



CU BOULDER RECREATIONAL SPORTS

COLLEGIATE SPORT CLUBS OPERATIONS MANUAL

**COLLEGIATE SPORT
CLUBS OPERATIONS
MANUAL
2013-2014**

CU RECREATION SERVICES, RECREATION CENTER, CU BOULDER

COLLEGIATE SPORT CLUBS OPERATIONS MANUAL



Collegiate Sport Clubs Program

University of Colorado at Boulder
Recreation Center - UCB 355
Boulder, CO 80309
Phone (303) 492-5274
Fax (303) 492-7430
Secured Fax (303) 492-4118



2013-2014 COLLEGIATE SPORT CLUBS

Baseball
Crew
Cycling
Dance
Equestrian
Fencing
Field Hockey
Freestyle Ski
Men's Hockey
Women's Hockey
Men's Lacrosse
Women's Lacrosse
Racquetball
Roller Hockey
Men's Rugby
Women's Rugby
Men's Soccer
Women's Soccer
Snowboarding
Softball
Swimming and Diving
Tae kwon do
Tennis
Triathlon
Men's Ultimate
Women's Ultimate
Men's Volleyball
Women's Volleyball
Men's Water Polo
Women's Water Polo
Wrestling





TABLE OF CONTENTS

Important Phone Numbers and Addresses	viii
Collegiate Sport Clubs Office Hours	ix
Clubs and their Coordinators	ix
Sports Clubs Supervisors	x
CHAPTER 1 INTRODUCTION	1
Mission Statements	
General Information	
Health Information and Insurance	
Waivers	
Entrance into the CU Recreation Center	
CHAPTER 2 CLUB MEMBERSHIP AND THE FORMATION OF NEW COLLEGIATE SPORT CLUBS	6
What Is a Collegiate Sport Club?	
Who Can Join a Collegiate Sport Club?	
Forming a New Collegiate Sport Club	
CHAPTER 3 TEAM LEADER/OFFICER RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE	9
Team/Officer Responsibilities	
Suggested Division of Responsibilities	
President	
Treasurer/Fundraising Chair	
Travel/Scheduling Chair	
Off-Season Clubs	
Off-Season Responsibilities	
Financial Penalty Chart	

CHAPTER 4	Coaches' Responsibility	19
	Supervision/Responsibilities	
	Meeting	
	Conduct	
	Discrimination Policy	
	Dismissal Policy	
	Coaches' Agreement	
	Volunteer Policy	
CHAPTER 5	Collegiate Sport Clubs Council	26
	Collegiate Sport Clubs Council Representative Responsibilities	
	Executive Board	
	Election Process for Board Members	
	Executive Board General Responsibilities	
	Budgetary Responsibilities	
	Dismissal of an Executive Board Member	
	Executive Board Job Descriptions	
	President	
	Vice President	
	Secretary	
	Voting Board Member	
	Alumni Advisor	
	Conference Travel	
CHAPTER 6	FUNDING	33
	Student Fee Funding	
	Referenda Teams	
	Joint Teams	
	Tier Classification System	
	Appeal Process	
	National Travel	
	Tier Chart	
CHAPTER 7	FUNDRAISING	35
	Donations	
	Beg/Donation Letters	
	Commercial Sponsorship	

Advertising Sales		
Fundraising Opportunities		
More Fundraising Ideas		
CHAPTER 8	SPENDING COLLEGIATE SPORT CLUBS FUNDS	37
Purchasing Methods		
Unique Features of University Funds		
Common Expenses		
CHAPTER 9	TRAVEL	40
General Information		
Official Travel Policy		
Lodging		
Air Transportation		
Personal Automobile Transportation		
Rental Transportation		
Disciplinary Action		
University Transportation Center Vehicles		
University Vehicle Policies		
Recreation Center Truck		
CHAPTER 10	ADMINISTRATIVE ASSISTANCE	48
Copies		
Mailings		
Sports Club Mailboxes		
Long Distance Phone Calls		
Office Equipment and Supplies		
Club Rosters		
Creating a Sport Clubs Email Listproc		
Creating a Collegiate Sport Club Webpage		
CHAPTER 11	EQUIPMENT USAGE	51
Equipment Checkout Policy		
Equipment Checkout Procedures		
Equipment/Uniform Deposits		
Deposit Refunds		
Theft		
Lockers		

Audio/Visual Equipment		
CHAPTER 12	FACILITIES	53
Scheduling		
General Policy Restrictions		
Field/Facility Usage		
Inclement Weather		
Lights on Kittredge and Franklin Fields		
Lightning Detection Warning		
CHAPTER 13	PROGRAM SAFETY	56
Risk Management Requirements		
Emergency/Injury Procedures		
Recreation Center Evacuation Procedures		
CHAPTER 14	PUBLIC RELATIONS	60
Publicity		
Promotion		
Posting		
Summary of Promotion and Posting Guidelines		
Using the Trademark		
Using the University's Name		
PR Intern		
Website/Facebook		
CHAPTER 15	CODE OF CONDUCT AND DISCIPLINE	64
Alcohol, Drugs, and Illegal Substances		
Travel		
Academic Integrity		
Disciplinary Policy		
Hazing		
Sexual Harassment		
Amorous Relationships		
Discrimination		
Behavioral Guidelines		
Probation and Termination for Conduct Violations		
Appeal Process		

CHAPTER 16	CLUB ADMINISTRATIVE RESPONSIBILITIES AND CONSEQUENCES	72
	Probation and Termination of Collegiate Sport Clubs for Administrative Non- Compliance	
	Definition of Probation	
	Process of Probation and Termination	
	Suspension or Termination of Coaches	
	Suspension or Expulsion of Individual Team Members	
Chapter 17	Appendix – Contact Info/ Forms	74
	Fall 2011 Proposed Agenda	
	Important Numbers/ websites	
	Forms found online	
	Sample Organizational Meeting Agenda	
	Sample Excuse Letter	
	Travel Roster and Itinerary	
	National Travel Forms	
	Injury Report	
	Budget Tier Criteria Chart	
	Fundraising Contact list	
	Argus Non-Profit Group Agreement	
	Media & Public Image Info Sheet	



IMPORTANT PHONE NUMBERS AND ADDRESSES

Club Sports Office	Kris Schoech	John Galvin
Recreation Center Rm. 126 Campus Box 355 University of Colorado Boulder, CO 80309-0355 office: 303-492-5274 Coach's office: 303-492-2891 fax: 303-492-7430	Collegiate Sport Clubs Coordinator Recreation Center Room 123 work: 303-492-5133 cell: 303-902-1594 email: kristopher.schoech@colorado.edu	Collegiate Sport Clubs Coordinator Recreation Center Room 128 work: 303-492-7206 cell: 303-349-7801 email: John.Galvin@colorado.edu

Associate Director of Program, Tim Jorgensen	303-492-7678
Sport Clubs Supervisors, Emilee Butts	858-531-9998
Trainer, Jaclyn Adams	303-918-3703
Facility Supervisor	303-492-2652

General Information	303-492-6561
Equipment Checkout	303-492-7247
Main Office	303-492-6051
Ice Rink	303-492-7255
Pool	303-492-7685

Collegiate Sport Clubs Office Hours

Fall and Spring: Monday - Friday 9 a.m.-5 p.m.
Phone number: 303-492-5274

Note: Office hours will be reduced during summer, holiday, and University breaks.

No transactions such as equipment checkout and deposits will be done outside of normal office hours. Appointments for these and other services are available outside of office hours if arrangements are made in advance.

Clubs and Their Coordinators

Each sport club is assigned to a full-time staff coordinator. The Coordinators will work with their clubs to answer questions, clarify policies or procedures, discuss disciplinary actions, oversee fiscal transactions, oversee team travel, and arrange facility use. Please direct questions accordingly.

Kris Schoech, Coordinator
Crew
Cycling
Freestyle Ski
Men's Ice Hockey
Women's Ice Hockey
Men's Lacrosse
Women's Lacrosse
Roller Hockey
Men's Rugby
Women's Rugby
Snowboarding
Men's Soccer
Women's Soccer
Triathlon
Men's Ultimate
Women's Ultimate

John Galvin, Coordinator
Baseball
Dance
Equestrian
Fencing
Field Hockey
Racquetball
Softball
Taekwondo
Tennis
Swimming and Diving
Men's Volleyball
Women's Volleyball
Men's Water Polo
Women's Water Polo
Wrestling

Sport Clubs Supervisor

The role of the Collegiate Sport Clubs Student Supervisor is to act as a liaison between the coordinators, coaches, officers, and club members. To ensure efficient communication, the Sport Club Supervisor will try to attend as many practices and events of as many clubs as possible. The Sport Clubs Supervisor also acts as a member of the Sport Clubs Emergency Phone Tree, and may be contacted if the Sport Club Coordinators cannot be reached.

The Sport Club supervisors for the 2013-2014 Academic Year is Emilee Butts.

INTRODUCTION

Welcome aboard! The Collegiate Sport Clubs Operations Manual is designed to help you while you are participating in the CU Collegiate Sport Clubs Program. We hope this manual will make your job as an officer a little easier.

Mission Statements

CU-Vision and Mission

By the year 2030, CU-Boulder will be one of the nation's top public research universities and a leading model of the "new Flagship University" of the 21st century. The bold and visionary initiatives of Flagship 2030 lay a strong foundation for the university as we redefine learning and discovery in a global context and set new standards in education.

Guided by Flagship 2030, CU-Boulder is creating a new kind of national comprehensive research university by:

- Delivering an unrivaled university experience
- Transforming how we teach, discover, and share knowledge
- Building a 21st-century learning environment
- Promoting diverse backgrounds, perspectives, and intellectual endeavors
- Collaborating on solutions to our greatest challenges in the sciences, arts, and humanities
- Pursuing knowledge in service to Colorado, the nation, and the world

- Forging new kinds of partnerships with government, community, and business

Flagship 2030's bold approach offers a unique opportunity for the university to inspire imagination, creativity, and discovery; become a global force for expanding frontiers of knowledge; exemplify the power of diversity; promote Colorado as a global crossroads of ideas and discovery; and prepare students to realize their full potential.

CU-Boulder Student Affairs Mission

About:

Student Affairs' primary focus is to create a positive learning environment that fosters successful learning and personal development both inside and outside of the traditional classroom. Student learning and success is enhanced when the academic environment and community support students' full development as individuals-not just as isolated intellects- and when students are seen as important partners in the learning experience.

The first priority of Student Affairs is students' development as successful, intellectually curious learners, and as healthy, competent, active citizen participants in our American democracy. The division provides, in collaboration with other members of the campus community, educational opportunities, resources, and support to help each individual student reach his or her goals. They work to create a learning environment that eliminates barriers standing in the way of student learning, development, and success.

Mission:

"To Empower Student Learning and Success by"...

- Providing quality student services and support.
- Promoting inclusive excellence and diversity.
- Modeling and developing outstanding leadership.
- Fostering intellectual growth and emotional and physical well-being.
- Encouraging involvement in campus, local, national and global communities.
- Developing collaborative partnerships.

CU-Boulder Recreation Center Mission

The mission of Recreation Services is to promote overall student wellness. We accomplish our mission by providing organized and informal programs designed to

engage the body and mind for the purposes of fun, fitness, social interaction, competition, skill acquisition, and adventure.

CU-Boulder Recreation Center Vision

Recreation Services will continue to offer premier recreation, education, and wellness programs, and we will invest in new and improved facilities to meet the needs of our highly active campus community.

CU-Boulder Recreation Center Core Values and Goals

- Build Campus Community
- Provide Safe, Healthy Programs and Facilities
- Emphasize Sportsmanship & Buff Pride
- Promote Fun, Fitness & Competition
- Build a Climate of Respect & Trust
- Serve with Honor, Integrity & Accountability

CU-Boulder Collegiate Sport Clubs Mission

The Collegiate Sport Clubs Program provides students the opportunity to participate in competitive sport clubs against other intercollegiate teams as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development.

General Information

This Collegiate Sport Clubs Operations Manual has been prepared to assist club officers in the administration of their programs. Every club officer and coach should be familiar with the contents of this book, as the success of his/her organization depends on it.

The University of Colorado identifies a Collegiate Sport Club as a group of fee-paying students and Recreation Center members, voluntarily organized for the purpose of furthering their common interests in a physical sport through participation and competition. Financial funding for each sport club is allocated from various sources: CUSG Student fees, optional fee check-off, dues, donations and individual club fundraising.

While the coordinators of Collegiate Sport Clubs will assist clubs in every way possible, the responsibility for club administration and organization lies with the club officers, members, and coaches. All club affairs must be conducted in keeping with University of Colorado and the Student Recreation Center policies and procedures.

Sport Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling. Involvement in a group and/or team situation helps enhance the student's overall education while living in the University setting. The leadership training and opportunities available through active participation in a sport club are intended to benefit the participant throughout his/her life.

This handbook will clarify the Collegiate Sport Clubs Program policies and procedures for student officers, coaches, advisors, and club members. It is the responsibility of the club officers and coaches to convey accurate information from this manual to the club members.

Health/Medical Information

Collegiate Sport Clubs are solely voluntary with many clubs offering try-outs. Club members must recognize and acknowledge that the Recreation Center does not carry special health and/or medical insurance. There is, however, a new optional coverage plan, with an additional fee, for CU Sport Club participants if the student is enrolled in the Student Gold Health Insurance Plan, offered through Wardenburg Health Center. Please see the Appendix section at the back of this manual, or visit www.uhcsr.com/colorado for further information.

The participant must also recognize that there are inherent risks associated with participation in sport clubs that they voluntarily assume. The Collegiate Sport Clubs Program strongly recommends that every individual carry medical/hospitalization insurance to protect them in case of injury.

Insurance

1. Under our mandatory CUB health insurance policy, the students have 3 options:
 - If they have outside health insurance they can **waive** all CUB insurance and rely on their own. Visits to Wardenburg would be billed to them.
 - If they have outside health insurance they can select the supplement called **Campus Care** for \$175/semester, where primary care visits to Wardenburg Health Center are covered 100% with no copay, deductible or coinsurance.
 - If they have no outside insurance they must purchase the **Student Gold Plan** which comprehensive health coverage providing all Wardenburg Health Center services with no copay, deductible or coinsurance, including Sports Medicine and Psych. There is very good coverage for surgery, hospitalization and specialists outside of Wardenburg as well. See details in number 4.
2. **2012-2013 Plan features:**
 - Cost of the Gold Plan is \$1363.00/semester for an annual plan; Club Sports Rider \$110/semester, \$220 for the year

- No copay, deductible, coinsurance for services inside Wardenburg Health Center-including PT and Psych
- For services outside Wardenburg, there is an annual policy maximum of \$1,000,000
- There is a \$250 deductible/person/year and coinsurance of 80/20 after the deductible so the student would pay 20%, insurance 80% for in-network provider care
- The plan has a \$5,000 out-of-pocket maximum per policy year, which includes the deductible and 20% coinsurance.
- Spouse/SG domestic partner and dependent coverage is available
- There are basic copays of: \$40 for doctor's office visit; \$75 for urgent care; \$150 for emergency room

Waiver Statement

Each participant **MUST** electronically complete a waiver and FERPA form at: <http://registrar.colorado.edu/clubsports/members.asp>

In consideration of my acceptance as a participant in such Collegiate Sport Club I hereby release and discharge, indemnify and hold harmless the Regents of the University of Colorado, and their member officers, agents, employees and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against all claims, demands, costs and expenses, and causes of action whatsoever, either in law or equity, arising out of or in any way connected with any loss and/or bodily injury and/or disability, arising from my participation in the Collegiate Sport Club during practice, competition or travel.

Entrance into the Rec Center

All Collegiate Sport Clubs participants, including officers, must present their Buff One card to enter the Student Recreation Center. All coaches must present a Student Recreation Center Building Pass accompanied by a photo ID. Coaches' cards may not be used to purchase spouse/family memberships. Spectators of events that do not charge admission are permitted into the Student Recreation Center for free during that event only. Spectators attending events that charge admission (i.e. hockey games) must be on a guest list to enter for free, or they must pay the daily guest fee to the cashier.

CLUB MEMBERSHIP AND THE FORMATION OF NEW COLLEGIATE SPORT CLUBS

What is a Collegiate Sport Club?

Sport is all forms of competitive physical ability. It is generally recognized as activities that are based in physical athleticism or physical exertion. Sports are governed by a set of rules or customs, which serve to ensure fair competition and allow constant adjudication of the winner. The Collegiate Sport Clubs Program assists clubs that are organized for the purpose of promoting and developing interest and skills in a particular sport. Club members are responsible for many of the administrative duties and learn many leadership and organizational skills through their participation. Funding is available from many sources: UCSU student fees, club fundraising activities, dues, donations and from the Optional Fee check-off.

Who can join a Collegiate Sport Club?

Membership and try-outs are open to all fee-paying students of the University of Colorado at Boulder. Recreation Center members eighteen years of age and above are eligible to become club members of teams that do not offer try-outs. Some leagues or organizational bodies may limit membership based on eligibility rules. Potential members must read and sign a release/waiver card indicating the individual understands the risks and responsibilities assumed in participation. It is the responsibility of club coaches and officers to insure that all club members meet the qualifications for membership and that a waiver card and the code of conduct is completed, signed and on file in the Collegiate Sport Clubs Office. This is mandatory for all participants prior to their involvement in any sport club. Clubs not following membership and participation policies are subject to disciplinary actions as described later in this manual.

Forming a new Collegiate Sport Club

Phase One: At present, a moratorium is in place due to facility and oversight limitations. When lifted a formal written proposal must be submitted to the Collegiate Sport Clubs Office.*

The Proposal must include:

- The average number of current full-time CU-Boulder students that are likely to participate on a weekly basis and include a roster of at least 12 student names and email addresses.
- The facility space required on a weekly basis for practices, games, and special events.
- A statement regarding the proposed club's recreational or competitive nature.
- A statement explaining whether the proposed club would have a national governing body, and the name of that body.
- If appropriate, indicate any local, regional, or national competitions available.
- A financial report with projected operating, equipment, travel, and coaches' compensation costs, as well as prospective ways to generate revenue.

Phase Two: If the proposal is accepted, a meeting will occur between the proposed club's student leaders, the Collegiate Sport Clubs Executive Board, and the Collegiate Sport Clubs Program Coordinators.

Phase Three: The Collegiate Sport Clubs Executive Board will vote to determine whether to allow the club one year of probationary status.

Phase Four: Additional meetings between the Executive Board, program Coordinators, and the student leaders of the club will be scheduled as necessary.

Phase Five: If approved, the club will be granted a one year of probationary status as a Collegiate Sport Clubs team. During this period, the team will not be funded. As a probationary team, it may be terminated at any time.

During this time, the team must:

- Substantiate adequate administration. The club will have to demonstrate a strong administration through the election of officers and scheduling of weekly meetings and

practices. The Club officers will be responsible for submitting several articles of paper work to the Collegiate Sport Clubs Office, including: participation reports, field/facility requests, a team roster, officer contact list, waiver cards for all participants, a schedule, CPR certification, and any accident reports, travel team rosters, and travel agendas as needed. The president of the club must be present at all Collegiate Sport Clubs Council meetings.

- Maintain a minimum of 12 active participants.
- Demonstrate financial responsibility. The club must raise funds to cover all expenses for the first probationary year. This includes funds for travel, league dues, entry fees, and equipment. A final budget reflecting these expenses and income must be submitted to the Collegiate Sport Clubs Office.
- Follow all policies and procedures that are set forth by the Recreation Center and Collegiate Sport Clubs Operations Manual.

