Opportunity for leadership and communication has made Sport Clubs an effective and popular part of student development on campus for over 100 years. The Sport Clubs Program at the University of Minnesota began with cyclists, archers, and fencers. Since then, the program has enjoyed great success and now offers a diverse set of activities for participants. There have been countless achievements by Sport Clubs teams and individuals, and it is your challenge as an officer to continue in this tradition of excellence. By combining the personal development gained as a Sport Clubs officer with the knowledge you already acquire as a college student, you will be better prepared for your future.

As an officer, you have newfound responsibilities to your club, in addition to the Sport Clubs Program, University Recreation and Wellness, the University of Minnesota, and your national governing body. We hope this guidebook will help you navigate these responsibilities in an easy and efficient manner. Good Luck!
CONTACT INFORMATION
470 University Recreation and Wellness Center
123 Harvard Street SE
Minneapolis, MN 55455

Email: sportclb@umn.edu
Phone: 612-625-6017
Fax: 612-625-7971

GOALS FOR THIS GUIDEBOOK
- Develop an essential resource guide for new and veteran officers.
- Simplify policies and procedures for clubs.
- Clearly define the Sport Clubs Program, University Recreation and Wellness, and University expectations.

SPORT CLUBS PROGRAM MISSION
Embodying the ideals of the University of Minnesota and University Recreation and Wellness, 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.
GENERAL OFFICER FINANCIAL RESPONSIBILITIES

General officer responsibilities are discussed in the General Information Guidebook. Listed below are officer responsibilities when it comes to finances. Treasurers should communicate this list to other officers to ensure that everyone is on the same page.

**Treasurer (REQUIRED POSITION)**

Club treasurers are primarily responsible for the following:

- Update and maintain the club’s Primary account ledger.
- Prepare, sign off on, and turn in all financial requests.
- Schedule and attend monthly treasurer meetings.
- Oversee the preparation and submission of the club’s annual budget/allocation requests.
- Ensure the club’s spending does not exceed the club’s income.
- Work with other coordinators and officers to be sure that their responsibilities coincide with the treasurer’s responsibilities to the Sport Clubs Program.
- Uphold University, University Recreation and Wellness Center, and Sport Club Program policies and procedures in relation to spending.

**President (REQUIRED POSITION)**

The president’s responsibilities in relation to club spending should include:

- Understanding the club’s budget and financial procedures.
- Backing up the club treasurer’s decisions and respecting all due dates and time lines.
- Overseeing all club officers and insuring that they are fulfilling their responsibilities in relation to any financial procedures.

**Travel Coordinator (REQUIRED POSITION)**

The travel coordinator’s responsibilities in relation to club spending should include:

- Work together to providing housing, event registration, and transportation plans with the treasurer at least three weeks in advance of activity.
- Having a general understanding for club spending procedures, due dates and time lines.
- Meeting with the club treasurer regularly to schedule any necessary financial arrangements or payments.

**Safety/Facility Coordinator (REQUIRED POSITION)**

The club Safety/Facilities Coordinator responsibilities in relation to club spending should include:

- Having a general understanding of club spending procedures, due dates and time lines.
- Communicate facility needs to treasurer in a timely matter.
- Coordinate facility payments/rentals with treasurer.
Fundraising Coordinator
The fundraising coordinator’s responsibilities in relation to club spending should include:
- Having a general understanding of club spending procedures, due dates and time lines.
- Meeting with the club treasurer regularly to schedule any necessary financial arrangements or payments needed for a fundraiser.
- Allowing the club treasurer to take care of all financial transactions.

Coach/Instructor
The club coach’s/instructor’s responsibilities in relation to club spending should include:
- Communicating any spending ideas to club treasurer and president prior to making any financial arrangements.
- Allowing the club treasurer to take care of all financial transactions.
- Support the club treasurer’s decisions.

UNIVERSITY ACCOUNT DESCRIPTIONS

University Account
This is the club’s only financial account. Sport clubs associated with the Sport Clubs Program receive access to this account due to their Student Union & Activities status on campus. With this status, clubs have chosen to fulfill the Sport Clubs Program request that all financial transactions be made through this account.

WHY?
It simplifies the club budget planning process, provides a ledger monitored by the University, it is where the club’s allocation is deposited, and it has a variety of methods of withdrawing money for purchases.

Money clubs receive from donations will also be deposited into this account. Treasurers need to ensure that donation money is noted on the deposit request so the donor can receive a Thank You note from the University Foundation as well as tax information.

