



SPORT CLUBS HANDBOOK

2019-2020

TABLE OF CONTENTS

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 annual revision and/or updates. All 2019-2020 changes are noted in a grey highlighted color. Revised 08/2019

1. Campus Recreation Information.....	4
a. Mission	
b. Contact Information	
2. Program Structure.....	4
a. Campus Recreation Staff	
b. Sport Clubs Executive Board	
3. Club Composition.....	6
a. Sport Clubs Responsibilities	
b. Officer Descriptions	
c. Club Membership	
d. Coaches/Instructors	
e. Advisors	
4. Panther Points Program.....	11
a. Officer Training	
b. Sport Clubs Council Meetings	
c. Paperwork	
d. Discipline	
e. Community Service	
f. Panther Advancement Workshops (PAWs)	
g. Marketing	
h. Supporter Points	
i. Awards	
5. Tier System.....	14
a. Gold Tier	
b. Blue Tier	
c. Instructional Tier	
d. Introductory	
e. Red Tier	
f. Evaluation Process	
g. Appeals	
6. Sport Clubs Policies.....	17
a. Starting a New Sport Club	
b. Sportsmanship	
c. Intramural Sports Participation	
d. Sport Clubs Council	
e. National Governing Bodies	
f. Alcoholic Beverage and Tobacco Policy	
7. Risk Management.....	19

a.	Risk Management Officer Responsibilities	
b.	Permission, Release, & Indemnity Agreement	
c.	Safety & Injuries	
d.	Concussion	
e.	Inclement Weather	
8.	Travel	22
a.	Excusal Letters	
9.	Facility Reservations	22
a.	Scheduling Guidelines	
b.	Field and Facility Usage Policy	
c.	WRC Facilities Available to Clubs	
d.	Pricing	
e.	Non-Wellness & Recreation Center Facilities	
10.	Equipment	24
11.	Finances	25
a.	Overview	
b.	Sport Clubs University Needs-Based Funding	
c.	Panther Points Program Funding	
d.	Sport Clubs Executive Board Funding	
e.	Requesting Funds from the Competitive Sports Office	
f.	Responsibility	
g.	Fundraising	
h.	Individual Sport Clubs Accounts	
12.	Marketing & Communication	29
a.	Marketing Guidelines	
b.	Photo/Video Release	
c.	Printing & Copy Services	
d.	Mail	
e.	PantherConnect & Sport Clubs Social Media Accounts	
f.	Emails	
13.	Disciplinary Guidelines	30
a.	Member Conduct	
b.	Administrative Non-Compliance	
c.	Behavioral Non-Compliance	
d.	Sanctions	
e.	Hazing	
f.	Appeal Process	
14.	Appendix A: Sport Clubs & Presidents Directory	35
15.	Appendix B: Sport Clubs Assignments	36

CAMPUS RECREATION INFORMATION

MISSION

In support of the mission of the University and the Division of Academic & 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.

CONTACT INFORMATION

Assistant Director, Competitive Sports & Student Development

Patricia Suarez
Office: WRC 103
Phone: 305-348-1054
Email: patsuare@fiu.edu

Coordinator, Competitive Sports

Thomas Giles
Office: WRC 104
Phone: 305-348-6835
Email: thgiles@fiu.edu

Graduate Assistant, Competitive Sports

Nevena Stojakovic
Office: WRC 104
Email: nstojako@fiu.edu

Athletic Training Services

Email: atservices@fiu.edu
Phone: 305-348-3656

Nikki Harris, Athletic Trainer

Email: nstallwo@fiu.edu

Shane Vaughan, Athletic Trainer

Email: svaughan@fiu.edu

PROGRAM STRUCTURE

COMPETITIVE SPORTS STAFF

ASSISTANT DIRECTOR, COORDINATOR, & GRADUATE ASSISTANT

The Competitive Sports administrative staff, comprised of the Assistant Director, Coordinator and Graduate Assistant shall oversee all aspects of the Sport Clubs program, as well as advocate for the clubs to other university entities. They are available for individual club consultation and advising on all club matters. Each club will be assigned to a member of the Competitive Sports administrative staff will be their primary contact person with the Competitive Sports Office. Additionally, they will have the authority to implement disciplinary action against a club or members for policy violation.

PROGRAM ASSISTANTS

The FIU Sport Clubs program will utilize Program Assistants (PA's) to assist in the oversight of the program. The PA's will share responsibilities with the Graduate Assistant. The PAs' duties include, but are not limited to:

- Assisting in the collection of the data and review of forms submitted by the clubs
- Developing content for Officer Trainings, Sport Clubs Council Meetings, and Panther Advancement Workshops
- Serving as a customer service representative and handling member concerns and questions dealing with departmental policies and procedures

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 members and officers 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

FIELD OPERATIONS ASSISTANTS

Competitive Sports Field Operations Assistants are FIU-MMC student employees who may be visible at practices, games, and other club events. The Competitive Sports Field Operations Assistants' responsibilities include, but are not limited to:

- Acting as a quality University and Wellness and Recreation Center resource
- Providing supervision and management of the WRC North and South Turf Fields
- Serving as a first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each club with Sport Clubs policies and procedures

ATHLETIC TRAINING STAFF

The FIU Sport Clubs program collaborates with Athletic Training Services, consisting of a staff of three (3) certified Athletic Trainers. Athletic Training Services provides general athletic training services to all members of a Sport Club in the athletic training room located in the FIU Wellness and Recreation Center-MMC. 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.

