

UConn Club Sports

Fall 2023 Officer Training



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Fall 2023 Team Resources

- Refer to our [Club Sports Website](#) for complete updated information
- All information regarding Club Sports is located here
- Know what tier your team is in, as well as all requirements associated with your tier to remain in compliance
- All the forms you will need over the course of the semester live here

Team's Primary Contact

Aaron

- Field Hockey
- Figure Skating
- Gymnastics
- Ice Hockey-Men's
- Ice Hockey-Women's
- Racquetball
- Run
- Skydiving
- Soccer-Men's
- Soccer-Women's
- Ultimate-Men's
- Ultimate-Women's

Justin

- Baseball
- Basketball-Women's
- Dressage
- Equestrian
- Lacrosse-Men's
- Lacrosse-Women's
- Polo
- Rugby-Men's
- Rugby-Women's
- Softball
- Woodsmen

Zach

- Archery
- Crew
- Cycling
- Kickline
- Sailing
- Ski
- Swim
- Tap
- Tennis
- Volleyball-Men's
- Volleyball-Women's
- Water Polo

Officer Contact Information Form

- Use this form to submit the contact information when your team gains a new officer
- Deadline may be set by the Competitive Sports office during time of turnover in-between semesters
- [Club Sports Officer Contact Information Form](#)

Tier System

- The Competitive Sports office places club sports teams into a tier system
- Each team has a set amount of allocations from UConn Recreation based off their tier placement
- Teams must reach certain criteria to remain in a tier

Tier System Outline

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
Fundraising	Participation in Ignite Fundraising Campaign				
Competitions	16	14	12	10	8
Service Hours	400	300	200	150	100
Alumni Relations	Yes	Yes	Yes	Yes	Yes

How to Register for a Club Sport

1. Submit Clearance to Play Form to SHaW

Complete the [Clearance to Play Form](#) .pdf

and

Upload it to the [Student Health Portal](#)

2. Complete Medical History Form

Complete the [Medical History Form](#) 🔗

MEDICAL HISTORY FORM 🔗

3. Register on Fusion Club

Follow these steps to register on Fusion Club:

FUSION CLUB REGISTRATION STEPS .PDF

4. Attend Practice/Tryouts

Players eligible for practice and/or tryouts are marked as "Active" in Fusion Club by the Competitive Sports Office once Steps 1 and 2 have been verified.

Players must be marked as "Active" by 12pm the business day prior to practice/tryouts they are attending to be eligible to participate.

Fusion Club Registration (everyone must sign-up this way)

[Fusion-Club-Registration.pdf](#)
[\(uconn.edu\)](#)

Clearance to Play Form (new participants)

- The Clearance to Play form is located on the SHaW Website & can be submitted by:
 - Scanning and uploading to SHaW at myHealth.uconn.edu
 - **NOTE: When you are uploading the form to the portal, select “Health History Form” and upload the Clearance to Play**
- SHaW will be updating the master list daily.
- Please plan accordingly to allow for Clearance to Play to be verified in Fusion Club

Club Sports Office

- Located in the SRC across from the Husky Suite and Mango
- Appointments are necessary to meet with your primary contact, as walk-in meetings are not feasible
- Please email at competitivesports@uconn.edu set up an appointment
- Check in with Front Desk Staff when you arrive for your scheduled meeting

Club Sports Mail & Deliveries

- Located in the Admin Office in the SRC. Student staff members will assist you with retrieving your mail.
- We will notify you via email when there are new items to be picked up
- Mailing Address:
 - Club Name
 - University of Connecticut
 - SRC Admin Suite
 - 2060 Hillside Road, Unit 1273
 - Storrs, CT 06269

Practice Request form

- Use this form to request practice time for facilities controlled by UConn Recreation
- Deadlines will be set by the Competitive Sports office during times of turnover between semester
- Form is on the team resources page

