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## *Sport Clubs Handbook Introduction*

This Sport Clubs Handbook contains policies and guidelines to be followed by all clubs affiliated with the University of South Florida Sport Clubs Council. This handbook should be used as a resource for all questions regarding club business.

**Sport Clubs are subject to discipline including suspension and deactivation from Sports Programs and the Sport Clubs Council for not following the rules and regulations set forth in this handbook.**

### *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.**
- 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.

### *Useful Links*

#### **Sport Clubs Website**

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

#### **Sport Clubs Council Page in BullsConnect**

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

## ***Additional Policies and Procedures***

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

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

***All documents can be found in the Sport Clubs Council page in BullsConnect***

## ***Starting a Sport Club***

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

- Has been an official USF Registered Student Organization (RSO) for at least one academic year
- Is currently registered with the Center for Leadership and Civic Engagement (CLCE)
  - If you are looking to create an RSO for the first time, all prospective clubs must complete registration with the Center for Leadership and Civic Engagement before becoming an active organization, you can find that information [here](#)
- Can be easily defined as a recreational or competitive sport
- Have a competitive, recreational, and/or instructional purpose
- Have a Governing Body, defined as an official organization that formulates rules and provides regulatory or sanctioning functions for the sport
- Participate in at least one competition/seminar/clinic with non-USF individuals/groups per year
  - A minimum of four club members must participate in this event
  - A minimum number of members dependent on the nature of the club (Esport Clubs only)
- Practice this sport at least once per week in competition season
- Has at least ten active USF student members
- Has designated officers: President, Vice President, Treasurer, and Risk Manager

The Department of Recreation & Wellness reserves the right to refuse recognition to any club for multiple factors including but not limited to: requiring extensive funding/resources, lack of facility space, involvement of high liability or risk, club purpose, goals, and/or lack of sustainability of club.

**If your club currently meets the minimum criteria listed above, please continue with the Registration Process below:**

## Registration Process

- Submit the completed application to: [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) and CC [scc.usfsportclubs@gmail.com](mailto:scc.usfsportclubs@gmail.com)
- A Sports Programs Coordinator and the Sport Clubs Council (SCC) will review the application to verify the eligibility for the program

# Membership & Administrative 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	
Full Membership	100% USF Students	

A **student** is any individual who is admitted, enrolled, or registered in any course or program at the University of South Florida, regardless of Delivery method (in-person, online, etc.), Degree-seeking status, or is not currently enrolled but is eligible to enroll in future terms without needing to reapply

### A&S Funded Clubs

Clubs receiving Activity & Service (A&S) funding must meet the following requirements:

- **No mandatory dues** may be charged for membership.
- **Membership must be open** to all USF students.
  - *Note:* Competition teams may have tryouts or restrictions, but non-competitive activities (practices, socials, etc.) must remain open to all members.
- Must have a **minimum of 10 USF student members**.
- **100% of members must be USF students**.
- Clubs found with non-USF student members may face **deactivation** and/or **loss of funding and practice space**.

### Non A&S Funded Clubs

Clubs not receiving A&S funding are subject to different guidelines:

- May charge mandatory dues.
- May restrict membership.
- Must still have a minimum of 10 USF student members.
- 100% of members must be USF students.

## Membership Audits

Each semester, the Sports Programs Office conducts audits to ensure compliance with:

- Sport Clubs Membership Requirements

- Classification Matrix Level Requirements
- BullsConnect waiver completion

### **Audit Process**

- Audits may occur via:
  - Online video meeting
  - In-person meeting
  - Attendance at a club function (practice, event, or meeting)
- **Advance notice is not required**
- All club officers and members must:
  - Cooperate fully
  - Pause activities if requested
  - Present a **USF ID** or valid photo ID upon request

### **Passing an Audit**

A club **automatically passes** if all three conditions are met:

1. All participants have an **approved waiver** on BullsConnect
2. All participants are **current USF students**
3. The club meets the **minimum active membership** required by its classification level

### **Failing an Audit**

A club **automatically fails** if **any** of the following occur:

- One or more participants **lack an approved waiver**
- One or more participants are **not current USF students**
- Fewer than **required active membership participants** are present

### **Follow-Up & Consequences of a Failed Audit**

- If a club fails an audit, it must pass a second audit within two weeks.
- Failure to pass the second audit results in immediate suspension.
- To be reinstated and avoid deactivation or tier demotion, the club must:
  - Pass a third audit before March 31 of the spring semester.

### **Officer Elections**

- Annual elections must be held between **March 1<sup>st</sup> –31<sup>st</sup>**
  - Please email the Sport Clubs Office with the new officers' positions, names, cell phone numbers, and USF emails.
- If an officer is elected **outside this period**, a [Sport Club Change of Officer Form](#) must be submitted
- All officers must complete **Officer Training** within **2 weeks** of their appointment to be officially recognized.