SPORT CLUBS EXECUTIVE BOARD

The Sport Clubs Executive Board is under a period of administrative restructuring and is anticipated to return for the 2020-2021 academic year. The Sport Clubs Executive Board, under the direct authority of the Coordinator of 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 purpose of the Sport Clubs Executive Board is to act as a liaison between Sport Clubs members and the Coordinator of Competitive Sports. The primary function of the Executive Board is to advise the Coordinator of 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 Excellence Funding and Developmental Funding requests
4. Conduct appeal hearings and make disciplinary recommendations to the Competitive Sports Administration as needed.
5. Provide leadership, direction, and guidance for Sport Clubs members.
6. Accept responsibilities as assigned by the Competitive Sports Coordinator.

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 Board meets on a bi-monthly basis. Any and all Sport Clubs members are invited to attend these open meetings.

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 [PantherConnect](#) 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.

CLUB COMPOSITION

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 and Sport Clubs Administration.
3. It is the responsibility of the officers to ensure that all club members are eligible for participation and have completed a Permissions, Release, and Indemnity Form annually submitted via [PantherConnect](#). It is the responsibility of each member to ensure they have proper insurance (each athlete should double check their own insurance). Members are strongly encouraged to consult a physician prior to participation in any Sport Club activity.
4. It is the responsibility of club officers to follow financial guidelines and reporting procedures discussed in this Sport Clubs Handbook.
5. It is the responsibility of club officers to follow scheduling guidelines in relation to reserving facilities for practice, competitions, and any fundraising activities.
6. 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 Assistant Director.
7. It is the responsibility of the club officers to check and update their club roster for eligibility and active members.
8. 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.
9. Club officers should meet with the Competitive Sports Coordinator, Graduate Assistant, or Program Assistant to discuss questions regarding club schedule, treasurer's report, roster, and other club related issues.
10. Failure to complete officer responsibilities may result in disciplinary action to the club and a loss of Sport Club status and associated privileges.

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 Sport Club 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 a club representative.
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 submitted via the Change of Officer Form on [PantherConnect](#). Sport Clubs have four required officer positions: President, Vice-President, Treasurer, and Risk Management Officer. Clubs may elect to have additional officer positions as

deemed necessary by the club's members or constitution. Each unique officer position must be held by a different student member. All officers must be students currently enrolled at FIU.

PRESIDENT

The President has responsibility for oversight of the club and officers. The President is the primary liaison between the club and the advisor, Sport Clubs Administration, the Executive Board, and other FIU or community contacts. The President should organize meetings with the GA or PA at least once per semester to discuss club schedule, financial status, roster, and other club related issues. Additionally, the President will serve on the Sport Clubs Council.

VICE PRESIDENT

The Vice President duties may vary; however, it is their 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. It is their responsibility to attend Sport Club Council meetings when the President is unable to.

TREASURER

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

RISK MANAGEMENT OFFICER

The Risk Management Officer has responsibility for safety of the club members during competition, practices, travel, and club events. The Risk Management Officer is to have a current CPR and First Aid certification that must be filed through [PantherConnect](#). Additional guidelines are outlined in the handbook under Risk Management Officer Guidelines.

TRAINING REQUIREMENTS

All officers will be elected for the full academic year. New officers will not be acknowledged until Officer Trainings have been completed in the Spring Semester. If a new officer is added after the start of the academic year, the club must submit a new Change of Officer form on [PantherConnect](#) and schedule a training with the GA or PA. Officer Training must be scheduled within two weeks and completed within three weeks of the submission of the form to avoid disciplinary action.

CLUB MEMBERSHIP

1. All undergraduate and graduate students registered for at least one credit hour at FIU 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.
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 Membership to have access to the WRC facility as it pertains to their Sport Club practice or event. In other words, a Sport Club Membership 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 [PantherConnect](#). Competitive Sports Staff periodically check rosters at practices and events.
6. Currently active intercollegiate athletes' eligibility to participate in Sport Clubs is subject to review by said sport's governing body. Please contact the Competitive Sports Coordinator with any questions.
7. Any club that receives Activity and Service (A&S) funding cannot charge student's club membership dues.
8. No club may restrict membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.
9. No club may engage in any form of physical or emotional hazing of members or prospective members.

Article 1: Sport Clubs Membership

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

FIU Faculty/Staff Membership

- Annual (Both Fall and Spring Semester) = \$60
- Semester (Either Fall, Spring, or Summer C Semester) = \$35
- Summer (Session A or B) = 20

Adult Community Membership

- Annual (Both Fall and Spring Semester) = \$100
- Semester (Either Fall, Spring, or Summer Semester) = \$70
- Summer (Session A or B) = \$35

COACHES/INSTRUCTORS

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. Sport Clubs must follow their National Governing Body's policies on Coaches/Instructors.

The Competitive Sports program has an obligation to protect all clubs. As a result, the Assistant Director for Competitive Sports reserves the right to dismiss a Coach or Instructor who has acted outside the scope of their 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-MMC Mission Statement.

All Coaches and Instructors must abide by the following rules:

1. The use of a Coach/Instructor is optional and their selection is the responsibility of each club's members.
2. Coaches/Instructors may or may not be paid, but must be registered with the Competitive Sports Office by submitting the Coach/Instructor Agreement Form on [PantherConnect](#) prior to coaching/instruction every year.
3. A&S 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.
 - a. They are to refrain from all other areas of club management, including club business matters.
 - b. It is important that the Coach/Instructor realize that their role is to strictly provide guidance to better develop the club as athletes. Student club members should be the ones fulfilling all the administrative and organizational requirements of the club.
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. The Competitive Sports Office reserves the right to evaluate the performance and involvement of all instructors and coaches.
8. A coach should be (but is not required) CPR & First Aid certified.

