



# Campus Recreation

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

---

## Club Sports

# Club Sports Officer Handbook 2021-2022

University of Colorado, Colorado Springs  
Campus Recreation  
Club Sports Office  
1420 Austin Bluffs Pkwy  
Colorado Springs CO 80918  
Phone 719-255-7599  
Fax  
[sports@uccs.edu](mailto:sports@uccs.edu)

## TABLE OF CONTENTS

<b>WELCOME .....</b>	<b>5</b>
CAMPUS RECREATION MISSION STATEMENT.....	5
CAMPUS RECREATION CORE VALUES .....	6
CAMPUS RECREATION VISION STATEMENT.....	6
CLUB SPORTS PROGRAM OVERVIEW.....	6
<b>STAFF RESPONSIBILITY .....</b>	<b>7</b>
<b>ADMINISTRATIVE SUPPORT .....</b>	<b>8</b>
SPORTS AND YOUTH PROGRAM DESK & BACK OFFICE .....	8
IMPORTANT INFORMATION.....	8
<b>OFFICE INFORMATION.....</b>	<b>9</b>
COMPUTERS .....	9
REC117-P2 KONICA MINOLTA PRINTER/COPIER/SCANNER/FAX.....	9
CLUB SPORTS CALENDAR OF EVENTS 2020-2021 .....	9
<b>CLUB SPORTS .....</b>	<b>10</b>
WHAT ARE CLUB SPORTS?.....	10
LIST OF ACTIVE CLUB SPORTS .....	11
<b>2019-20 CLUB TO STAFF ASSIGNMENTS.....</b>	<b>11</b>
<b>ORGANIZATION AND STRUCTURE .....</b>	<b>11</b>
GET ORGANIZED .....	11
<b>CLUB SPORTS OPERATING PROCEDURES .....</b>	<b>13</b>
ANNUAL CLUB RECOGNITION .....	13
CLUB STATUS.....	14
CREATING A NEW CLUB SPORT .....	15
<b>CLUB SPORTS MEMBERSHIP POLICY AND PROCEDURE.....</b>	<b>16</b>
INDIVIDUAL MEMBER REQUIREMENTS .....	16
DISCRIMINATION AND HARASSMENT POLICY .....	18
INCLUSIVE PARTICIPATION .....	19
NATIONAL GOVERNING BODIES .....	19
COMPETITION AT ANOTHER INSTITUTION.....	19
CONFIDENTIALITY .....	19
FACILITIES.....	19
CLUB SPORTS MEMBERS PARTICIPATING IN INTRAMURALS .....	20
<b>CLUB SPORTS CODE OF CONDUCT AND WAIVER OF LIABILITY .....</b>	<b>20</b>
ONLINE REGISTRATION.....	20
<b>CLUB SPORTS EXPECTATIONS &amp; CONDUCT .....</b>	<b>20</b>
CLUB OFFICER EXPECTATIONS .....	20
CLUB CONDUCT.....	21
STUDENT RESPONSE TEAM POLICY .....	23
BULLYING PROCEDURE.....	23

HAZING PROCEDURE .....	24
SEXUAL MISCONDUCT POLICY .....	25
AMOROUS RELATIONSHIPS POLICY .....	26
DISCIPLINING CLUB MEMBERS .....	26
LEADERSHIP POINTS .....	27
DISCIPLINARY GUIDELINES .....	29
<b>CLUB SPORTS TRAINING/DEVELOPMENT .....</b>	<b>31</b>
ONLINE OFFICER BASE-LINE TRAINING (CANVAS PLATFORM) .....	31
FALL OFFICER TRAINING (IN-PERSON) .....	31
MONTHLY OFFICER MEETINGS .....	31
CLUB SPORTS ASSOCIATION MEETINGS .....	31
OFFICER TRANSITION TRAINING.....	32
WORKSHOPS.....	32
COACH TRAINING – COMING SOON.....	32
<b>CLUB SPORTS ASSESSMENT AND EVALUATION.....</b>	<b>33</b>
SEMESTER REPORTS .....	33
MID-YEAR CLUB EVALUATION .....	33
END OF YEAR CLUB EVALUATION .....	33
<b>CLUB SPORTS ADVISORS AND COACHES.....</b>	<b>33</b>
FACULTY/STAFF ADVISORS.....	33
COACHES.....	35
<b>CLUB SPORTS MARKETING &amp; PROMOTIONS.....</b>	<b>37</b>
MARKETING DEFINED .....	37
TOOLS & RESOURCES TO CREATE PROMOTIONAL MATERIALS FOR YOUR CLUB.....	37
HOW THE CLUB SPORTS PROGRAM CAN HELP .....	40
WHAT IS YOUR ADVERTISING BUDGET? .....	40
<b>CLUB SPORTS PRACTICES .....</b>	<b>41</b>
PRACTICE REQUESTS.....	41
<b>CLUB SPORTS ACTIVITIES .....</b>	<b>42</b>
ACTIVITY REQUESTS .....	42
HOME EVENT REQUESTS .....	43
SCRIMMAGES DURING NORMAL CLUB PRACTICE TIME .....	43
SHOWER USE BY NON-CLUB MEMBERS.....	44
VOLUNTEERS AT EVENTS .....	44
NON-CLUB MEMBERS PARTICIPATING.....	44
YOUTH PROGRAMMING .....	44
FOOD AT CLOSED EVENTS .....	45
FOOD AT OPEN EVENTS .....	46
CO-SPONSORING EVENT .....	46
PERSONAL SERVICES CONTRACTS.....	46
<b>CLUB SPORTS TRAVEL.....</b>	<b>47</b>
FIRST AID KITS .....	48
INCIDENTS/ACCIDENTS DURING EVENTS & TRAVEL .....	48
DRIVER SAFETY POLICY .....	49
DRIVER AUTHORIZATIONS.....	49
MOTOR POOL VEHICLE REQUESTS .....	50

RENT- RENTAL VEHICLE REQUESTS.....	52
CHARTER BUS REQUESTS.....	53
FLIGHT REQUESTS FOR AIR TRAVEL .....	54
LODGING REQUESTS.....	55
PERSONAL VEHICLES.....	55
ADDITIONAL TRAVEL RESOURCES.....	56
CLUB SPORTS TRAVEL EXCUSAL LETTERS .....	57
<b>CLUB SPORT EQUIPMENT .....</b>	<b>57</b>
INVENTORY .....	57
STORAGE.....	58
EQUIPMENT CHECKOUT .....	58
MOUNTAIN LION STADIUM SHED .....	59
ALPINE FIELD – SOCCER/LACROSSE GOALS .....	59
OTHER EQUIPMENT .....	59
<b>CLUB SPORTS FACILITY USE.....</b>	<b>60</b>
EXPECTATIONS .....	60
ADDITIONAL FACILITY REQUESTS.....	60
WEATHER CONDITIONS.....	61
FACILITIES.....	61
<b>SAFETY AND RISK MANAGEMENT .....</b>	<b>61</b>
CLUB SPORTS SPECIFIC RISK MANAGEMENT REQUIREMENTS.....	61
MEDICAL PROTOCOLS.....	63
SPORT RATING AND REQUIREMENTS .....	70
<b>ATHLETIC TRAINING SERVICES .....</b>	<b>71</b>
<b>EMERGENCY ACTION PLAN.....</b>	<b>72</b>
CAMPUS RECREATION EAP.....	72
EQUIPMENT AND SUPPLIES .....	72
EMERGENCY CALLING PROCEDURE .....	74
EMERGENCY PROCEDURES.....	75
INJURY/ACCIDENT REPORTING .....	80
INCIDENT REPORTING .....	80
<b>CONTRACTS, AGREEMENTS, AND PERMITS .....</b>	<b>81</b>
CONTRACTS .....	82
PURCHASE ORDER SUPPLIER CONTRACTS .....	82
PERMITS (CITY/COUNTY/OTHER) .....	82
CERTIFICATE OF INSURANCE .....	83
<b>CLUB SPORTS COMMITTEE .....</b>	<b>83</b>
COMMITTEE ORGANIZATION.....	83
COMMITTEE REQUIREMENTS .....	84
APPROVING NEW POLICIES.....	84
<b>CLUB SPORTS BUDGET PROCESS .....</b>	<b>84</b>
BUDGET REQUEST.....	84
SGA SENATOR SPONSORED BILLS REQUESTS.....	86
ACCESS TO CLUB FUNDS .....	86
<b>CLUB SPORTS FINANCIAL ACCOUNTS .....</b>	<b>86</b>

ACCOUNT BALANCE ACCESS .....	86
SGA ALLOCATION FUNDING.....	87
CLUB SPORT GIFT FUND (FUND 34) SPEEDTYPE AND CU FOUNDATION FUND .....	88
GRANTS .....	90
<b>CLUB SELF-GENERATED REVENUE .....</b>	<b>90</b>
FUNDRAISING.....	90
RAFFLE .....	91
SPONSORSHIP .....	92
AWARD & CASH WINNINGS .....	93
CASH HANDLING POLICY .....	93
RECEIPTING .....	93
DEPOSIT OF SPORT CLUB SELF-GENERATED REVENUE BY CLUB .....	94
<b>REIMBURSEMENTS.....</b>	<b>94</b>
TRAVEL REIMBURSEMENTS .....	95
REIMBURSEMENT DOCUMENTATION REQUIRED .....	95
<b>REFUNDS .....</b>	<b>96</b>
CLUB SPORTS ELIGIBILITY FOR REFUNDS.....	96
<b>PURCHASING .....</b>	<b>97</b>
PURCHASING POLICIES.....	97
CLUB SPORTS PURCHASING.....	97

## WELCOME

Welcome to the University of Colorado, Colorado Springs (UCCS) Club Sports 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 Club Sports 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 Club Sports Officer Handbook has been created to provide you with a guide to procedures and policy information as it relates specifically to your Club Sport within the department. **Club Sport 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 Club Sports 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
- Enrich **Diversity** through Engagement and Inclusion
- Achieve **Innovation** through Creativity

#### CAMPUS RECREATION VISION STATEMENT

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

#### CLUB SPORTS PROGRAM OVERVIEW

##### CLUB SPORTS PROGRAM MISSION STATEMENT

The UCCS Club Sports 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 Club Sports are competitive by nature, they also stress skill development, team-building and socialization. Club Sports 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.

