Campus Recreation

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Sport Club Officer Handbook

(Updated 7/7/26)

University of Colorado, Colorado Springs
Campus Recreation
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Fax
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WELCOME

Welcome to the University of Colorado, Colorado Springs (UCCS) Sport Club Program! This manual has been prepared to assist students with the administration of their clubs. Additionally, this is a supplement to all University of Colorado, Colorado Springs policies and procedures as outlined for student organizations. The success of the Sport Club team depends on every club officer, athlete, advisor, and coach becoming familiar with the manual contents. All club affairs must be conducted in accordance with University of Colorado, Colorado Springs and University's Clubs and Organizations policies and procedures.

The Sport Club Officer Handbook has been created to provide you with a guide to procedures and policy information as it relates specifically to your club within the department. Sport Club **Officers are required to thoroughly understand the material in this handbook prior to assuming their responsibilities and must adhere to it in the performance of their duties.**

Campus Recreation is a large and complex organization. Procedures for accomplishing our common objectives may vary between facilities and programs, but our intent remains the same. We strive to ensure a quality experience for all of our participants. As a Sport Club Officer, you are now a member of our team reaching toward this objective. We look forward to the opportunity to work together in providing recreational and leadership opportunities that foster healthy living to the University of Colorado, Colorado Springs.

CAMPUS RECREATION MISSION STATEMENT

Campus Recreation inspires lifelong wellness by providing transformative educational and recreational opportunities that enhance the UCCS experience.

CAMPUS RECREATION CORE VALUES

- Build **Community** through Authentic Relationships
- Cultivate **Leadership** through Experiences
- Foster **Development** through Education
- Inspire **Well-being** through Involvement
- Achieve **Innovation** through Creativity
- Promote **Health & Safety** through Accountability

CAMPUS RECREATION VISION STATEMENT

Promoting optimal wellness through recreational and educational experiences that enhance the health and well-being of our campus community.

SPORT CLUB PROGRAM OVERVIEW

SPORT CLUB PROGRAM MISSION STATEMENT

The UCCS Sport Club Program offers students with a passion for a particular sport the opportunity to learn more about the sport, develop additional skills while practicing or playing the sport, build character, and establish lasting friendships. These student-run organizations emphasize leadership, education and service through the sports it offers. While all Sport Clubs are competitive by nature, they also stress skill development, team-building and socialization. Sport Clubs are open to UCCS students, faculty and staff of any skill level and offer the opportunity to compete with other colleges throughout the state, region and nation.

*It is therefore our **vision**:*

- That we provide innovative and quality programming that cultivates activity and interactions among the UCCS community that enhances the quality of campus life.
- That we create environments and programs that are accessible and welcoming for all to engage, learn, develop, and play.
- That we consciously link our purpose to the educational goals of the university community through theory, learning outcomes, and assessment.

- That we contribute to the development of student leaders through opportunities to practice transferable skills in communication, critical thinking, social responsibility, self-awareness, and cultural legacies.
- That we sustainably use our human, physical, and technical resources to address the needs of our university community.

By dedicating ourselves to this vision we are committed to cultivating student learning and development by offering collaborative and engaging programs where participants develop lifelong skills and healthy behaviors.

SPORT CLUB PROGRAM GUIDING PRINCIPLES

- Respect and Belief in Others.
- Enhance Quality of Life through Participation in Physical Activity.
- Relationships through Interactions.
- Leadership through Experiences.
- Development through Education.
- Enrich through Collaboration and

STAFF RESPONSIBILITY

This is a breakdown of the staff's major responsibilities to help direct you to the correct person for help. All staff can help out in all areas, but these are the primary job roles.

Chris Spencer, Program Director of Sports and Youth Programs

- Event Advising and Management
- Club Finances
- Procurement, Travel and Contracts
- Equipment Management
- Marketing Development
- Coaches
- Liaison to the University

Nathan Marks, Program Assistant of Sports and Youth Programs

- Office Supervisor
- Travel Advising and Reservations
- Purchase Requests and Club Finances
- Player compliance
- Facility Requests

Casey Doronkina, Program Assistant of Sports and Youth Programs

- Office Supervisor
- Travel Advising and Reservations
- Purchase Requests and Club Finances
- Player compliance
- Facility Requests

ADMINISTRATIVE SUPPORT

SPORTS AND YOUTH PROGRAM DESK & BACK OFFICE

The Sports and Youth Program Desk is your resource for everything Sport Clubs related. The Desk will be open each Fall and Spring semester (hours may vary). The best way to reach someone from the sports desk is to schedule an appointment. Please check the Campus Recreation website for more information. Located at the Sports Desk and in the Back Office for your use are:

- Computers
- Copier
- Telephone 719-255-7599
- Fax 719-255-7514
- Equipment Check-out

IMPORTANT INFORMATION

Club Mail Address
University of Colorado, Colorado Springs
Attention: YOUR CLUB
Campus Recreation
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918

STAFF PHONE NUMBERS AND EMAIL ADDRESSES

Program Director of Sports and Youth Programs	719-255-7516	cspence2@uccs.edu
Program Assistant/Sport Clubs	719-255-7599	sports@uccs.edu

OTHER RESOURCE PHONE NUMBERS:

Sports Desk	719-255-7599
Campus Recreation Guest Services Desk	719-255-7515
Campus Security (**non-emergency**)	719-255-3288
University Police (**emergency**)	719-255-3111
Wellness Health Center	719-255-4444

OFFICE INFORMATION

COMPUTERS

USER LOGINS

- Sports Desk: UCCS login and password

GRWC117-P KONICA MINOLTA PRINTER/COPIER/SCANNER/FAX

The Campus Recreation machine in the Back Office has the following black and white capabilities:

- Printing from department computers

- Copy up to 50 per project front/back, staple, etc.
- Scan to an email address
- Fax: Press Fax button, dial 9, 1 (3 digit area code), the 7-digit fax number

SPORT CLUBS

WHAT ARE SPORT CLUBS?

Sport Clubs are classified as a Recognized UCCS Club that has been admitted to the UCCS Sport Clubs Program by official letter. UCCS Sport Clubs being Recognized Clubs and are for all purposes a part of UCCS. Recognized Clubs are governed by and responsible for following all University Standards, Policies, and processes, including financial and administrative responsibilities for its activities. A Recognized Club operates under UCCS's Tax Identification Number (TIN) or CU Foundation's TIN and its activities are considered department activities. General Administrative Recharge (GAR) is a tax rate of 9% that applies to all purchases and requires annual reporting. Recognized Clubs also receive the following University benefits:

- The use of "UCCS" in the club name.
- The use of the UCCS logo.
- Direct oversight by full-time staff member.
- Priority for all Campus Recreation spaces compared to general UCCS organizations.

Sport Clubs provide students positional roles of leadership as official volunteers of UCCS. Departments fully support the success of the student club through supervision of its members, professional development, mentoring and advising. Sport Clubs are comprised entirely of UCCS students (not including coaches or volunteers) or as determined by the department.

There are two classifications of Student Organizations through Student Life. A Registered Student Organization and a Recognized Student Organization. Once a Club/Organization is accepted into the Sport Clubs Program they become classified as a Recognized Student Organization.

LIST OF ACTIVE SPORT CLUBS

1. Clay Targets
2. Cycling
3. Dance
4. eSports
5. Figure Skating
6. Ice Hockey
7. Lacrosse, Men's
8. Rugby, Men's
9. Rugby, Women's
10. Soccer, Men's

11. Soccer, Women's
12. Swimming
13. Tennis
14. Volleyball, Men's
15. Volleyball, Women's

ORGANIZATION AND STRUCTURE

GET ORGANIZED

All of the officers of the club need to meet and get organized. The best way to do this is to define the roles of all of the officers in the club together. The following are examples of officer roles that you may want to use for your club, however, you are strongly advised to build your club to best suit your needs:

President
- Provides the overall direction to the club
- Overseeing the work of the other officers and ensuring they work together as a team
- Serves as a liaison between the club, its faculty advisor, and Campus Recreation
- Schedules and runs organizational meetings
- Monitors the activities of the club, ensuring compliance with UCCS Policies and Procedures affecting the club as well as the club's constitution
- Provide the Coordinator with semester and annual reports on club activities

Vice President
- Acts in place of the president when necessary
- Oversees committee chairpersons and the work of the committee
- Often heads special projects/committees such as fundraising drives, tournament arrangements, publicity and promotion campaigns, etc.

Secretary
- Handles club correspondence such as match and tournament scheduling with other schools and teams or communication with conference and association personnel
- Maintains membership lists
- Maintains all club files and records
- Keeps the membership informed of upcoming events, and distributes meeting minutes and other pertinent information to the membership

Treasurer
- Manages and records all financial transactions of the organization
- Keeps detailed records of the club's financial transactions
- Establishes the annual budget for the organization in consultation with other club officers
- Reports the financial status of the club to the membership

Note: These are very basic role definitions and should be tailored to your particular needs. Many clubs may want to have an officer for fundraising or for race/tournament/game coordination.

Once you have defined all of the officer's roles for your club, create a task list for each officer. This will give the individual officers precise 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:

- Recruit new members – all officers/coordinated by President
- Coordinate and run club meetings – President
- Take meeting minutes - Secretary
- Set up competition schedule for the term or the year – Vice President
- Set up practice location and times – Vice President
- Run practices – President or Coach
- Coordinate travel to/from competitions - President
- Fundraising – Vice President
- Attend club officer meetings – President, Vice President, Secretary, Treasurer
- Purchase needed equipment – Treasurer
- Collect dues and deposit into earned account – Treasurer

In addition to a task list, develop a list of goals the club would like to accomplish over the year and develop a plan and timeline for how to successfully complete those goals together. An example is shown below:

SPORT CLUBS OPERATING PROCEDURES

ANNUAL CLUB RECOGNITION

Once a Sport Club has been granted and maintains full status with the Sport Clubs Association, the Sport Club must annually renew its status by meeting the following requirements each academic year:

1. Club is in good standing with the Sport Clubs Association.
2. Submit Sport Club Annual Registration and Agreement by September 1st.
3. Registration and Agreement form is on the online Officer Resources page under Administrative Forms.
4. Agree to the Sport Clubs Agreement detailing the nature of the relationship with UCCS and Campus Recreation.
5. Current constitution on file with Sport Clubs Program by September 1st.
    a. Annually review club constitution and email to sports@uccs.edu.
6. Attendance at Sport Clubs Officer Fall Training is required. All team officers (3) must attend or arrange for attendance to the make-up training.
7. Adhere to all Sport Clubs Program, Campus Recreation and UCCS Policies and Procedures governing club related activities. Agree to comply with Standards of Conduct for Recognized Student Organizations and maintain accountability for University policies and guidelines.
8. Maintain 100% UCCS student membership (not including coaches and volunteers) and faculty/staff/affiliates who are Recreation Members.

9. Maintain a minimum UCCS Fee Paying Student roster for safe participation in the specific sport (as determined by the Sport Clubs program) and a minimum of 5 if not specified by sport.
10. Verify accuracy of currently active UCCS student members on the official online Sport Club Roster (FusionClub).
11. Maintain financial accountability to the University for all University funds, player dues and fundraising monies received. These funds must be maintained through the Sport Clubs Program. Outside bank accounts or neglecting to deposit funds is not allowed. All club accounts must start the year in the positive (out of debt).
12. Maintain good standing with the University, all governing boards within the University to which the organization belongs and all chartering, sponsoring or governing organizations with whom the organization affiliates.
13. Report any travel or events through FusionClub.
    a. Officer Resources, Travel Forms online form submission: Travel Plan must be submitted 4 weeks in advance of trip that requires accommodations (2 weeks for trips that do not) and Travel Roster 24 hours in advance of the event or travel.

Any club's failure to adhere to these annual requirements will be placed on probation and remain inactive until the requirements are completed.

CLUB STATUS

FULL STATUS

Full Status Sport Clubs have fulfilled all requirements of Annual Sport Clubs Recognition and are eligible for unrestricted participation. Full Status Sport Clubs may request campus facilities, apply for SGA funding, and access their University Club accounts. Full Status clubs have demonstrated adequate interest, organization, motivation, and leadership beyond the club's founding members. Participation in league and national governing body competition is allowed.

ASSOCIATE STATUS

Associate Status clubs refers to the clubs who have fulfilled all requirements of Sport Clubs Recognition and are active. This generally refers to new clubs seeking membership. The Sport Clubs Program can provide advisement, office resources, second priority to facility space, and apply for funding through SGA allocation. Associate Status club may take advantage of other services offered through the Sport Clubs Program.

Associate Status clubs will be promoted to Full Status as a means to qualify for full participation and access to facilities. A waiting period of **one academic year** exists before promotion for Full Status will happen.

Associate or Full Status Clubs not meeting Sport Clubs Program Recognition requirements will be listed on probation for the following semester. Their probation status will be reviewed at the end of their probation semester before consideration back to Associate Status. Clubs remaining on probation for multiple semesters will be removed from the Sport Clubs Program.

PROBATION

Probationary Status refers to the Sport Clubs who were previously active and Full Status or Associate Status but have failed to meet the Annual Sport Clubs Recognition requirements. Probation Status clubs are not eligible to compete, reserve space or access funds until the missing requirements are met. Along with meeting all recognition requirements, a meeting with the Program Director of Sports and Youth Programs is necessary for all clubs prior to transitioning from Probationary Status to Associate or Full Status.

CREATING A NEW SPORT CLUB

APPLICATION AND REQUIREMENTS

Not all student organizations engaged in a sport activity are, or can be, recognized as members of the UCCS Sport Clubs Program. Being able to be added in the program is dependent upon proven continued interest in the activity, capabilities for sustaining such interest in the UCCS student community, and the ability of the Campus Recreation to meet club needs via the Sport Clubs Program. Student organizations should not view membership in the Sport Clubs Program as an avenue to recognition or facility access. Funding, administrative support and facility access are not guaranteed and more appropriate avenues for those items may exist elsewhere.

Membership in the Sport Clubs Program provides student organizations with direct access to a variety of services offered through Campus Recreation. The SYP Staff serves as advisors to clubs with their day to day operations, events, budgeting, scheduling, promotional advice, and ensures a safe and responsible experience.

Club teams are **required** to use the term "Club" in the name of their team. For example, Volleyball Club.

To apply for Sport Clubs Recognition and Associate Status a club must fulfil the following requirements.

1. Submit New Sport Club Application and Agreement located online on the Officer Resources page under Administrative Forms.
2. Agree to the Sport Clubs Agreement detailing the nature of the relationship with UCCS and Campus Recreation.
3. Submit a club constitution to the Sport Clubs Program
    a. Email to sports@uccs.edu for submission and posting on the Sport Clubs website.
4. Officer must attend an officer training and on-boarding with the Sports Programs staff. All team officers (3) must attend.
5. Adhere to all Sport Clubs Program, Campus Recreation and UCCS Policies and Procedures governing club related activities. Agree to comply with Standards of Conduct for Recognized Student Organizations and maintain accountability for University policies and guidelines.

6. Establish projected 100% UCCS student membership (not including coaches and volunteers) and faculty/staff/affiliates who are Recreation Members.
7. Establish and maintain a minimum UCCS Fee Paying Student roster for safe participation in the specific sport (as determined by the Sport Clubs program) and a minimum of 5 if not specified by sport.
8. Submit and verify accuracy of currently active UCCS student members on the official online Sport Club Roster.
9. Submit a detailed Budget Packet with projections for the remainder of the current FY (fiscal year) and the following FY.
10. Maintain financial accountability to the University for all University funds, player dues and fundraising monies received. These funds must be maintained through the Sport Clubs Program. Outside bank accounts or neglecting to deposit funds is not allowed. All club accounts must start the year in the positive (out of debt).
11. Establish communication and understanding of operating procedures, policy and acceptance for all chartering, sponsoring or governing organizations with whom the club wishes to affiliate with for competition.
12. Present fulfillment of the proceeding 11 requirements to the Sport Clubs Association for recommendation of approval status to UCCS Campus Recreation Leadership.

COMPETITION ELIGIBILITY DEADLINES:

Club application and requirements for recognition must be met by the following deadlines to be eligible for competition in the designated semester, also at the SYP team's discretion.

Application Acceptance (All Requirements met by) Date	Eligible for Fall Semester Competition	Eligible for Spring Semester Competition	Eligible for Upcoming Fall Semester Competition
November 1st	No	Yes	Yes
April 1st	N/A	No	Yes

SPORT CLUBS MEMBERSHIP POLICY AND PROCEDURE

INDIVIDUAL MEMBER REQUIREMENTS

1. Currently enrolled undergraduate and graduate students at the University of Colorado Colorado Springs are eligible to participate in the Sport Clubs Program.
2. UCCS faculty, staff, other employees, and affiliates may purchase a membership from Campus Recreation to participate in the Sport Clubs Program. Faculty and staff may not receive any direct benefits from Student Fees. (e.g. individual memberships to national governing bodies, individual entry fees, etc.), nor may they hold officer positions in the club or have voting privileges.

3. **Each Sport Club participant must have a completed online registration** for the Sport Club they wish to participate with PRIOR to any participation. This registration includes a release and waiver of liability, code of conduct, and physical.
    a. Online Sport Club Player Registration: [Fusion Club - Login (fusionfamily.com)]
4. The UCCS Sport Clubs Program requires **ALL** Sport Club participants to complete a one-time physical examination no later than two weeks following call outs and/or first organized club practice.
5. Club and participating members must adhere to UCCS, Campus Recreation, and Sport Clubs Program policies, procedures, expectations, and code of conduct.
6. Clubs should contact their sport's governing body to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
7. Individual club and participating members are responsible for paying dues in a timely manner to the club in which they participate.
8. Community members or students at other schools are NOT eligible to participate in the UCCS Sport Clubs Program.
9. The UCCS Sport Clubs Program will not support any exclusion to participate on the basis of age, color, disability, identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.
10. No eligible participants can be restricted or cut from a Sport Club or told they are not allowed to participate with the club by another member, coach or faculty advisor.
11. Club officers or coach(s) reserve the right to choose to form a traveling team from its members, since only a certain number can realistically participate in competition. Each club is responsible to work out a fair and equitable method that accommodates all of its members' needs.
12. Graduated students without a Campus Recreation 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. Student Fees funds may not be used to support graduated/alumni members.