ADVISORS

Sport Clubs are characterized by being student initiated and student-managed; however, each club is recommended to have an advisor to provide direction and help maintain continuity in club programming. An advisor must be a full-time faculty or staff member employed by FIU.

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. The Competitive Sports Office reserves the right to evaluate the performance and involvement of all advisors.

In addition, the advisor is responsible for:

1. Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club's officers and members.
2. Encourage sound financial and business practices.
3. Interpreting and ensuring compliance with University policy, philosophy, and Wellness and Recreation Center guidelines.
4. 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.

PANTHER POINTS PROGRAM

Sport Clubs Funding is partially distributed according to each individual club's fulfillment of the Panther Points Program 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.

OFFICER TRAINING

All recognized Sport Club's Officers must complete training requirements. Training for each academic year happens the Spring Semester prior to the Fall Semester. For example, officers for the academic 2019-2020 will be trained in the 2019 Spring Semester. Clubs are awarded 15 points for each officer that completes training in the Spring Semester and stays in their designated position for the entire year.

Max Points: 60

SPORT CLUBS COUNCIL MEETINGS

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 they are 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 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: 5 points per attendance at meeting. Max Points: 60

FORMS

Sport Clubs Administration requires that all clubs complete and turn in various forms that are extremely important for both record keeping and risk management/liability purposes. All forms are available on [PantherConnect](#) and shall be submitted electronically on that site. **No incomplete forms will be accepted.** Each paperwork has two deadlines: Panther Points Deadline and Final Deadline. Each Panther Points deadline is **10 points**. *List of paperwork that needs completing:*

1. CPR & FIRST AID CERTIFICATION

Receive points for uploading certifications for both CPR/AED and First Aid for their Risk Management Officer, another officer, Coach/Instructor, and any other club member to [PantherConnect](#) by the Panther Points deadline.

Point Breakdown: 10 points

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 [PantherConnect](#), indicating your club is not practicing or having any events for that semester.

Max Points: 30

Point Breakdown: 10 points per schedule

3. TRAVEL REQUEST FORM

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. The following steps must be completed prior to traveling:

1. A completed Travel Itinerary must be turned in on [PantherConnect](#) no later than 3 business days prior to departure (by 5:00PM Wednesday for departures on either Saturday or Sunday or after 5:00PM on Friday).
 - a. Travel Itineraries submitted 5 business days prior to the date of departure (by 5:00PM Wednesday for a weekend trip) will be eligible for Panther Points.
2. Travel Itinerary forms must be approved by the Competitive Sports Office before teams are permitted to travel.
3. If a club fails to submit a completed Travel Itinerary 1 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.
4. Following the trip, each club must report the results of the trip via the Post-Travel Form on [PantherConnect](#) within 5 business days.

Point Breakdown:

5 points for Travel Rosters turned in 5 days prior to travel

5 points for Post-Travel Forms turned in within 5 business days of arrival

If the club fails to submit any form by the deadline, or submits an incomplete form, the club will be placed on Initial Suspension. No points will be awarded to the club.

DISCIPLINE

Points will be awarded to those clubs that have no disciplinary violations. If a club does not require any disciplinary action the entire year, the club receives **20 points**.

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. Additionally, involvement with the community helps create a positive image of your club, the Sport Clubs program, and FIU.

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: 4 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. Report results via the Post-Community Service Forms on [PantherConnect](#) within 5 business days of the conclusion of the event.
2. Submit a form of proof (letter, group photo, selfie with organization sign, etc.)

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

Note: If a club does not meet the Panther Points deadlines, they will not receive Panther Points for the event, but they will receive credit for the hours for the purposes of meeting Tier requirements.

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 Panther Advancement Workshop 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.

Max Points: 30, 1 Point per additional member that attends over the Tier requirement

MARKETING

CLUB SOCIAL MEDIA USE

Clubs can use social media accounts to engage potential members. In order for the Competitive Sports Office to track individual club marketing, the club must tag @fiurecreation and @fiucompetitivesports on posts via their club account and email a screenshot of the post to the respective Competitive Sports Administration's club liaison.

Max Points: 20

Point Breakdown: 1 tag: 1 point

FIU #FutureIsUs INITIATIVE

The university is launching a campaign to better track community involvement through the use of #FutureIsUs on social media posts. When clubs are completing community service projects, they should:

- Take a picture of the club and members participating in the event and/or:
 - Post the picture on your club's social media account with #FutureIsUs
 - Submit the picture to the Competitive Sports Office to be posted on the Wellness and Recreation Center's social media with #FutureIsUs

Max Points: 20

Point Breakdown: 1 hashtag: 1 point

SUPPORTER POINTS

Clubs shall be rewarded for attending other clubs' home events and providing support in other approved events. See below for point breakdown.

CLUB HOME MATCHES/GAMES/SEMINARS/WORKSHOPS

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.

CLUB FUNDRAISING & COMMUNITY SERVICE EVENTS

Sport Clubs can earn Panther Points by attending another club's fundraising event or by collaborating with another club on a fundraising or community service project. Picture proof will need to be submitted to the Competitive Sports Office in order to receive points.

Point Breakdown:

For clubs who average 20+ members:

1-4 club members attending another club's event: **2 points**

5-10 club members attending another club's event: **5 points**

11 or more club members attending another club's event: **10 points**

For clubs who average fewer than 19 members:

1-2 club members attending another club's event: **2 points**

3-6 club members attending another club's event: **5 points**

7 or more club members attending another club's event: **10 points**

Max Points: 40 per year

FUNDRAISING CLUB of the YEAR

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.

Fundraising Club: 15 points

COMMUNITY SERVICE CLUB of the YEAR

This club has completed the most community service hours per club 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.

