TEAM MANUAL 2017-2018

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## 2017-2018 Registered Sport Clubs

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<th>RSC Since</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>April 2014</td>
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<tr>
<td>Cheer</td>
<td>September 2014</td>
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<td>Dancing E’Gals</td>
<td>August 2007</td>
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<td>Equestrian</td>
<td>April 2010</td>
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<td>Field Hockey</td>
<td>April 2017</td>
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<td>Fishing</td>
<td>November 2008</td>
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<td>Medieval Combat (formerly Foam Fighting Club)</td>
<td>April 2016</td>
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<td>Gymnastics</td>
<td>April 2015</td>
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<td>August 2007</td>
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<td>Lacrosse, Men’s</td>
<td>October 2009</td>
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<td>Lacrosse, Women’s</td>
<td>August 2008</td>
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<td>Martial Arts</td>
<td>October 2007</td>
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<td>Powerlifting</td>
<td>August 2007</td>
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<td>Quidditch</td>
<td>August 2012</td>
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<td>Roller Hockey</td>
<td>April 2010</td>
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<td>Rugby, Men’s</td>
<td>September 2011</td>
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<td>Rugby, Women’s</td>
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<td>Soccer, Men’s</td>
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<td>Soccer, Women’s</td>
<td>January 2012</td>
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<td>February 2009</td>
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<td>Spearfishing</td>
<td>April 2013</td>
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<td>Swimming</td>
<td>January 2012</td>
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<td>Tennis</td>
<td>October 2007</td>
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<td>Ultimate Frisbee</td>
<td>April 2017</td>
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<tr>
<td>Wakeboarding</td>
<td>September 2009</td>
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<tr>
<td>Wrestling</td>
<td>August 2007</td>
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</tbody>
</table>
Sport Clubs Office Contact Information

Program Staff

Katherine Page — Competitive Sports Intern
Phone: (239)590-7478
kpage@fgcu.edu

Sarah DiStefano
Competitive Sports Coordinator
Phone: (239)590-7332
sdistefano@fgcu.edu

Carl Bleich
Assistant Director Competitive Sports and Special Events
Phone: (239)590-7734
cbleich@fgcu.edu

Office Staff
Phone: (239)590-1420
sportclubs@fgcu.edu

Sport Clubs Office
Located in the Recreation Center at Alico Arena

FGCU Campus Recreation
c/o [enter team name]
10501 FGCU Blvd. South
Fort Myers, FL 33965

Phone: (239)590-1420
Fax: (239)590-1432

Office Hours
9:30 am – 4:30 pm
Monday – Friday

Website
www.rec.fgcu.edu

Sport Clubs Council Executive Board

President Allison Abad sccpresident@fgcu.edu
Vice President Michael Morgan sccvp@fgcu.edu
Treasurer Laura Dempsey scctreasurer@fgcu.edu
Secretary Imma Van der Walt scccsecretary@fgcu.edu
Budget Chair Andrew Golay sccbudget@fgcu.edu
Budget Chair Alexandria Mellilo sccbudget2@fgcu.edu
Sport Clubs Organizational Chart

**Division of Student Affairs**
Vice President of Student Affairs: Dr. Michael Rollo
Responsibilities include the following areas: Campus Recreation, Student Involvement, Housing, Career Services, Academic Support, Counseling & Health Services

**Department of Campus Recreation**
Director of Campus Recreation: Amy Swingle
Associate Director of Programs: Shomari Kee
The Associate Director’s responsibilities include these program areas: Sport Clubs, Intramural Sports, Outdoor Pursuits & Fitness

**Competitive Sports Office**
Assistant Director, Coordinator, & Intern
Responsibilities include the following areas: Sport Clubs Program, Sport Clubs Council, Intramural Sports Program, individual club teams & communication with other University departments

**Student Office Staff**
See page 5 for staff info
Responsibilities include: student advisement, general inquiries, data entry, purchasing, organization of team files and club/program event marketing

**Sport Clubs Council**
See page 5 for SCC Exec Board
Responsibilities include: governing board for Sport Clubs Program, represent all teams to Student Government, mentor clubs, assist with Sport Clubs rule and policy development & enforcement

**Registered Sport Club (RSC)**
Responsibilities may include: ensuring paperwork is submitted, making travel arrangements, submitting practice & game schedules, assisting with club managing club finances

See page 5 for SCC Exec Board
FGCU Sport Clubs Program

This manual has been designed to serve as a resource guide for officers, coaches, and advisors of Sport Clubs at Florida Gulf Coast University. The Sport Clubs Program is part of the Department of Campus Recreation and Division of Student Affairs. Both Campus Recreation and Sport Clubs continuously pursue their mission of playing a vital role in our students’ development throughout their college experience by providing opportunities that encourage and develop healthy lifestyles, sportsmanship, leadership, teamwork, and responsibility.

WHAT IS A REGISTERED SPORT CLUB?
Registered Sport Clubs are student groups that are athletic in nature and have successfully joined the Sport Clubs Council. The most unique part of Registered Sport Clubs is that they are managed, run and organized by students - they are not NCAA varsity sports, nor intramural teams. The activities of these clubs involves competition on a local, regional, and/or national level. Due to their funding source, all Registered Sport Clubs must have open membership to FGCU students, regardless of skill, experience, or gender. There may be tryouts and/or fees for the club's competitive travel team. If a student does not make the travel team he/she is still eligible to participate at a recreational level.

SPORT CLUBS STAFF
The Department Campus Recreation employs full time professionals to supervise Sport Clubs and their activities. The Competitive Sports Assistant Director and Coordinator are responsible for ensuring that the individual clubs operate in a safe manner benefiting both the club participants and the University community as a whole.

The Assistant Director, Coordinator, and Intern serve as consultants to clubs on both their day-to-day operations and special events. They act as advisors to the Sport Clubs Council officers and are responsible for ensuring that their efforts benefit all Sport Clubs participants equally, and that all rules and regulations are followed. The Sport Clubs staff also serve as liaisons between the Sport Clubs programs' participants and the University's administration.

<table>
<thead>
<tr>
<th>Sarah DiStefano</th>
<th>Katherine Page</th>
<th>Carl Bleich</th>
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SPORT CLUBS COUNCIL
The Sport Clubs Council (SCC) consists of one representative of each registered Sport Club. The council meets monthly, and topics pertinent to the teams are discussed. The council has an Executive Board which consists of 5-6 officers elected by the representatives at the final SCC meeting in the spring.

Items will come before the SCC for a vote of approval, and the voting method shall be determined by the SCC constitution. Regardless of the number of club members in attendance, each Sport Club will receive only one vote per voting issue. At other times, Student Government representatives, Campus Recreation staff or other University administrators may be asked attend SCC meetings to discuss relevant topics.