ATHLETE PARTICIPATION REQUIRMENTS

Sport Club	Sport Registration Required	Athlete Physical and Medical Clearance Required
Clay Targets	Y	
Cycling	Y	Y
eSports	Y	
Dance	Y	Y
Figure Skating	Y	Y
Ice Hockey, Men's	Y	Y
Indoor Climbing	Y	

Rugby, Men's	Y	Y
Soccer, Men's	Y	Y
Soccer, Women's	Y	Y
Tennis	Y	Y
Volleyball Men's	Y	Y
Volleyball, Women's	Y	Y
Swimming	Y	Y

Primary Priority
Ice Hockey
Lacrosse, Men's
Soccer, Men's and Women's
Rugby, Men's and Women's
Seondary Priority
Volleyball, Women's
Volleyball, Men's
Tennis
Cycling
Figure Skating**
Swim
Dance
Tertiary Priority
Clay Targets
eSports
Key
**EMT/Paramedic required in attendance*
*** Physician recommended in attendance*
^ Not active
The table above lists recommendations for HOME event, game, and tournament ATC/medical coverage for UCCS Club Sports. Club Sport teams are listed in sequential order of recommended priority coverage. These recommendations were made in accordance with NGB requirements and recommendations, NATA Recommendations and Guidelines, and risks associated with each Club Sport. Club Sport teams may request Athletic Training coverage for Home/hosting events. Requests should be submitted no later than 1 month prior to game/event and coverage may be provided based on availability.

ACTIONS TAKEN WHEN INELIGIBLE PARTICIPATION OCCURS

1. Individual club members are not considered a member and eligible for participation until the FusionClub registration has been completed and approved and a Physical test (if required for Club) has been submitted to the Sport Clubs staff.

2. Ineligible participants will be reported to the Sport Clubs Executive Committee for further disciplinary action.

DISCRIMINATION AND HARASSMENT POLICY

Reason for Policy: To foster a climate that encourages prevention and reporting of protected class discrimination and harassment, the University will provide prevention efforts and respond to all reports promptly, provide interim protection measures to address safety, and recognize the inherent dignity of all individuals involved.

The University of Colorado Colorado Springs is committed to providing an environment where all individuals can achieve their academic and professional aspirations free from unlawful discrimination or harassment based on protected class status. Further, it is critical to this commitment that anyone who believes they may have been the target of protected class discrimination or harassment in the context of University educational programs, activities, or employment, to feel free to report their concerns for appropriate investigation and response, without fear of retaliation.

The University prohibits unlawful discrimination and harassment based on protected class and related retaliation. The University defines “protected classes” to include the following: race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, identity, veteran status, political affiliation or political philosophy. This prohibition applies to all students, faculty, staff, contractors, patients, volunteers, affiliated entities, and other third parties. Any violations may be subject to disciplinary action, up to and including, expulsion or termination of employment, as applicable. The University will consider what appropriate potential actions should be taken, including contract termination and/or property exclusion, regarding third party conduct that is alleged to have violated this policy; however those options may be limited depending on the circumstances of the arrangement.

Reporting a Complaint of Protected Class Discrimination or Harassment:
An individual may make a complaint of or report alleged protected class discrimination or harassment to the “OIE”, including the Title IX Coordinator or designee. More information can be found here.

For the entire policy please visit: Discrimination and Harassment Policy

PARTICIPATION

The Sport Clubs Program supports and advocates for collaboration of members of all identities. All members of the Sport Clubs Program may participate in accordance with their expressed identity regardless of medical intervention or the sex indicated in official school records.

NATIONAL GOVERNING BODIES

It is important to identify additional eligibility guidelines distinguished by a Sport Club's National Governing Body or League before members participate. National Governing Body and League eligibility guidelines may require specific hormone therapy for collegiate athletes participating in competition or events. If club members have questions about these additional eligibility guidelines, they should contact their National Governing Body. If further assistance is needed contact the Sport Clubs Program Assistant or Manager.

COMPETITION AT ANOTHER INSTITUTION

If a Sport Club member requires specific accommodation to ensure access to appropriate changing, showering, or bathroom facilities, the Sport Programs Staff, and/or coach, in consultation with the sport club member, should notify their counterparts at other schools prior to 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 discussion 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 identity and medical information shall be maintained confidentially and in accordance with applicable state, local, and federal privacy laws. In accordance with the Family Education Rights and Privacy Act (FERPA), the information about an individual student's identity and medical information may be shared only with those who have a legitimate need to know and will be determined on a base by case basis.

FACILITIES

All individuals using UCCS and Campus Recreation facilities; whether visiting athletes, Sport Club members, or other participants, shall have access to the changing, shower, and toilet facilities in accordance with their identity.

SPORT CLUBS MEMBERS PARTICIPATING IN INTRAMURALS

There are currently no restrictions on Sport Club members participating in Intramurals. Please keep in mind that as a Sport Club athlete you are held to a higher standard. Do not act in an inappropriate manner. If severe enough, your actions may affect your status as a Sport Club athlete.

SPORT CLUBS CODE OF CONDUCT AND WAIVER OF LIABILITY

ONLINE REGISTRATION

Club members can register to participate with a Sport Club by completing the player Registration on FusionClub. Please reference the following the steps to "join a club" online at: https://www.uccs.edu/recwellness/campus-rec/club-sports/join-a-club

SPORT CLUBS EXPECTATIONS & CONDUCT

CLUB OFFICER EXPECTATIONS

The Sport Club Program offers a great opportunity for groups to excel at what they do best: compete! Club officers must assume the highest level of expectations to ensure success of their Sport Club and the Program. All Sport Club Officers must adhere to the following expectations:

1. Communication: As a student organization, communication is vital to the success between the Sport Club Officers and members as well as the Sport Club Program Staff.
    - Communication also involves checking the club's compliance roster and efficiently replying to weekly phone calls and email inquiries.
2. Read and understand the contents of Sport Clubs Handbook.
3. Attend all Sport Club trainings and meetings.
4. All student Sport Clubs members are eligible to hold office.
5. Submit all required forms on time and completed.
    - Practice requests (online form)
    - Home Event Registration (online form)
    - Travel Requests through FusionClub
    - Purchase Request (online form)
    - Annual Club Registratoin (online form)
    - Semester reports and evaluations (online form)
    - Budget Packet (yearly .excel)
6. Always ensure all club members are acting in proper conduct and professionalism as you are representing the University of Colorado Colorado Springs and Campus Recreation.
7. Ensure all Sport Clubs members are Registered on FusionClub and have submitted a physical to the Wellness Center (if required by risk level ranking).
8. Inform club members of policies, procedures, expectations, Code of Conduct, emergency procedures, and other regulations that must be followed.
    - Sport Clubs Officers need to accept responsibility for the actions of their club members.
9. Ensure club is compliant with UCCS, Campus Recreation, and Sports and Youth Programs policies, rules, procedures and guidelines.
10. Ensure club is compliant with local, regional, and/or national governing associations.
11. Assure all club financial accounts and budget obligations are met.
12. Arrange all facility reservations for club functions through the Sport Clubs Program Staff.
13. For all club practices, games, or activities to occur, an officer or coach must be present during the entire duration of the activity.
14. Inspect facilities prior to all practices, games, or activities for safety and maintenance needs.
15. Leave facilities at requested time with appropriate clean-up.

16. Equipment and supplies are returned cleaned and in "appropriate" condition.
17. Notify Sport Clubs Programs Staff of all changes or updates to event schedule, practices, games, fundraising events, purchases, promotional materials, or any other club related activities.
18. During all Sport Clubs travel, officers must adhere to the following guidelines:
    - Vehicles are inspected before leaving.
    - Obey and follow all vehicle laws.
    - All passengers have seat belts on at all times.
    - Cargo is safely stored.

CLUB CONDUCT

The basic concept underlying UCCS Sport Clubs Program's standard of conduct is that students, by participating, are assuming an obligation to conduct themselves and their organizations in a manner compatible with the University's mission and exemplify the principles of honesty and integrity. Individuals must always act in a way which does not detract from the reputation of the University, both on and off the field of play. Failure of Sport Clubs and individuals to adhere to a responsible standard of conduct will result in disciplinary action set forth by the Sport Clubs Executive Committee.

The University of Colorado Colorado Springs Sport Clubs members are obligated to abide by all policies, rules, and requirements of the University: UCCS Policies

CODE OF CONDUCT AGREEMENT

The Code of Conduct Agreement and the University of Colorado Colorado Springs (UCCS) Student Code of Conduct serve as a guideline for how individuals are expected to behave when participating in UCCS Sport Clubs sponsored or endorsed activities. All club members participating in an event sponsored or endorsed by UCCS are representing their club and the University at all times. Sport Clubs members are expected to represent themselves and their club with sportsmanship-like and moral behavior before, during, and after any Sport Club activity. Through the Sport Clubs Player Registration process each participating member will agree to the Sport Clubs Code of Conduct prior to participation.

Student Code of Conduct Policies and Procedures: Student Conduct | Office of the Dean of Students (uccs.edu)
Examples of inappropriate behaviors include but are not limited to the following:

CODE OF CONDUCT GUIDELINES

Participants shall not:

- Engage in illegal use, possession, or distribution of drugs or illegal substances, except for medical purposes, while traveling, competing, socializing and/or using facilities including lodging spaces

- Consume alcohol or use of marijuana while at any club activity including, but not limited to traveling (from the time the club leaves campus to the time it returns), competing, or as a spectator
- Violate any traffic violations when traveling to competitions
- Engage in hazing, harassing, or threatening actions which intentionally subject another person to offensive physical contact, physical injury, property damage, or which specifically and intentionally insult another person in his or her immediate presence with words or gestures when a reasonable person would expect that such an act or actions would provoke a violent response. (These actions, when based on race, color, national origin, religion, age, disability, marital status, sex, sexual orientation, or identity are among the forms of prohibited behavior.)
- Violate any University of Colorado, Colorado Springs or host University rules or policies
- Enter into any agreements on behalf of the university
- Any prohibited student conduct in which is listed in the Student Code of Conduct Policies and Procedures.
- Exhibit rude, or otherwise unprofessional behavior in communication with the SYP Office.

Violations of the Code of Conduct Agreement may result in one or more of the following (this is not a complete list):

- Loss of funding, facilities, practices or competitions
- The removal of offending team members and restriction from future participation, for at least a specified period of time
- Participation in a team building workshop or other required educational activities or programs of community service

Team Responsibilities will include:

- Educate club members of the Code of Conduct Agreement and consequences of misconduct.
- Ensure that all team members adhere to the Code of Conduct Agreement.

The Clubs Sports Executive Committee will decide all disciplinary actions against clubs that violate this agreement. Depending on the severity, incidents may be forwarded directly to the SYP Administrative Staff or UCCS Dean of Students Office.

BULLYING PROCEDURE

UCCS is committed to maintaining a working, learning, and social environment in which the rights and dignity of all the staff, faculty, and students of the University community are respected. Among the many things we do to maintain such an environment, the University prohibits behaviors that rise to the level of bullying as described below.

Although media reports often call unwanted, aggressive behavior among young adults "bullying" this is not exactly accurate. Many state and federal laws address bullying-like behaviors in this age group under very serious terms, such as hazing, harassment, and stalking. Many of these behaviors are considered crimes under state and federal law and may trigger serious consequences after the age of 18.

Victims of bullying suffer from a wide range of psychological and school-related problems, including depression, anxiety, low self-esteem, chronic absences, and trouble concentrating. If you or someone you know is a victim of bullying, you are not alone. There are a number of resources you/they can use to get help. To learn more, see the links below that will provide more information about bullying in general and the resources that are available.

Bullying is generally defined as an intentional act that causes harm to others, and may involve the following:

- Verbal harassment
- Verbal or non-verbal threats
- Physical assault
- Stalking
- Or other methods of coercion such as: manipulation, blackmail, or extortion.

It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Bullying occurs in a variety of contexts, such as schools, workplaces, political or military settings, and others.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include:

- Mean text messages or emails
- Rumors sent by email or posted on social networking sites
- Embarrassing pictures, videos, websites, or fake profiles

Concerns about violations of this policy can be directed to the University's OIE for consultation and possible investigation.

More information about the dynamics and effects of bullying is available through the Public Safety Bullying Site

HAZING PROCEDURE

Any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization regardless of their willingness to participate. Hazing includes but is not limited to:

- Forced and prolonged physical activity.
- Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amounts for human consumption or forced consumption of any substance not generally intended for human consumption.

- Prolonged deprivation of sleep, food, or drink.
- Humiliation and degradation.

To review the full policy, please go to the hazing section of the Student Conduct | Office of the Dean of Students (uccs.edu) page.

SEXUAL MISCONDUCT POLICY

Sexual misconduct: Means the following unwelcome conduct based upon an individual's sex or identity - sexual assault-non-consensual sexual intercourse, sexual assault - non-consensual sexual contact, sexual exploitation, sexual harassment, intimate partner abuse, identity/sex-based stalking and any related retaliation.

Sexual misconduct, as defined below, is a form of sex discrimination. The University of Colorado ("University") is committed to providing an environment where all individuals can achieve their academic and professional aspirations free from sex discrimination. Further, it is critical to this commitment that anyone who may have been the target of or has experienced sexual misconduct in the context of University educational programs, activities or employment, to feel free to report their concerns for appropriate investigation and response, without fear of retaliation. To foster a climate that encourages prevention and reporting of sexual misconduct, the University will provide prevention efforts, educate the community, respond to all reports promptly, provide interim protection measures to address safety and recognize the inherent dignity of all individuals involved.

The University prohibits any of the following, collectively referred to as "sexual misconduct," and further defined in the Sexual Misconduct Policy
(1) Sexual assault - non-consensual sexual intercourse; (2) Sexual assault - non-consensual sexual contact; (3) Sexual exploitation; (4) Intimate partner abuse (including domestic or dating violence); (5) identity/sex-based stalking; (6) Sexual harassment; and (7) Retaliation as related to any form of sexual misconduct in subsections A (1)-(6).

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

This prohibition applies to conduct that occurs on campus. It also applies to off-campus conduct, including on-line or electronic conduct, if the conduct (1) occurred in the context of an employment or education program or activity of the University or (2) has continuing adverse effects on campus.
The University takes prompt and effective steps reasonably intended to stop any form of sexual misconduct, eliminate any hostile environment, prevent its recurrence and as appropriate, remedy its effects

Assistance, support and reporting for issues of sexual misconduct and other grievances will go through the OIE.

Sexual Misconduct Policy: [APS 5014 - Sexual Misconduct, Intimate Partner Violence, and Stalking | University of Colorado (cu.edu)]

AMOROUS RELATIONSHIPS POLICY

The University Amorous Relationships Policy can be found here.

Amorous relationships will sometimes develop between members of the University community, whether faculty members, students, administrators or staff. This policy requires that direct evaluative authority not be exercised in cases where amorous relationships exist or existed within the last seven years between two individuals, whether of the same or opposite sex.
Problems often arise with amorous relationships in situations where one party is the supervisor and the other the supervisee. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised.

Further, amorous relationships between parties of unequal power greatly increase the possibility that the individual with the evaluative responsibility, typically a supervisor or a faculty member, will abuse her/his power and sexually exploit the student or employee. A relationship which began as consensual, may in retrospect be seen as something else by one or both of the parties.

Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student's or employee's interest at the expense of others and implicitly makes obtaining preferences contingent upon romantic or sexual favors. This policy, consequently, is intended to:
(1) establish a reporting structure to protect participants in these relationships from violations of University conflict of interest guidelines; and
(2) provide direction concerning how to terminate evaluative responsibilities between the two parties in the reported relationship.

DISCIPLINING CLUB MEMBERS

Clubs can:

- Comply with disciplinary rules set by the club in regard to participation (i.e. game suspensions and participation levels in specific events/games).
- Follow disciplinary action (suspension, probation, and disqualification) placed on the member(s) of the club by Campus Recreation and the Sport Club’s governing body.
- Discipline club member(s) for behaviors that have a negative effect on fellow club members or club.
- Discipline club member(s) for behaviors that threaten their own safety or the safety of fellow club members.

Clubs cannot:

- Choose not to comply with club participation rules.
- Suspend club members from participating in more than two (2) games. *
- Verbally or physically abuse club member(s).

- Use physical condition drills as punishment.
- Discipline club members who cannot participate in scheduled club events that conflict with other academic or personal obligations.
- Apply a penalty without reasonable justification.

*If a coach feels that a longer suspension of a club member(s) is warranted, the Sport Club Programs Staff must be informed.

In instances where a club does not have its own member-specific disciplinary guidelines, the club will adhere to the disciplinary guidance by the Sport Club Program. These procedures are administered by the Sport Club administrative staff and may include, but are not limited to, suspension or removal of the club, depending on the nature and severity of the infraction.

LEADERSHIP POINTS

Leadership points are used to promote compliance with Sport Club Program policies. They are used in several ways, including Sport Clubs discipline and Sport Club Awards. Clubs have the opportunity to earn and lose leadership points based on meeting, not meeting, or exceeding Sport Club requirements.

Leadership Points are broken down into three categories: Required Leadership Points, Bonus Leadership Points, and Leadership Penalties. The Leadership Point database can be found on the Officer Resource page.

REQUIRED LEADERSHIP POINTS

Required Leadership Points: Clubs will not earn points if they do not meet these deadlines or attend these meetings, and could potentially lose more points for failing to turn in anything at all or make-up a meeting as outlined in the Leadership Penalties section. The Sport Club Programs Staff has the discretion to add Required Leadership Points if necessary.

