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Each club is required to adhere to the written policies of the Florida International University Student Code of Conduct and the Sport Clubs Handbook. For Sport Clubs policies and procedures not specifically covered in this Handbook, refer to the FIU Student Handbook. Policies and procedures stated herein are subject to occasional revision and/or updates. All 2017-2018 changes are noted in a grey highlighted color. Revised 8/1/17

SECTION 1: WELLNESS AND RECREATION CENTER

Article 1: MISSION STATEMENT

In support of the mission of the University and the Division of Student Affairs, the Wellness and Recreation Center promotes active, healthy lifestyles for FIU’s vibrant and diverse community through quality, inclusive participation opportunities, educational experiences, and support services.

SECTION 2: COMPETITIVE SPORTS OFFICE & STAFF

Article 1. Sport Clubs Administration

Office: Wellness and Recreation Center
Office Hours: Monday-Friday 10:00AM-4:00PM
Office Phone: 305-348-1054

Coordinator, Competitive Sports
Patricia Suarez
Office: WRC, Room 103
Phone: 305-348-1054
Email: patsuare@fiu.edu

Graduate Assistant, Competitive Sports
Samantha Fitzell
Phone: 305-348-2255
Email: sfitzell@fiu.edu

Intern, Competitive Sports
Jessica Cuadra
Phone: 305-348-2255
Email: jcuad014@fiu.edu

Article 2. Athletic Training Services
Email: atservices@fiu.edu
Phone: 305-348-3656

Nikki Harris, Athletic Trainer
Email: nstalkwo@fiu.edu

Shane Vaughan, Athletic Trainer
Email: svaughan@fiu.edu

Article 3: Professional Staff

The Competitive Sports Coordinator shall oversee all aspects of the Sport Clubs program. The Coordinator is also available to assist Sport Clubs by helping to plan, organize, coordinate, and evaluate all projects. Furthermore, the Coordinator will serve as an advisor to the Sport Clubs Executive Board. The Sport Clubs Executive Board, under the direct authority of the Coordinator for Competitive Sports, is a student group which serves to enforce the existing policies, create new policies if deemed necessary, provide unity among all clubs, and promote the FIU Sport Clubs program as a whole. The Sport Clubs Executive Board is outlined in more detail in Section 7.
Article 4: Graduate Assistant & Intern
The Competitive Sports Graduate Assistant (GA) and Intern will play a vital role within the entire organization. The GA’s and Intern’s duties include, but are not limited to:

- Actively assisting clubs in supplemental fundraising activities
- Serving as a customer service representative and assisting Supervisors with handling athlete concerns and questions dealing with departmental policies and procedures
- Conducting Officer Training Sessions
- Coordinating the distribution of funds
- Serving as an advisor to the Sport Clubs Executive Board

Article 5: Supervisors
Competitive Sports Supervisors are FIU-MMC student employees who may be visible at practices, games, and other club events. The Competitive Sports Supervisors’ responsibilities include, but are not limited to:

- Fostering quality relationships with the student-athletes, officers, and advisor of each club
- Acting as a quality University and Wellness and Recreation Center resource
- Providing supervision and management by being present at home contests, seminars, and events
- Serving as a first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each club with Sport Clubs policies and procedures

Article 6: Athletic Training Staff
The FIU Sport Clubs program collaborates with Athletic Training Services, consisting of a staff of two (2) certified Athletic Trainers and a staff of graduate volunteer student trainers. This staff provides general athletic training services to all members of a Sport Club in the athletic training room located in the FIU Ocean Bank Arena. The staff is available for injury evaluation and rehabilitation during training room hours. To make an appointment, email the Athletic Trainers.

The following clubs, considered contact sports, must have an AT present at all home events and contact practices:

- Men’s Rugby
- Women’s Rugby
- Men’s Soccer
- Women’s Soccer

Any non-contact club that would like to have AT services during an event or practice may do so by submitting a request to the Competitive Sports Coordinator at least 2 weeks in advance of the event. Additionally, the club will be charged an Athletic Training Service fee of $25 per hour per Athletic Trainer requested.
SECTION 3: ELIGIBILITY

1. All undergraduate and graduate students registered for at least one credit hour at FIU-MMC are eligible to join a club.

2. A majority (50% + 1) of club members must be students enrolled in at least one credit hour at FIU-MMC.

3. All faculty/staff and community members are eligible to join any club; however, club membership DOES NOT guarantee WRC facility access. All WRC facility fees, policies, and procedures still apply.
   a. Faculty/Staff may purchase a WRC Membership to have access to all WRC facilities and other benefits.
   b. Faculty/Staff may purchase a Sport Clubs Pass to have access to the WRC facility as it pertains to their Sport Club practice or event. In other words, a Sport Club Pass only allows access to the Sport Club practice and not to the rest of the WRC facility.

4. Student, faculty, staff, and community members may be restricted from league or association competition. Please check with that league or association in advance of competition for eligibility guidelines.

5. A member is not permitted to practice or play until a Permission, Release & Indemnity Agreement Form has been filled out and submitted via OrgSync. Competitive Sports Staff may periodically check rosters at practices and events.

6. Intercollegiate athletes are not eligible to participate in Sport Clubs. Please contact the Competitive Sports Coordinator with any questions.

7. No club may restrict membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.

8. No club may engage in any form of physical or emotional hazing of members or prospective members.

Article 1: Sport Clubs Pass
An FIU-MMC Faculty/Staff or any non-university affiliated adult (18+ years) may purchase a Sport Clubs Pass to access the Wellness and Recreation Center in order to participate with Sport Clubs. The following shall be the fee structure for the Sport Clubs Pass:

<table>
<thead>
<tr>
<th>FIU-MMC Faculty/Staff Pass</th>
<th>Adult Community Member Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual (Both Fall and Spring Semester)</strong> = $50</td>
<td><strong>Annual (Both Fall and Spring Semester)</strong> = $100</td>
</tr>
<tr>
<td><strong>Semester (Either Fall or Spring Semester)</strong> = $30</td>
<td><strong>Semester (Either Fall or Spring Semester)</strong> = $60</td>
</tr>
<tr>
<td><strong>Summer (Session A, B, and/or C)</strong> = $15</td>
<td><strong>Summer (Session A, B, and/or C)</strong> = $30</td>
</tr>
</tbody>
</table>

In order to join a Sport Club and purchase a pass, follow these steps:
1. Join OrgSync and join the Sport Club’s portal you wish to join.
2. Fill out the Non-Student Sport Club Member Form on OrgSync.
3. Once the form has been approved by the Competitive Sports Office (notification will be sent), go to the Wellness and Recreation Center to purchase the appropriate Sport Clubs Pass.
SECTION 4: SPORTSMANSHIP
The FIU Sport Clubs program strives to be the premier sport clubs program in the country, in both the competitive realm and in innovative organizational structure. As a matter of pride in our university and organization, all members are expected to maintain the highest standards of sportsmanship on and off the playing surface. It is important to:

- Let the officials officiate the game without interference or harassment
- Abide by the decisions they make (no matter how bad you think the call was)
- Be gracious in defeat and magnanimous in victory
- Honor all commitments for games, practices, seminars, and events

If you have a legitimate grievance, please voice it at the appropriate time and to the appropriate people. Let the Competitive Sports Coordinator represent you in legitimate grievances to your league or national governing body. Above all, compete in the friendly spirit of competition. Be a gracious host to visiting clubs and a gracious guest when you go to visit other clubs. Be proud you are a Panther and be honorable in presenting Florida International University. The Sport Clubs program takes sportsmanship related issues very seriously and any unsportsmanlike or inappropriate behavior is grounds for possible disciplinary action.

SECTION 5: INTRAMURAL SPORTS PARTICIPATION
Sport Clubs members are eligible to participate in IM Sports; however, participation is limited.

- An IM Sports team may contain 2 Sport Clubs members for their respective sport. See the chart below for respective sports.

<table>
<thead>
<tr>
<th>Varsity/Professional Sport &amp; Clubs</th>
<th>Intramural Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>Badminton</td>
</tr>
<tr>
<td>Soccer</td>
<td>7v7 Soccer &amp; 11v11 Soccer &amp; Mini Soccer</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Volleyball &amp; Sand Volleyball</td>
</tr>
</tbody>
</table>

- An individual who leaves the club prior to the last cut having been made or before the first game has been played, if no cuts are made, is not considered a Sport Club member. Those who do not leave at that point are considered a Sport Club member for the remainder of the academic year.
- Sport Clubs Coaches are considered Sport Clubs members for IM Sports participation purposes.
- Badminton & Sand Volleyball are restricted to 1 Sport Club member per team due to the minimal amount of players for a complete team.
- Sport Clubs members cannot participate in individual and dual sports offered through the IM Sports program which are similar to their respective sport.

