New Student Leader Handbook

Being a new student leader can be overwhelming at first. Below is a list of a few things you need to start thinking about to help your club run smoothly throughout the year.

1. Budget
   - Each sport club is provided with a budget at the beginning of each school year.
   - This budget consists of:
     - (Allocated Account) Money allocated to each club from the school
     - (Q Account) Money left over from previous years, fundraised money, team dues, and donations.

   **It is important to note that the allocated account money should be used first, because any money that is not used from this account during the school year is lost, and will not roll over to the next school year. Q Account money can roll over year to year and should be used as an extra account for things that come up throughout the year.**

   - Each year, teams present Campus Recreation with a proposed budget for their allocated account for the following school year. The Allocated Account money is normally distributed between team needs such as travel, officials, program supply, rentals and leases, and league dues.
   - Money from one section CANNOT be used for anything other than that item. (Ex. Money from travel cannot be used to buy equipment for the team.)

2. Schedules
   - Games and tournaments can sometimes be scheduled the year prior to competition.
     - Check with your point of contact to see whether you have schedules already in place or if you need to schedule them yourself.
   - Practices
     - Practices are often prescheduled times determined by Campus Recreation.
     - Work with your point of contact to discuss practice times and any additional practices you wish to hold on or off campus.

3. Facility Schedule Requests
   - [http://campusrec.unh.edu/reservations/index.cfm?action=facilities](http://campusrec.unh.edu/reservations/index.cfm?action=facilities)
   - The facility schedule can be accessed using the link above, OR go to the UNH Campus Recreation website > Facilities > Facility Schedule
• From here you will be able to view prior bookings for the field or court that you are looking to use and you can then view what times are available to you
• **STUDENT LEADERS DO NOT DO THEIR OWN BOOKING**
  o Once you have found a time slot you wish to reserve, contact your point of contact and they will make the reservation for you
• Try to figure out times when you need the facilities early! All fields and courts tend to fill up fast.

4. **Meetings with Point of Contact**
• Student leaders are responsible for meeting with their point of contact at a designated time. It is extremely beneficial for you to come prepared for this meeting with any information or questions you may have.
• It is often helpful to meet with other student leaders each week PRIOR to that meeting to discuss goals that need to be accomplished that week.

5. **Dues**
• Each sport club sets an amount of money that each member is responsible for paying during the year.
• This money helps the club run successfully and pays for travel, competitions, hotels, and other expenses that may come about.
• It is important that you set a realistic amount of money for your team to pay (Some clubs currently have $50 dues, while others have upwards of $1000)
• You can choose to have your club pay all at once at the beginning of the school year or make smaller payments throughout the year.
• Dues can be paid online with a credit card or at the front desk of the Hamel Recreation Center in cash or check.

6. **Paperwork**

**Prior to competing, practicing and even trying out for the club, each club member must complete 2 forms**
• Registration
  o Basic information about student (name, address, phone, club etc.)
  o [https://www.events.unh.edu/RegistrationForm.pm?event_id=16878](https://www.events.unh.edu/RegistrationForm.pm?event_id=16878)
  o Registration page can be accessed at the link above OR go to the UNH Campus Recreation website > Programs > Sport Clubs > Registration

• Code of Conduct
  o Form acknowledging you have read the Campus Recreation rules and guidelines for sport clubs and plan to abide by them
  o [https://www.events.unh.edu/RegistrationForm.pm?event_id=16877](https://www.events.unh.edu/RegistrationForm.pm?event_id=16877)
  o Code of Conduct can be accessed at the link above OR go to the Unh Campus Recreation website > Programs > Sport Clubs > Code of Conduct

**Please note – These 2 forms need to be completed by every participant, every year. They do not roll over. Please make sure your team submits this paperwork in promptly so it does not affect your roster or travel**

7. Coaches
   • UNH requires ALL sport clubs to have a coach.
   • Coaches must be 3 years removed from college to be considered a main member of the coaching staff.
   • It is up to the team whether the coach receives a stipend or not
     o If you are not sure about your coach’s stipend, check with your point of contact to see if it is built into your budget.
   • Coaches must travel with the club to all away events
     o If a coach cannot travel with the team to away events the team can hire a “supervisor” to travel with them for the trip
     o This person can be a coach of another team or a graduate assistant at Campus Rec.
     o If you know your coach has scheduling issues speak to your point of contact as soon as possible in order to find someone to go with you
   • Travel and expenses for coaches while traveling will come out of the team’s budget
   • Make sure all coaches are also knowledgeable of UNH Sport Club policies. It is just as important for them to follow the rules as it is for our student athletes.

