

Sport Clubs Handbook



UNIVERSITY of
SOUTH FLORIDA
Student Success



Starting a Sport Club

Eligibility To Be Considered as a Sport Clubs Organization

Sport Clubs are Student Organizations which meet **all** 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.usf.edu for every club that currently exists.
- **Use the criteria in the previous section to determine if the club you are trying to create can meet the requirements within its first year as an organization.**
- Complete and submit the [Sport Club Application](#) found on the USF Sport Club website
- Schedule an Interest Meeting with Sports Programs Administrative Staff by emailing rec-sportclubs@usf.edu to review the club's submission and to receive more information on the registration process.
- Complete Registered Student Organization (RSO) registration with the Center for Leadership and Civic Engagement (CLCE) 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](#).***

- After the Interest Meeting, Sports Programs Administrative Staff will let applicants know if the club will be accepted as a sport club or should remain as a just an RSO.

Probationary Period

Sport Club Probationary Periods are required for all new sport clubs, sport clubs that are reinstated after being deactivated, and clubs that have changed all officers during the academic year. Probationary periods are eight (8) consecutive weeks of 15-minute meetings to discuss how to properly complete the requirements of successfully maintaining a sport club at USF. If clubs do not complete their 8 week probationary period, they will be relegated to an RSO.

Probationary meetings can be held online, or in-person based on the agreed format for all parties involved. Probationary meetings will address the following topics: Practices, Budgeting, Travel, Home Events. Report Card Scoring, Inventory.



Membership Requirements

Definitions

Student - The term “student” includes any Activity and Service fee -paying 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
Mandatory Membership Dues	NOT Allowed	Allowed
Restricting Membership	NOT Allowed	Allowed
Minimum Membership	10 USF students	10 USF students
Full Membership	100% USF Students	100% USF Students

A&S Funded Clubs

All sport clubs begin as A&S funded clubs. Once a sport club receives annual or Interim Funding, it is considered A&S Funded and can no longer function as Non-funded.

- 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
 - 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.
- 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

Should a club want to become a non-A&S funded club, a formal request in writing must be sent to rec-sportclubs@usf.edu. All A&S funded equipment must be returned to the university if the club requests to become non-funded and that club will no longer be eligible for SCC Interim or annual funding.

- 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 have a submitted and approved current Sport Club Participation Waiver on file with the Sports Programs Office.

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.

Sport Clubs that practice off campus are required to schedule a time to come into the Sports Programs Office and complete their audit with all their members present. Failure to schedule a time will result in automatic failure of the audit.

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.**
 - **Recreational/Instructional – 10**
 - **Moderate – 12**
 - **High competition - 15**

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 the minimum number of participants in attendance as required by the club's classification level.**

If a club does not pass their first 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 complete the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
 - Serve as the primary contact for the Club
 - Responsible for the club's equipment check out
 - Responsible for submitting the club's Volunteer Coach Agreement
 - Responsible for all social media posted on behalf of the club if social media Officer is not appointed
 - Club will list additional position requirements
- **Treasurer**
 - Required to complete the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
 - Required to complete Financial Officer Training hosted by SG/SBS
 - Required to attend the SCC Budget Workshop
 - 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 complete 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 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 complete the All-Officer training and meetings scheduled by the Sports Programs Office and the Sport Clubs Council
 - Responsible for managing duties if the president is unable
 - Club will list additional position requirements
- **Community Manager (Only Required for Esports Clubs)**
 - Required to complete 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
 - Responsible for working with Club president on purging club channels and members on BullsConnect
 - Club will list additional position requirements

Officer Terms

All officer terms will run from May 1st through April 30th. April 1st through April 30th should be used as a transition period to orient the incoming officers.

Officer Elections

Annual Officer elections may be conducted any time after March 1st, but they must be completed no later than March 31st. 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 or within two weeks of being appointed to their position.

BullsConnect Profile Deadline

The sport club will re-register in the month of March. The reregistration form will open on BullsConnect on March 1st. The reregistration form must be submitted by March 31st. 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. Inactive clubs will be deactivated by April 30th. Failure to *complete* the re-registration process by the CLCE final deadline of April 30th will result in the immediate deactivation of the club.

