



UtahState
University

**CLUB SPORTS FALL
TRAINING**
AUGUST 24, 2023

INTRODUCTIONS OF PERSONNEL

- **Director of Campus Recreation-** Katie Burns
- **Assoc. Director of Programs and Assessment-** Amanda Bray
- **Asst. Dir. of Intramurals and Youth Programs-** Bailey Adams
- **Coordinator of Comp Sports – Club Sports -** TBD
- **Graduate Assistant of Competitive Sports-** Kayla Irlbeck
- **Graduate Assistant of Facility Ops.-** Kaitlyn Roberts



INTRODUCTION AND ORGANIZATION

- 1. LIST OF CURRENT CLUBS**
- 2. PERSONNEL/THEIR ROLES**
- 3. OFFICERS**
- 4. GET TO KNOW YOU**
- 5. BREAKOUT INTO GROUPS**

LIST OF CURRENT CLUBS

Baseball Club

Climbing Club

Cycling Club

Esports Club

Figure Skating Club

Gymnastics Club

Men's Hockey Club

Jump Rope Club

Men's Lacrosse Club

Women's Lacrosse Club

Pickleball Club

Powerlifting Club

Racquetball Club

Rodeo Club

Men's Rugby Club

Women's Rugby Club

Shooting Club

Swim and Dive Club

Men's Soccer Club

Women's Soccer Club

Tennis Club

Men's Ultimate Club

Women's Ultimate Club

Men's Volleyball Club

Women's Volleyball Club

Water Polo Club

PERSONNEL/THEIR ROLE

- **Assoc. Dir., Assistant Dir., Coordinator, and GA**
 - Assist assigned teams with day-to-day operations, finances, student development
- **Other professional staff assist with the following:**
 - Scheduling, Travel, Trademark/Licensing, etc.
- **Officers/Coaches:**
 - Informing comp sports staff of team schedules, attending activities, etc.

TEAM OFFICERS

President

Vice President

Travel/Safety (must have CPR/AED/First Aid Certification)

Treasurer

Secretary

Other (social media, events manager, etc.)

*All roles are not required, but within your club you decide what you feel you need to run the program

BREAKOUT GROUPS – GET TO KNOW YOU ACTIVITY

- Split up into 3 large groups
- Get to know you activity with other club officers
- Start rotations with guest speakers

GUEST SPEAKER TRANSITIONS

- Group 1 – Advancement
 - Colleen Hobson, Jonathan Young, and Sophia Mann
- Group 2 – Trademark Licensing and Marketing Coordinator
 - Heidi Adams, Aimee Brunson, Alexa, and Baily Kruzan
- Group 3 – Travel
 - Barbara Madsen and Lore Clark



LUNCH BREAK

1. PARKING AND TRANSPORTATION
2. AGGIE PRINT

USU PARKING AND TRANSPORTATION

- Chris Kleven, Event Parking Coordinator
 - chris.kleven@usu.edu
- Need assistance working parking for home football games and some basketball games
 - Football: Sept 9th, Sept 23rd, Oct 7th, Oct 13th, Nov 11th, and Nov 18th
- Duties include: staffing entrance/exits to parking lots helping pull cones and assisting cars into the lot in an orderly and safe fashion
 - 8am until 30min after kickoff
 - Dress appropriately and make a chair, water, and sunscreen
 - When done, hand in traffic vest and can attend game for free or be done for day

AGGIE PRINT

- Sunnary Larson
- sunnary.larson@usu.edu



TEAM RESPONSIBILITIES & REQUIREMENTS

- 1. RECRUITMENT**
- 2. PARTICIPANT ELIGIBILITY**
- 3. ONLINE REGISTRATION**
- 4. COACHES**
- 5. TEAM MEMBER RESPONSIBILITIES**
- 6. FIELD MARKING**
- 7. HOSTING AN EVENT/CLEAN UP**
- 8. STUDENT EMPLOYEES**
- 9. YOUTH CAMPS**

