



**2025-2026**  
**Club Sports Team Handbook**

**UConn**  
**REC**

## 2025-2026 Club Sports Team Handbook

### Table of Contents

Club Sport Leadership Team .....	3	Competition Results .....	7
Officers .....	3	Coaches .....	8
Officer Trainings .....	3	Coaches and Coach Agreements .....	8
Treasurer Training .....	3	Invoicing .....	<b>Error! Bookmark not defined.</b>
Branding & Logo Training .....	<b>Error! Bookmark not defined.</b>	State of Connecticut Employee .....	<b>Error! Bookmark not defined.</b>
Officer Meetings .....	3	Branding & Logos .....	8
Safety Officers and CPR/AED/First Aid Certifications .....	3	Logo Usage .....	8
Registration Requirements and Forms .....	4	Team Apparel, Uniforms, and Equipment .....	8
Waivers .....	4	Registered Student Organization Guidelines .....	9
Clearance to Play Form .....	4	Shipping Address .....	9
Medical History Form .....	4	Athletic Training and Medical Information .....	9
Eligibility for Club Sport Participants .....	4	First Aid Kit .....	9
Membership .....	4	Injury and Illness Reports .....	9
Tryouts .....	4	Club Sport Athlete Physician Visits .....	9
Official Roster .....	5	Return to Play Protocol .....	9
Dues .....	5	Budget .....	10
Club Sports Involvement Fair .....	5	UConn Recreation Allocation .....	10
Practices and Competitions .....	5	Undergraduate Student Government (USG) Funding .....	10
On-Campus Practice Scheduling .....	5	Foundation Account .....	10
Practice Cancellation & No-Show Policy .....	5	Purchase Requests .....	10
UConn ID Required for Check-In .....	6	Reimbursements .....	11
Inclement Weather and Field Condition Cancellations .....	6	Ignite Fundraiser .....	11
Home Competition Scheduling .....	6	Tier Requirements .....	11
Alumni Game/Event .....	7	Community Service Hours .....	11
Hosting Guidelines .....	7	Team Resources Page .....	12
Safety and Security Services .....	7	Active/Frozen Status .....	12
Competition Schedule .....	7	Student Recreation Center Usage .....	12
		Non-Compliance Penalties .....	<b>Error! Bookmark not defined.</b>

### Club Sport Leadership Team

#### Officers

All teams are required to elect members of the team to serve as President, Vice President, Secretary and Treasurer. These four positions will be the club sports' leadership team and will be responsible for communication between the team and the Competitive Sports office. Officers may hold dual positions, except for President and Treasurer.

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 and pass the associated quiz. The Officer Training information for the school year is 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 UConn Recreation 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 in-person Treasurer Training for both the President and Treasurer. 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 UConn Recreation 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 sports 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 office 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. 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.

If a Team fails to have two certified Safety Officers by the posted deadline, the team's UConn Recreation allocation will be frozen, and practices & competitions will be cancelled until the Club has two certified in accordance with the policy stated above.

## **2025-2026 Club Sports Team Handbook**

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.

### 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

#### 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 [Prospective 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](http://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 teams must submit their tryout dates/times/locations and agenda to the Competitive Sports office by the deadline.

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 marked Active 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:

## **2025-2026 Club Sports Team Handbook**

1. Tryouts must be open to all students.
2. Tryouts must be multiple days, not one two-hour session (unless weather prevents this).
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 as Active on the team's roster in Fusion may try out, practice, and compete with the team. As a reminder, your Fusion Club and UConn contact rosters are not connected (nor the same) and all active members of the team must be on the roster in Fusion Club.

### Dues

Club Sports teams are required to collect dues from the members of their primary team. The required amount of the dues varies based on your team's tier classification, but a team may charge more depending on the needs of the team. A primary team is defined as either members of the competitive roster or if a team has multiple competitive teams, the "A" team. Members who are not on the primary team may also be charged dues and the amount can be lower than the primary team's amount.

### Club Sports Involvement Fair

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

The Club Sports Involvement Fair will be on Tuesday, August 26<sup>th</sup> from 5:00-7:00p on the Rec Turf Field. In the event of inclement weather, the Involvement Fair will be moved to Shenkman from 7:00-9:00p.

## 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 whether 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.

If the team's competition schedule for the semester is complete, UConn Rec reserves the right to move and/or withdraw practices accordingly.

### Practice Cancellation & No-Show Policy

Teams who wish to cancel a scheduled practice time must cancel via the Practice Cancellation Form located on the [Team Resources page](#). Emails, text messages, phone calls, or in-person notification are not accepted as forms of practice cancellation. Failure to inform Competitive Sports office via the Practice Cancellation Form by the 12PM deadline will constitute a violation of this policy.

## **2025-2026 Club Sports Team Handbook**

### Practice Cancellation Deadlines:

Monday-Thursday by 12p (noon) the day of practice.

If a team does not show up for 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.

Failure to provide the required notice or a no show for practice will result in the loss of the team's next scheduled practice slot. Repeated violations may have limited access to facilities in the future, including permanent loss of practice slots and/or loss of home competition dates.

### UConn ID Required for Check-In

All players must have a physical copy of their UConn ID when checking in for practices and home competitions. If a player does not have their UConn ID, they will not be allowed to participate.

Additionally for teams that practice in the Student Recreation Center, players who are denied entry into the SRC will not be allowed to participate. The Competitive Sports Office cannot override any holds on a player's account.

