Facility and Equipment Use:** Coaches are not permitted to use FAU equipment for private off-campus lessons or for private instruction within FAU facilities.
4. **Non-Employment Status:** Coaches are not employed by FAU, and this agreement does not imply any binding relationship between the coach and the university.
5. **Financial Restrictions:** Coaches should not have access to club bank accounts.
6. **Mandatory Meetings:** Coaches are required to attend mandatory meetings for coaches and advisors.
7. **Access to Facilities:** Coaches needing access to FAU Recreation & Fitness Center facilities must obtain a coach's pass, which requires an agreement on file and confirmation from the club's president. Each club is allowed a maximum of two coach's passes, distributed by the Sport Programming administrative office.

Volunteers

Teams must request access tags by emailing sportclubs@fau.edu with the name and contact information of the volunteers. Additional volunteers may purchase a Campus Recreation membership for full facility access.

Volunteers are not considered agents of the University and should not engage in activities such as recruiting individuals to the University, providing campus tours to prospective students, or entering agreements or contracts that bind the University. Only designated FAU members should engage in these practices.

B. Equipment Storage

Indoor Storage Lockers

The Department of Campus Recreation offers FREE storage opportunities for Sport Club Teams, based on need and availability. These indoor storage lockers are located in the Recreation & Fitness Center (Room 139A). To apply for a locker, Sport Club Teams must submit a locker application via Owl Central. Applications open in the Spring for the upcoming academic year. Locker rentals are valid for one academic year (Fall and Spring semesters).

The Sport Programs Administrative Staff will determine which club teams receive indoor storage lockers before the end of each Spring semester. Club teams not reapproved for a locker must remove all contents before the summer session starts. Club teams granted a new locker for the upcoming academic year may begin storing items once a locker becomes available. All club teams utilizing a storage locker provided by Campus Recreation must adhere to the guidelines set forth in the Locker Application. Failure to follow these guidelines will result in a disciplinary hearing with the Executive Board. If any lockers remain after the initial allocation, a second round of applications will be considered.

Criteria for Indoor Storage Allocation:

- 1. Practice Location:** Priority is given to club teams that primarily practice at the Recreation & Fitness Center.
- 2. Tier Status:** *Priority is as follows:* Tier A, Tier B, and Tier C. Ineligible club teams may receive a locker only if lockers remain after the initial allocation.
- 3. Needs Based:** The Sport Programs Administrative Staff will assess the needs described in the application and prioritize accordingly.
- 4. Presentation to Executive Board:** If the above criteria do not determine allocation, remaining club teams must present to the Executive Board. Presentations should explain the intended use of the locker and justify the need for storage.

Club teams are responsible for keeping the storage area clean. Storage privileges may be revoked if a club fails to maintain cleanliness or causes damage to the storage facilities.

C. Food Service & Catering on Campus

Chartwells is the in-house food service company at Florida Atlantic University. Campuses that are occupied by Chartwells (Boca Raton and Jupiter) are required to use Chartwells for any catering. They will provide full food and beverage service for any type of party, banquet, or meeting. They are able to provide a wide variety of services from informal coffee breaks and

luncheons to large events, formal receptions, and dinners. Service includes, but is not limited to food, beverages, decorations, and floral arrangements. Chartwells is licensed by the Florida Liquor Control Board and **MUST PROVIDE AND SERVE** all alcoholic beverages within the facility. Due to state and local food and beverage laws and Florida Atlantic University policies, no food, beverage, or alcohol from outside sources may be brought on campus without the expressed permission of Chartwells and the Business Services Office. (Please see Campus Catering Guide or <https://fau.catertrax.com/> for more information).

Please utilize the steps below to place an order with Chartwells

1. <https://fau.catertrax.com>
2. If you do not already have an account with Chartwells please register by using the register link in the upper right-hand corner.
3. Once you have logged in or created an account click The Gathering - Boca Campus or The Gathering - MacArthur Campus
4. Select the items you would like to order and then input the quantity for each and add these to your cart.
5. *You will need to complete this separately for each event.
6. Click “checkout” and then follow the instructions which will ask you for Order Details, summary, and finally payment information.
7. If your organization is using COSO funding to complete this process, under the payment method please select Purchase Order and type TBA. You must complete a Purchase Request at least 10 business days before your event to use COSO Funding (your organization may be liable for the cost if not completed within the proper timeframe).