---

## CLUB SPORT 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 Diversity.

## 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.

### **Bill Moorman**, Manager of Sports and Youth Programs

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

### **Kayla Harper**, Interim Coordinator of Sports and Youth Programs

- Event Advising and Management
- Club Finances
- Equipment Management
- Marketing Development
- Coaches

### **Vacant**, Athletic Training Program Coordinator

- Provide athletic training services for club sport teams and participants
- Injury and illness prevention
- Evaluation and diagnosis
- Management, treatment and rehabilitation
- First response and emergency care to high risk club sport participants at:
  - Home events, games and tournaments
  - Practices as needed
- Oversight to Safety Officers

### **Tristen Van De Veer**, 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 Club Sports related. The Desk will be open each Fall and Spring semester during specified office hours. Please check the Campus Recreation website for the up to date hours. Located at the Sports Desk and in the Back Office for your use are:

- Computers
- Mailbox
- Copier
- Telephone 719-255-7599
- Fax 719-255-7514
- Travel Resources (Vehicle rental, Motor Pool, Lodging, Flights, Charter Busses, Maps)
- First Aid Kits
- Reservation for Facility Space
- Equipment Check-out
- Information Technology Department (IT) 719-255-3536

### 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

Manager of Sports and Youth Programs	719-255-7513	wmoorman@uccs.edu
Coordinator of Sports and Youth Programs	719-255-3429	kharper@uccs.edu
Athletic Trainer	719-255-5260	vacant
Program Assistant/Club Sports	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 ( <b>non-emergency</b> )	719-255-3288
University Police ( <b>emergency</b> )	719-255-3111
Wellness Health Center	719-255-4444



## OFFICE INFORMATION

### COMPUTERS

#### USER LOGINS

- Sports Desk: UCCS login and password

### REC117-P2 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

### CLUB SPORTS CALENDAR OF EVENTS 2021-2022

#### August 2021

18 Recfest

22 Fall Officer Training

#### September 2021

5 Club Officer Training Due

22 Club Association Meeting

**All Month** Club Officer Monthly Meeting – Fall #1

#### October 2021

8 BAC Funding Request Deadline for Fall Semester

**All Month** Club Officer Monthly Meeting – Fall #2

#### November 2021

5 Spring 2022 Practice Request Due

**All Month** Club Officer Monthly Meeting – Fall #3

## December 2021

3 Deadline for Fall Spending

17 Fall End of Semester Report Due

**All Month** Club Officer Monthly Meeting – Fall #4

### CLUB SPORTS

#### WHAT ARE CLUB SPORTS?

Club Sports are classified as a Recognized UCCS Club. UCCS Club Sports being Recognized Clubs and are for all purposes a part of UCCS. Recognized Clubs are governed by and responsible for following all University Standards and 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 8% 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
- Access to the Student Government Association (SGA) Raffle License

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

Other options for student organization classification are Registered Student Club/Organizations (RSO). Registration is simply a means by which student organizations may apply to receive standard privileges granted when certain minimum requirements are met. Registered Student Organizations require a Faculty/Staff Advisor and should reference the Student Life "Club & Organization Handbook" for all information on the Registration, Renewal and Recognition process outside of the Club Sports Program. Student organizations are expected to maintain alignment with UCCS's mission and exemplify the principles of honesty and integrity, and respect of diversity, while always acting in good faith in the business dealings of the organization. Except as specifically identified in this policy or expressly written in any sponsorship agreement, the University does not control or accept responsibility for the activities nor endorse the programs of student organizations. Student organizations shall not misrepresent the mission, purpose or goals of the student organization. UCCS maintains the right to rescind registration and/or not register a student organization that, in the sole judgment of UCCS, does not further the educational mission of UCCS.

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 Club Sports Program they become classified as a Recognized Student Organization.

Here is the link where more information can be found out about the classifications to help you describe the appropriate classification for your group:

<https://orgsync.com/72323/files/699123/show>

## LIST OF ACTIVE CLUB SPORTS

1. Cycling
2. Dance
3. Equestrian
4. eSports
5. Figure Skating
6. Ice Hockey
7. Soccer, Men's
8. Soccer, Women's
9. Tennis
10. Volleyball, Men's
11. Volleyball, Women's
12. Swimming

## 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:

#### Goal:

For the 2021-22 school year, it is the goal of our club sport to maintain a year-long membership of 20 participants.

#### Steps to reach this goal:

- Contact all members of last year's club to see if they are still interested in participating. (September 30th) - Secretary
- Market the club by using flyers, brochures and advertisements approved by the Manager of Sports and Youth Programs (October 21st) – Vice President
- Establish an attendance requirement for those participants who wish to compete or travel. (All year) – President

## CLUB SPORTS OPERATING PROCEDURES

### ANNUAL CLUB RECOGNITION

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

1. Club is in good standing with the Club sports Association.
2. Submit Club Sport Annual Registration and Agreement by August 25<sup>th</sup>.
3. Registration and Agreement form is on the online [Officer Resources page](#) under Administrative Forms.
4. Agree to the Club Sports Agreement detailing the nature of the relationship with UCCS and Campus Recreation.
5. Current constitution on file with Club Sports Program by August 25<sup>th</sup>.
  - a. Annually review club constitution and email to [sports@uccs.edu](mailto:sports@uccs.edu) for posting on the club sports website.
6. Attendance at Club Sports Officer Fall Training is required. All team officers (3) must attend or arrange for attendance the make-up training.
7. Student organization leaders must annually complete UCCS Club Sports base-line training in addition to any other training articulated in the Club Sports Agreement.
8. All 3 officers must receive a passing grade on the online UCCS Club Sports base-line training quizzes.
9. Adhere to all Club Sports 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.
10. Maintain 100% UCCS student membership (not including coaches and volunteers) and faculty/staff/affiliates who are Recreation Members.
11. Maintain a minimum UCCS Fee Paying Student roster for safe participation in the specific sport (as determined by the Club Sports program) and a minimum of 5 if not specified by sport.
12. Submit and verify accuracy of currently active UCCS student members on the official online Club Sport Roster.
13. Maintain financial accountability to the University for all University funds, player dues and fundraising monies received. These funds must be maintained through the Club Sports 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).

14. 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.
15. Report any travel or events through the Club Sports Officer Resources page
  - 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 in-active until the requirements are completed.**

## CLUB STATUS

### FULL STATUS

**Full Status** club sports have fulfilled all requirements of Annual Club Sports Recognition and are eligible for unrestricted participation. Full Status club sports may request campus facilities, apply for SGA event allocation, access their University Club accounts, apply for a SGA bill funding and access may apply for student fee funding through the Club Sports budgeting process. 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 Club Sports Recognition and are active. This generally refers to new clubs seeking membership. The Club Sports Program can provide advisement, office resources, second priority to facility space, and apply for funding through SGA event allocation. Associate Status club may take advantage of other services offered through the Club Sports Program. Associate Status club sports may not apply for SGA bill funding and may have additional league or national governing body participation restrictions.

Associate Status clubs may apply for the Full Status title as a means to qualify for SGA bill funding and full participation and access to facilities. A waiting period of **one academic year** exists before application for Full Status will be considered.

Associate or Full Status Clubs not meeting Club Sports Program Recognition requirements will be listed on probation and the in-active club list for two years before losing Club Sports Program status.

### PROBATION

**Probationary Status** refers to the club sports who were previously active and Full Status or Associate Status but have failed to meet the Annual Club Sports 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 Manager of Competitive Sports is necessary for all clubs prior to transitioning from Probationary Status to Associate or Full Status.

## CREATING A NEW CLUB SPORT

### APPLICATION AND REQUIREMENTS

Not all student organizations engaged in a sport activity are, or can be, recognized as members of the UCCS Club Sports Program. Inclusion 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 Club Sports Program. Student organizations should not view membership in the Club Sports 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 Club Sports Program provides student organizations with direct access to a variety of services offered through Campus Recreation. The Competitive Sports 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, Club Volleyball.

To apply for Club Sports Recognition and Associate Status a club must fulfill the following requirements.

1. Submit New Club Sport Application and Agreement located online on the [Officer Resources page](#) under Administrative Forms.
2. Agree to the Club Sports Agreement detailing the nature of the relationship with UCCS and Campus Recreation.
3. Submit a club constitution to the Club Sports Program
  - a. Email to [sports@uccs.edu](mailto:sports@uccs.edu) for submission and posting on the club sports website.
4. Officer must attend an officer training and on-boarding with the Competitive Sports staff. All team officers (3) must attend.
5. Officers (3) must complete the online UCCS Club Sports base-line training in addition to any other training articulated in the Club Sports Agreement.
6. All 3 officers must receive a passing grade on the online UCCS Club Sports base-line training quizzes.
7. Adhere to all Club Sports 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. Establish projected 100% UCCS student membership (not including coaches and volunteers) and faculty/staff/affiliates who are Recreation Members.

9. Establish and maintain a minimum UCCS Fee Paying Student roster for safe participation in the specific sport (as determined by the Club Sports program) and a minimum of 5 if not specified by sport.
10. Submit and verify accuracy of currently active UCCS student members on the official online Club Sport Roster.
11. Submit a detailed Budget Packet with projections for the remainder of the current FY (fiscal year) and the following FY.
12. Maintain financial accountability to the University for all University funds, player dues and fundraising monies received. These funds must be maintained through the Club Sports 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).
13. 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.
14. Present fulfillment of the proceeding 13 requirement to the Club Sports 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:

<b>Application Acceptance (All Requirements met by) Date</b>	<b>Eligible for Fall Semester Competition</b>	<b>Eligible for Spring Semester Competition</b>	<b>Eligible for Upcoming Fall Semester Competition</b>
<b>October 1<sup>st</sup></b>	No	Yes	Yes
<b>March 1<sup>st</sup></b>	N/A	No	Yes

## CLUB SPORTS 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 Club Sports Program.
2. UCCS faculty, staff, other employees, and affiliates may purchase a membership from the Campus Recreation to participate in the Club Sports 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 Club Sport participant must have a completed online registration** for the Club Sport they wish to participate with PRIOR to any participation. This registration includes a release and waiver of liability, code of conduct, travel agreement, medical consent, concussion acknowledgment and player compliance requirements agreement.
  - a. Online Club Sport Player Registration: <https://www.uccs.edu/recwellness/campus-rec/club-sports/join-a-club>
4. The UCCS Club Sports Program requires **ALL** club sport participants to complete a one-time physical examination no later than two weeks following call outs and/or first organized club practice.
5. The UCCS Club Sports Program requires specific club sport teams, based on best practices, to have all participants complete a one-time baseline concussion test no later than two weeks following call outs and/or first organized club practice.
6. Club and participating members must adhere to UCCS, Campus Recreation, and Club Sports Program policies, procedures, expectations, and code of conduct.
7. Clubs should contact their sport's governing body to confirm exact eligibility requirements. Many sports have specific standards for collegiate competition.
8. Individual club and participating members are responsible for paying dues in a timely manner to the club in which they participate.
9. Community members or students at other schools are NOT eligible to participate in the UCCS Club Sports Program.
10. The UCCS Club Sports Program will not support any exclusion to participate on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.
  - No eligible participants can be restricted or cut from a club sport or told they are not allowed to participate with the club by another member, coach or faculty advisor.
  - 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.
  - Graduated students without a Campus Recreation membership who qualified for a National competition while an active Club Sport 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 REQUIREMENTS

