The following point system has been designed to help ensure that clubs are actively engaged not only in their individual sport, but also in the support and leadership of the Club Sports program, the governing council and the community around them. It also provides an organized system to ensure the timely return of required forms and to keep the Club Sports Office aware of your club’s activities. A club’s point total at the end of the year will be used to determine their eligibility for recognition and for the allocation of funds for the following year. Additional points may be earned at the discretion of Club Sports and will be used in recognizing clubs for outstanding accomplishment.

Budget Allocation based on Points Status

201+ points = up to 100% or greater of funding spent from previous fiscal year allocation
190-200 points = up to 90% of funding spent from previous fiscal year allocation
179-189 points = up to 80% of funding spent from previous fiscal year allocation
168-178 points = up to 70% of funding spent from previous fiscal year allocation
157-167 points = up to 60% of funding spent from previous fiscal year allocation
146-156 points = between 25-50% of funding spent from previous fiscal year allocation
0-145 points = No Funding

The Points System requirements may vary from year-to-year. The 2015-2016 academic year points goal is 201 points and the criteria includes:

- Meeting Attendance
- Administrative Tasks
- Community Service
- Fundraising
- Leadership/Development

The following information is a detailed description of the point system requirements:

(NOTE – new/updated items are designated with *NEW*)

**Meeting Attendance (66 Total Points)**

**Council Meetings** (4x/semester) 5 points each/40 total points

Council meetings are an essential means of communication between the Club Sports Office, Executive Board and the clubs themselves. Each club must have at least one registered representative attend ALL monthly council meetings facilitated by the Club Sports Executive Board.
**Points System Guidelines 2015-2016**

**Mentor Meetings** *(1x/semester) 3 points each/6 total points*
Each council representative will be assigned a mentor from the Exec. Board and is responsible for meeting with him/her once per semester.

**NEW** **Officer Meetings** *(2x/semester) 2-5 points each/20 total points*
All officers from each club must schedule and attend meetings held during the beginning and middle of each semester with the Club Sports staff to discuss the club’s progress.

*NOTE: Points range from a minimum of 2 points per meeting (1 officer present) with a maximum of 5 points (if all officers attend)*

**Administrative Tasks (85 Total Points)**

**Team Info Form** *(1x/year) 5 points*
At the beginning of the Fall semester, the president of each club must complete the informational form with critical information about their team. This information is retained in the club sports office and provided to prospective members upon request.

**Member Registration** *(1. Online Form & 2. Assumption of Risk) 3 points per form/6 total points (1x/year)*
Any person who participates on or tries out for a club sport team must complete the online registration form. The assumption of risk form must be dropped off in-person to the club sports office.

*NOTE: If your team acquires new members throughout the year, they also must complete these forms and your roster must be updated.*

*NOTE: Assumption of Risk form is good for 4 years from the date signed. Returning members do not need to fill out the form again each year but their name must appear on the official team roster for verification purposes*

**NEW** **Competition Schedules** *(1x/semester) 5 points each/10 total points*
A complete competition schedule must be submitted at the beginning of each semester and updated regularly throughout the season. If changes in opponent, time or location occur, the Club Sports Office MUST BE UPDATED within 48 hours of schedule changes.

**NEW** **Practice Schedules** *(1x/semester) 4 points each/8 total points*
A complete practice schedule must be submitted at the beginning of each semester and updated regularly throughout the season. If changes in opponent, time or location occur, the Club Sports Office MUST BE UPDATED within 48 hours of schedule changes.
Points System Guidelines 2015-2016

**Rosters** (1x/semester) 3 points each/6 total points
Team rosters must be submitted at the beginning of each semester and updated regularly throughout the season. If your team is competing prior to the roster due date, a copy of your roster must be given to the office before your first competition.

**Semester Highlight Reports** (1x/semester) 10 points each/20 total points
Semester highlight reports must be submitted at the end of each semester. They help keep the Club Sports Office informed about each club’s season, as well as offer an opportunity for clubs to recognize outstanding achievements and team progress.

**CPR/FA Certifications** (1x/year) 1 point each/4 total points
All clubs must have 2 active members that are CPR/AED/FA certified. Clubs can participate in the training sessions offered by the Club Sports Office or provide a copy of a valid certification if received elsewhere. Clubs will receive 1 point per certification (up to 2 points per student).

