Welcome Back!

Welcome to the ‘14—’15 school year! This registration packet will help you navigate through the beginning of the year requirements and guide your club to a stress-free and smooth start. Each of the requirements in this packet includes a deadline. Your club is encouraged to complete these requirements before the associated due date to avoid any penalties.

All of the materials in this packet are detailed in the Officer Guidebooks. Make sure to check out the Officer Page on the Sport Clubs website at http://www.recwell.umn.edu/sportclubs/officers.php for updated Officer Guidebooks, online forms, and other helpful resources.

The program has made a few exciting and helpful changes for the upcoming year which will be explained in this packet and in detail during your required team meeting.

Re-Registration Checklist

Sport Clubs Activation Requirements

- Activation Request Form
- Club Constitution
- Team Meeting
- Fall Competition Schedule

SUA Registration Requirements

- SUA Online Registration
- SUA form submission
- SUA Meeting

Travel & Safety Requirements

- CPR and 1st Aid Certifications
- 1st Aid Kit Pick-Up
- Participation Waivers
- Facility Key Pick-Ups

Coach Hiring Requirements

- Coach Appointment Forms
- Coach Job Descriptions
Sport Clubs Activation
*DUE BY FRIDAY, SEPTEMBER 19TH*

The Sport Clubs Activation requirements ensure that the Sport Clubs Office (SCO) collects all new club contact and general information in order for each club to receive updated information from the Sport Clubs Office as well as reach the general student body. This is one of the most important requirements to complete! All items below must be completed by FRIDAY, SEPTEMBER 19TH

- Activation Form*
- Club Constitution*
- Team Meeting+
- Fall Competition Schedule*

* MUST schedule with the Sport Clubs Office directly. Missed due date will result in a $100 fine.
*Missed due date will result in a $25 fine

**Activation Form**
The Activation form ensures club contact information is correct and should be filled out as early as possible. This form can be filled out in online or paper forms.

**Club Constitutions**
Club Constitutions are required to be submitted to the SCO every year unlike the every 3 year requirement with the Student Unions and Activities Office (SUA). *This year the SCO will submit your club’s constitution to SUA for you.* All clubs are encouraged to review their document every year and make any necessary updates before submission. You can request a copy of previous constitutions from your club by emailing us at sportclb@umn.edu or by stopping in the office. This document must be submitted in both electronic and paper forms (paper form MUST be signed by 4 club officers).

**Team Meeting Requirements**
This year, we have again decided to have a required team meeting along with officer testing in hopes of making the guidebook material more user-friendly. This meeting will give all of your club officers the opportunity to start the year on the same page and have time to get important questions answered by office staff as a group. All club officers are required to attend this meeting. Remember that all of you will still be held responsible for all of the information in the guidebooks, and should come to their team meeting prepared to discuss and answer questions on Guidebook contents.

**To set up your team meeting...**
- Sign up using the Google Form available on the Sport Clubs Website. All officers must attend the SAME MEETING. There are 5 available meeting times for all clubs to attend. Meetings are filled on a first come, first serve basis, so sign up quickly!
- Don’t wait until the last minute to organize it!
- Things to bring to your team meeting:
  › Club Constitution (paper copy, signed by 4 officers)
  › Fall Competition Schedule (paper copy)
  › Appropriate Officer Guidebook

**Fall Competition Schedule**
Clubs must submit a competition schedule that lists all competitions or events that the club will be participating in during the entire fall semester. All clubs will be required to submit an online and paper copy of their Fall Competition Schedule. Please use the online Competition Schedule form to submit your club’s schedule. Make sure to update the SCO when dates, times, or locations of any events on your schedule have changed. All club competitions will be added to the SCO calendar that can be viewed at http://www.recwell.umn.edu/sportclubs/.

**If your club does not compete in the fall, you must notify the office via email to avoid a late penalty for this requirement.**
Student Unions and Activities Registration

*DUE FRIDAY, SEPTEMBER 19TH

Clubs will need to complete all of the following Student Union and Activities Office activation requirements by the given due dates to avoid being fined, suspended, or dropped from the Sport Clubs Program. Please make sure to complete every step.

**IMPORTANT NOTE!** If your club constitution is due to SUA this year, we will submit this for you.

- SUA online re-registration
- SUA form submission
- SUA meeting

**SUA Registration Steps**

To start the re-registration process, go to http://sua.umn.edu/groups/reregister.php (website pictured below). Please make sure to complete all 8 steps of the re-registration process, or this requirement will be considered incomplete. Incomplete or missing requirements may result in a club being fined, suspended, or dropped from the Sport Clubs Program.

