



Wellness & Recreation Services

UNIVERSITY OF COLORADO **DENVER**



Collegiate Club Sports Manual

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University of Colorado
Denver

Club Sports Important Contact Information:

Lola and Rob Salazar Student Wellness Center

1355 12th Street

Denver, CO 80204

Office: (303) 315-9355

Competitive Sports Coordinator

Angelica Adame

CU Denver Wellness: 303-315-0160

angelica.adame@ucdenver.edu

Office Hours by Appointment

Chapter 1: General Information

Mission Statement

The CU Denver Club Sports program strives to provide students with a unique opportunity to develop leadership, organizational, and fiscal management skills in a fun and safe supportive learning environment in which participants can build a sense of community through team activities and intercollegiate leagues.

General Information

What is a Collegiate Club Sports Team?

Club Sports are teams created and organized through student leadership to promote interest, skill, and teamwork in a particular sport. These teams are often competitive due to regularly scheduled practices and the use of part-time coaches. Club Teams frequently choose to compete against other schools across Colorado and the nation.

What is the purpose of Club Sports at CU Denver?

Club Sports are meant to be a learning experience for the members through their involvement in fundraising, public relations, physical activity, socialization, organization, administration, budgeting and scheduling. Involvement in these teams or clubs helps enhance the student's overall education while improving the community at CU Denver. The leadership training and opportunities available through active participation in a club sport are intended to benefit the participant throughout his/her entire life during and after their time at CU Denver.

Who can join a Club Team?

Membership is open to all current CU Denver Downtown campus students who pay the student fees. Members are NOT disqualified from participation as part-time students. Any student enrolled in just a one-credit class who pays student fees CAN participate. Students who are enrolled in online-only courses are required to pay \$10 in additional dues. Students from the Anschutz Medical Campus are required to pay \$10 in additional dues because these students do not pay the student Club Sports fee in the student fee structure that Anschutz students observe when registering for classes. Students from MSU or CCD cannot participate in CU Denver Club Sports. Club Teams in cooperation with national organizing bodies may limit membership based on eligibility rules. Many clubs also require tryouts, and can limit membership based on minimum credit hours, or minimum GPA. Potential members must read and sign a release/waiver indicating the individual understands the risks and responsibilities assumed in participation. **CU Denver is not liable for any injury or harm to an illegal participant.**

Formation of a Club Team

For new Club Sports, formation must meet these minimum requirements that include, but are not limited to:

- The club sport exists in Colorado or nationally
- The club has existed in the Office of Student Life for **at least one semester** under the status of Registered Student Organization
- A minimum of 7 members and a minimum of 51% of members must be registered CU Denver downtown campus students
- Risk management must have vetted the sport to determine level of liability.
- There must be a spot available on the Club Sports roster.

Once the above requirements have been met, the prospective team must create a presentation to deliver to Club Sports staff that addresses these general questions:

- Who will be your captain(s)? What is each captain's duty?
- How many participants do you plan on having?
- How do you plan to market for grow of team? How/when? Will you attend Club Sports Day?
- How and where will you spend your money? What does your budget look like?
- Who will be your coach?
- Will you join a governing body? How much does it cost?
- How will you ensure your players are eligible to participate?
- What will you charge for dues? When is the deadline? What is the penalty for non-payment?
- Fundraising?
- When and where do you want to practice? If your first choice is unavailable, what is plan B?
- When is your season? Who are your opponents?
- Where do you want to travel?

After the presentation, CS staff will determine if the proposed club sport team has been approved or not based on the following criteria:

1. Strength of student leaders
2. Number of resources from CS office needed to maintain solvency of the sport
3. Strength of recruitment plan
4. Strength of budget
5. Number of participants in previous year
6. Execution of previous year's strategic plan (presentation)

Chapter 2: General Club Organization and Responsibilities

Team/Officer Responsibilities

Each Club is required to declare at least two (2) officers for their leadership team, a President and an officer of any responsibility (VP, secretary, etc.). It is highly recommended that each club elect additional officers for better organization and division of responsibility (Ex. Treasurer, Travel Officer, Risk Management Officer, etc.)

Officers are responsible for setting a date for dues to be collected. Officers are responsible to ensure NO OUTSIDE BANKING ACCOUNT IS USED by the club. All participants must pay dues and no refunds will be issued.

Officers must submit a budget proposal by the set deadline each school year. Failure to submit a proposal will result in no university funding for the following year.