Phase Six: After a year of probationary status, another meeting will be scheduled between the Club officers, the Executive Board, and the program Coordinators to evaluate the club's performance over the past year. A decision will be made to activate or terminate the club for the following year. The Recreation Services Director maintains final veto power, and may override a decision made by the Collegiate Sport Clubs Executive Board and program Coordinators. The Recreation Services Director may implement a moratorium at any time.

Phase Seven: If the Club is activated for the following school year, it will be eligible for Student Fee and National Travel funding. The club will be assigned to a budget tier based on the tier criteria. Refer to the chart that specifies tier criteria.

**** Please Note: as of fall 2013, we are not accepting new club applications.****

TEAM LEADER/OFFICER RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE

Collegiate Sport Club teams require an organizational structure to ensure all required duties are completed. **All clubs are required to have a Club President.** The University of Colorado Collegiate Sport Clubs program recommends a division of responsibilities among several team officers, the President, Treasurer/Fundraising Chairperson, and Travel/Scheduling Chairperson. This manual will list the team responsibilities and then indicate the program's suggestions for the division of responsibilities.

Team/Officer Responsibilities

1) **Dues:** Should a team choose to require dues, they must be established by the membership of the respective clubs. The method of establishing and collecting dues should be set forth by the club. Funds received from dues will be deposited directly into the clubs fundraising account and may be spent as the club deems necessary, with the prior approval of the Sport Clubs Coordinators.

- Please Note: All checks received for dues will be processed by the Recreation Center at the University of Colorado. **Do NOT stop payment on checks once they are turned into the Sport Clubs office.** Checks are considered legal documents, and there will be \$17 fee charged to the owner of the check for all returned checks.

2) **Presidential Elections:** The club must elect a team President.

3) **Salary:** All Club Officer's will volunteer their time and expect no monetary compensation.

4) **Liaisons:** All club officers will serve as liaisons between the Collegiate Sport Clubs Council, Collegiate Sport Clubs Coordinators, and club members.

5) **Manual:** All club officers will follow all Collegiate Sport Clubs policies and procedures as presented in this manual and will pass all pertinent information in this manual on to team members.

6) Recreation Center Requirements: Club officers are responsible for ensuring that all team members meet Recreation Center Requirements. For example, students must be paying full student fees or purchase a Recreation Center membership.

7) Organizational/Informative meeting: Each club must conduct at least one Organizational/Informative meeting each semester that the team is active. The Program Coordinators will coordinate the scheduling of this required meeting at the beginning of each semester and give each team space in a Recreation Center Conference Room.

8) Attendance at Collegiate Sport Clubs Council Meetings: The team's President or Vice President must attend all Collegiate Sport Club Council meetings. There are three scheduled meetings each semester. **The failure of the President or Vice President to attend a Council meeting will result in a financial penalty.** A club will be fined five percent of its budget for the following fiscal year for every council meeting the club fails to attend.

9) Attendance at Coaches and Officer Meetings: The Club President and coach are required to attend the Coaches and Officer meeting scheduled at the beginning of each semester. **Failure of the club's President and coach to attend a Coaches and Officer Meeting will result in a 25 percent reduction in the team's student fee allocation and/or loss of facilities. Failure to attend a second consecutive meeting is grounds for the probation of the team.** Additionally, the President must attend one individual team Coaches and Officer's meeting with his/her team's Coordinator at least once a year.

10) Disciplinary Problems: Officers must work with the Collegiate Sport Clubs Executive Board and Coordinators to resolve conflicts or disciplinary matters and / or complaints regarding the team's behavior on or off campus, including team trips.

11) First Aid Kits: If team practices or competitions are outside of the Recreation Center, the club officers must check out a first aid kit from the first aid room. The officers are also responsible for ensuring that the kit are fully stocked throughout the season. Additional supplies will be made available directly from the first aid room in the Recreation Center. Failure to return First Aid Kits will result in a \$100 fine.

12) Routine Clerical Work: Several forms must be completed and turned in to the Collegiate Sport Clubs Office on a regular basis. These forms include:

- **Participation Reports:** These forms must summarize the club's monthly activities and membership. These forms can be found on-line under the "forms" heading on the web site.. **These are due by the seventh of each month. Failure to turn in a participation report will result in a financial penalty to the club.** The first violation during the course of a semester will result in a \$25 fine; the second violation will result in a \$50 fine; the third violation will result in a \$75 fine; and the fourth violation will result in a \$100 fine.
- **Waiver cards and Code of Conduct:** Officers must collect a signed waiver and code of conduct card from

every club member before he/she participates in any club activity, including camp or try-outs. These cards must be kept current and on file in the Collegiate Sport Clubs office. **A club's failure to turn in a waiver card for ALL club members on time will result in a \$25 fine, and is grounds for probation.** Go on-line and print a waiver card and code of conduct form the "forms" section on the web site.

- **Injury/incident Reports:** Officers, along with the coach, are responsible for ensuring that a report is filled out and turned in to a Collegiate Sport Clubs coordinator. Go on-line and print a report from the "forms" section on the web site.
- **Roster:** Officers are responsible for submitting a current team roster listing only the active team members (therefore, a complete team list after try-outs or cuts) to their team's Coordinator at the beginning of the fall and spring semesters. **A club's failure to submit a team roster on time will result in a \$25 fine.** Up-to-date rosters are very important in the event of a student emergency. Go on-line and enter the appropriate information on the web site under the "forms" section.
- **Officer Contact List:** Officers must turn in a current officer contact list to their Coordinator at the beginning of each semester and the beginning of summer break.
- **CPR Certification:** Officers are responsible for ensuring that an up-to-date CPR certification is on file in the Collegiate Sport Clubs office for one officer and the team coach. Once the CPR certification period has ended, the coach and/or officer will be given a one-month grace period to become recertified. Alternatively, a new officer may become certified. If, after the month-long grace period, the coach and officer are not yet certified, the team will be subject to a fine or loss of facility as determined by the Collegiate Sport Clubs Executive Board. After the third month of delinquency (failing to have the coach and one officer certified in CPR) the Executive Board may place the team on probation.
- **Schedule:** Officers must give their Coordinator a copy of their team's current schedule each semester. The schedule should include any requests for athletic certified trainers at specific home or away competitions.
- **Coach's Agreement:** Officers must ensure that all coaches, paid or volunteer, sign a Coach's Agreement located on line under the "forms" section on the web site.

Volunteer coaches must also sign the Volunteer Policy. A copy of the policy is also located in Chapter 5 and in the Commonly Used Form section.

- **Coach Evaluations:** Officers must ensure that all team members complete and submit a coach evaluation to the Collegiate Sport Clubs Office at the end of the club's competitive season. A Coach Evaluation can be found online under the "forms" section of the web site.

13) **Budget Proposals:** Officers must complete and submit team budget proposals by the published deadline each spring. Budget proposals will generally be due at the beginning of February. Failing to submit a budget proposal on time will result in a financial penalty. Late budget proposals will result in a 25 percent reduction in the amount of student fee subsidy the club may receive. If a team fails to turn in a budget proposal, it will forfeit all possible student fee funding for the next fiscal year. Failing to submit a budget proposal is also grounds for probation, pending a meeting with the Executive Board. A Budget Proposal can be found online under the "forms" section on the web site.

14) **Fundraising:** Fundraising creates several duties for officers.

- **Guidelines:** Officers must ensure that all team fundraising activities are sanctioned by Collegiate Sport Clubs policy.
- **Amount equal to student fees:** Officers will also work to ensure that their team fundraises an amount equal to the maximum amount of student fees they are eligible to receive, understanding that their club will not receive any student fee subsidies beyond what they are able to fundraise throughout the previous year's fundraising.
- **Thank-you letters:** Sponsors and anyone who sends a donation to the club, whether through a beg letter campaign or other means must be sent a thank you letter so the donor may receive a tax deduction. An example of a donation letter and thank you letter are located in the Commonly Used Form Section.

15) **Mailbox:** Officers must check the team mailbox once a week located in the Collegiate Sport Clubs Office, Recreation Center Room 126, and carefully examine and properly respond to all correspondence.

16) **WebPages:** Officers are responsible for checking their team's CU website available from the Collegiate Sport Clubs homepage for accuracy (see: <http://www.colorado.edu/rec-center/programs/club-sports/>). Officers must ensure that all information is up-to-date. They are responsible for bringing any necessary changes to the attention of the staff in the Collegiate Sport Clubs office. They are also responsible for ensuring that their team has its own up-to-date website. More information on creating and maintaining websites is located in the Administrative Assistance chapter.

17) **Field/Facility Requests:** Club Officers are responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with their team's Coordinator. They must provide their Coordinator with any information regarding special event set-up and locker use for visiting teams at least one week in advance of the event.

18) **Equipment Checkout:** Officers are responsible for arranging a specific time for equipment and uniform checkout with their team's Coordinator. A club roster must be submitted to the team's Coordinator before equipment can be checked-out.

19) **Officials:** Officers will coordinate the scheduling and payment of officials with their Coordinator.

20) **Team Scores:** Officers must report team scores and records to their Coordinator for publication and logging within 48 hours of the completion of a team event.

21) **Travel:** Traveling is defined as any event that involves a team leaving the University of Colorado at Boulder Campus other than a club's regular practice facilities. If a team chooses to travel, it creates several responsibilities for the officers:

- **Travel Visa:** At least one officer must apply for a travel Visa. They will be responsible for all transactions on the card and expected to use it to pay for all, and only, team related travel expenses. The officer that receives the Visa will be responsible for keeping all itemized, original receipts because only sanctioned expenditures on an itemized receipt are recognized as official. This Officer is also responsible for meeting with his/her team's coordinator to approve team travel. A Visa application and an acknowledgement letter must be signed, as well as two tests must be taken to receive the Visa card. These forms can be found online under the "forms" section on the Club Sports web site.
- **Travel Itinerary:** Officers are responsible for ensuring that their team's coordinator receives a travel itinerary prior to the beginning of the trip. Go on line and complete a travel itinerary under the "forms" section of the web site.
- **Travel Roster:** A travel roster must be complete on line under the "forms" section on the web site prior to departure.
- **Arrangements:** Officers are responsible for making all travel arrangements including scheduling competitions and/or use of practice facilities, transportation and lodging while receiving approval from a coordinator. All travel arrangements must be verified and approved by your Sport Clubs coordinator.

Suggested Division of Responsibilities

Teams may choose to divide the responsibilities of the club any way they prefer. Some larger teams will choose to have several officers, even seven or more, while other, smaller teams may choose to have only a President. No matter how the responsibilities are divided, it is imperative for the club and the Collegiate Sport Clubs program that ALL of the above-mentioned items are completed carefully and timely. The following is only a suggested method of dividing the duties.

**** For descriptions of forms listed below, please see the previous section labeled Team/Officer Responsibilities ****

President

The Club President will be responsible for completing the most important elements of running a successful student organization. These duties may include, but are not limited to the following:

- 1) **Presidential Elections:** The outgoing President will oversee the elections of the future President.
- 2) **Relay Information:** The outgoing President is responsible for informing the incoming President and other officers of their duties and responsibilities, as well as the routines and guidelines for club operations. The outgoing President must ensure that the incoming President has a copy of the Collegiate Sport Clubs Operations Manual.
- 3) **Salary:** Club officers will volunteer their time and expect no monetary compensation.
- 4) **Liaison:** Club officers will serve as liaisons between the Collegiate Sport Clubs Council, Collegiate Sport Clubs Coordinators, and club members.
- 5) **Manual:** Club officers will adhere to all Collegiate Sport Clubs policies and procedures as presented in this manual and will pass all pertinent information in this manual on to club members.
- 6) **Meeting of Recreation Center Requirements:** The team President is responsible for ensuring that all team members meet Recreation Center Requirements.
- 7) **Attendance at Collegiate Sport Clubs Council Meetings:** Because the information discussed at Council meetings is of vital importance both to individual clubs and the program as a whole, the team President or vice president must attend all Collegiate Sport Club Council meetings. There are three scheduled meetings each semester. Failing to attend a meeting will result in a financial penalty to the club.
- 8) **Attendance at Coaches and Officer Meetings:** The Club President is required to attend the Coaches and Officer meeting scheduled at the beginning of each semester. Failure of the club's President and coach to attend a Coaches and Officer Meeting will result in a 25 percent reduction in the team's student fee allocation and/or a loss of facilities. Failure to attend a second consecutive meeting

is grounds for the probation of the team. Additionally, the President must attend one individual team Coaches and Officers meeting with his/her team's Coordinator once a year.

9) **Eligible for Election to Council:** The Club President is eligible for election to the Collegiate Sport Clubs Council, and therefore, to the Collegiate Sport Clubs Executive Board.

10) **Execute Team meetings:** The Club President will execute any team meetings.

11) **Disciplinary Problems:** The President will work with the Collegiate Sport Clubs Executive Board and the Coordinators in order to resolve any conflicts or handle any disciplinary matters or complaints regarding the team's behavior both on campus and throughout the entire duration of a team trip.

12) **Budget Appeals:** If the club officers disagree with the budgetary decision of the Executive Board, the Club President must attend the budget appeal meeting with the Executive Board in order to articulate the case of his/her club. The President may choose to be accompanied by any one of the club officers.

13) **First Aid Kit:** The Club President must ensure that the first aid kit is available at all team events held outside of the CU Recreation Center. The President must also ensure that the first aid kit is fully stocked at all times. The President is responsible for returning the kit to the Collegiate Sport Clubs office at the end of his/her team's competitive season, or **NO LATER THAN JUNE 30th**.

14) **Routine Clerical Work:** Several forms must be completed and turned in to the Collegiate Sport Clubs Office on a regular basis. Turning these forms in helps to guarantee club survival. They are an integral part to the Collegiate Sport Clubs Program and as such, the Club President should ensure that they are turned in to the Collegiate Sport Clubs Office, or the team's Coordinator, on time. These forms include:

- **Participation Reports**
- **Online Waiver and FERPA forms**
- **Code of Conduct**
- **Injury/incident Reports**
- **Roster**
- **Officer Contact List**
- **CPR Certification**
- **Schedule**
- **Coach's Agreement**
- **Coach Evaluations**

Treasurer/Fundraising Chairperson

The Treasure/Fundraising Chairperson will be responsible for ensuring that all financial operations follow the guidelines set forth in this manual. This officer will be personally responsible for completing most team financial operations and will

follow all Collegiate Sport Clubs procedures for spending money. This officer understands that anything not approved and not ordered through proper purchasing channels will not be reimbursed. He/she will also be responsible for some general administrative tasks. The Treasurer/Fundraising Chairperson's duties may include, but are not limited to the following:

- 1) **Salary:** All Club Officer's will volunteer their time and expect no monetary compensation.
- 2) **Liaison:** All club officers will serve as liaisons between the Collegiate Sport Clubs Coordinators and club members.
- 3) **Manual:** All club officers will follow all Collegiate Sport Clubs policies and procedures as presented in this manual and will pass all pertinent information in this manual on to team members.
- 4) **Budget Proposals:** The Treasurer/Fundraising Chairperson will work with the President and the Coach to complete and submit a team budget proposal on time. Budget proposals will generally be due at the beginning of February. A financial penalty will result if the budget is late or if it is not turned in.
- 5) **Fundraising:** The Treasurer/Fundraising Chairperson will be responsible for all elements of fundraising for his/her club.

- **Guidelines**
- **Amount equal to student fees**
- **Thank-you letters**

6) **Mailbox:** The Treasurer/Fundraising Chair Person will check the team mailbox once a week, located in the Collegiate Sport Clubs Office, Recreation Center Room 126, and carefully examine and properly respond to all correspondence.

7) **WebPages:** The Treasurer/Fundraising Chairperson will be responsible for checking their club's CU website available from the Collegiate Sport Clubs homepage <http://www.colorado.edu/rec-center/programs/club-sports/> to ensure that all information is up-to-date. He/she is responsible for bringing any necessary changes to the attention of the staff in the Collegiate Sport Clubs office. This student is also responsible for ensuring that his/her team has its own up-to-date website.

Travel/Scheduling Chairperson

This Officer will be responsible for all elements of team scheduling and travel. He/she will be responsible for finding teams to compete against and scheduling those competitions. He/she will also work with the team's Coordinator to ensure that practice times and facilities are available for his/her club. These scheduling and travel duties include, but are not limited to the following:

- 1) **Salary:** Club Officer's will volunteer their time and expect no monetary compensation.
- 2) **Liaison:** Club officers will serve as liaisons between the Collegiate Sport Clubs Coordinators and club members.

3) **Manual:** Club officers must adhere to all Collegiate Sport Clubs policies and procedures as presented in this manual and will pass all pertinent information in this manual on to team members.

4) **Field/Facility Requests:** The Travel/Scheduling Chairperson is responsible for arranging and coordinating the use of facilities for practices, competitions, and special events with his/her Club Coordinator. He/she must provide his/her Coordinator with all information regarding special event set-up and locker use for visiting teams at least one week in advance of the event.

5) **Equipment Checkout:** This Officer will be responsible for arranging a specific time for equipment and uniform checkout with his/her Club's Coordinator.

6) **Officials:** The Travel/Schedule Chairperson will coordinate the scheduling and payment of officials with his/her Coordinator.

7) **Team Scores:** This Officer will report team scores and records to his/her Coordinator for publication and logging within 48 hours of the completion of a team event during the normal work week..

8) **Travel:** Traveling is defined as any event that involves a team leaving the University of Colorado at Boulder Campus or a club's other regular practice facilities. If a team chooses to travel, there are several additional responsibilities for the Travel/Scheduling Officer:

- **Travel Visa**
- **Travel Itinerary**
- **Travel Authorization**
- **Arrangements**

Off-Season Clubs

Clubs that only schedule organized practices or events during one semester are considered off-season during their non-competitive semester. These clubs (usually men's and women's soccer and field hockey) have substantially fewer responsibilities during their off-season. However, there are still several duties expected to complete.

Off-Season Responsibilities:

1) **Attendance at Collegiate Sport Clubs Council Meetings:** The team President must attend all Collegiate Sport Club Council meetings. There are three scheduled meetings each semester. **The failure of the President to attend a Council meeting will result in a financial penalty.** A club will be fined five percent of its budget for the following fiscal year for every council meeting that the President fails to attend.

2) **Optional Fee Campaign:** Officers are responsible for ensuring that their team participates in the Optional Fee Campaign each semester. **Failing to participate in the Optional fee campaign during the assigned date will result in a financial penalty to the club.** If a team misses its assigned date(s) to work the Optional fee Campaign, but later makes up those days, it will lose 200 dollars from the potential

funding from the National Travel Fund. **If a team completely fails to participate in the Optional Fee Campaign, it will forfeit all potential funds from the National Travel Fund.** Money from the National Travel Fund can be used to fund both national travel and capital team equipment. A team's failure to fulfill their assigned duties greatly reduces the amount of funding received by the Program and is damaging to all teams that are eligible for the funding

3) **Budget Proposals:** Officers must complete and submit team budget proposals in a timely manner. Budget proposals will generally be due at the beginning of February. **Failing to submit a budget proposal on time will result in a financial penalty.** Late budget proposals will result in a 25 percent reduction in the amount of student fees the club may receive. **If a team fails to turn in a budget proposal, it will forfeit all possible student fee funding for the next fiscal year. Failing to submit a budget proposal is also grounds for probation, pending a meeting with the Executive Board.** A Budget Proposal is located in the Commonly Used Form Section.

4) **Mailbox:** Officers must check the team mailbox located in the Collegiate Sport Clubs Office, Recreation Center Room 126, at least once a week and carefully examine and properly respond to all correspondence.

