



# PARTICIPANT GUIDE

“Leaders aren’t born. They are made.” -Vince Lombardi

## Campus Life & Student Success

### Wellness & Recreation



Wellness & Recreation

STETSON UNIVERSITY  
SPORT PROGRAMS

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# GENERAL INFORMATION

Thank you for your participation in Club Sports at Stetson University's Department of Wellness & Recreation. We are grateful you have chosen to establish a partnership and association with us through your sporting activity and wish you nothing but the best in your Club's future endeavors.

The Club Sports Participant Guide has been created to provide you with key information on policies and procedures that your Club will need to know and abide by to be able to exist as a student organization on this campus and a Club Sport at this university. Every Club Officer is expected to thoroughly understand the policies and procedures outlined throughout the Participant Guide and adhere to them when leading their respective Clubs.

A Club Sport is defined as a student organization that has been established by individuals who are motivated by a common interest in a particular sporting activity. The program's overall goal is to foster an environment of learning and development through involvement in teamwork, fundraising, service projects, budgeting, scheduling, and, of course, practicing and competing within each Club's particular sport. Striving to promote and encourage the values of the Division of Campus Life and Student Success, we are confident that Club Sports enhances the overall student experience while promoting aspects of wellness, recreation, and vibrancy to Stetson University.

Each Club Sport is a student-oriented and student-run organization whose membership is comprised of undergraduate and graduate students that meet the existing eligibility requirements established in the Club Sports Participant Guide. The students within each Club, specifically the Club's Officers, are responsible for the internal administration of their Club.

Wellness & Recreation has dedicated a specific number of professional staff members and graduate assistants who will assist as the primary contact for each Club throughout the academic year. It is an expectation that each Club be in constant contact with its primary contact, providing consistent and essential updates on Club operations throughout the year.

Again, we wish you nothing but the best in your adventure at Stetson and as a Club Sport. We look forward to all of the success your Club will enjoy during its time on campus.



Stetson University  
Sport Programs



@SUSportPrograms



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*Instagram*

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# STAFF DUTIES & CONTACT INFORMATION

Travis Potter  
Assistant Director, Sport Programs

tpotter1@stetson.edu  
(386) 822-7003

- Oversee planning, development, and implementation of all individual Club Sport programs
- Daily advising for the Club Sports program and communication of activity and updates
- Facilitate reimbursements and distribution of allocations
- Coordination of leadership meetings and officer trainings
- Coordination of all IMLeagues activity and all Sport Programs social media and marketing, including Facebook, Twitter, and Instagram

John Paul Dean  
Graduate Assistant, Sport Programs & Budgeting

jdean1@stetson.edu  
(386) 822-8117

- Assist in the planning, development, and implementation of all individual Club Sport programs
- Recruit, train, schedule, and evaluate the Club Sports Council staff
- Manage operational and restricted budgets for each Club Sport organization
- Assist with payment documentation, budget planning, and equipment inventory/purchasing processes

Steve Ersing  
Graduate Assistant, Sport Programs & Reservations

sersing@stetson.edu  
(386) 822-8117

- Daily administration of the Intramural Sports program and communication of activities
- Facilitate hiring, training, and scheduling of the Sport Programs staff, including Sport Supervisors and Intramural Sports Officials
- Manage all reservations for the Hollis Center and related field spaces
- Advise with the evaluation, revision, and implementation of all program rules, policies, and procedures
- Coordination of all IMLeagues activity

## PHONE NUMBERS

Wellness & Recreation: (386) 822-7237

Student Development and Campus Vibrancy: (386) 822-7708

Campus Life: (386) 822-7200

Student Health Services: (386) 822-8150

Stetson Public Safety: (386) 822-7300

Stetson Counseling Center: (386) 822-8900

# ELIGIBILITY

The Stetson University Club Sports Program operates in accordance with all Federal laws and regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnic group, national origin, sexual orientation or handicap. Membership in all Clubs must be open to all currently enrolled students (undergraduate and graduate), pending any league rules stating otherwise.

