UConn Club Sports
Fall 2022 Officer Training
Staff Introductions – Competitive Sports

**Associate Director**
Bhavin Parekh

**Certified Athletic Trainers**
Ayami Yoshihara
Fredy Celedon
Monique Marcelino

**Coordinators**
Justin Paluch
Aaron Harris
Zachary Droesch

**Competitive Sports Site Managers**
18 Student Workers

**Temporary University Specialists**
Stephanie DeNicolo
Role of Site Managers

• They will be at various Practices & Competitions – at all on-campus facilities

• Support Clubs as needed

• Help w/team needs

• Facility Supervision

• Checking rosters at tryouts, practices and games

• Game day Operations Assistance

• Assist teams as needed
Expectations

• Communicate

• Be Respectful

• Be Timely and Responsive

• Represent your team and Club Sports in a positive light (on and off the field/court/etc.)

• Work Hard

• Always leave space in the same, if not better, condition than we found it

• Have Fun!
Fall 2022 Team Requirements & Tiers

• Refer to Club Sports Website for complete info

• Know what tier your team is in, as well as all requirements associated with your tier

• Please note the Ignite date for your fundraising needs
Required Participation Forms

On MyRec/Fusion:

• Club Sports Registration
  • Register for the “Join Team” option
  • Sign corresponding waivers (Release of Liability, Assumption of Risk, & Permission to Treat & Confidentiality Release, Concussion & Injury Disclosure)
• Medical History Form
• Add Emergency Contact

On Student Health and Wellness (SHaW) web portal:

• Clearance to Play
Clearance to Play Form

• The Clearance to Play form is located on the SHaW Website & can be submitted by:
  • Scanning and uploading to SHaW at myHealth.uconn.edu
  • **NOTE: When you are uploading the form to the portal, select “Health History Form” and upload the Clearance to Play**
• SHaW will be updating the master list daily at 5:45pm but will not be updated in Fusion until the next business day
• **Please Submit Clearance ASAP!** Do not expect to participate on a Monday, if you turn in the form on Monday
Procedure for Clearance to Participate

1. Register for “Join Team” on MyRec/Fusion
2. Click and accept Waivers
3. Medical History Form
4. Enter an emergency contact
5. Submit Clearance to Play to SHaW (Hard copy will not be accepted)
5. Club Sports receives notification from SHaW of completed Clearance to Play
6. Club Sports moves participant to “Tryout Team”
7. Individuals on the “Tryout Team” are now able to participate with the Club
Teams on MyRec/Fusion

Four (4) rosters listed under each Club Sport. All participants (returners and new students) need to register for the “Join Team” roster. Club Sport staff will then transfer participants to the appropriate roster. See below for a description of each roster:

- **Join Team** – starting team for all athletes when steps above are followed on MyRec/Fusion to join a Club Sport

- **Tryout Team** – Club Sports admin staff will move athlete onto this team once all required forms are submitted and approved (including Clearance to Play through Student Health and Wellness). Athlete is approved to tryout/participate once they are on this roster

- **Official Roster** – Once tryouts are completed and rosters are finalized, Club Sports admin staff will move athletes who made the team on to this roster

- **Inactive** – if an athlete is injured or suspended, Club Sports admin staff will move them here, indicating they are not allowed to participate
Managing Team Rosters on MyRec/Fusion

• Individuals can view which participants have registered for their team
  • To view the “roster,” click on the Club Sports icon on MyRec/Fusion and select the “Find a Team” option
  • Under Sports, scroll down until you find the appropriate Club team and select that option
  • Sort by Leagues (Men’s, Women’s, Co-rec) and Divisions (Join Team, Inactive, Tryout Team, Official Roster) as needed
Club Sports Office

• Located in the SRC across from the Husky Suite and Mango
• Program Administration Office is open Mondays-Fridays, 9am-5pm
• Front desk staff can answer general questions and assist potential members with Fusion issues
• Teams must email primary contact to set up appointments as needed
• Check in with Front Desk Staff when you are here for a meeting
Contact Us

