

FACILITY SCHEDULING & REQUESTS

1. Requests for use of campus facilities for all club related activities **MUST** be made through the Campus Rec Office, not the coaches and/or club members. This includes scheduling practice sessions, fund raising events, competitions, camps, meetings, and special events. Please check Campus Recreation website (www.campusrec.unh.edu) for availability of facilities prior to coordinating request to the Sport Club Professional Staff.

A meeting room request should include:

- a) Date(s) or meeting(s)
- b) Start & finish times
- c) Size of room needed (capacity, number of chairs, etc.)

A request for a facility for practice or competition should include:

- a) Date(s)
- b) Times (allow for set-up & clean-up)
- c) Specific facility preferred
- d) Type of event facility will use for (practice, competition, social, etc.)

2. When scheduling intercollegiate competitions, it is a goal of Sport Clubs to maintain a balance between home and away contests.
3. Typically, clubs are not charged a rental fee for use of facilities for club-related activities. However, minimal fees may be charged during academic breaks or for additional staffing costs. Clubs will be charged a per participant fee if the event is open to non-students (youth or adult participants)
4. When scheduling, consideration should be given to prevent conflicts with intercollegiate programs and other University activities.
5. No official or mandatory practices can be held during finals. It is permissible for informal groups of students to practice during this time; however, formal facility reservations will not be made during this time or during university break periods including summer break. Special requests for practice times and/or competitions during university break periods will be reviewed on a case by case basis.
6. Any sport club team wishing to affiliate with a conference, league, or association must secure prior approval from the Sport Club staff.
7. If an event is to be canceled, the Campus Rec Office must be notified within 24 hours in advance.
8. Be advised that alterations in practice/competitive schedules may occur as a result of inclement weather, facility maintenance, university special events/demand or circumstances beyond our control.

9. **Youth Clinics/Events** - Any club that plans on hosting or sponsoring an event intended for minors, whether at a UNH or at a non-UNH facility, must meet with the club's Sport Club Professional Staff member. The Student Leaders running the event must successfully complete a background check (keep in mind these checks take at least 2 weeks to be processed) and go through a Protection of Minors training with the Sport Club Professional Staff.

PLANNING for HOME EVENTS & COMPETITION TIMELINE

HOME EVENTS

1-4 Months Prior

- 1) Reserve facility space.
- 2) Contract with officials and opponents *in writing* (include directions).
- 3) Contact Assistant Director regarding Athletic Trainer(s) or EMTs.
- 4) Request background check and Protection of Minors training (if youth clinic)

1-2 Weeks Prior

- 1) Touch base with visiting team(s).
- 2) Make arrangements for volunteers (scorekeepers, line judges, ball runners)
- 3) Purchase/secure supplies (scorer's table, clock, whistles, towels, cones, game balls, flags, trophies, etc.).
- 4) Decide if concessions is necessary/desired.
- 5) Submit paperwork for officials that are not currently in the UNH system.

Day of Competition

- 1) Meet Sport Club Supervisors, visiting team(s) and officials

After the Event

- 2) Report results via on-line Home Competition Form

PLANNING for AWAY EVENTS/ COMPETITION TIMELINE

AWAY EVENTS

1-2 Months Prior

- 1) Submit vehicle request to Sport Club Office
- 2) Send in any required entry fees and/or forms
- 3) Reserve hotels, for any overnight trips

1 Week Prior

- 1) Complete Pre-Travel Form online and make sure all members have completed their online registration
- 2) Get directions and confirm place and time of contest with visiting team
- 3) Set meeting place and time for club departure

Day of Competition (or day before if leaving early the following day)

- 1) Pick-up travel binders/packets containing vehicle keys/gas cards/ travel log/directions
- 2) Pick-up keys at Enterprise if renting a van(s)
- 3) Complete travel roster and email it to Campus Rec (this must be done prior to departure)
- 4) **Return to campus** – Gas up vehicles. Leave travel binders/packets, keys, & gas cards in the club's mailbox.
- 5) Report any mechanical problems with vehicles ASAP.

After the Event

- 1) Return travel binder back to club mailbox no later than a day after returning from the trip. Make sure all receipts are in there!
- 2) Submit results on-line within 48 hours via Post-Travel Report on Campus Rec website.