Sport Club Semester Meeting
January 19, 2015
Worthen Arena, Room 142A
Agenda

- Guest Speaker – BJ McKay, The Arsenal
- Welcome
- Staff and It’s Structure
- Waivers and IDs
- Financials
- Social Media
- Professional Development
- Equipment
- Electronic Paperwork
- Travel
- On Campus Practices
- Questions
The Arsenal

- Muncie’s very own CROSSFIT Gym
- Opportunities for clubs to use their services
Welcome

• Take Out your Cell Phones
  ◦ Like us on FACEBOOK at
    • Ball State Sport Clubs
      • We currently only have 751 LIKES, we have over 1,200 club members on 37 rosters

• Each club will receive a $50 allocation increase if we hit 1,250 LIKES by Feb 19!

• Turn OFF all CELL PHONES to give us your undivided attention!
Sport Club Staff

- Josh Bisher – Sr. Program Director
- Michael Ingram – GA, Competitive Sports
- Christine Rody – Intern, Sport Clubs
- Devin Sellmer – Intern, Sport Clubs
- TBA – Assistant, Sport Clubs

Email us at sportclubs@bsu.edu
Staffing Structure

- Each Student Staff member will have weekly office hours as well as field hours.
- Each staff member will be checking emails and will have the ability to answer most if not every question.
- We are here for you….we will have approximately 55+ hours a week devoted to Sport Clubs.
- Email us at sportclubs@bsu.edu
Staffing Structure - continued

- We are all on the same page (4 staff and Josh).
- If someone in our office asks you for something – please do it!
- If you get an email from sportclubs@bsu.edu denying you something (ex: travel)…do not email Josh to ask if it can be overturned. There is no appeal opportunity
Waivers/ID Reminder

- If you have completed a waiver form/ID in the fall semester, you do not need to do it again.
- This only applies to new people who come out.
Check Request - Reimbursement

- Effective December 1, 2014 all club check requests will no longer be paper.

- What does this mean to you?
  - Each club will still submit the same paperwork
  - All people need to be in the university system
  - The sooner the better – will delay getting $ back
  - There will be no walking paperwork to the Accounting Office.
  - Once paperwork is submitted to Josh, club responsibility is done
Check Request Paperwork

- Where the document asks for account #
  - If you put your account # in – the $$ will be taken out of that account.
  - If you want our office to pay for something (allocation) – leave that blank.
  - If you put your account # in and want us to pay – I will take it out of your account.
  - You do not need advisor signature – as mine will suffice
Depositing Money $$

- Reminder to make deposits as needed.
- If you need your account # please email jrbisher@bsu.edu
- Please do not bring me your money, I will just call you back to pick it up.
- I do not need to sign on this paperwork – 2 officers will need to sign.
Social Media & Websites

• Please utilize FACEBOOK!
  ◦ Email pictures to sportclubs@bsu.edu
    • Competitions, fundraisers, team bonding, etc.

• Update your websites
Equipment & Equipment Room

- This only applies to the clubs that store equipment in the equipment room
- There is an online form you must complete to have equipment ready by your practice time...if you don’t complete – you will have to wait your turn at the window.
Electronic Paperwork

- Our office has been working very hard to be “green”
- The following forms will be uploaded to the website
  - Travel Authorization
  - Space Request Form
  - Pre-Game Report – has been deleted
  - Post-Game Report
  - Waiver/ID
  - Accident Report Form
  - Travel Itinerary
  - Officer Listing
Travel

- There is no grace period offered during the spring semester
- All paperwork is expected to be on file at the time it is due, no exceptions!
- Penalties are as follows:
  - No Paperwork on Time = No Travel
  - No Travel Itinerary, Map and Club Travels = 50% Reduction in next semester allocation / or suspension if club is not eligible for allocations
  - No Post-Game Report = 1 negative compliance report / week it is late (1-7 days late – 1 pt, etc)
On Campus Practices

- Please use scheduled time as picked
- If you miss 2 consecutive practices on a certain time slot – you will lose spot for remainder of semester
- If you don’t plan on using space due to safety officers, etc – we would like 24 hrs + notice so we can cancel the space.
- If you don’t plan on using for the remainder of the semester – please let us know
- Once the weather is good enough – please let me know what to cancel your indoor time. *(hopefully after spring break)*
Questions?

- Are there any questions that directly impact all clubs?
- If not, specific questions can be answered on a 1-1 basis!