Community Service Club: 15 points

**Throughout the year, the Competitive Sports program may add additional opportunities to receive Panther Points.*

TIER SYSTEM

The nature and intent of a Sport Club varies from organization to organization. Sport Clubs 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. In order to best meet the needs of

each club, Sport Clubs are categorized into five tiers – **Gold, Blue, White, Introductory and Red (Probationary)**.

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 & First Aid certification provided for Risk Management Officer
2. Access to Panther Points (Exception: Probationary 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
6. Marketing resources

GOLD TIER

Requirements:

1. Three or more competitions per year.
2. Proof of league membership or governing body.
3. Potential for competing in regional or national tournament.
4. 8 community service hours per person per year.
5. Panther Advancement Workshop (PAW) attendance: 1 attendance for 50% of roster per year

Tier-Specific Benefits

1. Will receive priority for facility scheduling.
2. Access to greatest amount of University funding, including Excellence and Developmental Funding.

BLUE TIER

Requirements:

1. One or more competitions per year.
2. 6 community service hours per person per year.
3. Panther Advancement Workshops (PAWs) attendance: 1 attendance for 25% of roster per year.

Tier-Specific Benefits

1. Will receive second priority for facility scheduling.
2. Access to university (needs-based) funding, and Developmental and Excellence funding.

WHITE TIER

Requirements

1. 4 community service hours per person per year.
2. Panther Advancement Workshops (PAWs) attendance: 1 attendance per person per year

Tier-Specific Benefits

1. Access to WRC facility space (will receive third priority in scheduling)
2. Access to university (needs-based) funding and Developmental Funding

INTRODUCTORY TIER

Requirements

1. 2 community service hours per person per year
2. Panther Advancement Workshops (PAWs) attendance: 1 attendance per person per year

Tier-Specific Benefits

1. Access to WRC facility space (will receive fourth priority in facility scheduling)
2. Access to Developmental Funding and Excellence Funding

RED TIER

Requirements:

1. 4 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 WRC facility space (will receive last priority in facility scheduling).

EVALUATION PROCESS

All Sport Clubs will be evaluated every year. Introductory and Red Tier clubs will have the option every year to apply to change their tier. This process will take place in the spring semester and will go into effect for the following fall semester. Tiers will only be re-evaluated at the end of the year (April) during the time designated for budget hearings.

Introductory clubs

At the end of the year (April) or after two semesters introductory clubs may present a tier change request at a hearing. This is similar to the yearly budget hearing. Introductory clubs are also required to present how the club has grown in conjunction with monetary requests.

Red (probationary) clubs

Sport Clubs are put in the red tier if they do not complete their tier requirements by the end of the academic year. At the end of the year (April) or after two semesters clubs may present a tier change request at a hearing. The club must provide proof they met the requirements of the tier they wish to be moved to. At a minimum, the club must meet the next tier's requirements to be eligible to move out of the red tier.

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 Workshops (PAWs) attendance. Each club has until April 1st. 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.

APPEALS

A club that wishes to appeal its placement within the tier system must do so in email within 2 week following the receipt of tier status for the following year. All appeals must be sent to the Competitive Sports Assistant Director.

SPORT CLUBS POLICIES

STARTING A NEW SPORT CLUB

Any group of students enrolled in classes at FIU 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 sex 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 Assistant Director 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.
 - 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.
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 6 additional club members, submit the "Request to Organize a New Sport Club" form on [PantherConnect](#) 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 will schedule a meeting in which the new club will prepare and deliver a 10 minute presentation.
5. Should 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.
 - a. New Sport Clubs are able to request a meeting with the Competitive Sport Assistant Director, Coordinator, or GA to review the Sport Clubs Handbook in its entirety.
6. Clubs serving their 1-year Introductory Period are not eligible to receive Needs-Based funding, but can accrue points under the Panther Points Program (PPP).
7. 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 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.

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 Assistant Director or 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 representing 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.

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.
- 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.

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, and such actions can result in disciplinary actions taken against the club.

SPORT CLUBS COUNCIL

The purpose of the Sport Clubs Council is to act as a liaison between their Sport Club and the 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 other officer may attend in their place. The following are the duties of this council:

- Attend meetings
- Serve as a liaison between their Sport Club and Competitive Sports Administration

- Communicate to their club members updates and upcoming deadlines

NATIONAL GOVERNING BODIES

Clubs are to be governed by the rule and regulations established from FIU and the Wellness and Recreation Center. If applicable, clubs should follow recommendations from their National Governing Body that pertain to effective, efficient administration of their sport or activity.

ALCOHOLIC BEVERAGE AND TOBACCO POLICY

ON-CAMPUS

No alcoholic beverages, tobacco products or glass containers on any kind are permitted on FIU campuses or at any FIU Sport Club events. Club officers are responsible for everyone attending their events; this includes any players, coaches, advisors, or spectators for home and away teams. The Competitive Sports Field Operations Assistants, Supervisors, Program Assistant, Graduate Assistant, and Coordinator reserve the right to remove any individual in violation of this policy.

OFF-CAMPUS

No alcoholic beverages or non-prescribed controlled substances shall be present or consumed by Sport Clubs members while traveling or participating in club sponsored events. Failure to abide by these rules and/or guidelines will subject the Sport Clubs and/or individual club members to disciplinary procedures, including possible referral to the Office of Student Conduct.

