2015-2016

Sport Clubs Handbook
University of Colorado Boulder

TABLE OF CONTENTS

INTRODUCTION 2
EMERGENCY STAFF CONTACT INFORMATION 2
PURPOSE 2
PROGRAM FUNDING 2
ORGANIZATIONAL CHART 3
ROLES AND RESPONSIBILITIES 3
MEMBERSHIP REQUIREMENTS 5
STANDARD OF CONDUCT 5
INFRACTIONS AND DISCIPLINARY ACTIONS 6
COACHES 9
SPORT CLUBS COUNCIL 10
REQUIREMENTS FOR A SPORT CLUB 11
BUDGET CRITERIA 12
RECOGNIZED SPORT CLUBS 13
REQUIREMENTS FOR EXISTING CLUBS 13
CLUB LEADERSHIP AND ADMINISTRATION 14
BUDGETS 15
FINANCIAL OPERATIONS - INCOME 16
FINANCIAL OPERATIONS - EXPENDITURES 18
FUNDRAISING 19
PRACTICES 20
UNIVERSITY FACILITIES 20
EQUIPMENT 21
SPECIAL EVENTS 22
TRAVEL 23
ADVERTISING & MARKETING 26
APPAREL & MERCHANDISE 27
MEDICAL INSURANCE 28
HEALTH & SAFETY 28
PERFORMANCE EVALUATION OF CLUBS 31
APPENDIX: TIMETABLE 31

INTRODUCTION

This handbook details the policies and procedures for the Sport Clubs program within the Department of Recreation Services. All participants in the Sport Clubs program must adhere to the policies set forth in this Sport Clubs Handbook.

EMERGENCY STAFF CONTACT INFORMATION

If an emergency occurs, contact the appropriate EMS personnel. Then contact the Sport Clubs staff to inform them of the situation.

1st Contact — Senior Assistant Director of Sport Clubs

- Bryan Hostetler
- Office: 303-492-7244
- Cell: 970-397-9865

2nd Contact — Assistant Director of Sport Clubs

- Danielle Mutz
- Office: 303-492-8776
- Cell: 970-214-1451

3rd Contact — Coordinators of Sport Clubs

- Sean Layden
- Office: 303-492-7206
- Cell: 720-207-4578

Kelly Olson
Office: 303-735-6898
Cell:303-775-9386

PURPOSE

The Sport Clubs Program is designed to enhance the student experience through participation in an organized sport. While competition is the primary focus of club teams, our program emphasizes skill development, team-building, and socialization. It is not a path to varsity status under the Division of Intercollegiate Athletics.

Sport Club Objectives

1. Develop a sense of belonging among individuals in the shared pursuit of sport.
2. Provide students, faculty, and staff the opportunity for instruction and participation in a wide variety of sports.
3. Develop leadership skills by providing opportunities for students to organize, administer, and manage individual clubs and to participate in the Sport Clubs Council.
4. Secure funds, facilities, and equipment necessary to learn and practice the skills of a sport.

PROGRAM FUNDING

The CU-Boulder Sport Clubs program is a component of the Department of Recreation Services. The program is funded with student fee allocations from Student Government.

ORGANIZATIONAL CHART

Director of Recreation Services

- Gary Chadwick

Associate Director of Programs

- OPEN

Senior Assistant Director of Sport Clubs

- Bryan Hostetler

Assistant Director of Sport Clubs

- Danielle Mutz

Coordinators of Sport Clubs

- Sean Layden and Kelly Olson

Sport Clubs Student Coordinators

Sport Clubs Council

Sport Clubs Officers

Sport Clubs Members

ROLES AND RESPONSIBILITIES

Director of Recreation Services

- Responsible for ongoing leadership and oversight of the Recreation Services Department.
- Develops strategies and processes which contribute to the mission of Student Affairs and the University of Colorado Boulder.
- Is accountable for the services provided by and facilities of Recreation Services.
- Responsible and accountable for the analysis of fiscal and human resources required achieving departmental objectives.
- Represents the Recreation Services department to outside agencies and entities.

Associate Director of Programs

- Provide the direct supervision of the Senior Assistant Director of Sport Clubs and Intramurals.
- Provide appropriate support and guidance to Program staff.
- Define and develop a clear vision for both the Sport Clubs program and the Department of Recreation Services.

Sport Clubs Senior Assistant Director and Assistant Director

- Ensure safety by determining field playability, game cancellations, travel, and all other safety concerns of the program.
- Responsible for hiring, training, and termination of coaches with team input.

- Manage and facilitate the Sport Clubs Council monthly meetings.
- Consult and approve the expenditure recommendations of club officers.
- Approve fundraising, sponsorship, and annual budgets.
- Conduct disciplinary actions and place teams on probation when needed.

Sport Clubs Coordinators

- Manage the needs of daily practices and competitions.
- Are supportive and advisory to the Assistant Directors.

Sport Clubs Student Coordinators

- Assist in the daily operations of all clubs.

Sport Clubs Council

- The Sport Clubs Council exists to represent the Sport Clubs team members and to assist the Sport Clubs staff with program administration by providing feedback and recommendations. The Sport Clubs Council meets monthly in the fall and spring semesters and representatives are voted upon by the active Sport Clubs athletes of all teams each spring semester. The Sport Clubs Council consists of:
  - Two representatives from Tier One teams
  - Two representatives from Tier Two teams
  - One representative from Tier Three teams
  - One representative from Tier Four teams

The tier system is explained on page 17.

Sport Clubs Officers/Representatives

To ensure that all required duties are completed, the Sport Clubs program requires that each Club have an organizational structure. Each club <u>must</u> have a Club President and a Club Treasurer, and it is recommended that each club has a Travel Coordinator. Club officers must be undergraduate or graduate students at the University of Colorado.

Officers are responsible for:

- Writing club by-laws
- Establishing and collecting club dues
- Developing and administering the club's budget
- Establishing officers' duties
- Selecting coaches
- Representing the club at required meetings
- Requesting facility space
- Maintaining an official membership roster with the Sport Clubs office
- Obtaining officials and completing the necessary paperwork for payment of officials
- Programming games, tournaments, clinics, and other events
- Meeting with the Sport Clubs Staff on a monthly basis
- Ensuring consent forms are on file for each club member

Sport Clubs Members
Sport Club teams are comprised of full fee-paying students. Recreation Center members who are not students may participate, but they generally do not meet the league requirements. Sport Club members are required to:

- Carry health insurance. CU-Boulder requires all students to have health insurance. If a student does not have insurance, the Student Gold Plan is available to all CU-Boulder students, and covers any Sport Club injuries at no additional premium. Visit http://www.colorado.edu/healthcenter/insurance to find out more about CU-Boulder's Student Gold Plan if interested.
- Maintain an adequate level of personal health and fitness.
- Follow the rules and develop the skills needed to participate and compete in a safe manner.
- Understand and accept the risks inherent in playing the sport.

MEMBERSHIP REQUIREMENTS

The Sport Clubs program is a nondiscriminatory, equal opportunity organization. Membership is open to students currently enrolled as undergraduates or graduates at the University of Colorado Boulder. Faculty and Staff with paid Recreation Services memberships may be club members, but they may not be club officers. Membership to individuals under the age of 18 is only allowed if the member is a current University of Colorado Boulder student.

It is the responsibility of the club to enforce membership policies. Any club found to be in violation of these policies will be subject to sanctions from the Sport Clubs program.