Outside Catering - For any event where food is catered for by an outside caterer, a completed Food Waiver Form must be completed and turned into the Business Services Office. The following documents must be provided for all outside caterers:

- I. Proof of Insurance
 - a. Proof of Workmen’s Compensation Insurance Coverage
 - b. General Liability Insurance
 - c. Manufacturers and Contractors Liability Coverage
- II. Health Department Documents
 - a. Food Service Establishment Inspection Report and Health Department Permit (most current)
- III. Licenses
 - a. Most current business license – State of Florida
 - b. Department of Revenue – Sales and Use of Tax Division
 - c. Appropriate business licenses from Local Government

The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Clean-up is the responsibility of the sponsoring organization. Groups will be billed for any missing equipment or additional cleaning. Any organization that brings in food that does not have prior approval will be charged \$25.00 and have reservation privileges suspended for a thirty (30) day period. For the second offense, there will be a \$50.00 charge and reservation privileges suspended for one full semester. Student groups will also be turned over to Student

Activities and Involvement for further disciplinary procedures. Additionally, it is the responsibility of the sponsor to ensure that the room is cleaned at the end of all self-catered events. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.

The **FAU Food Safety Program** is designed to provide guidelines and rules to guard against food-borne illness, and to comply with applicable regulations:

- Organizers must obtain an application from the website below for Temporary Food Service Events and complete all necessary information and submit it to Environmental Health & Safety (EH&S) no later than 1 week prior to the event. After EH&S approves the food service event, a Temporary Food Service Permit will be issued to the event organizer/sponsor and must be available for review during the event.
- Events needing approval from EH&S include events in which the public is being served. If the event is attended by only a certain group (i.e. English Department Faculty) and no outsiders attend, this would not need to register with our office. However, these private events must also follow food safety measures to guard against foodborne illness. Only events attended by people not members of a defined group must register. In addition, all events serving food in the breezeway must register with EH&S.
- For information on the Food Safety Program including approved vendors and applications, go to: <https://www.fau.edu/ehs/safety/food-safety-program/>

D. Contracts/Vendors

The Sports Club is planning to bring entertainment to campus (e.g., DJ, musician, speaker, comedian, lecturer, etc.), a contract must be processed. The Sport Programming Office on your campus will process this contract for you. Contracts must be processed at least four weeks in advance of an event. To begin this process, please complete the Contract Worksheet found under “Campus Links” on Owl Central. No student, Sport Club, or Sport Club advisor can sign contracts on behalf of FAU.

E. Alumni

Our sports club values the ongoing relationship with our alumni, recognizing their essential role in our growth and success. We aim to strengthen alumni connections, leverage their expertise, facilitate career development, and promote lifelong engagement. Key initiatives include annual meetups, regional gatherings, mentorship programs, and alumni involvement in club activities. We employ modern trends like virtual events, social media integration, personalized communication, and inclusive programming to enhance engagement. Additionally, we encourage alumni to participate in fundraising, sponsorship, and volunteer opportunities. By fostering a vibrant alumni community, we aim to create lasting connections that benefit both alumni and current members, ensuring our club's continued success.

Marketing

Before You Advertise:

You MUST register your program(s) with the Student Union to obtain stamp approval for any program advertisements, such as flyers, posters, signs and/or notices.

Approval of Flyers, Signs, Posters, and Notices:

Once the event is approved Registered Student Organizations must obtain a stamp of approval on all advertising documents to be posted on campus. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department. To receive stamp approval, all flyers:

- **MUST** include the name of the sponsoring student group or department.
- **MUST** include the following statement: If accommodation(s) for a disability is required, contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.
- **CANNOT** advertise alcohol in any way.