RISK MANAGEMENT

RISK MANAGEMENT OFFICER RESPONSIBILITIES

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 Risk Management Officer as much as possible:

1. Sport Club Risk Management Officers, other officers, club members, coaches/instructors, and advisors should emphasize and prioritize 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 Risk Management Officer is expected to inspect fields and/or facilities prior to every practice, game, or special event. Unsafe conditions must be reported to the Field Operations Staff and/or Competitive Sports Office.
5. Clubs are expected to abide by all local, state, and national health and safety regulations.
6. The Risk Management Officer should be present at all club practices, games, or events. In the event the Risk Management Officer is unable to attend, another club officer or member who has an active certification in CPR and First Aid must be present to handle any emergency situations.
7. A copy of certifications must be submitted through [PantherConnect](#). The Risk Management 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.

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 Permission, Release, and Indemnity Form.

PERMISSION, RELEASE & INDEMNITY AGREEMENT

All Sport Clubs members are required to fill out a Permission, Release & Indemnity Agreement before they can participate in any way with a club. 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 risk management officer to have the form completed and returned to the Competitive Sports Office prior to participating.

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. To do so, use the Incident Report Form on [PantherConnect](#).
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. Should club equipment become hazardous, it must be reported to the Competitive Sports Office.
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.

CONCUSSION

CONCUSSION DEFINITION:

A concussion results from traumatic biomechanical forces inducing a pathophysiological series of events within the brain. These events result in the rapid onset of various cognitive impairments and will resolve spontaneously. Loss of consciousness (LOC) may result but is not necessary for a concussion to exist.

PURPOSE:

To set forth a standardized protocol for the management of and the requirements for return to participation in regards to concussions or brain injuries, raise awareness of concussion symptoms

so that there is an increase in participants reporting symptoms to a healthcare professional, increase participants healthcare access when suffering from concussion or brain injuries, and to therefore eliminate the chance for second impact syndrome and decrease, not necessarily eliminate, the likelihood of chronic traumatic encephalopathy (CTE) in the participants' future. All FIU WRC-MMC staff and participants will be made aware of the ATS Concussion Management Plan. All staff will be educated about the plan, concussion signs and symptoms, and consequence severity when the plan is ignored or by-passed. Prior to participation, participants will be made aware of the plan and will abide by the plan including reporting symptoms to ATS, as well as having received any educational materials regarding concussion awareness and policy.

CONCUSSION MANAGEMENT POLICY:

The NATA position statement, NCAA Manual for Sports Medicine, and previously enacted FIU Athletic Department and their review of the medical literature are the basis of recommendations for this policy. If a concussion is suspected by the athletic trainer, IM Sport Supervisors, or officials, or the participant reports signs and symptoms of a concussion the participant will be removed from competition immediately until an evaluation for concussion. The participant will be evaluated by the athletic trainer and assessed for presence of a concussion. If a concussion is diagnosed the participant will be removed for the remainder of the day. The participant and/or caretaker will be provided with a take home guide to concussions discussing the general overview of a concussion, dos and don'ts, signs and symptoms, when to seek advanced emergency medical help. In the event there is concern over the physical or mental well-being of the participant they will be referred to a neurologist.

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.

INCLEMENT WEATHER LIGHTNING

- If lightning is seen, cease all activities, evacuate the WRC Turf Fields and seek shelter.

Travel

Travel is defined as any trip taken for participating in events as representatives of Florida International University Sport Clubs and the Wellness and Recreation Center (exception: practice). Any clubs that travel as a representative of the FIU Sport Clubs program must adhere to the following policies:

1. A Travel Itinerary must be submitted at least 3 business days prior to departure. Submitting the Travel Itinerary late may result in the Sport Club not being allowed to travel.
2. A Travel Itinerary will be accepted only when all traveling members have completed a Permission, Release, and Indemnity Form. It is the club's officers' responsibility to review the club roster to ensure that everyone on the trip has a completed Permission, Release, and Indemnity Form.
3. Utilize sound judgement throughout the duration of the trip.
4. Communicate the results of the trip with the Competitive Sport Office via the Post-Travel Form on [PantherConnect](#) within 5 business days of returning. To receive Panther Points, the form must be accurate, complete, and submitted with 3 business days of returning.
5. If your League/National Governing Body requires a verified roster for competitions, it is recommended that officers give the Registrar/Bursar at least two weeks' notice.

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. For travel other than by personal vehicle (i.e. plane, bus), reputable public/private carriers should be used. Contact the Competitive Sports Assistant Director or Coordinator for rental vehicle discount codes.

EXCUSAL LETTERS

Club members who need an excusal letter justifying their travel for an event must contact the Competitive Sports Coordinator no later than two weeks prior to when the letter is needed. Please note that these professor letters are just requests and your professors do not have to accommodate for your absence(s) from class.

FACILITY RESERVATIONS

SCHEUDLING GUIDELINES

1. All facility reservations for the Wellness and Recreation Center's facilities must be processed through the Competitive Sports Office. All Sport Club facility requests must be processed through the Competitive Sports Office. Please keep in mind there are many competing requests for WRC facility space, submitting a facility request does not guarantee a reservation. Requests for WRC facility use should be submitted via Schedule Request [PantherConnect](#).
 - a. Do not advertise an event until you have written confirmation of the facility.
2. A practice and game/event schedule must be filled out by submitting a Semester Schedule Form via [PantherConnect](#) by the specified deadline for each semester. It is imperative to provide the Competitive Sports Office with the schedule for your club by the deadline.

- a. Schedule Requests submitted passed the specified deadline will immediately drop to lowest priority.
 - b. Game schedules must include warm-up time, game time, and end time.
3. Field Operations Staff 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.
4. In an effort to maximize WRC facility usage, attempt to tentatively create your schedule 4-6 months in advance and to schedule your club's home events and tournaments.
5. **Notify the Competitive Sports Administration immediately when a scheduled practice, game or event changes. Any change to schedule must be communicated, this could be something as simple as a change in day, time, or a cancellation. Failure to communicate changes may result in scheduling restrictions for future events.**
6. When there is a conflict between Sport Clubs regarding practice or game times, priority may be given to in-season sports and teams that have met the reservation deadlines. If conflict continues, priority may be given to clubs in best standing with the Sport Clubs program, which will be determined by the club with the highest Panther Points total from the previous academic year and clubs without disciplinary issues as well as tier status.

