

# 2023-24

## Sport Clubs Handbook



UNIVERSITY of  
**SOUTH FLORIDA**  
Student Success

## *Useful Links*

### **Sport Club Website**

<https://www.usf.edu/student-affairs/campus-rec/sports-programs/find-your-sports-club.aspx>

### **Sport Club Council Page in BullsConnect**

[https://bullsconnect.usf.edu/SCC/club\\_signup](https://bullsconnect.usf.edu/SCC/club_signup)

## *Sport Clubs Handbook*

This Sport Clubs Handbook contains policies and guidelines to be followed by all clubs affiliated with the University of South Florida Sport Clubs Council. This handbook should be used as a resource for all questions regarding conducting club business. **Sport Clubs are subject to discipline including suspension and deactivation from Sports Programs and the Sport Clubs Council for not following the rules and regulations set forth in this handbook.**

## *Additional Policies and Procedures*

Each club is responsible for the information contained in these documents:

1. Sport Club Handbook (this document)
2. Student Organization Handbook
3. Standards for Student Organization Conduct
4. Student Code of Conduct
5. Student Government Financial Officer Manual
6. Student Government Title 8 Finance Code (includes the Proviso)

***All documents can be found in the Sport Club Council page in BullsConnect, under Documents.***



# Starting a Sport Club

## Eligibility To Be Considered as a Sport Clubs Organization

Sport Clubs are Student Organizations which meet all of the following requirements:

- Participate in a recreational or competitive sport
- Have a competitive, recreational, and/or instructional purpose
- Have a Governing Body
  - a. A governing body is defined as an official organization that formulates rules for a sport and has regulatory or sanctioning functions over the sport
  - b. If not a member, the club must still adhere to the rules governing its sport, as established by the governing body
- Participate in at least one competition/seminar/clinic with non-USF individuals/groups per year
  - a. A minimum of four club members must participate in this competition/seminar/clinic
- Physically or virtually practice their sport at least seven times per year

The Department of Recreation & Wellness reserves the right to refuse recognition to any club requiring extensive funding and/or resources, as well as those involving high liability or risk factors. In addition to the criteria listed, a club's eligibility depends on the purpose, goals, and longevity of the club.

## Registration Process

- Check to see if the club you are trying to create already exists. You can search in BullsConnect for every club that currently exists.
- **Review the criteria above to determine if the club you are trying to create can meet the requirements within its first year as an organization.**
- Schedule a meeting with a Sports Programs Administrative Staff by emailing [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) to review the club's purpose and plans and to receive more information on the registration process.
- All prospective sport clubs must complete registration with the Center for Leadership and Civic Engagement before becoming an active organization. **Registration information will be provided after a meeting with the Sports Programs Administrative Staff, and can also be found [here](#).**



# Membership Requirements

## Definitions

**Student** - The term “student” includes any individual admitted, enrolled, or registered for any course or program at the University of South Florida, regardless of the medium of the course or program, or degree seeking status, or when not enrolled or registered for a particular term, who is eligible to enroll in future terms without seeking readmission.

## Sport Clubs Membership Requirements

Membership Requirements	A&S Funded Clubs	Non-Funded Clubs
<b>Mandatory Membership Dues</b>	NOT Allowed	Allowed
<b>Restricting Membership</b>	NOT Allowed	Allowed
<b>Minimum Membership</b>	10 USF students	10 USF students
<b>Full Membership</b>	100% USF Students	100% USF Students

### A&S Funded Clubs

- Cannot charge mandatory dues to become a member of the club
- Cannot restrict membership in the club
  - Competition teams can be restricted; however, those not on a competition team must still be allowed to participate in non-competition club activities
- Minimum club membership must be at least 10 USF students
- Club membership must consist of 100% USF students
- **If an A&S funded club is found to have active members who are not USF students, the club may be deactivated and/or will immediately lose access to their funding.**

### Non-Funded Clubs

- Can charge mandatory dues to become a member of the club
- Can restrict membership in the club
- Minimum club membership must be at least 10 USF students
- Club membership must consist of 100% USF students

## Sport Clubs Membership Audits

### Audit, Purpose, and Procedure

Each semester, the Sports Programs Office will conduct membership audits for all sport clubs. The purpose of these audits is to ensure compliance with the Sport Clubs Membership Requirements and Sport Club Classification Matrix Level Requirements. Additionally, the Sports Programs Office will be checking to ensure participants are members of the club on BullsConnect (where participants complete their waiver).

Sports Programs Staff will schedule an online video meeting, in-person meeting, or attend a scheduled club function (practice, event, or meeting) to conduct a membership audit. The Sports Programs Staff is not required to inform a club when an audit will be conducted. All club officers and members are expected to cooperate fully with the Sports Programs Staff member(s) conducting the audit. This includes pausing all activities and presenting an USF ID or alternate photo ID upon request.

### **Passing an Audit**

Clubs will automatically pass an audit if all 3 of the criteria listed are met:

- **All participants must have a waiver**
  - **All members of high impact clubs must also have a concussion test completed**
- **All participants must be USF students**
- **The club must have the minimum number of participants in attendance as required by the club's classification level.**

If a club passes their audit, it will receive the full 50 report card points for that audit and complete the requirement for that semester.

### **Failing an Audit**

Clubs will automatically fail an audit if any of the 3 listed criteria are not met:

- **If one or more participants do not have a waiver on file**
  - **If one or more high impact club participants do not have a Concussion Test on file**
- **If one or more participants are not USF students**
- **If the club has less than 10 active USF student members**

If a club does not pass an audit, in either semester, it will not receive any report card points for that semester's audit. In addition, it must pass its second audit within two weeks of the initial audit date. If a club fails its second audit, the club will be placed on immediate suspension per the discipline section of this handbook. To avoid deactivation, clubs must pass its third audit within two weeks of the secondary audit date. Failure of the third audit will result in the immediate deactivation per the discipline section of this handbook.

## ***Sport Clubs Officer Requirements***

All Sport Club Officers must be USF degree seeking students with any number of hours registered and be in good standing with the university.

### **Required Officer Positions**

- President
  - Required to attend the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
  - Responsible for the club's equipment check out
  - Responsible for submitting the club's Volunteer Coach Agreement
  - Club will list additional position requirements
- Treasurer
  - Required to attend the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
  - Required to be listed as a Financial Officer with the Student Business Services Office and on BullsConnect
  - Club will list additional position requirements
- Risk Manager
  - Required to attend the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
  - Required to hold current CPR and First Aid certifications
  - Responsible for completing and submitting Injury and Incident Reports
  - Responsible for submitting and implementing the club's optional Risk Management Plan to the [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) email address
    - Risk Management plans should provide detailed information on how the club manages practices and on-boarding of new members, home events, and travel.
  - Responsible for ensuring a safe environment for all club members by assessing facility, equipment, transportation, and environmental conditions
- Vice President or Former President (Only Required for High Competition Clubs)
  - Required to attend the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
  - Club will list additional position requirements
- Community Manager (Only Required for Esports Clubs)
  - Required to attend the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
  - Responsible for the club's discord channel moderation
  - Club will list additional position requirements

### **Officer Terms**

All officer terms will run from May 1<sup>st</sup> through April 30<sup>th</sup>.

### **Officer Elections**

Annual Officer elections may be conducted any time after March 1<sup>st</sup>, but they must be completed no later than March 31<sup>st</sup>. Should an officer be elected outside of the club's annual election period, a [Sport Club Change of Officer Form](#) must be completed. Each officer must complete All Officer Training prior to stepping into their role by May 1<sup>st</sup> or within two weeks of being appointed to their position.

**BullsConnect Profile Deadline** (needs edit to link to CLCE policies & add deadline date)

The sport club will re-register in the month of March. The reregistration form will open on BullsConnect the first Monday of March. The reregistration form must be submitted by the end of March. The outgoing president must re-register the club on BullsConnect. The newly elected officers will need to accept their new role once the reregistration is submitted. Failure to *submit* re-registration by the deadline will not only result in not receiving points for their report card, but also keep the clubs BullsConnect profile as inactive. Failure to *complete* the re-registration process by this CLCE final deadline will result in the immediate deactivation of the club.

### **Adding or Changing Officer Information**

Clubs can change officer information at any point over the course of the year by submitting a [Sport Club Change of Officer Form](#) found in the Sport Clubs Council's BullsConnect page, under Forms before the officer begins their involvement with the club. New officers will have two weeks from this date to complete the requirements of the position previously listed. Failure to complete requirements (excluding CPR/First Aid certification per the Risk Manager position) will not only result in not receiving points for their report card, but also result in the immediate suspension of the club. Clubs will have two weeks following the date of suspension to complete all requirements outlined above and within their clubs' constitutions before being deactivated per the discipline section of this handbook.

### **Sport Clubs Responsibilities**

- The club must be student initiated and student managed.
- **No USF student can be denied the opportunity to become a member of a sport club on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, or the inability to pay dues.** Special considerations will be made for students with disabilities. All students at the University of South Florida are welcome and encouraged to participate in a sport club.
- In all club sponsored activities, club members must assume full responsibility for following local, state, and federal laws as well as university regulations.
- Membership rosters in BullsConnect must be kept up to date.

### **Anti-Hazing Policy**

Clubs are also responsible for understanding and following the *USF Anti-Hazing Policy*, which reads as follows:

#### **Student Code of Conduct – Regulation 6.0021**

Hazing – Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of an individual(s) for purposes of initiation and/ or admission into, or association with and/ or the perpetuation or furtherance of a tradition or ritual of any recognized student organization or non-affiliated organization. The consent or permission of the individual(s) does not eliminate responsibility.

1. Hazing includes, but is not limited to pressuring or coercing an individual(s) into violating state or federal laws; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of an individual(s); or any activity that would subject an individual(s) to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of an individual(s). Additionally, any hazing that results in permanent and/ or serious bodily injury or death.
2. Soliciting an individual(s) to commit or is actively involved in the planning of any act of hazing.
3. Failure to abide by 6.0023 Prohibition and Prevention of Hazing Regulation and all University protocols, state, and federal laws regarding hazing.

**USF Regulation 6.0023 - Prohibition and Prevention of Hazing - Office of Student Success**

- The University of South Florida (USF) prohibits any form of hazing of its students, including hazing by students or other persons associated with any student, or student organization or group whether or not officially recognized by the University, at any time, and at any location.
  1. Hazing means any action or situation created by a member of the University community, or acting in the capacity as such, against another member of the University community, whether it occurs on or off campus property, for purposes including, but not limited to, initiation, admission into, or affiliation with, or the perpetuation or furtherance of a tradition or ritual of any student organization or group whether or not officially recognized by the University that:
    - Is negligent or reckless in nature; or
    - Is humiliating or endangers an individual's mental, emotional, or physical health or safety; or
    - Unreasonably interferes with academic or employment activities
  - It is not a defense to a charge of hazing that:
    - The express or implied consent of the individual(s) was obtained or that the individual(s) willingly participated;
    - The conduct or activity that resulted in the death or injury of a person was not a part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or
    - The conduct or activity that resulted in the death or injury of a person that was not a condition of membership or affiliation with the organization or group.
- A person, organization, or group is subject to conduct proceedings under this regulation if they engage, commit or participate in the offense of hazing, and, solicit, encourage, direct, aid, or attempts to aid another in hazing; Recklessly permits hazing to occur or

has first-hand knowledge of the planned or actual hazing incident(s), and knowingly fails to report that knowledge to the appropriate University Official.