Adding or Changing Officer Information

Clubs can elect officers at any point over the course of the year by submitting a [Sport Club Change of Officer Form](#) before the officer begins their involvement with the club. New officers will have two weeks from the approval 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 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 or may be adjusted to better support esport 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

Classification bonus points are used to determine how active sport clubs are within the campus environment and surrounding community. 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 Grade 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 report card points per completion of each category, based on their classification.



Classification Matrix

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

Esports Classification Matrix

Classification Matrix



	High Competition	Moderate Competition	Recreational/ Instructional
	Must meet all criteria	Must meet all criteria	Must meet all criteria
Governing Body⁽¹⁾	Club and/or individuals are member of governing body	Sport must have a governing body	Sport must have a governing body
Minimum Active Membership⁽²⁾	15 active members	12 active members	10 active members
Minimum Officer Positions	President, Treasurer, Risk Manager, Past-President/Vice President, and Community Manager	President, Treasurer, Risk Manager, and Community Manager	President, Treasurer, Risk Manager, and Community Manager
League Affiliation	Membership in a collegiate league ⁽³⁾⁽⁴⁾ required	Membership in a collegiate league ⁽³⁾⁽⁴⁾ required	Membership in a collegiate league ⁽³⁾⁽⁴⁾ required
Activity Requirements	Must participate in at least 24 competitions ⁽⁵⁾ with non-USF individuals/groups per year.	Must participate in at least 16 competitions ⁽⁵⁾ with non-USF individuals/groups per year.	Must participate in at least 8 competition ⁽⁵⁾ /seminar/clinic ⁽⁶⁾ with non-USF individuals/groups per year.
Hosting Events	Must host at least 2 events/competitions ⁽⁵⁾	Must host at least 1 event/competition	Must host at least 1 event/competition
Club Practices⁽⁷⁾	The club must practice at least 40 times	The club must practice at least 25 times	The club must practice at least 10 times
Coach	Must have coach	Not required	Not required
Report Card Grade	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. Minimum number of participant as defined by the governing body of the club



Classification Bonus Points

	High Competition	Moderate Competition	Recreational/ Instructional
Sport Club & Athletic Events	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>		
Community Service	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>		
Fundraising	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>		
Involvement	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>		
Education Sessions	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 report card score 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 or scheduling a meeting with a Sports Programs Administrative Member or reviewing the Sport Club Tracker Link in the Sport Club All Officer Training Canvas Course.

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, the Sport Club Survival Guide, and the Sport Club Annual Calendar.

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
Complete Sport Club All-Officer Training	25 / Officer
Complete Sport Club Financial Officer Training	25 / Treasurer
Attend Sport Club Risk Management In - Service	25 / Officer
Submit current CPR & First Aid Certifications	25 / Certification
Attend SCC General Body Meeting	25 / Meeting
Successfully Pass Membership Audit	50 / Audit
Complete Fall/Spring Equipment Inventory	25 / Semester
Submit Coach/Instructor Training	25 / Coach
Completed waivers for Travel Paperwork	10 / Event

Flunking Out

If by the first Friday in March, a club has a Report Card grade below 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 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. Sports Programs Coordinators may request meetings with all related parties to gather information.

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 60% 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 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 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 to rec-sportclubs@usf.edu 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. Winter Holiday and Spring Break are not active weeks

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 Sports Programs Coordinators. Sports Programs Coordinators can waive the officer requirement if deemed necessary.



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.
- All coach/instructors must complete Responsible Employee Training within 30 days of beginning participation with the club
- 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, Background check, and Responsible Employee Training, 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 participants 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
 - This form is required for every coach every new academic year
 - Submit a [Purchase Request Form](#) to 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
- Before the coach can interact with the team, they must complete and pass their background check and Responsible Employee Training.
- If a club wishes to provide compensation for a coach/instructor, they must complete the following process:
 - Email rec-sportclubs@usf.edu with the intent to pay coach when submitting the Volunteer Coach Agreement Form
 - Submit a [Purchase Request form](#) to Student Business Services at sg-rmdpurchase@usf.edu for the amount the club wishes to pay the coach (Up to \$4500)
 - Complete the [Payment Request Form](#)
 - Once the Purchase Request and Payment Request form have 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 this paperwork, which may take a minimum of 4-5 months, the coach will receive payment on the next available pay cycle.
 - NOTE: Club can pay coaches through the coach's specific LLC or Company
 - NOTE: No USF Faculty/Staff/Student Coach may be paid with A&S Funds in any capacity.