<b><u>Club Sport</u></b>	<b><u>Sport Registration Required</u></b>	<b><u>Athlete Baseline Concussion Test Required</u></b>	<b><u>Athlete Physical and Medical Clearance Required</u></b>
<b>Cycling</b>	Y	Y	Y
<b>eSports</b>	Y		Y

---

<b>Dance</b>	Y	Y	Y
<b>Equestrian</b>	Y		Y
<b>Figure Skating</b>	Y	Y	Y
<b>Ice Hockey, Men's</b>	Y	Y	Y
<b>Soccer, Men's</b>	Y	Y	Y
<b>Soccer, Women's</b>	Y	Y	Y
<b>Tennis</b>	Y		Y
<b>Ultimate Frisbee</b>	Y	Y	Y
<b>Volleyball, Women's</b>	Y	Y	Y
<b>Swimming</b>	Y	Y	Y

---

#### ACTIONS TAKEN WHEN INELIGIBLE PARTICIPATION OCCURS

1. Individual club members are not considered a member and eligible for participation until the Fusion IM registration has been completed and approved and a Physical and Baseline Concussion test (if required for Club) have been submitted to the Club Sports staff.
2. Ineligible participants will be reported to the Club Sports Council 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, gender identity, gender expression, 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 Office of Institutional Equity (“OIE”), including the Title IX Coordinator or designee. More information can be found at [here](#).

For the entire policy please visit: [Discrimination and Harassment Policy](#)

## **INCLUSIVE PARTICIPATION**

The Club Sports Programs supports and advocates for inclusion of members of all gender identities and all forms of gender expression. All members of the Club Sports program may participate in accordance with their expressed gender identity regardless of medical intervention or the sex indicated in official school records.

## **NATIONAL GOVERNING BODIES**

It is important to identify additional eligibility guideline distinguished by a Club Sport’s National Governing Body of 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 Club Sports Program Assistant or Manager.

## **COMPETITION AT ANOTHER INSTITUTION**

If a Club Sport 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 Club Sport member’s confidentiality. Under no circumstances will a Club Sport 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 gender 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 gender 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, Club Sport members, or other participants, shall have access to the changing, shower, and toilet facilities in accordance with their gender identity and gender expression.

## CLUB SPORTS MEMBERS PARTICIPATING IN INTRAMURALS

The following guidelines have been established by the Intramural Sports Program regarding intramural participation by Club Sports participants. Club Sports members are expected to know these guidelines and to follow them:

- Club Sports members include UCCS students and coaches registered on the Fusion IM club roster.
- Any member of a club sport may participate in the Intramural Sports Program following the guidelines listed below for the same sport or its related activities (e.g. football/flag football; baseball/softball):
  - a) All Intramural Events which are restricted to **two club** members on their intramural roster.
- An individual is considered to be a club member if their name is listed on the club roster on Fusion IM, the person attends more than four club practices in any given term, participate on the traveling team/roster, or in other club related activities for the entire school year they participated in.
- Club Sport coaches are considered club members for Intramural Sports participation. For the purpose of gender determination in Intramural Sports, a Club Sport coach's expressed gender identity is used to determine their eligibility, not the gender of the club they are coaching. For example, if the Women's Water Polo coach identifies as a man, they will be considered a man when determining their eligibility in Intramural Water Polo.
- See the 'Intramural Sports Policy and Procedures' section on the website for all Intramural Sports policies and procedures around Intramural eligibility.

## CLUB SPORTS CODE OF CONDUCT AND WAIVER OF LIABILITY

Club Sports participants are required to fill out a participation Registration through the Club Sports website at or before participating at any club practices, callouts, etc.

## ONLINE REGISTRATION

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

## CLUB SPORTS EXPECTATIONS & CONDUCT

### CLUB OFFICER EXPECTATIONS

The Club Sport 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 Club Sport and the Program. All Club Sport Officers must adhere to the following expectations:

1. Communication: As a student organization, communication is vital to the success between the Club Sport Officers and members as well as the Club Sport 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 Club Sports Handbook.
3. Attend all Club Sport trainings and meetings.
4. All student Club Sports members are eligible to hold office.
5. Submit all required forms on time and completed (forms not inclusive).
  - Practice requests (online form)
  - Game or event schedules (online form)
  - Travel Plan (online form)
  - Travel Roster (online form)
  - 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 Club Sports members are Registered on Fusion IM, have submitted a physical to the Athletic Trainer or Wellness Center, and completed a concussion test with the Athletic Trainer (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.
  - Club Sports Officers need to accept some responsibility for the actions of their club members.
9. Ensure club is compliant with UCCS, Campus Recreation, and Competitive Sports 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 Club Sports 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 Club Sports 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 Club Sports 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 Club Sports 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, integrity, and respect of diversity. 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 Club Sports and individuals to adhere to a responsible standard of conduct will result in disciplinary action set forth by the Club Sports Council.

The University of Colorado Colorado Springs Club Sports 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 Club Sports 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. Club Sports members are expected to represent themselves and their club with sportsmanship-like and moral behavior before, during, and after any club sport activity. Through the Club Sports Player Registration process each participating member will agree to the Club Sports Code of Conduct prior to participation.

Student Code of Conduct Policies and Procedures:

<https://www.uccs.edu/dos/sites/dos/files/inline-files/Offical%20Code%20of%20Conduct%20Update%202.18.18.pdf>

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 gender 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.

**Violations of the Code of Conduct Agreement may result in one or more of the following (this is not an all-inclusive 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 Council will decide all disciplinary actions against clubs that violate this agreement. Depending on the severity, incidents may be forwarded directly to the UCCS Dean of Students Office.

## **STUDENT RESPONSE TEAM POLICY**

UCCS has established a Student Response Team to address and respond to student behaviors of concern. The Student Response Team (SRT) will assess and coordinate responses to student behaviors of concern. The SRT has the authority to respond and coordinate intervention to all student behaviors of concern.

The University of Colorado has identified student behaviors of concern as those which reflect that a student is in distress or is threatening or disruptive to the UCCS community, including:

1. Behaviors that indicate a student may be at risk of harming others
2. Behaviors that indicate a student may be at risk of harming himself/herself
3. Behaviors that indicate a student is unable to satisfy professional or ethical standards related to his/her field of study;
4. Behaviors that make teaching, learning, and living difficult for others in the campus community
5. Behaviors that interfere with a student's ability to learn and/or live well

Full Student Response Team Policy can be found [here](#).

## **BULLYING PROCEDURE**

To review the full policy, please go to the page.

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 Office of Equity for consultation and possible investigation.

More information about the dynamics and effects of bullying is available through the [Public Safety Bullying Site](#)

## HAZING PROCEDURE



Hazing. 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 Code of Conduct Policies and Procedures](#) page.

## SEXUAL MISCONDUCT POLICY

Sexual misconduct: Means the following unwelcome conduct based upon an individual's sex or gender - sexual assault-non-consensual sexual intercourse, sexual assault - non-consensual sexual contact, sexual exploitation, sexual harassment, intimate partner abuse, gender/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) Gender/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, gender, sexual orientation, gender expression or gender identity. Any violations may be subject to disciplinary action, up to and including, expulsion or termination of employment, as applicable. The University will consider what appropriate potential actions should be taken, including contract termination and/or property exclusion, regarding third party

conduct that is alleged to have violated this policy; however those options may be limited depending on the circumstances of the arrangement.

This prohibition applies to conduct that occurs on campus. It also applies to off-campus conduct, including on-line or electronic conduct, 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 [Office of Institutional Equity](#)

[Complete Sexual Misconduct Policy](#)

## 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 Club Sport'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 Club Sports Programs Staff must be informed.

## LEADERSHIP POINTS

Leadership points are used to promote compliance with Club Sport Program policies. They are used in several ways, including Club Sports discipline and Club Sport Awards. Clubs have the opportunity to earn and lose leadership points based on meeting, not meeting, or exceeding Club Sport 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 Club Sport Programs Staff has the discretion to add Required Leadership Points if necessary.

#### Fall Semester Required Leadership Points

- Goals
- RecFest Attendance
- Fall Activity Schedule
- Fall Officer Training (All officers required)

- Scheduling Fall Semester Monthly Meetings
- Majority Officers Present at Fall Semester Monthly Meetings
- Attending Fall Association Meeting (Majority of Officers)
- Fall End of Semester Report
- Budget Workshop
- Fall Club Equipment Inventory
- Spring Semester Practice Request
- Schedule Spring Semester Monthly Meetings

### **Spring Semester Required Leadership Points**

- Majority Officers Present at Spring Semester Monthly Meetings
- Attending Spring Association Meeting #1 (Majority of Officers)
- Attending Spring Association Meeting #2 (Majority of Officers)
- New Officer Elections
- Transition Training (Majority of New and Returning Officers)
- End of Year Evaluation (All officers required)
- Spring End of Semester Report
- Spring Club Equipment Inventory
- Club Accomplishments and Highlights
- Summer Practice Request
- Fall Practice Request

---

### **BONUS LEADERSHIP POINTS**

**Bonus Leadership Points:** Clubs have the opportunity to earn additional Leadership Points by consistently meeting or exceeding Club Sports requirements. The Club Sport Programs Staff and the Club Sport Committee have the discretion to give Bonus Points as they deem appropriate.

