

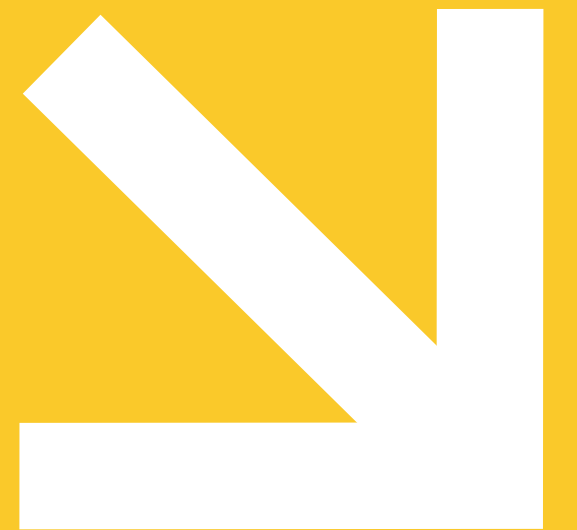
Sport Clubs President and Vice President Training

2020 - 2021



Agenda

- Announcements and Reminders
- Campus Recreation Connection
- Leadership Role, Expectations, and Advice
- Virtual Activity
- COVID-19
- Athletic Training, Concussion and Risk Management
- Sport Clubs Membership and Requirements
- Coaches Information
- Forms and Paperwork
- Travel
- Finances
- Conduct and Discipline
- Questions



Announcements + Reminders

- Using Fusion and DSE - register on both!
- Team Practice Plans
- Connect with your student managers
- Upcoming Event
 - October 5-9, every night - Virtual Recruitment Week
 - November 2 - Monthly Officer Meeting
- Upcoming Due Dates
 - October 30
 - CPR/First Aid & Concussion certs
 - Practice requests for Winter 2020
 - Constitutions



Wisdom from Jeff

Jeff's time to shine



Competitive Sports Career Staff

- Deb Johnson – Director, Recreation
 - Jeff Heiser – Associate Director, Recreation
 - Angie Adame – Sport Clubs Coordinator
 - Shannan Rowe – Athletic Trainer



Competitive Sports Student Staff

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



LEADERSHIP

Your Role

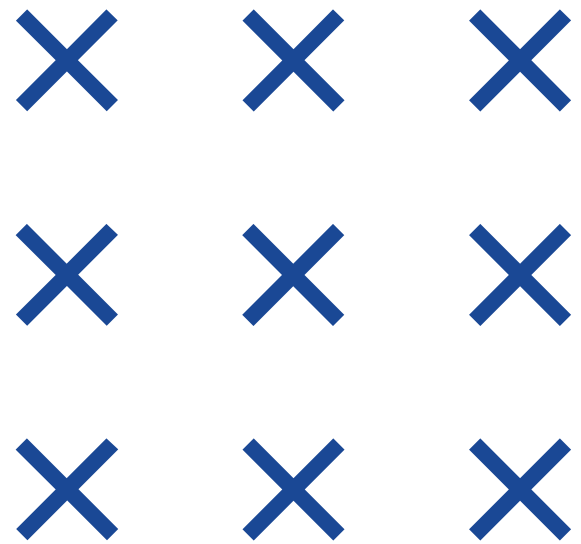
- Provide the overall direction to the club, overseeing the work of the other officers and ensuring they work together as a team
- Serve as a liaison between the club and the Department of Campus Recreation and Unions
- Ensure compliance with UC Davis Policies and Procedures

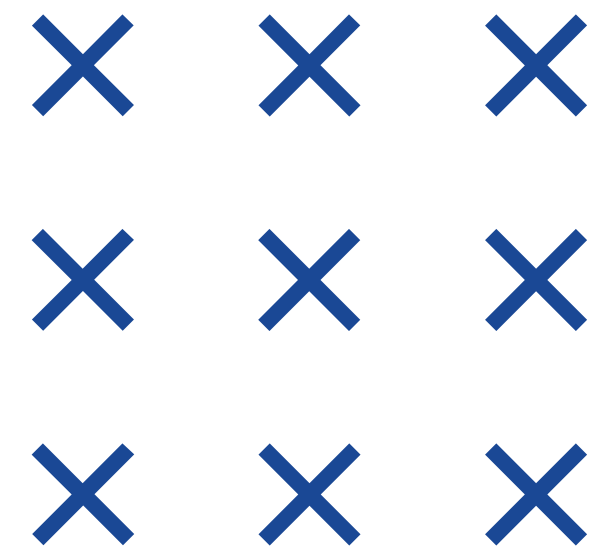
Your Responsibilities

- 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 and staff
 - Over-communication > under
 - Respond within 48 hours
- Organize - need to make sure things get done
- Stay informed - the handbook is your guide
 - Teammates will turn to YOU
- Be ready to learn and grow
- Represent our school and our program well - on and off the field
- HAVE FUN!!!!!!!