**Office**
Student Recreation Center
Program Administration Office
Monday-Friday 9am-5pm

**Website**
recreation.uconn.edu

**Email**
competitivesports@uconn.edu

**Phone**
860-486-6514

**Social Media**
(Facebook, Twitter, Instagram, TikTok)
@UConnRec
Club Sports Mail & Deliveries

• Located in the Admin Office in the SRC. Student staff members will assist you with retrieving your mail

• We will notify you when there are new items to be picked up

• Mailing Address:
  Club Name
  University of Connecticut
  SRC Admin Suite
  2060 Hillside Road, Unit 1273
  Storrs, CT 06269
Athletic Training

• Fall 2022 Coverage
  • All on-campus home competitions
    • Some events will have EMT coverage
  • Athletic Trainers will be present at various practices throughout the semester

• Baseline concussion test (ImPACT) for some teams (returning players need complete prior to tryouts)
  • New team members will receive information once rosters are completed
Steps You Need to Take Care of ASAP:

1. SOLID Trainings
   • [Home | SOLID: Student Organization Support (uconn.edu)](Home | SOLID: Student Organization Support (uconn.edu))
   • Some teams may be frozen until all requirements are met
     • No funding from USG until RSO becomes active

2. Player Forms/Rosters

3. Tryouts – If you have any changes, please let us know
Logo Usage Policies

• Each Club Sport Team has a UConn wordmark designed specifically for that team

• Any usage of ANY logo (apparel, flyers, jerseys, etc.) must be approved by the Club Sports Office and the UConn Licensing Office

• Social Media post must contain only approved logos as stated

• Logo Usage From must be filled out on the USG Website
These logos are approved for use by club sport teams:

Any articles of clothing containing the image of the Husky (like the one above) cannot be sold!
Logo Policies

These logos are **NOT** to be used under any circumstances:
Team Apparel Ordering

• For team stores, apparel, and equipment, please reach out to the following contact at BSN Sports:
  • Kenzie Cannon: kcannon@bsnsports.com

• All Club Sports apparel orders are required to use BSN Sports as their vendor

• Please CC Bhavin Parekh (bhavin.parekh@uconn.edu) and Kyle Muncy (kyle.muncy@uconn.edu) on all communication.

• Please pay all invoices in a timely manner – failure to pay may result in disciplinary action against your team/Funding being frozen
Funding Available to Club Sports Teams

• UConn Recreation
  • League dues, entry fees, facility rental, small operational equipment, safety
  • Budget allocations are emailed to each team

• Undergraduate Student Government (USG)
  • Coach’s pay, facility fees, officials, large equipment items, uniforms, travel/lodging and transportation
  • May be funded up to $25,000 per academic year for eligible requests

• Club Sports Foundation Account
  • Items that support the team's activities and benefit the team as a whole, not an individual
  • Donations the team has received
Club Sports Fund Foundation Account

• Any Club Sports Team recognized with UConn Recreation may use the Club Sports Fund (CSF) Foundation Account to receive tax deductible donations. The purpose of the Club Sports Fund is to support the activities of the Club Sports teams and improve students’ wellbeing.
• Donations to the Club Sports Fund must be used for the benefit of the Club Sport team as a whole. They cannot be used for the benefit of an individual or to support a charity. Club Sports Teams have an opportunity to raise funds for their team through Ignite Club Sports or their own fundraisers.
• Purchases from donations are to be expensed only from the Club Sports Foundation Account. Donations cannot be transferred into the Teams’ accounts at Business Services. The money remains in the Club Sports Fund Foundation Account and allocated for the Team’s individual use. The CSF Foundation account is managed and tracked by the UConn Recreation Foundation Officer. For balance inquiries, please contact competitivesports@uconn.edu.
**Foundation Request Procedure**