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 Administration. 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, more if possible.
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.

WRC FACILITIES AVAILABLE TO CLUBS

1. WRC North Turf Field
2. WRC South Turf Field
3. WRC South Gym Multi-Purpose Courts 1-3
4. WRC North Gym Multi-Purpose Courts 1-2
5. WRC Lobby (for marketing/tabling purposes)
6. WRC Outdoor Basketball Courts 1-2
7. WRC Sand Volleyball Court
8. WRC Matted Fitness Room
9. WRC North Mat Area
10. WRC Blue & Gold Fitness Room

*Multi-Purpose Courts Use: Basketball, Badminton, Indoor Soccer, Handball, Spikeball, Volleyball.

PRICING

Fees may be applicable, especially during evenings and/or times outside regular WRC hours.

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 Assistant Director. No club should seek out specific facility directors.

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 using university (needs-based) funds is considered property of FIU and the Wellness and Recreation Center. FIU property is for club use, and not to be kept by members. Competitive Sports funds may not be used for equipment or uniforms that are kept by the club members.
- The club must be accountable at all times for Sport Clubs equipment.
- Clubs must ensure the proper care and storage of equipment. Clubs who are provided storage space in the WRC or South Turf Field must store all of their university bought and owned equipment on campus.
- Club officers must keep an inventory of each piece of equipment and report any damaged or missing items to the Competitive Sports Office.

FINANCES

OVERVIEW

1. Sport Clubs may be funded by funds that the club fundraises themselves, by Activity & Service Fee funds allocated by the University, or both.
2. The Student Government Association allocates A&S Fee funds to the Wellness and Recreation Center, who then allocates funds to the Competitive Sports Office to then allocate and distribute among Sport Clubs and the Sport Clubs program accordingly.
3. In order to be eligible to receive Activity & Service Fee funds, Sport Clubs may not collect membership dues from its student members as a method of fundraising.
 - a. Sport Clubs may collect membership dues as a method of fundraising; however, those clubs forfeit their eligibility to receive Activity & Service Fee funds.
4. For those Sport Clubs who are eligible for A&S Fee funds, the funding breakdown throughout the Sport Clubs program is broken down by the following funding types:
 - a. University Needs-Based Funding
 - b. Panther Points Program Funding
 - c. Sport Clubs Additional Funding
 - i. Excellence Funding
 - ii. Developmental Funding
5. These funds will be available to all clubs beginning the first day of the Fall semester. The deadline to submit a Funding Request to use allocated funds from the university is set by the university. Typically this date falls to the early or middle of April. It is the club officer's responsibility to submit funding requests on time.
6. The Competitive Sports Administration may freeze, make expenditures or re-allocate university funds in case of disciplinary problems or misappropriation. The Administration 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.
7. **Funding from the Competitive Sports program should not be a club's main source of funding, but it is an important component of a club's fiscal plan.**

SPORT CLUBS UNIVERSITY NEEDS-BASED FUNDING

1. 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 Needs-Based funding for the following year by the stated deadline in the Spring semester.
2. Each club will also prepare and deliver a 10-15 minute budget presentation to the Sport Clubs Administration.
3. After reviewing all proposals and presentations, the Sport Clubs Administration then finalizes and informs each club of the allocation.
4. Sport Clubs who miss the deadline to submit a Budget Request and/or miss their Budget Request Presentation will not receive University needs-based funding for the following year.
5. Only clubs who are in the Gold, Blue, or White Tiers are eligible to apply to University

Needs-Based Funding.

6. Before funds may be allocated to a club, the club must complete the following items:
 - a. Officer Training.
 - b. A Budget Request must be submitted to the Competitive Sports Office via PantherConnect by the posted deadline.

PANTHER POINTS PROGRAM FUNDING

Panther Points Program funding is distributed in the following way:

Total Points Earned By All Clubs/Total Dollars Available = Dollar per Point Ratio

Dollar per Point Ratio/Total Points Earned by Your Club = Panther Points Funding

SPORT CLUBS ADDITIONAL 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 funding, called "Excellence Funding," is managed by the Sport Clubs Administration. This fund can be disbursed once per club at any time during the academic year to deserving Gold Tier clubs.

DEVELOPMENTAL FUNDING

Developmental funding, also managed by the Sport Clubs Administration, is defined as funds given to clubs that are starting a new initiative or attempting to grow an aspect of the club. These funds can be disbursed once per club at any time during the academic year to deserving Gold, Blue, White, and Introductory Tier clubs.

REQUESTING EXCELLENCE or DEVELOPMENTAL FUNDS

1. 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.
2. Clubs do not have a specific deadline to submit their request but rather should apply for funding when they see fit. Advance notice of requests increases the chances of funding.
3. No more than one allocation for Excellence and one for Developmental Funding per club may be honored per academic year.
4. Clubs that have not collected or attempted fundraisers will not be eligible for funding.
5. Clubs currently on disciplinary probation or suspension may not apply for funding or receive allocation.
6. To apply, clubs must:
 - a. Submit either an Excellence Funding Request or a Developmental Funding Request on PantherConnect to initiate the funding process. As part of the request, clubs will need to submit a 1 page typed proposal including:
 - i. History of the club
 - ii. Summary of Fundraising and Community Service events
 - iii. Benefits/Needs for funding
 - b. Excellence proposals shall also include:

- i. A description of the event and participants
 - ii. An account of how the club has reached this level of skill
- c. Developmental proposals shall also include:
 - i. A description of the desired initiative or equipment needed
- d. Prepare and conduct a 10-20 minute presentation to the Sport Clubs Administration. 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.