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 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](#). Clubs can submit as many certifications as they would like but only the Risk Manager will receive Report Card Points.

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 or coaches.

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 for the 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 (if available), the USF Student Health Services medical staff, or their family doctor about 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 should be held in participants personal files in case it is needed. When a USF RecWell Athletic Trainer is present, physicals can be emailed to rec-athletictraining@usf.edu
- High Impact Testing is REQUIRED for all high impact sport clubs and all their participants. They are REQUIRED to complete a medical history form along with an online concussion baseline testing (IMPACT).
 - High Impact Sport Clubs are defined as clubs that are deemed to have the highest rates of injury either through their league requirements or through history with USF Recreation & Wellness.
 - Clubs that are required to complete High Impact Testing:

▪ Basketball (M/W)	▪ Lacrosse (M/W)
▪ BJJ	▪ Rugby (M/W)
▪ Boxing	▪ Soccer (M/W)
▪ Gymnastics	▪ Ultimate Frisbee (M/W)
▪ Ice Hockey (M/W)	▪ Volleyball (M/W)
▪ Judo	▪ Wrestling
▪ Karate	
 - Clubs that are highly suggested to complete High Impact Testing:

▪ Baseball	▪ Figure Skating
▪ Beach Volleyball	▪ Softball
▪ Equestrian	▪ Water Polo
 - High impact sport clubs should not be confused with high competition sport clubs found in the Classification Matrix section.

- **NOTE: High Impact Testing is only available When a USF RecWell Athletic Trainer is present. If a USF RecWell Athletic Trainer is not present, it is the responsibility of the club officers and participants to remain vigilant of reporting and recognizing regular injuries, especially concussion symptoms.**
 - Participants will need to have Concussion Testing prior to participation and importantly before any practices, failure to do so will result in consequences and/or failed audits.
 - Medical history forms are used by the Athletic Training Staff to help provide the best possible care for our participants and to inform the visiting team's healthcare providers so they can also provide appropriate care.
 - Online Baseline Concussion Testing and Medical History Forms must be completed prior to beginning any participation with a High Impact Sports Club.
- 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 Student Health Services Athletic Training Coordinator for further programs to prevent the re-occurrence of the same injury.

Injuries and Incidents

All injuries and incidents must be documented for the club, the participants, and the University's protection. A club's Risk Manager or other risk management trained officer must complete a [Sports Club Injury Report Form](#) 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.* **Forms must be turned into the Sport Club Office immediately after the injury or incident (by 10AM the next business day) via email to rec-athletictraining@usf.edu.** If the Sport Club Office learns of an injury without any documentation, the club will risk suspension per the discipline section of this handbook.

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.
- 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 in 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.**

The Sport Club Office recognizes that emergencies happen and officers may not be able to submit a form in time. We will accept an email with an explanation of the situation in the meantime until officers are able to submit the correct form within 48 hours.

FAILURE TO SUBMIT AN INJURY REPORT FORM BY 10 AM THE FOLLOWING BUSINESS DAY AFTER THE INCIDENT WILL LEAD TO IMMEDIATE SUSPENSION OF THE SPORTS CLUB.

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. If no communication has been sent out by 5pm, it is the responsibility of the club officers to determine their cancellation. Clubs are not penalized for cancellations due to weather.

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.

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

High Impact Testing is only available When a USF RecWell Athletic Trainer is present. If a USF RecWell Athletic Trainer is not present, it is the responsibility of the club officers and participants to remain vigilant of reporting and recognizing regular injuries, especially concussion symptoms.

The Certified Athletic Trainer will be conducting IMPACT testing for the High Impact Sport Clubs a minimum of 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.