STANDARD OF CONDUCT

Sport Clubs function as a part of the University of Colorado community. Members are expected to act as ambassadors as they travel locally, nationally, and internationally. Members will:

- Conduct themselves responsibly and professionally at all club-sponsored activities.
- Understand that their actions impact themselves, their team, and the University of Colorado.
- Show respect to teammates, opponents, officials, spectators, staff, and employees.
- Adhere to the policies as outlined in the Sport Clubs handbook.
- Adhere to the University of Colorado Student Code of Conduct.
- Abide by facility policies, both at the University of Colorado and while traveling.
- Report injuries or unsafe situations.
- Refrain from inappropriate behavior at club events or while traveling.
- Refrain from any sort of discrimination or harassment.
- Refrain from unsportsmanlike conduct during competition.
- Refrain from having funds sent to any individual club member's personal address or PO Box.
- Refrain from storing club funds in an off-campus or personal bank account.
- Not consume drugs or alcohol, engage in hazing activities or sexually explicit acts, or have a disregard for a standard of decency.
- Not participate without signing the waiver or being registered with the Sport Clubs office.

- Not allow a coach to work without submitting the required paperwork to Recreation Services.

Alcohol and Other Drugs
Alcohol consumption during any club-sponsored event is not allowed. The use of drugs – except for established medical purposes determined by the prescription of a physician – is prohibited. Guests or fans in attendance at a club event must follow the same guidelines, and it is the responsibility of the club officers and members to enforce these policies.

Hazing
The Sport Clubs program prohibits all forms of hazing. Hazing is defined as "any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

Discrimination and Sexual Harassment (http://www.colorado.edu/institutionalequity)
Recreation Services and the Office of Institutional Equity and Compliance is committed to preventing and eliminating discrimination and harassment based on race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy at the University of Colorado Boulder.

Recreation Services strictly prohibits sexual harassment in the Sport Club Program. Sexual harassment is any interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

INFRACTIONS AND DISCIPLINARY ACTIONS

Disciplinary actions may include, but are not limited to:
- Reduction of end-of-year evaluation grade
- Probation
- Frozen funds
- Loss of funding
- Loss of facility reservations
- Limited practices
- Loss of travel privileges
- Cancellation of games/matches/tournaments
- Loss of equipment usage
- Suspension of the club
- Suspension of the club's practices
- Loss of recognition by Recreation Services as a Sport Club
- University disciplinary actions

Minor Infractions
Minor infractions include, but are not limited to:
- Failure to attend a required monthly meeting with your assigned Sport Clubs staff member
- Failure to notify staff of changes in schedule and/or practice times and games at least 24 hours in advance
- Failure to return borrowed Sport Clubs equipment within 72 hours of the completion of club's event, game, and/or tournament

- Misuse of university property (e.g. allowing pets at club events or not cleaning up the facility at the conclusion of club events)
- Failure to submit travel receipts within one week after club travel (only required when using a CU Travel Card)
- Failure to submit monthly participation report
- Using unapproved promotional materials
- Failure to attend Fall and/or Spring officer/coaches trainings

Moderate Infractions

Moderate infractions include, but are not limited to:

- Failure to submit a trip roster/itinerary form 7 days prior to the club's trip
- Allowing ineligible individuals to participate in club activities
- Failure to submit injury or incident report within 24 hours of the injury or incident (if it occurs on a trip, must be submitted 24 hours after return)
- Transporting any non-club member while traveling on an official club trip
- Driving between 12:00 AM and 6:00 AM while on an official club trip
- Failure to have a members of the club sign waiver and code of conduct prior to participating.
- Allowing an individual to work prior to them completing the hiring process
- Allowing an individual to volunteer prior to completing the volunteer process
- Improper or unapproved use of the club's CU travel card
- Endorsement of a sponsor on clubs website or social media feeds
- Using a non-licensed vendor to produce CU-branded apparel
- Producing, without approval, any item (including apparel) that includes "CU", "Buffaloes", the particular club name (e.g. Ice Hockey), any likeness of the University, or any logo including CU, Buffaloes, or the club's name or nickname

Major Infractions

Major infractions include, but are not limited to:

- Hazing
- Failure to deposit club funds into a CU account
- Having an unauthorized outside account
- Participation in events without previously notifying the Sport Clubs staff of the event
- Misuse or misappropriation of University funds
- The use of or the presence of drugs or alcohol at any club related event
- Transporting and/or consuming alcohol or illegal substances while on official club trips
- Failure to represent The University of Colorado in a positive manner (e.g. notification by another club, university, and/or governing body)
- Signing any document (e.g. agreement, contract, sponsorship, etc.) on behalf of the club, department, or university. (All documents must reviewed and signed by the University of Colorado)
- Damages to lodging or property while on a Sport Club trip
- Selling apparel or other items without prior approval
- Holding an on-campus or off-campus event without prior approval (e.g. game, scrimmage, practice, clinic, banquet)
- Beginning a fundraiser without approval
- Agreeing to a sponsor without approval

Practice Suspensions

When a club receives a practice suspension, the club to may not conduct practices, workouts, or any type of physical activity - this includes both on and off-campus activities. No travel requests will be approved for off-campus activities during the suspension period.

Club Suspension

When a club receives a suspension, the terms of the suspension will be set based on the policy infraction(s). A typical one-week suspension would include the cancellation of all club meetings, practices, home events, events hosted by the club off-campus, and travel arrangements. All club accounts will be frozen during the suspension period. Any financial burdens (e.g. fees for game cancellation, airfare purchased, hotel reservations, late payment fees, etc.) incurred due to the suspension will remain the club's responsibility. During the suspension, no requests (facility, event, travel, etc.) will be reviewed. Additionally, the club's governing body may be notified of the suspension (if applicable).

Loss of Recognition

When a club loses status with the Department of Recreation Services, all benefits of being a Recreation Services-administered club are lost. This includes, but is not limited to: priority access to Recreation Services-managed facility space, use of the CU name and logo, general liability insurance when hosting events, and access to funding provided by Recreation Services. Additionally, all funds in the club's account(s) will be forfeited. The club's national governing body will be notified that the club has lost status as a University-recognized Sport Club. Clubs will not be able to re-apply for Sport Club Recognition for a minimum of 3 years.

Communication of Alleged Infractions and Sanctions

The club president will receive an e-mail notification that an alleged infraction may have been committed by the club. The notification will include next steps and a timeline, which must be followed. After the investigation, if a sanction is issued, the club president will receive an e-mail notification explaining the sanction imposed. All notifications will also be placed in the club's mailbox located in the Sport Clubs office.

Investigation Process

When a possible infraction is observed by a staff member or reported to a member of the staff, an internal investigation will be conducted. This investigation will provide an opportunity for the individual(s) accused of the alleged infraction - or the president of the club (if the infraction is a club issue [e.g. Web site violation, etc.]) - to present their side of the story. Upon notification to the club of the infraction, the club will have five business days to arrange a meeting to discuss the infraction. Should the club choose not to meet for any reason, the infraction will be considered substantiated and a sanction issued.

Appeals

Clubs wishing to appeal a decision regarding disciplinary action can appeal that decision in writing to the Associate Director of Programs with 72 hours of the initial decision. Reasons for the appeal must be clearly stated, along with an explanation of the consequences surrounding the situation. As a result of the appeal, the initial ruling may be upheld, modified, or rejected.

Any club that is suspended will forfeit their Student Fee allocation.

COACHES

Each Sport Club has the option to secure the services of a coach. If a club chooses to have a coach, it is the club's responsibility to find and recommend a qualified coach to the Sport Clubs Staff. Coaches may be paid for their contributions to the Sport Clubs program or serve on a voluntary basis. A coach may be a student, or a faculty or staff member; however, the individual does not have to be associated with the university. Every coach or volunteer must complete a background check and sign the Coach's Agreement or Volunteer Form.

Coach Duties

- To be highly knowledgeable within his/her sport specific area.
- To abide by all of the rules and regulations of the University of Colorado, Recreation Services, the Sport Clubs program and the governing bodies of the particular sport.
- Primary role is to provide coaching and instruction. Participation in the sport is secondary and only allowed for coaches with a university affiliation such as a university employee or student. Club business matters must be handled by the student members with the coach serving only in an advisory capacity.
- To provide organized and safe training for all team members no matter the skill level.
- To promote good sportsmanship and safety on and off the field or court.
- To conduct oneself in a manner that reflects positively on CU.

