Sport Club President Training 2018-2019
Opening Remarks

Welcome to another year of Sport Clubs!

What we’re doing today...

INTRODUCTIONS: Name, Club, Returning or New President?

- Talk about your role as a president
- What to expect this year
- Finances and Travel
- Share ideas and ways of properly managing a Sport Club team
- Ask questions and learn something
- Make this as exciting as humanly possible
Competitive Sports Staff

- **Jason Lorgan** - Executive Director Bookstore, Union, Rec
  - **Deb Johnson** - Rec Director
  - **Andy Ramirez** – Sr. Assistant Director
    - **Mike Dominguez** - Sport Club Coordinator
    - **Shannan Rowe** - Athletic Trainer
  - Managers – Oversee IMS and Sport Clubs
  - Recorder Managers – Oversee Recorders, Sport Club Office, and Sport Club teams
  - Supervisors – On field (aka Red Shirts)
  - Recorders – Paperwork masters
    - Office Open M-F, 10am-5pm
Who are we?

• 39 Clubs
• Welcome Climbing Club!
• 1,621 unique users
• 24 Different Facilities Used
• 113 Home Games/Tournaments
• 215 Away Matches
• Over 3,200 practices totaling over 10,000 hours
WHICH ONE ARE YOU?
What you really do

- POLICIES/PROCEDURES/FORMS: FINANCIAL CHECK REQUESTS REQUEST FOR ACTION
- MEMORANDUMS (OVERDRAFT) ATM REQUESTS REIMBURSEMENTS TRAVEL:
- TRAVEL ITINERARY TRAVEL ROSTER VEHICLE REQUEST VEHICLE AUTHORIZATION
- TRAVEL BINDER CHECK-IN/CHECK-OUT DEADLINES OUT OF STATE TRAVEL FORMS TRAVEL INSURANCE
- SCHEDULE SUPERVISE PRACTICE SUBSTITUTION FORMS MEETING MAKER
- FACILITY MANAGER BINDER CALENDAR HOME EVENTS EVENT REPORTS
- GROUP WAIVERS INDIVIDUAL WAIVERS FACILITY RESERVATION FORM HOME EVENTS BINDER
- SPECIAL EVENTS SPECIAL EVENT FORMS EQUIPMENT REQUEST FORM
- CHECK-OUT/CHECK-IN SPREADSHEET INVENTORY FUNDRAISING MEETING/DOCUMENTATION
A mistake is valuable if you do four things with it: recognize it, admit it, learn from it, forget it

— John Wooden —
My Delegation/Organizational Skills

- Sport Club Coordinator: 39 teams, 1,600+ members, 50 employees
- Father
- Husband
- HDUR Chair
- High School Football Referee
- Junior College Football Referee
- High School Lacrosse Referee
- College Lacrosse Referee
- NIRSA Flag Football Work Team
- NIRSA Student Development Committee
- NIRSA Concussion Task Force
- Teach a National online Sport Club Course
- 2 hours of commuting each day
Tips for Delegation

- Write a list and check them off
- Prioritize your tasks
- Check your calendar for events this week and next week
- Follow up with things you assigned people to do last week
- Work on your long term goals/plans a little at a time over a long period. Small projects seems manageable, large projects seems overwhelming.
- STOP PROCRASTINATING!!!
- Be open and flexible when Plan A doesn’t work

- WHY IS IT IMPORTANT TO DELEGATE?
Do what you **NEED** to do
Do what you **WANT** to do

SCHOOL

FRIENDS

SPORT CLUB

PARTIES

JOB

TRAVEL

FAMILY

PARTNER

INTERNSHIP

FUTURE
As Presidents....

You will be forced to make tough decisions and learn from them

You are my first point of contact

You will be the decision maker for your club

You need to MAKE SURE everything is done, NOT DO EVERYTHING

My door, phone, and email is always open to you, anytime

Over-communication is ALWAYS better than Under-communication
New Changes

- Baseline Test for all High Impact Athletes
- Concussion Awareness training for all high impact athletes
- Risk Management Binder for off-campus teams
- 1st Aid kits for your travels
- All paperwork and trainings through B2H and e-mailed to you
- Sponsorships
- PLAY DAY: Tuesday, October 2 from 11am-2pm, Main Quad
Athletic Training

- Open treatment hours M-TH
  - Hours change every quarter, adjusted hours will be posted on Facebook page
- Forms (included in B2H registration)
  - Consent to treat
  - Responsibility to Report Signs and Symptoms
  - Release of health information
- ATS
  - EMR for AT services, Mandatory for ALL athletes
- Practices
  - on campus in the evenings. Contact supervisors (red shirts) if not directly present
- Games
  - Present at high contact home games
  - if there is an overlap, please give enough time to help find external AT
Concussions