**NOTE:** Teams can submit multiple CPR/FA/AED certifications and can receive up to 8 total points.

**Training Session Dates/Times**
(TBA: 1 week designated for CPR/1 week designated for First-Aid)

*Week 1:*
- 9/21 – 8-11pm
- 9/22 – 7-10pm
- 9/23 – 7-10pm
- 9/24 – 7-10pm

*Week 2:*
- 9/28 – 8-11pm
- 9/29 – 7-10pm
- 9/30 – 7-10pm
- 10/1 – 7-10pm

*All sessions will take place in Hawley 102 unless otherwise noted*

**NEW** **First-Aid Kit Retrieval** (1x/semester) 2 pts for sign-out/3pts for return – 5 total points
At the beginning of the year, each club must coordinate with the Club Sports office to sign-out their First-Aid kit. At the end of the year, each club must coordinate with the Club Sports office to return their First-Aid kit.
Points System Guidelines 2015-2016

*NEW* Emergency Action Plan (1x/year) 5 total points
Each club, with the assistance of our Athletic Trainers and Club Sports Supervisors, will create and submit an EAP that relates to all practice and competition activity for the year.

*NEW* Competition Report (within 48 hours) -1 point per each non-submission
Every time a club competes in a game/show/competition/race/etc., they must update the Club Sports office with the results within 48 hours of completion of the event.

*NEW* Website Update (1x/semester) 3 points each/6 total points
Every semester all clubs must update and properly maintain their designated team website. This may be a UConntact page or another external website. Teams should make sure all contact information is up to date, a current photo is on display, all schedules & results are correct and all pages related to the team are presented in a respectful and high-quality manner.

*NEW* Team Picture (1x/year) 5 total points
During the fall, once team rosters are set, all teams must provide the Club Sports office with a current team picture (preferable wearing team uniforms/apparel). If need be, the team may contact the Club Sports office in order to assist with the taking of this picture.

NOTE: All clubs should satisfy this requirement in the fall, with the only exception being that they do not compete and/or meet at all until the spring and will not have a set final roster until this time.

*NEW* Budget Request (1x/year) 5 total points
All teams wishing to request money from the Club Sports office for 2016-2017 must submit their request by the required due date in order to be considered for funding.

NOTE: In order for a team to receive max points, they must submit their entire club operating budget along with their specific request for CS funding. This includes all items funded by USG and all other expenses/incomes.

Community Service (30 Total Points)

*NEW* Community Service Project 15 points each/30 total points
(1x/semester or 2x/year)
Clubs must participate in 1 pre-approved community service event per semester. Each team must fill out the Community Service form online and receive approval by the Club Sports staff prior to the event. The form must be completed and submitted after the event with verification of the completion.
Points System Guidelines 2015-2016

NOTE: If a team does not complete a Community Service event in the fall, they may complete 2 events in the spring to satisfy this requirement.

NOTE: In order to fulfill this requirement, service event(s) must include at least 50% participation of members based on a team’s current, active roster. Verification of those members’ names who participated in the event may be requested.

Fundraising (12 Total Points)

Fundraising Event (1x/year) 12 total points
Clubs must host at least 1 pre-approved fundraising event per year. Each team must fill out the Fundraising form online and receive approval by the Club Sports staff prior to the event. The form must be completed and submitted after the event with verification of the completion.

NOTE: Clubs are not allowed to hold fundraising events at bars; or any event that involves consumption of alcohol. Clubs are also not allowed to hold raffles per State of Connecticut law.

Leadership/Development (8 Total Points)

Leadership Event 8 total points
Club Sports will host or designate 1-2 leadership/team development events each year. Teams must have at least 75% of their roster attend one of these events. Teams will be required to check in with a Club Sports representative at these events for proof of attendance.

+Plus Points

Teams can earn extra plus points throughout the year for the following:

1. Participation on Council Committees (1 point per person/3 max)
   Teams can earn 1 point per team member that serves on a Club Sports Council Committee. Maximum 3 points.

2. Participation in Club Sports Fun Run (1 point per person/8 max)
   Teams can earn 1 point per participant during our annual fun run that takes each spring. Maximum 8 points.

3. Attending other Club Sports games/competitions (½ point each/10 max)
   Teams can post pictures of their attendance at other UConn Club Sports events by Twitter to @UConnClubSports. You must be in the picture with the team playing in the background for it to count! Each picture is worth ½ point. Maximum 10 points.

4. Additional Fundraisers/Community Service Projects (5 points each/15 max)
   Teams can gain 5 points for each additional fundraiser or community service project they hold. Teams must have the event approved by Club Sports and submit the report form to receive points. Maximum of 15 points.
Points System Guidelines 2015-2016

5. **NEW** New Officer Meeting/Training (3 points per person/12 max)

   In order to maintain consistent communication and ensure a smooth transition, Club Sports encourages all teams to change officers in December and serve a term of January-December. Teams wishing to follow this model may have their new officers attend our training that will take place in January after everyone gets back to school. Teams may earn 3 points per new officer that attends and gain a maximum of 12 points if 4 new officers attend.