<u>Fall Semester Required Leadership Points</u>

- Submitting Semester Goals to Sport Coordinator - Deadline August 23rd 5 Points
- Fall Officer Training (All officers required) – Dates August 25th or August 27th 50 Points
- Club Re-Registration – September 1st 10 Points
- Scheduling Fall Semester Monthly Meetings – Deadline September 3rd 10 points
- 50% or More Officers Present at Fall Semester Monthly Meetings – Recurring 10 points per meeting
- 50% or More Officers Attending Club Association Meeting – Dates September 4th, October 16th, November 13th 10 points per meeting.
- Fall End of Semester Report – Deadline December 13th 15 Points
- Fundraising Requirement – December 13th 5 Points
- Fall Club Equipment Inventory – 10 Points
- Spring Semester Practice Request – Deadline November 1st 5 Points

<u>Spring Semester Required Leadership Points</u>

- Schedule Spring Semester Monthly Meetings – Deadline January 24th 10 points
- 50% or More Officers Present at Spring Semester Monthly Meetings – Recurring 10 points per meeting
- 50% or More Officers Present at Club Association Meeting – Dates TBD 10 points per meeting
- New Officer Elections – Deadline March 12th 10 points
- Transition Training (All New Officers) – Dates TBD 10 points
- Spring End of Semester Report - Deadline May 9th 15 Points
- Spring Club Equipment Inventory – 10 Points
- Fundraising Requirement – Deadline May 9th 5 Points
- Summer Practice Request (when applicable) – Deadline May 9th 5 points
- Fall Practice Request – Priority Deadline June 13th. Secondary Deadline August 1st 5 points

BONUS LEADERSHIP POINTS

Bonus Leadership Points: Clubs have the opportunity to earn additional Leadership Points by consistently meeting or exceeding Sport Clubs requirements. The Sport Club Programs Staff and the Sport Club Committee have the discretion to give Bonus Points as they deem appropriate. Below is a list of Bonus Point opportunities:

- RecFest Attendance 10 points
- Having all officers at each Monthly Meeting each semester 5 points per meeting
- Having an officer attend an optional Sport Club workshop 15 points
- Having all new/returning officers attend Transition Training 10 points per training day
- Earning every Required Leadership Point for each Semester 20 points
- Supplying 10 quality action photos to the Sport Club Program Staff 10 Points
- Supplying 1 quality video to the Sport Club Program Staff 10 points
- Having all current and new officers attend Sport Club Banquet 20 points

LEADERSHIP PENALTIES

Leadership Penalties: Clubs can lose additional leadership points for not fulfilling their Sport Club requirements or obligations. The Sport Club Programs Staff and the Sport Club Committee have the discretion to give Leadership Penalties as they deem necessary.

Below is a list of Leadership Penalties including, but not limited to:

- Failure to fulfill "Required Leadership Point" at deadline with additional penalties for each additional week not meeting deadline
- Failure to complete Fall Officer Training make-ups during scheduled make-up period – minus 20 Points
- Failure to timely notify Sport Club Programs Staff about cancelled practice, event, or travel – minus 10 Points for each offense. Repeat offenders will be subject to fines.
- Failure to check out a first aid kit within the first 2 weeks of the semester - minus 10 points
- Failure to check in first aid kits before the start of finals week each semester - minus 10 points.
- Failure to return hotel/rental vehicle receipts within 2 business days of return – minus 15 points.
- Failure to complete the Event Debrief within 2 business days after the event – minus 10 points

- Failure to complete club paperwork on time (Driver Authorizations, Travel Itinerary, deadlines set by staff to complete transactions, etc.) - minus 20 points.
- Making unauthorized changes to an event within four days of event - minus 10 points.
- Failure to comply with UCCS and Sport Clubs Program policies and procedures – minus 10 points for each offense. Repeat offenders will be subject to fines.

Clubs may additionally be required to submit and report information. These will be tracked by the Sport Club Program Staff and may not affect Leadership Points. However, clubs could receive a Leadership Penalty for not submitting requested information.

Clubs not meeting the semester requirement of 80% per semester will be under a probationary period for the following semester.

DISCIPLINARY GUIDELINES

Violation of, or non-compliance with the Sport Clubs Program's expectations, procedures, policies, University policies, or Sport Clubs standard of conduct may result in disciplinary actions prohibiting your club's participating to full capacity.

MINOR INFRACTIONS

These apply to officers and club members who are not meeting the expectations or roles outlined in the Sport Clubs Handbook and will result in not earning a Required Leadership Point or receiving a Leadership Penalty.

Examples of minor infractions include, but are not limited to the following situations:
Failure to:

- Complete Fall Officer Training make-ups during scheduled make-up period.
- Submit a cancellation request form by 12:00 PM the day of the scheduled activity about cancelled practice, event, or travel.
- Return hotel receipts within 2 business days of return.
- Failure to complete the Event Debrief within 2 business days after the event.
- Complete club paperwork on time (Driver Authorizations, Travel Submission, etc.)
- Not make unauthorized changes to an event within four days of event.
- Comply with UCCS or Sport Clubs policies.
- Sport Club Association Meetings.
- Contact Sport Clubs Programs Staff about fundraising, competitions, games, and shows in a timely fashion.

Note: Continued minor offenses can result in disciplinary actions typically reserved for Major Infractions in addition to loss of Leadership Points (see below for major infraction guidelines).

MAJOR INFRACTIONS

These include actions of the club and individual club members that are outside the acceptable standards of conduct or violate University, Department, and Sport Clubs Program policies and/or expectations.

Examples of major infractions include, but are not limited to the following:

- Violation of Code of Conduct Agreement.
- Display of conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Clubs Program.
- Allowing ineligible individuals to participate in club activities.
- Violation of any host University rules or policies.
- Misrepresenting the University or the mission, purpose, or goals of the organization.
- Sign any agreement or contract on behalf of the University or the club.

Disciplinary Actions for Major Infractions may result in one or more of the following (this list is not a complete list):

- Loss of funding or fines to club accounts.
- The removal of offending team member(s) and restriction from future participation for a specified period time.
- Suspension or exclusion from all or specified privileges or activities of the Sport Clubs Program.
- Participation in a team building workshop or other required educational activities or programs of community service.
- Loss of recognition as a Sport Club in the Department of Recreation.

The Sport Clubs Executive Committee will decide any disciplinary actions pertaining to Sport Club or individuals committing major infractions. Depending upon the severity of the infraction by a club or member, major infractions may be referred onto UCCS Student Conduct and other University Departments.

DISCIPLINARY NOTIFICATION (MINOR AND MAJOR OFFENSE)

The Chair of the Sport Clubs Executive Committee will notify club officers with a disciplinary letter, which will be signed by club officers and returned to the Sport Clubs Programs Office within one week. The letter will state:

- The reason for the disciplinary action.
- The length of the probation period and action served to club.
- The possible consequences the club will face if additional infractions occur.

APPEAL PROCESS

Decisions of the Sport Clubs Programs Staff and the Sport Clubs Executive Committee may be appealed to the Assistant Director of Programs by following these procedures:

- Within seven days of the date on the disciplinary action, a written notification from the club President or Representative to the Assistant Director indicating the reasons for the appeal must be submitted.
- The Assistant Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Sport Clubs Committee. Parties involved will be notified of the appeal results in writing.

SPORT CLUBS TRAINING/DEVELOPMENT

Throughout the year the Sport Clubs Programs Staff will be tasked with playing a role in a number of training sessions, officer meetings, and Sport Clubs Executive Committee meetings. It is required to have a working knowledge of the general format of all meetings and a willingness to take on a variety of responsibilities relating to them.

ONLINE OFFICER BASE-LINE TRAINING (CANVAS PLATFORM)

Prior to Annual Sport Club Team Recognition (or new club application) approval, **ALL** club officers must review the online Sport Clubs officer base-line training and pass the associated training quizzes. The online training will be hosted on the UCCS Canvas site. All users can access canvas with their UCCS username and password. All active Sport Clubs officers will have access to the Sport Clubs course content and quizzes. The online training serves as an introduction or refresher course for new or returning Sport Clubs officers over administrative topics, policies and procedures. The remaining topics and hands-on participatory learning will be conducted in the Fall Officer Training in-person session and also the Spring Officer Training (online). See Sport Clubs Calendar located on the Sport Club resources section of the website for specific dates.

FALL OFFICER TRAINING (IN-PERSON)

The Fall Officer Training is a one-day seminar before the first week of fall term that serves as an introduction or refresher course for new or returning Sport Clubs Officers over topics ranging from program organization, club policies and procedures, and disciplinary actions. Attendance is required of at least three club officers, as the time is also used for individual clubs to discuss their goals and organize for the coming year.

MONTHLY OFFICER MEETINGS

These meetings are an opportunity to hand out information, answer questions, and check in with each Sport Club. Staff will be responsible for facilitating these meetings, which will be held once per month during the academic year and will typically last one hour. Staff will schedule monthly meeting times based on officer availability that will require the most attendance among the club officers. If the majority of officers cannot be in attendance for a scheduled meeting, they must contact the Sport Clubs Programs Staff to reschedule. Clubs failing to do so are considered unexcused and will face disciplinary action.

SPORT CLUBS ASSOCIATION MEETINGS

These meetings are an opportunity to hand out information, answer questions, present new ideas, and discuss major topics in a forum that includes all clubs in attendance. The meetings are held once each term during the academic year and typically last one hour. Each club is required to send at least 50% of thier officer group to represent them, although more are recommended. Clubs failing to do this are considered unexcused and will face disciplinary action.

OFFICER TRANSITION TRAINING

In spring semester of each year, the Sport Clubs Program holds required training sessions to introduce new officers to the program and ensure continuity from year to year in the program. Each training session will include two parts; one for only new officers and the other for all officers.

- 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, introductions of the Sport Clubs Programs Staff, etc.
- The second part will provide time for each club to hold discussion to set goals for the next year and allow for old officers to pass on any club specific knowledge they may wish to share.
- These meetings will be moderated and facilitated by the Sport Clubs Programs Staff.

WORKSHOPS

Throughout the year, the Sport Clubs Programs staff will host various workshops. These workshops are meant to educate the officers on topics and procedures so they can better serve their clubs. Workshops can either be mandatory or optional. Attending mandatory workshops are worth a Required Leadership Point (New Fall 2024) and attending optional workshops are worth a Leadership Bonus Point (New Fall 2024). One officer needs to attend the workshop in order to receive the point. The Sport Clubs Program Office has the discretion to add mandatory workshops if necessary. The below list of workshops are currently available:

- Sport Clubs Budget Packet workshop (treasurers mandatory)
- Sport Clubs Marketing Workshop (optional; leadership points available)
- Sport Clubs Fundraising workshop (optional; leadership points available)
- UCCS Lead Session

SPORT CLUBS ASSESSMENT AND EVALUATION

SEMESTER REPORTS

Sport Clubs Semester Reports are an opportunity for clubs to provide the program a summary of activity, data, and feedback each semester for the staff. Staff will send the semester report reminders out via email two weeks prior to due date. Sport Clubs officers will print/download via the Officer Resources page and complete by the determined deadline.

MID-YEAR CLUB EVALUATION

Mid-Year Club Evaluation is an opportunity for the program to provide feedback to the officers about the performance of the club. Additionally, it provides an opportunity to collect feedback on program deliverables and support. Staff will send the mid-year evaluation Sign Up and form to club officers to self-reflect, evaluate their performance, and set up an individual meeting with the Sport Club staff. The Mid-Year Club Evaluation typically occurs during the first week of Spring semester. In preparation for this meeting, staff will review each club's Fall Semester Report and current club budget. During the meeting, the staff will review the club's evaluation of their performance as well as provide their feedback/evaluation. At the end of the meeting, staff will run through a check-list of items with the clubs.

END OF YEAR CLUB 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 program to discuss the transition and implementation of learning's for next year's club and leadership. The evaluation will also allow an opportunity for clubs to provide feedback on program deliverables and support. Staff will send the End of Year Club Evaluation and Sign Up to club officers to self-reflect, evaluate their performance, and set up an individual meeting with the clubs sport staff. The End of Year Evaluation typically occurs during the last month of spring semester. In preparation for this meeting, staff will review each club's Fall and Spring Semester Reports, current club budget, and complete the program's comments/feedback on the club's performance. During the meeting the staff will review the club's self-reflection/evaluation of their performance as well as provide their feedback/evaluation. At the end of the meeting staff will run through a check-list of items with the clubs.

SPORT CLUBS ADVISORS AND COACHES

FACULTY/STAFF ADVISORS

Faculty/Staff Advisors are recommended for Sport Club teams but are not generally required. The advisor's role gives faculty and staff a unique opportunity to interact with students in a co-curricular learning environment that encourages respect, fun, and openness, creating an exciting sport experience. Any full-time member of UCCS faculty or staff can become a Faculty Advisor to assist clubs. The Faculty Advisor's role will vary depending on the student organization, the size of the club, and its stage of development from a newly founded club to one that is well established. They may act as a mentor, friend, resource, an assistant with activity or fundraising planning, listener, facilitator, and advocate for the group. Depending on the nature of the club activity and needs of the club, the Sport Clubs Programs Office may require a Faculty/Staff Advisor.

Fortunately, the Faculty/Staff Advisor generally does not act in all these roles at the same time. For instance, some student clubs, like newly formed clubs, will probably need someone to take a role of teacher providing guidance, leadership development, and experience that will benefit the club's establishment and continual growth with the University. Others will need an advisor able to act as a resource of information and a coordinator of transition between leaders by offering clubs a sense of continuity from year to year.

The Faculty/Staff Advisor should participate and lend their support as much as possible to the clubs. The "ideal" advisor is aware that she/he is often seen as a role model, resource of experience and knowledge, provider of University policies and procedures, consultant for the decision making process, and more importantly, sense of mature continuity that will help clubs reach their full potential. Faculty's experience and expertise are an invaluable resource for clubs to help define and shape plans, activities, and goals that are effective and realistic and reflect favorably on the University.

The faculty/staff advisor is considered a valuable link and resource between the club and University.

BENEFITS OF A FACULTY/STAFF ADVISOR

- Supporting a co-curricular learning opportunity to benefit both students and yourself.
- Creating and building relationships with students outside the classroom or work.
- Helping students develop and mature in leadership, responsibility, accountability, and life skills.
- Being part of a team atmosphere.
- Helping students realize their potential as an individual and as a club.
- Continuing the Sport Clubs Program legacy at UCCS.
- Bridging the academic and co-curricular experience together.

SUGGESTIONS ON ESTABLISHING THE COMMUNICATION AND EXPECTATIONS:

- Be supportive, a resource person.
- Attend events, competitions, and meetings as much as possible.
- Have respect for club members by limiting control. Allow students to run the organization and to make their own way up to the point beyond which failure is inevitable, but do your best at that point to help them understand failure.
- Be accountable and available.
- Provide continuity and stability as student leadership changes.
- Provide an "outside" point of view or perspective.
- Serve as a resource on University policies and procedures.
- Provide your group with connections.
- Help club through organizational conflicts and issues.

EXPECTATIONS FROM STUDENT SPORT CLUBS TO ADVISORS:

- Discuss expectations of the advisor's role with the advisor.
- Continually keep advisor updated on all meetings, events, issues, and club activities.
- President should meet often with the advisor to discuss club matters and update advisor on club activities.
- Responsibility for the success and failure of a club rests ultimately with the club and its members, not the Advisor.

CREATING GREAT STUDENT STARS:

- As an advisor, there are many things you can do to help these students become stars for their clubs but some of the most important things you can do are the small things.
- The following will create positive energy for the club:
  - Attend games, matches, shows, races, and involvement fairs.
  - Write a letter of recommendation.
  - Attend fundraising efforts.

Finally, it is important for both parties to understand that their roles within the club represent only a small portion of their lives. The student member is first and foremost a student, and the advisor is a university faculty or staff with a variety of responsibilities. To acknowledge and understand the role and expectations of both groups is important.

Students and staff are thankful for Faculty Advisors taking the time to participate with the Sport Clubs Program. This role is instrumental in helping students and the clubs grow, develop, and learn real life leadership skills for the future. Your support, as a faculty advisor, will not only help the clubs succeed, but more importantly, create an exciting learning opportunity through recreation that everyone involved can enjoy and appreciate.

COACHES

Sport Clubs and their membership may desire to seek the assistance of a coach**. It is imperative that the coach maintains the same philosophy of the Sport Clubs Program's mission statement.**

Coaches have many opportunities to provide a positive influence on student development (skill, leadership, social, and safety) through games, practices, and club activities for club members. Some Sport Club teams elect to pay their coaches an agreed upon amount and some are strictly volunteer. Coaches are not considered employees of University of Colorado Colorado Springs, instead they are considered either volunteer or an independent contractor (if getting paid). Depending on the nature of the club activity and needs of the club, the Sport Clubs Program may require a Coach.

ELIGIBILITY OF A SPORT CLUBS COACH

1. Interested individuals must have the necessary expertise within the sport.
2. Individuals that work for UCCS (student employees included) are not eligible to be a Sport Clubs coach if their job duties are the same as their regular job functions. For more information, see https://www.cu.edu/docs/scope-work-sow-form

PROCESS

- Clubs must make the SYP office aware they are searching for a coach prior to beginning the search process.
- Clubs search for a suitable coach for their team.
- Coach needs to be approved by the club officers, club members, and the Program Director of Sports and Youth Programs.

- A Club Officer must enter the Coaches information into the Intent to Secure Coach form on the Officer Resources webpage under the Coach section.
    a. Sport Club Manager will email coach and officers to set up an in person meeting where the following will be taken care of:
        - ❖ Expectations
        - ❖ Background Check
        - ❖ Discrimination and Harassment Training date set
        - ❖ Scope of Work form (Paid Coaches)
        - ❖ CU Vendor request sent via email
- If a coach is paid, club officers must submit a financial plan detailing:
    a. How the club came up with the amount of payment
    b. How the club will be able to financially sustain itself given the cost of paying the coach
    c. Measurable outcomes that the coach will deliver
- Coaches complete the following on the Officer Resources page under the Coach section:
    a. Coaches Agreement
    b. Coach Waiver – Select Volunteer or Paid Waiver depending on nature of appointment with club.
    c. CSA Training

At the end of the season/year, the club, the coach, and the Sport Clubs staff will review the volunteer expectations for possible renewal of the relationship for the next school year.

COACH CAMPUS RECREATION ACCESS

Sport Clubs Programs staff will add approved coaches to the Campus Recreation access list. Coaches on the access list will be able to access Campus Recreation facilities for the sole purpose of performing the duties of their coaching position, not for general recreation. Coaches will be required to show photo identification to enter the building to perform assigned duties (practices, games, etc.)

Volunteer coaches are eligible to receive a volunteer parking pass for easy access to facilities. Contact Sport Clubs staff to apply for this benefit.

As another added benefit, all Sport Club Coaches may also choose to purchase a Campus Recreation Center membership to secure access to all facilities and programs available through membership. To pursue this option please email the Program Director of Sports and Youth Programs for more information.

COACH EXPECTATIONS

The role of the coach is to work with the club's officers to achieve the short and long term goals of the organization. Coaches should endeavor to develop and improve the skills of the student

athletes in the club. Coaches must allow and encourage the club's elected leaders to manage the club's regular activities. Due to the Sport Clubs Program's emphasis on student leadership, participation and development, the role of the coach is solely to coach/mentor and not to administrate.
Coaches must successfully meet the expectations outlined in the Coaches Agreement.

Campus Recreation and the Sport Clubs Program has the right and obligation to protect the club by relieving any coach from their position if they are not deemed to be working in the best interest of the club. The dismissal of the coach is not subject to appeal.

