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CLUB SPORTS
OFFICER TRAINING

DAY ONE
OFFICERS & LEADERSHIP
WELCOME

LIV ALLEN
STUDENT ACTIVITIES & INVOLVEMENT
WELCOME

LUCAS PETERSON
INTERCOLLEGIATE ATHLETICS
CLIPBOARDS

• VERIFY CONTACTS
• DOUBLE-CHECK EVENT SCHEDULE ACCURACY
• LAMBEAU FIELD
• ATHLETICS HELP
• DWS VOLUNTEERING/FOOTBALL PRESS BOX
• NEW CONTACTS
• ADDITIONAL EQUIPMENT ACCESS – NON OFFICERS
• FUNDRAISER STORE
• FOLLOW-UP MEETING REQUEST (POST-TRAINING)
• DUES INFORMATION
FOLDERS

• INCLUDED:
  • PROGRAM INFORMATION
  • SFO BALANCE AS OF BEGINNING OF SEPTEMBER
    • NEGATIVE BALANCE = GOOD
  • COPIES OF HANDOUTS/FORMS
  • SAVE YOUR FOLDER FOR OTHER MEETINGS/FUTURE HANDOUTS
DISCLAIMERS

- EACH CLUB IS DIFFERENT
- COMMUNICATION IS GENERIC
- WE WILL HAVE SOME MOMENTS OF MICROMANAGEMENT
- YOU MUST BE CHECKING EMAIL, TEXTS AND GROUPME REGULARLY
ELIGIBILITY

• CURRENT UW-WHITEWATER STUDENTS, FACULTY AND STAFF
• NO GPA REQUIREMENTS ALTHOUGH THAT MAY VARY FROM CONFERENCE TO CONFERENCE (IF THAT APPLIES TO YOUR CLUB)
• COMMUNITY MEMBERS (INCLUDING ALUMNI) WELCOME, BUT CANNOT EXCEED SPECIFIC ROSTER PERCENTAGE
• CONSULT THE CLUB SPORTS MANUAL
UPCOMING DATES

- SEE CLUB SPORTS WEBSITE
PRACTICE SCHEDULES

• OVERVIEW
• 1ST EIGHT WEEKS
• 2ND EIGHT WEEKS
• PRACTICE ATTENDANCE
• NOT PRACTICING? LET MATT KNOW
• EXPECTATIONS FOR MEMBERS
EXPECTATIONS

• HELP US HELP YOU
• CLUB LEADERSHIP – YOU WORK FOR YOUR MEMBERS
• CLUB MEMBERS – UNDERSTAND THEIR TWO P’S
• COMPLIANCE AND RULES
• FEEDBACK & SUGGESTIONS
• FUNDRAISING, VOLUNTEERING, RECRUITING, ETC.
• UNDERSTAND YOU’RE NOT ALONE, BUT WE WON’T DO THINGS IN YOUR PLACE – BUDGET YOUR TIME ACCORDINGLY
• TAKE ADVANTAGE OF ALL THIS INTEREST
PANDEMIC OPERATIONS

- WARHAWKS ARE BACK PLAN
- CURRENT PLANS
- FUTURE PLANS
- FALL EXPECTATIONS
- PRACTICE ATTENDANCE/PODS/MASKING
- SANITIZING EQUIPMENT
- TRAVEL AND HOSTING
- TESTING AND VACCINATIONS
- Q & A
BREAK FOR QUESTIONS
OPEN FORUM

• LOTS OF COMMUNICATION FROM SUMMER
• WHAT ARE YOUR LINGERING QUESTIONS OR CONCERNS?
ADVICE FROM OFFICERS

• RETURNERS – PLEASE SHARE YOUR THOUGHTS
  • WHAT SUCCESSES HAVE YOU HAD?
  • WHAT WERE SOME OF YOUR TOUGHEST MOMENTS?
  • HOW DID YOU NAVIGATE CHALLENGES?
  • WHAT SHOULD NEW OFFICERS EXPECT?
ADVICE FROM ADMIN STAFF

• THINGS WILL GET OVERWHELMING – TAKE IT DAY-BY-DAY
• UNDERAPPRECIATED AT TIMES – TAKE IT IN STRIDE
• YOU ARE NOT ALONE
• WE CAN HELP – BUT GIVE US TIME
• EVERYTHING IS ORGANIZED AND HAS A PURPOSE
• IF YOU’RE FRUSTRATED OR CANNOT COMPLETE SOMETHING ON-TIME, COMMUNICATION IS KEY
IMMEDIATE TO-DO ITEMS

- Practice and Attendance
- Competition and Event Schedules
- Member Information & Waiver Forms
- Difference Between Dues Agreement & Waivers
- Familiarize yourselves with equipment & storage
- Complete inventory
- Verify contacts
- Add Matt and Club Sports to your Connect page
- Recognition completion
RECOGNITION

• ACCORDING TO MATT’S RECORDS, THE FOLLOWING CLUBS ARE NOT RECOGNIZED:
  • ADAPTIVE ATHLETICS
  • MEN’S LACROSSE
  • WOMEN’S LACROSSE
  • PAINTBALL
  • MEN’S VOLLEYBALL

