WELCOME BACK!

• INTRODUCTIONS – ADMIN STAFF
  • MATT SCHNEIDER, ASSISTANT DIRECTOR
  • MADIE CUMMINGS, STUDENT COORDINATOR
  • BRI ENGLAND, STUDENT ASSISTANT

• HOW TRAINING WILL WORK
  • RECORDINGS
  • Q & A FEATURE
  • AVAILABLE VIA EMAIL
  • WE WILL TAKE ATTENDANCE
MEET REC SPORTS STAFF

• THERESE KENNEDY
• JEN KAINA
• CHRISTINA SCHWAB
• SARAH REYNOLDS
• AJ MESSMER
• MIKE MILLER & GARY SMALE

• BUILDING SUPERVISORS
• OFFICE ASSISTANTS
• STUDENT LEADERSHIP

• MATT & MADDIE
AGENDA UPDATE

THE FOLLOWING IMPORTANT ITEMS (AND MORE) WILL BE ADDRESSED DURING THE SECOND DAY OF OFFICER TRAINING

- BUDGETS (SUFAC AND SFO)
  - DEPOSITS, CHECK REQUESTS, ENTRY FEES, ETC.
- LICENSING, APPAREL & UNIFORMS
- EQUIPMENT & STORAGE
- GOVERNING BODIES
- DETAILS FOR SPRING 2021 SCHEDULING
- DRIVER AUTHORIZATION SPECIFICS
- ROSTERS & REGISTRAR
- ATHLETIC TRAINING COVERAGE
- FACILITIES
- SOCIAL MEDIA EXPECTATIONS
- CLD, RECOGNITION, ETC.
LIST OF CLUBS FOR SPRING

- AIKIDO
- BADMINTON
- BASEBALL
- BASKETBALL, M
- BASKETBALL, W
- BILLIARDS
- BOWLING, M
- BRAZILIAN JIU JITSU
- CYCLING
- DISC GOLF
- DUCKS UNLIMITED
- ESPORTS
- FENCING
- FISHING
- FITWELL
- GOLF
- KARATE/WMA
- LACROSSE, M
- LACROSSE, W
- OFFICIALS ASSOC.
- OUTDOOR ADV.
- PAINTBALL
- RUGBY, M
- RUGBY, W
- SKI & SNOWBOARD
- SOCCER, M
- SOCCER, W
- SOFTBALL
- TABLE TENNIS
- TENNIS
- ULT. FRISBEE, M
- VOLLEYBALL, M
- VOLLEYBALL, W
- WARHAWK BARBELL
PHILOSOPHY

• WE ARE HERE FOR YOU
• WE WANT TO ADVOCATE FOR AND SUPPORT YOU
• WE WILL HELP YOU UNDERSTAND THE PROCESSES
• THERE WILL BE HEADACHES – COME TALK WITH US
• THERE IS A PROCESS – YOU MUST COMMUNICATE
• BE THERE FOR YOUR MEMBERS – YOU ARE THE GO-TO FOR YOUR CLUB
PHILOSOPHY (CONT.)

- EARLY FORM SUBMISSION IS KEY TO YOUR SUCCESS
- FOLLOW GUIDELINES
- DO NOT GIVE US A REASON TO SAY “NO” (MY FAVORITE)
- BE RESPONSIBLE
- EQUITABLE TREATMENT
- STAY ON TOP OF THINGS – COULD BE EASY TO FALL BEHIND
COMMUNICATION

START REVIEWING EMAIL, TEXTS, VOICEMAILS AND WEBSITES REGULARLY
* WE WILL CALL/TEXT MORE *

NO EXCUSES FOR NOT PAYING ATTENTION

MORE COMMUNICATION NEEDED NOW MORE THAN EVER BEFORE
OBLIGATORY COVID SPEECH

• UW-WHITEWATER SOCIAL COVENANT
• WE ARE IN SOME STRANGE TIMES
• WE WILL GET THROUGH THIS TOGETHER
• WE ARE LEARNING ALONGSIDE YOU
• WE MAY NOT HAVE ALL THE ANSWER YOU SEEK
• PLEASE BE RESPONSIBLE
• BE PREPARED FOR THINGS TO CHANGE ON A DIME
• PLAY THE CARDS YOU’VE BEEN DEALT – COULD LEAVE QUITE THE LEGACY FOR HELPING US GET THROUGH THIS
• WE CAN DO THIS!
OUR PLEDGE TO YOU