Other Accounts are UNACCEPTABLE
Other accounts, not listed previously are considered un-authorized. This can include out-of-pocket transactions, “saving” cash for future purchases, or fronting money for a purchase without Sport Clubs Program staff approval. Using an unauthorized account may result in a spending freeze, fines, or program suspension.
TREASURER MEETINGS (TR Mtg.)

- Club treasurers are required to schedule and attend this meeting each month with the Sport Clubs Coordinator. During these meetings the treasurer and coordinator will discuss upcoming financial transactions and clarify any financial questions.

- TR Mtgs must be completed by the last MONDAY of each month (exceptions = February & Final (May), see chart below)

- Treasurers should come prepared to each meeting with the following items:
  - Completed Expense Planning Form (NEW! - see pg. 9-10 for more details)
  - Updated club account ledger
  - Expense Requests (if applicable)
  - Any important financial updates for SC Program Coordinator

- Meeting arrangements should be made at the beginning of the month with the Sport Clubs Program Coordinator.

- Plan ahead. If the SC Coordinator’s schedule is full and the treasurer isn’t able to meet the deadline, that meeting will be marked LATE on the Log. Don’t procrastinate.

IMPORTANT TREASURER DUE DATES

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>October 26</td>
<td>Oct. TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>November 23</td>
<td>Nov. TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>January 18—29</td>
<td>Budget Training Sign-Ups</td>
</tr>
<tr>
<td>January 25</td>
<td>Dec./Jan. TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>February 1—12</td>
<td>Budget Training &amp; Data Entry Sign-Ups</td>
</tr>
<tr>
<td>February 15—29</td>
<td>Budget Data Entry</td>
</tr>
<tr>
<td>February 22</td>
<td>Feb. TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>February 29—March 11</td>
<td>Budget Hearing Sign-Ups &amp; Budget Revisions</td>
</tr>
<tr>
<td>March 28</td>
<td>March TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>April 25</td>
<td>April TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>May 13</td>
<td>FINAL (May) TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>June 27</td>
<td>(if active in Summer ’16) June TR Mtg. &amp; Planned Expense Form Due</td>
</tr>
<tr>
<td>July 25</td>
<td>(if active in Summer ’16) July TR Mtg. &amp; Planned Expense Form Due</td>
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INCOME TYPES & EXAMPLES

Each club has a different way to generate income to run their club. Clubs are encouraged to be creative with their fund-raising endeavors, but it is imperative that club officers work with the Sport Clubs Program staff ahead of time to be sure that the time and effort of creating the income are in line with University policy.

*All club income should be put into one of the categories* - dues, fundraising, donations, other. Each category is explained in details below. If you have any income that does not clearly fit into a category, make sure to talk to the Sport Clubs Program Coordinator.

**Dues**

Dues can be considered as any payments made to the club by club members to participate in club activities and events. Keep in mind that each club has a very different dues structure based on their needs and club structure. If you need help determining the appropriate amount of dues to collect, set up a meeting with the Sport Clubs Program Coordinator.

Different types of dues can include:

- **Membership Dues** - Payments made to the club by club members in order to participate in club activities and events
- **Event Dues** - Payments made to the club by club members in order to cover their portion of the travel or event expenses.
- **Fundraising Dues** - Payments made to the club by club members who have generated the money through fundraising opportunities.

**Fundraising**

Fundraising can include on and off-campus fundraisers. *All club fundraising activities must first be approved by the Sport Clubs Program staff prior to the club’s participation in the event or activity* using the Fundraising Proposal Form. **DO NOT SIGN ANY CONTRACTS!** Bring any fundraising event contracts to the Sport Clubs Program Director for review BEFORE participation in any event or activity.

Examples of approved club fundraising activities include:

- **On Campus Fundraisers** - Our program offers select on-campus fundraising opportunities each year. These events include swim meet staffing, snow removal, event staffing, etc.
- **Off-Campus Fundraisers** - All off-campus fundraising opportunities are not offered directly from the Sport Clubs Program. Clubs are responsible for coordinating these fundraisers on their own. Off-campus fundraiser examples include bake sales, garage sales, ‘Rent-An-Athlete’ programs, community events, etc.

**Donations**

Donations are funds that the club receives without having to provide a service or product in return. They are considered a ‘soft-money’ source of income, or *funds that the club CANNOT rely on as a stable source of income*. Clubs are encouraged to connect with their alumni and community for donations.