The SCC Executive Board also plays a large part of the budget process for A&S allocations given to our Sport Clubs, in addition to giving input on program policy development. Please refer the “Funding & Purchasing” section of this manual for details.

OFFICER DESCRIPTIONS
All clubs are required to have at least a President, Vice President and Treasurer. It is also recommended that each Sport Club choose one member to serve as the Sport Clubs Council Representative. Optional officer roles can include secretary, public relations, fundraising chair, among many others.

President - Serves as the leader of the Sport Club Council; responsibilities may include organization of practices, events and tournaments. The President will serve as the Sport Club office’s main contact, unless otherwise noted. President must be one of the officers to attend officer orientation. put on by the Sport Clubs Office.

Vice President - Serves as an assistant to the President; makes decisions in cases of the President’s absence. Certain Vice Presidents may have specific roles within the club (e.g. organizing travel plans, facility reservations, running practices, risk management, etc.).

Treasurer - Controls the budgetary component of the Sport Club; all records of purchases, payments and/or deposits should go through the treasurer. Treasurer must attend financial training put on by the Sport Clubs Office.

Eligibility of Officers
As outlined in FGCU Regulation FGCU-PR4.005 (section D, www.fgcu.edu/generalcounsel/regulations.asp), officers of any registered student organization must meet the following standards:

- Undergraduates must be registered for at least 9 credit hours in the Fall and Spring semesters and maintain a 2.5 institution cumulative GPA
- Graduate students must be registered for at least 6 credit hours in the Fall and Spring semesters, and maintain a 3.0 cumulative GPA
- Officers must be in good academic standing, free of conduct probation and be free of delinquent obligations for tuition and fees.
- A student in the last semester before graduation is eligible to hold a leadership position if the student is enrolled for the required number of credits needed for graduation that term and maintains the required GPA.

Accountability of Officers
Club officers and members are accountable for all policies and procedures outlined in this manual, as well as the FGCU Student Code of Conduct. It is the student's responsibility to obtain copies of these documents and become familiar with them. These documents may change from year to year, so it is important to review them each year. Failure to “know” is not an excuse for those not observing Program and/or University policies and procedures.
ADVISORS
Sport Club advisors are a source of guidance that club officers and participants have, with regard to their specific sport. It is the advisor’s responsibility to be familiar with the policies outlined in this manual. In doing so, the advisor will be able to effectively assist the club with its activities and planning for events. **It is required that advisors are full time FGCU faculty or staff.**

**Sport Clubs responsibilities to their advisor:**
- Notify advisor of meetings and events you wish them to attend
- Consult with them in the planning of projects and events
- Talk over problems with the advisor
- Notify the advisor of contact/officer changes as they occur
- Be clear and open about the team’s expectations for your advisor

COACHES & VOLUNTEERS
Coaches are defined as any non-student, paid or unpaid, that attends practices, home events or competitions to provide instruction and training to a club’s members. Volunteers are defined as any non-students that travel with the team, raise funds, or assist with event planning in conjunction with the club. Although these individuals are not considered employees of the University, they do work very closely with our students. Due to this relationship, all club coaches and volunteers are required to:

- Submit a volunteer packet to the Sport Clubs Coordinator
- Complete fingerprinting with UPD for a Level 2 National Background Check
- Obtain First Aid/CPR certification for Risk Level 4 clubs (maintain each year)
- Review the Club Coaches training guide and submit coaching paperwork (annually)

All steps must be completed **before** a coach or volunteer may begin working with a team. Any agreement for payment is between the individual and officers; the University does not fund any stipends. A contract is recommended if the coach will be receiving a stipend from the club’s off-campus account.

A Sport Club is first and foremost a student organization, and, as such, the student officers should serve as the liaison between their team, coaches, volunteers and the University. **It is not the coach’s or volunteer’s responsibility to run the club, nor are they permitted to spend club funds or make agreements on behalf of the club or University.**

Any violation of Campus Rec or FGCU policies and procedures, federal, or state laws will result in loss of association to the club (and university) and could result in removal from access to the FGCU campus. Clubs may also be sanctioned based on the actions of their coaches.

Resources for coaches can be found at: [www.fgcu.edu/CampusRec/SportClubs/resources.html](http://www.fgcu.edu/CampusRec/SportClubs/resources.html)

CLUB MEMBERSHIP
Community members and non-students are not permitted to be a member of a Sport Club. FGCU Regulation FGCU-PR4.005 (section C) states that student organization membership is restricted to currently enrolled students only. All club members must complete the participation waiver, emergency contact form, and conduct agreement prior to participating with any Sport Club.

CLUB CONSTITUTIONS
Each Sport Club must have a constitution on file with the Sport Clubs Office, and update it at least every four years. A constitution should include, but is not limited to, the following:

- Describes the purpose and goals of the club
- Rules regarding expectations for team members
- Role and responsibilities of each officer position
- Officer election procedures
- Anti-Hazing statement and other required policies
HOW TO START A CLUB
All Registered Sport Clubs start out as Registered Student Organizations (RSO) prior to joining the Sport Clubs Council. Please visit our website for the most up-to-date information on starting a sport club and when applications are accepted to join the Sport Clubs Council.

If a RSO is athletic in nature, and plans to compete against another University or participate in a league, it is highly suggested that the group apply for Sport Clubs Council status as soon as they are eligible in order to take advantage of the game day staffing options in Sport Clubs.

PRIVILEGES OF REGISTERED SPORT CLUBS
There are certain privileges granted to RSC. Below is a list of some of those benefits:

• Ability to compete while representing FGCU
• Athletic Trainer and/or First Responder coverage at home competitions
• Basic first aid kits available for practices
• Priority reservation status for all Campus Recreation facilities
• Marketing and design assistance through the office
• Access to long term storage for club equipment and uniforms
• Ability to check out basic equipment such as tables, banners, or water coolers
• Consideration of club SCORE System accomplishments during SG budget season
• Specialized workshops offered by the SCC based on needs of current clubs
• Assigned a team mentor from the SCC to assist your club one-on-one
• Backing and support of the collective Sport Clubs Council and its executive board
EagleLink, Marketing & Reservations

EAGLELINK
EagleLink is the website that houses all FGCU student group pages and can be found at https://fgcu.collegiatelink.net. There are many functions that teams use on the site, including:

- Form Submission
- Roster Management
- Event Marketing Through Posts
- Group Emailing & Texting
- Recruitment of New Members
- Document Storage
- Online Elections

Your username and password are the same as your Eagle Mail, just leave off the “@eagle.fgcu.edu” part of your username to log into EagleLink. For a full description of available site functions and instructions on site use, download the Student Leader User Guide at www.fgcu.edu/CampusRec/SportClubs/resources.html.