- Making an intentionally false accusation of hazing is prohibited.
- Retaliating in any manner against an individual who reports hazing or who participates in an investigation of a hazing report is prohibited.
- All members of the University community are subject to this Regulation and any investigation that may be required to enforce the Regulation.

**For more information on hazing and how to keep it out of your organization, please visit:**

**<https://www.usf.edu/student-affairs/dean-of-students/hazing/>**



# Classification System

## Purpose

The Classification Matrix is used to categorize clubs based on their activity level, both as an organization and within their sport. The goals of the Classification Matrix are to:

- Ensure clubs are receiving the correct amount of assistance from the University
- Better align clubs for the purpose of creating a more cohesive community
- Better inform those responsible for allocating resources to clubs

## Classification Levels

Each classification level has a set of criteria that must be met. Certain criteria within each level may not pertain to esports clubs at the discretion of the Sports Programs Professional Staff. Below is a general description for each level:

### High Competition

Clubs that compete frequently, membership in a collegiate league is required. The primary focus of club members is to compete at a high level.

### Moderate Competition

Clubs that compete occasionally throughout the year. The focus of club members can vary between competition, instruction, and recreation.

### Recreational/Instructional

The main focus of club members is recreation and/or instruction. Some members compete or attend seminars or clinics. *All new clubs will automatically be placed into the Recreational / Instructional level.*

## Moving Classification Levels

Each spring, clubs are given the opportunity to move to another classification level by submitting the [Classification Change Form](#). Requests must be submitted no later than the first Friday of March and will be reviewed by the Sports Programs Administration. Classification levels will be finalized by the end of the spring semester and will be used to determine annual

budget allocations for the following year. Tournaments, travel, and other events / community opportunities scheduled during the Summer A semester will be taken into consideration in the approval process.

Each spring, clubs not meeting the minimum requirement for their current year's classification will automatically be relegated to the next classification level or deactivated.

In order for a club to be considered for movement within the classification system, they must complete all of the matrix requirements by the end of the spring semester. Special consideration will be given to certain clubs who have Summer A involvement / activities.

### *Classification Bonus Points*

The Classification bonus points are used to determine how active sport clubs are within the campus environment and surrounding community. The Classification Bonus Points are completely optional for sport clubs but participating in Bonus Points aids in the justification of more funding if desired.

Classification Bonus Points participation factors positively into the Sport Club's Report Card Score and the Sport Club Council's funding allocation. Clubs must submit their Bonus Points on the [Classification Bonus Points Submission Form](#) on the Sport Club Council's BullsConnect page to be considered. Clubs will receive 10 points per completion of each category, based on their classification.



## Classification Matrix

	High Competition	Moderate Competition	Recreational/ Instructional
	<b>Must meet all criteria</b>	<b>Must meet all criteria</b>	<b>Must meet all criteria</b>
<b>Governing Body<sup>(1)</sup></b>	Club and/or individuals are member of governing body	Sport must have a governing body	Sport must have a governing body
<b>Minimum Active Membership<sup>(2)</sup></b>	15 active members	12 active members	10 active members
<b>Minimum Officer Positions</b>	President, Treasurer, Risk Manager, Past-President/Vice President	President, Treasurer, Risk Manager	President, Treasurer, Risk Manager
<b>League Affiliation</b>	Membership in a collegiate league <sup>(3)(4)</sup> required	Membership in a collegiate league <sup>(3)(4)</sup> preferred	Membership in a collegiate league <sup>(3)(4)</sup> not required
<b>Activity Requirements</b>	Must participate in at least 8 competitions <sup>(5)</sup> with non-USF individuals/groups per year. A minimum of 8 club members must compete in these competitions.	Must participate in at least 4 competitions <sup>(5)</sup> with non-USF individuals/groups per year. A minimum of 4 club members must compete in these competitions.	Must participate in at least 1 competition <sup>(5)</sup> /seminar/clinic <sup>(6)</sup> with non-USF individuals/groups per year. A minimum of 4 club members must participate in this event.
<b>Hosting Events</b>	Must host at least 1 competition <sup>(5)</sup>	Not required	Not required
<b>Club Practices<sup>(7)</sup></b>	The club must practice at least 28 times	The club must practice at least 18 times	The club must practice at least 7 times
<b>Coach</b>	Must have coach	Not required	Not required
<b>Report Card Grade</b>	Must maintain at least a 80%	Must maintain at least a 70%	Must maintain at least a 60%

(1) A governing body is defined as an official organization that formulates rules for a sport and has regulatory or sanctioning functions over the sport

(2) Active membership is defined as regularly participating in club activities, and will be recorded using travel rosters and practices.

(3) A collegiate league is defined as an association of college teams that compete against one another using an established schedule. The results of the individual competitions are used to name an overall champion and/or to determine eligibility for post-season competition.

(4) If a collegiate league is not available for a club to join, this requirement will be waived if all other criteria have been met for at least 2 consecutive years.

(5) Competition will be defined by the club's governing body (single game, tournament, etc.)

(6) A seminar/clinic is defined as an event where participants receive instruction or training in their sport, for the purpose of skill improvement

(7) A practice is defined as physically training in your sport collectively with your club. At least 1/3 of your active membership must be present

## Classification Bonus Points



	High Competition	Moderate Competition	Recreational/ Instructional
<b>Sport Club &amp; Athletic Events</b>	Attend at least 4 sport club & 4 athletic events per year. A minimum of 4 club members must be in attendance.	Attend at least 3 sport club & 3 athletic events per year. A minimum of 4 club members must be in attendance.	Attend at least 2 sport club & 2 athletic events per year. A minimum of 4 club members must be in attendance.
	<p><i>*Must attend the entire game, or at least 2 hours.</i></p> <p><i>*Only one event from a similar sport club will count towards the total (Men's Soccer/Women's Soccer, Ice Hockey/Roller Hockey, etc.).</i></p> <p><i>*Must submit the Sport Club Bonus Point Submission Form within 2 weeks of the conclusion of the event to receive credit.</i></p>		
<b>Community Service</b>	Complete at least 150 hours of community service. A minimum of 4 club members must participate per event.	Complete at least 120 hours of community service. A minimum of 4 club members must participate per event.	Complete at least 100 hours of community service. A minimum of 4 club members must participate per event.
	<p><i>*Events where the club receives financial compensation or participates in their sport will not be counted as community service.</i></p> <p><i>*A maximum of 20 hours per individual club member will be recorded towards the club community service total.</i></p> <p><i>*Must submit the Sport Club Bonus Point Submission Form within 2 weeks of the conclusion of the event to receive credit.</i></p>		
<b>Fundraising</b>	Fundraise at least \$500 per year through the USF Foundation or USF Federal Credit Union Account.	Fundraise at least \$250 per year through the USF Foundation or USF Federal Credit Union Account.	Fundraise at least \$100 per year through the USF Foundation or USF Federal Credit Union Account.
	<p><i>*Only charitable donations from individuals or organizations are accepted.</i></p> <p><i>*Must submit the Sport Club Bonus Point Submission Form within 2 weeks of the conclusion of the event to receive credit.</i></p>		
<b>Involvement</b>	Participate in at least 8 involvement events per year. 2 of these events must be SCC sponsored events.	Participate in at least 6 involvement events per year. 2 of these events must be SCC sponsored events.	Participate in at least 4 involvement events per year. 2 of these events must be SCC sponsored events.
	<p><i>*Involvement events are those in which your club promotes itself to the campus community.</i></p> <p><i>*Must submit the Sport Club Bonus Point Submission Form within 2 weeks of the conclusion of the event to receive credit.</i></p>		
<b>Education Sessions</b>	Attend at least 4 educational sessions over the course of the fall and spring semester. A minimum of 4 club members must participate per session.	Attend at least 3 educational sessions over the course of the fall and spring semester. A minimum of 4 club members must participate per session.	Attend at least 2 educational sessions over the course of the fall and spring semester. A minimum of 4 club members must participate per session.
	<p><i>*Educational sessions will be provided on a variety of topics of interest to sport club athletes and club officers.</i></p> <p><i>*A club member may not attend an event as a representative of 2 separate clubs.</i></p> <p><i>*Club members will not be counted that show to a session more than five minutes late or leave prior to completion.</i></p>		



# Report Card

## Purpose

The Report Card is used to track club's administrative compliance throughout the year. **A club's grade will be ranked against other clubs to determine priority for resources such as facilities, funding, marketing, etc.** Additionally, clubs that fail to meet the minimum grade of 60% by the first Friday of March will result in immediate deactivation of the club.

Clubs can keep track of their report card score by emailing [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) or scheduling a meeting with a Sports Programs Administrative Member.

## Report Card Grades

The following equation will be used to determine a club's grade:

$$(\text{Points Earned} - \text{Deductions}) \div \text{Total Points Possible} = \text{Report Card Grade}$$

### Points Earned

Clubs receive points anytime a requirement is completed by the "Points Deadline". A list of all deadlines can be found in the all-officer training canvas course and in the beginning of the semester email sent out by the Sports Programs Administrative Staff and the Sport Clubs Council.

### Total Points Possible

All required paperwork and meetings will have a point value assigned to them. Collectively, these required points make up the "Total Points Possible." A list of each administrative function that is awarded points is listed below.

## Deductions

Clubs will have points deducted when they commit infractions.

Infraction	Points Lost
Suspension	-50
Failure to complete required trainings	-25
Individual participating while ineligible	-5
Individual participating without a waiver	-5
Facility incident	-5
Other	Varies

## Points Breakdown

Administrative Task	Total Points Possible
Update and Renew Club Registration in BullsConnect	25 / Year
Sport Club All-Officer Training	25 / Officer
Sport Club Financial Officer Training	25 / Officer
Sport Club Risk Management In - Service	25 / Officer
CPR & First Aid Certifications	25 / Certification
SCC General Body Meeting Attendance	25 / Meeting
Membership Audit	50 / Audit
Equipment Inventory	25 / Semester
Coach/Instructor Agreement Form	25 / Coach
Travel Paperwork	10 / Event

## Flunking Out

If by the first Friday in March, a club has a Report Card grade below a 60%, it will be deactivated per the discipline section of this handbook.

## Report Card Appeal Process

A club that believes it has incorrectly received sanctions for missing a deadline should contact [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) immediately. The Sports Programs administrative staff will investigate the issue and determine if a mistake has been made by the Sports Programs Office. The decision made by the Sports Programs Coordinator is final.



## Discipline

Sport Clubs function as part of the University of South Florida campus community and are representatives of the university. Accordingly, the club and the individual members are expected to uphold a high level of conduct. Clubs are responsible for adhering to:

1. Sport Clubs Handbook (this document)
2. [Student Organization Handbook](#)
3. [Student Code of Conduct](#)
4. [Student Government Title 8 Finance Code \(includes the Proviso\)](#)

*Each document can be found in the Sport Club Council page in BullsConnect, under Links.*

Club officers need to be aware of these expectations and ensure their members adhere to all policies and procedures. Clubs or individual members who fail to follow the policies and procedures set forth by these documents, or to conduct themselves in an appropriate manner, will be sanctioned.