Placement of Flyers, Signs, Posters, Notices:

- **Classrooms, Offices, and Corridors:** Flyers, signs, posters, and notices may be attached to approved bulletin boards. They may NOT be attached to any painted surface, glass, vending machine, building fixture or sign, or within/on any building exterior, except where provisions have been made. Each building on campus has their own areas for posting and should be consulted before posting is done.
- **Walkways and Campus Grounds:** Flyers, signs, posters, and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Flyers, signs, posters, and notices may NOT be attached by any method to trees, shrubs, plantings, or existing signs. The placement of stakes, posts, or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

Housing Posting Policy:

Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. The Director of University Housing and Residential Life is the contact for flyer approval in Housing. Please note that for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval in the box specifically for flyers at the office of Housing and Residential Life. It will be at Housing's discretion if many copies of the same flyer will be stamped. Additionally, there is a full business day turnaround on all flyers to be approved.

Removal of Flyers, Signs, Posters, and Notices:

All signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. All signs over two weeks old will be taken down regardless of stamp.

Violations:

Flyers, signs, posters, and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student organization in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

A. Logo Policy

RSO logo must not infringe upon existing Florida Atlantic University trademarks, such as the name of the University or its logos. Florida Atlantic University has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks and trademarks (collectively “Trademarks”) of the University and its related programs and entities. The letters or words FAU, Florida Atlantic University, Florida Atlantic, FAU Owls, Florida Atlantic University Owls or Florida Atlantic Owls may not be included in the logo. The RSO logo must include the statement “A Registered Student Organization at Florida Atlantic®”. Please note that the Registered Trademark designation “®” is included after the word Florida Atlantic.

All logos must be approved by Student Activities & Involvement and should be emailed to involvement@fau.edu or call 561-297-3735. The typical amount of time needed for approving logos is between two and three weeks.

[Link RSO logo manual](#)

[Link visual standards](#)

Sport Clubs that are advised by the Department of Campus Recreation and recognized by the Sports Club Council may use the FAU spirit marks on uniforms and related gear when participating in league competition and must include an identifying statement adjacent such as Club Hockey, Rugby Club, etc. See the process below for ordering promotional items.

B. Promotional Items

All promotional items (t-shirts, mugs, pens, etc.) ordered by an RSO must be ordered through an approved “Licensee,” regardless of the source of funding. Visit this link for an up-to-date list of vendors: [FAU Licensee List](#). When you are using a “Licensee,” they will contact FAU directly to get approval.

Managing Sport Club Finances

Each sport club has financial resources: the Sport Club Council (SCC) account, the individual club bank account, and applicable Agency and/or Foundation accounts. The SCC account is funded by the Sport Club Council Executive Board and managed by the Sport Programming Administrators. Each club is responsible for overseeing and managing their individual club bank account, while they receive statements of their SCC account at every Sport Club Council meeting. Additionally, the SCC Treasurer sends out monthly emails to update clubs on their remaining allocation balance. All unspent funds in the SCC account will revert to the SCC Operations Account by the designated deadline. There is no time limit for spending funds in an individual club's external bank account.

By the second week of March, clubs must have used at least 75% of their SCC allocated budget. Clubs that have not met this threshold must submit a justification for the remaining funds. If a club fails to provide justification or if the SCC Executive Board deems the justification unacceptable, the remaining funds will revert to SCC Operations. This policy ensures that allocated funds are utilized effectively.

A. Sport Club Council Accounts

Before the budget hearings, the Sports Club Council (SCC) Executive Board will determine the allocation of the SCC programming budget, as established by the Student Government (SG). This budget will be divided among the regular season, post-season, and emergency funding.

All sports clubs, recognized as Registered Student Organizations (RSOs) under SG, are not permitted to request funding directly from Student Activities & Involvement. In specific circumstances, funding for sports clubs may be sourced from outside the SCC budget. These instances must involve coordination with the Sports Club Executive Board and the SG Executive Branch.

B. Financial Training

All current mandatory officer members within your club must complete the A&S Fiscal Training by August 1st. This certification process is conducted through a Canvas course.

How to Register for Fiscal Training

1. Visit [FAU A&S Fiscal Training](#).
2. Click on the “Training” tab.
3. Select “Sign Up for Fiscal Training.”
4. Log in with your FAU credentials.
5. On the next page, click “Enroll in Course” and then hit “Enroll.”

To pass the training, you must correctly answer at least 7 out of 10 quiz questions.

Student Organization Online Training

All mandatory club officer members are required to complete this training. Enrollment will be automatic based on your most recent re-registration.

