

# University of West Florida Sport Club Handbook

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# Introduction

## **Sport Club Philosophy**

The sport club program at the University of West Florida (UWF) is designed to offer students the opportunity to participate in organized instructional, recreational, and competitive activities. We believe that physical preparation is as important as intellectual preparation in meeting the challenges and stresses of everyday living.

The success and strength of the sport club program is based upon the initiative of student leaders and the total involvement of club members. A club offers students opportunities to become directly involved with the administration and supervision of their club. Members collectively have the responsibility of writing their constitution, by-laws, setting up organizational meetings, informing new members of the club's programs, establishing club dues, raising funds to support the club's activities, and planning and promoting the club events.

Sport clubs are one component of six program areas of Recreation & Sport Services at UWF. Sport clubs promote opportunities for students to engage in sporting events, competitions, and activities in the state of Florida, the Southeast, and the United States.

## **Sport Club Office**

The Sport Club Office consists of the Assistant Director of Intramural Sports and Sport Clubs and the Sport Clubs Graduate Assistant.

## **Sport Club Handbook**

This handbook serves as the primary source of information for policies, procedures, and leadership suggestions with regards to the sport club program. It is the responsibility of each sport club member and participant to be aware and in full understanding of the information included in this handbook.

If you have any questions or suggestions concerning sport clubs or any of the Recreation programs at UWF, please contact

Ashley Marg, Sport Clubs Graduate Assistant  
ajr15@students.uwf.edu  
[sportclubs@uwf.edu](mailto:sportclubs@uwf.edu)  
Cell Phone (715) 529-1958  
Sport Club Office (850) 474-2521

## **Sport Clubs Office Hours**

Monday 1-5pm  
Tuesday 8:30am-12:30pm  
Wednesday 1-5pm  
Thursday 8:30am-12:30pm  
Friday By appointment

***There are bins hanging outside of my door for "Pick Up" and "Drop Off." If you cannot meet during my office hours, contact me, and I will leave items for you in the "Pick Up" bin. You may also leave any forms for me in the "Drop Off" bin. Please do not hesitate to call or email me to schedule an appointment at any time, and I will do my very best to accommodate your schedule!***

RECREATION FACILITY HOURS OF OPERATION  
www.uwf.edu/recreation

**HLS Facility – Service Desk** (850) 474-2580

**Fall Semester Hours:**

Monday-Thursday, 6am-11pm  
Friday, 6am - 8pm  
Saturday, 8am - 8pm  
Sunday, 12pm - 8pm

**Summer Semester Hours:**

Monday-Thursday, 8am-9pm  
Friday, 8am-8pm  
Saturday, 10am-6pm  
Sunday, 12pm-6pm

**Outdoor Racquetball Courts**

Monday – Saturday, 8am - 12am  
Sunday, 1pm - 12am

**Tennis Courts**

Saturday – Sunday, 8am – 11:45pm

**Fitness Trails**

Dawn - Dusk

**Oak Grove Picnic Area:** Open all daylight hours by reservation (850) 474-2809

**Aquatic Center** – (850) 474-2981

**Recreational Swim**

Monday – Thursday, 1pm - 6pm  
Friday – Sunday, 1pm – 6:45pm

**Adult Lap Swim-** Ages 18+

Monday – Thursday, 6pm-8:45pm

**Swim Club**

Monday – Friday, 6am - 8am  
Monday, Wednesday, Friday, 11am - 12:30pm

**HOURS ARE SUBJECT TO CHANGE DUE TO SPECIAL EVENT SCHEDULING AND HOLIDAYS.  
CHECK THE RECREATION AND SPORTS SERVICES HOMEPAGE OR PROGRAM AREA TABS  
FOR LATEST EVENT POSTINGS AND SCHEDULE CHANGES.**

**The University of West Florida  
Sport Clubs  
2011-2012**

<b>Aquatic Racing</b>	<b>Rugby</b>
<b>Ballroom Dance</b>	<b>Running</b>
<b>Cheerleading</b>	<b>Sailing</b>
<b>Climbing</b>	<b>SCUBA</b>
<b>Cycling</b>	<b>Shotokan Karate</b>
<b>Dance</b>	<b>Soccer</b>
<b>Fencing</b>	<b>Surf</b>
<b>Handball</b>	<b>Table Tennis</b>
<b>Lacrosse</b>	<b>Ultimate Frisbee</b>
<b>Paintball</b>	<b>Wakeboard/Water Ski</b>
<b>Pura Sabrosura</b>	<b>Wrestling</b>

# Overview

## Definition of a Sport Club

University of West Florida Sport Clubs are organizations registered within the Department of Recreation and Sport Services formed by students with a common interest in a physical sport activity that exist to promote and develop interest in that particular activity. The group has joined together and organized to further their interest and enjoyment in this activity as well as promote the mission and values of the department in an athletic manner.

## Qualifications of a Sport Club

- The club must be sport-like in nature and represent the truest form of its specific sport
- The club must be directly associated with a nationally governing body (membership within that body's association is suggested but not required)
- The club cannot be a duplicate nor have strong similarities with another current sport club
- The club must be able to prove it has at least 5 active student members at any given time

## Process for Forming a New Sport Club

Organizations may request sport club status during any time throughout the Fall and Spring semesters. Any organization requesting to become a sport club must do so through the Department of Recreation and Sports Services. The following is a step-by-step process for sport club eligibility:

1. Meet the definition and qualifications of a sport club (see above)
2. Complete the [Sport Club Application Form](https://argopulse.uwf.edu/Organizations/SportClubs/Forms/SportClubApplicationForm) on ArgoPulse ([argopulse.uwf.edu/Organizations/SportClubs/Forms/Sport Club Application Form](https://argopulse.uwf.edu/Organizations/SportClubs/Forms/SportClubApplicationForm))
3. If a club does not meet the definition or qualifications, they may be encouraged to seek recognition with Student Organizations or provided other suggestions for future request. If a club does meet the definition or qualifications, they will be notified to continue the steps below.
4. Complete a [Sport Club Petition](#) containing at least 15 signatures of interested participants and submit to the Sport Club Graduate Assistant.
5. The requesting club will need to present to the Sport Club Council during the next Sport Club Council meeting. Your presentation should consist of a short explanation of your club's interests, purpose, and goals. After the presentation, the Council will vote, and the club will be notified immediately.
  - a. If the majority of the Council votes in favor of formation of the club, they will be granted PROVISIONAL status and notified of further responsibilities and privileges as a sport club.
  - b. If the majority of the Council votes against the formation of the club, the club may be encouraged to seek recognition with Student Organizations or provided other suggestions for future request.