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.
 - **They will Immediately contact EMS to ensure the participants safety.**
 - 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 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/EMS personnel 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 to be cleared for play. All Return to strategies must be under the supervision of the Athletic Training Coordinator. Steps can only be completed one day at a time. There will be two strategies to follow before being cleared:

- Return-to-Learn (RTL) Strategy (*Not everyone will need to complete this*)

Steps	Mental Activity	Activity at Each Step	Goals
1	Daily activities that do not result in more than a mild exacerbation of symptoms related to the current concussions.	Typical activities during the day (e.g., reading) while minimizing screen time. Start with 5-15 min at a time and increase gradually.	Gradual return to typical activities.
2	School Activities	Homework, reading, or other cognitive activities outside of classroom.	Increase tolerance to cognitive work.
3	Return to school part time	Gradual introduction of schoolwork. May need to start with a partial school day or with greater access to rest breaks during the day.	Increase academic activities.

4	Return to school full time	Gradually progress school activities until a full day can be tolerated without more than mild symptoms exacerbation.	Return to full academic activities and catch up on missed work.
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- Return-to-Sport (RTS) Strategy (*Will be in conjunction with the RTL, if needed*)
 - RTS will begin approximately after 24 hours of occurrence.

Steps	Exercise Strategy	Activity at Each Step	Goals
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms (e.g., walking).	Gradual reintroduction of work/school.
2	Aerobic exercise 2A- Light (up to ~55% max HR) 2B- Moderate (up to ~70% max HR)	Stationary cycling or walking at a slow to medium pace. May start light resistance training that does not result in more than a mild and brief exacerbation of concussion symptoms.	Add movement, change of direction.
3	Individual sport-specific NOTE: if sport-specific exercise involves any risk of head impact, medical determination of readiness should occur prior to step 3.	Sport-specific training away from team environment (e.g., running, change of direction and/or individual training drills away from the team environment. No activities at risk of head impact.	Add movement, change of direction.
Steps 4-6 should begin after resolution of any symptoms, abnormalities in cognitive function, and any other clinical findings related to the current concussion, including with and after physical exertion.			
4	Non-contact training drills	Exercise to high intensity including more challenging training drills (e.g., passing drills, multiplayer training). Can integrate into team environment.	Resume usual intensity of exercise, coordination, and increased thinking.
5	Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff.
6	Return to sport.	Normal Game play	Must pass ImPACT testing if baseline test administered.

Consequences for not reporting Sports Club related Concussions.

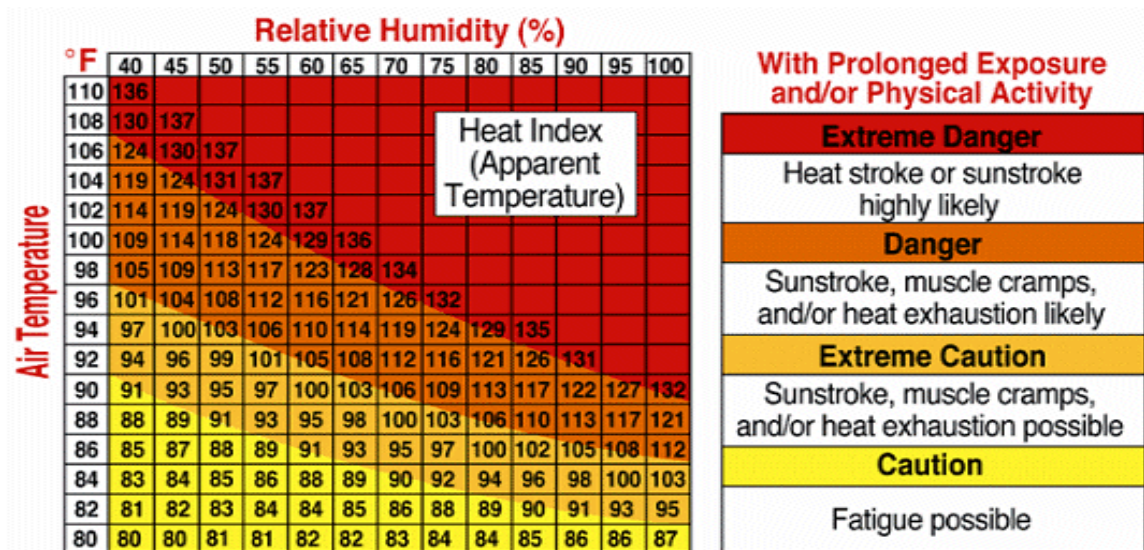
- Failure to submit an injury report or notify the Sport Club Office or Athletic Trainer by 10AM of the next business day for all suspected concussions/head injuries will result in:
 - The sports club being suspended indefinitely
 - A mandatory meeting with the Athletic Training Coordinator and a Sports Club Coordinator
 - Suspension can be lifted after injured participants are evaluated by the Athletic Trainer/Physician AND the mandatory meeting has been held