Below is a list of Bonus Point opportunities:

- Having all officers at each Monthly Meeting each semester
- Having an officer attend an optional Club Sport workshop (one point available per club per workshop)
- Completing all Event Reporting Debriefs within 2 business days semester
- Having all new/returning officers attend Transition Training
- Earning every Required Leadership Point for each Semester
- Supplying 10 quality action photos to the Club Sport Program Staff
- Supplying 1 quality video to the Club Sport Program Staff
- Having all current and new officer attend Club Sport Banquet

---

### **LEADERSHIP PENALTIES**

**Leadership Penalties:** Clubs can lose additional leadership points for not fulfilling their club sport requirements or obligations. The Club Sport Programs Staff and the Club Sport 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” one week after deadline with additional penalties for each additional week not meeting deadline
- Failure to complete Fall Officer Training make-ups during scheduled make-up period
- Failure to timely notify Club Sport Programs Staff about cancelled practice, event, or travel
- Failure to check out a first aid kit within the first 2 weeks of the semester
- Failure to check in first aid kits before the start of finals week each semester
- Failure to return hotel/rental vehicle receipts within 2 business days of return
- Failure to complete the Event Debrief within 2 business days after the event
- Failure to complete club paperwork on time (Driver Authorizations, Travel Itinerary, deadlines set by staff to complete transactions, etc.)
- Making unauthorized changes to an event within four days of event
- Failure to comply with UCCS and Club Sports Program policies and procedures

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

## DISCIPLINARY GUIDELINES

Violation of, or non-compliance with the Club Sports Program’s expectations, procedures, policies, University policies, or club sports 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 Club Sports 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 at least 48 hours prior to 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 Plan, etc.)
- Not make unauthorized changes to an event within four days of event.
- Comply with UCCS or Club Sports policies.
- Club Sport Association Meetings.
- Contact Club Sports 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 Club Sports 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 Club Sports 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 all-inclusive):

- Loss of funding.
- 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 Club Sports Program.
- Participation in a team building workshop or other required educational activities or programs of community service.
- Loss of recognition as a club sport in the Department of Recreation.

The Club Sports Committee will decide any disciplinary actions pertaining to club sport 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 Club Sports Committee will notify club officers with a disciplinary letter, which will be signed by club officers and returned to the Club Sports 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 Club Sports Programs Staff and the Club Sports Committee may be appealed to the Associate Director of Recreation 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 Director indicating the reasons for the appeal must be submitted.

- The Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Club Sports Committee. Parties involved will be notified of the appeal results in writing.

## **CLUB SPORTS TRAINING/DEVELOPMENT**

Throughout the year the Club Sports Programs Staff will be tasked with playing a role in a number of training sessions, officer meetings, and Club Sports 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 Club Sport Team Recognition (or new club application) approval, **ALL** club officers must review the online club sports 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 user name and password. All active club sports officers will have access to the Club Sports course content and quizzes. The online training serves as an introduction or refresher course for new or returning club sports 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. See Club Sports Calendar 2019-2020 section 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 Club Sports Club 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 club sport. Staff will be responsible for facilitating these meetings, which will be held twice per semester 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 Club Sports Programs Staff to reschedule. Clubs failing to do so are considered unexcused and will face disciplinary action.

### **CLUB SPORTS 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 one officer to represent them, although more are recommended. If no officers can be in attendance for a given club, they are encouraged to contact the Club Sports Programs Staff and set up a make-up time. Clubs failing to do this before the meeting time are considered unexcused and will face disciplinary action.

## **OFFICER TRANSITION TRAINING**

In spring semester of each year, the Club Sports Program holds a required two-hour 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 Club Sports 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 Club Sports Programs Staff.

## **WORKSHOPS**

Throughout the year, the Club Sports 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 2019) and attending optional workshops are worth a Leadership Bonus Point (New Fall 2019). One officer needs to attend the workshop in order to receive the point. The Club Sports Program Office has the discretion to add mandatory workshops if necessary. The below list of workshops are currently available:

- Club Sports Budget Packet workshop (treasurers mandatory)
- Club Sports Marketing Workshop (optionals; leadership points available)
- Club Sports Fundraising workshop (options; leadership points available)
- UCCS Lead Session

## **COACH TRAINING – COMING SOON**

The Coach Training consists of an online base-line training presentation and quiz as well as a 1-2 hour in-person training offered twice during fall term for Club Sports Coaches that serves as an introduction or refresher on University, Department, and Club Sports Program policies and procedures ranging from program organization, coach roles and responsibilities, and club



policies and procedures. Attendance is required of all coaches, as the time is also used for a question and answer session and completing university paperwork.

## **CLUB SPORTS ASSESSMENT AND EVALUATION**

### **SEMESTER REPORTS**

Club Sports 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. Club Sports officers will print 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 club sport 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.

## **CLUB SPORTS ADVISORS AND COACHES**

### **FACULTY/STAFF ADVISORS**

Faculty/Staff Advisors are recommended for Club Sport 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 Club Sports 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 Club Sports 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 CLUB SPORTS 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:
  - Smile and say thank you.
  - Attend games, matches, shows, races, and involvement fairs.
  - Write a letter of recommendation.
  - Attend fundraising efforts.
  - Attend the Annual Club Sports Banquet.

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. Remember to **HAVE FUN!!**

Students and staff are thankful for Faculty Advisors taking the time to participate with the Club Sports 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

Club Sports and their membership may desire to seek the assistance of a coach. **It is imperative that the coach maintains the same philosophy of the Club Sports 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 club sport 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 Club Sports Program may require a Coach.

---

#### ELIGIBILITY OF A CLUB SPORTS 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 Club Sports 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 Manager of Competitive Sports.
- 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. Club Sport 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
- Coaches must review the online mandatory Coach's Training and submit the required quiz to the Sports and Youth Program office ([sports@uccs.edu](mailto:sports@uccs.edu))
- 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 must receive a passing grade on the quiz prior to participation with a Club Sport.
- 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 Club Sports staff will review the volunteer expectations for possible renewal of the relationship for the next school year.

---

#### COACH CAMPUS RECREATION ACCESS

Club Sports 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 Club Sports staff to apply for this benefit.

As another added benefit, all Club Sport 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 Manager of Competitive Sports 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 Club Sports 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 Club Sports 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.**

## CLUB SPORTS MARKETING & PROMOTIONS

### MARKETING DEFINED

The process or technique of promoting, selling, and distributing a product or service. (Merriam-Webster Dictionary, 2015)

### 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](mailto: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 Recreation to utilize their Mountain Lion logo within 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.
- Recreation may utilize the Mountain Lion logo and Arched Spirit Mark on club sports apparel, but are required to differentiate all apparel with the words “club name of sport” listed on the apparel to not confuse club sports teams with intercollegiate athletic teams. Club Sport 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 Manager of Club Sports 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 [recmktg@uccs.edu](mailto:recmktg@uccs.edu).
  - Questions or additional information can be emailed to the Club Sports Program Assistant at [sports@uccs.edu](mailto: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 Club Sports Programs Staff prior to production. Items that are related to an event can be submitted to the Club Sports Program Assistant.
- Free Marketing and Design services are also offered through student life by emailing [sll@uccs.edu](mailto:sll@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 Club Sports Website and Office Contact ([sports@uccs.edu](mailto: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 Club Sports Staff prior to printing and duplication. Before posting on campus bulletin boards, all flyers

must be approved and stamp by University Center. For more info:  
<https://www.uccs.edu/uc/policies-and-procedures/bulletin-board-and-posting-procedures>

---

## UNIVERSITY BRAND IDENTITY STANDARDS

- Ensure the club logo or design fits the university design guidelines  
<https://www.uccs.edu/Documents/brand/uccs-brand-identity-standards.pdf>
- Submit artwork (that use UCCS Trademarks or Logos) to the Manager 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 Club Sport social media accounts must include the word "Club" in the naming of the account.

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

For additional resources, please use the <https://www.uccs.edu/socialmedia/social-media-policy>

---

## UCCS PROMOTION LOCATIONS & CONTACTS

### **Auxiliary Services Marketing**

- Contact: Jina Fagerburg prior to the term you wish to promote your event, [bfagerbu@uccs.edu](mailto: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 Club Sports program is available on the [website](#)
- Club Sports practice times are listed online on the [Club Sports calendar](#).

### University Center

- Contact: UCCS Event Services at [events@uccs.edu](mailto:events@uccs.edu) for meeting room or advertising spaces.

### University Marketing

- University Advancement and University Marketing promote UCCS through various mass marketing and brand building efforts. 4,627 UCCS TV spots ran in Colorado Springs and Denver combined between November and March, and 6,000+ radio spots ran from September through April. Our online advertising campaign has had over 7.5 million impressions.
- Contact:
  - Greg Hoyer, [ghoyer@uccs.edu](mailto:ghoyer@uccs.edu) , Eric Nissen, [enissen@uccs.edu](mailto:enissen@uccs.edu) , or Mark Belcher, [mbelcher@uccs.edu](mailto:mbelcher@uccs.edu) for help with their wide network and marketing opportunities

### UCCS Scribe

- Advertising with The Scribe will allow you to reach more the UCCS student population at 23 on-campus locations, along with our website and social media accounts. Reasonable prices and discounts for first time advertisers and nonprofits.
- To place an advertisement or receive our 2018 rate card and media kit, contact our professional staff:
- Contact:
  - Beckie Munoz, Business Manager: 719-255-3469 | [scribe2@uccs.edu](mailto:scribe2@uccs.edu)
  - Kolt Woofter, Advertising Representative: [scribe.advertisingrep@gmail.com](mailto:scribe.advertisingrep@gmail.com)

### 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 Club Sports program
- Rec Fest and Revolution of Wellness
  - Promotional table at Campus Recreation department events

## HOW THE CLUB SPORTS PROGRAM CAN HELP

The Club Sports 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 <https://www.uccs.edu/uc/chalking>
  - Newspaper ads
  - 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
  - Send info to: [commode@uccs.edu](mailto:commode@uccs.edu)
  - More info: <https://www.uccs.edu/auxmarketing/on-campus-advertising-guidelines/commode-chronicles>

## CLUB SPORTS PRACTICES

### PRACTICE REQUESTS

Practice Availability forms for the following semester will open in the middle of each semester. Clubs will have three weeks to submit a practice request schedule after the practice availability opens. Once those three weeks pass, all clubs will use the [Practice Request form](#) located on the Officer Resources page to request any additional practices. Please keep in mind the Club Sports 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. Once practices have been approved, they will be posted on the Club Sports Calendar located on the Club Sports webpage.

No practices are allowed during finals week.

---

## 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 update the [Club Sports Calendar](#) with the practice times and 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 Club Sports 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.

## CLUB SPORTS ACTIVITIES

### ACTIVITY REQUESTS

All Club Sports 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 Club Sports Officer Resources page. Home Events Registration form [here](#) and Travel Plan form [here](#). Events must be submitted through this form for advising and approval by the Sports and Youth Programs Staff. Program staff must be consulted throughout the planning stages for all club sports 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.

