



2023-2024
Club Sports Team Handbook

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2023-2024 Club Sports Team Handbook

The deadline for all requirements is 11:59p on the due date.

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Practices and Competitions

On-Campus Practice Scheduling

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

Practices may be requested in specified blocks between 3:30-9:30p, Monday-Thursday during the academic year. The Fall Semester will start September 11, 2023, and end December 8, 2023 with the Spring Semester starting January 22, 2024 and end April 25, 2024. Practice times and locations, as well as 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.

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.

For practices Monday through Friday by noon the day of practice. For those practices on Saturday or Sunday notice must be received by noon on the Friday before.

Violations of this policy may result in the loss of future practices. Repeated violations may have access to facilities limited in the future, including home competitions and/or allocations frozen.

Inclement Weather and Field Conditions

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 Home Competition Request Form located on the [Team Resources page](#).

Initial requests for home competitions in the fall and spring semester must be made the 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.

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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 in 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 CC their Primary Coordinator. Violations of this policy may result in the loss of future hosting opportunities. Repeated violations may have access to facilities limited in the future, including practice times.

Hosting Guidelines

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

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

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.

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.

Eligibility for Club Sport Participants

Only students who pay the Student Recreation Fee or purchase a Student Non-Fee membership may register for club sports. If you do not pay the Student Recreation Fee on your Fee Bill, please follow [these instructions](#) on how to purchase the Student Non-Fee membership and register for club sports.

Tryouts

All club sports must submit their tryout dates/times/locations and agenda to the Competitive Sports office by the deadline.

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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 tryout 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).
3. Club Sports is an outlet for all students to be given a fair chance to participate.
4. Each club must have a judging process in place.
5. 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 September 29th, 2023 when rosters close. Officers have the ability and are responsible to remove 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 tryout 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 official 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. Due 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 Tuesday, August 29th from 5:00-7:00p on the Rec Turf Field. In the event of inclement weather, the Involvement Fair will be moved into Shenkman from 8:00-9:30p.

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.

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Officers will serve a term of January to December (calendar year) starting with the Spring Semester. Teams are required to use the 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 these trainings 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

There will be a required training for both the Club 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 four times throughout the academic year. Your sport advisor 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 at the beginning and end of each semester.

Safety Officers and CPR/AED/First Aid Certifications

All club sports teams must have two designated safety officers and the two safety officers must carry a CPR/AED/First Aid Certification. 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 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.

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 Officers in accordance with the policy stated above.

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 see the coach agreement sent to all teams or contact your primary sport advisor. 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 involved Coach.

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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. Please be aware that any invoice submitted after the posted deadline will result in a delay of payment.

State of Connecticut Employee

If your coach is a State of Connecticut Employee, please contact your Primary Sport Coordinator to start the additional process. The payment process for a state employee takes longer so please be proactive.

Logos and Apparel

Logo Usage

Club sports teams are required to use their sport specific logo, or the general club sports logo as pictured below. This includes in all uniforms, team gear, social media, team websites, league websites, etc. Please work with the appropriate people at these outside entities to provide them with the correct logo. Approved logos can be found on the [Team Resources page](#). **Failure to use the approved logos may lead to penalties including but not limited to: loss of practice/hosting abilities, accounts frozen, club status moved to inactive.** We strongly recommend that Team Leadership use the Team Resource page for the approved logos before any apparel is ordered. Examples of the approved logos are shown below. Note, each Club Sports team a UConn Word Mark specifically designed for that Team. Usage of any logo on apparel, flyers, jersey, social media, must be approved by the Competitive Sports office and the UConn Licensing Office. Any unapproved use of logos past or current on social media posts should be removed to comply with Club Sports Logo policy.



Team Apparel and Uniforms

All club sports teams must use BSN Sports for team apparel and uniform purchases. Our BSN Sports sales representative is Kenzie Cannon (kcannon@bsnsports.com). Please remember to CC Bhavin Parekh Bavin.parekh@uconn.edu , Kyle Muncy Kyle.muncy@uconn.edu, and your Primary Coordinator on all communications.

