

## Pass the Torch Notes & Reminders:

Events	What	When	Where	NOTES
New Student Orientation (NSO)	Recruitment opportunities hosted throughout the summer to meet new freshmen students!	Early June – Mid August	Student Recreation Center	
RecFest	Recruiting event hosted at the beginning of the academic year with food, prizes and tabling!	August 22, 2025 @ 4 pm	Student Recreation Center	
Student Organization Fair	Recruitment opportunity hosted through Student Involvement & Engagement	TBD	LBJ Student Center	
RSO Requirements	What	When	Where	NOTES
Sport Club Re-registration	Must complete re-registration to be considered as a registered student organization (RSO)	Deadline: September 30, 2025 (open now)	Bobcat Organization HUB (“manage organization”)	
Mandatory Risk Management Training	Must have 1 officer attended to become a registered student organization (RSO)	Deadline: September 30, 2025 (sessions held now)	In-person & virtual options available	
Campus Recreation Sport Club Officer Fall 2025 Training	All officers attend officer training for Fall 2025 to stay up to date on University and Campus Recreation policies and resources!	August 29, 2025 @ 3-5 pm	Spring Lake Conference Room (1351 Post Rd, San Marcos, TX 78666)	
Campus Recreation Requirements	What	When	Where	NOTES
Sport Club Profile Form	Notify Sport Programs Office on changes (new officers, NGO, concerns, etc.)	Deadline: May 15, 2025	Microsoft Form	
Home Event Request Form	Request used to reserve Campus REcreation Facilities or equipment	Deadline: July 1, 2025	Microsoft Form	
Away Event Request Form	Notify the Sport Programs Office on competitions or events that will be traveled to (does not replace other travel documents)	Deadline: July 1, 2025	Microsoft Form	

Practice Preference Form	Request used to reserve recurring Campus Recreation Facilities for practices	Deadline: July 1, 2025	Microsoft Form	
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## Passing the Torch to the New Officers

Take the time to discuss these topics to set up future officers for success!

Topics	Considerations	Notes
NGO/ League Contacts or requirements	<ul style="list-style-type: none"> <li>How to register for the league to compete</li> <li>How to pay for the league</li> <li>What platforms are used to submit player information</li> <li>Additional player requirements (insurance, Athletic Trainer, etc.)</li> <li>League restrictions (total players, GPA or credit hours, etc.)</li> <li>League representatives and contact information</li> </ul>	
Referee/Officials and Athletic Trainer Contacts & Process	<ul style="list-style-type: none"> <li>Does league require either?</li> <li>How to contact and secure officials/AT's</li> <li>How to pay for services</li> </ul>	
Social Media	<ul style="list-style-type: none"> <li>Official social media handles</li> <li>Social media passwords</li> <li>Social media strategies to improve engagement</li> </ul>	
Fundraising Strategies	<ul style="list-style-type: none"> <li>Share insights on how funds were collected</li> <li>Future fundraiser opportunities</li> <li>How to be successful in fundraisers</li> </ul>	
Donor Retention	<ul style="list-style-type: none"> <li>Step Up for State results and past/future strategies to consider</li> <li>Keeping accurate donor and alumni records for contacts</li> </ul>	

	<ul style="list-style-type: none"> <li>Importance of donor relations and SUFS participation</li> </ul>	
Budget & Expenses	<ul style="list-style-type: none"> <li>Overview of current budget and strategy for managing team budget</li> <li>Previous years expenses</li> <li>Potential future expenses</li> <li>Unforeseen expenses</li> </ul>	

### New / Returning Officer Summer Tasks

Task	Purpose	Notes
Download Teams App	All communication will happen here for all officers! The Sport Club Profile Form will be used to gather new and returning officer contact information!	
Check out Sport Club Resource Webpage	Has EVERYTHING you could possibly need to access with forms, resources, and tutorials!	
Bobcat Organization HUB	Become familiar with the HUB and work on constitution edits for an easier re-registration process!	
Preparing for tabling events	Strategize new ways to encourage sport club membership! Stay up to date on events and attend!	
Donor Appreciation	Establish new relationships with new alumni and thank recent donors! Send out custom thank you notes!	
Seek Out Potential Sponsors	Reach out to potential sponsors to gather funds over the summer in preparation for the new school year!	

### Tasks to prepare for in Fall 2025- Spring 2026

Responsibilities	Purpose	Notes
Required Travel Documents	<p>Stay compliant with Campus Recreation and University Policies!</p> <ol style="list-style-type: none"> <li>Submit Microsoft form on all away competitions</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Submit travel request (PDF) for each away competition</li> <li>3. Ensure all drivers are approved drivers (Bobcat Org HUB form)</li> </ol>	
Sport Club Accounts & Purchase Requests	<p>Funds secured by Campus Recreation.</p> <ul style="list-style-type: none"> <li>• 2 accounts managed by Campus Recreation <ul style="list-style-type: none"> <li>○ Agency &amp; Restricted</li> </ul> </li> <li>• Purchase request withdrawals money (cash advance or reimbursement)</li> <li>• Form on Bobcat Organization HUB</li> </ul>	
Home Event Requests	<p>Notify Sport Programs Office on upcoming events to request spaces.</p> <ol style="list-style-type: none"> <li>1. Submit microsoft form on all home competitions</li> <li>2. Ensure all details are discussed with Sport Programs Office</li> </ol>	
Risk Releases & Current Roster	<p>Ensure that all tryout attendees and official members have a risk release on file. All official sport club members will need to be submitted to the office (PDF) and up to date on the HUB</p>	
Plan Fundraisers	<p>Generate revenue by hosting events or invitational competitions, profit shares, hosting concessions, etc.</p>	
Remain current on Sport Club Manual policies	<p>Changes are being made that will significantly affect Sport Clubs. Ensure that you understand these policy changes and stay compliant!</p>	