



2024-2025
Club Sports Team Handbook

UCONN
REC

2024-2025 Club Sports Team Handbook

Revised 1/6/2025

Table of Contents

Club Sport Leadership Team	3	Alumni Game/Event	7
Officers	3	Coaches.....	7
Officer Trainings.....	3	Coaches and Coach Agreements	7
Treasurer Training.....	3	Invoicing.....	7
Officer Meetings	3	State of Connecticut Employee	7
Safety Officers and CPR/AED/First Aid Certifications	3	Logos and Apparel	8
Registration Requirements and Forms	4	Logo Usage.....	8
Waivers	4	Team Apparel, Uniforms, and Equipment	8
Clearance to Play Form	4	Shipping Address	8
Medical History Form.....	4	Athletic Training and Medical Information	9
Eligibility for Club Sport Participants	4	Athletic Trainers	9
Membership.....	4	First Aid Kit.....	9
Tryouts	4	Injury and Illness Reports	9
Official Roster.....	5	Club Sport Athlete Doctor Visits	9
Dues	5	Return to Play Protocol.....	9
Club Sports Involvement Fair	5	Budget.....	10
Practices and Competitions	5	UConn Recreation Allocation	10
On-Campus Practice Scheduling	5	Undergraduate Student Government (USG) Funding	10
Practice Cancellation & No-Show Policy	5	Foundation Account	10
Inclement Weather and Field Condition Cancellations	6	Purchase Requests.....	10
Home Competition Scheduling	6	Reimbursements.....	10
Hosting Guidelines	6	Tier Requirements	11
Safety and Security Services	6	Community Service Hours	11
Competition Schedule.....	7	Ignite Fundraiser.....	11
Competition Results.....	7	Team Resources Page	11
		Active/Frozen Status.....	12
		Student Recreation Center Usage	12

2024-2025 Club Sports Team Handbook

Club Sport Leadership Team

Officers

All teams are required to elect a different member of the team to serve as President, Vice President, Secretary and Treasurer. These four positions will be the club sport's leadership team and will be responsible for communication between the team and the Competitive Sports office.

Officers will serve a term from January to December (calendar year) starting with the Spring Semester. Teams are required to use the Officer Contact Information Form on the Team Resource page by the last day of the Fall Semester.

Officer Trainings

At the beginning of each semester, all four officers from each club sports team are required to complete the online Officer Training. Officer Training information for the school year are listed on the Important Dates Calendar. Failure for all four members to complete the training and pass the quiz will result in the Team's Club Sports allocation being frozen and/or practice time being cancelled until the training is completed at the Competitive Sports Office discretion.

Treasurer Training

At the beginning of each semester, there will be a required Treasurer Training for both the President and Treasurer that will take place in the Husky Suite of the SRC. The dates and times will be posted on the Important Dates Calendar. Failure for the President and Treasurer to attend a training will result in the Team's Club Sports allocation being frozen until the training is completed at the Competitive Sports Office discretion.

Officer Meetings

Teams will meet with their Club Sport's Coordinator at the beginning and end of each semester. Your sport's coordinator will send an email to sign up for a specific date and time. Please see the Important Dates Calendar on the Team Resources page for the weeks of the officer meetings. Agendas for these meetings will be posted on the Team Resources Page.

Safety Officers and CPR/AED/First Aid Certifications

All club sports teams must have two designated safety officers, and the safety officers must carry a current CPR/AED/First Aid Certification. Safety Officers will serve a term of one Academic Year. The Competitive Sports Office will offer classes to obtain this certification if teams do not have members who are currently certified. If a team member is currently certified, they must upload a copy to the Safety Officer Form on the Team Resources page of the website.

For this certification to be valid, it must expire after the last day of finals for that academic year. The deadline for certification can be found on the Important Dates Calendar on the Team Resources page of the website.

Safety Officers must review the Safety Officers' Training and pass the associated quiz by the required deadline. Failure for both safety officers to pass this quiz will result in the team not being able to practice or compete until it has been passed.

If a Team fails to have two certified Safety Officers by the posted deadline, the Team will not be able to practice or compete until the Club has two certified in accordance with the policy stated above.