### **BullsConnect Re-Registration Deadline**

- Re-registration opens on the first Monday of March.
- The outgoing president is responsible for submitting the re-registration form on

BullsConnect.

- Newly elected officers must accept their roles after submission.
- Missing the re-registration deadline will:
  - Keep the club's BullsConnect profile inactive
  - Force the club into registering as a brand new organization
  - Potential loss of Sport Clubs Program membership
- Failure to complete re-registration by the CLCE final deadline will result in immediate suspension of the club until remedied

## Classification System

The Classification Matrix (can be viewed in the Appendix) categorizes sport clubs based on their level of activity and competition. This system helps:

- Align university support with each club's needs and goals
- Set clear expectations for involvement
- Guide resource allocation decisions

### Classification Levels

#### High Competition

Clubs that compete frequently and pursue postseason opportunities (e.g., Regionals, Nationals). Members are primarily focused on high-level competition.

#### Moderate Competition

Clubs that compete occasionally. Member focus may vary between competitive and recreational participation.

#### Recreation/Instruction

Clubs focused on recreational play or skill development. Some members may attend clinics or compete occasionally. *Note: All new clubs begin at this level*

### Moving Classification Levels

Clubs may request a change in classification each spring by submitting the [Classification Change Form](#) no later than the **first Friday in March**. Requests are reviewed by the Sports Programs staff and Council, with final decisions made by the **end of the spring semester**.

### Classification Bonus Points

Clubs can earn **optional bonus points** by engaging in campus and community activities. These points:

- Help demonstrate club activity and involvement
- May support requests for:
  - Increased funding

- Higher classification tier
- Improved Report Card scores

Bonus point submissions can be made through **BullsConnect**.

### **Report Card Grades**

Based on the Classification Matrix and Bonus Points, the following equation will be used to determine a club's "Report Card Grade":

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

Each club's Report Card score is compared against others to create a ranking model. This ranking helps determine: facility/practice space priority, funding eligibility and categories, marketing support, etc. Clubs that **do not meet the minimum requirements** for their current classification by the **second Friday in April** will be:

- **Relegated** to a lower classification level, or
- **Deactivated**, if minimum standards are not met

## **Discipline**

Sport Clubs represent the University of South Florida and are expected to uphold high standards of conduct. Clubs and their members must comply with the following:

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

Club officers are responsible for ensuring all members follow these policies. Violations may result in disciplinary action against the club and/or individuals.

### **Disciplinary Review Process**

- All cases are initially reviewed by the **Sport Clubs Coordinator**.
- The **Sport Clubs Council** may be consulted as an advisory body.
- Violations of university-wide conduct standards will be referred to **Student Conduct & Ethical Development** for possible judicial action.

### **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.

## **Examples of Misconduct**

### **General Misconduct**

- Alcohol or drug use at club events (as participant, coach, or spectator)
- Hazing
- Illegal activity
- Disruptive or inappropriate behavior at any club-related function
- Unsportsmanlike conduct, abuse, or disrespect toward others
- Association with misconduct without intervention
- Inappropriate online or public representation of the club

### **Facility Misuse**

- Unauthorized use of Recreation & Wellness facilities
- Violating facility policies or time restrictions
- Leaving trash or equipment out
- Damaging property (e.g., using wet fields)
- No club representative present at events
- Misrepresenting club affiliation for facility access
  - Facility Policies [Link](#)

### **Financial Violations (A&S Funded Clubs)**

- Charging mandatory dues
- Restricting membership
- Charging admission to A&S-funded events
- Misusing or improperly storing A&S-funded equipment

### **Administrative Violations**

- Unauthorized key duplication or access
- Traveling without approved Travel Request
- Failing to report injuries
- Non-compliance during audits
- Allowing participation without waivers or eligibility
- Using unapproved coaches/instructors

## **Suspension**

Suspended clubs may lose access to:

- A&S funds
- Facility reservations
- Travel opportunities
- Other university privileges

## **Deactivation**

Deactivated clubs lose access to:



- All university and Recreation & Wellness privileges
- BullsConnect page
- A&S funding and facility use

### *Appeal Process*

Appeals must be submitted in writing within 5 business days of the decision to the Assistant Director for Sports Programs. The Assistant Director's decision is final and may result in a more severe sanction.

## *Coaches/Instructors*

Sport Clubs may choose to secure a coach or instructor at their own discretion. These individuals are considered volunteers, not employees of the University of South Florida or Recreation & Wellness, and are not entitled to employee benefits

### **Compensation & Contracts**

- Clubs may choose to financially compensate coaches/instructors, but this is solely the club's responsibility.
- The Sport Clubs Program **does not** provide payment or manage contracts.
- Clubs entering into contracts are strongly advised to seek legal counsel.
  - USF and its departments are not liable for any contractual disputes or damages.

