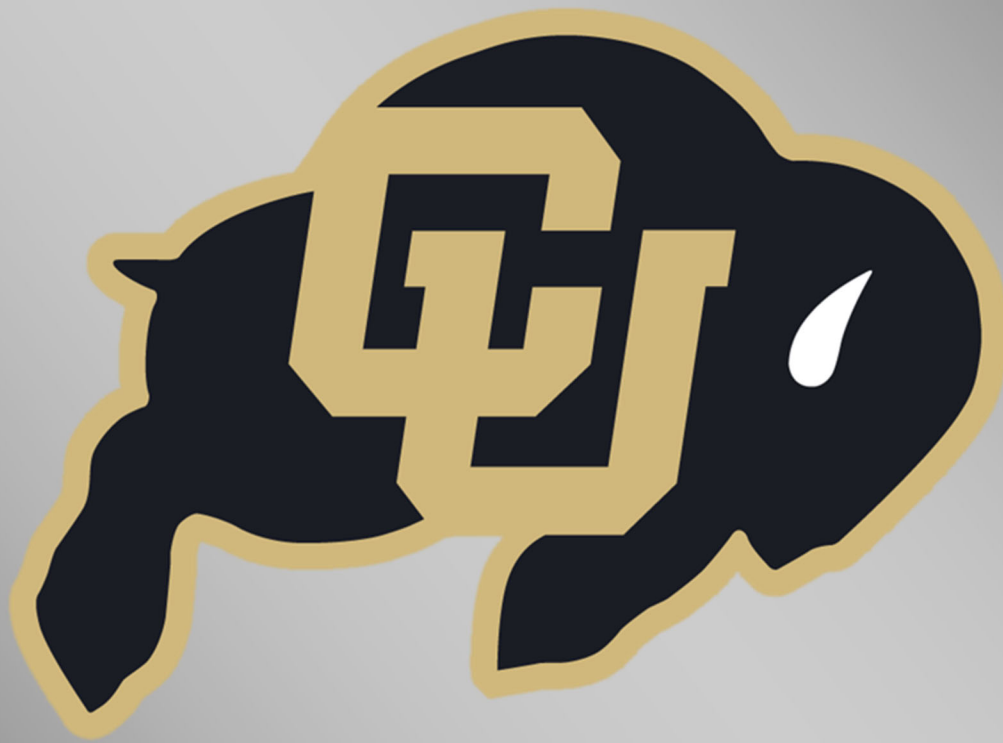


SPORT CLUBS OFFICER HANDBOOK

2024-2025



University of Colorado Boulder
Recreation Services
Team Sports
355 UCB

Boulder, CO 80309

Phone: 303.492.5274

clubsports@colorado.edu

<https://www.colorado.edu/recreation/club-sports>

Table of Contents

Program Overview	8
Welcome	8
Recreation Services Mission & Vision	8
Mission	8
Vision	8
Sport Club Program Overview	8
Purpose	8
Objectives	8
Program Funding	8
Administrative Support	9
Important Information	9
Club Mailing Address	9
Staff Contact Information	9
Other Resource Phone Numbers	9
Sport Club Office Communication	9
Sport Club Office Information	9
Technology Resources	9
2024-2025 Sport Club Assignments	10
Organization & Structure	10
Required Officer Positions	10
President	10
Vice President	11
Treasurer	11
Travel & Safety Officer	11
Optional Positions	12
Media Relations Coordinator	12
Officer Elections	12
Officer Terms	12
Sport Club Policy and Procedure	13
Annual Club Recognition	13
Club Status	13

Full Status.....	13
Associate Status	13
Probationary Status.....	14
Suspended Status.....	14
Required Registration Documentation.....	14
Sport Club Membership Policy and Procedure	14
Individual Member Requirements	14
Actions Taken when Ineligible Participation Occurs	15
Governing Body Standards for Participation.....	15
Non-Discrimination Policy.....	15
Inclusive Participation	15
National Governing Bodies	15
Competition at another Institution.....	16
Confidentiality.....	16
Facilities.....	16
Sport Club Members Participating in Intramural Sports.....	16
Sport Club Code of Conduct and Assumption of Risk	17
Sport Club Expectations & Conduct.....	17
Club Officer Expectations.....	17
Club Conduct.....	18
Department Approval	18
Drug/Alcohol Policy.....	18
Club Recognition during Social Events	18
Hazing.....	18
Harassment including Sexual Harassment	18
Amorous Relationships	18
Disciplinary Guidelines.....	18
Disciplinary Process.....	19
Sport Club Training & Development	21
Required Officer Meetings	21
Officer Trainings	21
Standing Officer Meetings	22
Officer Transition.....	22

Officer Growth Workshops	22
Other Meetings	22
Sport Club Assessment and Evaluation	23
Semester Report	23
End-of-Year Evaluation	23
Sport Club Coaches	23
Employment Terms	23
Contract Funding.....	23
Contract Length.....	23
Conflict of Interest	23
Mandatory Reporting.....	23
Eligibility.....	24
Hiring Process.....	24
Paperwork & Finances	24
Behavioral Expectations.....	25
Player-Coaches	26
Sport Club Marketing & Promotions.....	26
Sport Club Branding Guidelines	27
General Requirements	27
Licensed Vendors	27
Apparel & Uniform Artwork Approval Process	28
Social Media	28
Posters & Fliers.....	28
Chalking.....	29
Tabling.....	29
Marketing Opportunities via Rec Services/Student Affairs Marketing & Communications	29
Student Affairs Social Media (CUHealthyBuffs)	29
Club Managed Web Presence	29
Individual Club Webpage	29
Club Controlled Social Media	29
Facility Scheduling & Access	30
Field Marking	30
Facility Operations	30

Facility Requests.....	30
Practice Requests.....	30
Scrimmages.....	30
Practice Cancellations.....	31
Inclement Weather Requests.....	31
Outdoor Fields.....	31
Special Events.....	31
Special Event Cancellation.....	31
Concessions.....	31
Spectators.....	32
Post-Event Summary.....	32
Facility Access for Coaches/Instructors.....	32
Recreation Center Use.....	32
Recreation Center Access.....	32
Sport Club Travel.....	32
Travel Procedure.....	32
Valid Competition.....	33
Motor Vehicle Operation.....	33
Defensive Driving.....	33
Driver Authorizations.....	33
Driver Safety Guidelines.....	33
Personal Vehicles.....	34
Charter Buses.....	34
Rental Vehicles.....	34
Age Requirements for Rental Vehicles.....	34
Reserving Rental Vehicles.....	34
15-passenger Van Use.....	35
Trailerling.....	35
CMV Training.....	35
Air Travel.....	35
Accident Procedures and Policies.....	35
Lodging Requests.....	35
Hotels.....	36

Airbnb/VRBO.....	36
Request for Approved Absence.....	36
Sport Club Equipment.....	37
Inventory.....	37
Purchases.....	37
Donations/Gifts-in-Kind.....	37
Storage.....	37
Disposal.....	38
Safety and Risk Management.....	38
Participation Agreement Forms (Waivers).....	38
Healthy Roster.....	38
CPR Certification.....	38
First Aid Kits.....	38
Physical Examination.....	38
Athletic Training.....	38
Recreation Injury Care Center (RICC).....	38
Concussion Management.....	39
Return to Play Protocol.....	39
Accident/Injury Reporting.....	40
Facility Inspection.....	40
Insurance.....	40
Requirements.....	40
Catastrophic Insurance.....	40
Emergency Action Plan.....	40
Emergency Response Protocol.....	40
Facility Evacuation.....	41
Building Evacuation.....	41
Outdoor Facilities.....	41
Severe Weather.....	41
General Procedure.....	41
THOR Guard.....	42
Contracts, Agreements, and Permits.....	42
Contracts.....	42

Personal Service Contracts.....	43
Certificates of Insurance	43
Sport Club Budget Process.....	43
Bufs Scorecard	43
Scorecard Categories.....	44
Scorecard Brackets	45
Scorecard Assessment Period	46
Budget Request	46
Things that will be considered	46
Request Notes.....	46
Budget Hearing Guidelines	46
National Championship Travel Funds.....	47
Sport Club Financial Accounts.....	47
Account Balance Lookup.....	47
Personal and Outside Bank Accounts	47
Recreation Services Sport Club Accounts.....	47
Student Fes (Allocation) Account.....	47
Fundraising (Generated Revenue) Account	47
Gift (University Foundation) Account	48
Endowment Account.....	48
Fiscal Year End.....	48
Self-Generated Revenue	48
Income	48
Potential Sources of Income	48
Fundraising.....	48
Acceptable Activities.....	49
Unacceptable Activities.....	49
Fundraising Guidelines.....	49
Sponsorships	50
What are Sponsorships?	50
Sponsorships and Contracts.....	50
Sponsorships	50
Award and Cash Winnings	50

Deposit of Self-Generated Revenue	51
Member Dues	51
Outside 501©3 Organizations and Booster Clubs	51
Reimbursements	51
Refunds	51
General Dues Refunds.....	51
Suspension of Club Operations Refunds	52
Purchasing.....	52
Purchase Request Process.....	52
Purchasing Policies.....	52
Purchasing Limits	52
Split Purchasing.....	52
Sport Club Purchasing	53
Payment Methods.....	53

Program Overview

Welcome

Welcome to Recreation Services at the University of Colorado Boulder. Sport Clubs are an integral component of the Team Sports program. Through this program, we offer a variety of sporting activities for the enjoyment of CU students of varying skill levels. Previous experience is not a prerequisite for membership as clubs may be competitive, instructional, or recreational in nature. Sport Clubs, unlike varsity athletics, are run by students for students, with the support of the Team Sports staff.

This handbook has been developed to provide club leaders with a guide to procedures and policy information as it relates to the proper operation and administration of their organizations. Every club member, officer, and coach should be familiar with the contents of this manual to help ensure the success of the club. Club officers are required to understand the material in this handbook before assuming their responsibilities and must adhere to it in the performance of their duties, as well as ensure the compliance of their organizational members and coaches.

If there is something that is not expressly covered in this handbook; seek the guidance of the Sport Club professional staff as needed.

Recreation Services Mission & Vision

Mission

CU Boulder Recreation Services is a welcoming, valued campus resource that promotes healthy lifestyles through high-quality, accessible experiences.

Vision

To inspire and support the CU community in the pursuit of lifelong well-being.

Sport Club Program Overview

Purpose

The Sport Club 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 also emphasizes skill development, team building, and socialization. It is not a path to varsity status under the Division of Intercollegiate Athletics.

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 participate in the Sport Club 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, a CUSG Cost Center. The program is partially funded with student fee allocations from Student Government.

Administrative Support

Important Information

Club Mailing Address

University of Colorado Boulder

Attention: **YOUR CLUB**

Recreation Services

355 UCB

Boulder, CO 80309

Staff Contact Information

Senior Assistant Director	303.492.7206	Jerrell.kelly@colorado.edu
Assistant Director	303.735.1428	Caleb.maas@colorado.edu
Coordinator	303.735.6898	Kelsey.bingham@colorado.edu
Coordinator	303.492.7724	Jay.mahoney@colorado.edu
Sport Club Front Desk	303.492.5274	clubsports@colorado.edu

Other Resource Phone Numbers

Recreation Services Front Desk	303.492.6880
CU Police Department (Non-Emergency)	303.492.6666
CU Medical Services	303.492.5101
Life-threatening Emergency Response	911

Sport Club Office Communication

Clubs can contact the Sport Club office using the JIRA platform. This platform is where club members may input all types of requests. Utilizing JIRA, clubs will be able to see status updates on their requests at any given time. For other communication, clubs should utilize their individual Teams channels for communication.

Sport Club Office Information

Technology Resources

- Fusion Club - <https://club.fusionfamily.com/@/cusportclubs>
- JIRA - <https://saservices.colorado.edu/servicedesk/customer/portal/20>

2024-2025 Sport Club Assignments

Each Sport Club receives support from an assigned full-time staff member. These individuals work to assist in the developmental experience of the club student leadership through intentional guidance on all aspects of club operation. Beyond this, assigned staff work to continue to share the successes and stories of the member clubs of the Sport Club program.