Importance of Financial Training

- **Annual Requirement:** Financial training must be completed every fiscal year.
- **Spending Authorization:** This training is mandatory for managing and spending all A&S funding through the SCC account.

Ensure all your mandatory officer members are compliant with these training requirements to maintain your club’s financial eligibility.

C. Purchase Request Forms

The Purchase Request form is located in Owl Central under the Sport Club Council Page.

Steps to Access the Purchase Request Form in Owl Central

1. **Log in to Owl Central:**
 - Navigate to the Owl Central website.
 - Use your FAU credentials to log in.
2. **Navigate to the Sport Club Council Page:**
 - Once logged in, go to the Sport Club Council Page.
3. **Locate the Purchase Request Form:**
 - On the Sport Club Council Page, find the section for Purchase Requests.
 - Click on the link to access the Purchase Request form.
4. **Complete the Purchase Request Form:**
 - Fill out all required fields with accurate and detailed information about the purchase.
 - Ensure that you provide justification for the purchase and any supporting documents needed.
5. **Submit the Form for Approval:**
 - After completing the form, submit it for review.
 - Await confirmation and approval from the Sport Programming Administrator before proceeding with any purchases.

A sample of the Purchase Request Form can be found in the appendix section

All SCC purchases must adhere to the policies defined in the ASAB Fiscal Training manual.

D. Club Budget Hearings

Budget hearings will be held in August. Each club will attend.

E. Club Bank Account

For the protection of the SCC and its members, it is strongly encouraged that the group creates a PNC bank account if it has any form of income, such as dues or fundraising. Setting up a bank account must be in accordance with the SCC constitution.

Bank Account Requirements:

- **Dual Signatures:** It is recommended to use a bank that requires two signatures on all monetary transactions.
- **Signatories:** Limit the number of authorized signatories to no more than three individuals.

- **Officer Transitions:** Update authorized signatories during officer transitions to maintain security and accountability.

Requiring two signatures protects the organization from unauthorized spending or misuse of members' money.

Employer Identification Number (EIN): To set up a bank account, an SC will need to obtain an Employer Identification Number (EIN), which can be found in the appendix section.

Non-Profit Status: Sport Clubs do not qualify to use the University's non-profit status. Each club must operate under its own EIN and comply with all applicable federal and state regulations.

F. Foundation Account

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

Donors will receive a receipt of their donation for tax deduction purposes. Benefits associated with Foundation donations can be found on the [FAU Foundation](#) website, and include:

- **Funds do not expire**
- **No re-allocation of funds to other clubs**
- **Tax deductible**
- **Corporate matching**

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

Club Team-Specific Foundation Account

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

Campus Recreation General Foundation Account

Until club teams reach the \$5,000 threshold for creation of their own Foundation Account, they can still have donations deposited on their behalf to the Campus Recreation General Fund. These funds will be ear-marked for the club team to utilize and will be transferred over to the

club team specific Foundation Account should the club team ever reach the threshold for having their own account created.

For donations entering the Campus Recreation General Fund, donors depositing via the online process should select “Other” from the drop-down menu and type in “SAF130-Club Name”. Similarly, any checks should be made out to the “FAU Foundation” and the memo should contain “SAF130-Club Name”.

Agency Accounts

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

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

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

G. Appropriate Fundraising

*Use COSO Manual for this section

H. Fundraising Report

Fundraising serves as an effective method for club teams to generate funds and raise awareness within the community about their organization. All proceeds from fundraising activities must be allocated to the club team's activities or donated to a charitable organization. Sport Club Teams intending to host a fundraising event are required to register for the event in Owl Central prior to its occurrence and submit a Fundraising Reporting Form following the event. For comprehensive guidelines and ideas on fundraising, please consult the RSO Manual.

I. Reimbursement Policy

i. Travel

ii. Purchases

*Request via email sportclubs@fau.edu

J. Do's and Don'ts Purchase

*All purchases must comply with Florida Atlantic University Activity and Service, Accounting and Budget Office

K. Sweeping Funds

Sport Programming Administrators will notify clubs via email

- i. **Nationals**
- ii. **Equipment**
- iii. **Operations**

Sport Club Travel

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

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

Upon approval of a travel that involves allocated funding, club teams must submit a corresponding Purchase Request through the Sport Club Council Owl Central page. Purchase Requests should be submitted at least 10 business days in advance.