• AVAILABILITY – ONLINE OFFICE HOURS & EMAIL
  • CALL, TEXT, EMAIL AT ANY TIME
• WE WILL WORK HARD
• WE WILL PROVIDE RESOURCES
• WE WILL FACILITATE EXPERIENCES
• WE WILL HELP YOU
• WE WILL TRY TO PROVIDE ANSWERS
• WE WILL HAVE FUN!
WHAT WE NEED FROM YOU

- COMPLIANCE
- UNDERSTANDING
- PATIENCE
- FLEXIBILITY & ADAPTABILITY
- HONESTY
- LEADERSHIP & ACCOUNTABILITY/RESPONSIBILITY
- EFFORT & SINCERITY
- ATTENTION
- PASSION
- SUGGESTIONS & FEEDBACK
LET’S CHECK THE Q & A
MANDATORY ATTENDANCE

• AN OFFICER MUST TAKE ATTENDANCE AT EACH CLUB PRACTICE/MEETING/SESSION
• IF YOU ARE CLEARED TO HAVE IN-PERSON PRACTICE, YOU ARE EXPECTED TO HAVE IT
• NO PRACTICE? TELL MATT
• ATTENDANCE WILL BE COLLECTED
• CAN TURN IN TO MATT’S OFFICE, VIA EMAIL OR VIA MEMBERSHIP ROSTER ONLINE FORM – SPECIFY IT IS ATTENDANCE
• FAILURE TO TURN IN MAY RESULT IN LOSS OF PRACTICE AND MEETING WITH DEAN OF STUDENTS
GENERAL GUIDELINES

- - -

• ANY CLUB MEMBER EXHIBITING SIGNS AND SYMPTOMS OF ANY ILLNESS/INFECTION, ESPECIALLY THOSE RELATED TO COVID-19, IS EXPECTED TO STAY ISOLATED AND FOLLOW CAMPUS REPORTING PROTOCOL

• ALL CLUBS MUST HAVE THEIR MEMBERSHIP ROSTERS UPDATED AND HAVE PARTICIPATION WAIVERS ON-FILE PRIOR TO ENGAGING IN IN-PERSON ACTIVITY
• Club officers are required to provide a list of attendance after every in-person session.

• Masks and face coverings must be worn at all times, even during physical activity – let’s discuss.

• All club members must maintain social distance whenever they are able.
GENERAL GUIDELINES

- - -

• EQUIPMENT MUST BE SANITIZED AFTER EVERY SESSION – WE CAN ASSIST WITH THIS

• ALL IN-PERSON SESSIONS CANNOT EXCEED 10 PEOPLE
  • EXCEPTION REQUEST

• CLUBS ARE ENCOURAGED TO PRACTICE IN SMALLER GROUPS TO LIMIT CONTACT
RETURN TO ACTION VIOLATIONS

- - -

• FIRST OFFENSE = WARNING & REMINDER

• SECOND OFFENSE = CLUB SUSPENSION FOR ONE WEEK

• THIRD OFFENSE = CLUB LOSES IN-PERSON PRIVILEGES AND MAY BE REFERRED TO DEAN OF STUDENTS OFFICE
• Items from summer purchases available for pick-up & inventory – schedule an appointment, please

• Each club can submit three names of members to gain access to Williams Center storage

• Equipment room will not be open for regular check-out/rental
EQUIPMENT ROOM ACCESS & SANITATION

- - -

- Go to Room 100 so staff can assist with gathering items

- Upon return from practice, items must be laid out in an organized manner – equipment room staff will sanitize and put away

- Please keep your storage areas neat and organized – many areas are shared with other clubs
LET’S CHECK THE Q & A
• WHAT IS PRESENCE?

