Fall 2023 Team Resources

• Refer to our Club Sports Website for complete updated information
• All information regarding Club Sports is located here
• Know what tier your team is in, as well as all requirements associated with your tier to remain in compliance
• All the forms you will need over the course of the semester live here
<table>
<thead>
<tr>
<th>Team's Primary Contact</th>
<th>Aaron</th>
<th>Justin</th>
<th>Zach</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Field Hockey</td>
<td>Baseball</td>
<td>Archery</td>
</tr>
<tr>
<td></td>
<td>Figure Skating</td>
<td>Basketball-Women’s</td>
<td>Crew</td>
</tr>
<tr>
<td></td>
<td>Gymnastics</td>
<td>Dressage</td>
<td>Cycling</td>
</tr>
<tr>
<td></td>
<td>Ice Hockey-Men’s</td>
<td>Equestrian</td>
<td>Kickline</td>
</tr>
<tr>
<td></td>
<td>Ice Hockey-Women’s</td>
<td>Lacrosse-Men’s</td>
<td>Sailing</td>
</tr>
<tr>
<td></td>
<td>Racquetball</td>
<td>Lacrosse-Women’s</td>
<td>Ski</td>
</tr>
<tr>
<td></td>
<td>Run</td>
<td>Polo</td>
<td>Swim</td>
</tr>
<tr>
<td></td>
<td>Skydiving</td>
<td>Rugby-Men’s</td>
<td>Tap</td>
</tr>
<tr>
<td></td>
<td>Soccer-Men’s</td>
<td>Rugby-Women’s</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Soccer-Women’s</td>
<td>Softball</td>
<td>Volleyball-Men’s</td>
</tr>
<tr>
<td></td>
<td>Ultimate-Men’s</td>
<td>Woodsmen</td>
<td>Volleyball-Women’s</td>
</tr>
<tr>
<td></td>
<td>Ultimate-Women’s</td>
<td></td>
<td>Water Polo</td>
</tr>
</tbody>
</table>
Officer Contact Information Form

• Use this form to submit the contact information when your team gains a new officer
• Deadline may be set by the Competitive Sports office during time of turnover in-between semesters
• Club Sports Officer Contact Information Form
Tier System

• The Competitive Sports office places club sports teams into a tier system
• Each team has a set amount of allocations from UConn Recreation based off their tier placement
• Teams must reach certain criteria to remain in a tier
**Tier System Outline**

<table>
<thead>
<tr>
<th>CRITERIA CATEGORY</th>
<th>TIER 1 $8,500</th>
<th>TIER 2 $6,250</th>
<th>TIER 3 $3,600</th>
<th>TIER 4 $2,250</th>
<th>TIER 5 $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governing Body</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Members</td>
<td>25</td>
<td>20</td>
<td>17</td>
<td>14</td>
<td>10</td>
</tr>
<tr>
<td>Minimum Annual Dues (per person)</td>
<td>$500</td>
<td>$300</td>
<td>$200</td>
<td>$150</td>
<td>$100</td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
<td></td>
<td></td>
<td>Participation in Ignite Fundraising Campaign</td>
<td></td>
</tr>
<tr>
<td>Competitions</td>
<td>16</td>
<td>14</td>
<td>12</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Service Hours</td>
<td>400</td>
<td>300</td>
<td>200</td>
<td>150</td>
<td>100</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
How to Register for a Club Sport

1. Submit Clearance to Play Form to SHaW
   Complete the Clearance to Play Form and upload it to the Student Health Portal.

2. Complete Medical History Form
   Complete the Medical History Form.

3. Register on Fusion Club
   Follow these steps to register on Fusion Club:
   - Fusion Club Registration Steps

4. Attend Practice/Tryouts
   Players eligible for practice and/or tryouts are marked as “Active” in Fusion Club by the Competitive Sports Office once Steps 1 and 2 have been verified.
   Players must be marked as “Active” by 12pm the business day prior to practice/tryouts they are attending to be eligible to participate.
Fusion Club Registration (everyone must sign-up this way)
Clearance to Play Form (new participants)

• 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.
• Please plan accordingly to allow for Clearance to Play to be verified in Fusion Club
Club Sports Office

• Located in the SRC across from the Husky Suite and Mango
• Appointments are necessary to meet with your primary contact, as walk-in meetings are not feasible
• Please email at competitivesports@uconn.edu to set up an appointment
• Check in with Front Desk Staff when you arrive for your scheduled meeting
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 via email 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
Practice Request form

• Use this form to request practice time for facilities controlled by UConn Recreation
• Deadlines will be set by the Competitive Sports office during times of turnover between semester
• Form is on the team resources page
Practice & Competition Cancellation Policy

