# Club Sports Annual Calendar 2013-2014

### 2013 Fall Semester (\* - events must be attended)

### Activities Fairs/Recruitment

Welcome Weekend Events –

* + \*Club Sports on the Greens – **Sat., August 24th from 3-5pm** on Sheakley Lawn. All clubs must have a representative. RSVP [here](https://www.surveymonkey.com/s/CSBfallRSVP).
  + Intentional Involvement
  + Fall Activities Fair– Sun., **August 25th 3-5pm** on Bearcat Pavilion (Mainstreet). RSVP [here](https://www.surveymonkey.com/s/566FZKD).
* Helping Hands – meet incoming students by helping them to move into their Resident Halls. Here is the link to [register](http://cincinnatiuniv-web.ungerboeck.com/coe/coe_p2_details.aspx?oc=10&cc=COE&eventid=5017). Contact Linda Schoenhoft at 556-1272 with any questions.

### Advisor Meeting/Training

Advisors – **See the following** [**website**](http://www.uc.edu/sald/student_organization/Advisortoolbox.html) **for training options.** The **Advisor Appreciation** Luncheon is 8/20 from noon to 12:45pm in Stratford Heights Pavilion. A training option is to follow from 12:45pm to 2pm.

### Deadlines/Reports/Budgets Due

\*Fall Paperwork and Registration Deadline: In Season Clubs – **Wed., Sept. 4th**/ Out of Season Clubs - **Monday, Sept. 23rd**

* + Webmaster, Waiver, Fall Rosters with M numbers, and Emergency Contact Info Paperwork Due & Game Schedule
  + Organization information updated with fall officers on the [www.uc.collegiatelink.net](http://www.uc.collegiatelink.net) & hand in workshop verification forms by 10/1

\*End of Semester Report and End of Semester Survey due for Fall semester (include pictures): **Fri., Dec. 13th**

* End of Semester Survey link completed
* End of Semester Report detailing activities of the club completed
* Pictures email to [susan.mahoney@uc.edu](mailto:susan.mahoney@uc.edu) for newsletter and web use

### All Club Sports Meetings

Fall Meeting SUMMER option Tues., 8/13 @5:30pm TUC400A

\*Fall Meeting for all CSB Presidents/Treasurers: **Wed., Sept. 4th** – 5:30pm – Location TUC 400B

* Make-up is scheduled for **Mon., Sept 9th** at 5:30pm – Location TUC 400B

\*Anti-Hazing Workshop Reschedule to Fall – Date TBD. Bring as many members as possible. All clubs must be represented.

\*1 on 1 meetings with Program Coordinator, Club Sports: Semi-Varsity, Nationally Competitive, and (select) Competitive: Meetings schedule the weeks of Sept. 23th and Nov. 4th

\*1 on 1 meetings with Program Coordinator, Club Sports: Conditional, Recreational and Competitive Club Officers 1 on 1 Meeting with Club Sports Program Coordinator: Meetings scheduled the week of September 30th.

### Safety Officer/CPR and First Aid Classes Concussion Baseline ImPACT® Tests

Open to all club members. Recommended for contact sports and sports with possibility of head injury. 30 minute computer tests will all occur in Langsam Library 462 the following times every 30 minutes:

Mon., 8/19 from 3-5pm

Sun., 9/15 from 3-7pm.

**Following Testing Locations Teachers College 504**

Fri., 10/11 from 2-4:30pm.

Fri., 11/8 from 2-4:30pm.

RSVP for your 30 minute slot [HERE](https://docs.google.com/forms/d/1_ZAXp8CM6K2oD1w3gHzxsXNOuibUm-Y0WkLxbWkt2_Q/viewform).

* \*Safety Officers Workshop (2 SO’s per club must attend 1 per year in the fall; coaches are encouraged to attend) – Summer option Tues., 8/13 (Steger 7th floor) OR **Wed., Sept. 4th** or **Mon., Sept. 9th** at 7pm in TUC 400B.
* \*Must have 2 representatives from each club certified in CPR and First Aid by **Sept. 19th**, 2012. Classes are offered the following times, please [RSVP](https://docs.google.com/spreadsheet/viewform?formkey=dHJ2VzFjY0JzdTBtT3QyRV8xRy1GNnc6MQ#gid=0) (see link) to Susie Mahoney.
  + Thurs., August 29th - 5pm-9pm – TUC 415AB
  + Tues., Sept. 3th – 5pm-9pm – TUC 415AB
  + Fri., Sept. 6th – 3pm–7pm– TUC 415AB
  + Wed., Sept. 18th - 5pm-9pm– TUC 415AB