- Undergraduate students must be enrolled at Stetson University for at least six credit hours per semester to participate in the Club Sports program. Graduate students must be enrolled for at least three credit hours per semester.
- Graduate students may be restricted from league or association competition. Please check with your league or association in advance of competition for eligibility guidelines.
- A participant is not permitted to practice, travel, or play until completing a Member Agreement Form, which can be found within the forms section of the Club Sports HatterSync page.
- Current varsity intercollegiate athletes are not eligible to participate in the same or comparative sport within the Club Sports program if they have appeared on the roster of that varsity athletic team at any time during the current academic year. Former intercollegiate athletes are allowed to participate; however, Clubs are advised to check with their leagues and associations to ensure that they meet league/association eligibility requirements.

Active Club Sports participants must maintain at least a 2.0 GPA to remain in good standing within the program. Individual clubs may also make additional GPA requirements in their own constitutions. In addition, Clubs are advised to check with their governing leagues and associations to ensure their participants meet league/association academic requirements.

Tryouts cannot be conducted to cut members or prospective members from Club activity. Tryouts may be held to determine what members of the Club will compete or to determine A and B squads, etc. as long as all members of the Club are given an opportunity to engage in Club opportunities.

## CLUB SPORTS COUNCIL

The Club Sports program is governed by the Club Sports Council (CSC). The CSC is an advisory group who oversees and interacts directly with the professional staff and individual Clubs. The CSC shall exist to evaluate proposed program and policy changes. Primarily, the CSC recognizes the duty to improve and promote a quality Club Sports program at Stetson University. It is the intention of the CSC to provide an ethically sound council, which is professional in its operation, objective in all its decisions, and committed to the philosophy and policies of Wellness & Recreation and Stetson University.

Responsibilities of the CSC include, but are not limited to:

- Reviewing Club Registration applications for new Club Sports organizations and listening to (and approving/denying) proposals made for new membership
- Providing direction for the implementation of new policies and regulations
- Providing a forum for Clubs to discuss general concerns regarding the program
- Collaboration to discuss funding allocations and requests
- Providing leadership, direction, and mentorship for all Club Sport participants

Individuals wishing to serve on the Club Sports Council should contact Assistant Director Travis Potter or Graduate Assistant John Paul Dean prior to April 2019.

## CLUB REGISTRATION PROCESS

A Club Sport is defined as a student organization that has been established by individuals who are motivated by a common interest in a particular sporting activity. The program's overall goal is to foster an environment of learning and development through involvement in teamwork, fundraising, service projects, budgeting, scheduling, and, of course, practicing and competing within each Club's particular sport.

Striving to promote and encourage the values of the Division of Campus Life and Student Success, we are confident that Club Sports enhances the overall student experience while promoting aspects of wellness, recreation, and vibrancy to Stetson University.

The registration process is designed to be a part of the student group's learning experience within the program. The best Club registration should always include clear evidence of leadership for the potential new Club. Each group will be expected to reveal a genuine long-term interest in the activity on Stetson's campus and a plan to maximize on that potential for growth.

To start your own Club Sport, complete the following steps:

- Contact a Sport Programs professional staff member to alert them about your intention to join the program.
- Register your organization within the Club Sports section of OrgSync.
- Host an interest meeting, and invite other students who have shown interest in participating with the Club. At the meeting, be sure to complete the Interest Meeting Report.
  - Introduce yourself and anyone else who has been working with you to get the Club going.
  - Explain your expected Club mission and values, including prospective leagues the Club will play in and how the Club will gain its funding.
  - Explain how these people can be a part of the organization's development and what their roles will be.
  - Be sure all people attending the meeting give you their name, email, and signature.
  - Take additional suggestions regarding the Club's structure.
  - Have someone keep detailed minutes of the discussion and decisions that take place during the meeting.