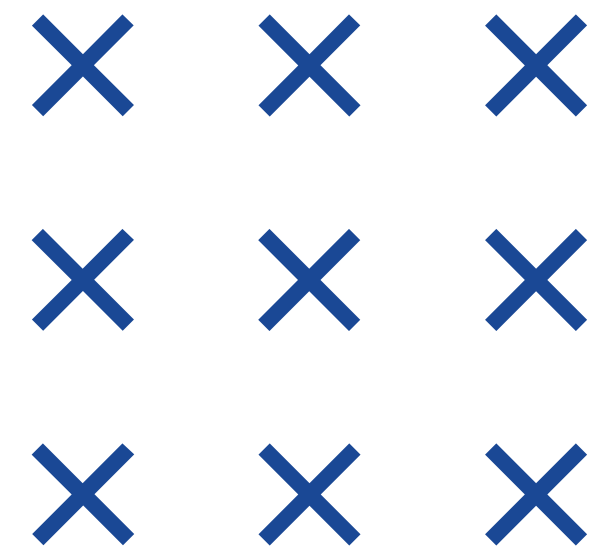
 Respond at **PollEv.com/angelicaadam514**

 Text **ANGELICAADAM514** to **37607** once to join, then text your message

**What are some worries or fears you have about being
President/Vice President?**

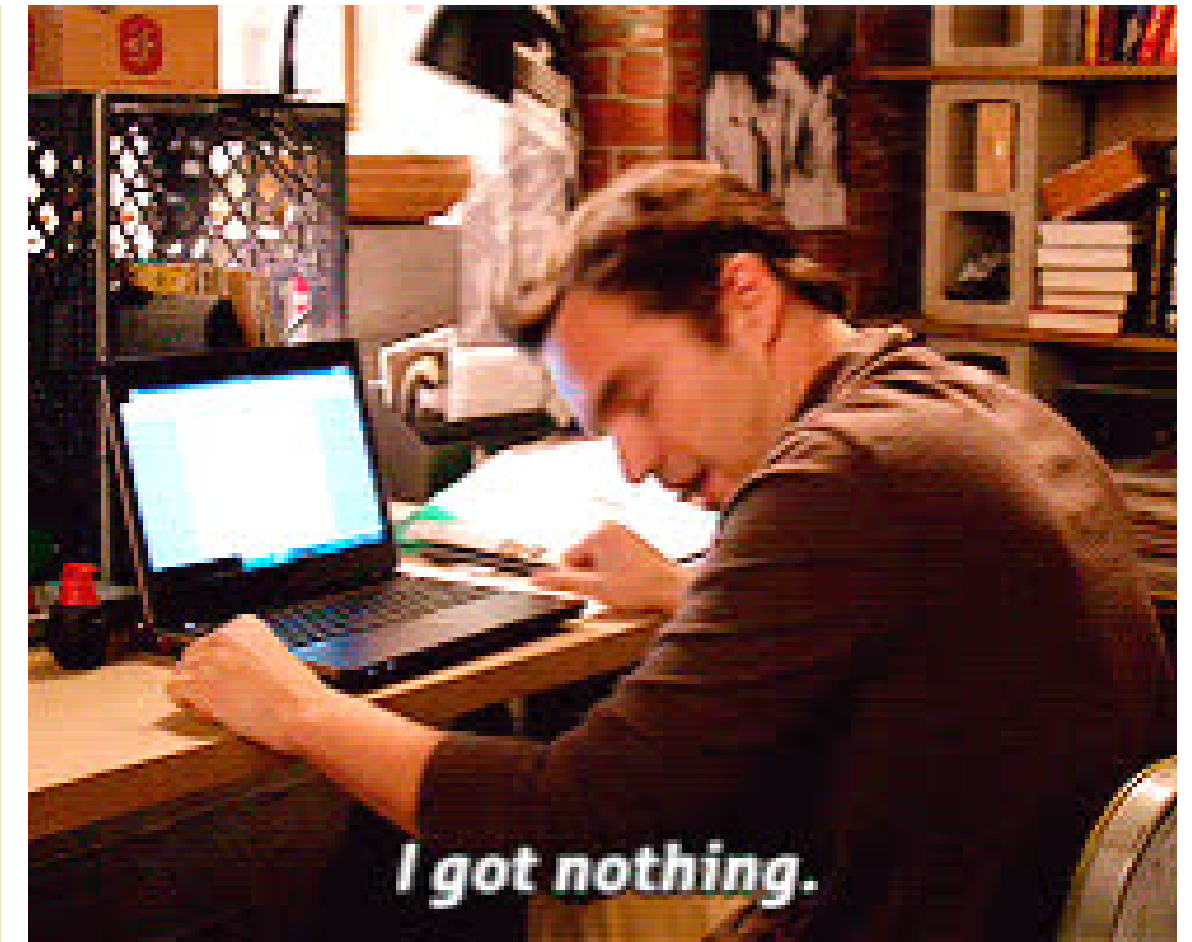
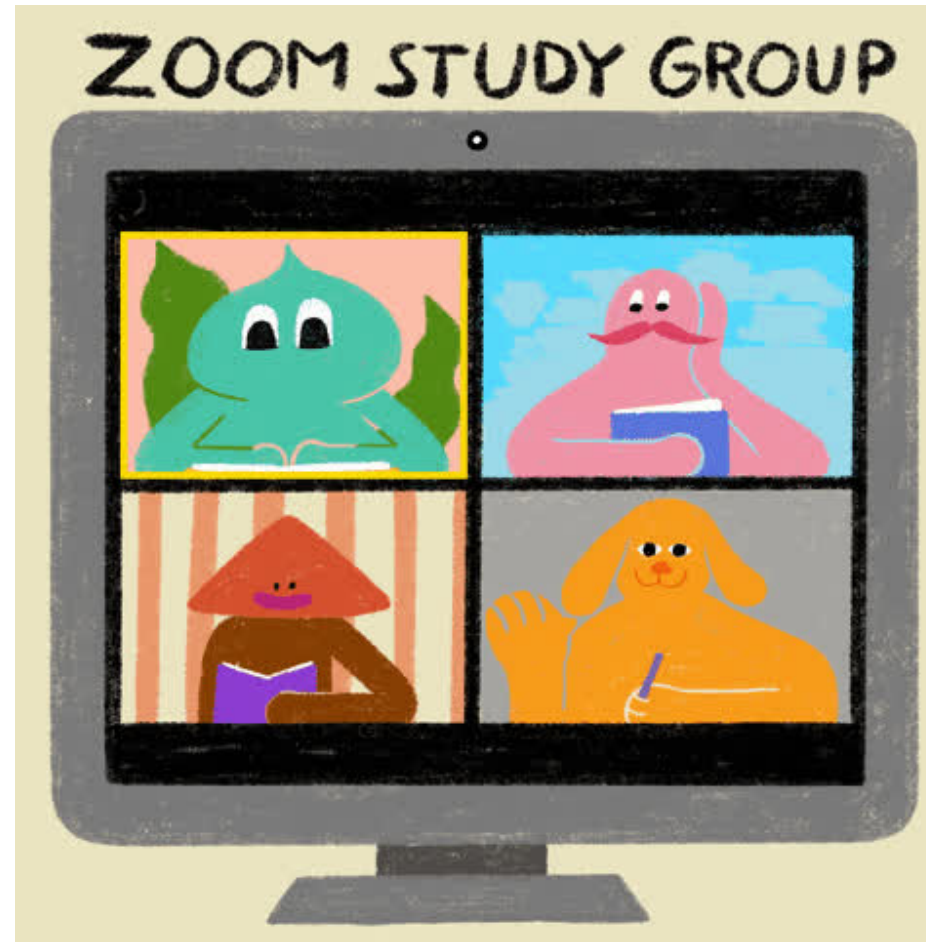


My Advice and Note to You



- You don't have to know it/do it all - know who you have available to you
- Delegate responsibilities! That's why you have an officer team. Check in with them to stay on top of things y'all need to do
- Prioritize tasks and work on the most essential first
- Keep a calendar and check it often
- Review the handbook and have your officers do the same!
- Utilize your managers -- they are there for a reason! They are your go-to person. Don't be afraid to ask questions EVER
- WE WILL ALWAYS BE AVAILABLE TO YOU IF YOU NEED ANYTHING!