Officers are responsible for ensuring that, when competing against other universities in season or out of season, any participating Club Sport members are current CU Denver students. If the Club Sport participates in ANY in-season league, it must feature current CU Denver students only. **Non-CU Denver students are not permitted by Risk Management due to liability concerns.**

All officers will follow and enforce the requirements featured in the Collegiate Club Sports Manual and the Student Code of Conduct. Officers are responsible to report any conduct violation to the Competitive Sports Staff or appropriate University representative within 48 hours of the incident. Club Sports staff will then fill out an incident report on Connect2.

CPR Certification - At least two team members must have a current CPR certification and have that on file with the Competitive Sports Coordinator. If the team uses a coach, it is recommended they receive a CPR certification. Classes for CPR Certification can be scheduled through the Competitive Sports Coordinator.

First Aid Kits - A First Aid Kit must be checked out from the Club Sports Staff during the Captains' Summit. Officers are responsible for bringing the first aid kit to all practices and events. Officers are also responsible to ensure the kit is fully stocked throughout the season and return the kit at the end of the season.

In the event of an injury at practice in the Student Wellness Center, a facility supervisor needs to be notified. An injury form must be completed and submitted by staff within 24 hours of the event. Injury forms are available on Connect2. In the event of an injury at practice off-campus or at an event where a facility supervisor or Competitive Sports staff member is not present, an officer needs to send an accident report to the Competitive Sports Coordinator within 24 hours of the event.

Officers will be required to maintain their individual club's IMLeagues account. These accounts must include an accurate, updated roster and ensure that all participants have completed both the code of conduct and health waiver forms. All of the above forms are available on IMLeagues.

Social media pages are permitted. One officer is responsible for maintaining the content of the team's page and must reflect positivity and inclusivity. These pages must be visible by the Competitive Sports Office. Officers can send their social media login information to the Competitive Sports Coordinator for record-keeping, if there is ever an instance where a team forgets their information or needs it for future officers.

Officers will be responsible for finding field/court space and determining availability for the space for practice and home events, but the Competitive Sports Coordinator will make the reservation once all information is gathered and set. Teams will also work with the Competitive Sports Coordinator to schedule games, determine travel arrangements, and provide travel itineraries. A copy of each of the above must be submitted to and approved by the Club Sports Staff. See Chapter 5 for travel specific requirements.

Each club must coordinate with the Competitive Sports Staff to plan an informational meeting at the beginning of each semester, if they so choose. Clubs will address membership, financial standing, and fundraising, etc.

If a team chooses to use a coach, then the officers are responsible for completing coach evaluations at the end of each season. It is the responsibility of the coach to fill out the paid/volunteer coaches' agreement. Coaching agreements can be found on IMLeagues or the Officer Resources page.

Failure to comply with any of the above requirements will result in financial penalties and/or disciplinary action up to and including termination of the club. Any decision by the Club Sports Student Council may be appealed through submitting a Grievance Form. For more information on the Club Sports Student Council see Chapter 8.

Team Rosters

A current roster of all team members must be maintained on IMLeagues at all times. Practice or participation in competition is strictly prohibited without completion of a health waiver and the Code of Conduct form. The health waiver, Code of Conduct form, and regular roster form are available on IMLeagues.

By completing and signing the waiver, all participants agree to allow the Competitive Sports program to confirm student status at the University of Colorado Denver.

A team's roster is required to be made up of at least 51% CU Denver downtown students. The remaining portion of the roster may be Anschutz students.

A separate travel roster must be completed and turned in to Competitive Sports staff at least 48 hours in advance of any scheduled and approved team trip.

National governing bodies for all Club Sports teams have ultimate responsibility for roster requirements. Teams may choose to require a minimum number of hours enrolled, minimum GPA, and conduct roster try-outs.

Chapter 3: Code of Conduct

CU Denver Student Code of Conduct

Competing for any Club Sports team at CU Denver is regarded as a privilege. All actions of Club Sports team members reflect on the University of Colorado Denver. On or off campus, all Club Sports team members, perspective participants, or practice participants will be held responsible for adherence to CU Denver Student Code of Conduct.

Criminal prosecution could result from some of the activities in this chapter. The complete CU Denver Student Code of Conduct can be found at:

https://www.ucdenver.edu/docs/librariesprovider122/health-and-wellness/cu-denver-student-code-of-conduct---final-with-suspension-update-9-16-20.pdf?sfvrsn=4d0ea7b9_2

Alcohol, Drugs, and Illegal Substances

Drinking and the use of drugs, or the use of other illegal substances, is NEVER permitted during an official club function, including, but not limited to practices, games, competitions, travel or an event on Auraria Campus. Club members are representatives of CU Denver and are easily identified by club/school uniforms; therefore, the public may closely scrutinize the club's behavior. It is important that club members DO NOT wear club jerseys, sweatshirts, etc. while visiting public drinking establishments. Team funds, whether generated by student fees, donations, or fundraising, MAY NOT be used to purchase alcohol even if all team members are above the legal drinking age. Coaches must refrain from alcohol consumption with their club members at any time and specifically during the entire duration of a team trip. Coaches are ultimately responsible for the behavior of all club members.