Each club member must follow all applicable Sport Clubs and Intramural Sports eligibility guidelines. While neither program will actively search out students that are not adhering to regulations, the Competitive Sports program has the authority and ability to review any Sport Clubs roster to investigate any allegations of wrongdoing at any time.
SECTION 6: SPORT CLUBS COUNCIL
The purpose of the Sport Clubs Council is to act as a liaison between their Sport Club and the Sport Clubs Executive Board and Competitive Sports Administration. The Sport Clubs Council will be made up of each Sport Clubs’ President. If the President of a Sport Club cannot attend a meeting, the Vice President will serve in this role. If the Vice President is unable to attend, any officer or member may attend in their place. The following are the duties of this council:

- Attend meetings
- Serve as a liaison between their Sport Club and the Executive Board and Competitive Sports Administration
- Communicate with their club members updates and upcoming deadlines
- Vote on Club Sports Executive Board elections
- Vote on Sport Club of the Month

SECTION 7: SPORT CLUBS EXECUTIVE BOARD
The purpose of the Sport Clubs Executive Board is to act as a liaison between Sport Clubs members and Sport Clubs Administration. The Executive Board will be made up of 3-5 appointed officers who are currently members of an active Sport Club. The Executive Board officers shall be elected by the Sport Clubs Council and shall serve a term of 1 Sport Clubs year (May – April). Additionally, no more than 2 of the officers on the Executive Board can be from the same Sport Club. The primary function of the Board is to advise the Coordinator, Graduate Assistant and Intern for Competitive Sports on the following:

1. Provide direction for the implementation of new policies and regulations.
2. Provide a forum for clubs to discuss general concerns with the Board and Sport Clubs Administration.
3. Manage allocations of Needs-Based, Excellence, and Developmental Funding.
4. Conduct appeal hearings and make disciplinary recommendations to Competitive Sports Administration as needed.
5. Coordination of Sport Clubs Council meetings.
6. Review membership applications for new Sport Clubs.
7. Accept responsibilities as assigned by the Competitive Sports Coordinator.
8. Provide leadership, direction, and guidance for Sport Clubs members.

The Board meets on a biweekly basis. Any and all Sport Clubs members are invited to attend these open meetings. The schedule will be given to all Sport Clubs members at the beginning of the academic year. Any interested Sport Clubs member who wishes to serve on the Executive Board should follow the selection and representation procedure below:

1. Complete a Sport Clubs Executive Board Officer Application on OrgSync by the deadline for the next academic year.
2. Each candidate will prepare a brief speech of no more than 5 minutes to present to the Sport Clubs Council. In the speech, candidates should address how they plan to better the Sport Clubs program and what they hope to achieve in their position on the Executive Board.
3. The Sport Clubs Council will vote on candidates by submitting ballots.
4. The number of candidates elected will be determined by the number of open positions within the Executive Board.

In the event the Executive Board does not continue from one year to the next, the role and responsibilities of will be distributed among the Competitive Sports Administration.
SECTION 8: STARTING A NEW SPORT CLUB

Any group of students enrolled in classes at FIU-MMC with a collective interest in a sport or activity has the ability to submit a request to create a new Sport Club. A new Sport Club may not duplicate the goals or objectives of an existing organization unless member gender is the only difference (i.e., men’s rugby vs. women’s rugby). The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Competitive Sports Coordinator for assistance.

1. Ensure that you have students in place that are willing to serve as Officers for the Sport Club. Officers are the main leadership of the club. All Sport Clubs need a President, Vice President, Treasurer, and Risk Management Officer. Sport Clubs may have more Officers than the required four Officers. All Sport Clubs will also need to have a FIU-MMC Faculty/Staff Advisor.
   a. In an effort to expand student leadership opportunities, each of the 4 officer positions must be held by 4 different club members. All officers must be students attending FIU-MMC.

2. Recruit interested members by advertising around campus such as at GC, the Wellness and Recreation Center, residence halls, and anywhere else that you think would reach your target. Please be sure to check with the appropriate staff to ensure all university policies are upheld while advertising your club.

3. Once you have at least 4 officers and 2 club members, submit the “Request to Organize a New Sport Club” form on OrgSync to request to become a part of the Sport Clubs program.

4. Along with submitting a written petition to become a Sport Club, the Competitive Sports Administration, along with the Executive Board will schedule a meeting in which the new club will prepare and deliver a 20 minute presentation to the Executive Board.

5. Should the Executive Board and Competitive Sports Administration accept the petition, the new Sport Club would be admitted as a member for a 1-year Introductory Period and placed into the Introductory Tier. The Sport Club will be under evaluation for the entire year in regards to meeting attendance, paperwork compliance, following of policies and procedures, and communication with the Sport Clubs Administration.

6. Before the beginning of this Introductory Period, the club is required to conduct an orientation meeting with the Competitive Sports Coordinator or Graduate Assistant, or Intern. During this orientation, they will review the manual, outline expectations, and discuss the administration and operation of the Sport Clubs program.

7. Clubs serving their 1-year Introductory Period are not eligible to receive Needs-Based funding, but will accrue points under the Panther Points Program (PPP).

8. Following the 1-year Introductory Period, the Sport Club will be up for re-evaluation, in which the club will meet with the Sport Clubs Executive Board and Administration. At the conclusion of the meeting, the Introductory Sport Club will be:
   a. placed into an appropriate tier, or
   b. have their petition for membership declined, or
   c. have their Introductory Period extended for another year for further evaluation.

Competitive Sports reserves the right to deny recognition based upon appropriateness of club content to the Wellness and Recreation Center’s mission, duplication of content with an existing club, failure to comply with established policy or requirement, or other reason(s) as deemed by Competitive Sports.
SECTION 9: TIER SYSTEM
Sport Clubs are student organizations created to bring together individuals with similar sport or recreation interests. Sport Clubs may be team or individual-oriented in nature. They may involve competition between other schools, instruction in a particular activity, or provide social-recreational interaction. Sport Clubs may have local, regional, state or national competitive levels that they strive for, or be completely non-competitive. For membership eligibility purposes, Sport Clubs are categorized into four classifications – Competitive, Recreational, Introductory and Red.

Article 1: Requirements and Benefits
Every club will be put into a tier depending on the status of the club. Benefits based on each tier will result in facility scheduling, funding, and access to Panther Points. Each club, regardless of its tier, will receive:
1. CPR certification for Risk Management Officer
2. Access to Panther Points (Exception: Red Tier Sport Clubs will not have access to Panther Points.
3. No facility rental cost for practices for Competitive Sports controlled facilities
4. Free equipment storage
5. Available equipment maintenance

Article 2: Introductory Tier
Requirements
1. 2 community service hours per person per year
2. Panther Advancement Workshop (PAW) attendance: 1 attendance per person per year
Tier-Specific Benefits
1. Access to Developmental Funding

Article 3: Recreational Tier
These Sport Clubs are more instructional and/or social in nature, but may involve occasional competition, tournaments or meets.
Requirements
1. 5 community service hours per person per year
2. Panther Advancement Workshop (PAW) attendance: 1 attendance per person per year
Tier-Specific Benefits
1. Access to Needs-Based Funding and Developmental Funding

Article 4: Competitive Tiers
These Sport Clubs compete against other club teams from other institutions on a regular basis and are members of a league administered by a national governing body. Competitive clubs have access to Needs-Based, Excellence, and Developmental Funding.
Requirements
1. Three or more competitions per year
2. Potential for competing in regional or national tournament
3. 10 community service hours per person per year
4. Panther Advancement Workshop (PAW) attendance: 1 attendance for 25% of roster per year
**Tier-Specific Benefits**
1. Will receive priority for facility scheduling when in-season.
2. Access to greatest amount of Needs-Based funding, including Excellence and Developmental Funding.

**Article 5. Probationary (Red) Tier**
Requirements:
1. 5 community service hours per person per year
2. Panther Advancement Workshop (PAW) attendance: 1 attendance per person per year

Red Tier clubs will have fourth and last priority of facility scheduling. Additionally, Red Tier clubs will not have access for Needs-Based, Excellence, and Developmental Funding.

**Article 7: Evaluation Process**
All Sport Clubs will be evaluated every year. Recreational clubs will have the option every year to apply to change their tier to Competitive. This process will take place in the spring semester and will go into effect for the following Sport Club year beginning on the first day of the summer semester.

Tier status will be determined based on Sport Clubs Administration’s evaluation of a club’s league affiliation, number of competitions, national and regional rankings, community service, and Panther Advancement Workshop (PAW) attendance. Each club has until the last day of classes to complete tier requirements. The evaluation process is based upon the status of a club’s progress towards requirement completion at the time of the evaluation.

**NOTE: Clubs who remain in the Red Tier for two consecutive years and make insufficient progress to advance out of the Red Tier shall be expelled from the Sport Clubs program at the end of the second year. The Sport Club may not petition to become part of the Sport Clubs program for 2 academic years following expulsion.**

**Article 8: Appeals**
A club that wishes to appeal its placement within the tier system must do so in email within 1 week following the receipt of tier status for the following year. All appeals must be sent to the Competitive Sports Coordinator.
SECTION 10: SPORT CLUBS RESPONSIBILITIES

1. It is the responsibility of the club officers and members to be knowledgeable of the policies and procedures in the Sport Clubs Handbook.