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Helpful Information For SUA Registration

**Club Name:** University of Minnesota (Your club name here)

**Classification:** Campus Life Program

**Address:** 123 Harvard Street, Minneapolis, MN 55455

**Payment:** Primary account $25.00 **(program staff will process this payment out of the clubs account)**
Coach Hiring Requirements

DUE BEFORE 1ST DAY OF PRACTICE

Clubs must review all current or new coach/instructor (paid or volunteer) each year. Clubs must submit the following paperwork for EACH coach/instructor position and submit it to the Sport Clubs Office for approval (see below):

- Coach Appointment Form*
- Coach Job Description

*No online version available; must be filled out in paper form.

** Coaches/Instructors may NOT attend practice sessions or practice before all coaching paperwork has been cleared with the SCO.

After submission, forms will be created for your coach to sign. A club officer will need to come to the office to pick them up, bring them to the coach at practice, have them sign it, and return the forms to the office. After the forms are brought back to the office, the SCO Staff will process the paperwork. When it has been cleared and approved, this requirement will be complete.

If your club does not have a current job description on file or you would like to view a sample job description, you may request one at the Sport Clubs Front desk at sportclb@umn.edu. ALL parts of this process must be completed before the first day of practice to avoid any penalty.

Travel & Safety/Facility Requirements

Travel Requirements

DUE BEFORE 1ST CLUB TRIP

Reservation requests are taken on a first-come first-serve basis. Remember that this is not the only way to rent a vehicle! University Fleet Services and outside rental companies are available for your use.

Mileage rates have changed for the Sport Clubs SUVs are $0.65 per mile. Each club will have a one-time reduced rate of $0.55 per mile to use at any point during the year. Make sure to take this into account when planning for your travel. These rates are subject to change by the SCO.

In addition, if your club rents any vehicles from the University or an outside rental company, all potential drivers must have completed and submitted a Driver Record Check form. This form must be completed annually. Your license must be approved before you are allowed to drive a University vehicle. Remember that Driver Record Checks must be submitted at least 1 week prior to your club’s departure date. Late Driver Record Checks will be processed at the discretion of the SCO Staff on a case by case basis.

Clubs must have 2 certified drivers for each University vehicle. Your club will only be allowed to take the number of vehicles that your number of approved drivers allows.

If you have any questions regarding travel, contact Erin at 612.625.6017 or sportclb@umn.edu

Safety/Facility Requirements

DUE BEFORE 1ST DAY OF PRACTICE

Clubs will not be authorized to begin practice until they have completed all of the following safety requirements:

- CPR and First Aid Certifications (3 members certified in BOTH)
- First Aid Kit Pick-Up
- Participation Waivers
- Facility Key Pick-Ups (if applicable)

Clubs must obtain written/email approval from the Sport Clubs Program staff to begin practice. Any practice that begins prior to completing these requirements and receiving Sport Clubs Program staff approval will be viewed as unauthorized facility use and may result in the suspension of practice and/or $200 fine.

If you have any questions regarding Safety/Facility Requirements, please contact us at sportclb@umn.edu
Staff Introductions

Sport Clubs Office Assistant
Saurav Dubey
General Information and Questions
612.625.6017
sportclb@umn.edu

Travel/Vehicle Lease Assistant
Erin Mortenson
Travel and Vehicle Related Inquiries
612.625.6017
sportclb@umn.edu

Program Assistant
Josh Tinucci
Coaching Requirements, Meeting Space, Fundraising, Budget Process, Logo/Publication
612.625.6017
sportclb@umn.edu

Sport Clubs Manager
Mikayla Miller
Finances, Logo/Publication, CPR/1st Aid, Affiliates, Travel, Tier Requirements
612.626.8014
mill3998@umn.edu

Sport Clubs Director
Jessica Novotny
Facilities, Contracts, Sponsorships, Eligibility, Coaching
612.625.2083
novo0024@umn.edu

Sport Clubs Program Mission

Embodying the ideals of the University of Minnesota and the Department of Recreational Sports, the mission of the Sport Clubs Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Sport Clubs Program is to create a safe and fun environment that encourages:

- Positive University of Minnesota experiences.
- Character development through athlete commitment and excellence.
- Physical, social, and leadership development.
- Cultivation of friendships.
- Recreational and competitive opportunities, regardless of skill level.
- Lifetime appreciation for sport and physical activity.
- Memories that last a lifetime.