RECRUITMENT

- RecFest in the ARC/ALF:
 - **Required!**
 - August 27th 7pm-11pm
- Day on the Quad:
 - **Required!**
 - August, 31st 10am-3pm
- Updated website and social media outlets
- Flyers posted on campus
 - **Fill out marketing requests for items such as fliers, content for social media, team photoshoots for web pages, video requests located on Club Sport Resources page**

PARTICIPANT ELIGIBILITY

- Non-discrimination on the basis of gender, sexual identity, race, color, national origin or handicap. Any USU student will be given the opportunity each year to try out for or join a Club Sport.
- Club Sport members are required to maintain a cumulative GPA at or above their governing body's GPA requirement. All Club Sports members are encouraged to maintain a cumulative GPA at or above 2.0; as some funding sources for travel are contingent upon GPAs. When a club team qualifies for regional play or plans for travel that will require missing 3 or more school days, Campus Recreation will check the entire team's roster. Players with cumulative GPAs below 2.0 (freshmen are allowed to have a 1.5 cumulative GPA) will be contacted and will not be allowed to travel with the team. They will also be reminded that cumulative GPAs below 2.0 may impact funding for travel for nationals.

ONLINE REGISTRATION

Each member of a Club Sport team must complete the registration process via DoSportsEasy and pay dues through Fusion through their member portal. This includes electronically signing documents. You may also visit the Team Resource Page to find the links for both these websites

- Go to our <https://usufusionweb.aggies.usu.edu/> to pay for your dues
- Go to https://www.usu.edu/campusrec/club_sports/dserec to complete your registration process to become a member on your select club

COACHES

Coaches have the responsibility for the following:

- Become familiar with Club Sport Manual.
- Assist with recruiting, developing, and improving skills of players.
- Help enforce all Risk Management Policies, and develop/employ safety procedures.
- Enforce rules and regulations and **promote good sportsmanship and overall conduct on and off the field.**
- **All Coaches must:**
 - Receive a background check
 - Complete Title IX university training by Oct 16
 - Sign Club Sport Agreement
 - If volunteer – sign University Volunteer form

COACH TIER SYSTEM TIER 1- VOLUNTEER

1. Must complete all required university trainings and paperwork prior to the start of the season – Title IX Training, Protection of Minors Training, USU Volunteer Paperwork, Club Sports paperwork, background check, and any other trainings required by the club’s governing body.
2. Shall conduct safe and organized practice sessions/classes and game play oversight that will enable club members to develop and improve their skills.
3. Help enforce all risk management policies and develop/employ safety procedures.
4. Promote fair play and good sportsmanship.
5. While traveling with the club, enforce conduct standards both within and outside of event or competition.
6. Allow all interested eligible USU students a chance to participate on and/or tryout for the club.
7. Be familiar with the Club Sports Manual guidelines and procedures that govern the operations of the Club Sports Program. I am expected to abide by all applicable rules and regulations of the university and any conference, league, or association to which the team may belong to.
8. Represent the club sport, Club Sports Program, Campus Recreation Department, and Utah State University in a positive and professional manner.
9. Adhere to all USU, local, state, and federal laws as well as attend any/all required university trainings.
10. Adhere to all University policies and procedures pertaining to Club Sports.

COACH TIER SYSTEM TIER 2- PAID COACH LEVEL

1. Completes all the roles and expectations within Tier 1
2. Attends recruitment tournaments and events for future club members
3. Works with Campus Recreation staff as well as Student Affairs travel manager in scheduling and reserving all travel plans for the club's away games, tournaments, and events
4. Assists with the outreach and recruitment of club sponsorships and donors
5. Work with governing body in the creation of the club's schedule including all home games, away games, and/or specialty tournaments
6. Collaborates with club officers and game day operation staff with the planning of community and fan engagement leading up to and during all home games
7. Assists with the planning and implementation of the expectations for game day operations as well as staffing/volunteers for all home games

PAYING COACHES

- Coach must meet Tier 2 in order to qualify to be paid
- Each club decides on the payment of each coach
 - Allocations cannot be used to pay for coaches
- They must apply to specific position in ICMS for that sport
- Coach will need to log into Aggie Time for on field/court/ice time to make sure they are completing duties as coach for each biweekly time period
 - Must be salary based, can't be paid with apparel or gifts

TEAM MEMBER RESPONSIBILITIES

- Be responsible for any equipment/uniform issued to you.
- It is your responsibility to know the condition of your health , and it is strongly recommended that you have a physician's exam before participation in your chosen sport.
- It is your responsibility to know that violence, in any form, and directed against any opposing team member, officials, coaches, teammates, spectators or others on the scene is **never** permissible, no matter what the provocation.
- It is your responsibility to know that you represent the University at any team event. An event begins when you leave campus and ends when you return.
- It is your responsibility to cooperate with your direct report in compliance with the regulations, policies and procedures as specified in the Club Sports Program Manual.