### Initial Review Process

All discipline cases will first be reviewed by the Sports Programs Coordinators and/or the Club's Point of Contact. At their discretion, the Sport Clubs Council may be involved as an advising body.

**Any suspected violation of the Standards for Student Organization Conduct or Student Code of Conduct will be referred to Student Conduct & Ethical Development for possible judicial action against the sport club and/or individual student(s).**

### Guidelines for Unacceptable Behavior

The following section, although not an exhaustive list, categorizes specific acts of misconduct related to both behavior and club administration. All listed infractions will result in a deduction of points on the report card along with other decided disciplinary actions. If a Sport Club is sanctioned by Student Conduct and Ethical Development, the club will be suspended until all sanction requirements are met.

## General Misconduct

- Alcohol consumption or drug use and/or possession during a club-sponsored event as a player, spectator, or coach/instructor. This includes, but is not limited to:
  - Traveling to or from an event
  - While at the event site or within the vicinity of the event site
  - In hotel, motel, campsite, etc.
  - On site before, during, or after practice or home event
- Hazing
- Excessively loud, unruly, disruptive, or inappropriate behavior at events, practices, fundraisers, socials, or while traveling
- Engaging in activities in poor taste or that generally portrays the club, department, or University in a negative light. This includes, but is not limited to:
  - Lewd acts, alcohol consumption/possession, drug use, hazing, sexually explicit images, or general disregard for a standard of decency
    - *The above listed behaviors could be found on websites, social media, message boards, chat rooms, fliers, or other medium that could be directly or indirectly attributed to the club or its members*
- Gross unsportsmanlike conduct during competition
- Physical or verbal abuse of opponents, teammates, officials, event staff, or spectators
- Fights, trash talking, general disrespect toward opponents, officials, staff, or spectators
- Association with individuals acting inappropriately and not doing anything to stop them

## Misuse of Recreation & Wellness Facilities

- Conducting a practice or event (tournament, game, seminar, etc.) without approval
- Practicing at an unapproved facility (or field)
- Failure to adhere to all facility policies
  - <https://www.usf.edu/student-affairs/campus-rec/facilities/policies.aspx>
- Failure to leave facility on time
- Entering facility too soon (interrupting another group)
- Entering a closed facility
- Failure to show up to practice without prior notification
- Showing up late or not at all to a special event
- Cancelling an event with less than 48 hours' notice
- Cancelling a practice with less than 48 hours' notice
- Lack of cleanliness (garbage, leaving club equipment out or in disarray)
- Damaging facilities or equipment (i.e. playing on wet fields)
- Not having a club representative present at all times during an event or practice
- Fronting for non-USF group

## Financial Violations (applies to A&S funded clubs)

- Requiring or collecting mandatory dues from members
- Restricting club membership
- Charging admission to an A&S funded event

- Restricting access to A&S funded equipment
- Improper use and/or storage of A&S funded equipment

### *Administrative/Other*

- Copying keys or giving unauthorized individuals access
- Failure to update officer info with the Sports Programs Office
- Club traveling without an approved Travel Request on file
- Traveling to destination(s) not reported on Travel Request
- Failure to report an injury to the Sports Programs Office
- Club members not showing USF ID when asked by staff, or complying with audit
- Allowing a person to practice, travel, or participate without a waiver
- Allowing ineligible members to participate with the club
- Allowing a coach/instructor to work with the club without submitting paperwork to the Sports Programs Office
- Falling below a score of 59% on your club's Report Card

### *Violations of the Standards for Student Organization Conduct*

All alleged violations of the Standards for Student Organization Conduct will be referred to Student Conduct & Ethical Development. **Student organizations may be held accountable for a violation of the Standards for Student Organization Conduct when one or more members or guests commit an alleged offense, and any of the conditions below apply:**

- Is sanctioned by an officer of that same organization
- Organization funds are used to finance the venture
- Is substantially supported by the organization's membership
- Members with knowledge of the violation did not try to prevent the infraction
- The organization fails to report or chooses to protect those individuals
- When the behavior relates to the good name of the University, the integrity of the educational process, or the safety and welfare of the University community either in its public personality or in respect to individuals within it

### *Violations of the Student Code of Conduct*

All alleged violations of the Student Code of Conduct will be referred to Student Conduct & Ethical Development. Additionally, all violations of local, state, or federal law will be reported to the proper authorities.

### *Behavioral Sanctions*

Below is a list of possible sanctions that may be levied by the Sports Programs Coordinators, Sport Clubs Council, or Student Conduct & Ethical Development against a sport club for misconduct. This list is not progressive; meaning one does not need to precede the other.

1. **Written Warning**
2. **Probation**
3. **Freezing or Loss of Funding**

4. **Loss of Facility Reservations (practices or events cancelled)**
5. **Loss of Travel Privileges**
6. **Restitution**
7. **Education**
8. **Suspension**
9. **Deactivation**
10. **Referral to the Dean of Students Office**

### ***Suspension***

Suspended clubs may lose immediate access to any and or all of the following: A&S funds, Facility Reservations, Travel Opportunities, and other privileges that are granted to clubs through the University and Recreation & Wellness.

Following any points deadline, a club will have two weeks to meet that deadline requirement. Failure to meet that requirement in the two-week window will result in the club being suspended from all activities, including existing travel.

### ***Deactivation***

Deactivated clubs will lose immediate access to all of the following: A&S funds, Facility Reservations, Travel Opportunities, BullsConnect Pages, and other privileges that are granted to clubs through the University and Recreation & Wellness.

Following any points deadline suspension, a club will have two weeks to meet that deadline requirement. Failure to meet that requirement in the two-week window will result in the club being deactivated.

### ***Appeal Process***

A written appeal must be submitted within 5 business days of the notification of the decision to the Assistant Director for Sports Programs. Clubs submitting an appeal should be aware that the decision of the Assistant Director for Sports Programs is FINAL, and it may be more severe than the sanction being appealed.

### ***Procedure to Reactivate a Sport Club***

Sport Clubs that are deactivated for any reason shall remain inactive for no less than 14 active weeks and must complete the new sport club request process in its entirety with the Sports Programs Office to be reactivated. Active weeks are weeks that classes are in session, excluding Winter Holiday and Spring Break.

**Clubs that have been deactivated cannot be reinstated by any student who was on the club's executive board at the time that it was deactivated. Additionally, the officers of a deactivated club cannot serve as officers of a legitimately reinstated club.** Reactivation of deactivated sport clubs occurs at the discretion of a Sports Programs Coordinator.



## Coaches/Instructors

If desired, it is the responsibility of each individual sport club to secure the services of a coach/instructor for their club. Coaches/Instructors should be experienced within the specific area of instruction and possess the necessary certifications and licenses required by their sport/association. Coaches/Instructors must be recommended by club members.

### Conditions of Position

The following conditions apply to both volunteer coaches and instructors:

- No coach/instructor may participate with the club until a background check has been conducted and approved by the University of South Florida Human Resources.
- It is highly recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the University.
- Coaches/Instructors serve at the pleasure of their club's members and may be removed at any time for any reason or for no reason. Likewise, coaches/instructors may end their volunteering activities at any time.
- The Sports Programs Coordinators have the right and obligation to protect each club. If in the opinion of the Sports Programs Office the coaching/instructing is not in the best interests of the club, the coach/instructor will be relieved of his/her volunteering opportunity by a Sports Programs Coordinator.

### Sport Clubs Coach/Instructor Requirements

**All coaches/instructors will be required to pass a background check and sign a [Sport Clubs Volunteer Coach/Instructor Agreement Form](#) before they begin their involvement with your club, and at the start of each school year.** If a club is found utilizing a coach without a completed Volunteer Coach Agreement Form and Background check, the club will be immediately suspended from all activity or deactivated per the discipline section of this handbook.

### Role of a Sport Clubs Coach/Instructor

The Coach/Instructor should restrict their contributions to coaching and/or instruction only. **They should refrain from activities involved in the club's management.**

1. A sport club is first and foremost a student organization and as such, the students (not the volunteer coach/instructor) should serve as the liaison between the club and the

Sport Clubs Staff, the University, and all non-university agencies. **The key to the success of the Sport Clubs Program is the emphasis placed on student leadership and participation.**

2. The student members must handle club business matters (hosting tournaments, submitting forms, equipment requests, paying bills, etc.) with the coach/instructor serving in an advisory capacity.
3. The Volunteer Coach/Instructor shall not render any decision regarding an athlete's physical condition or readiness to play/resume to play in a practice or contest. It is the sole discretion of the athletic trainer on duty or the participant themselves to determine whether they are fit to return to play.

### ***Sport Clubs Volunteer Coach/Instructor Responsibilities***

- The Volunteer Coach/Instructor must be aware of and follow all university, Recreation & Wellness, and Sport Clubs policies and procedures.
- The Volunteer Coach/Instructor must complete the Violence Against Women Act and Title IX training within 1 month of receiving their background check results.
- Volunteer Coaches/Instructors must help to ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University of South Florida. This includes behavior in game situations, contact with other teams, and interaction with event staff. When involved in off-campus events or when travelling, coaches must be aware that they are still representing the University and must act in a professional manner.
- Participation in the Sport Clubs program is strictly voluntary. Therefore, monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach/instructor.
- Coaches/Instructors should refrain from making appointments with the Director of Recreation & Wellness, Associate Director, or any other person to discuss club business without first informing the Sports Programs Coordinators and the club's president.

### ***Sport Club Coach/Instructor Compensation***

- Coaches/Instructors should freely, without coercion and without expectation of compensation volunteer their experience and services.
- If a club wishes to bring on a coach/instructor, they must complete the following process:
  - Complete the [Volunteer Coach Agreement Form located on BullsConnect](#) and submit the completed and signed form to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)
    - This form is required for every coach every new academic year
  - Submit a [Purchase Request Form](#) to [sg-rmdpurchase@usf.edu](mailto:sg-rmdpurchase@usf.edu) for the cost of the background check, which is \$58.
    - The Sports Programs Office will pay for one (1) background check for newly established clubs that have not received their A&S funds.

- Background checks are good for 5 years as long as the coach has been working for 5 consecutive years. All new coaches must receive a background check. Returning coaches will receive a new request after 5 years.
  - Upon review and confirmation of properly completed and submitted form(s), the Sports Programs office will submit the completed form(s) to [volunteerservice@usf.edu](mailto:volunteerservice@usf.edu).
  - Before the coach can interact with the team, they must complete and pass their background check.
- If a club wishes to provide compensation for a coach/instructor, they must complete the following process:
  - Submit a [Purchase Request form](#) to Student Business Services at [sg-rmdpurchase@usf.edu](mailto:sg-rmdpurchase@usf.edu) for the amount the club wishes to pay the coach (No more than \$4500)
  - Once the purchase request has been confirmed, Sports Programs will generate a Payment Packet for the Coach consisting of:
    - A Hiring and Personnel Action Form
    - A Volunteer Letter of Engagement
    - A Nonrecurring Compensation Form
    - A GEMS Non- Employee Request From
  - The coach should be prepared to complete and sign these forms through DocuSign
  - The coach will receive an email to provide their personal information to HR and complete RightStart Hiring Training.
  - Upon processing of this paperwork, which may take a minimum of 2-3 months, the coach will receive payment on the next available pay cycle.



