

Sport Club **President** Training **2019-2020**



Learning Objectives

What we're doing today...

INTRODUCTIONS: Returning or New President?

- Talk about your role as a president
- Expectation
- Finances and Travel
- Share ideas and Ask questions
- Roundtable discussions



Competitive Sports Staff

- **Jason Lorgan** - Executive Director Bookstore, Union, Rec
 - **Deb Johnson** - Rec Director
 - **Jeff Heiser** – Sr. Assistant Director
 - **Mike Dominguez**- Sport Club Coordinator
 - **Shannan Rowe**- Athletic Trainer
 - **Managers** – Oversee Rec Sports 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



New Changes and Reminders

- **Fusion: Waivers and Admin Fee**
- **Do Sports Easy: Forms and Travel**
- **Presagia: Athletic Training Software**
 - 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 DSE and e-mailed to you

What do you want to make sure we cover today?

Join by Web



- 1 Go to **PollEv.com**
- 2 Enter **MIKEDOMINGUE922**
- 3 Respond to activity

Join by Text



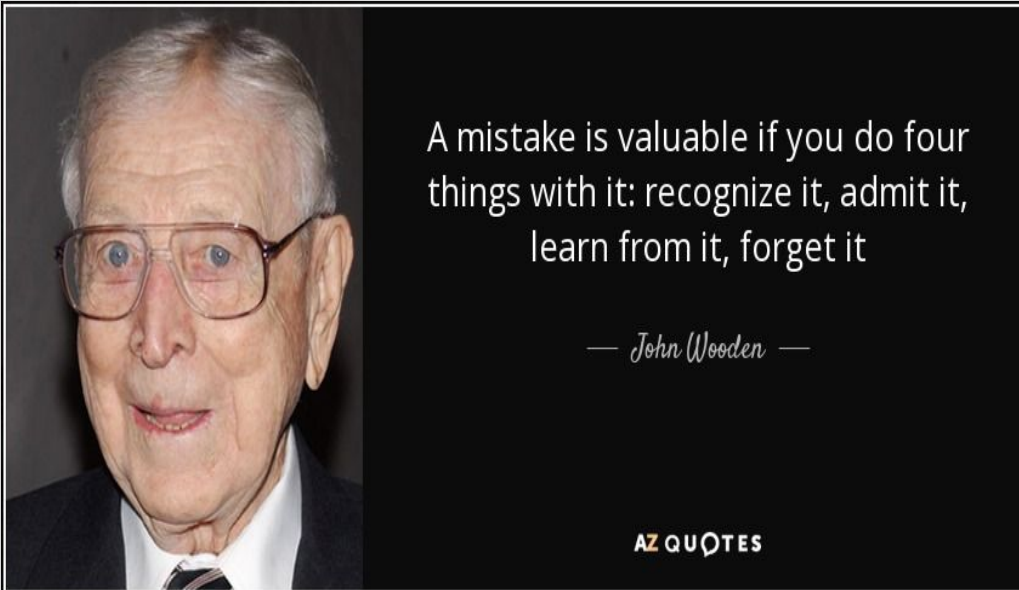
- 1 Text **MIKEDOMINGUE922** to **37607**
- 2 Text in your message