6. **NEW** Involvement Fair Table (5 points for attending/Opportunity for BONUS POINTS)

   Teams who have a table during the fall involvement fair will receive 5 points. BONUS POINTS will be awarded by the Club Sports Staff for the best and most creative tables.

**NEW** - High Risk Teams - Forms Protocol

(This only applies to the following clubs: Men’s & Women’s Rugby, Men’s Ice Hockey, Men’s Lacrosse, Gymnastics, and Wrestling)

Athletes from the aforementioned clubs must complete the following before participating in any club-related practice, competition or tryout:

- **Assumption of Risk** – All Athletes
- **Permission to Treat and Confidentiality** - All Athletes
- **Physical Exam Forms** – New Athletes/Athletes without a Physical Exam on File
- **Athlete Update Form** – Returning Athletes with Physical Exams on File
- **Sportware Database** – All Athletes Should Register and/or Update Information Each Year

*Failure to comply will result in the individual athlete being suspended from any club-related activity until all relevant forms are submitted and/or the athlete is cleared to resume activity by the CS office.*

*All clubs must make every effort to assist the CS office and staff in following this protocol. If necessary, a team may be suspended/frozen, if the CS office finds reason to believe a team is consistently acting in noncompliance.*
Points System Guidelines 2015-2016

Penalties

**Missing Information**

Teams that do not turn in critical documents by the listed deadline will be immediately **FROZEN.** This status prohibits clubs from submitting requests to any of the Department of Student Activities offices, including Club Sports, Student Organization Support, and the Student Activities Business Office (SABO). Clubs will also be unable to practice or attend competitions until these documents have been turned in.

The Critical Documents are:

- Informational Form
- Member Registration Form
- Competition & Practice Schedule
- Roster
- Semester Report

*NEW* - TEAMS THAT DO NOT ATTEND CLUB SPORTS FALL OFFICER TRAINING WILL BE FROZEN IMMEDIATELY

**Fining System**

Clubs that do not meet the required deadlines will suffer monetary deductions from their club sports allocations for each missed meeting or late submission. Clubs without money remaining in their club sports allocation will be invoiced for their fine.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Club Sports Council Meeting</td>
<td>$25</td>
</tr>
<tr>
<td>Miss Deadline by 1-5 Business Days</td>
<td>$15</td>
</tr>
<tr>
<td>Miss Deadline by 6-10 Business Days</td>
<td>$25</td>
</tr>
<tr>
<td>Miss Deadline by 10 Days or More</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Important:** If the fine is not paid, double the amount will be deducted from the next annual funding allocation.
Points System Guidelines 2015-2016

Points System Deadlines/Checklist 2015-2016

**Fall 2015 Points Requirements**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Due Date</th>
<th>Points</th>
<th>Completion Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Complete Club Sports Officer Training</td>
<td>September 2nd</td>
<td>N/A</td>
<td>9pm in SU 331</td>
</tr>
<tr>
<td>□ Fall Competition Schedule</td>
<td>As soon as it becomes available</td>
<td>5</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Competition Report</td>
<td>Within 48 hours of competition</td>
<td>N/A</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Practice Schedule</td>
<td>Before 1st practice</td>
<td>4</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Involvement Fair</td>
<td>September 9th</td>
<td>5</td>
<td>Fairfield Way – Bonus Points will be awarded</td>
</tr>
<tr>
<td>□ Informational Survey</td>
<td>September 11th</td>
<td>5</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ First-Aid Kit Retrieval</td>
<td>September 11th</td>
<td>2</td>
<td>Pick-up from Club Sports Office</td>
</tr>
<tr>
<td>□ Officer Meeting #1</td>
<td>Between Sep. 14th – Sep. 25th</td>
<td>5</td>
<td>Schedule with Club Sports Coordinator</td>
</tr>
<tr>
<td>□ 1st Council Meeting</td>
<td>TBA</td>
<td>5</td>
<td>TBD</td>
</tr>
<tr>
<td>□ Roster</td>
<td>Sep. 18th or 48 hours before 1st game</td>
<td>3</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Online Registration</td>
<td>Sep. 25th or 48 hours before 1st competition</td>
<td>3</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Assumption of Risk</td>
<td></td>
<td>3</td>
<td>Submit to Club Sports Office</td>
</tr>
<tr>
<td>□ Team Picture</td>
<td>October 2nd</td>
<td>5</td>
<td>Email to <a href="mailto:uconnclubsports@uconn.edu">uconnclubsports@uconn.edu</a></td>
</tr>
<tr>
<td>□ 2nd Council Meeting</td>
<td>October 7th</td>
<td>5</td>
<td>9pm in SU 304A</td>
</tr>
<tr>
<td>□ Proof of CPR/First Aid Certification</td>
<td>October 9th</td>
<td>4</td>
<td>Submit to Club Sports Office</td>
</tr>
<tr>
<td>□ Emergency Action Plan</td>
<td>October 9th</td>
<td>5</td>
<td>Email in Word Document form to <a href="mailto:uconnclubsports@uconn.edu">uconnclubsports@uconn.edu</a></td>
</tr>
<tr>
<td>□ Website Update</td>
<td>October 23rd</td>
<td>3</td>
<td>Club Sports Office will check website for completion status</td>
</tr>
<tr>
<td>□ Officer Meeting #2</td>
<td>Between Nov. 2nd – Nov. 13th</td>
<td>5</td>
<td>Schedule with Club Sports Coordinator</td>
</tr>
<tr>
<td>□ 3rd Council Meeting</td>
<td>November 4th</td>
<td>5</td>
<td>9pm in SU 304A</td>
</tr>
<tr>
<td>□ Mentor Meeting</td>
<td>November 20th</td>
<td>5</td>
<td>Schedule with Executive Board</td>
</tr>
<tr>
<td>□ 4th Council Meeting</td>
<td>December 9th</td>
<td>5</td>
<td>9pm in SU 304A</td>
</tr>
<tr>
<td>□ Semester Highlight Report</td>
<td>December 11th</td>
<td>10</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Community Service Report</td>
<td>December 11th</td>
<td>15</td>
<td>Submit to Club Sports Office</td>
</tr>
</tbody>
</table>
# Points System Guidelines 2015-2016