5) **WebPages:** Officers are responsible for checking their team's CU website available from the Collegiate Sport Clubs homepage <http://www.colorado.edu/recreation-center/clubsports/> to ensure that all information is up-to-date. The officer is responsible for bringing any necessary changes to the attention of the staff in the Collegiate Sport Clubs office. They are also responsible for ensuring that their team has its own up-to-date website.

COACHES' RESPONSIBILITIES

The complete list of coach responsibilities is located in the Coach's Agreement. This section highlights some of the most important elements of the coach's responsibilities for team officers. Due to Collegiate Sport Clubs Program's emphasis on student leadership, participation and development, the role of coach is to solely coach and not to administrate. Coaches must allow and encourage the club's President and other elected officials to manage the club's regular activities. The coach should work with the club's officers to achieve short-term and long-term goals for the team. Coaches should endeavor to develop and improve the skills of the student-athletes on the team.

Supervision

Coaches must attend all practices and competitions during the entire duration of the competitive season. If a coach is not able to attend a practice or competition, he/she must ensure that an adequate replacement is available, or he/she must give a copy of the practice or game plan to the club President. Coaches are responsible for the actions of the club members when practicing, competing, and traveling. Coaches must enforce the University of Colorado's Code of Conduct and all behavioral guidelines set forth by the Collegiate Sport Clubs Program.

Meetings

Coaches are required to attend one general Coaches and Officers meeting per semester, one mandatory team meeting per competitive semester, and one individual coaches and officer's meeting with the team's coordinator per year. **Failure to attend the coaches and officers meeting is grounds for dismissal.**

Conduct

Coaches must act as a role model for the club and ensure that all members positively represent the University of Colorado at all times. Coaches must follow all conduct guidelines in the Collegiate Sport Clubs manual and adhere to the University of Colorado's Code of Conduct. (See <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>)

Discrimination Policy

All coaches are required to complete mandatory discrimination training with 30 days from their hire date. The University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. 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. Coaches must also document the inability of a student to meet the written standards prior to cutting the student-athlete from the team or prohibiting student-athlete from becoming a member of the team.

This training requires that you view a 60 minute video and then read supporting documentation provided. After completion of the training, the Acknowledgment Form (next page) must be signed and returned to the Collegiate Sport Clubs Office for documentation purposes. If you are a volunteer, please note your department and volunteer position on the form. We would also appreciate it if you could please complete the ODH Training Evaluation Form and return it with your signed Acknowledgement Form.

ODH Harassment Awareness Training Video:

https://cdnapisec.kaltura.com/index.php/extwidget/openGraph/wid/0_gmi2fuka

ODH Training Acknowledgement Form
(All employees/volunteers must view this video link below)

https://cdnapisec.kaltura.com/index.php/extwidget/openGraph/wid/0_gmi2fuka

I, _____, **(print name, department, and Employee ID number)** have viewed the Office of Discrimination and Harassment ODH Training video. I have also received the information provided by the Office of Discrimination and Harassment that included the following:

- University of Colorado Administrative Policy Statement: Sexual Harassment Policy and Procedures
- University of Colorado Administrative Policy Statement: Conflict of Interest in Cases of Amorous Relationships
- University of Colorado Boulder Discrimination and Harassment Policy and Procedures
- Appendix of CU-Boulder campus resources
- Training Evaluation Form

I have read and understand the policies, as well as my reporting obligations. I understand that if I have any questions about the training video, the policies, or any of the information provided to me, that I may contact the Office of Discrimination and Harassment at 303-492-2127.

Employee/Volunteer Signature

Date

Please return this signed form to:
CU Rec Center – Collegiate Sport Clubs
UCB 355
Boulder, Colorado 80309-0565
303-492-5274 Fax: 303-492-7430

*****Please keep a copy for your records**

Dismissal Policy

Coaches are eligible for dismissal by the Collegiate Sport Club Coordinators. Coordinators must be contacted prior to the club's discussion for terminating a coach. **All**

coaches are “at will” employees of the University and can be dismissed by the Collegiate Sport Clubs Coordinator at any time.

MID-SEASON DISMISSAL: Coaches are eligible for mid season dismissal if they fail to complete any of their duties as outlined in the Coaches Agreement, or if at any time, two-thirds of the team votes to dismiss the coach. Coaches may be immediately relieved of their position by the Program Coordinators if they or any member of their team violates the University of Colorado’s Code of Conduct or the Collegiate Sport Clubs Behavioral Guidelines set forth for practices, competitions, team travel and any recognized team function. Coaches are also eligible for immediate dismissal if, at any time, the Program Coordinators determine that the coach’s behavior is detrimental to the team, Sport Clubs Coordinator, the University of Colorado, or the Collegiate Sport Clubs Program.

MID-SEASON DISMISSAL PROCEDURE: Club members or club officers may bring concerns regarding the coach to the attention of the Collegiate Sport Club Coordinators. The club members or officers must present proof of a coach’s failure to perform his or her duties or a two-thirds vote to dismiss the coach. The Coordinators will make the final dismissal decision.

END-OF-THE-YEAR DISMISSAL: Coaches are also eligible for dismissal at the end of the competitive season upon the review of the coach evaluations by the Collegiate Sport Club Coordinators.

Coach’s Agreement

The University of Colorado Collegiate Sport Club program strongly encourages each club to have a coach. While one of the primary goals of the Collegiate Sport Club 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. Coach’s compensation comes from club’s CU student fees, gift, and fundraising accounts. If a coach is going to receive a salary, he/she must complete the University Payroll Papers. The coach must also complete and submit a timecard in order to receive payment. A blank timecard and completed example are also located in the Commonly Used Forms section of this manual. **Coaches MUST agree to and sign a Coach’s Agreement. Volunteer coaches must ALSO sign the Volunteer Policy.** Failure to sign this agreement and the Volunteer Policy, if necessary, will result in disciplinary action as determined by the team’s Collegiate Sport Clubs Coordinator that could include immediate termination.

Coach’s Agreement:

I, _____ agree to coach the _____ club.

I understand that my role and responsibilities include, but are not limited to the following:

1. **ROLE:** I understand that I will be representing the club as a coach and not as an administrator. I will allow the Club’s President and other elected officials to manage the club’s regular activities. However, I will work with the club’s officers to achieve the short and long-term goals of the team. I have read and understand the Collegiate Sport Club mission and philosophy that places an emphasis on student leadership, participation, and development.
2. **COACHING:** I will endeavor to develop and improve the skills of the student-athletes on the team. I will be open and receptive to coaching suggestions form the student-athletes.

3. SUPERVISION: I will attend all practices and competitions for the entire duration of the competitive season. If I am not able to attend a practice or competition I will ensure that an appropriate replacement is available or I will give a copy of that day's practice or game plan to the club President. I understand that I am responsible for the actions of the team members during practice, competitions, and travel. I will enforce the University of Colorado's Code of Conduct and all behavioral guidelines endorsed by the Collegiate Sport Clubs Program.

4. ACCIDENT REPORTS: In case of an incident involving injury to a club member, I will ensure that an accident report is completed and submitted to the Collegiate Sport Club Office following the event.

5. EMERGENCIES: In case of an emergency I will follow all emergency procedures as put forth in this manual.

6. TEAM TRIPS: I understand that I am required to be available for team travel. Exact dates will be specified by team officers in advance prior to travel. I understand that the goals of team travel include team building, student-leadership development and common enjoyment through recreation, physical activity and competition. I will encourage the fulfillment of these goals. I will be present at all practices and competitions during team trips. **I understand that I will be held accountable for the behavior of all team members during the entire duration of any team trip.** I understand that any team member violating the University of Colorado's Code of Conduct or the Collegiate Sport Clubs Program behavioral guidelines at any time throughout the duration of travel may result in immediate dismissal. I understand that my transportation and lodging costs are usually paid by the team, but I will be responsible for additional costs.

7. COMPENSATION: I agree to be paid a minimum total of \$_____ for the entire coaching _____ season. I understand that receiving payment is dependent upon my completion of all necessary University Payroll paperwork and submitting completed time cards to the Collegiate Sport Clubs office by the bi-weekly payroll deadline. I agree to be compensated in a minimum of two installments during each semester. I understand that under no circumstances will I receive an advance in my pay.

8. RISK MANAGEMENT and SAFETY: I will adhere to all established safety practices for my sport, including the inspection of equipment and facilities prior to any activity. I will report any hazardous conditions to my club's Collegiate Sport Club Coordinator. I will provide the safest possible environment for my team. I also agree to maintain CPR certification and to submit proof of my certification to Collegiate Sport Club Office. I will oversee the Club Officers in ensuring that a fully stocked first aid kit is available at all team events held outside of the CU Recreation Center.

9. CONDUCT: I will act as a role model to the team members and ensure that all team members positively represent the University of Colorado at all times. I will follow all conduct guidelines in the Collegiate Sport Clubs manual and adhere to the University of Colorado's Code of Conduct. (<http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>)

10. DISCRIMINATION, HARRASSMENT, and CLERY ACT COMPLIANCE: I understand that all coaches are required to complete mandatory discrimination training within 30 days from their hire date. I attended/will complete this training on _____. I understand that the University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. I also have read and understand the power point presentation pertaining to the Clery Act and understand my responsibilities as a coach to report incidents or specific crimes as listed in the power point. (<http://police.colorado.edu/sites/default/files/UCBoulder%20%20Training%20for%20Campus%20Security%20Authorities%202009%20updated.pdf#overlay-context=records-reports/clery-act-and-campus-security-authorities>)

11. OFFICER ELECTIONS: I agree to oversee team officer elections with the intent to ensure they are carried out on an annual basis.
12. OFFICER RESPONSIBILITIES: I will oversee all team officers with the intent to ensure they are performing all of their duties and responsibilities as assigned by the team and the Collegiate Sport Club program. 23
13. DISCIPLINE: I will report any violations of the University Code of Conduct or the Collegiate Sport Clubs behavioral guidelines to the Collegiate Sport Club Coordinators in a timely manner.
14. TEAM PURCHASES: I will follow all Collegiate Sport Club financial procedures as put forth in this manual. I understand that no expense may be reimbursed that has not been pre-approved and ordered through the proper purchasing channels.
15. BUDGET PROPOSALS: I agree to work with the team officers to develop and submit a budget plan by the date required by the Collegiate Sport Clubs office.
16. FACILITIES: I will oversee the completion of facility preparations and requests, in order to ensure they are completed by the team officers in a timely manner.
17. SPONSORSHIPS: In conjunction with the club officers, I will oversee any promotions, commercial sponsorships, and advertising in accordance with CU policies and the Collegiate Sport Clubs Coordinators.
18. MEETINGS: I agree to attend one general Coaches and Officers meeting per competitive semester, one mandatory organizational meeting per competitive semester, and one individual team Coaches and Officers meeting with my club's Coordinator once a year.
19. CONSUMPTION OF ALCOHOL: I understand the Collegiate Sports Club's guidelines regarding the consumption of alcohol and use of illegal substances. I agree to refrain from alcohol consumption during all official team functions. I understand that I am responsible for the behavior of all club members at all official team functions and during the entire duration of team trips.
20. OPERATIONS MANUAL: I will abide by all policies and procedures as set forth in the University of Colorado Collegiate Sport Club's Operations Manual.
21. GENERAL: I understand that I will be held accountable and responsible to the club President, the University of Colorado, the Collegiate Sport Clubs Coordinators and Collegiate Sport Clubs Executive Board. I will adhere to all University of Colorado and State of Colorado policies. If my club belongs to any conference, league, or association, I will adhere to all conference, league, or association regulations.
22. DISMISSAL: I understand that I am eligible for dismissal from my coaching position at any time for any reason because I am an "at will" employee for the University of Colorado. Only the Collegiate Sport Club Coordinators have the ability to terminate my position that includes failure to abide by this agreement.
- MID-SEASON DISMISSAL: I understand that I am eligible for mid-season dismissal if I fail to complete any of my duties as mentioned above, or if at any time, two-thirds of the team votes to dismiss me from my position. I understand that I may be immediately relieved of my position by the Program Coordinators if I, or any member of my team violates the University of Colorado's Code of Conduct or the Collegiate Sport Clubs Behavioral Guidelines at practices, competitions, or at any time during any team trips, on or off the competitive surface. I understand that I am also eligible for immediate dismissal if, at any time, the Program Coordinators determine that my behavior is detrimental to the team, Coordinators, the University of Colorado, or the Collegiate Sport Clubs Program.

• MID-SEASON DISMISSAL PROCEDURE: Team members or team officers may bring concerns regarding the coach to the attention of the Collegiate Sport Club Coordinators with proof of a coach's failure to perform his or her duties or a two-thirds vote to dismiss the coach. The Coordinators will make the final dismissal decision.

• END-OF-THE-YEAR DISMISSAL: I understand that I am eligible for dismissal at the end of the competitive season upon the review of the coach evaluations by the Collegiate Sport Club Coordinators.

My willful signature below indicates my acceptance of the conditions outlined above:

_____ Printed name
Coach's Signature Date

_____ Printed
Name Club President's Signature Date

_____ Printed Name
Collegiate Sport Clubs Coordinator Signature Date

Volunteer Policy

The volunteer participating in the Collegiate Sports Club program is not an employee or agent of the University of Colorado for any purpose. Volunteers are not entitled to receive any compensation from the University of Colorado, including but not limited to, health care workers; compensation benefits, vacation, sick time, or any other benefit of employment, direct or indirect. Per the Colorado Worker's Compensation Act and Statutes, specifically C. R. S. 8-40-202, as a volunteer you are not considered to be an "employee." Therefore, you are not eligible for workers' compensation benefits through the University of Colorado. In the event of an injury requiring medical care, you or your personal health insurance will be responsible for payment of all medical care. Authorized Volunteers must abide by all applicable University policies.

1. Volunteer participants for the University of Colorado are not entitled to benefits including Workers' Compensation.
2. The volunteer must abide by all applicable campus, including departmental policies and Coaches Agreement.
3. If a lawsuit is filed against an "authorized volunteer" alleging negligence, CU has government immunity (Colorado Governmental Immunity Act) and that volunteer is covered.
4. A statement below must be on file specifying job duties. The start and end date must be completed. The volunteer position may be terminated at any time. A signed volunteer agreement must be on file agreeing to the policy.

Job Duties will include the Following:

Volunteer position will start ____/____/____ and end ____/____/____.

CLUB NAME: _____

I exercise my own free choice to participate in the Collegiate Sport Clubs program. I understand and assume all associated risks. I hereby certify that I have had sufficient time to review and understand the provisions contained above. **DISCRIMINATION:** I understand that the University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. I also have read and understand the power point presentation pertaining to the Clery Act and understand my responsibilities as a Campus Security Authority to report incidents or specific crimes as listed in the power point. <http://police.colorado.edu/sites/default/files/UC-Boulder%20-%20Training%20for%20Campus%20Security%20Authorities%202009%20updated.pdf#overlay-context=records-reports/clery-act-and-campus-security-authorities>

I read and acknowledged this on the _____ day of _____, 20_____.

Name: _____ Signature: _____

Approved by: _____ Date: _____

COLLEGIATE SPORT CLUBS COUNCIL

The Collegiate Sport Clubs Council is made up of one representative from each club. The council acts as a forum for sharing of ideas and expressing concerns regarding the Collegiate Sport Clubs Program. The council meetings allow the executive board and program coordinators to pass on important information to all of the clubs. Because the information distributed is of vital importance to each club, and to the program as a whole, the team member that sits on the council must be the primary student leader of that club, the club's President or Vice President. The role of the Collegiate Sport Clubs Council representative is to act as a liaison between the Collegiate Sport Club Coordinators, the Executive Board, the Council, and his/her team members. The Collegiate Sport Club Council representative must meet several requirements and has several responsibilities.

Collegiate Sport Clubs Council Representative Requirements

The Collegiate Sport Club Council Representative:

- Must have been a member of the club for at least one full season.
- Must be a full-time, fee-paying student.
- Must be the primary student leader of the club, whether that title is captain, officer or President. If the primary student leader is not able to attend a meeting due to an emergency or conflict with an exam, the secondary student leader, co-captain, or Vice President must attend in his/her place.
- Must be able to attend all six meetings throughout the fall and spring semesters.
- Must be able to serve at least one full year on the council (Therefore, the representative may NOT be a senior with less than one year remaining.)
- Must be motivated and enthusiastic about the Collegiate Sport Clubs program.

Collegiate Sport Clubs Council Representative Responsibilities

The Collegiate Sport Club Council Representative must:

- Act as a liaison between the Collegiate Sport Club Coordinators, the Executive Board, the Council, and his/her team members.
- Inform club members of the content of the Collegiate Sport Clubs Operations Manual and the University of Colorado's Code of Conduct.
- Attend Collegiate Sport Clubs Council Meetings
- Meet the deadlines required by the Collegiate Sport Clubs Program concerning participation reports, facility requests, travel authorizations, purchase requests, team rosters, club competition schedules, waiver cards, budget proposals, CPR certifications, accident reports, travel team rosters, travel agendas, officer's contact lists, and other items as assigned.
- Organize his/her club's participation in the Optional Fee Campaign during both the fall and spring semesters (even if the club is only active during one season.)

Possible Penalties:

1. If a club's Council Representative or an appropriate substitute fails to attend a council meeting, that club will be fined five percent of its total budget in the following fiscal year and may lose facility privileges.
2. If a team fails to participate in the Optional Fee Campaign during either the fall or the spring semester, that team will lose all funds from the National Travel Fund.

Executive Board

Normally, elections are held at the November and April council meetings, however: during unforeseen circumstances elections may be held in September and January. The Collegiate Sport Clubs Council will elect three members to the Executive Board. The Executive Board is made up of six student members and one alumni advisor. All board positions, except the Alumni Advisor which is an appointed position is held for one-year terms. The Executive Board will elect members into title-specific positions after the new Executive Board members have been elected from the Council. The Board positions are President, Vice President, Secretary, three regular voting board members, and Alumni Advisor. Except for Alumni Advisor, all positions are elected for one-semester term and may not be held by the same member for more than two consecutive semesters. An executive member can serve on the board for no more than six semesters, over a period of no more than three consecutive years. Board members must be willing and able to attend several meetings throughout the semester, these include three Collegiate Sport Clubs Council meetings, three Executive Board meetings, and special meetings to discuss

budgets, disciplinary action, and other subjects as needed. Only one member of each club may serve on the Executive Board at any one time.

Election Process for Board Members

The elections usually occur at the November and April Collegiate Sport Clubs Council meetings, but occasionally must be held in September and January. Three Executive Board members are elected each semester. All Council members are eligible for election, including the current Executive Board members as long as they do not exceed the maximum six semesters that they may serve on the board. To begin the election process, the Executive Board President will open the floor for nominations. Council representatives may nominate themselves or others for positions on the Executive Board. Each nominee will be granted a few minutes to address the Council; stating why he/she believes they would be an active and significant member of the Executive Board. The Council will then vote. Each club is granted only one vote, regardless as to the number of team members sitting on the Council. The three nominees with the greatest number of votes will be elected as members to the Executive Board. If there is a tie for the third seat, there will be a revote between the two tied nominees.

Executive Board General Responsibilities

- The election of members to the three titled positions of the board: President, Vice President, and Secretary.
- The recommendation of new policies and procedures on behalf of the Collegiate Sport Clubs Program, subject to the approval of the Collegiate Sport Clubs Coordinators.
- The approval of National Travel or Equipment Requests from the National Travel Fund.
- Representation of the Collegiate Sport Clubs program in all official University matters pertaining to Collegiate Sport Club participants. This may require attendance at the University of Colorado Student Union Legislative Council meetings in order to promote the interests of the Collegiate Sport Club program.
- The organization of the Collegiate Sport Clubs banquet.
- Selection of the Sports Man and Woman of the Year and Male and Female Athlete of the Year.
- Any and All decisions made by the executive board must be approved by the Sport Clubs coordinators, except for decisions made through the “Appeal Process.”

