

SPORT CLUB EVENT HOSTING GUIDE



Hosting Events

All events hosted by Sport Clubs, whether on campus or off campus, in a Department of Recreational Sports facility or not, must be approved by the Sport Clubs office.

Hosting an event, whether it is an individual game, tournament, or a seminar, is one of the most popular functions of any Sport Club. However, there are a number of policies and procedures that must be followed to ensure that all events meet University standards. The best way to insure compliance and quality is to stay in constant communication with the Sport Clubs office throughout the planning, implementation, and evaluation phases.





A. Prior to the Tournament

Facility Reservation

Securing the facility is the first responsibility in staging any event. Facility reservations are booked on a first come, first serve basis and must be done through the Sport Clubs office. Reservations for the following facilities are made in the Sport Clubs Office: any outdoor field, Florida Pool, Florida Gym, Southwest Recreation Center and the Student Recreation and Fitness Center. The various facilities at Lake Wauburg can be reserved by calling 466-4112.

Event Personnel

When payment of officials, judges, or other event personnel is necessary for an event, payment contracts must be submitted to the Sport Clubs office at least 3 weeks prior to the event. If it is determined a sufficient amount of officials are not on contract in advanced time, the event will be cancelled. If the payee is a University of Florida employee (student employee or full-time staff), he/she must inform the Sport Clubs office, as an “Additional Compensation Form” must also be completed.

Entry Fees

The procedure for receiving any pre-paid entry is to have it sent directly to the Sport Clubs office. Make sure the mailing address is indicated in any pre-event correspondence to potential teams or individuals. Checks must be made out to “University of Florida” and the club name can be written in the memo section. The Club is expected to maintain accurate and complete records of all financial transactions concerning the event. Use a receipt book to maintain an accurate financial record.

Equipment

If the club needs to order items such as t-shirts, trophies, ribbons, or any other items it needs to for the event, refer to the Finance section of this Manual.

The Sport Clubs office can provide your club with items such as coolers, cones, tents, stopwatches, and other sports equipment. However, equipment will be reserved on a first come, first serve basis and can sometimes be in high demand. Once again, planning ahead can insure you get the items needed.

Incidental Costs

Food and other minor “day of event” purchases can be made by a club member and get reimbursed by turning in all itemized receipts along with a list of who the items were for.

Athletic Trainers

Please work with your Sport Club Liaison to determine whether or not Athletic Training services will be provided for your event.



Visiting Club Guide

The Sport Clubs staff has created a Visiting Club Guide, which can be found [here](#). It has lots of campus and local information that could be useful for our guests such as travel tips, campus parking, and facility policies. It includes a map to the special event's particular venue.

B. Day of the Event

Setting-Up

The club should assign an appropriate number of its members to set up the facility prior to the event. This may include but is not limited to tables, chairs, goals, signage, and water coolers. The same should be done at the conclusion of each day of the event and at the end of the event.

When possible, some clubs prefer to set up the night before. This is a very efficient use of time, especially if you have an early start time or extensive preparation needs. Clubs that choose to do their set up the night before need to make those arrangements with the Sport Clubs Office when they are making their facility reservations. Safety inspections should still be conducted the morning of the event.

Registration Tables

In addition to safety inspections, a club should also set up the check-in/registration table. The following items need to be a part of all registration tables: participant waiver forms, receipt books and money bag. Receipts must be written for all financial transactions. This includes t-shirts sales, entry fee payments, or any other sale of merchandise.

Waivers

Off campus participants are not required to sign a Sport Clubs liability waiver before competing. Many sports governing bodies have their own liability waiver forms for a sanctioned event. Both these and the UF document can be used. Off campus participants should be informed that the University of Florida does not carry accident/health insurance. Any injured participant will be responsible for any and all medical expenses they may incur.

Staff Authority

During most on campus events, there will be Department of Recreational Sports staff present. Staff has sole authority in instances of inclement weather. All efforts will be made to complete events, but not at the expense of jeopardizing participant safety or causing damage to playing surfaces.

In addition, staff has the authority to handle concerns with unruly participants, coaches and spectators. Alcoholic beverages are not permitted at any Department of Recreational Sports event. Persons under the influence of alcohol or drugs will be asked to leave the event.

Additionally, pets (except service animals) are not permitted at any Department of Recreational Sports facility.



C. After the Tournament

Event Accounting and Summary

All money (cash and checks), along with receipts should be delivered to the Sport Clubs office the first business day following the conclusion of the event. Clubs should also write an evaluation for their history file. This will greatly assist the operation of the event in future years. Sales tax must be charged on all merchandise sold.