- If your team would like to make a purchase with your donations, please submit a Request for Disbursement through UConntact. Since UConn Foundation processes checks once a month, please plan for a 6-week turnaround time.
- Sign in to UConntact with your NetID.
- Search for UConn Recreation.
- Once on UConn Recreation’s page, scroll down to the Forms section.
- Fill out the “Club Sports Foundation Account: Disbursement Request” form.
- Once form is submitted, you will receive a confirmation email.
Funding Timeline

• Online Credit Card payments are easier and faster—take approximately 10 business days to process
• Check Requests take 3-4 weeks to process
• New Vendor Checks take 4-6 weeks to process
• New vendors require a W-9 and Vendor Application form
• Submit PRs in one document via email
• Will not be accepted if incomplete or missing forms or missing signature
Purchase Request Process

1. Complete Purchase Request form (must be typed)
2. Attach Supporting Documentation
   • Invoices or Price Quotes
   • Event Flyers/Agendas
   • 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
**Purchase Request Approval**

1. Submitted to Competitive Sports Office (6 Weeks Prior to Requested Date)
2. Processed & Approved by Club Sports Coordinators (Justin Paluch, Aaron Harris, and Zach Droesch)
3. Approved by Bhavin Parekh, Associate Director Competitive Sports
4. Approved by Daria Till, UConn Rec Business Office
5. Processed by Daria Till, UConn Rec Business Office
6. Submitted to Accounts Payable (for checks)
7. Check Issued OR credit card purchase made
What teams need to know before submitting Purchase Request

• The President or Treasurer must submit their team's Purchase Requests.

• Purchase Requests must be submitted at least six weeks prior to the date that the funds will be needed, which shall be no later than the starting date of service or event.

• Purchase Requests must be complete and accurate in accordance with the procedures outlined in Club Sports Funding Handbook (to come) or the Purchase Requests will be returned.

• Reimbursements will not be approved. Exceptions will require preapproval (before the purchase is made) using Club Sports Reimbursement Preapproval Request.
Requesting Reimbursement Preapproval

• NOT RECOMMENDED AND SHOULD ONLY BE USED AS A LAST RESORT
• REIMBURSEMENTS THAT ARE NOT PREAPPROVED WILL NOT BE PROCESSED

• Team submits Reimbursement Preapproval Request before purchase is made
• Preapproval Request gets reviewed and approved by:
  • Competitive Sports Coordinators (Aaron Harris, Justin Paluch, Zach Droesch)
  • Associate Director Competitive Sports (Bhavin Parekh)
  • Business Office (Daria Till)

• Team is notified reimbursement is preapproved and moves forward with purchase
• Team submits Reimbursement Documents Form with required supporting documents
• Reimbursement Documents Form gets reviewed and approved (same as preapproval)
• Business Office processes reimbursement to team's SABS bank account
Promise to Pay

• We can provide a Promise to Pay letter for teams in advance of payment.

• Need one? Just ask or note it on the purchase request.
What is Ignite?
Ignite is a crowdfunding competition for UConn Club Sport teams. Similar to a GoFundMe each team will make a fundraising page to share with their network. For 48hrs you will be able to crowdfund money to help fund travel, equipment and other expenses related to your sport. Professionals from the UConn Foundation will train you in best practices for a successful campaign.

New this year
- The competition is on...all teams will participate in the Fall semester
- Prize money increase! $7,500

Important Dates
- **September 25th** - Page access open to teams + informational video sent to team leadership
- **October 25th - 26th** - Training Sessions
  - A member from each team must attend (1) session
- **November 10th** - Pages due for review
- **November 15th - 16th** - Competition Dates

Questions? Please contact Madeline Sanzo: msanzo@foundation.uconn.edu
Ignite Fundraising

• Last Fall Program Success
  • 19 teams raised a total of $31,249
    • Average of $1,664 per team
  • $3,000 in awards/bonuses paid out to winners
Coaching

- Coaches Agreement signed and uploaded to the Drop Box
  - This includes all volunteer coaches as well
  - Coaches will not receive compensation for hours worked before the coaching agreement has been processed by the University
- Refer to full coaching agreements from our emails
- Reminder: Coaches do not represent the University or your Club Sport, all communication to the Club Sports Office and to outside teams/leagues shall be handled by the Team Leaders
Team’s Primary Contact