REQUESTING FUNDS FROM THE COMPETITIVE SPORTS OFFICE

1. Funds that are allocated to clubs remain with the Competitive Sports Office and may be accessed by submitting a Funding Request via [PantherConnect](#).
2. Funding Request forms must be submitted at least **4 weeks** from when payment needs to be made/when the item is needed.
3. FIU has certain policies regarding expenses with university funds. Expenses that are not approved through university funding include:
 - Referee Expenses
 - Travel

RESPONSIBILITY

Each club Treasurer is responsible for knowing the club's current balance and following all financial policies. Each club is responsible to keep track of the amount spent in their University account. Any funds remaining in the club's University account at the end of each academic year will be returned to the Sport Clubs Administration.

FUNDRAISING

1. Each club is expected to be financially responsible for its own operation. While the Competitive Sports program will annually allocate university funds to each Sport Clubs, a Sport Club's main source of funding should come from a club's own fundraising efforts.
2. Clubs will be awarded panther points for every fundraiser with a completed PantherConnect form. In order for a club to receive panther points for a fundraiser they must complete the following, however all forms must be submitted to verify and approve club's fundraising activities:
 - a. Register the fundraising activity and obtain approval via the Pre-Fundraising Form on [PantherConnect](#) no later than 3 business days prior to that start of the fundraiser.
 - b. Report results of the fundraiser via the Post-Fundraising Form on [PantherConnect](#) within 5 business days of the conclusion of the event.

3. If a club is planning to host a tournament that will also act as a fundraiser, the club must inform the Competitive Sports Office at least two weeks prior to the event. These types of fundraisers are treated as home events because of the need for supervision.
4. Fundraisers must stay within the context of FIU and the Sport Clubs' mission statements. They must project a positive image of the club and Sport Clubs program.
5. No fundraisers or sponsorships may be associated with alcohol, tobacco, or smoke products, illegal substances or activities and groups that are discriminatory in nature.
6. Sources for financial support include, but are not limited to:
 - a. **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. 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. 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.
 - b. **Sponsorships** – All sponsorships must be pre-approved by the Competitive Sports Assistant Director or Coordinator. Sponsorships may not be associated with alcohol, tobacco, or smoke products, illegal substances, or activities and groups that are discriminatory in nature, or activities that reflect poorly on the university.

Individual Sport Club Account

Each club is strongly recommended to create and maintain a bank account for their club. Any club that collects money from participants, opponents, businesses, etc is required to open a bank account specific to their club. **No officer, club member, or coach/instructor may keep team funds in their personal bank accounts.** The Sport Clubs Administration recommends using the Wells Fargo on FIU-MMC. All funds that a club raises should be deposited in this account.

Clubs may use this account for:

- Apparel that includes personalized items
- Travel expenses – gas, lodging, auto, bus or van rental
- Team banquets
- Coach's stipend/gifts

MARKETING & COMMUNICATION

PANTHERCONNECT AND SPORT CLUBS SOCIAL MEDIA ACCOUNTS

Clubs will each get a [PantherConnect](#) account and may choose to create accounts for any type of social media, including Facebook, Twitter, Snapchat, and Instagram. Some recommendations for the use of these accounts:

- We recommend that accounts at least be checked weekly and updated monthly when the club is active. That way, prospective members can see that the site they've landed on is still in use.
- Make sure the name on the page makes it easy for someone to find your club. Avoid abbreviations, acronyms or nicknames.
- Update the "Profile" annually on [PantherConnect](#).

PHOTO/VIDEO RELEASE

All participants who sign the Permission, Release, and Indemnity Agreement 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 Administration.

MAIL

Clubs may use the following address as a return address and to mail items/correspondence to the Wellness and Recreation on behalf of the club:

FIU Wellness and Recreation Center, WRC 103
ATTN: (your club name)
11200 SW 12 ST
Miami, FL 33199

EMAILS

Each club will be listed on the FIU Wellness and Recreation Center's Sport Clubs page. The President of each club and their fiu.edu email, will be listed as the main point of contact for the club.

MARKETING GUIDELINES

1. As an organization registered with FIU, it is necessary to ensure the images and messages listed online, sent via email, and posted on social media are representative of our institution of higher education. Clubs may not:
 - a. Post pictures or videos online that show alcoholic beverages, the consumption of alcohol, or create the illusion of alcohol consumption on club.
 - b. Post or knowingly permit the posting of content or any other use of your club's account to cause harm, embarrassment, defamation, insult, or injury to any person or entity.
2. Marketing must be true, specific, easily understood, clean, attractive, and informative to the audience, tastefully conducted, and must represent FIU, the Sport Clubs Program, and the University in a positive manner.

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 Competitive Sports Office.
4. 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.
5. The Assistant Director of Membership & Marketing 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.
6. Any designs or modifications of previously approved designs must be submitted to the Assistant Director of Membership & Marketing for approval.
7. 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.
8. 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, refer to the **Guidelines for Sport Clubs Logos** document on [PantherConnect](#).
9. 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.
10. 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.

DISCIPLINARY GUIDELINES

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.

Each club within the FIU Sport Clubs program is student run and under administration and guidance of the Sport Clubs Administration. **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 OF POLICY IS NOT A 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, 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.

MEMBERS CONDUCT

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.

