



Transition Training

A Supplemental Guide for New Leadership

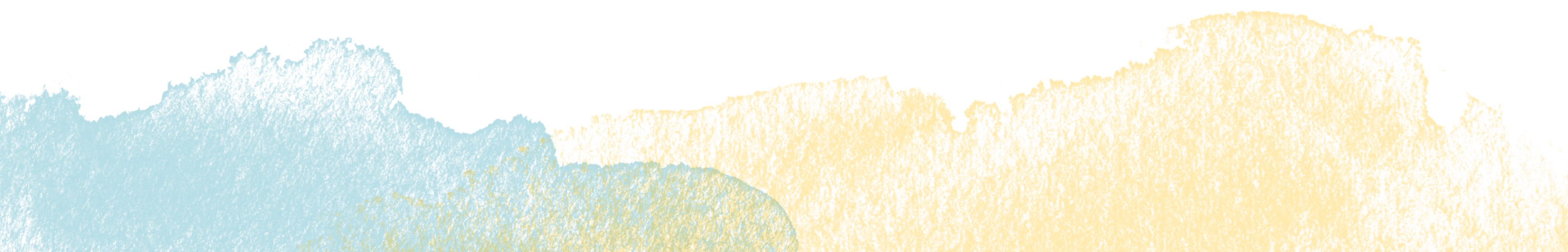
Purpose

The purpose of this document is to help current leadership prepare new leadership for their roles by introducing who makes up the Sport Club office and how they can help with your responsibilities.

Much of what officers do is specific to playing your sport, like signing up for leagues, scheduling competitions or buying team equipment (to name a few examples.) This is information typically passed on from leadership to leadership and best taught by them since they know the in's and out's of your club's operations.

Sport Clubs wants to ensure that leadership understands what kind of help can be provided by the office with these tasks. There are lots of officer responsibilities that can be made easier with the help of our staff and knowing what each of our staff positions can do for you will go a long way.

This document is in no way meant to replace the club's current transition training. We want this to act as a supplement to the training you already have in place so new leadership is aware of the type of administrative support available.





Sport Clubs Staff

Competitive Sports Manager

Our Competitive Sports Managers manage both Rec Sports and Sport Clubs items. For our program, they work directly with clubs to support them and be their primary point of contact. They are your go-to person for any Sport Clubs questions. They can assist with scheduling practices and games, general administrative questions, and keeping officers informed with any updates from the office. They should have a close relationship with their club, have a good understanding of the club's operations and needs, and be able to answer any questions the club may have.

Recorders

Our Recorders are your go-to person for any paperwork related questions. They are in charge of verifying Fusion and Do Sports Easy memberships. They also approve travel requests, prepare travel binders and med kits, and receive/submit your required documents for driver approval. They manage all paperwork and make sure it's all turned in on time.

Recorder Managers

Our Recorder Managers work with CoSpo managers, recorders and professional staff as the liaison between Sports Clubs and the CoSpo program. They directly hire, train and supervise recorders. They manage club finances (allocations, donations and service accounts), travel and home events. Our Recorder Managers are also assigned clubs to manage, like our CoSpo managers, and should be those clubs' first point of contact.