### **Oversight & Removal**

- The Sport Clubs staff reserves the right to remove a coach/instructor if they are not acting in the best interest of the club or university.
- Clubs may also remove a coach/instructor at any time and for any reason.

### *Role of a Sport Clubs Coach/Instructor*

- Focus solely on coaching and instruction—not club management
- Allow student officers to handle all administrative duties and serve as the club's official representatives
- Follow all University and Sport Clubs policies
- Promote sportsmanship and represent USF professionally at all times, including during travel and off-campus events
- Never promise or provide monetary rewards or scholarships to players
- Purchase personal medical and liability insurance, as they are **not covered** by the University
- Avoid contacting university officials (e.g., Recreation & Wellness Director, Athletic Directors) about club matters without notifying Sport Clubs staff first
- Prohibit hazing and avoid creating an environment where hazing could occur
- Avoid private, unsupervised interactions with athletes; one-on-one discussions should occur in public or observable spaces

## Prohibited Conduct (Grounds for Immediate Removal)

Coaches/instructors must not:

- Share hotel rooms or sleeping arrangements with athletes during travel or events.
- Provide private transportation or engage in one-on-one travel unrelated to club activities.
- Engage in private, non-sport-related social media communication with athletes.
- Host club events or meetings at their personal residence.
- Engage in **romantic or sexual relationships** with club athletes.

*These are strictly forbidden due to power imbalances and ethical concerns.*

## Sport Club Coach/Instructor Steps

**If a club wishes to bring on a volunteer or paid coach/instructor, they must complete the following process:**

1. Complete the [Sport Clubs Volunteer Coach/Instructor Agreement Form](#) and submit the completed and signed form to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)

**If the coach is not a USF Student/Staff/Faculty Member they must continue to the following process:**

2. Submit a [Purchase Request Form](#) to [sg-rmdpurchase@usf.edu](mailto:sg-rmdpurchase@usf.edu) for the cost of the background check, which is \$58.
  - Background checks are good for 5 years as long as the coach has been working for 5 consecutive years. All new coaches must receive a background check. Returning coaches will receive a new request after 5 years.
    - Upon review and confirmation of properly completed and submitted form(s), the Sports Programs office will submit the completed form(s) to [volunteerservice@usf.edu](mailto:volunteerservice@usf.edu).
3. The Coach/Instructor must complete the Violence Against Women Act and Title IX training within 1 month of receiving their background check results.
  - Before the coach can interact with the team, they must complete and pass their background check.

**If a club wishes to provide compensation for a coach/instructor, they must continue to the following process:**

4. Submit a [Purchase Request form](#) to Student Business Services at [sg-rmdpurchase@usf.edu](mailto:sg-rmdpurchase@usf.edu) for the amount the club wishes to pay the coach (**No**

**more than \$4,500)**

- Once the purchase request has been confirmed, Sports Programs will generate a Payment Packet for the Coach consisting of:
  - A Hiring and Personnel Action Form
  - A Volunteer Letter of Engagement
  - A Nonrecurring Compensation Form
  - A GEMS Non- Employee Request Form
- The coach should be prepared to complete and sign these forms through DocuSign
- The coach will receive an email to provide their personal information to HR and complete RightStart Hiring Training.
- Upon processing of this paperwork, which may take a minimum of 2-3 months, the coach will receive payment on the next available pay cycle.

## ***Risk Management***

### ***Participant Waivers***

All students must complete a [Sport Clubs Participant Waiver](#) on **BullsConnect** before participating in any club activities.

- The waiver is located in the **Forms** section of the **Sport Club Council** page on BullsConnect.

### **Minors (Under 18)**

- Must complete both:
  - The **online waiver** on BullsConnect, and
  - The [Sport Clubs Minor Participant Waiver](#) (downloadable from the **Documents** section)
- The paper form must be submitted **via email or in person** to the Sport Clubs Office.

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

- If hosting an event at **Recreation & Wellness facilities**, all visiting participants must complete [a Sport Clubs Visitor Waiver](#).
- This form is available in the **Documents** section of the Sport Club Council page on BullsConnect.

### ***First Aid/CPR Certifications***

- Club Risk Managers must always maintain current CPR/AED and First Aid certifications
- It is strongly recommended that an additional officer also be certified.
- Certified individuals should be prepared to assist Athletic Trainers or Sports Programs Supervisors during emergencies.

### **Certification Guidelines**

- Only certifications that require hands-on skill demonstration are accepted.
  - Online-only certifications are not permitted.

- To submit certifications, email a copy to: [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)

#### **Practice & Travel Requirements**

- It is strongly recommended that a certified officer or trained student is present at every practice and home competition.
- It is required that a certified officer or trained student is included on the travel roster for all away events.

### **Insurance and Medical Considerations**

#### **University Coverage**

- The University of South Florida does not provide insurance for sport club participants.
- All injuries, damages, or losses are the responsibility of the individual—not the university.