● Reporting signs and symptoms (Incident Form)
  ○ Safety Officer, supervisor, AT
● Concussion training for **ALL** high impact student athletes
  ○ Instructions in B2H Confirmation email
● Baseline testing for only new people (freshmen, new people, transfers)
● Baseline testing for Men and Women Ultimate Frisbee added to high impact sport list
<table>
<thead>
<tr>
<th>Club Name</th>
<th>Impact Level</th>
<th>Club Name</th>
<th>Impact Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>Low</td>
<td>Lacrosse (M/W)</td>
<td>High</td>
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<tr>
<td>Badminton</td>
<td>Low</td>
<td>Martial Arts</td>
<td>High</td>
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<tr>
<td>Baseball</td>
<td>Med</td>
<td>Powerlifting</td>
<td>Low</td>
</tr>
<tr>
<td>Basketball</td>
<td>High</td>
<td>Quidditch</td>
<td>High</td>
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<tr>
<td>Bowling</td>
<td>Low</td>
<td>Roller Hockey</td>
<td>High</td>
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<tr>
<td>Boxing</td>
<td>High</td>
<td>Rugby (M/W)</td>
<td>High</td>
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<tr>
<td>Brazilian Jiu Jitsu</td>
<td>High</td>
<td>Sailing</td>
<td>Low</td>
</tr>
<tr>
<td>Cheer</td>
<td>High</td>
<td>Ski and Snow</td>
<td>High</td>
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<tr>
<td>Crew/Rowing (M/W)</td>
<td>Low</td>
<td>Soccer (M/W)</td>
<td>High</td>
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<tr>
<td>Cricket</td>
<td>Med</td>
<td>Softball</td>
<td>Med</td>
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<tr>
<td>Cycling</td>
<td>High</td>
<td>Surfing</td>
<td>Med</td>
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<tr>
<td>Dance Team</td>
<td>Low</td>
<td>Swimming</td>
<td>Low</td>
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<tr>
<td>Dancesport</td>
<td>Low</td>
<td>Tennis</td>
<td>Low</td>
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<tr>
<td>Diving</td>
<td>High</td>
<td>Track &amp; Field</td>
<td>Low</td>
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<tr>
<td>Dragon Boat</td>
<td>Low</td>
<td>Triathlon</td>
<td>Med</td>
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<tr>
<td>Equestrian</td>
<td>High</td>
<td>Ultimate (M/W)</td>
<td>High</td>
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<tr>
<td>Fencing</td>
<td>Med</td>
<td>Volleyballs (M/W)</td>
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<td>Water Polos (M/W)</td>
<td>High</td>
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<td>Golf</td>
<td>Low</td>
<td>Water Ski</td>
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<td>Gymnastics</td>
<td>High</td>
<td>Weightlifting</td>
<td>Low</td>
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<td>Ice Hockey</td>
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<td>Wrestling</td>
<td>High</td>
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<tr>
<td>Ice Skating</td>
<td>Med</td>
<td></td>
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</tr>
</tbody>
</table>
Off-Campus/Supervisor-less Sport Clubs

M/W Crew
Ice Hockey
Water ski/wakeboard
XC & Track
Taekwondo
Table Tennis

DASS
Cycling
Triathlon
Table Tennis
Judo
Tennis

Team Binders: Incident Report Forms, Group waivers, Individual Waivers, concussion Fact sheet, Emergency contact list

MedKits: Keep stocked. Let us know if you need to be replenished.
Advisory Council

- Meet 1-2 times per quarter to discuss all related Sport Club matters
- Listen to all budget presentations and help determine Sport Club allocations
- Help determine new Sport Clubs
- Sounding board for any and all changes made to Sport Clubs
- If you have any suggestions on how to change or improve Sport Clubs please speak with a council member
Officer Roles

- Organize meetings with Sport Clubs Staff
  - (bi-weekly or monthly meetings with Student Manager)
- Monitor club membership: Make sure all players are current students
  - Extended education and some International students are not eligible for Sport Clubs

- DELEGATE!

- Club Coach role
  - Define expectations early on
  - Club leaders = decision makers
  - Coaches = instruct and advise
  - Coaches must respect SC policies and supervisor staff
  - **Coaches should not be handling Sport Club business.**
Case Studies

A player on your team has not paid dues and it’s 2 months into the season. What are your options?