## Provisional/Recognized Sport Club Status

Both PROVISIONAL and RECOGNIZED clubs are privileged with the following:

- Recognition as an official University of West Florida sport club
- Representation by one member on the Sport Club Council
- Free reservations for facility space in the HLS
- Free equipment storage in the HLS (space-permitting)
- Free CPR/First-Aid certifications for two members per semester

RECOGNIZED clubs have these additional privileges:

- Ability to be represented by one member on the Sport Club Council Executive Board
- Free **reoccurring** reservations for facility space in the HLS
- Ability to reserve/use Recreation vehicles
- Ability to request a budget from the Sport Club Council

## Continued Sport Club Status

- **After the first year:** After two full academic semesters, the officers of a PROVISIONAL club will present to the Sport Club Council in request of RECOGNIZED status. The Council will deliberate and have the opportunity to 1) grant RECOGNIZED status, 2) extend PROVISIONAL status for another semester, or 3) remove the club from the program altogether. If the Council chooses to extend PROVISIONAL status, the club can re-request each semester thereafter until request is granted. Decision of the Council will be based on the following:
  - Club's adherence to original definition and qualifications as listed above
  - Club's accumulation of a minimum of 40 points throughout the past year
  - Club's compliance with program policies and procedures
  
- **Each year thereafter:** RECOGNIZED sport clubs must comply with the following at the beginning of each Fall semester to continually be recognized as part of the Sport Club program:
  - Meet the original definition and qualifications as listed above
  - Have accumulated a minimum of 40 points throughout the past academic year
  - Re-register using ArgoPulse to update
    - Primary Contact
    - Officers/Advisor
    - Constitution
    - Inventory
    - About Us

**IMPORTANT:** Clubs established before Fall 2011 are “grandfathered in.” Essentially, all returning clubs will not be considered PROVISIONAL or RECOGNIZED. Instead, these clubs will remain as they are and this year’s points and activity will determine PROVISIONAL or RECOGNIZED status starting for Fall 2012. All clubs established starting Fall 2011 will fall in to the above process.

## Misconduct and Discipline Process

All clubs, club members, and guest participants will be held accountable for actions using the disciplinary actions set forth within this handbook. Clubs, members, and participants may receive discipline based on the following non-compliance categories:

- **Administrative Non-Compliance:** Administrative non-compliance consists of a club's failure to attend meetings, turn in paperwork, or complete other requirements by specified deadlines.
  
- **Behavioral Non-Compliance:** Behavioral non-compliance consists of a club's misconduct related, but not limited to, the following:
  - Misuse of awarded funding
  - Violation of any local, state or federal law, violation of the Code of Student Conduct or any other University policy, rule, or regulation
  - Drug, alcohol, or other substance abuse
  - Harassment or sexual harassment
  - Striking, attempting to strike or otherwise physically abusing an official, opposing coach, spectator, or athlete
  - Inciting participants or spectators to violent or abusive action intentionally, or with careless disregard for one's conduct
  - Using obscene gestures or profane provocative language or action toward an official, student, coach or spectator
  - Publicly criticizing a game official, conference personnel, another university member, a student athlete or personnel of another member university

Any violation of law, rules of the University, or sport club policies outlined within this handbook may jeopardize the status of a sport club and could result in one or more of the following actions dependent on severity of the misconduct:

- a. **First Offense--Written Warning:** A club and or club member may receive a written warning
- b. **Second Offense--Suspension/Freezing:** A loss of some or all privileges for a specified period of time
- c. **Third Offense--Probation:** A loss of some or all privileges for a specified period; during this period all offenses or repeat offenses may carry a more severe penalty. Probationary status may accompany any of the preceding actions.
- d. **Fourth Offense--Revocation:** Cancellation of the club's registration, constitution, and establishment within Recreation & Sport Services

Appropriate action for a violation of law, University rules and regulations, and/or sport club policies will be addressed by the Sport Club Office. As appropriate, the Sport Club Office may seek recommendations from the Sport Club Council, other University parties, or law enforcement. These decisions may then be appealed to the Assistant Director of Sport Clubs (within 10 business days) and, if necessary, to the Director of Recreation. The club will be notified of disciplinary actions in writing by the Sport Club Office. The Sport Club Office reserves the right to interpret each case individually.

***\*Any alcohol or drug misconduct will be reported to and adjudicated through the formal UWF judicial process under the direction of the Dean of Student Affairs.***

## Membership and Organization

### Who can participate in Sport Clubs?

UWF sport clubs will promote the concept of equal opportunity and fairness, and may not restrict their membership on the basis of race, religion, national or ethnical origin, age, sex, or disability. Common sense, reasonable ability, and individual safety will be the guidelines for determining the extent of participation by club members with disabilities.

Membership in a sport club is open to any fee-paying UWF student. Faculty and staff members may become involved as advisors or instructors (see **Advisor** section under **Officer Responsibilities**). All members must have a completed informed consent form and be in compliance with requirements in the constitution of the given club.

- **Basic Participation** (i.e. practice, special event): Guest members (non-students such as active alumni, interested community members, etc.) are also allowed to participate in a non-competitive atmosphere. These guest members must have a completed informed consent form and be in compliance with requirements in the constitution of the given club.
- **Competition/Activity** (i.e. game, performance, etc.): Participation by any non-fee paying UWF student in a competitive atmosphere or activity must be approved by the Sport Club Office and may be prohibited.

### Try-outs/Cut Policy

Clubs that receive an annual budget are prohibited from cutting interested students. Only clubs that are completely self-sufficient are able to cut members. It is suggested that clubs wishing to hold try-outs form multiple divisions within their clubs (i.e. A and B squads, practice and competitive teams, etc.).

### Officers

The success of sport clubs is dependent on the dedication of several members. For this reason, it is highly recommended that each club have several officers so that the president is not responsible for all club responsibilities. Each club is required to have a president and SCC representative (the SCC representative

can also serve as another officer). Other officers recommended are vice president, treasurer, and secretary. It is also recommended that each club has at least one member certified in first-aid/CPR at all club events.

Below is a *suggested* list of responsibilities that each club may wish to divide amongst the officers. This list is not exhaustive and some areas may not be relevant to every club.

- **Administrative**
  - Serve as club's SCC representative by attending monthly meetings
  - Maintain club's ArgoPulse page (see **ArgoPulse** section below)
  - Serve as the club's primary contact for current members, interested participants, and the Sport Club Office by regularly checking personal or club email addresses
  - Regularly check club's mailbox in Sport Club Office, building 72
  - Organize and keep record of meetings, practices, events, fundraisers, etc.
  
- **Safety**
  - Be first-aid/CPR certified and keep record of other members that hold certification
  - Make sure all participants are in compliance with safety procedures
  - Have each participant complete an informed consent before participating
  - Return all completed informed consents to Sport Club Office
  
- **Financial** (these will vary depending on each club's financing needs; see **Financing** section)
  - Serve as signer on club's outside bank account
  - Collect dues from club members
  - Keep records of all club accounts and budget-related transactions
  - Organize/give club's presentation to the Executive Board for an annual budget
  
- **Travel** (see **Travel** section below)
  - Organize details of upcoming travel opportunities with entire club
  - Submit Travel Request Form to Sport Club Office at least five business days prior to date of departure
  - Keep Sport Club Office updated on travel plans and changes prior to travel
  - Contact Sport Club GA during travel
  - Submit Travel Follow-Up Form and any necessary receipts or change to Sport Club Office after trip return

## **Advisor**

Faculty/Staff advisors are required for each sport club and should be listed and added to the club's roster on ArgoPulse. The selection of an advisor should be done with great consideration. The term of an advisor is for one year. At any time the club may follow constitution procedure to dismiss an advisor and institute a new one.