# Risk Management

## Participant Waivers

All students interested in joining a sport club must complete a [Sport Clubs Participant Waiver](#) in BullsConnect prior to participation. The [Sport Clubs Participant Waiver](#) is in the Documents Section of the Sport Club Council's page in BullsConnect.

NOTE: The following individuals must complete a paper waiver and turn it into the Sports Programs Office via in person or scan to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) immediately upon completion:

1. Any club member younger than 18 years old will need to fill out the [Sport Clubs Minor Participant Waiver](#), which can be found in the Documents section of the Sport Club Council page in BullsConnect to download.
  - In addition to the paper form, minors must also complete the waiver on BullsConnect
2. Coaches/Instructors must complete the [Sport Clubs Coach/Instructor Agreement Form](#), which can be found in the Documents section of the Sport Club Council page in BullsConnect.

## Visiting Team Waivers (For Non-USF Participants)

If your club is hosting a game/tournament/event/scrimmage on Recreation & Wellness facilities, each visiting participant must complete a [Sport Clubs Visitor Waiver Form](#) for the event. Many sports governing bodies have their own liability waivers for a sanctioned event. Both these and the [Sport Clubs Visitor Waiver Form](#) should be used. The [Sport Clubs Visitor Waiver Form](#) is located in the Documents section of the Sport Club Council page in BullsConnect.

## First Aid/CPR Certifications

Club Risk Managers are required to always maintain minimum a current CPR/AED and a current First Aid certification. It is suggested that another trusted officer also be certified. These individuals should be prepared to assist the Certified Athletic Trainer and/or Sports Programs Supervisors in the event of an emergency medical situation. Clubs should submit certifications through this [link](#) in the all-officer online training course. Clubs can add certifications by emailing

a copy to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) with the Subject Line: CLUB NAME: OFFICER NAME: CPR/First Aid Certification.

- The Risk Manager Officer is required to hold current CPR and First Aid certifications
- Only certifications requiring successful demonstration of skills will be accepted (no online-only certifications will be accepted)
- It is strongly suggested that an officer, or student who has completed the risk manager training, be at every practice and home competition.
- It is required that an officer, or student who has completed the risk manager training, be on the travel roster for all away events.

## **Insurance**

**The university holds NO blanket insurance policy for sport club participants.**

### Personal Insurance

**All club participants are strongly encouraged to purchase some type of personal comprehensive accident/health insurance.** An injured participant is responsible for all financial obligations incurred and any treatment necessitated by injury. Club officers should notify their members of this fact.

### Club Insurance

**Clubs are strongly encouraged to purchase comprehensive liability insurance to cover all club activities, including practices, events, and travel.**

## **Travel Safety Guidelines**

1. Each vehicle should have at least two licensed drivers. It is the responsibility of the club's Risk Manager and/or President to ensure that all drivers have a valid driver's license, have a good driving record, and adequate insurance.
2. Give yourselves adequate travel time, accounting for delays (traffic, weather, and/or accidents), event meetings, event start and end times, and the amount and availability of stops along your route (lodging, food, rest rooms, etc.).
3. The Risk Manager and/or President are responsible for ensuring all vehicles being used are safe. It is suggested that all vehicles pass a comprehensive safety inspection conducted by a qualified mechanic. Additionally, a visual inspection should be conducted prior to departure to detect any obvious problems.
4. Never drink and drive. Alcohol and illegal drugs are not permitted on club trips.
5. Respond to dangerous driving conditions as appropriate.
6. It is highly recommended for long trips that a person remains awake in the passenger seat next to the driver and that there is a driver change every 2 to 3 hours.
7. Travel should be limited to between the hours of 6:00 am and 1:00 am unless weather or other conditions would make it more prudent to restrict that time period even further.
8. Do not risk your safety or violate traffic laws in order to save travel time.
9. When traveling in other states, be aware that all traffic laws are not the same. Research in advance the laws of the states in which you will be traveling.

10. Drivers assume full responsibility for the vehicle and all equipment in or on the vehicle.
11. Each vehicle must have the appropriate number of seats and seat belts for the number of passengers. Seat belts are required. The driver is responsible for ensuring this.

### *Private Vehicles*

Clubs that travel need to be aware that any injury to a person or property is the responsibility of the individual, not the University of South Florida. The University of South Florida will not pay for any losses incurred.

### *Medical Considerations*

- Each club officer shares the concern and responsibilities of safety of members and agrees to follow safe procedures and to avoid any unnecessary, hazardous situations.
- Participants are encouraged to discuss with the Athletic Training Coordinator, the USF Student Health Services medical staff, or their family doctor any known physical problems which may limit participation in sport clubs. This should be handled before participation.
- Participants are encouraged to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk.
- It is highly recommended that all participants in sport clubs receive a physical examination from a physician prior to participation. Completed physicals may be submitted to our Athletic Training Coordinator located in the main Recreation Center, room 006.
- All High Impact Sport Clubs are REQUIRED to complete a medical history form along with concussion baseline testing.
  - High Impact Sport Clubs are defined as clubs with participants that need to have Concussion Testing prior to participation in contact activities. Concussion Testing can be scheduled by emailing [rec-athletictraining@usf.edu](mailto:rec-athletictraining@usf.edu)
  - Medical history forms are used by the Athletic Training Staff to help provide the best possible care for our participants and to inform visiting team's healthcare providers so they can also provide appropriate care
    - [Medical History Form Link](#)
  - Concussion Testing and Medical History Forms must be completed prior to beginning any participation with a High Impact Sport Club. If a new participant has not completed Concussion Testing and/or submitted their Medical History Form prior to the event/practice, they are permitted to participate in only non-contact activity. Before their second participation with any High Impact Sport club, they are required to complete Concussion Testing and submit their Medical History Form.
  - High Impact Sports:

▪ Basketball (M/W)	▪ Rugby (M/W)
▪ BJJ	▪ Soccer (M/W)
▪ Ice Hockey (M/W)	▪ Ultimate Frisbee (M/W)
▪ Judo	▪ Volleyball (M/W)
▪ Lacrosse (M/W)	▪ Wrestling

- High impact sport clubs should not be confused with high competition sport clubs found in the Classification Matrix section
- Participants are responsible for proper conditioning as a prerequisite for participation.

### ***Prevention of Injuries Through Conditioning***

There are several places on campus to condition yourself and your club through workouts and education. They include: the Recreation & Wellness Center, the FIT, the WELL, and outdoor recreation fields. [Recreation & Wellness Certified Personal Trainers](#) can provide one-on-one or group training appointments (for a fee) for those interested in setting up a workout program. There is also a [nutritionist available](#) through Student Health Services. A comprehensive conditioning program can both enhance performance and prevent injury. Athletes with previous injuries are suggested to contact the Athletic Training Coordinator for further programs to prevent re-occurrence of the same injury.

### ***Injuries and Incidents***

All injuries and incidents must be documented for the club, the participant, and the University's protection. A club's Risk Manager or other risk management trained officer must complete a [Sports Club Injury Report Form](#) (either [physical](#) or [online](#)) and/or a [Sport Clubs Incident Report Form](#) for all injuries and incidents that occur during club-sponsored activities. *These forms can be found in the Sport Club Council page in BullsConnect under Documents.* **They must be turned into Athletic Trainer immediately after the injury or incident (by the next business day) via email to [rec-athletictraining@usf.edu](mailto:rec-athletictraining@usf.edu).**

#### **When to fill out the Sport Clubs Injury Report Form:**

1. Someone is injured
2. Someone is ill/sick

#### **When to fill out the Sport Clubs Incident Report Form:**

An Incident Report should be completed when an uncommon situation occurs. Some examples include, but are not limited to:

- Lost, damaged, or stolen property/equipment
- Safety concerns (physical hazards, poor conditions, etc.)
- Traffic accident
- Poor conduct or sportsmanship
- Physical altercation (an Injury Report Form is also needed)
- Verbal abuse
- Threatening behavior

#### **How to fill out a Sport Clubs Injury or Incident Report Form:**

- Fill out the report as completely and accurately as possible. The [Sport Clubs Injury Report Form](#) has instructions on the second page explaining the type of information needed for each section.
- Be concise, clear, and logical.
- Describe events in chronological order.
- Use the five senses to describe what happened (what was seen, heard, felt, smelt, or tasted). Do not diagnose an injury or illness or list what you think happened.
- If you make a judgment about a person's behavior, make sure to support your judgment with an observation. Do not put your opinion on the report. Avoid accusations and search out facts systematically and objectively.
- Information from another person should be noted as such and they should be listed as a witness on the report.
- **Obtain a case number when police or EMS is called.**

### *Lightning and Adverse Weather*

Lightning poses a significant danger to those participating in athletic events. Given the prevalence of thunderstorms occurring in the relative vicinity of campus, precautionary guidelines should be followed to minimize risk of lightning injuries.

#### **Monitoring**

Lightning and adverse weather conditions will be monitored by the Certified Athletic Trainer and/or the Sports Programs Supervisors at home games and select practices using a lightning detector and local radar. The Certified Athletic Trainer and/or Sports Programs Supervisor will communicate pro-actively with coaches and officials to ensure participant and spectator safety during on-campus events and staffed practices.

- **During events in which the Certified Athletic Trainer or Sports Programs Supervisors are not present, participants are advised to seek safe shelter when lightning is visible, or thunder is auditory.**
- **For severe weather situations, clubs should be actively monitoring the WeatherSTEM site for on-campus events, and WeatherBug for off-campus events, participants are advised to seek safe shelter when lightning has struck within a 10-mile radius within the last 30 minutes.**

#### **Safe Shelters**

Safe shelters include structures with four walls, a solid roof, plumbing, and electrical wiring. Vehicles that are fully enclosed with windows completely rolled up and metal roofs are also considered a safe place to reside during a lightning storm. Open fields, high terrain, bodies of water, windows, and contact with metal should be avoided. Emergency Action Plans and safe Shelters can be found [here](#).

#### **Cancelling On-Campus Practices**

On-campus practices cancelled due to adverse weather will be communicated to club officers via USF email around 10 am or 3 pm.

### **Postponing Game Play**

The Sports Programs Supervisors and Certified Athletic Trainer will work together to facilitate efficient postponement of play when lightning is measured to be within a 10-mile radius of the athletic venue. All decisions impacting play will be communicated with club officers at the site(s).

Play will be suspended for 30 minutes from the last lightning strike within a 10-mile radius. When play is suspended due to dangerous weather conditions, all participants and spectators must vacate the premises and seek safe shelter. If one site suspends play for lightning, all sites must do the same. The 30-minute waiting period will restart after each subsequent lightning strike within a 10-mile radius. Once 30 minutes have passed without lightning within a 10-mile radius, activities may be resumed.