Kelsey Bingham	Jerrell Kelly	Caleb Maas	Jay Mahoney
Baseball	Figure Skating	Crew	Fencing
Cycle	Ice Hockey – Men’s	Taekwondo	Field Hockey
Dance	Ice Hockey – Women’s		Lacrosse – Men’s
Freeski	Roller Hockey		Triathlon
Kayak	Soccer – Men’s		Ultimate – Men’s
Lacrosse – Women’s	Soccer – Women’s		Ultimate – Women’s
Rugby – Men’s	Volleyball – Men’s		
Rugby – Women’s	Volleyball – Women’s		
Snowboard	Water Polo – Men’s		
Softball	Water Polo – Women’s		
Swim & Dive			
Tennis			

Organization & Structure

As Sport Clubs are student-run organizations, officers are responsible for the full oversight of their respective club. These individuals guide the club's decision-making process while factoring in the input of the club membership. Each club must have a minimum of four (4) student officers, as outlined below.

Listed below, is an ideal breakdown of responsibilities for each officer as set forth by the Sport Club office. Clubs can use their discretion to assign additional responsibilities to the officer duties outlined below or create additional officer positions.

Officers are responsible for:

- Establishing and ensuring the timely payment of club dues
- Developing and administering the club’s budget
- Establishing officer duties
- Selecting coaches
- Representing the club at required meetings
- Requesting facility space
- Ensuring all members are properly registered and approved on Fusion Club
- Obtaining officials and ensuring the completion of all necessary paperwork for officials’ payment
- Programming games, tournaments, clinics, and other events
- Regularly meeting with the Sport Club staff on an established timeline

Required Officer Positions

President

The President serves as the primary liaison between the club and the Sport Club office by:

- Presiding over all club business, serving as the primary contact for Sport Club staff, and keeping other club officers and members informed and adherent to policies and procedures
- Maintaining a strong and positive relationship with the Sport Club staff and the Department
- Keeping the Sport Club office informed of club business and activities
- Completing all required documentation and adhering to all stated deadlines
- Conducting regularly scheduled club meetings
- Coordinating competition opportunities with other institutions and clubs
- Ensuring that all club equipment and facilities are being used appropriately, and ensuring the return of all equipment at the conclusion of the semester/year
- Handling club correspondence with other schools, teams, or conference and association personnel
- Keeping membership informed of all important information

Vice President

The Vice President is encouraged to shadow the president at all formal meetings with Sport Club staff and to work in the president's absence by:

- Presiding over meetings and business in the president's absence
- Completing duties assigned by the president or Sport Club office
- Overseeing the work of club committees
- Planning and tracking club service projects
- Keeping records and minutes during all club meetings
- Developing, maintaining, and enforcing the club code of conduct, judicial process, and conflict resolution plan
- Maintaining an up-to-date inventory of Club equipment
- Maintaining communication within the club via desired methods to keep the membership informed

Treasurer

The Treasurer is responsible for ensuring the fiscal integrity of the club by:

- Ensuring that all club dues have been paid by members and tracking outstanding payments
- Maintaining a membership list indicating all active members and dues payment status
- Submitting all financial requests on behalf of the club
- Keeping detailed records of the club's financial transactions
- Ensuring all financial operations follow Sport Club program policies and procedures
- Creating and generating fundraising and sponsorship opportunities for the club
- Preparing the "Budget Allocation Request" during the spring semester allocation process
- Maintaining all club records
- Notifying the Sport Club office of any club changes, such as schedule, practice, leadership, etc.

Travel & Safety Officer

The Travel & Safety Officer oversees all travel arrangements for the club and is responsible for club risk management by:

- Planning all travel and submitting appropriate requests to meet set program deadlines

- Working closely with Sport Club staff to finalize details of reservations, rentals, registrations, etc.
- Maintaining emergency contact records for all club members and coaches and ensuring the information is readily available for both on-campus activity and during travel
- Ensuring compliance of club with risk management protocols
- Ensuring club has adequate approved drivers for travel needs

Optional Positions

Media Relations Coordinator

The Media Relations Coordinator is responsible for helping to tell the story of the club through various outlets and assisting the Sport Club office's efforts to share this with the community at large by:

- Completing post-event reports for home and away events within 48 hours of competition
- Keeping club website up to date by providing timely updates to information to Sport Club office
- Manage club social media

Note: These are very basic role definitions, and each club will want to tailor them to their specific needs. We advise spreading out the responsibilities of the roles to more officers as opposed to a smaller group to ensure that the roles are not all placed upon one or two people.

Once you have defined all the officer's roles for your club, create a task list for each officer. This will give the individual officers specific responsibilities to the club. The following list is only an example of possible duties which could be assigned to different officers; you are strongly encouraged to develop your executive responsibilities to best suit your club's needs and to work together as a team:

- New member recruitment – all officers/coordinated by President
- Coordinate and run club meetings – President
- Take meeting minutes – Vice President
- Set up competition schedule for the year – Vice President
- Coordinate travel – Travel & Safety Coordinator
- Fundraising – Treasurer
- Attend club officer meetings – All members
- Club equipment inventory - President
- Request purchases – Treasurer

All officers are responsible for assisting in the preparation of their replacements during Officer Transition.

Officer Elections

Annual Officer elections should be conducted during the month of March. Upon election, outgoing officers should work with incoming officers to prepare them for the duties and responsibilities of the role. The Sport Club office will provide a Transition Training to support officers in this change of power each year.

Officer Terms

Officer terms run from July 1 – June 30 of each year.

Sport Club Policy and Procedure

Annual Club Recognition

Once a Sport Club has been granted and maintains full status within the Sport Club program, the club must meet the following requirements each academic year to renew its status:

1. Submit the end-of-year review via the provided form by April 31.
2. Verified attendance of required club officers at Fall Officer Training.
3. Adhere to all Sport Club Program, Recreation Services, and University of Colorado Boulder policies and procedures governing club-related activities.
4. Agree to comply with Standards of Conduct for Sport Clubs and maintain accountability for university policies and guidelines.
5. Maintain financial accountability to the University for all funds (These funds must be maintained in a University or Foundation account.)
6. Hold a neutral or positive account balance (All clubs must ensure that all accounts are in a non-negative status no later than the close of business on or before June 15).
7. Maintain good standing with the University, the Sport Club office, and all chartering, sponsoring, or governing organizations with whom the organization affiliates.
8. Report any travel or events through Fusion Club at minimum 2 weeks in advance of the event or travel.

Any club failing to adhere to these annual requirements will be placed on probation until the requirements are completed.

Club Status

Within the Sport Club program, clubs may be placed into one of four (4) status categories. The status of the individual clubs may affect funding, allocation of practice time, travel allowance, and other club activities. These categories are:

Full Status

This status is for clubs who are fully eligible for all rights and privileges of CU Sport Clubs. These clubs have committed no violations that were either deemed serious enough or happened prevalently enough to affect those privileges. This status also reflects the club having demonstrated adequate interest, organization, and leadership. These clubs may apply for student fee funding through the Sport Club budgeting process.

Associate Status

This status is for clubs that are active, but who are not yet qualified to receive any departmental funding through the Sport Club allocation process. This generally refers to new clubs in their first year of membership. The Sport Club office may provide a limited amount of funding to help these clubs. Associate Status clubs may take advantage of all other services offered through the Sport Club program.

Associate Status clubs will become Full Status clubs after a waiting period of **one academic year**. As the Sport Club allocation process begins during the spring semester, Associate Status clubs may apply for the departmental allocation with the understanding that the club maintains good standing and has met Sport Club requirements at the conclusion of the academic year.

Probationary Status

This status is reserved for clubs that have failed to follow rules and/or have been disciplined. These clubs may have been placed on restriction for a period as determined by the Sport Club office. Clubs with this designation may lose or have their access to funds frozen as well as have other restrictions placed on them as deemed necessary by the department. Further violations while on Probationary Status may result in the club being suspended from the Sport Club program.

Suspended Status

This status is for clubs that were active at some point during a semester but have had their status as a club suspended. These clubs are not considered active during the suspension period; thus, they will not have access to funds, practice/competition, nor will any activities be authorized until the completion of the suspension period. Suspended clubs may remain as recognized organizations within the Sport Club program. All assets and equipment of the club will be forfeited to Recreation Services.

Before all practice or competition, active (Full Status, Associate Status, Probationary Status) sport clubs must submit **ALL** necessary documentation. Failure to comply with this may result in the sport club being placed on Suspended Status until these tasks are completed and approved. Suspended sport clubs will not have access to Sport Club funds, nor will activities be authorized by Recreation Services and the Sport Club program.

Required Registration Documentation

Each fall semester, before beginning any club-related activities, clubs must:

- Complete Sport Club registration for all members via Fusion Club
- Conduct a general information session for interested students
- Submit an annual end-of-year report for the previous season by the spring deadline
- Have all required forms completed and on-file for all members via Fusion Club

Note: Associate or Full Status clubs not meeting Sport Club program organizational requirements will be listed on the inactive club list for two years before losing Sport Club program status.

Sport Club Membership Policy and Procedure

The Sport Club program is a non-discriminatory, equal-opportunity program. All individuals meeting the requirements listed below are eligible to participate in the program. Membership for individuals under the age of eighteen (18) is limited to those who are currently enrolled students at the University of Colorado Boulder.

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

Individual Member Requirements

- Full-time fee-paying students: Eligibility to participate in the Sport Club program is provided to all full fee-paying undergraduate and graduate students.
- Faculty & Staff: Faculty and staff are eligible to participate in the Sport Club program provided they hold an active paid Recreation Services membership. They are not eligible to hold club

office or voting privileges. Faculty and staff may not receive any direct benefits from Student Fees (e.g., individual memberships to governing bodies, individual entry fees, etc.).

- Clubs should contact their sport's governing body (if applicable) to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
- Individual clubs and participating members are responsible for paying dues in a timely manner to the club in which they participate. These dues are required to have been paid before sustained participation within the club.

Notes:

- Clubs that determine membership based on a tryout must develop a rubric that demonstrates objective measures to evaluate potential players/members. A copy of this rubric must be on file with the Sport Club office.
- Graduated students without a Rec Center membership who qualified for a national competition while an active Sport Club member will be allowed to participate. The individual will be required to sign a paper waiver, and the club is allowed to pay for either all, some, or none of the expenses associated with the event for that player. Student Fees may not be used to support graduated/alumni members.

Actions Taken when Ineligible Participation Occurs

1. Individual club participants are not considered a member until all required forms are completed.
2. Ineligible participants will be reported to the Sport Club office for further disciplinary action.
3. Clubs using ineligible participants will also be reported to the Sport Club office for further disciplinary action.

Governing Body Standards for Participation

If a Sport Club national governing body has eligibility requirements, participation in the club shall be determined by members meeting this requirement. It shall be the responsibility of the individual club to work with the Sport Club office to complete the eligibility check process.

Non-Discrimination Policy

Recreation Services exemplifies the University of Colorado Boulder's commitment to preventing and eliminating discriminatory behavior and harassment in accordance with the [University of Colorado Boulder Discrimination & Harassment Policy](#).

Inclusive Participation

The Sport Club program supports and advocates for the inclusion of members of all gender identities and forms of gender expression. Internal participation within the University of Colorado's Sport Club Program (be on a team's roster, practice, etc.) for transgender athletes will be permitted in accordance with an athlete's gender identity. Non-binary athletes are not required to gender identify and may participate internally with the club of their choice. External participation for transgender and non-binary athletes (competition, travel, etc.) will be determined by the club's respective National Governing Body and will supersede Sport Clubs' internal policies.

National Governing Bodies

It is important to identify additional eligibility guidelines distinguished by a Sport Club's national governing body before members participate. National Governing Body eligibility guidelines may require

specific hormone therapy for collegiate athletes participating in competitions or events. If club members have questions about these additional eligibility guidelines, they should contact their Coordinator for assistance with their Governing Body.

Competition at another Institution

If a sport club member requires specific accommodations to ensure access to appropriate changing, showering, or bathroom facilities, the Sport Club staff, and/or coach, in consultations with the sport club member, should notify their counterparts at other schools before the competition to ensure access to a comfortable and safe facility. This notification should maintain the sport club member's confidentiality. Under no circumstances will a sport club member's identity be disclosed without the student's expressed written permission.

