

# **SPORT CLUB HANDBOOK**

**Florida International University**

**2011-2012**



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# SPORT CLUB HANDBOOK

Florida International University  
Recreation Services – 2011 -2012

rev. 7/06/11

*For Sport Club 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.*

## INTRODUCTION

Sport Clubs at Florida International University seek to provide an organizational base to meet the variety of student sport and recreation interests not met at the intramural or intercollegiate levels. Through these student organizations, opportunities for learning of skills, instruction, recreation and competition are afforded club members at many levels.

**Sport Clubs, by their unique nature and special needs, are recognized through the Office of Recreation Services, which is an office in the Division of Student Affairs.**

Sport Clubs are not part of the FIU Athletics Department, nor should they be mistaken as varsity sports supported by those funds. In Sport Clubs, as with other student organizations, the members assume primary financial and organizational responsibilities. There are no University-paid scholarships, no University-paid coaching staff, and no gate receipts to support the program. Some funding is made available through A&S fees from SGA, but most funding comes from the student members themselves and their fundraising efforts.

## LEADERSHIP OPPORTUNITIES

**This Handbook outlines policies and procedures to ensure that all Sport Clubs are treated equitably. It is designed to compliment the FIU Student Handbook. Club leaders are encouraged to become familiar with both.**

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 primary 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 and Recreation Services' IM & Club Sport Coordinator.
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.

## DEFINITION

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 two tiers, **Competitive** and **Recreational**.

**Competitive (Tier I):** These Sport Clubs compete against other schools on a regular basis and are members of a league administered by a national governing body.

**Recreational (Tier II):** These Sport Clubs are more instructional and/or social in nature, but may involve occasional competition, tournaments or meets.

Each club must have a fulltime FIU faculty or A&P staff advisor, but are characterized by being student-initiated and student-managed.

Recreation Services reserves the right to change club category, or deny recognition based upon appropriateness of club content to the Department's mission, duplication of content with an existing club, failure to comply with established policy or requirement, or other reason(s) as deemed by the Director of Recreation Services.

## **HOW TO START/REGISTER A NEW CLUB**

Any currently enrolled FIU student may submit a request to create a new Sport Club. A new organization may not duplicate the goals or objectives of an existing organization unless member gender is the only difference (i.e. men's lacrosse vs. women's lacrosse).

The following information is required at the time a student group wishes to begin the registration process and is provided via the *Request to Organize Sport Club* form.

### **Starting a Club** (use *Sport Club Request to Organize* form)

- a. Name and purpose of the organization.
- b. Name, title, Panther ID#, address, phone number and email address of at least two (2) officers/organizers.

Once the *Request to Organize Sport Club* has been submitted to the IM & Sport Clubs Coordinator, the club organizers will have up to **sixty (60) days** to get the required forms completed and secure a faculty/staff advisor. Prior to the 60<sup>th</sup> day, the requestors must submit the *Sport Club Registration Form* to the IM & Club Sport Coordinator to finalize the registration process. Requirements on the form for finalizing the registration process are:

### **Registering a Sport Club** (use *Sport Club Registration Form*)

- a. Name and purpose of the organization.
- b. Name, title, signature, Panther ID#, local address, phone number and email address of a minimum of three (3) organization officers. **\* All officers must be currently enrolled FIU students.**
- c. A **Roster** of all members\* (**a minimum of 8 is required, including officers**) detailing names, Panther ID# and email address. A completed *Permission, Release & Indemnity Agreement* form is required for every member. **\* For both Competitive (Tier 1) and Recreational (Tier 2) level Sport Clubs, only currently enrolled FIU students will be recognized as official/active members. New members must be on file prior to eligibility.**
- d. A signed *Compliance Agreements* form (Non-Discrimination Compliance Statement, Hazing Policy & Buckley Waiver Consent).
- e. A copy of the club's *Constitution and Bylaws* (see *Sample Constitution* in Appendices).
- f. A signed *Club Sport Advisor Agreement*.

