

## Competitive Sports Officers' Meeting Agenda

- Questions/Follow up from Treasurer Training
- Questions/Follow up for Officer Training/Quiz & Safety Officer Quiz
- Review Team Resources Page
- Cover Tier System--affects the team's plans for the year, review the team's specific Tier
- Fusion Club
  - Show webpage/overall features
  - Registration
  - Officer permissions
  - Clearance to Play/Medical History
  - Accept Primary Contact onto team
- Practice, competitions, requests, cancellations, and weather policy.
  - Review cancellation policies, especially for weekend practices
  - Review practice schedule
  - Posting competitions (home/away) on Fusion Club
  - Review hosting guidelines specific to their site (if applicable)
    - Teams will need to send out a visitors' guide/expectations to all opponents at least 72 hours before their competition date
      - Document will be provided to all teams
      - Must copy competitive sports email & primary contact
- Athletic Training (if applicable)
  - Coverage
    - Review when they will have coverage and when they won't
  - Active/Inactive procedures
- Tryout procedures (if applicable)
  - Having officers at registration table answering questions
  - Wrist band only for cleared/active players
  - SRC guidelines—checking in at Husky Suite
- Coaching (if applicable)
  - Review slides from the Officer Training on Coaches
- Logo policy
  - Review uniforms----must use BSN if BSN provides their uniforms
  - Remind logo policy applies for all social media including what others post on their behalf (like a league)
- Ignite, affects their Tier status.
- Community Service
  - Approved/Unapproved events
  - Submitting hours
- General information about the Club Sports office
  - By appointment only if needing to speak with Primary Contact
  - Mailing address
    - Shipping/deliveries

# Competitive Sports Officers' Meeting Agenda

## End of Fall Semester

- Communication
  - Responsiveness
    - Deadlines vs. General Correspondence
  - "Reply All" to Emails if others are on the email.
  - Game Day Guides for Home Competitions
    - Must email by 72 hours prior to competition and CC primary advisor.
- Budget
  - Club Sports Allocation Remaining:
  - Foundation Account Balance (Not Including Ignite Funds):
    - Cannot transfer directly into SABS
    - Info on Team Resources > Treasurer Training on how to get money.
  - Teams must use Fusion Club Rosters for Purchase Requests going forward.
    - We will provide a cleaner copy after rosters close in the spring semester.
- Treasurer Training
  - January 16 or 17 at 7:00pm
  - Required for Treasurer and President if new in spring semester.
  - Funds are frozen if not attended.
- Officers for Spring Semester
  - Fill out Officer Contact Form on Team Resources Page by Friday 12/8
- Officer Elections for 24-25 Academic Year
  - Teams will be required to transition officers between the Fall and Spring Semesters
- Rosters for Spring Semester
  - Are you hosting Tryouts?
  - Rosters open: January 2, 2024
  - Rosters close/Official Rosters Due: February 2, 2024
  - Clearance to Play and Medical History Form/Registration Process Review
- Team Resource Page Review
- Coaches
  - Invoices
    - If amount requested is more than fall contract amount - will get kicked back and delay payment
    - NET 1 from when AP processes the payment (not upon signing invoice)
  - Changes - New/Leaving
    - Paid and Volunteer must have signed contract before starting.
- Tier Updates
  - Community Service Hours:
  - Competitions:
- Practice/Competitions for Spring Semester
  - Practice Requests and Priority Home Competition Date are due December 1, 2023
  - Spring Practice Schedule
    - Outside Teams (Shenkman/Rec Turf until Spring Break)
    - Availability Issues - want 3 practices but only give 3 available slots
  - Potential Hosting for Spring
- Team Specific Follow Up

## Competitive Sports Officers' Meeting Agenda

### Start of Spring Semester

- Treasurer Training
  - January 16 or 17 at 7:00pm
  - Required for Treasurer and President
    - Funds are frozen if not attended
  - New Purchase Request form and process
  - Foundation Account Balance on Fusion Club
- Practice/Competitions for Spring Semester
  - Practices begin Monday, January 22 (Review practice schedule)
  - Review home competition schedule with team
- Rosters for Spring Semester
  - Confirm if hosting tryouts
    - Review procedures for tryouts and rosters on Fusion Club
  - Registration is now open
  - Teams must approve/deny players on their team's page
  - Rosters close/Official Rosters Due: February 2, 2024
  - Clearance to Play and Medical History Form/Registration Process Review
- Team Resource Page Review
  - Reminder about deadlines for forms (competition results & community service)
- Coaching Reminders
  - Invoices
    - If amount requested is more than fall contract amount - will get kicked back and delay payment
  - Changes - New/Leaving
    - Paid and Volunteer must have signed contract before starting.
- Athletic Training
  - Med Kit Restock Requests
  - Reminder for Injury Reporting using Injury/Illness Form
  - If injury sustained and they would like to see an athletic trainer contact me via email [stephanie.denicolo@uconn.edu](mailto:stephanie.denicolo@uconn.edu) to set up an appointment with the Athletic Trainers.
- Team Specific Follow Up

# Competitive Sports Officers' Meeting Agenda

## End of Spring Semester

- Budget
  - Club Sports Allocation Remaining:
  - Purchase Request Deadline for Spring 2024 – April 26
  - Purchase Requests will open approximately July 1 for next year
  - Foundation Account Balance on Fusion Club
  - Safety for next year will be responsibility of the team – EMT/CSC/Police
    - We will coordinate the coverage and invoice the team/take from allocation
- Coaching
  - Invoices due May 3
    - If amount requested is more than spring contract amount - will get kicked back and delay payment
    - NET 1 from when AP processes the payment (not upon signing invoice)
  - Contracts for 24/25 Academic Year (Volunteer and Paid Coaches)
    - New timeline to be released during the summer
  - Reminder – Coaching budget comes out of USG Budget (Max \$9,999 per team)
    - USG Budget for 24/25 Academic Year unknown at this point
- Communication
  - Responsiveness over the Summer
  - "Reply All" to emails
  - Have people available if you are ordering equipment over the summer.
- Treasurer Training
  - First week of Fall Semester and is required for Treasurer and President
  - Funds are frozen if not attended, remain until completed
- Officers for Fall Semester
  - Fill out Officer Contact Form on Team Resources Page by April 26
- Officer Elections for 24-25 Academic Year
  - Reminder - teams will be required to transition officers between the Fall and Spring Semesters beginning next school year
- Safety Officers
  - Need 2 CPR/AED/FA certified students for the 24/25 Academic Year
    - Certification needs to expire after May 10, 2025
- Rosters for Fall Semester
  - Plan to open rosters in the beginning of August – exact date TBA
  - Remind prospective athletes of registration requirements
  - Reminder about the process for non-Storrs campus students joining teams
    - MHF has to be filled out every year – CTP can carry over
- Fusion Club Updates
  - Form will be sent out during summer to update information on Fusion Club pages
- Tier Updates
  - Community Service Hours:
  - Competitions:
- Practice/Competitions for Fall Semester
  - Practice Requests and Priority Home Competition Date on Team Resources Page
    - Open and Close dates will be communicated during the summer
  - Fall Practice Schedule
    - Tentative Start Dates:
      - Aug 28 – Soccer/Rugby
      - Sep 9 – All other sports
    - Priority given to in-season teams
- BSN Visit – Tuesday, April 9 4-8pm in Husky Suite
- Team Specific Follow Up