*Sports Programs staff members have the authority to clear an activity area if they feel conditions are unsafe. If the Sports Programs staff clears a venue due to lightning, they will contact all other sites to do the same.*

*This policy was developed in conjunction with the NATA Position Statement on Lightning Safety.*

## **Licensed Athletic Trainer**

### **Introduction**

Recreation & Wellness has collaborated with the healthcare professionals at USF to provide sports medicine coverage to ensure the provisions of a safe playing environment for the students engaged in physical activity across a wide range of skill levels and experience.

### **Mission**

To establish a comprehensive risk management plan utilizing well-founded practices in the prevention, recognition, and treatment of injuries sustained during athletic participation.

### **Athletic Trainer**

The Licensed Athletic Trainer position will be accomplished through affiliation with Recreation & Wellness. They will provide sports medicine services in accordance with guidelines set forth by principles of certification and the regulation of the Florida Department of Health through scope of practice specifications.

Athletic Trainers will cover most high impact home events. They are not required to travel to any away events. A sport club can request for an AT to travel to away events and may work with them depending on the availability of the individual program AT. The club is responsible for the travel and accommodations for the AT before, during, and after the event. More details and forms can be found [here](#). ***Please Note: A&S funding CANNOT be used for paying for Athletic Trainer. Clubs will need to fundraise to provide accommodations for an AT.***

### **Athletic Training Clinical Hours**

Clinic hours will vary depending on the semester. Hours will be posted outside the Athletic training clinic and can be obtained by calling the Sports Programs office. Hours, services, and/or appointments can be found [here](#).

### Scheduling

There are two options (online or phone call) for scheduling an initial and follow-up appointments with the USF Recreation & Wellness Athletic Trainer:

1. Please follow the online form directions below to be scheduled properly:
  - a. Click on the link: <https://form.jotformpro.com/71154011036945>
  - b. Fill out all required information:
  - c. Under reason for appointment please click on **Other**
  - d. Select **Tampa Campus Recreation – Athletic Trainer** as the preferred location for appointment.
  - e. For reason of appointment please specify the injury or body part that is troubling you.
    - i. If our Athletic Trainer told you to make an appointment, please write **Anthony referred due to (injury)**.
  - f. If you have insurance, please fill out the additional information needed.
  - g. Then complete the form and select a time and way of notification.
  - h. Press **Submit Form** when form is completed.
2. All USF Students needing an initial evaluation with the Athletic Trainer will be required to schedule an appointment through the Student Health Services (SHS) Call Center (813) 974-2331.

If the student has not been seen at SHS or with the Athletic Trainer before then the student will need to be registered by using the form or on the phone.

Insurance information will be collected, and the student will be informed that there will be a charge of \$30 for the initial evaluation. If the student does not have insurance or their insurance does not cover the visit, they will be charged \$30. The \$30 charge for all students will be placed on the student's Oasis account. The follow-up appointment charge would be \$20.

### Event Coverage

All clubs should strive to have an athletic trainer at all hosted events, especially High Impact Clubs. Should the governing body of the club require an athletic trainer at events, then the Sports Programs Office will require it as well. This is the case for the following clubs: Rugby (Men's and Women's), Ice Hockey (Men's and Women's) and Lacrosse (Men's). Based on event history, some clubs are required to have an athletic trainer at future events. This is the case for the following clubs: Ultimate Frisbee (Men's and Women's), BJJ, Judo, and Lacrosse (Women's). Depending on the size and scope of the event, clubs may be required to have an athletic trainer at their hosted event, even if one is not initially requested.

All sports clubs will be allotted 2 home games/events per semester covered by the Recreation & Wellness Athletic trainer at no charge. If it is a multiday event, the shortest day will be covered for free while the other day(s) will be charged the daily rate if the club wishes to continue to use the AT.

High Impact Sports and Sports Clubs required to have ATs by their governing body (Rugby, Lacrosse, Hockey, etc) will have priority in scheduling with the Recreation & Wellness Athletic Trainer. Please notify the Recreation & Wellness Athletic Trainer a week prior to the game/event by emailing [rec-athletictraining@usf.edu](mailto:rec-athletictraining@usf.edu) to confirm the AT is available. If they are not available or have prior commitments, the AT can help assist in finding coverage for the game/event, and the club will be *responsible* for payment of coverage.

- Non-affiliated USF Athletic Trainers will be verified and receive additional emails for proper coverage
  - If the AT cancels within the 24-hour period, the club must notify the Recreation & Wellness Athletic Trainer immediately. The club must find another adequate replacement prior to the event starting, or the event may be cancelled if an athletic trainer is Required.

### **Physician's Referral Procedures**

In the event a sport club athlete sustains an injury and the Athletic Trainer that is present decides a physician's referral is necessary, the athlete will be given a [Sport Clubs Physician's Referral Form](#). This form will indicate the assessment completed by the Athletic Trainer as well as any treatments that have been administered to provide the physician with the athlete's current injury status. It will also be used to track any comments or guidelines provided by the physician.

Once this form has been given to an athlete, it is their responsibility to give the form to a physician and to follow any guidelines recommended by the physician.

### **Concussion Assessment**

#### **Concussion Definition**

A concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces that result in a rapid but transient onset of neurologic dysfunction.

#### **Second Impact Syndrome**

A brain injury that occurs when an athlete sustains a second injury to the brain before the symptoms associated with an initial brain injury have fully cleared. This syndrome can be life threatening/altering.

#### **Post-Concussion Syndrome**

In rare cases, a prolonged state of altered physical, cognitive, behavioral, and emotional symptoms following a traumatic brain injury can occur.

## Signs and Symptoms of Concussion

Quite often the signs of a concussion do not appear immediately after trauma but hours after the injury itself. If a club member experiences one or more of the following symptoms after receiving a head injury, medical help should be sought **IMMEDIATELY**.

- Emotional: Excessive emotional reactions; Frequent mood changes
- Cognitive: Difficulty remembering recent events or meaningful facts; Mental confusion or strangeness; Feeling like in a fog; Slowed reaction times
- Physical: Loss of consciousness; Amnesia; Slurring of speech; Persistent ringing in the ears; Unequal pupils; Weakness in either arm or leg; Severe headache, particularly at a specific location; Stiffening of the neck; Bleeding or clear fluid dripping from the ear or nose; Nausea or vomiting; Dizziness, poor balance, or unsteadiness; Convulsions
- Behavioral Changes: Irritability; Loss of appetite
- Sleep Disturbance: Abnormal drowsiness or sleepiness
- Overall worsening of already present symptoms

## IMPACT Testing

The Certified Athletic Trainer will be conducting IMPACT testing for the High Impact Sport Clubs minimum 3 weeks prior to their competitive season beginning. Sport Club Officers will schedule a time to complete IMPACT testing with the Certified Athletic Trainer via [rec-athletictraining@usf.edu](mailto:rec-athletictraining@usf.edu).

IMPACT Testing must be completed prior to beginning any participation with a High Impact Sport Club. If a new participant has not completed IMPACT Testing prior to the event/practice, they are permitted to participate in only non-contact activity. Before their second participation with any High Impact Sport club, they are **required** to complete IMPACT Testing.

## Concussion Assessment Steps

Below are the steps to follow when a sport club athlete shows signs or symptoms of concussion.

### When an Athletic Trainer is present:

- The athlete will be immediately removed from participation and evaluated by the Athletic Trainer.
- The Athletic Trainer will conduct a full injury and concussion assessment. The Sports Programs Staff may assist in this assessment as needed.
- If an athlete displays any concussion signs or symptoms, (regardless of how minor), they will be removed from participation for the remainder of the day. If the Athletic Trainer determines the athlete has sustained a concussion, they will be referred to a physician.
- If the athlete is referred to a physician, they will be made ineligible until the “return to play” guidelines below have been completed.

### When an Athletic Trainer (or other approved license healthcare provider) is NOT present:

- The staff present undergoes training to recognize common concussion signs, symptoms, and/or behaviors. *They are not medical providers so they cannot diagnosis.*

- If an athlete is exhibiting any signs, symptoms, and/or behaviors that are commonly associated with concussions they will be removed from participation and staff will provide immediate medical attention.
- If there is a question about the state of mental status it is best to err in the direction of conservative assessment and withhold the athlete from further participation until a physician assessment can be arranged.
- Participants are not able to return for any activity the same day a staff member suspects that they have a head injury/concussion even with a written medical document.
- The player should not be left alone following the injury and monitoring for deterioration is essential.
- The club needs to complete a [Sport Clubs Injury Report \(Physical\) Form](#) or the [Sport Clubs Injury Report \(Online\) Form](#) for the injury.
- The athlete should see the Athletic Trainer as soon as possible to receive a full injury and concussion assessment.
- If the Athletic Trainer determines the athlete has sustained a concussion, they will be referred to a physician.
- If the athlete is referred to a physician, they will be made ineligible until the “return to play” guidelines below have been completed.

### **Return to Play Guidelines**

Any sport club athlete who has sustained an injury requiring a physician’s referral (including concussion) will be required to be cleared by the physician prior to resuming participation in their sport club.

#### **Procedure**

- Once an athlete has been given a [Sport Clubs Physician’s Referral Form for a concussion](#), or a [Sport Clubs Physician’s Referral Form for an injury](#) the Athletic Trainer will notify the Sports Programs Coordinators that the athlete is ineligible for participation.
- The Athletic Trainer will email the athlete, club officers, and Sports Programs Coordinators about the athlete’s ineligible status. *NOTE: No medical information will be shared.*
- The athlete will remain ineligible from participation in their sport club until they bring a signed [Sport Clubs Physician’s Referral Form for a concussion](#) or [Sport Clubs Physician’s Referral Form for an injury](#) indicating that they have been cleared for Return to play protocol with the Athletic Trainer.
- The player will then go through a Return to Play procedure with the Athletic Trainer.
- Once the athlete has been cleared and can return to play. They will fill out a [Graded Return to Play Protocol Form](#).
  - The Athletic Trainer will then email the athlete, club officers, and Sports Programs Coordinators when the athlete’s ineligible status has been lifted.

- If an athlete has a concussion and needs accommodation for their academics, they can have the Athletic Trainer fill out the [Concussion Academic Form](#) and they can present the form to their course professors.

### **Graduated Return to Play Protocol for Concussions**

The key to concussion management is physical and cognitive rest until the symptoms have resolved followed by a graded program of exertion. Activities that require concentration and attention could delay recovery. The Athletic Trainer will assist sport club athletes to complete this graduated return to play procedure. Clearance will require a written medical document in order to be cleared for play. To progress from each phase, there must be at least 24-hour periods between.

