SPORT CLUB
TRAVEL TRAINING

2020-2021
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
WHO WE ARE

<table>
<thead>
<tr>
<th>Stat</th>
</tr>
</thead>
<tbody>
<tr>
<td>39 Clubs</td>
</tr>
<tr>
<td>1,612 unique members</td>
</tr>
<tr>
<td>24 Different Facilities Used</td>
</tr>
<tr>
<td>113 Home Games/Tournaments</td>
</tr>
<tr>
<td>215 Away Matches</td>
</tr>
<tr>
<td>Over 3,200 practices totaling over 10,000 hours</td>
</tr>
</tbody>
</table>
• 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
<table>
<thead>
<tr>
<th>Violations</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
<th>3rd Occurrence &amp; there on.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to sign <strong>Liability</strong> prior to his/her participation (B2H)</td>
<td>$50/#1</td>
<td>$100/#2, #3, #4,</td>
<td>$200/#3, #4,</td>
</tr>
<tr>
<td>Failure to pick up the travel binder before a trip</td>
<td>$25/#1</td>
<td>$100/#2, #3,</td>
<td>$200/#2, #3,</td>
</tr>
<tr>
<td>Late or Failure to submit <strong>Paperwork</strong></td>
<td>Late: $25/#1</td>
<td>$100/ #2</td>
<td>$200/ #3, #4,</td>
</tr>
<tr>
<td>Failure: $50/#1 and #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not attending Monthly Officer Meeting</td>
<td>$50</td>
<td>$100/ #1</td>
<td>$200/#2, #3,</td>
</tr>
<tr>
<td>Not attending Sport Club Officer Training</td>
<td>$100/#1</td>
<td>$200/#2</td>
<td>$300/#3, #4</td>
</tr>
<tr>
<td>Failing to notify Sport Clubs of home games, practices, or any other club function</td>
<td>$50</td>
<td>$100/#1</td>
<td>$200/#2, #3</td>
</tr>
<tr>
<td>Failure to turn in Coaches Contract or CPR/1st Aid Cert</td>
<td>$25 (after 30 days of coaching) #1</td>
<td>$100 (after 31-60 days of coaching) #2</td>
<td>$200 (after 61+ days of coaching) #2, #3, #4</td>
</tr>
<tr>
<td>Failure to represent UCD in a positive manner</td>
<td>$100 #1, #2, #3, #4,</td>
<td>$300 #1, #2, #3, #4,</td>
<td>$500 #1, #2, #3, #4,</td>
</tr>
<tr>
<td>Misuse of University facilities or club property (When reported SCC will look into each situation)</td>
<td>$100 #1, #2, or #3</td>
<td>$200 #2, #3, #4</td>
<td>$300 #2, #3, #4,</td>
</tr>
</tbody>
</table>
WHAT ARE FUSION + DOSPRTSEASY

- Tracking insurance and admin fees
- Online place to submit all forms
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
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
**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
## Examples and Walkthrough

### Transaction Results (1 - 32) for TOTAL BUS CHK

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/25/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/25/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/25/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/25/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/20/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/08/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/06/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/22/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Invoice Information

- **Company**: Collegiate Water Polo Association
- **Address**: 320 West 5th Street, Bridgeport, PA 19405
- **Date**: 6/19/2016
- **Invoice #: 0137
- **Terms**: Net 30
- **Due Date**: 7/19/2016

#### Bill Details

- **Bill to**: University of California, Davis
- **Sport**: Water Polo
- **Club**: Water Polo Club
- **Office**: 1 Shields Ave, Davis, CA 95616

#### Payments/Credits

- $5,408.00

#### Balance Due

- $0.00
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
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