Donations can be collected in one of these forms:

- Cash
- Check (paper checks only)
- On-Line (through your Foundation account)

Connect with the Program Director or Program Coordinator about your On-Line donation options.

**Other**

This category is reserved for anything that does not cleanly fit in any one of the three categories listed above. Typical items in this category include apparel or equipment dues, grants*, sponsorships*, etc.

*Sport Clubs are encouraged to pursue grant opportunities. They are available through SUA and throughout the community. Prior to submission, grant proposals/requests must be reviewed by Sport Clubs Program staff.*
DEPOSITING INCOME

All club income must be deposited into its University managed account. There are no exceptions to this rule. Treasurers must fill out a Deposit Request Form for all deposits. Other officers are not allowed to fill out deposit forms in place of the treasurer.

Deposit Request Form

This form must be completed online and printed out. All money will be deposited in the club’s University account. It is important that the club indicates if the money deposited is Dues, Fundraising, Donation, or Other by selecting from the drop down menu. Money should be turned into the Sport Clubs Office as soon as possible after it is received.

1. Select your club name in the top right drop down menu.

2. List the amount of money for each check or cash.

3. Write the name of the person who gave the club a check, or “cash”.

4. List the purpose of the money. (List the name of the fundraiser, or give any more info needed.)

5. Select what the funds are from the drop down (Dues, Fundraiser, Donation, other).

6. The form will total your whole deposit.

7. Print the form, sign it by the total of the deposit, and turn the form and the cash or checks into the appropriate inbox at the front desk.

*Reminder, only the treasurer of your club can complete and submit this form unless otherwise approved by the Sport Clubs Program Coordinator.
EXPENSES

All club expenses should be proactively planned for. Making a request to use University funds is simple, but proper planning must occur in order for any payment to be made in a timely manner. If your club would like to purchase anything using club funds, follow these simple steps:

1. NEW! Plan - Submit your monthly Expense Planning Form during the previous month’s TR Mtg. (see below for form details).
2. Request - Submit a completed Expense Request Form to the SCO (in ‘Mikayla’s’ mailbox) for each Purchase (see pg. 9)
3. Approval ** - Wait for approval from the Sport Clubs Program Coordinator. Keep in mind this can take some time depending on the type of purchase - do not expect same day approval.
4. Purchase - Schedule a meeting with the Program Coordinator to complete this purchase (if you are requesting a check, this step does NOT apply).

NEW! Expense Planning Form

The Expense Planning Form is a new addition to our Program for 2015-2016. This form will NOT replace the Expense Request Form, but instead, will compliment it to help your club plan more proactively for your year. This form must be turned in during each required monthly Treasurer Meeting for the NEXT MONTH’S expenses.

Failure to submit a completed form on time during your monthly Treasurer Meeting may result penalties at the discretion of the Program Coordinator.

Example: During your October 2015 Treasurer Meeting, you will turn in a completed Expense Planning Form that details your club’s November 2015 Expenses.

FORM INSTRUCTIONS

1. Fill out your ‘Club Information’ - Remember that these are expenses your club is planning for NEXT month.
2. Circle ALL types of expense your club will be planning. If you are unsure about which category an expense may fall into, just ask!
3. Provide a complete list of EACH planned expense. An example is provided for you on the form.
4. Total your planned expenses.
5. Turn in this form during your required monthly Treasurer Meeting to the Program Coordinator.
**Expense Request Form**

The Expense Request form must be completed, submitted, and approved* before any purchase can be made for your club. Incomplete forms will be returned to your club’s mailbox, and will not be processed until the information has been corrected/completed. Clubs are responsible for maintaining a positive balance with their club account. Failure to do so may result in penalties at the discretion of the Program Coordinator.

The Sport Clubs Program does follow University policies and procedures with all club expenses. These can take time to navigate, so make sure that your club is proactively planning for your year using the Expense Planning Form. All requests will be processed as quickly as possible by the Program Coordinator - this could range from one business day to multiple weeks depending on the type of expense (ask the Program Coordinator for more details).

**Our Program has two options to pay for any approved Expense Requests**:  
- University Credit Card  
- Check - Can take up to 30 days to process a check

**FORM INSTRUCTIONS**

1. Fill out the ‘Club Information’ section. The club Treasurer should be the only one completing and submitting this form.

2. Complete the ‘Vendor Information’ section - be complete!!!

3. List the cost of the expense as you know it. If it is an estimate, make sure to clearly list ‘estimate’ in the supplied box.