---

## CLUB SPORTS ACTIVITY PROCEDURE

All club sports activity must be submitted through the Club Sports Webpage, [Officer Resource](#) tab for advising and approval by Club Sports Program staff.

- Semester Event Schedules are submitted by officers to meet the deadlines on the [Club Sports Calendar](#).
  - Home Events planned after the semester deadlines shall be submitted through the [Officer Resources page](#) 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 activities must be complete 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 Club Sports Program.
- Staff must be involved in advising the event throughout the process.
- Facility, equipment, supplies, and safety staff needs are reserved through Club Sports Program.
- Clubs work with the Competitive Sports Program Assistant to ensure officials, judges, and referees have contracts processed through the Manager 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 Manager of Business Services acts as a liaison in the contracting process when groups want to have non-UCCS guests on campus. The Manager of Business Services oversees the process from start to finish.
- Volunteers must fill out the [General Volunteer Form](#) 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 Club Sports Programs Staff may also be required.

**Note:** Club will return all waivers from the event to the Club Sports 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 [Officer Resource page](#) for advising and approval by the Club Sports Program Staff.

Staff reserves the right to require non-club participants to sign a [visiting team/player waiver](#).

- See minor participation section, if necessary

If using Campus Recreation facilities (like Alpine Field), club must give the Club Sports Program Office the group name, approximate number of people attending, and the time frame they will be there for. Club Sports 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 amenities to visiting teams please specify on the Home Event Registration form and Club Sports 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 Club Sports 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 Competitive Sports Program Assistant within two business days of the conclusion of the event.

## NON-CLUB MEMBERS PARTICIPATING

- Only may 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 Club Sports Program.
  - The CU Participant Notice of Risk and Waiver must then be turned into the Competitive Sports Desk or email to [sports@uccs.edu](mailto:sports@uccs.edu).
- Assess the risk and liability to the individual, the club, and the university before requesting approval.

## YOUTH PROGRAMMING

Club Sports 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:** [https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/2018-Feb-1\\_100-019%20Protection%20of%20Children%20and%20Minors%20on%20Campus-APPROVED.pdf](https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/2018-Feb-1_100-019%20Protection%20of%20Children%20and%20Minors%20on%20Campus-APPROVED.pdf) .

---

## 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 Manager of Competitive Sports will review the activity and assess the risk to the minor group, the club, and the university. The Manager 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 attend the Campus Recreation Youth staff 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 Manager 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 Manager will prep the “Background Release Form” located [here](#). The Manager will fill out section III and the person submitting must complete section IV.
- Once the form is completed it must be submitted to the Competitive Sports desk for the Manager 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 Manager 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 Club Sports Officer Resource page for advising and approval by the Club Sports Program Staff. Food must be approved in the Home Event Request 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. 2 Rev 6/12/17
  - 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) d. 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](#) on the University Center and Event Services Webpage.

## FOOD AT OPEN EVENTS

- Clubs must submit the [Home Event Registration](#) form on the Club Sports Officer Resource page for advising and approval by the Club Sport Staff. All plans for food or sale of food must be outlined in that event and finalized during pre-event meetings with the Club Sports 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 Club Sports Officer Resource page for advising and approval by the Club Sport 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, agreements needed.

## CLUB SPORTS TRAVEL

Events attended, but not hosted by the club (outside or within Colorado Springs limits) must have an approved Travel Plan. Please refer to the [Travel Plan form](#) on the Officer Resources page.

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 Club Sports 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 online at the Officer Resource page under [HOME Event Registration](#) for advising and approval by the Club Sports Program. Staff must be consulted throughout the planning stages for all Club Sports activity.

---

### CLUB SPORTS TRAVEL PROCEDURES

All Club Sports 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 Club Sport 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 Plan](#) via the Club Sports Webpage **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 Club Sports member must be added to the notes section of the travel plan.
2. Any expenses expected to be incurred during travel must meet spending guidelines and be approved by the Club Sports 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 Club Sports Athletic Trainer
  3. Violations of travel policies, procedures, and Code of Conduct will result in a disciplinary action taken by the Club Sports 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 Club Sports 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 Club Sports 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 Club Sports Athletic Trainer for First Aid Kit Check-out
2. Complete the [Equipment Inventory Check In/Out Form](#) located in the Officer Resource page.
3. Safety Officers are responsible for communicating with Club Sports Athletic Trained to maintain and restock any needed items throughout the season.
4. First Aid Kits are required to be returned at the end of each competitive season. The Club Safety Officer must fill out the [Equipment Inventory Check In/Out form](#) again and return the kit to the Club Sports Athletic Trainer.
5. 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 Club Sports Committee opening a disciplinary investigation.

Club Sports Staff must be contacted at (719) 255-7299 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 Club Sports Officer through the Healthy Roster application on your phone or computer. Injury/Accident include any occurrences that require medical care (e.g. wound care, sprains, strains, etc.) Injury/Accident reports are due within 24 hours of occurrence. Contact our Club Sports Athletic Trainer for additional information on [Healthy Roster](#).

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 Club Sports 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.

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

#### **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 Club Sports participants driving Motor Pool or rental vehicles must have a completed Driver Authorization Form. Once a driver has completed and submitted the Driver Authorization Form, the Club Sports Program staff will send the the submittee an email approving them as an authorized driver. 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. Drivers may set up their own driver training after completion of the Driver Authorization form and online test. To set up 15 passenger van training please email: [jkoenig2@uccs.edu](mailto:jkoenig2@uccs.edu) , Mr. Jacob Koenig, Transportation Services

---

#### PROCESS FOR DRIVER

- Verify that you have submitted the Authorized Driver Registration and agreed to drive UCCS Motor Pool Vehicles or Contracted Rental Vehicles.
- If driving a 12 or 15 passenger van: Take “Van Driver Training” through UCCS transportation services
  - a. Email Jacob Koenig – [jkoenig2@uccs.edu](mailto:jkoenig2@uccs.edu) to schedule van training. Driver Training should be scheduled at minimum two weeks before scheduled departure for trip.
  - b. Van training will last for 1 hour per driver and each driver must schedule their own session with Jacob Koenig.
- Send confirmation of Van Training completion to the Club Sports staff at [sports@uccs.edu](mailto:sports@uccs.edu). Upon receipt of confirmation of travel plans can be approved.

#### MOTOR POOL VEHICLE REQUESTS

All Club Sports members driving Motor Pool vehicles must have a current Driver Authorization Form and Department Authorization verification on file with the Club Sports office.

Motor Pool reservations for Club Sports are made only through the Officer Resource page under Travel. Click on the link for the [University Motor Pool/Charter Reservation](#). Proceed with reserving the a motorpool van.

- 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.
- Complete the Motor Pool section of the online Travel Plan.
- The cost of Motor Pool vehicles are charged to the club’s account after funding approval from an officer via email. The officer completing the KX Motorpool reservation should input the correct SpeedType to be charged for Motorpool rental. To confirm SpeedType numbers you may email [sports@uccs.edu](mailto:sports@uccs.edu).
- 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.
- Motor Pool release directions will be emailed to the officer who completed the KX request.
- Pick up vehicles at the designated time with the travel plan.
  - 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.
- Enter the Speedtype you will be using to pay for the trip cost.
- 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, rental companies requires in person driver training through the UCCS Transportation Services. To set up training email Jacob Koenig at [jkoenig2@uccs.edu](mailto:jkoenig2@uccs.edu) .

---

#### 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 Manager of Club Sports at (719) 255-7513 and leave a detailed message to inform Club Sports 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
<b>Sedans</b>		
UCCS Motorpool Prius	\$15.00	\$0.40
<b>Vans &amp; SUV</b>		
UCCS Motorpool 15 Passenger	\$15.00	\$0.50
Mini Van	\$15.00	\$0.50

For any more additional info about UCCS Motorpool, please visit [Parking and Transportations Motorpool Information Page](#).

Motor Pool vehicle rates are listed on the Officer Resources page when you go to reserve your vehicle.

---

#### CANCELLATION & CHANGE POLICY FOR MOTOR POOL

All cancellations and changes to any Club Sports activity must be requested through the Competitive Sports 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 Club Sports members driving Motor Pool vehicles must have a current Driver Authorization Form and Department Authorization verification on file with the Club Sports 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 Club Sports are made only through the Travel Plan Form on the Officer Resource Center.
- Email sent to all officers, and Manager of Competitive Sports requesting authorization from an officer for the total estimated expense.
- Upon receipt of officer authorization, the Manager of Competitive Sports complete a vehicle reservation and update the Club officers via email with confirmation.
  - Estimated fuel charges to fill a returned vehicle, and retail rate, will be included as a line item on the Purchase Request.
  - Travelers are advised to NOT accept the prepaid 'Fuel Service Option' which requires payment for an entire tank of fuel. The Fuel Service Option will be a larger charge than returning the vehicle with or without a full tank.
  - UCCS Utilizes Budget Rent a Car and Enterprise Rent a Car in Colorado Springs and Avis, Budget, Enterprise, National or Hertz when traveling.
- 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 (Budget/Enterprise) to print or email a final itemized invoice to provide to the Club Sports 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>

---

#### AGE REQUIREMENTS FOR RENTAL VEHICLES

##### **Age minimums for drivers' of rental vehicles under the CU Travel Procedures**

- Driver must be over 18 years old for rental vehicles
- Driver must be approved via Driver Authorization and Department Authorization list.

---

#### CANCELLATION & CHANGE POLICY FOR RENTAL VEHICLES

All cancellations and changes to any Club Sport activity must be requested through Competitive Sports 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 Club Sports are made only through the Officer Resource form on the Club Sports Webpage called [University Car Reservation - KX Motorpool Reservation](#).

- Club officers schedule a meeting with the Manager of Competitive Sports to plan charter reservations.
- Transportation Services will email a quote to all officers 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 Club Sport activity must be requested through Competitive Sports 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 Club Sports air travel are made only through an [Travel Plan](#) form 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. Competitive Sports Professional Staff will email a quote to the requesting club officer for approval.

The Manager of Competitive Sports 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 Club Sport activity must be requested through Competitive Sports 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 [Rec Sports Account Allocation](#).
- Exceptions will be considered for unforeseen changes which fall outside the officers' control such as injuries, weather, tournament cancellations, etc.