#### **Personal Insurance**

- Participants are **strongly encouraged** to carry personal accident/health insurance.
- Injured participants are **financially responsible** for their own treatment.
- Club officers should inform members of this responsibility.

#### **Travel & Private Vehicles**

- When traveling, any injury or damage involving **private vehicles** is the responsibility of the individual—not USF.

#### **Medical Safety Guidelines**

- Club officers share responsibility for member safety and must promote **safe practices**.
- Participants are encouraged to:
  - Consult with a physician, Athletic Trainer, or Student Health Services about any health concerns.
  - Wear **appropriate attire and protective equipment**—opting out is at their own risk.
  - Obtain a **physical exam** before participating in club activities

### **Injuries and Incidents**

To protect the club, participants, and the university, **all injuries and incidents must be documented**. 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.* **They must be turned immediately after the injury or incident (by the next business day) via email to [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)**

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

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

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

1. Lost, damaged, or stolen property/equipment

2. Safety concerns (physical hazards, poor conditions, etc.)
3. Traffic accident
4. Poor conduct or sportsmanship
5. Physical altercation (an Injury Report Form is also needed)
6. Verbal abuse
7. Threatening behavior

## **Lightning and Adverse Weather**

Lightning poses a serious risk during outdoor activities. To ensure safety, all clubs must follow the guidelines below during practices, games, and events.

### **Monitoring**

- **Sports Programs Supervisors** will monitor weather using lightning detectors and radar during **home games** and **select practices**.
- Supervisors will coordinate with coaches and officials to ensure safety.
- When supervisors are **not present**, clubs must:
  - Monitor **WeatherSTEM** for on-campus events
  - Monitor **WeatherBug** for off-campus events
  - Seek **safe shelter** if lightning is seen or thunder is heard
  - Suspend activity if lightning strikes within **10 miles** in the past **30 minutes**

### **Safe Shelter Guidelines**

Safe shelters include:

- Buildings with **four walls, a solid roof, plumbing, and electrical wiring**
- **Fully enclosed vehicles** with windows up and metal roofs

### **Practice Cancellations**

- On-campus practices canceled due to weather will be communicated via **USF email by 3 PM**.
- After 3 PM, cancellations may be communicated by **Coordinators or on-site Supervisors**.

### **Game Play Suspension**

- Play is suspended when lightning is detected within **10 miles**.
- A **30-minute delay** is required from the last detected strike.
- All participants and spectators must **vacate the area and seek shelter**.
- Sports Programs staff have full authority to **clear activity areas** if conditions are unsafe.

This policy aligns with the **NATA Position Statement on Lightning Safety**.

## **Athletic Trainers**

USF **does not** provide Athletic Trainers (ATs) for Sport Club events or practices. However:

- Clubs are strongly encouraged to have an AT present at all hosted events, especially for contact sports
- If a club's governing body requires an AT, the Sport Clubs Office will also require it
- Depending on the event's size or risk level, an AT may be required even if not initially

requested

### Hiring an Athletic Trainer

- Clubs may use platforms like go4.io to find certified ATs
- Non-USF affiliated ATs must be verified by the Sport Clubs Office. Send credentials to:  
[rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)

### Cancellations

- If an AT cancels within 24 hours of the event, the club must:
  - **Notify the Sport Clubs Office immediately**
  - Secure a qualified replacement before the event begins
- Failure to do so may result in event cancellation.

## Serious Incident Protocol

If a participant is transported to an emergency medical facility:

1. The **President, Risk Manager, or highest-ranking officer present** must:
  - Accompany the injured participant
  - Delegate club management to remaining officers
  - Notify the Sport Clubs Office:
    - **813-974-7084 or 813-974-5613**
2. While at the facility, the officer must:
  - Provide **regular updates** to the Sport Clubs Coordinator or next appropriate contact
  - The Coordinator will communicate with the **Recreation & Wellness Director** or designee
3. The Director or designee may initiate additional protocols, including:
  - Contacting the participant's family
  - Coordinating with the **Counseling Center** or **Victim Advocacy**
4. As soon as possible, the officer must:
  - Complete and submit a [Sport Clubs Injury Report Form](#) and, if applicable, a [Sport Clubs Incident Report Form](#)
  - Forms are available in the **Documents** section of the Sport Club Council page on BullsConnect
  - Submit via email to: [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)

## Travel

### Funded Travel

To request A&S-funded travel, clubs must:

1. Submit the [Sport Clubs Funded Travel Request Form](#) to the **SG Travel Office** at [sg-rmdtravel@usf.edu](mailto:sg-rmdtravel@usf.edu)
  - Submit at least **2 weeks (10 business days)** before the first travel date
  - **Late submissions will not be funded**
2. Complete all required tabs in the form:
  - **Travel Request**

- **Travel Affidavit**
  - **Travel Roster** (with all traveler signatures)
  - **Additional Driver** tab (if applicable)
3. The form is available in the **Documents** section of the **Sport Clubs Council** page on BullsConnect.