- Develop your Club's constitution and bylaws. A template is provided to you on HatterSync via the sample constitution file.
- After submitting your registration for approval, you'll be asked to present to the Club Sport Council in regards to your Club's mission, vision, and values, its perceived biggest challenges it may face throughout its existence at Stetson, and all methods of proposed operations.

Following the presentation, the Council will ask questions and submit a vote to the Assistant Director. If the vote is in favor of establishing the Club, you'll then begin a trial semester of being an active Club. After the trial period the Club will be official and can present at budget allocation hearings.

## CLUB LEADERSHIP

Continual and effective leadership is essential to the success of any student organization. Club Sports are led by officers, an advisor, and possibly a coach or instructor.

### CLUB OFFICERS

A Club officer group typically consists of a President, Vice President, Treasurer, and Safety Officer. Other officer positions, including names of the positions themselves, can be determined and filled as described in the Club's constitution.

The responsibilities of the Club officers are as follows:

- Acting on the Club's behalf and to access/reserve facilities and purchase services for their organization
- Complying with all Stetson University and Club Sport policies and procedures, and to share this information with all Club members
- Verifying that the organization abides by all local, state, and federal laws in all of its operations
- Serving as official representatives who may be held jointly and/or individually responsible for the activities and the behavior of the organization and liable for all incurred debts and obligations to Stetson University

The Safety Officer's responsibilities include:

- Maintaining current certifications in American Red Cross Adult CPR/AED and First Aid at the Community level
- Attending all practices and events where there is not a Sport Programs staff member present to provide safety-based care
- Reporting on injuries that occur during all practices and events where there is not a Sport Programs staff member present to provide safety-based care
- Collaborating with a Sport Programs staff member who is assisting in giving care to an injured participant



Each Club is required to update its registration materials in HatterSync at the beginning of each semester and any point during the semester when a change in the Club's officer group occurs.

## **CLUB ADVISOR**

The Club advisor plays a crucial role in providing direct and professional assistance to the Club throughout the year. Advisors must be current full-time faculty or staff members at Stetson University. Graduate Assistants, faculty/staff dependents, and part-time employees are not eligible to serve as an advisor.

The responsibilities of the Club advisor are as follows:

- Serving as an additional resource on campus for officers and Club members
- Assisting members in maintaining a balance between academic endeavors and extracurricular activities
- Developing leadership qualities of Club officers and attending Club meetings when requested by the Club officers
- Abiding by all Stetson University and Club Sports policies and procedures
- Ensuring that activities and undertakings of the Club reflect favorably on the institution's mission/values
- Assisting in Club officer development through their respective administrative duties while also providing alternative ideas and critical thinking opportunities
- Allowing the Club officers to fulfill the duties of their respective positions

Clubs are required to complete an Advisor Agreement every 18 months (at minimum). In the instance of an advisor leaving the institution, the Club will have until the end of the current semester to find a replacement. Clubs who do not find a replacement by the required deadline will be subject to disciplinary action and/or suspension of Club activities.

## **COACHES & INSTRUCTORS**

Clubs are not required to acquire the services of a coach or instructor for their specific sport. Coaches and instructors who are acquired are not required to be paid by the Club. However, the Club may compensate the coach/instructor at an annual rate of its choosing, provided the funds are available in the Club's restricted account.

Coaches/Instructors are also required to agree to a background check, which will be kept on file for 24 months. In the case of a fee being charged to run the background check, Sport Programs will provide the necessary funds.

The responsibilities of the coach or instructor are as follows:

- Fulfill all obligations committed to the Club, whether a volunteer or compensated independent contractor
- Provide coaching and/or instruction on the Club's activity, under the direction of the Club officers



- Provide suggestions and constructive criticism for all aspects of the Club's individual methods of operation
- Stressing the development of transferable skill sets that promote the mission and values of the Club Sports program

Coach/Instructor contact information is required to be updated in the Coach/Instructor Profile Form each academic year. Any compensation occurs as a one-time payment and will not, in any way, allow the individual access to any of Stetson University's employee benefits packages.