Male/Female Athlete of the Year, Sportsperson of the Year

Officers and active Collegiate Sport Clubs members may nominate active Collegiate Sport Club members for Athlete of the Year and for Sportsperson of the year. The

Nominations should be typed on the nomination form located on line under “forms” on the web site. All nominations must include:

- The name and gender of the nominee
- The club the nominee plays for
- The nominee’s major and year in school
- The club events the nominee has participated in
- The reason that the nominator is nominating this athlete
- The name and contact information of the person submitting the nomination

Nominations will be accepted until the time the Collegiate Sports Club Executive Board votes on the nominations. The result of the vote will be announced at the next Collegiate Sports Club Council meeting. The meeting that the vote takes place will be open and members from all teams will be able to submit nominations up until the vote. However, the vote will be closed to all except Executive Board members.

Budgetary Responsibilities

- To design, organize and implement the Collegiate Sport Clubs Tier Classification system.
- To hear and make final decisions on all budget appeals.
- To assess financial penalties to clubs for:
 1. The absence of a team’s council member from a Council meeting.
 2. A team’s failure to turn in required paperwork in a timely manner. This paperwork includes, but is not limited to: participation reports, rosters, waiver cards and code of conduct.
 3. A team’s failure to submit a budget proposal.

Disciplinary Responsibilities

- In appeal situations, interview the team leaders of those teams accused of violations of the Collegiate Sport Clubs behavioral guidelines, the Code of Conduct, or other University policies; and recommend appropriate disciplinary action. Identify teams that repeatedly fail to meet the guidelines and requirements set forth in this manual, and to vote to put delinquent teams on probation. After the probation period of one academic year, the Executive Board will vote to determine whether to expel the club from the Collegiate Sport Clubs Program. If significant improvement is not seen during probation period, the probationary club will be terminated.

Executive Board decisions may not be made final without the vote of at least three Executive Board members at an official scheduled meeting.

Dismissal of an Executive Board Member

A board member will be dismissed if he/she misses more than two meetings in any one semester. He/she will be served a letter of dismissal from the Executive Board President. In the case of the dismissal of the President, the Vice President will serve the letter.

Executive Board Job Descriptions

President

Executive Board members that have served on the Board for at least one semester are eligible for election as President. The President's vote at all Collegiate Sport Club Council meetings will count as only one vote and will represent his/her club. The President's vote in Executive Board meetings will count as one vote. The President will attend and execute all three Collegiate Sport Clubs Council meetings per semester. The President will also attend and execute all Executive Board meetings, all council meetings each semester and any special meetings as necessary to discuss budgets, disciplinary actions, or other topics. The President will create agendas for the regularly scheduled Collegiate Sport Clubs Council meeting and Executive Board meetings in a typed format. The President will turn in these agendas to the Collegiate Sport Clubs Office 24 hours prior to the meeting. The required number of copies will be made available at the meeting. The President is responsible for ensuring that a written response to any budget appeal is delivered to the appealing club. The President is also responsible for ensuring that any clubs placed on probation by the Board receive a letter stating the reasons for probation, the definition of probation, and methods the team may use to prevent termination from the Collegiate Sport Clubs program. The President will represent the Collegiate Sport Clubs Council Representatives in all cases to the Recreation Center Board and UCSG Student Board. The President will oversee all activities relating to the Collegiate Sport Clubs Council, including fundraising and advertisement. The President will serve a dismissal letter to any Executive Board member that misses two or more meetings in the course of a semester. In the event that the President's office is vacated, due to resignation or dismissal, the Vice President will take the office of President.

Vice President

The Vice President's vote in all Collegiate Sport Clubs Council meetings will count as one vote and will represent his/her club. The Vice President's vote at all Executive Board meetings will count as one vote. The Vice President will attend all three Collegiate Sport Clubs Council meetings per semester. The Vice President will attend all Executive Board meetings, the three council meetings each semester and any special meetings as necessary to discuss budgets, disciplinary actions, or other topics. The Vice President will execute

Collegiate Sport Clubs Council and Executive Board meetings if the President is unable to attend. The Vice President will represent the Collegiate Sport Clubs Council Representatives in all cases when the President is unable to attend. The Vice President will advise the President on all matters concerning the Collegiate Sport Clubs Council. In the event that the President is unable or unwilling to perform his/her duties, resulting in his/her resignation or dismissal, the Vice President will perform the President's duties for the completion of the President's term.

Secretary

The Secretary's vote in all Collegiate Sport Clubs Council meetings will count as one vote and will represent his/her club. The secretary's vote at Executive Board meetings will count as one vote. The Secretary will attend all three Collegiate Sport Clubs Council meetings per semester. The Secretary will attend all Executive Board meetings, the three council meetings each semester and any special meetings as necessary to discuss budgets, disciplinary actions, or other topics. The Secretary will take minutes in the Collegiate Sport Clubs Council meetings and the Executive Board meetings. The secretary must distribute these minutes, in a typed format, to all other Executive Board members and the Collegiate Sport Clubs Coordinators within one week of the occurrence of the meeting. The secretary is also responsible for keeping available a record of all minutes and agendas from past meetings throughout a semester. The Secretary is responsible for taking role at each Collegiate Sport Clubs Council and Executive Board meeting. The secretary will keep a record of attendance available for the period of a semester. Additionally, the President may ask the secretary to draft letters to the clubs for various reasons, including the results of budget appeals and statements of club probation.

Voting Board Member

The voting board members' votes in all Collegiate Sport Clubs Council meetings will count as one vote and will represent their clubs. Each of their votes in the Executive Board meeting will count as one vote. The board members will attend all three Collegiate Sport Clubs Council meetings per semester. The board members will attend all Executive Board meetings, the three regular meetings each semester and any special meetings as necessary to discuss budgets or disciplinary actions or other topics. The board members are responsible for raising concerns, making suggestions, and sharing ideas with all other members of the Executive Board, including the President, as well as with the Collegiate Sport Clubs Coordinators. Board members may be assigned specific tasks or asked to head committees that will help to promote the Collegiate Sport Clubs program. The board members will take an active involvement in all decisions made by the board.

Alumni Advisor

The Alumni Advisor is appointed by the Collegiate Sport Clubs Coordinators. The Alumni Advisor will assist the entire Executive Board by offering insight to past

issues and situations. The Alumni Advisor is a non-voting position; however, he/she may be required to vote on an issue in order to break a tie among the voting board members.

Conference Travel

In an effort to bring new ideas and innovative solutions into our Collegiate Sport Clubs Program, and to reward the work and dedication of the Executive Board Members, the Program will assist in financing the travel of Executive Board members to Collegiate Sport Club Conferences. The conferences may include, but are not limited to National Intramural Recreational Sports Association (NIRSA) state, regional and national conferences. NIRSA conferences provide excellent opportunities for the exchange of ideas and personal networking and attendance is encouraged. In order to receive a travel grant, board members must submit a written Conference Travel Proposal to the Board. A copy of the proposal form is located in the Commonly Used Form section. The Executive Board will vote on the proposal. In order to be eligible for a travel grant, the Board member must have at least one semester of experience on the Board. After attending the conference, the Board member must give a brief presentation to the Board and submit a typed one-page response about the conference outlining new ideas for the CU Collegiate Sport Clubs program. No more than \$500 may be awarded to any one Board member over a one-year period. No more than \$1400 may be used for Conference Travel for Board members during a one-year period.

****Note: Collegiate Sport Clubs Coordinators may override or veto all decisions made by the Executive Board or Collegiate Sport Clubs Council Representatives for the betterment of the program. All Executive Board decisions must be approved by the Collegiate Sport Club Coordinators, with the exception of code of conduct appeals.****

FUNDING AND BUDGETS

Collegiate Sport Clubs funding through student fees. Student fee money may be used for all aspects of club organization and functions; however, no more than 2,000 dollars from this fund may be used to pay a coach's salary.

Budgets

The Collegiate Sport Clubs Executive Board uses a Tier Classification system to allocate Budgets using Student Fee Money to the clubs. The Tiers range from Tier 1 to Tier 4 with Tier 1 receiving the highest student fee allocation. The Tiers focus on level of competition and level of involvement. One of the most important aspects of a club that determines tier level is the number of students benefiting from the club. The Executive Board will make the final decision as to the number of active full-time, full-fee-paying student members in each club. The board will use all of the available information in order to make an accurate assessment. This information may include, but is not limited to, participation reports, site inspection at a practice, travel rosters, and the viewing of a home game.

****For a description of each Tier, and an organizational chart of the Tier System, please refer to the Appendix ****

The tier system sets an upper limit on the amount of funds allocated to each club from student fee funding; however, **clubs may only receive an amount equal to what the club raised during the previous fiscal year.** The fundraising time span is from July first to the end of the spring semester. A club must reapply for its Tier Classification every year by filling out and submitting a budget proposal. Budget proposals are generally due near the beginning of February. A Budget Proposal is located in the Commonly Used Forms Section. **If budgets are submitted late, the club will be subject to a 25% reduction in Student Fee subsidies for the following year.** Probationary clubs are NOT eligible for any student fee funding.

Please Note: Maximum budget allocations are subject to change from year to year.

Referenda Teams

Clubs may not at any time apply for funding to CUSG or any of its governing bodies without the permission and consent of the Collegiate Sport Clubs Coordinators. Failure to receive permission will result in immediate probation (loss of current budget, facilities and travel) for that club. All communication with CUSG and its governing bodies will be (when appropriate) directed to the CSC Coordinators and/or the Recreation Center Board and/or the Director of the CU recreation Center.

Budget/Funding Appeal Process

A club may choose to appeal the decision made by the executive board regarding its tier classification. The appealing club's leaders will be allowed fifteen minutes to explain their case to the Executive Board. The people representing the club during the appeal must be full-time, fee-paying students, and one of the possible two student club advocates must be the club President. The Executive board will give written notice of its appeal decisions within 24 hours of the appeal.

FUNDRAISING

Donations

Donations can be made to a specific sport club and may be tax-deductible. Checks can be made payable to the club. **All donations to clubs must be recognized with a thank-you letter from the club.** All checks must be mailed directly to the Collegiate Sport Clubs Office. 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.”

Beg/Donation Letters

Sport Clubs are required to write their own individual Beg and Thank-You letters. These letters must be pre-approved by one of the Sport Club Coordinators 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 Sport Club office.

All Beg letters that come in with a donation must be acknowledged by a Thank-you letter within two weeks of receiving the donation. The Sport Clubs Office will make a copy of the received donation letter and keep in on file in the donation book, kept in the office.

**** The University of Colorado Foundation is a tax exempt organization under IRC 501(c)(3) and a public charity under IRC sections 509(a)(1) and 170(b)(1)(A)(iv). Your donation MAY be tax deductible. ****

Commercial Sponsorship

Commercial sponsorships are encouraged, but must be approved by a Coordinator in advance. Collegiate Sport Clubs are not allowed to solicit commercial sponsorships from alcohol or tobacco companies. Coordinators 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 a coordinator, and purchased using University procedures.

Advertising Sales

Clubs may sell ads to companies and these ads can be announced during club events or printed in club brochures or media guides. The Collegiate Sport Clubs Office has examples to help guide officers in creating ads. On printed material, the name of the club must be at least as large as the name of the advertiser. All ads or sponsorships must be approved in advance by a coordinator.

Fundraising Opportunities

Clubs have the opportunity to work for several different companies that offer opportunities to work special events. The check is mailed to the University of Colorado and deposited into the club's fundraising account. No individual checks will be processed. A list of Companies, their venues, and their contact information is located on the following page, as well as in the Commonly Used Forms section of this manual.

More Ideas

If officers wish to research other fundraising options or opportunities, there is a fundraising resource book with over 100 different ideas, located in the Collegiate Sport Clubs Office. A short suggested contact list is listed in the Appendix section of this manual.

SPENDING COLLEGIATE SPORT CLUBS FUNDS

There are many ways that student fee money may be spent. All expenditures must be pre-approved by a Collegiate Sport Clubs Coordinator. **Reimbursements will not be made for any money spent without prior approval.** All money must be spent through proper channels and petty cash reimbursements are not available.

Outside checking accounts are NOT allowed according to University regulations, nor are student agency accounts through the UMC. All requests for funds must be made to a Coordinator and the person requesting the funds should have a well-researched list of item(s) to be purchased, cost, and suggested sources. Purchases will then be processed using one of the following methods.

A-Card (Visa Card): The A-card is used to order equipment/goods and **CANNOT BE USED FOR SERVICES, TRANSPORTATION, OR TRAVEL.** The limit is \$4,999. This is the preferred method of purchasing, but purchases must be made by a Coordinator.

University IN: An IN is used to buy items available through another University department (bookstore, publication services, physical plant, printing services, etc.). A request for these items should be submitted at least three business days prior to when the items are required.

Standing Orders: 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. Include the vendor's name, address, and phone number when you submit your request.

Visa Card for Club Travel: This card may be requested by coaches or officers to use for travel expenses. This card may only be used for lodging, rental cars, and gas, see a coordinator for more information. If the club is interested in pursuing use of a Visa Card, please ask a coordinator for an application. The travel officer that agrees to apply for the Visa card must sign an agreement with his/her Coordinator before

using the card. The cardholder is responsible for all charges made on the Visa card. DO NOT USE THIS CARD FOR PAYING LEAGUE DUES, OFFICIAL PAYMENTS, OR EQUIPMENT.

Unique features of University Funds

Sales Tax: The University of Colorado does not pay sales tax. The sales tax exempt number may not be used for any unauthorized expenditure. When traveling out-of-state, the tax-exempt status usually does not apply. A copy of the tax-exempt certificate is located in the Commonly Used Forms section of this manual.

Fiscal Year: June 30th is the end of the fiscal year. Any expenses that have not cleared the CU statements by that time will be charged to the following year's budget.

Common Expenses

Officials Payments

There are three ways to compensate officials.

- **University Payroll (When the official does belong to an organization)** - This requires the official to be set up on the University Payroll system. The official must complete the **University Payroll Packet**. An example of this packet is located in the Commonly Used Forms section of this book. **It may take as long as 6 weeks for the payment to be made.**
- **Standing Order (When an official does belong to an organization)** - A standing order is set up with a league or an official's organization. The organization will bill the club for games officiated and then payment is initiated. This *must* be set up at least 4 weeks in advance of the competition and the official's organization must carry liability insurance for its members.
- **Scope of Work - SOW (When the official does NOT belong to an organization)** - These are only used when an official does not belong to an official's organization through which payment can be made. Payment takes approximately three weeks after the competition and paperwork is completed. The officials must complete both a **W-9** and a **SOW** form. These forms are located in the Commonly Used Forms section of this manual.

Entry Fees and League Dues

Entry fees and league dues can be paid for using the Coordinator's A-Card or a check. An official invoice or entry form must be submitted to a Coordinator in order for the fee to be processed. The A-card will be the fastest method of ensuring payment. It takes approximately 3 to 4 weeks from the time a check request is received to the time of payment.

Equipment

Team equipment requests must be made to the team's Coordinator. The requests will most often be processed using the Coordinators A-card. If the total is over \$4,500 the request will be filled using a purchase order. The end of the spring semester is the best time to submit equipment requests as the equipment can most easily be inventoried over the summer. Additionally, if a request for uniforms is made, the uniforms can be printed with the school logo and player numbers over the summer.

Guidelines for Club Members Purchasing Apparel and Equipment:

- Apparel and equipment purchased by the department that remains CU property and checked out through a deposit will not be charged tax.
- Apparel and equipment purchased by the department that is not checked out with a deposit will be assessed tax regardless of the CU account used to pay for the purchase.

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 Collegiate Sport Clubs 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 Code of Conduct or Collegiate Sports Clubs 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 Code of Conduct will face the Sports Clubs Coordinator to discuss disciplinary action. Disciplinary action may include 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 a 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: A Collegiate Sport Clubs Coordinator has the right of refusal for travel if it is in the best interest of the club.**

Students formally affiliated with University of Colorado Collegiate Sport Clubs are required to communicate with the instructor involved about any potential conflicts within the first three weeks of their enrollment in a class. Instructors are not obliged to accommodate any potential conflicts, but may, at their own discretion, allow reasonable accommodations for these absences. Instructors should also be made aware of the potential for upcoming competitions that are not yet scheduled as of the three weeks of class (often due to qualifying for Regional or National Championships). For more information, please see <http://www.colorado.edu/FacultyGovernance/committees/studentaffairs.html>

UCB COLLEGIATE SPORT CLUBS TRAVEL PROCEDURES AND GUIDELINES

I. GENERAL REQUIREMENTS

Before representing the University in any sports club activity occurring outside of Boulder, a travel officer must obtain approval from the Sport Clubs Coordinator's office.

In order to obtain approval for a club sports sponsored travel expense outside of Boulder, a sport club must have an approved travel Itinerary and have a current, roster on file in the Sport Clubs Coordinators' office.

II. TRAVEL REQUIREMENTS

- A Travel Itinerary and Roster must be completed at least two (2) days in advance of travel and approved by the Sport Clubs Coordinator.
- Any Changes to the roster and itinerary must be done prior to departure.
- If these forms are not on file then the club will not be eligible to travel.

III. STEPS TO COMPLETING TRAVEL FORMS

- A travel officer must submit a detailed travel itinerary and a roster of club members to a Sport Clubs Coordinator and schedule an appointment to request approval.
 - a. Each member listed on the travel roster must have a Waiver and Code of Conduct form on file with the Sport Clubs Office.
 - b. The travel officer must prepare a detailed travel itinerary which includes event, venue location, driving route, transportation used, drivers, lodging (if applicable), departure and return date/time.
 - c. If University club funds are used to subsidize the cost of the trip, proper University procedures must be followed to receive reimbursement for expenses pre-approved. All receipts must be original and itemized and submitted to the club's Coordinator upon return.
 - d. The travel officer must pick up a travel first aid kit from the Sport Clubs Office for check out and upon return the first aid kit must be submitted to Sport Clubs Office.

IV. ADDITIONAL INFORMATION

- Any expenses incurred during travel must meet Sport Clubs guidelines for reimbursement and approved by the Sport Clubs Coordinator.
- University or Rental Vehicles may be reserved through a Sport Clubs Coordinator or club travel officer.
- Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by the Sport Clubs Coordinators and the Sport Clubs Executive Board.

V. CHARTER BUSES

- Charter buses are the preferred choice of travel if the Sport Club has the funding to cover the cost. You must receive approval from a Sport Clubs Coordinator to insure proper payment.

VI. PURCHASE OF AIRLINE TICKETS

- It is generally recommended that club members make their own airline reservations and pay for their personal ticket.
- Purchase of tickets to travel by commercial airlines must be approved in advance by a Sport Clubs Coordinator according to the Procurement Service Center (PSC) rules.
- You need to have destination, dates, times, names of travelers, any limitations and preference of airports to obtain approval.
- If the airline tickets are approved by a Sport Clubs Coordinator, then the tickets can be purchased in one of two ways:
 - a. The first method is for individual club members to purchase their own airline tickets in which case the cost of the tickets is not reimbursed.
 - b. The second method is for the club to work through the approved CU-boulder travel agent Christopherson Travel Agency in which case the cost of the ticket is paid out of the club's funds. Contact Information: 303-694-8774.

DO NO PURCHASE PLANE TICKETS ON YOUR OWN IF YOU EXPECT REIMBURSEMENT.

