Professional Staff

Dave Podschn - Assistant Director, Sport Clubs
Student Staff

Program Managers (785-864-4519)

Hannah Weingartner  Nathan Goetz  Jessica Cohen
Supervisors

- Amarais Towle
- Kyler Womack

Will be supervising at most practices/events
Introductions

✓ Name
✓ Position in club
✓ One thing you want to learn today
✓ One goal for the club this year
ATHLETIC TRAINING

Kaylin, Menta, Josh
Certified Athletic Trainers
BSN SPORTS
EQUIPMENT PURCHASING

David Brice
Regional Sales Professional
Current Clubs – 31 Active Sport Clubs

Badminton ◆ Baseball ◆ Boxing ◆ Crew ◆ Cycling ◆ Disc Golf ◆ Golf ◆ Gymnastics ◆ Ice Hockey ◆ Jiu Jitsu ◆ Men’s Lacrosse ◆ Women’s Lacrosse ◆ Quidditch ◆ Rock Climbing ◆ Men’s Rugby ◆ Women’s Rugby ◆ Running ◆ Sailing ◆ Men’s Soccer ◆ Women’s Soccer ◆ Softball ◆ Swimming ◆ Table Tennis ◆ Tae Kwon Do ◆ Tennis ◆ Men’s Ultimate ◆ Women’s Ultimate ◆ Men’s Volleyball ◆ Women’s Volleyball ◆ Water Polo ◆ Water Ski
## Program Manager Club Assignments

<table>
<thead>
<tr>
<th>Hannah</th>
<th>Jessica</th>
<th>Nathan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew</td>
<td>Baseball</td>
<td>Badminton</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Boxing</td>
<td>Golf</td>
</tr>
<tr>
<td>Lax (M)</td>
<td>Cycling</td>
<td>Gymnastics</td>
</tr>
<tr>
<td>Quidditch</td>
<td>Disc Golf</td>
<td>Jiu Jitsu</td>
</tr>
<tr>
<td>Rugby (W)</td>
<td>Rugby (M)</td>
<td>Lax (W)</td>
</tr>
<tr>
<td>Soccer (M)</td>
<td>Running</td>
<td>Rock Climbing</td>
</tr>
<tr>
<td>Table Tennis</td>
<td>Softball</td>
<td>Sailing</td>
</tr>
<tr>
<td>Tennis</td>
<td>Tae Kwon Do</td>
<td>Soccer (W)</td>
</tr>
<tr>
<td>Ultimate (W)</td>
<td>Ultimate (M)</td>
<td>Swimming</td>
</tr>
<tr>
<td>Volleyball (M)</td>
<td>Volleyball (W)</td>
<td>Waterski</td>
</tr>
<tr>
<td>Water Polo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purpose of Sport Clubs

- Participate in sport or recreation
- Help participants develop skills in sport
- Provide an opportunity for competition
- Develop student leadership
- Provide a bond between individual student
Sport Club Packet – What’s inside

- Report Card Grade
- Important Dates & Times
  - Deadlines, Practice schedule, Weight Room schedule, COMs Meeting schedule, and Program Manager office hours
- FY18 Restricted Budget
- Generated Income Report
- Current SOFAs Balance
- Endowment Account Funds

*Expect PDF Updates Monthly*
Officer Expectations

• Ensure club follows the handbook and all policies
  ▪ You are responsible for your club and ALL Club members and ensuring policies are followed
• Represent KU, KU Rec Services, Sport Club Community, Your Club, Yourselves
  ▪ Travel, being around the KU/Lawrence community, etc.
  ▪ On/Off the field
  ▪ Wearing Club Gear
• Operation of the Club
• Respond to communication in a timely manor
• The quality of the club can reflect on you as an officer, so make it a quality effort!
Tasks of Officers

- Coordinate all club activities with KU Recreation Services Sport Club Staff.
- Submit all required forms and documents on time and completed.
- Serve as the liaison between the club and the Sport Club Staff.
- Ensure that club members are knowledgeable of the policies and procedures contained in the Sport Club Handbook, and they are following these.
- Register the club with SILC (RockChalkCentral) and the KU Recreations Services (DoSportsEasyKU)
- Attend Fall/Spring Officer Leadership Workshops
Tasks of Officers – Continued

- Attend all Sport Club Officer Meetings
- Ensure all members have completed a Waiver and Release of Liability through DSEKU
- Develop and maintain an accurate Membership Roster
- Complete and file Accident Reports with the Sport Club Staff when injuries occur
- Secure facility reservations and seek event approval for Club functions (practice, competitions, and special events) through the Sport Club Staff
- Insure all club financial obligations are met
- Check the club’s mailbox on a weekly basis
What you can expect from Sport Club Staff

- Open Communication:
  - Meetings/deadlines
  - Responding to emails/phone calls in a timely manner

- Provide Great Experience for Club Members

- Provide Resources, Equipment, Facilities

- Mutual Respect
Sport Club Office Hours

- You must swipe your KU ID (or finger print) in order to gain access to the Ambler Student Recreation Fitness Center and the upstairs office.