FIELD MARKING

- Campus Recreation has a paint machine, which is available to those teams needing field markings. It is the responsibility of the team to communicate any dimension or line changes per the teams' national governing body to your direct report to schedule a time to paint the fields.
- This cost is planned to come out of the overall Campus Recreation budget, therefore teams should not need to budget for these costs.

HOSTING AN EVENT/CLEAN UP

- When hosting an event such as a tryout, game, tournament, please reserve by posting event on DSE.
- Registration fee for hosting events should be handled through the Campus Recreation Office.
- Any mailings may be sent through the office as well. All registration fees collected will be deposited directly into each teams' account.
- Coaches and/or officers must be present at all times.
- **Teams are responsible for fields/gyms set-up and clean-up after any practice, game or tournament.**
- Teams that leave fields/gyms or other facilities in disarray will be charged with a minor infraction.

STUDENT EMPLOYEES

- During all home games/tournaments, a Competitive Sports Supervisor will be assigned. **All teams are to treat them with absolute respect, and communicate with them before, during, and after the games as needed.**
- Their role is to be available to assist during injuries, manage crowd control, set up field, turn on the lights, tear down field, and provide assistance to officials or coaches when necessary.
- Club Sports athletes who attend other team's games should check in with the Competitive Sports Supervisor to sign in for the Incentive Program.

YOUTH CAMPS AND CLINICS

- In order to run a youth camp or clinic, your direct report must be notified a minimum of one month prior to the event.
- All participants under the age of 18 must have a parent or legal guardian sign an informed consent and participation waiver.
- Each participating adult acting as a volunteer coach or an adult assisting in any capacity with the camp/clinic, must complete the Protection of Minors training.



RISK MANAGEMENT

1. GENERAL
2. ATHLETIC TRAINING SERVICES
3. NATURAL WEATHER HAZARDS
4. COVID POLICIES

GENERAL

- To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen
- Club Sport officers, members, and coaches should emphasize safety and proper technique during all team related activities.
- Have at least two members certified in CPR/First Aid/AED
- All athletes must possess their own insurance.
 - If you do not, here is an option that USU provides:
 - Intermountain Health USU Student Health Center - <https://intermountainhealthcare.org/locations/usu/>

GENERAL

- Medical Supplies – if you need a restock, bring it to your direct report to refill
- Travel Injury report form
 - Travel/Safety Officer must fill them out and bring to your direct report within 24hrs of return from travel or practice
 - If you need extra copies, get them from your direct report

ATHLETIC TRAINING AND MEDICAL SERVICES

- Will provide clinic hours twice a month
- If you need immediate services, schedule appointment with Intermountain Health USU Student Health Center
 - <https://intermountainhealthcare.org/locations/usu/>
 - 435-797-1660
 - Hours M-F 8am-5pm
 - Physical Therapy M-Th 8am-5pm (\$25/month)
 - Services Provided:
 - General medical care
 - Wellness examinations
 - Sexual health
 - X-ray & lab services
 - Asthma & allergies
 - Care for minor injuries
 - LGBTQ+ care
 - Mental health and psychiatric services
 - Physical exams
 - Referrals to specialists
- Scheduling ATs for home games if governing body requires it
- Scheduling an AT to come in and do baseline concussions Sept 5-15
 - M/W Rugby, Hockey, and M/W Lacrosse

NATURAL WEATHER HAZARDS

- Campus Recreation staff members are available to provide brooms and any other equipment which may be needed for the upkeep of gymnasiums and other play areas. Coaches and officers have the responsibility to make every effort to provide a safe environment. This can be accomplished in part by observing the condition of all courts, gyms and fields.
- Bad Weather Conditions -The referee and/or Campus Recreation personnel have the authority to call games if the safety of everyone watching/playing is at risk.