Confidentiality

All discussions among involved parties and requiring written supporting documents should be kept confidential unless the student makes specific written requests otherwise. All information about an individual student's gender identity and medical information shall be maintained confidentially and in accordance with applicable local, state, and federal privacy laws. In accordance with the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), the information about an individual student's gender identity and medical information may be shared only with those who have a legitimate need to know and will be determined on a case-by-case basis.

Facilities

All individuals using Recreation Services facilities, whether visiting athletes, sport club members, or other participants, shall have access to the changing, shower, and toilet facilities in accordance with their gender identity and gender expression. All gender locker rooms are also available in the Recreation Center.

Sport Club Members Participating in Intramural Sports

The following guidelines have been established by the Intramural Sports program regarding intramural sports participation by sport club participants. A Sport Club participant is defined as a student or coach who has participated or practiced with a club during the current academic year. Sport Club athletes and coaches are expected to know these guidelines and to follow them:

- All teams are limited to a maximum of three (3) sport club participants who are taking part in an activity in their specific sport or any related sport(s)
- All teams with sport club participants participating in their specific sport or a related sport must participate in the most competitive league being offered

Notes:

- Failure to adhere to this policy may result in suspension of participant eligibility and forfeiture of any games in which they participated.
- Participants who have tried out for a club, but are not selected for the roster, are not bound through this policy.

Sport Club Code of Conduct and Assumption of Risk

Sport Club participants are required to sign an agreement to follow all CU Sport Club program policies. Participants must agree to the following items via the Fusion Club registration process:

- Assumption of Risk
- Information Release
- Injury Disclosure
- Healthy Roster
- Financial Regulations
- Sport Club Code of Conduct

Sport Club Expectations & Conduct

Club Officer Expectations

The Sport Club program offers an opportunity for groups to continue competing in the sports they love at a high level. With this, club officers must also assume the highest level of expectations to ensure the success of their clubs. All officers must adhere to the following expectations:

- Communication – As a club, communication is vital to the success of the club. This includes communications between the club officers and membership, as well as prompt response to Sport Club staff.
- Read and understand the contents of the Sport Club handbook.
- Attend all Sport Club trainings and meetings.
- Submit all required forms on time and completed fully.
 - Practice Requests
 - Game Schedules
 - Travel Requests
 - Purchase Requests
 - Semester Reports and Yearly Evaluations
- Ensure all club members adhere to club policy as representatives of the University of Colorado.
- Ensure all club members have completed the assumption of risk prior to participation.
- Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations to be followed.
- Ensure club compliance with all relevant organizations.
- Ensure all club financial accounts and budget obligations are met.
- Arrange all reservations and requests through Sport Club staff.
- Ensure at least one officer or coach is in attendance for the duration of all club events.
- Inspect facilities prior to all club events.
- Leave facilities at requested time with appropriate cleanup.
- Equipment and supplies are returned clean.
- Notify Sport Club staff of any changes to event schedules whether practice, games, fundraisers, or other club-related activities.

Club Conduct

All participants are expected to abide by the university's [Code of Conduct](#). Individuals must always act in a manner that does not detract from the reputation of the University or Department, both on and off the field of play. The CU Student Code of Conduct binds students during all activities whether home or away. Failure of clubs to adhere to this standard of conduct will result in disciplinary action.

Department Approval

As a member of the Sport Club program at the University of Colorado Boulder, each Sport Club is obligated to obtain the approval of the Sport Club office prior to acting on items, issues, or ideas that are not expressly covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its designation as a Sport Club in good standing and all the rights and privileges associated with that status. Furthermore, depending upon the situation, individuals involved may risk university sanctions and/or state or federal prosecution.

Drug/Alcohol Policy

The consumption of alcohol or any other illicit substance during any club-sponsored event is prohibited, regardless of age. This includes practices, games, throughout all travel, etc. Guests or spectators in attendance at a club event must follow the same guidelines, and it is the responsibility of the club officers and members to enforce this policy. Any deviation from this policy shall result in immediate sanctions from the Sport Club office and may result in further discipline through the conduct process.

Club Recognition during Social Events

Clubs are prohibited from using the organization name to advertise for any event without the approval of the Sport Club office.

Hazing

The CU Sport Club program and the CU Student Code of Conduct prohibits all forms of hazing. More information can be found at the [CU Don't Ignore It](#) website.

If you have concerns regarding potential hazing, options for reporting can be found through the [Division of Student Affairs Confidential Reporting](#) link.

Harassment including Sexual Harassment

Recreation Services exemplifies the University of Colorado Boulder's commitment to preventing and eliminating discriminatory behavior and harassment in accordance with CU policy. The discrimination and harassment policy can be found at the [Office of Institutional Equity and Compliance's Discrimination & Harassment link](#).

Amorous Relationships

Amorous relationships between Sport Club participants and coaches are prohibited, as coaches hold evaluative authority over participants. [Conflict of Interest in Cases of Amorous Relationships](#) are a violation of university policy as listed at the link above.

Disciplinary Guidelines

It is expected that Officers and Coaches/Instructors who are informed of or witness a situation that may be of concern to the club and/or the department, report the information to Sport Club staff immediately.

Situations involving violations of the University Student Conduct Code or other University policies and procedures will also be referred to the Office of Student Conduct & Conflict Resolution. The established Sport Club Disciplinary Process set forth in this document will be applied to situations classified in the following ways:

- Team Issues – a situation in which most or all the team is involved. This could occur during a Club activity or an activity not relating to Sport Club/University business. This could also involve activities by individual members in representation of the club.
- Individual Issues during Sport Club activities – a situation in which a member or a minimal number of members of a Club is/are involved in an incident while participating in Club activity. Some situations may be referred to the Office of Student Conduct & Conflict Resolution for review as a student code violation.

Disciplinary Process

For situations that arise, the same general process will be used:

1. Upon initial determination by the Sport Club office of a violation, a written notice will be sent to the Responsible Party, Club Officers, Sport Club Executive Board, and any other parties the office deems necessary.
2. Upon notification, the Responsible Party will have five business days to arrange a meeting to discuss the infraction. At said meeting, the responsible party will have the opportunity to present their case. Should the club choose not to meet for any reason, the process will continue without their presented case.
3. Meeting with Sport Club staff to discuss the Disciplinary process and determine if review of incident will be a Sport Club matter or should be referred to the Office of Student Conduct & Conflict Resolution.
4. Meeting with the Sport Club Executive Board to discuss the violation.
5. Recommendations for proposed resolution will be gathered from the Executive Board, Club Officers, and Responsible party.
6. The Sport Club office will review recommendations and determine the final resolution.
7. Written notice of final resolution as well as information on the appeal procedure will be provided to the Club Officers and Responsible Party.

Note: Steps 4 – 6 occur if there is an active Club Council.

Appeal Process

Decisions of the Sport Club office and the Sport Club Executive Board may be appealed to the Associate Director of Programs by following the procedures below:

1. A written formal request must be made by the club President or Representative to the Associate Director of Programs within 72 hours of the initial decision. Reasons for the appeal must be clearly stated, along with an explanation of how the resolution set forth unduly impacts the club or club members.
2. The Associate Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Sport Club office. Parties involved will be notified of the appeal results in writing within 3 – 5 business days.

Reinstatement Process

If, for any reason, a club's ability to operate is restricted or altered, their status can be reinstated into the Sport Club program after the following:

- Conclusion of any program – mandated sanctions
- Two-year suspension period where club is not allowed to operate.
- One-year probationary period, if accepted into the Sport Club program, without Departmental funding
 - Original club members must appeal to the Sport Club office to join the reinstated club.
 - Original officers may no longer hold a leadership position within the reinstated club.
 - Original coaches/instructors will no longer be affiliated with the club.

After the suspension and probationary periods have concluded, the club will be eligible to receive funds and be completely reinstated into the Sport Club program.

Potential Sanctions

A violation of conduct policies outlined in this handbook and the other documents listed in the "Conduct Policies" section of this handbook could result in the sanctions listed below. However, the Recreation Services Department and CU reserve the right to enforce other sanctions depending upon the severity and prevalence of the violation(s). Additionally, individuals who receive disciplinary action from the CU Recreation Center, Intramural Sports, and/or another division of Recreation Services may also receive disciplinary action from Sport Clubs. For example, if you are removed from the Recreation Center for fighting, then you may be suspended from Sport Club participation as well.

- Formal Reprimand - A formal warning that can be issued to document the violation and immediate sanction, as well as the resulting further sanctions for continued violations. It will be kept on file by the Recreation Services Department as formal documentation that a club/participant's behavior/actions are unacceptable.
- Practice Suspensions - The club 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.
- Disciplinary Probation - Generally, clubs/participants who continually violate conduct policies or violate a more serious policy (the presence of alcohol at a club event) will be placed on probation. A club/participant being on probation represents a change in status between good and suspended. Clubs on probation are not eligible for Departmental Funding. Clubs/participants may lose their travel or other privileges depending upon the violation. This sanction has no set length of time. It may range from a period of one semester to being an indefinite status.
- Remedial/Educational - Certain violations may result in remedial or educational sanctions being enforced. Such sanctions could include, but are not limited to community service, loss of practice time or loss of Departmental Funding.
- Disciplinary Suspension - This action would be reserved for those who violate a more serious conduct policy or for repeat offenders (clubs/participants on probation). Clubs/participants who are suspended must immediately cease all club activities, including, but not limited to: club meetings, practices, home events, events hosted by the club off-campus, and travel arrangements. All club accounts will be frozen and 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. The club's governing body may be notified of the suspension (if applicable). The club will remain inactive for the length of the suspension. There is no set period for this sanction. It may last for a semester up to being indefinite.

- **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.
- **Referral to Student Conduct** - For actions that violate CU policies as outlined in the Student Handbook, the club/participant may be referred to Student Conduct & Conflict Resolution which could result in sanctions from the university that could include, but are not limited to, probation or suspension from the university.
- **Criminal Prosecution** - For acts that violate state/federal laws (the misappropriation of club funds, assault, possession of alcohol by a minor, etc.), the proper authorities will be notified to deal with the situation appropriately.

Definition of Terms (in Alphabetical Order)

- **Appeal** – a request for a formal review of the final resolution by a higher party
- **Claim** – an alleged or confirmed violation of Sport Club or University policies or law.
- **Probation** – a period of one year or less in which club operations are restricted by certain conditions because of the club being responsible of identified violation(s).
- **Relevant Parties** – in most situations, the Sport Club office has the authority and obligation to notify other officers, departments, and on-campus parties of the situation. Additionally, the Sport Club Executive Board may be consulted for a recommended resolution.
- **Resolution** – actions taken in response to the complaint. These measures may be both punitive and restorative in nature.
- **Responsible Party** – the students(s) and/or club officers named in the claim.
- **Suspension** – All club operations cease for up to three (3) years because of the club being responsible for identified violation(s).

Sport Club Training & Development

The Sport Club staff plays a key role in several training opportunities and meetings for club participants and leadership. To facilitate this development, the following meetings take place throughout the academic year.

Required Officer Meetings

Officer Trainings

These are is a required club officer trainings to begin each semester and sport club season. While all officers are encouraged to attend, attendance for President and Treasurer is required.

Standing Officer Meetings

This monthly club officer meeting is an opportunity to pass on information, answer questions, and check in with each individual club. Coordinators will be responsible for facilitating these meetings each month of the academic year. Meetings will typically last one hour during a club's non-competition season.

During the competition/activity season, clubs will transition to 15-minute weekly meetings as the level of activity is increased. Staff will schedule monthly meetings times based on club officer availability to accommodate the most attendance among the club officers. If most officers cannot attend for a scheduled meeting, they must contact their assigned Sport Club staff member to reschedule. **Failing to do so is considered unexcused and will result in disciplinary action.**

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.

Officer Transition

During the spring semester of each year, the Sport Club Office will hold a required training session to introduce new officers to the program and ensure continuity from year to year with club leadership. Each training session will include two parts: one for new officers and the other for all officers. The number of training sessions will vary depending on the number of clubs.