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

- Hotel Receipts
 - The club team should **request receipts showing a \$0.00 balance at checkout** or call the hotel to have a receipt emailed to them.

A. Travel Request Forms

Events 25.0 Miles or Less from Campus

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

Events Beyond 25.0 Miles from Campus

Off-Campus events held beyond 25.0 miles of the main campus must be submitted 10 business days in advance through the Sport Club Council Travel Request Form on Owl Central. The club team officer submitting a travel request will be asked to supply the following information:

- Proof of Event including the date, time, location, and confirmation of participation
- Travel Roster

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

- Hotel Reservations
 - Club Teams are encouraged to book their hotels in advance using their own card information. The Sport Programs Administrative Staff will call and switch the card on file over to a university credit card.
- i. **Non-Routine**

Non-Routine Justification is a detailed explanation required when a non-standard or exceptional financial transaction is conducted within an organization. This justification is necessary to explain why the transaction deviates from normal procedures or budget allocations and to ensure that all expenditures are properly authorized, transparent, and compliant with relevant policies and regulations. [Non-Routine Purchase Justification](#)

B. Travel Roster

As part of the travel request procedure, a detailed travel roster must be submitted within the travel request form.

The travel roster [location](#). For detailed information on completing the roster, including step-by-step instructions and examples, please refer to appendix.

i. Eligibility Form

An eligibility form for a sports club is a crucial document used to verify that individuals meet the specific criteria required to participate in the sport. This form ensures adherence to the rules and standards set by the club, governing bodies, or leagues. The eligibility criteria section verifies age, residency, academic standing (for school sports). Finally, the form requires signatures from the register office, confirming the accuracy of the provided information and agreement to the terms and conditions. This comprehensive document ensures that the club operates within legal and organizational guidelines, maintains participant safety, and upholds the integrity of the sport. The processing of the eligibility form typically takes 5 business days to complete.

C. Travel Packets

Travel packets will be provided via email with the approval status clearly indicated in the subject line. These packets are essential for the submission of the purchase requests and include the following:

- 1. Quotes
- 2. Owl Central – Approved Event Request
- 4. Proof of Event
- 5. Travel Roster

Ensure that all documents from the travel packet are included when submitting your purchase request.

D. Reserving Hotels

Hotel reservations must be completed before submitting the travel request form. The confirmation numbers, name of the individual who made the reservation, along with their email and phone number, must be included on the travel request form. Once the travel is processed and the purchase request is approved, the club's or personal credit card will be released, and the university's P-card will be utilized.

Club officers are responsible for obtaining itemized hotel receipts at checkout and submitting them to the Sport Programming office or via email at sportclubs@fau.edu.

E. Reserving Airfare

When reserving airfare, it is advised that club officers obtain confirmation for group travel. The reservation details should include the name of the person who made the booking, their email address, and a phone number. Once the purchase request is approved, the club officer should arrange a meeting with the Sport Club Coordinator to make payment for the tickets.

F. Registration

To facilitate payment of travel registration fees using SCC funds provided by the university, clubs are advised to use the university procurement card (p-card). Clubs should ensure that payment is made via credit card for these expenses. For detailed instructions or specific information such as names and codes, please send an email directly to the Sports Club email address with the subject line "Registration Fee."

G. Post Travel Report

Upon returning to FAU, all travel paperwork must be submitted by the second business day following the event. Additionally, results from the event must be promptly reported.

Receipts can be submitted to the Sport Clubs Office located in the Recreation and Fitness Center or emailed to sportclubs@fau.edu.

*Failure to submit all required receipts and event results within the designated timeframe will result in immediate suspension of club operations. All outstanding items must be turned into the Sports Club Office to resume normal club activities.

i. Receipts

Please review appendix section

H. Travel Reimbursement Policy

Reimbursement requests must be submitted within 10 business days following the approved travel. To ensure timely processing, the following documentation is required:

- a. Eligibility: Must be an enrolled student of Florida Atlantic.
- b. Proof of Event: Documentation confirming participation in the approved event.
- c. Complete Receipt: Itemized receipt indicating the details of expenses incurred.
- d. Name on Card: The name of the cardholder must match the name on the reimbursement request form.
- e. Photo of Card (Last 4 Digits): A clear photo showing only the last four digits of the card used for the purchase.