2. It is the responsibility of the officers to operate the club within the guidelines set forth by the FIU, Wellness and Recreation Center, Sport Clubs Administration, and the Sport Clubs Executive Board.

3. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of Sport Club status and associated privileges.

4. It is the responsibility of the officers to ensure that all club members are eligible for participation, have proper insurance (each athlete should double check their own insurance) and have completed a Waiver Form submitted via OrgSync. Members are strongly encouraged to consult a physician prior to participation in any Sport Club activity.

5. It is the responsibility of club officers to follow financial guidelines, reporting procedures, and scheduling methods discussed in the Sport Clubs Handbook.

6. It is the responsibility of club officers to follow guidelines in relation to reserving facilities for practice, competitions, and any fundraising activities.

7. No Sport Club member, coach, advisor, or other party acting on behalf of the club may sign or enter into a contractual agreement without the consent of the Competitive Sports Coordinator. Entering into an agreement or posing as an official representative of FIU in order to contract services or purchase is a serious offense and will be dealt with accordingly.

8. It is the responsibility of the club officers to check and update their club roster.

9. Each club MUST elect and submit contact information for new officers to the Competitive Sports Office for the next academic year by the listed deadline. This will give the new officers a chance to get accustomed to their new role before the next Sport Club year. Additionally, the new officers will need to attend officer training on the posted day and time.

10. Club officers should meet with the Competitive Sports Coordinator, Graduate Assistant, or Intern to discuss questions regarding club schedule, treasurer’s report, roster, and other club related issues.
SECTION 11: SAFETY & RISK MANAGEMENT

Article 1: Permission, Release & Indemnity Agreement
All Sport Clubs members are required to sign a Permission, Release & Indemnity Agreement before they can participate in any way with a club. Club members under the age of 18 must have a parent or guardian sign the form. The Permission, Release & Indemnity Agreement forms must be submitted prior to participation. If new members join, it is the responsibility of the club president and safety officer to have the form completed and returned to the Competitive Sports Office prior to participating.

Article 2: Safety & Injuries
1. Participation in Sport Clubs events is completely voluntary. As such, each member assumes responsibility for injuries that may occur in an activity.
2. It is the responsibility of the club and its members to carry medical insurance. Participants in contact, strenuous, or high injury risk activities are highly recommended to have personal medical insurance coverage. Many national governing bodies offer liability insurance as part of their individual or organization membership dues.
3. Clubs must report all incidents of injury or accident whether incurred home or away at the contest location, or in traveling to or from it. Use the Incident Report Form on OrgSync.
4. Clubs are expected to abide by all national, state, and local health and safety regulations as pertaining to their specific activity as well as normal safety procedures.
5. When equipment is part of the club’s activity, regular inspections must be conducted according to applicable standards to ensure safe conditions and to identify possible safety hazards. Proper maintenance of equipment is mandatory.
6. Safety is a must, and the club depends on the officers and advisors of each club to ensure that every possible precaution has been taken.

Article 3: Concussion
Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or game and shall 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 loss of memory surrounding the incident
- Fatigue, nausea or vomiting
- Irritability and other personality changes
- Dizziness or ringing of the ears

It is the responsibility of club officers, advisors, and coaches/instructors to recognize any concussion related symptoms and ensure that appropriate medical clearance is obtained before the concussed participant returns to club related activity of any form.
**Article 4: Travel**

Travel arrangements should be reported using the *Travel Itinerary Form* and must be filed with the Competitive Sports Office at least **1 business days prior** to travel (3 business days prior to travel to be eligible for Panther Points). The *Travel Itinerary Form* requires:

- Destination, including contest site & lodging (if applicable)
- Names and Panther ID #’s of all those traveling
- Cell phone number for destination contact person
- Departure & return dates & estimated times of each
- Mode of travel

For travel using personal vehicle(s), all drivers involved must have in their possession a current, valid driver’s license and proper auto insurance coverage. Additionally, those drivers need to submit proof of a valid driver’s license, insurance and vehicle registration with the Competitive Sports Office. Vehicle(s) should be in proper operating condition. For travel other than by personal vehicle (i.e. plane, bus), reputable public/private carriers should be used.

Upon return from all trips, a *Post-Travel Form* must be submitted via OrgSync within 5 business days of the date and time of return. Post-Travel Forms submitted within 3 business days will be eligible for Panther Points, so long as the Travel Itinerary was submitted 3 business days prior to the date and time of travel. For more information on travel, see Section 18.

**Article 5: Marketing & Publicity**

Sport Clubs are encouraged to be creative in devising marketing programs. In planning a marketing campaign, please follow the following guidelines:

1. Marketing must be true, specific, easily understood, clean, attractive, and informative to the audience, tastefully conducted, and should not reflect the University unfavorably.
2. No representation, either expressed or implied, may be made as to the promotion or endorsement by the University of the organization or the activity, program, or event being sponsored unless specific approval has been obtained through the Competitive Sports Office.
3. Sport Clubs are responsible for the proper use of FIU logos on uniforms, publicity materials, and social media. The official logos cannot be modified (size, shape, color, etc.). For details on proper use, contact the Coordinator for Competitive Sports.
4. Materials to be posted need prior approval from the Competitive Sports Office.
5. The full name of the sponsoring club must be visible on all literature.
6. All material must include date, time, and place for events.
7. In classroom buildings, only one flyer per club per bulletin board will be allowed. Flyers must be secured with thumbtacks to all bulletin boards.
8. Posters may be displayed on the general open bulletin boards of all buildings. You may not remove or cover up an existing flyer to make room for your flyer.
9. Posters, signs, handouts, brochures, handbills, pamphlets, folders, or any other written material shall not be posted, affixed or attached on the University premises, including but not limited to, doorways, trees, shrubbery, lamps, sidewalks, utility poles, traffic signs, statues, telephone booths, inside classrooms, exterior and interior walls, stairwells, railings, concrete walls, fencing, cars, and permanent signs.
Article 6: Photo/Video Release
All participants who sign the Waiver Form are granting permission for the Wellness and Recreation Center, or any other legitimate University entity, to take photos/video of them while participating in Sport Clubs. The aforementioned may be used in ways that include, but are not limited to: promotional materials, group projects, media coverage, or any other medium deemed appropriate by the Sport Clubs program.

SECTION 12: OFFICER DESCRIPTIONS
The strength and success of a Sport Club is dependent upon the dedicated efforts and initiative of its leaders, and the active involvement of its members. As a result, Sport Clubs present unique opportunities for students to develop both athletic and leadership abilities. Leaders are directly involved in all aspects of their organization’s administration. The club’s officers should be prepared to devote time and energy toward developing the organization and assuring its continuity. Responsibilities include but are not limited to:

1. Serving as liaison between the Club Sport and Competitive Sports administration.
2. Conducting club meetings/practices and providing ongoing daily management.
3. Ensuring timely completion of all administrative tasks and forms.
4. Knowledge of policies and procedures regarding clubs.
5. Serving as club spokesperson.
6. Seeing that continuity of club leadership is passed on to new officers.

The Sport Clubs program requires the following officer positions to be held and each individual’s current contact information to be on file at all times. Clubs may elect to have additional officer positions as deemed necessary by the club’s members or constitution. Each officer position must be held with a different student. All officers must be students attending FIU-MMC.

President: The President has responsibility for oversight of the club and officers. He or she is the liaison between the club and the advisor, supervisor, Sport Clubs Administration, the Executive Board, and other FIU or community contacts. Additionally, the President is to serve on the Sport Clubs Council.

Vice President: The Vice President duties may vary; however, it is his or her responsibility to represent the club if the President is unable to and to act as interim President until one is elected if the President is no longer able to fulfill their duties.

Risk Management Officer: The Risk Management Officer has responsibility for safety of the club members during competition, practices, travel, and club events. He or she is to have a CPR certification that must be filed with the Sport Clubs Administration. Additional guidelines are outlined in the handbook under Safety and Risk Management.

Treasurer: The Treasurer has responsibility for the financial well-being of the club, preparing semester budgets and reports, and keeping record of all internal and external transactions for the club.