### **Travel Support & Questions**

For questions about:

- Prepayments
- Reimbursements
- Lodging

Contact the SG Travel Office:

Student Business Services Travel Office

Location: MSC 2708

Email: [sg-rmdtravel@usf.edu](mailto:sg-rmdtravel@usf.edu)

**Phone: 813-974-3800**

### **Non-Funded Travel**

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

Any practice, scrimmage, or event, that occurs outside of the USF Tampa Campus or the 50-mile radius around the 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.

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

### **Conduct When Traveling**

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

# Reserving RecWell Facilities

## Practice Scheduling

- Clubs must submit the **Sport Clubs Practice Request Form** (in the SCC BullsConnect under forms) during the Summer prior to the Academic Year
- The form covers both **on-campus and off-campus** practices
- Late submissions are **not guaranteed** space
- Practice schedules are finalized by the **first week of classes** and shared with club officers via email

### Practice End Dates

- All practices end during the **last week of classes**
- To practice beyond this date, clubs must request an **exception** from Sports Programs and Special Events
- **No exceptions** are granted during **Winter Session**

### Practice Cancellations

- Clubs must notify [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) at least 3 hours in advance to cancel a practice
- For weather-related cancellations, clubs must email once the decision is made.
  - Outdoor cancellations may also be communicated by Sports Programs staff
- Special events may occasionally require practice cancellations or adjustments. Affected dates will be shared with club officers when possible.

### Consequences for Improper Cancellation

- 1st Offense: Warning email
- 2nd Offense: One-week suspension from RecWell facilities
  - Practicing during suspension may result in club deactivation

### University Closures

All practices are canceled during:

- University holidays
- **Winter Break, Spring Break, and the Summer Semester**

Special exceptions may be requested via [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu).

## Games and Special Events

To host a game or special event at **RecWell facilities**, club officers must complete the following steps:

1. Join the [Join our Recreation & Wellness BullsConnect page](#)
2. [Complete your RecWell Accountable Officer Form on BullsConnect](#)
  - a. Only one form is needed per school year, **unless officer elections occur**
  - b. The President listed on BullsConnect must match the one on the form
3. Email [rec-reservations@usf.edu](mailto:rec-reservations@usf.edu) to confirm form completion
4. Upon approval you'll receive:
  - a. A training video link
  - b. An Event Reservation Quiz
    - Do not submit a reservation request before completing the quiz



5. After passing the quiz, you'll receive access to the Events & Reservations Request Form
  - a. Submit event requests at least 15 business days (3 weeks) before your planned event to ensure availability and approval.

#### **Marketing Restrictions**

- Clubs **may not promote events** (e.g., on BullsConnect or social media) until **official approval** is received
- Violations may result in **Report Card point deductions**

#### **Athletic Trainer Requirements**

- Clubs should aim to have an Athletic Trainer (AT) at all hosted events, especially High Impact Clubs
- If required by the club's governing body, an AT is mandatory
- Clubs may use [Go4.io](http://Go4.io) to find certified ATs

#### **AT Confirmation Deadlines**

- **Weekend events:** Submit AT info (name, email, phone) by **Wednesday**
- **Weekday events:** Submit AT info by **Friday**
- Send to: [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu)
- If AT info is not submitted by **4:59 PM** on the deadline, the event will be **cancelled**

#### **AT Confirmation**

- USF staff will contact the AT to confirm availability and share event details
- If the AT does **not confirm within 24 hours**, the event will be **cancelled**

#### **Participant & Spectator Access**

- All attendees must wear an **approved wristband** to enter RecWell facilities
- Wristbands allow **free access** but attendees must remain in the event area.
- Anyone found outside the designated area will be asked to leave the facility

#### **Cash Collection Policy**

- If collecting **over \$500 in cash** at a RecWell-hosted event, clubs must hire a **University Police Officer** to oversee handling.
- **Prepayment options** are preferred over day-of cash collection.

### ***Limits on Special Events***

#### **Co-Sponsoring vs. Fronting**

- **Co-sponsoring** with other entities is allowed.
- **Fronting**—using club privileges to reserve space for non-USF groups to avoid costs—is strictly prohibited.
  - Events found to be fronting will be **canceled**.