VIRTUAL SPORT CLUBS – What do we do?!

- The expectations we have **do not change**, but like always, we are here to help (an extra amount because we are ALL new to this)
- Your role as President & Vice President doesn't change entirely.
- The way you deliver on your roles just transitions to a virtual space
 - Virtual recruitment, fundraising, engagement, meetings, etc.
 - Virtual Resources and Ideas

COVID-19

- Face coverings
- Symptoms survey
- Physical distance
- Symptom test
- Report positives



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

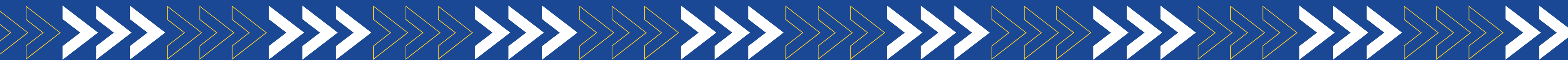
Baseline Testing

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 Clubs Membership and 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: **14 days**
 - Out-of-State travel: **30 days**
 - 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

 Special events include tournaments and fundraising events

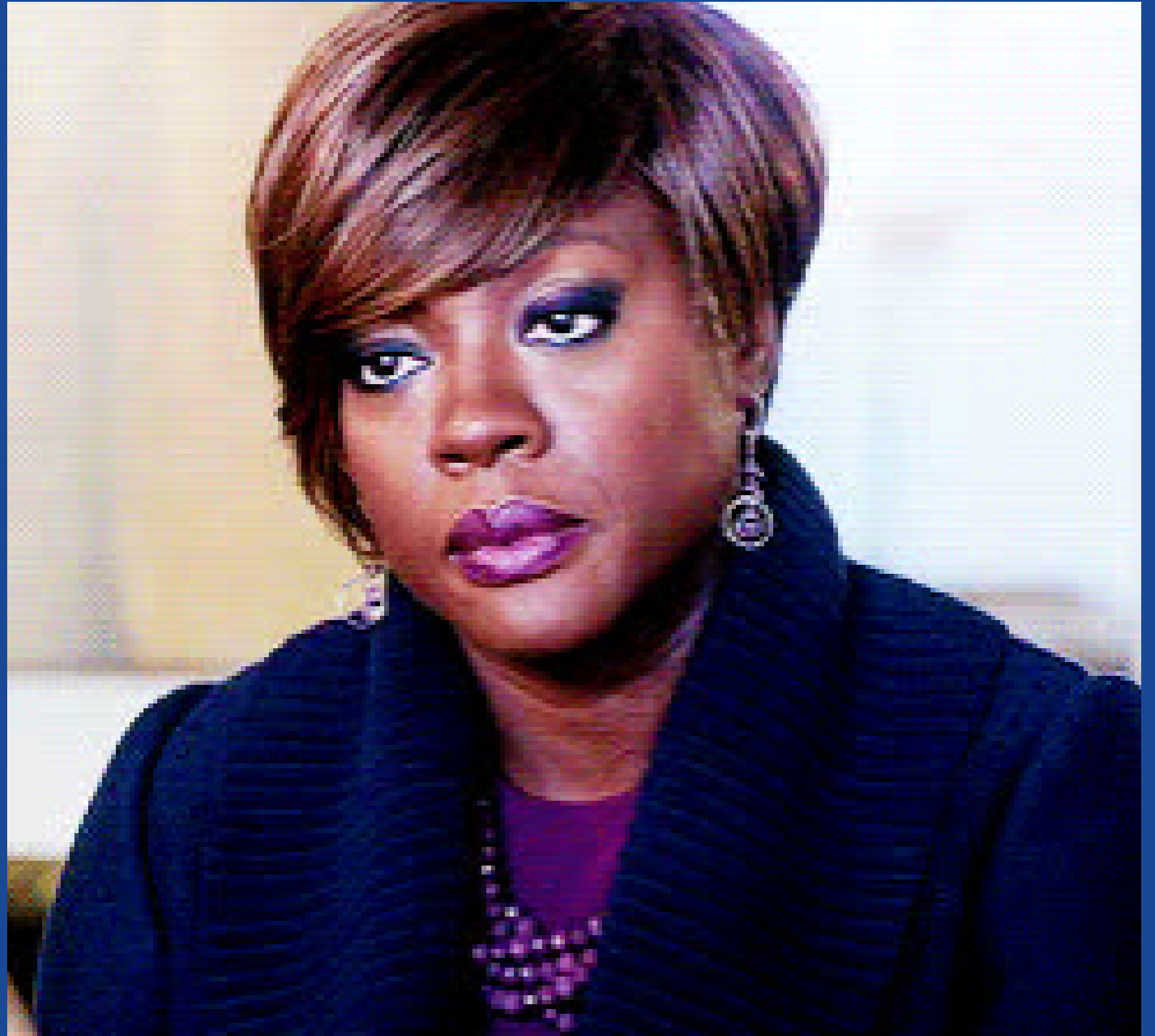


TRAVEL

Unfortunately, there's no travel allowed this quarter :(

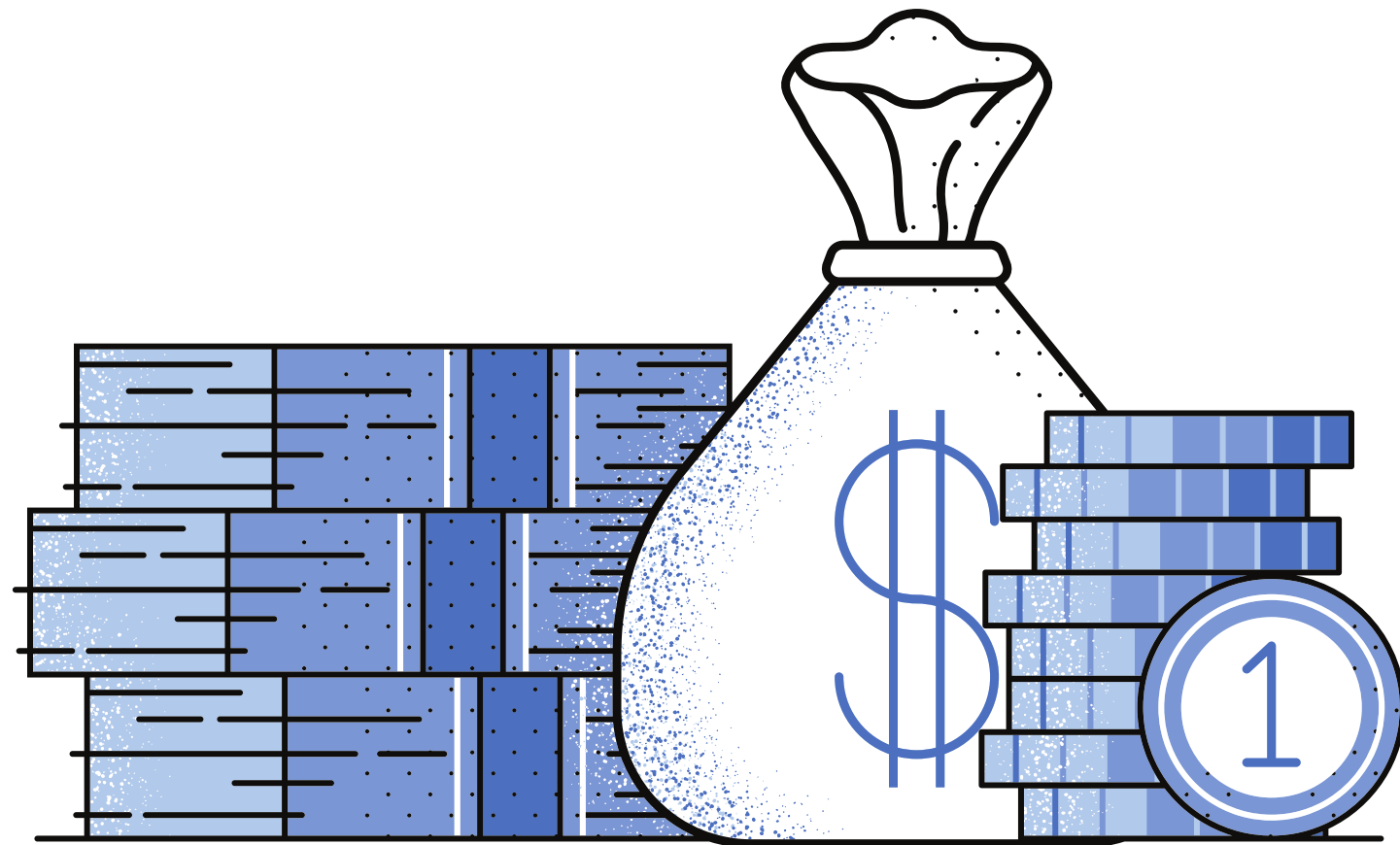
But here's what you need to know...