Your officers have been slacking on their job duties. Your club has been fined twice in the past month. Once for missing a monthly meeting and once for not turning in their in-state travel paperwork more than 2 weeks in advance. You have 5 key officers for your club and 2 of them are in charge of these areas. What do you do?

One of your team members was drunk at a party and sexually assaulted a friend of yours. How do you handle the situation? How do you deal with the teammate and friend?
Coach Info

- Must have attended Coaches Training or set up a meeting with Mike Dominguez
- Must sign off that they have read the Coaches Manual
- Need to complete Volunteer Agreement and UC Davis Oath
- Need to complete online trainings, including Concussion, Policies, and Mandatory Reporting
- Any new coach needs to complete paperwork before they are allowed to coach
- Coach Agreement/Contract
- Background Check
Forms and Paperwork

- **B2H and General Form Deadlines** (Earlier the better)
  - ATS Accounts
    - Treatment open hours: 24hrs
    - Travel: 14 days
  - Travel Forms
    - Eligibility & Graduation Verification: 10 business days
    - In-State-Travel: 14 days
    - Out-of-State Travel: 30 days
    - Independent Travel: 14 days
    - Fleet Vehicle: 14 days
  - Facility Request Forms
    - Meeting Space: 14 days
    - Special Event: 4 weeks
    - Practices & Home Games: Quarter before
  - Check and Financial Forms
    - Checking Request: 14 days
    - Allocations: 2-3 months
    - Fundraising Application: 14 days
    - Permit to sell: 14 days
<table>
<thead>
<tr>
<th>Violations</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence &amp; there on.</th>
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<tr>
<td>Failure to sign <strong>Liability</strong> prior to his/her participation (B2H)</td>
<td>$50/#1</td>
<td>$100/#2, #3, #4,</td>
<td>$200/#3, #4,</td>
</tr>
<tr>
<td>Failure to pick up the travel binder before a trip</td>
<td>$25/#1</td>
<td>$100/#2, #3</td>
<td>$200/#2, #3</td>
</tr>
<tr>
<td>Late or Failure to submit <strong>Paperwork</strong></td>
<td>Late: $25/#1</td>
<td>$100/ #2</td>
<td>$200 # 3, #4,</td>
</tr>
<tr>
<td>Not attending Monthly Officer Meeting</td>
<td>$50</td>
<td>$100/ #1</td>
<td>$200/ #2, #3</td>
</tr>
<tr>
<td>Not attending Sport Club Officer Training</td>
<td>$100/#1</td>
<td>$200/ #2</td>
<td>$300/ #3, #4</td>
</tr>
<tr>
<td>Failing to notify Sport Clubs of home games, practices, or any other club function</td>
<td>$50</td>
<td>$100/1</td>
<td>$200/ #2, #3</td>
</tr>
<tr>
<td>Failure to turn in Coaches Contract or CPR/1st Aid Cert</td>
<td>$25 (after 30 days of coaching) #1</td>
<td>$100 (after 31-60 days of coaching) #2</td>
<td>$200 (after 61+ days of coaching) #2, #3, #4</td>
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<tr>
<td>Failure to represent UCD in a positive manner</td>
<td>$100</td>
<td>$300</td>
<td>$500</td>
</tr>
<tr>
<td>Misuse of University facilities or club property (When reported SCC will look into each situation)</td>
<td>$100</td>
<td>$200</td>
<td>$300</td>
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</tbody>
</table>

*Failure to sign Liability prior to his/her participation (B2H)*

Failure to pick up the travel binder before a trip

Late or Failure to submit Paperwork

Late: $25/#1
Failure: $50/#1 and #2

Not attending Monthly Officer Meeting

$50

Not attending Sport Club Officer Training

$100/#1

Failing to notify Sport Clubs of home games, practices, or any other club function

$50

Failure to turn in Coaches Contract or CPR/1st Aid Cert

$25 (after 30 days of coaching) #1

$100 (after 31-60 days of coaching) #2

$200 (after 61+ days of coaching) #2, #3, #4

Failure to represent UCD in a positive manner

$100

#1, #2, #3, #4,

$300

#1, #2, #3, #4,

$500

#1, #2, #3, #4,

Misuse of University facilities or club property (When reported SCC will look into each situation)

$100

#1, #2, or #3

$200

#2, #3, #4

$300

#2, #3, #4,
Individual Member Requirements:

- Current enrolled undergrad or grad student
  - Must be paying student fees (ex: ARC, Unitrans)
- Complete all Waivers on MyRecreation:
  - Liability, Assumption of Risk, Code of Conduct, ATS Account, Concussion Awareness, Baseline Test (High Impact Clubs)
- Purchase Liability Insurance: Your address must be the same as the credit card you are using to pay your B2H dues
- Adhere to all policies and procedures
- Check with your Governing Body for additional info
- Group Waivers: Tryouts and New Members (Good for 2 weeks)
What is B2H?