#### **Club vs. Non-University Events**

##### **Club Event Criteria:**

- Organized and advertised by the club
- Club receives registration fees
- Club creates event schedules
  - Club pays direct costs and signs a usage agreement

##### **Non-University Event Criteria:**

- Organized (in part or whole) by a non-USF group

- Non-USF group receives registration fees
- Non-USF group creates event schedules
  - Non-USF group must complete a contract and pay rental/direct costs
  - Clubs may assist, but the event is not considered a “club” event

#### **Neutral Site Events**

- Events hosted at USF facilities where USF does **not participate** are considered **community events**.
- Outside organizations must:
  - Complete the reservation process with RecWell
  - Pay all applicable fees
  - Submit the **Facilities Reservation Request Form**

#### **Reservation Changes & Cancellations**

- Reserved facilities must be used
- Notify [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) and [rec-reservations@usf.edu](mailto:rec-reservations@usf.edu) of changes or cancellations at least 48 hours in advance
- Failure to notify may result in:
  - Charges for direct costs (e.g., field prep, staffing)
  - Loss of future reservation privileges

#### **Fees & Fines**

- Additional fees may apply for extra staffing (e.g., early openings)
- Clubs will receive an estimate and be billed post-event
- Clubs are responsible for cleaning up after events
  - Fines may be assessed for failure to clean

### **Tabling**

To promote your organization within Recreation & Wellness facilities, submit the [Recreation & Wellness Tabling Request form](#) at least 7 business days before your desired date.

## **Requesting Funding**

### **Eligibility Requirements**

To qualify for **Annual or Interim Budget funding** through the Sport Clubs Council, clubs must:

- Be open to all USF students regardless of identity or ability to pay dues.
- Not charge **mandatory dues** or fees for A&S-funded events.
- Be a **registered and active club** with the Sport Club Office for at least **an academic semester**.

Refer to **Title 8 Financial Code** (Chapters 804 & 806) on the Sport Club Council’s BullsConnect page for full funding and purchasing guidelines.

### **Annual Budget Process**

The Annual Budget Process is explained at the **November Sport Clubs Council General Body Meeting**. Forms and instructions are emailed to club officers the next business day.

### Submission Requirements

- Submit the **Annual Budget Request** to [scc.usfsportclubs@gmail.com](mailto:scc.usfsportclubs@gmail.com) by **4:59 PM on the third Monday in November**.
- Late or incomplete submissions:
  - Receive **no funding** for the fiscal year
  - Face a **15% reduction** in any Interim Budget request

### Budget Hearings

- Clubs must **present and defend** their budget to the **Sport Clubs Council Executive Board** between **weeks 2–5 of the spring semester**.
- The Board evaluates requests based on:
  - Alignment with club purpose
  - Report Card grade
  - Tier classification and requirement fulfillment
  - Past and current fund usage
  - Active membership count

### Appeals & Final Allocation

- Clubs have **1 week** to appeal using the **Annual Budget Appeal Form** on BullsConnect.
- Final allocations are communicated within **2 weeks** after the appeal deadline.

### Submission to Student Government

- The Executive Board compiles all club budgets and submits a consolidated request to **Student Government** by their fiscal deadline.
- After receiving the lump-sum allocation from the **Campus Allocation Funding Committee (CAFC)**, the Board distributes funds per **Student Government Proviso**.
- Final allocations are shared with clubs within **3 weeks** of receiving CAFC funds (excluding spring break).

## Interim Budget Process

Clubs without an Annual Budget may request Interim Funding.

### Penalties

- Clubs that were eligible but failed to submit an Annual Budget will receive a **15% reduction** in Interim funding.

### Acceptable Reasons to Request

- **Emergency Needs:** Natural disasters, theft (police report needed), vandalism, or critical equipment failure  
(*Note: General lack of funds does not qualify*)
- **Excellence & Development:**
  - Post-season competition (must be nationally sanctioned)
  - New, (unforeseen at time of budget request) initiatives that promote growth or visibility

### Submission Guidelines

- Requests accepted **September 1 – first Friday in April**

- Submit at least **4 weeks before funds are needed** (except emergencies)
- Use the **Interim Budget Request Form** on BullsConnect (under Forms)

#### **Funding Limits**

- No club may receive more than **15% of the total Interim Budget** per fiscal year
- No more than **50% of Interim Funds** may be allocated before **December 31**

## *Purchasing*

### *Purchasing Procedures*

*All purchasing forms and instructions are available in the **Documents** section of the **Sport Clubs Council** page on **BullsConnect**.*

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

#### **Purchasing Support**

For all purchasing and budget-related questions, contact:

Student Business Services (SBS)  
MSC 2708  
sg-rmdpurchase@usf.edu  
813-974-7100

#### **Financial Officer Training**

- Clubs may have up to **4 Financial Officers**.

Each officer must complete the **SBS Sport Clubs Financial Officer Training** on Canvas:

Enroll here: <https://usflearn.instructure.com/enroll/JFJHN6>

- Only the **Sport Clubs module** is required.
- Submit certification forms as directed in the course.

#### **Submitting a Purchase Request**

- Use the **SG Purchasing Request Form** (found on BullsConnect).
- Follow the [Step-by-Step Instructions](#) document for guidance.
- **Exception:** Payments for coaches/instructors follow a separate process (see the **Coaches** section).