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. Ineligible members are non USF student, injured Students, Students without a signed waiver, etc.

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.
 - Sports Programs Assistant Director: 317-549-5558
 - Sports Programs Coordinators/Esports Coordinator: 813-974-5613
 - Recreation & Wellness Associate Director of Programs: 813-974-9376
 - Recreation & Wellness Director: 813-974-7944
- 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. *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 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
813-974-3800

If your club is requesting hotel prepayment, please be ready to provide the following information about the reservation: Hotel Name and Phone number, Reservation name, Confirmation Number, Number of reserved rooms, Room type, and Check in and out dates. If you are requesting expedited timeframe, please also send the Credit Card Authorization form to Rec-sportclubs@usf.edu

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 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.**

Coaches must be listed on the travel roster if they are travelling with the club. You must designate them as a coach on the 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.

Travel Class Excuse Letters

Class excuse letters are available upon request to rec-sportclubs@usf.edu. Please submit the travel request and roster when requesting the letter. Full Names must be provided as Nicknames may not be understood by our staff and the professors.

The Sport Club Office is not responsible for distributing this letter and it is on the members. Furthermore, it is up to the professors on how they want to accommodate members' absence.



Practices

Facility space is reserved on a semester-by-semester, First-come-First-Serve 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 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 in writing by emailing rec-sportclubs@usf.edu from Sports Programs to practice after that date. There will be no exceptions granted during the Winter Session. (This is not applicable to Esport clubs unless there are plans to use on-campus facilities during the summer)

Cancellations: If a sport club chooses to cancel a practice, they must inform the Sports Programs office via email **AT LEAST 48 Calendar hours** prior to practice time by emailing rec-sportclubs@usf.edu. If it is an outdoor practice cancelled due to weather, sport club officers must email 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.

Esports

Esport clubs will have access to request practice space for their competitive teams in the Esports Living Lab (REC 005). The Practice Request Form must be completed up to two (2) weeks before the week of the practice is to be held. The Lab schedule will be announced on a rolling basis to ensure equal opportunity for all clubs.

There are three sections of five (5) PCs for Esport club use in the Esports Living Lab. Priority for the private competitive room is given to teams that are competing in NACE Varsity Premier due to league requirements. Any schedule conflicts due to overlapping titles within NACE Varsity Premier will be dealt with an alternating practice schedule.

Scheduling will be based on the following factors: First come, first serve, Competitive tier (Gold, Green, White, Sand), Distinction of Practice vs. Competitive Match, and Number of teams in the Lab at a given time.

NOTE: Drop-ins do **NOT** count towards the number of practices required for the Classification Matrix. Drop-ins are community events that allow the club to increase involvement and engagement with its members.



Reserving Recreation & Wellness Facilities

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. Complete and submit the [Recreation & Wellness Accountability Officer Form](#).
 - a. Only one form is necessary per semester.
 - b. The President of your Organization listed on BullsConnect must match the President listed on the RecWell Accountable Officer Form you submit. This means you may need to update your BullsConnect page before submitting your RecWell Accountable Officer Form. For assistance with updating your BullsConnect page, please contact bullsconnect@usf.edu
 - c. Upon approval of submission, you will be emailed with the link to the Training video and quiz
3. Watch the Reservation Training Video and complete the associated quiz
 - a. You must receive a passing score to move forward
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.
 - b. Sport clubs that charge entrance or participation fees for their event must use non-A&S funding to pay for the space reservation and all associated fees.
5. 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.
 - b. Please come prepared with the following information: Athletics Trainer Information, changes to the submitted forms, point of contact information, special requests
 - c. For outdoor events, lines are painted Tuesday-Thursday each week to prepare for the upcoming event.