- Insurance
- Online source to **SUBMIT FORMS**
B2H Tutorial

Login

- UC Davis Students, Faculty, Staff (Kerberos Login)
- All Others

Continue
B2H Tutorial
B2H Tutorial

Submitted Forms

<table>
<thead>
<tr>
<th>Name</th>
<th>Submitted For</th>
<th>Submitted</th>
<th>Last Updated</th>
<th>Status</th>
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<tr>
<td>CRU Special Summer</td>
<td>Alexandra Azzopardi</td>
<td>7/14/2016</td>
<td>7/14/2016</td>
<td>Complete</td>
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<tr>
<td>Supervisor Summit Information</td>
<td>Alexandra Azzopardi</td>
<td>3/7/2016</td>
<td>3/7/2016</td>
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<td>Sport Club Emergency Contact</td>
<td>Alexandra Azzopardi</td>
<td>10/20/2015</td>
<td>10/21/2015</td>
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</tr>
<tr>
<td>Sport Club Driver Agreement</td>
<td>Alexandra Azzopardi</td>
<td>3/18/2015</td>
<td>3/19/2015</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Fill out Forms

- Select Program
  - Name
    - Boarding Information
    - CRU Payroll Deduction Enrollment Form
    - CRU Special Summer
    - CRU Staff Emergency Contact Information
    - Household Data and Emergency Contacts
    - IM League Registration Form
    - Short Term Boarding Contract
    - Sport Club Driver Agreement
    - Sport Club Emergency Contact
    - Sport Clubs Facility Request
    - Sport Clubs Fleet Vehicle Request
    - Sport Clubs Payment Request
    - Sport Clubs Safety Officer
    - Sport Clubs Travel Application
    - Trailer Information

My Family
YOU DID A GOOD JOB TODAY.
FALSE. YOU DID AN AWESOME JOB TODAY.
Eligibility and Registration

Eligibility/Registrar

• Usually for Regional or National Competitions
• Your job to get eligibility forms to our office
• Make sure everybody is on B2H
• Must have student ID, name, and what you want: Current eligibility, number of units, etc
• Due 10 business days before deadline
Code of Ethics Agreement:

Adhere to all rules: Participation in Sports Club is a *privilege* not a right.
- Practice good sportsmanship
- Keep facilities clean
- Respect the dignity of all persons
- Respect integrity of UC Davis Sports club
Mens Volleyball

- What happened
- What was your thought process
- What you did
- What were the results/punishments
- What are you going to do for your next travel
- Would you do anything different
- What are the policies for drugs and alcohol for Sport Clubs: Traveling and at home
Hazing Policy

Hazing is
• Any activity that may result in **physical harm**
• Any form of **coercion, perversion, or deprivation**
• **Humiliating** members

*These rules apply to undergrads, graduates, alumni, potential or active members*

Any form of “hazing” can result in:
• Loss of Sport Club Status
• Action by Student Judicial Affairs
• Referral to local law enforcement agencies
Discrimination and Harassment

Formal Complaints:
- Written complaint filed with SJA within 30 days of incident
  - Student Judicial Affairs is located at 3200 Dutton Hall (530) 752-1128

  **Sport Clubs had 5 incidents in the past 3 years that made it’s way to Student Judicial Affairs**

Informal Complaints:
- Speak to Sports Club Administration
- Submit concerns anonymously through the Campus Recreation online comment form on the website
- BE HONEST AND RESPONSIBLE! If you’re not sure something is hazing, it probably is.
- ANY QUESTIONS ABOUT HAZING?
Discrimination and Harassment

https://www.youtube.com/watch?time_continue=113&v=LUsqpiE6z8I
You have 4 accounts to track

- Checking
- Allocation
- Service
- Donation
CHECKING

● Outside Checking Account (Chase): YOUR MONEY $$$
  ○ All your dues and fundraising money goes into your Chase Checking account
● How to Spend
  ○ You can use your debit card for purchases
  ○ You can ask the Sport Club office to write a check
  ○ You CANNOT take cash out of the ATM,
    ■ Why?
● You need to use your checking account to get reimbursed from Allocation, Service, or Donation accounts.
Debit Cards