All officers will be elected under the expectation of serving in that officer role for the full Sport Club year. In the event that an officer fails to fulfill his/her duties, another officer may be elected in their place. The Sport Club must request to change the office via OrgSync. All officers must go through Officer Training with either the Competitive Sports Graduate Assistant or Intern before being recognized as an officer for their club.
Article 1: Risk Management & the Risk Management Officer
To provide a safe, positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every club develop, implement, and practice the following safety procedures, utilizing the Safety Officer as much as possible:

1. Sport Club Safety Officers, other officers, club members, coaches/instructors, and advisors should emphasize safety during all club related activities.
2. All participants recognize that they are always responsible for their own well-being and the well-being of the group of which they are a part.
3. Each participant shares with the other members the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
4. The club’s Safety Officer is expected to inspect fields and/or facilities prior to every practice, game, or special event. Unsafe conditions must be reported to the Competitive Sports Office.
5. Clubs are expected to abide by all local, state, and national health and safety regulations.
6. The Safety Officer should be present at all club practices, games, or events. In the event the Safety Officer is unable to attend, another club officer or member who is certified in CPR must be present to handle any emergency situations.
7. A copy of CPR cards must be submitted through OrgSync prior to the deadline. The Safety Officer and alternate members are responsible for obtaining a valid certification. The Competitive Sports Office will offer classes to club members only at the beginning of the academic year. Periodically, the Wellness and Recreation Center will offer CPR certification classes. Please sign up in advance.

NOTE: If a club does not submit a CPR card prior to the deadline (September 1), or if a club has a CPR card expire during the year and no replacement cards have been provided to the Competitive Sports Office, then the club will be placed on initial suspension and all practices and events will be canceled until the situation is rectified.

8. Participants are obligated to wear proper dress and appropriate protective equipment. If they choose not to use such equipment, the participants must acknowledge that they are doing so at their own risk.
9. Prior to participation with a sport club, nonmembers must fill out a Waiver Form.

Article 2: Practice Visitations
Competitive Sports Supervisors will perform practice visitations for each club. These are to ensure that expectations and policies and procedures set forth in this Handbook are upheld. Competitive Sports Supervisors will verify that each club member has completed a Permission, Release, and Indemnity Agreement Form and is on the Sport Club roster (on the OrgSync portal page). There will be a strict ID policy at these practice visitations; therefore, each member must have their own government issued photo ID on them at every practice. Supervisors will also check that a member who is certified in CPR is present at practice. Additionally, this member may have their skills checked via a dummy drop or some other scenario. Club officers will sometimes be given prior warning of these visitations, but some will also be done without warning.
SECTION 13: INSTRUCTORS & COACHES

Sport Clubs requiring the services of an instructor should seek a knowledgeable person within the specific area of instruction. Based on their knowledge of the activity, experience, and leadership skills, Coaches and Instructors must be appointed by the club members. They may be students, faculty/staff, or a community member. It is important to note that Sport Clubs are student run.

The Competitive Sports program has an obligation to protect all clubs. As a result, the Coordinator for Competitive Sports reserves the right to dismiss a Coach or Instructor who has acted outside the scope of his/her authority, violated university and/or Sport Clubs policy, violated state or federal laws and/or displayed conduct which is not in the best interest of the club, the Sport Clubs program and/or Florida International University. This includes conduct that is in direct contradiction of the Wellness and Recreation Center Mission Statement.

All Coaches and Instructors must abide by the following rules:

1. The use of a Coach/Instructor is optional and his or her selection is the responsibility of each club.
2. Coaches/Instructors may or may not be paid, but must be registered with the Competitive Sports Office by submitting the Coach/Instructor Agreement prior to coaching/instruction every year. After these forms have been collected, the Coach/Instructor will meet with the Coordinator of Competitive Sports to approve their Coach/Instructor status.
3. Funding issued by Competitive Sports may not be used to compensate coaches/instructors.
4. All Sport Clubs Coaches/Instructors must follow all Sport Clubs policies and procedures, as well as university and departmental procedures relative to the Sport Clubs program.
5. The Coach/Instructor’s purpose is to be involved strictly with coaching and teaching in club practices and competitions. He or she is to refrain from all other areas of club management, including club business matters.
6. Participation in Sport Clubs is completely voluntary, and monetary rewards or scholarships shall not be promised or given to any player or prospective player.
7. It is important that the Coach/Instructor realize that his or her role is to strictly provide guidance to better develop the club as athletes. Student club members should be the ones fulfilling all of the administrative and organizational requirements of the club.
8. Coaches and Instructors are required to purchase membership to the Wellness and Recreation Center in order to be admitted for club practices.
9. The Competitive Sports Office reserves the right to evaluate the performance and involvement of all instructors and coaches.
SECTION 14: ADVISORS

Sport Clubs are characterized by being student initiated and student-managed; however, each club is required to have an advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience, and insight into university operations and policies. Advisors to Sport Clubs should have a desire and willingness to assist students in meaningful and productive ways. They should recognize and support participation in Sport Clubs as part of their contribution to the educational and personal development of students. While he/she does not necessarily have to possess knowledge of, or skill in, the group’s sport/activity, the Advisor should possess a willingness to serve the group, and enthusiasm for its activities. By accepting the status as Advisor, the individual assumes the responsibility of assisting in the effective and efficient functioning of the respective club. Advisors may contact the Competitive Sports Office with any questions regarding their role and responsibilities. If a club is in need of an advisor, they always have the option to choose the Coordinator for Competitive Sports. An advisor must be a faculty or staff member employed by FIU-MMC.

The primary role of the club’s advisor is to act as the first point of approval of all activities of the club (budget, expenditures, fundraising, purchasing, schedules, and travel). The advisor shall be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on FIU. The foremost goal is to allow the club to be self-organized and self-governed, but the advisor is to guide and counsel club members where it is appropriate or necessary. Advisors are responsible for the guidance, conduct, and eligibility status of club members. In addition, the advisor is responsible for:

1. Knowledge and understanding of the Sport Clubs Handbook, the FIU Student Handbook, and the club’s constitution and bylaws.
2. Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club’s officers and members.
3. Familiarity with the goals of the club and the ability to efficiently facilitate the achievement of these goals.
4. Providing oversight of club funds and encouraging sound financial and business practices.
5. Approving all fundraising and developmental plans and activities.
6. Interpreting and ensuring compliance with University policy, philosophy, and Wellness and Recreation Center guidelines.
7. Assuring club compliance with state and federal laws.
8. Providing leadership and acting in a professional manner if traveling with clubs.

Regulations on sexual harassment, use of alcohol, illegal substances, profanity, and discrimination are subject to enforcement.

The Competitive Sports Office reserves the right to evaluate the performance and involvement of all advisors.
SECTION 15: EQUIPMENT AND SUPPLIES

Equipment: Items considered essential for participation that are expected to be utilized for multiple seasons.

Supplies: Items which are utilized and typically replaced every season due to the nature of the sport.

Any equipment, including uniforms, purchased by the club through Competitive Sports funds is considered University property. Competitive Sports funds may not be used for equipment or uniforms that are kept by the club members. Therefore, the club officers must keep an inventory of each piece.

All club equipment deemed as essential safety equipment must be professionally inspected annually at the individual club’s expense. This policy should enable us to cut down on the amount of equipment lost on a yearly basis and eventually cut down on club expenses caused by lost or stolen equipment.

Should a club member not return University property, a fine will be assessed. Club officers are responsible for reporting this to the Coordinator for Competitive Sports for assistance in claiming the lost or damaged equipment or the associated fine.

SECTION 16: SCHEDULING GUIDELINES

1. A practice and game schedule must be filled out by submitting a Semester Schedule Form via OrgSync by the specific deadline for each semester. It is imperative to provide the Competitive Sports Office with the schedule for your club as soon as possible. Attentiveness in this area will result in free Sport Clubs publicity and promotion.

   **NOTE:** The schedule requests for summer activity include the first two weeks of classes in the fall in order for our office to appropriately schedule. If you do not submit a practice request for summer, you will not be permitted to practice during the first two weeks of fall semester.

2. Competitive Sports Supervisors and Athletic Trainers for home contests and events are scheduled 2 weeks in advance. Any event scheduled after that time may not be permitted due to staff availability.

3. Attempt to tentatively create your schedule 4-6 months in advance and to schedule as many home events and tournaments as possible.

4. Notify the Competitive Sports Coordinator, Graduate Assistant, or Intern immediately when a scheduled event changes. This could be something as simple as a change in day, time, or a cancellation. Club Officers must update the Semester Event Schedule with any changes. Additionally, please notify the opposing club’s contact person and the Competitive Sports Office of any changes as soon as possible. Absences without prior notification will not be tolerated.

5. Clubs are not authorized to sign ANY agreements/contracts without the approval of the Coordinator for Competitive Sports.

6. Clubs who do not honor their regularly scheduled events will be suspended from interclub competition at the discretion of the Competitive Sports Coordinator.

7. Notify the Competitive Sports Office within 5 business days with the results of your contest(s). This is the only way for the Competitive Sports Office to provide current and up-to-date information regarding your club.
SECTION 17: FACILITY RESERVATIONS

All facility reservations for the Wellness and Recreation Center’s facilities must be processed through the Graduate Assistant or Coordinator for Competitive Sports. No Sport Club should be reaching out to anyone else to make WRC facility reservations. All requests for WRC facility use should be submitted via OrgSync. Keep in mind that there are many competing requests for WRC facility space. There is no guarantee that even properly requested facilities can be secured. Do not advertise an event until you have written confirmation of the facility.