- Your mailboxes are located in room 205 (just outside of Dave’s office).
Emergency Contacts – Calling List

If one of the following would occur:
- Death of a Student
- Serious Accidents or Injuries
- Assault of a Student

Please call the below personnel, in the order listed, until one person is reached. Call 24/7 and leave a message with each number called. If during 8:00am-5:00pm M-F, call the office number.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>OFFICE</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVE PODSCHUN</td>
<td>Assistant Director of Sport Clubs</td>
<td>864-0792</td>
<td>(620) 218-2341</td>
</tr>
<tr>
<td>JILL URKOSKI</td>
<td>Associate Dir. of Programs</td>
<td>864-0798</td>
<td>(785) 218-5065</td>
</tr>
<tr>
<td>JASON KRONE</td>
<td>Director</td>
<td>864-0791</td>
<td>(913) 645-1223</td>
</tr>
</tbody>
</table>

With routine questions or concerns, please contact your sport club program manager via phone at: (785) 864-4519 or at sclubs@ku.edu
Websites

• [https://rockchalkcentral.ku.edu/](https://rockchalkcentral.ku.edu/)
  - Required to be signed up through SILC every year
  - At least 3 Officers (President, VP, Treasurer) and Advisors must be signed up on rock chalk
  - Deadline is 9/13/2017

• [http://recreation.ku.edu/sport-clubs](http://recreation.ku.edu/sport-clubs)
  - Club Contacts, Upcoming Events, How-to Documents, HANDBOOK, Forms, Practices Times
  - Make sure contact info, dates, and times are up to date!

• [https://www.dosportseasy.com/kusportclubs/](https://www.dosportseasy.com/kusportclubs/)
  - Required for all people participating or even trying out for the club
  - Registration on DSE is due on 9/1/17 – If you have not practices only must have All Officers by this date
Marketing

- Website – KEEP UP TO DATE!
  - Independent Club Websites
  - Social media
    - KU Website – Must have at least 1 Contact Person!
- Practice Schedule Publicity - Optional
- Info Meeting Publicity - Optional
- Tryout Info – Optional
- Summer Interest Survey – available under documents on RockChalkCentral once registered
- Make sure information is up to date!
- Responding to student contact when prospective members contact you!
Some New Things This Year

- Meetings
  - PCA – Positive Coaching Alliance
  - COMS Meetings – Changing Format

- Travel/Purchases/Financial
  - Hotel Booking Option – Lucid Travel
  - Apparel/Equipment Companies and Discounts
  - Endowment Account Features and Usage
  - Event cancellation penalty – Covering AT
New Things – Continued

- Updates/Changes on DSEKU
  - Officer View of Roster
  - Travel Reps will be listed on event
  - Driver Info Up-loadable online
  - We need ALL Expenses accounted for on forms

- Other Changes:
  - ASRFC Hours – Due to Budget Constraints
    - Paying for Facility Staff for Events
  - Budget Mock-Up – Updated and on Website
  - Web Forms – Supplemental and Facility Requests
Do Sports Easy (DSEKU)

1. How to sign-up on DSE (HERE)
   - Deadline is 8/31/2017 for officers
   - first practice or tryout for members

2. How to submit an event on DSE, such as games/tournaments (HERE)
   - Home/Away events should be submitted on DSEKU for the entire semester by Friday, September 8th

3. How to submit roster and travel information for approval (HERE)
   - The complete roster and specific travel details should be submitted at least 5 business days before travel
Schedules

- Facility Requests – For On-Campus Scheduled Practices and Weight Room Times
  - For Off Campus Facilities – Submit Off-Campus Facility Agreement Form

- Home Events on DSEKU – for games, tournaments, scrimmages, events, etc.
  - On and Off Campus
  - Submit on DSEKU – update if changes occur
  - Please make sure to submit the event in as early as possible (no later than 2 weeks ahead), ALL details within 5 days!
  - If you have a special facility or equipment need please let us know prior to your event – we will set up meeting if necessary
Practice Reservations and Requests

- **WEBFORM**
- All Campus Facilities
- Please fill out both options, in case times are already reserved
- The club will be notified of approval
- Please let program managers know of any changes within a timely manner
- Please let us know when you end practice for each semester
Checkout Equipment

- Extension cord (2)
- Field Liners (2)
- Tables (3)
- Cones (100)
- Water Coolers (5)
- White Field Paint
- Orange Field Paint
- 6’ x 8’ Trailer
- Scoreboards  
  - 1 Electronic
  - 2-3 Flip
- Sony Cybershot Camera (2)
- Sony Video Camera Mount for Tripod (2)
- Kingston 4GB Memory Card
- Go Pro (2)  
  - Go Pro Remote (2)
  - Head Strap and Quick Clip
  - Waterproof Case (Dive Housing)
- First Aid Kits – for Travel and Off-Campus Events and Practices (30)
- Garmin GPS (3)
Waivers and Forms

- Everyone participating (even for tryouts) must sign a liability waiver on DSEKU
  - Personal Info
  - Liability Waiver (must be completed to participate)

- Further DSEKU Steps to Complete to Continue in Club:
  - Driver Info
  - Conduct Guidelines
  - Hazing Prevention
  - Concussion and Head Injuries

- Visiting teams must also sign waivers
  - Sport Club supervisors will have liability waivers for visiting teams
  - Each visiting participant must sign waiver in order to be eligible to participate
Coaching Forms

- **Coaching Application** – for New Coaches!
- **Coaches Agreement** (August – May)
  - MUST be submitted for ALL coaches (on and off campus as well as student and non-student)
  - DUE September 29th
- **ASRFC ID** – Must have an ID to use the Rec Center and can obtain one from the admin office (with approval from the Sport Club Staff)
- Should not…
  - Run the club (Officers job)
  - Pay for clubs’ expenses (Cannot get reimbursed)
- Clubs should be solely ran by the students, not coaches or advisors!
Background Checks