### **Responsibilities of a Sport Club Advisor**

- Should be interested in the sport
- Comply with the policies and procedures within this handbook as well as the constitution of the respective club
- Explain University and Recreation policy when necessary
- Provide direction, guidance, and expertise in leadership of club but not assume leadership
- Take active part in establishing club goals
- Help mediate conflicts when they arise
- Represent the club throughout the University community
- Recommend programs, trainings, speakers, etc.
- Aid members in orderly transition of responsibilities between old and new officers
- Attend general meetings/practices/events/games when available

## Coaches, Instructors, and Other Volunteers

Clubs are not required to have coaches or instructors, however, depending on the nature of the club, may wish to recruit a paid or volunteer faculty/staff member, student, or community member to serve as a coach, instructor, or volunteer personnel.

### Responsibilities of a Sport Club Coach, Instructor, Volunteer

- Should have some level of expertise in the sport
- Comply with the policies and procedures within this handbook as well as the constitution of the respective club
- Understand the importance of and help foster leadership and growth within the club

Advisors, coaches, instructors, and other volunteers (this includes both UWF faculty/staff and those not employed by the University) who are either not paid for their involvement with the sport club program or those that are on a Professional Services Contract\* but serve the club above and beyond contractual role (extra travel, performances, etc. with the club) are required to complete the University of West Florida Volunteer Application and the Volunteer Worker Agreement. The documents can be found on the UWF HR website or on ArgoPulse (Sport Clubs, Documents, University of West Florida Volunteer Application, Volunteer Worker Agreement).

Because many sport club advisors, coaches, and instructors may be exposed to personal liability because of or as a result of involvement with the sport club program, it is required that every advisor, coach, instructor, and volunteer complete this form. This document is a beneficial service provided by the University to protect the advisor, coach, instructor, or volunteer from possible liability while serving in a voluntary role within the Sport Clubs program. The Volunteer Worker Agreement insures Worker's Compensation is provided in case of injury while performing such voluntary duties.

*\*For those individuals on a Professional Services Contract, the provisions of the Agreement do not apply during the hours of the contract but only when the individual is going above and beyond the description of the contract.*

## Sport Club Council

### Description

The Sport Club Council (SCC) is an organization working with the Sport Club Office to administer and provide a foundation for a cohesive sport club program. In addition, involvement in a sport club is a great avenue for the development of leadership and professional skills—participation in the SCC is aimed at providing direct education and practice of these skills. **The SCC is made up of one member from each club who will be designated by the respective club. Regular attendance at these meetings is required by each club representative.** The roles and responsibilities of the SCC are as follows:

- Attend monthly SCC meetings
- Elect a SCC Executive Board
- Hear new sport club presentation proposals and vote for establishment of new clubs
- Suggest improvements to the point system, policies, and procedures of the sport club program
- Be knowledgeable about Sport Club Discipline Process and recommend appropriate action
- Assist in the decision to grant PROVISIONAL and RECOGNIZED status to new and existing clubs
- Update Council on club events, information, etc.
- Share ideas, suggestions, concerns

### Sport Club Council Executive Board

The SCC Executive Board is an elected group of four SCC members and one member of the Student Government Finance Committee. Responsibilities of the SCC Executive Board are as follows:

- Attend bi-monthly Executive Board meetings
- Make improvements to point system as suggested by SCC
- Enhance the student and leadership development opportunities of the SCC and overall program

- Determine format of budget presentations for requesting clubs
- Hear budget presentations from all requesting clubs
- Determine overall Sport Club program budget request
- Present budget to SGA Finance Committee
- Allocate funding to individual clubs based on program allocation

*For more information on the SCC, see the Sport Club Council Constitution.*

## Facilities and Scheduling

### **HLS Facility Usage and Membership**

Any person wishing to use the HLS Facility must be a current student or paying member of the facility with a working Nautilus Card. Sport club participants are not exempt from this policy—**all sport club participants are required to bring and use their Nautilus cards any time they are using the HLS.** Current students or members can bring a maximum of two guests into the facility; each will pay a \$5.00 guest fee.

Clubs are able to purchase semester memberships for instructors, coaches, or volunteers for \$60.00. Memberships can be purchased at the Customer Service Desk.

### **HLS Facility Scheduling**

The following facility spaces are available for reservation through the Recreation Department:

- Aquatic Center
- Intramural Fields
- Multipurpose Fields
- Oak Grove
- HLS Classrooms (209-212)
- Field House Classroom 147
- Pedagogy Gym
- Teaching Gym
- Rec Gym
- Indoor Racquetball Courts (1-4)
- Green Studio
- Blue Studio

*Other areas within Recreation may be available; if curious about an area not listed above, please ask.*

As outlined above, PROVISIONAL status clubs have the ability to reserve facility space one month at a time. These reservations can be made by completing the Facility Reservation Form found on ArgoPulse (Sport Club page, Forms, Facility Reservation Form). At the end of the month, the club's activity and reservation usage will be evaluated to determine future reservations.

RECOGNIZED status clubs have the ability to reserve reoccurring facility space for the entire semester. RECOGNIZED clubs must complete the Reoccurring Practice Facility Request Form found on ArgoPulse (Sport Club page, Forms, Practice Facility Request Form). Clubs must complete the form by each semester's specified deadline to allow for scheduling can occur. Please keep in mind that facility space is in high demand, so not all requests will be granted fully. However, the Recreation Department will do its best to accommodate each club.

All one-time reservations (for RECOGNIZED and PROVISIONAL clubs) for practices, games, performances, meetings, etc. must be made by completing the Facility Reservation Form found on ArgoPulse (Sport Club page, Forms, Facility Reservation Form) no more than two weeks of the desired reservation.

## Other University Facility Reservations

All facilities outside of the Recreation Department (i.e. rooms in the Commons, etc.) should be requested according to the following:

- **Commons Reservations:** Christopher Gregory, [cag17@students.uwf.edu](mailto:cag17@students.uwf.edu)
- **Academic Classrooms:** RayAnne Sherrill, [rsherrill@uwf.edu](mailto:rsherrill@uwf.edu)

If interested in a space on-campus that is not listed here, as the Sport Club Office for assistance in finding the right contact person.

*Individuals may not use University space for personal gain unless it is a recognized University program and the Sport Club Office gives authorization.*

## Equipment Check-out

All sport clubs are able to use any available HLS equipment simply by checking it out from the customer service desk in the HLS Facility. One member of the club with a current UWF Nautilus card must sign for the equipment and will be responsible for its return. Any equipment or uniforms not returned will be replaced at the member's expense. This pertains to equipment damaged due to negligence.