Registration Requirements and Forms

Waivers

Upon signing up for a team on Fusion Club, each player will be prompted to electronically sign the following forms:

- Recreation Waiver
- Club Sports Requirements
- Club Sports Assumption of Risk & Permission to Treat
- Concussion and Injury Disclosure
- Medical History Form

Clearance to Play Form

Prior to registering on Fusion Club, all players must complete the Clearance to Play Form, upload the form to the [Student Health Portal](#), and have the form verified by SHaW. Returning players who have a Clearance to Play Form on file, do not need to complete the process again. Additionally, when submitting your initial paperwork to Student Health and Wellness (SHaW) prior to enrolling at UConn, there is a Clearance to Play portion that your health care provider may sign off on at that time. Please plan accordingly to allow the clearance to play form to be verified. No player will be able to register without SHaW approval of this form. Physical or virtual copies of this form will NOT be accepted on site.

Medical History Form

The Medical History Form must be filled out yearly by all club sports athletes. The approval process for this form is not immediate, as all submissions are reviewed by our athletic training staff. Please refer to the [Perspective Athletes](#) page for more information.

Eligibility for Club Sport Participants

Membership

Only students who pay the Student Recreation Fee or purchase a Student Non-Fee membership may register for Club Sports. If a student does not pay the Student Recreation Fee on their Fee Bill, please visit myrec.uconn.edu to purchase the Student Non-Fee Membership for the semester. Once the membership has been purchased, access to Fusion Club will be granted..

Tryouts

All club sports must submit their tryout dates/times/locations and agenda to the Competitive Sports office by the deadline listed in the Important Dates Calendar

Tryouts must take place during a normally scheduled practice time, as no additional time will be granted to teams to host tryouts. Tryout schedules will be posted on our website. The team's tryout plan must provide an opportunity for all interested students who wish to join the team and have filled out the proper paperwork. All players who wish to tryout must be on the team's roster in Fusion Club prior to being allowed to participate in the tryout. Please refer to the [Perspective Athletes page](#) for more information.

Tryouts must follow the criteria below:

1. Tryouts must be open to all students.
2. Tryouts must be multiple days, not one two-hour session (unless weather prevents this).

2024-2025 Club Sports Team Handbook

3. Each club must have a judging process in place.
4. No new members should join the club after tryouts are held unless they previously tried out for the club that semester.

Official Roster

The team's official roster must be finalized on Fusion Club by the date when rosters close. Officers have the ability and are responsible for removing players to complete their roster. Players will not be able to be added to their official rosters in Fusion Club after these dates for their respective semesters.

Prior to submitting official rosters, only those listed on the team's roster in Fusion may tryout, practice, and compete with the team. As a reminder, your Fusion Club and UContact rosters are not connected (nor the same) and all active members of the team must be on the roster in Fusion Club.

Dues

Teams are required to collect dues from the members of their primary team. The amount of the dues varies based on your team's tier classification. A primary team is defined as either members of the competitive roster or if a team has multiple competitive teams, the "A" team. Dues collection must take place prior to the deadline.

Club Sports Involvement Fair

Teams are required to attend the Club Sports Involvement Fair to recruit members.

The Club Sports Involvement Fair will be held during the first week of the Fall Semester. Please check the Important Dates Calendar for the specific date and time.

Practices and Competitions

On-Campus Practice Scheduling

All requests for on-campus practice time must be made through the Practice Request Form on the [Team Resources page](#).

Practices may be requested in specified blocks between 4:00-9:30p, Monday-Thursday during the academic year. Practice starts and end dates for each semester can be found on the Important Dates Calendar on the Team Resources page. Practice times and locations, as well as the number of practices per week, will be based on if a team is in or out of its primary season and they have completed the form by the deadline. Please note that teams who have completed the appropriate forms by the set deadline will also earn priority over those teams who submit the Practice Request Form late.

Practice Cancellation & No-Show Policy

Teams who wish to cancel a scheduled practice time must cancel via the form located on the Team Resources page. Failure to inform the Competitive Sports office by this deadline will constitute a violation of this policy.

- For practices Monday through Friday, by 12p (noon) the day of practice.
- For practices on Saturday or Sunday, by 12p (noon) on the Friday before practice.

If a team does not show up for a practice within 15 minutes after their scheduled start time and does not notify the Competitive Sports office by the deadline posted above, they will be considered a no show. The penalty for a no show is the loss of the team's next scheduled practice time.

2024-2025 Club Sports Team Handbook

Violations of this policy may result in the loss of future practices. Repeated violations may lead to additional loss of practice times or competition dates.

Inclement Weather and Field Condition Cancellations

The Competitive Sports Office will reach out to the affected teams to cancel practice or competitions due to inclement weather and/or poor field conditions that pose a safety hazard to our athletes.