Additional Information for Coaches

- The Club or the Sport Clubs Staff may eliminate the coach at any time without cause or justification at their discretion. It is the right and obligation of the Sport Clubs program to protect the club and, if in the administrative staff's opinion, the coach or instructor is not working in the best interests of the club, the coach or instructor may be relieved of his or her coaching duties.
- Coaches and volunteers who have signed the Coaches or Volunteer Agreement Form are covered through workers compensation if an injury were to occur.
- Coaches and volunteers must be recommended by club members and must submit a new Coach's or Volunteer Agreement Form each academic year to continue to coach. Annual continuation of coaching status is not automatic.

Player/Coaches

Club members may serve as both an active member and as a coach; however they must be aware of the difference between the two roles. Some national governing bodies of sports may restrict participants from serving in a player-coach role. Player-coaches must work with club officers to clearly delineate their roles prior to the start of the season. Player-coaches are still required to complete the Coaches Agreement Form. Note that player-coaches can be paid, however, payment may affect their eligibility within the sport's national governing body. Please consult with the sport's National Governing Body regarding eligibility prior to receiving payment for coaching.

Financially Compensating Coaches

All clubs may financially compensate coaches for their service and contributions to the club. Clubs must follow the following payment guidelines if they wish to financially compensate their instructors/coaches:

- Clubs with less than agreed upon coaching fees in their student fee accounts are required to deposit appropriate funds to compensate coaches.

- Proposed coach's salaries over $10,000 per year needs 2/3 majority of the current team roster with the approval of the Recreation Services Director for this proposal to pass. Agreed salary amounts are pre-tax.
- If a coach/instructor is terminated, resigns, or otherwise does not fulfill the terms of the contract, payment may be amended to an appropriate amount as determined by the club members and Sport Clubs staff.
- A coach can only be compensated through the University of Colorado Boulder. They cannot be paid out of any outside account including a 501(c)3.
- Parking passes are to be purchased by the coach; not the Sport Club program or Recreation Services. It is not part of their employment compensation.

Entry into the Rec Center
A building pass may be issued to those who do not have any university affiliation or a current Recreation Services membership. The pass must be presented to the ID checker or swiped each time to allow admittance into the Student Recreation Center.

Any terminated coach will have their pass revoked and privileges suspended.

Amorous Relationships
Amorous Relationships between Sport Club participants and coaches is prohibited, as 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. 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. For further information, call the Office of Discrimination and Harassment at 303-492-2127.

SPORT CLUBS COUNCIL

Representation and Requirements
The Sport Clubs Council exists to represent the Sport Club team members and to assist the Sport Club staff with program administration by providing feedback and recommendations. The Sport Clubs Council meets monthly in fall and spring semesters and representatives are voted upon by the active Sport Club athletes of all teams each spring semester. The Sport Club Council consists of:

- Two representatives from Tier One teams
- Two representatives from Tier Two teams
- One representative from Tier Three teams
- One representative from Tier Four teams

Organization

- There are 6 seats on the Sport Clubs Council.
- Late in the spring semester, an announcement will be made regarding application for the seats on the Council.
- Interested club members will submit an application to the Sport Clubs office for review by the Sport Clubs Council.
- Sport Clubs Council seats will serve a 1-year term beginning in in the fall.
- Past Council members may apply for subsequent years of service.

Professional Oversight of the Sport Club Council

Recreation Services employs a Sport Clubs staff to supervise and preside over all Sport Clubs Council meetings. This position is responsible for ensuring that the individual clubs operate in a safe and mature manner that benefits both the membership and the university community.

Administrative Structure

- The Sport Club Council shall have a minimum of one meeting every month.
- All regular council meetings will be open to any person involved with the Sport Clubs program.
- All members are permitted one unexcused absence per semester. The Sport Clubs staff may approve other absences in advance.
- Vacated seats shall be filled as soon as possible. Any club will be allowed to nominate one of its club members but only one person from each team will be able to serve.

Sport Clubs Council Responsibilities

The Sport Clubs Council represents and acts as the voice for the Sport Clubs as an entire unit. It is in the monthly council meetings where the Council communicates ideas or concerns to the Sport Clubs staff.

REQUIREMENTS FOR A SPORT CLUB

Demonstration of Organization

All clubs must have the following on file:

- Purpose/mission of your club
- Budget and due structure
- Membership and try-out requirements
- Decision making policies and procedures
- Election policies and procedures
- Transition of leadership procedures
- Definition of officer and member expectation and responsibilities
- Meeting protocols

Demonstration of Interest

All members must be fee-paying students, faculty, or staff of the university or members of the Recreation Center with the majority (at least 75%) being students. Clubs must submit a list of names and signatures with CU ID numbers of at least ten active members to be considered.

Demonstration of Need
Sport Clubs need to document that interest in their sport is not being adequately met by existing campus programs.

Demonstration of Safety
A club needs to demonstrate that the welfare of its members is safeguarded. There should be a risk management plan detailing the level of perceived risk, potential causes of injury, and procedure to follow in case of accidental injury. Moreover, evidence should be presented showing well-qualified instructors, the existence of safe equipment, the supervision of practice, and competitive sessions.

Demonstration of Financial Stability
Sport Clubs must demonstrate the ability to be financially self-reliant and must continue operating in such a capacity.

Demonstration of "Sport Club" Definition
Clubs must meet the following guidelines:

- The club must be physical and active in nature.
- The club must demonstrate that learning and development of skills of the sport is the main objective.
- The club must have regularly scheduled practices and club meetings.

Demonstration of Space Availability and Equipment
Availability of recreation facilities and equipment for practice and competition is very limited. Allocation of practice space and time will be decided by the Senior Assistant Director of Sport Clubs and the Associate Director of Programs.

BUDGET CRITERIA

Tier 1 = $0 - $5,500

- Have a National Sports Affiliate.
- At least 40 active members who are full-time, fee-paying students at CU-Boulder, or two competitive teams (even if total number of athletes does not amount to 40).
- Compete in a local or regional league or other organization with scheduled games or competitions.
- Have at least 12 organized scheduled games or competitions, 8 of which 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.
- Fundraise an amount that equals or exceeds student fee allocations.

Tier 2 = $0 - $3,600

- Be a part of a National or Regional Association.
- Have at least 24 active members who are full-time, fee-paying students at CU-Boulder, or 2 competitive teams.

- Have at least 10 organized scheduled games or competitions, 5 of which 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.
- Fundraise an amount that equals or exceeds student fee allocations.

Tier 3 = $0 - $1,800

- Have a minimum of 18 active members who are full-time, fee-paying students at CU-Boulder.
- Have 5 organized scheduled games, competitions, or events, 3 of which 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.
- Fundraise an amount that equals or exceeds student fee allocations.

Tier 4 = $0

- Have a minimum of 12 active members who are full-time, fee-paying students at CU-Boulder.
- Have 2 organized scheduled games, competitions, or events.

RECOGNIZED SPORT CLUBS

Sport Clubs have access to many university resources and benefits. These resources and benefits are a privilege and not guaranteed due to budgetary constraints, club standing, availability, and other factors. Some examples include:

- Use of Recreational Services facilities for practices and/or competition in approved activity areas, field space, locker rooms, and meeting places.
- Ability to represent The University of Colorado in local, regional, national, and international competitions.
- Ability to use approved CU marks and logos on all advertising, marketing, promotional or fundraising materials related to a sponsored activity.

REQUIREMENTS FOR EXISTING CLUBS

Contact Information

Club officers must provide the Sport Clubs office with updated officer contact information. Contact information includes officer's first and last name, club position held, email, and phone number. Contact information will not be given out publicly and will only be used for necessary correspondence. Any changes or revisions must be submitted to the Sport Clubs office.

Annual Registration

The club must register or re-register with the Sport Clubs office within the first two weeks of classes. If the forms are not completed, the club will become inactive until the paperwork is submitted. A club will be considered active once the initial forms have been submitted and throughout the time in which the Sport Clubs office is processing forms.