• PRESENCE EXPECTATIONS
  • KEEP SITE UPDATED
  • MONITOR REGULARLY
  • THIS IS YOUR WEBSITE
  • COMPLY WITH CLD REQUESTS IN A TIMELY MANNER

• STILL NEED PRESENCE SITES FROM:
  • BASKETBALL, WOMEN
  • BILLIARDS
  • PAINTBALL
KNOW YOUR RESOURCES

- REC SPORTS WEBSITE
- CLUB SPORTS WEBSITE
- WILLIAMS CENTER
- ESKER 108
- CLD
- LINKS ON ATHLETICS WEBSITE
- MATT & MADDIE CONTACT
CLUB SPORTS WEBSITE

• NEW LOOK – LET’S CHECK IT OUT!
• FORM LOCATIONS
• INTEREST FORM
• PRESENCE LINKS
• CONTACT INFORMATION
• SCHEDULES
• IMPORTANT INFORMATION
• FAQ ITEMS – INTENDED TO ALSO BE A REFERENCE FOR POTENTIAL RECRUITS AND THEIR FAMILIES
ADMIN EMPHASIS FOR FALL

• YOU’VE BEEN HEARD
  • RECRUITMENT
  • RETENTION
  • FUNDRAISING
  • FORM ACCESSIBILITY

• KEEP YOUR CLUB ACTIVE

• THINK AHEAD AND TAKE CARE OF THINGS NOW
IMMEDIATE TO-DO’S

• ADMIN FORMS – LEGIBLE
• CONTACT INFORMATION
• WEATHER CONTACTS
• PRESENCE SITE UPDATES
• OUTREACH & RECRUITMENT
• INVOLVEMENT FAIR & CSAD
• DRIVER AUTHORIZATIONS

• PLEASE GIVE US TIME TO RESPOND TO YOUR EMAILS. THEY WILL BE READ; WE’RE JUST GETTING A LOT (A GOOD THING!)
• OFFICER CONTACTS
• OFFICER AGREEMENT
• PRESIDENT AGREEMENT
• CLUB INFORMATION
• INVENTORY FORMS
MORE FORMS

- - -

MEMBERSHIP ROSTER
WAIVERS
DUES CONTRACT AGREEMENT
COACH/INSTRUCTOR AGREEMENT
DO NOT WAIT – NO EXCEPTIONS

MEMBERSHIP ROSTER AND WAIVERS DUE PRIOR TO PRACTICING

I want all the information
LET’S TALK ABOUT DUES

- NOT ALL CLUBS CHARGE MEMBER DUES
- DUES & AMOUNT CHARGED ARE AT THE DISCRETION OF LEADERSHIP
- SHOULD BE IN YOUR CONSTITUTION
- DUES AGREEMENT FORMS SHOULD BE FOLLOWED
- WHEN COLLECTED, DEPOSIT WITHIN FIVE BUSINESS DAYS
- MEET WITH MATT IF NEED-BE, BUT MATT DOES NOT HANG ON TO YOUR MONEY
MONTHLY CHECK-IN

• REQUIRED
• CAN SUBMIT MONTHLY UPDATE FORM
• CAN REQUEST WEBEX MEETING WITH MATT
• CAN REQUEST WEBEX MEETING WITH MADDIE
• INTENT IS TO STAY ENGAGED AND HELP ANY WAY WE CAN
• NO CLUB IS EXEMPT FROM THIS
LET'S CHECK THE Q & A
NEW INTEREST FORM

• YOU WANTED HELP WITH RECRUITMENT....YOU GOT IT!
• ONLINE FORM – ALSO HAVE A FORM IN WC ROOM 100
• CURRENTLY 112 RESPONSES AS OF 11:30 AM TODAY (AND COUNTING)
• MATT CONTACTS INDIVIDUALS WHO SUBMITS FORMS AND COPIES OFFICERS AS A WAY TO INTRODUCE YOU
• OFFICERS RECEIVE COPY OF INTEREST FORM SUBMISSION
• OFFICERS ARE EXPECTED TO CONTACT INDIVIDUAL AS THEY ARE ABLE
• YES, IT CAN BE A LOT, BUT IT HELPS YOUR CLUB!
SOCIAL MEDIA

