

UNIVERSITY OF CONNECTICUT  
**CLUB SPORTS**

**Funding Guidelines  
2009-2010**

The executive board officers and the members of the Club Sports Council (CSC) serve as an advisory board for the allocations of the Club Sports Program budget in specific areas and do not serve as the final judgment on allocating these funds. The following packet outlines the application process and procedures necessary for a team to be eligible for funding.

**Please Note:**

**Team representatives must inform the Club Sports Coordinator of all funding needs when completing their Projected Expenses Application in the spring for the upcoming academic year.**

**Arrangements shall be made thereafter by team members to gather proper documentation so that payment can be made via Purchase Request.**

Please plan accordingly with these restraints in mind. Proper planning is the responsibility of the team/club and not the Club Sports Program Staff or CSC executive board. Assistance with the funding is always available either by the staff or the officers by appointment or drop in on Mondays and Wednesdays throughout the academic year.

This information and the Projected Expenses Application is available at  
[www.clubsports.uconn.edu/forms.html](http://www.clubsports.uconn.edu/forms.html)

If you have any questions,  
contact Kate Durant at (860) 486-1856, email [kate.durant@uconn.edu](mailto:kate.durant@uconn.edu)  
or visit the Club Sports Office in room 305/306 SU.

**Please read the information packet carefully!**

## Club Sports Program Requirements for Good Standing

Good standing with the Club Sports Program includes, but is not limited to the completion of the following responsibilities during the 2009-2010 academic year.

<u>Responsibility to be Completed</u>	<u>Deadline</u>
<a href="#">Register with the Department of Student Activities</a>	Prior to any event or funding
<a href="#">Renew Club Sports Status</a>	Prior to any funding
<a href="#">All Club Member Forms</a> (Due to Club Sports Staff)	Prior to first practice/event
Attendance at biweekly CSC Meetings	Mandatory at all meetings
<a href="#">Accident Report Forms</a> (Due to Club Sports Staff)	Within two days of incident

All policies, rules and regulations are set forth in the Club Sports Manual which can be found on the website on: [www.clubsports.uconn.edu/council.html](http://www.clubsports.uconn.edu/council.html) in the right hand side bar. All applicable forms must be completed and submitted by deadlines set throughout the year

**FUNDING WILL BE PUT ON HOLD IF FORMS ARE NOT SUBMITTED**

### **I. Funding Eligibility**

1. A team will only be eligible for CSC funding if the team is recognized and in good standing with the Club Sports Program and CSC.
2. Funding through the Undergraduate Student Government (USG) will be based on the USG Funding Guidelines.
3. No team is guaranteed funding and/or the total amount of funding requested.

### **II. Scope of CSC Funding**

1. The CSC will assist with funding items that relate specifically to the operations and governance of the Club Sports Program and will be overseen by the Department of Student Activities in collaboration with the CSC executive board officers.
2. The CSC shall serve in an advisory capacity in regards to the following areas of club sports program funding:
  - i. Entry Fees
  - ii. Hosting Home Events
  - iii. League Dues
  - iv. Officials
3. Regardless of the funding item, a member of the team accessing allocated funds must type and complete the CSC Purchase Request, which can be found at [www.clubsports.uconn.edu/forms.html](http://www.clubsports.uconn.edu/forms.html). Ensure that a team representative has signed the form prior to submitting the request and that all applicable paperwork is also attached to the application prior to being submitted to the Club Sports Staff.

### **III. Scope of Club Sports Program Funding**

1. The Club Sports Program staff shall make all decisions regarding the funding of the following areas of the club sports program:
  - i. Coaches Sessions
  - ii. CAT/EMT Staffing
  - iii. Club Sports Summit
  - iv. Council Recognition
  - v. Facility Maintenance
  - vi. First Aid Supplies
  - vii. Major Equipment
  - viii. Office Supplies and Printing
  - ix. Publicity & Advertising
  - x. Risk Management Training
  - xi. Student Staff Training

### **IV. USG Funding**

1. The USG may decide to assist with the funding of items that relate specifically and uniquely to the operations of an individual club sport team and do not relate to the governance and oversight of the Club Sports Program and its facilities. These items may include:
  - i. Coach's Stipends
  - ii. Equipment
  - iii. Jerseys
  - iv. Practice Fees
  - v. Travel

### **V. Application Process**

1. Teams applying for funding from the CSC must complete a Projected Expenses Application and submit that form to the Club Sports Coordinator or the Graduate Assistant in the Spring Semester. This application will assist the CSC executive board officers and Club Sports Staff to accurately project expected expenses for the following year. It is emphasized that this information should be as precise as possible so that the officers and the staff can plan accordingly.
2. Every application will be reviewed by the Club Sports Coordinator and/or the Graduate Assistant. It is suggested that a team representative meet with the Club Sports Coordinator and/or the Graduate Assistant during this review process. This meeting will help to clarify any questions, comments, or concerns that the Club Sports Staff might have regarding the application.
3. The allocation of funds will be determined by the amount that the team had previously allocated or by the amount that the team has as a total. The Department of Student Activities (DSA) Staff in accordance with the Club Sports Council reserves the right to not to fund any expenses that have not been previously allocated for.
4. When planning expenses for the 2010-2011 academic year, the teams must schedule a meeting with the council officers for **Tuesday, March 18<sup>th</sup>** to explain their projected expenses.

5. Teams will have the opportunity to bring funding concerns to the CSC executive board officers during Club Sport Council meetings.
6. Funding concerns and issues will be dealt with, in a timely fashion, by CSC executive board officers with advisement from the Club Sports Staff.