Processing Time: Reimbursements will typically be processed within 10 business days upon receipt of all required documentation.

Change Address on File

- a. Login into myfau.fau.edu
- b. Click on FAU Self Service
- c. Click Personal Information

- d. View/Update Contact Info
- e. Edit Address

*Please ensure that all information provided is accurate and matches the expenses incurred. Failure to comply with these requirements may result in delays in processing your reimbursement request.

Facility Usage & Reservation

A. General Policies

All facility reservations for Sport Club Teams must be completed through Owl Central via the Event Request Form, which should be submitted at least 10 business days in advance to be considered. This form covers requests for practices, competitions, clinics, workshops, seminars, meetings, fundraising events, and community service events. Submitting a request does not guarantee approval.

Space cannot be guaranteed, and all reservations are subject to change. The earlier the request is made, the better the accommodation chances. Visitors' clubs/teams may use locker room facilities with a one-week notice depending on availability and must bring their own shower supplies, including towels.

Clubs must follow all policies and procedures before and during events; failure to do so may result in loss of facility privileges and other disciplinary actions. Campus Recreation & Fitness Center Staff have the right to remove anyone not following policies and procedures.

Clubs are expected to treat facility spaces with care. All spaces must be cleaned and returned to their normal settings after use. For outdoor events, trash must be picked up, bagged, and disposed of in the nearest trash can. Any damage or maintenance issues should be reported immediately to the recreational sports staff.

Each club shares responsibility for its own safety during games and practices. A facility inspection should be conducted before all events to ensure safety and report any issues.

i. Owl Central

Sport clubs must submit requests for events, practices, and games on OWL CENTRAL at least 10 business days in advance or by the deadline.

The Reservations & Events Coordinator will review the request to determine if the requested space is available.

If the space is available, the Reservations & Events Coordinator will place an EMS # (Reservation #) in the OWL Central comment section and put a thumbs up in the approval section on the right. (Please note, a thumbs up does not mean approval).

After receiving a thumbs up from the Reservations & Events Coordinator, the Sports Programs Administrator will also review and click the thumbs up to approve the request, signifying that your event is good to go.

If the space is not available during the requested time, please keep an eye on the comment section for alternative dates or times.

ii. Reservation Fee

For all non-practice reservations, an Event Manager will be required. The Reservation & Event Coordinator will determine if additional staff are necessary. Please note that there will be a fee associated with this service. An internal agreement will be generated and must be paid within 5 business days post-event.

iii. Parking

The Campus Recreation & Fitness Center department will not cover any expenses related to parking. All sport club members are required to follow FAU parking guidelines. For additional information, please click [here](#).

iv. Cancellation, Rescheduling, and Exchanges

Cancellation Policy:

If a game does not meet the minimum required number of participants, the club reserves the right to cancel the game. Please notify the Reservations & Events Coordinator at least 24 hours in advance.

Rescheduling Policy:

Clubs wishing to reschedule an event or game must submit their request at least 5 days prior to the original date. Rescheduling requests are subject to availability and approval.

Practice Time Exchanges:

If your sport club needs to exchange practice times with another club, please follow the procedure outlined below:

1. Coordinate with the Other Club:

- Ensure both clubs involved agree on the new practice times.

2. Email Coordination:

- Send an email detailing the agreed-upon changes to both the Reservations and Events Coordinator and the Sports Club Administrator.

3. Include Necessary Details in your email, please include:

- Names of both clubs involved in the exchange
- Original practice times for both clubs
- New proposed practice times for both clubs
- Any additional information relevant to the exchange

B. Spaces Available for Reservation

Indoor

Campus Recreation & Fitness Center

- 3 Multi-Purpose Courts
- 2 Group Exercise Studios

Outdoor

- Henderson Field
- Tom Oxley Athletic Center
 - 2 Oxley Field
- Hagerty Family Track & Field Complex
 - Turf Field
- Kimberly V. Strauss Tennis Center
- Athletic Field House
 - Aquatics Center

i. Facility Egress

- Conclude Promptly: Ensure all activities are wrapped up by the scheduled end time to facilitate a smooth and timely departure.
- Gather Belongings: Collect and pack all personal items and equipment before leaving the practice area.
- Orderly Exit: Move calmly and orderly towards the exits. Avoid rushing, pushing, or interrupting others who are still practicing.
- Clean Up: Leave the practice area clean and free of debris. Dispose of any trash in the provided bins.