VII. UNIVERSITY OR RENTAL VEHICLES

- Clubs must fill out a Motor Pool Lease Request Form with a Sport Clubs Coordinator when making reservations.
- Anyone 25 years or younger must complete a free 4-hour Defensive Driving Course and take a computer-based interactive driving test through Transportation Services. To register for the free course call 303-492-7152 .
- All drivers must be included on an authorized driver's list that the coordinator will send to Transportation Services. Information to be included: driver's name, date of birth, driver's license number, and the state the driver's license was issued.
- University vehicles are to be used by University affiliates for official University business only and may not be used for personal use,

including transporting family members or pets. University vehicles may not be loaned to or driven by an unauthorized individual.

- Only those individuals on the travel itinerary may ride in University, rental, and personal vehicles.
- Clubs may make rental vehicle reservations with a Sport Clubs Coordinator or on their own.
- Clubs may initiate a charter bus request but a purchase order or payment must be facilitated by a Sport Clubs Coordinator.
- Only those individuals on the travel itinerary may ride in University, rental, and personal vehicles.
- If a club cancels a reservation, the club must contact the Sport Clubs Coordinator, Transportation Services or Rental vehicle agency at least 24 hours in advance to avoid cancellation fees.
- Both Transportation Services and rental vehicle agencies require drivers to present a valid driver's license for the class of vehicle to be operated at the time of pickup.
- Vehicles may be returned 24 hours a day at Transportation Services and rental agency parking lots.
- When returning a vehicle, please take the following steps:
 - a. Enter the odometer reading, date, and time on the trip ticket in the log book.
 - b. Write any comments about the performance of the vehicle.
 - c. Leave the log book in the car and lock all doors.
 - d. Place keys through the slot on the side of the building or in the slot by the service door.

Note:

Fifteen (15) Passenger Vans are strongly discouraged because of their high incidence of rollover. When using a (15) passenger van the capacity should be limited to 12 persons.

VIII. TRAVEL BY PERSONAL VEHICLE

- The owner of a privately owned vehicle used for transportation for club related activities must provide their own automobile driver's license, insurance and insure liability coverage is valid.
- University of Colorado does not provide insurance coverage for personal vehicles when used for official University business. Personal vehicle insurance as required by Colorado statute is the primary coverage.
- Individual drivers are responsible for all expenses related to operation of their personal vehicles.

IX. DRIVER SAFETY GUIDELINES

- Passengers should help keep drivers alert and watch for signs of drowsiness.
- Drivers must adhere to posted speed limits, and must obey all traffic laws and regulations.
- A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout his/her duty as navigator.
- Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is in operation.
- Fifteen (15) passenger vans are strongly discouraged, but if this is the mode of transportation then only 12 passengers are preferred.
- Driving between the hours of 12:00 am (midnight) and 6:00 am is strongly discouraged except in an emergency situation.
- The following regulations concerning the balance of driving, sleeping and breaks should be followed:
 - a. For every 4 hours of driving, drivers must take a 20 minute break.
 - b. For each 12 hours of driving, drivers must take at least a four hour rest period.
 - c. Alternate drivers must be provided for trips expected to take more than six hours.

X. 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. 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.
 3. Do not discuss the details of the accident with any other party involved.
 4. Regardless of the seriousness, have law enforcement complete a report of the accident.
 5. Call the Sport Clubs Coordinator using the telephone numbers on the wallet-size laminated card given the travel officer. If no one answers the first number tried, leave a message and continue calling the other listed numbers until you reach a live person. Inform the UCB administrator of the situation and actions taken.

6. If a rental vehicle, contact the rental company at the phone number they have provided.
7. If a personal vehicle, driver should contact his/her insurance company.
8. Remember to remain calm and use your resources!

XI. LODGING PROCEDURES

- Lodging reservation can be made by the travel officer or through the Collegiate Sport Club's Office at least two weeks in advance of travel. Clubs are encouraged to ask for assistance from opposing teams to help secure lodging and discounts.
- If a team uses University funds to pay for lodging, the officer using the state Visa must obtain an itemized original receipt or invoice from the hotel and return it to the Collegiate Sport Club's office. 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 an itemized receipt is not returned, the credit card holder will not be reimbursed and will be financially liable for the balance on the Visa Card. If you are traveling in the State of Colorado and need lodging, please provide the hotel with the CU tax exemption form.

XII. TRAVEL VISA PROCEDURES

- The State of Colorado has mandatory price agreements with Hertz, Enterprise and National rental agencies.
- Use of the VISA card issued through Collegiate Sport Clubs assures that the state of Colorado rates are honored.
- The state contract states that collision damage insurance is not necessary with the exception of 15-passenger vans. Therefore, using the Visa Card to pay for rental transportation should guarantee that the rental company declines the CDW/LDW insurance with the exception of 15-passenger vans.
- Another use of the US Bank Visa card is for auto insurance for the rental vehicle. If an accident occurs, the US Bank Visa card will provide insurance coverage for damage to property or another vehicle.

Rental Vehicle Contacts

Enterprise: Local: 303-449-9466, Discount Code: X212406, minimum age 18
5472 Arapahoe, Boulder 80302

Hertz: 303-443-9122, Discount code: 65579, minimum age 18
2515 49th St, Boulder, 80301

National: 877-222-9058, Discount Code: XZ12450, minimum age 18

Filing a Visa Automobile Claim

Go to www.eclaimsline.com to file a Visa automobile rental collision damage waiver claim. A claim must be filed when an accident occurs while driving a rental vehicle and using the travel Visa. The appropriate coordinator must be notified immediately following an accident.

How to Access your U.S. Bank (Visa) statement

Go to <https://access.usbank.com> to access your travel Visa statement on line. Type in “stofco” under Organization Short Name. Then you can register online creating a user ID and password to access your account.

Disciplinary Action

Any Club that is involved in two accidents over the period of one year will be subject to disciplinary action pending a meeting between the club leaders and the Executive Board. Disciplinary action may include the loss of all vehicle rental privileges and the loss of travel privileges for the remainder of the year. If an accident does occur, it must be reported to a coordinator immediately and a claim must be filed.

Recreation Center Truck

The Recreation Center program truck is available upon request. Reservations must be made to John or Kris and are based on availability. Fuel charges apply and the rental rate is \$100 per/day. Drivers 25 years of age and younger must complete a defensive driving course (DDC). A mandatory background check is conducted and the driver must have a current, valid driver's license.

ADDITIONAL TRAVEL RESOURCES:

www.colorado.edu/parking/fleetservices/index.html

National Travel

Each club may petition for National Travel Money if they are selected or qualify for a national tournament for their sport. Clubs may also petition for National Travel funding for equipment for their club but it must remain with the club/university. In order to petition for National Travel money (up to \$500.00 for national travel or \$250.00 for equipment) a club must perform and/or volunteer for a community service event or project. A list of community service events/projects can be obtained through the CU Sport Clubs Office or the club may chose a charity/nonprofit organization. A minimum of 50% of the club members must participate in this event/project and it must be completed before the end of the Spring semester . All community service events/projects must be pre-approved by the CU Collegiate Sport Clubs Coordinators in order to receive national travel funds. A National Travel Form must be filled out and submitted to CU Collegiate Sport Clubs Office after the event /project is completed. This form MUST be signed by the Charity Manager/Supervisor. Community service events/projects may serve as fundraisers for the club however 50% of all net revenues must be donated to the charity/nonprofit organization.

**** Please see the Appendix for further information and forms ****

ADMINISTRATIVE ASSISTANCE

The Collegiate Sport Clubs Office provides administrative assistance to all sport clubs. This chapter provides an overview of the assistance available. If a club has a need not listed, see the Collegiate Sport Clubs staff.

Copies

Clubs needing over 50 copies should make a request to the Collegiate Sport Clubs Office. Copies may be completed that day or it could take up to 24 hours. A request must be made to a coordinator for large jobs such as brochures, posters, special orders, etc., and the order will be filled by Kinko's or Imaging Services. All printed material must have the "CUSG" logo printed and it must meet the approval of a Sports Club Coordinator. An example of the Recreation Services Logo and CUSG Logo is located in the Commonly Used Form Section.

Mailings

Both envelopes and University stationery are available in the Collegiate Sport Clubs Office, but mailings must be approved by a Coordinator. A return address stamp, inkpad, and blank return envelopes are available from the Collegiate Sport Clubs Office upon request. Every envelope must either be a University envelope or include the University return address stamp. Envelopes must have a speed type (account number) written in the lower left hand corner. Mail pick up for both on and off campus is located in the main office next to the reception desk. Mailing addresses should be typed if possible and bundled/rubber banded together for large pick-ups.

Sport Clubs Mailboxes

Each club has a mailbox located in the Collegiate Sport Clubs Office in room 124 of the Student Recreation Center. Club Officers are responsible for checking this mailbox at least once per week.

Long Distance Phone Calls and Faxes

See a coordinator for assistance in making long distance phone calls and faxes.

Office Equipment and Supplies

The use of office equipment and supplies is exclusively for clubs and may only be used with permission from the Collegiate Sport Clubs staff. Personal use is prohibited.

Club Rosters

Clubs must create an on-line roster that includes only active club members. Therefore, these rosters must be updated after try-outs or other changes in the active roster. It is crucial for the Collegiate Sport Clubs Office to have the up-to-date list of players in the event of a student accident or emergency. However, a club may request a team list from the Collegiate Sport Clubs Office that will be generated from the waiver cards. This will provide the name, student number, phone number and email address.

Creating a Sport Club E-mail Listproc

Listproc lists allow a Collegiate Sport Club to create a team e-mail address list that club members may sign up for themselves; thus preventing a captain, coach, or officer from having to enter manually all of the email addresses. To create a Listproc, go to the application at <http://www.colorado.edu/its/emaillists/listapp.html> and follow the user-friendly instructions. An example of this application is in the Commonly Used Forms Section.

Creating a Collegiate Sport Club Webpage

Each club is required to create a website to inform current and prospective students of the club's activity in greater detail than that which is posted on the Rec Center Webpage. Each club must assign an officer or designated club member to create/maintain the webpage. Access privileges to an account may be granted to more than one person. The web space will be provided by student groups at the University of Colorado and will be free to the registered officer/IT person. The person assigned to maintain the webpage must have a CU email address. Please John Galvin the name and contact information,

including e-mail address and he will have the web space transferred to him/her. His phone number is 303-492-7206; or e-mail him at John.Galvin@colorado.edu. The best and easiest programs for webpage creation and maintenance are Contribute or Dream Weaver. These programs are installed on some computers around campus. Once the page is published, contact John Galvin and give him the URL that will be used. Be sure to save the page as it is being created and published, to prevent losing the data. If no team member is familiar with web design, please contact the Collegiate Sport Clubs Office and a student employee will be assigned to assist your club. Software, hardware, and training is available to interested members of Collegiate Sport Clubs program who want to learn how to create and manage a webpage.

EQUIPMENT USAGE

Equipment Checkout Policy

Each coach should schedule an appointment with a Collegiate Sport Clubs 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 Collegiate Sports Clubs 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. Building Services posts a laundry schedule for Collegiate Sport Clubs at the beginning of each semester. 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 Coordinators. During the requested time slot, team members must go to the Collegiate Sport Clubs Office in Recreation Center room 126 to request their equipment. All team members must completely and accurately fill-out an Equipment Agreement Form (see Appendix). The equipment agreement form must be signed and given to the Collegiate Sport Clubs Office staff. An example of this form is located in the Commonly Used Forms section. If equipment is not returned by the date on the card, the team member's information will be sent to the Colorado Collections Agency. 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 Sport Clubs Coordinator before equipment check-out begins.

Equipment/Uniform Checkout Form

Each club member will check out equipment and fill out an equipment card. Participants who do not return their equipment be charged the replacement cost of the item(s). **If a participant refuses to return their equipment or pay the replacement costs, he/she may be prosecuted and charged with theft,**

resulting in a hold on his/her transcript and his/her information being turned over to the Colorado Collection Services.

Equipment Return

Equipment must be returned in acceptable condition and by the date on the Equipment Agreement Form. When the equipment is returned, it will be indicated on the forms. An example of this form is located in the Commonly Used Forms Section. 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 Collegiate Sport Clubs Office and complete the necessary paperwork.

Theft

If equipment or uniforms are stolen, the theft must be reported to the club's 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.

Lockers

Collegiate Sport Clubs has a limited number of large lockers for participant's equipment. They are located in the lower level tunnel corridor of the Recreation Center. Certain clubs may be assigned one team locker to hold large items of team equipment. Team members from clubs that require full-gear have priority. After those clubs, lockers will be checked out on a first-come, first-serve basis. To check out a locker go to the cashier desk and pay a rental fee of \$30 per/semester (fall and spring) and a \$5 lock deposit or \$60 for the entire year plus a \$5 lock deposit. The deposit will be refunded when the lock is returned. Lockers and combinations will be issued by the cashier and should not be shared. The combination locks can be changed if requested. Items left in lockers after expiration will be impounded and after 60 days these items will be donated to a local charity. Once a locker is impounded, the deposit is forfeited.

Audio/Visual Equipment

The Recreation Center has an overhead projector, slide projector, video camera, video recorder, DVD player, laptop, and TV monitor available for checkout. To checkout AV equipment, a club must complete a request form 1 day in advance at the Collegiate Sport Clubs Office in room 126. If the equipment is lost, stolen, or broken the club will be responsible for the cost of repairs or replacement. Videotaping is the responsibility of the club and must be pre-approved by a coordinator when taping in the Rec Center.

FACILITIES

Scheduling

Facility/field requests must be submitted by an officer or coach to the club's Collegiate Sport Clubs Coordinator as early as possible to insure facility scheduling. Since we are in the process of a major renovation and addition to The Recreation Center, it is especially important to submit indoor facility requests as early as possible. These requests may be made in the form of a competition schedule, which is required in advance for facility scheduling, publicity purposes and for securing trainers. If lockers and/or showers are needed for a visiting team, arrangements should be made with the Collegiate Sport Clubs Office at least two weeks in advance of the event.

Mistreatment and Alcohol Use

It is crucial that all clubs abide by the rules governing use of facilities. Mistreatment of facilities may lead to a club being placed on probation. Probationary teams are given the lowest priority for field and facility time. No alcohol is allowed in or at Collegiate Sport Clubs facilities or fields. Players and coaches are responsible for making sure that no alcohol is consumed before, during or after any practice or game in or at Collegiate Sport Clubs facilities. Violation of this rule will lead to instant loss of facility usage and other disciplinary action.

Field/Facility Usage

Do not leave tape, cups, or other trash on the field after play. Leaving trash on the field may result in teams being placed on probation and a limitation of facility privileges. When practicing, stagger the direction you play to prevent wearing one area of the field too heavily (if you normally play north/south try practicing east/west). Play must occur in a direction away from the parking lot or street when balls or equipment are used that could cause damage to vehicles near the field. This is especially true in the case of lacrosse or sports that use a "hard" ball. The coach

should walk the field every day before practice or a game to check for holes or other field problems. If any problems are discovered, the coach should notify either the Sport Clubs Supervisor or his/her club's Coordinator. No outside groups are permitted on the fields without a rental agreement scheduled through the Associate Director at 303-492-8900.

Inclement Weather

In case of inclement weather, coaches and officers are responsible for contacting the Sport Clubs Supervisor or Collegiate Sport Clubs Office. The Collegiate Sport Clubs Office may cancel practices or games at any time due to inclement weather conditions. If an officer is unable to make contact with the Supervisor or Office he/she should call the club's coordinator. If you see other groups abusing or using the fields on a restricted day, notify the Sport Clubs Supervisor, Collegiate Sport Clubs Office, or Campus Police at 492-6666. If a team is notified that a field is closed and holds practice despite being told not to, the club may be subject to disciplinary actions including the cost of repair and replacement or maintenance costs.

Lights on Fields (Kittredge and Franklin)

Please notify the Sport Clubs Coordinators if you wish to have lights for your practices or games and only the Coordinators can authorize lights. Lights need to be scheduled at least one day in advance. If you decide to cancel your practice or game, make sure you contact a coordinator immediately.

Lightning Detection and Warning

The Thorguard lightning warning system detects the presence of electromagnetic fields that trigger lightning. The Thorguard system does not need storms or strikes in the area to predict lightning and can predict first and "out of the blue" strikes. Regardless of whether Thorguard has sounded a warning or given the all clear use common sense, if conditions still look potentially dangerous discontinue activity until conditions change.

- If lightning is predicted the system will sound an alarm for about 30 seconds and activate a strobe light that will remain active until danger has passed. Once the siren blast stops, the light will continue to flash to indicate that unsafe conditions still exist.
- If the alarm sounds evacuate the area **IMMEDIATELY** and seek shelter in:
 - a. Large buildings
 - b. Automobiles, Do Not touch metal parts once inside.
- **AVOID:**
 - c. Open areas
 - d. Water

- e. Elevated ground
- f. Tall objects such as trees, flag poles, and power lines
- Once conditions improve the all clear signal sounds. This consists of 3 shorter blasts of the siren and then the light will stop flashing (this cycle will repeat if conditions change again).
- Signage regarding the operation of the device is posted at each station. The six stations include Student Recreation Center, Williams Village Fields, Business Field, Kittredge Fields, Farrand Field and Franklin Field (operated as a strobe-only device; the light will begin to flash to indicate dangerous conditions exist and the light will cease to flash when conditions improve).
- DO NOT resume activity until all clear has sounded

PROGRAM SAFETY

Risk Management Requirements

1. **Waiver & Code of Conduct:** Every Collegiate Sport Club participant, MUST go to:
<http://registrar.colorado.edu/clubsports/members.asp>
even if the participant only plays for one practice or event.
 - The online waiver includes a statement releasing the University of Colorado from any wrongdoing. It is imperative that each student and coach understand that they must carry personal health and medical insurance plus personal automobile insurance because the University does not provide coverage.
 - The online Code of Conduct form must be checked-off by all participants, even if the participant only plays for one practice or event. The Code of Conduct states that a student will abide by University policies and procedures and conduct oneself in a professional, mature manner while representing CU in a positive demeanor.
2. **CPR Certification:** The coach and at least one other team member, preferably an officer, must be certified in CPR. It is highly recommended that one certified member be at each practice and all away competitions. Certified individuals must have copies of their cards on file with the Collegiate Sport Clubs Office. A free CPR certification class at the CU Recreation Center will be arranged to allow the coach and team member to receive their certification free of charge.
3. **Athletic Trainers:** An athletic trainer is strongly recommended on site for all home and away games, specifically for high contact sports. A request for athletic trainers must be submitted to a Coordinator along with the game schedule at the beginning of each semester. Clubs will need to provide

compensation if they wish to have athletic trainers accompany the team to off campus competitions.

4. **Incident/Accident Reports:** An accident/incident report must be filed for every injury occurring at a Collegiate Sport Clubs event within 24 hours of the accident. A copy of this form is located in the Commonly Used Form Section and on-line.
5. **The First Aid Room:** Is available when an injury or illness occurs. A Physical Therapist will staff the room approximately three times per week from Wardenburg Health Center.
6. **First Aid Kits:** Each team that practices or competes outside the Recreation Center must have a first aid kit available for the entire season. These kits will be checked out to the club president or coach. The club president is responsible for making sure it is stocked. Because of high supply costs, it is imperative that tape only be used for practice/game injuries and prevention. The kits should be returned to the Collegiate Sport Clubs office at the end of a club's competitive season. **THEY MUST BE RETURNED PRIOR TO JUNE 30th** of each year
7. **Field and Equipment Safety:** If there is a potential safety hazard regarding field conditions or team equipment, the coach or officers must immediately notify the Collegiate Sport Clubs Office. The office and maintenance staff will work as quickly as possible to resolve any problems.
8. **Water Bottles:** No one can share a water bottle at any time when using a water bottle that will have contact with the mouth. This is to prevent the possible spread of meningitis and other illnesses.