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual for the purpose of initiation, admission into, or affiliation with any organization at the University. Hazing includes any abuse of mental or physical nature, forced consumption of any food, liquor, drug or other substances or any forced physical activity that could adversely affect the health or safety of the individual. Hazing also includes any activity that would subject the individual to embarrassment, humiliation, the willingness of the participant in such activity notwithstanding. Hazing is considered an illegal act by anyone associated with the University.

Any reported infraction will be properly investigated by the Office of Community Standards according to the CU Student Code of Conduct. Independent of any investigation from Community Standards, any individual or team found in violation of the Hazing policy will be subject to disciplinary action up to and including probation, suspension, or expulsion from the Club Sports Program.

Sexual Misconduct

The University of Colorado prohibits all forms of sexual misconduct, including sexual assault-nonconsensual intercourse, sexual assault-nonconsensual sexual contact, sexual exploitation, intimate partner abuse (including domestic and dating violence), gender/sex-based stalking, sexual harassment and any related retaliation. For more information regarding the sexual misconduct policy please visit <https://www.cu.edu/ope/aps/5014>.

This prohibition applies to all students, faculty, staff, contractors, patients, volunteers, affiliated entities and other third parties, regardless of sex, gender, sexual orientation, gender expression or gender identity. Any violations may be subject to disciplinary action, up to and including, expulsion or termination of employment, as applicable. The University will consider what appropriate potential actions should be taken, including contract termination and/or property exclusion, regarding third party conduct that is alleged to have violated this policy; however those options may be limited depending on the circumstances of the arrangement.

This prohibition applies to conduct that occurs on campus. It also applies to off-campus conduct, including on-line or electronic conduct (1) occurred in the context of an employment or education program or activity of the University or (2) has continuing adverse effects on campus.

The University takes prompt and effective steps reasonably intended to stop any form of sexual misconduct, eliminate any hostile environment, prevent its recurrence and as appropriate, remedy its effects.

If you need to report sexual misconduct, or if you have any questions regarding sexual misconduct or the Sexual Misconduct Policy, please contact Karey Krohnfeldt, Title IX Coordinator & Director of the Office of Equity at (303)-315-2567 or via email at equity@ucdenver.edu, or send correspondence to Lawrence Street Center, Campus Box #187, 1380 Lawrence Street, 12th floor, Denver, CO 80217-3364.

Discrimination

The University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy, or political affiliation. For more information on this policy please visit titleix.ucdenver.edu In order to comply with this policy, coaches must set team performance standards for attitude and/or ability and any other category in writing prior to team try-outs, making cuts, or prohibiting any student from becoming a member of the team. Clubs will be granted supplemental funding in order to reasonably accommodate club members with disabilities.

To report incidents of discrimination or harassment based on a protected characteristic, or if you have any questions regarding discrimination or harassment or the Nondiscrimination Policy, please contact Karey Krohnfeldt, Title IX Coordinator & Director of the Office of Equity at (303)-315-2567 or via email at equity@ucdenver.edu, or send correspondence to Lawrence Street Center, Campus Box #187, 1380 Lawrence Street, 12th floor, Denver, CO 80217-3364.

Discipline

Any incident involving the conduct of an individual or team during the scope of play for practice or competition will be reviewed by the Club Sports staff and/or the Club Sports Student Council on a case-by-case basis to determine disciplinary measures. Any player ejected from competition will be subject to the rules of the national governing body for the club team and may receive additional discipline from the Club Sports staff. Captains are responsible to report all incidents within 48 hours to the Club Sports Office. Incident reports are located on Connect2.

Chapter 4: Coaches Responsibilities

Conduct

While students are ultimately responsible for the conduct of their respective Club Sports team, the coach must still follow Code of Conduct guidelines and ensure that the team is in compliance.

Responsibilities

A Coach must attend all practices and competitions unless previously discussed with team and/or Competitive Sports Coordinator.

A Coach should have a current CPR certification, which can be attained through the Student Wellness Center. Partner with the Club Sports staff to have the cost of CPR certification covered for the designated coach.