LIGHTENING/HEAVY RAIN/HAIL

- Once participants become aware of a storm or other bad weather, they should be on alert for thunder and lightning.
 - NATA Position Statement: Lightning within 6 miles: Teams/spectators should already be **inside**. **Play can resume 30 min after the LAST strike within 6 miles.**
 - Keep everyone away from structures in open areas, such as picnic shelters, tall, isolated trees or objects that project above the landscape, water and grounded objects, such as metal fences, tanks, rails, and pipes.
- All activity should be stopped and participants directed to shelter in the event of heavy rain or hail. Proper judgement should be used when playing or practicing on extremely wet fields. Playing on natural grass fields in that condition may cause significant injury to a participant and damage to a field.






DOSPORTSEASY


1. REGISTRATION
2. EVENT MANAGEMENT
3. BUDGET

REGISTRATION





Do Sports Easy Club Registration Service


 Club Sports  Log In

 ACTIVE CLUBS EVENT CALENDAR








Aggiethon

-  Registration
-  Roster
-  Events
-  Team Website








Baseball

-  Registration
-  Roster
-  Events
-  Team Website







Cycling

-  Registration
-  Roster
-  Events
-  Team Website



Esports

-  Registration
-  Roster
-  Events
-  Team Website

- Go to the below link to register:
https://www.usu.edu/campusrec/club_sports/dserec
- Log-in at top right corner where it says Hi, Guest (use A# and banner password)
- Select registration on chosen club sport to start membership process

REGISTRATION- PERSONAL AND OFFICER INFORMATION

✓ Personal Info ✓ Additional Info ✓ Medical Info ✓ Driver Info ✓ Risk & Conduct ✓ Documents

- Personal Info: contact information, address, and emergency contact
- Additional Information: you position with the club, age, and if you are a safety officer
- Medical Info: need to know medical info and if you need to complete baseline testing
- Driver Info: if you are going to be a designated driver. If so, you will need to complete driver training and upload a screen shot of completion
- Risk & Conduct: This is our Club Sport Waiver and Code of Conduct for you to agree to (must follow link to resource page to view manual to allow you to check the box)
- Documents- where you upload driver test, American Red Cross Cert, and the Protection of Minors training completion (located on Team Resource Page)

REGISTRATION- SUMMARY

- Before anyone becomes an approved member on the club, all items must be approved and the summary should look like below image
- After tryout period, only approved members are able to participate with the club (this includes practice, games, and travel)

This membership is approved and active! APPROVED-ACTIVE

6/6

Personal Info Additional Info Medical Info Driver Info Risk & Conduct Documents Summary Changes

Name	Expiration	Status	Actions
General Requirements			
Copy of USU ID		<input checked="" type="checkbox"/> Approved <small>(by Bailey Adams on 8/17/2022)</small>	VIEW
Membership Dues		<input checked="" type="checkbox"/> Approved <small>(by Bailey Adams on 8/17/2022)</small>	Club Sports Office
Protection of Minors Training Upload a screenshot of completing the course		<input checked="" type="checkbox"/> Approved <small>(by Bailey Adams on 8/17/2022)</small>	VIEW
Driver Requirements			
Defensive Driver Certification		<input checked="" type="checkbox"/> Approved <small>(by Bailey Adams on 8/17/2022)</small>	VIEW

[MAKE PENDING](#) [DISAPPROVE](#) [ARCHIVE](#)

REGISTRATION- SUMMARY CONTINUED

- You can find the Cash and Credit Card Training, Driver Video and Test, Pcard Training (if club receives one), and Youth Protection trainings on Club Resource Page here: <https://www.usu.edu/campusrec/competitive-sports/club-sports/team-resource>
 - All Club Members/Coaches Required to completed Youth Protection Training

Training

- [Driver Video and Test](#)
- [Cash and Credit Card Handling](#)
- [P-Card Training](#)
- [Youth Protection](#)

- You can upload a screen shot of completions on DoSportsEasy
- If you need the complete American Red Cross CPR/AED/First Aid, please work with direct report to get registered through Campus Recreation Courses at \$40

EVENT SUBMISSION

Basic Info !