Article 1: WRC Facilities Available for Sport Clubs Use

1. WRC Turf Field
2. WRC Basketball Courts
3. WRC Volleyball Courts
4. WRC Badminton Courts
5. WRC Lobby (for marketing/tabling purposes)
6. WRC Conference Room (for meetings, presentations, etc.)
7. WRC Fitness Gold & Blue Rooms
8. WRC Tennis Courts
9. WRC Outdoor Basketball Courts
10. WRC Sand Volleyball Courts

Article 2: Pricing
Rental fee may be applicable, especially during evenings and/or times outside regular hours.

Article 3: Sport Clubs Priority
When there is a conflict among sport clubs, IM Sports and open recreational participants, priority will be given to IM Sports participants. Following IM Sports, Sport Clubs will have priority with facility scheduling. If there is conflict between Sport Clubs, priority may be given to in-season sports and teams that have met the reservation deadlines. If conflict continue, priority may be given to teams in best standing with the Sport Clubs program, which will be determined by the club with the highest PPP point total from the previous academic year and teams without disciplinary issues as well as tier status.

Article 4: Non-Wellness and Recreation Center Facilities
Unfortunately, the Competitive Sports program does not have control over all facilities on-campus, but the Competitive Sports Office will help with and approve all agreements between facility operators and club teams. With advance planning and organization by the Sport Club, additional resources may be available to clubs when WRC facilities are unavailable or unsuitable for an activity. All facility reservation for Intercollegiate Athletic facilities must be processed through the Competitive Sports Coordinator. No club should seek out specific facility directors.
Article 5: Field and Facility Usage Policy
1. All fields/facilities must be inspected for use by the Risk Management Officer before each practice, game, or event.
2. In the event of a field/facility hazard, report it immediately to the Competitive Sports Supervisor, Graduate Assistant, or Coordinator. Don’t attempt to play if a hazard is present. This includes unsafe weather conditions.
3. Reservations for practices should be made on a per-semester basis and be submitted by the deadline for each semester.
4. Game reservations should be made as early as possible, at least 2 weeks in advance, to ensure facility and staff availability.
5. The club is responsible for cleaning up any trash that accumulates on the field or facility as a result of its usage by the club (this includes members of the club, members of the opposing team, spectators, etc).
6. When required, field markings or other field preparations will be performed only by Competitive Sports Staff.
7. In accordance with University policy, pets and Emotional Support Animals are prohibited in WRC facilities.
8. Remove all equipment and supplies from the playing area after each game/practice.
9. Spectators are welcome at club-related activities; however, WRC facility access fees may be applicable. Additionally, spectators are restricted to the spectator area where the competition is taking place. Proper supervision of children under 18 is necessary.
10. ALCOHOLIC BEVERAGES, DRUGS, TOBACCO AND SMOKE PRODUCTS ARE NOT PERMITTED AT ANY EVENT, CONTEST, OR PRACTICE.
11. Clubs must follow appropriate use requirements for the facility reserved. Inappropriate use or damage will result in possible remuneration required from the club, suspension/loss of reservation privileges, and/or expulsion from the Sport Club program.

SECTION 18: TRAVEL
Article 1: Off-Campus Travel
Sport Clubs defines travel as any non-routine journey taken for the purpose of participating in events as representatives of FIU Sport Clubs and the Wellness and Recreation Center. Any clubs that travel as a representative of the FIU Sport Clubs program must adhere to the following policies:
1. Complete the Sport Clubs Travel Itinerary Form on OrgSync at least 3 business days prior to the date of travel in order to be eligible to receive Panther Points.
2. Clubs who do not meet the Panther Points deadline must turn in a completed Travel Itinerary at least one business day prior to their departure (Thursday for departures on either Saturday or Sunday or after 5:00PM on Friday). A form submitted after 5:00PM on the business day prior to departure is considered late, and a club will not be permitted to travel.
3. Utilize sound judgment throughout the duration of the trip.
4. Communicate the results of the trip via the Post-Travel Form on OrgSync no later than 5 business days following the conclusion of the trip. If the Post-Travel Form is submitted within 3 business days of the return date and time, the Sport Club will be eligible to receive Panther Points, provided that the Sport Club submitted the Travel Itinerary at least 3 business days prior to the date and time of travel.
Clubs who do not fully adhere to the travel policy will face disciplinary actions. As required by state law, all drivers should possess a valid driver’s license, a safe driving record, and current, adequate insurance coverage. A Travel Itinerary will be accepted only when all traveling members have completed a Permission, Release, and Indemnity Agreement Form. It is the club’s responsibility to review the club roster to ensure that everyone on the trip has a completed PRI Agreement. Sport Clubs will make periodic checks to verify rosters and waivers. In case of a vehicular accident or a major injury incurred at any point during the approved travel, take any and all necessary emergency care steps, and then contact the Competitive Sports Coordinator immediately to report the incident.

SECTION 19: CONDUCT & DISCIPLINE
Each club within the FIU Sport Clubs program is student run and under administration and guidance of the Sport Clubs Administration and Executive Board. Every club member, coach/instructor, and advisor is responsible for the knowledge of and adherence to the policies set forth by this handbook and the FIU Student Handbook. IGNORANCE IS NO EXCUSE. In addition to a Sport Clubs’ own conduct, Sport Clubs are responsible for the activities of non-student members and guests while they are participants in or spectators at any activity of the organization. Furthermore, Sport Clubs are expected to fully cooperate in any and all investigations related to club conduct and activity conducted by any university department or law enforcement organization.

Article 1: Image & Perception
All Sport Clubs need to be aware of the image they may portray to the general public and campus community. In addition to representing themselves, individual Sport Clubs represent the entire Sport Club program, the Wellness and Recreation Center, Division of Student Affairs, and Florida International University. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, message boards, chat rooms, or other medium – electronic or otherwise. Sport Clubs that are discovered to be engaging in inappropriate behavior or presenting themselves in poor taste will be sanctioned. Examples of this type of behavior include lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.
Article 2: Administrative Non-Compliance
Any team that is non-compliant with administrative duties and deadlines will be subject to disciplinary action. Non-compliant clubs are defined as a club who has failed to do ANY of the following:

1. Complete Sport Clubs re-registration in the spring semester.
2. Attend meetings or officer training without arranging a make-up session by the probation deadline with the Competitive Sports Graduate Assistant or Intern.
3. Complete required paperwork:
   a. Permission, Release, and Indemnity Form
   b. End of Semester/Year Reports
   c. Event/Practice Schedules
   d. Travel Itinerary
   e. CPR Certifications
4. Spend more money than the club has available in its accounts.
5. Complete the minimum requirements for Red Tier as stated in Section 8.

Article 3: Behavioral Non-Compliance
Any violations by a Sport Clubs or individual of State Law, Federal Law, University Policy, or the Sport Clubs Handbook will result in a disciplinary hearing with the Sport Clubs Executive Board and the Competitive Sports Administration. A disciplinary hearing will set disciplinary action. Depending on the severity of the violation, disciplinary sanctions may include probation, suspension, or expulsion, as well as referral to FIU Office of Student Conduct and Conflict Resolution.

Article 4: Probation, Suspension, and Expulsion
For Administrative Non-Compliance infractions, Competitive Sports Administration will determine a sanction. For Behavioral Non-Compliance infractions, the Sport Clubs Executive Board will host a disciplinary hearing with the offending Sport Clubs team in which a disciplinary sanction will be recommended to the Competitive Sports Administration for approval. Should a club commit an infraction, the following measures may be taken:

Initial Suspension: Any incident of administrative or behavioral non-compliance will result in initial suspension. Clubs on initial suspension will lose access to their University funds, all practice and game privileges, and will not be eligible for incentive (Developmental & Excellence) or Panther Points until the issue which caused the suspension is resolved. Sport Clubs Administration will inform all of the club’s officers, as well as the advisor, once that club has been placed on initial suspension. Upon the conclusion of the investigation of the incident that caused the initial suspension, a club may be subject to one of the following: Probation, Partial Suspension, Full Suspension, or Expulsion. A Sport Club may not remain on initial suspension for more than 4 weeks. Doing so will result in expulsion.

Probation: Any club on probation will no longer be eligible to receive Excellence or Developmental Funding during the term of their probation. Additionally, they will no longer be eligible to receive Panther Points during the term of their probation. NOTE: The FIU Sport Clubs program does not consider the summer semester to be an academic semester for the purposes of probation.
Partial Suspension: Sport Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended from. Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension). At the conclusion of the partial suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the partial suspension ends.