Emergency/Injury Procedures

Collegiate Sport Clubs Emergency Response Plan

1. Think

- a. Asses the situation and determine extent of emergency
- b. Administer first aid appropriate for the victim(s) to the level of your training
- c. If life threatening emergency call 911 immediately.
- d. If the injury is not life threatening but serious, recommend they go to the closest medical facility and assist them in finding transportation to a doctor or the Emergency Room.

2. Contact Sport Clubs Program (Use Phone Tree)

- a. Kris Schoech (Coordinator): 303-902-1594 cell, 303-492-5133 work
John Galvin (Coordinator): 303-394-7801 cell, 303-492-7206 work
- b. Emilee Butts (Sport Clubs Supervisor): 858-531-9998 cell

- c. Tim Jorgensen (Associate Director): 303-881-8152 cell, 303-492-7678 work
- d. Cheryl Kent (Director): 720-278-8009 cell, 303-492-7399 work

**** If there is no answer leave a message. Continue to call until you reach a live person****

3. Report: Using the injury/accident report (Please Note: This MUST be filled out for all sport club related injuries, including those at practice, competition, inside the Rec Facilities, injuries on CU campus, and injuries that occur away from the CU campus)

- a. How injury occurred, date, time and location
- b. Nature and description of accident
- c. Suspected and/or visible injuries
- d. First aid administration – date & time
- e. Name, address, and phone number of victim(s)
- f. Witness report.

4. Other Important Information

- a. Professional staff will contact University personnel such as, Victim's Assistance, Vice Chancellor of Student Affairs and injured party's family as needed.

- **Life Threatening Injuries:** Immediately call 911 or if the accident occurs at the University of Colorado at Boulder call the University police at (303) 492-6666.
- **Non-Life Threatening Injuries Occurring at the Recreation Center:** Contact building security at the front or back door or go directly to the facility supervisor office 303-492-2652.
- **Non-life threatening injuries occurring outside of the CU Recreation Center, not requiring an ambulance:** If an ambulance is not required have a club member or friend transport the injured person to the hospital. The coach should NOT transport an injured participant. If there is no one to transport the person, call the University Police at (303) 492-6666.
- **If an Ambulance is Needed:** If the injury occurs at the University of Colorado at Boulder contact University Police at (303) 492-6666. If you cannot reach them, call 911. If the person is conscious and able to use reasonable judgment, you must have his/her permission before transporting the person by ambulance because he/she will be responsible for payment.
- **Neck or Back Injuries:** Do not move the injured person until it is determined by a trainer, person certified in first aid or EMT that the injured person can be safely moved.
- **Accident/Incident Report:** The Club President must ensure that an accident/incident report is filed with the Collegiate Sport Clubs Office within 24 hours of the injury.
- **Notification if an injury requires hospitalization:** If an injury to any Collegiate Sport Club participant requires a trip to the hospital, contact one of

the Collegiate Sport Clubs Coordinators as soon as possible, regardless as to the time of day or night. **Call either John Galvin**(Coordinator), **Kris Schoech** (Coordinator), **Emilee Butts** (Supervisor), **Tim Jorgensen** (Associate Director), or **Cheryl Kent** (Director).

- **Injuries to Individuals from Visiting Teams:** Students and individuals from visiting teams are not covered by Wardenburg Student Health Insurance and therefore, they should be taken to Boulder Community Hospital by one of their own team members. They will be responsible for their own medical bills.

Office of Victim Assistant (OVA)

Mission Statement:

The Office of Victim Assistance (OVA) works towards a safer, more socially just and supportive campus community by providing culturally relevant trauma response and prevention services.

OVA provides free, confidential response services for students, faculty, staff and their significant others who experience traumatic, disturbing or disruptive life events. The department does this by providing information, support and short-term counseling. OVA is not a part of the police department. The office responds to situations involving physical assault and hazing, bias motivated incidents, death, discrimination and harassment including sexual harassment, intimate partner violence, serious accidents, sexual assault and stalking, as well as other potentially traumatic situations. The department helps people learn about and assess their options in these situations.

Please refer to the website www.colorado.edu/studentaffairs/victimassistance for further information. If you need immediate assistance please call: 303-492-8855

Recreation Center Evacuation Procedures

Colligate Sports Clubs Coordinators, Office Staff & Student Staff

- Evacuate the lower racquetball courts and tunnel corridor.
- Proceed to the designated meeting point for the rec center staff (Rec Lawn).
- If requested to do so, assist with crowd control, keeping people at a safe distance from the building 100ft.

Coaches and Assistant Coaches

- Evacuate participants through the nearest exit.
- In the recreation center, aid the assigned staff member in clearing the area that club sports is taking part in.
- General Gym – the gym has exits at the east end
- Expansion Gym – Exit through the doors at the east side of the building. If exit is blocked, exit through the Emergency Exit north of the gym.
- Ice Rink - Exit through the fire doors at the east end of the rink.

- Pool - Patrons in the pool must be evacuated into Clare Small Pool and close the black doors.
- Once area is evacuated, proceed to the designated meeting point for the rec center staff (Meter Parking Lot east of the Rec Center).
- If requested to do so, assist with crowd control, keeping people at a safe distance from the building 100ft.

PUBLIC RELATIONS

Publicity

The Collegiate Sport Club's program is often able to get scores, results, and highlights published if submitted immediately following an event due to cooperation with the Colorado Daily, Colorado Independence, and Boulder Daily Camera. Each club should have someone assigned to track data/statistics on a regular basis while working with the Collegiate Sport Clubs office to record this information. The Collegiate Sport Clubs office will then be able to pass on accurate statistics and highlight information. The Office should be promptly informed of any schedule changes so the most up to date schedule can be published.

Please leave the office the following information after a major event or competition:

Name and date of event

- Contact person and phone number
- Winner and final score
- Location where the event was held
- Player and game highlights

When using other forms of publicity, remember that Collegiate Sport Clubs is a non-profit group. Therefore, you may use service announcements on the radio, press releases in newspapers, and the "What's Happening on Campus" column in the Colorado Daily.

A club must always give the press very accurate information. The University and Student Government support the Collegiate Sport Clubs program and promoting a positive image is of utmost importance. "Off the record" comments somehow become "on the record" and are published, so avoid making such comments. Any comments against the Collegiate Sport Clubs Office, Recreation Center employees, or the student athletes of the University of Colorado will be reviewed by the executive board for disciplinary action. Any controversial comments or issues should first be mentioned to the Program Coordinators before they are discussed with the press. **Please see the Appendix for a Coaches and Officer Information Sheet on how to deal with the media in times of crisis.**

Promotion

As the Collegiate Sport Clubs Program becomes larger and more noticeable on the CU campus, it is more important than ever to be sure that all promotion and publicity is professional. All postings must be created using a computer or other form of professional media. There are numerous supplies available in the Collegiate Sport Clubs office to assist clubs in creating professional printed material. Funds are also available for the creation of professional publications.

All printed material must include the “CUSG” logo. This logo is located in the Forms section of the Sport Clubs website. All printed material must also contain the words “Collegiate Sport Club” and it must meet the approval of a Sports Clubs Coordinator. CUSG financially supports the Collegiate Sport Clubs program and credit must be given for making the program possible.

Posting

Before posting anything on campus, it must be approved by the administrative office of the building being used for posting. Posting is prohibited anywhere on campus except authorized kiosks, bulletin boards and other designated areas. If the promotion or posting guidelines are not followed, a club will be brought in front of the Executive Board for disciplinary action. Additionally, clubs may face other University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include fines.

Summary of Promotion and Posting Guidelines

- All printed material must be pre-approved by a Collegiate Sport Clubs Coordinator.
- All printed material must contain the “CUSG” logo.
- All printed material must contain the words “Collegiate Sport Clubs.”
- Materials must be approved for posting by individual building proctors (proctor list available at the UMC reception desk, Hallett Room 64, and at the CU Police Department).
- Materials must be removed within 48 hours after the event has occurred.
- Your club’s name and phone number must be clearly identified on any posted or distributed material.
- Any violations of these regulations will result in a meeting with the Collegiate Sport Clubs Executive Board to discuss disciplinary action and may result in individuals being suspended from the Program or teams being placed on probation.

Violations may also result in University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include fines.

Using the Trademark

The Office of Licensing Programs regulates, promotes, and protects the use of the University's name and identifying marks, both on and off campus. This includes granting approval for use of the many registered service marks and trademarks of the University. The marks of the University include the seal, the interlocking CU, the athletic buffalo, and the words, "University of Colorado," "CU," "Colorado Buffaloes," "Buffs," "Colorado Athletics," "Buffaloes Athletics," "Ralphie," "Los Bufalos de Colorado," "Los Bufalos," "Vamos Bufalos," "Universidad de Colorado," "Division de atletismo de Colorado," "UCB," "UCCS," "CU in the City," "CU the Springs," and "UCHSC."

The University has registered its marks in the state of Colorado and through the Federal Patent and Trademark Office since 1981 and internationally since 1992. This ensures protection of the integrity and identity of the University. By ensuring that products bearing the University marks are of high quality and good taste, the reputation of CU as one of the nation's finest schools is further promoted. Proper use of the University's name also stimulates public awareness and support.

Using the University's Name

An independent student group may use the University name in its title, publications or letterhead, but may not use the name in a manner that in any way would constitute an endorsement, approval or underwriting of any organization, product, activity, service, or contract by the University of Colorado.

Permissible: Collegiate Sport Clubs at the University of Colorado.

Not permissible: CU Collegiate Sport Clubs/University of Colorado Collegiate Sport Clubs.

As a rule, the University name cannot precede the name of an organization. Cost centers of the University of Colorado Student Union (Boulder Campus) may use the University's name preceding the center's name. This permission extends to sport clubs organized under the Collegiate Sport Clubs Program.

All products and services bearing the University's name and/or logos must be purchased from or contracted and licensed companies and will be assessed a royalty fee. Purchases by student organizations and sport clubs for resale to members (even if the goods are resold at cost) are not exempt from royalties. Clubs reselling merchandise must include the appropriate sales tax. See a coordinator for the exact percentage.

For more information, contact the Office of Licensing Programs at the University of Colorado 369 UCB, Stadium 100 Boulder, CO 80309. Call 303-492-6414 and fax 303-492-4255.

Website/Facebook

The office Facebook page of the University of Colorado Boulder Club Sports page is intended to provide information that brings value to Club Sports. While we encourage you to share comments and interact with us, we will review all content and comments and remove any that contain threats, obscenity, duplicate posts, illegal suggestions or advertisements/SPAM/solicitations that we feel do not bring value to Club Sports.

PR Intern

The Collegiate Sport Clubs office employs a PR intern to help clubs write press releases and other related public information. Please contact a Coordinator at 303-492-7206, or 303-492-5133, if you have a project that you need assistance with.

CODE OF CONDUCT AND DISCIPLINE

The behavior of a single Collegiate Sport Clubs team, or individual member(s) from a team, reflects the entire Collegiate Sport Clubs Program and the University of Colorado. Club officers and coaches are responsible for the behavior of all club members. All club members must conform to these behavioral guidelines and to the University of Colorado Code of Conduct (please see: <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>).

All club members, officers, and coaches are responsible for understanding and upholding the policies and procedures put forth in this Manual. Ignorance is not an excuse and any club member's failure to abide by the Collegiate Sport Clubs behavioral guidelines or the University of Colorado's Code of Conduct will face disciplinary sanctions. Any wrongdoings must be reported to the club's coordinator immediately. An accident/incident report must be completed and submitted to the Collegiate Sport Clubs office within 24 hours of the infraction. Reporting the problem to the proper officials ensures that the reporting coach, officer or club member will be protected against later repercussions or liability.

Certain violations will result in the immediate and indefinite suspension of the individual(s) involved until they meet and are reinstated by the Sports Club Coordinator. These includes violations which are prohibited under the "Behavioral Guidelines" section. The incident will be reviewed by the Sport Club Coordinator, who will then determine the appropriate course of action to take in dealing with the situation. Violations will be reviewed to determine if they were minor or major infractions. Notification of disciplinary action is placed in the club mailbox in the Sport Club office and emailed to the Sport Club President within 48 hours. (See Appeal Process later in this section.)

All complaints against members of the Collegiate Sport Club program will be investigated. Any failure by members of the Collegiate Sport Clubs program to abide by the Collegiate Sport Club behavioral guidelines or the University of Colorado's Code of Conduct will result in a meeting between guilty parties, the program Coordinators, and the Executive Board. Infractions may result in the probation of a club, the suspension of individual club member(s), the suspension or dismissal of a coach, or other disciplinary actions.

The Collegiate Sport Clubs program will enforce three main sanctions. Clubs may be placed on 1)probation or 2)terminated and 3)coaches and individual players may be suspended or expelled from the program.

Alcohol, Drugs, and Illegal Substances

Drinking and the use of drugs (other than for medicinal purposes), 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 in Collegiate Sport Club or Recreation Center facilities. Club members are representatives of the University 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. All team members are required to abide by all state and federal laws including the prohibition of consumption of alcohol by anyone under the age of 21, and the prohibition of driving while under the influence of alcohol. The Collegiate Sport Club Program requires coaches to refrain from alcohol consumption with their club members at any time and specifically during the entire duration of team trips. Coaches are ultimately responsible for the behavior of all club members.

Travel

When staying in a hotel/motel, remember to be courteous of other clients. Loud talking outside of guest's rooms, yelling, playing loud music, or loud television can be very disruptive and cause persons to file a complaint to the hotel management or write to the University administration with a formal grievance. Any complaint will be investigated and if found valid may result in the probation of a club, the suspension of individual club member(s), or other sanctions.

When traveling by airplane the Collegiate Sport Club's coordinators expect that club members will dress appropriately and respectfully. Club members are representing the University and are in a highly visible position that requires members to uphold the most positive image of the University. Team warm-ups or professional business wear are very appropriate attire.

Coaches are ultimately responsible for their players' behavior during away games and team trips. Coaches may be released immediately if they or their players are found to be in violation of the Code of Conduct or behaving in anyway that is detrimental to the Collegiate Sport Clubs Mission Statement. Players found in violation of the Code of Conduct or acting against Collegiate Sport Clubs Behavioral Guidelines during a team trip may be suspended, possibly indefinitely depending on the severity of the infraction from the Collegiate Sport Clubs Program.

Coaches will be terminated for consuming alcohol with their students who are not of the legal age to consume alcohol, while participating in an official or unofficial team event.

Academic Integrity

All Collegiate Sport Clubs participants are expected to abide by the University of Colorado's Honor Code. "Honor is about academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility. Cultivating honor lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost. As citizens of an academic community of trust, CU-Boulder students do not lie or cheat whether they are on campus or acting as representatives of the University in surrounding communities. Neither should they suffer by the dishonest acts of others." (<http://www.colorado.edu/academics/honorcode/index.htm>) All members of the Collegiate Sport Clubs program are expected to act as role models for the University community and be able to declare, on all academic endeavors, "On my honor as a University of Colorado at Boulder student I have neither given nor received unauthorized assistance."

Hazing

Hazing is not allowed within the Collegiate Sport Clubs program. Complaints of Hazing will be investigated and valid complaints will result in a meeting between the guilty parties and the Collegiate Sport Clubs Executive Board and program coordinators. Guilty individuals may be suspended from the program indefinitely and clubs may be placed on probation. 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.

Sexual Harassment

The University of Colorado requires an open working and living environment free of sexual harassment for students, faculty, staff and administrators. Sexual harassment is prohibited as a form of gender discrimination in the educational and employment setting by the federal and state law; therefore, sexual harassment is prohibited on campus and in all University programs. The University is committed to taking appropriate action against

those who violate the University of Colorado Policy on Sexual Harassment, including those who assert false allegations of sexual harassment.

The Office of Sexual Harassment Policy (OSHP) aims to prevent and eliminate sexual harassment at the University of Colorado at Boulder. To achieve this goal the office provides educational workshops for all members of the university community, including faculty, staff, and students. The office will also conduct fair and unbiased investigations of all allegations of sexual harassment and treat all individuals who seek assistance with respect and dignity.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment, living conditions, and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidation, hostile, or offensive working or educational environment.

Sexual harassment can occur between any combination of members of the CU-Boulder community: students, faculty, staff, and administrators. Sexual harassment is an abuse of power that often occurs when one person (the harasser) holds a position of real or perceived influence over another individual. Sexual harassment can also occur between peers.

To file a complaint or get help, advice, or information please call 303-492-2127. The office is currently located in ARC 3100 Marine Street 3rd Floor, UCB 565. The policy, additional resources, statistical information, and training schedules can also be found on the website: www.colorado.edu/odh/.

A variety of resources are available to assist students and those affiliated with the University regarding concerns relating to sexual harassment. These include the Ombuds Office (303-492-5077), the Office of Victim Assistance (303-492-5713), and Counseling and Psychological Services (303-492-6766).

Amorous Relationships

Amorous Relationships between Collegiate Sport Club participants and coaches is prohibited. Coaches hold evaluative authority over participants. The University of Colorado Policy on Amorous Relationships Involving Evaluative Authority provides that an amorous relationship constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other. This policy requires that the relationship be disclosed to the dean, chair or direct supervisor and that the evaluative authority be eliminated. For further information, call the ODH at 303-492-2127.

Members of the University community, whether faculty members, students, supervisors, or supervisees put academic and professional trust and ethics at risk

when they engage in or initiate amorous relationships with individuals with whom they have a direct evaluative relationship. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Such situations greatly increase the chances that the individual with the evaluative responsibility, typically a supervisor, coach or faculty member will abuse his/her power and sexually exploit the student or employee. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student's or employee's interest at the expense of others and implicitly makes obtaining benefits contingent upon romantic or sexual favors.

An amorous relationship between an employee (coach) and a student or between two employees constitutes a conflict of interest when a direct evaluative relationship exists between them while the amorous relationship is occurring. Therefore, it is prohibited and the conflict must be resolved by terminating the direct evaluative relationship. To accomplish this resolution, if the amorous relationship exists in a faculty member/student direct evaluative relationship, the relationship must be disclosed to the faculty member's unit head (department chair or head of the primary unit). If the amorous relationship exists in a supervisor/supervisee direct evaluative relationship, it must be disclosed to the supervisor's unit head. In either case, the primary responsibility to disclose rests with the person in the evaluative position. The individual to whom the disclosure is made is primarily responsible for requiring that actions be taken to resolve the conflict by terminating the evaluative relationship. If such actions are outside that individual's authority, the matter shall be referred to the individual with the authority to take such actions. A report of the action taken to resolve the conflict shall be made to the chancellor or the chancellor's designee. If the chancellor or the chancellor's designee should find that the actions do not adequately resolve the conflict, the chancellor or the chancellor's designee may require other or additional action. For System Administration (including the Office of the Secretary of the Board of Regents and Internal Audit) the report shall be made to the President or the President's designee.

Discrimination

All coaches are required to attend mandatory discrimination training within the first semester from their hire date. The University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. 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. Coaches must also document the inability of a student to meet the written standards prior to cutting he/she from the team or prohibiting he/she from becoming a member of the team. Clubs will be granted supplemental funding in order to reasonably accommodate club members with disabilities.

CU-Boulder Discrimination and Harassment Online Training

The Office of Discrimination and Harassment (ODH) mandatory training is offered in an online format through SkillSoft (formerly SkillPort). Faculty, staff, and student employees can all take the online training, either for their initial Discrimination and Harassment training as a new employee or for their five year refresher training. Employees must be set up in HRMS in order to take the training.

This online training replaced our on-site training sessions. However, if you have been instructed to attend an ODH training during orientation, please be sure to attend that on-site training. Additionally, if you want to request an on-site or customized training for your department, or if you have questions about the online training, please contact [Megan Clark](#) or call the ODH main number at 303-492-2127.

