

## Club Sports Officer Meeting Agenda – Start of Fall Semester

- **Funding/Purchasing**
  - Follow up on the information covered in the treasurer's training.
  - Review the process of submitting a purchase, foundation, and reimbursement request on Kualu.
  - Review what can be purchased/covered with recreation allocation, as well as the team activity requirement for foundation.
  - The safety and security cost will be responsibility of the team which includes the cost of security staff, police and emergency medical technician
  - Equipment and uniforms must be purchased via BSN unless BSN doesn't provide that given item.
  - Any equipment purchases please contact Kenzie Cannon <[kcannon@bsnsports.com](mailto:kcannon@bsnsports.com)> before submitting a purchase request for item.
  
- **Team Resources Page**
  - Show the officers how to access the team resources page.
  - Show the officers where the club sports handbook is on the website.
  - Show the officers where they can submit information; examples are the officer contact form, community service form, fundraising form, home competition request, and practice request forms.
  - Show the officers where the tier information is on the team resources page.
  - Review the club sports calendar and highlight the important dates throughout the fall semester.
  
- **Tier System/Tier Requirements**
  - Cover with the officers where the team lays within the tier system and what the requirements are for their given tier.
  
- **Community Service**
  - Cover with the officers what is an approved/unapproved events
  - How they can go about submitting their hours of service.
  - A cap limit is now in place for hours of service that can be obtained from Huskython
  
- **Ignite Fundraiser**
  - Cover what is the "ignite fundraising" is and the dates for training and the ignite fundraising campaign dates
  - Funds gained from Ignite fundraiser will go into foundation account and can't be transferred into another accounts
  - Participation in Ignite is mandatory for tier status
  
- **Logo Policy**
  - Review what are the approved and non-approved logos club sports teams can use

- Remind officers that the logo policy applies for all social media including post made on their behalf as well.
- **Fusion Club**
  - Show the officers the webpage and overall features of Fusion Club
  - Cover how registration, and cover that even returners still need to sign up again
  - Cover what an officer can, and can't do on the web page
  - Clearance to Play/Medical History. (New people need both. Returners just medical history) New process of registration you must have a clearance to play approved by SHAW to able to sign-up on Fusion Club
  - Cover the role of primary contact has as the coach on fusion club.
- **Practice, and Competitions requests, Cancellations, and Weather policy.**
  - Review cancellation policies, cover what a team should do during the week and during the weekend
  - Explain to officers' the cancellation procedures for weather and or school closure.
  - Review a team's practice schedule.
  - Review team's hosting dates (if applicable)
  - Review with the officer the home competition request process (if applicable)
  - Posting competitions (home/away) on Fusion Club
  - Review hosting guidelines specific to their site (if applicable)
    - Remind teams to send out a visitors' guide/expectations to all opponents at least 72 hours before their competition dates.
    - Documents will be accessible via the website.
    - Must copy competitive sports email & primary contact.
- **Athletic Training (if applicable)**
  - Talk about how coverage will be held this year. (Prioritizing competition over practices)
  - Active/Inactive procedures will be handled by the club sports office
- **Tryout procedures (if applicable)**
  - Leadership of the team helping with tryouts which situations of ineligible players come up
  - The use of wrist bands will be used to show who is eligible to participate in tryouts
  - Indoor teams must follow SRC guidelines and during tryout period must come into the husky suite during check-in process.
- **Coaching (if applicable)**
  - Provide a review on coaching from the Officer Training presentation
  - Explain to the officers once the deadline has passed no adjustments can be made.
  - Explain to the officers that invoices must match as agreed upon in contract (if team desires to pay more must come from team funds)