Full Suspension: Sport Clubs on full suspension will not be eligible to practice or compete (both home and away) and will not be eligible for University funding and Excellence and Developmental Funding and will not accumulate Panther Points until their suspension term is complete. At the conclusion of the full suspension term, the Sport Club team will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the full suspension ends. Any Sport Club that has been placed under full suspension will be demoted to the Red Tier for the following academic year.

Expulsion: Any club that is expelled from the Sport Clubs program will lose all access to University funding and Excellence & Developmental Funding as well as access to facilities and fields administered by the Competitive Sports program. Furthermore, the club may be referred to the Office of Student Conduct and Conflict Resolution for further investigation. Club funds will be returned to the Sport Clubs Executive Board account for re-distribution to the remaining clubs through incentive funding. Any club that has been expelled will not be eligible for reinstatement for a period of at least two full academic year. Any of the following will result in expulsion:

1. Administrative non-compliance
   a. Any one incident of administrative non-compliance that remains unresolved by the club 4 weeks after the incident occurred.
   b. Clubs who fail to complete the minimum Red Tier requirements in a given year.
   c. Clubs who remain in the Red Tier for 2 consecutive years and make insufficient progress to advance out of the Red Tier shall be expelled from the Sport Clubs program at the end of the second year.

2. Behavioral non-compliance
   a. Any one offense in violation of State Law, Federal Law, University policy, or Sport Clubs policy that is deemed so egregious that it warrants immediate expulsion (i.e., hazing, discrimination, alcohol or drug abuse or wanton destruction of property).

All sanctions may be appealed to the Competitive Sports Coordinator within 2 weeks of the sanction.
Article 5: Members Conduct
As students of Florida International University, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any club related activity, including misuse of equipment or facilities would jeopardize the club’s continued status as a recognized Sport Clubs. Furthermore, club members who participate in inappropriate activity that violates University policies, state laws or federal laws will be subject to disciplinary action by the Competitive Sports program. The FIU Code of Conduct binds all Sport Clubs members with particular emphasis given to the following offenses:

- Hazing = Expulsion
- Discrimination = Expulsion
- Alcohol and/or Drug Abuse = Expulsion
- Wanton Destruction of Property = Expulsion

Article 6: Hazing
In the State of Florida, hazing is a criminal offense. Hazing is when “any group or individual action or activity inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of the participant(s) occurs.” (FIU Student Handbook, Student Code of Conduct 6.i) Hazing includes, but is not limited to:

1. Interference with a student’s academic performance.
2. Forced consumption of any food, alcohol, controlled substances, drugs, or any other substance.
3. Forced physical activity (beyond what is ordinarily part of an organized, voluntary sports contest/practice/training).
4. Deprivation of food or sleep.
5. Kidnapping, including restricting a person to move about in free and lawful manner.
6. Physical abuse of any nature.
7. Performing personal chores or errands.
8. Verbal abuse or degradation, including yelling or demands.
9. Assigning or endorsing pranks (i.e. stealing, harassing other organizations, defacing property, etc.)
10. Any action or threatened action that would subject the individual to embarrassment, humiliation or mental distress, including the use of demeaning names.
11. Any other acts or intended acts that constitute hazing pursuant to 240.1325 Florida Statutes.

Article 7: Appeal Process
A club that wishes to appeal any disciplinary decision set forth by the Sport Clubs Administration must do so within 2 weeks of the initial ruling. Appeals must be made in writing and sent to the Competitive Sports Coordinator.
SECTION 20: FINANCIAL ADMINISTRATION

Article 1: The Allocation Process & Club Budgets: University Funding
The Wellness and Recreation Center will annually allocate a pre-determined amount of university money to the Sport Clubs Administrative Budget to be utilized by the individual clubs. Once per academic year, each club submits a Budget Request to apply to receive University funding for the following year by the stated deadline in the Spring semester. Each club will also prepare and deliver a 15-20 minute budget presentation to the Sport Clubs Executive Board and Administration. After reviewing all proposals and presentations, the Sport Clubs Administration and Executive Board then finalizes and informs each club of the allocation. Sport Clubs who miss the deadline to submit a Budget Request and/or miss their Budget Request Presentation will not receive University funding for the following year.

These funds will be available to all clubs beginning on July 1st, the first day of the fiscal year. The majority of the Competitive Sports program allocation to Sport Clubs will be reserved for University funds which are split between the various clubs in accordance to the procedures outlined in the Panther Points Program. The remainder of the funds will be allocated to the Sport Clubs Executive Board for Excellence and Developmental Funding, program development, and marketing.

The Sport Clubs Executive Board reserves the right to make minor adjustments if a club has an active disciplinary report, has not followed set criteria, or has mismanaged funds. The Sport Clubs program should not be your main source of funding but it is an important component of your club’s fiscal plan. It is very important that you understand this process. Before funds are deposited into a club’s Sport Club Account, a club must complete the following items:

1. The President, Vice-President, Treasurer, and Risk Management Officer must complete a new officer training.
2. A University Funding proposal must be submitted to the Competitive Sports Office by the deadline listed in the manual. Clubs that miss the deadline will not receive University Funding for that year.

Article 2: Account Types

University Account: Each club has a University Account from which they have access to funds through submitting a request to the Competitive Sports Office. The university has certain policies regarding expenses with university funds. Approved expenses for university funds include:

- Safety expenses – CPR Certifications
- League, Organization, and Tournament Dues
- Equipment - any equipment that may be used for practice or competition that will remain with the club on a year-to-year basis
- Uniforms and Jerseys - any apparel that will remain with the club on a year-to-year basis; apparel that is not going to individual club members to keep

Equipment that is not approved for expenses for university funds include:

- Travel Expenses – travel expenses include car, van, or bus rental, airfare, and lodging
- Referee Expenses
**Individual Sport Club Account:** Each club is strongly recommended to create and maintain a bank account for their club. The Sport Clubs Administration and Executive Board recommend using the credit union on FIU-MMC. All funds that a club raises should be deposited in this account. Clubs may use this account for:

- Any expenses that may be taken out of their university account
- Apparel that includes personalized items
- Travel expenses – gas, lodging, auto, bus or van rental
- Team banquets
- Refreshments for matches/tournaments
- Coach’s stipend/gifts

The Coordinator for Competitive Sports may freeze, make expenditures or re-allocate university funds in case of disciplinary problems or misappropriation. The Coordinator may also authorize payment, when necessary, on delinquent accounts that an individual club has left unattended. Consistently delinquent accounts reflect poorly on both the individual club and the total program and are cause for disciplinary action due to the inability to manage funds properly.

**Article 4: Fundraising**

Each club is expected to be financially responsible for its own operation. While the Competitive Sports program will annually allocate university funds to allocate to and be available to each Sport Clubs, a Sport Club’s main source of funding should come from a club’s own fundraising efforts. Sources for financial support include, but are not limited to:

1. **Membership Dues or Fees -** Dues or fees charged to members should be set fairly and must not be used as a means to discriminate against students in a manner that would be in violation of the University's non-discrimination policy. All students paying membership dues or fees must be accepted for membership. Membership dues and fees should be clearly written in a Sport Club’s Constitution.

2. **Fundraisers -** Fundraisers must stay within the context of Florida International University and the Wellness and Recreation Center’s missions. They must project a positive image of the club and the Sport Clubs program. Therefore, no fundraisers may be associated with alcohol, drug, tobacco or smoke products, or activities and groups that are discriminatory in nature. All fundraisers must be communicated with the Competitive Sports Office prior to the event for approval. If a club is planning to host a tournament or activity on-campus in one of the WRC facilities that will also act as a fundraiser, the club must inform the Competitive Sports Office at least two weeks prior to the event. Clubs will be awarded points for every fundraiser with completed paperwork. In order for a club to receive credit for a fundraiser they must complete the following:
   a. Register the fundraising activity and obtain approval via the Pre-Fundraising Form on OrgSync no later than 5 business days prior to the start of the fundraiser. Pre-Fundraising forms submitted within 3 business days of the start of the fundraiser will be eligible for Panther Points.
   b. Report results of the fundraiser via the Post-Fundraising Form on OrgSync within 5 business days of the conclusion of the event. Post-Fundraising Forms submitted within 3 business days of the conclusion of the fundraiser will be eligible for Panther Points provided that the Pre-Fundraising Form is submitted within 3 business days of the start of the fundraiser.
3. Donations/Contributions – Sport Clubs may not solicit funds or donations on behalf of FIU. Clubs must clearly state that their request is for a student group.
   a. If the donor does not wish to receive an FIU (educational) tax deduction, then the donation may be made directly to the club and should be deposited into the club’s account.
   b. If the donor wishes to receive an FIU (educational) tax deduction, then the donation must be made by check payable to the FIU Foundation Inc. The name of the club and purpose of the donation (if applicable) must appear in the memo section of the check. The check must be submitted to the Competitive Sports Office, which will then deposit it into the Foundation Account. In order to utilize funds from the Foundation account, Sport Clubs must submit a Funding Request Form to the Competitive Sports Office. A specific invoice must be included with the Funding Request form. Once the form is received, the Competitive Sports Office will submit it to the Foundation. This could be a fairly lengthy process, so it is recommended that clubs allow at least two weeks for Foundation requests to process.