Event club: Aggiethon ▼

Event type: Game Tournament Event Practice !

Event/Opponent Name: !

Event start: !

Event end: !

Location: Home Away

Space/Field:

Notes:

- You must submit all events including: tryouts, first official practice, home events, away events, fundraising, and volunteer
- Put fundraising and volunteer events under the event tab selection in Basic Information
- Put cash advance request in Notes and specify what amount of the advance is used for select items (gas, food, etc)
- Information can be edited until a week out from event if travel
- For home games: put what supplies needed for set-up in notes box on Basic Info page

EVENT- TRAVEL

Manage Rodeo Event ✕

Basic Info ✓ Members ✓ **Travel ✓** Report ✓ Summary

NOTE! This form must be completed at least **3 days** prior to event

Event Site ✓	Site Address:	11 North Cross Hollo ✓	Zip:	84720 ✓
Method of Travel ✓	City:	Cedar City ✓	State:	UT ✓
Lodging ✓	Site Contact Name:	Shane Flanigan ✓	Phone:	435-701-1771 ✓
Arrangement ✓	Departure Date/Time:	9/11/2020 10:00am ✓	Return Date/Time:	9/13/2020 5:00pm ✓
	Notes:	For the hotel, ask for group sales (Aaron) for Rodeo Team Rate \$79.00		

- Event Site- general info about the event and its location/dates for travel. This is where you put any notes needed to know when making reservations/cash advances.
- Method of Travel- personal vehicles, rentals, charter, plane, etc
- Lodging- Unless you know the hotel you want to stay at, just post number of nights and rooms until you work it out with Travel Specialist
- Arrangement- must select the groups of who is driving and who will be in that car as well as who is staying in which hotel rooms if it is an over night.
- ****All of this information must be completed before we can submit a travel request****
 - **Reservation: 15 business days; Non-Reservations: 10 business days**

EVENT- REPORT/SUMMARY

Basic Info ✓ Members ✓ Report ✓ Summary

Contest type: Entire club Individual Group ✓

Group name: ✓

Result type: Score Time / Place ✓

Result: ✓ USU score: Opponent score:

ADD RESULT **RESET FORM**



Highlights, Injures, Incidents, Problems, etc:







-Must complete event report 72hrs after event ends as we are going to be submitting successful stories to be posted in USU Newsletters

-Place any injuries, awards, or updates in notes box

BUDGET VIEW

Operating Index

Line	Allocation (\$)	YTD Income (\$)	YTD Expense (\$)	Balance (\$)
Student Fee Allocation 	1,000.00	0.00	0.00	1,000.00
Index Rollover 	360.00	0.00	0.00	360.00
Game Officials: 712120	0.00	0.00	0.00	0.00
Rentals: 712200	0.00	0.00	0.00	0.00
Rentals-Vehicles: 712300	0.00	0.00	0.00	0.00
Operating Supplies: 712900	0.00	0.00	525.85	-525.85
Paper Goods: 712910	0.00	0.00	0.00	0.00
Uniforms/Apparel: 713800	0.00	0.00	0.00	0.00
Advertising/Publication: 714400	0.00	0.00	0.00	0.00
Receptions and Guests: 714500	0.00	0.00	0.00	0.00
Awards: 714600	0.00	0.00	0.00	0.00
Prizes/Awards: 714605	0.00	0.00	0.00	0.00
Membership Dues: 714750	0.00	0.00	0.00	0.00
Registration: 714900	0.00	0.00	0.00	0.00
In-State Travel: 750300	0.00	0.00	0.00	0.00
Out of State Travel: 751300	0.00	0.00	300.00	-300.00
Cost of Merchandise for Resale: 730100	0.00	0.00	0.00	0.00
Member Dues: 563500	0.00	0.00	0.00	0.00
Fundraising: 564100	0.00	475.00	0.00	475.00
Ticket Sales: 584590	0.00	0.00	0.00	0.00
Merchandise Sales: 564100	0.00	0.00	0.00	0.00
Total	1,360.00	475.00	825.85	1,009.15