### 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. Teams must have an opponent 2 weeks prior to scheduled home competition date or date is subject to cancellation.

Home competitions are primarily scheduled on a 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.

## **2025-2026 Club Sports Team Handbook**

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](mailto:competitivesports@uconn.edu)) and CC their 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.

### **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.

**Hosting Guidelines**  
For all home competitions the Team Leadership is required to email the Game Day Guide to the Leadership of the visiting teams, and your team's Coordinator 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 their UConn Rec Allocation, Foundation Account, or SABS to pay the invoice. Teams will be sent an estimate of these costs during the approval process on 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 Competition Results Form on the [Team Resources page](#), results for all competitions from the previous week (Monday-Sunday) must be submitted by the following Tuesday. Only competitions that are reported through this form will be counted towards Tier Requirements. A separate entry must be submitted for each individual game or event - do not put multiple games/events on one form or your tier criteria may be miscalculated.

For the following Club Sports teams, each game/match counts as one competition:

Baseball, Basketball, Field Hockey, Ice Hockey, Lacrosse, Polo, Rugby, Soccer, Softball, Ultimate, Volleyball, and Water Polo.

For the following Club Sports teams, each event counts as one competition:

Archery, Crew, Cycling, Dressage, Equestrian, Figure Skating, Gymnastics, Kickline, Racquetball, Running, Sailing, Skiing, Skydiving, Swimming, Tap, Tennis, and Woodsmen.

## **2025-2026 Club Sports Team Handbook**

An event is defined as a single meet, tournament, competition, etc. that encompasses all entries for that event. If a team goes to an event and enters athletes into different divisions, classifications, or events, it is still counted as one event. For example, if Gymnastics goes to a meet and enters athletes into the vault, beam, high bars, and floor exercise, it will count as one event regardless of the number of entries into the specialized events.

### 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 coordinator. As a reminder, UConn Recreation coaches' agreement is only an acknowledgement of who the coach is and has no bearing on payment of coach.

### Branding & Logos

#### Logo Usage

Club Sports teams are required to use approved logos in social media posts, on team/league websites, all promotional material, fundraising efforts, equipment, and on uniforms/apparel. Officers 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.

Teams who have Tertiary Word Marks, with written approval from the Brand Partnerships and Trademark Management office, may use those logos in place of a Club Sports logo.

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

If a team uses an unapproved logo on any of the items listed above, and the usage of the logo is directly under the control of the team, the team is subject to penalties.

#### 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](mailto:kcannon@bsnsports.com)). Please CC Bhavin Parekh ([Bhavin.parekh@uconn.edu](mailto:Bhavin.parekh@uconn.edu)), Anna Milot ([anna.milot@uconn.edu](mailto:anna.milot@uconn.edu)), and your Coordinator on all communications to BSN Sports.

Teams may not seek out or contact any other vendors for apparel or uniform orders. If a team contacts any other vendor for apparel or uniform orders, the team is subject to penalties.



## **2025-2026 Club Sports Team Handbook**

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 the loss of ordering privileges for your team.

### [Registered Student Organization Logo Guidelines](#)

As Registered Student Organizations (RSOs), Club Sports teams must also abide by the following: [Guidelines for Use of University Logos & Trademarks by Registered Student Organizations \(RSO\)](#)

## [Shipping Address](#)

Teams should send apparel and equipment 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-4:00p, 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 within one week.

### *CLUB SPORT NAME*

University of Connecticut  
Student Recreation Center  
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 Team's Officers 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. The athletic training staff may contact the athlete for follow-up if necessary.

### [Club Sport Athlete Physician 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 Injury/Illness Reports
- Athletes will be designated INACTIVE on the team roster based on type and severity of injury.

## **2025-2026 Club Sports Team Handbook**

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 you of 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). The team's funding allocation can be used for 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. Please note that money for the Coaching Agreements will be taken from this funding.

#### 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 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 Coordinator.

#### Purchase Requests

To use money from your UConn Recreation Allocation, 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.

## 2025-2026 Club Sports Team Handbook

### Reimbursements

Club Sports teams must have all reimbursement requests preapproved prior to making the purchase. Any purchase that is made prior to receiving preapproval will be denied. Reimbursements may cover league dues, competition entry fees, and facility rental fees within the UConn Recreation Allocation.

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

### Ignite Fundraiser

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

### 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
<b>Governing Body</b>	Yes	Yes	Yes	Yes	No
<b>Members</b>	25	20	17	14	10
<b>Minimum Annual Dues (per person)</b>	\$500	\$300	\$200	\$150	\$100
<b>Competitions</b>	16	14	12	10	8
<b>Service Hours</b>	400	300	200	150	100
<b>Fundraising</b>	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. All community service hours must be completed by the deadline on the Important Dates Calendar.

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 five people volunteer for 2 hours each, the team would accumulate ten total service hours.

Community Service Hours are subject to the following restrictions:

- HuskyThon participation cannot exceed 50% of the team's required hours.
- The community service the team is performing cannot benefit the team directly or indirectly.
- Community service cannot be in conjunction with any event where the team is competing.

## **2025-2026 Club Sports Team Handbook**

### 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 training 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.

### Active/Frozen Status

To stay consistent with Club Sports Teams' status as Registered Student Organizations (RSOs), 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).

### Student Recreation Center Usage

Individuals and groups using, or giving the appearance of using, the Student Recreation Center for organized or structured activity is 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.