Fall/Spring Mandatory Meeting
The Club's President and Treasurer must attend the mandatory officer training at the beginning of each semester. All other club officers are strongly encouraged to attend.

Coaches/Volunteers
All coaches and volunteers must read and sign the Coaches Agreement Form and turn it into the office by the established deadline.

Waiver Forms
Each club member must sign a waiver. The club officers are responsible for ensuring that each member has signed this form whether the individual intends to compete all year or not.

The purpose of the Sport Clubs waiver is to make the participant aware that playing or practicing in any sport can be a dangerous activity involving risks of injury.

If a waiver form is not on file for a club member, the individual will not be considered a member of the club. A name on the roster without a waiver does not qualify that individual as a club member. Only individuals with both a completed up-to-date waiver and name on the roster will be considered an active member of the club. The waivers must be completed annually on the academic year.

CLUB LEADERSHIP AND ADMINISTRATION

Council Meetings (monthly)
The purpose of the Sport Clubs Council is to bring forth ideas to the Sport Clubs professional staff to help promote, develop, and assist the Sport Clubs. The Sport Clubs Council is a great leadership and organizational development opportunity for students on the council.

Club Meetings with a Sport Clubs Staff Member (monthly)
It is mandatory that the club arranges a meeting with their assigned Sport Clubs professional staff person each month throughout the fall and spring semesters. Clubs must be represented by a minimum of the club's president and treasurer during each meeting. Additional club members may also attend. During monthly meetings the club representatives will discuss upcoming dates and deadlines, provide updates on priorities, and enhance club administration and communication. These club representatives will provide updates and are encouraged to bring topics and items regarding the club for discussion and review.

Annual Report
The club officers must submit an annual report. The report will include information about the year's activities, participation counts, event outcomes, and financial status.

Year End Evaluation
Each club will be evaluated at the end of the academic year based upon their performance that year. This evaluation does not include the win/loss record but is comprised of the club's compliance, quality of communication, community service, budget management, and attendance at meetings. The evaluation may affect funding or facility/field use for the following year.

- E=Excellent; G=Good; A=Acceptable; NI=Needs Improvement; P=Poor

BUDGETS

Sport Clubs Budgets
Budgets are used as an instrument to plan for future events, provide an accurate historical record for new officers, and finally as a means to determine to what extent support is needed in the form of an annual allocation.

Budget Requests
Approved Sport Clubs are eligible for financial support from student fee funds. A budget request must be submitted by the designated deadline each year to receive consideration for funding for the upcoming fiscal year.

The budget request is divided into four major categories: (1) Fees, (2) Personnel, (3) Equipment, and (4) Travel. A detailed list and justification of what the funds will be used for are part of the overall Budget Request.

Budget Presentations
In addition to submitting a written Budget Request, all clubs must present their budget to the Sport Clubs Council and the Sport Clubs staff in the spring semester. Each club is allotted 15 minutes to present followed by 5 minutes of questioning.

Presentations should include a brief description of the club, recent successes of the clubs, and justification of each line expense that is being requested. Clubs that do not schedule or attend their assigned presentation times will not receive an allocation for the following year. Clubs that do not wish to request an allocation still need to present in front of the Sport Clubs Council.

Budget Request Procedure
The procedure for budget requests is as follows:

1. Secure budget request forms
2. Develop a budget projection for the coming year
3. Complete and return forms together by the designated date.
4. Prepare and present a budget request to the Sport Clubs Council and Sport Clubs Staff.
5. The Sport Clubs staff and Sport Clubs Council will review budget proposals. Approval of each budget is based on the following criteria.
    a. Number of participants
    b. Consistency of previous years' requests with actual expenses
    c. Equipment needs
    d. Extent of travel to competitions, clinics, and seminars
    e. Required payments for facilities, equipment, supplies, etc.
    f. Payments to officials and other personnel
    g. Projected fundraising activities
    h. Current and anticipated growth
    i. Attendance at monthly meetings
    j. Year-end evaluation

6. The club will be notified of their allocations for the next fiscal year by the end of the spring semester. The funds for the next fiscal year will not be available for use until after July 1st each year.

Special Request
The Sport Clubs Council and Sport Clubs staff shall review all requests for additional funding from any Sport Clubs.

Special Requests decisions shall be based on the following criteria:

1. Number of members participating in the special event.
2. Circumstances surrounding the need for additional funding.
3. Average cost per person for the requested equipment.
4. Other established special request guidelines.

Special Requests can be applied for throughout the year by clubs seeking funding for unforeseen travel or equipment costs. Clubs may only be approved for one special request per year; therefore clubs are encouraged to be mindful of their initial requests. All Special Requests will be reviewed by the Sport Clubs staff. Special Requests are funded by the Optional Student Fee.

FINANCIAL OPERATIONS - INCOME

Sources of Income
Income generated by the clubs is considered University income.

Examples

- Dues are established by each club and are usually the primary source of income.
- Seeking donations and gifts from family, friends, and alumni of the University may be a good source of income for any club. All such campaigns must be approved and coordinated with the Sport Clubs staff.
- Fundraising is encouraged, but must remain within the guidelines of University policy. More information can be found at: http://www.cu.edu/controller/accounting-handbook/fundraising-events-effective-date-040112
- Proceeds from the sale of merchandise including apparel, bumper stickers, insignias, visors, coats, jerseys, etc. are income. The Sport Clubs staff must approve all sales. Approval to use University logos will involve payment of a royalty fee.
- Solicitation of sponsorships: The Sport Clubs staff must approve all sponsorship arrangements.

Bank Accounts
University policies and procedures must be followed when determining what type of account your club's income may be deposited.

Personal Bank Accounts
Clubs may not use an individual member's personal bank account. A voluntary association of individuals, such as your student organization, operates in the name of the entity and not in the name of the individuals who are part of that organization. This means that the business records for the organization must be maintained in the organization's name and not in the name of an officer.

Outside Bank Accounts
CU-Boulder Sport Clubs are not permitted to maintain non-university funds in off campus accounts per University policy. An "outside" account is an organizational banking account, separate from university accounts, set up with a bank, credit union, or other financial institution.

Internal Sport Club Account(s)
The designated team representative and the Sport Clubs staff manage all allocations in the clubs account. Most clubs are given an allocation annually.

Any club wishing to make a purchase must submit an expense request form. All purchases MUST be pre-approved. Club funds may not be used if the purchase is not pre-approved. Notification will be given to the clubs if they will be allowed to be reimbursed for expenses. The payment or reimbursement process will take anywhere from two to six weeks.

University Gift Accounts

The Sport Clubs staff manages the gift accounts. All clubs are eligible to open a gift account. This account is available from the University to hold donations that may be tax-deductible to the donors. Donors may specify what the funds can be spent on. All expenditures from this fund must also be pre-approved and reimbursements follow the same policies as other funds. Balances at end of the fiscal year roll forward.

CU Foundation Gift Accounts

The Sport Clubs staff manages foundation accounts in conjunction with the CU Foundation. Accounts are set up through the university with the CU Foundation. Funds are available for use through a university account linked to the CU Foundation account. This account holds donations that may be tax-deductible to the donors. Donors may specify what the funds can be spent on. All expenditures from this fund must also be pre-approved and reimbursements must follow the same policies as other funds. Balances at end of the fiscal year roll forward.

Crowdfunding Accounts
Crowdfunding is the practice of funding a project or venture by raising monetary contributions from a large number of people, typically via the internet. CU-Boulder offers this opportunity for Sport Clubs. There is an approval process which begins with the Sport Clubs staff. All video clips are required to begin with an acknowledgement of CU Sport Clubs and end with an acknowledgement of CU Recreation Services.

