

UNIVERSITY OF CALIFORNIA, DAVIS

Club Sports Presidents and VP Training

2023 - 2024

Pro Staff:

Deb Johnson

Jeff Heiser

Ben Dao

Abby DeLa'O

Danielle Jones

Archie Kelly

Shannan Rowe & Heather McGoldrick

UCDAVIS
STUDENT AFFAIRS

Director, Campus Recreation

Associate Director

Assistant Director

Club Sports Coordinator

**Competitive & Aggie Camp
Coordinator**

**Competitive & All Access
Recreation Coordinator**

Athletic Trainers



Duties and 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

Club Conduct

Hazing Policy

Link to Full handbook [HERE](#)

Zero Tolerance Policy

Students, by participating in the Sport Clubs program, agree to conduct themselves and their organizations in an appropriate manner. Individuals must always act as University representatives, both on and off the field of play. Failure of Sport Clubs and individuals to adhere to a responsible standard of conduct will result in disciplinary action set forth by a Coordinator.

It is against the law for student organizations to conduct “Hazing.” Violation may result in loss of Sport Clubs’ status, action by Student Judicial Affairs, and/or referral to local law enforcement agencies.

- Absolutely no hazing in any shape or form
- [Stop Hazing Google Drive](#)
- [Stop Hazing UCD Page](#)

Managers

General Duties :

1. Establish a relationship with each assigned sport club and its officers
2. Coordinate practice schedules for each club with the help of the Sport Club Coordinator
3. Ensure the club's daily operations function within the guidelines set forth by the Sport Club program
4. Ensure clubs are attending mandatory officer's and coach's trainings
5. Recognize and deal with potentially volatile teams early in the year
6. Assist with coordinating both in-state and out-of-state travel for each club assigned
7. Organize any tournaments held on campus by the team
8. Ensure club's knowledge of their bank accounts (all types)
9. Ensure all club members are signed up on Fusion and have paid for mandatory liability insurance
10. Ensure potential drivers have submitted their License and Proof of Insurance before operating a vehicle with other Sport Club participants as passengers
11. Actively communicate with clubs throughout the quarter
12. Actively communicate with the Sport Club Coordinator should any problems or pressing questions arise
13. Hosting Club meetings 2x a month

Managers; Who are they?

Manager	Sport Clubs
Jackson Cloyd	Archery, MW Crew, Table Tennis
Shivansh Gupta	Esports , MW Water Polo,
Jacob Hill	Softball, MW Ultimate,
Bryanna Lopez	Baseball, Climbing, Gymnastics, Ultimate Frisbee (helper for DUI)
Oshiogwe Nash-Haruna	Equestrians (4), MW Soccer
Eddie Sanchez	Cycling, Swim, XC/TF
Octavio Tamayo	MW Bowling, Ice Hockey, Tennis
Jaidyn Wallace	W Basketball, Boxing,Field Hockey
Joy Yang	Alpine Ski & Snowboard, Badminton, Fencing,

