



**2022-2023**

**Club Sports Team Handbook**

**UCONN  
REC**

## **2022-2023 Club Sports Team Handbook**

*The deadline for all requirements is 11:59p on the due date.*

### Table of Contents

Practices and Competitions .....	3	Logos and Apparel .....	6
On-Campus Practice Scheduling .....	3	Logo Usage.....	6
Practice Cancellation & No-Show Policy .....	3	Team Apparel and Uniforms.....	6
Inclement Weather and Field Conditions .....	3	Shipping Address .....	7
Home Competition Scheduling .....	3	Athletic Training and Medical Information .....	7
Competition Schedule.....	4	First Aid Kit.....	7
Competition Results.....	4	Accident (Injury) Reports.....	7
Alumni Game/Event.....	4	Club Sport Athlete Doctor Visits .....	7
Team Rosters .....	4	ImPACT Testing.....	7
Tryouts .....	4	Required Forms .....	8
Official Roster.....	5	Waivers .....	8
Dues .....	5	Clearance to Play Form.....	8
Club Sports Involvement Fair .....	5	Medical History Form .....	8
Club Sport Leadership Team .....	5	Budget.....	8
Officers.....	5	UConn Recreation Funding.....	8
Officer Trainings.....	5	Undergraduate Student Government (USG)	
Officer Meetings .....	5	Funding .....	8
Safety Officers and CPR/AED/First Aid		Foundation Account .....	8
Certifications.....	5	Purchase Requests.....	9
Coaches .....	6	Reimbursements.....	9
Coaches and Coach Agreements.....	6	Tier Requirements .....	9
Invoicing.....	6	Community Service Hours .....	10
State of Connecticut Employee.....	6	Team Resources Page .....	10
		Active/Frozen Status.....	10

## Practices and Competitions

### On-Campus Practice Scheduling

All requests for on-campus practice time must be made through the [Practice Request Form](#).

Practices may be requested in specified blocks between 3:30-9:30p, Monday-Thursday during the academic year. Practice times and locations, as well as number of practices per week, will be based on if a team is in or out of its primary season and they have completed the form by the deadline.

### Practice Cancellation & No-Show Policy

Teams who wish to cancel a scheduled practice time, must contact the Competitive Sports Office via email ([competitivesports@uconn.edu](mailto:competitivesports@uconn.edu)) and CC their sport advisor by no later than noon (12p) on the day of the practice. Failure to inform the Competitive Sports Office by this deadline will constitute a violation of this policy.

If a team does not show up for a practice within 15 minutes of their scheduled start time and does not notify the Competitive Sports Office by the deadline posted above, they will be considered a no show.

Violations of this policy may result in the loss of future practices. Repeated violations may have access to facilities limited in the future, including home competitions.

### Inclement Weather and Field Conditions

During inclement weather and poor field conditions, the Competitive Sports Office will reach out to the affected teams to cancel practice or competitions.

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.

### Home Competition Scheduling

All requests for home competitions must be made through [Home Competition Request Form](#).

Initial requests for home competitions in the fall and spring semester must be made the deadline specified on the Important Dates Calendar on the Team Resources page and will be reviewed by the Competitive Sports staff based on field space, staff availability, and if your team is in or out of its primary 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.

Home competitions will primarily be scheduled on a Friday, 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 in 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.

## **2022-2023 Club Sports Team Handbook**

*The deadline for all requirements is 11:59p on the due date.*

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 sport advisor. 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.

### Competition Schedule

Teams must provide their initial competition schedule (both home and away) to the Competitive Sports Office by the deadline on the Important Dates Calendar on the Team Resources page of the website. Each team's schedule will be maintained in a Google Sheets file. Competitions that take place prior to the initial submission date must be in the Google Sheet prior to the competition. If there is a change (addition/reschedule/cancellation) to the schedule after the initial submission, teams must update the Google Sheet at least 48 hours prior to the change and add a note to the last column. Please include all potential regional and national tournaments in this schedule.

### Competition Results

Using the same Google Sheet as your schedule, results for all competitions during the previous week (Monday-Sunday) must be entered by Wednesday.

### 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 on MyRec.UConn.edu under the 'Alumni Team' for that sport 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.

## Team Rosters

### Tryouts

All club sports must submit their tryout dates/times/locations and agenda to the Competitive Sports Office by the deadlines listed on the Important Dates Calendar on the Team Resources page of the website.

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 on the team's tryout roster in Fusion prior to being allowed to participate in the tryout.