Club	Line	Date & Time	Description	Created By	Amount (\$)	Actions
Cycling	Fundraising: 564100	8/15/2022 9:00am	Anonymous Donation	Amanda Bray	475.00	 
Cycling	Operating Supplies: 712900	8/4/2022 10:25am	Kits	Amanda Bray	-525.85	 
Cycling	Out Of State Travel: 751300	8/4/2022 10:24am	Previous year reimbursement to Tyler Antilock	Amanda Bray	-300.00	 

- All officers will have access to club budget page and balances broken down into specific account codes
- You will also be able to see the list of items being purchased and income with notes that describe each transaction



FINANCES

1. GENERAL

2. REVENUE

1. Fundraising
2. Donations
3. Sponsorships
4. Dues
5. Allocation Money

3. TEAM EVALUATION

4. EXPENSES

1. Equipment/Uniforms
2. Cash Reimbursements
3. Team Meals
4. Payment for Officials

GENERAL

- In compliance with University policies, the use of off-campus accounts for student/university-funded programs is **prohibited**. Therefore, no Campus Recreation program may maintain a commercial checking or savings account.
- All funds must be handled through the Campus Recreation Office. The most important reason for this requirement is to ensure that the Campus Recreation office has a full understanding of each of its programs financial activities. These guidelines also protect officers from being charged and possibly prosecuted for embezzlement under state statutes.

FUNDRAISING

- All clubs must complete the Fundraising Application located on the Team Resources page before conducting fundraising event. List of fundraising options and policies for all student groups on campus can be found on the [Team Resource Page](#).
- AggieFunded – USU’s very own Crowdfunding platform. This is the only online option for teams to raise funds online. Please plan ahead and fill out an application online at www.aggiefunded.com
 - Must submit at least a month in advance from when you want to start fundraising

DONATIONS

- All donations for Club Sports teams can be done online through the Campus Recreation website on the Club Sport home page.
- All donation checks must be mailed into the Campus Recreation office or delivered in person to the Aggie Recreation Center. The proper mailing address that should be used is:

USU Campus Recreation- c/o “your club sport”

Amanda Bray

7005 Old Main Hill

Logan, Utah 84322-7005

- ****Note that 5% of monetary donations will be deducted due to state legislature policy****

SPONSORSHIPS

- All solicitation to either individual people, business or companies must be approved **prior** to any communication done by a Club Sports coach, advisor, or athlete.
- Similar to fundraising, clubs must complete the Sponsorship Application form located on the Team Resource Page prior to reaching out to any sponsors. Advancement will respond within 3 days with the approved list.

REVENUE

- Every team has their own account, that is monitored by Business Services. Your budget will be updated on DoSportsEasy
- **All athletes are required to pay dues.** Dues should be paid using the online Fusion portal that can be accessed on the Club Sports website www.clubsports.usu.edu. Login is possible with the student's USU A# and banner password. Team presidents must make arrangements with their direct report for any special exceptions to this rule such as a payment plan contract.

ALLOCATION MONEY

- Club Sports is allowed a small amount of student fee money to be divided amongst all possible teams minus first year teams.
- An evaluation will be decided upon and each team will be fully aware of what the expectations are for the entire school year. This evaluation will reflect how much money they will receive from the allocation amount available.
- Your teams' amount for this year is on your budget on DoSportsEasy

TEAM EVALUATION - REQUIRED POINTS

This evaluation system is to aid the Competitive Sports Office in the allocation decision process. The sections are all expectations of the Club Sport Program & those **teams who do not meet them will be recommended a deduction of allocations for the following school year.**

