

SPORT CLUB TRAVEL TRAINING

2020-2021

TRAVEL THIS FALL

- As most of you probably know by now, no teams will be permitted to travel this fall under any circumstances in regard to the health and safety of our students and staff
- Because of this, this will be an expedited Travel officer training, only cover the fundamentals, and a more in-depth training will be held at a later date once teams are cleared to travel again
 - Travel officers can leave this meeting as soon as this small portion is covered!

TRAVEL FORMS



Eligibility & Graduation Verification: 10 days



In-State-Travel: 14 days



Out-of-State Travel: 30 days



Independent Travel: 14 days



Fleet Vehicle: 14 days

RESOURCES YOU WILL USE

- Fusion
 - <https://rec.ucdavis.edu/>
- Do Sports Easy
 - <https://campusrecreation.ucdavis.edu/dosportseasy>
- All sport club members will have to be registered on both sites in order to be allowed to travel.
 - All travel paperwork will be submitted through Do Sports Easy
 - A walk through of both websites will be done in the future travel coordinator training

SPORT CLUB TREASURER TRAINING

2020-2021

- Deb Johnson – Rec Director
 - Jeff Heiser – Sr. Assistant Director
 - Angie Adame – Sport Club Coordinator
 - Managers – Oversee Rec Sports and Sport Clubs
 - Recorder Managers – Oversee Recorders, Sport Club Office, and Sport Club teams
 - Supervisors – On field (aka Red Shirts)
 - Recorders – Paperwork masters



COMPETITIVE
SPORTS STAFF

WHO WE ARE

39 Clubs

1,612 unique members

24 Different Facilities Used

113 Home Games/Tournaments

215 Away Matches

Over 3,200 practices totaling over 10,000
hours

DUTIES

- Create and maintain a budget
- Managing accounts
 - Debit cards, personal checking, allocation, service
- Allocation Money and how to get reimbursed
 - Submitting check requests
- Updating Budget workbooks
- Budget Presentations for next years allocation money (April 13-15)

BUDGETS

- Income
 - Dues
 - Fundraising
 - Donations
- Expenses
 - Fixed
 - Variable
- Projected and Actuals
 - Plan for future budget
- Budget workbook to organize during year

FORMS AND PAPERWORK

- All forms through DoSportsEasy
- Check and Financial forms
 - Allocation + Donation
 - Fundraising application
 - Permit to sell

FINES

Violations	1 st Occurrence	2 nd Occurrence	3 rd Occurrence & there on.
Failure to sign Liability prior to his/her participation (B2H)	\$50/#1	\$100/#2, #3, #4,	\$200/#3, #4,
Failure to pick up the travel binder before a trip	\$25/#1	\$100/#2, #3	\$200/ #2, #3,
Late or Failure to submit Paperwork	Late: \$25/#1 Failure: \$50/#1 and #2	\$100/ #2	\$200 # 3, #4,
Not attending Monthly Officer Meeting	\$50	\$100/ #1	\$200/ #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/1 st Aid Cert	\$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 represent UCD in a positive manner	\$100 #1, #2, #3, #4,	\$300 #1, #2, #3, #4,	\$500 #1, #2, #3, #4,
Misuse of University facilities or club property (When reported SCC will look into each situation)	\$100 #1, #2, or #3	\$200 #2, #3, #4	\$300 #2, #3, #4,

WHAT ARE FUSION + DOSPORTSEASY



TRACKING INSURANCE
AND ADMIN FEES



ONLINE PLACE TO
SUBMIT ALL FORMS

A close-up, blue-tinted photograph of a pen writing on a document. The document features a line graph with several data points connected by lines. The pen is positioned at the top right of the frame, and the writing is in progress. The background is a light, textured surface.

INCOME

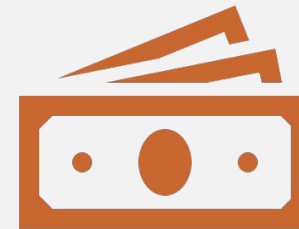
- Dues
 - How to project
 - What is fair
 - Creating a buffer
 - Payment plans + how to collect

SUMMARY OF ACCOUNTS



Personal team checking account

public bank – not through UC Davis



UC Davis managed accounts

Allocation, Service, Donation

PERSONAL TEAM ACCOUNTS

CHECKING ACCOUNT

- Each team has own
- Can use for anything club related
 - **No cash withdrawals**
- Requires allocation/ service/ donation requests

BANK OPTIONS

- Big banks
 - Chase, Bank of America
- Local credit unions
 - USE Credit Union
 - Yolo County Credit Union

HOW TO PROPERLY MAKE PURCHASES

- To ensure getting best deal
- Get quotes from 2-3 vendors
- Use those vendors to match or reduce the price of your original quote
- Look for quality, price, service, and speed
- Negotiate!