Coaches will be a role model for the team by demonstrating and enforcing the CU Denver Code of Conduct. Coaches should promote sportsmanship among their team and reflect the University of Colorado Denver in a positive manner. Failure to meet or enforce the CU Denver Code of Conduct may result in immediate dismissal.

All Coaches must **carefully** read and sign the Coaches agreement and/or the volunteer agreement. Coaches will be held strictly accountable to the expectations of the coaching agreement. No potential coach may take position until being approved by the Club Sports staff and background checked. Forms can be found on IMLeagues.

All Coaches must have read and understand the explanation of the Clery Act and understand the responsibilities as a coach to report incidents or specific crimes as listed. Information about the Clery Act on the University of Colorado Denver campus can be found at: <https://www.ahec.edu/services-departments/police/clery>

Payment

The CU Denver Club Sports program strongly encourages each club to have a coach. While one of the primary goals of the Club Sports program is to develop student leadership, we recognize that some types of peer management may present difficulties for team leaders. Coaches may be volunteer or paid. Coaches' compensation comes from the Club Sports CU student fee allocation, gift, dues, and fundraising accounts. Club members may not compensate coaches directly from their personal accounts. Under no circumstances is a coach's compensation to exceed \$2000 from the student fee account. If a coach is going to receive a salary, he/she must complete the University Payroll Papers. Coaches will be paid in full within 30 days of the end of the season. **Coaches MUST agree to and sign a Coach's Agreement. Volunteer coaches must ALSO sign the Volunteer Policy and complete a background check.** Failure to sign this agreement, pass a background check, and the Volunteer Policy, if necessary, will result in disciplinary action as determined by the Competitive Sports Coordinator that could include immediate termination.

The Competitive Sports Coordinator must approve any amount to be paid to a coach.

Hiring and Dismissing Policies:

Hiring New Coaches

The applicant will be reviewed by the Club Sports staff. The applicant must go through an interview process with the captains of the particular team, as well as the Competitive Sports Coordinator. The Competitive Sports Coordinator will have the final say regarding the prospective coach. One council member will be present during the interview and decision process of hiring new coaches.

Background Check

Coaches MUST submit information for a background check a minimum of 3 weeks before the season begins. If an issue arises in either check, CU Denver Human Resources will ask the coach or volunteer to explain the issue(s). In the case of a felony, the coach will not be hired. Decisions on any other issues could be determined by the Assistant Director and Executive Director of the Salazar Student Wellness Center. Ultimately, the Provost has final decision regarding background check issues. Any volunteers that wish to work with students who are not CU Denver Students or Faculty must pass only the criminal background check.

Dismissing a Coach without Code of Conduct violation

1. During the season, 50% or more of the current players must agree and collectively submit a grievance form that the current coach is unfit to coach. The coach will then be investigated by the Competitive Sports Coordinator and the Club Sports Student Council (if necessary). Cause of dismissal could include, but is not limited to: Coach and players disagreeing over coaching methods, coach lacking participation in team events, purchasing equipment without approval, lack of leadership, etc. Release of the coach must be approved by the Competitive Sports Coordinator, a 2/3 vote from the Club Sports Student Council, and a 2/3 vote from the team. The coach will be paid based upon the time served.
2. Pre and Post season: The Competitive Sports Coordinator will work with the current captain(s) to dismiss the current coach unless there are issues that warrant the Competitive Sports Coordinator to dismiss the coach since the coach is not a current independent contractor.
3. The absolute final decision about whether or not a coach is hired or continues with a team is made by the Competitive Sports Coordinator, Angelica Adame.

Dismissing a Coach with a Code of Conduct Violation

The Competitive Sports Coordinator and Executive Director of the Student Wellness Center have the responsibility to dismiss a coach in the event of a code of conduct violation. A violation consists of any infraction by the coach related to any part of the coaching agreement and University code of conduct. In the case of a volunteer coach, any infraction of the volunteer agreement or University code of conduct will also result in a dismissal.

Chapter 5: Travel

General Information

During club travel, all members are expected to uphold a positive image of the University of Colorado and to act in a sportsperson-like manner. The Club Sports behavioral guidelines and the University of Colorado's Code of Conduct must be adhered to at ALL times. Coaches and Officers are ultimately responsible for their team's behavior. Any violation of the CU Student Code of Conduct behavioral guidelines by the players or the coach can result in the immediate dismissal of a coach. Any team member that violates the behavioral guidelines or CU Student Code of Conduct will face the Competitive Sports Coordinator to discuss disciplinary action. Disciplinary action may include, but is not limited to, losing facilities, placing the team on probation or suspension, the suspension or termination of the club's coach and/or the suspension or expulsion of team members.