Upon approval by the IM & Club Sport Coordinator, the club officers will be notified by phone **or** email. Groups failing the registration process will be informed similarly.

## **CLUB REGISTRATION RENEWAL**

All Sport Clubs must renew their registration annually. The renewal process begins July 1 and must be completed by September 30 to maintain "Current" status. Clubs registering and/or receiving "Current" status in the Spring semester must follow this same renewal schedule. **Any returning club which does not meet the deadline may still reregister, but will be considered a newly registered club for funding purposes.** Use the *Sport Club Registration Form* for renewal.

Once a club has acquired “Current” status, they will be required to submit semester reports. These reports will indicate the level of involvement among club members; attendance in practices; participation in competitions, tournaments, and special events; as well as answering any questions the Recreation Services Department may have concerning the goals and objectives of the club.

## **MEMBERSHIP**

1. Any currently enrolled, fee-paying FIU student in good standing with the university is eligible for membership in a Sport Club.
2. Persons wishing to participate with a club who are not currently enrolled, fee-paying FIU students, or are not current Recreation Center Members may do so, as long as they agree to sign the standard waiver and pay the “Guest Participation” Fee of \$5.00.
3. Each member is required to have completed and on file a current academic year *Permission, Release & Indemnity Agreement* form.
4. No student shall be excluded from membership on the basis of race, color, national origin, religious creed, age, political views, sexual orientation or handicap.
5. No student shall be excluded from membership on the basis of sex unless the sport or activity’s major purpose involves bodily contact.
6. Some national governing bodies require verification of student status for eligibility. The Department of Recreation Services reserves the right to obtain verification of enrollment status, which may also involve the Registrar’s Office.
7. Clubs are welcome to have spectators attend any club related events, such as practices and tournaments. If an event occurs within the walls of the Recreation Center, spectators will be required to check in at the front desk. Spectators will be asked to present photo identification and sign a waiver. Spectators will be given wristbands to be worn while observing the event. Spectators will be required to remain in the immediate area of the event and may not use any Recreation Services equipment. Upon completion of the event, spectators are required to return to the front desk with wristbands still intact in order to have their photo identification returned. If the wristband is not intact or lost, or if the spectator has been discovered using Recreation Services equipment, then the spectator will be required to pay the standard Recreation Services Guest Fee of \$10.00 in order to have their photo identification returned. If the event occurs outside of the Recreation Center, fees and restrictions will be determined by the facility in which the event is held. All spectators are the responsibility of the Club sponsoring the event and must adhere to the same conduct standards as the Club.

## **OFFICERS/REPRESENTATIVES**

1. Each registered Sport Club must have at least three (3) officers or representatives, one of whom must be in charge of the finances of the club.
2. Officers must be fully admitted, currently enrolled students at Florida International University, and be a member of the registered club.
3. Club officers are accountable for all policies and procedures outlined in the *Sport Club Handbook* and the *Student Handbook*. It is the officers’ responsibility to obtain copies of these documents and utilize them. “Failure to know” is not an excuse for not observing policies and procedures.
4. The Department of Recreation Services may provide to anyone upon request the name, purpose, office location and telephone number of the Advisor and the officers or chairperson of the registered student organization. No other information shall be released unless expressly authorized by the officers of the registered club.
5. Officers will attend occasional training sessions offered through the Office of Recreation Services.

## ADVISORS

Each registered Sport Club must have a faculty/staff Advisor selected by the club from among members of the Modesto A. Maidique Campus fulltime faculty or administrative and professional (A&P) staff. (USPS & OPS staff members are not eligible to be advisors.)

### 1. Requirements

- a. 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.
- b. 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.