- i. It is the responsibility of the club officers to look at where the fields are painted and either accept it or request the field to be move to another area.
 1. If the field needs to be repainted or moved to another area, the Club officer MUST email rec-sportclubs@usf.edu no later than 48 hours before the event
 - ii. If there is a request for multiple fields to be used simultaneously on Sycamore Fields, please set up a Field Layout Meeting with our maintenance team at least a week, preferably 10 days before the event to go over field layout options/modifications.
 1. Email dhargey@usf.edu to schedule your Field Layout Meeting
6. Receive the quote for the event
 - a. Sport Programs Supervisors will be charged at **\$20/hour**. 2 Supervisors minimum will be staffed for each event.
7. Submit Payment
 - a. If paying for an event using A&S funding, the quote must be submitted with a Purchase request to Student Business Services 10 business days prior to the event date
 - b. If paying out of pocket, the payment must be received by the end of the semester the event occurred or the club will be suspended until full payment is received

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.

Clubs can find athletic trainers using 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 and 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 and 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 or Sport Club Office 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***.

Sport Clubs are not permitted to host neutral site events on our facilities in any capacity. It will be the responsibility of the outside organization to request and submit to host an event on Recreation & Wellness Facilities. All required information such as insurance, payment, and logistics meetings must be in the name and attended by the outside entity.

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 and 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.

Esports

Esport clubs must request to use the Esports Living Lab no later than two (2) weeks prior to the week of the request. See the “Esports” section of “Practices” for more information on the hierarchy of priority for these requests.

Esport clubs that wish to be covered on the USF Esports Twitch and Youtube channels must reach out to the Production and Special Content Program Assistant for scheduling. This must be done by the Wednesday prior to the week of the requested stream date.

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 through Bullsconnect no later than 4:59pm on the third Monday in November.**
 - **Sport Clubs must also submit proof of A&S eligibility when submitting annual budgets**
- The Sport Clubs Council Executive Board will consider the following when allocating funds: how a requested item supports the Sport Clubs' purpose, the Sport Club's Report Card grade, the Sport Club's Tier and Fulfillment of Tier Requirements in the Classification Matrix, and the Sport Club's current and prior expenditures of allocated funds.

- Sport Clubs that submit late or incomplete budget requests shall be subject to the following penalties:
 - Zero (0) annual funding for the fiscal year
 - A 15% reduction will be applied to their overall interim funding request
- All Sport Clubs will be given the opportunity to orally 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.
 - These hearings will be held online on Microsoft Teams.
- The Sport Clubs Council Executive Board shall review budgets submissions in conjunction with club presentations and notify clubs what their submitted allocation will be.
- The Sport Clubs Council Executive Board will allocate a period for sport clubs to review their allocation and submit an appeal of any cuts made to their budget
 - The Sport Clubs Council Executive Board will allocate five business days for appeals
 - Appeals may be submitted in writing through 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 tentative allocation no later than two weeks after the deadline to appeal.
- The process to appeal annual budget allotments is as follows:
 - Sport Clubs will all receive their tentative allocation for the upcoming fiscal year upon completion of budget reviews and hearings with the Executive Board
 - Sport Clubs will have the option to have an appeal reviewed in order to be given more funds than originally allocated. This will be done through a Bullsconnect form
 - The Executive Board will undergo a review process that examines a variety of factors, including but not limited to:
 - The amount of Sport Clubs that have appealed, the eligibility of Sport Clubs to receive an appeal, the original tentative budget allotment of each eligible Sport Club, how a requested item supports the Sport Clubs' purpose, the Sport Club's Report Card grade, the Sport Club's Tier and Fulfillment of Tier Requirements in the Classification Matrix, and the Sport Club's current and prior expenditures of allocated funds.
 - Once the review is complete, Sport Clubs will be informed of their updated totals before undergoing further review by the Campus Allocation Funding Committee (CAFC)
- The Sport Clubs Council Executive Board shall review and compile all Sport Club 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 the Sport Clubs Council Interim budget request, and all Sport Club annual 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, vandalism, or unexpected equipment failure would be extraordinarily detrimental to the organization if not funded.
 - Insufficient funding does not constitute grounds for Interim Funding under emergency conditions.
 - Interim funding requests must be submitted under the appropriate category. Any request that does not fall under the category by which it was requested will automatically be denied
 - Excellence and Development opportunities, including:
 - **Qualifying for post-season competition** which is sponsored by a nationally recognized governing body.
 - Qualifying for post-season competition is defined by the Governing Body of the Sport Club. Qualification is dependent on the rules and procedures of the respective Governing Body, and must be proven when requesting funding to compete
 - **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
 - Unforeseen opportunities can be defined as initiatives that were not present or plausible at the time of requesting an annual budget
- Interim Budget Allocations shall be limited by the following:

- 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
- No Interim Budget requests will be accepted before September 1st and after the first Friday in April, except for emergency expenditures as outlined in the aforementioned segment under interim funding
- New Sport Clubs must finish the probationary period before being eligible to receive interim funding
 - Sport Clubs that have not yet finished the probationary period still have the option to apply for interim funding, but cannot be granted any funding until completion
- Sport Clubs must submit their Interim Funding request at least 4 weeks before the funds are needed (with the exception of emergency expenditures and post-season competitions).

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
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 and 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

Club presidents 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, presidents must make an appointment with the Sport Club Office by emailing rec-sportclubs@usf.edu

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. Club presidents must email rec-sportclubs@usf.edu if another listed officer is coming to check in/out equipment on their behalf. The email must be received 24 hours in advance of the officer arriving to the office.

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 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).

SBS and SGATO are ultimately responsible for all SG Property on behalf of SG. This includes all sport club equipment purchased with A&S funding. SBS acts as the formal designee for property and inventory. Individuals and/or entities in possession of a checked-out item, or property purchased with allocated funds, are financially accountable for the item. If the item is not returned, or if it is returned in poor condition, SBS and SG must be reimbursed for the current

cost to replace the item. If a repair is deemed to be more economical, SBS and SG must be reimbursed for the cost of the repair rather than the current cost of replacing the item. The Director of SBS, or his/her designee, is responsible for determining if reimbursement is required and will communicate with the responsible student and organization officers. Individuals and entities have the right to review quotes and/or receipts associated with replacing or repairing property.

Lost or Stolen property must be reported to USF Police and a copy of the report must be obtained, retained, and shared with Student Business Services (SBS). If the asset cost \$5,000.00 or more, the sport club office must complete an Asset Relief Form to be submitted to USF Asset Management with a copy of the Police Report.

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:

Abigail Vorhies
ATTN: [Club Name]
12301 USF Genshaft Drive, REC 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 (excluding uniforms), but on BullsConnect and in the social media bios must iterate their gendered nomenclature. For example. Men's Ice Hockey Club must be named "Men's Ice Hockey Club at USF" on BullsConnect, but is permitted to use "Ice Hockey Club at USF" on equipment such as hockey sticks. Their uniforms must still say "Men's Ice Hockey Club at USF".

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 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 for review prior to usage.

The USF Acronym Logo is not permitted to be placed on any Under Armor or Nike branded material. This includes uniforms, jerseys, backpacks, etc.

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.

Esports Logo Usage

Esport clubs must also follow the Sport Club policies on Branding and Logo usage. The USF Acronym logo with appropriate club name must be used as it pertains to club marketing and social media materials.

The only exception to this rule is with respect to tournaments and competitions. When Esport clubs are competing and acting as representative of “USF Esports”, then the club is allowed to use the Master USF Esports logo found in the All-Officer Training.

NOTE: Any Esport club that is found to be using the incorrect Master USF Esports logo will be subject to negative disciplinary action.

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 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](#)

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