LOGO USAGE
When ordering any items with a University logo, a licensed vendor must be used. Prior to printing any items that use a University logo, designs must be approved by the Sport Clubs Office; simply submit on EagleLink. All promotional items (flyers, banners, etc.) should attempt to incorporate either the Sport Clubs Logo or the FGCU Campus Recreation Logo.

Sport Clubs are authorized to use the “Eagle Head” logo. Artwork using the logo must meet the following guidelines for design approval:

1. Artwork should clearly show where the logo will be used on the items you wish to produce.
2. Designs that reference a certain Sport Club name must incorporate the word “club” if there is a NCAA team of the same sport (ex: Men’s Club Soccer, Men’s Soccer Club, etc.)
3. The Eagle Head logo cannot be altered in any way. This includes color (other than original or b&w), stretching, obscuring, and extreme close ups that do not show the whole eagle. Alternate fonts and colors may be used on text that is incorporated into/adjacent to the design.

Refer to FGCU’s Visual Imaging Guidelines for further regulations regarding other FGCU logos and their usage: www.fgcu.edu/CRM/guidelines.html The official university colors are dark blue (PMS 288), emerald green (PMS 3415), with the eagle head peak color of gold (PMS 465).

LICENSED VENDORS
When ordering any items with a University logo, a licensed vendor must be used. A licensed vendor is a company that has followed copyright/trademark laws, and has the right to print any of the FGCU logos. Please visit the Resources page of our website to view the most up to date Licensed Vendor List.
SPORT CLUBS MARKETING RESOURCES
Teams have access to the Campus Rec marketing development team, who create many different forms of marketing, including flyers and banners. Our staff needs 1-2 weeks to create your marketing, with production time varying depending on the current projects and the number of edits requested.

Submit your request via the Marketing Request Form or stop by to use the following resources:
- Computer and printer access
- Free black and white copies
- Free color copies (up to 50/week)
- Free marketing design assistance
- Free poster printing (up to 24” x 40”)

OFFICE OF STUDENT INVOLVEMENT RESOURCES
As student groups, Registered Sport Clubs also have access to the resources provided by the Office of Student Involvement. Some of the resources include:
- Computer and printer access
- Banner hanging in Cohen Center atrium
- Banner and paint supplies

For more information on utilizing these resources, contact OSI at (239) 590-7739 or osi@fgcu.edu
Office Hours: 9am-5pm, Monday - Friday, located in the Cohen Center on the second floor.

CAMPUS POSTING POLICY
There are certain areas on campus which are acceptable places to advertise your club or an event. Bulletin boards located around campus, inside the Cohen Center, Rec Center, and Library are all clearly marked for your use. Advertisements in residence halls must be given to the front desk of each building for distribution by RA’s, as groups are not permitted to post ads. Sport Clubs must follow University Policy 4.007 when posting any type of material on campus, which outlines the following restrictions:

- No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas. (Chalking the sidewalks on campus is NOT permitted.)

To review all the information contain in this policy, please see http://www.fgcu.edu/generalcounsel/files/policies/Policy_4_007_Postings_Solicitation_Campus_070912.pdf

ADVERTISING ON CAMPUS
Information Tables
The Cohen Center Information Desk is responsible for setting up information tables inside the CC, as well as signing out tables and chairs for reservations outside the CC. To make a table reservation, please email your request to rmsched@fgcu.edu. More information regarding rules and regulations will be provided at that time. For groups selling merchandise on campus, certain items may be prohibited from sale or distribution based on University contracts and/or policies. View the Table Zoning Map: http://www.fgcu.edu/CampusReservation/Images/Zone_and_Courtyard_Map-Satellite_View.pdf

Banner Hanging in the Cohen Center
The following are guidelines for your organization to have a banner hung in the Cohen Center:
- Take your banner to the Office of Student Involvement to be reviewed before hanging.
- Banner will be hung for two weeks and taken down by OSI staff the day after your event, or at the end of your two week period.
- Submitting a banner is based on a first come first serve basis. If you want your banner hung in a certain spot, you will need to bring it to the Office of Student Involvement as soon as possible.

Axis TVs
The closed circuit televisions located in the Cohen Center and Howard Hall are available to advertise campus events. To get your event listed, send a marketing request to osi@fgcu.edu.
SOCIAL MEDIA
Each Sport Club participant signs a player conduct agreement which holds them to not placing negative, demeaning or derogatory messages/images online, including pictures that contain alcoholic beverages or the illusion of alcohol consumption while in a team setting.

This policy is in place to ensure a positive image is being promoted for the team and the Sport Clubs program as a whole. Be mindful of the images posted by your teammates and friends, in addition to what is portrayed in any comments being posted on a team website, social media page, or blog. Please also be aware to keep your online presence updated as many prospective students reach out via social media.

FGCU WEBSITES & EMAILS
The FGCU Web Services department offers free space on University servers for student organization websites. Student organization sites must be designed and managed completely by the organization, and will not be monitored or maintained by IT staff. Please contact David Jaeger at djaeger@fgcu.edu or visit http://www.fgcu.edu/WEP/Web.asp to set up your site.

The FGCU Information Technology department can set up a @fgcu.edu email addresses for student organizations. Please contact them at 239-590-1188 or email helpdesk@fgcu.edu with your request.

RESERVATION GUIDELINES
- Do not promote your event until a reservation confirmation is received.
- Requests made less than two weeks in advance will not be accepted.
- Repeated failure to use a reserved space on campus (without proper notice) jeopardizes the club’s future use of facilities.
- You are obligated to clean up after your event. The University may charge your team a cleaning fee for failure to pick up trash/debris left at the facility.
- Sport Clubs staff may visit practices, competitions and events to ensure Sport Clubs policies and procedures are being upheld. They are to be given all information requested and treated with respect.

Campus Recreation & Athletics
All Sport Clubs practice and competition reservations for Campus Recreation and/or Athletic facilities are made through the Sport Clubs Coordinator. Simply make your request via email, with times and dates, and you will receive a reservation confirmation via email.

Cohen Center, Academic & Other Buildings
Reservations for space in the Cohen Center, Academic Buildings, and other buildings on campus are made through Campus Reservations. Visit http://r25.fgcu.edu/r25_wv to first view space availability. Then email your request to rmsched@fgcu.edu to make a reservation. Reservation confirmation or any follow up questions will be emailed to you.

Note: All classroom space is blocked for academic use until the end of the second week of classes each semester. Only multi-purpose space is available for reservations during those two weeks.

Housing & Residence Life
Reservations for spaces in Housing (Multipurpose Rooms, Eagles Landing, SoVi Green, etc.) are not available the first six weeks of each semester. Reservation Request Forms are available at the front desk of NLV Commons or any SoVi building. Requests are not approved more than one month in advance.
Risk Management

REPORTING ACCIDENTS & INCIDENTS
If an accident occurs, a Sport Club officer should follow the Emergency Action Plan specific to the facility being used, which should be obtained prior to any practices/games beginning. A Sport Clubs accident report form must be submitted within one (1) business day of all accidents (form located on website & team folder). When completing an accident report form, always advise to discontinue participation and seek medical treatment from a professional.