- Clubs are required to attend one of the sessions in April: new officers must attend both parts of the training while returning and outgoing officers must only attend the second part of the training.
 - The first part will be an orientation for new officers and will cover topics such as officer expectations, resources available to clubs, introduction of the Sport Club staff, and processes.
 - The second part will provide time for each club to hold discussion to set goals for the next year and allow old officers to pass on any club-specific knowledge they may have to share.
- The Sport Club Office staff will moderate these trainings.

Officer Growth Workshops

Throughout the academic year, the Sport Club office staff will host several educational workshops. These are intended to educate club officers on topics and procedures so they can better serve their clubs. Workshops can be either mandatory or optional.

Attending mandatory workshops will gain points on the Buffs Scorecard while missing them will remove points. Attendance at optional sessions will give bonus points. One officer from the club is required to attend to receive the points. The Sport Club office has the discretion to add mandatory workshops as necessary.

Other Meetings

There may be other meetings during the year that will be communicated as required. Consequences for missing those meetings will be communicated in advance with notification of the date and time of the meeting.

Sport Club Assessment and Evaluation

Semester Report

At the conclusion of each semester, each team should complete the Semester Report to provide the Sport Club office with the insight into the operations of the club to determine how best to move forward in support of the club for the following semester and year.

End-of-Year Evaluation

The End-of-Year Evaluation is an opportunity for the program to provide feedback on the club and leadership performance over the course of the year. Additionally, the evaluation will provide an opportunity for the clubs to provide feedback on program deliverables and support. This Evaluation will be provided by the Sport Club staff to club officers.

Sport Club 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 Club's staff. Coaches may be paid for their contributions to the Sport Club 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 and/or Volunteer Form.

Employment Terms

Contract Funding

All funds utilized to pay sport club coaches will be taken from the respective club's fundraising account. Coaches are not able to be paid through any other avenue, or by any other entity.

Contract Length

Coaches should be aware that employment contracts are considered renewable agreements that are only good for a period of one (1) academic year or semester (depending on the needs of the club and the timing of employment). Employment is considered at-will and the Sport Club program reserves the right to suspend and/or terminate coaches/instructors at any time if it is determined that the best interests of the club are not being served.

Conflict of Interest

Coaches must agree via signature to CU Conflict of Interest policy and report any items that may be deemed as potential conflicts in adherence to policy.

Mandatory Reporting

All club coaches are considered "Responsible Employees" by the University of Colorado Boulder. As responsible employees, coaches are required to report any alleged misconduct to the Office of Institutional Equity and Compliance (OIEC). Additional information regarding situations in which coaches are required to report can be found at the OIEC website under the [Who is Required to Report](#) link.

Reports may be made through the OIEC [Report an Incident](#) link, and all coaches should also notify the assigned Coordinator for their club immediately.

Eligibility

Clubs and their student members are not authorized to enter any type of contract, binding or not, without first discussing the move with their assigned Club Coordinator. To be eligible to be a Sport Club coach, an individual must meet the following criteria:

- Must have the necessary expertise within the sport.
- Must hold any required certifications or be willing to acquire before working with the club.

Hiring Process

To hire coaches, clubs should set up a time to interview any potential candidates. If a coach meets the qualifications and the club decides to move forward with an offer and hire, the club must contact the Sport Club office with the name and email address of the candidate. The Sport Club Coordinator will generate an offer letter to the coach, if paid, or begin the Person of Interest (POI) process for volunteers. All coaches will review and agree to the Coach Agreement.

When looking to hire a paid coach, the club must adhere to the Equal Pay Act. This requires a posting active on the Recreation Center Employment website for a minimum of three (3) days before any offers/hires may be made. Any pay offered to the successful coach candidate must fall within the posted range stated on the employment website. Clubs are unable to pay above or below the range for any reason.

Note: It is recommended by the Sport Club office that clubs complete reference checks on all potential coaching hires. Upon selection, coaches will be expected to meet with the Sport Club staff to ensure a clear understanding of the role prior to completion of the hire.

Paperwork & Finances

All coaches must complete the New Hire Personal Information Form (PWI) and have a completed Background Check (BGC). After completion of all other hire paperwork, paid coaches will be placed on payroll as stated in their coach's agreement.

Coaches and volunteers must be recommended for rehire by club members and must submit a new Coach's or Volunteer Agreement each academic year to continue coaching. Annual continuation of coaching status is not automatic.

Salary

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:

- The proposed coach's salaries over \$10,000 per year require a two-thirds 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, as it is not included in their employment compensation.

Contract Coach/Instructor Pay Dates

Coaches receiving payment will be paid monthly on the last working day of the month. Before the season beginning, coaches will receive and sign agreements including the terms of their payments for the year.

Other Benefits

All paid coaches who have completed all required paperwork and signed the Coaches Agreement are covered through Workers' Compensation should an injury occur during their coaching duties.

As volunteers are not considered employees of the University, they are not eligible for Workers' Compensation and as such any injury requiring medical care would be the responsibility of the injured party and their personal insurance.

Behavioral Expectations

The role of the coach is to work with the Club officers to achieve the short and long-term goals of the organization. Coaches should seek to develop and improve the skills of the student-athletes in the club and allow and encourage the club's elected leaders to manage the club's regular activities. The coach is expected to:

- Understand, comply with, and enforce all risk management policies and procedures.
- Serve at the will of the Department of Recreation Services and Sport Club leadership.
- Abide by all the rules and regulations of the University of Colorado, Recreation Services, the Sport Clubs program, and the governing bodies of the sport.
- Restrict responsibilities and actions to coaching and not management of the club.
- Conduct oneself in a manner that reflects positively on CU.
- Attend all practices and games/events in which the club is participating unless other arrangements have been specifically agreed upon.
- Ensure that the 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)
- Arrive at all scheduled practices and contests on time and remain for the entire timeframe of practices (or timeframes agreed upon by Coach and Club)
- Communicate any delays in arrival or need to miss practice to club leadership.
- Restrict communication to the Sport Club office except in cases of emergency:
 - Emergencies include:
 - Player Injury
 - Damage to Property
- Any report of mistreatment of university staff or club participants will result in immediate termination.
- Ensure the athlete's time spent with you is a positive experience.
- Promote good sportsmanship and safety on and off the field or court.
- Provide organized and safe training for all team members no matter the skill level.
- Report all injuries to the Athletic Trainer and their CU Club Coordinator

- Avoid making purchasing decisions/requests on behalf of the club (All purchases made using club funds will be made only with the full approval of club student leadership and without the influence of coaching staff)
- Refrain from attempts to manipulate or influence the club's agenda in opposition to the desires of the club's membership or executive board.
- Complete additional duties as agreed upon by the coach, club officers, and Sport Club office.

Note:

A Sport Club is primarily a student organization; therefore, the club president (not the coach) must serve as the liaison between the club and the Recreation Services staff. Club business matters must be managed by the student members with the coach serving only in an advisory capacity.

The Recreation Services Sport Club office has the right and obligation to protect its member clubs by relieving any coach from their position if they are not deemed to be working in the best interest of the club. The Club may terminate the coach at any time without cause or justification at their discretion for any non-discriminatory reason.

Player-Coaches

Club members may serve as both an active member and a coach; however, they must be aware of the difference between the two roles. Some National Governing Bodies may restrict participants from serving in a player-coach role. Player-coaches must work with club officers to clearly define their roles before the start of the season. Player-coaches are still required to complete the Coaches Agreement Form.

Note:

Player-coaches can be paid; however, payment may affect their eligibility within the sport's National Governing Body (NGB). Please consult with the sport's NGB regarding eligibility before receiving payment for coaching.

Sport Club Marketing & Promotions

There are many ways to promote your club to the university community including a website, social media, tabling, fliers, and emails following university and department guidelines. Advertising and marketing for individual clubs should be done by the clubs themselves with appropriate approvals. There are campus policies that guide many of the marketing efforts all student organizations must follow.

The Sport Club program can assist in marketing of individual clubs in a variety of ways, and the following list is an example of marketing strategies that may be used to promote clubs:

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

Sport Club Branding Guidelines

Guidelines are subject to change as policies and are reviewed annually. This document has been reviewed by and approved by CU Sport Clubs, Student Affairs Communication, Athletics Licensing & Branding.

All apparel/merchandise must be approved by CU Licensing and must be purchased from a CU licensed vendor. Student Affairs Communications is the primary approver for print, social media, and other non-merchandise needs.

Note: There are separate policies for use of team uniforms, selling apparel, etc. Consult with your club Coordinator for guidance.

General Requirements

- When a sport club has a varsity/NCAA counterpart, “club” must be in the name, regardless of gender.
 - For example, there is a CU varsity women’s lacrosse team. Men’s and Women’s Club Lacrosse must be Colorado Club Lacrosse. As far as noting gender, that can be worked out through the approval process with licensed vendors.
 - The teams that fall under this requirement are tennis, lacrosse, volleyball, dance, and soccer.
- All other clubs can include “club” in their apparel but are not required to.
 - For example, Roller Hockey can be *Colorado Roller Hockey* or *Colorado Club Roller Hockey*; both are permissible.
- There may be some variations in font, etc. These creative designs will go through the approval process using licensed vendors.
- There should be an identifier on all items printed. This means if a team wants to sell apparel that team must be identified on the apparel.
 - For example: If CU Crew is buying T-shirts to sell as a fundraiser, then “Colorado Crew” must be printed on the T-shirts.
- If a club wants to use artwork that does not have a clear club connection, they must provide an explanation for the artwork. When the purpose of the artwork is understood, it will help speed up the approval process. For example:
 - Soccer would not need to explain a shirt with a soccer ball on it.
 - Soccer would need to explain the meaning of fast-moving car as the chosen artwork.

Licensed Vendors

- BSN Sports <https://www.bsnsports.com/>
- Mountain States Specialties <https://mtnstatespecialties.com/>
- Goodbye Blue Monday <https://www.goodbyebluemonday.com/>
- Crown Trophy <https://www.crowntrophy.com/>
- Tops of Rockies <http://www.topsofrockies.com/>
- Brand Agents Inc. <https://www.brandagents.net/>
- Colorado Swim Shop <https://coloradoswimshopstore.com/>
- 4imprint <https://www.4imprint.com/>

Note: A list of approved vendors can be found at <https://cubuffs.com/sports/2012/1/1/24467.aspx>

Apparel & Uniform Artwork Approval Process

1. Team will discuss interest in apparel/merchandise purchase with club coordinator and receive approval to move forward with contacting licensed vendors for order.
2. Team will work with desired licensed vendor on artwork concept. After selecting desired artwork, vendor will work with Licensing to ensure artwork receives CU approval.
3. Team will provide vendor quote, as well as proof of CLC approval to Coordinator to begin process of requesting Purchase Order.
4. Coordinator will request Purchase Order to be issued to vendor for approved order.
5. After receipt of items and verification of order accuracy, Coordinator will submit invoice for payment.

Note:

- If artwork is denied, the club coordinator should contact a member of the CU Branding and Licensing team to get clarification on reason for denial. Club Coordinator can then share this with team or vendor who can address the issue and resubmit for approval.
- Licensees are required to submit request for approval per order. This means, if an item was approved in 2022, and there is a desire to purchase the same item in 2023, the vendor must seek approval again.
- Merchandise should be approved on an annual basis. A club should not carry inventory from year to year.
 - It is understood that uniforms may be used for several years. There is not an expectation to purchase uniforms annually. However, if a team does purchase uniforms annually, the uniforms must be approved with each year's purchase.
- If a licensed vendor does not seek appropriate approval, please notify Branding & Licensing so they can address the issue with the vendor.
- If a team uses a non-licensed vendor, the individual making the order is responsible for the purchase and the team will not be able to use the merchandise that was purchased.

Types of Advertising/Promotional Materials

Social Media

All University social media platforms must follow the policies and procedures set forth by University Marketing. For additional information, see the [CU Brand and Messaging guidelines on Social Media](#).

Posters & Fliers

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

- All Sport Club related print media must be approved by Student Affairs Communications through the assigned Club Coordinator.
- Any advertisements (flyers, posters, banners, programs, newspaper ads) produced for sponsored activities must contain the Recreation Services or Sport Club logo.
- Print advertisements may not contain images, sponsorships, or naming rights from other unapproved vendors or programs.