Outside 501(c)3 Organization and Booster Clubs
The University of Colorado Boulder is not associated with any booster clubs or 501(c)3 organizations whose purposes are for the support of sport club activities. Contribution or donation to these entities is not considered a charitable contribution to the University of Colorado Boulder. Sport clubs members, officers, and coaches are not to be directly involved in the operations of these entities (e.g. serving on the Board). Members may not be dues-paying members of these organizations. Members, officers, and coaches may not be employed by, or otherwise receive financial compensation for services rendered from these organizations, and must obtain pre-approval from the Sport Clubs staff to attend events/meetings organized by these organizations.[1]

[1] This information has been reviewed and approved by the University of Colorado's Legal team.

When determining what your club will spend money on, it is imperative that you follow University of Colorado guidelines and procedures. The Sport Clubs Staff will determine the appropriateness of all expenditures - unauthorized expenditures will be subject to sanctions.

To avoid complications, prepare expected purchases and discuss them with your assigned Sport Clubs staff member when your club comes in for its monthly meeting.

Reimbursement Procedure

In the event that personal funds are used to cover an approved club expense, you may be reimbursed for the total. In order to be reimbursed, you will need to submit the following documents to the Sport Clubs Office:

1. The original, itemized receipt.[2]
2. Information about the event, and an explanation of its relevance to club operations.
3. Proof-of-payment.[3]
4. A Non-Employee Reimbursement form.

Reimbursements will only be completed for purchases that have been authorized by a Sport Clubs Staff member.

Entry Fees/Memberships

To pay entry and membership fees, contact the organization that will be accepting the payment and obtain an invoice, along with the vendors preferred method of payment, to submit to the Sport Clubs Office.

Travel

To pay for travel-related expenses, your club can use a University of Colorado-issued Travel Card. This card may not be used for airline tickets or hotel incidentals (movies, internet, and room service).

You must collect itemized receipts for all purchases on your CU travel card. Failure to turn receipts in to the Sport Clubs office will result in club sanctions and the potential loss of your CU travel card. You may bring physical copies to the office, or you can upload them digitally to Concur.

Prior to traveling, submit a travel roster and itinerary to the Sport Clubs office seven days prior to departure – follow the format provided on the online form. These documents will be used to corroborate your expenses. Your itinerary should include:

- Dates and times of travel
- Method of travel
- Names and locations of hotels and competitions
- Cost projection and expected reimbursements
- Contact of club member who will be on the trip.
- If in doubt, details about the following: who, what, where, when, why, and how.

Upon your return, you will need to gather all receipts for purchases made with your travel card. All reimbursements requests require a Non-Employee Reimbursement form to be filled out. In order for a

[2] Itemized means that the item, quantity, and unit price must be clearly listed on the receipt. Receipts that list a lump sum of all items purchased will not be accepted.

[3] Proof-of-payment is most often provided as a copy of the payment card used on the purchase. In the event that a check is used, further clarification such as a copy of the check and a bank statement may be required. **DO NOT USE CASH.**

reimbursement request to be authorized, itemized receipts, a correctly completed NR form, and – for all purchases other than gasoline – proof of payment must be provided.

Equipment
When you want to purchase equipment, you should speak with a Sport Clubs staff member to discuss what you would like to buy and how it benefits the club. Purchases must be made by a Sport Clubs staff member – unauthorized purchases will not be reimbursed and will be subject to sanctions.

Purchases using trademarked university logos will need to go through a licensed vendor. If a vendor that you want to use is currently unlicensed, instruct the company to email JT Galloway to go through the licensing process. If you are unsure, contact a Sport Clubs Staff member for clarification.

Tax-Exemption
Clubs may purchase goods tax-free within the State of Colorado as long as it is for club-related business. To utilize the university's tax-exempt status, all purchases must be made on behalf of the club by the Department of Recreation Services. Any items that are kept by club members will be taxed following the transaction. Please contact a Sport Clubs Staff member for more information regarding tax exemptions.

FUNDRAISING

Teams must fundraise an amount equal to or greater than their student fee allocations. Fundraising activities must remain within the guidelines of University policy and the Student Organizations Resource and Policy Guide.

Approval
Clubs must fill out a Fundraising/Special Event request for all fundraisers. It must be turned in to the office at least two weeks prior to the event.[4]

Event Fundraisers
Talk to the Sport Clubs staff about some of the most widely used fundraisers by clubs.

Any functions that involve the sale or distribution of alcohol are against University policy. In no way may clubs sell, distribute, or promote alcohol or tobacco as a fundraiser.

Raffles
Raffles are considered a form of gambling and are not permissible as a fundraiser.

Commercial Sponsorships
If a club accepts a corporate/business contribution for its activities, the recognition of that contribution must follow university policies:

- When recognizing contributions from businesses to a student organization program, the business name must be secondary on the event publicity. The event is sponsored by the student organization, not the business!

[4] Fundraisers completed through a third-party often require contracts; **DO NOT SIGN THEM.** They must be reviewed and signed by university personnel. This also applies to any contracts pertaining to sponsorships.

- Businesses may NOT capitalize on the event through naming rights; however they may place banners on location, and they may sell or giveaway products or coupons. Sponsoring businesses may place their logo on t-shirts or other items the club has decided to sell for fundraising.
- If an organization is interested in sponsoring the club as a whole, it may do so through giving special discounts, listing its logo on t-shirts, and/or being recognized on a club banner. Sponsors cannot express sole ownership over or receive contracted benefits with a Sport Club.
- If the business has standardized publicity pieces, they may have to be altered for use on this campus.

Monetary Donations/Letter Drives
All letter writing campaigns must be pre-approved by the Sport Clubs staff. Clubs looking to engage in a letter writing campaign should know the following:

- University letterhead may be used (depending on the number of letters to be sent).
- Postage costs must be covered by the club.
- All checks must be made out to CU Recreation Services with the club's name in the memo line.
- Monetary donations from alumni, parents, businesses, etc. are tax-deductible; letters will be mailed on the club's behalf after receiving donation.
- All donation checks must be mailed directly to the Sport Clubs Office or the CU Foundation.
- Funds may only be deposited into the club's gift account as they are considered University funds.

PRACTICES

Practice Schedules
At the end of each semester, clubs are required to submit their ideal practice times and days. Based on the amount of requests and facility space, clubs may need to be flexible with their dates, times, and location.

Inclement Weather
In cases of inclement weather or unplayable field conditions, staff will attempt to notify clubs of practice cancellations. Every effort will be made to announce decisions in a timely manner.

UNIVERSITY FACILITIES

Facility Policies
When using any facility, leave it in a state that is better than when you arrived. Clean up all trash and place it in the proper receptacles.

Sport Clubs Using Outdoor Spaces
Clubs that predominantly play their sports outside should make every attempt to practice outside in lieu of inside. Inside space is limited as there are many other student users enjoying the Recreation Services facilities.

Outdoor Fields
When an activity is canceled due to inclement weather, clubs and participants must stay off the fields. Damage that is done to the activity space impacts not only your team but the entire Sport Clubs program, but also the Intramural Sports program and the campus community. One hour of playing in the mud can ruin an entire

field for 2-3 years. Please help us to preserve the limited amount of outdoor space that is available to us for our programs.

No dogs are allowed at the fields.

Lining of Fields
Recreation Services is aware of the Sport Clubs field lining needs. If there are unusual circumstances, please allow two weeks for your request to be accommodated.

Facility Supervisors
The Facility Supervisor is the acting building manager on duty. Please request the assistance of the Facility Supervisor if there is a problem with the way the facility is set-up, if someone else is using the reserved space, or if there are maintenance issues. The Facility Supervisor also has the final authority in all building matters. If a club or club member is found using an unauthorized space, they will be removed by the Facility Supervisor. Please defer to the Facility Supervisor in all emergency situations inside the Recreation Center.

EQUIPMENT

The Sport Clubs program will assist clubs in securing needed equipment to adequately and safely practice their respected sports. Services and supplies needed to maintain the club equipment can be paid for with club funds, once approved by the Sport Clubs staff. Club equipment is to be used exclusively for the benefit of the club and must not be removed for the personal benefit of any club member. It is the club's responsibility to maintain all club equipment.