Sport Clubs Staff

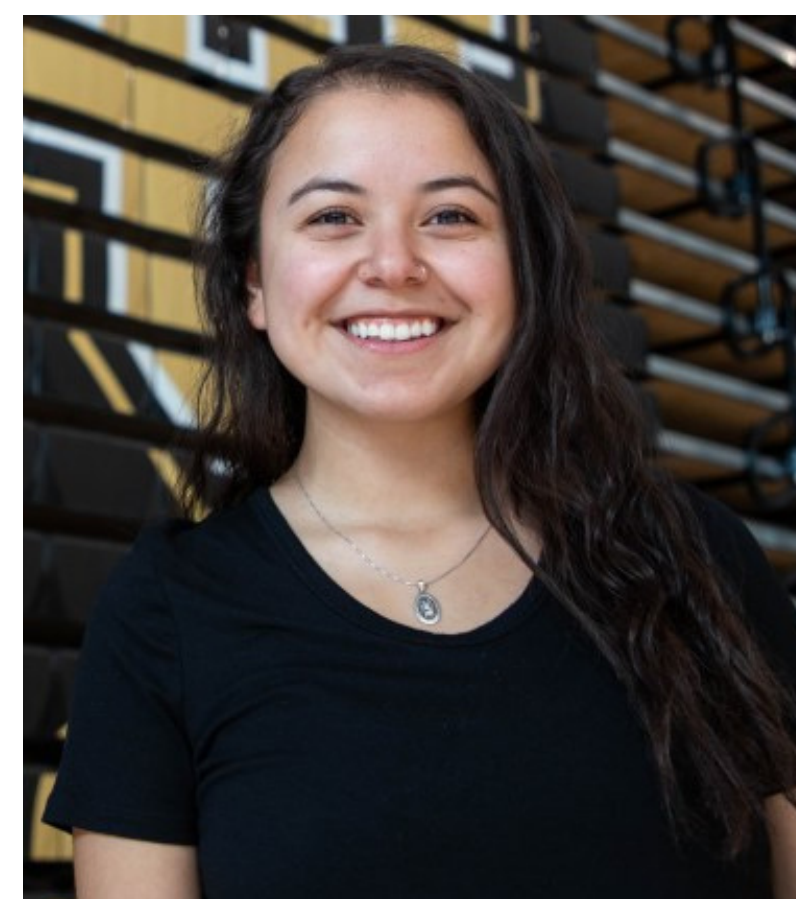
Athletic Trainer

Shannan Rowe is our Sport Clubs Athletic Trainer. She is responsible for the care and prevention of athletic injuries incurred by sport club activities. This includes evaluation, recognition, treatment and rehabilitation of athletic injuries. She also assists with nutritional and psychological concerns, as well as serves as a liaison position with medical personnel and maintaining appropriate medical records.



Sport Clubs Coordinator

Angie Adame is our Sport Clubs Coordinator. She provides administrative support and oversight of the Sport Clubs program. Alongside the Rec Sports Coordinator and Athletic Trainer, she hires, trains and supervises Competitive Sports staff. Her role is largely focused on developing student staff and the program as a whole. The Coordinator acts as the liaison between the program and the Campus Recreation department and other departments on campus.



Okay, so...

How Can We Help?

Competitive Sports Managers can help with:

- Coordinating your home events and getting all necessary info to the office
 - We require a supervisor at every event, need to reserve facilities in advance and assess whether or not more Athletic Trainers are needed
- Organizing your practice schedule and requests with the Coordinator
 - Facility requests for practices are submitted to the Recorders, but managers will work with the Coordinator to create a schedule that best suits all clubs
 - Managers can also assist when there is no supervisor at a practice or event
- Ensuring all travel request requirements have been met before anticipated travel
 - There are many requirements for different kinds of travel and managers can work with your club and Recorders/RMs to assist with any issues or questions
- Informing you who has registered on Fusion and DoSportsEasy
 - When in office, managers can run reports on who has registered on Fusion and check DSE
- Submitting your eligibility forms to the Registrar's Office
 - Managers will first check that they've met our membership requirements on Fusion before submitting it for official verification of student status
- Reminding you of due dates and relaying important information from the office
 - There may be items we need from you or questions for clarification. Our managers will pass along anything that is needed from our staff, mostly as a reminder

Okay, so...

How Can We Help?

