

Sport Club Officer Meeting – Wednesday, 8/30/06

Welcome & Introductions / Sign-in Sheet

I. Required Forms – Also located on website at <http://www.wm.edu/recsports/sportclubs/officerpage.php>

A. DUE BEFORE YOU BEGIN CLUB ACTIVITY:

- Copies of First Aid and CPR certifications for AT LEAST two (2) club members (preferably your club safety officers, coach/instructor, or other members who will be present at each practice/event).
- Appendix “S” – Safety Officer Agreement (to be read and signed by two (2) Club Safety Officers)
- Appendix “O” – Organizational Update
- Pick up First Aid Kits at end of this meeting (must have kits with you at all club-related events / activities)

B. Risk Management Forms due to Recreational Sports immediately after they are filled out:

- Appendix “W” – Club Waiver and Agreement to Participate Form. This form must be completed by all club members prior to their participation in any club event, including practices.
 - ANY CLUB MEMBER WHO COMPLETES A WAIVER MUST BE ADDED TO YOUR CLUB’S ROSTER, LOCATED ON YOUR WEBSITE.
- “I” – Injury / Incident Report – As injuries occur – submit immediately to Alexis or Greg.
- “L” – Instructor Release Agreement – PRIOR TO ANY ACTIVITY - Any club with a coach / instructor (volunteer or compensated) must have the instructor complete and return this form to Rec Sports. Clubs that practice in the Rec Center will need any instructors to complete an application for a privilege card in order to enter the Rec Center.
- “U” – Use of Weapons Agreement – Primarily for Martial Arts groups and Fencing.
- “Z” – Statement on Hazing – All club officers must read, sign, and date.

****REMEMBER: Rec Sports MUST BE contacted ANY TIME an ambulance / EMT is summoned to care for or check on an injured club member, or if an injured club member is transported to the hospital (either by ambulance or automobile), regardless of the severity of the injury! Use the phone numbers listed on the Emergency Protocols (Appendix E) to contact either Greg, Alexis, or Linda to report an injury.**

II. Events

- A. Register ALL events (Home and Away) online via Appendix “A” – Activity Registration / Facility Request.
 - Late Activity Registrations will not be officially recognized or sanctioned by Recreational Sports
 - Registration deadlines for AWAY events are:
 - Friday, Saturday, or Sunday events – due the **Wednesday before the event by 7:00PM**
 - Monday through Thursday events – due **one week prior to travel departure date**
- B. Appendix “A” also serves as a facility request for your Home events. We will reply with confirmation of home facilities as soon as possible. Submit requests well in advance for a better chance of securing home facilities.
- C. Following your event, submit an Event / Activity Report Form online using Appendix “C”. Event reports are due on **Wednesday by 7:00PM.**

III. Vans & Travel

- A. Trip Plan – All trips must be registered using the Trip Plan (online Appendix “B”). **Trip Plans are due by Wednesday at 7:00PM for all weekend (Fri, Sat, or Sun) travel.** They are due one week in advance for all other times of travel.
- B. Vehicle Rental Requests – Request vans online using Appendix “V”. You can confirm which requests have been processed by checking online.
- C. Van Check-Out – If you are assigned a Rec Center van, you may pick up your packet at the upstairs front desk. Inspect van prior to departure. When checking-in, inspect van with Rec Center staff, when possible. **IMPORTANT: NO MORE THAN 11 PEOPLE IN A VAN including the driver!** Travel the posted speed limit!

- D. Charges – **Rec Center:** 15 & 12 passenger= \$60/day + .25/mile (first 100 miles free). Use gas cards for gas purchases. **Enterprise:** 15 passenger = \$83.50/day (subject to change) +. Minivan-\$56.50/day (subject to change). (Do not take extra insurance).
- E. Van Driving Certification –Required of any club member who will drive a college or rental van. Dates and times are posted on the Sport Club website.

IV. First Aid / CPR Classes

- A. First Aid / CPR – Required to have at least 2 club members certified who will be present at all games/practices. Because we offered several classes last spring, we do not currently have any First Aid or CPR classes scheduled. This may change depending upon demand for the certifications. Contact us at rsclub@wm.edu if your club requires these certifications.
- B. Copies of certifications for 05-06 club members are included in your envelopes. WE MUST HAVE COPIES OF AT LEAST 2 CLUB MEMBERS' CERTIFICATIONS ON FILE PRIOR TO YOUR FIRST PRACTICE / CLUB EVENT.