Risk Management & Safety

A. Insurance

All participants are encouraged to have their own primary medical insurance before participating in Sport Club Team activities. Florida Atlantic University and the

Department of Campus Recreation do not carry any type of accident or health insurance policy covering participants in Sport Club activities, and the university does not hold a blanket insurance policy for Recreational Sports participants. Consequently, all club participants are encouraged to purchase comprehensive accident-health insurance, as all financial responsibility rests with the participant. Club officers should notify their members of this fact. Certain National Governing Bodies may offer or provide insurance with club membership to their organization, and it is recommended that clubs pursue this option if available to them.

B. Elements of Risk Management

i. Identification - Before hosting events, traveling for competitions, or participating in any activities, clubs should identify potential risks. Risks encompass not only physical injuries but also financial, reputational, and other operational risks. This comprehensive identification process is crucial for creating a plan that prioritizes injury prevention, safety, and response.

ii. Evaluation - Once risks are identified, they should be thoroughly evaluated to determine their severity and likelihood. This evaluation process helps clubs assess the potential impact of each risk and identify the best strategies for mitigation.

iii. Treatment - After evaluating the risks, clubs need to decide on the most effective management strategies. This can involve one of three approaches: eliminating, limiting, or accepting the risks. Given the inherent risks in sport club activities, the goal should not be to eliminate activities solely due to risk but to find ways to manage and minimize them effectively.

iv. Implementation - Once the risk management strategies are determined, clubs should implement the risk management plan. This might involve physical modifications, appropriate signage, thorough advertising, and meticulous pre-event planning. The range of implementation options is vast and should be explored in consultation with the Sport Club Staff.

**In addition to the policies outlined in this handbook, the Sport Club Staff has established the following guidelines to enhance the safety and reduce the risks for students involved in Sport Clubs. **

C. Athletic Trainers

It is imperative that each individual Sport Club takes the necessary steps to secure the services of an Athletic Trainer for all competitions. This process should be handled with utmost priority and diligence. The following guidelines outline the necessary steps:

- i. *Identify Needs:* Assess the specific needs of your sport and the typical injuries associated with it. This will help in determining the level of expertise required from an Athletic Trainer.
- ii. *Research and Contract:* Identify qualified Athletic Trainers who have the credentials and experience relevant to your sport. Establish a contractual agreement outlining their duties, availability, and compensation.
- iii. *Scheduling:* Ensure that the Athletic Trainer's schedule aligns with your competition dates. Confirm their availability well in advance of any event.
- iv. *Budgeting:* Allocate a portion of your club's budget specifically for Athletic Trainer services. This should cover their fees, travel expenses, and any necessary equipment.

Coordination: Communicate regularly with the Athletic Trainer to keep them informed about event details, including location, timing, and specific needs of the athletes.

Campus Recreation & Fitness Policy

It must be clearly understood that Campus Recreation & Fitness does not provide Athletic Trainers for sport club activities. Each sport club is solely responsible for securing their own Athletic Trainers.

D. CPR/AED/First Aid

It requires that at least two (2) officers obtain current CPR/AED/First Aid certifications, the Risk Management Officer must be one of the two officers who is certified in First Aid and CPR/AED through either the American Red Cross or the American Heart Association. For water sports, lifeguard certification is also recommended.

To help meet this requirement, the Department of Campus Recreation offers FREE [First Aid and CPR/AED](#) certification classes for one Risk Management Officer per academic year. Details on class dates and times can be found on our Campus Recreation website. If members are prompted for payment while registering, they should contact the Sport Programs Administrative Staff.

Teams obtaining certification from an outside provider must submit a copy of their certification to the Sport Programs Administrative Staff. Note that certifications listed as online-only will not be accepted as valid towards this requirement.