**Aaron**
- Field Hockey
- Figure Skating
- Gymnastics
- Ice Hockey-Men’s
- Ice Hockey-Women’s
- Racquetball
- Run
- Skydiving
- Soccer-Men’s
- Soccer-Women’s
- Ultimate-Men’s
- Ultimate-Women’s

**Justin**
- Baseball
- Basketball-Women’s
- Dressage
- Equestrian
- Lacrosse-Men’s
- Lacrosse-Women’s
- Polo
- Rugby-Men’s
- Rugby-Women’s
- Softball
- Western
- Woodsmen

**Zach**
- Archery
- Crew
- Cycling
- Kickline
- Sailing
- Ski
- Swim
- Tap
- Tennis
- Volleyball-Men’s
- Volleyball-Women’s
- Water Polo
Practice & Competition Cancellation Policy

• 48 Hour Notice Required for Competitions via email to competitivesports@uconn.edu and CC your primary advisor from a student member of the team
  • Notice must be sent to this email address. No phone calls or text messages will be accepted
• Failure to provide required notice will result in loss of your next practice slot
• For Practices, no later than 12 noon the day of that practice using the same procedure as above
• Repeated offenses may lead to additional loss of practice times
Inclement Weather Policy

• We will contact your team if practice is cancelled due to weather/field conditions (i.e. snow/ice on the field) by 2pm the day of

• If the University is closed, there will be no on-campus practices
  • We strongly encourage teams that practice off-campus to follow similar protocols
Attestation/Vaccine/Testing Forms

• No forms are required for competitions on-campus
• Club Sports/Recreation or any representative of the team cannot sign any of these forms for any off-campus competitions
• We have the Club Sports Athlete Vaccination Compliance document that can be shared with other institutions
• Please work with the schools/leagues who require these forms
• Club Sports will not provide nor pay for any required testing
Off Campus Activity Notification Form

• Please complete this [Off Campus Activity Notification Form](#) at least 14 days prior to your organization's activity. A Student Activities staff member will try their best to contact you about your activity within 2-4 business days of your submission.

• If your form is being submitted less than 14 days prior to your event, your form may not be processed, and we do not retroactively confirm events.

• If you have any questions, please contact [offcampusactivities@uconn.edu](mailto:offcampusactivities@uconn.edu)
CPR/AED for Safety Officers

• Classes will be offered soon through UConn Recreation
• More information will follow from Competitive Sports Email with class dates and times – classes are held in the SRC
• This will be a blended learning style with an online portion followed by an in-person skills component
• Two students from each team are required to be CPR/AED certified
• If Team members already have the certification, please use the link to upload current documentation

Club Sports Safety Officer CPR/AED/First Aid Certification
ACCIDENT REPORTS

- Time, date, location, brief description, and severity
- Person Involved
- Injury, action taken, and care provided
- Witness Account
- Description of Accident
Time, Date, Location, Description & Severity

Brief Alert Text Description - should be both succinct and specific
Include:
1. Activity/program/affiliation at time of accident
2. Injury type and location
Person Involved

Person(s) Involved

- If multiple parties are injured within the same accident, fill out separate reports for each
Injury, Action Taken and Care Provided

Injury

- You must click the (+) Add Injury button at the end of this section to document the injury.
Witness Statement

Witnesses

• Every report should have a witness statement.
• Statement should be factual, short, and written in the point of view of the witness

Description of Accident

The victim was making a run up the field when he slipped and twisted his left leg. I heard a loud pop when he landed. I helped him off the field and called an ambulance.
Description of Accident

Officer Completing Report
• This section is where a bulk of the information will live. This is where you answer the questions who, what, when...etc.
• Accurate, Brief, Clear
Team Resources Webpage

https://recreation.uconn.edu/competitive-sports/club-sports/team-resources/
Best of Luck in Fall 2022