• POSSIBLE CLUBS
  • WATER POLO, RUNNING, ARCHERY, WATERSKI
GOVERNING BODIES

• LOCAL/STATE/REGIONAL
• CONFERENCES
• NATIONAL
• WHO DO YOU REPORT TO?
RESOURCES

• WE TRY TO PUT EVERYTHING ON THE CLUB SPORTS WEBSITE
• REC SPORTS WEBSITE
• CLUB SPORTS OPERATIONS MANUAL
• YES, THE DREADED FORMS
• WE TRIED TO CONDENSE EVERYTHING AS BEST WE COULD
• PLEASE DON’T MAKE FORMS A STIGMA OF CLUB SPORTS
• FORMS HELP EVERYONE STAY ORGANIZED
• AVAILABLE IN THREE FORMATS ONLINE
  • ONLINE FORMS – SUBMIT TO EMAIL AUTOMATICALLY
  • FILLABLE PDF – ENTER INFORMATION, SAVE AND EMAIL
  • BLANK – DOWNLOAD, FILL OUT IN PEN, TURN IN TO ROOM 100
    • MUST BE IN PEN, COMPLETE AND LEGIBLE
FORMS REVIEW

• MEMBER INFORMATION & WAIVER FORM
• DUES INFORMATION AGREEMENT
  • DUES TRACKING (OPTIONAL – FOR ADVISEMENT ONLY)
• INVENTORY
  • INVENTORY TRACKING (OPTIONAL – FOR ADVISEMENT ONLY)
• COMMUNITY SERVICE PERFORMED
• INJURY REPORT
• QUARTERLY UPDATE
FORMS REVIEW

• TRAVEL ITINERARY & ROSTER
• POST-TRAVEL REPORT
• TRAVEL CHECKLIST
• ENTERPRISE RENTAL REMINDERS
• HOME-EVENT PLANNING
• POST-HOME EVENT
• OFFICER CHANGE
• CONDUCT POLICY

• LOOKING AHEAD – 2022-23 RECOGNITION
FORMS REVIEW

• CAMPUS FORMS TO BE AWARE OF (MORE DETAILS ON DAY TWO)
  • BRANDING & IDENTITY STANDARDS
  • LICENSING WAIVER
  • PAYMENT TO INDIVIDUAL REPORT
  • SFO ACCOUNT AUTHORIZATION
  • SFO CHECK REQUEST
  • SFO DEPOSIT
  • TAX-EXEMPT CERTIFICATE
FILLABLE PDF FORMS

• OPEN USING ADOBE-SUPPORTED SOFTWARE
• SAVE CONTENT
• SEND TO MATT VIA EMAIL
• PLEASE TRY TO PROMOTE COMPLETING ONLINE FORMS FIRST
ONLINE FORMS

• BUILT AND SUBMITTED VIA CONNECT
• MUST SIGN IN VIA UW-W CREDENTIALS
• TAKE YOUR TIME AND COMPLETE ALL SECTIONS
• SUBMIT VIA GREEN BUTTON – SHOULD RECEIVE CONFIRMATION

• AS OFFICERS, YOU MAY INQUIRE ABOUT FORM STATUS FOR YOUR CLUB
• PLEASE ALLOW EXTRA TIME AT THE BEGINNING OF THE SEMESTER – BRI AND MATT CAN ONLY DO SO MUCH IN ONE DAY
BREAK FOR QUESTIONS
THE UW-W REC SPORTS APP: REC SPORTS AT YOUR FINGERTIPS

CLUB SPORTS SCHEDULES
CLUB SPORTS INTEREST
FACILITY/FIELD STATUS
INTRAMURAL SPORTS
HOURS OF OPERATIONS
FITNESS MEMBERSHIPS
GROUP FITNESS CLASSES
SOCIAL MEDIA FEEDS
REC SPORTS EMPLOYMENT INFO
ROCK COUNTY RECREATION

& MORE!

DOWNLOAD FOR FREE

A PRODUCT OF imleagues
INTRAMURAL SPORTS

• WE’D LOVE FOR YOU TO JOIN
• SCHEDULED EIGHT WEEKS AT A TIME
• POSTED ON THE REC SPORTS WEBSITE AND IN THE APP
• GREAT FOR CLUB COMMARADERIE
• MATT COULD POSSIBLY PROVIDE DISCOUNTS
• CLUB-SPECIFIC ROSTER ENFORCEMENTS FOR SOME ACTIVITIES
• JOIN US FOR TOURNAMENTS
• SOME PAID AND SOME FREE EVENTS
END OF DAY ONE

• NEXT MEETING IS
  • WEDNESDAY, SEPTEMBER 8
  • 5:30 PM, WILLIAMS CENTER 185
  • SMALLER ROOM = SMALLER CAPACITY
  • LIMIT ONE IN-PERSON MEMBER PER CLUB
  • WEBEX

• DO YOU HAVE A QUESTION FOR MATT OR BRI?
  • SEND AN EMAIL
  • SIGN THE FOLLOW-UP SHEET
  • WE UNFORTUNATELY DO NOT HAVE THE TIME FOR EVERYONE TO STAY AFTER
ABSENT TODAY?

• IF YOU JOINED IN-PERSON OR LIVE VIA WEBEX, WE’VE GOT YOUR CLUB MARKED FOR ATTENDANCE

• IF YOU ARE WATCHING THE RECORDING, TELL MATT YOU WATCHED THE VIDEO BY TUESDAY, SEPTEMBER 14 FOR ATTENDANCE CREDIT
BREAK FOR QUESTIONS
CLUB SPORTS STAFF CONTACTS

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uww.edu/recsports/clubsports
END OF DAY ONE