Clubs should notify the Competitive Sports Coordinator immediately in the event that a change in plans occurs during travel such as ground or air transportation, lodging, competition venue, etc. or if an emergency arises during team travel. Note: The Competitive Sports Coordinator has the right of refusal for travel if it is in the best interest of the club.

The new transportation policy as for Club Sports is as follows:

All Club Sports members and coaches are responsible for transportation to and from any activities related to the Club Sports program.

Boulder has completely eliminated their fleet due to high risk and liability and Club Sports at CU Denver has followed suit.

Approval

All Clubs must have an approved practice schedule that includes time and location posted on IMLeagues. Any change to the practice schedule must be submitted and approved by the Club Sports Staff.

Any travel outside the Denver area that requires a rental car or lodging must be approved by the Competitive Sports Coordinator and made a **minimum of two weeks in advance**.

In order to be approved, a complete travel itinerary, travel roster, and travel expense report must be completed and turned in to the Club Sports Office. Any changes to the roster or itinerary must be approved prior to departure. All forms are located on IMLeagues.

The Competitive Sports Coordinator and/or the Executive Director of the Student Wellness Center reserve the right to prohibit a team from traveling to a game or tournament due to weather or any other extenuating or unforeseen circumstances.

NO TRAVEL MAY BE COMPLETED WITHOUT AUTHORIZATION FROM THE COMPETITIVE SPORTS COORDINATOR.

Club Sports staff can assist the clubs in securing approved lodging, suggesting airline tickets, rental cars, or

charter buses if approved two weeks in advance.

CU Denver Tax exemption forms are available for travel inside the state of Colorado.

A list of all drivers must be included on the travel itinerary. Each driver must have a valid driver's license and proof of insurance.

Best Practices

Each club should assign an officer to work with the national governing body of the club, an officer to communicate with opposing universities club teams, and an officer to determine a travel/competition schedule prior to the start of the club's season. This will assist the club in determining the exact amount of dues that will be required to supplement their fundraising efforts. Travel itineraries and budget templates are on IMLeagues.

A travel itinerary should be created along with potential expense reports for each scheduled trip prior to the season. This will further assist the club in determining actual expenses and possibly decrease the costs involved with travel. Early completion and submission to the Club Sports staff provides the opportunity for early approval and the chance for lowest travel rates.

Vehicle Transportation

All club sports members and coaches are responsible for their own transportation to and from practices, games, or any other related events.

Air Transportation

Any club that requires air transportation must meet with the Competitive Sports Coordinator to discuss dates, times, names of travelers, airport preference for cost analysis.

Lodging

Lodging reservation can be made by the Club Sports staff **at least two weeks in advance of travel**. Clubs are encouraged to ask for assistance from opposing teams to help secure lodging and discounts.

The officer in charge of travel must work with the coordinator to arrange hotel or lodging accommodations and have it paid for with the department card. Incidentals and/or personal charges (i.e. movies, meals, phone calls, etc.) are not reimbursable and must be paid before checking out of the hotel and the receipt should reflect this payment. If you are traveling in the state of Colorado and need lodging, please provide the hotel with the CU tax exemption form.

Emergency Procedures

In case of an emergency (serious injury/illness to club member, accident, weather, mechanical problems), follow the following procedures:

1. In case of an accident and/or injury or illness, move vehicle out of traffic and immediately call 911 to report the accident and obtain emergency assistance if necessary.
2. Call the Competitive Sports Coordinator, Angie Adame, at 713-289-9592
3. If Angie does not answer, call Kyle Smith, Assistant Director of Programs, at 573-808-0628
4. If no one answers, leave a message and call the other number. Inform both people listed of the situation and actions taken.
 - If a personal vehicle, driver should contact his/her insurance company.
5. Document the incident with witnesses, dates, times and actions taken. If another vehicle is involved, obtain the driver's name, address, driver's license number, state and date of birth, home and work phone numbers, and insurance company and policy number.
6. Do not discuss the details of the accident with any other party involved. Do not admit to fault.
7. Regardless of the seriousness, have law enforcement complete a report of the accident.
8. Remember to remain calm and use your resources!

Reimbursements

All purchases made by Club Sport members or coaching staff must be **pre-approved** by the Competitive Sports Coordinator and Business Manager in order to receive a reimbursement. Reimbursements will be kept to a minimum. As of July 1, 2020, no reimbursements for airline travel (unless special permission) or personal vehicle gas purchase will be made. If a team rents a vehicle, it is possible for gas reimbursement with pre-approval.