- How to get them
- Online access
- Can and cannots
ALLOCATION

Money from the University
Use it or lose it ➔ so use it early

How Allocation Works

1. Make purchase using Checking Account (debit card or check)
2. Fill out Check Request and mark Allocation
   a. Purchase must go through before request can be processed
   b. We need a zeroed-out invoice
3. 30 day turnaround for reimbursement check
4. Deposit check into Checking Account

FREE MONEY!
Allocation

● What constitutes Allocation?
  ○ Essentially anything **team related**
  ○ Travel, equipment, uniforms

● Examples
  ○ Fleet vehicles
    ■ Automatically get taken out
  ○ Facility rental expense, conference/league dues, team entry fees
  ○ Team uniforms or equipment
    ■ Items that stay with the team will be eligible for allocation
    ■ Uniform design MUST be approved by Sport Club first
How Allocation Is Awarded

- Numbers come from your Budget Workbook turned into the Sport Club office.
- We look at expressed needs: Travel, Facility Expense, Team Equipment, etc.
- We only accept 1 out of state travel and up to $2,000 for Nationals.
- Your admin points are subtracted (Missed Meetings, late paperwork, etc)
- Your budget presentation scores are tabulated
- All these numbers are calculated to get your allocation numbers
- Any questions about Allocation?
SERVICE

● Service Account
  ○ Money earned from the University Departments
  ○ Rolls Over
● Job requests forwarded by Mike or sent individually by departments
  ○ Examples of Service Account jobs:
    ■ Flower Sale
    ■ Clean up football games
    ■ Work The Buzz
    ■ Freshmen Move-In Help
● Earnings automatically deposited into your service account
● Same reimbursement process as allocation
● Questions about Service?
**DONATIONS**

- Donations made through the Sport Club donation webpage or checks written to UC Regents
- Donations through University
  - Tax deductible for the donators
  - The University takes 6% of each donation for processing fees
  - Takes 2-3 months to get reimbursed through your donation account
- Suggestion
- Have the donator write a check to your club directly if they don’t need the tax write off
- Follow the same process for allocation or service for reimbursement
- Any questions about Donations?
Fundraising

Make sure fundraisers follow Sport Club and UC Davis fundraising policy

Fundraising Handbook

Read through for examples of fundraising and estimated earning

https://docs.google.com/document/d/1hMfv7CQffvA__rnKiIDsw0OFbUa7vM4Vx9tiZGa_YQ/edit

We will go over all this information at the Treasurer’s Meeting

ANY QUESTIONS ABOUT FINANCES?
Home Games

- To check available space on campus: UC Davis Space Availability
- Request them **early** because we need to get the space, staffing, and equipment.
- Must be listed in Facilities request that is submitted as early as possible
- Be sure that Sport Clubs office knows about it
- Work with your Manager to get organized
- Clean up after yourselves
- COMMUNICATE with office, managers, and check calendar
- If an athletic trainer is needed at your event, submit your event early.
  - may need to still hire an AT if there is overlapping of events.
Travel Guidelines

● Drivers must email the Sport Club office a copy of current driver’s license.
● If you turn in your license within a week of driving, you will need to fill out an online DMV Pull notice ($3).
● Fleet is not required for any travel.
● Athletes need B2H and ATS Account.
● Drivers must fill out the driver agreement form on B2H.
● Vehicles should be in good working shape.
● Co-Ed Trips...
● Travel Questions?
Past Presidents Panel

- Meg Crowley, Field Hockey
- Sabrina Scholten, Tennis
- Cesar Godoy, Mens Volleyball

They will speak about 3 topics. After that, you can ask them any question about being a Sport Club President.

- How do you run your club: Officers, duties, etc
- What is something you wish you would have known when you started?
- What’s something you’ve learned that will help you in your everyday life?
This year will be....

Set Goals and Accomplish them

What are your goals this year?

What legacy are you going to leave...

KAHOOOOT!!!
Reminders


● Upcoming Meetings
  ○ Tuesday, Oct 2 from 10am-2pm - Sport Club Play Day
  ○ Oct 28 - B2H Signups Due
  ○ Oct 28 – Team Signatures of Policies/Procedures
  ○ Oct 28 – Winter Practice Requests Due
  ○ Oct 28 – Constitution's Due
  ○ Oct 28 – Safety Officer CPR/AED/1st Aid & Concussion Training

● Office hours: M-F, 10am-5pm

● Email driver licenses now

● Check your mailboxes in the SC office
  ○ Many clubs currently have mail