PARTICIPATION WAIVERS & INSURANCE
Every participant from all Sport Clubs must sign an Assumption of Risk waiver on or before their first day of practice. This is in addition to the Player Conduct Agreement and Emergency Contact Sheet that all participants must complete as well. Waivers can be downloaded on the Sport Clubs website. Forms must then be turned in to the Sport Clubs Office.

When participating in sport club activities, practices or competitions NO SPORT CLUB PARTICIPANT, OFFICER, COACH, OR INSTRUCTOR IS COVERED by any blanket health/medical or liability insurance offered through Florida Gulf Coast University. It is strongly recommended that ALL Sport Club participants hold their own health/medical insurance. When hosting a youth camp, camper insurance is required and available for purchase through the University for a low cost.

RISK LEVEL & FIRST AID/CPR CERTIFICATION
A safety officer is a member of the club who is currently certified in First Aid and CPR/AED. All Sport Clubs, at Risk Level Two and above, must have two safety officers on their active roster. Risk Level Four clubs with coaches must also have at least one coach certified per squad. Clubs without coaches will be required to have three (Level Three) or four safety officers (Level Four).

Level 2: Dancing E’Gals, Lacrosse (W), Powerlifting, Swimming, Tennis, Ultimate Frisbee
Level 3: Baseball, Field Hockey, Fishing, Lacrosse (M), Martial Arts, Medieval Combat, Quidditch, Roller Hockey, Soccer (M&W), Softball
Level 4: Cheer, Equestrian, Gymnastics, Hockey, Rugby (M&W), Spearfishing, Wakeboarding, Wrestling

CPR/AED and First Aid certifications can be obtained through Campus Recreation for a minimal cost, or through another agency. In either case, copies of the certification must be on file with the Sport Clubs Coordinator. Visit the FGCU Aquatics Center website for on-campus certification class details: http://www.fgcu.edu/CampusRec/Aquatics/CertificationCourses.html

INCLEMENT WEATHER POLICY
In the event of inclement weather, including heavy rain, high winds, lightning or other unsafe conditions, practices and/or games may be cancelled. In extreme cases, such as a tropical storm or hurricane, travel to away events will not be permitted.

When lightning is within a 10 mile radius of campus, all outdoor events shall be postponed for 30 minutes after the last lightning strike. Campus Recreation staff have the right to determine whether or not a practice/game shall be canceled or simply postponed.
CONCUSSION POLICY
Sport Clubs members participating in designated “high risk sports” for head injury are required to undergo baseline neuropsychological (ImPACT) testing prior to any competition associated with the student's membership. At the time of publication, this includes: Cheer, Equestrian, Field Hockey, Gymnastics, Ice Hockey, Lacrosse (M & W), Rugby (M & W), Soccer (M & W) and Wrestling.

Return to Play Procedure
A member who has been removed from an activity due to a suspected head injury may not return to practice or competition until they complete a post-injury ImPACT test and submit, to a Sport Clubs staff member, a written medical clearance from a *qualified physician* stating that the athlete no longer exhibits signs, symptoms, or behaviors consistent with a head injury. The return procedure is as follows:

i. Athlete reported to have sustained a head injury must complete a post-injury ImPACT test 24-72 hours after injury by contacting the Competitive Sports Coordinator at 239-590-7332.
ii. Athlete visits Student Health Services or other qualified physician; physician must clear the athlete, in writing, before returning to play. Options available for return to play clearance:
   1. Cleared to return to play without restriction
   2. Cleared to return to play with restrictions
   3. Cleared to return to play without restrictions on a specific date
   4. Return appointment with physician required
iii. If a more extensive injury is suspected, physician will refer the athlete to a local physician or specialist for further care. The athlete cannot return to play at this stage.

We take possible head injuries very seriously and want to create a culture of safety. Failure to report a suspected concussion, whether you are the injured student, a teammate, or a coach, could result in disciplinary action for the entire team. Please notify our office of any suspected head injury.

Return to Play Procedure (other medical injuries)
A member who has been removed from an activity due to a suspected medical-related injury or incident may not return to practice or competition until they submit, to a Sport Clubs staff member, a written medical clearance from a *qualified physician* stating that the athlete no longer exhibits signs, symptoms, or behaviors consistent with a head injury. The return procedure is as follows:

i. Accident Report filed and submitted to the Competitive Sports Coordinator at 239-590-7332.
ii. Athlete visits Student Health Services or other qualified physician; physician must clear the athlete, in writing, before returning to play. Options available for return to play clearance:
   1. Cleared to return to play without restriction
   2. Cleared to return to play with restrictions
   3. Cleared to return to play without restrictions on a specific date
   4. Return appointment with physician required
iii. If a more extensive injury is suspected, physician will refer the athlete to a local physician or specialist for further care. The athlete cannot return to play at this stage.

FACILITY USE
Each facility that may be reserved will have different policies, rules and regulations. If you are utilizing any off-campus facility, it is the responsibility of the safety officers to familiarize themselves with the emergency action plan of that facility.

Any facility damage caused by the direct usage of a Sport Club is the responsibility of that Sport Club. The Sport Clubs Program and the Department of Campus Recreation will not pay for any damages incurred by the team or its visitors using any facility, whether on or off campus.

Coaches or instructors that require access to the Rec Center must submit a Access Application. Forms can be found on the Sport Clubs website and must be submitted to the Sport Clubs Office. For coaches that are not FGCU students or Faculty/Staff, access to facilities are limited to scheduled and approved practices and events only.
Emergency Phone Tree
Department of Campus Recreation
Sport Clubs Program

If the accident is serious and the emergency services are called, the Sport Clubs staff must be informed immediately. If the Sport Clubs staff cannot be reached, a Sport Club officer must follow the Emergency Phone Tree until they reach a FGCU staff member.