Recorders can help with:

- Questions about information needed on required forms, such as:
 - Facility request form for practices
 - Annual report
 - Travel Requests
- Questions about Fusion and DSE registration and the requirements needed to be approved on DSE
- Informing members of any missing requirements for Driver Approval on DSE
 - Receive Driver's License information
- Informing officers of any missing or incorrect items for their travel request
- Informing clubs of travel binder and med kit pick up
 - Reminders to return travel binder and med kit
- Informing officers of any missing paperwork and missed meetings
- Tracking any accumulated fines for violations throughout the school year
- Accessing previous years' paperwork, like facility requests, budget workbooks, and annual reports, if a club requests it



Okay, so...

How Can We Help?

Recorder Managers can help with:

- In addition to manager duties above, they can assist with:
- Accessing your university financial accounts. These include your:
 - Allocation account
 - Service account
 - Donations account
 - Endowment accruals
- Updating your budget information for the first three accounts listed above on DSE
 - Submitting all allocation/service account check requests from DoSportsEasy
- Questions regarding what you can be reimbursed for and about the required items to be submitted in your check request form
- Informing officers of any overdraft amounts in the university accounts and how to submit a check to cover it
- Informing officers of any fines the club has accumulated and how to submit a check to pay them
- Approving Drivers and booking FLEET requests for both in-state and out-of-state travel
- Communicating between club and Sport Clubs office

Okay, so...

How Can We Help?

The Sport Clubs Coordinator can help with:

- Finalizing your facility requests for home games and special events
- Facility or field issues
- Any cancellation of practices or home events
- Verifying your coaches have filled out the required paperwork and completed all trainings
- Questions or issues regarding donations and gifts (tax-related items)
- Questions regarding branding guidelines and merchandise designs
- Selling or discarding of university property
- Connecting clubs to campus resources and opportunities
- Connecting the club with the assigned club manager
- Providing administrative support for any club or leadership concerns, program concerns or other related issues
 - The Sport Clubs Advisory Council has a feedback form available on the Sport Clubs page and that is the best avenue for sharing any input on ways you think our program as a whole can improve and things you'd like to see! The office also sends out an annual survey for student athletes to give their feedback on the administrative side of things. However, if there is ever any pressing or urgent program-related feedback, we highly encourage you to reach out directly to the Coordinator for immediate assistance.
- Providing fundraising opportunities from campus departments

Okay, so...

How Can We Help?

The Athletic Trainer can help with:

- Rehabilitation of injuries acquired at practices, games or events
- Medical care provided at practices and competition
- Preventative care for athletes in and out of season
- Baseline testing any student athlete in high-impact sports
- Communicate with coaches and Sport Club officers
- Concussion management and education
- Required items for assigned safety officers
- Communicating responsibilities of safety officers
- Liaison between Sport Club athletes and Student Health and Counseling Services



Don't Forget!

A few reminders of things that can be forgotten:

- Only current undergraduate and graduate students paying student fees are eligible to participate in Sport Clubs (keep this in mind when recruiting.)
- Any coaches (official and unofficial) you want to bring in to your team must be registered with the Sport Clubs office--this means completing all required forms, trainings and having a cleared background check. All coaches should be selected before Fall quarter, so they can attend the coaches training.
- You are required to have at least TWO safety officers and they must be certified by the first practice! Campus Recreation will likely host CPR classes before then for our students to take advantage of.
- If you are an off-campus club and were given a practice binder and med kit, you are responsible for checking those back in at the end of the year and checking them out at the start of the school year. If restocks are needed, please stop by the Sport Clubs office for help from our staff.
- All merchandise and uniform designs must be sent in for approval to the Coordinator before any official orders are made. We have to gain official approval on all designs by Strategic Communications.
- Donations made payable to the club (not UC Regents) cannot go into your donation account and are NOT tax deductible.
- The Officer Resources page for Sport Clubs on the Campus Recreation website houses all important forms and provides you with helpful information to support you in your role
- The email for our Recorder Managers is screcordermanager@gmail.com
- The email for our Recorders is sportclubs@campusrec.ucdavis.edu



UCD

SPORT CLUBS AT UC DAVIS