SPORT CLUBS MARKETING & PROMOTIONS

TOOLS & RESOURCES TO CREATE PROMOTIONAL MATERIALS FOR YOUR CLUB

- University logos, flyer, and brochure templates can be found here.
- For access to Athletics Mountain Lion Head artwork please email sports@uccs.edu for files and permission.
    - Athletics marks (Mountain Lion at UCS) are exclusive to the Departments of Intercollegiate Athletics. The marks are trademarked and governed by the University Licensing Office.
    - Athletics will allow Campus Recreation to utilize their Mountain Lion logo within Campus Recreation facilities to promote school spirit and logo branding. Examples of such uses include placing the logo on the basketball courts, basketball crash pads, Alpine Field synthetic turf, Alpine Field crash pads, volleyball standard nets and padding, and within the fitness center on mondo flooring, on weight machines, and on the walls.
    - Campus Recreation may utilize the Mountain Lion logo and Arched Spirit Mark on Sport Clubs apparel, but are required to differentiate all apparel with the words "club name of sport" listed on the apparel to not confuse Sport Clubs teams with intercollegiate athletic teams. Sport Club teams are allowed to use the Mountain Lion logo and "Mountain Lions" on game jerseys without the use of "club". Note, there will be no customization of the Mountain Lion logo.
    - Any club who wishes to use the Mountain Lion head on any apparel, printing, jerseys, hats, etc. must send all artwork to the Program Director of Sport Clubs who will receive proper approval of artwork.
- Campus Recreation Graphic Designers can create something for you (t-shirt, uniform, logo, flyer, brochure, etc.)
    - Please send a request with what you are needing and ideas for designs via email to the Program Director of Sports and Youth Programs.
    - Questions or additional information can be emailed to sports@uccs.edu.
    - Sending the email does not guarantee that we will be able to meet your request, but it will be considered along with the other needs of the department.
    - If you submit the request at least three weeks in advance, your chances of getting what you need are much greater.
    - Plan ahead to utilize this free service.

- NOTE: all use of logos, flyers, and other promotional items must be approved by the Sport Clubs Programs Staff prior to production. Items that are related to an event can be submitted to sports@uccs.edu.

WHEN CREATING YOUR OWN FLYERS, BE SURE TO INCLUDE:

- Name of the event & the club
    - Be sure to include the word "Club" in the naming of your team
- Day and date
- Time
- Location of the event
- Cost of the event
- Contact name & phone number
- The Sport Clubs Website and Office Contact (sports@uccs.edu)
- UCCS logo (tag placed on the bottom right, using a template is the best way to ensure the tag is in the correct spot and sized appropriately)
- All artwork must also meet the University Brand Identity Standard and Visual Guidelines. see below.

Note: All promotional materials (including entry forms) require the approval from Sport Clubs Staff prior to printing and duplication. Before posting on campus bulletin boards, all flyers must be approved and stamp by University Center.

UNIVERSITY BRAND IDENTITY STANDARDS

- Ensure the club logo or design fits the university design guidelines [UCCS Brand Identity Standards | The UCCS Brand | University of Colorado Colorado Springs]

- Submit artwork (that use UCCS Trademarks or Logos) to the Program Director of Sports and Youth Programs for approval prior to print, orders, and publications of any items.

- All apparel and merchandise must be produced by licensed vendors.

UNIVERSITY SOCIAL MEDIA GUIDELINES

All official University of Colorado Colorado Springs social media platforms must publish and consistently enforce the Social Media policy as a condition of the site's continued "official" affiliation with UCCS:

University of Colorado Colorado Springs-managed online communities are intended to inform users of UCCS-related news and events, as well as foster UCCS-related discussion and a sense of community among users. All UCCS Sport Club social media accounts must include the word "Club" in the naming of the account.

The Sport Clubs Staff will periodically review clubs' social media to ensure compliance with the university's policy and content appropriateness.

UCCS PROMOTION LOCATIONS & CONTACTS

Auxiliary Services Marketing

- Contact: Jina Fagerburg prior to the term you wish to promote your event, bfagerbu@uccs.edu, 719-255-4311
    - Possible advertising options include:
        - Bus Kiosk
        - Commode Chronicle
        - Display Cases
        - UC Digital Signage
        - Shuttle Bus Interior Ad
        - Table Tents
        - Sidewalk Signs
        - Flyers in Recreation and Wellness Center
        - Recreation and Wellness Center Digital Signage
        - Banner in gym or west entry
        - Website or Facebook announcement
- Basic information about the Sport Clubs program is available on the website

University Center

- Contact: UCCS Event Services at events@uccs.edu for meeting room or advertising spaces.

UCCS Scribe

- Advertising with The Scribe will allow you to reach more of the UCCS student population at 23 on-campus locations, along with our website and social media accounts. There are reasonable prices and discounts for first time advertisers and nonprofits. For inquiries, contact sports@uccs.edu.

Miscellaneous

- Word of Mouth
    - This is the cheapest and best form of advertising.
- Promotional / Giveaway items
- Uniforms, t-shirts, warm-ups & banners –
- Post flyers at businesses in the community
    - Make sure to get permission from the business owner and approval of flyers by Sport Clubs program (may have associated cost)
- Rec Fest and Revolution of Wellness
    - Promotional table at Campus Recreation department events

HOW THE SPORT CLUBS PROGRAM CAN HELP

The Sport Clubs Program Staff can offer assistance regarding:

- Development of a timeline.
- Getting on to the campus calendar.
- How to use other media channels at UCCS and Colorado Springs
- How to write a press release.
- With other members of the event planning team develop goals for publicity.
- For publicity purposes, who is your target audience?

WHAT IS YOUR ADVERTISING BUDGET?

- Printing costs
    - Paper
    - Other materials
    - Advertising
    - Design costs
- Decide which media channels you will use for publicity:
    - Posters
    - Press release
    - Flyers
    - Table tents
    - Outdoor signs / Sidewalk Chalk
        - Please note that chalking is only allowed to UCCS Departments or Student Organizations that receive a permit. More info about chalking, policies and procedures, please visit [Chalking | University Center and Event Services (uccs.edu)]
        - Newspaper free advertising and/or coverage
    - Radio/television public service announcements
    - "Last day/last week" attention-getters
    - UCCS Calendar of Events
    - Mountain Lion Connect
- Create a Commode Chronicles piece:
    - Event
    - Performer(s)/Presenter(s)
    - Day/Time
    - About the Event (mini-description)
    - Cost of Event/Ticket Prices
    - Where tickets are sold
    - Sponsors of the Event
    - More info: https://www.uccs.edu/auxmarketing/on-campus-advertising-guidelines/commode-chronicles
    - Direct all questions to sports@uccs.edu

SPORT CLUBS PRACTICES

PRACTICE REQUESTS

Practice Request forms for the following semester will open in the middle of each semester. Clubs will have a period of time to submit a practice request via the Home Event Form after the practice availability opens. Once that period ends, all clubs will use the Home Event Form located on the Officer Resources page to request any additional practices. For Fall Semester practice requests there will be a priority deadline and a final deadline. Those practicing in on-campus facilities must submit their practice times by the priority deadline. Clubs that have practices off-campus will need to submit their practice requests by the final deadline (normally August 1st). Please keep in mind the Sport Clubs Program may not always be able to meet your first preference for practice facilities and times each term due to the department's and other campus facilities being heavily used.

No practices are allowed during finals week.
Sport Clubs page: https://www.uccs.edu/recwellness/campus-rec/club-sports

STAFF RESPONSIBILITY

As the practice requests are submitted, the staff will check off the clubs. When all the practice requests have been received, a Program Assistant will review the requests and send it on to the facilities staff. The Campus Recreation Program Coordinator of Facilities will then respond to the Program Assistant by approving or denying the requested practice times based on facility availability. If approved, the Program Assistant will email the club officers about the confirmed approval. If denied, the Program Assistant will email the club officers informing them of the denial and try to find another practice time that complies with the facility schedule.

The Sport Clubs Staff will periodically check in at club practices to make sure they are appropriately utilizing their allocated spaces and times. Staff will check in with the clubs during the second Monthly Meeting of each semester to confirm whether or not clubs will be practicing during dead week.

SPORT CLUBS ACTIVITIES

ACTIVITY REQUESTS

All Sport Clubs activity, such as home and away activities including games, shows, tournaments, meets, fundraisers, club meetings, and marketing/tabling with facility locations, dates, and times for each activity must be submitted through the Sport Clubs Officer Resources page (Home Events Registration form and Travel Plan form). Events must be submitted through these forms for advising and approval by the Sports and Youth Programs Staff. Program staff must be consulted throughout the planning stages for all Sport Clubs activity. All away events will require a Travel Plan and Travel Roster to be approve prior to travel.

All scheduled activities and facilities are available on a first come, first serve basis with discretion by the Sports and Youth Programs.

SPORT CLUBS ACTIVITY PROCEDURE

All Sport Clubs activity must be submitted through the Sport Clubs Webpage, Officer Resource tab for advising and approval by Sport Clubs Program staff.

- Semester Event Schedules are submitted by officers to meet the deadlines
  - Home Events planned after the semester deadlines shall be submitted through the Home Event form at least 2 weeks prior to the event, however they potentially may not be approved. Approval depends on availability of facilities and staff for advising and transaction processing. More extensive events may require additional lead time in planning and should be submitted closer to 4 weeks in advance.
- **All activity plans must be submitted for final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore, all changes and cancellations must be completed and approved before an entire event is approved at least four (4) business days prior.**
  - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the procedures for Disciplinary Guidelines, Leadership Points, and access to funding.
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

HOME EVENT REQUESTS

HOSTING AN EVENT

- Submit Home Event Registration Form for advising and approval by the Sport Clubs Program.
- Staff must be involved in advising the event throughout the process.
- Facility, equipment, supplies, and safety staff needs are reserved through Sport Clubs Program.
- Clubs work with the Sports and Youth Program Assistant to ensure officials, judges, and referees have contracts processed through the Program Director of Business Services and the PSC at least 6-8 weeks prior to the event (only applies if clubs are hiring, scheduling, and paying for the services). The Program Director of Business Services acts as a liaison in the contracting process when groups want to have non-UCCS guests on campus. The Program Director of Business Services oversees the process from start to finish.
- Volunteers must fill out the General Volunteer From prior to helping at a club event.
- After the event (home or away), the club will complete the Event Debrief Form located in the Officer Resource page within 2 business days after the event. A debrief meeting with Sport Clubs Programs Staff may also be required.

Note: Club will return all waivers from the event to the Sport Clubs Programs Staff within 2 days of the event. Failure to do so will result in a Leadership Penalty.

SCRIMMAGES DURING NORMAL CLUB PRACTICE TIME

A scrimmage with non-club members during normal club practice time must be submitted as an event in the for advising and approval by the Sport Clubs Program Staff.

Staff reserves the right to require non-club participants to sign a visiting team/player waiver.
- o See minor participation section, if necessary

If using Campus Recreation facilities (like Alpine Field), club must give the Sport Clubs Program Office the group name, approximate number of people attending, and the time frame they will be there for. Sport Clubs Programs Staff will forward this information to the appropriate Campus Recreation Staff.

SHOWER USE BY NON-CLUB MEMBERS

- Campus Recreation facility showers are not traditionally open to visiting teams. In the event that your club would like to offer facility ammennities to visiting teams please specify on the Home Event Registration form and Sport Clubs staff will work with your club on options and availability.
- Club must provide the name of the group including approximate number of users and a time frame that they will be using the showers.
- Club must provide at least 2 officers as chaperones per locker room being used.
- Club is responsible for additional clean-up to the locker room, if necessary.

VOLUNTEERS AT EVENTS

- Volunteers at club events and activities must sign the General Volunteer Form and Waiver form prior to volunteering. Staff will provide the club with the appropriate forms.
- Club will provide job description and necessary training to volunteers for the tasks they are going to perform.
- Club must return completed volunteer forms to the Sport Clubs Program Office after the event is completed.
- Volunteers cannot be compensated in any form or in any way, including monetarily or gifts.
- Signed volunteer waivers must be returned to the SYP Program Assistant within two business days of the conclusion of the event.

NON-CLUB MEMBERS PARTICIPATING

- May only participate in approved Special Events.
- Individuals must fill out the General Volunteer Form or the CU Participant Notice of Risk and Waiver Form if approved by Sport Clubs Program.
  - o The CU Participant Notice of Risk and Waiver must then be turned into the SYP Desk or emailed to sports@uccs.edu.

- Assess the risk and liability to the individual, the club, and the university before requesting approval.

YOUTH PROGRAMMING

Sport Clubs may choose to allow minors to participate in some of their activity. **It is imperative that the club follow the university's youth guidelines. The most up to date Minors on Campus Policy can be found here:** Protection of Children / Minors on Campus | Ethics and Compliance Program (uccs.edu)

PROCESS

- Club will submit the event 6-8 weeks in advance and go through the normal event advising process. Youth programming takes more planning time than a typical club activity, so clubs must plan accordingly.
- The Program Director of Sports and Youth Programs will review the activity and assess the risk to the minor group, the club, and the university. The Program Director will look for things like who is responsible for the youth that are participating (coaches/parents vs. club), potential for 1 on 1 contact between club members and the participants, appropriateness of the minor group participating in the activity, etc. Depending on the scope of the event, background checks may be required
- All staff and volunteers of the event will be required to take the Minors on Campus Skillsoft training and complete the required forms and quizzes. Any individual who has not attended and passed training will not be eligible to work or volunteer at the event involving minors.
- The parent/guardian must sign the event waiver prior to the individual participating in the event. Depending on the scope of the event, a more in-depth waiver/registration form may be required that includes things like medical and insurance information. The more in depth form is typically used in the "camp" setting.
- 6-8 week minimum planning time is required to host any event involving minors. The greater the lead time in planning the more likely the event will be approved.

BACKGROUND CHECKS

The university provides the opportunity to have individuals complete the background check process. These are only needed for coaches or if the club member(s) will have 1 on 1 contact with minors, or have access to their protected information (address, phone number, etc.).

- Coaches can visit the Officer Resources page to access the background check form. Approved background check forms are required prior to coaches approval to work with the club.
- Clubs will meet with the Program Director to determine whether a background check is warranted for individual club members and if so, for which individuals.
- For those individuals identified as needing a background check, the Program Director will prep the "Background Release Form". The Program Director will fill out section III and the person submitting must complete section IV.

- Once the form is completed it must be submitted to the SYP desk for the Program Director to fill in the remaining information and submit to Human Resources.
- Human resources will process the form and will send notice (satisfactory or unsatisfactory) to the Program Director when complete. Human resources will determine who warrants renewal if previous background checks have already been completed.
- The cost for each background check is $50 for which the club should incur, or otherwise charge the individual who is needing to complete it.

FOOD AT CLOSED EVENTS

- Clubs must submit the event form on the Sport Clubs Officer Resource page for advising and approval by the Sport Clubs Program Staff. Food must be approved in the Home Event Registration Form.
- Small on-campus club or department meetings may bring in outside food by members to the meeting, without an exemption, provided:
    - Only members of the club/department are present (no other guests or speakers/performers attending).
    - There is no advertising or marketing of the meeting.
    - Food is not going to spoil from sitting out (is pre-packaged, or basic such as chips/salsa, donuts, etc).
    - UCCS Catering will only provide plates/cups/utensils for these situations for a charge.
  - Tabling
    - Pre-packaged commercially produced food is allowable for sale or give-away. If sold, advance approval from the Bookstore is required and sales tax must be collected and reported to the Bookstore.
    - No homemade food may be sold or given away (bake sales).
    - Anything other than pre-packaged food must be coordinated with UCCS Dining and Hospitality Services in advance (e.g. Pancake Breakfast).
    - Contracted clients may not sell any food or concessions
- Closed events refer to those activities only accessible to the UCCS Community. It is encouraged that at least one club member has a food handlers license to help oversee the process.
  - For additional information, please refer Catering Guidelines | University Center and Event Services (uccs.edu) on the University Center and Event Services Webpage.

FOOD AT OPEN EVENTS

- Clubs must submit the Home Event Registration form on the Sport Clubs Officer Resource page for advising and approval by the Sport Club Staff. All plans for food or sale of food must be outlined in that event and finalized during pre-event meetings with the Sport Clubs Staff. Approval of all food and sales is not guaranteed.
- Events requesting food or sale of food will need 4 weeks processing time. Please plan ahead when organizing events with food.

CO-SPONSORING EVENT

- Clubs must submit the Home Event Registration form on the Sport Clubs Officer Resource page for advising and approval by the Sport Club Staff.
- Club and other organization will provide a clear outline of responsibilities for each party.
- Club must be an active participant in the organization and management of the event.
- Club will not be allowed to use its name in order to provide free access to facilities and resources.
- Events with co-sponsors will require additional planning time to allow for approvals. Please submit all co-sponsored events no less than 4 weeks before the planned event.

PERSONAL SERVICES CONTRACTS

Personal Services Contracts are for individuals who have a specialized skill, knowledge or resource that is not available within Campus Recreation. These individuals are paid for their services to the club. The University should not directly pay external vendors for travel, lodging, or food expenses for individuals paid on a Personal Service Contract. These costs should be built into the overall payment and should be arranged and paid for directly to the external vendor by the individual paid on the Personal Service Contract. Clubs will work with the Program Assistant as outlined to ensure officials, judges, referees, and volunteers have completed the appropriate contracts and agreements needed.

SPORT CLUBS TRAVEL

Events attended, but not hosted by the club (outside or within Colorado Springs limits) must have an approved travel request. Please refer to FusionClub to submit a travel request.

The University of Colorado Colorado Springs outlines allowable expenses and reimbursements derived from the UCCS Policy, which states that the universities are to follow applicable state statutes, regulations and administrative rules. https://www.cu.edu/psc/procedures

All Sport Clubs activity, such as home and away activities including games, shows, tournaments, meets, fundraisers, club meetings, and marketing/tabling with facility locations, dates, and times for each activity must be submitted on FusionClub under Travel for advising and approval by the Sport Clubs Program. Staff must be consulted throughout the planning stages for all Sport Clubs activity.

SPORT CLUBS TRAVEL PROCEDURES

All Sport Clubs travel must be submitted through the online Officers Resource page as soon as you are aware of your travel schedule and no later than one month for trips that require accommodations and two weeks for trips that do not require accommodations. Depending on the nature of the trip a pre-trip meeting could be required for officers that will be traveling. All Travel

Plans must be approved by Sport Club staff prior to accommodations or trip arrangements to be made.

All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore, all changes and cancellations must be completed and confirmed before an entire event is approved.

- Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, lodging, etc.

Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines.