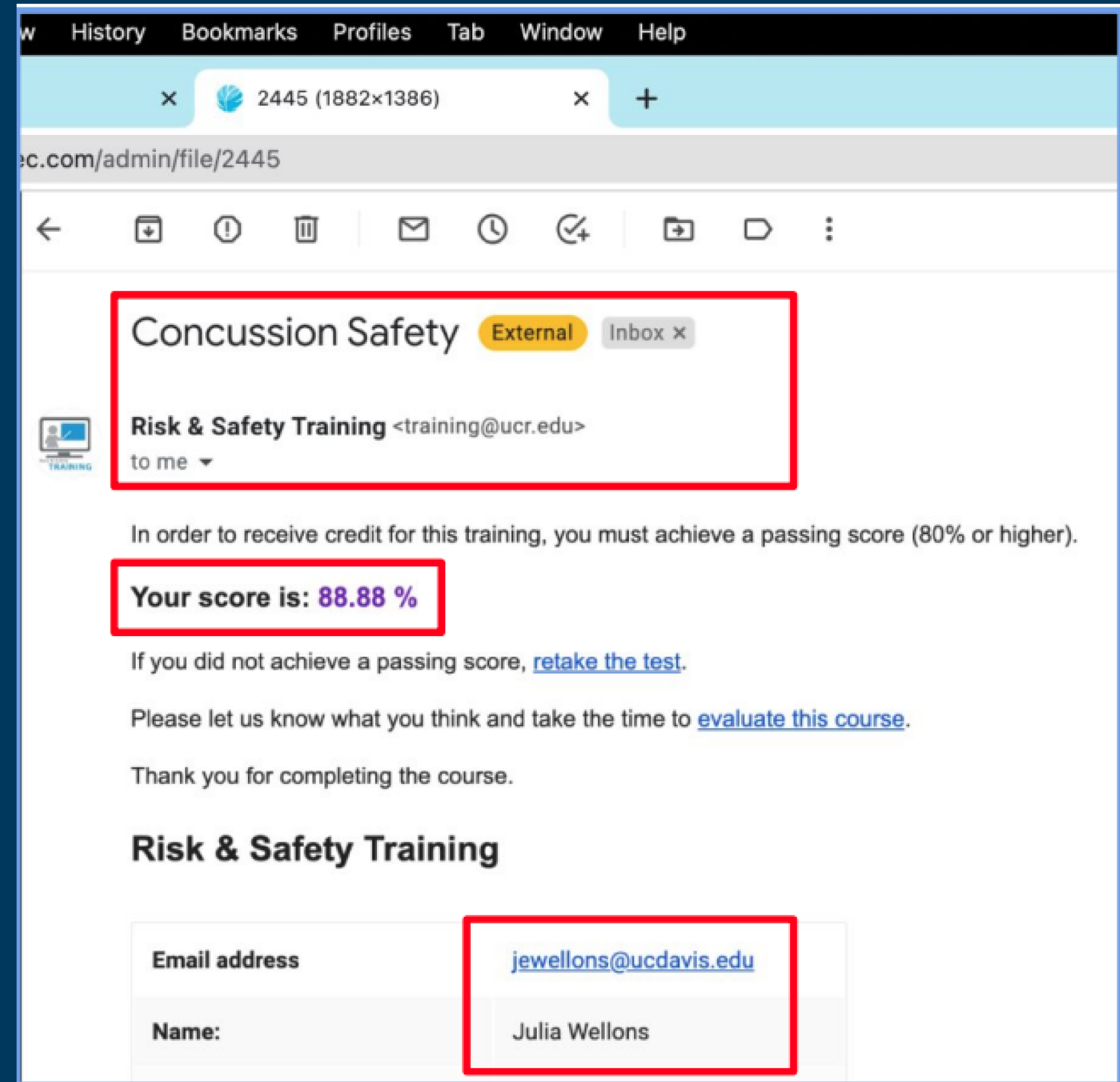
Do Sports Easy (DSE)

CONTACT SPORTS:

- Fusion fee
- Baseline Concussion Test
- Physical signed and completed by NP, PA, MD
 - 1 and done
 - Can't compete until completed
 - Or sign 2 week waiver
- 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 in DSE
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

FLEET:

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





Submitting Away Events

1

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

2

Click “Add New Event”

3

Add all info

4

in-State Travel- submission of at least 2
weeks
Out of state- 1 Month

Alpine Ski And Snowboarding



Registration

Roster

Events

1

Basic Info

Event type: ☐ Game ☐ Tournament

Event/Opponent Name:

Event start:

Event end:

Location: ☒ Away

Notes:

NOTE: In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

NOTE: Once the event is submitted - you can use the Edit button on the right side of the events' table to submit Travel/Lineup form (prior to the event) and form (after the event)

3

Sport Clubs

Hi, Teresa Chan

[HOME](#) > [TABLE TENNIS](#) > [EVENTS](#)

[CALENDAR](#) / [LIST](#)

[ROSTER](#)

[REGISTRATION](#)

[MORE](#)

Date

8/12/2022

to

9/15/2022

Event Status

All

Event Type

All

Location

All

Show: 25

Search

+ ADD NEW EVENT

Event Name/Opponent

Event Type

Space

Start

End

Event Status

No Club Sports Events

Showing 0 to 0 of 0 entries (filtered from 3 total entries)

2

Away Events Checklist

- Basic Information
- Members Traveling There; have to be enough approved drivers to fit 5 members per car unless stated otherwise
- Travel Information
 - Event Site
 - Site Contact Name and Phone Number must be someone at the event who will not be traveling with the competition team.
 - Method of Travel
 - Lodging & Arrangements
 - 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

NEW Off campus teams will also have an away binder-turn in to managers/recorders 1x a month

Away Events Checklist

Manage Triathlon Event

[Basic Info ✓](#)[Members ✓](#)[Travel ✓](#)[Report](#)[Summary](#)

NOTE: In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

[Event Site ✓](#)[Method of Travel ✓](#)[Lodging ✓](#)[Arrangement ✓](#)

Site Address:

1740 E. Mission Bay Dr ✓

Zip:

92109 ✓

City:

San Diego ✓

State:

CA ✓

Site Contact Name:

UCSD Race Director (Paul) ✓

Phone:

619-276-8200 ✓

Departure Date/Time:

2/10/2022 10:00am ✓

Return Date/Time:

2/14/2022 5:00pm ✓

Notes:

☒ Check this box only when all the Travel information is complete and the form is ready for director's approval. ✓
If you expect edits to the Members List, vehicles/drivers, etc.- don't check the box now, wait until all is set.