### 2. Responsibilities

- a. The Advisor shall sign off on all required forms prior to submission by the club.
- b. The Advisor needs to know the goals of the club, and how to efficiently facilitate the achievement of these goals while abiding by university policies. The Advisor should be aware of the policies and procedures in this handbook and the *Student Handbook*. Advisors are encouraged to call the IM & Club Sport Coordinator at any time with any questions regarding their responsibilities.
- c. The Advisor should be familiar with the club's constitution and bylaws to assist with their interpretation. Assistance should be provided in orienting new officers and promoting leadership development. The Advisor should be acquainted with the financial condition of the club and promote efficient record keeping by all officers.
- d. It is recommended that the Advisor be programmatically involved with the group's activities to assist the group in evaluating its progress toward reaching its desired goals. By keeping communication open and meeting with various officers and members regularly, the Advisor can effectively work with the club in a consultative role.

### 3. Resources

- a. There are numerous resources on campus to assist advisors in effectively working with student organizations. They include persons conversant with University rules and policies, student leadership, financial management, project planning, conflict resolution, problem solving, and Personal counseling. **The Office of Recreation Services can assist in the identification of appropriate resources.**

## COACHES/INSTRUCTORS

### 1) Coaches

- a. The use of a Coach is optional and his/her selection is the responsibility of each club. He/She may be a student, University employee, or a community member.
- b. Coaches may or may not be paid, but must be registered with the IM & Club Sport Coordinator via the *Coach/Instructor Agreement* prior to coaching. **Funding issued by the Recreation Services Office may not be used to compensate coaches.**
- c. The Coach should not just be someone who fills out a line-up roster at the contest; he/she can play a major role in development of athletic skills and strategies. The Coach obviously should have expertise in the sport/activity. In addition, he/she should have knowledge of:
  - i. Teaching and coaching methods
  - ii. First aid/CPR/injury prevention and basic safety practices
  - iii. Legal liability
  - iv. The rules governing that sport/activity (both of the game and eligibility)
  - v. The sociological and psychological factors of sport

- d. It is important that the Coach realize that the Club is a student organization that must follow certain guidelines, and its members are students. It may be up to club officers, advisor or IM & Club Sport Coordinator to remind the Coach of this relationship.
- 2) Instructors
    - a. Instructors may be employed by a club to teach its members. He/She may be a student, University employee, or a community member.
    - b. Instructors must be registered with the IM & Club Sport Coordinator via the *Coach/Instructor Agreement*, **which must** be completed prior to instruction.
    - c. Instructional fees should be reasonable, **and individual clubs are responsible for collecting all fees and making payment.**

## CONDUCT

- 1) Image and Perception - 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, Department of Recreation Services, 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.
- 2) Hazing – In the State of Florida, hazing is a criminal offense. Hazing is when “any group or individual action or activity that 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:
  - a. Interference with a student’s academic performance.
  - b. Forced consumption of any food, alcohol, controlled substances, drugs, or any other substance.
  - c. Forced physical activity (beyond what is ordinarily part of an organized, voluntary sports contest/practice/training)
  - d. Deprivation of food or sleep.
  - e. Kidnapping, including restricting a person to move about in free and lawful manner.
  - f. Physical abuse of any nature.
  - g. Performing personal chores or errands.
  - h. Verbal abuse or degradation, including yelling or demands.
  - i. Assigning or endorsing pranks (i.e. stealing, harassing other organizations, defacing property, etc.)
  - j. Any action or threatened action that would subject the individual to embarrassment, humiliation or mental distress, including the use of demeaning names.
  - k. Any other acts or intended acts that constitute hazing pursuant to 240.1325 Florida Statutes.
- 3) Legal Compliance - Registered student organizations, their officers, members, and guest(s) must comply with federal laws, county codes and all laws of the State of Florida. These are including but not limited to, provisions of the Florida Administrative Code including the Rules, Regulations and Bylaws of Florida International University, the Code of Student Conduct, the SGA Constitution and any other applicable promulgated rules enacted by the Division of Student Affairs. (Copies of pertinent documents are available for review in the Office of Campus Life, GC 340).

- 4) 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.
- 5) 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.