4. Select your preferred method of payment - Credit Card or Check are the only two options.

5. Complete the ‘Payment Justification’ section—be detailed please!

6. Attach an invoice or another type of documentation of the purchase to the form with a paper clip.

7. Turn the form to the appropriate staff mailbox.

*Expense Request Form approval is at the discretion of the Program Coordinator (per University guidelines). Requests risk being denied for one or more of the following reasons:  
- Late Submission  
- Incomplete Form (missing information, illegible, etc.)

**Some types of expenses do require Purchase Orders to be completed. Ask the Program Coordinator for more details.**
TYPES OF EXPENSES

Below is a list of expense types. This is not a complete list, as we understand that some clubs in our program have unique needs. If your club has questions about any planned expenses, make sure to check in with the Program Coordinator.

Equipment & Apparel
(*These items require a Logo & Publication Request Form to be completed, submitted, and approved before purchase if your club chooses to place any club or University logos of any kind)

- Athletic equipment (ex. Rugby balls, cones, whistle)*
- Jerseys/uniforms*
- Team apparel*
- Medical supplies (ex. White athletic tape, first aid supplies)
- Awards*
- Office supplies
- Printing services (ex. Posters, banners, photos)*

Dues & Governing Body Fees

- Tournament & league registration fees
- Referee fees (if paying an individual, club must provide referee’s W9 form with Expense Request)
- Fines
- Team/high performance training
- Athletic trainer fees

Travel

- Fleet Services rentals
- Outside rentals (ex. National Car Rental)
- Charter bus rental
- Airline tickets
- Housing (hotels)

SC SUV Rental

Our program has two 7-passenger SUVs available for rental. Check in with your club’s Travel Coordinator about this opportunity!

Facility Reservations & Staffing

- Off-Campus facility rental & staffing fees
- On-Campus facility rental & staffing fees

Coach/Instructor Payments

Check in with the Program Coordinator during your Treasurer Meeting about this (if applicable to your club).

Miscellaneous

- Food/catering
- Reimbursements**

**Reimbursements - Reimbursements should be a last resort when planning club expenses, and will only be made in emergency or ‘out of your control’ situations. All reimbursements must be pre-approved by the Program Coordinator. If approved, proper paperwork (Expense Request, supporting documentation) must be submitted within 2 business days of the purchase. ASK QUESTIONS IF YOU DO NOT UNDERSTAND THE PROCEDURE!!!
BUDGET PROCESS

The budget process is a mandatory activity that all Sport Clubs must participate in. This process sets a tentative club budget for the upcoming school year. This allows:

- New officers to have an idea of what they need to plan for and accomplish.
- The Sport Clubs Advisory Council and Program staff to determine an appropriate allocation amount.
- The University Recreation and Wellness Center staff to evaluate information regarding club performance and plans.

Steps to the Budget Process

Remember that there is an entire training session that you will go to for all of this information!

1. Training
   - Mandatory training session for the club Treasurer and at least one other club officer (additional officers are encouraged, but not required, to attend)
   - The training session will walk your club through all of the required steps

2. Preparation
   - This is a CLUB planning process - not the sole responsibility of any club Treasurer
   - During this step, your club will review your financial activity and prepare an appropriate budget to be used in the next step
   - Our Program does have access to your club’s past budget information - just ask us for it!

3. Data Entry
   - During this step, your club will enter your prepared budget into the Program’s Data Entry form in the office
   - Your club will have 20min to enter this information - come prepared!

4. Revisions
   - The Sport Clubs Program staff will review budgets after the data entry deadline has passed and make recommendations and requests for clarifications
   - Clubs will have at least one week to revise the budget according to recommendations of the staff; clubs can choose not to make the recommended changes, but this is not advised.

5. Budget Hearing
   - This is an opportunity for the Sport Clubs Advisory Council to meet with club leadership to discuss the club’s requested allocation and proposed budget for the following year.
   - Club officers should fully understand the club’s budget prior to attending this meeting

6. Adjustments
   - If your club receives extra funding or a different allocation amount, you are required to adjust your budget to reflect these changes.
   - Clubs will have 1 week after allocations are announced to make these adjustments.

7. Allocation Announcements
   - The annual allocation will be announced at the end of the spring semester. This will take place after the Sport Clubs Advisory Council has formally presented its final allocation recommendations to the Sport Clubs staff for their review.
   - Once the Sport Clubs staff has made their final decision, memos indicating the details of the allocation and its terms will be distributed to the clubs.