- PLEASE UPDATE IF YOU HAVE ACCOUNTS
- SHARE LINKS TO MATT VIA EMAIL
- RESPONSIBLE USE
IM SPORTS OPPORTUNITIES

• UPCOMING REGISTRATIONS
• YOU CAN PLAY, TOO!
• WE CAN HELP PLAN FUN CLUB TEAM BONDING EVENTS IF YOU’D LIKE
ADMINISTRATIVE OFFICE

- WILLIAMS CENTER ROOM 100
- MATT IN ROOM 100C
- MADDIE IN 100E OR 102B (BACK OF EQUIP. ROOM)
- ALL CLUBS HAVE A MAILBOX IN ROOM 100
- CHECK YOUR ROOM 100 MAILBOXES
  - POWERLIFTING WILL SHARE WITH WEIGHTLIFTING FOR THE TIME-BEING
VIRTUAL TOUR

• WILLIAMS CENTER, ROOM 100
• MAILBOXES AND COPIER

• EXTRA FORMS IN THE FILE ORGANIZER ON THE COUNTER AND IN BINDER
VIRTUAL TOUR

• MATT’S OFFICE
• MADDIE’S OFFICE
• EMAIL FOR APPOINTMENTS
• DISPLAY CASES
• PLEASE UPDATE
• NOT ALL CLUBS HAVE ONE
• NO MORE ROOM
WILLIAMS CENTER
FLOOR PLAN
(MAIN LEVEL)
WILLIAMS CENTER
FLOOR PLAN
(SECOND LEVEL)
ELIGIBILITY

- CURRENT STUDENTS
- ROCK COUNTY CAMPUS
- FACULTY/STAFF

- ALUMNI & COMMUNITY MEMBERS

- MATT CAN VERIFY ENROLLMENT
- GPA
- MUST HAVE AT LEAST SEVEN MEMBERS TO REMAIN AN ACTIVE CLUB
GOVERNING BODIES

• OVER 20 DIFFERENT GOVERNING BODIES

• CLUBS REPORT TO REC SPORTS FIRST
  • ASSIST WITH MEMBERSHIP
  • SCHEDULING
  • CONTACT INFORMATION
  • BY-LAWS & CONTRACTS
GOVERNING BODIES (CONT.)

• GOVERNING BODIES ARE GREAT FOR GENERAL ORGANIZATION
• ASSISTING WITH SCHEDULING/FINDING TEAMS
• OFFICIALS/REFEREES
• RESOURCES
• CONTEST FACILITATION/RULES TO FOLLOW

• MEMBERSHIP SHOULD BE LISTED IN YOUR CONSTITUTION
• MATT CAN HELP YOU SELECT A GOVERNING BODY IF YOU’D LIKE TO JOIN ONE
MEMBERSHIP ROSTER

• Legible, please
• Full name – no shortcuts
• Student ID number (UWW)
• Phone number

• Will not be accepted if we cannot read
• All forms must be completed in pen
• This is a UW-Whitewater-specific form
• Governing bodies may require different roster
WAIVERS

• ENTER MEMBER’S FULL NAME
• LIST THE ACADEMIC YEAR
• GOOD FOR ONE FULL ACADEMIC YEAR
• NEW FORM EVERY YEAR
• SIGN AND DATE
• TURN IN TO ROOM 100
• NO WAIVER = NO PLAY
REGISTRAR’S OFFICE

• GOVERNING BODY REQUESTS
• VERIFY ROSTERS FOR CONFERENCE PLAY
• MAKE REQUEST WITH MATT
• MATT WILL REVIEW FORM LEGALITY
• IF APPROVED, WILL ASK YOU TO GO TO REGISTRAR OVER IN ROSEMAN
• REGISTRAR REQUIRES FIVE BUSINESS DAY NOTICE
• GIVE MATT 6 OR 7 DAY NOTICE
• NO SOCIAL SECURITY NUMBERS
MEMBER ENGAGEMENT