**Note: Not all flights can be refunded or cancelled.**

## **LODGING REQUESTS**

Lodging requests are made by officers through the [Travel Plan](#) form linked on the Officer Resources page

- If needed, Club Officers schedule a meeting with the Club Sports Programs Assistant for assistance with planning of lodging reservations.
- Club officers and members decide on a location, 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 club sports budget and,

Reasonable accommodations shall be made by officers and the Club Sports 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 Programs 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 Manager of Competitive Sports.**

---

## **CANCELLATION & CHANGE POLICY FOR LODGING**

All cancellations and changes to any Club Sport activity must be requested through Competitive Sports 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 club sport 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 <https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/400-007.pdf>

The use of personal vehicles must be reported through the Travel Plan and only for travelers approved as a Authorized Driver with up to date vehicle information. For each vehicle being used, the following information must be provided by filling out and submitting the [Authorized Driver Registration form](#):

- Person who will be driving the vehicle
- Person who owns the vehicle
- Make/Model of vehicle
- Insurance Company
- Insurance Policy Number
- Insurance Policy expiration date

Drivers will be listed on the Club Sports Calendar of the event they are driving to.

---

#### CANCELLATION & CHANGE POLICY FOR PERSONAL VEHICLES

All vehicle cancellations and changes to any Club Sports activity must be requested through the Club Sports 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:



## CLUB SPORTS TRAVEL EXCUSAL LETTERS

Club members may ask for an “official” letter of support from Campus Recreation when they travel with a club sport. 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 filling out the [Class Excuse Letter Application](#) on the Club Sports webpage under Officer Resources.

**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 in the online Club Sports Calendar.
- Travel plans different from the club traveling must be documented in the Travel Plan form.
- 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.

## CLUB SPORT 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 Club Sports Program Staff member. Club Sports 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 Club Sports 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: Competitive Sports 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 Club Sports 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 Club Sports Program provides a limited amount of storage for clubs to store equipment and supplies in Campus Recreation Facilities (i.e. Club Sport Program Storage, Court D Storage, Alpine Field, etc.)

- The Club Sports 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 Club Sports Program Staff for help in donating or selling the equipment.

## EQUIPMENT CHECKOUT

Any club member in possession of club equipment must complete the Equipment Checkout/In form located on the Club Sports webpage.

---

## LONG TERM EQUIPMENT USE PROCEDURES

An individual can come into the Club Sports Program Office to check out item(s) or it can be completed online, the following steps must be followed:

1. Have them fill out an online [Equipment Check Out/In](#) form for the item(s) being requested
2. Determine an appropriate due date for the items. This may be the end of the semester, or the end of the year depending on demand for the item and its intended use.
3. Retrieve the equipment from its storage location.
  - a. For club equipment this may be located in the UCCS Recreation and Wellness Center; Court A or Court D storage rooms and Alpine Field garage shed.
    - i. Note of any identifying numbers, marks, etc. on the item being checked out.
4. Make sure all the information on the form is accurate, if not, email the officer who submitted the form and inform them of any discrepancies.
5. Upon return of any equipment, check it for damage. If there is none, select “No Damage” on the form and update the internal record
  - a. Damaged equipment may require billing of a student’s account.
6. Monitor spreadsheet containing all records and stay aware of upcoming due dates for checked out equipment.

---

## DAILY EQUIPMENT USE PROCEDURES–ALPINE FIELD AND MOUNTAIN LION STADIUM

1. Access is limited to club officers.
2. Club Officer can check out equipment at the beginning of each semester and must check equipment back in at the end of each semester.
3. To check out or in equipment, officers must fill out the [Equipment Check Out/In](#) form on the Officer Resource page. Officer then may be contact by the club sport staff to follow up about inventory.
4. Club officers seeking to check out equipment during non-practice or non-semester times must have made prior arrangements with club sport programs staff 24 hours in advance so that the information can be checked and relayed to the correct staff member. Otherwise, club equipment will not be issued.
5. Failure to adhere to these guidelines will result in disciplinary action.

### **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 Club Sports 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. 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.
3. Campus Recreation Building Manager is responsible for locking facilities after club sport practices.
  - a. Any practices that take place outside of Campus Recreation opporating hours will have to make prior arrangement with the Manager of Competitive Sports.

### **OTHER EQUIPMENT**

A club may check out Club Sports Program equipment as long as it is approved by the Program Assistant or Manager. 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 Plan form for the Club Sports staff to allocate and approve.
2. Competitive Sport 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, inform the individual they will be charged for its replacement.

## CLUB SPORTS 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 club sports should adhere to:

- All facility reservations for events, additional practices, and meetings are processed through the online practice request form for proper approval.
- To cancel practice(s), game(s), or any reservation(s), a club officer must fill out the Cancellation Request form at least 24 hours before the reservation is in effect.
- 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 Club Sports Program Staff on the Officer Resources page via the Practice or Home Event request form (whichever applies) 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, Club Sports 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

Club Sports can request the following facilities:

- **Gallogly Recreation and Wellness Center**
  - 4 Courts (Basketball/Volleyball)
  - 1 Multi-purpose room
  - 2 Group Fitness rooms
  - 1 Classroom
  - Pool (4 Lanes)
  - Diving well
- **Alpine Field**
  - 1 Large sided turf field or 2 smaller turf fields
  - Spectator seating area
  - Picnic area
- **Athletic Department**
  - Mountain Lion Stadium
  - Mountain Lion Park Baseball field
  - Sports Performance Center

**Note:** All other facility requests, clubs need to ensure contracts and agreement are processed through Competitive Sports 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 Club Sports Program should be aware that involvement is voluntary.

## CLUB SPORTS SPECIFIC RISK MANAGEMENT REQUIREMENTS

1. Club Sports Program officers, club members, and coaches should emphasize safety during all club-related activities.
2. For Club Sports 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.
3. Every Club Sport is required to have at a minimum 2 Safety Officers certified in CPR w/AED and First Aid and trained in Club Sports Safety Risk Management.

**Note:** CPR w/AED and First Aid classes are available to Club Sports officers, participants, and coaches by Campus Recreation. Club Sports Program will pay for 2 certifications per club team.

4. Every Club Sport participant must register with their respective club and complete the release and liability waiver form PRIOR to any Club Sports participation.
5. Club Sports Program requires all club sport participants 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. Club Sports Program requires specific club sport teams, based on best practices, to have all participants complete a one-time baseline concussion test no later than two weeks following call outs and/or first organized club practice.

**Note:** The Coordinator of Athletic Training will conduct baseline concussion tests for necessary club sport participants. Club officers may schedule team concussion test session.

7. Club Sports Program requires club sport 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:** Club Sport 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.

8. 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 Competitive Sports.

**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 club sports activities.

9. Club Sports 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.

10. In the event of a building evacuation of an UCCS facility, Club Sports Officers, Coaches, and Participants will follow the emergency action plan for those facilities. Link to UCCS Campus Rec Facility EAP: <https://www.uccs.edu/recwellness/sites/recwellness/files/inline-files/EAP2018.pdf> 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](mailto:sports@uccs.edu).

11. Safety staff is required to be on site for all home activities for clubs that are contact sports. The Manager of Competitive Sports will determine the need for safety staff members at non-contact sport activities. Some Club Sports 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 Plan forms.

12. 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](mailto: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 719-255-3429.
13. In the event that the Sports and Youth Programs staff was 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.

14. 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.
15. 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.
16. If injury occurs during the activity, complete a reported via Healthy Roster App within 24 hours. If the club is not able to use Healthy Roster, then hard copy Injury/Accident reports need to be turned into the Competitive Sports Desk within 24 hours of the accident or injury occurring. Hard copy accident reports are found on the Officer Resource page and in folder located within First Aid Kit.
17. 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 Competitive Sports 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.
18. Club Sports must fill out the Travel Plan form for all travel.
19. It is recommended that club officers be certified in First Aid and CPR.
20. Follow-up care for injuries and other medical conditions are available to Club Sports participants

Club Sports Athletic Trainer - 719-255-5260

Prevention  
Evaluation  
Treatment  
Rehabilitation

Wellness Center - 719-255-4444

Acupuncture  
Chiropractic  
Health Coaching  
Massage Therapy  
Nutrition Consultation

---

## MEDICAL PROTOCOLS

The Club Sports 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, club sport 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 club sport athletes must be in compliance with UCCS Club Sports Medical Protocols and Requirements in order to be eligible for play.

The Club Sports 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 Club Sport athlete must follow the required participation criteria. If the Club Sport athlete meets each requirement to the satisfaction of the Manager of Competitive Sports and Club Sports Athletic Trainer, the individual will be eligible for participation.

To be considered a part of any club sport, all club athletes must complete and follow the following participation requirements:

1. Register for the desired Club Sport [online](#) which includes a comprehensive Club Sports Program agreement and reading and completing the Club Sports Participation Waiver.
2. Club Sports Program requires all club sport participants 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.
  - a. The Physical and Medical Clearance form can be found on the Club Sports Webpage.  
**Note:** All Physicals must be completed using UCCS Club Sports Physical and Medical Clearance Form. If completing a Physical at an off-campus clinic, UCCS Club Sports Physical and Medical Clearance Form may be faxed to the Wellness Center: (719) 255-4446, Attention: Club Sports.
  - b. Return the completed Physical Examination form and Medical Clearance form to the Wellnes Center or directly to the Athletic Trainer at the Alpine Field office or to front desk of Wellness Center.
  - c. Physicals are valid for the participant's entire career within the Club Sports Program, unless a new medical event/condition occurs that would warrant Physician clearance.
3. Club Sports Program requires specific club sport teams, based on best practices, to have all participants complete a one-time baseline concussion test no later than two weeks following call outs and/or first organized club practice..
  - a. Club Sports Officers will be responsible for scheduling a time and date with the Certified Athletic Trainer.
  - b. Baseline Concussion Tests are valid for the participant's entire career within the Club Sports Program, unless a concussion is sustained which would warrant a new baseline test prior to returning to participation
  - c. All baseline concussion testing will be administered by the Club Sports Athletic Trainer.
4. Download the Healthy Roster App on your mobile device. Healthy Roster is a free app for all Club Sport members and will serve as a Health Insurance Portability and Accountability Act



(HIPAA) Compliant medium for participants to contact the Club Sports Athletic Trainer, track their injuries, and receive updates throughout the season.

*To Download Healthy Roster:*

1. Go to the App Store on your Smartphone
2. Download Healthy Roster

*To Register a New Account:*

1. Check your UCCS e-mail within 24 hours of signing Player Registration Wavier for an e-mail from Healthy Roster
2. Open e-mail from Healthy Roster and select 'Create Your Free Account'
3. Enter invitation code
4. Create security questions and password

\*If you did not receive an e-mail, check you Spam mailbox. Contact the Club Sports Athletic Trainer if e-mail is not received.