Numbers from Budget Workbook



We look at expressed needs: Travel, Facility, Team Equipment, etc.



We only accept up to \$2,000 for Nationals.



Your admin points are subtracted (Missed Meetings, late paperwork, etc.)



Your budget presentation scores are tabulated

HOW
ALLOCATION IS
AWARDED

ALLOCATION ACCOUNT

Money allocated to your club at the beginning of school year

What can you use it for?

- Team equipment, travel, facilities, league dues, etc.

How do you get funds from allocation?

- Pay for item from team checking account
- Submit a check request with **PAID** invoice + screenshot of charge in bank account

Activity for ... TOTAL BUS CHK [REDACTED] Show

Details for TOTAL BUS CHK [REDACTED]

Present Balance	[REDACTED]	Uncollected funds – Total	[REDACTED]
Available Balance	[REDACTED]		
Available Credit	[REDACTED]		
Available Plus Credit	[REDACTED]		

See full account number

Transaction Results (1 - 32) for TOTAL BUS CHK [REDACTED] Next →

All Transactions Show View checks by check number | Search Transactions

Date	Type	Description	Debit	Credit	Balance
01/25/2016	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
01/25/2016	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
01/25/2016	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
01/25/2016	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
01/20/2016	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
01/08/2016	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
01/06/2016	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]
12/22/2015	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]

Collegiate Water Polo Association
 320 West 5th Street
 Bridgeport, PA 19405
 610-277-6787
 office@collegiatewaterpolo.org

INVOICE
 Invoice # 8137
 Date 9/15/2015

PAID
 11/2016

Bill To
 University of California, Davis
 Water Polo Club
 IM/Sports Club Office, 1 Shields Ave.
 Davis, CA 95616

GWPA EIN	Terms	Net 30
23-2016772	Due Date	10/15/2016

Item	Qty	Description	Rate	Amount
SP Men	2	League Fees for Santa Pacific Division, Men's Season-guaranteed at least 11 games	2,704.00	5,408.00

Payments/Credits	-55,408.00
Balance Due	\$0.00

PLEASE DETACH AND RETURN BOTTOM PORTION WITH PAYMENT

Bill to address:
 University of California, Davis
 Water Polo Club
 IM/Sports Club Office, 1 Shields Ave

Please make checks payable to:
 Collegiate Water Polo Association
 320 West 5th Street
 Bridgeport, PA 19405

REMITTANCE
 Date 9/15/2015
 Invoice # 8137

EXAMPLES AND WALKTHROUGH

SERVICE ACCOUNT

- Money earned from University departments
- Rolls over year to year
- How to get events
 - Forwarded by Angie or sent by the department
 - Include working concessions or as ball shagger for sporting events
- Any earnings go straight into the service account
 - Same process as allocation to get reimbursed

FUNDRAISING

- Great source of income
- Way to keep dues reasonable
- Make sure to follow fundraising handbook
 - On sport club resource page

<https://campusrecreation.ucdavis.edu/sport-clubs/officer-resources>

DONATION

DIRECTLY TO CLUB

- Written to team's personal checking account
- No tax write off

THROUGH UC REGENTS

- Tax deductible
- University takes 6% for processing fees
- Takes 2-3 months for funds to reach donation account

Same process as service and allocation

SCENARIO QUESTIONS

A player on your team has approached you about not being able to get the money for dues and therefore won't be able to pay. What can you do?

You want to get reimbursed for team equipment from your allocation account, but you never got a receipt. Can you still get reimbursed and what can you do?

Your club doesn't have enough money in the budget to buy apparel for the team and fund your trip to a tournament. What do you do?

BUDGET WORKBOOKS

- Due **Friday, April 2**
- Details all income and expenses for that year
- Keep updated throughout year
- Sample and template on officer resource page
- Determines allocation so do good work!

BUDGET PRESENTATIONS

- April 13-15
- More details + information given out at monthly meeting
March 30
- Mock presentations on April 7 – can get feedback

KAHOOT