- UPDATE PRESENCE
- INTEREST FORM
- ZOOM/WEBEX MEETINGS
- VIRTUAL EVENTS
- IM SPORTS PARTICIPATION/ESPORTS
- PRACTICES
- FUNDRAISERS/COMMUNITY SERVICE
- VIRTUAL-19 CHALLENGE
- ONLINE FILM STUDY/STRATEGY
- RECRUITMENT AND CHECK-IN
- STUDENTS WANT THINGS TO DO!
LET’S CHECK THE Q & A
BUDGETS - OVERVIEW

• YOU SHOULD KNOW HOW YOUR BUDGETS WORK
• TWO MAJOR SOURCES FOR BUDGETS
• NO OFF-CAMPUS ACCOUNTS WITHOUT APPROVAL
• YOU CANNOT SPEND MONEY WITHOUT APPROVAL
• YOU MUST FUNDRAISE – MOST CLUBS CANNOT GET BY ON SUFAC DOLLARS ALONE
SUFAC

- UNIVERSITY-ALLOCATED SEG FEES
- THANK YOU STUDENTS!
- UPDATED BALANCES NOT AVAILABLE UNTIL FEBRUARY; YOU CAN ALWAYS INQUIRE ABOUT SPENDING
- MANAGED BY MATT AND THERESE
- YOU DO NOT GET CREDIT CARDS – MATT MANAGES FOR ALL 31 CLUBS

- FALL 2020 SUFAC BUDGET UPDATE
SUFAC (CONT.)

- COMMON USES FOR THIS MONEY:
  - MEMBERSHIP IN CONFERENCE
  - UNIFORMS/SUPPLIES/EQUIPMENT
  - LODGING
  - ENTRY FEES
  - OFFICIAL/REFEREE PAYMENT
  - DO NOT REQUEST REIMBURSEMENTS VIA SUFAC
- MUST BE SPENT DOWN BY THE END OF THE FISCAL YEAR
- MATT ADVISES ON SPENDING
- PURCHASES MADE WITH THIS BUDGET ARE STATE AND CLUB PROPERTY – YOU CANNOT KEEP
- TAX EXEMPT STATUS
SUFAC HEARING

• TYPICALLY MID-OCTOBER TO EARLY NOVEMBER
• PRIOR TO MEETING, YOU SUBMIT BUDGET PROPOSAL FIGURES TO MATT
• MATT SUBMITS TO SUFAC COMMITTEE
• WSG AND CHANCELLOR APPROVES
• GOES TO UW SYSTEM AND GOVERNANCE
• ALLOCATION TYPICALLY ANNOUNCED EARLY SPRING SEMESTER
• NO NEWS ON THIS FOR FALL 2020 YET, ALTHOUGH NEWS WILL COME
SPENDING SUFAC

- SEND REQUEST TO MATT
- URL LINK

- CAN SPEND THIS ACCOUNT NEGATIVE (MOST OF YOU DO OR WILL)
- MUST HAVE MONEY IN SFO ACCOUNT TO MAKE UP FOR DIFFERENCE
- MATT TRANSFERS SFO MONEY AT THE END OF THE FISCAL YEAR
SFO

- STUDENT FACULTY ORGANIZATION ACCOUNT
- MOST CLUBS HAVE THIS TYPE ACCOUNT
- DON’T HAVE? WANT ONE? LET’S CHAT
- ON-CAMPUS SAVINGS AND CHECKING ACCOUNT – FACILITATED VIA CASHIER’S OFFICE
- DOES NOT NEED TO BE SPENT DOWN BY THE END OF THE YEAR – THIS IS MONEY YOUR CLUB RAISES
SFO (CONT.)