Purchasing Equipment
Equipment purchases shall be limited to those which are retained by the club and used only during club activities. University funds should not be used to purchase personal items which are used exclusively by one individual. Equipment purchases should be considered in relation to the club's current inventory and its necessary maintenance and/or replacement costs.

Be aware that delays can be caused by unresponsive vendors, shipping time, out-of-stock items, etc. Clubs need to allow for additional time in these situations. Allow at least 2 weeks for any purchase to be approved and processed. This is especially important if the club needs a certain item by a specific date. Clubs must plan accordingly and well in advance.

Delivery instructions must state that the equipment is to be delivered to:

CU Rec Services
1855 Pleasant Street
Boulder, CO 80309

Disposing of Equipment
Clubs are not permitted to dispose of old or damaged equipment without the written consent of the Sport Clubs staff. Clubs should contact the Sport Clubs staff in regards to proper disposal of such equipment.

Inventory Forms

All equipment must be inventoried. Clubs are required to do an inventory at the start of the academic year and at its completion. Equipment that is unaccounted for or missing from the club's inventory at the end of the year may result in financial losses for the club, club officers, and club members.

SPECIAL EVENTS

Special Event Requests

A special event is defined as a competition, tournament, demonstration, exhibition, or seminar for club members outside regularly scheduled practice times on University property. Requests to host events such as games, tournaments, and seminars require submission of a Special Event Request Form to the Sport Clubs staff early. It is highly recommended that clubs begin the process as soon as the club knows it wishes to host an event. In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any needed officials and/or judges at least one month prior to the event.

On-Campus Special Events

Those clubs that wish to host a special event on campus (like a road race) must contact the Sport Clubs staff.

Contracts

If a club is required to sign a contract (e.g. a sponsorship agreement, facility reservation, lease, etc.) to host an event, the contract must be submitted to the Sport Clubs staff for the University to review. The club must allow a minimum of <u>four</u> weeks for this review. Any club member who signs a contract requiring the club to pay the business or organization assumes the responsibility of the contract. Clubs may sign their own game and match agreements.

Concessions

Clubs hosting events, tournaments and philanthropy events may request to provide food and beverages. Giving away food for free at your event is allowable by university policy, so long as the dispensed food is pre-packaged and no homemade items are given away. Requesting to dispense free food should be included in the club's Special Event Request and must have prior approval from the Special Events Coordinator.

Clubs wishing to sell food are subject to vending guidelines set forth by the university and must be followed for all special events in Recreation Services facilities.

Spectators

Spectators are encouraged at all Sport Clubs special events. If a club is hosting a special event at an indoor facility owned or operated by Recreation Services and anticipates the attendance of spectators, the club must work with the Sport Clubs administrative staff prior to the event. The Sport Clubs administrative staff will give the club specific procedures for all spectators to access the facility and avoid the purchase of a guest pass.

The Recreation Services staff has the authority to handle concerns with unruly participants, coaches, and spectators. Alcoholic beverages, smoking, or the use of drugs are not permitted at any Recreation Services practice or event. Persons under the influence of alcohol or drugs will be asked to leave the facility.

Athletic Trainers

Clubs wishing to guarantee the presence of an athletic trainer at their event should coordinate with the Sport Clubs staff.

Post-Event Summary
Information about special events need to be communicated back to the Sport Clubs staff in a timely manner. The Sport Clubs staff will meet with the club representatives for to debrief about the event.

TRAVEL

The procedures outlined below must be followed for all club-related travel – regardless of whether or not the club requests funding. Failure to do so may result in loss of future travel privileges, loss of funding, or other sanctions.

Travel Requests
The Sport Clubs staff must pre-approve all club travel, regardless of the number of members traveling. To receive approval to travel, a club must submit a Travel Request form seven business days prior to departure. The Travel Request will include information on the location of event, mode of transportation, emergency contact information, and travel roster. A club is not authorized to travel without approval.

It is understood that some clubs may not solidify travel itineraries or rosters until just before leaving. If an updated itinerary is not submitted by this time, only those listed on the travel roster will be permitted to travel.

Criteria for Determining Valid Competition
Clubs should limit their competition to other university clubs. If sufficient competition is not available at the university level, then competition against other types of clubs is permitted within the following parameters:

- Members have similar skill and knowledge of the sport,
- are similarly equipped,
- are affiliated with a club or organization,
- and they have the approval of that club organization to compete against your club.

It is recommended that clubs not compete in off-campus events against individuals younger than 17 years of age. Clubs are not allowed to host competitions which include anyone younger than 17 years of age. The Senior Assistant Director of Sport Clubs will determine approval on a case-by-case basis.

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 must be worn by all travelers while the vehicle is in operation.
- Fifteen passenger vans are permitted as a method of travel. However it is recommended that the occupancy of these vehicles is 12 passengers.
- Driving between the hours of 12:00 am (midnight) and 6:00 am is not allowed.
- The following balance of driving and breaks will be followed:
    - For every four hours of driving, drivers must take a 20 minute break.
    - For every 12 hours of driving, drivers must take at least a four hour rest period.
    - Alternate drivers must be provided for trips expected to take more than six hours.

Planning for the Trip

- Determine the distance to be traveled. It is recommended that there be at least two drivers for every 500 miles driven.
- Plan the routes, hotels, and rest stops.
- Plan the starting and ending times of the events to which the club is traveling.
- Account for captain's/coach's meetings, traffic, weather, and accident delays.
- Obtain mode of transportation.
- Know the maximum and minimum number of participants who will be going on the trip to determine number of vehicles.
- Ensure all drivers have a valid driver's license.
- Know the types and amounts of equipment to be brought on the trip and check equipment before leaving.
- Account for enough room for equipment and personal baggage.
- Plan how to work with the group to have control of trip (buddy system, messages).

Before Trip Checklist: One Month Prior

- Get cost estimates for all reservations, rentals, gas, etc.
- Submit for approval and plan costs for the trip.
- Schedule a pre-trip meeting with club members who will be attending the trip.
- Submit request for class excuse forms.
- Make reservations with hotels and car rental companies, and record reservation numbers.

Before Trip Checklist: One Week Prior

- Submit Travel Request forms to the Sport Clubs office.
- Review itinerary and contact all travelers to provide trip details and answer questions.
- Discuss the Code of Conduct.
- Plan a buddy system to make sure no one gets lost.
- Inventory first aid kit and vehicle emergency kit.
- Confirm reservations with hotels and vehicle rental company.
- Check out travel binder and first aid kit from the Sport Clubs Office.

Before Trip Checklist: One Day Prior

- Check road and weather conditions for trip.
- Pick up vehicle, do a visual check of lights, tires, etc. and check all fluids.
- Load van or trailer: equipment, first aid kits, maps, alternate routes. (Make sure that they are accessible if there is an emergency).
- Update Travel Request Form with Sport Clubs office (if necessary). Include the date of return, the trip leaders and participant names, cell phone numbers, and phone numbers at the trip destination.

Day of Trip Checklist

- Do a participant roll call.
- Put trip folder containing participant information, directions, maps, phone numbers of destination, emergency numbers, and cell phone numbers of other vans (if applicable), etc. in vehicle.
- Double check maps, alternate routes and cellular phone, if available.

- Do a visual check of lights, tires, etc. and check all fluids. Drive safely and do not exceed the speed limit.
- The Sport Clubs Staff retains the right to cancel travel plans due to inclement weather at any point.

Post Trip Checklist

- Unload and clean out vehicle.
- Return vehicle and keys.
- Be sure to notify the Sport Clubs office of any accidents or incidents which occurred on the trip.
- Collect receipts to submit to Sport Clubs office.