## CLUB CONDUCT

The opportunity to represent Stetson University, on and off campus, comes with a high standard for player, coach, and advisor conduct. Not only are all Club-associated individuals held to the rules, policies, and procedures of the Club Sports Participant Guide, but each individual shall also recognize, and adhere to, the expectations set in the Code of Community Standards.

### SPORT CLUBS OFFICIAL REPORT OF ENGAGEMENT

The Sport Clubs Official Report of Engagement (SCORE) System is in place to recognize the effort and hard work put forth by our teams on an annual basis. The engagement levels listed below will help determine a Sport Club's funding for the upcoming fiscal year, as well as a team's status as a registered Sport Club. View the complete document online:

<https://orgsync.com/46493/files/803052/show>

#### **Black – Base Level – 75 points**

This is the level we expect every team to meet each year to maintain their status as a Sport Club. Clubs that are more recreational or clubs rebuilding their membership base can still achieve these base requirements in fundraising, community service, and other areas.

#### **Green – Above Average – 125 points**

The mid-level for recognition is for the clubs which are visible to the campus community, by providing competitive or spectating opportunities for students, in addition to going beyond the average fundraising and community service requirements expected of all Club Sports.

#### **White – Outstanding – 175 points**

The highest level in recognition is reserved for the teams which achieve excellent fundraising levels, are very active in the community, as well as on campus, and support other Club Sports in their activities. This elite group will represent a small number of exceptionally dedicated teams.

#### **Recognition Items**

Our main focuses are fundraising, community service, and attendance at Club Sport Council meetings and club events. Bonus point items will typically be needed to achieve Green or White level, which include hosting a home event or traveling, semester wrap/mentor meetings and other items.

### **Relationship to Operational Funding**

Funding for the future fiscal year is determined by the SCORE level achieved during the previous year. The information submitted by each club is given to the Club Sports Council during budget season to be considered when determining funding levels.

### **Relationship to Club Sports Status**

If a club does not complete the criteria for at least Black level, then they must meet the standards of Green or White the following year to remain an active Club Sport. Additionally, if a club fails to meet Black by not completing two or more required criteria, their status as a Club Sport will automatically be reviewed by the Club Sports Council.

## **VIOLATIONS**

The goal of this particular manual is to ensure that clubs adhere to internal Club Sports policies and standards, to resolve conflicts within the community, and to improve the participation of teams by promoting high standards. Below is a list of actions that may call for Club Sports sanctions and/or proceedings in the University Code of Conduct System; this list not comprehensive:

- No safety officers present at practice
- Failure to report an accident/incident
- Purposeful or reckless damage to facility or equipment
- Traveling without Club Sports Office approval
- Misuse of funds, or ordering items without Club Sports approval
- Hazing of club members
- Consuming alcohol, drugs, and tobacco
- Failure to abide by Stetson University Code of Conduct

Directly following a vote of “responsible” in the standards process, representatives must agree upon a sanction level for the offense by three-fourths vote. Votes will be cast in secret ballot. Sanction levels shall be:

- Level 1: Mandatory Makeup Event
- Level 2: Club Privileges Revoked
- Level 3: Operational Funding Approval Suspended
- Level 4: Removal of University Registration Status

## **DISCRIMINATION & HARASSMENT**

Stetson University values a community environment free of discrimination and harassment; therefore it prohibits conduct which prevents free academic interaction and opportunity or creates an intimidating, hostile, or offensive study, residential, or work environment.

The institution does not take lightly incidents in which students appear to have been targeted or placed in jeopardy because of their race/ethnicity, gender, sexual preference, national origin, or religion. Stetson University also encourages all of its personnel to report issues that exist where students could be causing harm to themselves, others, and/or the institution’s property.

## ALCOHOL

Stetson University has set specific expectations in the current Code of Community Standards regarding alcohol consumption for drinkers of age and underage drinkers.

However, during any Club activity, including all games, practices, competitive events, fundraisers, travel opportunities, and any other activity associated with the Club or the Department of Wellness & Recreation, all Club members and other associated individuals are expected to refrain completely from the consumption of alcoholic beverages and have no such beverages present at the facility/event.

