CLUB SPORTS
OFFICER TRAINING

DAY TWO
OFFICERS & LEADERSHIP
• ANY QUESTIONS OR CONCERNS FROM DAY ONE?
• MATERIAL FOR DAY TWO BUILDS UPON YESTERDAY
• TODAY IS THE MEAT AND POTATOES OF GENERAL CLUB OPERATIONS
• TAKE NOTES, RE-WATCH THE RECORDING, ETC.
• NOT EXPECTED YOU REMEMBER EVERYTHING, ALTHOUGH WE DO EXPECT YOU USE YOUR RESOURCES
CLIPBOARDS

• LAST CHANCE TO DOUBLE-CHECK CLIPBOARDS
• WE’LL SEND EVERYTHING AROUND THE ROOM ONE MORE TIME FOR YOUR VERIFICATION
• EMAIL VERIFICATIONS AND NEW LISTS STARTING MONDAY, SEPT. 13
WELCOME, BOOKSTORE!

WHAT SETS US APART

- We are located right on campus
- We offer free in-store pick-up (no expensive shipping!)
- We have an artist on staff who can consult with you to bring your design idea to life!

|                | T-Shirt       | Quantity | Price  | Long Sleeve  | Quantity | Price  
|----------------|---------------|----------|--------|--------------|----------|--------
|                |               | 1-24     | $12 per piece | 1-24       | $16 per piece | 
|                |               | 25-99    | $10 per piece  | 25-99     | $14 per piece  | 
|                |               | 100+     | $8 per piece   | 100+       | $12 per piece   | 

**Crewneck Sweatshirt**

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<tr>
<th></th>
<th>Price</th>
<th>Quantity</th>
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<tbody>
<tr>
<td></td>
<td>$18 per piece</td>
<td>1-24</td>
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<td>$16 per piece</td>
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<td>$14 per piece</td>
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**Hooded Sweatshirt**

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<td>$18 per piece</td>
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**Extras**

- $5 per shirt for 2XL
- $4 per shirt for 3XL, 4XL, 5XL
- $2 Perma Twill/Glitter Vinyl

- $5 Double Letters
- $45 Design Fee if applicable
- Variable other extra costs

**Scan to Order Custom Apparel**

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<thead>
<tr>
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<th>Scan to Order Greek Apparel</th>
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<tr>
<td></td>
<td>Hours</td>
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<td></td>
<td>Follow Us!</td>
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<td>Contact</td>
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<td>Mon-Wed: 9am-3pm</td>
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GENERAL ITEMS

• DUES COLLECTIONS – LET’S DISCUSS
  • CONSTITUTIONS SHOULD REFLECT INTENTIONS
    • CONSTITUTIONS MAY BE UPDATED ANY TIME
  • AMOUNT TO CHARGE
  • HOW TO CHARGE
  • HOW TO COLLECT
  • HOW TO DEPOSIT
  • HOW TO TRACK
    • NEW DUES COLLECTION TRACKER – FOR ADVISEMENT/OPTIONAL
GENERAL ITEMS

• PRACTICE SCHEDULES
  • HOW THEY ARE FORMED
  • WHAT TO WATCH FOR
  • ATTENDANCE REPORTING & DEADLINE
GENERAL ITEMS

• COMPETITION & EVENTS SCHEDULES
  • HOW TO REPORT
  • HOW TO SCHEDULE
  • WHAT WE NEED ADMINISTRATIVELY
GENERAL ITEMS

• HOSTING EVENTS
  • WHAT WE NEED – HOME EVENT FORM
  • STAFFING
  • FINDING OFFICIALS, UMPIRES, SIRS, ETC.
    • HOW THEY ARE PAID
    • ATHLETIC TRAINERS
• OPPOSING TEAMS
  • WHAT THEY NEED TO KNOW
  • RISK & LIABILITY
• REPORTING RESULTS
  • TO CLUB SPORTS
  • TO GOVERNING BODY?
GENERAL ITEMS

• TRAVELING
  • WHAT WE NEED – TRAVEL ITINERARY & ROSTER
  • WAIVER FORMS FILED – NON-NEGOTIABLE
  • HOTEL/LODGING REQUESTS
    • BE FLEXIBLE
    • NIGHTLY COST PER ROOM & TAX
    • NO. PEOPLE/ROOM
    • ROOM “CAPTAINS”
  • VEHICLE REQUESTS
  • DRIVER AUTHORIZATIONS
  • POST-TRAVEL REPORT
  • RECEIPTS & REIMBURSEMENTS
  • COMMUNICATING TO OPPONENTS
  • PLAYOFFS
GENERAL ITEMS

• DRIVER AUTHORIZATIONS
  • HOW IT WORKS
  • WHERE TO FIND INFORMATION
  • WHO PROCESSES
  • TIMELINE FOR APPROVAL
  • OUT-OF-STATE DRIVERS & NOTARY
GENERAL ITEMS