If the University is closed or dismissed early due to weather, all practices and competitions for that day will be cancelled and notification will be sent out by the Competitive Sports office. We strongly encourage those teams that practice off campus to also cancel for the safety of all athletes.

Home Competition Scheduling

All requests for home competitions that involve UConn Recreation managed facilities (including UConn Athletic facilities) must be made through the Home Competition Request Form located on the [Team Resources page](#).

Initial requests for home competitions in the fall and spring semester must be made by the priority deadline. Approval will be based on facility space and staff availability with priority being given to teams that are in-season.

Requests for on-campus home competition after the deadlines must be submitted at least three weeks prior to the requested date of competition and will be reviewed on a first come, first served basis on the same criteria as above.

Home competitions will primarily be scheduled on a Friday, Saturday, or Sunday during the academic year. Please see the Important Dates Calendar on the Team Resources page for the first and last dates of each semester on which competitions may be requested, as well as dates where competitions may not be requested.

All requests for home competition must be approved by the Competitive Sports office prior to being confirmed/scheduled with your opponent or league.

If a team wishes to cancel a scheduled competition, the team must provide 48-hour notice to the Competitive Sports office via email (competitivesports@uconn.edu) and copy their Primary Coordinator.

Violations of this policy may result in the loss of future hosting opportunities. Repeated violations may lead to additional loss of practice times or competition dates.

Hosting Guidelines

For all home competitions the Team Leadership is required to email the Game Day Guide to all Leadership of the visiting teams, copying your primary Coordinator on the email, at least 72 hours prior to the event.

Please visit the [Game Day Guides](#) on our website for a downloadable copy of the guides.

Safety and Security Services

Safety and security services costs will be the sole responsibility for each team. This includes all costs associated with police, EMT, and security (CSC) personnel. UConn Recreation will continue to coordinate, schedule, and secure the services then invoice the cost back to the team. Teams may use

2024-2025 Club Sports Team Handbook

their UConn Rec Allocation, Foundation Account, or SABS Account to pay the invoice. Teams will be sent an estimate of these costs during the approval process in the Home Competition Request Form.

Competition Schedule

Teams must provide their initial competition schedule (both home and away) to the Competitive Sports office by the deadline. Each team's schedule will be maintained in Fusion Club. Competitions that take place prior to the initial submission date must be in Fusion Club prior to the competition. If there is a change (addition/reschedule/cancellation) to the schedule after the initial submission, teams must update Fusion Club as soon as possible. Please include all potential regional and national tournaments in this schedule.

Competition Results

Using the form on the Team Resources page, results for all competitions from the previous week (Monday-Sunday) must be entered in the Competition Results Form by the following Tuesday. Competitions must be reported through this form, by the deadline, to count towards meeting the team's tier requirement. Only competitions for the Club Sport's primary, or "A", team count towards this requirement and need to be reported.

Alumni Game/Event

Club Sports teams wishing to hold an alumni event/game must inform the Competitive Sports office at least three weeks prior to the requested date. All participating alumni members must register and sign the applicable waivers. Teams are responsible for the behavior and actions of their alumni during the event and must follow all Club Sports policies and procedures for the event.

Coaches

Coaches and Coach Agreements

Club Sports teams are responsible for hiring, retention, conduct and/or dismissal of their coaches. All coaches, both paid and volunteer, must have a signed Coach Agreement on file with UConn Recreation prior to providing compensable services to the team. For more information regarding coach agreements, please reference the Coaching Information on the Team Resources Page. As a reminder, UConn Recreation is only the processor of these agreements made between the Team Leadership and the Coach. All disputes must be resolved by the Team Leadership and the coach.

Invoicing

Coaches must submit invoices, verified by the team, by the deadlines listed in the Coach Agreement and on the Important Dates Calendar on the Team Resources page. Invoices must match or be lower than the agreed upon amount in the Coach Agreement. Invoices that are over the agreed upon amount will be sent back for corrections. Please be aware that any invoice submitted after the posted deadline will result in a delay in payment.

State of Connecticut Employee

If your coach is a State of Connecticut Employee, it must be noted on the Coach Information Form, as a separate process must be completed prior to the commencement of coaching duties.

Logos and Apparel

Logo Usage

Club Sports teams are required to use approved logos in social media posts, on team/league websites, all promotional material, and on uniforms/apparel. Teams are required to work with the appropriate contact at these outside entities to provide them with the correct logo.