In the case of an emergency, please call these contacts in the following order:

1. **Emergency**
   911 or campus emergency (239) 590-1911

2. **Competitive Sports Office**
   Coordinator - Sarah DiStefano - (239) 590-7332 or (941) 208-2720
   Intern - Katherine Page (239) 590-7478
   Assistant Director-Carl Bleich (239) 590-7734
   Associate Director-Programs-Shomari Kee (239) 590-7938

3. **Recreation Center**
   Rec Center Front Desk (239) 590-7935
   Facilities Assistant Director- Chad Caldwell (239) 590-7702
   Associate Director-Facilities - Suzanne Ries (239) 590-7709

4. **Other Facility Areas**
   **AQUATICS CENTER**
   Emma Reeners (239) 590-7703

   **ALICO ARENA or ATHLETICS**
   Mike Miller (239) 590-7013

   **COHEN CENTER or ACADEMICS**
   Cohen Center Info Booth (239) 590-1091

   **WATERFRONT or SOVI POOL**
   Emma Reeners (239) 590-7701

5. **Director of Campus Recreation**
   Admin Asst., Stacy Hopkins (239)590-1873
   Amy Swingle (239) 590-7936

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When speaking to someone concerning the emergency, speak in a calm manner giving as much detail as possible and remember to include:

- Your name and contact number
- Where you are
- What happened
- What steps have already been taken
Regulations & Policies

UNIVERSITY POLICIES

Open Membership
Any Sport Club that receives University funding must have an open membership policy. This means Sport Clubs must welcome any interested student and are not permitted to charge students membership dues to join the club. However, Sport Clubs may hold tryouts for travel teams and are permitted to charge a travel team fee for students who choose to be more competitive.

Anti-Hazing Policy
Hazing, whether on or off campus, is prohibited by Florida Gulf Coast University and the state of Florida. Hazing is defined by Florida law as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student” for purposes including, initiation, membership, or as a condition of continued membership in an organization operating under the sanction of the University. It is considered a first degree misdemeanor to commit an act of hazing, and is considered a third degree felony, punishable by up to five years in prison, if the act of hazing results to serious injury or death. Florida law also states that the “expressed or implied consent of the victim will not be a defense” for any such actions defined as hazing. In cases where an organization is found responsible, loss of privileges, temporary suspension of registration, or termination of the organization may be imposed through Student Conduct. Such penalties may be in addition to any penalties imposed in court under Section 1006.63, Florida Statutes.

Gambling
Gambling is defined as “an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization,” and is not permitted at any club event. To wager on a University team or organization in a competition, with a direct interest in the success of the competition, falls under the definition of gambling. Fundraising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion, which are strictly regulated, as the law requires specific disclosures and procedures, 849.0935, Florida Statutes. Permission for student organizations to organize "drawings by chance" on University premises or at any club event must be secured from the Sport Clubs Office prior to any advertising.

Other Policies of Interest
Alcohol Policy: http://www.fgcu.edu/generalcounsel/files/policies/4_002_Alcohol_Policy_06_20_08.pdf
Club Officer GPA & Enrollment Requirements: http://www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4_005_Student_Activities_042010.pdf
Campus Posting Policy: http://www.fgcu.edu/generalcounsel/files/policies/Policy_4_007_Postings_Solicitation_Campus_070912.pdf
SPORT CLUBS PROGRAM POLICIES

Equipment Inventory & Care
Sport Clubs should assign an officer to check all team equipment for safety (wear and tear, breakages etc.) and to keep an ongoing inventory which must be submitted on EagleLink at the end of each academic year. It is required that any A&S purchased equipment be turned in by students at the end of each academic year, as it is University property.

All club members are responsible for the care of team equipment and ensuring it is safe for proper use. Any general equipment concerns or deficiencies must be reported to the Sport Clubs Office. If a necessary piece of equipment is deficient, it should be marked and/or removed from use. Any damage to equipment that costs over $500 must be reported to the Sport Clubs Office within one business day of the damage.

EQUIPMENT STORAGE
Any Sport Club that wishes to store specific pieces of equipment on campus must request storage through the Sport Clubs Office prior to any equipment purchases. Space is not guaranteed and Sport Clubs equipment may not be placed in storage without specific approval from a staff member.

Equipment purchased using A&S funds is the property of Florida Gulf Coast University and must be tracked on the inventory report at the end of each team’s season. Failure to demonstrate an effort to collect A&S items from teammates may result in the future removal of funding for such items.

To gain access to equipment that is kept in Campus Recreation storage, please contact a Sport Clubs staff member. Items located in storage behind Alico Arena may be accessed during Rec Center business hours - simply ask for a facility manager to escort you to storage.

Player Conduct
Each member of a Sport Club must sign a Player Conduct Agreement annually and submit it to the Sport Clubs Office to be kept on file. Violation of the items outlined in this agreement may lead to individual suspension from the team, sanctions from Sport Clubs Program, and/or Student Conduct proceedings and sanctions.

Team Responsibility
As members of the University community, students have an obligation to know and uphold the Student Code as well as to obey federal, state, and local laws. Violation may lead to suspension, resulting in the loss of all University privileges until reactivation is completed. Examples of why a Sport Club may be declared inactive or suspended are located in the Club Conduct section of this manual.

Teams may be held responsible for the acts of individual members and coaches. Acts include but are not limited to the following types of circumstances:

- When a member of a sport club violates federal, state, or local law or University standards, and other members present fail to indicate their disapproval, or by their continued presence, without objection, implicitly condone the behavior.
- When the act(s) grow out of or are directly related to the club's activities or an environment created by the organization; are those of the guests of a club sport organization, committed during, in conjunction with, or related to the activities of the organization; are those of a person authorized to represent themselves as connected with the sport club.
- When a sport club organizes members in subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership (hazing).

The team’s responsibility may be diminished if members of the organization take reasonable steps to prevent the infractions by their fellow members. Such steps may include:

- Clear establishment and member notification of standards (in writing)
- Documented education of members as to the standards established
- Documented enforcement of standards when violations occur
Travel

**TRAVEL APPROVAL**
Any trip where you will be representing FGCU at a location outside of Lee/Collier/Charlotte counties must be approved by the Competitive Sports Coordinator or Intern. This is to ensure the safety of the students traveling and that Sport Clubs staff are aware of who is traveling, and where you are traveling to, in case of an emergency. Below are the steps to obtain travel approval:

1. Complete a Travel Form: [www.fgcu.edu/CampusRec/SportClubs/Forms.html](http://www.fgcu.edu/CampusRec/SportClubs/Forms.html)
2. Submit the Travel Form on EagleLink at least 1 week prior to travel. Travel related purchases will NOT be approved without a completed Travel Form.
3. Check EagleLink to make sure your travel is approved before leaving.
4. Take your emergency contact folder on the trip.

**RULES OF TRAVEL**

**Alcohol Policy**
Club members are representatives of FGCU and their conduct is a direct reflection on teammates, the University, coaches and the reputation of this club as a whole. *Alcohol distribution or consumption is prohibited during a club-sponsored event.* This includes but is not limited to the following:

- Traveling to/from an event as a player or coach
- While at the event site or within the vicinity of the event site as a player or coach
- In a hotel, campsite or other team lodging
- On site before, during or after practice or home event
- Exception: persons of legal age may have an alcoholic drink with a meal

**Travel by Vehicle**
Any time any Sport Club member travels by use of a vehicle (personal, rental or University) the following procedures must be followed:

- The team president is responsible for ensuring that all drivers have a valid license and insurance
- Drivers must follow all local, state and federal driving regulations, including vehicle capacity

**International Travel**
Sport Clubs looking to travel internationally, or to a non-contiguous state, must plan to have at least one advisor or coach accompany them on the trip. More advisors may be required by the Sport Clubs Office, dependent on the number of students traveling, and the competition destination(s). This planning process should begin a minimum of six months in advance of the trip.