If a club notices something is damaged or in need of repair, the problem should be brought to the attention of a staff member so that a work order can be filed for the equipment.

## Staffing the Facilities

Depending on the type, size, and location of sport club events, clubs may be required to staff the events for risk management protocol.

- **Supervisors** must be present at games, competitions, or other events located on the UWF campus. Clubs must notify the GA of supervisor-need at least two weeks prior to the event to ensure availability. Supervisors must be paid by the club at a rate of at least \$10/hour (see **Financing** section for instructions on paying these individuals).
- **Athletic Trainers** must be present at all competitive games hosted by a sport club. Clubs must notify the GA of trainer-need at least two weeks prior to the event to ensure availability. Trainers must be paid by the club at a rate of at least \$15/hour (see **Financing** section for instructions on paying these individuals).

*The Sport Club Office reserves the right to cancel events in which supervisors and/or trainers are not scheduled or present.*

# Finances

## A&S Budget

The Department of Recreation and Sports Services, of which sport clubs fall under, is part of the Division of Student Affairs. The Division of Student Affairs is supported by Activity and Service (A&S) fees that are paid as part of every student's tuition.

## Point System

The Sport Club Point System is used to represent each club's standing and involvement within the Sport Club Program. Points are directly correlated to the allocation of A&S budget merit funding for each club. Under the supervision of the Sport Club Office, the SCC is responsible for recommending necessary changes to the Point System, and the Executive Board is responsible for making final changes.

Points will be calculated from the start of Summer Semester through end of Spring semester but can be requested from the Sport Club GA at any time. Points can be earned in the following categories:

Category	Description
Compliance	Attendance at mandatory meetings, submission of forms by deadlines
Involvement	Participation in community or campus events and opportunities
Exposure	Practicing, meeting, traveling, competing, etc.
Funding	Management of fundraiser events and attainment of funds

<p><b>COMPLIANCE</b></p> <p><i>Sport Club Council Meeting Attendance:</i></p> <ul style="list-style-type: none"> <li>○ Sport Club Training 5pts</li> <li>○ September 2pts</li> <li>○ October 2pts</li> <li>○ November 2pts</li> <li>○ January 2pts</li> <li>○ February 2pts</li> <li>○ March 2pts</li> <li>○ April 2pts</li> </ul> <p><i>Other Mandatory Meeting Attendance 2pts</i></p> <p><i>Due Fall Semester:</i></p> <ul style="list-style-type: none"> <li>○ ArgoPulse Registration/Updates 2pts</li> <li>○ Roster completed on ArgoPulse 1pt</li> <li>○ Inventory 1pt</li> <li>○ Volunteer Worker Agreement 1pt</li> <li>○ Completed Informed Consent forms for entire roster 1pt</li> </ul> <p><i>Due Spring Semester</i></p> <ul style="list-style-type: none"> <li>○ ArgoPulse Registration/Updates 2pts</li> <li>○ Roster completed on ArgoPulse 1pt</li> <li>○ Inventory 1pt</li> <li>○ Annual Report 1pt</li> </ul>	<p><b>INVOLVEMENT</b></p> <p><i>Campus Special Event Participation</i></p> <ul style="list-style-type: none"> <li>○ Passport to Paradise 2pt</li> <li>○ Late Night at the Rec 2pt</li> <li>○ Fall Frenzy 1pt</li> <li>○ Blizzard Bash 1pt</li> </ul> <p><i>Leadership Development Opportunities</i></p> <ul style="list-style-type: none"> <li>○ Schedule and meet w/ Sport Club GA 1pt (max. 2/semester/club)</li> <li>○ Attendance at Leadership Workshops, Etiquette Dinners, Resume Workshops, etc. 1pt/member (<i>these activities must be submitted through using Point Request Form on ArgoPulse</i>)</li> </ul> <p><i>Events</i></p> <ul style="list-style-type: none"> <li>○ Submission of Event Registration prior to event 1pt</li> <li>○ Submission of Event Follow-Up within three days of event 1pt</li> </ul> <p><i>Community/Campus Service</i></p> <ul style="list-style-type: none"> <li>○ Submission of Service Form within three days of event 2pts/activity</li> </ul>
<p><b>EXPOSURE</b></p> <p><i>Regular Meeting/Practice</i></p> <ul style="list-style-type: none"> <li>○ Submission of Meeting/Practice Registration 1pt/month</li> </ul> <p><i>Travel</i></p> <ul style="list-style-type: none"> <li>○ Submission of <u>Travel Request Form</u> 5 business days before departure 1pt</li> <li>○ Submission of <u>Travel Follow-Up Form</u> by Wed. after return 1 pt</li> </ul>	<p><b>FUNDING</b></p> <p><i>Fundraising</i></p> <ul style="list-style-type: none"> <li>○ Submission of Event Registration (indicating fundraiser) prior to fundraiser 1pt</li> <li>○ Every \$100 raised 1pt</li> <li>○ Submission of Event Follow-Up (indicating fundraiser) 1pt</li> </ul> <p><i>Sponsorships/Donations</i></p> <ul style="list-style-type: none"> <li>○ Creation of Sponsorship Packet 3pts</li> <li>○ Every \$200 donated 1 pt</li> </ul>

*\*To receive points for other club involvement opportunities, clubs can submit the Point Request Form. The form must be submitted no later than one week after involvement or activity date. Approval of the point/s will be given by the SCC Executive Board. Other items may be worth points at the discretion of the Sport Club Office or Executive Board.*

## Definitions

- **Regular Meetings/Practices:** normal gatherings of the club
- **Event:** an activity that is primarily planned and organized by a UWF sport club; any sport club event

outside of regularly scheduled practices including scrimmages, games/contests, tournaments, demonstration nights, clinics, and other events determined by the Sport Club Office

- **Fundraiser:** an activity that is primarily planned and organized by a UWF sport club; the club must be providing some type of organized effort to raise funding for the club
- **Community/Campus Service:** an activity that is primarily planned and organized by a UWF sport club in which members of the club are providing some type of service to another organization or community event; the club is not receiving any benefits for their service
- **Travel:** a club trip outside of Pensacola

## Allocation Process

RECOGNIZED status clubs are eligible to request a budget via the SCC Executive Board through Student Government Association. **It is required that each club requesting a budget attends the Budget Meeting.** Clubs must prepare their budget request according to the Budget Worksheet found on ArgoPulse (Sport Club page, Documents, Budget Worksheet).

The following represents the timeline for budget allocation:

1. Sport clubs wishing to request budget attend Budget Meeting (November).
2. Sport clubs present individual budgets to SCC Executive Board (Late November).
3. SCC Executive Board determines total Sport Club Program request and presents budget to SGA Finance Committee (January).
4. Finance Committee determines SCC allocation (February).
5. SCC Executive Board determines **need** based funding for each club. **Need** is defined as the minimum amount each sport club will need to operate. For example, the Rugby Club must pay the annual USA Rugby Team CIPP Registration of \$150 and the USA Rugby South Annual Club Dues of \$475 in order to be remain an active club. Therefore, the Rugby Club would be allocated \$625 on **need** basis. **Need must be requested as such when the club presents its budget to the Executive Board.**
6. SCC Executive Board determines **merit** based funding for each club based on the Point System. This money will be divided according to the number of points (merit) the sport clubs have acquired throughout the year. The merit based allocation will be done by dividing the dollar amount remaining after needs allocation by the total number of points achieved by all sport clubs. This will give each point a dollar amount. Each individual sport club will then be given the money that they have earned.
7. Clubs are informed of budget for next fiscal year (May).