• VEHICLE RENTALS
  • ENTERPRISE – VANS
    • NOTICE NEEDED
    • APPROX. COSTS
    • ON-CAMPUS DROP-OFF
    • GETTING KEYS & CONTRACT COPIES
    • INSURANCE
    • GETTING PULLED OVER/ACCIDENTS
    • PAYING FOR TOLLS
    • RETURNING VEHICLES
• STAYING AT A HOTEL
  • WHAT YOU SHOULD BRING
  • ABSOLUTE NO-NO ITEMS (INCIDENTALS)
  • WHAT TO BRING BACK – RECEIPTS/FOLIOS
  • RESERVING HOTELS & HOW IT WORKS
FINANCES - SUFAC

• WHAT IS SUFAC?
• WHAT CAN YOU SPEND MONEY ON?
• HOW MUCH DOES YOUR CLUB GET?
• REDBOOK PROPOSALS & MID-FALL HEARINGS
• WHO CAN SPEND
• HOW IT WORKS
• SPENDING NEGATIVE
• GENERAL W2W4
FINANCES - SFO

• WHAT IS SFO?
• WHAT CAN YOU SPEND MONEY ON?
• WHO CAN SPEND – AUTHORIZED USERS
• CHECK REQUESTS
• NEGATIVE SUFAC BALANCE TRANSFERS
• CLUB SUSTAINABILITY – THINK OF FUTURE WARHAWKS
• EVERY CLUB IS DIFFERENT – FINANCES ARE DIFFERENT
FINANCES - FUNDRAISING

• WHY IT’S IMPORTANT
• FREQUENT OPPORTUNITIES
FUNDRAISING – APPAREL STORES

• VENDORS
  • AROPA DESIGNS
  • BSN SPORTS
  • ON-TIME TEES
  • MID-CITY SPORTS
  • UW-WHITEWATER BOOKSTORE

• LICENSING WAIVER
  • APPAREL, EQUIPMENT & UNIFORMS
FUNDING – CONTINGENCY FUND

• WHAT IT IS
• HOW IT WORKS
• HOW TO APPLY
• WHAT IS A REASONABLE REQUEST?
• TYPICAL TIMELINE
• HOW TO SPEND IF ALLOCATED FUNDS
• HOW OFTEN CAN A CLUB APPLY FOR FUNDING?
FACILITIES

• WILLIAMS CENTER ROOM 100
  • WHERE TO DROP PAPERS/FORMS
  • CLUB MAILBOXES
  • EXTRA FORMS
  • PRINTING
  • LAUNDRY SERVICES

• EQUIPMENT & STORAGE
• DISPLAY CASES
• NON-WILLIAMS CENTER BUILDINGS
  • KEY RENTALS & ACCESS
• OUTDOOR FACILITIES & WEATHER
• ON-CAMPUS PARKING

OFFICER TRAINING
WHAT’S NEW?

- CONDUCT & BEHAVIOR POLICY
- QUARTERLY UPDATE
- MEMBER FORUMS & OUTREACH
- COMMUNITY SERVICE
- COMPETITION & EVENTS CALENDAR
RECOGNITION

• EVERY YEAR AROUND MID-APRIL INTO MAY
• BE PREPARED TO FIND OFFICERS FOR NEXT YEAR
• APPROX. 4-5 HOURS IN TIME COMMITMENTS
• ANNUAL REPORTS
  • TURN THINGS IN ON-TIME THROUGHOUT THE YEAR, LESS WORK AT THE END OF THE YEAR DURING RECOGNITION
  • FEEDBACK & SUGGESTIONS FOR CHANGE/ADDITIONS
CODE OF CONDUCT

• GENERAL EXPECTATIONS
• CONSISTENCIES WITH OTHER ON-CAMPUS ORGS
• SOCIAL MEDIA
• RECRUITING
• GENERAL ADVICE – TAKE THE HIGH ROAD
• KNOW WHO AND WHAT YOU REPRESENT
LAST SLIDE WITH CONTENT!

• REVIEW
  • YOU’RE NOT EXPECTED TO KNOW EVERYTHING
  • ASK FOR HELP
  • USE THE WEBSITE – IT’S FULL OF RESOURCES
  • YES, WE NEED FORMS, BUT IT’S NOT TOO BAD
  • BE MINDFUL OF TIME AND COMMITMENT OF OTHERS
  • RECRUITMENT AND COMMUNICATION – CHECK EMAILS AND PHONES
  • ATTEND MEETINGS WHEN APPLICABLE
  • WORK HARD FOR YOUR MEMBERS
  • WE’RE ALL IN THIS AS A COLLECTIVE TEAM – SUPPORT ONE ANOTHER
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
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