

President and VP Training

2021 - 2022



Competitive Sports Career Staff

- Deb Johnson - Director of Campus Recreation
 - Jeff Heiser - Associate Director of Campus Recreation
 - Ben Dao - Assistant Director of Competitive sports
 - Sports Club Coordinator - TBD
 - Shannan Rowe - Athletic Trainer

Competitive Sports Student Staff

- Managers - Oversee Rec Sports and Sport Clubs
- Recorder Managers - Oversee Recorders, Sport Club Office and Sport Club Teams
 - Supervisors - On field (red shirts)
 - Recorders - In office; handle all paperwork

Leadership

Your Role

- Provide the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team
- Serve as a liaison between the club and the Department of Campus Recreation and Unions
- Ensure compliance with UC Davis Policies and Procedures
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Your Responsibilities

- Ensure that all participants are eligible, have signed up on the Sport Clubs online database (Fusion and DSE), and have purchased admin fees on Fusion by the deadline set by Sport Clubs
- Schedule and run organizational meetings
- Monitor the activities of the club
- Oversee new member recruitment
- Run practices Coordinate travel to and from competitions

Expectations

- Communicate with team as well as COSPO staff
 - Over-communication > under
 - Responses expected within 48 hours
- Handbook is your guide
 - Can be found on the officer resource page
- Represent our school and program well both on and off the field
- Have fun!

Athletic Training

- Services for this quarter/year
- Forms/Required Items
- Presagia
- Presence at Practices
- Presence at Games

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!

Sport Club Impact Level

Club Name	Impact Level	Club Name	Impact Level
Archery	Low	M/W Lacrosse	High
Badminton	Low	Martial Arts	High
Baseball	Med	M/W Rugby	High
W. Basketball	High	Ski and Snow	High
Bowling	Low	M/W Soccer	High
Boxing	High	Softball	Med
M/W Crew	Low	Tennis	Low
Cycling	High	XC + Track & Field	Low
Equestrian (all 4)	High	Triathlon	Med
Fencing	Med	M/W Ultimate	High
Field Hockey	High	M/W Volleyball	Med
Gymnastics	High	M/W Water Polo	High
Ice Hockey	High	Waterski	High

Sport Club Membership & Requirements

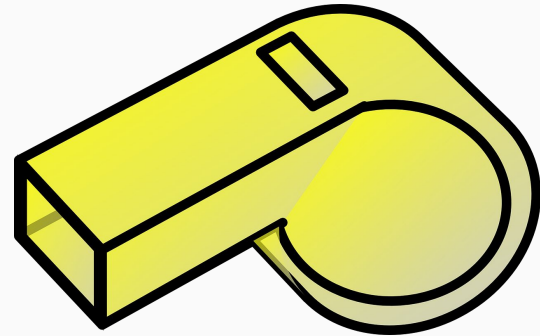
- Currently enrolled undergraduate and graduate students who are paying student fees
- Faculty/Staff, other University employees, alumni, community members, extended education students are NOT eligible
- International students are not eligible UNLESS they are currently paying student fees
- All participants must complete all waivers on Fusion
 - Liability, Assumption of Risk, Code of Conduct, Athletic Training Waiver
- All participants must pay admin fee on Fusion
- Create ATS account and complete concussion awareness training and baseline testing
- All participants must adhere to ALL policies and procedures

Potential Recruits Still Need Waivers

- Group Waivers: Utilize these for potential new members and at tryouts before they officially sign up on Fusion -- this waiver lasts two weeks

Coaches

- 3 online trainings
 - Mandated Reporter
 - Policies
 - Concussion
- 3 contracts
- Attend coaches training



Forms and Paperwork

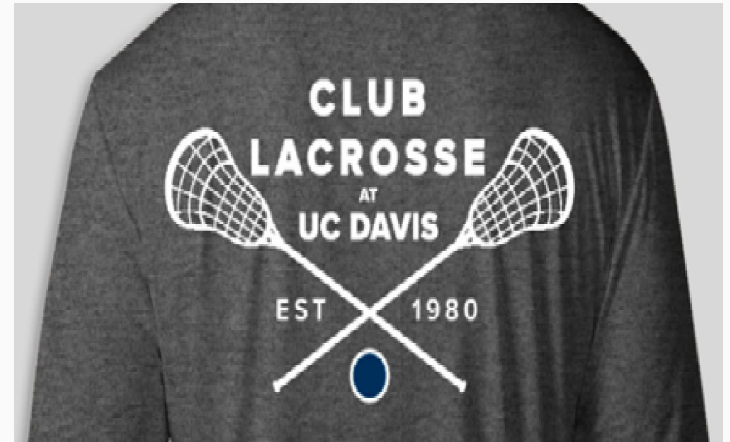
- General forms, Deadlines, and DSE
 - The earlier, the better
- Travel Request Forms
 - In-state travel **2 WEEKS (14 days)**
 - Out-of-state Travel **1 MONTH**
 - Independent travel: **14 days**
 - Fleet Vehicle: **14 days**
 - Eligibility and Grad Verification: **10 business days**
- Facility Request Forms
 - Meeting spaces: 14 days
 - Special event: 4 weeks
 - Practices and home games: Quarter before