• A Cancellation via completing the Club Sports Practice Cancellation form is required by deadline below Club Sports Practice Cancellation Form (office.com)
  • Mon-Fri by 12pm (noon) day of practice
  • Sat-Sun by 12pm (noon) Friday prior to practice

• Phone calls or text messages will not be accepted forms of cancellation
  • Depending on the day, we may not have cellphone access

• Failure to provide required notice will result in loss of your next practice time

• Repeated offenses may lead to additional loss of practice times or competition dates
Home Competition Request Form

- Use this form to request home competitions for facilities controlled by UConn Recreation or Athletics.
- Additionally, this form should be completed for teams looking to obtain EMT coverage at events on-campus.
- Request must be made 3 weeks prior to request date of the competition.
- Teams must receive confirmation from the Competitive Sports office before confirming the event with outside groups.
- Club Sports Home Competition Request (office.com)
Competition Results Form

• Teams will use this form to submit the competition results to the Competitive Sports office

• Competition results must be submitted by each Tuesday for the previous week to count towards tier requirements

• Only competition results that are reported will count towards tier criteria

• Club Sports Competition Results Form (office.com)
Inclement Weather Policy

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

• If the University is closed, there will be no on-campus practices
  • We **STRONGLY encourage** teams that practice off-campus to follow similar protocols
Logo Usage Policies

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

• Usage of ANY logo (apparel, flyers, jerseys, social media, etc.) MUST be approved by the Club Sports Office and the UConn Licensing Office

• Any unapproved logos on past or current social media post should be removed to comply with the Club Sports Logo Policies

• Logo Usage From must be filled out on the USG Website
Logo Policies

These logos are approved for use by club sport teams:

UCONN CYCLING

UCONN MEN’S LACROSSE

UCONN CLUB ICE HOCKEY
Logo Policies

These logos are **NOT** 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 remember to CC Bhavin Parekh (bhavin.parekh@uconn.edu), Kyle Muncy (kyle.muncy@uconn.edu), and your coordinator on all communication

- Please pay all invoices in a timely manner – failure to pay may result in discipline action against your team
Student Activities Logo Usage Form

• Use this form prior to ordering any apparel or promotional items that use the UConn name, logos, or wordmarks

• [Club Sports Logo Usage Form | Student Activities (uconn.edu)](http://uconn.edu)
Fundraising Submission Form

• Club teams do have ability to fundraise throughout the school year
• Fundraising programs must fall under University policies
• Teams must submit this form within one week of their fundraising event to count towards tier goals
• Club Sports Fundraising Form (office.com)
Fall 2023 Ignite Fundraising

- Ignite is a fundraising campaign between UConn club sport teams and the UConn Foundation group.
- Training dates are October 24 & 25th with sessions at 12PM & 5PM (1 officer needs to attend)
- Campaign dates are November 14th & 15th
Community Service Hours Submission form

• Teams will use this form to submit their community service hours throughout the school year

• Submission of the form must occur within **one week** of the event to be counted

A minimum of 5 active team members must participate in the event to count towards tier goals

[Club Sports Community Service Form (office.com)](office.com)
Coach Agreements

• All coaches, paid or volunteer, must have a completely executed Coach Agreement on file with UConn Recreation prior to engaging in any compensable services with the team

• Coach Agreements will be completed via DocuSign
  • President will fill out coaching time (compensable services) and sign agreement
  • Treasurer will verify all information is correct and sign agreement
  • Coach will review and sign agreement

• Coach agreements are valid for each academic year

• Teams must estimate the hours of compensable services rendered per semester on the coach agreement
  • Coach will not be able to invoice more than the estimated amount per the agreement

• If your coach is an employee of the State of Connecticut, they will need to follow a separate process to become the team’s coach
  • Information will be sent directly to the coach about this process
Coach Agreements

• Coaches’ payments are deducted from team’s USG budget
• Teams may pay all coaches a combined $9,999 per academic year
• Teams may pay a coach up to $40/hour for active coaching time (compensable services) spent at:
  • Practices
  • Competitions
  • Tryouts
  • Meetings
• Specific exclusions for compensable services include:
  • Travel time to/from campus for practices and competitions
  • Time spent acquiring necessary certifications to coach
Coach Agreements Invoicing

• Invoices are completed twice throughout the academic year
• Invoices must match or be lower than the proposed amounts in the coach agreement
• Invoices will be completed via DocuSign
  • Coach will fill out active coaching time (compensable services) and sign invoice
  • Treasurer will verify all information is correct and approve invoice
• To ensure prompt payment to the coach, deadlines for invoices are:
  • Fall Semester: December 15, 2023
  • Spring Semester: May 3, 2024
• Once payment is approved by UConn Accounts Payable, payment will be issued based on a NET 1 payment terms
Coaching

• Refer to full coaching info on Club Sports Team Resources
Best of Luck in Fall 2023