- SFO ACCOUNT GREAT FOR REIMBURSEMENTS
  - GAS MILEAGE
  - OUT-OF-POCKET EXPENSES
  - CASH BOXES FOR CONCESSIONS
- MATT APPROVES REIMBURSEMENTS
- MATT HAS ACCOUNT NUMBERS
- STATEMENTS SENT TO MATT BI-WEEKLY
- YOU CAN INQUIRE ABOUT YOUR BALANCE AT ANY TIME; TYPICALLY SHARED AT ALL IN-PERSON OFFICER MEETINGS
MAKING DEPOSITS

- ANY MONEY COLLECTED, FIVE BUSINESS DAYS TO DEPOSIT
- ALL FUNDRAISED DOLLARS SHOULD GO TO SFO
- FILL OUT DEPOSIT SLIP – MATT CAN HELP
- BRING SLIP AND MONEY TO CHASIER’S OFFICE
- ASK CASHIER’S OFFICE TO SEND A COPY TO MATT TO FILE
CHECK REQUESTS

- BRING TO MATT – NO EXCEPTIONS (HELPS WITH CLUB SUSTAINABILITY)
- OFFICERS SHOULD SIGN
- MATT WILL SIGN
- LIST THE PERSON AND AMOUNT
- LIST THE REASON FOR REQUEST
- TAKE REQUEST TO CASHIER’S OFFICE – MATT TYPICALLY DOES NOT DO THIS FOR YOU
- MATT MAKES COPIES AND FILES IN HIS OFFICE
- MAKE SURE YOUR MEMBERS CASH CHECKS – OFTEN GET NOTICES FROM CASHIER’S OFFICE
REIMBURSEMENTS

- SFO CHECK REQUESTS ONLY
- COMMON REIMBURSEMENTS
  - GAS/TRAVEL EXPENSES
  - COACHING PAYMENTS
  - TOURNAMENT/EVENT FEES
  - TEAM SUPPLIES/DINNERS
  - OUT-OF-POCKET EXPENSES THAT ARE CLUB-RELATED
- SAVE YOUR RECEIPTS
- CASHIER’S OFFICE TYPICALLY OPEN UNTIL 3:30 PM
  - FIRST FLOOR HYER HALL
SFO ACCOUNT ACCESS

• ALL OFFICERS YOU WANT TO HAVE ACCESS SHOULD COMPLETE
• BRING TO MATT TO COPY AND AUTHORIZE
• TAKE TO CASHIER’S OFFICE
• THESE ARE THE PEOPLE WHO CAN SIGN OFF ON CHECK REQUESTS
FUNDRAISING

• ALL CLUBS NEED TO DO THIS – PLEASE DON’T ASK QUESTIONS
• DEVELOP STRATEGIES TO RAISE MONEY; SUFAC MONEY NOT ALWAYS GUARANTEED
• COMMON FUNDRAISERS
  • COLLECTING DUES
  • APPAREL SALES
  • ALUMNI DONATIONS
  • SILENT AUCTIONS
  • EVENT HOSTING
• CANNOT USE THIRD-PARTY FUNDRAISING PLATFORMS LIKE GOFUNDME – STOP ASKING
UW-W FOUNDATION

- Working on online donations
- Working on making funds accessible at any time
- Would post to Club Sports website
- Could possibly post to Presence page
- This is not ready and still in the works – not a guarantee, but sharing a plan that could take the place of GoFundMe
DUES, DONATIONS, ETC.

- UP TO CLUBS TO COLLECT DUES
- UP TO CLUBS TO SET AN AMOUNT
- SHOULD FILL OUT DUES AGREEMENT FORM
- DONATIONS AND DUES SHOULD BE DEPOSITED TO SFO
INDEPENDENT CONTRACTORS

• OFFICIALS/REFEREES AND ATHLETIC TRAINERS
• OUTSIDE CONSULTANTS
• MUST PAY VIA PAYMENT TO INDIVIDUAL REPORT
• TAX INFORMATION NEEDED, MUST BE A VENDOR IN THE UW-WHITEWATER SYSTEM
• MATT WILL GET PAPERWORK TO YOU
• MAKE SURE PEOPLE COMPLETING FORM SIGN, DATE IN ALL SPOTS AND WRITE LEGIBLY
SUSTAINABILITY