Tryouts must follow the criteria below:

1. Tryouts must be open to all students.
2. Tryouts must be multiple days, not one two-hour session.
3. Club Sports is an outlet for all students to be given a fair chance to participate.
4. Each club must have a judging process in place.
5. No new members should join the club after tryouts are held unless they previously tried out for the club that semester.

## 2022-2023 Club Sports Team Handbook

*The deadline for all requirements is 11:59p on the due date.*

### Official Roster

The team's official roster must be submitted via email to the Competitive Sports Office prior to the deadlines on the Important Dates Calendar on the Team Resources page of the website. Players will not be able to be added to their official rosters in Fusion after these dates for their respective semesters.

Prior to submitting official rosters, only those listed on the team's tryout roster in Fusion may tryout, practice, and compete with the team. As a reminder, your Fusion and UContact rosters are not connected (nor the same) and all active members of the team must be on the official roster in Fusion.

### Dues

Teams are required to collect dues from the members of their primary team. The amount of the dues varies based on your team's tier classification. A primary team is defined as either members of the competitive roster or if a team has multiple competitive teams, the "A" team. Due collection must take place prior to the deadlines on the Important Dates Calendar on the Team Resources page of the website.

### Club Sports Involvement Fair

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

The Club Sports Involvement Fair will be Tuesday, August 30 from 4:30-7:00p on the Rec Turf Field.

### Club Sport Leadership Team

#### Officers

All teams are required to elect a different member of the team serve as President, Vice President, Secretary and Treasurer. These four positions will be the club sport's leadership team and will be responsible for communication between the team and the Competitive Sports Office.

Officers will serve a term of January to December (calendar year) starting with the Spring Semester. Teams are required to submit the [New Officer Election Form](#) by the last day of finals.

#### Officer Trainings

At the beginning of each semester, at least two officers from each club sports team are required to attend officer training. Officer training dates for the school year are listed on the Important Dates Calendar and will take place in the Husky Suite of the Student Recreation Center. **Failure for two team members to attend these trainings will result in the team's Club Sports allocation being frozen and/or practice time being cancelled until the training is made up at the Competitive Sports Office discretion.**

#### Officer Meetings

Teams will meet with their club sport's advisor four times throughout the academic year. Your sport advisor 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 officer meetings.

#### Safety Officers and CPR/AED/First Aid Certifications

All club sports teams must have two designated safety officers and the two safety officers must carry a CPR/AED/First Aid Certification. The Competitive Sports Office will offer classes to obtain this

## 2022-2023 Club Sports Team Handbook

*The deadline for all requirements is 11:59p on the due date.*

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 Google 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.

## 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 sport advisor.

### Invoicing

Coaches must submit invoices, verified by the team, to the Competitive Sports Office by the deadlines listed in the Coach Agreement and on the Important Dates Calendar on the Team Resources page.

### State of Connecticut Employee

If your coach is a State of Connecticut Employee, please contact your primary sport advisor for the next steps in hiring your coach.

## Logos and Apparel

### Logo Usage

Club sports teams are required to use their sport specific logo, or the general club sports logo as pictured below. This includes in all uniforms, team gear, social media, team websites, league websites, etc. Please work with the appropriate people at these outside entities to provide them with the correct logo. Approved logos can be found in your team's Google Drive folder. **Failure to use the approved logos may lead to penalties.** Examples of the approved logos are shown below.



### Team Apparel and Uniforms

All club sports teams must use BSN Sports for team apparel and uniform purchases. Our BSN Sports sales representative is Kenzie Cannon ([kcannon@bsnsports.com](mailto:kcannon@bsnsports.com)).

Prior to ordering any apparel or uniforms, teams must fill out the [Logo Usage Approval Form](#).

## **2022-2023 Club Sports Team Handbook**

*The deadline for all requirements is 11:59p on the due date.*

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.

### Shipping Address

Teams may send apparel orders to the Student Recreation Center, 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-5:00p, Monday through Friday. An email will be sent to the leadership team once the package has been received and is available for pickup.

#### *CLUB SPORT NAME*

University of Connecticut  
SRC Admin Suite  
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 date on the Important Dates Calendar on the Team Resources page or at the conclusion of their season in the spring semester. If a team needs more supplies for the first aid kit throughout the season, please use the [Medical Kit Restock Request Form](#).

### Accident (Injury) Reports

The Club Sports leadership team or safety officers are responsible for filling out an accident report for all injuries that occur at a practice or competition where a Competitive Sports Site Manager or Athletic Trainer is not present. This accident report must be filed within 24 hours. The athletic training staff may follow up with the injured athlete for a follow-up if necessary.

### Club Sport Athlete Doctor 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 in Downtown Storrs. When calling, please let the office know you are a club sport athlete to assist with getting the quickest appointment possible.