**VI. Funding Particular Expenses—Entry Fees**

1. Entry Fees will be paid at the beginning of each sport season or in timely fashion if the entry fee/s application is presented to the Club Sports Staff during the sport season.
2. In order for a Council Team to be eligible to receive the full amount of money allocated for the entry fees, the following must be completed:
  - i. Contract with services/duties described in full detail which are agreed to by all parties involved (i.e. invoice, quote, entry form, completed registration form)
  - ii. Deadline dates, total cost of entry fee/s, recipient of payment, and recipient contact information highlighted or documented with application
  - iii. Federal ID Number (or Social Security number if applicable)
  - iv. Confirmed address of payee
  - v. List of team members attending/participating in the event and their peoplesoft numbers.

**VII. Funding Particular Expenses—Hosting Home Events**

1. Hosting Home Event purchase requests will be submitted prior to the scheduled event and preferably at the beginning of each sport season; except with officials, whose services will not be paid for until after the event has taken place.
2. In order for a Council Team to be eligible to receive the full amount of money allocated for hosting home events, the following must be completed:
  - i. Contract with services/duties described in full detail which is agreed to by all parties involved. Contracts for scheduled home events include, but are not limited to: facility rental documents, Club Sports Official's Form for Payment, invoices, etc.
  - ii. Deadline dates, total cost of hosting home events, recipient of payment, and recipient contact information highlighted or documented with application
  - iii. Pictures and detailed descriptions of the products being purchased (i.e. paint, tape, etc.)
  - iv. List of team members attending/participating in the event and their peoplesoft numbers

**VIII. Funding Particular Expenses—League Dues**

1. League Dues will be paid at the beginning of each sport season or in accordance with the league mandated deadlines.
2. In order for a Council Team to be eligible to receive the full amount of money allocated for the league dues, the following must be completed:
  - i. Contract with services/duties described in full detail which are agreed to by all parties involved (e.g. – invoices, website print out)

- ii. Deadline dates, total cost of league dues, recipient of payment, and recipient contact information highlighted or documented with application
- iii. Confirm of payee's address (e.g. – invoice with mailing address)
- iv. List of team members attending/participating in the league and their peoplesoft numbers

**IX. Funding Particular Expenses—Officials**

- 1. Purchase requests for officials will be submitted after the event and the officials will be paid in a timely fashion after the request has been made.
- 2. In order for a Council Team to be eligible to receive the full amount of money allocated for the official/s, the following must be completed:
  - i. Contract with services/duties described in full detail which are agreed to by all parties involved (Must complete Club Sports Official's Form for Payment *and be signed by official*)
  - ii. Deadline dates, total cost of official/s fee/s, recipient of payment, and recipient contact information highlighted or documented with application
  - iii. Social Security Number of official
  - iv. List of team members attending/participating in the event and their peoplesoft numbers.
- 4. University of Connecticut students are **not** eligible for payment of services (i.e. officiating)

**XII. Reimbursements**

- 1. Reimbursements are possible with CSC funding, however reimbursements are not guaranteed and must be thoroughly justified on the CSC Purchase Request form (specific reason as to why purchase request was not submitted prior to event).
- 2. **NO REIMBURSEMENTS FOR SERVICES** (i.e. officials)
- 3. It is best to apply for funding prior to the event/deadline so that the funding particulars are known ahead of time. Planning ahead will assist the team and the Council to better project the amount of funding available at any given time.
- 4. The original receipt for the expense must be provided to the Club Sports Program Staff, by a team member no more than **ONE WEEK AFTER THE EVENT**.
- 5. If a reimbursement is agreed upon, the recipient should plan on, at least a one month waiting period for the check to be issued.

**Helpful Hints:**

- 1. Credit card payments have a much faster turn-around time than checks.
- 2. Review the below checklists before submitting CSC Purchase Requests.



## Funding Documentation Requirements

### *Checklist for Entry Fees, League Dues, Home Events & Officials Fees*

#### Verification of services/duties described in full detail

- Date
- Cost
- Location
- Name of tournament/event
- If payment is for an official or other service, the [Club Sports Official's Form](#) must be completed and attached to Purchase Request. *\*Social Security # or other proof of U.S. citizenship is absolutely necessary to process payment.*

#### Examples of Verification

*Include as many of these documents as possible.*

- Invoice or price quote
- Document including mailing address of where to send payment
- Event flyers or copy of website event page
- [Official's Form for Payment](#)
- Other (receipts, emails, etc.)

#### Recipient's or Vendor's Contact Info

- Name
  - Complete Address
  - Phone number
  - E-mail address
  - Federal Tax ID # or Social Security #
  - If paid to a student organization use the University's Federal Tax ID #
- 
- List of team members attending/participating in the event w/Peoplesoft numbers**
  - How payment should be made** (i.e. check, online with credit card)
  - Deadline dates for registration and/or payment** (please highlight)



## **Funding Documentation Requirements** *Checklist for Reimbursements*

**All the requirements for the specific area of funding, in addition to:**

- Detailed reason explaining why a reimbursement is necessary**

### **Original Receipt/Proof of Payment:**

- Copy of original check
- Copy of cashed check (or proof that the check was cashed)
- Credit card statement with charge highlighted
- Copy of front and back of credit card

### **Recipient's Contact Info**

- Name
  - Complete Address
  - Phone number
  - Social Security #
- 
- Documents are submitted at MOST one week after the event**
- 
- If the team's Business Office account is getting reimbursed, provide the Federal Tax ID # for the University of Connecticut.**