## TOBACCO & DRUGS

Stetson University has set specific expectations in the current Code of Community Standards regarding the use of tobacco and other drugs.

During any Club activity, including all games, practices, competitive events, fundraisers, travel opportunities, and any other activity associated with the Club or the Department of Wellness & Recreation, all Club members and other associated individuals are expected to refrain completely from the use of tobacco and other drugs and have no such substances present at the facility/event.

## HAZING

Stetson University believes that involvement in student organizations and athletic teams greatly enhances the development of college students. An organization's member educational program, if developed and conducted in an atmosphere of mutual respect with social and moral responsibility, can contribute much to the student's total education.

In keeping with this principle, and in view of the possibility of abuses by student organizations at Stetson University and campuses throughout the country, hazing has been defined as, "any action taken or situation created intentionally, on or off campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule."

Any student or student organization that is found in violation of this policy will be subject to a review of its continued status at the institution by the Senior Vice President and Chief Operating Officer at which time appropriate action of the most serious kind will be taken.

## PURCHASING

In order for a Club to avoid a deduction in classification for the following academic year, it must complete the requirement for spending set within its current classification. While much of a Club's expenditures will be requested via the Travel Authorization Form (see Travel), the Club may also make other purchases via the Purchase Request Form. All purchases are required to be approved by the Sport Programs professional staff prior to the Club contacting the vendor.

There are several different methods for purchasing, and each method will produce different purchasing options for the Club, including possible vendors, purchasing speed, and quality of product.

## **CHECK REQUEST**

Requesting a check via the Purchase Request Form is necessary when the check should be sent to a recipient in advance (registration fees, etc.) or when the Club is requesting to reimburse one of its members for extra expenses incurred during a trip.

A quote/requisition is required to be supplied in the Purchase Request Form for an advanced check to be processed. Receipts documenting all incurred expenses for the trip are required for reimbursement requests. If all receipts are not supplied, the reimbursement will not be processed.

## **DEPARTMENT PURCHASE ORDER (DPO)**

Vendors on the DPO list are typically businesses located in the DeLand area, and the products purchased will normally be available to the purchasing Club the same day. There is a \$300 maximum for DPO orders. Club representatives can receive a DPO from Pat Brundage within his office hour schedule or by appointment.

## **OFFICE DEPOT**

We have a departmental credit card to Office Depot that carries a \$300 maximum for all orders. Club representatives can receive this credit card by contacting Travis Potter.

## **ONLINE PURCHASE**

Online purchases usually take anywhere from 10-21 days to make the final product(s) available to the Club, depending on the vendor's location, available stock, customization process, and/or shipping speed.

## **PURCHASE ORDER**

Purchases made via Purchase Order will typically result in the funds being sent to the vendor via US Mail. Once the funds arrive to the vendor, the order is processed and shipped to the Sport Programs office. If the Purchase Order is being completed with a local business, the products could be picked up by a Sport Programs staff member.

Purchase Orders usually take anywhere from 10-28 days to make the final product(s) available to the Club, depending on the vendor's location, available stock, customization process, and/or shipping speed.

If the vendor has not been used before by anyone at Stetson, the institution's policies require that a W-9 be acquired from the vendor to process the payment. Acquiring a W-9 can take an hour, or it may take a week (or even longer), depending on the cooperation of the vendor. The funds for the purchase will not be sent to the vendor until the W-9 can be processed by the Finance office.

If it's required that a W-9 be provided by the vendor, there could be a longer wait for receiving the final product(s).

## **STETSON PRINT SHOP**

Purchases made through Stetson Print Shop will be picked up in-person by a Sport Programs professional staff member.

The purchased products can be picked up in the Sport Programs office once they're available.

## **WAL-MART**

We have a departmental credit card to Walmart that carries a \$300 maximum for all orders. Club representatives can receive this credit card by contacting Travis Potter.

