

UNIVERSITY OF WISCONSIN-WHITTEWATER

CLUB SPORTS

OFFICER TRAINING

FALL 2021



AGENDA

DAY ONE	DAY TWO	RISK MANAGEMENT
Welcome & Introductions	Day One Review/Q & A	Importance of Role
What are Club Sports?	General Operations	Expectations
Upcoming Dates to Know	What's New to Club Sports?	Emergency Action Plan
Recognition Meeting	Financial Administration	Caring for Injuries
Lucas Peterson, Athletics	Travel	Filing Reports
Expectations	Risk Management	Medical Emergencies
New Officer Q & A/Open Forum	Licensing & Marketing	Calling 9-1-1
Advice from Returning Officers	Hiring Athletic Trainers	CPR & Samaritan Laws
Assembling Rosters	Social Media Presence	Travel and Roster Assistance
Governing Bodies & Conferences	Recognition & Student Org Code	Understanding Authorizations
Forms to Know	Annual Reports & Statistics	Q & A/FAQ
Immediate To-Do's	Campus Resources	
Website and Online Resources	Monthly Officer Meetings	
UW-W Rec Sports App	What Else & What's Next?	
Intramural Sports Opportunities	Communication	

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

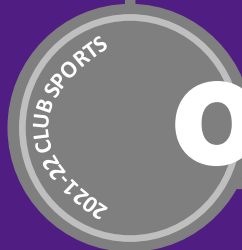
- **WARHAWKS ARE BACK PLAN**
- **CURRENT PLANS**
- **FUTURE PLANS**
- **FALL EXPECTATIONS**
- **PRACTICE ATTENDANCE/PODS/MASKING**
- **SANITIZING EQUIPMENT**
- **TRAVEL AND HOSTING**
- **TESTING AND VACCINATIONS**
- **Q & A**



CLUB SPORTS
OFFICER TRAINING

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





FORMS

- **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**

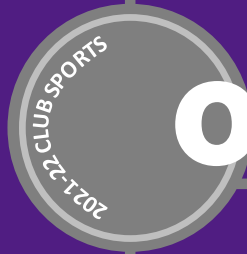




FILLABLE PDF FORMS

- 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



CLUB SPORTS
OFFICER TRAINING

BREAK FOR
QUESTIONS

A faint, stylized logo of a cougar's head is visible in the bottom left corner of the slide, rendered in a lighter shade of purple than the background.

THE UW-W REC SPORTS APP: REC SPORTS AT YOUR FINGERTIPS

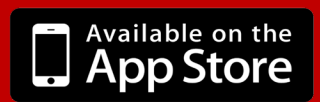


& MORE!

- 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**

A PRODUCT OF **imleagues** 

DOWNLOAD FOR FREE





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



CLUB SPORTS
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BREAK FOR
QUESTIONS



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CLUB SPORTS
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END OF
DAY ONE