Instructions on how to access the CU-Boulder Discrimination and Harassment online training

- Logon to your campus myCUinfo portal (<https://mycuinfo.colorado.edu>)
- Click the **CU Resources** tab
- On the column on the left, click **TRAINING**
- Click **Start Skillsoft***
- Click **Catalog**
- Click **University of Colorado - Courses** to view the expandable folder structure
- Click the **Human Resources** folder
- Click the course title, **CU: Discrimination and Harassment–CU Boulder and System**, then **[Launch]**
- **Note:** *Once you have completed the training, it takes approximately five business days for your score to reflect in your training records.*

*If you are having trouble logging in to Skillsoft, you can check your browser compatibility at <https://www.cu.edu/eld/resources> under "*Skillsoft Troubleshooting Guides.*"

**Please note: All CU-Boulder employees are required to take the Discrimination and Harassment training course within the first 30 days of employment with the Boulder campus, and all CU-Boulder faculty members must complete the training within their first semester of employment. After completing this initial training, all employees and faculty members are required to take a Discrimination and Harassment training at least once every five years, although some departments require employees to complete the training more frequently. If you have completed an on-site training in the past five years, you do not need to take the online training course until your five years has expired.

Behavioral Guidelines

The following violations by team members or coaches call for immediate suspension pending meeting with the Sports Club Coordinator:

- Use drugs (except for medical purposes) while traveling, practicing, or competing in any recognized Collegiate Sport Clubs function.
- Consume alcohol at an official Collegiate Sport Club function, including (but not limited to) competing, practicing, spectating and socializing.
- Consume alcohol at any University of Colorado Collegiate Sport Club facility before, during or after a practice or competition.
- Use team funds to purchase alcohol even if all team members are above the legal drinking age.
- Violate any federal, state or University laws.
- Encourage underage consumption of alcohol.
- Consume alcohol at public establishments wearing team apparel.
- Wear team gear including uniforms, t-shirts, and warm-ups to local drinking establishments.
- Strike, attempt to strike or otherwise physically abuse an official, spectator, administrator, University or hotel employee or coach. Team members will not strike an opposing player out of anger.
- Cause or attempt to cause personal injury to another participant, official, spectator, administrator, University or hotel employee or coach.
- Threaten physical harm to another participant, official, spectator, administrator, University or hotel employee or coach.
- Verbally abuse another participant, official, spectator, administrator, University or hotel employee or coach.

Team members shall NOT:

- Cause damage to facilities or equipment.
- Use or enter a facility illegally using an assumed name or false ID.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent action.
- Use obscene gestures, profanity or disrespectful language.
- Haze another individual in any way.
- Engage in Sexual Harassment.
- Engage in amorous relationships between coaches and participants.

Team members shall:

- Follow all Collegiate Sport Clubs behavioral guidelines and Code of Conduct.
- Abide by the University of Colorado's Honor Code
- Be cooperative and honest when asked for assistance in identifying individuals who may be involved in incidents. Failure to do so may result in an individual and/or team penalty.

- Abide by all rules and regulations of Collegiate Sport Club facilities and treat all facilities with respect.

Probation and Termination for Conduct Violations

The Suspension or Expulsion of Individual Team Members

Individual players may be suspended from the program for any violation of the University's Code of Conduct, the Collegiate Sport Clubs Behavioral Guidelines, or any of the guidelines set forth in this manual. Players may be suspended for any period up to one year or permanently. At the Executive Board's discretion, players may be suspended for the irresponsible consumption of alcohol or disrespectful behavior towards other players, coaches, umpires, administrators, spectators, or University or travel personnel. After a player's suspension period has ended, a second violation of the University Code of Conduct, the Collegiate Sport Club Behavioral Guidelines or any of the guidelines in this manual may result in the permanent expulsion of the player from the program.

The Suspension or Termination of Coaches

Through a joint decision between the Collegiate Sport Club Coordinators and the Executive Board, coaches may be placed on suspension for any period of time up to once year or terminated at any time. Violation of the Collegiate Sport Club Behavioral Guidelines by the coach or any team member is possible grounds for suspension or termination. Coaches may be suspended or terminated for irresponsible consumption of alcohol.

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against members of the Sport Clubs Association are fair and equitable. To file an appeal, follow the steps listed below.

Decisions made by the Sport Clubs Coordinator may be appealed to the Sport Club Executive Committee.

1. Written notification from the club president to the Sport Club Executive Committee detailing the club's rationale for the appeal and any circumstances related to the infraction(s) must be submitted within 48 hours
2. The 48-hour period begins when written notification of the disciplinary action being taken is emailed to the president and placed in the club's mailbox located in the Sport Clubs Office (extensions may be granted when appropriate)
3. The Sport Club Coordinator will set up a meeting with the individual(s) involved in the situation and the Sport Club Executive Committee.
4. After fully investigating the situation, the Sport Club Executive Committee will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the Sport Club Coordinator.

Appeal decisions made by the Sport Club Executive Committee may be appealed to Recreation Center Director.

1. Written notification from the club president to the Recreation Center Director detailing the club's rationale for the appeal, and any circumstances related to the infraction(s), must be submitted within 72 hours
2. The 72-hour period begins when written notification of the disciplinary action being taken from the 1st appeal is emailed or placed in the club's mailbox located in the Sport Clubs Office (extensions may be granted when appropriate)
3. The Recreation Center Director will set up a meeting with the individual(s) involved in the situation
4. After fully investigating the situation, the Recreation Center Director will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the Sport Club Executive Committee.

5. Be fore-warned that the appeal of a disciplinary action that seems severe to the club could result in even harsher penalties being levied by the person/committee who hears the appeal.

CLUB ADMINISTRATIVE RESPONSIBILITIES AND CONSEQUENCES

Major Items that must be submitted, Major Tasks that Must be Completed,
and the Penalties for Violations that Result in a FINANCIAL PENALTY

Item/Task	Submitting Item late/Completing Task Late		Failing to Submit Item/Failing to Complete Task	
Budget Proposal	25% deduction in student fee subsidies received and/or loss of facilities		Forfeit of all Student Fee subsidies/grounds for probation	
Optional Fee Campaign	Loss of \$200 from possible funding		Forfeit of all National Travel Funds/grounds for probation	
Waivers	\$25 Financial penalty		Grounds for probation and/or loss of all student-fee funding or facility use	
Roster	\$25 Financial penalty		Grounds for probation and/or loss of all student-fee funding or facility use	
CPR Certification	Monetary fine or loss of facilities		Grounds for probation and/or loss of all student-fee funding or facility use	
Violation	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Failure to submit Participation Report	\$25 financial penalty	\$50 financial penalty/grounds for probation	\$75 financial penalty/grounds for probation	\$100 financial penalty/grounds for probation
Failure of President or Vice-President to attend a Collegiate Sport Clubs Council Meeting	5% percent deduction in student fee subsidies received the following fiscal year	An additional 5% deduction/ grounds for probation	An additional 5% deduction/grounds for probation	Complete loss of all student-fee subsidies for the following fiscal year/grounds for probation
Failure of President or Vice-President and Coach to attend a Coaches and Officer Meeting	25% deduction in student fee subsidies received and/or loss of facilities	**Within one school year -- Grounds for probation		

NOTE: This chart displays only some of the most important team responsibilities. The period is considered one semester. Therefore, the penalties under the third violation are those that occur as the result of three violations within one semester. Each club receives a "clean slate" each semester, unless it is put on probation. **The exception to this guideline is a failure to attend the coaches and officer meeting. A second failure to attend this meeting will count as a second failure if it occurs within one school year of the first failure. The chart includes all violations that can result in financial penalties but not all violations that may result in other disciplinary actions including probation.

Probation and Termination of Collegiate Sport Clubs for

Administrative Non-Compliance: The Executive Board may place delinquent clubs on probation as a form of punishment, in an effort to secure greater cooperation and participation from the club. The program Coordinators are charged with ensuring that clubs follow all guidelines set forth in this manual. If a team fails to meet any of the requirements stated in this manual, it is subject to probation. The probation period may be any length of time up to one year. The most common causes for placing a delinquent club on probation are the club's failure to submit budget applications or participation reports, the failure of the President of the Club to attend Collegiate Sport Club Council meetings, the club's failure to abide by all aspects of fiscal mismanagement. At any time during the probationary period, a club is eligible for immediate termination.

Definition of Probation: Probation may include the loss of student-fee funding, as determined by the Collegiate Sport Club Executive Board. Probationary teams will receive the lowest priority in the scheduling of facilities. Probationary clubs may be terminated by the Executive Board at any time. However, probationary clubs remain a part of the Collegiate Sport Clubs Program receiving administrative assistance and access although limited, to the facilities and services the program provides.

Process of Probation and Termination of Delinquent Clubs

The Executive Board may vote to put a delinquent club on probation at any time. Clubs may be placed on probation for failing to meet any of the standards set forth in this manual. Clubs may be placed on probation for any period of time up to one year. If the Executive Board decides to place a team on probation, the board will put a letter of probation in the team's mailbox. The letter will state the reasons for probation, the definition of probation, and suggestions to improve the team's participation in the program and prevent the team from losing its position as a part of the Collegiate Sport Clubs Program. Probationary teams may be terminated at any time. At the end of the probationary period, the Executive Board will vote on whether to expel the club from the Collegiate Sport Clubs Program or renew its status as a full Collegiate Sport Club. If significant improvement in the club's participation in the program has not been observed, the club will be terminated.

APPENDIX – FORMS AND CONTACT INFO

FALL 2012 Proposed Agenda

September 21, 2013 Deadlines:

- Signed Waivers and Code of Conduct forms
- Schedule a planning/budget meeting with Patty or Kris
- Team Roster
- Calendar of Competitions
- Copy of CPR certification cards on file

FALL 2013 Organizational Meeting Points:

- Waiver Form/ Code of Conduct
 - Alcohol Policy
 - Hazing Policy
 - Facebook Appropriateness
 - Judicial Affairs
- Emergency Contacts
- Philosophy of Collegiate Sport Clubs – Student Operated
- Election of Officers
- Participation in Club Sport Council – 3 meetings per semester
- Practice Schedule
- Game Schedule
- Field Maintenance - weather, trash, goals (if applicable)
- Student Excuses
- Equipment/Uniform Check-out
- Dues
- Donations
- Sponsors
- Travel Policies - dress

Important Contact Information

Sport Clubs Office	Kris Schoech	John Galvin	Emilee Butts
Recreation Center Rm. 126	Sport Clubs Coordinator	Sport Clubs Coordinator	Sport Clubs Supervisor
Campus Box 355	Recreation Center	Recreation Center	Recreation Center
University of Colorado	Room 123	Room 128	Room 126
Boulder, CO 80309-0355	Work: 303-492-5133	Work: 303-492-7206	Cell: 858-531-9998
Office: 303-492-5274	Cell: 303-902-1594	Cell:303-349-7801	
Fax:303-492-7430	Email: Kristopher.schoech@colorado.edu	Email: John.galvin@colorado.edu	Email: cusportclubs@gmail.com

Recreation Center Director, Cheryl Kent	303-492-7399
Associate Director of Program, Tim Jorgensen	303-492-7678
Sport Clubs Supervisor Christina McClellan	251-463-9281
Tara Kissler	970-310-1283
First Aid Room	303-492-7996
Facility Supervisor	303-492-2652
Campus Police	303-492-6666

General Information	303-492-6561
Equipment Checkout	303-492-7247
Main Office	303-492-6051
Ice Rink	303-492-7255
Pool	303-492-7685
Emergency	911

Counseling and Psychological Services: 303-492-6766

Office of Discrimination and Harassment: 303-492-6414

Ombuds Office: 303-492-5077

www.colorado.edu/odh/

Office of Victim's Assistance: 303-492-5713 (Office)

303-492-8855 (Immediate)

www.colorado.edu/studentaffairs/victimassistance

Airline Contacts:

Frontier: University Group Sales 1-800-888-6718

United: Domestic Group Travel 1-800-426-1122

American: S.K. Humphries AA Group & Meeting Travel 1-800-221-2255

Southwest: SWA Group Reservations 214-792-4658

Rental Car Contacts:

Enterprise: Local: 303-449-9466, Discount Code: G65117, minimum age 18
5472 Arapahoe, Boulder 80302

Hertz: 303-443-9122, Discount code: 65579, minimum age 18
2515 49th St, Boulder, 80301

National: 877-222-9058, Discount Code: XZ12450, minimum age 18

Important websites

Sport Clubs: www.colorado.edu/rec-center/clubsports

Online Wavier & Conduct Forms:

<http://registrar.colorado.edu/clubsports/members.asp>

Sport Clubs Email Listproc: www.colorado.edu/its/emaillists/listapp.html

Code of Conduct: www.colorado.edu/studentaffairs/judicialaffairs/code.html

Discrimination Policy: <http://www.colorado.edu/odh/>

Sport Clubs Insurance: www.uhcsr.com/colorado

Information on Class Excuses:

<http://www.colorado.edu/FacultyGovernance/committees/studentaffairs.html>

Forms Found Online:

www.colorado.edu/rec-center/clubsports/forms.html

Online Submission Forms:

Waiver & Conduct Form (ALL)
Club Roster (Officer)
Participation Report (Officer)
Fundraising Report (Officer)
Competition Report (Officer)
Budget Application (Officer)
Coach's Evaluation (Participant)
Student Excuse Form (Participant)
Reports
Budget Template

Image Files:

CUSG Logo
Recreation Center Logo

PDF Forms:

Waiver Card
Code of Conduct
Coach's Agreement
US Bank Travel Visa Application
Incident Report
Nomination Forms
CPR & First Aid Classes
Beg Letter Sample
Thank You Letter Sample
Scope of Work
Operations Manual
Tax Exempt Form
Emergency Response Plan
Travel and Equipment Proposal
Travel Application
Hertz Applicant Form
Contractor Invoice
W-9 Form

Sample Organizational Meeting Agenda

**Please try to save questions to the end of the presentation if possible.

Prospective player sign-in:

- Sign in sheet
- Code of conduct
- Waiver
- Practice locations, days and times

Short Introductions:

- Officers
- Coaches
- Kris and/or John

Information Sheet:

- Tryouts (if applicable)
- Team(s)
- Commitment and club member expectations
- Tournaments/playing time
- Fundraising
 - What is the club planning/budgeting
 - Importance of fundraising
- Dues
 - Pay for competitions, coaches, gear
 - May pay in increments (2-3)
 - Must submit two separate checks (dues and gear)

Important Points and Policies:

- Alcohol policy
- Hazing policy
- Facebook/web page appropriateness
- Emergency contacts – phone tree
- Philosophy of Collegiate Sport Clubs – Student operated
- Election of officers
- Participation in Sport Club Council – 3 meetings per semester
- Student excuse forms
- Travel policy-dress

SAMPLE EXCUSE LETTER

University of Colorado at Boulder

RecreationCenter
Student Recreation Center
Campus Box 355
Boulder, Colorado 80309-0430
(303) 492-5274

August 11, 2010

Dear Professor J. Doe,

John Smith, XXX-XXX-XXX, a student in your class, ENGR XXXX, is also a member of the University of Colorado Collegiate Sport Clubs, Men's Ultimate team. Over the course of this semester, conflicts may arise between team travel and class obligations.

John understands his academic responsibilities and should make arrangements with you in regard to missed work. If it appears that John cannot fulfill the class obligations due to the sport club commitment, please let us know as soon as possible so that we can advise him appropriately about alternatives.

It is the responsibility of the sport club athlete to attend class if they are not on the travel squad for any of the competitions. Sport club athletes who are not scheduled to travel should not be excused from class.

The dates of potential missed classes:

October 2nd

October 16th

November 6th

If a situation does arise where John makes the travel roster and/or qualifies for a game or tournament at the last minute, he may not be able to provide much advance notice of an upcoming absence. In that case, he will request an absence from class and make arrangements with you to complete all work either prior to the absence, or with your permission, as soon as possible upon his return.

Your partnership with Collegiate Sport Clubs in support of our sport club athletes while they represent the University of Colorado is vital. If you have academic concerns regarding this sport club athlete, please feel free to contact Patty McConnell at 303-492-7206 or Kris Schoech at 303-492-5133.

Very Sincerely,

Kristopher Schoech
Coordinator of Collegiate Sport Clubs

Patty McConnell
Coordinator of Collegiate Sport Clubs



University of Colorado
Boulder

**COLLEGIATE SPORT CLUBS
TRAVEL ROSTER & ITINERARY**

Club Name: _____

Date Applied: _____

Club Contact: _____

Phone: _____

E-mail: _____

Travel Destination: _____

Type of Competition: _____

Departure Date & Time: _____

Return Date & Time: _____

Club Members and Coaches Traveling: **Please attach a detailed roster of travelers.**

Prepare a list of estimated expenses for the trip: registration/entry fees; lodging; vehicle rental or airfare (if applicable); gas/mileage estimates. **See below.**

Registration/Entry Fee: (Define individual or team fees) _____

Lodging:

Name of hotel/motel: _____

Address of hotel/motel: _____

Phone Number: _____

Number of nights booked: _____

Dates of nights booked: _____

Rate per night: _____

Num. of rooms: _____

Total amount: _____

Vehicles:

Private vehicle: (Names of Drivers) _____

Number of vehicles: _____

Roundtrip Mileage: _____

Rental vehicle: _____

Rental Agency: _____

Vehicle type (i.e. size of van, car, etc.): _____

Number of vehicles: _____

Rate Per/Day: _____

Number of days: _____

Total Estimate: _____

Air Travel:

Air Travel (i.e. United, American, etc.): _____

Ticket Rate: _____

Flight number: _____

Departure date: _____

Return date: _____

Please attach a detailed roster of travelers, flight numbers, departure/return dates, etc.

Detailed Itinerary:

Attach a detailed itinerary highlighting points A-Z, departure location, date and time through the end of the trip.

Emergency Action Plan:

1. Perform CPR and/or First Aid as needed.
2. Contact local emergency numbers, 911.
3. Contact Club Sports Coordinator (Kris 303-902-1594 or Patty 303-263-4819) to report incidents or injuries. The coordinator will notify appropriate University personnel and emergency contacts of those involved.
4. Immediately after the incident go on-line and complete the accident report and submit to a coordinator. Take written and signed reports from all witnesses.

Club Contact Signature: _____ Date: _____

Club Sports Coordinator Signature: _____ Date: _____



CU Sport Clubs
Student Recreation
Center
355 UCB
Boulder, CO 80309-

National Travel/Equipment Requests

--Optional Fee Funding--

Each club may petition for National Travel Money if they are selected or qualify for a national tournament for their sport. Clubs may also petition for National Travel Money for equipment for their club but it must remain with the club/university. In order to petition for National Travel money (up to \$500.00 for national travel or \$250.00 for equipment) a club must perform/volunteer for a community service event or project. A list of community service events/projects can be attained through the CU Sport Clubs Office or the club may chose a charity/nonprofit organization. A minimum of 50% of the club members must participate in this event/project and it must be completed before the Fall/Spring academic year. All community service events/projects must be pre-approved by the CU Collegiate Sport Clubs Coordinators in order to receive national travel funds. A National Travel Form must be filled out and submitted to CU Collegiate Sport Clubs Office after the event /project is completed. This form **MUST** be signed by the Charity Manager/Supervisor. Community service events/projects may serve as fundraisers for the club however 50% of all net revenues must be donated to the charity/nonprofit organization.