Marketing

Aggies
Aggies

UCD
UCD

- <https://campusrecreation.ucdavis.edu/sites/g/files/dgvnsk6556/files/inlin-e-files/Sport%20Clubs%20Guidelines%202021.pdf>



Travel

- Travel Coordinators will receive specialized training on the process of submitting travel requests
- Basics
 - All travel requests are submitted through DoSportsEasy
 - Make sure all deadlines are kept track of



Home Events

- Starting this year, we are asking clubs to submit their home event requests through DoSportsEasy
- The process is the same as submitting a travel request with the exception that you select “home” as location instead of travel
- Remember to talk to your managers and fill out the Event Report with them so they know what you’ll need

Add New Event ✕

Basic Info !

Event club:

Event type: Game Tournament Event Practice !

Event/Opponent Name:

Event start:

Event end:

Location: Home Away

Space/Field:

Finances

Four Accounts

1. Checking Account
2. Allocation Account
3. Service Account
4. Donations Account



Checking Account

- 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
- You need to use your checking account to get reimbursed from Allocation, Service and Donation accounts
 - Check request forms will be submitted through DSE and require a zeroed out invoice and screenshot of bank statement

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

Allocation, Service , and Donation Accounts

Use Allocation, Service, and Donation Account for the following items:	You CANNOT use Allocation, Service, and Donation Account for the following items:
Equipment	Awards
Approved Travel Expense	T-Shirts
Facility Rental Expense	Coach's Stipends
Conference League Dues	Banquets
Team Entry Fees	Food
Officials' Fees	
Uniforms	

Conduct and Discipline

- Discrimination and Harassment Reporting
 - Formal Reporting
 - Written report to SJA within 30 days of incident
 - Informal Reporting
 - Speak to Sport Clubs Administration
 - Submit concerns anonymously through Campus Rec online comment form on website
 - BE HONEST AND RESPONSIBLE -- if you think it is, it probably is. It's on every one of us

Hazing

- Hazing (detailed in handbook)
 - Any action that may result in physical harm
 - Any form of coercion, perversion, or deprivation
 - Humiliating members
 - This applies to all undergrads, grads, alumni, potential and active members
 - Any form of hazing can result in: Loss of Sport Club status, action by Student Judicial Affairs, and referral to local law enforcements

Team Violations and Fines

Violations	1 st Occurrence	2 nd Occurrence	3 rd Occurrence & thereon
Failure to sign Waiver of Liability prior to participation (Fusion)	\$50 1	\$100 2, 3, 4	\$200 3, 4
Traveling without being on the travel roster	\$50 1, 2	\$100 2, 3, 4	\$200 3, 4
Failure to pick up and return the travel binder on time	\$25 1	\$50 2, 3	\$100 2, 3
Failure to inform the Sport Club Office of cancelled/adjusted practices or games	\$25	\$50 1	\$100 2, 3
Late or Failure to submit all Required Paperwork (see p. 11)	Late: \$25/1 Failure: \$50/1 and 2	\$100 2	\$200 3, 4
Not attending Monthly Officer Meeting	\$25	\$50 1	\$100 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/First Aid Certification	\$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 act appropriately, resulting in disciplinary action from the University	\$100 1, 2, 3, 4,	\$300 1, 2, 3, 4	\$500 1, 2, 3, 4
Misuse of University facilities or club property (Situations will be investigated individually by SCC)	\$100 1, 2, or 3	\$200 2, 3, 4	\$300 2, 3, 4

Recap of Important Dates

- October 29th
 - Constitutions Due
 - Winter Quarter Practice Request Due
 - Safety Officers Trainings Due
- October 4th
 - Last day of COVID test for vaccinated people