President & VP
Training 2022-2023
The CoSpo Department

ProStaff → 5
Managers → 10
  - Recorder Managers → 2
Supervisors → 28
Recorders → 5
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baylee Opperman</td>
<td>Sport Clubs Coordinator</td>
</tr>
<tr>
<td>Shannan Rowe</td>
<td>Athletic Trainers</td>
</tr>
<tr>
<td>Heather McGoldrick</td>
<td></td>
</tr>
<tr>
<td>Cameron Bates</td>
<td>Rec Sports Coordinators</td>
</tr>
<tr>
<td>Ben Dao</td>
<td>Assistant Director of Recreation</td>
</tr>
</tbody>
</table>
Sports Clubs Coordinator:
Baylee Opperman
Duties & Expectations

- **Provide overall direction** to club members and officers
- **Serve as a liaison** between the club and the CoSpo department
  - Coordination of:
    - Travel and Home Events
    - Finance
    - Club Requirements
- Ensure **compliance** with UC Davis Policies and Procedures
  - Guarantee that every **member is eligible to participate, has registered on DoSportsEasy, and paid Fusion fees**
  - Respect **deadlines**
  - Knowledgeable of **Sports Clubs Handbook**
- Maintain constant **communication** with the Sports Clubs Office
  - Responses expected within 48 hours
DATES & DEADLINES
DSE Registration

NON-CONTACT SPORTS:
- Fusion Fee

CONTACT SPORTS:
- Fusion fee
- Baseline Concussion Test
  - Contact ATs
- Concussion Safety Training

Every file must show the following:
- Test Name
- Name and/or Email
- A passing score of 80% or above
Becoming a driver

1. Select yes on Driver info tab
2. Send a picture of driver’s license to sportclubs@campusrec.ucdavis.edu
3. Wait for approval (it may take at least a week for us to get records back)

*For Out-of-state licenses they have to request a pull notice (driving records) from their state DMV and send it to screcordermanager@gmail.com

Requesting fleet

Email us (screcordermanager@gmail.com) at least 2 weeks before their travel date.

*Fleet isn’t free

This is going to be a very good year. Very good!
Submitting Away Events

1. Go to https://campusrecreation.ucdavis.edu/dosportseasy
   click on Events

2. Click on “Add new event”

3. Complete “Basic Info”

   In-state = 2 weeks
   Out-of-state = 1 month
1. Basic Information
2. Members Traveling
   a. There have to be enough approved drivers to fit 5 members per car unless stated otherwise
3. Travel Information
   a. Event Site
      i. Site Contact Name and Phone Number must be someone at the event who will not be traveling with the competition team.
   b. Method of Travel
   c. Lodging
   d. Arrangement
   e. Check box

*ALL event information must be submitted **5 days before travel date**

Once the event is approved, an email will be sent to officers to pick up binder and medkit. You will be CCed in the emails.

Binder + Medkit must be returned the Wednesday after event
Check Requests

Must Have:
1. Paid Invoice
2. Bank Statement showing the charge under the Club’s Account
   a. Some might want to wait until the end of the month since their club name might not appear

Check Requests must be done based on type of expense: i.e. all their equipment purchase separate from travel expenses.

Once a check request is submitted they cannot be edited or deleted. If a mistake was made email screcordermanager@gmail.com

Allocation = Must stay with the club
Service = Money given by working school events
Donation = Rolls over
Do Not touch the Add Transaction button

- This will automatically alter their budget even if their request hasn’t been approved yet. If they touch it they might not receive a reimbursement for their expenses.
Checking Account: Under club’s name

- Outside checking account - YOUR MONEY!
  - All dues and fundraising money goes into your checking account

- You can use your debit card for purchases or write a check from your team account
  - You CANNOT take cash out of the ATM
  - We DO NOT reimburse to individuals (NO VENMO)

- You need to use your checking account to get reimbursed from Allocation, Service and Donation accounts
ALLOCATION, SERVICE, AND DONATION ACCOUNTS

Allocation
• Money from UC Davis
• USE IT OR LOSE IT, so use it early

Service
• Money from University departments
• Rolls over
• Job requests
• Earnings automatically deposited into acct.