## **RISK MANAGEMENT**

- 1) Organizational and Personal Liability - Advisors and club officers occasionally express concern about personal liability for organization related activities. There are a few hard and fast rules concerning liability, and the following may be helpful as general guidelines:
  - a. Club officers, members, and Advisors are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.
  - b. Club officers, members, and Advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All persons involved in organizing and planning club activities are advised to plan carefully, comply with all laws (including those related to the sale or consumption of alcohol and the use of vehicles and other equipment), and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.
  - c. Organization officers and Advisors may to some degree limit their liability and protect themselves by ensuring that there is a *Permission, Release & Indemnity Agreement* signed by every club member PRIOR to participation.
- 2) Insurance - **PARTICIPATION IN SPORTS CLUB EVENTS IS COMPLETELY VOLUNTARY. As such, EACH MEMBER ASSUMES RESPONSIBILITY FOR INJURIES THAT MAY OCCUR IN AN ACTIVITY. The University does not provide accident insurance for club members and cannot be held responsible for injuries incurred through their voluntary participation in an activity. 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.
  - a. WAIVER - All Sport Club 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. A witness is required in both cases.
  - b. The *Permission, Release & Indemnity Agreement* forms must be submitted with the club's annual *Sport Club Registration Form* to the Recreation Services Department. If new members join, it is the responsibility of the club president to have the form completed and returned to the IM & Club Sport Coordinator prior to participating.
  - c. Presidents are encouraged to verify the age of members by checking an ID before accepting the *Permission, Release & Indemnity Agreement*. Presidents are also responsible for ensuring that the forms are signed by a witness.
- 3) Safety/Injuries
  - a. It is **HIGHLY** recommended that Sport Clubs have a **certified Athletic Trainer (AT)** at all home contests. Event budgets should allow for this coverage, and funding issued by the Recreation Services Office may not be used as to compensate these individuals.
  - b. It is recommended that each club designate a "safety officer" to oversee safety issues. Having members certified in first aid/CPR/AED is also recommended - check with the Recreation Services Department for regularly scheduled certification classes. If a club is traveling or participating in away contests, club safety officers should check out the first aid/safety procedures provided at the host campus/site.

- c. 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 *Accident Report Form*.
  - d. 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.
  - e. 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.
  - f. Some clubs may require members to pass swimming, sailing, SCUBA diving, and/or boating or other tests before allowing members to participate in club activities. Club presidents and advisors are responsible for enforcing this requirement.
  - g. 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.
  - h. **Concussion**
    - i) Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate healthcare professional.
      - 1. Signs of a concussion
        - a. Headache or a feeling of pressure in the head
        - b. Temporary loss of consciousness
        - c. Confusion or loss of memory surrounding the incident
        - d. Fatigue, nausea or vomiting
        - e. Irritability and other personality changes
        - f. Dizziness or ringing of the ears
      - ii) It is the responsibility of club officers, advisors, and instructors to recognize any concussion related symptoms and insure that appropriate medical clearance is obtained before the concuss participant returns to club related activity of any form.
- 4) Emergency/Crisis Procedures - Use the following steps in an emergency:
- a. **Assess the situation:** Is the situation a true emergency? Incidents involving death, serious physical or emotional injury, or severe property damage are some of the occurrences that may be considered high priority emergency situations.
  - b. **Be in command of the situation:** The advisor, president or highest-ranking officer or staff person needs to take care of the situation and communicate that authority to the group. The person in command becomes the official spokesperson and makes all necessary contacts. Keep a detailed record of every action taken. Document duties, times, actions taken, people involved, etc. This record may be useful in providing accurate data at a later time.
  - c. **Dial 911:** The first call should always be to the emergency number, 911. They will assist you by contacting the proper emergency authorities. Also, do not hesitate to contact FIU police at either 348-2626 (UP) or 919-5555 (BBC).
  - d. **Assemble all participants:** It may be beneficial to assemble individuals at the events and explain the situation and the steps taken since the incident occurred. Ask them to halt all activity at the scene until the situation has been resolved, and to make NO statements to anyone other than appropriate University or Police officials. The official spokesperson will make any statements when appropriate.
  - e. **Contact your Club Advisor:** If your advisor is not at the event, advise him/her of the situation.
  - f. **Contact the IM & Club Sport Coordinator:** A complete report of any situation where emergency or crises procedures have been used must be filed with the Coordinator in the Recreation Services Department within twenty-four hours of the event.
  - g. **News Media:** Never say "no comment" to a representative of the news media. Indicate that a statement will be made at a later time when more information is available. Please consult