- DSE is the travel hub
- Make sure deadlines are kept track of
- Your travel officers will have a 2 part training this quarter
 - One mini training before Fall Quarter
 - One comprehensive training before Winter Quarter



FINANCES

Four Different Accounts



1

Checking Account

2

Allocation Account

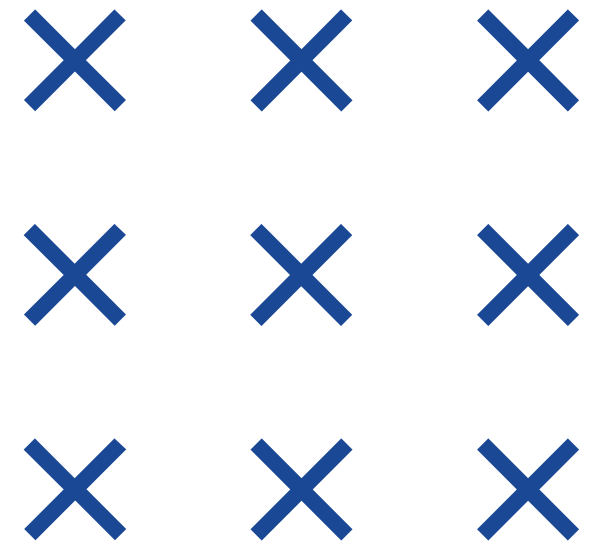
3

Service Account

4

Donation 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

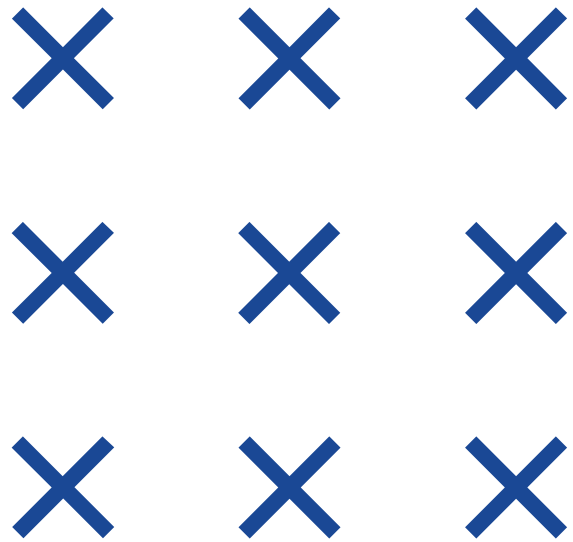
- Money from University departments
- Rolls over
- Job requests
- Earnings automatically deposited into acct.

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 (COVID-19)

- Guidance from the California Department of Public Health (CDPH) requires that “all gatherings should be postponed or cancelled” until further notice
- We are prohibited from holding any in-person social gatherings, meetings and events, regardless of the location
- Campus has developed two interim policies to implement important public health directives and address student conduct and discipline during the pandemic
 - <https://ucdavispolicy.ellucid.com/documents/view/1587/active/>
 - <https://ossja.ucdavis.edu/student-conduct-policy-covid-19>

CONDUCT AND DISCIPLINE (COVID-19)

- Reports of students or student organizations who allegedly violate campus policy, even when on private property, can be made to OSSJA for investigation
- If student or student organization is found responsible, they can face consequences including, but not limited to, suspension or dismissal for students or conditional registration, loss of privileges and revocation of registration status for student organizations
- OSSJA Incident Report Form
 - https://ucdavis-advocate.symplicity.com/public_report/index.php/pid087550?

CONDUCT AND DISCIPLINE

- 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
- 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.

CONDUCT AND DISCIPLINE

| 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 | 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 |
| Traveling without being on the travel roster | \$50 1, 2 | \$100 2, 3, 4 | \$200 3, 4 | | \$100 1, 2, or 3 | \$200 2, 3, 4 | \$300 2, 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 | | | | |

Team violations and
fines



Thank you!

Questions?