The Club Sports Logo Usage Guide on the Team Resources page illustrates all approved logos for Club Sports Team usage. The only modifications that may be made to the logos are the color combinations that can be found on the Club Sports Logo Usage Guide. Each club sports team has a folder under the Club Sports Logo Files tab of the Team Resources page. Not all color combinations are available for download, but the files can be modified to the color combinations found in the Club Sports Logo Guide.

The Club Sports Medallion Logo cannot be modified to say a specific sport and must be used in its entirety (including the circle).

Team Apparel, Uniforms, and Equipment

All Club Sports teams are REQUIRED to use BSN Sports for team apparel, uniform, and equipment purchases. Our BSN Sports sales representative is Kenzie Cannon (kcannon@bsnsports.com). Please copy Bhavin Parekh (Bhavin.parekh@uconn.edu), Anna Milot (anna.milot@uconn.edu) & your team's primary coordinator on all communications with Kenzie.

Prior to ordering any apparel or uniforms, teams must fill out the Logo Usage Approval Form located on the Team Resources page.

All BSN Sports Invoices should be paid as soon as possible. UConn strives to stay in good standing with their vendors and we do not want teams to lose ordering capabilities due to unpaid invoices. Failure to pay invoices may result in disciplinary action toward your team.

Shipping Address

Teams should send apparel orders to the Student Recreation Center (SRC), via the address below, during the academic year. Once packages are received, they may be picked up at the Admin Office of the SRC from 9:00a-5:00p, Monday through Friday. An email will be sent to the leadership team once the package has been received and is available for pickup. During the summer, please have a team member available to pick up any delivery to the SRC.

CLUB SPORT NAME

University of Connecticut
Student Recreation Center
2060 Hillside Road, Unit 1273
Storrs, CT 06269

Athletic Training and Medical Information

Athletic Trainers

Athletic trainers will be scheduled for all home competitions at UConn Recreation managed facilities. Athletic trainers may be present at practices depending on availability. Athletic Trainers are available to all Club Sports Teams for evaluation of injuries that occurred during participation. If an Athletic Trainer is not at your regularly scheduled practices, please email Stephanie DeNicolo at stephanie.denicolo@uconn.edu to set up an appointment.

First Aid Kit

Selected Club Sports teams will be issued a first aid kit at the beginning of the fall semester. If a team needs more supplies for the first aid kit throughout the season, please use the form found on the Team Resource page. Teams must return their first aid kit by the deadline on the Important Dates Calendar at the end of the academic year.

Injury and Illness Reports

The Club Sports leadership team or safety officers are responsible for filling out an Injury/Illness Report for all injuries that occur at a practice or competition where a Competitive Sports Site Manager or Athletic Trainer is not present. This report must be filed within 24 hours of the Injury/Illness. The athletic training staff may contact the athlete for follow-up if necessary.

Club Sport Athlete Doctor Visits

If a team member is injured and wishes to see a local doctor, they may call Dr. Maass' office at 860-487-9253. Dr. Maass' office is located at UConn Health is Downtown Storrs. When calling, please let the office know you are a Club Sport athlete. Priority is given to Club Sport athletes who schedule an appointment.

Return to Play Protocol

- The Club Sports Athletic Training Staff reviews the Injury/Illness Report
- Athletes will be designated INACTIVE on the team roster based on type and severity of injury.

INACTIVE STATUS means the student athlete will not be able to compete or practice until they have been cleared by a Physician and/or Athletic Trainer.

Some injuries require medical attention or time to heal. The Club Sports Athletic Training Team will work with the student and Club Sports Medical Director to provide proper care and referrals as needed. While this is occurring, the student may be moved to an Inactive status on the roster.

Once deemed INACTIVE a general email will be sent to:

- Injured Athlete
- Officers
- Competitive Sports Staff

Once cleared to return to play by a Physician and/or Athletic Trainer an email will be sent once again informing the above list of the change from INACTIVE status to ACTIVE status.

2024-2025 Club Sports Team Handbook

Budget

UConn Recreation Allocation

UConn Recreation provides funding to Club Sports teams based on their tier status (see Tier Requirements). UConn Recreation allocations may be use on the following:

- League Dues/Membership Fees
- Event Entry Fees
- Facility Rental (for fields/spaces we do not provide to teams)
- Small Operation Equipment
- Safety and Security Services (EMT/Police/CSC)

Undergraduate Student Government (USG) Funding

USG provides funding to all Registered Student Organizations (RSOs) and will fund eligible requests. USG has specific policies and procedures that must be met to apply for funding. Please reference USG's website for eligible funding items. Coaching payment will come from USG Allocations.