## Example

\$25,000 of sport club money after need distribution has been allocated

775 total points achieved

$\$25,000 / 775 = \$32.25$  per point earned

If the softball club earned 25 points during the year, they would receive  $25 \times \$32.25 = \$806.25$  above their need-based award

## Usage of Allocated Funds

According to the *University of West Florida Activity and Service Fee Manual* prepared by the Finance Committee of SGA, the following policies must be considered when spending allocated funds:

- **The student activity and service fees shall be expended for lawful purposes to benefit the student body in general.** This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex, or religion. **The fund may not benefit activities for which an admission fee is charged to students,** except for student-government-association-sponsored concerts.

- **Any entities funded by the A&S Fee are obligated to expend funds specifically within the intent expressed in their approved budget.** If funds are not expended within the expressed intent of the approved allocation, then upon the recommendation of the Finance Committee to the Student Government Association Senate and upon notification to the Vice President of Student Affairs, a hold may be initiated on the organization's right to expend A&S Fee funds. If a hold is implemented against an account, the account administrator may appeal to the SGA Senate within five working days. A majority vote of the SGA Senate, approval by the Student Body President, and approval by the University President are required to remove the hold. Furthermore, notwithstanding a hold on the account, failure to expend funds as intended may affect an A&S-funded entity's future funding decisions.
- A&S Fee funds are intended for the benefit of UWF students, both in spirit and by law. **Use of A&S Fee funds with the intent to benefit other groups (i.e. not UWF students) is prohibited and considered improper use, and is subject to the penalties of the same, as mentioned above.**
- In addition to the limitations of the statute governing A&S Fees, **the Finance Committee will not grant money to groups who discriminate their membership based on any of the criteria listed in the Florida Civil Rights Act**, which states that individuals shall be free 'from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status'.
- **Deficit spending is prohibited.** All deficits shall be deducted from subsequent budget allocations and may further affect future funding decisions.
- **A&S Fee funds may not be used for the purchase of alcoholic beverages.**
- **A&S Fee funds may not be used for fundraising purposes.**

### Spending Allocated Funds

Any funding allocated to a sport club is available in accordance with the University fiscal year (July 1-June 30). ***Before buying anything with budgeted funds, the club's treasurer or representative should always notify the Sport Clubs GA no matter what the cost of the item or service to be purchased for verbal approval.*** Clubs can spend their allocated funding using the following methods:

- Recreation P-Card Pre-pay—The Sport Club Office can make purchases with the Recreation credit card. Clubs must coordinate a time to meet with a staff member to make the purchases or provide a detailed list of what needs to be purchased via email.
- Cash Advance—Clubs are eligible to receive money before making a purchase (this is most applicable when traveling). The cash advance will be presented in check form to the indicated party (if the indicated party is a University employee, the cash advance will be provided the same way his or her University paycheck is provided). After the purchase, itemized receipts documenting payment must be provided within three days of purchase. If a club spends more than what was allocated as a cash advance, the extra purchases can be requested as a reimbursement (see next item). *Failure to turn in change and/or receipts for purchases made with a cash advance will leave the club responsible for paying any unaccounted for purchases.*
- Reimbursement—Clubs are eligible to receive reimbursement for purchases made in accordance with the A&S Fee usage policies. A club member must provide an itemized receipt of what was purchased and be entered into the system as an internal vendor in order to receive reimbursement. Receipts should be provided to the Sport Club GA within one week of purchase, and the GA will enter the student into the system. **It takes approximately two weeks to receive reimbursement.** If the member receiving reimbursement is employed by the University, the amount will be reimbursed in the same way he or she receives a paycheck. If the member is not a University employee, the reimbursement will come in the form of a check.

## Inventory and Ownership

All equipment, uniforms, or other items purchased by sport clubs with money allocated from SGA is property of the University in the care of the respective sport club under the supervision of the Recreation Department. All permanent purchases must be added to the club's Inventory List immediately. If this equipment is lost, the club is responsible for replacing the equipment.

## Sport Club Bank Accounts

Sport clubs are allowed to maintain off-campus bank accounts provided the club agrees to supply the Sport Club Office or University of West Florida official with a review of the books and records for the account upon request. Neither the University nor the Department of Recreation and Sports Services are liable for any off-campus club banking activity. Most banks will require an Employer Identification Number (EIN) to start an account with the club's name. The application for a EIN can be found on the Sport Club ArgoPulse page (Sport Clubs, Documents, EIN Application).

## Membership Dues

Sport clubs are urged to use membership dues as a means of supplementing the funding which may be received from the SCC. The amount assessed for the membership dues is left to the responsibility of each club and must be written in the constitution.

## Fundraising

Clubs are also encouraged to consider certain types of fundraising efforts. To be successful, these efforts must be well-organized. Like all other sport club-related events, fundraisers may not be associated with alcohol, drugs, or the promotion of unhealthy lifestyles. *The Sport Club Office reserves the right to approve or not approve any fundraising event. A resource guide for fundraising is available in the Sport Club office for ideas and guidelines.*

## Paying for Services

Sport clubs may wish or need to use and pay guests such as sports officials, supervisors, athletic trainers, instructors, or other guests for their services. These people can be paid using the following methods:

- **A&S Allocated Budget:** If a club wishes to use funding from its A&S allocated budget to pay any of these individuals, the individual must be on a University Professional Services Contract. The contract must be prepared before the start of the season (for example, if a club will be receiving lessons from an instructor throughout the year and wishes to pay him/her with its budget, the instructor must complete the contract before the start of the lessons). If the individual is a student, he or she must be set up on an action sheet rather than a Professional Services Contract. The action sheet, as well, must be prepared before the start of the season.
- **Out-of-Pocket:** A club can pay any of these individuals using club-generated funding (club bank account, club dues, fundraising, donations, etc.). **However, the club cannot be reimbursed out of the club's allocated budget for these payments.**

## Travel

**General Guidelines** -- While traveling as a University of West Florida Sport Club, there are several liability issues that must be taken in to consideration.

- All traveling participants must be active members, advisors, coaches, or instructors
- All traveling participants must have a completed informed consent form in the Sport Club Office
- The main contact on the trip must have completed the ArgoPulse **Travel Policy Quiz** (Sport Clubs, Forms, [Travel Policy Quiz](#)) for that semester

- Travel outside of Pensacola requires a submitted Travel Request Form **at least five business days prior to departure date** and a completed Travel Request Form prior to departure
- Clubs must call the Sport Club GA when the club arrives at destination, if accidents/incidents occur, and when they return to Pensacola
- A Travel Follow-Up Form must be submitted by the Wednesday after trip return with attached receipts and/or change if applicable

**Trip Funding** -- There are various ways for clubs to fund their trips based on SGA-allocated budgets, SGA-allocated grants, and club-generated funds. Each form of funding requires a specific planning and follow-up procedure.