• ALL THESE PLANS ARE IN-PLACE TO KEEP YOUR CLUB SUSTAINABLE FOR FUTURE GENERATIONS OF WARHAWKS
• IF ANYTHING COMPROMISES YOUR CLUB’S ABILITY TO REMAIN ACTIVE OR SUSTAINABLE, ANSWER WILL BE “NO”
• DO NOT JUST THINK ABOUT “NOW,” THINK ABOUT THE FUTURE
• STRATEGIZE, PAY ATTENTION TO DATES AND BE PREPARED
LET'S CHECK THE Q & A
UNIFORMS & EQUIPMENT

WHEN ORDERING, ALWAYS USE THIS ADDRESS FOR SHIPPING (SAME FOR MAIL):

UW-WHITEWATER [CLUB NAME]
ATTN: MATT SCHNEIDER
800 WEST MAIN STREET
100 WILLIAMS CENTER
WHITEWATER, WI 53190

PHONE: 262-472-1145
EMAIL: CLUBSPORTS@UWW.EDU
UNIFORMS & EQUIPMENT

• EQUIPMENT ROOM REMINDERS

• ORGANIZED – YOU ARE NOT THE ONLY CLUB USING SPACE AND SPACE IS VERY LIMITED
• SANITIZE
• USE BINS AND STORAGE ITEMS PROVIDED TO YOU TO KEEP PRACTICE ITEMS SEPARATE
• PROVIDE NAMES – VIA EMAIL – FOR ACCESS
• GO TO ROOM 100 FOR ACCESS – EQUIPMENT ROOM WILL NOT BE OPEN FOR GENERAL ACCESS
• TAKE INVENTORY AND MAY NEED TO KEEP SOME EQUIPMENT WITH YOU – TURN IN AT END OF YEAR
ESKER 108 KEYS

- Once practice plans are approved and communicated, if you need a key to Esker 108, please speak with Matt
- Up to two keys will be provided for the academic year
- Keys due back by the end of spring finals week
- Lost keys will result in your club being responsible for replacing locks and any lost/stolen equipment
LICENSING & APPAREL

• CLUBS CAN ORDER ITEMS, BUT USE OF UNIVERSITY NAMES, INSIGNIAS, WORDMARKS, LOGOS, ETC. MUST GO THROUGH APPROVAL
• USE LICENSING ARTWORK APPROVAL FORM
• WE NEED TO SEE YOUR CONCEPT DESIGN – NO HYPOTHETICALS, NO “SOMETHING LIKE”, THE EXACT DESIGN
• UNIVERSITY ITEMS REQUIRE TRADEMARK
• ONLY LICENSED VENDORS ARE APPROVED TO PRODUCE UW-WHITEWATER-RELATED ITEMS
LICENSING & APPAREL (CONT.)

• WHAT MAKES A VENDOR LICENSED/APPROVED?
  • MEET THE STANDARDS ESTABLISHED BY UMC
  • PAY FEE TO OUR LICENSING REGULATORS

• ONE-TIME PURCHASE MAY BE APPROVED IF SERVICE IS SPECIALIZED AND NOT OFFERED BY OTHER LICENSED VENDORS
PREFERRED VENDORS

• BSN SPORTS
• AROPA
• ON-TIME TEES (NO LONGER IN WW, BUT OPERATING)
• MID CITY SPORTS
APPROVED LOGO

UW-WHITEWATER
WARHAWKS

CLUB SPORTS
LICENSING APPROVAL

• PROCESS OUTLINED
  • 1 – DESIGN CONCEPT
  • 2 – CHOOSE PRODUCT(S)
  • 3 – COMPLETE LICENSING FORM
  • 4 – BRING FORM TO MATT
  • 5 – FORM REVIEWED BY THERESE KENNEDY
  • 6 – ONCE APPROVED, CLUB CAN MOVE FORWARD WITH THEIR ORDER
LET’S CHECK THE Q & A
COMMUNITY SERVICE