Rehabilitation Stage		Functional Exercise	Objective
1	No Activity	Complete Physical and Cognitive Rest	Recovery
2	Light Aerobic Exercise	Walking, Swimming, or Stationary Cycling (keeping intensity less than 70% MPHR). No resistance training.	Increase Heart Rate
3	Sport-Specific Exercise	No Head Impact Activities	Add Movement
4	Non-Contact Training Drills	Progression to More Complex Training Drills. May Start Progressive Resistance Training.	Exercise, Coordination, Cognitive Load
5	Full-Contact Practice	Following Medical Clearance, Participate in Normal Training Activities	Restore Confidence, Assessment of Functional Skills
6	Return to Play	Normal Game Play	

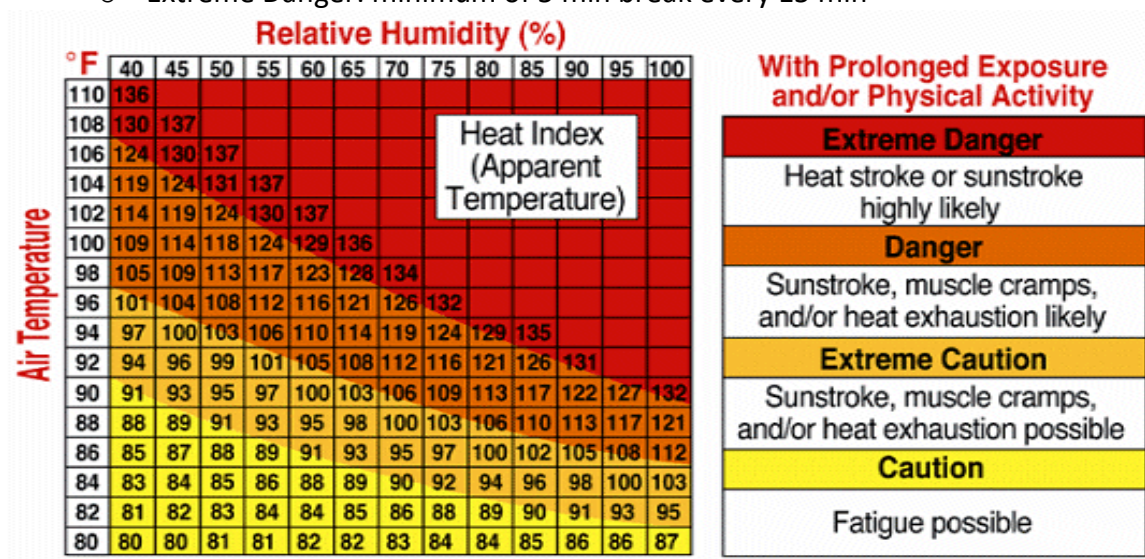
### ***Penalties for Allowing Ineligible Members to Participate***

Clubs will be penalized -25 points on their Report Card each time an ineligible member is allowed to participate. Repeated offenses will cause further disciplinary action against the club.

### ***Heat Illnesses***

- Heat Stroke: A medical emergency involving life-threatening hyperthermia (greater than 105 degrees Fahrenheit).
  - Treatment: Immediate water immersion into ice bath (this needs to be done prior to transporting).
- Heat Exhaustion: Moderate form of heat illness that occurs from environmental heat stress and strenuous physical exercise.
  - Treatment: Move athlete into a cool area, replace fluids, and elevate legs above heart level.
- Heat Syncope: Heat collapse due to rapid physical fatigue during overexposure to heat.
  - Treatment: Move athlete into a cool area, elevate legs, and replenish fluids.
- Exertional Heat Cramps: Extremely painful muscle spasms that occur commonly in the calf and abdomen. It is related to the excessive loss of water and several electrolytes.
  - Treatment: Mild stretching, ice massage affected muscle, and replace fluids sooner rather than later

- Prevention: Prevention for these conditions include acclimatization to the heat, allow for rest/water breaks during practices and games, stay well hydrated, and improving general fitness level. Note: Do not overhydrate as this can be detrimental.
- Heat index chart and recommendations for practices:
  - Caution: minimum 5 min every hour
  - Extreme caution: minimum 5 min every half hour
  - Danger: minimum of 5 min break every 20 min
  - Extreme Danger: minimum of 5 min break every 15 min



## Serious Incident Protocol

### When to enact the Sport Club Serious Incident Protocol:

Any time a participant is transported to an emergency medical facility.

### Sport Club Serious Incident Protocol:

- The Emergency Action Plan for the facility will be followed. Each USF Recreation & Wellness Facility EAP can be found on the Sport Club Council's BullsConnect Page, under *documents* and [here](#).
- The sport clubs' President or Risk Manager (or the highest club executive member present) will accompany the injured participant(s) to the emergency medical facility.
- Management of the club's activities will be implemented by the remaining executive club officer(s).
- The sport clubs' President or Risk Manager (or the highest club executive member present) will notify the Recreation & Wellness Department. If the Athletic Trainer Coordinator is unavailable, proceed down the contact list until you are able to reach someone.
  - Athletic Trainer – **813-974-7907**

- Sports Program Coordinators/Esports Coordinator
    - **813-974-6484**
    - **813-974-9902**
    - **813-974-5613**
  - Assistant Director of Sports Program – **813-974-0371**
  - Associate Director of Recreation & Wellness – **813-974-7944**
  - Director of Recreation & Wellness – **813-974-7084**
- Once at the emergency medical facility, the sport club's President or Risk Manager (or the highest club executive member present) will keep the Sports Programs Coordinators (or next appropriate contact) informed of any medical updates at regular intervals. The Sports Programs Coordinators (or next appropriate contact) will channel all communication to the Recreation & Wellness Department Director or their designee.
- The Recreation & Wellness Department Director or their designee will contact the Dean for Students Office and University administrative personnel as they deem necessary. These individuals may enact their own serious incident protocol, which may include contacting the individual(s) family, coordinating communication, engaging the Counseling Center or Victim's Advocacy, etc.
- As soon as possible, the sport club's President or Risk Manager (or the highest club executive member present) will complete a [Sport Clubs Injury Report Form](#) and [Sport Clubs Incident Report Form](#) (if applicable) and submit to the Sports Programs Office Via Email to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu). *Both forms can be found on the Sport Club Council page on BullsConnect, under Documents.*



# Travel

## Funded Travel

Turn in the [Sport Clubs Funded Travel Request Form](#) to the **SG Travel Office** via email to [sg-rmdtravel@usf.edu](mailto:sg-rmdtravel@usf.edu) at least three weeks (**15 business days**) before the first date of travel. This form must be completed in its entirety, including the Travel Request Tab, Travel Affidavit Tab, and Travel Roster Tab (including all individual traveler's signatures). If you have multiple drivers, you will need to complete the Additional Driver Tab as well prior to the paperwork being submitted. **Late requests will NOT be funded.** The [Sport Clubs Funded Travel Request Form](#) can be found in the Sport Club Council page in BullsConnect, under Documents.

All funded travel questions (prepayments, reimbursements, lodging, etc.) should be directed to the SG Travel Office.

SBS Travel Office  
MSC 2708  
[SG-RMDTRAVEL@USF.EDU](mailto:SG-RMDTRAVEL@USF.EDU)  
813-974-3800

## Non-Funded Travel

For all travel not using University funds, the [Sport Clubs Non-Funded Travel Request Form](#) must be **emailed to** [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) at least one week (**5 business days**) before the first date of travel. The [Sport Clubs Non-Funded Travel Request Form](#) can be found in the Sport Club Council page in BullsConnect, under Documents.

Any practice, scrimmage, or event, that occurs outside of the USF Tampa Campus will require a non-funded travel request.

## Travel Rosters

**All travelers must be registered members of your club via BullsConnect prior to traveling. All travelers must complete a participant waiver found on the Sport Club Council's BullsConnect page, under useful links.** Anyone not registered as a member of your club will not be allowed to travel (this may delay or prevent your club from using funding for that trip). Only members that are actively participating in competitions or seminars should be on the travel roster. **Clubs**

**will also be penalized -5 on their Report Card each time a non-registered member is listed on a travel roster.**

The person submitting travel documents must enroll for and complete the SBS: Sports Clubs Travel Training here: <https://usflearn.instructure.com/enroll/JFJHN6>

### ***Conduct When Traveling***

As representatives of the University of South Florida, all sports club members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports by other teams or administrators of activities reflecting negatively upon the University of South Florida will result in meeting with the Sports Programs Coordinators and possible disciplinary action.



# Reserving Recreation & Wellness Facilities

## Practices

Facility space is reserved on a semester-by-semester basis for sport club practices. All Sport Clubs must fill out the **Sport Clubs Practice Request Form** sent by the Sports Programs Office via [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) the semester prior to practices starting. This form will be used to track both on campus and off campus practices.

Clubs requesting facility space for practice after the deadline are not guaranteed to receive space for the semester. Sport Programs Administrative staff will work with the Special Events Coordinator to set a club practice schedule during the first week of classes. Once the semester schedule is finalized, a copy will be distributed via email to each club's officers at the end of the first week of classes.

**All club practices end during the last week of classes each semester. Clubs must request an exception from Sports Programs and Special Events to practice after that date. There will be no exceptions granted during the Winter Session.**

**Cancellations:** If a sport club chooses to cancel a practice, they must inform the Sports Programs office via email **AT LEAST 48 business hours** prior to practice time by emailing [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu). If it is an outdoor practice cancelled due to weather, sport club officers must email [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) once it is determined the club will not be practicing. Sport club officers who practice outdoors will receive an email from Sports Programs staff when practices are cancelled in advance by our office due to weather conditions. Below are the results for improperly cancelling a practice:

- **First offense:** Sport clubs will receive a warning email after their first cancelled practice without notice.
- **Second offense:** Sport clubs will be suspended from practicing at Recreation & Wellness facilities for one week after their second cancelled practice without proper notice.
  - If a sport club still practices during this suspension period, the sport club will risk deactivation.

NOTE: On occasion, special events may require practices to be canceled or altered. Please be prepared to make accommodations for your group in these cases. A schedule of affected dates will be released to club officers whenever possible.

**All sport club practices will be cancelled on days University Offices are closed as well as during Winter break, Spring Break, and the summer semester. Special exceptions can be requested from Sports Programs at [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu).**

## ***Games and Special Events***

To reserve facility space for games or other special events, a Club Officer must do the following:

1. Join the [Recreation & Wellness BullsConnect page](#)
2. Attend an Online Facility Reservation Training
  - a. All training dates will be found on the Recreation & Wellness BullsConnect events section. The Recreation & Wellness Accountability form will only be given out after the training session is completed.
3. Complete and submit the **Recreation & Wellness Accountability Officer Form**.
4. Complete and submit the [Recreation & Wellness Facilities Reservation Request Form](#).
  - a. It is required that sport clubs submit their event requests a **minimum** of 15 business days (3 weeks) prior to the event they are planning to host.
5. Meet with the Special Events Team to discuss event logistics.
  - a. For the logistics discussion, be prepared to discuss staffing needs, equipment needs, and facility set up for the event.
6. Meet with Sports Programs Staff to discuss the event.
  - a. A club officer must meet with the Sports Programs staff to discuss logistics for the event.

Events are scheduled on a first come, first serve basis. Sport clubs are not the only groups who can reserve Recreation & Wellness facilities, so it is **highly recommended** that clubs submit event requests 15+ business days in advance. The more time given, the more likely the space will be available, and the event will be approved.

**For any additional information please reference the sport club reservations page on the [Recreation and Wellness Website](#)**

**NOTE:** Sport clubs may not start marketing events (i.e. posting it on BullsConnect, or other social media accounts) until **AFTER** the event has been approved by Sports Programs. If a club is found to be doing this, the club is subject to losing points on their report card, as well as suspension.