Note: All print materials must be pre-approved.

Posting Policy

Clubs must follow the University policy when displaying posters and flyers on campus. Posters and flyers should be limited to general bulletin boards and kiosks. **Clubs are not to post flyers or signs on the following areas: telephone poles, light poles, garbage cans, sidewalks, stairs, fences, trees, and/or the side of buildings.**

Chalking

The following link provides guidelines on [Chalking](#).

Tabling

Multiple opportunities are available for clubs to promote themselves through tabling to the University community. Whether internal to the Recreation Center or in other buildings, clubs must follow the buildings' tabling requirements. Often clubs must contact the building proctor for approval.

Marketing Opportunities via Rec Services/Student Affairs Marketing & Communications

Student Affairs Social Media (CUHealthyBuffs)

Student Affairs Marketing and Communications host social media pages to which clubs may request posts. Clubs can request the Sport Club office to post pictures or create events for club activities, fundraisers, competitions, recruiting events, clinics, etc. by reaching out to their Sport Club Coordinator. Most often, this is reserved for large scale accomplishments and events. Marketing will also work to amplify messaging posted on individual club pages.

Club Managed Web Presence

Individual Club Webpage

All clubs have been provided with a webpage through the university that can be used to promote the activities of their clubs. Each page has been designed with a template of information required to be kept updated.

Clubs may further add additional information to pages as they desire so long as they follow policy. The Sport Club office reserves the right to edit or remove content from club websites if deemed necessary. Clubs in their offseason should continue to keep their website updated with information for visitors about when activities will begin again or when to expect updated information.

Articles

Clubs can create stories and photos to be featured on their individual club pages.

Suggested topics include:

- Individual member accomplishments
- Human interest pieces about clubs and their members
- Articles that link to a news source or governing body
- Community service activities a club participates in

Club Controlled Social Media

Clubs are encouraged to create and maintain a social media presence. This must follow University Social Media guidelines which are linked above.

Facility Scheduling & Access

The Sport Club program, in conjunction with Recreation Services, works to provide space for its member clubs. As spaces are utilized by several different clubs, student groups and campus partners, misuse will not be tolerated. Club officers should inform all members, coaches, and guests of their responsibility to maintain facilities.

Field Marking

Recreation Services is up to date on all the Sport Clubs field lining needs. If there are unusual circumstances, please allow two weeks for the requests to be accommodated.

Facility Operations

- The Facility Supervisor has final authority in all situations.
- Request assistance from the Supervisor if there is a problem with facility setup, someone using a reserved space, or maintenance issues.
- Clubs will be financially responsible for any damages that occur during their use of a facility.
- If a club or club member is found using an unauthorized space, they must vacate the space when instructed to do so by the Facility Supervisor.
- Please defer to the Facility Supervisors in all emergency situations inside the Recreation Center.
- It is the responsibility of individual clubs and club members to clean up after themselves.
 - This includes the cleanup of all trash and bodily fluids.

Facility Requests

- Practice requests must be submitted no later than **October 1 for the spring and May 1 for the fall semester** to allow for scheduling by the Rec Center's set priority scheduling dates.
- Additional facility requests must be submitted to the Sport Club office prior to entering into any agreement of use.
- Requested times are not guaranteed – confirmation will come in writing from Sport Club staff. If a request has not been confirmed, the Club should inquire about the status of the request.

Practice Requests

- Practices begin on the second week of classes and end on the last day of classes each semester unless other arrangements have been made with the Sport Club office staff.
 - Practice reservations during break periods to include Fall Break, Winter Break, Spring Break, and school holidays are paused. If a club wants to practice during these times, they should schedule in advance with their club coordinator.
- Use of the pool always requires lifeguards provided by the CU Rec Center. Clubs will be responsible for covering the cost of this staff.
- Clubs which 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.

Scrimmages

A scrimmage with non-club members during normal practice time must still be treated as an event the same as any normal club match.

All non-club participants will be required to sign a special event/group waiver.

Practice Cancellations

Clubs must notify the Sport Club staff no later than 24 hours before a practice is scheduled to take place if the club intends to skip the scheduled time. If notification is not received by the set deadline, the following penalties will be assessed:

- 1st missed practice: Warning
- 2nd missed practice: A subsequent practice will be cancelled.
- 3rd missed practice: Club suspension pending Coordinator meeting.

The Sport Club office reserves the right to cancel practice at any time due to weather, scheduling conflicts, facility availability or disciplinary sanctions.

Inclement Weather Requests

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. If practice has already begun, the team must discontinue practice if the field becomes unsafe to play.

Outdoor Fields

When an activity is canceled due to inclement weather, all users must stay off the fields. Damage that is done to the activity space impacts multiple users. One hour of playing in the mud can ruin a field for 2-3 years. Please help us to preserve the limited outdoor space that is available for our programs.

No pets are allowed at the fields. Service animals required due to a disability, per ADA compliance, are permitted and must always remain in control of the handler.

Special Events

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 should be submitted to the Sport Club office 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. All requests must be received a minimum of two weeks prior to the scheduled event.

Special Event Cancellation

Cancellations of special events must occur at least 72 hours in advance of the event date. If this deadline is not met, club may incur additional charges.

Concessions

Clubs hosting events, tournaments, and philanthropy events may request to provide food and beverages. Giving away free food 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 Event Coordinator.

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

Spectators

Spectators are encouraged at all Sport Club special events, unless otherwise specified. 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 Club administrative staff prior to the event. The Sport Club staff will give the club-specific procedures for all spectators to access the facility without the purchase of a guest pass.

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

Post-Event Summary

Information about special events should be communicated back to the Sport Club staff via the Fusion Club Post-Event Report. Include information on the result of any competition and other pertinent details regarding the happenings of the event. The Sport Club staff will meet with the club representatives to debrief about concluded events.

Facility Access for Coaches/Instructors

Recreation Center Use

Coaches/instructors can use the Recreation Center during the period that their agreement is active. When no longer valid, this access is revoked.

Recreation Center Access

A building pass must be presented upon entry to gain access to the Recreation Center.

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

Sport Club Travel

Each club's designated Travel Coordinator is responsible for submitting all travel requests for their club. Events attended, but not hosted by the club (outside or within Boulder City limits) must have an approved travel request. Home events may require travel requests depending on location. The procedures outlined below must be followed for all club-related travel.

Travel Procedure

1. Submit travel request via Fusion Club. **Note:** Ensure all relevant information (event/opponent name, travel roster, location, method of travel, lodging, etc.) is accurate and complete.
 - a. Submission Timelines – All trip requests require submission a minimum of two (2) weeks prior to scheduled trip. If the request does not fall within the set timeline, the trip cannot be submitted and will not be approved.
 - b. If the entire competition schedule is known at the start of the semester, submit all travel requests and create all events ASAP, especially if assistance will be needed for the travel.
2. Upon submission of travel request, the Sport Club office will review submitted information, and make decisions regarding the approval status of the event.

3. Upon approval of the requested travel, the Sport Club office will update the travel request pending status to show the approved nature of the request by approving both the event AND the travel.
4. Prior to departure, notify the Sport Club office of any previously approved travelers no longer attending the trip.
 - a. All potential travelers should be added by no later than the submission deadline for the requested travel.
 - b. It is advised to include any members who may be traveling on the initial request, as it is easier to remove travelers than it is to add them.
5. Upon trip return, clubs should complete a post travel report via Fusion Club within 48 hours of return.

Valid Competition

Clubs should limit their competition to other university teams. If sufficient competition is not available at the university level, then competition against other types of clubs is permitted within the following guidelines:

- Members have similar skill and knowledge of the sport.
- Are similarly equipped.
- Are affiliated with a club or organization.
- Have the approval of that club organization to compete against our 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 Team Sports will determine approval on a case-by-case basis.

Motor Vehicle Operation

To ensure the safety of all Sport Club participants during travel, the following guidelines and requirements must be followed:

Defensive Driving

All club members who drive vehicles for club use, whether personal vehicles or rentals, must have a University of Colorado Boulder Defensive Driving course certificate on file with the Sport Club office.

The defensive driving course can be found in Skillssoft as the following: **CU: Defensive Driving**

Driver Authorizations

Annually, all Sport Club participants intending to drive for Sport Club activity, whether using personal or rental vehicles, must have completed the Driver Authorization Process. This process is completed utilizing Fusion Club and drivers must upload proof of insurance as well of proof of valid Driver's license.

Driver Safety Guidelines

Driving between the hours of 12:00 am (midnight) and 6:00 am is not allowed.

- All Sport Club activities are considered dry events. As such, no alcohol or other drugs are permitted during any Sport Club activity whether using personal, university, or rental vehicles.

- A maximum of four (4) hours of uninterrupted driving per driver is permitted. After four (4) hours, switch drivers or take at least a 20-minute break before the same driver continues driving.
- For every (twelve) 12 hours of driving, drivers must take at least a four (4) hour rest period.
- Alternate drivers must be provided for trips expected to take more than six (6) hours.
- Passengers should help keep drivers alert and watch for signs of drowsiness.
- 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.
- For University/Rental vehicles – clean out the vehicle before returning it. Remove muddy shoes/cleats before entering the vehicle. Check for any trash or personal items to avoid getting charged a cleaning fee.
- Fifteen (15) passenger vans are **NOT** permitted as a method of travel.
- For vehicles over 10,000 lbs. or if towing a trailer, drivers must be CMV certified through CU Transportation*

**Please contact your team's coordinator to setup appropriate trainings with CU Transportation. You should allow a minimum of six (6) weeks advanced notice to obtain required trainings.*

Personal Vehicles

It is strongly recommended that clubs not use privately owned vehicles for Club-related travel. Any accidents or issues arising during personal vehicle travel will be applied to the personal insurance of the vehicle owner. If using personal vehicles, club student leadership should confirm vehicle owner insurance and liability coverage is valid. Recreation Services and the University of Colorado do not insure privately owned vehicles, or any accidents/injuries caused by their use.

Charter Buses

Charter buses may be used for travel, so long as the company is an approved vendor of the university. When reserving charter buses, clubs should coordinate with the approved companies to receive trip quotes and provide the information to their Sport Club Coordinator to complete the request.

Rental Vehicles

Use of rental vehicles (cars, vans, trucks, buses) is approved for all travel purposes. Rental vehicles must be reserved, usually requiring a written agreement. Non-club members are not allowed to be in club rental vehicles.

Age Requirements for Rental Vehicles

Drivers must be 21 years of age or older.

Reserving Rental Vehicles

To reserve a rental vehicle, the club's Travel Coordinator should complete the Rental Car Request form found in the Sport Club request platform. Upon receipt of the request, the Sport Club office will work to secure the requested vehicles on behalf of the club. Once reservations are completed, the confirmations

will be provided to the requestor via the request form. For updates on status, refer to the initial request form.

Clubs should not contact rental agencies directly to utilize Coordinator billing numbers. Agencies have been notified to accept reservation requests for clubs only through the Sport Club staff.

15-passenger Van Use

Use of 15-passenger vans is not allowed by CU Sport Clubs.

Trailer

There are times that clubs may need to tow a trailer. Club Drivers who utilize trailers must have completed the Commercial Motor Vehicle (CMV) training through the University prior to conducting any trailering on University/Club business. In typical situations, the towing vehicle should not be the primary vehicle for transporting club members. Tow vehicles must meet all towing capacity requirements for the trailer size/load.

CMV Training

For clubs needing members or coaches to be CMV trained, please follow these steps:

1. Notify your Sport Club Coordinator that your club has a need for CMV training.
2. The Coordinator will coordinate training with the individual members requiring it and CU Transportation Services.

Air Travel

All flights purchased using club funds must be purchased through Christopherson Business Travel Agency. Please work with your Club Coordinator to help secure tickets for players and coaches through Christopherson. If individuals are paying for their own flight, they may purchase them through the vendor of their choosing. In this instance, no funds may be collected. Each member must make their own purchase. There is an additional \$20 fee per ticket assessed on the initial ticketing as well as each additional ticket change made by a club.