**FAILURE TO COMPLY**
Sport Clubs will not be authorized to travel if the travel form is not submitted in a timely manner and/or all members on the traveling roster do not have all forms on file with the Sport Clubs Office. Any travel by a Sport Club without authorization from the Sport Clubs Office will be subject to disciplinary procedures. In the case of gross misconduct, Sport Clubs may be suspended from activity and/or terminated as a Registered Sport Club. **Please see the Club Conduct section of this manual for information regarding the violation notification process and hearing regulations.**
BOOKING FLIGHTS
Teams wishing to book flights for more than 10 people must contact an airline to secure a group rate. A group rate locks in pricing, may include discounts, and allows for fee-free name changes.

10+ passengers:
- Team officer must contact the airline to secure a group rate
- Have a list of all persons traveling, with full name and date of birth, ready for the agent
- Request that the quote/contract to be emailed to you
- Submit quote/contract with purchase request

Less than 10 passengers:
- Airlines typically do not offer group sales for <10 people.
- Team officer may submit desired flight information with Purchase Request
- Must submit a complete roster of all persons traveling, including full name as it appears on their ID and date of birth

RESERVING HOTELS
Hotels will not charge your credit card at the time of booking, unless explicitly stated on their website. If paying for a hotel stay using A&S travel funds, please follow the below steps:

- Call the hotel and make a reservation; they will ask for a credit card to hold the rooms.
- Request the hotel to send a credit card authorization form to 239-590-1432 or sportclubs@fgcu.edu
- Submit a purchase request form with your reservation confirmation numbers & price quote.
- Get receipts before departing; submit to office within 5 business days of returning.

RENTING VEHICLEs
For safety reasons, clubs are not permitted to travel in or rent 15 passenger vans. If renting a car through Enterprise or any other rental agency using A&S travel funds, funds will have to be reimbursed.

FUEL REIMBURSEMENTS
Teams may reimburse club members for money spent on fuel during approved Sport Clubs trips. A&S travel funds may be used to cover the reimbursement, as long as the club has sufficient funds.

To receive a fuel reimbursement, you must submit a map printout showing roundtrip mileage, along with your reimbursement form and your original receipts. Please see the Funding & Purchasing section of this manual for more info on reimbursements.
Funding & Purchasing

FINANCIAL TRAINING
It is mandatory for each Treasurer to attend a Campus Recreation Sport Clubs Financial Training. This training is optional for all other club officers, however it is recommended that Presidents attend as well. If you have any questions concerning purchasing procedures during the year, please contact the Sport Clubs Office.

CHECKING YOUR ACCOUNT BALANCE
All Sport Clubs officers are able to check their team’s A&S account balances online through EagleLink. After logging into EagleLink, navigate to your team’s page, click on the “Documents” tab, and then “Account Tracker”. This will open a page with links to all your Google account trackers. It is recommended that you bookmark the links for future access.

TYPES OF ACCOUNTS
There are two different types of accounts that Sport Clubs can utilize:
1. A&S Account (general and travel pools)
2. Off Campus Bank Account

A&S ACCOUNT
The Activity & Service fee paid by each FGCU student is used to fund this second University account, where a club’s annual allocation is deposited. Any unused funds in this account are swept at the end of each fiscal year (June 30). The use of any A&S funding must follow the current SG Finance Code rules and regulations. There are two ways to receive A&S funding:
1. Annual A&S Budget Request - allocated by the SCC budgetary committee each Spring then re-distributed by the Sport Clubs Council
2. Reserve Account Request - funding requests for unforeseen costs in the middle of the year

Annual A&S Budget Request
One annual budget application is submitted to the Student Government Appropriations Committee on behalf of all Sport Clubs. Prior to the SG submission deadline, the SCC holds budget hearings with each club to review their requests. Any club that does not submit a budget by the deadline, or misses their hearing with the SCC may not be eligible to receive an allocation. Please refer to the Sport Clubs Funding Guidelines on our website for details on timelines, application requirements, and an outline of items that are funded.

Reserve Account Request
A Sport Club can request extra funding for unexpected expenses that occur. This process involves the clubs officers completing a “Transfer and Reserve Fund Request” on EagleLink. The club will be required to document what the money is needed for.

Requests for additional funding from the SCC reserves will be handled on a case by case basis, highest priority given to emergency situations, money needed for basic club functions and equipment. Consideration will also be given to current year spending the previous year's SCORE points, the club's current standing with the Sport Clubs Program. Clubs on probation are not eligible to request additional funding until the terms of their probation are complete.
**Transfer Account Request**

Clubs may need to transfer money from travel pool to general or general to travel via EagleLink. Specific guidelines are as follows:

**Clubs can NOT:**
- exceed $5500 in travel spending for the regular season
- request more than two transfers per semester without coordinator/accountant approval

**Clubs MUST:**
- submit transfer requests 1 week prior to the final purchasing deadline in the spring
- outline specific reasons for the transfer

**SCC Budget Hearings**

These hearings are headed by the Treasurer of the SCC and includes the other members of the Sport Clubs Council Exec Board. This group of students assists clubs through the annual budget process and prepare one budget request on behalf of all Sport Clubs to submit to Student Government. All requests during the budget process should include supporting documentation including past invoices, quotes, etc.

**OFF CAMPUS BANK ACCOUNT**

This account can be used for depositing any fundraising money that the Sport Club collects and is where checks made out to “Eagles {club name}” can be deposited. Money in this account may be used on any purchase that a team chooses, with the exception of drugs or alcohol. Funds from A&S accounts cannot be transferred to an off campus bank account.

BEFORE opening an account, meet with the Sport Clubs Coordinator in order to establish the correct steps to take. Visit [http://www.fgcu.edu/CampusRec/SportClubs/forms.html](http://www.fgcu.edu/CampusRec/SportClubs/forms.html) and scroll to the Finance section.

Off campus bank accounts are subject to FGCU Sport Clubs policies and disciplinary procedures. Balance and transaction history for these accounts may be requested by the Sport Clubs staff and/or Student Government at any time. Misuse of funds may result in disciplinary hearings and/or the suspension/termination of the Sport Club.

**Financial Reports**

A financial report must be submitted at the end of each semester for your club to receive SCORE points for fundraising. There are two main components to the report:

*Payments Received:* Keep track of all funds collected or raised throughout the semester and list them on the report. This may include donations, sponsorships, ticket sales, travel team fees or other fundraisers. Details are necessary, so it is recommended that records be updated throughout the semester.