Excuse Letters

The Sport Clubs staff is able to write letters to professors on behalf of traveling Sport Clubs participants. Such requests must be made by submitting an "Excuse Letter Request" at least one month prior to travel. Know that the Sport Clubs program does not have the ability to excuse students from classes or exams. Letters written on behalf of the Sport Clubs program are only a verification of affiliation with the Sport Clubs program. Students remain responsible for all missed class assignments, projects, and exams due to Sport Clubs activities.

Personal Vehicles

Use of personal vehicles is approved for all travel purposes. The individual driver is responsible for passengers who and must carry their own vehicle insurance to cover liability. Be sure of the following safety measures:

- Follow all traffic laws. All tickets are the driver's responsibility.
- Individuals traveling in private vehicles understand that it is at their own risk.
- The designated drivers have experience and are licensed to drive the vehicle.
- The vehicle and its operator have appropriate insurance.
- The vehicle has been adequately serviced with preventative maintenance and check-ups.
- The mileage of the trip is offset with meal breaks, sleep time, etc.
- You have an emergency plan in case of breakdowns or accidents.
- Alcohol and/or drugs are not permitted.
- You follow the rules and safety tips provided in your driver's manual.
- If you are involved in an accident, make sure any injured persons get the requisite medical treatment.
- Driving is not permitted between the hours of midnight and 6am.

Rental Vehicles

Use of rental vehicles (cars, vans, trucks, buses) is approved for all travel purposes. The renter may be required to pay for insurance and assumes liability through the vehicle rental agreement. Rental vehicles must be reserved in advance usually requiring a written agreement.

Booking a rental through Concur with a University-issued travel card will provide insurance for the vehicle. Otherwise, the driver must purchase insurance through the renter.

Reserving Rental Vehicles (Enterprise, etc.)

- A minimum of two authorized drivers will be required for each vehicle prior to departure.
- The club must pay for all gas expenses, toll expenses, parking tickets, etc. while using the vehicle.
- Only authorized drivers are permitted to operate the vehicles and must be the person to pick up the vehicle.

- The club must have sufficient funds in their university accounts to pay for the vehicles. Requests will be denied if there is not enough money to cover the costs of the vehicles.

Fleet Vehicles
Use of fleet vehicles is approved for all travel purposes. Recognized Sport Clubs are sponsored by have the privilege to reserve and rent University Fleet Vehicles. Fleet Vehicles allow for clubs to be charged for both the rental of the vehicle and fuel costs at the same time.

The University has a limited number of vehicles for rental so clubs are advised to place requests well in advance and have plans for alternative modes of transportation if needed. A minimum of two authorized drivers will be required for each vehicle prior to departure. Contact the Sport Clubs staff a minimum of two weeks prior to departure to use fleet vehicles.

Accidents & Citations
In the event of an accident, citation, or parking/tow charges, the driver of the vehicle is responsible.

ADVERTISING & MARKETING

There are many ways to promote your club to the university community including a website, social media, tabling, fliers, and emails. Advertising and marketing for individual clubs should be conducted by the clubs themselves. There are campus policies that govern many of the marketing efforts all student organizations must follow: http://www.colorado.edu/policies/CUUF.

Marketing
The Sport Clubs program can assist in marketing of individual clubs in a number of ways. The following list is an example of marketing schemes that may be used to promote clubs:

- Tabling.
- Monthly Recreation Services Newsletter.
- Use of Rec Services and Athletics marks.
- Maintaining Sport Club pages on the department's website.
- Marketing through social media pages.
- Banners.
- Emails, newsletters, fliers.

Posters & Fliers
The following guidelines must be met for all posters and fliers:

- The Sport Clubs staff must approve all print media.
- Any advertisements (flyers, posters, banners, programs, newspaper ads) produced for sponsored activities must contain the Recreation Services logo.
- Print advertisements may not contain images, sponsorships, or naming rights from other unapproved vendors or programs.

Posting Flyers on Campus
Clubs must also follow the university policy when posting or displaying posters and fliers on the university campus. Posters and fliers should be limited to general bulletin board and kiosks. Clubs are not to post fliers

or signs on the following areas: telephone poles, light poles, garbage cans, sidewalks, stairs, fences, trees and/or the sides of buildings.

Chalking
The University does allow some chalking to occur by clubs on public sidewalks, walkways, and streets. Writings and designs must be appropriate for the public and should be chalked using a water-based or water-soluble type chalk. Clubs should not chalk on buildings, bridges, arches, etc.

Tabling
Multiple opportunities are available for clubs to promote themselves through tabling to the university community. Whether internal to the Rec Center or in other buildings, clubs must be in compliance with the buildings tabling requirements. Often clubs must contact the building proctor for approval.
http://www.colorado.edu/fm/node/543/attachment/newest

APPAREL & MERCHANDISE

Clubs are allowed to make apparel and merchandise purchases representing their clubs and CU-Boulder. In order to purchase desired apparel and merchandise, clubs must follow proper procedures for designing and purchasing apparel and merchandise.

Use of CU-Boulder marks
The University's names, logos, symbols, and other identifying marks are trademarks owned by the Board of Regents. Further, the University asserts ownership and all rights, titles, and interests of marks that are *associated* or *refer* to the University. Examples of graphic representations are listed below. The use of University trademarks on any goods, merchandise, or service or as a part of a promotion or advertisement must comply with the University's licensing policy. Marks may vary in size, but cannot be altered, modified, incorporated into other marks, or overprinted with other words or design elements.

- CU®
- CU™
- Colorado™
- CU-Boulder™
- CU Buffaloes™
- Buffaloes™
- Ralphie™

If a club wants to use the University name or any logo, you must meet with the Sport Clubs staff for guidance. Any merchandise with the University name or any logo must be approved by both the Sport Clubs program and the Office of Trademark Licensing prior to placing the order with an approved vendor. Clubs may use the University's trademarks on internal publications and other non-commercial items (i.e. posters) as long as their use conforms to established design specifications.

Ralphie
Ralphie is considered the official logo for University of Colorado Intercollegiate Athletics and has the most exclusive restrictions to its usage. The Sport Clubs program has been granted limited rights to use the Ralphie logo for apparel and merchandise. Clubs wishing to utilize such marks must seek approval from both the Sport Clubs program and the Office of Trademark Licensing prior to designing or purchasing such items.

Licensed Vendors
Only licensed vendors may be used to print University insignia including the university's name, logo, symbols and other identifying marks. Licensed vendors are companies that are officially licensed by the University and are permitted to produce items using University trademarks. These vendors must have a license to both print these marks and sell items branding with the marks. A complete list of licensed vendors is available on the CU-Boulder Trademark Licensing webpage: http://www.cubuffs.com/ViewArticle.dbml?ATCLID=24467.

Royalty Fees
Sport Clubs are exempt from paying royalties if the merchandise purchased is for internal use. Club uniforms are exempt from royalty fees.

Clubs are not exempt from royalties if the items are intended for resale, which means that individuals pay for the item or price of item is built into a fee. This royalty fee will be built into the final cost of the product from the licensed vendor and the licensed vendor is responsible for paying the royalty fee to the University.

MEDICAL INSURANCE

Participation in the Sport Clubs program is strictly voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. It is recommended that all club members have an annual physical examination.

- CU-Boulder requires all students to have health insurance. If a student does not have insurance, the Student Gold Plan is available to all CU-Boulder students, and covers any Sport Club injuries at no additional premium. Visit http://www.colorado.edu/healthcenter/insurance to find out more about CU-Boulder's Student Gold Plan if interested.

HEALTH & SAFETY

Emergency Contact Information
In the event of an emergency, club participants should call 911. Once proper medical services have been called the Sport Clubs staff should be notified. Below are important emergency numbers that should only be used in the case of an emergency. Each club will receive two red emergency contact cards at the start of each school year. Cards should be kept in an easily accessible location.

