

Section 1 | Requirements & Expectations

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

Requirements & Expectations | SAC and SCC Recognition

Recognition & Registration

University recognition of each sport club expires annually at the end of the summer semester. Each club must complete the online recognition process with the Student Activity Center in the fall semester by the established deadline, September 25, 2008. In addition to gaining recognition from the SAC, clubs must register with the Sport Club Office to gain status as a Sport Club under Campus Recreation. Training on these processes is given at the first SCC Meeting of the fall and at the Fall Officer Training Workshop.

Student Activities Center Online Recognition

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

- Attend a TRL meeting conducted by the Student Activities Center. Get dates, times, and locations online at union.fsu.edu/sac. A club officer must attend this training PRIOR to starting the online process.
- PRINT and READ all parts of the RSO Information Guide, available at union.fsu.edu/sac.
- Gather the FSU ID (abc08d) and contact information for all officers of the organization, a minimum of 2 officers is required.
- Gather the FSU ID (abc08d) of the members of your organization, a minimum of 10 members is required.
- Complete all sections of the online RSO application including uploading officer and member information.
- Submit updated organization constitution (if necessary).
- Have your advisor read, complete, and sign the Advisor Agreement Form and the Recognition Signature Form and return them to the Student Activities Center (3rd floor of Oglesby Union) to complete the recognition process.
- Remind members to respond to the system-generated email to confirm their membership in your organization. A minimum of 10 confirmed members is required by the recognition deadline, September 25, 2008.



Sport Club Registration

The following paperwork must be properly submitted to the Sport Club Office to complete the Sport Club Registration process. These forms can all be found in the **Resource Center** link on the **Sport Club Web Site**.

1. **Sport Club Registration Form** – Includes information pertinent to your club. Required information includes names and contact information for the club's officers and advisor(s), the club's membership requirements, club website, club email, off-campus bank account (as needed), affiliation with national organization, and election process. Due Tuesday, September 23, 2008 at 4:30 PM.
2. **Club Roster** – Includes listing of all members including name, FSUCard number, date of birth, and email address (or FSUID, i.e. abc08d). Due Tuesday, September 23, 2008 at 4:30 PM.
3. **Constitution** – Also required by Student Activities Center to become a Recognized Student Organization. Due Tuesday, September 23 at 4:30 PM.
4. **Coach / Instructor Application** – If applicable. Must be completed annually. Due Tuesday, September 23, 2008 at 4:30 PM.
5. **Participant Waivers** – The Participation Statement and Informed Consent Form must be completed by each member of the club on an annual basis. New members must complete a waiver prior to participation in any practice, event, or competition. Due Tuesday, September 23, 2008 at 4:30 PM.

Sport Club Officer Position Descriptions

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

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

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



Requirements & Expectations | Monthly and Semesterly Paperwork

Monthly Reports

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

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

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

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

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

Monthly Report Due Dates

<u>Month</u>	<u>Report Dates</u>	<u>Due Date</u>
August / September	August 25 – September 30	Wednesday, October 8 th by 4:30 pm
October	October 1-31	Wednesday, November 5 th by 4:30 pm
November	November 1-30	Wednesday, December 3 rd by 4:30 pm
December / January	December 1 – January 31	Wednesday, February 4 th by 4:30 pm
February	February 1-28	Wednesday, March 4 th by 4:30 pm
March / April	March 1 – April 10	End of Year Meeting

Other Paperwork

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

Fall Paperwork (Due Tuesday September 23, 2008 at 4:30 PM)

- SCC Registration Form
- Constitution
- Club Roster
- Coach/Instructor Agreement
- Consent Forms
- Club Inventory Form
 - o Each club must inventory ALL university-owned equipment in possession of the club. Equipment purchased with A&S funds are university property, despite being the possession of individual clubs. Fall Semester Schedule
 - o Each club must provide the Sport Club Office with a schedule for the fall semester, to the best of the club's ability. Included on the schedule should be regular practice days/times, events (hosted or traveling to), fundraisers, community service, and related events.



Spring Paperwork (Due Tuesday, January 20, 2009 at 4:30 PM)

- Spring Semester Schedule
 - o Each club must provide the Sport Club Office with a schedule for the spring semester, to the best of the club's ability. Included on the schedule should be regular practice days/times, events (hosted or traveling to), fundraisers, community service, and related events.
- Equipment Inventory
 - o Each club must inventory ALL university-owned equipment in possession of the club. Equipment purchased with A&S funds are university property, despite being the possession of individual clubs.

Final Paperwork

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

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

Community Service

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







Requirements & Expectations | Club Expectations & Discipline

Expectations and Discipline

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

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

Club Expectations

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



Requirements & Expectations | SCC Points System

Point System

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

Summary of Points Available

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

<u>Point Opportunities</u>	<u>Date</u>	<u># of Points</u>
SCC Meetings (100 pts possible – 8 meetings plus bonus)	Monthly	
Attendance at each meeting		10 pts/each *
Bonus for perfect attendance		20 pts
Monthly Reports (60 Pts. Possible – 6 reports)	Monthly	10 pts each *
Sport Club Recruitment Night	Thu 9/4	10 pts
Fall Officer Training Workshop	Tue 9/16	20 pts
Fall Paperwork (70 pts possible)	Due Tue 9/23	
SCC Registration Form		10 pts
Constitution		10 pts
Club Roster		10 pts
Coach / Instructor Agreement		10 pts
Consent Forms		10 pts
Fall Equipment Inventory Form		10 pts
Fall Semester Schedule		10 pts
Spring Paperwork (20 pts possible)		
Spring Semester Schedule	Due 1/22	10 pts
Spring Equipment Inventory Form		10 pts
Active Website (throughout semester) (20 pts possible)		
Fall	throughout fall	10 pts
Spring	throughout spring	10 pts
Final Paperwork/End Year Meeting (20 pts possible)		
End of the Year Report	Due 4/25	10 pts
Transition Notebook	Due 4/25	10 pts



<u>Point Opportunities Continued</u>	<u>Date</u>	<u># of Points</u>
Optional Fundraising (2 per year – 20 pts possible)	Due 4/25	10 pts each
Community Service (2 per year – 20 pts possible)	Due 4/25	10 pts each
TOTAL POINTS POSSIBLE		360 pts

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

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

Points can be deducted for failing to follow policies and procedures. Failures can be classified as either minor offenses or major offenses.

Minor offense 5 point deduction

Examples of minor offenses

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

Major offense Up to 20 point deduction

Examples of major offenses

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

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