Note: No reimbursements shall be provided for flights purchased by individuals on their own. All flights MUST be purchased through Christopherson if club funds are used. The team's travel card CANNOT be used to purchase airline tickets, so please plan accordingly.

Accident Procedures and Policies

Any type of accident or incident that occurs while a club is traveling must be reported via phone to the Sport Club staff immediately.

In the event of an accident, citation, or parking/tow charges, the driver of the vehicle shall be responsible for any fees incurred.

Lodging Requests

Lodging requests are made by club officers through the JIRA Sport Club Lodging Request form. Clubs should determine accommodations that will be suitable for their needs while being fiscally responsible and contact the establishment directly.

Hotels

By utilizing the Group Sales department and the Club Coordinator, clubs can set up hotel accommodations where the payments will be supported by the Club office through a Credit Card Authorization. This ensures that clubs do not use up valuable Travel Card space or need reimbursements for hotel accommodations. To book hotel accommodations, use the following steps:

1. Contact the Group Sales department at your hotel of choice.
2. Set up accommodations and request a Credit Card Authorization Form.
3. Submit authorization form through Lodging Payment Request form in JIRA
4. Upon receipt, Club Coordinator will complete the authorization form and provide the required documentation back to the hotel directly.
5. At conclusion of stay, ensure that you have received hotel folios and submitted them to the club office through the receipt submission form in Fusion Club.

Note: Travel Cards and Hotel Authorizations are used for the payment of room charge and applicable taxes ONLY.

Airbnb/VRBO

To request accommodations through Airbnb or VRBO, complete the Lodging Payment Request form and provide link to the requested location. Upon submission, the Coordinator will work with the club to ensure arrangements are set.

Note: In-state Airbnb and VRBO accommodations are extremely challenging as taxes and fees are not allowed to be paid for in-state accommodations.

Request for Approved Absence

Club members may ask for an excusal notice when they travel with a Sport Club. This slip is used to provide justification for a request of absence from class(es) while traveling and competing. It is the responsibility of the club officers to initiate requests for excusal slips by the set deadline.

The deadline to request a justification for approved absence through the Sport Club office is the Friday one (1) month prior to Home Events or departure for Away Events.

- The missed class(es) must occur during the time the club event/travel is documented in the travel request.
- Travel plans different from club travel must be documented in Fusion Club.
- Club members must indicate all traveling members needing excusals for all trips.
- Upon completion, the officers may retrieve the slips from the Sport Club office.

Note: The Sport Club program does not have the ability to excuse students from classes or exams. Excusals are simply a verification of affiliation with the program and a club's intent to travel. Students are still required to complete all missed assignments, projects, and exams due to Sport Club activities and must work with their instructors to develop a plan for completing this work. Please also note that some faculty may not accept these notices as an excusal to miss classes.

Sport Club Equipment

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

Inventory

Equipment used for Sport Club activities, including equipment purchased and donated for club use, must be inventoried. Equipment inventories will be updated at both the beginning and end of each academic year.

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.

Purchases

Equipment purchased with club funds, including club generated funds, remain the property of the University of Colorado and shall be retained specifically for the use of the club 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.

Delays can be caused by unresponsive vendors, shipping time, out-of-stock items, etc. Clubs need to allow for additional time in these situations. Clubs must allow at least two (2) weeks for any purchase to be approved and processed. Clubs must plan accordingly and well in advance.

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

CU (Sport Club Name)

355 UCB

Boulder, CO 80309

Donations/Gifts-in-Kind

Before donations of products or gifts-in-kind are accepted, you must first contact the Sport Club office for approval.

- Services provided or space rental are not considered gifts-in-kind if the gift comes from the provider.

Storage

The Sport Club office provides shared space for clubs to store equipment and supplies either in the Recreation Center or other Recreation Services facilities. It is each club's responsibility to maintain cleanliness and organization of the shared storage space(s).

Disposal

Clubs are not permitted to dispose of old or damaged equipment without the written consent of the Sport Club office. Clubs should contact their Sport Club Coordinator to discuss proper disposal of equipment.

Safety and Risk Management

It is the purpose of Recreation Services to not only offer a program of activity, but also to safeguard and protect all students, faculty, and/or staff who participate in the Sport Club programs.

Participation Agreement Forms (Waivers)

All participants must agree to the Assumption of Risk, Information Release, Injury Disclosure, Fiscal Management, and Sport Club Code of Conduct policies to participate in the Sport Club program. This must be completed through Fusion Club as a part of the individual member registration process prior to participation with the club.

Healthy Roster

To participate in the Sport Club program, all athletes must register through the Healthy Roster platform.

CPR Certification

Each club is required to have a minimum of two (2) members who are certified in CPR/AED and First Aid. This information is tracked through the Fusion Club Registration process by marking certified individuals as Safety Officers and uploading copy of certification through the Registration portal. Certification classes are offered through Recreation Services at no cost to club officers.

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. When necessary, the Sport Club office can assist clubs in the restocking of kits.

Physical Examination

Recreation Services encourages all Sport Club participants to complete an annual physical prior to participating in practices or competitions.

Athletic Training

Clubs wishing to guarantee the presence of an athletic trainer at their event should coordinate with the Sport Club staff. This may be required by the club's respective NGB. Clubs are responsible for abiding by the policies of their individual NGB. A minimum of two (2) weeks' notice is required to schedule an athletic trainer.

Note: Clubs are not allowed to contract out with athletic training services. All athletic training services must be provided by CU to ensure proper medical oversight.

Recreation Injury Care Center (RICC)

The RICC is available for all club athletes to utilize in the event they deem it necessary. The RICC is staffed by two certified athletic trainers as well as student interns trained in first aid and injury care.

Services Offered

Services provided by the RICC free of charge include:

- First aid and emergency care
- Injury Evaluation & Referral
- Injury Prevention
- Performance and recovery strategies
- Professional referrals
- Stretching
- Taping
- Therapeutic Modalities

Note: Athletes must provide their own tape for preventative taping.

Hours of Operation

The RICC is open from 1:00pm to 7:00pm Monday through Thursday.

Suspension of Operation

If all trainers are providing coverage for sport club events, the RICC will be closed.

Appointments

For Sport Club athletes, the trainers in the RICC are available by appointment from 12:00pm – 1:00pm to allow athletes to be seen outside of normal operating hours.

Concussion Management

In the event of a suspected concussion, the individual should be removed from play immediately and not allowed to return until seen by approved medical personnel.

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 concussion 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/or a general feeling of being “off.”

Return to Play Protocol

In the event a participant is injured and referred to a physician by an Athletic Trainer, EMT, or supervisory staff, the participant 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. A player is allowed to return to play when authorized by approved medical personnel.

Accident/Injury Reporting

A club member or officer must complete an accident/injury report when:

- A club member or coach is injured and requires treatment for an injury that occurred during club practice, competition, or special event (both at home and when traveling)
- Someone is injured during an event the club is hosting – this includes participants, spectators, coaches, referees/officials, and supervisors.
- **If the injury is a significant injury, immediately call Sport Club staff AFTER contacting appropriate medical personnel on their cell phone to notify them – leave a voicemail or text if there is no response.**
- Examples of significant injury include:
 - Loss of consciousness
 - Head and/or neck injury (including suspected concussion)
 - Severe fracture/broken bones
 - Any time emergency personnel are called and/or hospitalization is required.

All accident reports must be submitted within 24 hours of injury, or immediately upon return to Boulder if the incident occurred during team travel. Clubs should keep a copy of the report for their files.

The Accident Report form can be found through the Healthy Roster portal.

Facility Inspection

In cooperation with Recreation Services, each club shares responsibility for its own safety at games and practices. A detailed facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be assured. If any hazards are found, notify the Sport Club professional staff as soon as possible.

Insurance

Requirements

To participate in the CU Boulder Sport Club program, all members must hold current medical insurance. If a student does not have insurance, they may enroll in the [University Insurance](#) plan.

Catastrophic Insurance

The CU Boulder Sport Club program holds an insurance policy in case of catastrophic injury to any participant within the club program taking part in sanctioned club activity. This policy is only a secondary insurance and could provide coverage only after your primary health insurance has been billed. For more information, contact the Sport Club office as necessary.

Emergency Action Plan

Emergency Response Protocol

1. Assess the situation and determine the extent of emergency.
 - a. Administer first aid for the victim(s) appropriate to the level of your certification.
 - b. If life-threatening, have someone contact 911 immediately. Remember to provide the following information:

- i. Your name.
 - ii. Nature of emergency
 - iii. Required assistance (ambulance, fire, police).
 - iv. Location and telephone number from which you are calling.
 - v. 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.
 - vi. Suggested approach route (entrance to facility, e.g., front, rear, side).
- c. If not life-threatening, but serious, recommend they seek medical attention and assist in finding transportation there.
 - i. Note: Contacting EMS does not equate to a requirement that the participant be transported. Fees are assessed for transport, not for response.
2. If on campus, contact University Police to inform of incident occurring if not already done.
3. Contact Sport Club staff in the event of serious accident/injury, including, but not limited to:
 - a. Loss of consciousness
 - b. Head and/or neck injury (including suspected concussion)
 - c. Severe fracture/broken bones
 - d. Any time emergency personnel are called and/or hospitalization is required.
4. Report the accident using the online incident report form.
 - a. This form must be completed for all Sport Club-related injuries.
 - b. Clubs should complete this even if Sport Club student staff are present and complete a report.

Facility Evacuation

Building Evacuation

In the event of evacuation of the Student Recreation Center, it is the responsibility of all club members to follow the instructions of Recreation Services staff and evacuate their area of play to the nearest exit.

Outdoor Facilities

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

Severe 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 and keep away from trees.

General Procedure

In the event of severe weather, the Sport Club staff will:

- Address immediate concerns regarding weather conditions.
- Alert necessary staff and affected participants.
- Determine what follow up is needed (reschedules, shifting of practices, etc.)

THOR Guard

THOR Guard is the lightning detection system used by the Student Recreation Center. This system is operational at the Recreation Center, Kittredge Fields, Business Field, and at William's Village. If the THOR Guard system should detect lightning, a loud siren will be set off. At this time, the participants should take the following steps:

1. 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.
2. Inform all Sport Clubs staff and participants that play is suspended until the "All Clear" signal is given by the THOR Guard system (three consecutive horn blows). It is up to the discretion of the Sport Clubs staff to adjust game or practice times as needed.
3. 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.

The Thor Guard is also available online at colorado.thormobile15.net, providing real-time information about lightning in the area.

Contracts, Agreements, and Permits

The Procurement Service Center (PSC) acts as the signing authority in the contracting process. All contracts should be submitted through the JIRA Signature Request form. This includes anything with terms and conditions; for example, facility use agreements, rental agreements, screening agreements, hotel agreements, click-through agreements, etc.

Typical contracts include:

- Hotel Blocks
- League Affiliations
- Match Contracts/Game Agreements
- Fundraising Contracts
- Facility Rental Contracts
- Permits

Note: At no point in time should any club member or affiliate sign contracts. Any club member who is found to have signed a contract requiring the club to pay the business or organization assumes personal responsibility for the contract.

Contracts

The Procurement Service Center (PSC) will oversee the signature process from start to finish. Clubs must work with their coordinator at least 45 days in advance to ensure all contracts are processed properly.

- The Sport Club office will submit the contract for review to Student Affairs Business Services (SA-BS) who will review and submit the contract to the PSC.
- The Sport Club office will provide any relevant purchase information with the initial request to SA-BS.
- The PSC will review the contract terms, and if no issues will provide signed document to the contractor for countersignature.

- Fully executed contracts will be distributed to all necessary parties by the PSC.

Personal Service Contracts

Personal Service Contracts are for individuals/companies who have a specialized skill, knowledge or resource that is not available within Recreation Services. Whenever one of these individuals is paid for their services to the club, the Sport Club staff will determine whether it fits within university guidelines.

Clubs will work with their Coordinator to ensure officials, judges, referees, and volunteers have required documentation submitted through the PSC.