- CUPD: 303-492-6666
- Senior Assistant Director of Sport Clubs – Bryan Hostetler
  - Office: 303-492-7244
- Assistant Director of Sport Clubs – Danielle Mutz
  - Office: 303-492-8776
- Coordinator of Sport Clubs – Sean Layden
  - Office: 303-492-7206
- Coordinator of Sport Clubs – Kelly Olson
  - Office: 303-735-9386

Blood Borne Pathogens
In the event that blood is discovered on the playing area only those people that have received Blood Borne Pathogens training are allowed to clean the area. Recreation Services staff will facilitate the cleanup within all indoor Recreation Services facilities. Seek out a Facility Supervisor in the Recreation Center for assistance. It is recommended that each club have members trained in Blood Borne Pathogens at each practice and competition. Clubs may contact the Sport Clubs staff for training.

Cleaning Up Spills
After the injured person has been attended to, the walls, floor, equipment, etc. that have blood spills must be cleaned. Always wear gloves. After cleaning the areas, dispose of any exposed item and gloves in a Biohazard bag. Take the Biohazard bag to the proper disposal area. Always wash your hands after.

First Aid Kits
Kits can be checked out for both the season and for day use. If checked out for the season, the kit must be returned at the end of the season or the club will be charged for its replacement.

Accident Reports
Club officers are required to submit an individual Accident Report for all injuries which occur during club activity. These reports should be submitted within 24 hours of the injury, or immediately upon return to CU-Boulder if occurred while the team was traveling. Keep a report in the club's files and submit a copy to the Sport Clubs staff.

Concussions
In the event that you suspect a teammate or fellow participant has suffered a concussion or is exhibiting signs of a concussion, that individual should be removed from play immediately and not allowed to return until seen by an approved medical physician.

It is important that club participants understand that all concussions are serious and individuals should not try to hide their injury or try to "tough it out." Signs of concussions may include:

- Headache or pressure in the head
- Sensitivity to light or noise
- Confusion or fogginess
- Problems balancing
- Nausea or vomiting

An individual who is concussed may suffer from symptoms including trouble concentrating, trouble remembering things, double or blurry vision, fatigue or sleepiness and just not feeling right.

Return to Play
In the event a participant is injured and referred to a physician by outside an Athletic Trainer, EMT, or supervisory staff, he or she will not be allowed to return to play until a note from a licensed physician is provided clearing the athlete. When an Athletic Trainer or EMT is on site, their decision to remove a player from further competition is final.

Inclement Weather
Clubs must be prepared to respond to quickly changing weather patterns and know emergency protocols for various types of weather. Heavy rain, lightning, and/or strong wind gusts may affect club activities. Activities

may be suspended in the interest of safety for the participants. If threatening weather approaches quickly, seek shelter in the nearest building.

Lightning - THOR Guard

THOR Guard is the lightning detection system used by the Student Recreation Center. This system exists at the Recreation Center, out at Kittredge Fields, and at William's Village. In the event that the THOR Guard system should detect lightning, a loud siren will be set off. At this time, the following steps should be followed by the participants:

1. Contact the Sport Clubs staff to tell them the siren has gone off
2. Ensure that all Sport Clubs activity is suspended and all Sport Clubs staff and participants at their site have cleared the playing area and sought shelter in an acceptable venue near the area of play.
3. Inform all Sport Clubs staff and participants that play is suspended until the "All Clear" signal is given by the THOR Guard system (three short sirens). It is up to the discretion of the Sport Clubs staff to adjust game or practice times as needed.
4. If the THOR Guard continues to detect lightning (one long siren) and the "All Clear" is not given, inform all participants that play is either concluded or will be rescheduled.

Building Evacuation

In the event that a fire alarm goes off in the Student Recreation Center, it is the responsibility of the all club members to evacuate their area of play to the nearest exit.

Outdoor Facilities

In the event that inclement weather dictates play to be suspended all participants, spectators, and staff should immediately proceed to the nearest building.

Clear the fields and take shelter. Keep away from trees.

Activating the Emergency Response System

When someone is injured or becomes ill, begin first aid immediately.
When calling emergency numbers be sure to provide the information listed below. Do not be the first one to hang up the phone. Wait until the emergency personnel say that they have all the information needed.

- Your name.
- Nature of emergency.
- Required assistance (ambulance, fire, police).
- Location and telephone number from which you are calling.
- Location where emergency personnel will be met and method or description by which emergency personnel will recognize individual who will meet them when they arrive.
- Suggested approach route (entrance to facility, e.g. front, rear, side).

Emergency Contact Information

Type of Emergency	Examples	Emergency Number
Life Threatening Emergency & Fire	Heart attack, unconscious victim	911
Non-Life Threatening Emergencies	Sprained ankle, broken arm	303-492-6666
Security Problems	Unruly participant, theft	303-492-6666

PERFORMANCE EVALUATION OF CLUBS

The CU-Boulder Sport Clubs program uses an evaluation tool to determine annual compliance amongst the clubs and issue priority scheduling for practice space and special event requests. The evaluation tools is designed to encourage Sport Clubs to be safe, have fun, be organized and represent CU-Boulder and Recreation Services is a positive manner.

Year End Evaluation Tool

Each club will be evaluated at the end of the academic year based upon their performance that year. This evaluation does not include the win/loss record, but is comprised of the club's compliance, quality of communication, community service, budget management, and attendance at meetings. The evaluation may affect funding or facility/field use for the following year.

- E=Excellent; G=Good; A=Acceptable; NI=Needs Improvement; P=Poor

Performance Factors

Performance factors listed below are indicative of a Sport Club's year end rating. Each of these should be discussed in more detail with the Sport Clubs staff. Timeliness and follow through usually are key elements contributing to these factors. Each club will be evaluated at the end of the academic year based upon their performance that year.

- Fall Re-Registration: roster, waivers, etc.
- Attendance at Sport Club meetings (fall/spring/monthly).
- Forms (completed in a timely manner and legible).
- First Aid/CPR/AED (two members of the club much be certified; coaches and/or players).
- Website (accurate information and updated in a timely manner).
- Travel (submission of travel receipts in a timely manner after all trips).
- Special Events (discussed with Sport Clubs staff well in advance).
- Fundraising (followed university guidelines).
- Donations (followed the university guidelines).
- Community Service (clubs are encouraged to play an active role in the community).
- Connectivity (supporting other clubs).
- Media (coordinated through the Rec Services Department).

APPENDIX: TIMETABLE

Forms

Form	Located	Turn In	Submission Expectations
Accident Report	Online	Club liaison	within 24 hours of injury or incident
Risk and Release, Code of Conduct, FERPA	Online	ALL players must submit online	before a player is allow to participate with any club
Roster	Online	Submit online	Within 5 business days of roster being set

Excuse Letter	Online	Submit online	At the beginning of each semester, minimum of 1 month before travel
Reimbursement Request	In Sport Club Office	Club liaison	3-5 business days allow up to 3 weeks for check to arrive
Fundraising/Special Event Request	Online	Club liaison	2 weeks in advance 6 weeks in advance for large scale events
Participation Report	Online	Submit Online	by the 7th day of each month
Coach Evaluation	Online	Submit Online	within 10 business days of the conclusion of the team season
Travel Request	Online	Email or in person	At least 7 business days prior to traveling

Processes

Process	Needed	Turn In	Submission Expectations
Concessions for Special Events	Email notification	Club liaison	1 month for entire process
Field Lining	Email notification	Club liaison	minimum 10 business days prior to reservation for field
Marketing Material Approval	Email notification	Club liaison	minimum 10 business days
Practice Cancellation	Email notification	Club liaison	minimum 24 hours in advance to
Purchasing Equipment/Apparel Request	Email proposed purchase/apparel information	Club liaison	allow up to 2 weeks for purchase to be approved and processed
Special Event Cancellation	Email notification	Club liaison	minimum 72 hours in advance
Sponsorship Approval	Contract	Club liaison	up to 4 weeks for review and approval
Eligibility Checks	Roster and eligibility requirements	Club liaison	minimum 7 business days before it is due to league

A special thanks to the University of Wisconsin Sport Clubs program for providing the foundation of this handbook.