- Must be submitted if a “New” coach or any coach that has not undergone a background check through Sport Clubs last year
  - Coaches that have already been approved in the past year do not have to re-submit.
  - We will need the coaches e-mail, so a consent form can be sent to them

- No background check COMPLETED = no access to KU facilities at Shenk, Robinson, or the Rec Center

- No background check COMPLETED = no travel with the club or coaching
Executive Board Members

- The Sport Club Executive Board consists of five sport club members.
- Each year Sport Club Members will have the opportunity to apply to be a member.
- If voting is deemed necessary (by the Assistant Director of Sport Clubs) then the SC Exec Board members will be determined by their peers.
- Board members shall serve at least one term, which runs from September through July of each fiscal year.
- There shall be no more than one Sport Club Executive Board members from each active Sport Club.
Executive Board Responsibilities

- Serve on the Recreation Advisory Board
- Attend all scheduled Supplemental Request Hearings and approve/deny all supplemental requests
- Serve as a consultant to the Assistant Director of Sport Clubs on information gathered from the Sport Club Officers and/or Recreation Advisory Board concerning amendments or additions to Sport Club policies and procedures contained in the Sport Club Handbook.
- Serve as a consultant to the Assistant Director of Sport Clubs in creating a Sport Club Budget Proposal
- Serve as a consultant to the Assistant Director of Sport Clubs on all fiscal allocations associated with the Sport Club portion of the Restricted Fee.
Report Card

- Key Factor in Budget Allocation Process
  - Better score = better funding for the next year

- Criteria for Report Card Grade:
  - Administrative Compliance (paperwork, deadlines)
  - Meeting and Event Attendance (Officer Workshops, COMs, etc.)
  - Involvement (Community Service, Attending Club Events, etc)
  - Membership and Registration (Total Members, DSEKU Registration)

- Bonus Points are possible through Executive Board Involvement, Community Service, etc.

*Each club will be given a ‘grade’ based upon the required criteria (points received and points deducted).*
## Fiscal Year 18 (FY18) Tier System

<table>
<thead>
<tr>
<th>Level</th>
<th>Allocate Range</th>
<th>Points Generated</th>
<th>Report Card Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$10,000 - $20,000</td>
<td>≥ $13,500.00</td>
<td>95% or + Report Card Grade</td>
</tr>
<tr>
<td>Level 2</td>
<td>$7,000 - $10,000</td>
<td>≥ $8,000.00</td>
<td>90-94.4% Report Card Grade</td>
</tr>
<tr>
<td>Level 3</td>
<td>$3,500 - $7,000</td>
<td>≥ $5,000.00</td>
<td>85-89.4% Report Card Grade</td>
</tr>
<tr>
<td>Level 4</td>
<td>$1,000 - $3,000</td>
<td>≥ $1,300.00</td>
<td>75 – 84.4% Report Card Grade</td>
</tr>
<tr>
<td>Level 5</td>
<td>$100-$500</td>
<td>≥ $40.00</td>
<td>50 - 74.4% + Report Card Grade</td>
</tr>
</tbody>
</table>

- **Deadline for Points in 2017-2018 is March 9th**
Club Finances

• Finances (How to Documents)
  • Restricted Account
    • Money Allocated from Student Fees
  • SOFAs (Generated Income)
    • Dues, donations, and fundraisers
    • Collecting Dues/Depositing Money
      ▪ Collecting Cash vs. Checks – Must be deposited within 1 week
      ▪ Depositing Money to SOFAs account
  • Endowment Accounts
• Outside Bank Accounts
  • We do not recommend – why not?
How to Spend - SOFAS

- SOFAS Website
- Voucher Request Form
  - Only those who are “Account Signers” are allowed to fill out a request
  - Contact Lisa Hetrick with Questions:
    - Telephone: (785) 864-5942
    - E-mail address: lisahetrick@ku.edu

- Deposits:
  Cashiers’ Window
  Strong Hall, Room 23
  Cashier Window Hours:
  Monday through Wednesday, Friday 8:10 am - 4:00 pm
  Thursday 9:40-4:00
How to Spend - Restricted Funds

- **Travel Expenses:**
  - Lodging, Gas/Tolls, Entry Fees
  - Travel - Only expenses that can be reimbursed (Travel Reps Only)

- **Equipment (Purchase Request Needed)**
  - No Personal Equipment (shoes, mouthpieces, racquets, etc.)
  - Writeable PDF on Website (can email to us)

- **Apparel (Must be inventoried)**
  - Must have approved artwork…instructions in a few slides

- **Contracted Services**
  - No Coaches!
  - Referees, Police Services, Guest Instructors, Athletic Trainers
  - Contractual Services Form Must be Completed!
How to Spend - Endowment Account

- Intended for Larger Purchases or Events
  - Can be used on similar items as Restricted Account
  - All items must be inventoried

- Links on Recreation Services website to secure donations

- LaunchKU - Crowdfunding
  - Crowdfunding
  - For specific goal (Nationals, Large Equipment Purchase, etc.)
  - Get to keep 100% of funds unlike GoFundMe and other sources