National Travel/Equipment Request Form

Name of Club _____

Name of Club Member Filling out form _____

Email address _____ Phone _____

Name of Activity or Event _____

Date of Community Service Event/Project _____ Number of club participants _____

Number of hours at activity or event _____

Money Raised During Event/Project (if applicable) _____

Name of Charity/ Non Profit Organization or Event _____

Name of person in charge of Charity or Non Profit Organization

Signature of person in charge of Charity or Non Profit Organization

Overall Experience for the club members and the charity/nonprofit organization

FUNDING PROPOSAL FOR NATIONAL TRAVEL:

Club Name: _____

Name of applicant completing proposal, phone #, and email address

Date proposal is submitted _____

Title of national championship _____

Category of application (team, individual, equipment) _____

Number of travelers (incl. coaches and trainers) _____

Dates of travel and number of days/nights:

Location of Event: _____

Entry Fees (per person and total)

\$ _____ per person x _____ (# of competitors) OR \$ _____ per team = \$ _____ Total

Types of transportation, cost per type, and total:

_____ Total \$ _____

Lodging (per night and total):

\$ (per person per night) _____ x _____ (# of competitors) = \$ _____ Total

OR \$ (per room per night) _____ x _____ (# of rooms) = \$ _____ Total

Other expenses (please list):

Total trip expenses: _____

**Proposal for Capital Equipment
funded through National Travel Funding 2012-2013**

Club Name: _____

Name of Applicant completing proposal: _____

Phone # _____ Email: _____

Date Proposal was submitted _____

Equipment	Why it is required	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of participants that will benefit from this
equipment: _____

*****Please note that equipment purchased through National Travel Funding will belong to the University of Colorado Collegiate Sport Club Program, and it must stay within the program.*****

Conference Travel Proposal

Name: _____

Position on Collegiate Sport Clubs Executive Board: _____

Conference Title: _____

Conference Location: _____

Conference Date(s): _____

Brief summary of why you believe Collegiate Sport Clubs should sponsor your travel:

Proposed Budget:

Travel: _____

Lodging: _____

Conference fee: _____

Other (please explain): _____

Total amount requested: _____



University of Colorado – Boulder

Student Recreation Center

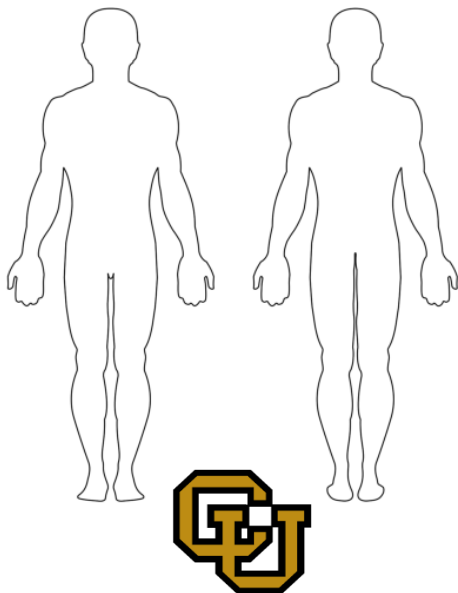
Injury Report

Last name	_____	First name	_____
Student ID#	_____ - _____ - _____	Grad class +2	_____
Birth Date	____ / ____ / ____	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Activity/Sport at time of Injury:	_____		
Program/Group:	<input type="checkbox"/> Club Sports	<input type="checkbox"/> Informal Rec	<input type="checkbox"/> Intramurals <input type="checkbox"/> Instruction Program
	<input type="checkbox"/> Outdoor Program	<input type="checkbox"/> Other: _____	
Address	_____		
	Street	City	Zip Code
Contact Phone	_____ - _____ - _____		

<input type="checkbox"/> First Aid	<input type="checkbox"/> Athletic		
Date	____ / ____ / ____	Time	____ / ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Treated:	<input type="checkbox"/> Rec Staff <input type="checkbox"/> Trainer:	_____	
Was injured party advised to seek further treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was an ambulance recommended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was victim advised to discontinue further activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was an ambulance called?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did victim discontinue further activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did victim refuse treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Did victim sign a refusal form?	<input type="checkbox"/> Yes <input type="checkbox"/> No

front

back



<input type="checkbox"/> Rec Center: _____	<input type="checkbox"/> Field: _____
<input type="checkbox"/> Pool: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Carlson Gym	<input type="checkbox"/> Bear Creek <input type="checkbox"/> Ropes Course
What care was provided and what action was taken? _____	
Description of how the injury occurred: _____ _____	
First Aid Rendered: <input type="checkbox"/> Stopped Bleeding <input type="checkbox"/> Washed Wound <input type="checkbox"/> Bandage/Tape <input type="checkbox"/> ICE <input type="checkbox"/> Splint <input type="checkbox"/> Kept Immobile <input type="checkbox"/> Recovery Position <input type="checkbox"/> CPR <input type="checkbox"/> None <input type="checkbox"/> Other _____	

Employee name: _____	Witness name: _____
Department: _____	Witness phone: _____
Signature: _____	Signature of Injured Party: _____
	Date: _____

SportsWare entered by: _____ Date: _____ Follow-up by: _____ Date: _____ Status: *form revised 8/19/2010*

COLLEGIATE SPORT CLUBS TIER BUDGET CRITERIA

Tier 1 = \$0 - \$4,800:

1. **National Sports Affiliate:** Must have a National Sports Affiliate.
2. **National Championships:** Must be competing for a National Championship on the Collegiate Sport Clubs level.
3. **Membership:** Must have at least 40 active members who are full-time, fee-paying students at CU-Boulder.
4. **Organized Competition:** Must be competing in a local or regional league or other organization with scheduled games or competitions.
5. **Level of Competition:** Must have at least 12 organized scheduled games or competitions, 8 of these competitions must be at the collegiate level. A full day's events are counted as a single competition; therefore, regardless as to the number of competitions participated in during the course of a day, that day only counts as one competition. A competition may only be counted towards the total if at least ten percent of team members participate.
6. **Fundraising:** Must fund-raise an amount that equals or exceeds student fee allocations.
7. **General:** Must follow all CU Collegiate Sport Clubs regulations and guidelines; these include, but are not limited to, Presidential attendance at all Collegiate Sport Club Council meetings and submitting all paperwork on time.

Tier 2 = \$0 - \$3,600:

1. **National Association:** Must be a part of a National or Regional Association.
2. **Membership:** Must have at least 25 active members who are full-time, fee-paying students at CU-Boulder.
3. **Level of Competition:** Must have at least 10 organized scheduled games or competitions, 5 of these competitions must be at the collegiate level. A full day's events are counted as a single competition; therefore, regardless as to the number of competitions participated in during the course of a day, that day only counts as one competition. A competition may only be counted towards the total if at least ten percent of team members participate.
4. **Fundraising:** Must fund-raise an amount that equals or exceeds student fee allocations.
5. **General:** Must follow all CU Collegiate Sport Clubs regulations and guidelines; these include, but are not limited to, Presidential attendance at all Collegiate Sport Club Council meetings and submitting all paperwork on time.

Tier 3 = \$0 - \$1,800:

1. **Membership:** Must have a minimum of 20 active members who are full-time, fee-paying students at CU-Boulder.
2. **Level of Competition:** Must have 5 organized scheduled games, competitions, or events, 1 of these competitions must be at the collegiate level. A full day's events are counted as a single competition; therefore, regardless as to the number of competitions participated in during the course of a day, that day only counts as one competition. A competition may only be counted towards the total if at least ten percent of team members participate.
3. **Fundraising:** Must be able to fund-raise an amount that equals or exceeds student fee allocations.
4. **General:** Must follow all CU Collegiate Sport Clubs regulations and guidelines; these include, but are not limited to, Presidential attendance at all Collegiate Sport Club Council meetings and submitting all paperwork on time.

Tier 4 = \$0:

1. **Membership:** Must have a minimum of 12 active members who are full-time, fee-paying students at CU-Boulder.
2. **Level of Competition:** Must have 2 organized scheduled games, competitions, or events.
3. **General:** Must follow all CU Collegiate Sport Clubs regulations and guidelines; these include, but are not limited to, Presidential attendance at all Collegiate Sport Club Council meetings and submitting all paperwork on time.
4. **Student Fee Funding:** No student fee subsidies are available for this tier.
5. **National Travel Funding:** Teams in this tier may receive a reduced amount of funds from the National Travel account to be used towards national travel or team equipment.

Tier Chart

	National Organization	Collegiate National Championship	Membership	Local Organization	Level of Competition	General	Fundraising	Student Fee Subsidies	National Travel Funding
Tier 1	Affiliate	yes	40	yes	12 Competitions, 8 on Collegiate level	Must Follow all Collegiate Sport Clubs Regulations	Must Fundraise an Amount Equal to Student Fee Subsidies	up to \$4,800	up to \$1,000
Tier 2	Association	no	25	no	10 Competitions, 5 on Collegiate Level	Must Follow all Collegiate Sport Clubs Regulations	Must Fundraise an Amount Equal to Student Fee Subsidies	up to \$3,600	up to \$1,000
Tier 3	no	no	20	no	5 Competitions, 1 on Collegiate Level	Must Follow all Collegiate Sport Clubs Regulations	Must Fundraise an Amount Equal to Student Fee Subsidies	up to \$1,800	up to \$1,000
Tier 4	no	no	10	no	2 Competitions	Must Follow all Collegiate Sport Clubs Regulations	Must Fundraise an Amount Equal to Student Fee Subsidies	\$0	up to \$500

University of Colorado
Collegiate Sport Clubs Program
Fundraising Contact List

Argus

Venue: Folsom Field

Contact: Bobbi Umstead

Email: Bobbi.Umstead@argusadministrators.com

Direct: 303-620-6010

Main: 303-799-1140

Fax: 303-799-1421

6595 Dayton Street Englewood, CO 80111

Argus at Invesco Field

Contact: Debbie Velasquez

Email: Debbie.Velasquez@argusadministrators.com

Main: 720-258-37474

Contact: Brittany Konvolinka

Email: Brittany@argus-companies.com

invesco@argus-companies.com

Center Plate Catering (Concessions)

Contact: Lindsay Koffler

Email: Lindsay.Koffler@centerplate.com

Direct: 303-492-0615

Main: 303-735-3663



NON-PROFIT GROUP AGREEMENT

This Non-Profit Group Agreement (“Agreement”) is made this _____ day of _____ 20____ by and between **Argus Event Staffing, LLC**, a Colorado Company and

_____ ,

a non-profit, tax-exempt organization having an address of

_____ .

(“Group”)

RECITALS:

- A. Group is a non-profit, tax-exempt group, as defined in Section 501 of the Internal Revenue Code.
- B. **Argus** provides Event Staffing services at public and private events throughout Colorado.
- C. Group has requested that **Argus** permit Group to engage in fund raising for civic, charitable, religious, or educational purposes through the conduct of Event Staffing at INVESCO Field at Mile High_____

Argus and Group agree as follows:

- 1. **Event Staffing Operations.** Group will conduct Event Staffing Operations at _____ IFMH _____, for such events, in such locations, and performing such services as **Argus** may designate and otherwise in accordance with **Argus’s** instructions. The Event Staffing Operation shall be conducted in a courteous, efficient and safe manner.
- 2. **Term.** The term of this Agreement (“Term”) shall commence on

_____ and shall expire one year from last date worked unless sooner terminated in accordance with the terms of this Agreement.

3. **Minimum Participation Requirements.** Group shall conduct the Event Staffing Operations at a minimum of 25% of scheduled events. Group shall provide a minimum number of:
- | | | |
|------------|-------------|------------|
| 1-5 | 6-11 | 12+ |
|------------|-------------|------------|
- Volunteers for the contracted location at all events for which Group is scheduled to conduct the Event Staffing Operations.

4. **Fee.** In consideration of its conduct of the Event Staffing Operations, Group shall receive a minimum fee of \$ 7.50 per event / per hour.

5. **Scheduling Guidelines.**

During the Term of this Agreement, **Argus** and Group agree to the monthly scheduling procedure, as follows:

- A. **Argus** will make available to the Group the calendar of events for the up-coming season at least three weeks before the start of the season. Group shall inform **Argus** for which dates it is AVAILABLE to conduct Event Staffing Operations at IFMH (Location / Event), no later than 2 weeks prior to each game. **Argus** will provide Group with a confirmed schedule as soon as staffing needs become available to **Argus**.

6. **Charges.** If Group fails to meet certain minimum requirements set forth in this Agreement they must notify **Argus** as soon as they become aware that they will not be able to meet their numbers. Group will be subject to the following.

- A. **Argus** may terminate the Agreement for Group's failure to conduct the Event Staffing Operations for two (2) "no call, no show" in a one month period.

7. **Method of payment.** The Fee due to Group will be payable every two (2) weeks during the Term of this Agreement.

- 8. Equipment.** **Argus** shall supply Group with all equipment to be used by Group at the Facility / Event. Group shall be responsible for any loss, damaged or theft of any equipment in Group's possession.
- 9. Volunteers.**
- A. Group's volunteers shall arrive at times designated by **Argus** for each scheduled event. No volunteers shall be less than 18 years of age. Any group that violates this policy will be subject to immediate termination of this agreement. Group's volunteers that appear to be under the age of 18 may be asked for proof of age. All volunteers engaged in the Event Staffing Operations on Group's behalf shall not, under any circumstances, be deemed to be employees of **Argus** and Group shall so advise each such volunteer in writing in advance. At **Argus's** option, prior to each event, each volunteer will sign and deliver to **Argus** a statement of acknowledgement that he/she is providing time and effort for the benefit of the Group, without intention of receiving wages or benefits. **Argus** shall not be required to pay such volunteer any wages, nor extend any employment benefits, including, without limitation, reimbursing volunteers for their cost and expenses, such as child care or transportation. Group agrees to indemnify **Argus** from any and all claims made by its volunteers for any wages or benefits.
- B. Group shall provide at least one leader for each event to be responsible for supervising Group's volunteers. **Argus's** managers will communicate directly with such leader with regard to the Event Staffing Operations. If such leader arrives later than one half-hour after the scheduled check-in time for Group's volunteers, **Argus** shall have the right to cancel Group's operations for the event or utilize such volunteers where needed in the Event Staffing Operation for such event.
- 10. Rules and Regulations.** Group shall comply with all rules, regulations, and policies established by **Argus** or the Facility partners for the conduct of Event Staffing Operations at the Location / Event, as well as other Federal, State, and Local laws and regulations.
- 11. Termination.** **Argus** may terminate this Agreement with written notice in the event that Group shall fail to observe or perform any provision of this Agreement, which notice shall be effective

immediately. In the event that this Agreement is terminated by **Argus**, Group's members may not, at **Argus's** discretion, be allowed to conduct Event Staffing Operations at the Location / Event for any other group under any other group name. **Argus** may terminate this Agreement immediately in the event any Group member violates any rules and regulations at the Location / Event established by **Argus** for the conduct Event Staff.

12. **Insurance.** Group shall, at the request of **Argus**, provide to **Argus** before entering the Location / Event, a certificate of insurance evidencing insurance coverage reasonably acceptable to **Argus** and issued by a company licensed to do business in the State of Colorado. All policies shall name **Argus** and the client as additional insured parties.
13. **Indemnification.** Group shall indemnify and hold **Argus** and the Location / Event harmless from any and all claims, litigation, damages, losses, expenses, (including attorney's fees) arising as a direct result of Group's activities at the Facility, and for injury or damage to any persons or property by reason of any of the foregoing except to the extent caused by negligence of **Argus** and the Facility.
14. **Cancellation.** **Argus** shall have the right to cancel Group's Event Staffing Operations for a particular event or events. **Argus** will use reasonable efforts to provide forty-eight (48) hours prior notice of such cancellation. Group shall give at least forty-eight (48) hours' prior notice if Group intends to cancel an event at which it is scheduled to conduct Event Staffing Operations.
15. **Training.** If Group has not previously conducted Event Staffing Operations at the Location / Event, then Group shall cause its volunteers to undergo a training session as specified by **Argus**. Group volunteers shall be made aware of the policies and guidelines as outlined in the **Argus** employee handbook.
16. **Uniform.** All volunteers connected to the Group must be properly attired. Group will be issued shirts, coats and ties as required, at the start of each event. All volunteers will wear the assigned uniform including solid BLACK pants. Pants will be clean, pressed and free of holes. Anyone not following **Argus's** dress code will not be allowed to volunteer for the event. The shirts, coats and ties must be returned to **Argus** at the end of each event. If items are not returned, **Argus** may deduct the cost to replace the items from the Fee otherwise payable to Group.

17. **Tax Exempt Status.** Group represents and warrants to **Argus** that it is, and shall remain throughout the Term, a non-profit, tax-exempt entity as defined in Section 501 of the Internal Revenue Code.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives the day and year first set forth above.

Argus Event Staffing, LLC.

BY: _____

NAME: _____

TITLE: _____

WITNESSED:

BY: _____

NAME: _____

TITLE: _____

GROUP:

BY: _____

NAME: _____

TITLE: _____

GROUP
NAME: _____

GROUP MAILING ADDRESS: _____

FEDERAL IDENTIFICATION NUMBER: _____

Guidelines for Media and Public Image Management for CU Sport Clubs

- 1) ALL Sport Club athletes who wear a CU Sport Club uniform in *any sport*, by definition, represent the University of Colorado at Boulder. If their photos appear on a team Web site and information about them is listed, they could also fit the definition of a public figure in media law
- 2) ANY bad behavior on the part of your coaches and athletes that results in a police report is by definition a *public issue*, not a “*team issue*.” It will, sooner or later, end up in the media. Count on it.
- 3) COACHES of Sport Clubs should be advised to insert the word “club” into their official team name, onto Web sites, media guides, etc, to differentiate them from CU’s NCAA Division I Intercollegiate athletic teams sponsored by the CU Athletic Department.
- 4) IF you want “positive” media coverage of your competitions and games, you have to accept the possibility of “negative” coverage when your teams lose, when your athletes don’t perform, or when they become embroiled in “off the field” issues.
- 5) ALL coaches should review alcohol and drug-use policies with their teams at the start of the season and again at the beginning of any post-season or tournament play. They should also take a hard-line against team parties, particularly in host cities, and deal with temper/ego issues of individual athletes before they become problems.
- 6) IF called by a reporter, **NEVER:**
 - a) Hang up;
 - b) Just start talking and answering questions (find out what the reporter wants – you’re entitled to take time and prepare for an interview);
 - c) Engage in hostile comment or debate**ALWAYS:**
 - d) Stay Calm: ask when the reporter’s deadline is;
 - e) Ask what subjects they would like to discuss, then defer the interview to obtain for yourself the time needed to prepare for the interview;
 - f) CALL Kris Schoech or Patty McConnell immediately;
- 7) MANAGE off-the field issues. Set CLEAR and UNAMBIGUOUS rules for personal conduct as a condition of playing and coaching. READ your handbooks, know the rules as well as you know the rules of the games you play.
- 8) CREATE a team accountability environment in which players are accountable to one another for their actions. Proceed as if you were an officially sanctioned NCAA team, nationally ranked, with the media watching you collectively and individually all the time.
- 9) CONTROL your team image at ALL TIMES. Cell phone cameras, video/DVD cameras, digital cameras and team Web sites, as well as all forms of social media (such as Facebook and Twitter), are great communication tools. They also create huge vulnerabilities if they capture images of your team or individuals on it that do not represent the images you want to portray about your team. Watch out for Facebook, YouTube, and Twitter particularly. NEVER let your team Web site be the repository of individual blogs, photos or postings that are critical of other players, other teams, fans or private individuals, and control how your athletes and coaches post to other sites: no “party pictures” of any kind. Inappropriate content that portray your team or individuals on your team poorly could result in disciplinary consequences.
- 10) DEVELOP a team ethic: Do Not allow your team to develop “stars” and certainly not to act like them