Check Requests

Must Have:

1. Paid Invoice
2. Bank Statement showing the charge under the Club's Account

Allocation = Must stay with the club "USE IT OR LOSE IT"

Service = Money given by working school events

Donation = Rolls over

Once a check request is submitted they cannot be edited or deleted.

If a mistake was made email
screcordermanager@gmail.com

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

Season

2022 - 2023 ▾

SC Budget

Line		Starting Funds (\$)	YTD Income (\$)	YTD Expense (\$)	Balance (\$)
Allocation			0.00	0.00	
Service			0.00	0.00	
Donation			0.00	0.00	
Total			0.00	0.00	

+ ADD TRANSACTION

Show: 10 ▾

Search

Line	Date & Time	Description	Amount (\$)	Actions
No Transactions				

Showing 0 to 0 of 0 entries



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

Different Types of Accounts

Allocation

- Money from UC Davis
- Use it or Lose it
- Restricted to certain things
 - Travel expenses
 - Equipment
 - Uniforms (shared)
 - League Registration

Service

- Money from university departments
- Rolls over
- Working jobs through other campus orgs
 - ICA events
- 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

Fines

- All fines must be paid within a week of notification.
- Failure to pay fines in a timely manner will result in suspension of practice.

Aggie Points- NEW!

- New system for students/clubs to earn points which can then be translated to a set amount of money for the Club to earn
 - Attendance at Rec Fest
 - Hosting study halls
 - Supporting other clubs at their home events
 - Having an up to date roster
 - Turning in paperwork on time
 - Etc.

Encourage your team! This is easy, extra money for clubs to earn!

[Aggie Points link Here](#)



Concussions

1

Reporting signs and Symptoms to Incident reports, safety officer, supervisor, AT

2

Concussion Training-
For all high-impact sport athletes

3

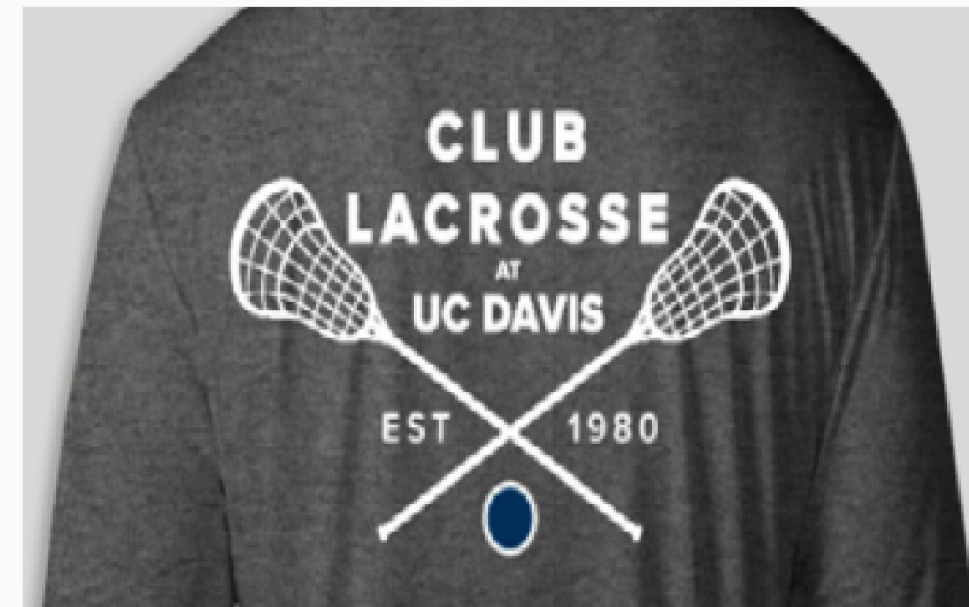
Baseline Testing-
only new students/athletes to the club!

Marketing

Same as last few years

Brand guide:

<https://campusrecreation.ucdavis.edu/sites/g/files/dgvnsk6556/files/inlin>



Communication is KEY!

- 1. Communicate with your managers
 - Required to meet with your managers 2x a month
- 2. Familiarize yourselves with your resources
 - a. Officer resource page
 - b. Sport Clubs Handbook/Cheatsheet
 - c. DoSportsEasy
 - d. Newsletter
- 3. We are here to help you but you have to COMMUNICATE
- 4. HAVE FUN!