For more information please visit <http://www.healthyroster.com/>

- a. If an injury is entered via the Club Sports Athletic Trainer you will receive immediate updates and other service options to help you with referrals, rehabilitation and tracking. Please see the video provided on the link above.

---

## SPORTS PHYSICAL AND MEDICAL CLEARANCE

Club Sports Program requires all club sport participants 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. ***Failure to complete all pre-participation requirements will result in removal of individual from Club team's roster and ineligibility to participate in any Club related activities.***

The Physical Examination and Medical Clearance form will be available for download on the [Officer Resource page](#) under the Player Physical PDF link.

The Wellness Center provides on-campus Physicals by appointment for a fee. For those choosing to get their physical exam through the Wellness Center, an appointment must be scheduled. Call (719) 255-4444 to make an appointment. Print and bring the Physical Examination and Medical Clearance to your appointment. Upon completing physical exam, **all forms must be turned into the front desk of the Wellness Center OR they may be physically turned into Club Sports Athletic Trainer.**

If conducted by an off-campus provider, club athletes must still use forms located on the [Officer Resource page](#) under the Player Physical PDF link. **All forms can be faxed to the Wellness Center: (719) 255-4446, Attention: Club Sports OR turned into the front desk of the Wellness Center OR they may be physically turned into Club Sports Athletic Trainer**

Physicals submitted to any other location other than the Wellness Center or Club Sports Athletic Trainer will be at risk of being lost or misplaced. Once reviewed, the club athlete will be able to participate in competition and travel.

---

## BASELINE CONCUSSION TESTING

The following sports, based on best practices, require baseline concussion testing:

Baseball	Basketball	Figure Skating
Cycling	Equestrian	
Football	Ice Hockey	
Soccer	Ultimate Frisbee	

Baseline concussion tests are valid for participant's entire career within the Club Sports Program, unless a concussion is sustained which would warrant a new baseline test prior to returning to participation.

Testing must be completed prior to any game/competition participation or no later than 2 weeks following callouts.

All baseline concussion testing will be administered by the Club Sports Athletic Trainer. The Club Sport Officer(s) will contact the Club Sports Athletic Trainer to schedule appointments for testing their team.

The test serves as a baseline reference point for the Club Sports Athletic Trainer in regards to concussion recognition, management and return to play.

---

## 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:

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

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 the Club Sports Athletic Trainer or 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) Recognition and diagnosis of a concussion should be driven by the initial signs and symptoms, cognitive assessment (using SCAT5), balance assessment, and further neuropsychological testing
- d) Cognitive assessment, using the SCAT5 will include assessment of the Glasgow coma scale, Maddocks Score, Standardized Assessment of Concussion (SAC): immediate memory, concentration, and delayed recall, balance testing, and coordination test
- e) Continued monitoring of an athlete evaluated of having a concussion is necessary in order to observe any deterioration of physical or mental status
- f) The athlete will be provided with educational materials in the management and care of concussions
- g) Club Sports Athlete and Club Sports Athletic Trainer 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
- h) A medical clearance note must be completed by a qualified Health Care Provider\* and given to the Club Sports Athletic Trainer before returning to play

*\*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 the Club Sports Athletic Trainer is not present:

- a) Club Safety Officer/Coach will immediately remove athlete from play
- b) The Club Safety Officer will notify the Club Sports Athletic Trainer and complete an Injury Report via Healthy Roster 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

#### GRADUATED RETURN TO PLAY PROTOCOL

Return to play following a concussion should follow a graded return to play protocol. This protocol should consist of 5-7 stages and take 5-7 days to complete (if there is no recurrence of symptoms). The graded return to play protocol should begin once the athlete has a cessation of symptoms for at least 24 hours. An athlete must be largely free of concussion related symptoms before initiating the graduated return to play protocol. The goal of the return to play protocol is to progressively increase the duration and intensity of exercise to ensure that there is no return of symptoms with physical exertion. The table below is an example of a 6-stage return to play protocol.

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation
Day 1: No activity	Complete physical and cognitive rest
Day 2: Light aerobic exercise	Walking, swimming, or stationary cycling keeping intensity <70%; No resistance training
Day 3: Sport-specific exercise	(Ex.) Skating skills in hockey, running drills in soccer, dribbling drills in basketball; No head impact activity
Day 4: Non-contact training drills	Progression to more complex training drills (Ex.) Passing drills in football or ice hockey
Day 5: Full-contact practice	Following medical clearance from qualified healthcare provider, athlete may participate in normal training activities
Day 6: Return to Play	Normal game play

If at any point during the return to play protocol the athlete experiences a return of any symptoms, that particular stage should be terminated and the athlete should regress to the previous asymptomatic stage the following day and then work forward.

In the instance of returning to school, if an athlete experiences an increase in symptoms with the increased cognitive stress associated with school, the athlete may be considered for academic accommodations, which may include:

- Reduced workload
- Extended test-taking times
- Shortened school day

Students needing academic accommodations will work in conjunction with the Club Sports Athletic Trainer and UCCS Disability Services.

---

#### MEDICAL CLEARANCE NOTES

Any injury and/or illnesses sustained by Club Sport 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 Club Sport Athlete to miss time from practice or competition or affects their sport participation. All clearance notes must be submitted directly to Club Sports Athletic Trainer or faxed to 719-255-4446, Attention: Club Sports. The following information should be included in the Physician's clearance note:

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

---

#### SAFETY OFFICER

All Club Sports 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 Club Sports officers, participants, and coaches by Campus Recreation. Club Sports Program will pay for 2 certifications per club team
- Submit copy of CPR/AED and First Aid Certification to [sports@uccs.edu](mailto:sports@uccs.edu)
- Complete Club Sports Safety Risk Management Training via Canvas

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 Club Sports Athletic Trainer
- 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 Club Sport events
- Trains other teammate of all the above duties if unable to attend game or practice

## SPORT RATING AND REQUIREMENTS

The UCCS Club Sports Program utilizes a Risk Matrix and best practices to determine recommendations for appropriate staff coverage and Pre-Participation requirements for each Club Sport. The Risk Matrix is reassessed annually utilizing injury rates and evidence-based research. The Club Sports staff may impose additional requirements if deemed necessary. Club Sport teams should also refer to the requirements of their non-governing body to ensure compliance is being met for both parties.

<u>Club Sport</u>	<u>Risk Level*</u>	<u>Physical Required</u>	<u>Baseline Concussion Test Required</u>	<u>Club Sport Supervisor Required at Events</u>	<u>Certified Athletic Trainer Present at Practices±</u>	<u>Certified Athletic Trainer Present at Home Events/Games ±±</u>
Baseball	1	Y	Y	Y		
Basketball, Men's	0	Y	Y			
Barbell	0	Y	Y			
Cycling	0	Y	Y			Y
Esports	0	Y				
Equestrian	0	Y	Y			Y
Figure Skating	0	Y	Y			Y
Football	4	Y	Y	Y	Y	Y
Ice Hockey, Men's	4	Y	Y	Y	**Off-site**	Y
Lacrosse, Men's	0	Y	Y	Y	Y	Y
Soccer, Men's	4	Y	Y	Y	Y	Y
Soccer, Women's	4	Y	Y	Y	Y	Y
Table Tennis	0	Y				
Tennis	2	Y				
Ultimate Frisbee	1	Y	Y			

\* Risk Levels are based off of calculated Health Coverage Index. Ratings may change after annual reassessments equating to the highest risks/demands

\*\* All Club Sport members are required to complete Pre-Participation Examination/Physical (PPEs) prior to any participation in Club Sport related events. PPEs are valid for Club member's entire career in Club Sports program.  
(Note: Changes in medical history during Club Sport career may warrant further evaluation from Athletic Trainer and/or Physician prior to clearance to participate.)

± The Club Sports AT will be present at all on-campus practices for Club Team's with a risk level of 4.  
(Note: Club Sports AT will be present for Lacrosse and Rugby practice, although current rating is a 0 and 1 respectively, due to the inherent risks associated with both sports.)

±± The Club Sports AT will be present for games/events where UCCS Club Sport team's are Home/hosting and medical coverage is required by their governing body. All Club Sport teams may request Athletic Training coverage for Home/hosting events. Requests should be submitted no later than

## Club Sport Supervisor Attendance

Club Sport Supervisors should be present for the following situations:

- All Home games/events that have a risk rating of 3 to 4
- Multiple home games/events are occurring simultaneously
- Home games/events are being held on fields/space belonging to Athletics (eg. Mountain Lion Park, Mountain Lion Stadium)
- Home games/events that are expected to bring in large amount of spectators and/or teams

### 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.

Centura Health has a partnership with UCCS Campus Recreation to provide comprehensive Athletic Training services to all active Club Sport members at no cost. The Club Sports Athletic Trainer may refer an athlete for further evaluation, testing, or imaging to the UCCS Wellness Center, Centura facilities, or other healthcare facilities. Club sport athletes are responsible for costs associated to such services.

Centura Orthopedics' Bumps and Bruises Clinic is a service provided to all active Club Sport members. This service is a free (initial evaluation and x-rays) if the injury resulted from participation in Club Sports and has not been evaluated by another physician. All Bumps and Bruises appointments must be coordinated by the UCCS Club Sports Athletic Trainer. If the Athletic Trainer determines the athlete needs to be seen in the Bumps and Bruises Clinic to assess the extent of an injury, Centura Orthopedics will contact the athlete or athlete's parents/guardian if under 18 to schedule the appointment. Any follow up care (subsequent visits for the same injury) or additional treatment (e.g. bracing, casting, surgery, injections, MRI, CT scan, etc.) is NOT free and visits/services are billed to the patient's medical insurance

### Contact Information

VACANT

UCCS Club Sports Athletic Trainer

719-255-5260

Fax: 719-255-4446, Attention: Club Sports

### Accessing Club Sports Athletic Training Facility

#### Location

The Club Sports 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.

#### Hours

Hours of the Club Sport 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 Club Sport practice and competition schedules. Hours will be posted on the Athletic Training Facility door and UCCS Club Sports Athletic Training website.

#### Appointments

Walk-in appointments are available to Club Sport athletes, however making an appointment is strongly encouraged. Appointments can be made by:

1. Direct message through Healthy Roster
2. Call 719-255-5260

### 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 Club Sports Athletic Training Facility on Alpine Field while the Club Sports Athletic Trainer is on-site. Injuries sustained by visiting team Club Sport athletes requiring additional follow-up care by a healthcare provider shall be reported to the point of contact from the Club Sport athlete's university/college. .

