

## 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.
- 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 (must include email from Kenzie as confirmation).
- 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 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.

### • **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 event and 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 the "Ignite fundraising" is and the dates for the fundraising campaign (Oct 6 – 26).
- Funds gained from Ignite fundraisers will go into the Foundation account and can't be transferred into another accounts.
- Participation in Ignite is mandatory for tier status.
- Applications are due September 12

- Participants guide is online
- Remind Officers that funding from the University is not guaranteed from year to year to highlight the importance of fundraising.

#### • **Logo Policy**

- Review what are the approved and non-approved logos Club Sports teams can use and 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 the registration process 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 be able to sign up in Fusion Club.
- Cover the role of primary contact as the coach in Fusion Club.
- Show where their Allocations and Foundation totals are located.

#### • **Practice, and Competitions requests, Cancellations, and Weather policy**

- Remind Officers that all players will need their UConn ID to check in for practices and competitions.
- 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 host 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.
  - All emails must copy the Competitive Sports email & primary contact.

- **Athletic Training**

- 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 Procedure (if applicable)**

- Remind Leadership about helping with tryouts in which situations of ineligible players come up
- The use of wristbands 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.
- Participants must be marked Active on the roster by 12pm the business day prior to the tryout date.

- **Safety Officer**

- Verify team has two officers who submitted their certifications and passed the quiz
- Review responsibilities
- Review where they can access the Illness/Injury Report
- Med Kits

- **Coaching (if applicable)**

- USG handling coach payment for this school year