*Talk to Dave about using Endowment Accounts
Creating a Budget

- Typical Club Expenses:
  - League Dues or National Governing Body Fees
  - Registration Fees (tournaments, competitions, etc)
  - Travel (lodging, gas, airline tickets)
  - Fees (officials, judges, etc.)
  - Coaches
  - Equipment (balls, goals, cones, etc.)
  - Apparel (jerseys, uniforms, practice gear, warm-ups)
  - Rental Expenses (facility rental)
# Example Budget

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee Fee</td>
<td>10</td>
<td>$210</td>
<td>$2,100</td>
</tr>
<tr>
<td>Fall League Dues</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Spring League Dues</td>
<td>1</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>KSU Tournament</td>
<td>1</td>
<td>$450</td>
<td>$450</td>
</tr>
<tr>
<td>CSU Tournament</td>
<td>1</td>
<td>$450</td>
<td>$450</td>
</tr>
<tr>
<td>UNL Tournament</td>
<td>1</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Home Tournament</td>
<td>1</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Van Rental KSU</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Van Rentals CSU</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Soccer Balls</td>
<td>1</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Cones</td>
<td>1</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

$6,500

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Players</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dues</strong></td>
<td><strong>$250</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maintaining the Budget

- Be Transparent (with club members)
  - Set a “dues schedule”
  - Lets your club members and prospective members know what they’re getting into – projected time commitment, financial obligations, what are they paying for?

- Double check with SOFAS and SC’s accounts regularly

- Keep the budget up to date
  - Make changes as they come up

- Keep records of everything!
  - Don’t Just rely upon Sport Clubs, KU Accounting, SOFSA, etc.
Supplemental Requests

- Fill out Webform on SC Website – Request Anytime
- This funding is intended for purposes such as:
  - qualification for regional and national competition, drastic increases in participation numbers, or unexpected equipment repair or purchase
- Funding to new clubs is not to exceed $500 for their first year as a recognized club.
- Requests must be turned in at least 3 weeks in advance unless there are special circumstances such as a qualified national’s appearance
- All Supplemental funding awarded must be spent as designated within the supplemental funding request.
Purchase Requests

- Fill out purchase request form ([HERE](#))
- First, find out if the company (Vendor) accepts purchase orders (PO’s)
  - PO’s are where KU receives the order first and then sends check/payment information
- Quote – Get from Company Directly
- W-9 attached – Only if they accept PO’s
- If they do not accept PO’s, we can likely pay online

- YOU WILL NOT BE REIMBURSED THROUGH RESTRICTED FOR EQUIPMENT PURCHASED ON YOUR OWN
Apparel Approval

- **ALL APPAREL WITH ANY “KU MARKS” AND JERSEYS MUST BE APPROVED BY SC STAFF!**
  - Event if you’re using SOFAS, Endowment, Outside Funds
  - Send to your Program Manager for approval

- Jerseys/Competition Apparel
  - Can use just the university logos and trademarks
  *May not have to be purchased through licensed vendor

- Warmups, t-shirts, hoodies – ANY OTHER APPAREL
  - Must specify that you are a club
  *Must be purchased through Licensed Vendor –

- Example:
  - Jerseys can say: “KU Women’s Volleyball” or just “Kansas” or “KU” or “KU Volleyball”
  - Apparel needs to say “KU Women’s Volleyball Club”

*See Preferred Vendor List on Sport /Club Website*
Travel Representatives - Reimbursements

- How to Documents…
  - Travel Representatives (HERE)
    - EFT (contact Program Manager for EFT form), W-9, and voided check or letter from your bank
  - Travel/Roster Form DSEKU (HERE)

- Travel reimbursement:
  - You can be reimbursed for gas, hotels, entry fees
  - You will need a receipt that shows the proper travel rep paid for the fee
  - The receipts need to be turned in within 3 days of travel with a travel log (HERE) – Writeable (can email to us w/pictures of receipts)

*You can now look up Travel Reps On DSEKU!
Booking Hotels

- You book, we pay with KU Card (if using restricted)
  - Must provide Dave w/Credit Card Authorization Form f/Hotel

- Reimbursed – When **TRAVEL REP** pays out of pocket

- **NIRSA**
  - 20% off Wyndham Lodgings (Days Inn, Ramada, Baymont, Super 8, Travelodge, Knights Inn, Howard Johnson, Wingate, Microtel)
  - 15% off Red Roof Inn

- **Lucid Travel** – unique link provided by Dave
  - 5% donated back to club restricted account - essentially acts as a fundraiser
  - **CANNOT USE** Restricted Funds, trying to get approval
  - Can currently use SOFAS or personal funds!
  - Offers Room Blocks for hosting tournaments – Contact Dave for info
Booking Airline Tickets

1. Group Booking (Policies vary by Airline)
   - Allow you to change names up to 48-72 hours before flight
   - Allow payment with multiple sources
   - 9-10 people minimum for “group travel”

2. Booking Directly Through Airline or Online Site
   - Booking maximum of 6 tickets at a time
   - No guaranteed pricing

*Must have DSE Event filled out in order to book Airline Tickets through Restricted Funding!
Booking Rental Vehicles

- MUST USE ENTERPRISE FOR ALL RENTALS!!!

- In Lawrence/KS
  - Email Enterprise
    - Follow “How-to” Document
  - No Sales Tax or Fees
  - No Mileage fees
  - No Insurance fees

- For outside of Lawrence rentals
  - Contact Dave for Quote
  - Must pay taxes, all fees, mileage if over 150/day
Driver Requirements

- Every vehicle must be driven by an approved driver
- Submit the following documents on DSEKU:
  - Valid driver’s license
  - Proof of insurance
- Please make sure that you have approved drivers before your departure.
  - Officer can look up approved drivers on DSEKU!
Travel and missing class...