- **Recreation P-Card Pre-pay**—If the club has an SGA-allocated budget, the Sport Club Office can make purchases before the trip occurs with the Recreation credit card. Examples of such purchases would be competition registration, hotel reservations, vehicle rentals, etc. These purchases should be indicated on the Travel Request Form and should be made immediately after the form is turned in to the GA. Clubs must coordinate a time to meet with a staff member to make the purchases.
- **Cash Advance**—If the club has an SGA-allocated budget or grant they are eligible to receive money before they leave for the trip. A request for a cash advance must be indicated on the Travel Request Form as an estimated cost. Depending on when the travel details are finalized and paperwork is submitted, the cash advance will be presented in check form to the indicated party prior to departure (if the indicated party is a University employee, the cash advance will be provided the same way his or her University paycheck is provided). Upon return from trip, the club must provide change and itemized receipts for all non-food/beverage purchases made with the cash advance attached to the Travel Follow Up Form by the Wednesday after trip return. If a club spends more than what was allocated as a cash advance, the extra purchases can be requested as a reimbursement (see next item). *Failure to turn in change and/or receipts for purchases made with a cash advance will leave the club responsible for paying any unaccounted for purchases.*
- **Reimbursement**—If the club has an SGA-allocated budget or grant they are eligible to receive reimbursement for non-food/beverage purchases made during the trip (registration fees, lodging, vehicle rentals, gas, etc.). All expected purchases must be indicated on the Travel Request Form as estimated costs. During the trip, the club will pay for these expenses using personal funds. Upon trip return, itemized receipts for all non-food/beverage purchases must be attached to the Travel Follow-Up Form and submitted to the Sport Club Office by the Wednesday after return to be eligible for reimbursement. Only non-food/beverage items accounted for with an itemized receipt can be reimbursed. Only one club member will receive the reimbursement, and it is his or her responsibility to allocate the money to necessary club members based on purchases made during the trip. **It takes approximately two weeks to receive reimbursement.** If the member receiving reimbursement is employed by the University, the amount will be reimbursed in the same way he or she receives a paycheck. If the member is not a University employee, the reimbursement will come in the form of a check.
- If a club does not have an SGA-allocated budget or grant, the club is encouraged to use its club-generated funds to assist in the cost of the trip. Club dues, fundraising, donations, and sponsorships are all methods of funding travel.

#### **Quick Reference—Travel Funding**

- Clubs with SGA-allocated funds (budget or grant) are eligible for p-card purchases before the trip, cash advances, or reimbursements
- SGA-allocated funds cannot be used for food or beverage purchases during travel
- All itemized receipts must be submitted with the Travel Follow-Up Form
- What is an itemized receipt? A receipt that lists every single item that was purchased during that transaction and how much that item cost
- Receipts for gas must have vehicle and tag number listed on them
- Receipts containing words related to alcohol or tobacco (i.e. gas station called “Beer City”) are not acceptable using a cash advance and are not eligible for reimbursement

**Vehicle Usage for Travel Purposes** -- Sport Clubs have various options regarding vehicle usage for traveling purposes. The club must keep the GA informed regarding vehicle needs and situations before, during, and after the trip.

- **Recreation Vehicle Reservation**—The Recreation Department is responsible for two 15-passenger state-owned vans that can be reserved for club travel.
  - The club will pay \$.50/mile traveled + gas (whatever is paid in gas is subtracted from the charge for mileage)
  - The one-way mileage limit for a trip with the van is 1,000 miles
  - Reservations should be made through the GA as far in advance as possible; the GA will contact Eddie Faircloth to determine availability and the reservation will be indicated on the Travel Request Form
  - Primary drivers and trip mileage must be indicated on both Travel Request and Travel Follow-Up Forms
  - Drivers that will be towing anything with a Recreation vehicle must have completed a Driver Training Course with the Recreation Department before driving a Recreation vehicle; contact the Sport Club GA to schedule a short training course
  - Drivers must have a TAR form and copy of driver's license on file before leaving for trip
  - Van keys can be checked out at the Customer Service Desk in the HLS the day of the trip (if leaving before 6am M-Th, 8am Sat, or 12pm Sun, keys can be checked out the evening before if available); only drivers with a TAR on file will be able to check out the keys. Driver should be prepared to show Nautilus card and driver's license upon checking out the keys.
  - Drivers and passengers must be familiar with the vehicle's policies and procedures packet (found inside the vehicle's log book). ***\*Only employees and official volunteers will have insurance coverage in the case of an accident in a state-owned vehicle. Participants will not have insurance coverage in the case of an accident while traveling in a state-owned vehicle.***
  - Mileage (starting, ending, and total) must be logged in the vehicle's log book and on the Travel Follow-Up Form.
  - Gas receipts used for Recreation vehicles must be itemized, labeled with the vehicle and tag number, and attached to Follow-Up Form.
  - Keys must be returned to Customer Service Desk upon trip return. If the facility is not open, the vehicle should be parked where found and keys returned the next day.
- **Rental Vehicle**—The Recreation staff can assist in coordinating rental vehicles from outside companies (Avis, Enterprise, etc.) for club travel. Request for assistance should be indicated on the Travel Request Form when submitted in addition to number and kind of vehicle/s desired and primary driver/s. Diana will work with the rental company to reserve, pay for (using club's SGA-allocated funding), and coordinate pick-up time/location. Rental vehicle confirmation will be sent to the primary contact for the trip prior to departure. It is the club's responsibility to pick-up and drop-off the vehicle at designated times. It is also the club's responsibility to be familiar with the rental company's policies and procedures. A receipt for the vehicle rental must be submitted with the Travel Follow-Up Form upon trip return, and mileage for the rental must also be listed (starting, ending, and total). Gas receipts used for rental vehicles must be itemized and labeled with the vehicle and tag number.
- **Personal Vehicle/s**—Driving personal vehicles for travel purposes is obviously an option. When club members' vehicles are being used, the following guidelines must be met:
  - Personal vehicle tag number and driver must be listed on the Travel Request Form
  - A copy of the driver's license and auto insurance card must be on file in the Sport Club Office before departure
  - Medical bills resulting from an auto accident would be paid for by each passenger's individual PIP coverage. If a passenger has no PIP coverage, then the PIP coverage of the driver would cover medical bills.
  - Members must keep in contact with the GA regarding any changes made to driving arrangements before departure

- Personal vehicle tag number and driver must be listed on the Travel Follow-Up Form
- Mileage of personal vehicle must be listed on the Travel Follow-Up Form (starting, ending, and total)
- Any gas receipts used for personal vehicles must be itemized and labeled with the vehicle tag number