# **TRAVEL**

In order for a Club to be able to compete or participate in an event that requires travel to an off campus facility, all necessary documents and forms must be completed and submitted no later than ten days prior to departure.

Any unauthorized travel prohibits reimbursement of the incurred expenses and is also grounds for disciplinary action for the Club.

Club members who choose to utilize their personal vehicle for authorized Club travel are responsible for their own vehicle and any passengers within the vehicle during travel. Stetson claims the responsibility of its own employees and its own property. All Clubs should adhere to the policies for travel explained below and should direct any questions regarding travel to their primary contact amongst Wellness & Recreation's Sport Programs staff.

## **BEFORE TRAVEL**

The following forms must all be completed and submitted no later than 5:00 p.m. ten days prior to departure:

- Travel Authorization Form
  - Will require detailed information about the trip, request for accommodations (if required), funding requests, and individuals traveling.
  - Each Club member listed on the Travel Roster must have completed a Member Agreement Form, which includes the general risk and liability waiver and emergency medical information.
- Insured Driver Verification & Vehicle Information Form
  - Must be submitted by the officer who inspects each vehicle making the trip and is only good for that specific trip.

## ACCOMMODATIONS

Hotel and flight accommodations for trips requiring a Club to stay overnight away from campus must be reserved in person with Pat Brundage. Club Officers are given the capability to reserve a hotel by using their personal credit card, however, the only refundable expense are the rooms. Tax, parking, and room service are examples of nonrefundable expenses.

If the Club wishes to stay overnight away from campus during a trip without using a hotel, it should provide all information required of the alternate accommodation location in the Travel Authorization Form.

## CASH ADVANCE

Cash advances are available for Clubs wishing to pay for expected gas, food, and parking expenses during a trip. Formulas to calculate the gas and food expenses for each car or member on the trip are included in the Travel Authorization Form. Clubs will not be granted more money in advance than the formulas allow.

All receipts gathered for purchases using a cash advance must be returned within two business days after the conclusion of the trip. Failure to return the receipts may result in a loss of cash advance privileges for future trips and/or other disciplinary actions for the Club.

## CHECK REQUEST

Similar to finalizing accommodations, check requests are also often part of the Travel Authorization Form's process.

To request a check for a trip (without having the check sent in advance), the Club should provide all information requested in the Travel Authorization Form.

If a check request is not completed in the Travel Authorization Form, the Club will not be able to request a check for their trip, which may jeopardize the Club's ability to complete the trip altogether.

## DURING TRAVEL

During travel, specifically during transportation to and from each destination point on the trip (Stetson University, accommodations, event site, host, etc.), Clubs should strictly adhere to the following guidelines:

- There may only be as many passengers in the vehicle as there are seatbelts.
- If there is an accident or incident while traveling, the Club's primary contact should be notified immediately.
- Each vehicle on the trip must contain access to emergency medical information.
- All drivers will limit their driving to a single four (4) hour shift in a 12 hour period.
- During all driving periods, a passenger must be awake in the front passenger seat to ensure the driver remains awake, alert, and aware.
- Alcoholic beverages are prohibited in vehicles at all times.

- Cell phones are required of all Clubs who are traveling, but drivers may not operate a cell phone at any time.
- The Club will save all travel receipts for gas, parking, and food, if it wants to continue utilizing cash advance methods to pay for these expenses.

## AFTER TRAVEL

After each trip, the Club is required to submit an Event Summary Form within two business days of returning. Information that may be needed in the summary would be event results, personal highlights within the event itself, disciplinary issues (if necessary), and travel issues (if necessary).

# FINANCE

Learning to properly manage funds provided to the Club by the university is a great experience for all students involved. Clubs are responsible for spending from two different accounts, requesting additional funds via the allocation hearing or the funding request hearing, and tracking all transactions within their own tracking documents.

