

# University of Miami Federation of Club Sports Officer Transition Template

*This template is intended to help the transition for incoming officers. Although this covers the major topics for Club Sports officers, all clubs are run differently. Therefore, please refer to your club's constitution and procedures, along with those of FCS.*

*Please refer to our handbook for more information.*

## Important Organizations to know

### \_\_\_ Federation of Club Sports Council (FCSC)

- Contacts
  - Assistant Director of Recreational Sports, Kaylee Connolly ([kxc2733@miami.edu](mailto:kxc2733@miami.edu))
  - Federation of Club Sports Office ([clubsports@miami.edu](mailto:clubsports@miami.edu))
- Location
  - Herbert Wellness Center, Administrative Suite on the 2nd floor

### \_\_\_ Committee on Student Organizations (COSO)

- Contacts
  - [coso\\_chair@miami.edu](mailto:coso_chair@miami.edu)
- Location
  - Shalala Student Center, Student Organization Suite 210H

### \_\_\_ Student Activity Fee Allocation Committee (SAFAC)

- Contacts
  - [safac@miami.edu](mailto:safac@miami.edu)

- Location
  - Student Shalala Center, Suite 210H

\_\_\_ Department of Wellness and Recreation (DWR)

### **Administrative responsibilities**

- \_\_\_ Club gmails login information
- \_\_\_ Club Instagram/Facebook login information
- \_\_\_ Coach and advisor information
- \_\_\_ Know your sport's governing body
- \_\_\_ Be familiar with our strike system and the process of removing them

### **Club Resources**

- \_\_\_ Do Sports Easy (DSE)
  - Player Registration
  - Attendance submission
  - Practice and travel requests
  - Post-competition reports
  - ImPact testing
  - Driver's training
- \_\_\_ Blackboard Page
  - Online officer trainings and presentation slides
  - Reimbursement process
  - Do Sports Easy Participant Guide

## \_\_\_ Engage

- Club re-registration through COSO
- Club constitution
  - Each club's constitution includes a detailed list of:
    - Election process
    - All officer positions
- Updated executive board members, club members, and advisor

## \_\_\_ UM Club Sports website

- Pre-participation forms
- Club Sports Documents
- Purchasing Documents
- Reimbursement Documents
- Coaches Documents
- Visiting Team Guide
- FCS Council Application

## **General roles of President/Vice President/Treasurer/ Additional Officer Positions**

### \_\_\_ President

- Liaison between club and Recreational Sports staff
- Enforce club policies, procedures and resources
- Uphold constitution guidelines for club activities and elections

- Preside over club meetings
- Attend all Club Sports trainings and meetings or appoint a representative
- Meet all administrative requirements
- Work with treasurer to oversee club's finances and to submit budget request report annually
- Work with other officers to keep inventory of equipment and where they're located annually

#### \_\_\_ Vice President

- Assist the president in meeting Club Sport administrative requirements and deadlines
- Preside in the absence of the president
- Enforce club policies, procedures and resources
- Uphold constitution guidelines for club activities and elections

#### \_\_\_ Treasurer

- Oversee all financial actions and maintain club financial records
- Follow FCS policies in regard to use of purchasing card, purchase orders, checking requests, and donations
- Complete the budget form annually
- Utilize actuals sent each semester, the club's shadow budget via Google Sheets, and the individual club budgets to track expenses and income

\_\_\_ Additional officer positions

- Some clubs have additional officer positions, please see your club's constitution for more details

## **Budget**

\_\_\_ Budget components

- SAFAC funds
  - Funds do not roll over and expire at the end of the fiscal year
- Self-generated revenue (Non-SAFAC account)
  - Club dues
  - Tournament entry fees
  - Sponsorships
  - donations
- FCS Referendum
  - Ability to apply for items denied and/or not fully funded by SAFAC
    - Equipment
    - Coaches
    - Facilities
- FCS Travel funds
- Carry-over funds/unspent self-generated revenue