#### Quick Reference—Vehicle Usage

- Recreation Vehicle Reservation
  - Club pays gas and \$.50/mile
  - Reserve through GA on Travel Request Form
  - Drivers must have completed the Driver Training Course (if towing) and have TAR and copy of driver's license on-file
  - Check-out and return keys at Customer Service Desk
  - Mileage reported in log book and Travel Follow-Up Form
- Rental Vehicle
  - Indicated number and type of vehicle needed on Travel Request Form
  - Details will be arranged for the club and payment made out of club funds
  - Club's responsibility to pick-up and return vehicle to company
  - Receipt for rental must be attached to Follow-Up Form
- Personal Vehicle
  - Drivers, tag numbers, and mileage must be listed on Travel Request and Travel Follow-Up Forms
  - Drivers' drivers licenses and insurance cards must be on-file before departure
- No matter what type of vehicle is used, it is essential that the driver/s, vehicle tag numbers, and mileage be listed on both the Travel Request and Travel Follow-Up Forms
- All gas receipts must be itemized, labeled with vehicle and tag number, and attached to the Follow-Up Form

## Risk Management

### Informed Consent Forms

Every sport club participant (student or guest) must complete a Sport Club Informed Consent Form before participating in any event. The Informed Consent Form explains that neither the University of West Florida nor the Office of Recreation and Sports Services provide insurance for the participant and that the activity does involve risk. **A new form must be completed for every different Recreation activity (i.e., participants must complete a new form when participating in different sport club events, intramural sports, group fitness classes, etc.).** The Informed Consent Form is a legal document and must be completely filled out in blue or black ink before anyone is eligible for participation. A new form must be submitted and updated each academic year. **Club members must be aware that failure to have these forms on file for all participants in your club's activities will be cause for elimination of your club from the UWF Sports Club Program.**

Each individual is encouraged to obtain his/her own private health insurance coverage or Student Health Insurance.

### First-Aid/CPR Procedures

It is recommended that each club have at least two people who have first-aid/CPR certification and suggested that one of these people is present at each of the club's practices and other events. The Recreation Department offers two free first-aid/CPR certifications per club per academic year. Contact the Sport Club Office to schedule a training session. These people should be able to administer basic first responder assistance in the event of an injury or emergency. Proof of certification should be on file with the Sport Club

Office. The Sport Club Office staff will also be attending events randomly to ensure all is being run safely. First-Aid kits and ice are also available for check-out from the Sport Club Office.

### **On-Campus Emergency Action Plan**

If a sport club participant is injured at an on-campus activity, there is a specific protocol which every member should be familiar with.

1. If an injury requires an ambulance or is considered life threatening, call campus police at (850) 474-2911. This will activate the Emergency Medical Services (EMS) and campus police will take charge of the matter.
2. Contact the HLS Building Manager at (850) 474-2580 to report the accident.
3. Contact the Sport Club GA (cell #) (715) 529-1958 at the first possible chance to report the accident.
4. Complete the Accident Report Form at the scene of the accident. The form can be found in the Sport Club GA Office, on the Sport Club website, or on ArgoPulse (Sport Clubs, Documents, Accident Report). It is very important that this form be thoroughly filled in blue or black ink out in case of litigation.
5. Submit the Accident Report Form to the Sport Club Office within 48 hours of the accident so proper follow-up can begin.

All club members are responsible for furnishing their own personal accident/health insurance. Any costs incurred will be the direct responsibility of the club member and not the University of the Department of Recreation and Sports Services.

*The campus Health Services Center (HSC) is located in bldg. 960, 474-2172. Any non-emergency injury to a student, faculty, or staff member should be taken to HSC if the injury occurs during normal HSC business hours (M, T, W, F 8am - 5pm and Th 9am – 5pm). After hours injuries should be reported to campus police.*

### **Off-Campus Emergency Action Plan**

Should an accident occur while a club is traveling off-campus, the following protocol should be adhered to:

1. If an injury requires an ambulance or is considered life threatening, call 911 immediately.
2. If someone was injured, contact the emergency contact of the injured party.
3. Contact the Sport Club GA (cell #) (715) 529-1958 at the first possible chance to report the accident.
4. Complete the Accident Report Form at the scene of the accident. The form can be found in the Sport Club GA Office, on the Sport Club website, or on ArgoPulse (Sport Clubs, Documents, Accident Report) and should accompany the club on any trip. It is very important that this form be thoroughly filled in blue or black ink out in case of litigation.
5. Submit the Accident Report Form to the Sport Club Office within 48 hours of the accident so proper follow-up can begin.

### **Alcohol**

All sport club participants are expected to comply with all applicable local and state laws and University policies pertaining to alcoholic beverages at sponsored programs or events. All club participants should be familiar with the UWF student alcohol policies.

- Events: No sport club may sponsor a sporting event, which consists of, but is not limited to, practices, workouts, or competitions, on or off-campus in which alcohol is present without permission from the Sport Club Office. If a club wishes to sponsor an event in which alcohol will be served, they must first

get approval from the Sport Club Office, and then follow the Student Activities procedures and guidelines.

- **Businesses/Products:** A club cannot have any association with alcohol or tobacco products. This includes but is not limited to sponsorships, donations, advertising, etc.
- **Minors:** Please be reminded, it is illegal to sell, give, or serve alcohol to persons under the age of 21. A person may not misrepresent one's age to induce someone to serve alcohol to persons under the age of 21. Individual participants and respective sport clubs can be held liable for injury or damage caused by or resulting from the intoxication of a minor or a person habitually addicted to alcohol if the individual sold or furnished alcohol to such a person. Possession of open containers of alcoholic beverages in vehicles is prohibited, both for drivers and passengers.

***Any alcohol or drug misconduct will be reported to and adjudicated through the formal UWF judicial process under the direction of the Dean of Student Affairs.***

## **Hazing**

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the University. This includes but is not limited to beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

**All student organizations are prohibited from hazing in any form both on and off-campus.**

# Marketing and Communications

## **ArgoPulse**

ArgoPulse is an online database system that is developed and managed by a company called [CollegiateLink](#). It supports registered student organization administration through the development of electronic forms and processes and a process management system that can be configured to include multiple levels of approval when appropriate. Additionally, it provides each organization with a secure website that is edited using a what-you-see-is-what-you-get editor. All students, faculty, and staff have access to ArgoPulse. The web address is [argopulse.uwf.edu](http://argopulse.uwf.edu) and the login information is the same as each individual's Argus ID and password.

The sport club program uses ArgoPulse for multiple functionalities. **Each club is required to register an account on ArgoPulse and maintain that account by making major updates each semester and minor updates continually.**

- **Sport Club Office Administration:** First, the system is used administratively for the Sport Club Office to monitor sport club activity and post sport club-specific material. Information on becoming a sport club as well as all forms, documents, and news regarding the sport club program can be found on the Sport Club ArgoPulse page.