Foundation Account

Each team has a Foundation Account that holds donations that teams have received. To access these funds, teams must fill out a Club Sports Foundation Request for Disbursement Form on Kuali Build. Requests for funding using the Foundation Account must support activities that benefit the team, not an individual. To check your team's Foundation Account balance, please email the Competitive Sports office and your Primary Coordinator.

Purchase Requests

For all UConn Recreation Allocation Requests, a purchase request and required documentation must be submitted via Kuali Build a minimum of 6 weeks prior to the date the funds are needed. If information or documentation is missing, the form will be sent back to the submitter for corrections. The submitter may view the workflow of the purchase request to stay up to date on its progress.

The Purchase Request Form can be found on the Team Resources page. The final deadline for all purchase requests can be found on the Important Dates Calendar on the Team Resources page.

For more information regarding Purchase Requests, please see the Treasurer Training located on the Team Resources page.

Reimbursements

Club Sports teams must have all reimbursement requests preapproved prior to making the purchase. Reimbursements may cover league dues, competition entry fees, and facility rental fees within the UConn Recreation Allocation.

Teams must submit receipts, within the same Kuali Form as the preapproval, within 30 days of the purchase. If submitted after 30 days, reimbursement may be denied.

For more information regarding Reimbursement Requests, please see the Treasurer Training located on the Team Resources page.

2024-2025 Club Sports Team Handbook

Tier Requirements

Club Sports teams must meet the following criteria to be eligible for their budget amount.

CRITERIA CATEGORY	TIER 1 \$8,500	TIER 2 \$6,250	TIER 3 \$3,600	TIER 4 \$2,250	TIER 5 \$1,000
Governing Body	Yes	Yes	Yes	Yes	No
Members	25	20	17	14	10
Minimum Annual Dues (per person)	\$500	\$300	\$200	\$150	\$100
Competitions	16	14	12	10	8
Service Hours	400	300	200	150	100
Fundraising	Participation in Ignite Fundraising Campaign				

Community Service Hours

Club Sports teams must complete a certain number of community service hours within the year based on their Tier Requirements. Teams must fill out the Community Service Hours Submission Form on the [Team Resources page](#) within one (1) week of the event for the Community Service to count toward their Tier Requirements. All community service hours must be completed by the deadline on the Important Dates Calendar.

NEW FOR 2024-25: HuskyThon participation cannot exceed 50% of the team's required hours. The community service the team is performing cannot benefit the team in any way.

Teams must have a minimum of five (5) active team members volunteering for one (1) hour at the same event (same day) to count towards their team total. A service hour is earned for each hour a person commits to a service project. For example, if 5 people volunteer for 2 hours each, the team would accumulate 10 total service hours.

Ignite Fundraiser

All Teams are required to participate in the Club Sports Ignite Fundraiser to comply with their Tier Requirements. This two-day fundraising event awards prizes and bonuses in addition to the donations they receive. Dates of the fundraiser and required trainings can be found on the Important Dates calendar. Teams are allowed to participate in other fundraising events throughout the academic year.

Team Resources Page

The [Team Resources page](#) of the UConn Recreation website will be the home to many important documents and information for Club Sports Officers. Please visit the website and make yourself familiar with the information on the page. The Important Dates Calendar will be at the top of the page and provides up-to-date deadlines for requirements and information on other events coming up for our Club Sports teams.

2024-2025 Club Sports Team Handbook

Active/Frozen Status

To stay consistent with teams' status as Registered Student Organizations, if a team is Frozen for failure to fulfill your SOLID requirements or any other requirements for RSOs, your team will also become Frozen with the Club Sports office.

If a team becomes Frozen, they will not have access to their field/court space (both practices and competitions) and cannot request funding from their Club Sports allocation until they become Active. Additionally, the team is unable to hold any team events, on or off-campus while frozen (including practices and competitions).

Student Recreation Center Usage

Individuals and groups using, or giving the appearance of using, the Student Recreation Center for organized or structured activity is considered to be prohibiting open recreation use and is not allowed for Club Sport Teams. This includes full team or small group usage of all areas of the Student Recreation Center outside of a team's scheduled practice time.