## **Purchasing**

\_\_\_ Methods of payment

- P-card

- Used for payments under \$2500 for equipment, apparel, registration fees, hotels
- Email Assistant Director of Recreational Sports the following to make a purchase:
  - Purchasing website
  - Information pertinent to purchase (item numbers, quantity, options, etc.)
  - If applicable, registration portal and event flyer
- Invoice/PO
  - Payment in the form of a check may be used if entities do not accept credit card payments
  - New vendors must submit the following prior to payment:
    - Company name
    - Supplier contact name
    - Supplier contact phone and email
  - Once vendors are approved, email Assistant Director of Recreational Sports the following to make the payment:
    - Invoice
    - Account in which the funds will be coming from
    - Proof of event, for registration fees
- Apparel/Equipment/Registration fees
  - For purchases under \$2500:

- Email the Assistant Director of Recreational Sports the link to the online payment system, along with thorough instructions to make the purchase
- For purchases over \$2500
  - Follow instructions invoice/PO

**ALL BRANDING DESIGNS MUST BE APPROVED PRIOR TO USAGE**

- Officials/guest speakers
  - Officials and guest speakers MUST be approved vendors prior to the event
  - New vendors must submit the following to the Assistant Director of Recreational Sports prior to payment:
    - Company name and contact information
    - Federal W-9
    - Invoice
  - Once vendors are approved, email Assistant Director of Recreational Sports the following to make the payment:
    - Invoice
    - Event flyer
- Off-campus venues
  - Off-campus venues MUST be approved vendors prior to the event

- New vendors must submit the following to the Assistant Director of Recreational Sports prior to payment:
  - Justification of rental
  - Federal W-9
  - Invoice
  - If applicable, certification of insurance and additional contracts
- Once vendors are approved, email Assistant Director of Recreational Sports the following to make the payment:
  - Detailed invoice
  - Event flyer and competition schedule
- Rental cars
  - Through the University's agreement with Enterprise/National Car & Truck rental

## **Marketing/Branding**

\_\_\_ Approved branding designs

- Contact the Assistant Director of Recreational Sports ([kxc2733@miami.edu](mailto:kxc2733@miami.edu)) once design is created at least 1 month in advance
- Approval comes from the Communications department of the University of Miami

## **Governing Body**

\_\_\_ Know who your club's national governing body is, if applicable

- Know their rules for eligibility
- Re-registration fee for each academic year, if any
- Registration process

## **Reimbursement**

\_\_\_ Process

- Cover sheet
- Workday online form

\_\_\_ Requirements when submitting reimbursements

- Receipts
- Flyer of event
- Invoice
- Bank statements (optional)

\_\_\_ Acceptable vs. unacceptable receipts

**NO REIMBURSEMENTS ACCEPTED AFTER 30 DAYS OF  
WHEN PURCHASE WAS MADE**

## **Club requirements**

\_\_\_ Eligibility and participation

- Must pay Wellness Center Link, via Canelink

- Full-time students
  - Undergraduate (12 or more credit hours)
  - Graduate (9 or more credit hours)
- Must purchase a Wellness Center membership
  - Part-time students
  - Faculty/staff, if applicable
    - Some club's national governing body may not allow for faculty/staff to compete for clubs

## **Equipment**

- \_\_\_ Location of all inventory club owns
  - Including quantity of each item
  - Know where the equipment is stored in the off-season
- \_\_\_ Jerseys
  - Know how many jerseys there are
  - Know where the jerseys are located

## **Risk Management**

- \_\_\_ Emergency Action Plan for Accidents/Incidents
  - Non-emergency
  - Emergency

## **Recruitment**

\_\_\_ Know how your club does its recruiting

- Examples:
  - Tabling
  - CaneFest
  - Through social media

### **Fundraising/Community Service**

\_\_\_ Know club's main way of fundraising

- Who leads fundraising events?
- Examples
  - Dues
  - Club events
  - Donations from past club members

\_\_\_ Know club's main way of community service

- Who leads community service events?
- Examples
  - Through the Butler Center
  - Food banks

## **Links to resources:**

- Do Sports Easy
  - <https://wellness.studentaffairs.miami.edu/rec-sports/club-sports/do-sports-easy/index.html>
- UM Branding Manual
  - [https://ucomm.miami.edu/\\_assets/pdf/tools-and-resources/umiami-visual-identity-guide.pdf](https://ucomm.miami.edu/_assets/pdf/tools-and-resources/umiami-visual-identity-guide.pdf)