Fullscre

Next

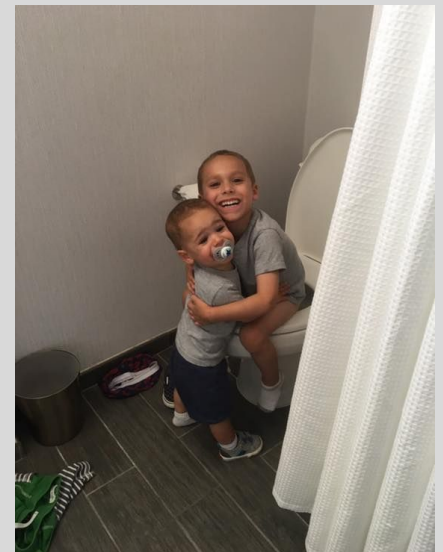
Previous

Leadership/Delegation/Trust



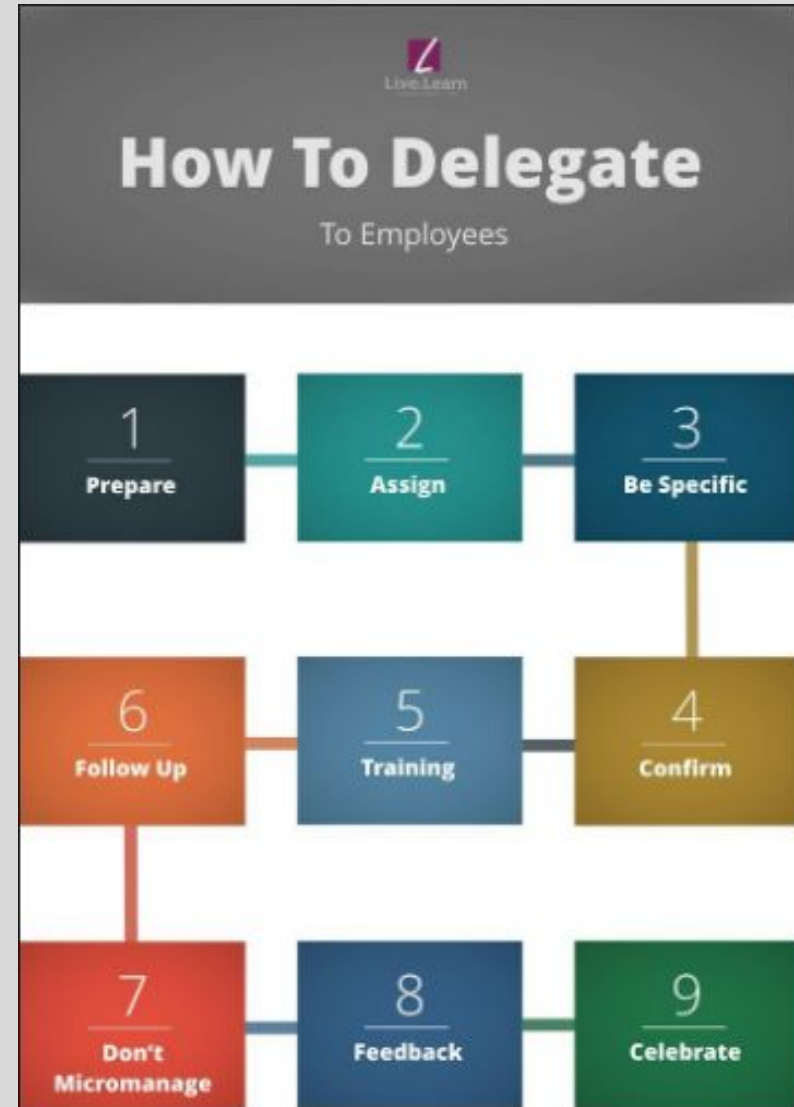
My Delegation/Organizational Skills

- Sport Club Coordinator: 39 teams, 2,000+ members, 50 employees
- Father
- Husband
- Summer O 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
- Follow up
- STOP PROCRASTINATING!!!
- YOU CAN'T DO EVERYTHING!!!
- Who can help?



What do you want from this job?

BOSS

Go!

Boss

BUSINESS

Leader

"Let's Go!"

BUSINESS



**KEEP
CALM
AND
DON'T
MESS UP**

KeepCalmAndPosters.com

Do what you **NEED** to do In Order to Do what you **WANT** to do

SCHOOL

FRIENDS

SPORT CLUB

PARTIES

JOB



TRAVEL

FAMILY

PARTNER

INTERNSHIP

FUTURE

As Presidents....

You are my first point of contact: Respond with 48 business hours

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

You will run into problems not covered in any manual...

Athletic Training

- Open treatment hours M-TH
 - Hours change every quarter, adjusted hours will be posted on Website and Facebook page
- Forms (included in registration)
 - Consent to treat
 - Responsibility to Report Signs and Symptoms
 - Release of health information
- Presagia *NEW*
 - 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: Go4Ellis.com



Concussions

- Reporting signs and symptoms (Incident Form)
 - Safety Officer, supervisor, AT
- Concussion training for **ALL** high impact student athletes
 - Instructions in Confirmation email
- Baseline testing for only new people (freshmen, new people, transfers)
 - Tomorrow! 11-1pm. Check website for more dates



Club Name	Impact Level		Club Name	Impact Level
Archery	Low		Field Hockey	High
Badminton	Low		Gymnastics	High
Baseball	Med		Ice Hockey	High
W. Basketball	High		Lacrosse (M/W)	High
Bowling	Low		Martial Arts	High
Boxing	High		Rugby (M/W)	High
Crew/Rowing (M/W)	Low		Ski and Snow	High
Cycling	High		Soccer (M/W)	High
Equestrian (Event, Dressage, Hunter/Jumper, Western)	High		Softball	Med
Fencing	Med		Tennis	Low

Sport Club
Impact level

	Track & Field	Low
	Triathlon	Med
	Ultimate (M/W)	High
	Volleyballs (M/W)	Med
	Water Polos (M/W)	High
	Water Ski	High

Off-Campus/Supervisor-less Sport Clubs

M/W Crew

DASS

Ice Hockey

Cycling

Water ski/wakeboard

Triathlon

XC & Track

Table Tennis

Taekwondo

Judo

Tennis

Climbing

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.