- Clubs should request the individual to complete the following documents:
 - IRS W-9
 - Scope of Work Information Request Form
 - Invoice in PDF form
- If individual has been paid for performing services for a prior CU event, then the individual is approved to be paid as an Independent Contractor
- If the individual has never worked for CU before, they will have to be entered in the CU system before payment can be processed.
- Upon receipt and approval of documents, the individual is approved to be paid by the University as an Independent Contractor.
- The contractor must submit an invoice to process payment.

Note: Please work to ensure that your officials complete this paperwork in a timely manner to avoid delays in payment.

Certificates of Insurance

When clubs utilize various facilities, at times those facilities may request that the club provide a Certificate of Insurance proving that the club has the prerequisite coverage for the event.

When requesting a Certificate of Insurance, include the reason for the request as well as name and email for the requesting organization. The request should be submitted to the assigned Coordinator who will submit a request to Risk Management. When the Certificate is issued, it will be passed on by the coordinator.

Note: The University of Colorado will not include any outside entity as an additional insured regardless of request. However, the University will match the terms otherwise requested by the organization. The organization will be provided an addendum explaining this stipulation. Should the organization not accept this stipulation, the club will need to find alternatives to the organization.

Sport Club Budget Process

Bufs Scorecard

Sport Club funding is distributed to qualified clubs according to each club's fulfillment of the Bufs Scorecard requirements as well as the budget requests and presentations explaining the needs of the individual club for the coming year. Fifty percent (50%) of the Annual Sport Club Allocation funds will be distributed in accordance with the Bufs Scorecard. The total dollars available for allocation via the

Scorecard will be divided by the cumulative number of points earned by all eligible clubs throughout the plan year (May 16 – May 15.) This determines a dollar value to be assigned to each point. Each club's earned point total will then be multiplied by this value to determine funding to be allocated to each team for the upcoming fiscal year.

Scorecard Categories

Club Foundation

- First Aid/CPR Certification – any club, which shows proof that two members are currently certified in CPR/AED and First Aid for the entire academic year, will receive **10 points** for their club with a maximum of **10 points**. Certificates must be uploaded to Fusion Club and members must be registered as a Travel and Safety Officer.
- Attendance at promotional/recruiting events. **5 points** per event

Trainings

Officer Trainings – unlimited number of officers may attend. Clubs must have a minimum of 2 officers in attendance. Each officer will receive **2 points** for attending up to the required. **-4 points** per officer for fewer than two in attendance. **Maximum 4 points. Minimum -8 points.**

Officer Growth Sessions – unlimited number of officers may attend. **2 points** per officer in attendance.

Monthly Club Meetings

Each club is required to meet with their Sport Club Coordinator weekly during their competitive/active/travel season and monthly during their offseason. Scheduling and attending meetings are each worth **2 points** (up to 4 meetings per month.) Each unexcused missed meeting is worth **-2 points**.

Monthly meetings are worth 8 points or -8 points.

Travel

Each time a club travels, they have the potential to earn **5 points** if the travel request is submitted (fully completed) by the applicable deadline. To receive these points, clubs must submit a detailed post-event report via Fusion Club within 48 hours of travel. There is no maximum point value for this category.

Additional point opportunities within travel:

- **2 points** – travel 150-299 miles away
- **4 points** – travel 300-449 miles away
- **5 points** – host an event.
- **6 points** – travel 450+ miles away
- **10 points** – qualify for a national championship.

Fundraising

Clubs are encouraged to raise funds in various ways. Clubs who choose to raise funds outside of raising membership dues are eligible to receive fundraising points. This category DOES NOT apply to donations that are not solicited or sponsorships. Maximum points awarded will not exceed **26 points** in this category per event. A club will receive **6 points** for doing a fundraiser, in addition to the following point values if all steps of the Fundraising process are completed correctly with the designated timeframe, as well as the submission of the fundraised dollars and any other items associated with the event.

Additional point opportunities within fundraising based upon net profit:

- **0 points** - \$0-\$99.99
- **5 points** - \$100 - \$499.99
- **10 points** - \$500-\$999.99
- **20 points** - \$1000+

Service Hours

All member clubs are expected to be good stewards of the community.

Service opportunities shall be classified as service for which the club or club members receive no compensation or benefit for their involvement.

Service hour requests are to be submitted prior to the date of service for approval by the Sport Club office utilizing the club's GivePulse page. Upon approval, clubs should submit information for verification through GivePulse. Sport Club volunteers should also submit at least one photo of the volunteer experience with the members wearing apparel that identifies them as a member of a certain club and/or CU.

For all approved and verified service hours, clubs shall receive **1 point** per member per hour volunteered.

Bonus Points

Clubs will have the opportunity to earn bonus points at the end of each year. This is to encourage clubs to be responsible and complete all necessary paperwork on time and correctly. Bonus points will be awarded for the following:

- **Sport Programs Staff/Sport Club Executive Board** – Having a representative from your club serving as an Executive Board member and/or having someone serve as a Sport Programs staff member earns the club **3 points** for each representative. If a member meets multiple criteria, the club shall receive points for each category met.
- **Semester Reports** – Clubs who submit the end of semester report by the assigned deadline will receive **5 points** for submission upon review.
- **End of Year Report** – Clubs who submit the end of year report and officer transition information will receive **10 points** for submission upon review.
- **Random Bonus Points** – throughout the year, the Sport Club office may offer bonus points to clubs for various reasons, including, but not limited to, responding to Sport Club office communication in a timely fashion, participating in various events, and winning various contests. Bonus points will be announced via email, social media, or another appropriate medium. There is no maximum point value for this category.

Scorecard Brackets

There will be three (3) bracket places on the Scorecard that work in conjunction with needs-based funding. Depending on which bracket a club slots into on the Scorecard, they will only be allowed to receive up to a certain amount of allocated funds from the budget presentation. Bracket levels may be adjusted on a yearly basis by Sport Club staff and the Executive Board.

Scorecard Assessment Period

The Buffs Scorecard includes points for clubs throughout the plan year (May 16 – May 15). After May 16th of each year, the points will be totaled. A club's accrual of points during the previous year will dictate the allocation for the upcoming year. As an example, the point total for the 2023-2024 academic year will be used to determine the allocation for the 2024-2025 academic year.

Budget Request

The remaining fifty percent (50%) of the Annual Sport Club Allocation funds will be distributed to clubs based upon the annual budget request submitted by the clubs and the presentations of these budgets to the Sport Club Council Budget Allocation Committee every April. Any club that does not complete the entire budget process by the announced deadline will forfeit their opportunity to receive funding from this method. The total amount allocated to a club may not exceed the amount that is being requested. Additionally, clubs will not receive any more money than the bracket in which their club ultimately ends up in with the Buffs Scorecard, which is explained below.

Clubs will receive allocations no earlier than July of each year via email.

Things that will be considered

- Club size
- Fundraising efforts
- Participation fees (League dues and entry fees)
- Travel Costs
- Leadership and community efforts
- Equipment needs.
- Operating costs

Request Notes

- All clubs are required to submit a Sport Club Budget Packet along with a cover letter giving background description of their club, last year, and this year's accomplishments/activities, challenges, and prioritize which budget items are most important for the club.
- Previous year's budget allocation sheets will be available for clubs to review.
- Sport Club staff is an available resource as clubs develop budgets.

Budget Hearing Guidelines

Clubs will have 10 minutes to present their budget request. In this presentation, the club should provide the following information:

- Brief Club Overview
- Reason for Request Amount
- Major Changes for the Coming Year

The Sport Club Budget Allocation Committee may request clarification or ask questions of club members at the conclusion of the presentation.

Upon conclusion of all presentations, the Sport Club Allocation Committee will discuss and prepare a recommendation based upon presentation content and criteria set forth above.

National Championship Travel Funds

The Sport Club office has a limited amount of funds which it may use to assist clubs who must qualify for national competitions. This fund shares the same regulations as other allocated funds given by the Sport Club program.

Note: Additional funding for National Championship travel is not guaranteed.

Sport Club Financial Accounts

Sport Club funding is primarily provided by the individual members of each club through the payment of their membership dues, their fundraising, and sponsorship efforts. The University of Colorado Student Government (CUSG) provides funding to assist in the support of the Sport Club program. These funds are distributed by Recreation Services through the utilization of the Buffs Scorecard funding model.

All CU Sport Clubs are expected to abide by the financial guidelines set forth by CU Recreation Services. Any misappropriation of club funds will result in the club and/or individuals responsible being sanctioned as outlined in the “Code of Conduct” section of this handbook.

Account Balance Lookup

Clubs are required to keep a working budget where they can track all deposits and expenditures they make. Additionally, all club accounts will be tracked by the Sport Club office in the club's General Ledger (GL) Google Sheet. Clubs should use the Google Sheet budget as confirmation that a deposit/payment has cleared and as a check and balance for their own working budget. Access to the GL is provided only to the club's designated student officers.

Personal and Outside Bank Accounts

CU Boulder Sport Clubs are **NOT** permitted to maintain team funds in off-campus or personal 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.

Recreation Services Sport Club Accounts

The Sport Club office holds on-campus accounts for each of our member clubs. Below, you will find descriptions of each account type.

Student Fes (Allocation) Account

The Sport Club program is allocated a fixed amount each year to provide financial support to its member clubs. From this allocation, a portion is divided by the Sport Club office, based in part upon the recommendations of the Sport Club Council Executive Board. For most clubs, this money will be used to assist in the making of payments for various club needs. These funds are placed in the Student Fees (Allocation) account at the beginning of the fiscal year (July 1). The Student Fee Allocation process is described in further detail in the Sport Club Budget Process section of this handbook.

Note: These funds do not roll over to the following year; for this reason, these funds are also typically exhausted first so long as the purchase(s) are eligible to be paid using this account.

Fundraising (Generated Revenue) Account

All club generated funds are deposited into the Fundraising account. This includes member dues, fundraising dollars, etc.

Note: Funds not spent in this account will carry over to the next year under the ownership of the University for use by the individual club so long as the club is active.

Gift (University Foundation) Account

The Sport Clubs staff manages gift accounts for all clubs. This account is available to hold donations that may be tax-deductible to the donors. All expenditures from this fund must also be pre-approved and reimbursements follow the same policies as other funds. Balances at the end of the fiscal year roll forward.

Endowment Account

Some clubs may hold endowment accounts through the University Foundation. For clubs with endowments, each year, the dividend of this account is provided to the club for its' use. Spending guidelines mirror those of other generated fund accounts.

Fiscal Year End

The University of Colorado's fiscal year is July-June. That means that at the end of May, all fiscal (budget) related items must be wrapped up to give the accounting department the month of June to finalize everything. **Any team that ends the fiscal year with a negative balance in their account will not receive allocated student fee funds the following year.**

Self-Generated Revenue

The funding of club activities is primarily the responsibility of the individual clubs' membership. For a club to develop and thrive, the members must be active and involved. Clubs are encouraged to take advantage of opportunities to generate income to support their club's goals and operations. By utilizing various methods of fundraising outside of increasing the costs to club membership, in the form of dues, each club can remove barriers to participation by lowering individual costs, find ways to connect with the CU and Boulder communities, and build shared experiences between members.

Income

Funds generated by the clubs are University Income. While these funds are University income, they are specifically for the purpose of club operations and expenses.

Potential Sources of Income

- Membership dues established by each club are usually the primary source of income.
- Seeking donations and gifts from family, friends, and alumni of the University may be a useful source of income. All such campaigns must be pre-approved and coordinated with the Sport Clubs staff.
- Fundraising is encouraged and must remain within the guidelines of university policy. More information can be found at: [University of Colorado Fundraising Policy](#)
- 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.
- Solicitation of sponsorships: The Sport Clubs staff must pre-approve all sponsorship arrangements.

Fundraising

Many clubs conduct some type of fundraising efforts throughout the year to try to help offset the costs of their club operations. Hosting events, tournaments, working athletic events for CU Athletics, alumni

and family donations, crowdfunding, letter writing campaigns, and instructional classes have been seen to be successful ways of raising money.