with University officials before making any statements. The official spokesperson for the University is the Director of Media Relations.

- h. **Phone Numbers to Remember:**
    - i) FIU Police Department - 348-2626 (UP) 919-5555 (BBC)
    - ii) Victim Advocacy Center - 348-1215 (UP) 919-5324 (BBC)
    - iii) University Information - 348-2000 (UP) 919-5500 (BBC)
    - iv) Director of Media Relations - 348-2716 or 348-2232
- 5) Travel
- a. Travel arrangements should be reported using the *Travel Itinerary* and must be filed with the IM & Club Sport Coordinator **at least 72 hours prior** to travel. This is primarily to provide contact information in case of emergency. Any change of destination or place of lodging should be reported before departure. The *Travel Itinerary* requires:
    - i) Destination (contest site & lodging, if applicable)
    - ii) Names and Panther ID #'s of all those traveling
    - iii) At least two (2) separate cell phone numbers for individuals traveling
    - iv) Departure & return dates & estimated times of each
    - v) Mode of travel
  - b. 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. Vehicle(s) should be in proper operating condition.
  - c. For travel other than by personal vehicle (i.e. plane, bus), reputable public/private carriers should be used.

## **FACILITY USE & SCHEDULING**

All requests for recreation facility use should be submitted to the Recreation Services Coordinator of Facilities Operations. Keep in mind that there are many competing requests for recreation space on campus. **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.

- 1) Use the *Recreation Facility Request Form* to submit your request. Make sure to complete all applicable parts. **No request will be accepted less than five (5) working days prior to the event.**
  - a. The areas below may be requested directly through Recreation Services. Certain use restrictions apply to various facilities – the Coordinator will apprise upon request. (\*Rental fees may be involved, especially evenings and/or times outside regular hours.)
    - i. Recreation Field (turf)\*
    - ii. Rec Center gymnasium (basketball, volleyball and badminton courts)\*
    - iii. Rec Center fitness rooms (Gold & Blue)\*
    - iv. Rec Center Lobby
    - v. Rec Center Conference Room
    - vi. Panther Hall Pool and deck (not grass area)\*
    - vii. Tennis Center Recreation Courts (south side)\*
    - viii. Outdoor Basketball Court (west of Panther Garage)
  - b. The following areas must be requested through Recreation Services, but are approved by Athletics:
    - i. Athletics Practice Field (old grass Rec Field)\*
    - ii. U.S. Century Bank Arena Racquetball Courts\*
    - iii. U.S. Century Bank auxiliary gyms (2<sup>nd</sup> floor)\*
    - iv. U.S. Century Bank classrooms\*
    - v. Tennis Center Varsity Courts (north side)\*
    - vi. Women's Softball Field\*
  - c. The following areas must be requested directly through the appropriate department:

- i. **Graham Center – meeting rooms, Pit, Ballroom, tabling space\***
  - ii. Housing – Quad (grills and open areas), lounges\*
- 2) When required, field marking or other Rec Field preparation will be performed only by Recreation Services staff and at a moderate charge to the sponsoring group. Lights for the Rec Field are also charged to the sponsoring club.
- 3) Clubs should submit their competition schedule with dates and location as soon as they are confirmed. Any change/cancellation must be reported immediately to the IM & Club Sport Coordinator so that the official calendar can be updated.
- 4) All visiting club members are subject to FIU rules and regulations regarding facility use, including parking.
- 5) Spectators are welcome at club-related activities, but are restricted to the area where competition is taking place. Proper supervision of children under 16 is necessary.
- 6) ALCOHOLIC BEVERAGES AND TOBACCO ARE NOT PERMITTED AT ANY EVENT, CONTEST, OR PRACTICE.**
- 7) 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.