Each team must submit proof of the Risk Management Officer's current, valid First Aid and CPR/AED certification by the following deadlines:

Fall Semester: October 1

Spring Semester: February 15

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

E. Incident & Injury Reports

In the event of an incident, an [Incident Form](#) must be filled out and submitted to the Sport Programs Administrative Staff no later than one (1) business days after the incident. For incidents occurring at a Campus Recreation venue, the Risk Management Officer or a designee should promptly contact the Recreation & Fitness Center front desk at 561-297-0591 to inform them of the incident and indicate if additional assistance is needed. The Risk Management Officer or designee should keep the front desk informed of any changes to the situation and notify them when the incident response has been completed.

An incident is considered serious when the University and/or City Police are contacted for assistance. Whether the incident involves an injury or another type of incident, it must be documented for the protection of the club, the participant, and the University. The injury/incident should then be reported to the Sport Club Administrators. If the injury/incident does not require EMS to be called, please follow the outlined protocol below:

When to fill out an Incident Report:

An incident report should be completed when an atypical situation occurs. For example:

- Physical Altercation
- Someone is injured
- Unsportsmanlike conduct
- Removing someone from the facility
- Damage of property
- Report of stolen property, etc.

** Bear in mind that the incident/injury report is a formal document. Ensure you adhere strictly to the facts of the situation. **

F. Calling EMS

You should call 911 immediately in the following situations:

1. The victim is unconscious, not breathing, or shows no signs of life
2. You suspect a head, neck, or back injury
3. A victim is having trouble breathing or shows signs of a heart attack
4. Unusual or severe bleeding

5. Seizures
6. A victim is near drowning
7. Severe burns
8. The victim is in shock

After EMS has been called, immediately call the Sport Club Advisor and Campus Recreation & Fitness Center Front Desk (561-297-0591).

G. Inclement Weather

Cancellation of practice sessions is at the discretion of the Sport Programs Administrative Staff or their designee. On-site staff will enforce this policy. Cancellations due to inclement weather are made to protect participants and sports fields. In the event of a weather-related cancellation, club team officers will be notified.

Florida Atlantic University uses the Thor Guard lightning prediction system to minimize the risk of lightning-related injuries. When the warning system is activated (indicated by a 15-second horn blast), the area should be cleared immediately. Activities should not resume until the all-clear signal is given (three short horn blasts). These alarm tones are distinct from any current public alarm tones. It is recommended that club team personnel seek shelter in their vehicles or the nearest building when Thor Guard is activated. If such shelter is unavailable, personnel should avoid elevated areas, refrain from using trees for shelter, and stay away from metal objects such as bicycles, golf carts, and umbrellas. If the club team arrives at the activity space and the Thor Guard strobe light is already on, they should seek shelter or return to their vehicles until the all-clear signal is given.

In the event of dangerous weather, such as flooding, lightning, a tornado, or an earthquake, during a club practice or event, clubs should immediately discontinue activity and find a safe place to shelter. Activities should not continue during dangerous weather. It is the club team's responsibility to discontinue practice or games when conditions become unsafe for play.

H. Concussion Protocol

Any player exhibiting signs, symptoms, or behaviors indicative of a concussion must be immediately removed from practice or a game. The player may not return to play until cleared by an appropriate healthcare professional. Signs and symptoms of a concussion include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness

- Confusion or memory loss surrounding the incident
- Fatigue, nausea, or vomiting
- Irritability and other personality changes
- Dizziness or ringing in the ears

Club team officers are responsible for recognizing any concussion-related symptoms, notifying Sport Programs Administrative Staff of the injury, and ensuring that the concussed participant obtains appropriate medical clearance. This clearance must be provided to the Sport Programs Administrative Staff before the participant can return to any team-related activities.

9. Appendix

A. Sport Club List

Cheer
Equestrian
Esports
Fencing
Figure Skating
Flag Football (Women's)
Foam Fighting
Golf
Gymnastics
Ice Hockey
Kohesion Step Team
Lacrosse (Men's)
Lacrosse (Women's)
Ruby (Men's)
Soccer (Women's)
Soccer (Men's)
Tennis
Volleyball (Women's)