## **Athletic Trainer Policy**

All clubs should strive to have an athletic trainer at all hosted events, especially High Impact Clubs. Should the governing body of the club require an athletic trainer at events, then the Sports Programs Office will require it as well. This is the case for the following clubs: Rugby (Men's and Women's), Ice Hockey (Men's and Women's) and Lacrosse (Men's). Based on event

history, some clubs are required to have an athletic trainer at future events. This is the case for the following clubs: Ultimate Frisbee (Men's and Women's), BJJ, Judo, and Lacrosse (Women's). Depending on the size and scope of the event, clubs may be required to have an athletic trainer at their hosted event, even if one is not initially requested.

USF Recreation & Wellness Athletic Training Coordinator will attempt to be present at all high impact club events. If there are multiple events occurring at once, coverage priority is as follows:

1. High impact clubs with AT requirements from their league
2. High impact clubs with AT requirements from Sports Programs,
3. High impact clubs with AT requirements based on Event size and scope
4. All other sport clubs

USF Recreation & Wellness Athletic Training Coordinator reserves the right to deny coverage to any event based on their availability. They will work with the club to find another approved personnel to cover the event.

Clubs can find athletic trainers using [GO4Ellis.com](http://GO4Ellis.com) if the USF Recreation & Wellness Athletic Training Coordinator is unavailable for their event.

For weekend events, athletic trainer information (name, email, phone number) should be provided to Sports Programs via email to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) and [rec-athletictraining@usf.edu](mailto:rec-athletictraining@usf.edu) the Wednesday prior to event date. For weekday events, athletic trainer information (name, email, phone number) should be provided to Sports Programs via email to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) and [rec-athletictraining@usf.edu](mailto:rec-athletictraining@usf.edu) the Friday prior to event date. ***If the club fails to provide the athletic trainer information by the end of business day (4:59 PM) on the deadline, the event will be cancelled.***

USF Recreation & Wellness Athletic Training Coordinator will reach out to the provided athletic trainer to explain USF Policies and procedures, ice location, assisting staff members, parking locations, and to confirm their ability to work the requested event. ***Should the athletic trainer not confirm their ability to work within 24 hours of the email being sent, the event will be cancelled.***

### **Participants and spectators accessing the Recreation & Wellness Center**

All participants and spectators needing access to the Recreation & Wellness Center for a sport club event will need to receive and wear the approved wristband given out at the start of the event. This wristband will allow participants and spectators to enter the facility for free, but they must remain in the event area. If a participant and/or spectator is found in another area, they will be asked to leave the facility.

### **Cash Collection**

If the club plans to collect more than \$500 in cash at an event hosted on Recreation & Wellness facilities, the club is required to pay for a University Police Officer to oversee the cash handling. It is preferred that a club use prepayment options instead of day-of purchasing.

## Limits on Special Events

### Co-Sponsoring vs. Fronting

Recreation & Wellness recognizes that events are sometimes co-sponsored by multiple entities; however, sport clubs shall not use their privileges for access to Recreation & Wellness space to “front” for a non-university group in order to avoid or reduce expenses and /or to provide access to campus for those entities. All instances of “fronting” for non-University groups will result in the cancelation of the event.

The following criteria will be used to determine if an event is a club event:

- Must be completely organized by the club, and advertised as a club event
- The club directly receives the registration fees from participants
- The club must create all event schedules

If an event is deemed by Recreation & Wellness to be a “club” event, the club will pay Recreation & Wellness any related direct cost fees and sign a usage agreement.

The following criteria will be used to determine if an event is a non-University event:

1. The event is organized (in part or whole) by a non-University group
2. A non-University group directly receives the registration fees from participants
3. A non-University group creates the event schedules

If an event is deemed by Recreation & Wellness to be a non-University event, the non-University group must complete a contract with Recreation & Wellness and pay related rental fees and direct costs. Clubs may still assist the non-University group with the event, but it will not be deemed a “club” event.

### Hosting Neutral Site Events

Neutral site events are those where USF provides a facility but does not participate in the game or event. If an outside organization would like to use USF Recreation & Wellness facilities to host a neutral site event, they must complete the reservation process with the Recreation & Wellness Special Events Team and pay for any reservation fees and direct costs. Any requests for neutral site events will be considered a community event and the directly participating group should fill out the ***Recreation & Wellness Facilities Reservation Request Form***.

### Reservation Changes and Cancellations

Any time a club has reserved a facility, the facility must be used. Failure to use a reserved area jeopardizes the club’s future use of Recreation & Wellness facilities.

- The club must contact Recreation & Wellness via emailing [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) and [rec-reservations@usf.edu](mailto:rec-reservations@usf.edu) as soon as it become aware of any reservation changes or cancelations.
- Failure to inform Recreation & Wellness of any reservation changes or cancellations **within 48 hours of the start** of the reservation will cause the club to be

charged for any direct costs (i.e. painting fields, staff, etc.) for the event. Future club facility reservations may also be forfeited.

### **Fees and Fines**

Fees may be assessed for additional duties that require additional Recreation & Wellness staffing (i.e. opening early, etc.) An estimate will be given with the confirmation, and the club will be billed after the event. Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.

### **Tabling**

To table and promote organizations within the Recreation & Wellness facilities, clubs must complete and submit the [Recreation & Wellness Tabling Request form](#). This form must be completed and submitted 7 business days prior to the date requested.

### **Recreation & Wellness Facility Policies**

To ensure your club is complying with Recreation & Wellness policies, please see this link: <https://www.usf.edu/student-affairs/campus-rec/facilities/policies.aspx>



# Requesting Funding

## ***Sport Clubs Funding Eligibility Requirements***

Clubs that wish to be funded through the Sport Clubs Council with an Annual or Interim Budget must meet ALL the following requirements:

- Be open to all USF students regardless of major, race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, or the inability to pay dues
- CANNOT charge mandatory dues of any kind
- CANNOT charge USF students to attend any A&S funded event
- Be a registered and active sport club with the Sport Club Office for at least 8 weeks

**Please refer to the Title 8 Financial Code of the Student Government Statutes for complete guidelines governing funding eligibility and purchasing restrictions (Chapters 804 and 806). *This document can be found on the Sport Club Council's BullsConnect page, under Links.***

## ***Annual Budget Process***

Below is the Sport Clubs Council's Annual Budget Process in its entirety. Club's responsibilities are highlighted in green.

- The Annual Budget Process will be explained at the November Sport Clubs Council General body meeting. All forms and directions will be emailed to officers the next business day following the November General Body Meeting.
- Student Organizations under the jurisdiction of the Sport Clubs Council ("**Sport Clubs**") **shall submit their budget request no later than 4:59pm on the third Monday in November to the Sport Club Council at [scc.usfsportclubs@gmail.com](mailto:scc.usfsportclubs@gmail.com).**
  - **Sport Clubs that submit late or incomplete budget requests shall receive zero funding for the fiscal year and a 15% reduction will be applied to their overall interim funding request**
- **All Sport Clubs will present and defend their budget request to the Sport Clubs Council Executive Board. Budget Hearings must be completed between the second and fifth weeks of spring semester classes.**
- The Sport Clubs Council Executive Board shall review budgets submissions in conjunction with club presentations and notify clubs what their submitted allocation will be.

- Additionally, the Sport Clubs Council Executive Board will consider the following when allocating funds: (a) how a requested item supports the Sport Club's purpose, (b) the Sport Club's Report Card grade, (c) the Sport Club's Tier and Fulfillment of Tier Requirements in the Classification Matrix, (d) the Sport Club's current and prior expenditures of allocated funds, and (e) number of active members in the Sport Club.
- **Individual Sport Clubs shall have one week from the day they receive their budget allocation to appeal to the Sport Clubs Council Executive Board using the Annual Budget Appeal Form on the Sport Club Council's BullsConnect Page.**
  - The Sport Clubs Council Executive Board must inform all Sport Clubs of their final allocation no later than two weeks after the deadline to appeal.
- The Sport Clubs Council Executive Board shall review and compile all Sport Clubs budget requests. The Sport Clubs Council Executive Board shall submit a consolidated request to Student Government no later than the submission deadline established by Student Government for the applicable fiscal year. The request shall include both (a) the Sport Clubs Council budget request, and (b) all Sport Clubs budget requests.
- After funds have been allocated by the Tampa Campus Allocation Funding Committee (CAFC), the Sport Clubs Council Executive Board shall allocate funds in accordance with Student Government Proviso.
- The Sport Clubs Council Executive Board must inform all Sport Clubs of their allocation no later than three weeks after receiving its lump-sum allocation from CAFC (excluding spring break).

### **Interim Budget Process**

Below is the Sport Clubs Council's Interim Budget Process in its entirety.

- **Sport Clubs which do not have an Annual Budget for the current fiscal year may request an Interim Budget.**
  - Sport Clubs which were eligible for, but failed to submit an Annual Budget request, will be subject to the following penalties:
    - A 15% reduction will be applied to the allocated funds
- **All Sport Clubs may request Interim Funding for the following reasons:**
  - **Emergency expenditures** which result from a natural disaster, theft, vandalism, or unexpected equipment failure and would be extraordinarily detrimental to the organization if not funded.
    - Insufficient funding does not constitute grounds for Interim Funding under emergency conditions.
  - Excellence and Development opportunities, including:
    - **Qualifying for post-season competition** which is sponsored by a nationally recognized sanctioning body
    - **New initiatives** which provide an opportunity for club growth and/or provide positive exposure for the club and University

- New initiatives must be unforeseen opportunities that could not have been requested in a Sport Club's Annual Budget request
- Interim Budget Allocations shall be limited by the following:
  - **Interim Budget requests will only be accepted between September 1 and the first Friday in April each year**
  - No Sport Club may receive more than 15% of the Interim Budget per fiscal year
  - The Sport Clubs Council Executive Board shall not allocate more than 50% of the Interim Funding Account before December 31 each year.
- **Sport Clubs must submit their Interim Funding request at least 4 weeks before the funds are needed (except for emergency expenditures).**
  - *The Interim Budget Request Form can be found in the Sport Club Council page in BullsConnect, under Forms.*



# Purchasing

## Student Business Services

All Purchasing Forms can be found in the Sport Club Council's page in BullsConnect, under Documents. All purchasing and budget questions should be directed to the Student Business Services Office.

[This is the SG Purchasing Request Form.](#)

Student Business Services Office  
MSC 2708  
[SG-RMDPURCHASE@USF.EDU](mailto:SG-RMDPURCHASE@USF.EDU)  
813-974-7100

## Financial Officer Training

Sport Clubs can have up to 4 financial officers. Each financial officer needs to go through a 1-hour Canvas course training which they can enroll in here: <https://usflearn.instructure.com/enroll/JFJHN6>

- Financial Officers only need to complete the module that pertains to Sport Clubs: SBS Sports Clubs Financial Officer Training
- Ensure the certification forms are completed and submitted as directed in the module

## Submitting a Purchase Request

The steps to submitting a purchase request can be found via the [Step by Step Instructions to Submit Purchase Requests](#) found in the Sport Club Council's page in BullsConnect, under Documents.

