Club Sports Annual Calendar 2014-15

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

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 in SSLC 743

### All Club Sports Meetings

### Fall Sheakley Meeting

***All August Dates are part of the Fall 2014 Calendar.***

### 2014 Fall Semester (\* - events must be attended)

### Activities Fairs/Recruitment

Welcome Weekend Events –

* + \*Club Sports on the Greens – **Sat., August 23rd from 3-5pm** on Sheakley Lawn. All clubs must have a representative. Email the Program Coordinator, if you have any special needs.
* Fall Org Fair and Taste of Uptown– Sun., **August 24th 3-5pm** on Bearcat Pavilion (Mainstreet). RSVP [here.](https://campuslink.uc.edu/form/start/42879)
* 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**

Breakfast is 8/19. A training option will follow.

### Deadlines/Reports/Budgets Due

\*Fall Paperwork: In Season Clubs – **before travel**/ Out of Season Clubs – **10/1**

* + Webmaster, Waiver, Fall Rosters with M numbers, and Emergency Contact Info Paperwork Due & Game Schedule

\*[End of Semester Report](http://www.uc.edu/content/dam/uc/sald/docs/CSB%20Documents/End_of_Semester_Report.xls) and [End of Semester Survey](https://campuslink.uc.edu/form/start/22425) due for Fall semester (include pictures): **Fri., Dec. 12th**

* Pictures email to [susan.mahoney@uc.edu](mailto:susan.mahoney@uc.edu) for newsletter and web use

### Fall Reregistration Workshop

Register for fall (if you missed registering during spring 2014) to GET ACTIVE and be able to use your funds and space on campus. To register you must complete the following:

1. At least TWO 2014-2015 club officers (Treasurer MUST attend and President preferred) must attend a Club Sports Officer Workshop: **Wed., Sept. 10 at 5:30pm in TUC 400B**
2. Hand in a signed verification form by 9/17 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.

### All Club Sports Meetings

\*Fall KICKOFF Meeting for all CSB Presidents/Treasurers: **Wed., Sept. 3rd** – 5:30pm – Location TUC 400B

* Make-up is scheduled for **Mon., Sept 8th** at 5:30pm – Location TUC 400B

\*1 on 1 meetings with Program Coordinator, Club Sports: Semi-Varsity, Nationally Competitive, and (select) Competitive: Meetings schedule the weeks of Sept. 22nd and Nov. 3rd

\*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 29th.

Fall Meeting SUMMER option Wed., 8/13 @5:30pm TUC400B

Summer CPR Option Mon., 8/4 @ 5:30pm in TUC 415AB

### 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., 8/18 from 3-5pm

Sun., 9/14 from 3-5pm.

**Future Test Locations TBA.**

Mon., 10/6 from 5-6:30pm.

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. 3rd** or **Mon., Sept. 8th** at 7pm in TUC 400B.
* \*Must have 2 representatives from each club certified in CPR and First Aid by **Sept. 26th**. 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 28th – 6:30pm-10pm – TUC 415AB
  + Tues., Sept. 2nd – 5pm-9pm – TUC 415AB
  + Fri., Sept. 5th – 3pm–7pm– TUC 415AB
  + Wed., Sept. 24th - 5pm-9pm– TUC 415AB

### CSB Allocation Committee

### Club Sports Allocation Committee Leadership Workshop

### **2015 Spring Semester**

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

\*Spring Rosters: Updated Spring Rosters due Wed., **Jan. 21st** (if new members are added to team)

New Organization Registration deadline: Fri., **February 27th.**

\*End of Semester Report and End of Semester Survey due for Fall semester (include pictures): Fri., **April 24th**

* 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. 7th** at 7pm - TUC 400B

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

* + Thur., Jan. 22nd - 5pm-9pm – TUC 415AB

### All Club Sports Meetings

### Budget Allocation Process

* \*Paperwork Due (Budget Template, Survey, Bank account statements): Fri., **February 27th**
* \*Allocation meetings to be scheduled the weeks of March 30th and April 6th

### Spring Officer Workshop& Leadership Workshop & Conference

* **\*Spring Officer Mandatory Meeting – Mon., 1/12 at 5:30pm – TUC 400B or make-up on Thurs., 1/15 Club 1 on 1 Meetings – \*Meeting 1 (week of 1/20, 1/26) and Meeting 2 (optional) 2/23 (budget prep)**
* **Conference: Sat., Feb. 21st (8:30am-4pm)** Locationat Kingsgate Conference Hotel
* **Workshop: Officer Transition – Mon., April 13th** at 5:30pm in **TUC 400B**. 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 2015. 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., 3/3 from 7-9pm or Wed., 3/25 from 7-9pm in TUC 400B**.
2. Hand in a signed verification form by 4/3/13 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

* Mon., March 23rd – 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 2nd at 6pm – TUC Great Hall

### General Paperwork Deadlines

* 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

### \*Club Sports Allocation Committee Meetings – Tentative

Applications due **– Sept. 19th** and Training – is during the week of 9/23 (one meeting)

* Hearings throughout the fall (Additional Funding Requests)
* Meeting – week of Feb. 23rd – Budget Allocation Review of Process and Preparation
* Meeting – March 2-4th to review budgets
* Allocation Meetings – week of March 30th and April 6th

**\*\*Failure to meet budgetary deadlines and hand paperwork in after and prior to travel can result in funding reduction**

**\*Means a reduction in funding will occur if deadline is not met or meeting was not attended**