### ImPACT Testing

All players on the official roster of a high-risk sport will be required to complete ImPACT testing to provide a baseline for concussion protocol. ImPACT testing for returning player must be completed by the deadlines communicated in emails to each team. Failure to complete this training will result in the player being placed on the inactive list until the training is completed. For new players of high-risk sports, once the official roster is submitted, those players will be sent instructions and a deadline to complete the ImPACT testing.

For those players that are not on high-risk teams, ImPACT testing will be optional but highly recommended. ImPACT testing can facilitate an easier, more efficient return to play process. It can potentially reduce the time you are inactive while giving quality effective cognitive information.

## **2022-2023 Club Sports Team Handbook**

*The deadline for all requirements is 11:59p on the due date.*

### Required Forms

#### Waivers

Upon signing up for a team on MyRec, each player will be prompted to electronically sign the following forms:

- Club Sports Requirements
- Club Sports Assumption of Risk & Permission to Treat
- Concussion and Injury Disclosure
- Medical History Form

#### Clearance to Play Form

Prior to trying out for a team, all players must complete the [Clearance to Play Form](#) and upload the form to the [Student Health Portal](#). 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 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 note that submission and approval of the form takes at least 48-72 hours and no player will be able to tryout/practice without SHaW approval of this form. Physical or virtual copies of this form will NOT be accepted at tryouts/practice.

#### Medical History Form

The Medical History Form must be filled out yearly by all club sports athletes. This form will be part of the waivers that are signed when registering for the team each school year on MyRec.

### Budget

#### UConn Recreation Funding

UConn Recreation provides funding to club sports teams based on their tier status (see Tier Requirements). UConn Recreation funds the following budget items:

- League Dues/Membership Fees
- Event Entry Fees
- Facility Rental (for fields/spaces we do not provide to teams)
- Small Operation Equipment
- Safety (EMT/Police)

#### 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, including but not limited to a 6-week lead time for requests. Please reference USG's website for eligible funding items.

#### 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 Disbursement Request Form on UConncontact. 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.

## 2022-2023 Club Sports Team Handbook

The deadline for all requirements is 11:59p on the due date.

### Purchase Requests

For all UConn Recreation Funding Requests, a purchase request and required documentation must be submitted to the Competitive Sports Office. The following process must be followed, or the purchase request will be returned to the team:

1. Complete Purchase Request form (must be typed)
2. Attach Supporting Documentation
  - a. Invoices or Price Quotes
  - b. Event Flyers/Agendas
  - c. 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](mailto:competitivesports@uconn.edu)

An Excel file of the Purchase Request 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.

### Reimbursements

Club Sports teams must have all reimbursement request preapproved prior to paying for the expense. This process is not recommended and may only be used as a last resort for payment. The following process must be followed or the reimbursement will be denied:

1. Team submits Reimbursement Preapproval Request ***before purchase is made***
2. Preapproval Request gets reviewed and approved by:
  - a. Competitive Sports Coordinators
  - b. Associate Director Competitive Sports
  - c. Business Office
3. Team is notified reimbursement is preapproved and moves forward with purchase
4. Team submits Reimbursement Documents Form with required supporting documents
5. Reimbursement Documents Form gets reviewed and approved (same as preapproval)
6. Business Office processes reimbursement to team's SABS bank account

### 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
Governing Body	Yes	Yes	Yes	Yes	No
Members	25	20	17	14	10
Minimum Annual Dues (per person)	\$500	\$300	\$200	\$150	\$100
Fundraising	Participation in Ignite Fundraising Campaign				
Competitions	16	14	12	10	8
Service Hours	400	300	200	150	100
Alumni Relations	Yes	Yes	Yes	Yes	Yes

## **2022-2023 Club Sports Team Handbook**

*The deadline for all requirements is 11:59p on the due date.*

### Community Service Hours

Club sports teams must complete a certain number of community service hours within the year based off their Tier Classification. Teams will determine if their Community Service event follows the Club Sports Guidelines (see below) before completing the event. Teams can update their community service tracking form on the Google Drive throughout the year. If an event does not follow the Club Sports community service guidelines, the team will not receive credit for the completed hours. Email Club Sports with any questions or concerns about service guidelines.

All community service hours must be logged by the deadline on the Important Dates Calendar.

A service hour is earned for each hour a person commits to a service project. For example, if 3 people volunteer for 2 hours each, the team would accumulate 6 total service hours. Teams must have a minimum of 3 people volunteering to have it count towards their team total.

### 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 your self familiar with the information on the page. The Important Dates Calendar will be at the top of the page and provided 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 teams' status as Registered Student Organizations, 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).