- When traveling to regionals, nationals or other special events, please request a letter within 2 weeks of the travel date.
  - This letter can be submitted to professors to show an affiliated sport club event
  - This **IS NOT** an excused absence
  - Club members are required to clear any absences with their professors and are responsible for all class materials

- Please make sure that the event is submitted on Do Sport Easy when requesting a letter
  - Make sure the roster is accurate on DSEKU

- We will print letter and distribute to club officers or members as necessary
Registrar Forms

 Submit forms that need to be approved by the registrar within 2 weeks of the travel date.

 This includes:
   Forms for League/National Governing Body
     Enrollment status check
     GPA verification
     Any form that must be stamped/approved by the Registrar’s Office
   Please always include students full name (legal name) and student ID number for identity verification

 Submit to Sport Clubs staff, not directly to registrar

*Sport Club Office Cannot Verify Grades, Enrollment, Academic Standing, Etc.
Risk Management

- Liability Waiver
  - One DSE for KU Members
  - Form for visiting teams

- Insurance
  - STRONGLY encourage ALL members to have personal health insurance
  - Be familiar with accident and liability insurance available through your National Governing Bodies
    - Example: USA Rugby has secondary insurance policy for all members registered
  - All Drivers must have Auto Insurance!!
Risk Management: Facilities

- Inspect and Report Prior to Use

**DO NOT USE FIELDS, FACILITIES, OR EQUIPMENT IF THEY ARE DEEMED UNSAFE.**
Risk management: alcohol and drugs

- There is a **ZERO TOLERANCE** policy for alcohol and drug use during any club event – on or off campus

No alcoholic beverages or illegal drugs @ any club activities (on or off-campus)

- Fields, Boats, Hotels, Houses, Planes, Vehicles, Dinner, etc.

This includes travel too!
Risk management: CPR/AED

• Each club is **required** to have at least one member become certified in CPR and AED

• CPR Dates:
  • Typically 1\textsuperscript{st} Monday of every month (unless holiday), 5:00-7:00pm
  • Sport Club CPR Training Day – Wednesday, September 20\textsuperscript{th}, 3:00-5:00pm

• Sign up w/Program Manager!

*Pick a member who attends practices and travels!
Risk Management: Accident Reports

• Each club must file an “Accident Report Form” for each accident that may occur during practice or competition

• Accident forms must be turned in to the Sport Club Program Manager no later than 3 days after the accident/injury

• Usually the supervisor on duty will take care of the Accident Report for you if you are On-Campus
Accident Reports

• **Steps to follow:**
  • First, seek medical attention
  • Second, make notification of the incident to the Assistant Director of Sport Clubs. If the Assistant Director of Sport Clubs cannot be obtained, contact should be made according to the KU Recreation Services Emergency Contact List
  • Third, follow up with an “Accident Report Form” and submit to your Program Manager

• Any Injury that results in unconsciousness, trip to hospital/ER, or requires medical care of any type before, during, or after an event should always be reported to the Assistant Director of Sport Clubs Immediately

• This is very important because you as officers can be held liable (legally and financially) if there are problems that arise
## Accident/Injury Report

**KU Recreation Services**

### Details
- **Date of Accident:** __________
- **Time of Accident:** __:__ __am__ __:__ __pm__
- **Name of Injured Person:** ____________________________
- **KU ID #:** 60174303
- **Classification:** __Student__ __Faculty/Staff__ __Former Student__ __Affiliate__ __Other__
- **Sex:** M or F
- **Age:** _______ years
- **Home Phone:** ____________________________
- **Work Phone:** ____________________________
- **Address:** ____________________________
- **City:** _______  __State__ _______
- **Email:** ____________________________

### Location
- **Facility:** Student Recreation Fitness Center  __Robinson Center__  __Shore Outdoor Complex__ __Other__
- **Location:** Gym Courts  __Racquetball Court__  __Martial Arts Room__  __Aerobics Room__  __Climbing Wall__  __Outdoor Courts__
- **CET Level I**  __CET Level II__  __Indoor Track__  __Outdoor Fields__  __Field/Court #__ __Other__
- **Programs:** Fitness  __Open Rec__  __Intramural Sports__  __Outdoor Rec__  __Sport Clubs__  __Special Event__ __Other__

### Injury Details
- **Nature of Injury:** (please check observable injuries that apply)
  - __blisters__ __eye injury__ __incision/laceration__ __skin abrasions__
  - __bruise__, __contusion__ __fracture__  __nosebleed__ __spinal injury__
  - __burn__ __frostbite__ __puncture__ __other (please be specific)__
- **Location of Injury:** (please check all that apply)  __R=Right__  __L=Left__
  - __abdomen__  __eye (R/L)__  __forearm (R/L)__  __leg (upper) (R/L)__  __shoulder__
  - __ankle (R/L)__  __elbow (R/L)__  __hand/fingers (R/L)__  __leg (lower) (R/L)__  __toe__
  - __back (upper/lower)__  __face__  __head__  __neck__  __wrist__  __pelvis__  __other__

### Playing Surface
- **Condition of Playing Surface:** dry  __wet__  __slippery__  __snow__  __ice__
- **Temperature (if outside):**