Practice & Competition Cancellation Policy

- A Cancellation via completing the Club Sports Practice Cancellation form is required by deadline below [Club Sports Practice Cancellation Form \(office.com\)](#)
 - Mon-Fri by 12pm (noon) day of practice
 - Sat-Sun by 12pm (noon) Friday prior to practice
- Phone calls or text messages will not be accepted forms of cancellation
 - Depending on the day, we may not have cellphone access
- Failure to provide required notice will result in loss of your next practice time
- Repeated offenses may lead to additional loss of practice times or competition dates

Home Competition Request Form

- Use this form to request home competitions for facilities controlled by UConn Recreation or Athletics.
- Additionally, this form should be completed for teams looking to obtain EMT coverage at events on-campus
- Request must be made **3 weeks** prior to request date of the competition
- Teams must receive confirmation from the Competitive Sports office before confirming the event with outside groups
- [Club Sports Home Competition Request \(office.com\)](#)

Competition Results Form

- Teams will use this form to submit the competition results to the Competitive Sports office
- Competition results must be submitted **by each Tuesday for the previous week** to count towards tier requirements
- Only competition results that are reported will count towards tier criteria
- [Club Sports Competition Results Form \(office.com\)](#)

Inclement Weather Policy

- We will contact your team if practice is cancelled due to weather/field conditions (i.e. snow/ice on the field)
- If the University is closed, there will be no on-campus practices
 - We STRONGLY encourage teams that practice off-campus to follow similar protocols

Logo Usage Policies

- Each Club Sport Team has a UConn wordmark designed specifically for that team
- Usage of ANY logo (apparel, flyers, jerseys, social media, etc.) MUST be approved by the Club Sports Office and the UConn Licensing Office
- Any unapproved logos on past or current social media post should be removed to comply with the Club Sports Logo Policies
- [Logo Usage Form](#) must be filled out on the USG Website

Logo Policies

These logos are approved for use by club sport teams:



Logo Policies

These logos are NOT be used under any circumstances:



Team Apparel Ordering

- For team stores, apparel, and equipment, please reach out to the following contact at BSN Sports:
 - Kenzie Cannon: kcannon@bsnsports.com
- All Club Sports apparel orders are required to use BSN Sports as their vendor
- **Please remember to CC** Bhavin Parekh (bhavin.parekh@uconn.edu), Kyle Muncy (kyle.muncy@uconn.edu), and your coordinator on all communication
- Please pay all invoices in a timely manner – failure to pay may result in discipline action against your team

Student Activities Logo Usage Form

- Use this form prior to ordering any apparel or promotional items that use the UConn name, logos, or wordmarks
- [Club Sports Logo Usage Form | Student Activities \(uconn.edu\)](#)

Fundraising Submission Form

- Club teams do have ability to fundraise throughout the school year
- Fundraising programs must fall under University policies
- Teams must submit this form within **one week** of their fundraising event to count towards tier goals
- [Club Sports Fundraising Form \(office.com\)](https://office.com)

Fall 2023 Ignite Fundraising

- Ignite is a fundraising campaign between UConn club sport teams and the UConn Foundation group.
- Training dates are October 24 & 25th with sessions at 12PM & 5PM (1 officer needs to attend)
- Campaign dates are November 14th & 15th

Community Service Hours Submission form

- Teams will use this form to submit their community service hours throughout the school year
- Submission of the form must occur within **one week** of the event to be counted

A minimum of 5 active team members must participate in the event to count towards tier goals

[Club Sports Community Service Form \(office.com\)](#)

Coach Agreements

- All coaches, paid or volunteer, must have a completely executed Coach Agreement on file with UConn Recreation prior to engaging in any compensable services with the team
- Coach Agreements will be completed via DocuSign
 - President will fill out coaching time (compensable services) and sign agreement
 - Treasurer will verify all information is correct and sign agreement
 - Coach will review and sign agreement
- Coach agreements are valid for each academic year
- Teams must estimate the hours of compensable services rendered per semester on the coach agreement
 - Coach will not be able to invoice more than the estimated amount per the agreement
- If your coach is an employee of the State of Connecticut, they will need to follow a separate process to become the team's coach
 - Information will be sent directly to the coach about this process

