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

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
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](#)

Link to Full handbook [HERE](#)
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
<table>
<thead>
<tr>
<th>Manager</th>
<th>Sport Clubs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson Cloyd</td>
<td>Archery, MW Crew, Table Tennis</td>
</tr>
<tr>
<td>Shivansh Gupta</td>
<td>Esports, MW Water Polo</td>
</tr>
<tr>
<td>Jacob Hill</td>
<td>Softball, MW Ultimate</td>
</tr>
<tr>
<td>Bryanna Lopez</td>
<td>Baseball, Climbing, Gymnastics, Ultimate Frisbee (helper for DUI)</td>
</tr>
<tr>
<td>Oshiogwe Nash-Haruna</td>
<td>Equestrians (4), MW Soccer</td>
</tr>
<tr>
<td>Eddie Sanchez</td>
<td>Cycling, Swim, XC/TF</td>
</tr>
<tr>
<td>Octavio Tamayo</td>
<td>MW Bowling, Ice Hockey, Tennis</td>
</tr>
<tr>
<td>Jaidyn Wallace</td>
<td>W Basketball, Boxing, Field Hockey</td>
</tr>
<tr>
<td>Joy Yang</td>
<td>Alpine Ski &amp; Snowboard, Badminton, Fencing</td>
</tr>
</tbody>
</table>
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 (srecordermanager@gmail.com) at least 2 weeks before their travel date
Submitting Away Events

1. Go to https://campusrecreation.ucdavis.edu/dosportseasy 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
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
### Manage Triathlon Event

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Event Site</td>
<td></td>
</tr>
<tr>
<td>Method of Travel</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Arrangement</td>
<td></td>
</tr>
<tr>
<td>Site Address</td>
<td>1740 E. Mission Bay Dr</td>
</tr>
<tr>
<td>City</td>
<td>San Diego</td>
</tr>
<tr>
<td>Zip</td>
<td>92109</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Phone</td>
<td>619-276-4800</td>
</tr>
<tr>
<td>Departure Date/Time</td>
<td>2/10/2022 10:00am</td>
</tr>
<tr>
<td>Return Date/Time</td>
<td>2/14/2022 5:00pm</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
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</tbody>
</table>

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.

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

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

If a mistake was made email srecordermanager@gmail.com

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

Allocation = Must stay with the club “USE IT OR LOSE IT”
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
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!
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!