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 discipline action toward your team.

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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
SRC Admin Suite
2060 Hillside Road, Unit 1273
Storrs, CT 06269

Athletic Training and Medical Information

First Aid Kit

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

Injury and Illness Reports

The Club Sports leadership team or safety officers are responsible for filling out an Injury and Illness report for all injuries/illness 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. The athletic training staff may contact the athlete for a 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 in 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.

Required Forms

Waivers

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

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

Clearance to Play Form

Prior to trying out for a team, all players must complete the Clearance to Play Form and upload the form to the [Student Health Portal](#). 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

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care provider may sign off on at that time. Please plan accordingly to allow the clearance to play form to be verified in Fusion Club. No player will be able to tryout or practice 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. Please refer to the Perspective Athletes section for more information.

Return to Play Protocol

- The Club Sports Athletic Training Staff reviews Accident Reports
- 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 team physician 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.

Budget

UConn Recreation Allocation

UConn Recreation provides funding to club sports teams based on their tier status (see Tier Requirements). UConn Recreation funds the following budget items:

- League Dues/Membership Fees
- Event Entry Fees
- Facility Rental (for fields/spaces we do not provide to teams)
- Small Operation Equipment (\$300)
- Safety (EMT/Police)

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. Please note that the Coaching allocation will be taken from this funding.

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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 Disbursement Request Form on UConncontact. Requests for funding using the Foundation Account must be items that support the team's activities and 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 to the Competitive Sports office. The following process must be followed, or the purchase request will be returned to the team:

1. Complete Purchase Request form (must be typed)
2. Attach Supporting Documentation
 - a. Invoices or Price Quotes
 - b. Event Flyers/Agendas
 - c. If paying by CC: How to pay with step-by-step instructions
3. President or Treasurer Signature
4. Attach current roster
5. Combine documents into 1 pdf file
6. Email to competitivesports@uconn.edu and CC Primary Coordinator

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.

Reimbursements

Club Sports teams must have all reimbursement request preapproved prior to paying for the expense. This process is not recommended and may only be used as a last resort for payment. The following process must be followed, or the reimbursement will be denied:

1. Team submits Reimbursement Preapproval Request ***before purchase is made***
2. Preapproval Request gets reviewed and approved by:
 - a. Competitive Sports Coordinators
 - b. Associate Director Competitive Sports
 - c. Business Office
3. Team is notified reimbursement is preapproved and moves forward with purchase
4. Team submits Reimbursement Documents Form with required supporting documents
5. Reimbursement Documents Form gets reviewed and approved (same as preapproval)
6. Business Office processes reimbursement to team's SABS bank account

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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
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

Community Service Hours

Club sports teams must complete a certain number of community service hours within the year based off their Tier Classification. Teams will determine if their Community Service event follows the Club Sports Guidelines (see below) before completing the event. Teams must fill out the Community Service Hours Submission Form on the [Team Resources page](#) within one (1) week of the event. If an event does not follow the Club Sports community service guidelines, the team will not receive credit for the completed hours. Email Competitive Sports and your Primary Coordinator with any questions or concerns about service guidelines.

All community service hours must be logged by the deadline on the Important Dates Calendar.

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. **IMPORTANT**- Teams must have a minimum of 5 active team members volunteering at the same event (same day) in order for it count towards their team total.

Ignite Fundraising

The Dates for Ignite Fundraising are **November 14th and 15th**.

Training dates for the Ignite Fundraising **October 24th and 25th**.

All Teams are required to participate in this Club Sports only fundraising event in order to be in compliance with our regulations. Teams are allowed to participate in other fund-raising 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 provided up-to-date deadlines for requirements and information on other events coming up for our club sports teams.

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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, they are unable to hold any team events, on or off-campus while frozen (including practices and competitions).