*Expenses:* Report the total amount of money you spent over the semester. Details on expenses and/or transactions are not reported on this form, however, we do encourage teams to track this information for their own records. The SCC may request further details on expenses during budget hearings.

**Fundraising**

All Sport Clubs are required to match a percentage of their annual A&S allocation through fundraising. For details, see the SCORE System. A financial report must be submitted each semester to receive credit for funds raised.

Clubs are not permitted to accept sponsorships from bars, fundraise at bars, or host events that involve the consumption of alcohol.

Before beginning a fundraising activity which involves a raffle, lottery, game of chance or drawing, please contact your Competitive Sports Advisor to ensure it is in compliance with the University and state gambling/raffle policy on page 15.
PURCHASING
When a team needs to make a purchase using A&S funds, a club officer will need to complete a Purchase Request form. Detailed examples of completing Purchase Requests are covered in Financial Training – it is highly encouraged that both presidents and treasurers attend the training.

It takes a minimum of 5 business days to process a purchase request, or up to 3 weeks, depending on the type of payment requested. Please keep this in mind as you plan your purchases. Holidays and campus closures are not considered business days and can slow this process considerably. It is important that you plan your purchases ahead of time to avoid having your purchase denied or missing payment deadlines. For specific instructions on travel purchases, please see the Travel section of this manual.

In the back of this manual you can find the purchase request checklist to assist you with completing the Purchase Request form.

TYPES OF PAYMENT
The Sport Clubs offers three forms of payment: check, credit card, or purchase order. Each type of payment has different time lengths and benefits, as outlined below.

Check
It takes about 2-3 weeks for the University to process a check request. Helpful hints for purchases that require payment by check:

- Plan ahead! We cannot guarantee making payment deadlines if your request is turned in late
- Always include an invoice with your purchase request – we need this to cut a check (quotes are not considered an acceptable substitute)
- Let us know if you want to pick up the check, or have it mailed to the payee
- Working with a new vendor? Additional forms will be needed before payment

Credit Card
It takes approximately 5 business days to process a credit card request. Helpful hints for purchases that require payment by credit card (over the phone or online):

- There may be a processing fee associated with paying by credit card
- The more detail you provide, the less likely we are to have questions, and the quicker we can make the purchase correctly
- Travel items (such as airfare, hotels and car rentals) require specific information, see the Travel Section of this manual for details

Purchase Order
It takes approximately 1-2 weeks for the University to produce a purchase order number. A purchase order is a special type of payment, which sets aside your money for a vendor to be paid at a later date. This “later date” is typically when equipment/uniforms have been received, or when a service has been completed. Helpful hints for purchases that require a purchase order:

- Good payment choice when you’re not sure how much the final cost of something will be
- Plan ahead! We cannot guarantee making payment deadlines if your request is turned in late
- Always include an invoice with your purchase request – we need this to complete the form
- A standing purchase order can be established if you will be making a series of payments to the same vendor over a period of time, such as facility rentals or other rental payments.
REIMBURSEMENTS

It takes 2-3 weeks to receive a reimbursement check. Officers and members can make purchases out of their own pockets and get reimbursed from their A&S account. Reimbursement is not guaranteed by the Sport Clubs Office and will not be issued if there are not sufficient funds in the Sport Club’s account. Please see the Travel section of this manual. Reimbursements have to be made payable to FGCU students. We cannot reimburse a coach, parent, or volunteer with A&S funds.

All Reimbursements require original, receipts to be processed. Screenshots, copies, or doctored receipts will not be accepted and can considerably slow down the reimbursement process. Occasionally Procurement may also request additional proof that payment occurred such as bank statement showing payment or photo evidence that a check has been cashed.
Club Conduct

**SCORE SYSTEM**
The FGCU Sport Clubs Official Report of Engagement (SCORE) System is in place to recognize the effort and hard work put forth by our teams on an annual basis. The engagement levels listed below will help determine a Sport Club’s funding for the upcoming fiscal year, as well as a team’s status as a registered Sport Club.

**White – Base Level – 65 points – A&S Annual Funding Cap of $6,000**
This is the level we expect every team to meet each year to maintain their status as a Sport Club. Clubs that are more recreational or clubs rebuilding their membership base can still achieve these base requirements in fundraising, community service and other areas.

**Blue – Above Average – 100 points – A&S Annual Funding Cap of $10,000**
The mid-level for recognition is for the clubs which are visible to the campus community, by providing competitive or spectating opportunities for students, in addition to going beyond the average fundraising and community services requirements expected of all Sport Clubs.

**Emerald – Outstanding – 150 points – no A&S Annual Funding Cap**
The highest level in recognition is reserved for the teams which achieve excellent fundraising levels, are very active in the community, as well as on campus, and support other Sport Clubs in their activities. This elite group will represent a small number of exceptionally dedicated teams.

**Recognition Items**
Our main focuses are fundraising, community service, and attendance at SCC meetings and club events. Bonus point items will typically be needed to achieve Blue or Emerald level, which include attending other campus events, mentor meetings, and other engagement opportunities.

**Relationship to A&S Funding**
Funding for the 2017-2018 academic year is determined by the SCORE level achieved by your club in 2016-2017. The FGCU Sport Clubs SCORE System is in place to recognize the effort and hard work put forth by our teams on an annual basis. The engagement levels listed below will help determine a Sport Club’s funding for future fiscal years, as well as a team’s status as a Registered Sport Club. *The time frame for completing these criteria begins July 1 and runs through the Friday following Spring Commencement.*

**Probation Teams Penalty**
Teams who are on probation or did not meet the above requirements may receive a penalty directly related to their budget. This penalty will include a budget cut that will occur after the SCC determines how much their reallocated budget will be.
The following probations and their penalties are subject to change based on how much the SCC receives from SG.

**Fundraising Probation:** % cut from budget, must fundraise 10% of allocated budget before accessing current year’s A&S funds.

**Meeting Probation:** Certain amount cut from budget

**Community Service Probation:** Must attend a team Community Service event before accessing current year’s A&S funds

**Events Probation:** Must attend a team Community Service event before accessing current year’s A&S funds

**Additional Cuts as determined by SCC Exec Board and/or Coordinator**

**Relationship to Sport Clubs Status**
If a club does NOT complete the criteria for at least White level, they must meet the standards of Blue or Emerald the following year to remain an active Sport Club. Additionally, if a club fails to meet White by not completing two or more required criteria, their status as a Sport Club will automatically be reviewed by the SCC Exec Board and Coordinator.