## ACCOUNTS

Each Club is responsible for managing funds within two different accounts:

- Operational Account
  - Funds in the operational account must be used for products and services purchased in that allocation year. If these funds are not used, they are not available to the Club for the following year.
  - Products and services that either (1) benefit the Club just once or (2) are intended to always stay within the Club's inventory (non-personalized items) qualify for purchase using this account.
  - Examples of operational purchases include, but are not limited to, hotel reservations, officials fees, uniforms to be rented each year to the team, and registration fees.
- Restricted Account
  - Funds in the restricted account must be used for products that are personalized for each member of the Club to own. Restricted funds may also be used for anything the operational account may purchase, provided the operational account has a zero balance.
  - If the Club desires to compensate a coach or instructor for his/her work with the Club, the restricted account must be used to make the payment.
  - If these funds are not used, they are transferred to the Club's restricted account for the following year.
  - Examples of restricted purchases include, but are not limited to, t-shirts, uniforms with each player's name on the back, team shoes, and personal certifications.
  - Those Club Sports that remain inactive for more than two years are subject to lose their restricted funds to the Club Sports Council.



## ALLOCATION HEARING

At the end of each semester the Club Sports Council hosts allocation hearings for the following academic year or succeeding semester. Only Clubs in the White Level (Outstanding) are permitted to request funding for an entire academic year. Those Clubs in the Black and Green Levels receive allocations by the semester. During the allocation hearing, Clubs should present on all anticipated expenses and revenues for the following academic year or semester.

Funds will be awarded, based on the following criteria:

- SCORE Level
- Fundraising from previous year
- Necessity of proposed expenses
- Roster size

## FUNDRAISING & SPONSORSHIP

Each year every Club is required to meet a certain fundraising quota equivalent to a specific percentage of their operational fund allocation.

To meet this requirement, Clubs must generate funds in any of the following ways:

- Dues
  - Dues amounts are determined by each individual Club and are documented in that Club's constitution. There is no minimum or maximum amount that Clubs must adhere to when determining their dues amounts.
  - Dues are not required on the administrative level, but they can be required by each individual Club.
- Fundraising Events
  - All fundraising efforts must be documented via the Fundraising Proposal Form.
  - Clubs must inform the Sport Programs professional staff of the fundraiser prior to executing any effort or event.
- Donations
  - Any individual, group of individuals, or company wishing to make a donation to the program in general or to a specific Club should work with the Office of Development to make their charitable contribution. If providing a donation online, when specifying the group the donation is given to, have the donator select "Other" and then type in the name of the Club in the field provided.
- Sponsorship
  - Clubs may work with other businesses to establish sponsorship agreements to use the external party's logo or materials in relation to an event or promotion. Sponsorship agreements must be documented via the Sponsorship Agreement Form.

- If, through the sponsorship agreement, a Club is provided new, unused equipment or resources that can be argued as a substitute for a planned expense, then the value that the Club saved in the sponsorship deal will be added to the Club's fundraising total for the year.
- Due to the time constraints on sponsorship agreements, sponsorship-related images, logos, or likenesses may not be placed on items purchased with the Club's operational account without specific approval by the Assistant Director.

## FUNDRAISING POLICIES

Stetson University also has a few policies for certain types of fundraisers like poker tournaments, bake sales or raffles that may be considered gambling according to Florida state law. Below are a few types of fundraisers that require special considerations:

- Poker Tournaments
  - Organizations hosting a poker tournament must provide a prize that is not cash, even if there is a buy-in fee or donation.
- Bake Sales or Selling of Food
  - Homemade bake sales and candy are allowed on campus and may be sold in front of the CUB. However, selling full meals or food that competes with Chartwell's - homemade or from an outside vendor in front of the CUB is prohibited as it violates the university's Chartwell's contract.
- Raffles
  - Raffles are legal at Stetson University because we are a Non-Profit, but there are rules and regulations required by the State of Florida.
- Outside Vendors
  - An outside vendor may come and sell items as long as they are giving a percentage of their proceeds or a set fee to the student organization. Be aware that the student organization must also complete a contracting form.