V. All Things Money

- A. Budgets – Located on Sport Club webpage. Budgets are updated continually, so you can get an accurate look at your account balance. You must have your club's user ID and password to access your budget sheet.
- B. Checking Accounts – Sign-out club checkbook directly after the meeting.
- C. Fundraising – All clubs are encouraged to raise some of your own funds.
- Athletic Events – We cannot guarantee that your club will be scheduled to clean up after athletic events to raise funds. There are a limited number of spaces for athletic clean-ups. If you are interested, email rsclub@wm.edu.
- D. Reimbursements – (Appendix R). All reimbursement requests must be submitted in a timely fashion (within 5-days of expenditures / return from a trip). We cannot submit requests that have not been filled out thoroughly.
- 1) Receipts MAY NOT be handwritten, but must be actual receipts or on company letterhead.
We no longer accept cancelled checks as a receipt! We STRONGLY recommend you purchase a receipt book at Staples, as these will be accepted by accounts payable as proof of payment.
 - 2) Gas Receipts – Will be only reimbursed for gas spent during time of travel.
 - 3) Travel – Include ALL TRAVEL INFO, including date and time of departure, return, purpose, etc.
 - 4) Lodging – MUST include all lodging room occupants if staying in a motel/hotel. Get folio from hotel.
 - 5) Travel Authorization (Appendix P) & Travel Voucher (Appendix Q) – Submit these with reimbursement requests. ONLY NEED YOUR SIGNATURE. DO NOT DATE. We will fill out the rest.

VI. Practices and Games

- A. Practice Schedules – Practice Space and time listed on sport club website. If you secure your own practice space and times, let us know what time(s) and day(s) you practice so we can update the webpage.
- B. Space Requests for Home Events – Submit online using Appendix A.
- C. Busch Grass - In the case of inclement weather (if there has been rain within the last 48 hours), you must check the rain hotline 221-3310 (option 2) to find out if Busch Grass can be used for practices!
- D. Spot Checks – Alexis and/or Greg will occasionally stop by your practices to see how things are going, ask if you need anything, and take pictures of your club. We will be looking for four things: 1) First Aid Kit; 2) Emergency Protocols; 3) Presence of club safety officers; 4) Each person practicing is listed on the club roster. If any of these things are missing, you will be required to end / cancel your activity and will be subject to disciplinary procedures.
- E. USE OF ALCOHOL OR DRUGS will not be tolerated at club practices, games, or during travel to and from each!

VII. Equipment

- A. Inventory – We have some items back in Greg’s office from equipment ordered over the summer, but for the most part, clubs have kept their own inventory this past summer.
- B. Ordering Equipment - Check with Alexis or Greg before ordering any equipment with your university allocated budget funds to make sure it is approved equipment.
- C. Equipment available for check-out:
 - 1. Field Lining Equipment
 - 2. First Aid Kits
 - 3. Water Coolers

VIII. Workshops

There will be several workshops for club officers offered this Fall. Exact dates will be announced soon. Clubs earn 3-4 points for each workshop attended by A RECOGNIZED CLUB OFFICER (not club members or random friends) EXCEPT for the new officer forum (this is mandatory for all new officers).

- A. New Officer Forum – MANDATORY for all new officers immediately following this meeting.
- B. Leadership – September (with guest presenter).
- C. Fundraising – October.
- D. Technology (websites) - November
- E. Officer Transition – November - Immediately following the last mandatory meeting of the year.

IX. Points

Clubs can earn positive or negative points for compliance with Rec Sports policies. Ultimately, these points will help to determine club budgets and practice space. See Appendix X for the point structure.

X. Administrative Items

- A. Mailboxes – Club mailboxes do not yet have a home in the new Rec Center, but will within the next two weeks.
- B. Copies – Each club has a 150 copy limit. Let us know if you need your copy code.
- C. Websites- Use the “website rubric” to make sure you are keeping your website up to date and informative. We will be checking them regularly.
- D. Scheduling meeting space – To schedule the Rec Center conference room for a club meeting, contact Linda Hicks at 1-3318, or email llhick@wm.edu.

XI. Communication - Communication is imperative to the success of your club. Keep us up to date, we will do the same. Call, email, or stop by my office if you need anything or have any questions.

Questions or Comments?

Alexis’ Office Hours will be posted online within the next week. Please be sure to plan your “drop-in” questions at times when Alexis is available.

Alexis Cocker
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