 Donation
• Donations made through website or checks written to UC Regents
• Donations thru University
• Tax deductible
• Univ. gets 6% for processing
• 2-3 months to get reimbursed thru donation acct.
• Check directly to club if no tax write off

Check Requests: Indicate which account you want to get reimbursed from
All fines must be paid within a week of notification. Failure to pay fines in a timely manner will result in suspension of practice.
CONCUSSIONS

1. Reporting Signs and Symptoms
   - Incident Reports
   - Safety Officer, Supervisor, AT

2. Concussion Training
   - For all high-impact sport athletes

3. Baseline Testing
   - Only new students!
<table>
<thead>
<tr>
<th>Club Name</th>
<th>Impact Level</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td>Low</td>
<td>M/W Lacrosse</td>
<td>High</td>
</tr>
<tr>
<td>Badminton</td>
<td>Low</td>
<td>Martial Arts</td>
<td>High</td>
</tr>
<tr>
<td>Baseball</td>
<td>Med</td>
<td>M/W Rugby</td>
<td>High</td>
</tr>
<tr>
<td>W. Basketball</td>
<td>High</td>
<td>Ski and Snow</td>
<td>High</td>
</tr>
<tr>
<td>Bowling</td>
<td>Low</td>
<td>M/W Soccer</td>
<td>High</td>
</tr>
<tr>
<td>Boxing</td>
<td>High</td>
<td>Softball</td>
<td>Med</td>
</tr>
<tr>
<td>M/W Crew</td>
<td>Low</td>
<td>Tennis</td>
<td>Low</td>
</tr>
<tr>
<td>Cycling</td>
<td>High</td>
<td>XC + Track &amp; Field</td>
<td>Low</td>
</tr>
<tr>
<td>Equestrian (all 4)</td>
<td>High</td>
<td>Triathlon</td>
<td>Med</td>
</tr>
<tr>
<td>Fencing</td>
<td>Med</td>
<td>M/W Ultimate</td>
<td>High</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>High</td>
<td>M/W Volleyball</td>
<td>Med</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>High</td>
<td>M/W Water Polo</td>
<td>High</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>High</td>
<td>Waterski</td>
<td>High</td>
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Marketing (Same as last year)

- [Link](https://campusrecreation.ucdavis.edu/sites/g/files/dgvnsk6556/files/inline-files/Sport%20Clubs%20Guidelines%20202021.pdf)
It’s okay if you don’t know everything, just make sure you follow these points and everything will be A-OK:

1. Communicate with your managers
2. Familiarize yourselves with your resources
   a. Officer resource page
   b. Sport Clubs Handbook/Cheatsheet
   c. DoSportsEasy
   d. Baylee’s Newsletter
3. We are here to help you but you have to COMMUNICATE
4. HAVE FUN!
## CoSpo Managers:

<table>
<thead>
<tr>
<th>Carrie deSouza</th>
<th>Maya Espinosa</th>
<th>Shivansh Gupta</th>
<th>Carry Montgomery</th>
</tr>
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<tbody>
<tr>
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<td>Tennis</td>
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<td>Ice Hockey</td>
<td>M/W Ultimate</td>
<td>E-Sports</td>
<td>Gymnastics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jon Moy</th>
<th>Oshi Nash-Haruna</th>
<th>Calista Rugama</th>
<th>Ryan Slez</th>
<th>Teresa Chan</th>
<th>Julia Wellons</th>
</tr>
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<tbody>
<tr>
<td>Judo</td>
<td>Swim</td>
<td>Table Tennis</td>
<td>Boxing</td>
<td>M/W Soccer</td>
<td>M/W Crew</td>
</tr>
<tr>
<td>TKD</td>
<td>W. Basketball</td>
<td>Waterski &amp; Wakeboard</td>
<td>Bowling</td>
<td>M/W Volleyball</td>
<td>M/W Lacrosse</td>
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<td>Fencing</td>
<td>Equestrian Teams</td>
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<td>XC &amp; Track</td>
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