Chapter 6: Finances

Request for University Funding

Each year, each team will be allowed to request a specific amount of university funding. Allocation requests will need to indicate why the team is requesting that amount of money and how it will be used to benefit/aid the team in their growth. Note: University funding can only be used on items that “stay” with the team (league registration, officials’ costs, facilities, team equipment/uniforms that are checked in and out or passed down each year—not to be kept by individuals, etc.) If you have any questions on whether something can be paid for with university funding, please contact the Competitive Sports Office.

All Club Sports teams will be individually evaluated based on the information presented in the club budget proposal and during their reactivation presentation. Any available Club Sports funding will be allocated by the Competitive Sports Coordinator based on the club’s annual budget, their fundraising efforts, the health of the club and their future plans and goals for the club. However, this is not an exhaustive list of what their allocation will be based upon.

Clubs will be eligible to receive an amount up to or equal to \$5,000. A club is not guaranteed to receive the exact amount of their allocation request or any university funding at all.

Purchasing Methods

All club expenditures must be pre-approved by the Competitive Sports Coordinator and **all club purchases will be made by the coordinator.** Funding can be used for equipment, uniforms, league dues, and officials. NO PURCHASES CAN BE MADE UNLESS FUNDING IS AVAILABLE IN THE CLUB ACCOUNTS. Funding will not pay for individual travel, food, gas, etc.

Outside checking accounts are NOT allowed according to university regulations.

All requests for funds must be made to the Club Sports Staff. The club officer requesting the funds should have a well-researched list of item(s) to be purchased, cost, and suggested sources. Based on the research, the officers should be able to recommend one of the following purchase methods:

P-Card

The P-card is used to order equipment/goods and **CANNOT BE USED FOR SERVICES, TRANSPORTATION, OR TRAVEL.** The limit is \$4,999. The Staff will approve and make any purchases on the P-Card.

Standing Order

These take 2 weeks to set up but should be used when purchases are under \$1000 and **will be made more than once a year.** Therefore, this is the best way to pay officials. A **W-9** form is required from the vendor or official for the payment process.

Purchase Order

A PO is used for orders over \$5000. **These may take as long as 4 weeks to be processed,** depending on the time of year, size of order, type of equipment, etc. If the purchase exceeds \$10,000, you must obtain two verbal bids that include the vendor’s name, address, and phone number. If the purchase exceeds \$10,000,

you must obtain two written bids.

ALL EQUIPMENT AND UNIFORMS PURCHASED REMAIN THE PROPERTY OF CU DENVER.

Reimbursements

All purchases made by Club Sport members or coaching staff must be pre-approved by the Competitive Sports Coordinator and Business Manager in order to receive a reimbursement. Reimbursements will be kept to a minimum. As of July 1, 2020, no reimbursements for airline travel (unless special permission) or personal vehicle gas purchase will be made. If a team rents a vehicle, it is possible for gas reimbursement with pre-approval.

Fundraising

Clubs have the opportunity to collaborate with several different companies that offer opportunities to work special events. Fundraising will be coordinated by the officers and must be approved by the Club Sports Staff prior to completion. The check will need to be made out to **CU Denver**. If the check is going to be mailed, it needs to be mailed directly to the Lola and Rob Salazar Student Wellness Center (with ATTN: to Angelica Adame) and the check will be deposited into the club's account. CU Denver Wellness & Recreation Services contact information on page 1.

Matching

On club fundraising opportunities (excluding dues payments), Club Sports may match up to \$500 in total for the year. Please see the Competitive Sports Coordinator for approval.

Donations

Donations can be made to a specific sport club and may be tax-deductible. Checks need to be made payable to CU Denver. **All donations to clubs must be recognized with a thank-you letter from the club.** All checks must be mailed directly to the Lola and Rob Salazar Student Wellness Center (with ATTN: to Angelica Adame). Contact information on page 1. Some companies have matching fund arrangements where they will match the amount that an employee has donated. The standard language used on thank you letters to donors should read: —Your donation may be tax deductible.

**CONTACT THE CLUB SPORTS STAFF WITH ANY TAX RELATED QUESTIONS*

Donation Request Letters

Club Sports are required to write their own individual Beg and Thank-You letters. These letters must be pre-approved by the Club Sports Staff prior to mailing. The letters must be professional and must have the signature of one of the club officers on it. The letters may be mailed from the Lola and Rob Salazar Student Wellness Center. All beg letters that come in with a donation must be acknowledged by a Thank-you letter within two weeks of receiving the donation.