All athletes must register online via DoSportsEasy and pay dues (prior to first game).	___/8pts.
Schedules submitted prior to first scrimmages/games	___/5pts.
Constitutions up to date by September 15 th (*Or created for new teams).	___/6pts.
The team fulfilled league or association's membership requirements.	___/5pts.
All club members and coaches completed required USU trainings (protection of minors, driver safety, pcard, etc.)	___/8pts.
The team participated in a community service event at least 2 times during the school year. (Minimum of 5 members)	___/10pts.
The team participated in the Club Sports can food drive	___/6pts.
Officers attended their check-in meetings with their direct report. (Fall & Spring)	___/8pts.
DSE Forms, Event Reports, & Receipts were turned in on time.	___/8pts.
The team was active in the Incentive Program.	___/5pts.
The team attended both RecFest and Day on the Quad	___/4pts.
The team sent out donation/sponsorship letters.	___/4pts.
Officers attended all trainings and monthly meetings	___/10pts.
The team presented a well thought out & accurate Allocation Presentation for the 2024-2025 school year.	___/5pts.
Were fiscally responsible with purchases, dues amount per athlete, and overall management.	___/8pts.
Other: (Any negative behavior or actions that took place on Club Sports time)	___/varies
Total point earned out of 100pts	___/100pts.

TEAM EVALUATION- INCENTIVE PTS

INCENTIVE PROGRAM

EVENT	DETAILS
Hosted a home tournament (bringing in more than 2 other schools)	4 points
Attended another teams' game/event (check in with supervisor working)	20 points per game 3 members minimum
Extra community service (more than the required 2)	15 points per service 25% of active roster
Participated in Unified Sports Events	25pts per event (At least 3 members)
Attended Club Sports Funtivities	15 points per event (at least 3 members)
Home Football Games	50pts (2 member minimum)
Host an alumni event (game/monthly letter/social)	5 points
Bonding Nights (game night, pasta dinner, etc.)	20pts (with other club) 10pts (your club) 50% of active roster must attend
Participate in Aggiethon Events Create a team for event to raise funds Raise funds leading up to the event	50pts (team/raise funds) 40pts (raise funds)
Volunteer at Campus Rec Special Events Turkey Trot or Triathlon	75pts (3 members minimum)
Participated in Fitness and Wellness Programs -Aggie Wellness Fair (sign-in) -Nutrition Programs with Registered Dietitian -Strength and Conditioning	30pts 75% of active roster must attend
Club Exposure Article about team in newspaper/radio	University: 5 points Local: 10 points National: 15 points

EQUIPMENT/UNIFORMS

- All equipment/uniforms must be approved before purchase. By your direct report to make sure you are sticking within your budget parameter.
 - Anytime apparel/uniforms are purchased, we must include a roster of who it is for
- A bid process for equipment/uniform/charter bus/flights over \$5000 will take an additional two weeks processing time. When the requisition has been approved, the Purchasing Department will forward the purchase order to the vendor. The vendor will then ship the merchandise to the Campus Recreation Office.

CASH REIMBURSEMENTS

- The Campus Recreation Office must approve any expected reimbursement **before** purchase is finalized.
- Do not make purchases with personal finances unless in an emergency. For all other purchases, they must be made using the P-card or through cash advance.

TEAM MEALS

- Upon permission from your direct report, teams will be allowed to use their on-campus funds for team dinners.
- Student Affairs policy states that only 18% tip is allowed for any type of purchase.
- It is University policy that a full roster of who attended that meal is documented and completed via the Meals and Entertainment Form.

PAYMENT FOR OFFICIALS

- If your club pays officials through their governing body, then they will need to submit the invoice to their direct report to remit payment.
- If your club pays officials directly, you will need to work with your direct report to complete the proper paperwork 2-3 weeks in advance of event they are working to see if they need to be hired on or paid by check.



REMINDERS AND UPDATES

1. UNIFIED SPORTS
2. FITNESS AND WELLNESS OPPORTUNITIES
3. UPCOMING EVENTS
4. MONTHLY MEETINGS
5. CLUB SPORT CREDIT
6. DIRECT REPORTS

UNIFIED SPORTS EVENTS

- Opportunity to be a volunteer for an event or be a partner for a sport and obtain easy incentive points
- Contact- Kayla Irlbeck at kayla.irlbeck@usu.edu
 - Unified Flag Football Sept 22nd -Nov 1st
 - Sept 21st hang out and get to know Athletes in IT Room 6pm