#### **Deadlines & Spending Limits**

- A&S-funded clubs may only spend **up to \$500 total** during the **last two months** of the fiscal year (May–June), **excluding travel**.
- To spend funds before the new budget activates on **July 1**, submit requests by the **third Friday in April**.
- Unspent funds by June 30 do **not roll over** and are returned to Student Government.

## *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**

- Club Presidents are responsible for distributing, collecting, and storing club equipment.
- Equipment used exclusively by an individual must be checked out by that individual.

### **Key Access**

- 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**

- Equipment and keys can be picked up or returned during Sports Programs office hours.
  - For after-hours access, appointments must be made with the club's Sports Programs Administrative Contact.
- Individuals are personally responsible for all items checked out to them. Failure to return or report lost/damaged items may result in a hold on their university account.

### **Storage**

- All university-owned equipment must be stored in secure, approved, on-campus locations.
- Off-campus storage requires prior approval via [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu).

### **Inventory**

- Clubs must complete an equipment inventory at the start of fall and end of spring semesters
- The president who signed out the inventory is responsible for its return.
- To dispose of damaged/outdated items please state this during inventory checks

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

- Equipment not purchased with A&S funds is the club's responsibility for storage, maintenance, and tracking.
- It must not be stored with A&S-funded items unless approved.
- All branded equipment must be approved by the Sport Clubs Office before purchase, even if using a pre-approved logo

### **Audits**

- The Sports Programs Office and University Property Services may audit equipment at any time
- Clubs must cooperate fully with all audit requests

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

- Report this to the [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) email immediately
- Do not dispose of equipment without approval
- Clubs or individuals may be held financially responsible, and a university

hold may be placed if procedures are not followed

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

- Purchases are delivered to the Recreation & Wellness Center.
- Clubs will be notified when items are available.
- For local pickups, coordinate with Sports Programs staff.
- Shipping Address:  
Jennifer Fasano – ATTN: [Club Name]  
12301 USF Genshaft Drive, REC 111  
Tampa, FL 3362

## ***Marketing, Branding, & Compliance***

### ***Sport Clubs Social Media Guide***

Follow [this link](#) for our Sport Clubs Marketing and Branding Guidelines that outlines expectations for utilizing social media and marketing guidelines.

### **Platforms and Handles**

- Within 2 weeks of creating a social media account, clubs must add the account link to their BullsConnect page.
- All accounts must:
  - Include “club” in both the handle and bio.
  - End with “USF” in the handle.
  - Follow the naming format:
    - “[Sport Name] Club at USF” or
    - “[Sport Name] Club at the University of South Florida”
- BullsConnect page registration will be denied if naming conventions are not followed.

### **Gendered Club Naming**

- Gendered clubs may use non-gendered names for:
  - Social media handles
  - Equipment (excluding uniforms)
- However, the gendered name must appear on:
  - BullsConnect
  - Social media bios
    - *Example: “Men’s Ice Hockey Club at USF” on BullsConnect;  
“Ice Hockey Club at USF” on equipment*

### ***Logo Usage Guidelines***

#### **Use of USF Acronym Logo**

- Sport Clubs may use the [USF Acronym Logo with their approved organization name](#) on social media and marketing materials. We commonly call these **Lockups**.
  - Please email the [rec-sportclubs@usf.edu](mailto:rec-sportclubs@usf.edu) email if assistance is needed accessing

- Approved naming formats are:
  - “[Sport Name] Club at USF™”
  - “[Sport Name] Club at University of South Florida™”
- When using the Lockups, there is no need to include “at USF™” or “at University of South Florida™” in the logo text in addition.
- Alternative Logo Options:
  - Clubs may opt not to use the USF logo.
  - If referencing USF textually in a custom logo, the official name and ™ symbol must be used.
  - Clubs may also choose to exclude any USF reference entirely.

### **Uniforms & Equipment**

- Clubs may separate the USF logo and club name on uniforms/equipment.
  - Logo and club name proportions **must** match the official artwork (club name should be at least 60% the height of the “F” in the logo).
- The club name must appear prominently (e.g., front chest or back above numbers).

### **Approval Process**

- All logo placements (on apparel, uniforms, items, etc.) must be submitted for approval before purchase or distribution, regardless of funding source.
- Failure to submit mockups may result in disciplinary action.

### **Social Media Conduct**

- Clubs represent the university and must maintain appropriate content on social media.
- Do not post content involving alcohol, drugs, or inappropriate language—if it’s not allowed at club events, it shouldn’t be online.

## ***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](#)
- [Student Organization Resources](#)
- [Student Success Marketing Support](#)
- [Resident Hall Resources](#)
- [Marshall Student Center Marketing](#)

### **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](#)

## *Anti-Hazing Policy*

Clubs are also responsible for understanding and following the [Student Code of Conduct](#) (Page 10) and the Prohibition and Prevention of Hazing - Office of Student Success, which reads as follows:

Hazing – 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.