### How Injury Occurred:
(please be detailed)

________________________

________________________

________________________

________________________

__please use back of sheet as needed__

### Immediate Action Taken:
(please check all that apply)

- __Abdominal Thrusts__  __Bleeding controlled__
- __AED utilized (No shock)__  __CPR administered__
- __AED utilized (shock given)__  __Ice given/provided__
- __Antiseptic applied__  __Monitored ABCs__
- __Bandage applied__  __Other (please explain)__

### Parental Information
- **Parent Guardian notified:** Yes  No

### Emergency Call
- **Campus Police / Emergency Personnel called:** Yes  No

### Injured Person Referred to Medical Assistance
- **Injured Person Referred to Medical Assistance:** Yes  No

### First Aid Administered
- **Who administered first aid procedures?**
  - Name: ____________________________  Position: ____________________________

### Witness Information
- **Witness 1:** Name: ____________________________  Phone #: ____________________________  Email: ____________________________
- **Witness 2:** Name: ____________________________  Phone #: ____________________________  Email: ____________________________

### Representative Information
- **Representative Filing Report:** Name: ____________________________  Position: ____________________________  Phone #: ____________________________

### Supervisory Information
- **Supervisor on Duty:** Name: ____________________________  Position: ____________________________  Phone #: ____________________________

### Reviewed by
- **Reviewed by:** Name: ____________________________  Position: ____________________________  Date: __ / __ / __

### Refusal of First Aid
- **Refusal of First Aid:** Ice given  Band-aid given  Other: ____________________________ by staff member: ____________________________

### Requester Information
- **Name:** ____________________________  Signature: ____________________________  Date: __ / __ / __

---

---
Concussions

In the event of a suspected concussion as observed by KU Recreation Services Staff, Athletic Training Staff, or Club Members:

- **Removal from Play:** Any Athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play for the remainder of the day or until cleared by an appropriate health care professional. An athlete can be removed from play by an official, sport club staff member, another club member, athletic trainer, or a health care professional.

- **Return to Play:** Any athlete who has been removed from a sport competition or practice session shall not return to competition or practice that day until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written clearance to return to play or practice.
<table>
<thead>
<tr>
<th>Signs Reported by Others</th>
<th>Symptoms Reported by Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears dazed or stunned</td>
<td>Headache</td>
</tr>
<tr>
<td>Is confused about assignment</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Forgets plays</td>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Is unsure of game, score or opponent</td>
<td>Double or fuzzy vision</td>
</tr>
<tr>
<td>Moves clumsily or has slurred speech</td>
<td>Sensitivity to light or noise</td>
</tr>
<tr>
<td>Answers questions slowly</td>
<td>Feeling sluggish or drowsy</td>
</tr>
<tr>
<td>Loses consciousness</td>
<td>Feeling foggy or groggy</td>
</tr>
<tr>
<td>Shows behavior or personality changes</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Cannot recall events prior to hit</td>
<td>Confusion</td>
</tr>
<tr>
<td>Cannot recall events after hit</td>
<td></td>
</tr>
</tbody>
</table>
KU Recreation Services Concussion Policy

Return to Learn:

- The first step to concussion recovery is cognitive rest.
- Activities that require concentration and attention such as trying to meet academic requirements, the use of electronic devices (computers, tablets, video games, texting, etc.), and exposure to loud noises may worsen symptoms and delay recovery.
- Students may need their academic workload modified while they are initially recovering from a concussion.
- This may involve staying home from school for a few days, followed by a lightened school schedule, gradually increasing to normal.
- Any academic modifications should be coordinated jointly between the student’s medical providers and KU Academic, Achievement and Access Center.
Concussion resources

Campus Resources:

**Academic**
Academic Achievement and Access Center
Location: Strong Hall, Room 22
Phone: 785-864-4064
Email: achieve@ku.edu

**Medical**
Watkins Health Services
Location: Watkins health Center (1200 Schwegler Dr.)
Phone: 785-864-9500
Email: health@ku.edu

Community and other Resources:

Family Doctor or Personal Physician
- Does not have to be located in Lawrence

**Lawrence Memorial Hospital:**
Location: 325 Maine St.
Lawrence, KS 66044
Phone: (785) 505-5000
Athletic Training Services

- On-site Athletic Trainers offer the following services:
  - Pre-game taping (ankles, wrists, etc.)
  - Sideline evaluation of musculoskeletal injuries
  - Immediate and emergency care
  - Concussion evaluation and monitoring

- Athletic Training Services at Watkins Health Center:
  - Available by walk-in appointment during normal business hours
  - Evaluation of athletic injuries
  - On-site x-ray
  - Light rehabilitation of athletic injuries
  - Referral to specialist if needed (PT, Orthopedics, etc.)

*CHANGE: if you cancel or change an event within 24 hours and do not notify AT and Sport Club Staff – Fine of $30 will be assessed.*
Emergency Procedures - ASRFC

Fire Alarm
• Cease activity and use nearest exit to leave building. Participants can gather across Watkins Center Drive under the trees. There is no such thing as a false alarm – we treat all alarms as real until told by Police and Fire personnel that the building is safe to re-enter.

Blood/Chemical Spill
• Cease activity and contact KU Recreation Services staff member on duty for clean up. Do not clean up the spill on your own!

Water Leak
• Cease activity and report leak to KU Recreation Services staff member on duty who will then determine cleanup procedures and whether or not activity can continue.