Acceptable Activities

Crowdfunding

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

Monetary Donations/Letter Writing Campaigns

All letter writing campaigns must be pre-approved by the Sport Club staff. Clubs looking to engage in letter writing campaigns should know the following:

- Letters should direct donors to utilize the club's individual giving.cu.edu link for online donations.
- University letterhead may be used (depending on the number of letters to be sent)
- The club must cover postage costs.
- All checks must be made out to the University of Colorado with the club's name in the memo line.
- Monetary donations from alumni, parents, businesses, etc. are tax-deductible.
- All donation checks must be mailed directly to the Sport Club office.
- Funds may only be deposited into the club's gift account as they are considered University funds.

CU Athletics Fundraisers

Throughout the year, the CU Athletic Department will provide notice of various fundraising activities through ticket scanning and flooring for CU events.

Unacceptable Activities

Gambling (Raffles)

Raffles are considered a form of gambling and as such are **NOT** acceptable as a fundraiser.

Fundraising Guidelines

Clubs must submit a Fundraising/Special Event request for all proposed fundraisers to the Sport Club office a minimum of two weeks prior to the event.⁴

1. Clubs must complete the fundraising request form located on the Sport Club JIRA platform for advising and to obtain approval prior to all activities associated with the fundraising event.
2. All revenue generated must be deposited into the Club's account through the Sport Club office.
3. An individual or individuals of the Club may not participate for private financial gain. Clubs are not allowed to work for companies outside of CU to fundraise for the team. This includes, but is not limited to:
 - Working concessions at CU athletics
 - Working for local races
 - Setup/tear down for special events on campus being run by a third party.

Teams are allowed to work for CU Athletics or CU Recreation Services.

Note: 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 products as a fundraiser.

Sponsorships

All sponsorship agreements and contracts must be routed through the Sport Club office. Within the University, only the Regents and those given explicit authority by the Regents are authorized to sign contracts and make agreements on behalf of the University.

What are Sponsorships?

Sponsorships are defined as the exchange of money or in-kind goods for recognition. In the case of Sport Clubs, money or in-kind goods would be provided to the Club in exchange for providing recognition to a company/organization.

Promotion/sponsorship fulfillment could include (but is not limited to):

- Logo presence on a website
- Logos on jerseys, travel bags, other equipment

Sport Clubs should consult their Club Coordinator for assistance with sponsorship agreements.

Sponsorships and Contracts

All sponsorship agreements and contracts must be routed through the Sport Club office. Within the University, only the Regents and those given explicit authority by the Regents are authorized to sign contracts and documents on behalf of the University.

Students and coaches ARE NOT authorized to sign any contracts/documents on behalf of the club, including contracts with other University Departments.

Sponsorships

Sponsorships are defined as the exchange of money or in-kind goods for recognition. In the case of Sport Clubs, money or in-kind goods would be provided to the Club in exchange for promoting a company/organization.

Sponsorship fulfillment could include (but is not limited to):

- Logo presence on a website
- Logos on jerseys, travel bags, other equipment

Sport Clubs should consult their Club Coordinator for assistance with sponsorship agreements.

Award and Cash Winnings

Clubs may accept awards and monetary winnings from sanctioned sport leagues as a result of a successful competition. If a cash prize is awarded it is required to be deposited into the team account and will not be distributed to individual members. In cases where individual members compete outside club affiliation, they may accept winnings, however, as they are competing as individuals, not as the University, they must fund all travel and fees associated with the event individually.

Deposit of Self-Generated Revenue

Most funds for the clubs will be deposited using the Fusion platform. For non-member payments that are received, funds will be deposited by the Sport Club office upon receipt.

Member Dues

For Sport Clubs, one of the main resources to cover operating funds are required membership dues for all members of the club. Member dues provide a commitment from club membership to the operations of the club. When setting this fee, it is important for the club's leadership to factor in multiple items. As member dues help with club operations, clubs should seek to keep the amount low to ensure that membership is not cost prohibitive. However, clubs must also recognize that the dues amount should not be so low that the club is solely reliant on external funds to operate successfully. The successful club can balance this cost in understanding that it should be set in such a way that it constitutes the value of club membership benefits.

Payments

All payments from club members for this purpose are completed through the [Fusion Recreation Portal](#).

Outside 501©3 Organizations 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 club 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 Club staff to attend events/meetings organized by these organizations.

Reimbursements

Clubs may choose to reimburse members for certain expenses that are incurred during club activities. To receive reimbursement, club members **must submit ALL** the following documentation via the JIRA Sport Club platform:

1. The original itemized receipt (shows a list of all the items that were purchased)
2. Information about the event, and an explanation of its relevance to club operations
3. Proof-of-payment
4. Completed reimbursement request form (see appendix for details)
5. Reimbursement authorization form completed by an officer of the club (see appendix)

Note: Reimbursements will only be completed for purchases that have been authorized by appropriate club office and a Sport Club staff member.

Refunds

General Dues Refunds

Any club member wishing to receive a refund of club dues must contact the officers for their team. The Club's Executive Board will evaluate refund requests on a case-by-case basis. If officers approve a refund,

they are required to notify the Sport Club office via email (to provide a written record) and then the coordinator for the team will complete and sign a refund authorization form for Accounting to process.

Note: Not all refunds will be approved. Executive Boards will consider cost of equipment received and any travel the athlete has participated in among other factors.

Suspension of Club Operations Refunds

If a Sport Clubs season were to be cancelled or suspended prior to completion of the season (for non-disciplinary reasons), refunds will be considered on a team-by-team basis. The Executive Board for each team will determine final expenses for the year and decide on how much, if any, funds paid should be returned. Refunds will be processed equally among all active members.

Purchasing

Purchase Request Process

Any club wishing to make a purchase must submit a request to the club office through the Club Sport JIRA platform. All purchases MUST be pre-approved by the team's appointed professional staff member before an order is placed. 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.

Do not order/purchase any items without first gaining the approval of the Sport Club office. Doing so may impact the ability to effectively manage the transaction.

Purchasing Policies

- All purchases must be approved before an order can be finalized.
- Individuals will be held fiscally responsible for purchases that have not been approved by the Sport Club office.
- All equipment purchased by the Sport Club office, designated for club use, becomes the property of Recreation Services and the University of Colorado Boulder
- Artwork must be approved by marketing and/or licensing prior to an order being placed.

Purchasing Limits

University policy limits the dollar value of a single order to \$10,000 before the need of a bid process to be undertaken. Should a club have an order more than this amount, multiple vendors will be allowed to bid on the order to ensure fiscal integrity.

Split Purchasing

Clubs are not allowed to "Split" orders to avoid the single purchase limit. When looking to make purchases, clubs should coordinate to consolidate all items desired from a vendor into a single purchase quote.

Sport Club Purchasing

Payment Methods

Purchasing Card

Equipment Purchases

For equipment purchase requests under \$5000, the Sport Club Coordinator can utilize the Purchasing card to complete the transaction.

Club Registration, Membership, and League Dues Payments

This card can be utilized when paying some entry fees and other applicable expenses on behalf of the club.

Food Purchases

When clubs are looking to purchase food for functions outside of travel status, whether end-of-season banquets or other events, coordinate a request with the club Coordinator by submitting a Purchase Request via JIRA.

Tips may not exceed 20%.

Travel Card

Sport Club Coordinators utilize Travel Cards to assist clubs with many of the pre-planned expenses of travel events. In working with the coordinators, they can utilize this card to cover expenses such as vehicle rentals and hotel accommodations. By taking on the more extensive costs, clubs can utilize the majority of their card funds for the various purchases during travel status such as food and other club-wide expenses.

Lodging

Clubs who utilize the Credit Card Authorization process found in the Sport Club Travel section can have reservations paid for by the Coordinator Travel card. This form, requested by the club from the hotel AFTER confirmation of booking, will be provided to the hotel by the coordinator as a guarantee of payment for room charges ONLY.

For Airbnb and VRBO, the Coordinator can make these reservation payments as well. Please work with your coordinator on this process through submitting the Lodging Payment Request form via JIRA.

Vehicle Rentals

Sport Club Coordinators have billing accounts with the major rental car agencies. When a request is submitted for a rental, the coordinator will set up this rental utilizing the information provided through the Vehicle Rental Request form and the individual billing number. All fees will be attached to the Travel Card of the Coordinator through this process. Clubs will then pick up and drop off vehicles like normal, without a need to pay. At the conclusion of the rental, the agency will provide receipt directly to the coordinator.

Purchase Order

A Purchase Order (PO) is requested by the Sport Club office when requested purchases exceed Purchasing Card limits or involve items which the University would prefer to take receipt of prior to payment. It can also be utilized to assist in the process of paying for the rental of facilities where the final cost may differ from the price originally quoted.

For Purchase Orders, there are typically two types of documents that will be needed throughout the process:

- Quotes – Showing how much an entire order would cost, without placing the order. All quotes must have the following information included:
 - University of Colorado must be shown in the purchaser section.
 - Full Vendor Address
 - Sales Tax Removed due to university tax-exempt status.
 - Estimated delivery cost (if included)
- Invoices – Showing how much is owed for an order that has been fulfilled.

Uniforms & Apparel

When seeking to purchase uniforms, clubs should work with a licensed vendor to complete a design proof. Vendors will work directly with the CU Licensing office to ensure that items to be printed have received CU branding approval. If you need assistance in identifying a vendor, your Coordinator can provide options. When working with vendors, please ensure that the artwork has been submitted via the Purchasing Request form on the JIRA club platform.

Equipment

For equipment, the purchase request process can be expedited by having detailed information about specific brand, size, features, etc. of the product(s) to be purchased. This can be provided through a price quote or direct website links or item numbers for specific websites which can ensure there are no mistakes in the order. The more detail, the better. This information should be provided through the Purchase Request JIRA form.

Miscellaneous Purchases

For other types of purchases (league dues, tournament entry fees, etc.) an invoice can be submitted with the purchase request. Please include vendor's preferred method of payment when submitting request for payment.

Club Officer Issued Travel Cards

To assist in the payment of **travel-related expenses**, club officers may request to be issued a University of Colorado Travel Card. This card will be issued to individual card holders who may use the card to make travel-related purchases on behalf of the team. This card should not be shared with anyone and is the sole responsibility of the assigned cardholder. This card may not be used for airline tickets or hotel incidentals (movies, internet, room service, etc.) personal vehicle gas, parking, or traffic tickets. While clubs may hold Travel Cards, they are still encouraged to utilize Coordinators for large dollar expenses such as hotels and rental vehicles to ensure that credit limits aren't reached paying for charges that can be taken care of through other means.

Teams must collect and submit itemized receipts for all purchases on their CU Travel card. Failure to submit receipts to the Sport Club office, within one week of travel, will result in club sanction and the potential loss of Travel Card privileges. Teams may bring physical receipts to the Sport Club office but are encouraged to upload digitally via Fusion Club.

Note: Travel Cards are not issued to Club Coaches. Misuse of Travel Cards will result in card cancellation and forfeiture of ability for club to hold a Travel Card.

Food Purchases

Should a club wish to purchase food while in travel status, the Travel Card may be utilized. With this, the following guidelines must be met:

- All food purchased must fall within the Per Diem rate per traveler for the location of travel and meal(s) consumed. The Per Diem Rate for your location can be found through the [U.S. General Services Administration Per Diem Rates](#) page.
- For all meal purchases, the following must be returned:
 - Itemized Meal Receipt
 - Proof of Purchase Receipt
- Tip may not exceed 20% and must be listed on the Proof of Purchase Receipt

Fuel Purchases

When traveling in rental vehicles, clubs may use the Travel Card to purchase fuel as needed. Ensure that all fuel receipts are kept and submitted for reconciliation through Fusion Club at the conclusion of the travel event.

Lodging

Clubs may use issued travel cards to book and pay for lodging during Club travel. That said, clubs are advised to work with their assigned Coordinator who can make payment on the club's behalf utilizing their Travel Cards.

Lodging Receipts

When paying for lodging on behalf of a club, clubs are required to provide itemized receipts to the Club office for all bookings. When checking out of a hotel, the club should ask the front desk for the folio receipts for each room. These would be submitted to the Sport Club office via the Fusion Club event the receipts were attributed to.

Miscellaneous Purchases

While in travel status, clubs may utilize the Travel card to purchase various items for team use. Examples of this include if a team needs to purchase bottled water or ankle tape while on the road competing. This should not be used to purchase individualized items like toiletry items and self-care items.