Additionally, after a club joins the sport club program, an ArgoPulse account will be assigned to the club. This is the place where the club will track its roster, officers, inventory, constitution, events, pictures, and more. The Sport Club Office will use the club's ArgoPulse page as a marker of the club's compliance and activity. The club will be required to re-register each year and make updates each semester. *\*Please note, just because an event is registered on ArgoPulse does not mean it will be considered an event as defined in the point system above.*

- **Individual Sport Club Administration:** As mentioned above, a club's ArgoPulse page is an avenue for recording and tracking different areas within the club. It is suggested that the club use its

ArgoPulse page to track in an effort to increase the ease of officer transitioning and more. As explained by Finance Committee, **failure to update a club's ArgoPulse page may result in suspension of SGA-allocated funding.**

## University Logo

The UWF logo is under copyright laws. A club may use the logo or any parts of the logo **as long as it is not altered**. To avoid risk of misuse, please be sure to have all of your publications, advertisements, apparel, etc. approved by the Sport Club Office so they can be approved by the Marketing and Communications Department.

## SGA Logo

All club promotional items must contain the SGA logo in a reasonable font which can be found on ArgoPulse (Sport Clubs, Documents, SGA Logo). However, items such as pens, special made student organization/sport club t-shirts, and special made banners are exceptions. Failure to abide by these stipulations could affect your organization's next year's funding, therefore if you have any questions not specified in this email, be sure to contact Finance Chair Keldrick Averhart at [financechair@uwf.edu](mailto:financechair@uwf.edu) or (850) 474-2391.

## Club Logo

UWF sport clubs are encouraged to design and create logos for shirts, posters, and uniforms. These logos can become a rallying point and build club spirit. All logos must be in good taste and consideration must be given to be sure they are not sexist, racist, or derogatory in any manner. Logos must be approved by the Sport Club Office before printing or production can begin.

## Publicizing Events

Each club is encouraged to find and use all positive means of publicizing club activity. It is important to schedule activities as far in advance as possible to get the word out in a timely manner. The following is a list of ways your club can publicize your activities to the campus and local community:

- **Recreation Department Marketing**
  - **ArgoPulse**- As discussed above, ArgoPulse is a great resource for outreach to the entire campus. Clubs should not only keep their page updated for administrative purposes, but can also use it to create flyers and post upcoming meetings, events, etc. Pictures are great, too!
  - **Website** – Each club has a club-specific website attached to the UWF Recreation page ([www.uwf.edu/recreation](http://www.uwf.edu/recreation), Sport Clubs). **It is each club's responsibility to periodically check your page for accuracy.** Inform the GA of changes that need to be made. *Clubs may create their own pages but should keep in mind the representation of their club and the University.*
  - **Toilet Paper**- This is the monthly newspaper posted in the bathroom stalls in the HLS Facility containing upcoming Recreation-related events, news, and information.
  - **Sport Clubs Bulletin Board**- The board downstairs in the HLS Facility contains contact information for all clubs. However, specific events or other information can be posted there as well!
  - **HLS TV**- To run any advertisement on the TV in the HLS Lobby, send a JPG to the GA.
  - **Marketing Staff**- If informed, Recreation's marketing staff will assist in publicizing club events. Recreation's Marketing Department is also available to discuss potential marketing opportunities.

*If interested in any of the above avenues, contact the Sport Club GA.*

- **Flyers/Posters/Banners** – These are obviously one of the easiest, most cost-effective methods of marketing. Again, every marketing item must be approved by the Sport Club Office before release to the public. Posters can also be made using large sheets of paper and paint in the banner-making

room in the University Commons (see the Service Desk). This room can also be used to make sheet banners. Clubs should bring their own supplies to the room—markers/paint may be provided but not necessarily. **When making and hanging sheet banners, it is essential to understand the banner policy. All banners MUST be approved by the University Commons Service Desk. The Commons staff reserves the right to remove any unregistered or inappropriate banners as well as charge the club or Recreation Department for noncompliance with the banner policy. Please see GA for further instructions and restrictions regarding banner policy.**

**All marketing and publication materials must be approved by the Sport Club Office. Email, text, or show the items to the Sport Club GA for approval before releasing to the public.**

**IMPORTANT MEDIA OUTLETS:**

<b>NEWSPAPERS</b>	The <i>Voyager</i> UWF student paper	474-2191
	The <i>Fountain</i> UWF faculty paper	474-2431
	The <i>UWF Connection</i> alumni magazine	474-2758
<b>RADIO</b>	WUWF FM88.1	474-2327
<b>TELEVISION</b>	Nautilus News UWF	474-2841
<b>ELECTRONIC</b>	University Calendar	<a href="mailto:474-2860/adahlstrom@uwf.edu">474-2860/adahlstrom@uwf.edu</a>
<b>FACULTY/STAFF</b>	Argus Today	<a href="mailto:today@uwf.edu">today@uwf.edu</a>

<h2>Sport Club Calendar 2011-2012</h2>
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This calendar provides important dates and deadlines that have already been scheduled but is not an exclusive list. Please be sure to check your email regularly for any changes or additional deadlines, meetings, etc.

What?	Date	Time	Location	Notes
Late Night at the Rec	Thurs., Aug. 18 <sup>th</sup>	8-10pm	HLS	
Sport Club Training	Fri., Aug. 26 <sup>th</sup>	9am-12pm 1-4pm	HLS (72/211)	Attendance required by at least 2 club members
Fall Frenzy	Wed., Aug. 31 <sup>st</sup>	6-8pm	Between HLS and Field House	Sign up on Google Docs at Sport Club Training
Executive Board Nominations Due	Fri., Sept. 2 <sup>nd</sup>			Nomination form on ArgoPulse
SCC Meeting	Tues., Sept. 6 <sup>th</sup>	8:30pm	First Floor Library Compt. Classroom	<i>*Club representative must be designated and present here and at all future SCC meetings</i> -ArgoPulse Training -Executive Board Election
ArgoPulse Registration Deadline	Fri., Sept. 23 <sup>rd</sup>			
SCC Meeting	Tues., Oct. 4 <sup>th</sup>	8:30pm	HLS (72/209)	
SCC Meeting	Tues., Nov. 1 <sup>st</sup>	8:30pm	HLS (72/209)	
Budget Meeting	TBD	TBD	TBD	Required for clubs requesting budget
Budget Presentations to Executive Board	Tues., Nov. 29 <sup>th</sup> Wed., Nov. 30 <sup>th</sup>	TBD	TBD	Clubs will sign up for individual time slots prior to presentation
SCC Meeting	Tues., Jan. 10 <sup>th</sup>	8:30pm	HLS (72/209)	
SCC Meeting	Tues., Feb. 7 <sup>th</sup>	8:30pm	HLS (72/209)	
SCC Meeting	Tues., March 6 <sup>th</sup>	8:30pm	HLS (72/209)	
SCC Meeting	Tues., April 3 <sup>rd</sup>	8:30pm	HLS (72/209)	

*\*There will also be two Executive Board meetings each month in addition to extra budget deliberation meetings in December and January. Board meeting times and locations will be scheduled based on the availability of the board members.*