Power Outage
• Cease activity and follow direction of KU Recreation Services staff members on duty.
Emergency Procedure: Inclement weather

- Usually, closures are associated with cancellation of classes and closure of the KU Student Recreation Fitness Center

- Whenever Ambler and/or campus is closed, Sport Club practices will be suspended

- KU Recreation Services reserves the right to prohibit travel to any away events in which inclement weather will be an issue

**Note:** This is for more severe weather, not just rain that makes the fields unusable
Tornado Policy

- Participants who stay in the Recreation Center must proceed to the lowest possible level of the building to a tornado shelter area: bathrooms, locker rooms, dressing rooms, conference room (next to administrative office), or anywhere KU Rec Services staff directs you.

- If at Shenk or other outdoor location, and you are caught in the open in a tornado, try to find a depression such as a ditch or culvert to hide in. Lie flat, make as small a target as possible. If you can, wrap a covering around exposed portions of your body.

- Tornado Warning - STOP Activity IMMEDIATELY
Weapons Policy

- University weapons policy must be followed at all times when participating in Sport Club events on any part of KU Campus. This policy can be found here:

- When traveling to any event associated with your Sport Club:
  - Follow all local, state, and federal weapons laws along with those policies of the venues and campuses your Sport Club is traveling to.
  - It is the responsibility of the individual Sport Club member to educate themselves
Heat policy

- Heat Index is between **90 and 102** - play will be stopped every 15-20 minutes for a water break.

  - When the Heat Index reaches **103 to 114**. This means **play will be stopped every 10-15 minutes for water and rest breaks**
    - No Pads, No helmets

*Water and breaks should be taken in the shade whenever possible.

- Play will be **postponed** when the Heat Index is **115 or above**. All play will be postponed or delayed
Hazing

THERE IS A ZERO TOLERANCE POLICY FOR ALL HAZING

- An offense against a person is committed when a student: Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University.

- Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, or substantially interferes with the academic requirements or responsibilities of a student.

- Consent is still considered HAZING...
Sexual Harassment

SEXUAL HARASSMENT
The University of Kansas prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. Sexual harassment, sexual violence, and a hostile environment because of sex are forms of sex discrimination and should be reported.
What is Sexual Harassment?

“Sexual Harassment” means behavior, including physical contact, advances, and comments in person, through an intermediary, and/or via phone, text message, email, social media, or other electronic medium, that is unwelcome; based on sex or gender stereotypes; and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person’s academic performance, employment or equal opportunity to participate in or benefit from University programs or activities or by creating an intimidating, hostile or offensive working or educational environment. Sexual Harassment may include but is not limited to:
What is Sexual Harassment - Continued

- Unwelcome efforts to develop a romantic or sexual relationship;
- Unwelcome commentary about an individual’s body or sexual activities;
- Threatening to engage in the commission of an unwelcome sexual act with another person;
- Stalking or cyber stalking;
- Engaging in indecent exposure; voyeurism, or other invasion of personal privacy;
- Unwelcome physical touching or closeness;
- Unwelcome jokes or teasing of a sexual nature or based upon gender or sex stereotypes; and
- Sexual Violence, as defined below:
Resources

- Title IX and University Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

- Sport club officers are not required or encouraged to provide any type of counseling to individuals involved in a sexual harassment situation.

- Sport Club officers, complainant, and respondent are encouraged to contact the Assistant Director of Sport Clubs (mandatory reporter) for any help or guidance especially if a report is made or going to be made, but it is not required for the Assistant Director to be notified of specific details if those involved do not feel comfortable.
**Resources: Reporting Sexual Misconduct**

Reporting Sexual assault, sexual harassment, or sexual violence:

- Make sure the Complainant is provided with all the following information and removed from any immediate danger.
  - Complainant is defined as a person, group, or company that makes a complaint.
- Make sure the Respondent is provided with all of the following information and removed from the situation.
  - Respondent is defined as a person, group, or company that responds to an allegation.
- Contact Office of Institutional Opportunity and Access (IOA)
  - ioa@ku.edu or 785-864-6414
  - File a Complaint by filling out the “Personal Discrimination Form” or “Witness Discrimination Form” - [http://ioa.ku.edu/file-complaint](http://ioa.ku.edu/file-complaint)
- Contact the Assistant Director of Sport Clubs (Mandatory reporter)
- Call KU Public Safety Office 785-864-5900 (non-emergency)
- Call 911 for Emergencies
Gender Inclusion Policy

- The Sport Club Program holds the equality and inclusion of participants in the highest regard. Every participant has the right to an unbiased and fair opportunity to play. When an activity makes a gender designation, an individual can participate based on their self-identified gender identity.

- Be aware that many National Governing Bodies (NGB’s) or Leagues that clubs participate in may have their own policies regarding participating in competition. *Working on getting these policies posted online*

- No individual should be prevented from joining a Sport Club based upon their gender identity, regardless of their eligibility to compete with the club according to their NGB or league policies. Furthermore, an individual’s gender identity should never be questioned and should always be respected by club members, officers, and coaches.
Facilities Available for Use

- Ambler Student Recreation Center
- Robinson Pools
- Shenk Fields
  - Please note: Pets are not allowed at Shenk. Even if spectators are visiting with a pet, they will be asked to take their pets off the Shenk facility.
- Sport Club Weight Room
Weight Room