Actions and situations that may constitute hazing include, but are not limited to, the following: Forced or coerced consumption of food, alcohol, beverage, drugs, or other substance; Paddling, hitting, whipping, beating, slapping, branding, and/or physical brutality in any form; Creation of unnecessary fatigue; Personal servitude; Physical and/or psychological shocks; Wearing of apparel that is conspicuous and not normally in good taste; Degrading or humiliating games or activities; Sleep, food, or beverage deprivation; Isolation and exclusion from social contact; Calisthenics or other forced physical activity that could adversely affect the physical health or safety of the student; Unreasonable exposure to the elements; Kidnapping or abandonment; Line-ups and berating behaviors; Undue interference with academic pursuits; Pressuring or coercing involvement in activities that violate state or federal; law, lewd, or in violation of University Policy.

**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/>



# Appendix

## Classification Matrix:

Classification Matrix				
Minimum Tier Requirements				
	High Competition	Moderate Competition	Recreation/Instruction	Notes
Active Membership	15 Members	12 Members	10 Members	Members must have BullsConnect Waiver. Minimum for club's Audit
Officers	President, Vice President, Treasurer, and Risk Manager			Risk Managers are required to have a CPR Certification for any club to travel or have any off-campus practices. Officers must be official to SC Office
Practices	2	2	1	In season, this many practices a week are required
Travel Events	2	1	0	Must be approved travel by the SC Office. Must be representing USF not as an individual.
Home Events	2	1	0	Must be approved seminar, home or off-campus home events by SC Office
Community Service*	15 Team Hours (4 members minimum)	10 Team Hours (3 members minimum)	5 Team Hours (2 members minimum)	Must be submitted to SC Classification Points Form within 2 weeks of service. Community Service based on number of hours completed by each member at the events <i>Ex. 5 Members do 2 hours of CS, counts as 10 team hours</i>
Fundraising*	20% of Allocated Funds	15% of Allocated Funds	10% of Allocated Funds	Must be submitted to SC Classification Points Form within 2 weeks of receiving. Fundraising can include donations, sponsorships, Foundation donations, etc. Must appropriately represent USF
SC Event Attendance*	3 (4 members minimum)	2 (3 members minimum)	1 (2 members minimum)	Must be submitted to SC Classification Points Form within 2 weeks of attendance. Similar Clubs only approved once, Attendees Must Stay for <b>whole game</b> or 2 Hours, Must Verify with Event Supervisor or Host Club Officer.
Social Post*	2x tags a month	1x tags a month	1x tags a month	Must tag @usfrecwell or @usf_esports . Profile posts must be from Club Accounts and Club Accounts must be public in order to receive credit

## Classification Points:

\*These categories can be submitted for Classification Points

### Classification Points "CPs" Break Down

Category	Items	Point Value	Total Points Possible	Point Deductions
Travel Paperwork	Pre Travel Forms Post Travel Forms	N/A	N/A	Deadline: 10 business days before trip, 3 business days after trip. -5pts per day if late/incomplete after deadline
Practices	BullsConnect Check Ins	N/A	N/A	-5 points every practice not on Bulls Connect/No Check Ins/Not appropriately cancelled
Recruitment Nights	Fall/Spring	5 CPs	10	-10 CPs if no show after RSVP or 5 pts deduction if club leaves early
Fall Admin Items	Bulls Connect Registration All Officer Training President All Officer Training Vice President All Officer Training Treasurer All Officer Training Risk Manager CPR/First Aid Certification * Financial Officer Training Fall Equipment Inventory* Volunteer Coach Agreement*	25 CPs each	225	-5 CPs for each item per day that it is late past deadline set * If club does not have the need to submit these, must officially inform Office for points*
Spring Admin items	End of Year Equipment Checkout*	25 CPs	25	-5 CPs for each item per day that it is late * If club does not have the need to submit this, must officially inform Office for points*
Audits	Fall & Spring	50 CPs each	100	-10 CPs per audit failed (other sanctions as well)
Socials Checks	9/10; 10/8; 11/12. 1/14; 2/11; 3/11; 4/8	5 CPs each	45	-5 CPs if social media account is deemed inactive for prior month
Meetings/ Trainings	Fall/Spring	2.5 CPs per Officer at each/any hosted	25	-10 pts if no officer attends meeting
Community Service	Only approved service by the Sport Clubs Office	.5 CPs per hour over minimum	25	
Attendance at Other Sport Club's Events	Sport Clubs Office Recognized Home Events w/Tier Required Members	5 CPs per Event over minimum	35	
Fundraising	Approved Fundraising by Sport Clubs Office	.3 CPs per 1% over minimum	40	
Marketing	Tags will be dated by Office, must be before social check to be given credit	.5 CPs per Tag over minimum	10	
All points can be added or taken away by opinion of Sport Clubs Office. Miscellaneous points can be awarded or deducted by judgment of Office and/or Sport Clubs Council.				
				Points Possible=540