
UTC Campus Recreation

CLUB SPORTS

Welcome to the Club Sport Training Circuit!

Note: Primarily a training-guide for established Clubs. May not apply to Start-Up Clubs.

The University of Tennessee at Chattanooga Division of Student Development Department of Campus Recreation Club Sports program is facilitated by the Coordinator of Club Sports and the elected Student Club Sports Executive Committee! However, Club Sports are student run and student led.

UTC Students interested to join or create a Club Sport must visit MocSync www.utc.edu/mocsync, login with UTC credentials, search for any existing team, then request to join! Once any Student successfully joins a team, all members of the team must complete the **Hold Harmless Agreement HHA** before practicing or competing!

All Teams have primarily **7 sectors of management responsibility** (white/red outline), and must consider and complete all areas connected by red lines. Black lines may be optional.

The first sector is **Governance**. The prerequisite and required form to this sector is the **Constitution**. The constitution should guide the election of officers and facilitation of team operations and mechanics. The constitution should also guide new club leaders as time will demand continuity of student leadership – Please see **Constitution Outline**. All Teams must consist of Officers, Players, and a Faculty or Staff Adviser. Please remember, **all members must complete the Hold Harmless Agreement for participation eligibility**.

The second sector is **Financials**! Firstly, All Teams must submit a **Budget Request** prior to the start of the school year, or as requested by Coordinator of Club Sports, for eligibility to receive an allocation. Although not noted, the budget requests are reviewed and confirmed by the Club Sport Executive Committee at the start of school year. This confirmation determines the allocation amounts. **Allocations** are disbursed from the portion of funds the Club Sports program receives from the student activity fee (SAF), then deposited into the respective Club Sports' Expense Accounts (E-Accounts).

In addition, to supplement Allocations, Clubs are requested to charge membership **Dues**! **Off-Campus Bank Accounts are prohibited**, and therefore Dues should be paid within **The Campus Recreation Department**, which are then deposited into the Club's respective **Gift Account (N Account)**. Other

revenue generators include **Sponsorships, Donations, and Fundraisers**, yet must be coordinated with Coordinator of Club Sports and **Development Office**. Any funds collected will be deposited into the Club's **Gift Account (N Account)**.

The third sector is **Campus Facility!** Off-Campus facility rentals are not addressed within this Training Circuit, yet should be considered – Please see Coordinator of Club Sports. All Teams must submit a **Facility Request** for eligibility to reserve a campus facility. Campus Facility may be used for Home Competitions and Practices! Home Competitions may incur costs for Staffing, if applicable. Facilities include **Intramural Complex, Club Sports field and Maclellan Gym** most frequently. **Note: This will include The NEW UTC Sports Complex.** Any accidents or injuries must all be recorded and submitted using an incident form immediately! Please call campus police (423) 425.4357 for any emergencies.

The fourth and fifth sectors are connected, and yet may vary for respective Clubs! In addition, there are a set of prerequisites to consider as these sectors are approached. I request to meet with respective officers first, as ultimately we would meet naturally to accomplish these sectors together. **Vender Payment Forms** may or may not be required, but certainly could be if the Club Sport program must expense payment for an invoice on behalf of a Club Sport. **Venders are any person or company, other than University Employees, The University or Program may pay for a service or product.** Most Clubs are billed by invoice to pay **Association Fees**. Association Fees go to the Club's **National Governing Body (NGB)**. The National Governing Body then regulates the respective Club team in regards to competitions. In addition, this is the central inquiry for necessity of Vender Forms: Is the NGB of the respective Club an established vender of The University or not; in essence to ask has The University ever paid a direct invoice sent by the vender? If so, Vender Forms likely not required; if not, Vender Forms required.

Entry Fees are typically a lot less than Association Fees, reimbursable with proper receipts and forms, and may sometimes be paid with a **Procurement Card**, that is, directly by the Coordinator of Club Sports. Some Clubs may not have a NGB and therefore most likely must pay Entry Fees in order to compete. In addition, there are mainly two areas associated with **Competitions**; those are **Officials and Equipment**. Officials must complete all vender payment forms 2-weeks prior to any work for best practice, if they are not a currently established vender – Please check with Coordinator of Club Sports. Equipment should be purchased directly by Coordinator of Club Sports on behalf of a respective Club Sport. **Official and Equipment expenses are non-reimbursable.**

Competitions will lead Clubs to **Travel**, which is the sixth sector. The prerequisites to Travel are the **Guest Travel Request** and **Travel Request**, due 2-weeks prior to Travel. There are three main areas to Travel: **Gas, Hotel, and Motor pool**. Teams who complete the prerequisites and decide to drive can be reimbursed for Gas. Gas receipts must contain date, time, amount of gas, cost per gallon. **Prepay receipts not valid!** Receipts must be attached to **Travel Expense Form** and submitted within 5 days' post travel for **Reimbursement**.

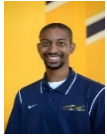
Teams may also be reimbursed for **Hotel** expense. Hotel must be booked directly to obtain a **Hotel Folio** as valid receipt! No 3rd party bookings (Expedia, Travelocity, etc.). Hotel Folio must be attached to **Travel Expense Form** and submitted within 5 days' post travel for **Reimbursement**. **Note: All receipts, hotel folio, card info must match Guest Traveler & Travel Request records.**

Motor Pool is also an alternative for Travel, but could be limited availability, more expensive, and requires and Faculty/Staff Adviser to drive.

Please see Coordinator of Club Sports for any additional support or inquiries - Thank you for your dedication and participation!

Go Mocs!

Sincerely,



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