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. You have 5 key officers for your club and 2 of them are in charge of these areas. What do you do?

Your coach or player coach is taking over decision making for the club. The players are complaining to you about the way practices are being run and people are threatening to quit the team. How do you handle this situation?

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

- **DSE 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



Fines

Violations	1 st Occurrence	2 nd Occurrence	3 rd Occurrence & there on.
Failure to sign Liability prior to his/her participation (B2H)	\$50/#1	\$100/#2, #3, #4,	\$200/#3, #4,
Failure to pick up the travel binder before a trip	\$25/#1	\$100/#2, #3	\$200/ #2, #3,
Late or Failure to submit Paperwork	Late: \$25/#1 Failure: \$50/#1 and #2	\$100/ #2	\$200 # 3, #4,
Not attending Monthly Officer Meeting	\$50	\$100/ #1	\$200/ #2, # 3
Not attending Sport Club Officer Training	\$100/#1	\$200/ #2	\$300/ #3, #4
Failing to notify Sport Clubs of home games, practices, or any other club function	\$50	\$100/#1	\$200/ #2, #3
Failure to turn in Coaches Contract or CPR/1 st 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 Fusion:
 - Liability, Assumption of Risk, Code of Conduct, ATS Account, Concussion Awareness, Baseline Test (High Impact Clubs)
- Purchase Liability Insurance
- Adhere to **all** policies and procedures
- Check with your Governing Body for additional info
- Group Waivers: Tryouts and New Members (Good for 2 weeks)

[illegible]

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 6 incidents in the past 3 years that made its 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

Finance

You have 4 accounts to track

- Checking
- Allocation
- Service
- Donation



CHECKING

- Outside Checking Account: YOUR MONEY \$\$\$
 - All your dues and fundraising money goes into your Team Checking account
- How to Spend
 - You can use your debit card for purchases
 - You can write a check from your team account
 - 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.
 - Screenshot bank statement for reimbursement and send to the SC office!



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 **paid invoice**

What constitutes as Allocation?

- Essentially anything **team related**
 - Travel, equipment, uniforms



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



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
- Have the donor 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



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/1hMfvt7CQffvA_rnKiiDsW0OFbUa7vM_AVx9tiZGa_YQ/edit

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

ANY QUESTIONS ABOUT FINANCES?

Home Game Challenge

- <https://docs.google.com/spreadsheets/d/1qtJqta1yQ7JBDG0--Wn4jlvBWHCOC080WQ3AUGDRJcc/edit#gid=0>

	BOLD = DOUBLE POINTS ICA Challenge Winner gets free gear each quarter Post #ClubswithICA on Facebook or Instagram	Home Game Challenge			
Date	Event	Most Members (4 Points)	2nd Most (3 Points)	3rd Most (2 Points)	Member Attended (1 Point)
9/24/19	Gary Colberg Tribute Match: 6pm Tabling, 7pm Game				
10/10/19	ICA Women's Soccer Game: 4pm				
10/20/19	ICA Field Hockey Game: 12pm				
10/23/19	ICA Mens Soccer Game: 3pm				
10/26/19	SPORT CLUB PLAY DAY: ICA Football Game: 2pm Tabling, 4pm Kickoff				
11/2/19	ICA Mens Waterpolo Match: 3pm				

Past Presidents Panel

- Meg Crowley, Field Hockey
- Kirstin Nel, Women's Lacrosse
- Odessa Runyan, Women's 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?

Reminders

- Volunteer Opportunity: Walk/Bike to School Day, Oct 2
- Upcoming Meetings
 - Oct 27 - Fusion Sign-ups Due
 - Oct 27 – Winter Practice Requests Due
 - Oct 27 – Constitution's Due
 - Oct 27 – 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
 - Most clubs currently have mail

This year will be....

Set Goals and Accomplish them

What are your goals this year?

What legacy are you going to leave...

<https://drive.google.com/file/d/1ZtfE3ABAi4XnB5V3MSoX4alkYVztP47S/view>

https://drive.google.com/file/d/1wuWluGIP-X6h2hzpo1rDET6KRh6ueo_f/view



KAHOOOOT!!!