• For all sport clubs, there is a Weight Room available for use in the basement of the ASRFC
• Lock Code
  • Email sclubs@ku.edu or Podschun@ku.edu for a code to be assigned
  • CAN NOT be shared w/anyone
  • Only Officers may have a code
  • Maximum of 3-4 codes per club
• At least two Sport Club Participants at all times (at least one officer)
• Keep it CLEAN! Put Away Equipment and Weights after use
• Contact PM to schedule time!
*Random WR Checks will be conducted by SC Staff
Weight Room Policies

- Times must be reserved with the Sport Club Program Managers before a club can use the weight room.
- There must be at least 2 club members present to use the weight room. One of these members must be a club officer.
- Only approved club members are allowed to use the facility – KU IDs are required to enter the building and can be asked for by a Recreation Services Staff Member at any time.
- Report any missing or damaged equipment to the Sport Club Program Managers immediately.
- Only closed containers of water or sports drinks are allowed. No food is allowed in the weight room.
- No pets are allowed inside or surrounding the facility.
- Do not take any equipment outside of the weight room.
Weight Room Policies - Continued

- Do not hang or touch the pipes inside of the weight room. Be aware of your surroundings when exercising.
- Do not throw the medicine balls against the walls.
- Do not drop or throw dumbbells.
- You must use weight collars (clamps) with the power rack.
- Only properly manufactured weight belts are to be used.
- The room must be cleaned at the end of each club’s use. Clean up all trash and put all weights, plates, dumbbells, and bars back in their designated location.
- Any club that violates any of the above policies may forfeit their ability to use the Sport Club Weight Room.
Weight Room Disciplinary Policies

If your club utilizes the weight room without permission or not during your reserved times:
- First Offense: **Warning**
- Second Offense: **Entire club** loss of usage for the club for a month
- Third Offense: **Entire club** loss of usage for the remainder of the semester

If you are found to have shared your code with another club member within your club:
- First Offense: **Entire club** loss of usage of the weight room for a month and suspension of individual code that was used indefinitely
- Second Offense: **Entire club** loss of usage of the weight room for the remainder of the semester
Weight Room Disciplinary Policies

- If you are found to have shared the code with an individual that’s not in your club, or give access to such an individual that’s not part of the sport club program:
  - Weight room usage for your **entire club** will be immediately suspended for the remainder of the semester and situation will be evaluated by the Assistant Director of Sport Clubs regarding future club access

- Very important to protect KU and Recreation Services; but also your club and yourself personally

  - You are issued a personal code, so if something happens in the weight room (theft, injury, etc.) and your code was used, you are responsible!
Personal Training Usage of Weight Room

- A PT views the current weight room schedule and the security cameras before starting a new session in the weight room.

- If a club comes in the room during their scheduled time and there’s a PT finishing up a session, they should communicate with the club members that they have “X” amount of time left in their session, is it OK if they finish up?

- We have priority in the room as Sport Clubs, so make sure you communicate any issues with us ASAP!
COMs Meetings – New Format

- PCA Training – All Officers Must Attend! – Replaces Sept. COMs
- Sign-up sent out online for the following dates:
  - September 6th & 7th, 6:00pm
  - September 11th, 7:00pm
  - September 12th, 8:00pm
- Individual Club Meetings (30-45 Minutes)
  - Must have 2 Officers Present, More is Better
  - Set Up a Time with Program Manager, Earlier the Better
  - Fall Sports: Must have completed by October 31st
  - Spring Sports: Must have completed by February 28th
- Small Group Meetings
  - Week of November 27th-30th
  - Monday-Thursday – Schedule coming from PM’s
Policy for Missed Meetings

Missed COMS or Other Meetings

- **All Meetings**: Report Card Score of 0 (out of possible 50 points)
- **1st meeting**: $25 fine from Restricted Fee Account/SOFAS & verbal/written reprimand
- **2nd meeting**: $100 fine & suspension of club activities until meeting is made up
- **3rd meeting**: 1 year probationary period (refer to Handbook)
- Failure for 1 or both Club Representatives to attend any SCOW will result in the following:

  **Missed Sport Club Leadership Workshop**

  - A probationary period including the following:
  - Report Card score of 0 (out of a possible 100 points)
  - $50 fine from the Restricted Fee Account/SOFAS Account
  - Verbal and written reprimand
  - Suspension of all club activities until the meeting is made-up
  - All remaining COMs in the semester must be attended by at least 2 Council Representatives.
Exit Interview

- Held the end of the Spring Semester
- Required Attendance – All Current and Future Officers
  - Plan officer elections ahead of this meeting
- Signup Online – will be sent out in the Spring semester
- Additional information can be found in the Exit Interview Checklist document or by contacting your Program Manager sclubs@ku.edu
- Missed Exit Interview results in a 0 on your report card (out of 100 points)
  - Will get partial credit for partial attendance proportional to the number of officers present
Why are you here?

- Not matter how you became an officer, think about what you can get out of this position

- Leadership Skills
- Budgeting: Managing a large club budget
- Scheduling: Schedule, Hosting/Planning Events, Practices
- Travel Planning: Planning travel for a large group
- Time Management: Delegating responsibilities, Meeting deadlines, Balancing school/work/club
- Organization Skills: Team Meetings and Events, etc.

- Being an Officer of a Club can be an opportunity to develop skills that will develop you personally and potentially professionally for your future career
Wrap-Up

Use Your resources!

- Sport Club Staff – Ask Questions!
- Handbook – Look up Questions!
- Website/DSEKU – Lots of Resources
- Executive Board – Policy/Program Ideas!
- Funding – Use your money!
Have a Great Year and Have Fun!