

CLUB SPORTS INFO SHEET (2009-2010)

Club Sport Advisory Board Meetings:

Each club must send one representative to each club sport advisory board meeting.

Meetings will be held from 12:15 – 1:00 pm on the following dates:

Wed. Oct. 7th	CC 003 LGE
Wed. Nov. 4th	CC 003 LGE
Wed. Dec. 2nd	CC 102
Wed. Jan. 27th	CC 003 LGE
Wed. Feb. 24th	CC 003 LGE
Wed. Mar. 24th	CC 003 LGE
Wed. April 14th	CC 003 LGE

The purpose of these meetings is to discuss procedural issues and other issues that may arise during the academic year.

Funding:

Budget – money comes from SGA. Oct. 1st – Sept. 30th. I make all decisions. Budget is reviewed by student reps from SGA.

The budget includes:

- Payment of Coaches
- Operating budgets for each club
- **Incentive Fund** – you earn money back for your club by doing all paperwork, attending meetings and doing what is asked of you.
- **Emergency Fund** – I use this fund for unexpected costs. Unspent funds get returned to club budgets.

Budget meetings happen during the last 2 weeks of the academic year. You must meet with me face to face and present your proposed budget for the next year. If this is not done, you will not get funding for the next year.

Equipment Fund – make requests for equipment and uniforms that you might not be able to cover with your operating budget.

Fundraising Accounts: Accounts where you can deposit dues or money raised through your fundraisers. No SGA money can be placed in these accounts. This money will roll over year to year.

Procedures to Follow: All forms are on line (see Appendices in Club Sports Handbook)

Practices: Clubs may start practice the Monday of the first full week of classes

LEAP Requirements: All clubs and orgs are required to send a representative to at least 4 LEAP sessions or breakfasts each semester. Failure to comply with this requirement will result in the club being fined.

Reserving Athletic Vans: Contact Linda Rainville, Athletic Department Administrative Assistant, x2706. **Only coaches are allowed to drive athletic vans.**

Reserving Space for Practice: Theresa Collins, x2710, reserves all fields and space in the athletic facilities. You will be asked to reserve space for second semester at the end of November.

Special Events: Complete the special event form found online. Take it to Theresa Collins. If the space is available, she'll forward it to the trainers. If we can provide trainer coverage, I will get the form and will approve it.

Changes in Space or Schedule: Any requests for changes in schedule or space must be approved before they happen. Contact Bonnie May, Theresa Collins and Deb Coutu (all 3 of us) to request a change. If changes are made less than 72 hours prior to an event with trainer coverage, we cannot guarantee that we will be able to cover the event, in which case it will not be able to happen.

Travel Rosters: **Any time your club goes off campus, you must leave a list of people traveling with Bonnie May. Also include destination and contact numbers. Email is fine.**

Participation Reports: At the end of each month you must turn in an attendance report for each practice session or competition.

Medical Clearances: Each participant must complete the Pre-Participation Forms (**Student Athlete Info Form and Form 2**) found on line and turn them in to the president of their club. Once the president has all of the forms, she should bring them to Bonnie May, Supervisor of Club Sports. Bonnie will turn Form 2 in to the athletic trainers and will make a copy of the Info Form. The president will keep a copy of the Info forms in a folder and will take this folder to all practices and competitions. Bonnie will also keep a copy of the info forms in her office. **No one can participate until they have completed both forms.**

Student Information Form: This form is also found online (Form 1) and should be turned in to your coach or president. These forms should be placed in a notebook and taken with the group anytime you leave campus for any reason (practice, competition, field trip, etc.)

Rosters: Once you have organized and begun practice, please turn in a roster to Bonnie May. Keep this roster updated (additions, deletes) as the year progresses.

SGA Vans: All drivers must be certified and attend a defensive driving course. Please check the student handbook for all regulations concerning the use of SGA vans.

Inclement Weather: In the case of inclement weather, Theresa Collins will email your club accounts with the plans for the day. Do not go on the athletic fields after bad weather unless cleared by Theresa.

All club sport participants must be in good academic standing with the school. No one is allowed to participate if put on probation by the college.