8. Travel and Transportation
- As mentioned above, teams must travel with a coach or a supervisor designated by Campus Recreation.
- Teams must travel to competitions further than 45 miles away in Campus Recreation vehicles.
  - The only time personal vehicles are allowed is competitions LESS THAN 45 miles away.
- Anyone who drives to competitions, in a personal vehicle, UNH vehicle, or rented vehicle must be Defensive Driving Certified.
- It is the student leader’s responsibility to make sure all travel vehicles are returned in proper condition, (trash removed, gas tank filled, parked in correct lot) when they arrive back from competition.

9. Defensive Driving
- Any club members that wish to drive during travel weekends need to get Defensive Driving Certification.
- It is recommended that at least 3-4 members are certified and that you look into getting younger members certified each year in the event that some people cannot travel on a particular weekend.
- You can sign up for the course through your point of contact.
- Defensive Driving Certification entails:
  - A four hour, online class that walks you through the important information about Defensive Driving.

Once you have completed the online portion, you can sign up at Campus Rec for:
  - A thirty minute practical. This consists of a short driving test, a quick lesson on the campus gas pumps, cards and keys you will need to know, along with a 10 question quiz.

10. CPR/First Aid
- At least one person at all practices and competitions needs to be CPR/First Aid certified.
- It is beneficial if your club leader(s) as well as a coach are certified.
- It is FREE for you to take the course through Campus Recreation.
- It is recommended that at least 3-4 members are certified- including the Risk Manager.
11. Recruiting

- It can often be a difficult task for the student body to find out about sport club tryouts/important dates
- Every year at the beginning of Fall semester, each club is assigned an informational meeting time at Campus Rec.
  - This is a good opportunity to meet members inquiring about your sport club and give them the information they need.
  - At this meeting you should have:
    - Tryout info
    - Info about Practice/Competition times/seasons
    - Fundraising and Community Service info
- It is often beneficial for clubs to recruit future members using Social Media.
  - Get your clubs information out there using Twitter, FB Groups, Wildcat Link as well as placing flyers around Campus (MUB, Campus Rec, dorms etc.)
- It is usually helpful for teams to create a club e-mail - using gmail or yahoo (Ex unhclubsoftball@gmail.com) so that students can have easy access to contact you.
  - This also helps because student leaders can pass on the e-mail account to future student leaders so they can have all past work at their fingertips.
- Work with Jonah Fernald to create flyers/websites and more. He is a great resource at Campus Recreation for marketing ideas.

12. Fundraising and Community Service

- Campus Recreation requires each sport club to complete a certain amount of community service each year as well as fundraise money for their Q Account.
- Clubs are required to fundraise at least 50% of the amount that they are given in their allocated account each year. (Ex: If your club receives a budget of $4000 dollars in their allocated account each year, they should fundraise $2000 dollars during that same school year.)
  - Fundraisers can be anything from:
    - Youth Clinics (**Talk to your point of contact about fees associated with facility use**)
    - Alumni Letters/Alumni Competitions
    - Hosting Tournaments
    - Selling Food/Items Around Campus
• Local Restaurant Coupons
• Raffles
• Restaurant Percentage Night
• Clothing Orders

• Clubs are also expected to take part in some type of community service at least once per semester.
  o Community Service can be:
    • Food Drive
    • Clothing Drives
    • Relay for Life
    • Youth Clinics
    • Helping out at charitable events (Ex: 5k’s, Relay for Life)
    • Participating in charitable events (Ex: 5k’s, Relay for Life)