## RESERVATIONS & PRACTICES

Club officers are responsible for requesting reservations for desired facility space for practices and games. Spaces and times for practices should be requested via the Practice Request Form by the designated deadline each semester. Times for practices on-campus cannot be guaranteed, but the form will allow each Club to request up to five desired time slots. Wellness and Recreation is responsible for the following spaces:

- Hollis Center Classroom
- Rinker Pool
- Rinker Field
- Rinker Fieldhouse
- Hollis Center Lounge
- Aerobic Studios 1 & 2
- North Amelia Field

After all submittals have been received and reviewed, a practice schedule will be provided to all Clubs, and each Club is responsible for maintaining the practice schedule they receive.

## EQUIPMENT

Clubs are responsible for the repair or replacement of any Club Sports equipment that is damaged, lost, or stolen while in the controlled possession or use of the Club, its individual members, or any associated parties.

### CHECKOUT

Equipment purchased for Club use with allocated funds must be inventoried and stored with Sport Programs, as it is considered property of Stetson University. Clubs may checkout equipment at the start of a semester on the designated equipment checkout date with the Sport Programs staff. Equipment must be returned at the conclusion of each academic semester or the date listed on the individual's Equipment Rental Agreement, whichever occurs first.

If an individual does not return his/her equipment when it is due, the Club officers will have the choice of (1) processing payment for the item(s) on the individual's filed credit card, (2) replacing the item(s) with the Club's restricted funds, or (3) requesting that a hold is placed on the individual's registrar account with the institution until the amount in question is paid.

The Sport Programs staff reserves the right to require the return or presentation of any equipment that has been checked out at any time for inventory or safety verification purposes (or other necessary needs).

### STORAGE

Storing equipment at an off-campus facility must be approved in advance by the Sport Programs professional staff and paid for by the Club's own funding. Any Club-used locks or combinations for accessing the storage areas must be provided to appropriate Stetson University personnel.

## MARKETING

Clubs will be provided their own individual Club logo by the Sport Programs professional staff. Any logo not provided by the Sport Programs professional staff may not be used, unless specifically approved by the Sport Programs professional staff. Clubs will also be provided unified brand individual logos that must be used on the Club's social media accounts and HatterSync pages.

## LOGO USE

Any materials produced by the Club that would use a logo must include the individual Club logo as the primary logo and the program's logo as the secondary logo.

Examples of the approved logos are as follows:

### PARENT LOGO



### PROGRAM LOGO



### SIDE-BY-SIDE PROGRAM LOGO



## CLUB LOGO



Clubs may continue to use equipment that contains the use of old logos. However, any equipment purchased in the future must contain only the new logos.

## AWARDS

At the conclusion of each academic year, awards will be given out to various Club Sport organizations, officers, and advisors.

Awards given out are as follows:

- Club of the Year

- This award goes to the Club who is the most outstanding all-around performing Club throughout the academic year (in and out of competition). The Club who is honored recognizes and acts upon the importance of growth and learning throughout the academic year, through (1) elements of competition and (2) Club administrative duties.
- Officer of the Year
  - This award goes to the Club officer who is the most outstanding all-around performing officer throughout the academic year. The individual who is honored goes above and beyond the call of duty with his/her Club administrative duties and is always insuring the Club follows the policies and procedures set forth by Stetson University and the Club Sports Participant Guide. He/She meets the set deadlines and aids in the growth of others during his/her time in office.
- Rising Club of the Year
  - This award goes to a recently chartered Club that displays competencies in fundraising, recruiting, and administrative duties. The Club recognized is one who is involved with other Clubs within Sport Programs and demonstrates passion for the growth of their organization.
- Fundraiser of the Year
  - This award goes to the Club who goes above and beyond its fundraising requirement to produce extraordinary funds to aid in the future success of the Club through unique fundraising efforts. The group recognized is one who is willing to work with other Clubs and student organizations on campus to fulfill a common goal. Through fundraising, the Club shows a true understanding of the importance of Club and program vibrancy on Stetson's campus.