PROCESS

1. Submit Travel Request via FusionClub **Note**: Ensure all the relevant information (roster, event, location, travel logistics, etc.) is accurate and complete
   - Any graduated student without a Campus Rec membership attending a National competition due to qualification while still an active Sport Clubs member must be added to the notes section of the travel request.
2. Any expenses expected to be incurred during travel must meet spending guidelines and be approved by the Sport Clubs Program Staff with submission of your travel plan in advance.
   - Check out a travel First Aid Kit unless otherwise directed (Use the Equipment Check In/Out form on the Officer Resource page)
   - First Aid Kits should be checked out by Safety Officers for the competitive season from the Sport Clubs Athletic Trainer
3. Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by the Sport Clubs Committee.
4. Any mechanical or emergency service problems encountered while traveling in a Motor Pool vehicle, contact Motor Pool at (719)337-8017 24 hours a day. After contacting Motor Pool, contact the Sport Clubs Program Pro Staff within 24 hours of any mechanical or emergency service problems occurring with Motor Pool vehicles.
5. In case of an emergency (**serious *injury to club member, accident, weather***) immediately call 911 or deal with the situation. Then call the Sport Clubs Programs Staff at (719) 255-7599 to inform them of the situation and actions taken. Remember to document the incident with witnesses, dates, times, and actions taken. Remember to remain calm and use your resources!
6. For Motor Vehicle Acquisition and Operation Policy visit: https://www.uccs.edu/pts/sites/pts/files/inline-files/400-007%20Motor%20Vehicle%20%20Acquisitions%20Operations.pdf

FIRST AID KITS

The First Aid Kit should be present at all club related events including practices, games, and events.

1. Safety Officer will contact Sports and Youth Program Assistant for First Aid Kit Check-out.
2. Safety Officers are responsible for communicating with Program Assistant to maintain and restock any needed items throughout the season.

3. First Aid Kits are required to be returned at the end of each competitive season. The Club Safety Officer must return the kit to the Program Assistant.
4. Unreturned First Aid Kit will result in compensation for replacement First Aid Kit from Club Team's funds.

INCIDENTS/ACCIDENTS DURING EVENTS & TRAVEL

All injuries and incidents must have a corresponding incident or accident report form turned in. Failure to do so will result in the Sport Clubs Executive Committee opening a disciplinary investigation.

Sport Clubs Staff must be contacted at (719) 255-7599 to inform them of incidents, accidents, and injuries during events and travel.

All Injuries/Accidents should be reported by the involved member, Safety Officer, or Sport Clubs Officer to the SYP full time staff. Injury/Accident include any occurrences that require medical care (e.g. wound care, sprains, strains, etc.) Injury/Accident reports are due withing 24 hours of occurrence.

Every incident that takes place during a club practice/event/game needs to be reported by filing out Incident Report and returning it to the Sport Clubs desk within 24 hours of occurrence. Incidents include poor individual/team conduct, player ejections, alcohol or drug intoxication, equipment/facility damage, individuals/teams not following facility or activity policies and procedures, theft, protests, or any occurrence involving 911/UCCS Public Safety. The incident report form is on the Officer Resources page.

Sport Club staff must be notified immediately for any situation involving UCCS Public Safety/911.

TRAVEL RELEASE AND LIABILITY POLICY

INTERNATIONAL

- 2 staff are required for an international trip
  - If a staff is injured or sick and cannot continue on the trip, we must explore all options to send out another staff member to assist if it's deemed possible and necessary
- If a participant is kicked off the trip internationally, it is our responsibility to ensure they get home safely
  - Example: Purchasing them a flight home and arranging pickup at airport if needed
    - Note: We are not responsible financially for getting them home so we can purchase the flight home and charge his account if they do not have the means at the time to purchase their own ticket

- If a participant is sick, as long as we get them to the hospital or ambulance, we no longer are responsible but we should determine communication with them for the remainder of the trip and their parents/guardians

DOMESTIC

- If a participant is injured/sick, once they are dropped off, they are no longer part of the program
- We are responsible for getting them home safely either via a flight or driving them
  - We are not responsible financially but can purchase the flight and collect the expense later (He stated this has been done for both international and domestic trips in the past)
- Disciplinary – If a participant is removed for disciplinary reasons, the same applies as above
  - We are still responsible for getting them home

DRIVER SAFETY POLICY

1. Passengers should help keep drivers alert and watch for signs of drowsiness.
2. Drivers must adhere to posted speed limits and must obey all traffic laws and regulations.
3. A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and remain awake throughout his/her duty as navigator.
4. Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is in operation.
5. Driving between the hours of 12:00 a.m. (midnight) and 5:00 a.m. is strongly discouraged except in an emergency situation.
6. The following regulations concerning the balance of driving, sleeping, and breaks are to be followed:
    - For every 4 hours of driving, drivers must take a 20 minute break.
    - For each 12 hours of driving, drivers must take at least a 4 hour rest period.
    - Three drivers must be provided for trips expected to take more than 8 hours.

DRIVER AUTHORIZATIONS

Annually, all Sport Clubs participants driving Motor Pool or rental vehicles must have a completed Driver Authorization Request through FusionClub. Once a driver has completed and submitted the Driver Authorization, the Sport Clubs Program staff will approve the individual if they have submitted the following correctly:

- First Name
- Last Name
- Driver’s License Number
- Driver's License Expiration Date
- Upload a photo or screenshot of Driver's License front **AND** back

Please note that only UCCS students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.

Additional training for driving the Motor Pool 15-passenger van is required. 15-Passenger Van inquiries will go to the Program Director or Coordinator of Sports and Youth Programs. To become an approved driver for the Motor Pool 15-Passenger vans you will need to complete the CU: Defensive Driving Skillsoft training and also complete an in person training with UCCS Parking and Transportation Services. The Sport Club Admin Staff will facilitate setting up that training.

MOTOR POOL VEHICLE REQUESTS

All Sport Clubs members driving Motor Pool vehicles must have a current Driver Authorization Request completed and Department Authorization verification on file with the Sport Clubs office.

Motor Pool reservations for Sport Clubs can be requested on FusionClub when submitting a travel request. The coordinator for that club will then attempt to reserve the vehicle on Motor Pool's website. Things to note when driving a Motor Pool Rental Vehicle:

- All drivers must be at least 18 years of age to drive Motor Pool vehicles.
- Only UCCS students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.
- An alternate driver must be provided for each Motor Pool vehicle.
- The cost of Motor Pool vehicles are charged to the club's account so no PCard is required.
- University vehicles may only be used for University business. Any person may report misuse of a State vehicle to the proper authorities.
- Only members on the travel roster may ride in University or rental vehicles.
- Pick up vehicles at the designated time with the travel request.
    - Motor Pool is open for pick-up and drop off 24 hours a day.
    - Only approved drivers will be eligible to drive.
- If Motor Pool fuel cards do not work, drivers must note it on the trip ticket returned to Motor Pool and submit personal receipts for fuel to the Motor Pool Office for reimbursement processing. The billed amount remains the same for mileage as if fuel card worked. The individual will be reimbursed from a Motor Pool account.
- Return vehicles at any time (24 hours a day) at the UCCS Motor Pool spots in the parking garage. When returning a vehicle, please take the following steps:
    - Enter the odometer reading, date, and time on the trip ticket in the log book.
    - Write any comments about the performance of the vehicle. All accidents or problems with the vehicle should be reported to the Sport Programs Staff at

the time they occur and be documented on the trip ticket for the Motor Pool Office.

- Leave the log book and gas card in the car and lock all doors.
- Return the key to the lock box and the completed trip ticket to the trip ticket lock box next to the keys.

Note: Use of *15 or 12 Passenger Van Use* either thru Motor Pool or rental companies requires in person driver training through the UCCS Transportation Services.

MOTOR POOL ROADSIDE ASSISTANCE

Drivers must call the Motor Pool 24-hour phone number (719) 337-8017 before any roadside assistance, service, repairs, or towing. After Motor Pool is contacted, call the Program Director of Sport Clubs at (719) 255-7516 and leave a detailed message to inform Sport Clubs Pro Staff and for further advising. UCCS Public Safety may also be contacted for guidance at (719)-255-3111.

MOTOR POOL RATES

Motor Pool rentals include fuel as part of the per mile rate (gas credit card is located inside each vehicle). Mileage rates may be adjusted quarterly if fuel costs increase or decrease significantly (more than 5%). Rental types modified as necessary for fleet vehicle additions/disposals.

Current Rental Rates	Daily	
	Per Day	**Per Mile**
Sedans		
UCCS Motorpool Prius	$20.00	$0.55
Vans & SUV		
UCCS Motorpool 15 Passenger	$20.00	$0.66
Mini Van	$20.00	$0.55

For any more additional info about UCCS Motorpool, please visit Parking and Transportations Motorpool Information Page.

CANCELLATION & CHANGE POLICY FOR MOTOR POOL

All cancellations and changes to any Sport Clubs activity must be requested through the SYP Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
    - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines.
- Exceptions will be considered for unforeseen changes, which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.
- Motor Pool reservations cancelled without proper notice may be charged the amount of the daily rate of the vehicle.

RENT- RENTAL VEHICLE REQUESTS

- All Sport Clubs members driving Motor Pool vehicles must have a current Driver Authorization Request and Department Authorization verification on file with the Sport Clubs office.
    - Note: Only UCCS students, faculty/staff, or approved volunteers for the university are eligible to drive Motor Pool or rental vehicles. Affiliate members such as alumni cannot be approved drivers.
- An alternate driver must be provided for each Rent-A-Car vehicle.
- Drivers must be over the age of 18 and on the approved driver list.
- Rental vehicle reservations for Sport Clubs are made only through the Travel Request on FusionClub.
- Upon request of a rental vehicle, the Program Director of Sports and Youth Programs must complete a vehicle reservation and update the Club officers via email with confirmation.
    - UCCS Utilizes Hertz and Enterprise Rent a Car in Colorado Springs. Avis, Budget, National may be used but currently we do not have accounts with those companies.
- Only members on the travel roster may ride in rental vehicles.
- During rent-a-car use University Insurance and reporting processes will apply.
- University vehicles may only be used for University business. Any person may report misuse of a rental vehicle to the proper authorities.
- Pick up vehicles at the designated time from the rental company.
    - You must bring a valid driver's license to pick up the vehicle.
- Upon return, vehicle drivers must go to the company website to print or email a final itemized invoice to provide to the Sport Clubs Program Assistant (sports@uccs.edu) within (2) two business days of the club's return to campus.

Complete rent-a-car guidelines, agreements and information can be found on the CU Procurment Service Center: https://www.cu.edu/psc/travel/rent-a-car

CANCELLATION & CHANGE POLICY FOR RENTAL VEHICLES

All cancellations and changes to any Sport Club activity must be requested through SYP Pro Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
    - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines.
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

CHARTER BUS REQUESTS

Charter Bus reservations for Sport Clubs are made only through FusionClub.

- Club officers schedule a meeting with the Program Director of Sports and Youth Programs to plan charter reservations.
- Transportation Services will email a quote to staff requesting authorization for the total estimated expense. Email approval from a club officer is required to complete a reservation.
- Only members on the travel roster may ride in charter buses.

CANCELLATION & CHANGE POLICY FOR A CHARTER BUS

All cancellations and changes to any Sport Club activity must be requested through SYP Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
    - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines.
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

Charter cancellation policies vary depending on the company. Club Officers are directed to take notice of cancellation policies prior to approving a quote for reservations. Clubs will be responsible for all cancellation fees imposed.

FLIGHT REQUESTS FOR AIR TRAVEL

Flight requests for Sport Clubs air travel are made only through a Travel Request with a complete list of all travelers' full names as stated on government issued photo identification.

Christopherson Business Travel (CBT) is the University's travel management company.
SYP Professional Staff will email a quote to the requesting club officer for approval.

The Club Coordinator will complete and process the reservation through Christopherson Travel after an officer approves the expenses.

CANCELLATION & CHANGE POLICY FOR FLIGHTS

All cancellations and changes to any Sport Club activity must be requested through Sports and Youth Programs Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
    - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines, and Leadership Points.

Note: Not all flights can be refunded or cancelled.

LODGING REQUESTS

Lodging requests are made by officers through the Travel Plan request on FusionClub

- If needed, Club Officers schedule a meeting with the Sport Clubs Admin Staff for assistance with planning of lodging reservations.
- Club officers and members decide on a location and rates, and confirm the hotel or Airbnb can accommodate their requests.
- Once funding approval is secured, the Program Staff will:
    - Confirm payment arrangements with hotel or Airbnb
    - Update the Sport Clubs budget

Reasonable accommodations shall be made by officers and the Sport Clubs Program staff for travelers uncomfortable with clubs regular process to make rooming lists.

A traveling member must turn in original itemized receipts for each room to the Program Assistant within (2) two business days of the club's return to campus.

Reservations requiring an Agreement, Contract, or Terms & Conditions approval must be processed by the Program Director of Sports and Youth Programs.

CANCELLATION & CHANGE POLICY FOR LODGING

All cancellations and changes to any Sport Club activity must be requested through SYP Professional Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
    - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.
- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines, Leadership Points, and Access to funds.
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

Note: If lodging elections were non-refundable the club will incur the entire cost of the trip even if cancelled.

PERSONAL VEHICLES

Students using a personal vehicle when traveling to Sport Club events and practices must have a current driver's license and carry auto liability insurance, uninsured motorist, and personal injury protection coverage with minimum limits as required by the State of Colorado. The personal auto liability insurance is always the primary insurance. University of Colorado Colorado Springs does not provide insurance for the vehicle, its driver, or occupants and is not liable for personal injury or property damage, including damage to the vehicle, incurred in accidents during sport club travel when a personal vehicle is used. Any claim should be submitted to the personal auto insurance company. Both the vehicle owner and the driver should understand that they may be exposing themselves to personal liability in the event of an accident.

Personal vehicle use policies are outlined on the University of Colorado Colorado Springs website Motor Pool Reservations and Information | Parking and Transportation Services (uccs.edu)

The use of personal vehicles must be reported through the Travel Request and only for travelers approved as an Authorized Driver with up to date vehicle information.

CANCELLATION & CHANGE POLICY FOR PERSONAL VEHICLES

All vehicle cancellations and changes to any Sport Clubs activity must be requested through the Sport Clubs Program Staff in the office, by phone, or by email.

- **All activities must receive final approval at least four (4) business days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines, Leadership Points, and Access to Funds.
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

ADDITIONAL TRAVEL RESOURCES

Weather and Road Conditions:
Winter Driving Tips: https://www.codot.gov/travel/winter-driving
In Case of an Accident:
UCCS Motor Pool Roadside Assistance Only: 719-337-8017

SPORT CLUBS TRAVEL EXCUSAL LETTERS

Club members may ask for an "official" letter of support from Campus Recreation when they travel with a Sport Club. This letter is used to aid in excusal from an absence from class(es) while traveling (if approved by professor). It is the responsibility of the club officers to initiate requests for excusal letters by emailing your club advisor.

The deadline to request excusal letters through the online application is 5 business days prior to date the letter is needed or 5 business days prior to Home Events or departure when the Travel Plan is approved.

- The missed class(es) must have occurred during the time the club event/travel is documented.
- Travel plans different from the club traveling must be documented in the Travel Request.
- The club officer must provide the following information for each letter: name of individual traveling, club, contact information, date of travel, event location, name of the class(es) being missed and the professor(s) name, and any other pertinent information needed.

SPORT CLUB EQUIPMENT

INVENTORY

Club Equipment Inventory will be physically checked two times per year by club officers prior to the end of the Fall and Spring Semesters. One of the two inventory checks will be verified in person by a Sport Clubs Program Staff member. Sport Clubs Program Staff will update inventory records housed in the Department. Inventory list must also be updated when any equipment is purchased, sold, lost, or disposed of by the club.

Differences between the starting inventory and ending inventory will be justified to the Sport Clubs Program Staff on the submitted inventory reports.

All equipment valued at $50.00 or more (per unit) and lasting longer than a year will be part of the periodic inventory process.

- Exceptions: Sports and Youth Programs has the authority to request clubs keep track of inventory for items valued at less than $50.00 or if the item lasts less than a year (these goods will be defined as Extraordinary Inventory Items). A record of all Extraordinary Inventory Items will be maintained with the equipment inventory.

Equipment valued (per unit) over $5,000.00 at the time of purchase will be tagged by UCCS Campus Recreation and Facility Services.

In the case of theft, all items must be reported to the Sport Clubs Program to work with UCCS Risk Management and UCCS PD, no later than, 60 days from the discovery of theft.
All items bought with the intent of being sold for revenue must be inventoried regardless of the items shelf life or dollar value.

If any club wants to sell, donate or dispose of equipment, the club must work with the Program Assistant prior to any selling, donating or disposing.

STORAGE

The Sport Clubs Program provides a limited amount of storage for clubs to store equipment and supplies in Campus Recreation Facilities (i.e. Sport Club Program Storage, Court D Storage, Alpine Field, etc.)

- The Sport Clubs Program Staff keeps an inventory of all equipment stored in the storage spaces and must give approval for any club equipment to be moved there.
- Club equipment that is not in regular use (old jerseys, out of date or unsafe equipment, or old club records) may not be stored in the equipment storage room.
- If clubs have old equipment they wish to get rid of, they may contact the Sport Clubs Program Staff for help in donating or selling the equipment.

MOUNTAIN LION STADIUM SHED

Clubs that have equipment stored in the Mountain Lion Stadium Shed can access their storage by obtaining the combo from the Sport Clubs Program Office. This storage is typically used for equipment that needs to stay at the field.

1. Staff will change the combo lock as needed. This is typically done annually.
2. The club is responsible for keeping the shed clean and their equipment stored in an orderly fashion.

ALPINE FIELD – SOCCER/LACROSSE GOALS

We store goals for use at Alpine Field under the West side overhang outside of the field lines.

1. Alpine field will be open during practice time.
2. Soccer and Lacrosse goals will be locked throughout the day and can be accessed by having the Campus Recreation Building Manager unlock the equipment.
3. Goal use outside of practice time is not permitted.
4. The club will carry goals to their practice location, pulling or dragging the goals is not permitted. The last club for that sport to practice that night will be responsible for returning the goals to their original position off of the field.
5. The Campus Recreation Building Manager is responsible for locking facilities after Sport Club practices.

