Sport Club President’s Training

Sign in & Check Contact Info

FALL 2016
Introductions

Name
Club
Year in School
Veteran or Rookie President
Agenda

Role of the President
Funding Structure
Available Resources
Benefits to Sport Clubs
Sport Club Responsibilities
Sport Club Advisory Council
What’s New
What’s Next
Leadership

- Delegation and segregation of duties
- Goal setting and follow through
- Communication with club member and Laurel
- Adherence to University, Program, and Team Policies
Accountability

• Holding yourself and others accountable

• Ensuring your officers are following through with their responsibilities

• Keeping your teammates in line
  • You are accountable for things that your club does using their team name, and everything that happens on trips
Stewardship

• Scheduling ahead, planning for future success

• Keep detailed records
  • Financial
  • Travel planning
  • Event planning
  • Club specific

• Continuity
  • Training new officers
  • Planning for transition and succession
Financial Responsibilities

• While your Treasurer should be the primary, you should also play a role in the financial health of your organization

• You should be involved in the planning of your annual budget

• Know what you’re spending on, eliminate wasteful spending

• Take the lead in the dues structure – how much to charge, what dues will be spent on, know who has turned in their dues

• Assist the Treasurer with the budget request process
Funding Structure

Annual allocation of funds
  ◦ How are funds distributed?

Spring supplemental
  ◦ Funding Priorities: National, regional, and championship events
  ◦ Due date TBD
# Funding Structure – Need Based

<table>
<thead>
<tr>
<th></th>
<th>Gold</th>
<th>Black</th>
<th>Recreational</th>
<th>Conditional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Standing</strong></td>
<td>Greater than $10,000 in expenses per annum on average</td>
<td>Between $3000 and $10,000 in expenses per annum on average</td>
<td>Fewer than $3000 in expenses per annum on average</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Roster Size</strong></td>
<td>Must maintain a roster of at least 15 members, and meet the 80% student requirement</td>
<td>Must maintain a roster of at least 10 members, and meet the 80% student requirement</td>
<td>Must maintain a roster of at least 8 members, and meet the 80% student requirement</td>
<td>Must maintain a roster of at least 8 students, and meet the 80% student requirement</td>
</tr>
<tr>
<td><strong>Governing Body Requirements</strong></td>
<td>Must be a member of a National or Regional Governing Body or Established League</td>
<td>Must be a member of a National or Regional Governing Body or Established League</td>
<td>Not required</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Competition Requirements</strong></td>
<td>Must compete in at least 8 contests per academic year</td>
<td>Must compete in at least 5 contests per academic year</td>
<td>Must compete in at least 2 contests per academic year</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>Must Travel at least 4 times during the academic year including at least 1 out of state trip</td>
<td>Must Travel at least 3 times during the academic year including at least 1 out of state trip</td>
<td>Must take one trip at least every other year</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Program Compliance</strong></td>
<td>Must maintain at least 80% compliance with program requirements</td>
<td>Must maintain at least 80% compliance with program requirements</td>
<td>Must maintain at least 80% compliance with program requirements</td>
<td>Must maintain at least 90% compliance with program requirements</td>
</tr>
<tr>
<td></td>
<td>50% of allocated funding</td>
<td>35% of allocated funding</td>
<td>15% of allocated funding</td>
<td>Zero allocated funding</td>
</tr>
</tbody>
</table>
Funding Structure – Need Based

• Gold
  – Will receive 50% of funds to be allocated based on need
  – Clubs currently situated in this bracket regularly incur ~60% of all Sport Club expenses

• Black
  – Will receive 35% of funds to be allocated based on need
  – Clubs currently situated in this bracket regularly incur ~35% of all Sport Club expenses

• Recreational
  – Will receive 15% of funds to be allocated based on need
  – Clubs currently situated in this bracket regularly incur less than 10% of all Sport Club expenses

• Conditional
  – Will not distribute funds to conditional clubs
Funding Structure – Need Based

- Funds will be distributed to the clubs within each bracket as a portion of the total club funding
- For example:

<table>
<thead>
<tr>
<th>Club Name</th>
<th>FY16 Expenses</th>
<th>% of total dollars</th>
<th>Dollars allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equestrian</td>
<td>$10,000</td>
<td>25%</td>
<td>$2,500</td>
</tr>
<tr>
<td>Quidditch</td>
<td>$5,000</td>
<td>13%</td>
<td>$1,250</td>
</tr>
<tr>
<td>Football</td>
<td>$10,000</td>
<td>25%</td>
<td>$2,500</td>
</tr>
<tr>
<td>Parkour</td>
<td>$2,500</td>
<td>6%</td>
<td>$625</td>
</tr>
<tr>
<td>Juggling</td>
<td>$2,500</td>
<td>6%</td>
<td>$625</td>
</tr>
<tr>
<td>Sand volleyball</td>
<td>$10,000</td>
<td>25%</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Total fiscal year expenses for all clubs in this bracket was $40,000. The Equestrian club’s average annual expenses are $10,000; 25% of total expenses for this bracket. Total funding available in this bracket is $10,000. Equestrian will receive 25% of the total funding available to the bracket, $2,500.
Funding Structure – Compliance Based

Funding based off of completing the tasks we need you to do in order to run the program.

Clubs earn Compliance Points throughout the year by being compliant with paperwork deadlines and attending required meetings.

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Org Sync Registration</th>
<th>Kick off meeting</th>
<th>Officer Info form</th>
<th>semester schedule of events</th>
<th>Yearly Inventory</th>
<th>Total points/club</th>
<th>Compliance funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equestrian</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>$14.89</td>
</tr>
<tr>
<td>Quidditch</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>$21.28</td>
</tr>
<tr>
<td>Football</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>$17.02</td>
</tr>
<tr>
<td>Parkour</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>$12.77</td>
</tr>
<tr>
<td>Juggling</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>6</td>
<td>$12.77</td>
</tr>
<tr>
<td>Sand volleyball</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>6</td>
<td>$12.77</td>
</tr>
<tr>
<td>Points/Item</td>
<td>12</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>7</td>
<td>47</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Total points: 47
Funding Available: $100.00
Dollars/point: $2.13
Available Resources

• The website has information on it that is helpful to you including step by step procedural guides (recserv.uiowa.edu/sport-clubs)

• OrgSync has lots of information regarding university procedures (CSIL registration, promotional fairs, reserving space on campus, etc)

• Laurel and Brittany – We are here to help you

• Important Dates and Deadlines
  • Put these all on your calendars now
Benefits to Sport Clubs

• Secretarial Assistance
  • Limited Copying
  • Assistance in preparing club related schedules, newsletters, entry forms, results, purchase orders, travel forms, correspondence, etc

• Financial Allocations

• Marketing

• Facility Use

• Travel Assistance
Sport Club Responsibilities

• Waivers, Roster, and Participant Fees
• Equipment Inventory
• Assisting the Treasurer with Budget Requests
• Attending (or delegating) all required meetings and submitting paperwork on time for the entire year
Presidential Requirements

• Training Requirements
• Meeting Attendance
• Paperwork Deadlines
Sport Club Advisory Council (SCAC)

Laurel

SCAC Executive Board

Officer Improvement

Funding and Finance

Newsletter and PR

Special Events

General Assembly
SCAC

• Committee Roles
• Requirement of Participation
• Benefits of active participation

“Decisions are made by those who show up”
Managing Risks

- Each club is required to have 2 designated Safety Officers
- The Safety Officer must have a current CPR/FA/AED certification on file with Rec Services
- Classes will be available to take within the next month

**Accident Reporting**
- An accident report on club members who are injured and require treatment during on or off campus practice, competition, informal recreation, or instruction related to the sport clubs, should be submitted by the Safety Officer to Recreational Services (E216 FH) within 48 hours of the accident when medical treatment is needed.

**Driving Requirements**
- MVR Check – Required annually
- Online Drivers Training – One time
Take Aways / What’s next

• Team profile form turned in before you leave
• Waivers for all members on OrgSync
• Equipment inventory upcoming
• Have everyone complete a waiver on OrgSync
• Update your OrgSync page by September 15th
• Ensure all waivers are completed and your roster is current on OrgSync
• Semester Schedule of Events
Best Practices

• Conduct regularly scheduled Board meetings outside of your practice time
• Set goals as a team
• Actively manage finances
• Plan as far in advance as possible
• Delegate roles
• Occasionally do things as a team outside of your sport
  • Team dinner, game night, etc (Alcohol not permitted)
Wrap up

"Don't be afraid to give up the good to go for the great."

-John D. Rockefeller