4. Sponsorships – All sponsorships must be pre-approved by the Competitive Sports Coordinator. Sponsorships may not be associated with alcohol or tobacco products, illegal substances, or activities and groups that are discriminatory in nature.

Article 5: Excellence and Developmental Funding

Excellence Funding: A portion of each year’s Competitive Sports allocation for Sport Clubs is set aside to reward teams who have performed at an outstanding level and have the opportunity to represent FIU in regional or national competition. This fund, called “Excellence Funding,” is managed by the Sport Clubs Executive Board and can be disbursed at any time during the academic year to deserving Competitive Tier clubs.

Developmental Funding: Developmental funding, also managed by the Sport Clubs Executive Board, is defined as funds given to clubs that are in their introductory period, starting a new initiative, or attempting to grow an aspect of the club.
Article 6: Requesting Excellence or Developmental Funds
The amount of funds allocated for Excellence and Developmental Funding is limited, and clubs should prepare throughout the year for fiscal restrictions and understand this additional funding opportunity cannot fully fund trips, events, or special needs, but can act as a reasonable aid. Excellence and Developmental Funding is not guaranteed to any club and depends on availability and ability to show need. Clubs do not have a deadline to submit their request but rather should apply for funding when they see fit. No more than one request for Excellence and one for Developmental Funding per club may be honored per academic year. Funding is allocated primarily on availability and need. Clubs that have not collected or attempted fundraisers will not be eligible for funding. Additionally, any clubs currently on disciplinary probation or suspension may not apply for funding. Each team must:

1. Email a 1 page typed proposal to the Competitive Sports Administration in order to initiate a funding request.
2. Proposals shall include:
   a. History of the club
   b. Summary of Fundraising and Community Service events
   c. Benefits/Needs for funding
3. Excellence proposals shall also include:
   a. A description of the event and participants
   b. An account of how the club has reached this level of skill
4. Developmental proposals shall also include:
   a. A description of the desired initiative
   b. A detailed list of supplies needed
5. Prepare and conduct a 20-minute presentation to the Sport Clubs Executive Board. This presentation should elaborate on content mentioned in the proposal. Additionally, presenting members must show sound fiscal planning, especially in the area of fundraising.

NOTE: A club may not be on disciplinary probation, suspension or in the Red Tier at the time of this request.
SECTION 21: WELLNESS & RECREATION CENTER RESOURCES

Article 1: Fax, Scan, Printing & Copy Services
Clubs have access to a fax machine and a copier/scanner located in the WRC Offices. To use these services, stop by during the Competitive Sports Office and see a Competitive Sports Staff member for assistance. 50 page limit for printing.

Article 2: Mail Boxes
Each club has a mailbox for all incoming correspondence. The individual clubs must handle any outgoing mail. Please check your mail on a regular basis and use the following return address in all correspondence:

FIU Wellness and Recreation Center, WRC 101
ATTN: (your club name)
11200 SW 8 ST
Miami, FL 33199

Article 4: Emails & Social Media

Emails: Each club will be listed on the FIU Wellness and Recreation Center’s Sport Clubs page. The President of each club and his or her fiu.edu email, will be listed as the main point of contact for the club.

Article 5: Marketing & Logos
Sport Clubs Administration must approve all forms of publicity. This includes but is not limited: flyers, newspaper ads, letters, brochures, and apparel. All written publicity must have the official Sport Clubs logo and appropriate contact information visible on the finished product for approval. All club apparel must be approved before printing. The Wellness and Recreation Center offers graphic designing services for all Sport Clubs free of charge; however, Sport Clubs are responsible for printing costs.

Article 6: Flyers & Schedules
All Sport Clubs flyers must be posted in the proper locations in each facility. Please be aware and respect the posting policies of each individual facility or area. If you wish to post flyers within the Wellness and Recreation Center, you must first seek permission and approval from the Coordinator for Competitive Sports regarding the location and content.
Article 7: Advertising Guidelines
The Competitive Sports Office has developed an official Sport Clubs logo for each individual Sport Club as well as some basic guidelines regarding the use of its name and logo. These guidelines have been produced to ensure continuity within Sport Clubs and to help create “brand identification” with the organization as a whole. (See Appendix A. Sport Club Logos Guidelines for more details.) These basic guidelines are:

1. All club advertisement must represent FIU and Sport Clubs in a positive manner.
2. Each club must identify itself as an officially sanctioned Sport Club by use of their personalized official Sport Clubs logo. NOTE: Introductory Tier clubs are not eligible for a logo until they are no longer in the Introductory Tier.
3. The Coordinator for Competitive Sports must approve all advertisements of any media or apparel before any disbursement occurs. Any advertisements in association with alcohol, drug, tobacco, smoke products, gambling, or items that could be used to maim, kill, or which could present a high liability exposure will not be approved. Examples are knives, guns, beer, cigarettes, etc.
4. Any designs or modifications of previously approved designs must be submitted to the Coordinator for Competitive Sports for approval.
5. Any advertisements in correlation with any marks containing profanity, ethnic/gender/religious slurs, same words and/or phrases with double meanings and poor taste is strictly prohibited.

SECTION 23: AWARDS
The Competitive Sports Administration and the Sport Clubs Executive Board will honor teams for their hard work through the year. Each year, deserving teams will be honored with awards including, but not limited to: Team of the Year, Fundraising Team of the Year, and Community Service Team of the Year. Below is a brief description of the criteria used to determine award winners:

Sport Club of the Year – This team has consistently demonstrated excellence throughout the year in all facets of Sport Clubs. They have remained compliant and have not had any disciplinary problems. Overall, they have succeeded in fundraising and community service, while completing and turning in on time, all necessary paperwork. Most importantly, they have set an example of how Sport Clubs should be operated. They represent Sport Clubs well through their display of clear communication skills, as well as active attendance, interest, and participation from their members.

Fundraising Club: This club has either raised the most money per club member, or has been the most involved in fundraising activities throughout the year. In addition to the number and success of the fundraisers, this club demonstrates creativity and thoughtfulness in their fundraising ideas. Additionally, this club has successfully completed and turned in all necessary paperwork on time with documentation of the hours and money raised for each fundraising event.

Community Service Club: This club has completed the most community service hours per team member throughout the year. Additionally, they have demonstrated a genuine desire to improve the community, which is highlighted through their choice of community service projects. They have also successfully completed and turned in all necessary paperwork on time with documentation of the hours and number of members who worked each community service event.
SECTION 24: Panther Points
Sport Clubs Funding is distributed according to each individual club’s fulfillment of the Panther Points requirements. Points will be awarded to clubs as outlined below:
A portion for the Sport Clubs total budget will be used for Panther Points. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team’s earned points will then be multiplied by this value to determine the funding to be allocated to each team upon completion of all Officer training sessions.
Another portion of the Sport Clubs allocation funds will be distributed to clubs based on need as reflected in the projected annual budgets they will create and present for the spring semester. This will be calculated as a percentage of the total budget for all clubs based on their projected need for the current year. Any club who fails to schedule a budget hearing or fails to attend their scheduled budget hearing with the Sport Clubs Executive Board and Administration will forfeit their opportunity to receive funding from this method.

Article 1: Officer Training
1. Every club is required to have an elected President, Vice-President, Treasurer, and Risk Management Officer for their club. Each officer position must be held by a different club member.
2. There will be a training session during the spring semester of each academic year for officers who will serve in that role for the following academic year.
3. Attendance at all training sessions or a make-up session is required in order for a club to receive Sport Clubs funding.
4. In the event that neither the training meeting nor make-up meeting can be attended, a one-one-one meeting must be scheduled with either the Competitive Sports Coordinator, Graduate Assistant or Intern by April 30, 2017 in order to receive the funding that has been allocated to them by Sport Clubs.
   a. Panther Points will not be allocated to any club that does not attend the regular scheduled Officer Training Session.
   b. Failure to have all Training Sessions completed by April 30, 2017 will result in the club forfeiting 100% of their Sport Clubs funding allocation.

Point Breakdown: 15 points will be awarded for each Officer who attends their respective training at the regularly scheduled time. No points will be awarded for Officers that attend make up sessions.

Article 2: Sport Clubs Council Meeting Attendance
There will be Sport Clubs Council Meetings throughout the year at which Sport Club Presidents are expected to be in attendance. If the President is unable to attend, the Vice-President should attend these meetings. If he or she is unable to attend, the Treasurer or Risk Management Officer may attend in the President’s place. If none of the officers are available to attend, a currently enrolled FIU-MMC club member may attend in their place. (NOTE: Coaches, Instructors, and Advisors do not count as a Sport Club representative for the purposes of the Sport Club Council Meetings; however, they may attend in addition to a Sport Club student member.)
Point Breakdown: 10 points per attendance at meeting. Note: in order to receive any meeting points, ALL meetings throughout the year must be attended.