OTHER EQUIPMENT

A club may check out Sport Clubs Program equipment as long as it is approved by the Program Assistant or Program Director. This equipment is requested through the Home Event request form on the Officers Resource page for events and must be returned within two business days of the conclusion of the event. Items available for checkout include, but are not limited to:

- Water coolers
- Tables
- Chairs
- Cones
- Speaker/Microphone
- Pop Up Canopy
- Other items available upon request

PROCEDURE

1. Officers request equipment for events in the Home event or Travel Request for the Sport Clubs staff to allocate and approve.
2. Sport and Youth Program Assistant will pull the equipment requested for the clubs to pick up.
3. When the equipment is returned, the Program Assistant will verify all items are returned and put away.

Note: If the equipment is lost, damaged, or failed to be returned, we will inform the individual they will be charged for its replacement.

SPORT CLUBS FACILITY USE

EXPECTATIONS

Many of the Campus Recreation facilities are shared and used with other programs or clubs. This results in many different groups utilizing the same indoor and outdoor facilities. Here are expectations Sport Clubs should adhere to:

- All facility reservations for events, additional practices, and meetings are processed through the online Home Event form for proper approval.
- To cancel practice(s), game(s), or any reservation(s), a club officer must fill out the Cancelation Request form by 12 PM on the day of the event.
- Safety Officers are responsible to conduct a safety check of facilities and fields prior to every practice/event.
- Clubs are responsible for set-up and clean-up of all facility sites.
- Misuse of equipment or facilities will jeopardize future use and club status.
- Clubs are required to respect facilities (privilege to use) and are responsible to leave at designated end time.
- If there are other users or clubs using the facility at your scheduled time, contact the front desk (719) 255-7515 to clarify times with other users.
- Drugs and alcohol are **prohibited at all club functions** in and at all Campus Recreation facilities and events by participants, coaches, or spectators.

ADDITIONAL FACILITY REQUESTS

Additional requests for Campus Recreation, university, or community facilities must be submitted to the Sport Clubs Program Staff on the Officer Resources page via the Home Event Registration form to be considered.

WEATHER CONDITIONS

Club practices or competitions may have to be cancelled due to inclement weather conditions in order to avoid irreversible damage to the playing surfaces. Any cancellations due to weather will be made on the Wednesday before the competition is scheduled to take place in order to give the club time to contact the visiting team(s). Campus Recreation staff will have all final decisions on cancellation and will work with Club Officers to make decisions and disperse information.

While checking in at events, Sport Clubs Program Staff may cancel games if the field conditions are hazardous or continued play would result in permanent damage of the fields. The staff should walk the field before games to check for divots or overly muddy conditions.

FACILITIES

Sport Clubs can request the following facilities:

- **Gallogly Recreation and Wellness Center**
  - 4 Courts (Basketball/Volleyball)
  - 1 Multi-purpose room

    - 2 Group Fitness rooms
    - 1 Meeting Room
    - Pool (4 Lanes)
- **Alpine Field**
    - 1 Large sided turf field or 2 smaller turf fields
    - Spectator seating area
    - Picnic area
- **Athletic Department**
    - Mountain Lion Stadium

Note: All other facility requests, clubs need to ensure contracts and agreement are processed through SYP Pro Staff.

SAFETY AND RISK MANAGEMENT

Safety of participants is of utmost importance. There are inherent risks of injury and/ or death involved in all recreational and competitive sport programs. The participants in the Sport Clubs Program should be aware that involvement is voluntary.

SPORT CLUBS SPECIFIC RISK MANAGEMENT REQUIREMENTS

1. Sport Clubs Program officers, club members, and coaches should emphasize safety during all club-related activities.
2. For Sport Clubs activities, a club officer or coach must be present in addition to a Safety Officer (if different from club officer) for the duration of the event.
    - The Safety Officer requirement applies for Home/Hosted events only. For travel, a safety officer is not required.
3. Every Sport Club is required to have at a minimum 2 Safety Officers certified in CPR w/AED and First Aid and trained in Sport Clubs Safety Risk Management.

    Note: CPR w/AED and First Aid classes are available to Sport Clubs officers, participants, and coaches by Campus Recreation. Sport Clubs Program will pay for 2 certifications per club team.
4. Every Sport Club participant must register with their respective club and complete the release and liability waiver form PRIOR to any Sport Clubs participation.
5. Sport Clubs Program requires all Sport Club participants within the primary or secondary tier to complete a one-time physical examination and medial clearance form turned in no later than two weeks following call outs and/or first organized club practice. UCCS assumes no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

    Note: The Wellness Center offers physical examinations to all currently enrolled UCCS students. Call 719-255-4444 to schedule an appointment.
6. Sport Clubs Program requires Sport Club teams to have a Certified Athletic Trainer present at all events or games if required by their national governing body (NGB) or deemed necessary by Sports and Youth Programs Staff.

Note: Sport Club teams that don't receive primary athletic training coverage at their practices, events, or games may request athletic training services through the Home Event Form based on availability.

7. It is strongly recommended that each participant secure her/his own Accident and Health Insurance. Campus Recreation and UCCS do not provide insurance coverage for accident or illness incurred while participating in Sport Clubs.

   Note: Participants must understand the risks involved with participation, and will not hold UCCS liable for injury, damage, or loss arising from participation in all Sport Clubs activities.

8. Sport Clubs Safety Officers and Coaches will inspect fields and facilities prior to every practice session, game, or special event. Report unsafe conditions to the Campus Recreation Building Manager immediately by calling 719-255-7515. If at an off-campus site, report the conditions to the proper managing authority.

   Note: Do not use facilities or equipment if they appear unsafe.

9. In the event of a building evacuation of an UCCS facility, Sport Clubs Officers, Coaches, and Participants will follow the emergency action plan (LINK) for those facilities. For non-UCCS facilities, Sport Clubs are required to familiarize themselves with the EAP for those spaces and follow those plans in case of an emergency. For non-UCCS facilities, clubs will be required to email a copy of the facility EAP to sports@uccs.edu.
10. Safety staff is required to be on site for all home activities for clubs that are listed as high-risk. This can include Athletic Trainers, Sport Programs Supervisors, or other staff as needed. The Program Director of Sports and Youth Programs will determine the need for safety staff members at non-contact sport activities. Some Sport Clubs may be required to (or may want to) have additional healthcare providers present for their events. Requests for safety staff and other healthcare providers are made via the Officer Resource page in the Home Event or Travel Request.
11. In the event of an adjustment and or cancellation of an activity, the club will contact the Sports and Youth Programs staff immediately by calling 719-255-7599 and email Club Coordinator and sports@uccs.edu. If the Sports and Youth Programs staff are not able to be reached, the club must contact the Sport and Youth Programs staff at 719-255-7516.
12. In the event that the Sports and Youth Programs staff is not contacted with sufficient notice of an activity adjustment and/or cancellation, the club may be charged for the full cost of staff's requested hours of coverage and/or the additional time needed of coverage beyond the initially requested hours.

    Note: During the activity, cancellations due to inclement weather, or other such condition, are exempt from the above policy.

13. Participants are obligated to wear proper dress and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that they are doing so at their own risk and potentially may not be allowed to participate in the activity.
14. Each participant recognizes that they are always responsible for their own well-being and the well-being of the group they are a part of.
15. If injury occurs during the activity, complete Injury/Accident reports need to be turned into the SYP Desk within 24 hours of the accident or injury occurring. Hard copy accident reports are found on the Officer Resource page and in the folder located within First Aid Kit.

16. In case of an incident (i.e. Fight, intoxication, theft, property damage, etc.), please complete the Incident Report within 24 hours. Paper Incident Reports need to be returned to the SYP Desk within 24 hours. Incident reports can be found on the Officer Resource page and in folder located within First Aid Kit. For additional information, see Incident Reporting Section below.
17. It is recommended that club officers be certified in First Aid and CPR.
18. Follow-up care for injuries and other medical conditions are available to Sport Clubs participants.

    Wellness Center - 719-255-4444
    - Acupuncture
    - Chiropractic
    - Health Coaching
    - Massage Therapy

    Nutrition Consultation

MEDICAL PROTOCOLS

The Sport Clubs Program has established a Sport Risk Matrix and corresponding requirements to help determine athlete and team medical/safety requirements. Medical Protocols are in place to serve as a guide for coaches, Sport Club athletes, advisors and club administrators in regards to club athlete healthcare and safety. Club athlete safety depends on every club officer, athlete, advisor and coach becoming familiar with the handbook contents. All Sport Club athletes must be in compliance with UCCS Sport Clubs Medical Protocols and Requirements in order to be eligible for play.

The Sport Clubs Participation Medical Protocols are designed to generate awareness regarding potential health issues and impact on fitness to participate. They also ensure that either Safety Officers or Athletic Trainer(s) will be present for risk management. **These protocols are in place to generate awareness and help mitigate the potential risk involved in athletic activity; they do not guarantee club athlete safety. While playing sports there are certain inherent risks assumed by club athletes. These protocols do NOT waive those risks.**

PARTICIPATION CRITERIA

Each new Sport Club athlete must follow the required participation criteria. If the Sport Club athlete meets each requirement to the satisfaction of the Program Director of Sports and Youth Programs, then the individual will be eligible for participation.
To be considered a part of any Sport Club, all club athletes must complete and follow the following participation requirements:

1. Register for the desired Sport Club on FusionClub which includes a comprehensive Sport Clubs Program agreement and reading and completing the Sport Clubs Participation Waiver.
2. Sport Clubs Program requires all Sport Club participants within the primary or secondary tier to complete a one-time physical examination and medial clearance form turned in no later than two weeks following call outs and/or first organized club practice.

Signs	Symptoms
• Disorientation, confusion	• Headache
• Retrograde/anterograde amnesia	• Nausea
• Loss of consciousness	• Balance issues/dizziness
• Automatism	• Tinnitus (ringing in the ears)
• Unequal pupil size	• Diplopia (double vision)
• Combativeness	• Blurred vision
• Slowness to answer questions	• Trouble sleeping
• Loss of balance	• Trouble concentrating
• Atypical behavior/personality changes	• Memory issue
• Vacant stare	• Irritability, sadness
• Nystagmus	• Sensitivity to light or noise

a. The Physical and Medical Clearance form can be found on the Sport Clubs Webpage.

   Note: Physicals may be completed using UCCS Sport Clubs Physical and Medical Clearance Form. You may also provide a physical from your primary physician. If completing a Physical at an off-campus clinic, forms may be faxed to the Wellness Center: (719) 255-4446, Attention: Sport Clubs, or scanned and emailed to sports@uccs.edu.

b. Physicals are valid for the participant's entire career within the Sport Clubs Program, unless a new medical event/condition occurs that would warrant Physician clearance.

CONCUSSIONS MANAGEMENT & RETURN TO PLAY

A concussion is a type of traumatic brain injury – or TBI – caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells (Center for Disease Control and Prevention).

The signs and symptoms of a TBI or concussion may include:

When suffering from a concussion or other head injury, Club Athletes must follow the protocol outlined below:

a) Any athlete suspected of a concussion will be removed from play immediately and evaluated by a *Qualified Healthcare provider who is trained in the evaluation and management of concussions
b) Any athlete presenting with symptoms of a concussion is not permitted to return to activity on the same day as injury

c) Sport Clubs Athlete will contact the Student Health Center or other healthcare provider to schedule follow-up cognitive exam if:
   i) Signs and symptoms are not improving
   ii) Disability Services is needed to assist with academic accommodations
   iii) Additional post-concussion care/rehabilitation is needed
d) A medical clearance note must be completed by a qualified Health Care Provider* and given to the Sport Clubs Administrative Staff

**Qualified Health Care Providers include and only include: Doctor of Medicine, Doctor of Osteopathic Medicine, Licensed Nurse Practitioner, Licensed Physician Assistant, or Licensed Doctor of Psychology with training in neuropsychology or concussion evaluation and management.*

When a Concussion occurs when an Athletic Trainer or Sport Programs Staff Member is not present:

a) Club Safety Officer/Coach will immediately remove athlete from play
b) The Club Safety Officer will notify the Sport Clubs Admin and complete an Injury/Accident Report as soon as possible.
c) The Club Safety Officer will refer to Emergency Services if the athlete experiences any of the following signs or symptoms:
   - Loss of Consciousness
   - Amnesia lasting longer than 15 minutes
   - CNS dysfunction
   - Increasing LOC
   - Decrease/irregularity in pulse and/or respirations
   - Unequal, dilated, or unreactive pupils
   - Seizure activity
   - Mental status change
   - Vomiting

MEDICAL CLEARANCE NOTES

Any injury and/or illnesses sustained by Sport Club Athletes which requires any referral to a Physician will require a clearance note from the Physician's office. This applies to any illness/injury which causes Sport Club Athlete to miss time from practice or competition or affects their sport participation. All clearance notes must be faxed to 719-255-4446, Attention: Sport Clubs or scanned and emailed to sports@uccs.edu. The following information should be included in the Physician's clearance note:

- The date Sport Club Athlete can return to activity
- State any restrictions and/or limitations
- Signature and stamp of Physician

SAFETY OFFICER

All Sport Clubs teams are required to have a minimum of 2 Safety Officers with 1 present at all practices, games and events.

Safety Officer Requirements:

- Submit a Safety Officer Application found on the Officer Resource webpage
- Maintain up-to-date CPR/AED and First Aid Certification
  Note: CPR/AED and First Aid classes are available to Sport Clubs officers, participants, and coaches by Campus Recreation. Sport Clubs Program will pay for 2 certifications per club team

The duties of the Safety Officer include but are not limited to the following:

- Communicates all injuries of team/teammates within 24 hours of occurrence to Sport Clubs Admin by emailing sports@uccs.edu
- Administers CPR & First Aid Care within the scope of their training
- Maintains and stocks travel First Aid Kit throughout the season
- Inspects fields and facilities prior to every practice session, game, or special event and reports unsafe conditions to the Campus Recreation Building Manager immediately by calling 719-255-7515
- Enforces UCCS Recreation severe weather policies
- Reviews and administers Emergency Action Plans when appropriate
- Promotes and exhibits safe habits and participation during all Sport Club events

ATHLETIC TRAINING SERVICES

An Athletic Trainer (AT) is a health care professional who collaborates with physicians to provide preventative services, emergency care, clinical and diagnosis, therapeutic intervention and rehabilitation of injuries, and medical injuries.

UC Health has a partnership with UCCS Campus Recreation to provide comprehensive Athletic Training services to all active Sport Club members. The Sport Clubs Athletic Trainer may refer an athlete for further evaluation, testing, or imaging to the UCCS Wellness Center, or other healthcare facilities. Sport Club athletes are responsible for costs associated to such services.

Accessing Sport Clubs Athletic Training Facility

<u>Location</u>

The Sport Clubs Athletic Training Facility, Office 201, is located on Alpine Field on F1 of the Alpine Field Garage. The facility entrance is on the east side of the field next garage door.

<u>Hours</u>

Hours of the Sport Club Athletic Training facility will vary throughout the school year. Open hours will be determined at the beginning of each semester and will be set according to Sport Club practice and competition schedules. Hours will be posted on the Athletic Training Facility door.

Visiting Teams

Athletic Training services will be provided to all visiting teams during UCCS home events and competitions. Visiting teams are permitted to utilize the Sport Clubs Athletic Training Facility on Alpine Field while the Sport Clubs Athletic Trainer is on-site. Injuries sustained by visiting team Sport Club athletes requiring additional follow-up care by a healthcare provider shall be reported to the point of contact from the Sport Club athlete's university/college.

EMERGENCY ACTION PLAN

CAMPUS RECREATOIN EAP

The most critical aspect of emergency preparedness is ensuring that staff and officers are equipped with the skills, knowledge, equipment, and supplies to respond appropriately in an emergency situation. To ensure that staff and officers are properly trained and prepared, extensive training, certification programs, and in-service trainings will be utilized. This Emergency Action Plan will detail the steps that will be taken in the event of an emergency situation, as well as how the situations will be handled after the event is over.

The entire Campus Recreation Emergency Action Plan can be found on the Officer Resources webpage. Please familiarize yourself with the document prior to any practices, games or events in Campus Recreation facilities.

EQUIPMENT AND SUPPLIES

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Recreation and Wellness Center contains 5 AED units that are spread through the facilities. The units that are stored in the wall mounted cabinets are wired to send an emergency call to Public Safety when the cabinets are opened. The batteries on the AED will be checked and noted by Campus Rec staff on a regular basis and annually by UCCS Public Safety.

AED units are in the following locations:

- Front Desk (wall mounted)
- Lifeguard Office in Pool (wall mounted)
- Outside Upstairs Group Fitness Room (wall mounted)
- Upstairs on South End of Fitness Floor (wall mounted)
- Alpine Field Office (wall mounted)

FIRST AID SUPPLIES AND BIOHAZARD CLEAN UP

First aid kits are located at the front desk, lifeguard office, on the North side and south side of the upstairs fit floor, and Alpine Field office. Fanny packs with first aid supplies are worn by the building managers.
Biohazard clean up materials and supplies are available at the front desk. Biohazard disposal containers are located in the laundry room, the guard office in the aquatics area, Wellness center, and at Alpine in the office. All materials that are used in the clean-up of blood or other bodily fluids need to be disposed of in that container. Never put those materials in a normal trash can.

WEATHER SENTRY

WeatherSentry Online® is an Internet based lightning detection and weather monitoring system that sends text alerts and emails to the Building Managers iPad. The guest services desk will also have the WeatherSentry app.

FIRE EXTINGUISHERS

Fire extinguishers are located at various points around the facility. Make note of locations and always make sure that no equipment or boxes are in front of them.

Fire Extinguishers are located in the following locations:

a. Lobby locker rooms
b. Next to vending machines
c. Court C back door
d. Court D doors
e. Old front doors
f. SOLE garage
g. SOLE front doors
h. North towel stand
i. Water fountains on North
j. Emergency exit on north
k. Pool- next to locker rooms
l. Pool- hot tub/balcony doors
m. Across from janitors' closet/back offices
n. Weights lockers
o. Track above court C (2)
p. PT office
q. Outside MLMR
r. Cardio lockers
s. Court A
t. Court B
u. Between Court A & B

AQUATIC RESCUE EQUIPMENT

The pool contains specialized equipment that can be used in aquatic rescues including rescue tubes, shepherds' crooks, throw ring buoys, and two backboards.