Exception: Payments for Instructors and Coaches is handled through a different process, please see the Coaches section to follow this process.

## Deadlines

Any A&S funded organization can only spend \$500 total in the last 2 months of the fiscal year, with the exception of travel. This means any purchase requests that a club would like purchased prior to their new budget activating on July 1 must be submitted by **the third Friday in April**.

\*NOTE: Money unspent by June 30 redistributes back to Student Government and does **not** roll over into the next Fiscal Year.

### ***Budgets***

All questions regarding remaining budgets should be directed to the Student Business Services Office ([sg-rmdorghelp@usf.edu](mailto:sg-rmdorghelp@usf.edu) and [sg-rmdpurchase@usf.edu](mailto:sg-rmdpurchase@usf.edu)).



# *Property Management*

All donated items or equipment purchased, in whole or in part, with A&S fees becomes property of the University of South Florida, and is subject to the following requirements:

## *Distributing Equipment*

1. Club Presidents have access to club equipment, and are responsible for distributing, collecting, and storing this equipment on behalf of the club.
2. All equipment used exclusively by an individual must be checked out by that individual.

## *Keys*

Most on-campus equipment will be stored in a locked cage or shed. Club presidents will need to check out a key at the start of academic year to access their club's equipment. Keys will need to be returned by the end of academic year.

## *Checking-Out Equipment/Keys*

Individuals can come to the Sports Programs office during normal office hours to pick-up or drop-off equipment. If equipment needs to be checked-out or returned at any other time, individuals must make an appointment with their club's Sports Programs Administrative Contact.

**Individuals are personally responsible for all items checked out to them. Failure to return equipment or to report lost, stolen, or damaged equipment may cause a hold to be placed on the individual's University account.** See "Lost, Stolen, or Damaged Items" for more information.

## *Storage*

Equipment must be stored in a secure and approved location. All University-owned equipment must be stored on-campus unless an exception is granted. Email [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) to seek an exception regarding storing equipment off-campus.

## *Inventory*

All clubs with equipment and uniforms purchased through A&S Funds are considered University-owned equipment and must complete an equipment inventory at the

beginning of each fall semester and at the end of each spring semester. Club presidents will complete their inventory with their assigned Sports Programs administrative point of contact. The president who initially signed out the inventory is responsible for the return of all equipment at the end of the academic year.

For clubs to dispose of damaged or outdated equipment, they must initiate contact with the Sports Programs Coordinator to begin the process. The club must take clear photos of the outdated or damaged equipment and email it to the Sports Programs Coordinator, with a list of what specific inventory needs to be removed from the inventory checked out to the club. The Sports Programs Coordinator will direct the Club Officers in the remainder of the process.

### ***Non A&S Purchases***

Funds not allocated by Student Government and managed by Student Business Services will be subject to the following.

1. Equipment and/or Apparel not purchased with A&S funding will be the responsibility of the club and its members, related to storage, maintenance, and tracking of purchased goods.
2. Non A&S purchased equipment should not be stored in spaces where A&S funded equipment is stored unless approved by the Sport Club Administration.
3. Any branded equipment must be approved by the Sport Club Office prior to purchasing. Brand guidelines can be found in the Branding and Marketing section below.
  - a. Even if your club is using an approved logo that was provided to you, you must provide a proof of this to the Sport Club Office.

### ***Audits***

The Sports Programs Office and Purchasing and Property Services reserve the right to audit University-owned equipment at any time. These audits are done to ensure equipment is in the location and condition indicated by the club. Clubs are expected to cooperate fully and expeditiously with all requests to inspect equipment.

### ***Lost, Stolen, or Damaged Items***

If any University-owned equipment is lost, stolen, or damaged (beyond normal wear and tear), please submit a [Sport Clubs Incident Report Form](#) immediately. Clubs should **not** dispose of equipment without prior approval from the Sports Programs Staff. If this is not done, the club and/or individual may be held responsible for the cost of replacing the equipment (a hold may also be placed on an individual's record with the University).

### ***Delivery & Pick-Up***

Sport Clubs will work with Student Business Services to have purchases delivered to the Recreation & Wellness Center. Sports Programs Administrative Staff will let clubs know when items are in their storage and available for use.

If equipment must be picked up locally, arrangements must be made with the Sports Programs Administrative staff to have the items picked up.

When having equipment delivered, it must be shipped to the following address:

Sarah Ortiz ATTN: [Club Name]  
12301 USF Genshaft Drive  
Campus Recreation Center 111  
Tampa, FL 33620



# *Marketing, Branding, and University Compliance*

## *Sport Club Social Media Guide*

Follow [this link](#) for an easy-to-follow presentation that outlines expectations for utilizing social media and marketing guidelines. The presentation includes information related to:

- a. Editing social media handles
- b. Creating a logo for your club according to USF Marketing Guidelines

### **Platforms and Handles**

Sport Clubs are allowed to be on any social media platform including but limited to: Facebook, Instagram, Twitter, TikTok, Discord, Twitch, and Snapchat. After a sport club creates a social media account, it is required that they add the link to the Club's BullsConnect page within 2 weeks of creation. If a club is found having a Social Media account not on their BullsConnect page, they risk suspension and/or deactivation.

All sport club social media accounts require the inclusion of "club" in the handle and bio and should have "USF" at the end. Sport Clubs should use the template of "[Sport name] Club at USF" or "[Sport name] Club at the University of South Florida" for the account Handle and Biography. The Sport Club's BullsConnect page will not be approved during page registration should the account not use the proper naming convention. Social media groups such as Facebook groups should still use the approved naming convention.

Gendered sport clubs are allowed to use the non-gendered nomenclature of their club only for social media handles and purchasing equipment, but on BullsConnect and in the social media bios must iterate their gendered nomenclature. For example. Men's Ice Hockey Club must be name "Men's Ice Hockey Club at USF" on BullsConnect

## *Logo Usage Guidelines*

Sport Clubs are permitted to use the USF Acronym Logo (shown below) with their approved organization name on all social media and marketing platforms.

For all sport clubs wanting to include a reference to USF in their name and organization logo, the university's approved naming convention is "[sport name] Club at USF™" or "[sport name] Club at University of South Florida™". To utilize the USF Acronym Logo, sport clubs must use one of the previous naming conventions on BullsConnect.

Pre-set logo artwork, compliant with university brand guidelines, is available from the sport program office. When using the acronym logo with their sport club name, sport clubs will not include the additional verbiage of "at USF™" or "at University of South Florida™". Example is shown below.



## BADMINTON CLUB

A sport club may separate the USF acronym logo and their name on team uniforms and equipment. The proportions of the logo and team name **must** remain at least the same as that of the artwork provided by sport club office – approximately 60% of the height of the F in the logo. Additionally, the sport club name must appear in a prominent position on the apparel and equipment, such as the front chest or on the back above player numbers.

A sport club may choose to not use the USF acronym logo. With their official name filed as "[sport name] Club at USF™" or "[sport name] Club at University of South Florida™", they may include a reference textually to USF in their logo, including the trademark symbol ("™"). The sport club may also choose to not include a reference to USF in their logo.

Sport clubs are required to submit a mockup of all apparel, uniforms, items, etc. that their logo will be placed. This includes items that are purchased through A&S funding and items that are purchased using non-A&S funding (fundraised, etc).

**Failure to submit mockup prior to purchase and distribution of items with USF Logos in any capacity will result in club discipline, per this handbook.**

### USF Acronym Logo

Clubs can find club-specific artwork located in the Links sections of the Sport Club Council page on BullsConnect. If the club does not have artwork, please reach out to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) and the Sports Programs Office will work to accommodate the request. If a club chooses to create their own logo, it must be emailed to Student Business Services at [sg-rmdorghelp@usf.edu](mailto:sg-rmdorghelp@usf.edu) for review prior to usage.

### Appropriate Content

The club is a representation of the University, therefore social media accounts should follow a common-sense approach of what should or should not be posted. If an action or object would

be prohibited at Sport Club events, it should not be posted on the account. This includes but is not limited to: Alcohol, Drugs, and Inappropriate Language.

### ***Sponsorships and Gifts***

Gifts are made for a restricted or unrestricted use, as specified by the donor at the time of the gifting. Provided the funds are used in the way specified by the donor, the support is irrevocable and requires no deliverables or substantial benefits in return.

Sponsorship is also awarded for a restricted or unrestricted use, as specified by the sponsor at the time of awards. This type of funding, though, may carry a variety of contingencies, that the club and sponsor must agree to.

**All club sponsorships or event sponsors must be sent to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) to ensure university compliance.**

### ***On-Campus & Online Marketing Opportunities***

Written below is a list of links, resources, Q&As, and more, which should hopefully help guide you and your student organization in marketing your events, practices, and club!

#### **General/Quick Links:**

- [Marketing to Students](#)
- [Marketing to Faculty/Staff](#)
- [Student Organization Resources](#)
- [Student Success Marketing Support](#)

#### **Marshall Student Center (MSC):**

The MSC offers a ton of potential for marketing to students, and as one of the main three buildings on campus that students traverse, is a hotspot for new eyes and ears. The MSC offers a variety of these services, which can be found on their webpage [here](#), along with their contact information if you have any questions.

This includes (*but is **not** limited to*):

- Chalking
- Fliers
- LCD Banners
- Physical Signage
- And More!

#### **Across Campus/Online:**

There are a multitude of bulletin boards spread across campus in educational, and general buildings, where you may place fliers/ads (at the cost of your own printing/materials), and you also can utilize Bull Market. The bulletin boards are *not* protected *nor* reservable spaces, and anyone can place anything on them.

There are also a variety of digital platforms you may advertise and market to, such as [BullsConnect](#), [Student Events Calendar](#), [Movies On The Lawn](#), and more!

This [link](#) contains a ton of references and resources for your use, and everyone is encouraged to see what platforms/avenues they have at their disposal!

### **University Calendar**

The [University Events Calendar](#) (separate from the BullsConnect's calendar), is a digital signboard you can advertise events onto, managed by UCM!

### **BullsConnect Calendar**

The BullsConnect Calendar is where all club's scheduled events, practices, et al. get posted to (whenever they are created on BullsConnect). This is useful for club members who mainly utilize BullsConnect for their updates and is a consistent location to find information on club events!

### **Residence Halls:**

USF Housing & Residential has their own policies and procedures regarding advertising. This is in the way of a quick form that needs to be submitted to them with the adequate fliers needed, and then some. More info on this process can be found [here](#)!

### **General Guidelines/Policies:**

The placement, posting, or taping of signs/fliers/graphics/et al. to walls, pillars, light posts, et al. is prohibited per University Regulations & Policies. Any signs/posters/graphics/et al. that is found outside these regulations and policies is subject to consequences laid out by the Student Conduct & Ethical Development (in regard to the Student Code of Conduct). The following links below expand upon these regulations and policies.

- [Student Conduct & Ethical Development Main Page](#)
- [USF Policy 6-028 | Events, Signage and Space Management](#)
- [USF Policy 6.026 | Distribution of Material and Solicitation on Campus](#)
- [USF Policy 6.017 | Student Organizations](#)

*[Updated March 23, 2023](#)*