## **PUBLICITY**

Sport Clubs are encouraged to be creative in devising public relations programs. In planning a publicity campaign, here are some general guidelines to keep in mind:

- 1) Publicity must be true, specific, easily understood, clean, attractive, and informative to the audience, tastefully conducted, and should not reflect the University unfavorably.
- 2) The minimum information essential to publicity is the name of the event, date, time, place, and sponsoring club.
- 3) 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 Recreation Services Department.
- 4) Creativity and originality is the greatest asset in devising effective publicity as long as the publicity remains consistent with #1 above.
- 5) Allow time to design publicity and time for the publicity to be absorbed by the potential audience. Be sensitive to information overload on the student population.
- 6) Realize that publicity sets a tone for the event. The quality of the activity and of publicity must be compatible. A poor publicity campaign can do as much harm as a good publicity campaign can help.
- 7) Distribute publicity in more than one way. The person who does not read The Beacon may notice a poster.
- 8) **Decide who the target audience is.** Different techniques may be appropriate to reach different audiences.
- 9) If money is being spent on publicity, determine a publicity budget for the event.
- 10) Word of mouth, personal solicitation, and personal endorsement of the promoted event are the best and most successful of all humanly contrived publicity techniques.

Please follow the following guidelines regarding the posting of publicity:

- 1) Materials to be posted need prior approval of Recreation Services.
- 2) Materials to be displayed must be contained in a flyer-size paper measuring 8 1/2 x 11.
- 3) The full name of the sponsoring club must be visible on all literature.
- 4) All material must include date, time, and place for events.
- 5) In classroom buildings, only one flyer per club per bulletin board will be allowed. Flyers must be secured with thumbtacks to all bulletin boards.
- 6) 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.

- 7) 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, statutes, telephone booths, inside classrooms, exterior and interior walls, stairwells, railings, concrete walls, fencing, cars, and permanent signs.

## **CLUB FUNDING AND FINANCES**

Each club is expected to be financially responsible for its own operation. The Recreation Services Department will not be held accountable for any outstanding debt incurred by any club, unless a prior agreement for funding has been arranged with the Department to incur part or all of said debt. Club financial officers should practice proper financial accounting methods. Sources for financial support include club dues, on and off-campus fundraisers, donations and funds provided through the Department of Recreation Services from SGA/A&S fees, but most funding comes from club members themselves.

- 1) 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 dues or fees must be accepted for membership.
- 2) Sales/Contributions - There are University procedures regarding fundraising. Student groups such as clubs and organizations may not solicit funds or donations on behalf of FIU. You must clearly state that you do not represent the University and that your request is for a student group. You may use your club stationery but not University letterhead.
  - a. If the donor does not wish to receive an FIU (educational) tax deduction, then payment 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 Recreation Services Department, which will then deposit it into the Foundation Account. In order to utilize funds from the Foundation account, clubs must submit a Funding Request Form to the Intramural & Club Sport office. A specific invoice must be included with the Funding Request form. Once the form is received, the Recreation Services Department 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.
- 3) Fundraisers - Registered clubs may conduct fund-raising events on campus by first completing a *Campus Event Form* through the Graham Center Office. If sales of edible items or other commodities that might conflict with campus auxiliary contracts are involved, Auxiliary Services, as well as the Graham Center, must be notified of the sale.
  - a. Clubs may request tables to be set up for sale of goods or as a display booth in the GC.
    - i. Request forms to reserve the tables and/or other equipment (easel, TV, video player, etc.) may be obtained at the Graham Center Office. The request must be submitted two weeks before the event.
    - ii. Any group charged admission or donation will be responsible for payment of the federal taxes related to the events.
  - b. Sales, drives, canvassing, or leafleting by student organizations **MUST NOT**:
    - i. Conflict with University or other civil regulations.
    - ii. Be in violation of existing University guidelines or contract.
    - iii. Jeopardize public or individual safety.
    - iv. Be conducted by non-members of the organization.
    - v. Be in violation of a department's activities or space use guidelines.
    - vi. Be omitted from the organization's records.
  - c. Neither the Department of Recreation Services nor Campus Life is liable for actions by registered student/campus organizations and/or individuals with regard to fund-raising activities. The consumer has the right to register its complaints in writing and the Department of Recreation Services will begin administrative action by the University if warranted.