EMERGENCY CALLING PROCEDURE

******When dialing on campus to get an outside line, dial "9" then the desired number*
***For 911 you do NOT have to dial out, simply call 911**.
** For on campus calls only dial the last 4 digits of the phone number*

Contact area/program supervisor

- Facility problems/issues – #1 Ryan Wong, #2 Damin Bowen, #3 David Fehring
- Pool Chemicals, Pumps, Heaters - #1 Courtney Sherwood #2 Damin Bowen
- Intramurals - #1 Chris Spencer, #2 Chris Ertman
- Sport Clubs- #1 Chris Spencer, #2 Chris Ertman
- Aquatics - #1 Courtney Sherwood
- Fitness - #1 Anna Bauer, #2 Chris Ertman
- SOLE/Outdoors/Trails -#1 Abagail Sawer #2 Chris Ertman,

If above contacts are not available or the situation involves significant injury or facility damage Contact Ryan Wong

Emergency Contact Numbers		
EMS	911	
UCCS Campus Police	255-3111	3111 (on campus)
Poison Control	1-800-222-1222	
UCCS Physical Plant	255-3313	

Professional Staff/ Graduate Assistant On-Call Contacts	Office
David Fehring, Associate Director	719-255-7519
Ryan Wong, Assistant Director of Facilities	719-255-7518
Chris Spencer, Program Director of Sports and Youth Programs	719-255-7516

Other Useful Numbers	
Wellness Center	719-255-4444
Campus Closure and Emergency Snow Line	719-255-3346

EMERGENCY PROCEDURES

SEVERE WEATHER

Severe weather includes severe thunderstorms, floods, tornados, significant hail, significant snowfall, high winds, and frequent lightning. Any of these items which may result in loss of property or life should be considered a weather-related emergency. The information line for weather related campus closures is 255-3346, closure information will also be sent out to the UCCS Alerts text message subscribers, as well as to the campus e-mail network. In addition, monitor local radio, local television, 2-way radios, and internet sources (www.weather.gov) for more information should you become aware of the possibility of severe weather

ALPINE AND POOL CLOSURES:

Campus Recreation reserves the right to cancel or reschedule any reservation due to inclement weather, which may cause safety concerns for participants/staff and damage to Alpine Field. We will do our best to remain open, but if activity on the field is suspended, delayed, or cancelled, we will use Campus Recreation social media and website, facility signage and program methods as our lines of communicating updates on operating hours. Note: You may also contact the Gallogly Recreation and Wellness Center Front Desk (719-255-7515) for Alpine Field hours of operation and closures. The pool will close based on the WeatherSentry notification system referenced in the below section titled "Lightning".

WINTER WEATHER

The main concern with winter weather will be helping disseminate information to the patrons concerning warnings or facility closures. Monitor local media and the weather closure line for more information. In the event of an early morning campus closure, the information line for weather related campus closures is 255-3346, closure information will also be sent out to the UCCS Alerts text message subscribers as well as to the campus e-mail network. Should a closure of the facility be mandated:

- Inform the staff of the need to close the facility
- Inform the patrons the facility will be closed by utilizing the script provided at the front desk
- Provide only pertinent information regarding the current conditions outside
- If the closure of the building is mandated the Director will initiate a calling tree by contacting the professional staff who will then notify student employees of the closure.

LIGHTNING

Our primary method of lightning detection is the WeatherSentry app. It is based on real strike data and will calculate the exact distance from Alpine Field that the strike occurred. In the event of a strike within a 8-mile radius, the pool and Alpine field will be closed until no strikes have occurred within the advisory radius for 30 minutes. Specific protocols for lightning closures are listed below:

1. When a strike occurs within 10 miles it is considered to be in the "advisory zone." Play and swimming can continue on the field and pool, but staff and participants should be aware that there is storm activity in the area. Staff should monitor movement of the storm and allow

time to reach a safe location and be out of danger by the time the storm is within the warning zone.

2. When a strike occurs within 8 miles it is considered to be in the "warning zone." When this warning is issued Alpine field and pool need to be cleared of people. When the threat of lightning is passed (30 minutes of no strikes in the advisory zone) an "all clear" notification will be given by Campus Recreation staff. At this point, play on the field and pool use can resume.
    a. At Alpine Field, the present Campus Recreation staff member will clear the field and send all participants to a safe shelter. If a Campus Recreation staff member is not present on Alpine Field, the Building Manager will tend to field to clear participants to a safe shelter and lock field doors to prevent entrance of additional participants.
    b. Depending on the severity of the lightning in the area and the time of day and early closure of the pool or field may be warranted. Before closing either area earlier than normal, posted operating hours consult professional staff so appropriate communications can be coordinated.
3. In the event when WeatherSentry application is not accessible or Campus Recreation staff are not present, the "Flash-to-Bang" method will be used as a last resort for lightning detection. To use the Flash-to-Bang method:
   - Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
   - Divide this number by five (5) to obtain how far away in miles the lightning is occurring.
   - For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.
   - As a minimum, the NCAA and the National Severe Storms Laboratory (NSSL) strongly recommend that all individuals leave the athletic site and reach a safe location before the flash-to-bang method of 30 seconds (6 miles).

At Alpine Field participants should be directed off the playing surface into the storage garage (with the roll down door closed), the bathrooms (with doors closed), the Recreation and Wellness Center, or into personal vehicles in the garage.

Inside the Recreation and Wellness Center, keep patrons off the patios, away from windows and discourage use of the shower until the "all clear" is issued.

TORNADO WARNING

If a Tornado or Thunderstorm WATCH is issued for the Colorado Springs area, monitor local media for possible warnings. These can occur with little or no warning. If a Tornado WARNING is issued for the Colorado Springs area:

- Staff should inform staff and patrons of the potential for a tornado emergency and direct them to sheltered areas inside the building and away from glass and windows. Discourage patrons from leaving the building or going outside.

- Staff should sweep their areas as they would for a building evacuation, but instead direct patrons and staff to the locker rooms on the lower floor. At Alpine Field participants should be directed to the lowest level of the parking garage, as far away from outside openings as possible.
- If you see a tornado, contact Public Safety by phone or radio and notify the rest of department staff via the radio system.
- Monitor local weather data and updates sent through UCCS Alerts.
- If facility damage occurs that would necessitate a closure, consult with professional staff to assist with that coordination and assessment.
- Once the “all-clear” is given, announce such information and allow activity to resume.

FLOODING/MUDSLIDE

Areas in the vicinity of the UCCS campus are susceptible to flooding from the nearby bluffs and arroyos. If flooding occurs IN our facility:

- Direct patrons to avoid the affected areas, and secure the entryways to prevent re-entry
- Contact the Auxiliary Services to cut off the electricity or other utilities to the affected area
- Contact Public Safety and initiate the calling tree to reach the appropriate professional staff member
- As it is possible and safe, attempt to use towels, mops, brooms and squeegees to prevent water from entering the building.

If flooding occurs NEAR our facility:

- Contact Public Safety, providing details of damage and specific locations

OTHER SEVERE WEATHER

Other severe weather such as high winds or large hail could also destroy life and/or property. High winds can create airborne debris which could present a hazard to those outdoors or near windows. Large hail can present a hazard to these same subjects and locations. In the event of high winds and/or large hail:

- Clear the patios located outside the pool and on the second floor fitness area
- Secure the doors leading to the area until at least 30 minutes after the affecting weather leaves the area
- Encourage patrons to stay clear of windows

RAIN

While even heavy rain typically won’t impact the operation of the Recreation and Wellness Center, the Alpine Field staff must consider the safety of the staff and players, as well as the potential risk for damage to turf areas when determining an appropriate response to rain that occurs during operating hours.

Professional staff and Alpine Field supervising staff will have final say in determining the playing status anywhere in the field. It is important that the supervisor work with the other area supervisors at the Recreation Center in determining a solution that is safe and meets the needs of the various programs.
Before making the decision to close Alpine Field for the rest of the posted hours, please consult with professional staff so appropriate communications can be coordinated. Notifications will need to be made for drop in participants, as well as for other programs or groups that may be scheduled on the field later in the day.

WEATHER TERMS

Campus Recreation facility operations may be impacted by a variety of weather events, among them are severe storms, tornadoes, and winter weather. In determining an appropriate response to inclement weather, it is important to have knowledge of some of the common terms utilized by meteorologists.

SEVERE THUNDERSTORM WATCH

is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces 1 inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. They are usually issued for duration of 4 to 8 hours and are normally issued well in advance of the actual occurrence of severe weather.

SEVERE THUNDERSTORM WARNING

is issued when a severe thunderstorm is either imminent or occurring, as indicated by radar or spotter reports.

TORNADO WATCH

is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. They are usually issued for duration of 4 to 8 hours and are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches.

TORNADO WARNING

is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They are usually issued for a duration of around 30 minutes. In the event of a tornado warning move to the lobby locker rooms and pool locker rooms. If there is any patron unable or handicapped, a staff member will need to assist the patron to the bathrooms located outside of Group Fitness Studio 2.

WINTER WEATHER ADVISORY

is issued by the National Weather Service when a low-pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that presents a hazard, but does not meet warning criteria.

WINTER STORM WATCH

is issued when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. Students should receive UCCS Alert.

WINTER STORM WARNING

is issued when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations.
A watch or advisory indicates that staff should be prepared to act because there is concern that severe weather could develop in a general area. There is generally not a need to make immediate changes to facility operations or programs. At this point, appropriate staff who are equipped with NOAA weather radios (found in main office of Alpine Field) should be monitoring the radios for updates and be prepared to inform their supervisors of relevant information.
A warning indicates that severe weather is presently occurring in a specific area. If a severe thunderstorm warning or tornado warning is issued for El Paso County, staff will need to take appropriate actions.

INJURY/ACCIDENT REPORTING

Injuries are any occurrence during a program that requires medical care. All injuries in Sport Club activities must be documented on an Injury/Accident Report and submitted within 24 hours of the Sport Club activity. Reports are to be completed by the Safety Officer, Sport Club Officers or Coaches, but may include statements from participants. Sport Clubs can find the Injury/Accident Report form on the Officer Resource page. The purpose of the reports is to help identify resources, supplies, and trends to more safely and efficiently provide our programs.

Providing care includes things as simple as just providing a band aid or ice.

INCIDENT REPORTING

Incidents are any occurrence during a program that is outside of our protocols or not standard procedure. All incidents at Campus Recreation managed facilities or during Sport Clubs events must be documented on an Incident Report and submitted to Sport Clubs staff within 24 hours of the conclusion of the Sport Club activity (***Exception***: Incident reports from Intramural Sport leagues are submitted to the Coordinator of Sports and Youth Programs). Reports are to be completed by Safety Officer, Sport Clubs Coaches, or Officers, but may include statements from participants. Sport Clubs will use the department’s Incident Report Form found on the Officer Resource Page. Sport Clubs can also submit incident reports through the Officer Resources webpage by selecting “Incident Report” online form.

Reports should include all relevant information related to the incident. Be as descriptive and detailed as possible in your reporting and you should only include facts and any immediate resolution to the incident. Reports need to be submitted to the Sport Clubs Staff within 24 hours.

Incidents include, but are not limited to the following:

- Poor individual or team conduct or behavior
- Player ejections
- Alcohol, marijuana, and/or drug intoxication
- Equipment or facility damage, inappropriate use, etc.
- Clubs not following facility or activity policies and procedures (i.e. club activities starting late, set-up/clean up issues, spectator compliance, insufficient communication, etc.)
- Theft of department or participant equipment, gear, clothing, etc.
- Protests
- Any occurrence that involves contacting Public Safety
- Any other occurrence that is outside normal protocol

CONTRACTS, AGREEMENTS, AND PERMITS

Sport Clubs are not permitted to create or sign any contract agreement or permit. All contracts, agreements or permits must go through University Legal, Risk Management, and ultimately receive signature from a signing authority within the University. Please Submit all proposed contracts to sports@uccs.edu to start the University process. This includes anything with terms and conditions; for example, facility use agreements, rental agreements, screening agreements, hotel agreements, click-through agreements, etc.

Clubs must work with the Program Director of Sports and Youth Programs at least 6-8 weeks in advance to ensure the following are processed properly:

- Contracts
- Lease Agreements
- Personal Service Contracts
- Terms and Conditions
- Service Agreements
- Sales Agreements
- Rental Agreements for outside equipment (i.e. Special Occasions)
- Permits (City, County, Other)

CANCELLATION & CHANGE POLICY FOR SPORT CLUB CONTRACTS

All cancellations and changes to any Sport Club activity must be requested through the SYP Staff in the office by the Cancellation Request Form.

- **All activities must receive final approval at least four (4) days prior to Home Events or departure for Away Events. Therefore all changes and cancellations must be completed and confirmed before an entire event is approved.**
    - Unique deadlines for cancellations and changes may be imposed by other University or Non-University entities for items such as contracts, flights, rentals, etc.

- Offenses will result in disciplinary action as outlined in the policies for Disciplinary Guidelines, Leadership Points, and Access to Funds.
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

CONTRACTS

Club must work with the Program Director of Sports and Youth Programs at least 6-8 weeks in advance to ensure all Contracts are processed properly.

- Program Director of Sports and Youth Programs will submit contract for initial review to University Legal and University Risk Management.
- Program Director of Sports and Youth Programs will submit budget authority approval with a Purchase Request Form through CU Marketplace at the time of contract submission.
- The PSC will work with UCCS for payment terms, UCCS FIS policy rules/violations, independent contractor status, etc.
- PSC will draft/route contracts for all required signatures.
- Fully executed contract will be distributed by the PSC to all necessary parties.
  The PSC will then initiate the payment process.

PURCHASE ORDER SUPPLIER CONTRACTS

Purchase order supplier contracts are for individuals who have a specialized skill, knowledge or resource that is not available within Sports and Youth Programs. Anytime one of these individuals is paid for their services to the club a Purchase Order Supplier Contract must be processed.

Clubs will work with the Program Director to ensure officials, judges, referees, have processed through the PSC Vendor Registration and filled out an approved Scope of Work form. The PSC oversees the process from start to finish. Clubs must work with the Program Director at least 6-8 weeks in advance to ensure all Contracts are processed properly.

- Officer's can access all online forms on the Officer Resources page under "Financial"
- Please fill out the "Vendor Registration" form to initiate set up of the Purchase Order Supplier Contract.
- Sports and Youth Programs will submit a Supplier registration link to the supplier via the submitted form information.
- Sports and Youth Programs will also email the supplier a Scope of Work form to be completed and sent back.
- Upon approval of Supplier registration and Scope of Work the supplier may work and provide invoice for payment by the club to Sports and Youth Programs via sports@uccs.edu.

PERMITS (CITY/COUNTY/OTHER)

- Club must submit the Home Event Registration form on the Officer Resource page for approval by the SYP Staff.
- Work with permitting agency 6-8 weeks prior to the event to obtain, complete, and get approval of appropriate forms.
- Permitting agency may request additional information or changes to the event
- If university signature is required, please see the contract section herein.
- If a Certificate of Insurance is required, please see the Certificate of Insurance section herein.
- Club will submit a final copy for Sport Programs records.

CERTIFICATE OF INSURANCE

- Defer to contracting language and university process when calling on certificates of insurance.
- When requesting a certificate of insurance have them include why they are requesting it, contact information for questions, and mailing address they would like the certificate sent to.
- Officers submit this request to the Program Director to be processed through the Office of Risk Management at least 6-8 weeks prior to the event. The Program Director will submit a request for Certificate of Insurance.
- Additional information or alternative steps may be requested by the University.

SPORT CLUBS EXECUTIVE COMMITTEE

The Sport Clubs Executive Committee is the primary governing body of the University of Colorado Colorado Springs Sport Clubs Program. The Committee works with the SYP Program Pro Staff to shape the future of the Sport Clubs Program.

The Committee is responsible for establishing and reviewing policies related to the operation of the program, evaluating, and reviewing budget submission, distributing leadership points, and determining disciplinary actions of clubs or club members. The Committee is also responsible for evaluating and reviewing requests for new club membership, responding to questions and issues concerning Sport Clubs, and making recommendations regarding club and individual member status when disciplinary or conduct issues arise.

COMMITTEE ORGANIZATION

The Sport Clubs Executive Committee (CSEC) consists of five (5) elected Sport Club student members; the individuals who receives the largest number of votes. The student representatives will be elected by the Sport Clubs Association, which consists of all Sport Clubs members.

The election of Sport Clubs Executive Committee members will take place at the end of March. Those elected for the preceding year will attend the last Committee meeting in March and assume their new position at the first Committee meeting in September.

The Committee will meet once a month during the Fall and Spring semesters. The meeting will take place on the first Wednesday of every month unless otherwise changed by the Committee chair.

SPORT CLUBS BUDGET PROCESS

BUDGET REQUEST

The Student Government Association allocates a maximum amount of $4,000 to each club (Including Sport Clubs) each school year. A max of $3,000 is available to use for travel. Listed below are the steps of the funding process.

The funding process has 5 steps:

   a. Submission of funding proposal. UCCS SGA Funding Proposal FY25 (Can be found on Mountain Lion Connect).
   b. Detailed receipts or quotes need to be presented with the proposal to be considered for the funding.

2. The Budget Advisory Committee (BAC) meets and will approve, edit, or deny your funding request. A representative from your club is required to attend the BAC meeting (normally held weekly)
3. The SGA Senate then meets and either approves or sends your funding request back to the BAC. A representative from your club is not required to attend the Senate meeting, but it is strongly suggested. If no one from the club can attend the Senate meeting, the club can leave a statement with the Director of Finance.
4. After your funding has been approved by the Senate, you will receive an email with how to access your funding.

WHAT CAN I GET CLUB FUNDING FOR?

- Food
- Travel expenses
- Advertising
  - All events must be advertised with 20 posters displayed on approved public bulletin boards (except travel and conference). All advertising must state "Open to All Students" and "Sponsored by SGA"
  - Clubs can request up to 50% of advertising expenses for clothing in order to advertise the event. Clothing is limited to club members.
- Sporting expenses
- Event expenses

Individual Sport Clubs budgets are due to the Sports and Youth Programs Office each February. Budget forms and specific expense/income information are distributed in the fall term. The Sports and Youth Programs Staff is available to help guide clubs through the budget process. The Sport Clubs Committee reviews requests and holds budget presentations for each club.

THINGS THAT WILL BE CONSIDERED

- Number of members in club
- Fundraising
- League dues and entry fees
- Travel costs
- Leadership and Community efforts
- Equipment needs
- Operating costs

SPORT CLUBS BUDGET NOTES

1. All clubs are required to submit a Sport Clubs Budget Packet Form and prioritize which budget items are most important for the club.
2. Previous year's budget allocation sheets are available for clubs to review.
3. Sports and Youth Program Staff are an available resource as clubs develop budgets.