**REVIEW OF SPORT CLUBS STATUS**
The registration status of a Sport Club may be called to review in front of the SCC Executive Board if moderate to major policy infractions occur. The procedures of such a situation are outlined in the SCC Conduct Manual:

**SCC CONDUCT MANUAL**
The goal of this particular manual is to ensure that club adhere to internal Sport Club policies and standards, to resolve conflicts within the community, and to improve the participation of teams by promoting high standards. Below is a list of actions that may call for Sport Club sanctions and/or proceedings in the University Student Conduct system; this list is not comprehensive:

- No safety officers present at practice
- Failure to report an accident/incident
- Purposeful or reckless damage to facility or equipment
- Traveling without Sport Club Office approval
- Misuse of funds, or ordering items without Sport Club Office approval
- Hazing of club members
- Failure to abide by Sport Clubs Conduct Agreement
- Failure to abide by FGCU Code of Conduct, as determined by Student Conduct Office

Directly following a vote of “responsible” in the standards process, representatives must agree upon a sanction level for the offense by three-fourths vote. Votes will be cast in secret ballot. Sanction levels shall be:

- Level 1: Mandatory Makeup Event
- Level 2: Club Privileges Revoked
- Level 3: A&S Funding Approval Suspended
- Level 4: Removal of University Registration Status

For the full SCC Conduct Manual, please visit the Sport Clubs Council page of our website: [fgcu.edu/CampusRec/SportClubs/files/SCC_Conduct_Manual_2012.pdf](fgcu.edu/CampusRec/SportClubs/files/SCC_Conduct_Manual_2012.pdf) Clubs may also be placed on suspension or inactive status upon failure to submit required forms or tasks.
## Appendices

The following forms can be found online on the Sport Clubs website and EagleLink.

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<tbody>
<tr>
<td>Coach Agreement (optional)</td>
<td>9</td>
</tr>
<tr>
<td>Coach &amp; Volunteer Sign On Packet (required)</td>
<td>9</td>
</tr>
</tbody>
</table>
Mission Statements

DIVISION OF STUDENT AFFAIRS MISSION STATEMENT
The Division of Student Affairs is a partner in achieving the academic mission of Florida Gulf Coast University. We accomplish this by enhancing our students’ ability to learn and by promoting their development as productive members of the greater community. We are dedicated to improving students’ decision making skills, facilitating their personal development, enhancing leadership development, promoting healthy lifestyles, and assisting in developing their sense of purpose. Our leadership in these endeavors provides a vibrant campus life that increases student engagement in the university community and creates a culture of civility and care. Through our efforts, students will develop a lifelong affinity for the University.

DEPARTMENT OF CAMPUS RECREATION MISSION STATEMENT
The Department of Campus Recreation impacts students’ lives through engaging recreational experiences. We strive to be identified as the recreational home that creates a culture for students to be challenged, cultivate a sense of wellbeing, build relationships, live an active life, and simply have fun.

SPORT CLUBS MISSION STATEMENT
The Sport Clubs Program at Florida Gulf Coast University aims to facilitate the growth of students on campus through hands-on experiences, and by providing an atmosphere that encourages teamwork. This aim is facilitated by students taking the lead in the daily organization and management of current clubs, as well as the development of new Sport Clubs.

POLICY CHANGES
The policies set forth in this manual are at the discretion of the administration of the Campus Recreation and/or the university and are subject to change. All appropriate parties will be notified of any changes. However, it is the responsibility of the club officers to familiarize themselves with and maintain compliance with current policies and procedures. If you have any questions about policies and procedures not listed in this manual, please contact the Sport Clubs Office.
## Definitions of Common Finance Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity &amp; Service Fees (A&amp;S)</td>
<td>Each student pays $11.24 per credit hour in A&amp;S fees. These fees are allocated by Student Government to various offices and student groups.</td>
</tr>
<tr>
<td>A&amp;S Account</td>
<td>Student Organizations and Sport Clubs that receive funding from Student Government will have an A&amp;S account opened for them. This on campus account is where your allocations will be deposited. The compliance check for these accounts is performed by the SG Treasurer.</td>
</tr>
<tr>
<td>Off Campus Account</td>
<td>Sport Clubs that create revenue via fundraising, donations or sponsorships can deposit their funds in their own account.</td>
</tr>
<tr>
<td>Fiscal Year (FY)</td>
<td>Used to describe what budget season we are in; FY 2018 refers to July 1, 2017-June 30, 2018.</td>
</tr>
<tr>
<td>Purchase Request (PR)</td>
<td>A form that each team fills out to give the Sport Clubs staff the necessary information to make a purchase or get check.</td>
</tr>
<tr>
<td>Purchase Order (PO)</td>
<td>A University document, submitted by the Procurement Office, which sets aside funds to pay a vendor once goods/services have been delivered.</td>
</tr>
<tr>
<td>P-Card</td>
<td>“Purchasing Cards” are University credit cards issued to professional staff members, such as the Sport Clubs Coordinator.</td>
</tr>
<tr>
<td>SCC Exec Board</td>
<td>The elected student leaders that govern all Sport Clubs and determine the A&amp;S allocations for teams on an annual basis.</td>
</tr>
<tr>
<td>Reimbursement Form</td>
<td>(also called Payee Invoice) A form used to process reimbursements, which is sent to the Procurement Office for processing.</td>
</tr>
<tr>
<td>W-9</td>
<td>An IRS form that documents a vendor’s Tax Identification Number. Each vendor must have this form on file with the University before they can be paid for any products or services.</td>
</tr>
</tbody>
</table>
Checklist for Purchase Requests

Funding Documentation Requirements: a completed Sport Clubs Purchase Request will have the following information listed or attached to the form prior to submitting it to the office.

Recipient's or Vendor's Contact Info
- Name
- Complete address
- Phone number
- E-mail address
- Completed W-9 Form for new vendors

☐ Deadline dates for registration and/or payment (please highlight)

Verification of services/duties described in full detail
- Date
- Cost
- Location
- Name of tournament/competition

Examples of Verification
Include as many of these documents as possible
- Price Quote
- Invoice
- Document including mailing address of where/how to send payment
- Event flyers or copy of website event page
- W-9 and/or Independent Contractor’s Form
- Other (receipts, emails, etc.)

Payment Information
- Check off account type - A&S General or Travel
- Indicate payment method - check or credit card
Checklist for Reimbursements

Funding Documentation Requirements: a completed Payee Invoice/Reimbursement will have the following information listed or attached to the form prior to submitting it to the office.

**Recipient’s or Vendor’s Contact Info**
- □ Name
- □ Complete Address
- □ Phone number
- □ E-mail address
- □ UIN (student)

**Proof of Payment**
- □ Original sales receipts
- □ Copy of paid invoice from vendor
- □ Copy of cashed check
- □ Verification of payment made

□ **Roundtrip Map Printout** showing mileage for any fuel reimbursements

**Payment Information**
- □ Check off account type - A&S General or Travel
- □ Delivery of check - mail or pick up from Procurement