## Spring 2016 Points Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Due Date</th>
<th>Points</th>
<th>Completion Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Spring Competition Schedule</td>
<td>As soon as it becomes available</td>
<td>5</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Competition Report</td>
<td>Within 48 hours of competition</td>
<td>N/A</td>
<td>Submit online (clubsports.uconn.edu) -1 pt if not submitted within 48 hours of completion of competition</td>
</tr>
<tr>
<td>□ Practice Schedule</td>
<td>Before 1st practice</td>
<td>4</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Roster</td>
<td>January 22nd</td>
<td>3</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Officer Meeting #1</td>
<td>Between Feb. 1st – Feb. 12th</td>
<td>5</td>
<td>Schedule with Club Sports Coordinator</td>
</tr>
<tr>
<td>□ New Officer Training Meeting</td>
<td>February 2nd</td>
<td>N/A</td>
<td><em>Optional</em> Can earn up to 12 pts 9pm in SU 104 (open to 60 people)</td>
</tr>
<tr>
<td>□ 1st Council Meeting</td>
<td>February 3rd</td>
<td>5</td>
<td>9pm in SU 331</td>
</tr>
<tr>
<td>□ 2nd Council Meeting</td>
<td>March 2nd</td>
<td>5</td>
<td>9pm in SU 331</td>
</tr>
<tr>
<td>□ Mentor Meeting</td>
<td>March 11th</td>
<td>3</td>
<td>Schedule with Executive Board</td>
</tr>
<tr>
<td>□ Website Update</td>
<td>March 11th</td>
<td>3</td>
<td>Club Sports Office will check website for completion status</td>
</tr>
<tr>
<td>□ 2016-2017 Budget Request</td>
<td>April 1st</td>
<td>5</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Officer Meeting #2</td>
<td>Between April 4th – April 15th</td>
<td>5</td>
<td>Schedule with Club Sports Coordinator</td>
</tr>
<tr>
<td>□ 3rd Council Meeting</td>
<td>April 6th</td>
<td>5</td>
<td>9pm in SU 304 A</td>
</tr>
<tr>
<td>□ 4th Council Meeting</td>
<td>April 20th</td>
<td>5</td>
<td>9pm in SU 304 A</td>
</tr>
<tr>
<td>□ Semester Highlight Report</td>
<td>April 29th</td>
<td>10</td>
<td>Submit online (clubsports.uconn.edu)</td>
</tr>
<tr>
<td>□ Fundraising Report</td>
<td>April 29th</td>
<td>12</td>
<td>Submit to Club Sports Office</td>
</tr>
<tr>
<td>□ Community Service Report</td>
<td>April 29th</td>
<td>15</td>
<td>Submit to Club Sports Office</td>
</tr>
<tr>
<td>□ First-Aid Kit Return</td>
<td>April 29th</td>
<td>3</td>
<td>Return to Club Sports Office</td>
</tr>
<tr>
<td>□ Leadership/Development Event(s)</td>
<td>April 29th</td>
<td>8</td>
<td>TBA</td>
</tr>
</tbody>
</table>