• NOT REQUIRED OF CLUBS (YET)
• SERVICE HOURS SHOULD BE REPORTED
• GOOD WAY TO BE ENGAGED RIGHT NOW
• GOAL OF 30 HOURS PER CLUB THIS YEAR
• HELP US ACHIEVE OUR GOAL
  • LOOKING FOR SERVICE OPPORTUNITIES?
  • CONTACT MATT
CONDUCT & BEHAVIOR

• LEAD BY EXAMPLE
• UNDERSTAND THE NATURE OF YOUR ACTIONS
• ACT IN GOOD FAITH/BE SINCERE
• COMPLIANCE
• REPRESENT UW-WHITEWATER
FACILITY RESERVATIONS

• PLEASE GO THROUGH MATT
• PLAN AHEAD FOR SPRING 2021
• BEST TO GET THINGS SCHEDULED, CAN ALWAYS CANCEL
• RESERVATIONS REQUIRED FOR EVERYTHING
PRACTICE UPDATES

• TAKING A LITTLE LONGER THAN WE HAD HOPED
• DAYS OF THE WEEK AND TIMES/LOCATIONS ARE AT THE REVIEW LEVEL
• ONCE PRACTICE PLANS ARE KNOWN, YOUR CLUB WILL RECEIVE AN UPDATE

• HANG IN THERE! WE KNOW YOU’RE CHOMPING AT THE BIT TO GET READY
• WE WILL COMMUNICATE APPROVED PLANS – WE KNOW YOU’RE WAITING ON NEWS REGARDING WHAT YOU CAN DO
ONGOING COMMUNICATION

• BE MONITORING EMAIL – PLEASE GIVE US A LITTLE TIME TO CATCH UP (MORE THAN USUAL)
• MATT IN FREQUENT OPERATIONAL MEETINGS
• PAPERWORK CHECKLISTS OF WHAT HAS BEEN TURNED IN NOT ON WEBSITE
• IF YOU NEED IMMEDIATE ASSISTANCE, EMAIL, TEXT OR CALL
• WE ARE STILL HERE FOR YOU!
• CHECK FOR INTEREST FORMS AND PLEASE REACH OUT TO INDIVIDUALS WHO SHOW INTEREST IN YOUR CLUB
GENERAL STATEMENT

• PLEASE UNDERSTAND MATT AND MADDIE’S ROLES
• WE ARE NOT YOUR CLUB – YOU ARE
• WE ASSIST WITH YOUR OPERATIONS AND LOVE HELPING YOU
• WE ARE NOT RESPONSIBLE FOR:
  • RECRUITMENT, RETENTION, FUNDRAISING
  • YES, WE CAN HELP STRATEGIZE, BUT WE DO NOT DO THIS FOR YOU
• WE LISTEN TO YOUR CONCERNS, BUT RESPONSIBILITY IS ON YOUR CLUB – PLEASE BE ENGAGING – WE WILL STEP IN AS WE CAN
LET’S CHECK THE Q & A
MONTHLY CHECK-IN

- REQUIRED
- CAN SUBMIT MONTHLY UPDATE FORM
- CAN REQUEST WEBEX MEETING WITH MATT
- CAN REQUEST WEBEX MEETING WITH MADDIE
- INTENT IS TO STAY ENGAGED AND HELP ANY WAY WE CAN
- NO CLUB IS EXEMPT FROM THIS
KEEP ALL PAPERS ORGANIZED

NO RIPS, TEARS, CRINKLES, ILLEGIBLE AND WRITE IN PEN
WE WILL NOT ACCEPT – MUST BE ABLE TO COPY

MOST DOCUMENTS (IF NOT ALL) ARE OFFICIAL AND WILL BE SHARED THROUGHOUT THE UNIVERSITY – TAKE PRIDE IN YOUR PAPERWORK OR WE’LL SEND IT BACK
CONTACT US

• MATT SCHNEIDER – ASSISTANT DIRECTOR
  SCHNEIDEMD30@UWW.EDU
  CLUBSPORTS@UWW.EDU
  262-472-1145
  850-980-1816

• MADDIE CUMMINGS – STUDENT COORDINATOR
  CUMMINGSMM21@UWW.EDU
  CLUBSPORTS@UWW.EDU
  262-370-2101