Commercial Sponsorship

Commercial sponsorships are encouraged but must be approved by the Club Sports Staff in advance. Collegiate Club Sports are not allowed to solicit commercial sponsorships from alcohol or tobacco companies or a company with already existing or competing sponsorships with other CU system affiliates. Club Sports staff will provide assistance in creating proposals for commercial sponsorships. Proposals

should be professional and well edited. When soliciting commercial sponsorships, it is important to "follow up." Inform the company as to how the money will be spent and how the company can benefit from making the donation. If the sponsorship requires using a corporate logo on a jersey or T-shirt, it is imperative to receive a letter from the corporation or organization stating that it gives permission for the logo to be used by the University. In addition, the corporate logo may not be larger than the University logo and corporate logos may not be touching the University logo or other corporate logos on the garment/item. Any printing must be produced by a university licensed vendor/printer, approved in advance by the Competitive Sports Coordinator, and purchased using University procedures.

Discipline

Any club that fails to meet any financial obligation without approval from Club Sports staff or that falls negative in their account balance by the end of the year will be jointly and severely liable for the debt. The club can be subject to suspension from their National Governing Body and will be suspended from the CU Denver Club Sports program for the following year.

Club members who fail to meet their individual financial dues obligations will have a hold placed on their student account and will be ineligible to participate until dues are paid.

Club Fines

Club Sports are required to maintain administrative organization throughout the school year. Failure to do so is considered an offense and could result in fines or suspensions to the team. Offenses are for the current season and are waived at the conclusion of every season. For a team's 1st offense, they will be fined a minimum of \$100. The team's 2nd offense will be a minimum fine of \$200. Upon the 3rd offense, the team will be suspended of all practices and competitions until the offense is resolved. If a 4th offense occurs, the team will be placed on suspension for the remainder of the season. A 4th offense suspension includes no practices, no competitions, no refunds of team dues, and all club jerseys and/or equipment turned in immediately. The following are examples of team offenses:

1. A Club Sport representative misses a mandatory meeting set by the Competitive Sports Coordinator
2. Captains do not return emails, phone calls, or texts within 24 hours
3. Uniforms are not handed in immediately after the season
4. The deadline for dues collection is missed
5. The deadline to hand in the team budget, roster, and waivers is missed
6. A schedule is not handed in prior to start of the season
7. Travel itinerary is incomplete before leaving town
8. It is determined that a player is on the field without signing the Risk Waiver and Code of Conduct
9. Other issues determined by the Competitive Sports Coordinator and Club Sports Student Council

The Competitive Sports Coordinator and Club Sports Student Council reserve the right to consider other offenses that are not on this list.

Chapter 7: Facilities and Equipment

Facility Usage

The Lola and Rob Salazar Student Wellness Center has limited availability. Practice time in the Salazar Student Wellness Center should be organized through the Competitive Sports Coordinator.

DPS Facilities and Fields are available to rent at cost to the Club.

A list of Denver Parks can be found at:

<http://www.denvergov.org/parksandrecreation/Parks/tabid/433973/Default.aspx>

It is the club's responsibility to find facilities and fields for rental, gather necessary rental information, and confirm they can practice on any of these fields or rent time to compete on the days and times they are looking for.

Rental fees for these locations should be included in the budget proposal.

THE COORDINATOR WILL HANDLE THE OFFICIAL RESERVATION AND RENTAL OF ALL EXTERNAL FACILITIES AND FIELDS ONCE TEAMS HAVE DECIDED UPON A LOCATION AND CONFIRMED AVAILABILITY.

Scheduling

Once a club has confirmed location availability for practice and competition, a tentative practice and a separate game schedule should be submitted to the Club Sports staff for approval. Once approved, the schedule should be listed on IMLeagues, as well as the Club Sports website.

Officers are responsible for maintaining their game schedule. This includes any new or cancelled games while in-season. All updates must be sent into the office.

Uniforms and Equipment

All uniforms and equipment checked out to the clubs are the property of the CU Denver Collegiate Club Sports program.

Any uniform or personal equipment not returned by the required date may result in a charge for a new uniform, and a hold on the student account or the debt will be turned over to a creditor for collection.

If a club fails to return equipment, the officers will be responsible to replace the equipment through additional dues collection.

Uniforms may not be purchased unless discussed at the beginning of the season with the Competitive Sports Coordinator and 10 or more members agree to purchase the uniforms.