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 Program Assistant.
3. Complete required paperwork including, but not limited to:
 - a. Permission, Release, and Indemnity Agreements
 - b. Event/Practice Schedules
 - c. Travel Request Forms
 - d. CPR & First Aid Certifications
4. Spend more money than the club has available in its accounts.
5. Complete the minimum requirements for Red Tier.

For Administrative Non-Compliance infractions, Competitive Sports Administration will determine a sanction. This sanction may be appealed to the Sport Club Council no later than 2 weeks after receiving the sanction letter.

BEHAVIORAL NON-COMPLIANCE

Any violations by a Sport Club or individual of State Law, Federal Law, University Policy, or the Sport Clubs Handbook will result in a disciplinary action taken by the appropriate authorities, in addition to a hearing with the Sport Clubs Council, in which a disciplinary sanction will be recommended to the Competitive Sports Administration for approval. 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.

SANCTIONS

Should a club commit an infraction, the following measures will be taken:

INITIAL SUSPENSION

Clubs on Initial Suspension will lose access to their funding from Competitive Sports, all

practice and game privileges, and will not be eligible for Excellence or Developmental or Panther Points funding until the issue which caused the suspension is resolved. Sport Clubs Administration will inform all the club's officers, as well as the advisor, once that club has been placed on Initial Suspension.

Any incident of administrative or behavioral non-compliance will result in Initial Suspension until the issue is corrected. Upon 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.

Note: A club may not remain on Initial Suspension for more than 6 weeks. Doing so will result in expulsion.

PROBATION

Any club on probation will no longer be eligible for 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. Any of the following will result in Probation:

Administrative Non-Compliance

- For a first offense (not currently on Probation), a club will be placed on Probation for one academic semester beyond the semester in which the issue was resolved.
- For a second or third offense (a club is currently on Probation), the term of a club's Probation will be extended for one additional academic semester beyond the previously stated end date.

Behavioral Non-Compliance

- For a first offense, a club will be placed on Probation for at least 2 academic semesters.

*The FIU Sport Clubs program does not consider summer semesters 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. The following may result in partial suspension:

Administrative Non-Compliance

For a travel-related offense, a club may be placed on a travel suspension.

Behavioral Non-Compliance

For a first offense, a club may be placed on partial suspension for a term determined by the Sport Clubs Administration and the Sport Clubs Council

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 Needs-Based funding, 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. The following may result in full suspension:

Administrative Non-Compliance

For a fourth offense (while a club is on probation).

Behavioral Non-Compliance

For a first offense, a club may be placed on full suspension for a term determined by Sport Clubs Administration and the Sport Clubs Executive Board.

EXPULSION

Any club that is expelled from the Sport Clubs program will lose all access to University Needs-Based funding, 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 years. Any of the following will result in expulsion:

Administrative Non-Compliance

- For a fifth offense while a club is on probation.
- Any one incident of administrative non-compliance that remains unresolved by the club 6 weeks after the incident occurred.
- Clubs who fail to complete the minimum Red Tier requirements in a given year.
- Clubs who remain in the Red Tier for 2 consecutive years and make insufficient progress to advance out of the Probationary Tier shall be expelled from the Sport Clubs program at the end of the second year.

Behavioral Non-Compliance

- For a second offense while a club is on probation.
- 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).

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.

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 Assistant Directory.

APPENDIX A: SPORT CLUBS & PRESIDENTS DIRECTORY 2019-2020

Sport Club	Club President	President's Email
Aikido	Brianna Weiss	bweis019@fiu.edu
Badminton	Hemeng Chen	hchen003@fiu.edu
Baila FIU	Richard Sotolongo	rsoto051@fiu.edu
Baseball	Manny Real	mreal010@fiu.edu
Basketball – Men's	Marc Toussaint	mtous017@fiu.edu
Brazilian Jiu-Jitsu	Sadija Zubair	szuba003@fiu.edu
Capoeira	Marina Salvador	msalv020@fiu.edu
Equestrian	Shelby Leach	Sleac007@fiu.edu
Fencing	Alan Garces	Agarc867@fiu.edu
Handball	Jonathan Milian	Jmili030@fiu.edu
Kendo	Rodney Castillo	Rcast179@fiu.edu
Nachde Panthers Bollywood Fusion	Tasnia Arshee	tarsh002@fiu.edu
Powerlifting	Guillermo Casal	gcasa032@fiu.edu
Rugby – Men's	Joaquin Freixa	Jfrei031@fiu.edu
Rugby – Women's	Massie Castillo	Mcast446@fiu.edu
Run Club	Jorge Martinez	Jmart813@fiu.edu
Scuba	Coral Murray	Cmurr041@fiu.edu
Spikeball	Rey Cami	Rcami008@fiu.edu
Soccer – Men's	Edison Enderica	Eende001@fiu.edu
Soccer – Women's	Daniella Arroya	Darro013@fiu.edu
Volleyball – Men's	Kevin	Kiriz005@fiu.edu
Volleyball – Women's	Deborah Pupillo	Dpupi001@fiu.edu
Wrestling	Max Dalcy	Mdalc001@fiu.edu

APPENDIX B: SPORT CLUBS TIER ASSIGNMENTS

For 2019-2020, Sport Clubs are assigned to the following tiers:

Gold Tier

- Baseball
- Powerlifting
- Rugby – M
- Rugby – W
- Soccer – M

Blue Tier

- Basketball – M
- Brazilian Jiu-Jitsu
- Equestrian
- Soccer – W
- Wrestling
- Volleyball – M
- Volleyball – W

Instructional Tier

- Aikido
- Badminton
- Capoeira
- Run Club

Introductory Tier

- Baila FIU
- Fencing
- Nachde Panthers (Bollywood Fusion Dance)