- 4) Sale of Club Services - The sale of organizational services is an often-overlooked source of funds. If a club has members with special talent, it may wish to sell these services to other organizations. For example, a club might, for a fee, offer its services to provide clean-up for an organization's campus event.
- 5) Co-sponsorships - Co-sponsorships with other student organizations, a department or college off-campus organization links financial, human, and material resources of each organization to present an activity. Through co-sponsorships, organizations may be able to conduct bigger projects with reduced risk for each sponsoring organization.
- 6) Donations and Soliciting - Individual clubs may not solicit on-campus departments. You may not contact a large company or corporation such as "American Airlines", "IBM", "Rider Corporation" etc. without receiving approval from the University Office of Planning and Giving. Please schedule an appointment with the Director of Corporate Giving at 348-3338. If you are considering contacting a government agency, contact the Director of Sponsored Research at 348-2494. There is an internal clearance form that must be completed.
- 7) SGA/A&S Fee Funding through Recreation Services – Each year, SGA earmarks some money through the Recreation Services budget for Sport Club support. The IM & Club Sports Coordinator, along with the Director, will determine the total amount of funds available. **All clubs are eligible to receive funding from the SGA allotment, with clubs retaining “Active” status from year to year being given priority.** It is the philosophy of the Recreation Services Department to ensure that each club requiring assistance will have the means. Once the allocation of funds has been determined in the Fall semester, clubs may—and are encouraged to—request additional assistance, though no guarantees can be made. **Clubs will not be eligible to receive any SGA funding until they have completed the registration/renewal process.**

These requests may include:

- a. Certain tournament entry fees
- b. Certain league or national association fees
- c. Certain publicity costs
- d. Special equipment purchases – any such equipment purchased belongs to the Recreation Services Department, not the club.
- e. Some off-campus competition-related facility rental fees
- f. Some costs involved in national championship contests
- g. Other unforeseen costs.

Funds will not be allocated for:

- a. Purchase of **individual** personal equipment (i.e. gloves, helmets, caps, gees, etc.)
  - b. On-campus facility rental fees
  - c. Regular club operation (i.e. postage, letterhead, computer equipment or access charges, phone costs, etc.)
  - d. Direct travel costs (i.e. plane fare, vehicle rental, lodging, food/per diem, etc.)
  - e. Purchase of edible or other perishable items
- 8) Establishment of Off-Campus Accounts
    - a. If a registered Sport Club elects to have an off-campus account (i.e., in a local financial institution), it may only use the name of Florida International University as part of its mailing address. It may not imply that it represents the University. The Club will be personally liable for dues collected and off-campus bank accounts. It is recommended that off-campus accounts have their advisor as one of the authorized signatures on the account. No SGA/A&S fee monies may be deposited in an off-campus account.

## APPENDICES

- A. Request to Organize a Sport Club
- B. Sport Club Registration Form
- C. Permission, Release & Indemnity Agreement
- D. Compliance Agreements (Non-Discrimination Compliance, Hazing Policy & Buckley Waiver Consent)

- E. Sport Club Roster
- F. Sample Constitution
- G. Sport Club Advisor Agreement
- H. Coach/Instructor Agreement
- I. Accident Report Form
- J. Recreation Facility Request
- K. Travel Itinerary
- L. Sport Club Funding Request