Summer CPR Option Mon., 8/7 @ 5:30pm in TUC 415AB

Late fall Tues., 11/19 @ 4pm and Mon., 11/25 @ 5pm . 743 SSLC

### CSB Allocation Committee Leadership Workshop

### **2014 Spring Semester**

### **Deadlines/Reports/Budgets Due**

\*Spring Rosters: Updated Spring Rosters due Wed., **Jan. 22th** (if new members are added to team)

New Organization Registration deadline: Fri., **February 28th.**

\*End of Semester Report and End of Semester Survey due for Fall semester (include pictures): Fri., **April 25th**

* End of Semester Survey link completed
* End of Semester Report detailing activities of the club completed
* Pictures email to [susan.mahoney@uc.edu](mailto:susan.mahoney@uc.edu) for newsletter and web use

### Safety Officer Workshop/CPR and First Aid Classes Concussion Baseline ImPACT® Tests

Open to all club members. Recommended for contact sports and sports with possibility of head injury.

Schedule a 30 minute baseline test with Susie at [susan.mahoney@uc.edu](mailto:susan.mahoney@uc.edu). Mention # of members that will attend.

Spring Safety Officer Workshop (for new safety officers/coaches) – Wed., **Jan. 8th** at 7pm - TUC 400B

CPR/First Aid Make-up trainings for those clubs missing a member with a certification.

* + Thur., Jan. 23th - 5pm-9pm – TUC 415AB
  + Fri., Jan. 24th – 4-8pm – TUC 415AB

### All Club Sports Meetings

### Budget Allocation Process

* \*Paperwork Due (Budget Template, Survey, Bank account statements): Fri., **February 28th**
* \*Allocation meetings to be scheduled the weeks of March 31st, and April 7th.

### Spring Officer Workshop& Leadership Workshop & Conference

* **\*Spring Officer Mandatory Meeting – Wed., 1/8 at 5:30pm or make-up on 1/13 at 5:30pm – TUC 400B**
* **Club 1 on 1 Meetings – \*Meeting 1 (week of 1/20, 1/27) and 2/24 (budget prep)**
* **Conference: Sat., Feb. 22rd (8:30am-4pm)** Locationat Kingsgate Conference Hotel
* **Workshop: Officer Transition – Mon., April 14th** at 5:30pm in **CRC 3250**. All club sport members interested in leadership are welcome. At least 1 person per club should be present.

### Spring ReregistrationWorkshop

Register this spring (2/3 – 4/4) to be able to use your funds in August and GET ACTIVE early. Only ACTIVE organizations may use space and their funds at the Fall of 2014. To register you must complete the following:

1. At least TWO 2014-2015 club officers (prefer President and Treasurer) must attend a Club Sports Officer Workshop: **Either Tues., 3/4 from 7-9pm or Wed., 3/26 from 7-9pm in CREC (Makei-up Mon., 4/14 at 7:30pm in CREC 3250)**
2. Hand in a signed verification form by 4/4/13 to SSLC 455.
3. Reregister your organization on Campus LINK at campuslink.uc.edu. You must have new officers listed. New members should continue to join the organization.

### Celebration of Student Involvement/Awards

* Fri., March 7th – Award nominations due for [Club awards](http://www.uc.edu/sald/club_sports/ClubRecognition.html). Clubs are eligible for University awards as well!
* Thurs., April 3th, 2012 at 6pm – TUC Great Hall

Celebration of

2014 Summer Semester **–**

### Safety Officer Workshop/CPR and First Aid Classes Concussion Baseline ImPACT® Tests

Open to all club members. Recommended for contact sports and sports with possibility of head injury.

The 30 minute online tests can be coordinated upon request (susan.mahoney@uc.edu)

Summer Safety Officer Workshop (for new safety officers/coaches) – at request (email susan.mahoney@uc.edu)

CPR/First Aid Make-up trainings for those clubs missing a member with a certification.

* + Thurs., May 8th 5:15-9pm

### All Club Sports Meetings

### General Guidelines

* Accident Reports – within 48 hours of injury to Program Coordinator, Club Sports.
* Reimbursement Forms - no later than 10 days after purchase/expense
* Travel Authorization, Travel Expenses, and Rosters – 2 weeks prior to travel dates
* Transportation Services – 2 weeks prior to travel dates
* Game Schedule – when available