BUDGET HEARING GUIDELINES

1. Clubs have 15 minutes to present their budget request. They are asked to provide a brief overview of their club, discuss the reasoning behind their requested amount, and explain any major changes from the previous year's allocation.
2. The Sport Clubs Committee may request clarification or ask questions of club members at the end of the presentation.
3. Upon conclusion of all presentations, the Sport Clubs Committee will discuss and allocate budgets based on presentation content and the criteria set forth above.

Approval of the Sport Clubs Budget is done with a simple majority vote of the Sport Clubs Committee.

SPORT CLUBS FINANCIAL ACCOUNTS

The members of each club are primarily responsible for the financial support of their club. All club funds must be used for the benefit of the entire group. Funds for club activities will normally come from the following sources:

1. Membership dues.
2. Fundraising (all fundraising activities require prior approval from the Sports and Youth Programs Staff).
3. SGA allocated funds.

4. Donations/Sponsorships from individuals and corporations.

ACCOUNT BALANCE ACCESS

Access to a club's account is available on the Officer Resources webpage under the Financial section. Club Officers may go in and check whenever necessary. It is the officer's responsibility to stay up to date on financial tracking.

SGA ALLOCATION FUNDING

Money is provided to clubs through student fee dollars each year via approved SGA Allocation funding. The Student Government Association and Budget Advisory Committee allocate these funds to clubs through the SGA funding proposal process. Student Fee Allocation money does not roll over from year to year. At the end of May, the unused funds in each club's account are moved back to the SGA Event Allocation speedtype.

STUDENT FEE SGA ALLOCATION FUNDING SPENDING GUIDELINES

There are a number of procedures that can be used to spend your SGA Allocation funding dollars. Sport Club purchases from the SGA Account must be completed by end of spring semester and all items must be received by the second to last week in June.

The SGA Account is a **"restricted"** account, meaning there are restrictions on what can and cannot be purchased or reimbursed. All purchases must be in line with the SGA Funding Proposal that was approved. All transactions must receive prior approval by the Sport Programs Staff before transactions occur.

Allowable Student Fee purchases

- Travel to competitions
- Lodging while competing for UCCS
- Registration and entry fees
- Conference/League Club dues
- Game and practice supplies
- Officials' fees
- Facility rental for games and practices
- Club owned equipment and uniforms (collected and inventoried annually)
- Advertising
- Gas or mileage (travel in personal vehicles)

Non-allowable Student Fee purchases

- Banquets or parties
- Flowers or decorations

Any items that will become the permanent possession of a participant (e.g. warm-up jackets or uniforms)
Meals for Sport Club members, coaches, officials and advisors
Gifts or awards
Telephone calls that are listed on officer's and/or coaches' personal accounts
Payment toward a club event in which the club will make money (includes any events/tournaments sponsored by a club).

The PSC Policies and Procedures applicable to accounting-related transactions at the University. The PSC policies and procedures apply to all university departments.

SPORT CLUB GIFT FUND (FUND 34) SPEEDTYPE AND CU FOUNDATION FUND

The UCCS Sport Clubs Program Club Fund 34s are available for clubs who received a charitable donation, sponsorship money, or gift-in-kind to their club. Depositing a charitable donation directly into the clubs Fund 34 Account ensures that the donor will get a tax receipt from the CU Foundation for tax purposes.

CHECK/CREDIT CARD DONATIONS:

Check donations should be written payable to the: UCCS Club "specific sport".

Credit card donations are processed directly through the CU Foundation from the CU Giving page. Please have donor visit: Donation · University of Colorado Colorado Springs · GiveCampus (uccs.edu) The donor will need to click on your specific Sport Club and then proceed to that giving page.

REVENUE RECEIVED BY CLUB – FUND 34 DONATION ACCOUNT

When checks are received by the club meant to be deposited into their Fund 34 Donation Account, the club will Immediately take the check to the Campus Recreation Center to your club coordinator.

GIFT-IN-KIND DONATIONS:

Before donations of products or gift-in-kinds are made, you must first contact SYP Staff to get approval.

a. Service provided or space rental are **non-allowable gift-in-kinds** if the gift comes from the provider.
b. Animals cannot be accepted by the Sport Clubs Program.

Go to https://www.cu.edu/controller/gift-kind and review General Requirements, Approval and Acceptance and Appraisal Standards. The Gift in Kind acceptance form is required to be filled out and returned to the SYP Desk for processing. Acceptance form:

https://www.cu.edu/controller/policies/gift-kind-acceptance. Please return the form and any receipts/invoices to the SYP Desk as well.

PURCHASING WITH FUNDS

Sport Club officers can use Foundation Funds for purchasing and payments using the purchase request form on the Officer Resource page.

Gift SpeedType or Fund 34 have strict set-up and control procedures. Please visit:
https://www.cu.edu/controller/procedures/accounting-handbook/gift-speedtype-set-control

The Gift Fund (Fund 34) SpeedType will be used to conduct a university sponsored fundraising event.

GRANTS

The following is the process for Sport Clubs to apply for a grant, management and spending grant funds, and closing out the grant through UCCS.

DETERMINE WHAT TYPE OF AWARD IT IS (GRANT OR DONATION?)

If there are terms and conditions or deliverables required for funding, the award is most likely a grant. If the award is a donation wherein the donor needs to claim a tax benefit, the award would be considered a donation which is processed through the CU Foundation.

Forward the following items to the Program Director of Sports and Youth Programs to start processing and to confirm an award is in fact a grant:

- Copy of the application and a web link to the granting agency website
- Application due date, grant start date and end date.
- Brief description of the award ($ amount or description of equipment/supplies)

Note: This process should begin at least 4 weeks prior to the grant deadline.

CLUB SELF-GENERATED REVENUE

FUNDRAISING

OPPORTUNITIES

Many clubs conduct some type of fundraising efforts during the year to help offset the costs of their club operations. Hosting events, tournaments, working sport events, alumni and family donations, car washes, Clyde's Crowd, CU Giving Page, letter writing campaigns, and instructional classes have been proven to be successful means of raising money.

Additional Resources:
Crowdfunding information: Clyde's Crowd

CU Giving Page: Donation · University of Colorado Colorado Springs · GiveCampus (uccs.edu)

FUNDRAISING GUIDELINES

All fundraisers, sponsorships, etc. must be submitted as an event through Home Event Registration form for advising and approval by the Sports and Youth Programs Staff.

In addition to Leadership Points, clubs will be required to fundraise 10% of their projected expenses (See budget packet). Membership dues do not count towards fundraising. Example: Club A's projected expenses are $1,000, so the club needs to raise $100 (10%) to fulfil their yearly requirement. Any fundraising short of the 10% will be reviewed by the Sport Club Committee at the end of the academic year to determine potential sanctions.

1. Clubs must complete Home Event Registration form on the Officer Resource page for advising and to obtain approval prior to all activities associated with a fundraising event.
2. All revenue generated must be deposited into the Club's Fund 34 or Fund 29 Account depending on how the money was collected.
3. An individual or individuals of the club may not participate for private financial gain.
4. When collecting money, a cash box must be reserved from the SYP Desk.
5. Raffles have restrictions, please see SYP Desk and fill out a Home Event Registration form to initiate the use of the Student Life Raffle license.
6. Fundraising suggestions and additional help are located at the SYP Desk.

RAFFLE

Raffles are only available to recognized clubs. A raffle is defined as selling tickets in order to win something, where buying multiple tickets increases one's chances of winning. If everyone attending receives ONE free ticket and cannot purchase additional tickets, the event in question is not a raffle.

Process:

- Advance notice for this type of event is required
- Raffles require a minimum of two months' notice
- As fundraising events can vary wildly, come into the Sport Clubs Desk to speak about fundraiser plans
- Once you have planned your fundraiser, fill out a Home Event Registration form on the Officer Resources webpage to receive approval for your fundraiser or raffle.

SOME GENERAL INFORMATION ABOUT RAFFLES:

- Only recognized clubs are able to use the license.
- Raffles must be registered with the state. That's why it takes at minimum 2 month planning process to execute.
- SGA must approve the use of the raffle license each time.
- Money collected should be deposited in a Fund 34.

SPONSORSHIP

CAMPUS RECREATION PARTNERSHIPS

Steps for successful sponsor "Partnerships" within Campus Recreation:

- Schedule a meeting with the Program Director of Sports and Youth Programs to discuss sponsorship opportunities
- Have all letters and partnership materials reviewed by the Program Assistant;
- Begin reaching out to local businesses or individuals with sponsorship opportunities

FREQUENTLY ASKED QUESTIONS: SPONSORSHIPS

WHAT IS SPONSORSHIP?

Sponsorship is the support or alignment with a specific event, activity, program, or organization financially and/or an in-kind contribution for marketing and promotional opportunities in direct support of the event, activity, program, or organization.

WHO IS ELIGIBLE TO BE A SPONSOR?

Potential partners must fit within Campus Recreation guiding principles, mission, and vision parameters. Key ideas which highlight our core values include:

- Build Community through Authentic Relationships
- Cultivate Leadership through Experiences
- Foster Development through Education
- Inspire Well-being through Involvement
- Achieve Innovation through Creativity

WHAT ENTITIES ARE INELIGIBLE FROM BEING SPONSORS?

In order to remain consistent with Campus Recreation's mission, vision, and principles, the following entities are ineligible from participating as sponsors in any capacity:

- Tanning salons
- Bars*
- Alcoholic beverage distributors
- Tobacco distributors
- Smoke shops
- Marijuana dispensaries
- Other establishments portraying messages that undermine a healthy lifestyle.

**Bars are defined as a room or establishment whose main feature is for the sale of alcohol.*

HOW DO I PICK OUT THE RIGHT SPONSORS FOR MY CLUB?

Look at the similarities between your club and local businesses. Make sure the business matches the mission statement of Campus Recreation. Think about businesses that promote a healthy lifestyle. The total number of people participating and attending, the number of club members at a club event, or the number of events your club attends is always important information to share with your potential sponsor.

Some places to look for potential partnerships include:

- Personal connections
- Barometer Ads
- Sports related businesses
- Start-up companies/organization

CASH HANDLING POLICY

Sport Club members, participants or other vendors associated with Sport Clubs who come into the Campus Recreation Desk with money/checks for events or sponsorships need to follow all the Cash Handling Policies.

An annual training will occur at Fall Officer Training. Anyone needing to complete the training after that point will do so via Canvas. The training includes general cash handling policy, how to receive cash, how to deposit cash, how to detect counterfeit, and provides other important resources.

Sport Clubs should avoid collection of cash and checks when at all possible and utilize the online Sport Clubs payment system through Campus Recreation Fusion software.

REIMBURSEMENTS

The practice of personally paying for services and equipment directly by Sport Club members is strongly discouraged. Convenience and/or lack of proper planning are not legitimate reasons to circumvent regular UCCS Sport Clubs purchasing channels.

However approved reimbursements are allowed within **30 days** of the incurred cost, on the occasion when logistical reasons or extenuating circumstances occur that preclude the use of normal UCCS purchases or protocols.

Non-Employee Reimbursements (NR) are used in accordance with the PSC Procedural Statement: Travel, to reimburse a non-employee or student for travel or other expenses related to official university business (Sport Club operations, travel, etc.). Do not use the NR form to reimburse an independent contractor or for other services. CU NR form and procedures: https://www.cu.edu/psc/forms/non-employee-reimbursement-nr

Payment arrangements should be made in advance to avoid Reimbursements for the following:

- Lodging
- Vehicle rentals
- Marketing/copy costs
- Equipment, uniforms, supplies, awards *with Exceptions above
- Fundraising & Concession expenses: food, gear, equipment
- Registration/Entries to leagues, tournaments, association memberships, sanctioning of events

TRAVEL REIMBURSEMENTS

Travel Reimbursements for allowable purchases can be made to club members if funds are available.
PSC Procedural Statement: Travel: https://www.cu.edu/psc/psc-procedural-statement-travel

Allowable Travel Reimbursement expenses include:

- Fuel/Mileage
- Meals while traveling
- Flights (with prior approval and Christopherson Travel Quotes. Work with Sport Clubs Office)

REIMBURSEMENT DOCUMENTATION REQUIRED

The Reimbursement must include the payee's: name, phone number, UCCS ID, and address the check will be mailed to.
The Following needs to be included in the Reimbursement Request:

- Proof of payment receipt/invoice.

Person requesting reimbursement submits a Purchase Request online and all supporting documentation to the SYP Desk.

- SYP Staff approves, documents, and submits the Reimbursement form with all supporting documentation to the PSC for processing.
- The PSC pays out checks on a net 30, meaning it could take up to 30 days to receive a reimbursement check in the mail.
- Reimbursements must be completely processed by **June 1st** for the end of the fiscal year.

REIMBURSEMENTS FOR GAS OR MILEAGE

- All reimbursements related to gas will be calculated by mileage, however gas receipts must be attached.

Mileage reimbursements for travel in a personal vehicle:

1. Calculate trip mileage (i.e. Google Maps, Apple Maps, etc.).
2. Mileage is currently at 60₵ cents a mile (can change throughout the year without notice).
3. Less than the maximum can be claimed.

REIMBURSEMENTS FOR FOOD

Food reimbursement may be issued up to the per diem rate and the tip can be no higher than 15%. Please connect with the Program Director of Sports and Youth Programs for meal diem rates for the city you are traveling to at least 2 weeks prior to the trip.

Documentation required for reimbursement includes:

1. Reimbursement form
2. List of dates and meals that an individual is claiming
3. Receipt (if not claiming per diem rate)

REFUNDS

SPORT CLUBS ELIGIBILITY FOR REFUNDS

POLICY STATEMENT

Campus Recreation shall recognize the cancellation/return of individually paid dues or other Sport Club payments when specific criteria are met.

REFUND CONDITIONS

Sport Club Dues – Sport Club Dues are non-refundable, except in the case of documented injury, illness, or relocation. Such situations require immediate notification be given to the Program Director of Sports and Youth Programs.

Except in pre-defined, special circumstances (see below), membership and access purchases are non-refundable. Note: When the customer opts for payroll deduction, no refund will be considered until total payments deducted exceed the value of benefits already realized.

Special circumstances, as follow, may justify an exception to the general rule of refund.

- Medical issues which render the person unable to participate
- Leaving the university
- Emergency situations for the participant or family members involving sickness, broken bones, car accident, hospitalization, etc.
- A note signed by the area coordinator asking for refund, naming the affected person, and explaining the specific circumstance.

Additional Conditions

Within ***the same business day***, if a customer changes his/her mind about purchasing a membership, an activity, a contract, or a service and he/she does not realize the benefit within that day, a full refund will be awarded without penalty or will be assessed a processing fee ($10).

PURCHASING

PURCHASING POLICIES

The Procurement Service Center (PSC) procedural statements provide instruction to organizational units in the areas of purchasing, payables, and travel. PSC Policies and Procedures.
Different purchasing procedures are prescribed by the following:

All transactions must be complete **and** items must be received by the end of each fiscal year (June 1st).

SPORT CLUBS PURCHASING

Sport Clubs Accounts are **"restricted"** accounts, meaning there are restrictions on what can and cannot be purchased or reimbursed as outlined in the Sport Clubs Financial Accounts section.

Sport Clubs purchases must receive prior approval by the SYP Program Staff before any transaction occurs. Approval will be provided only after submission of a Purchase Request Form located on the Officer Resources page under the Financial section.

PURCHASE REQUEST FORM

A Purchase Request (PR) form is a "request" for payment to be completed or items to be purchased at the time of payment. PRs offer a variety of payment options outlined below.

CHECK

A Purchase Request Form (PR) approved by the SYP Program Office is required **prior** to processing any purchases and payments mailed by check directly to the payee/vendor.

Purchase Requests for checks should be submitted 4-6 weeks prior to the check being delivered.

- PR must include the requesting individual's complete contact information on the form to ensure questions can be addressed.
- PR must include specific payment and ordering information for the exact:
    - Vendor (including, first and last name, email address, address, website, phone number)
    - Items (event information, item numbers, quantities, sizes, colors)
    - A printout of each item or event publication
    - Attached invoice or quote for item/service
- Upon PR approval Sports and Youth Programs will process check requests through the PSC. Checks are mailed on a net 30 and could take up to 30 days for delivery.
- All changes arranged with Sport Clubs Officers to the pre-approved expenses on the PR must be approved by Program Director of Sports and Youth Programs.

PROCUREMENT CARD EQUIPMENT PURCHASES (DEPARTMENT CREDIT CARD)

A Purchase Request Form (PR) approved by the SYP Office is required **prior** to processing any purchases and payments on Procurement Purchasing Cards for billing to a University Account.

- PR must include the requesting individual's complete contact information on the form to ensure questions can be addressed such as item availability, delivery options, price differences, etc.
- PR must include specific ordering information for the exact:
    - Vendor (including address, website, phone number)
    - Items (including item numbers, quantities, sizes, colors)
    - A printout of each item from a catalogue or web site catalogue with item description and specific part/item numbers.
    - Club Fund you would like charged (Fund 29, Fund 34, SGA)
- Upon PR approval, Sports and Youth Programs will process equipment and supply purchases using a department procurement card.
- Staff will contact the person on the PR to address questions or problems with purchases.
- All changes arranged with Sport Clubs Officers to the pre-approved expenses on the PR must be approved by the Program Director of Sports and Youth Programs.

The Business Manager of Campus Recreation will serve as the back-up for the Department Purchasing Card at times the Program Director's schedule cannot accommodate Program purchasing needs.

CU Procurement Rules: https://www.cu.edu/psc/procurement-rules

PURCHASE ORDER (PO)

A Purchase Order Request (PO) is completed by emailing the Program Director of Sports and Youth Programs with detailed information about the payment (such as item descriptions, cost, quantities, or event promotional material). A PO is normally in conjunction with a University signed contract. Please submit PO Requests 6-8 weeks prior to needing payment.

Common instances when a PO would be the only, or most logistical, way to process a payment include:

a) When a vendor does not have the ability to accept a University check.
b) When a vendor does not have the ability to process a Procurement Card (credit card) in accordance with UCCS policies.
c) Any purchases/orders totaling over $1,000

The Program Director of Sports and Youth Programs can assist staff and officers in determining when POs are appropriate forms of payment. The vendor must:

1. Agree to accept this form of payment (promise to pay); and,
2. Submit an invoice for final payment after items are received or an event is completed.

PURCHASING FOOD

Should a club wish to purchase food for an event, travel, officials or volunteers, the following information is required for making such purchase:

- Fall within per diem rate
- Purchase request
- Memo explaining what food was used for, how many people it served, how long individuals were present at the event
- Documentation of advertising of event (ex: flyer, Facebook post)