

COORDINATOR—OVERSEES CLUB SPORTS PROGRAM

CLUB SPORTS – UTC STUDENT RUN, STUDENT LED SPORTS ORGANIZATIONS

UTC STUDENTS

MOCSYNC— TEAM MANAGEMENT PORTALS (WEBSITE)

JOIN A TEAM—STUDENTS MAY SEARCH FOR TEAMS ON MOCSYNC TO JOIN

HHA—WAIVER MUST COMPLETED PRIOR TO ANY STUDENTS PARTICIPATION

TEAM—ALL ACTIVE CLUB MEMBERS (OFFICERS, PLAYERS, ADVISORS)

OFFICERS—GOVERNING MEMBERS OF CLUB (PRESIDENT, VICE PRESIDENT ETC.)

ADVISOR—VOLUNTEER FACULTY/STAFF SUPPORT

CONSTITUTION—CLUB’S GOVERNING DOCUMENT FOR MEMBERS

PLAYERS—MEMBERS ELIGIBLE TO PRACTICE AND COMPETE

ROSTER—COLLECTION OF MEMEBRS ELIGIBLE TO PRACTICE AND COMPETE

GOVERNANCE—SECTOR 1

FINANCIALS—SECTOR 2

BUDGET REQUEST—MANDATORY FOR ALLOCATION; SUBMIT BY FIRST DAY OF CLASSES.

ALLOCATION—SHARED PROGRAM FUNDS BY STUDENT ACTIVITY FEE SAF

DUES—INDIVIDUAL CLUB MEMBER DONATIONS AS SOURCE OF ADDITIONAL REVENUE

SPONSORSHIP—SUPPORT BY AN OUTSIDE GROUP USUALLY IN EXCHANGE OF PROMOTION LOGO

DONATIONS—MONEY OFFERED BY SUPPORTERS

FUNDRAISERS— EFFORTS TO GATHER VOLUNTARY CONTRIBUTIONS OF MONEY

CAMPUS FACILITY—SECTOR 3

FACILITY REQUEST—FORM REQUIRED TO REQUEST FACILITY SPACE

INCIDENT REPORTS—FORM REQUIRED AS DOCUMENTATION FOR ANY INJURIES

PRACTICES—RESERVED DAYS & TIMES FOR PLAYERS TO MEET AND PRACTICE

NATIONAL GOVERNING BODY NGB—SECTOR 4

COMPETITIONS—SECTOR 5

ASSOCIATION FEES—PAYMENT TO A NATIONAL GOVERNING BODY FOR MEMBERSHIP TO COMPETE

ENTRY FEES—PAYMENT FOR ENTRY IN SINGLE EVENTS OR TOURNAMENTS

OFFICIALS—INDEPENDENT CONTRACTORS, RFEREES

VENDER PAYMENT FORMS—REQUIRED TO PAY OFFICIALS

EQUIPMENT—BASIC EQUIPMENT NEEDED TO COMPETE (DOES NOT INCLUDED APPEARAL)

TRAVEL—SECTOR 6

GUEST TRAVELER—FORM REQUIRED FOR REIMBUREMENT ELIGIBILTY

TRAVEL REQUEST—FORM REQUIRED TO VERIFY COMPETITION TRAVEL DESTINATIONS

HOTEL—COMMERCIAL LODGING FOR COMPETITION TRAVEL

HOTEL FOLIO—MUST BOOK DIRECTLY WITH HOTEL TO OBTAIN HOTEL FOLIO

GAS—FUEL PURCHASES FOR COMPETITION TRAVEL

GAS RECEIPTS—RECEIPTS AT PUMP ONLY (NO PRE-PAY)

MOTORPOOL—UNIVERSITY’S VEHICLE SERVICE RENTAL

TRAVEL EXPENSE RECEIPTS—REQUIRED FORM TO BE SUBMITTED WITH ALL RECEIPTS POST-TRAVEL

RIEMBURSEMENTS—SECTOR 7