FITNESS AND WELLNESS OPPORTUNITIES

- Our campus recreation Fitness and Wellness Program has various opportunities for your club to grow and get involved to improve your overall wellness as a club.
 - Strength and Conditioning or Personal Training – taylor.davis@usu.edu
 - Registered Dietitian – brooke.lister@usu.edu

UPCOMING EVENTS

- RecFest- Saturday, August 26th
 - Be there at 6:15pm for check-in at the entrance of the ARC and set-up – designated roles emailed out
- Day on the Quad- Wednesday, August 30th 10am-3pm
 - Make sure to be there for set-up at 9:30am
- Aggie Wellness Fair- Wednesday, September 20th from 11am-2pm at ARC Middle and North Court (tabling options available)
- Turkey Trot 5k – November 17th at 4pm (volunteers needed and will be fed!!)

CLUB MEETINGS AND EVENTS

- Club Sport Officer Meetings
 - 6:30pm-8pm ARC Instructional Training Room
 - Wednesday, October
 - November
- Club Sport Funtivities
 - Wednesday, October 12th 6:30pm-8:30pm
 - Details coming soon
- Club Sport Can Food Drive: October 16-November 17

CLUB SPORT PE CREDIT

- Club Sport Credit Request Link:

<https://www.usu.edu/registrar/help/forms>

CRN	SUBJECT	COURSE NUMBER	SECTION	TITLE
46153	PE	1900	2	CLUB SPORTS (CLIMBING)
46154	PE	1900	3	CLUB SPORTS (HOCKEY)
46155	PE	1900	4	CLUB SPORTS (M. LACROSSE)
46156	PE	1900	5	CLUB SPORTS (W. LACROSSE)
46157	PE	1900	6	CLUB SPORTS (RODEO)
46158	PE	1900	7	CLUB SPORTS (M. RUGBY)
46159	PE	1900	8	CLUB SPORTS (W. RUGBY)
46160	PE	1900	9	CLUB SPORTS (BASEBALL)
46161	PE	1900	10	CLUB SPORTS (CYCLING)
46162	PE	1900	11	CLUB SPORTS (M. ULTIMATE)
46163	PE	1900	12	CLUB SPORTS (ESPORTS)
46164	PE	1900	13	CLUB SPORTS (JUMP ROPE)
46165	PE	1900	14	CLUB SPORTS (GYMNASTICS)
46166	PE	1900	15	CLUB SPORTS (PICKLEBALL)
46167	PE	1900	16	CLUB SPORTS (POWERLIFTING)
46168	PE	1900	17	CLUB SPORTS (RACQUETBALL)
46169	PE	1900	18	CLUB SPORTS (SWIM/DIVE)
46170	PE	1900	19	CLUB SPORTS (W. SOCCER)
46171	PE	1900	20	CLUB SPORTS (W. ULTIMATE)
46172	PE	1900	21	CLUB SPORTS (FIGURE SKATING)
46173	PE	1900	22	CULB SPORTS (SHOOTING)
46174	PE	1900	23	CLUB SPORTS (TENNIS)
46175	PE	1900	24	CLUB SPORTS (M. VOLLEYBALL)
46176	PE	1900	25	CLUB SPORTS (W. VOLLEYBALL)
46177	PE	1900	26	CLUB SPORTS (WATERPOLO)
46941	PE	1900	27	CLUB SPORTS (M SOCCER)

DIRECT REPORTS

- Must post tryout dates and first set practice date after tryouts on DSE (no other practices needed)
 - Grab tryout waivers from direct reports
- Below is the breakdown for who your direct report will be this year
 - Makes sure to sign up for the 1:1 Fall meeting with direct report – meeting papers are at the sign-in table

Amanda	Bailey	Kayla	Kaitlyn
<ul style="list-style-type: none">• Climbing• Esports• Figure Skating• Gymnastics• Hockey• M/W Lacrosse• Powerlifting• Rodeo• M/W Rugby• Swim and Dive• Pickleball	<ul style="list-style-type: none">• Baseball• Cycling• Men's Soccer• Racquetball• Tennis	<ul style="list-style-type: none">• Women's Soccer• M/W Ultimate• M/W Volleyball• Water Polo	<ul style="list-style-type: none">• Jump Rope• Shooting