**Article 3: Documentation**
Sport Clubs requires that all clubs complete and turn in various forms on OrgSync. These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on OrgSync and shall be submitted electronically on that site. **No incomplete forms will be accepted.**

Points will be awarded for completing the following documentations by the listed Panther Points deadline:

1. **CPR Certification:** Copies of CPR Certification Cards must be uploaded on OrgSync for the Safety Officer before the deadline.
   **Point Breakdown: 10 points. Furthermore, clubs will receive 30 points for each additional member who becomes certified.**

2. **Event/Practice Schedules:** An Event/Practice Schedule is required for summer, fall, and spring semesters. If your club is not practicing or having any events for a scheduled semester, you are still required to complete the Semester Schedule on OrgSync, indicating your club is not practicing or having any events for that semester.
   **Point Breakdown:**
   - Summer Semester – 10 points
   - Fall Semester – 10 points
   - Spring Semester – 10 points

3. **Sport Clubs Re-registration:**
   **Point Breakdown:**
   - Spring Semester – 10 points

4. **End of Semester and End of Year Reports:**
   **Point Breakdown:**
   - Fall Semester – 10 points
   - Spring Semester – 10 points

If the club fails to submit any form by the deadline, or submits an incomplete form, a hold will be placed on the club’s university account until the form is received. No points will be awarded to the club.
Article 4: Travel Roster Forms
It is extremely important for risk management, liability, and record keeping purposes that the Competitive Sports Office is aware of every instance that a club or a member of a club travels for a club related function.

1. A Travel Roster is considered complete when all traveling members have completed a Waiver Form.
2. A complete Travel Roster must be turned in on OrgSync no later than 3 days prior to the date of departure (by 5:00PM Wednesday for a weekend trip) in order to be eligible for Panther Points.
3. Travel Roster forms must be approved by the Competitive Sports Office before teams are permitted to travel.
4. If a club fails to submit a completed Travel Roster prior to one business day prior to their departure (by 5:00PM Thursday for departures on either Saturday or Sunday or after 5:00PM on Friday) the club will be subject to disciplinary action (See Section 17).
5. Following the trip, each club must report the results of the trip via the Post-Travel Form on OrgSync within 5 business days.
6. Only Travel Roster Forms that are turned in on time, and that have Post-Travel Forms submitted will be considered complete as it relates to both Panther Points and compliance.

Point Breakdown: 5 points for Travel Rosters completed and turned in 3 days prior to travel and for Post-Travel Forms turned in within 3 business days of arrival.

Article 5: Discipline
As students of FIU, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any Sport Clubs related activity, including misuse of equipment or facilities will jeopardize the club’s continued status as a recognized Sport Club.

Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Sport Clubs Administration, FIU, and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in the Sport Clubs Handbook (See Section 17). Please refer to the handbook for further information. Points will be awarded to those clubs that have no disciplinary violations.

Point Breakdown: No disciplinary violations = 20 points
Article 6: Community Service

The Sport Clubs program encourages clubs to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Community service helps create a positive image of your club and the Sport Clubs program. Registration forms for special events and community service projects are available on OrgSync.

All community service hours documented properly will count towards Tier Placement. The main goal of participating in the event will be to serve a community or philanthropic group. The club itself shall not receive any personal benefits for its involvement in the activity; this decision will be up to the discretion of the Sport Clubs Administration.

For donation events, clubs should utilize this scale to receive hours:
1. Blood drives: 1 person = 2 hours
2. Canned food drives: 6 items = 1 hour

If you have any questions about other types of donations, contact the Competitive Sports Coordinator.

In order for the club to receive credit for the activity, the club must:
1. Register the Community Service Event via the Pre-Community Service Form on OrgSync prior to the start of the community service event/project. Pre-Community Service Forms submitted 3 days prior to the start of the community service event/project shall be eligible to receive Panther Points.
2. Report results via the Post-Community Service Forms on OrgSync within 5 days of the conclusion of the event. Post-Community Service Forms submitted within 3 business days of the conclusion of the event shall be eligible to receive Panther Points, provided that the Pre-Community Service Form was submitted at least 3 days prior to the start of the community service project/event.

The Competitive Sports Office will verify the event and amount of time each club member spent at the event.

Point Breakdown: 5 points for every 20 hours committed to an event (up to a max of 40 points per year)

NOTE: If a team does not meet the Panther Points deadlines (i.e., submits a Pre-Community Service Form fewer than 3 prior to the event and/or submits a Post-Community Service Form more than 3 days after the conclusion of the event), they will not receive Panther Points for the event, but they will receive credit for the hours for the purposes of meeting Tier Requirements.

Article 7: Panther Advancement Workshops (PAWs)

Sport Clubs strives to promote good leaders and outstanding Sport Clubs. The goal of these seminars is to provide an opportunity for individual and club growth. The Sport Clubs Executive Board will coordinate each Student Advancement Seminar with the help of the Competitive Sports Graduate Assistant. In accordance with the WRC mission, the program will be a continued commitment to improve the quality of life for students. These will be held once a semester with dates and times to be announced.
Point Breakdown: For each person attending one session: 1 point (up to a MAX of 30 points per year OR for clubs with an average active roster less than 15, 100% attendance at one Fall and one Spring seminars combined will receive all 30 points)

Article 8: Game Day Responsibilities
On the day of a home event, the Club communicates with the Supervisor covering the event regarding the status of the game (i.e. Cancellations, time changes, etc.). This must be done at least two hours prior to the scheduled competition time. This game-day contact must be done ALL home events to receive any Panther Points.

Point Breakdown:
For the first home event: 10 points
For each additional home event: 2 points
(Up to a MAX of 20 points per year)

Article 9: Awards
Teams will be awarded points for winning both team of the month and annual team awards.

Point Breakdown:
Team of the Month: 10 points
- Sport Clubs Presidents who submit a ballot will receive 2 points per ballot per month that they submit. President’s may not vote for their own club.

Fundraising Team of the Year: 15 points
Community Service Team of the Year: 15 points
Sport Club of the Year: 25 points

Article 10: Supporter Points
Clubs shall be rewarded for attending other clubs’ home events and providing support. In order to qualify for these points, clubs must find the Competitive Sports Supervisor on duty at a home event and sign in. Points are awarded based upon both average roster size and the number of club members who sign in.

Point Breakdown:
For clubs who average 20+ members:
1-4 club members attending another club’s event: 2 point
5-10 club members attending another club’s event: 4 points
11 or more club members attending another club’s event: 6 points

For clubs who average fewer than 19 members:
1-2 club members attending another club’s event: 2 point
3-6 club members attending another club’s event: 4 points
7 or more club members attending another club’s event: 6 points

Up to a MAX of 40 points per year)
APPENDIX A: SPORT CLUBS & PRESIDENTS DIRECTORY

- Aikido
  - James Ashe - jashe001@fiu.edu
- Badminton
  - Keven Guan - bguan@fiu.edu
- Boxing
  - Michael Mauvais - mmauv001@fiu.edu
- Brazilian Jiu-Jitsu
  - Rainer Farinas - rfari009@fiu.edu
- Budokon
  - Jacob Porter - jport082@fiu.edu
- Capoeira
  - William Baldarrago - wbald006@fiu.edu
- Equestrian
  - Megan Kansley - mkans001@fiu.edu
- Powerlifting
  - Roman Fronzaglia - rfron002@fiu.edu
- Quidditch
  - Julia Pomeroy - jpome007@fiu.edu
- Rockclimbing
  - Juan Vasquez - jvasq068@fiu.edu
- Men’s Rugby
  - Federico Torres Garcia - ftorr037@fiu.edu
- Rugby – Women’s
  - Selena Everitt - sever007@fiu.edu
- Sand Volleyball
  - Javier Fernandez - jfern575@fiu.edu
- Soccer – Men’s
  - Giovanni Montenegro - gmont078@fiu.edu
- Soccer - Women’s
  - Diane Tipps - dtipp002@fiu.edu
- Tae Kwon Do
  - Andrea Garcia - agarc776@fiu.edu
- Water Polo
  - Carlos Neira - cneir007@fiu.edu
- Wrestling
  - Max Dalcy - mdalc001@fiu.edu
APPENDIX B: SPORT CLUBS ASSIGNMENTS

For 2017-2018, Sport Clubs are assigned to the following tiers:

**Competitive Tier**
- Boxing
- Brazilian Jiu-Jitsu
- Equestrian
- Powerlifting
- Rockclimbing
- Rugby – M
- Rugby – W
- Soccer – M
- Wrestling

**Recreational Tier**
- Aikido
- Budokon
- Capoeira
- Quidditch
- Sand Volleyball
- Taekwondo
- Water Polo

**Introductory Tier**
- Badminton
- Soccer – W