Equipment Usage

Equipment Checkout Policy

Each captain should schedule an appointment with the Competitive Sports Coordinator at the start of the season to review equipment inventory, equipment condition, equipment checkout, and laundry procedures. If necessary, a designated uniform/equipment checkout day and time should be scheduled with the Competitive Sports Coordinator after a final team has been selected and before the first competition. Some team equipment may be checked out to the coach or president for the season. Coaches are expected to conduct a safety check on all checked-out equipment to ensure that it is in safe working condition and that it meets safety standards for the sport. Team members may wash their own uniforms, but they will be fined if uniforms are faded or shrunk beyond wear.

Equipment Checkout Procedures

Club officers must schedule an equipment checkout time with the Club Sports staff. During the requested time slot, team members must go to the Club Sports gym storage in the Student Wellness Center to request their equipment. Equipment checked out by club members may not be purchased and should be returned on or before the due date. A roster must be presented to the Competitive Sports Coordinator before equipment check-out begins.

Equipment Return

Equipment must be returned in acceptable condition. Unreasonable damages will be charged to the user. If a club member gives his/her equipment to another player, he/she is still responsible for returning it unless the club members transfer the equipment through the Club Sports Office and completes the necessary paperwork.

Theft

If equipment or uniforms are stolen, the theft must be reported to the Competitive Sports Coordinator within 72 hours of its occurrence. The player who checked out the equipment may be liable for the replacement cost if the theft is reported within the 72-hour period. If the theft is not reported within the time limit, the player will be responsible for the replacement costs.

Chapter 8: Student Council and Grievance Form

Club Sports Student Council Manual

The University of Colorado Denver Club Sports Student Council will be the governing body for all club sports registered with the Club Sports Office. The Club Sports Student Council consists of a governing body that works together to create and provide excellent athletic experiences and a sense of community for students at the University of Colorado Denver. The Club Sports Student Council will work together with members of the club sports to create and share ideas, express concerns, and solve problems.

The Goals of the Club Sports Student Council:

- Increase support and sponsorship for all clubs
- Raise awareness of club activities and achievements
- Build community among club sports
- Assist with completion and compliance of policies, procedures and forms
- Review grievances and problem solve

The responsibilities of the members can include but are not limited to:

- Serve Club Sports and club members in any capacity possible
- Meet once a month to review budget proposals, grievances, or any other problem that may arise in any club sport
- Review coaches and assistant coach applications
- Review applications for prospective sports and make recommendations
- Assist with marketing club sports events
- Conduct disciplinary hearings and make recommendations for disciplinary actions based on those hearings
- Provide input for the development and implementation of new policies and procedures

Policies and Procedures

Hiring New Coaches

The applicant will be reviewed by the members of the Club Sports Student Council as well as Human Resources. The applicant must go through an interview process with the captains of the particular team, as well as the Competitive Sports Coordinator. Along with these recommendations, the Competitive Sports Coordinator will have the final say regarding the prospective coach. One council member will be present during the interview and decision process of hiring new coaches.

Dismissing a Coach without Code of Conduct violation

1. During the season: 50% or more of the current players must agree and collectively submit a grievance form that the current coach is unfit to coach, the coach will then be investigated by the Competitive Sports Coordinator and the Club Sports Student Council. Release of the coach must be approved by the Competitive Sports Coordinator, a 2/3 vote from the Club Sports Student Council, and a 2/3 vote from the team. The coach will be paid based upon the time they served.

2. Pre and Post season: The Competitive Sports Coordinator will work with the current captain(s) to

dismiss the current coach. If there is any question between the captain(s) and Competitive Sports Coordinator that the coach should not be retained, the issue will then be brought to the student council for review.

Grievances

Grievance forms may be submitted to any Club Sports Student Council Member or the Competitive Sports Coordinator via email or in person. This form is found on IMLeagues on the Club Sports page under Forms.

The Club Sports Student Council will meet to review the grievance, along with the Competitive Sports Coordinator. The Club Sports Student Council will abide by the code of conduct and/or university policies while reviewing grievances. The Club Sports Student Council will hold a hearing with the coordinator to determine the appropriate action. Should a club or member be put on probation and no significant change is found with the individual or club, that individual or club may be terminated.

Note: The Competitive Sports Coordinator will follow the decisions made by the Collegiate Club Sports Council representatives. However, if the Competitive Sports Coordinator disputes the decision of the Council, the Executive Director of the Student Wellness Center will intervene and act as an advisor to the Council. All decisions made by the Executive Director of the Student Wellness Center are final.