Coach Agreements

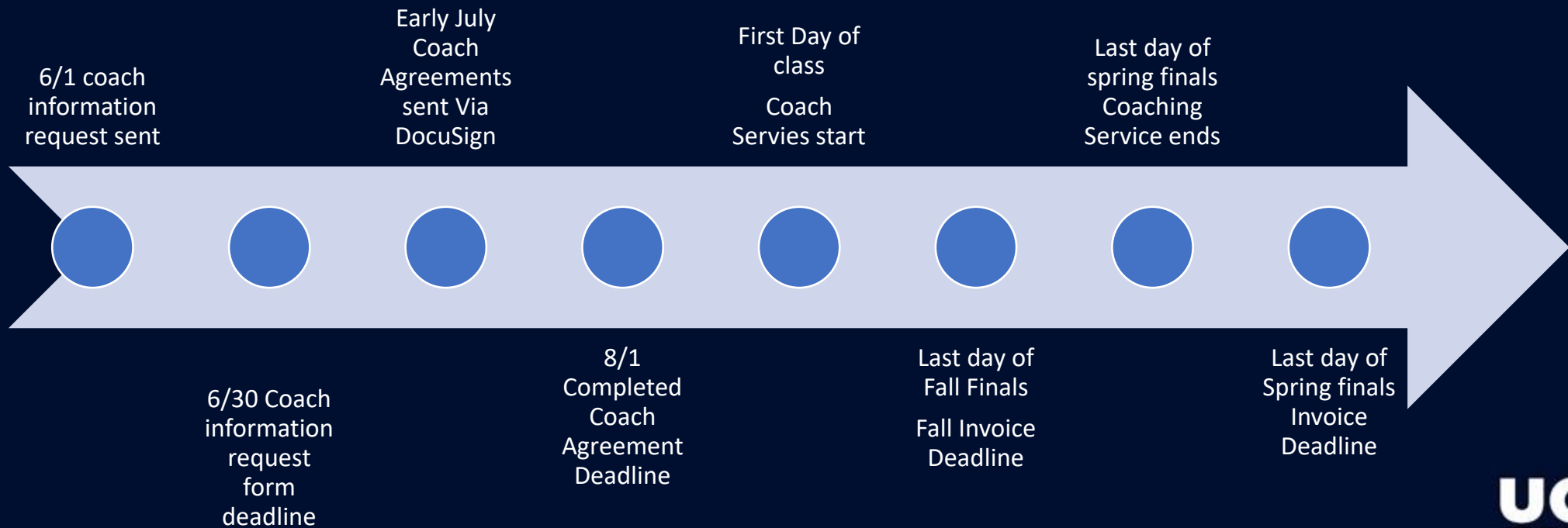
- Coaches' payments are deducted from team's USG budget
- Teams may pay all coaches a combined \$9,999 per academic year
- Teams may pay a coach up to \$40/hour for active coaching time (compensable services) spent at:
 - Practices
 - Competitions
 - Tryouts
 - Meetings
- Specific exclusions for compensable services include:
 - Travel time to/from campus for practices and competitions
 - Time spent acquiring necessary certifications to coach

Coach Agreements Invoicing

- Invoices are completed twice throughout the academic year
- Invoices must match or be lower than the proposed amounts in the coach agreement
- Invoices will be completed via DocuSign
 - Coach will fill out active coaching time (compensable services) and sign invoice
 - Treasurer will verify all information is correct and approve invoice
- To ensure prompt payment to the coach, deadlines for invoices are:
 - Fall Semester: December 15, 2023
 - Spring Semester: May 3, 2024
- Once payment is approved by UConn Accounts Payable, payment will be issued based on a NET 1 payment terms

Coaching

- Refer to full coaching info on [Club Sports Team Resources](#)



Best of Luck in Fall 2023



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