## EMERGENCY ACTION PLAN

### CAMPUS RECREATION 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, and on the North side and south side of the upstairs fit floor and Alpine Field office. Fanny packs with first aid supplies, worn by the building managers may be implemented in future.

Biohazard clean up materials and supplies are available at the front desk. Biohazard disposal container is 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.



---

#### BUILDING EVACUATION BACKPACK

Public Safety has provided us with a blue back pack that is intended to be taken in the event of a building evacuation. The backpack contains some basic first aid supplies, some water, flashlight, emergency blanket and other supplies. The backpack is stored at the front desk and should be taken and worn during a building evacuation. Not only does it contain useful supplies, but Public Safety will look for the person with the backpack when they arrive on scene as their primary point of contact for information pertaining to the evacuation.

---

#### 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 and the guest services desk will also have the WeatherSentry Alpine Field is equipped with a lightning detection system that alerts when there has been a lightning strike within 6 miles of Alpine Field. The system receives information on strikes in the area through the campus internet network and depending on the distance of the strike it will send an email or text to the iPads and Building Manager's email to activate a warning and the strike strobe light or an audible alarm that signals a clearing of the field. Specific protocols and operations of the system are covered under "Severe Weather".

---

#### SOLENOID BUTTON (SOUTH GYM)

In the event that a ball strikes and breaks a sprinkler head there is a red button on the wall that if pressed will stop the flow of water through the system to prevent damage to the floor. Once the button is pressed it needs to be held in to keep the water from flowing. Contact professional staff and Public Safety to coordinate shutting down the system so the button can be released.

---

#### 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 MPR
- r. Cardio lockers

- s. Court A
- t. Court B
- u. Between Court A & B

---

#### EYE WASH STATIONS

In the pool chemical and pump room eye wash stations are installed in case there is chemical contact with the eyes. There are wall mounted stations as well as a ground mounted unit that is fed with water and is activated by depressing a foot pedal.

---

#### 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*

***Is the emergency life threatening or involve serious injury?***

- **YES?** – Call Code ECHO to “location of victim” and 9-911 for EMS **then** call UCCS Public Safety Dispatch: 719-255-3111

***Does the situation involve a crime in progress or a threat to safety?***

- **YES?** – Call UCCS Public Safety: 719-255-3111

***Is poisoning involved?***

- **YES?** – Call Poison Control: 1-800-222-1222

***Contact area/program supervisor***

- Facility problems/issues – #1 Ryan Wong, #2 Damin Bowen, #3 Skyler Rorabaugh
- Pool Chemicals, Pumps, Heaters - #1 Brooke Freudenhammer, #2 Damin Bowen, #3 AQ PA
- Intramurals - #1 Noam Mass,
- Club Sports- #1 Noah Mass, #2 Christina Lorete
- Aquatics - #1 Brooke Freudenhammer, #2 Aquatics PA
- Fitness - #1 Torin Kaletsky, #2 Brooke Freudenhammer
- SOLE/Outdoors/Trails - #1 Chris Ertman, #2 SOLE GA

If above contacts are not available or the situation involves significant injury or facility damage  
Contact Skyler Rorabaugh

#### Emergency Contact Numbers

EMS	911	
UCCS Campus Police	255-3111	3111 (on campus)

---

Poison Control  
UCCS Physical Plant

1-800-222-1222  
255-3313

Professional Staff/ Graduate Assistant On-Call Contacts

	<u>Office</u>	<u>Cell</u>
Skyler Rorabaugh, Director	719-255-7527	970-646-5818
David Fehring, Associate Director	719-255-7519	651-328-0188
TJ Peck, Coordinator of Facilities	719-255-7582	
Bill Moorman, Manager Competitive Sports	719-255-7513	
Casi Frazier, Business Services Manager	719-255-7511	719-661-4563
Krista Herring, Program Coordinator		
Membership & Communications	719-255-7512	303-646-7439
Cynthia Lewis, Coordinator of Fitness	719-255-7525	
Damin Bowen, Auxiliary Facilities	719-255-3625	719-210-0363
Katie Gordon, Wellness Coordinator	719-255-4448	540-521-1548

Other Useful Numbers

Auxiliary Facilities On-Call	719-439-7346
Mark Janssen, Auxiliary Facilities	719-439-7346
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](http://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 web-site, 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. 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 Campus Recreation staff member is not present on Alpine Field, the Building Manager will attend 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 of 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 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 thunder storm 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 either a severe thunderstorm is 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 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 gender neutral bathroom 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 present 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.

---

#### FIRE

In the event that the facility fire alarm is activated, the facility must be evacuated whether is a false alarm or not. The facility fire alarms have an audible alarm, lights that will flash and a recorded voice giving instructions for people to exit the building. If there is a fire in the facility:

- If you see fire or smoke before the alarm has gone off activate the nearest fire alarm pull station and call 911 or notify Public Safety.
- There is a giant door that is sensory dependent on the severity of the fire and smoke and will drop down to separate the North Side and South Side of the building located in front of the vending machines and Court C. Make sure EVERYONE is clear of the door way. Since it is based on the amount of smoke is in the building it could come down at any moment during a fire.
- If it is a small fire, attempt to use a fire extinguisher to put out the fire. If it does not extinguish, evacuate the building immediately. \*\*Elevators are unsafe to use during a fire so a handicap patron on the second floor will need to be directed to the stair case on the North side of the building by Wellness, (Or away from the direction of the fire source), and fire fighters will be sent to rescue the patron and carry/escort them safely from the building.

- Sweep assigned areas and direct patrons to utilize the stairs and nearest exit to get out of the building and to the appropriate gathering point. Don't enter areas that are filled with heavy smoke or flame.
- Once building is cleared take a radio and the blue backpack (if evacuating the Recreation and Wellness Center) to gathering point.
- Check on patrons and try to keep them warm and comfortable. If it's cold outside some may be wearing workout clothing or bathing suits.
- Contact professional staff and let them know about the fire alarm.
- Wait for Public Safety and the Fire Department to respond. Do not re-enter the building until the alarm has been turned off and Public Safety indicates that the building is safe to re-enter

## INJURY/ACCIDENT REPORTING

Injuries are any occurrence during a program that requires medical care. All injuries in Club Sport activities must be documented on Healthy Roster or on an Injury/Accident Report and submitted to the Athletic Trainer within 24 hours of the club sport activity. Reports are to be only completed by the Safety Officer, Club Sport Officers or Coaches, but may include statements from participants. Club Sports can find the Healthy Roster link and 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 Club Sports events must be documented on an Incident Report and submitted to Club Sports staff within 24 hours of the conclusion of the Club Sport activity (**Exception:** Incident reports from Intramural Sport leagues are submitted to the Coordinator of Competitive Sports). Reports are to be completed by Safety Officer and Club Sports Coaches and Officers only, but may include statements from participants. Club Sports will use the department's [Incident Report Form](#). Club Sports 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 the Coordinator of Athletic Training within 24 hours.

Incidents include, but are not limited to the following:



- Poor individual or team conduct or behavior
- Player ejections
- Sportsmanship ratings below 3.0
- Alcohol, marijuana, and/or drug intoxication
- Equipment or facility damage, inappropriate use, etc.
- Clubs or Intramural Teams 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

Club Sports 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 received signature from a signing authority within the University. Please Submit all proposed contracts to [sports@uccs.edu](mailto: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 Manager of Competitive Sports 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 Club Sport activity must be requested through the Competitive Sports Staff in the office, by phone, or by email.

- **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 Manager of Competitive Sports at least 6-8 weeks in advance to ensure all Contracts are processed properly.

- Competitive Sports will submit contract for initial review to University Legal and University Risk Management.
  - Competitive Sports 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 Recreational Sports. 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 Manager ensure officials, judges, referees, and volunteers have processed through the PSC Vendor Registration and filled out an approve Scope of Work form. The PSC oversees the process from start to finish. Clubs must work with the Manager 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.
- Competitive Sports will submit a Supplier registration link to the supplier via the submitted form information.
- Competitive Sports 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 Competitive Sports via [sports@uccs.edu](mailto:sports@uccs.edu).

## PERMITS (CITY/COUNTY/OTHER)

- Club must submit the HOME Event Registration form on the Officer Resource page for approval by the Competitive Sports 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 Competitive Sport 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 Manager to be processed through the Office of Risk Management at least 6-8 weeks prior to the event. The Manager will submit a request for Certificate of Insurance.
- Additional information or alternative steps may be requested by the University.

### **CLUB SPORTS COMMITTEE**

The Club Sports Committee is the primary governing body of the University of Colorado Colorado Springs Club Sports Program. The Committee works with the Competitive Sports Program Pro Staff to shape the future of the Club Sports 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 club sports, and making recommendations regarding club and individual member status when disciplinary or conduct issues arise.

### **COMMITTEE ORGANIZATION**

The Club Sports Committee (CSC) consists of five (5) elected club sport student members: two from each gender and the individual who receives the largest number of votes after the previously mentioned categories are filled. The student representatives will be elected by the Club Sports Association, which consists of all club sports members.

One (1) current UCCS faculty or staff member will serve as appointed by the Manager of Competitive Sports. Two (2) current UCCS SGA members (Director of Finance, standing position and second member as appointment by SGA). One (1) Recreation Advisory Board member will serve. Two (2) co-chairs for the Committee: a Club Sports Program student staff member, and one Committee student member voted in by the Club Sports Committee. Ex-Officio members to the Committee will be the Manager of Sports and Youth Programs, the Coordinator of Sports and Youth Programs, the Associate Director of Campus Recreation, and the Director of Campus Recreation.

The election of Sport Club 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.

## COMMITTEE REQUIREMENTS

### Faculty/Staff:

- Three members are appointed for one-year terms with reappointment privileges.
- No more than two members of the same gender shall sit on the Committee.

### Students:

- Five active club sports members (undergraduate or graduate) elected by the Club Sports Association are appointed to one-year terms with reappointment privileges.

## APPROVING NEW POLICIES

All new club policies decided upon by the Competitive Sports Programs Staff must receive final approval from the Club Sports Committee before they are instituted. In some cases, depending on the scope of the new policy, it may be necessary to bring the issue to the Recreation Advisory Board for final approval. Should the Competitive Sports Program Staff want to change an existing policy or add a new one they are able to do so after advising the Club Sports Committee.

The Club Sports Committee will then be given the opportunity to review the policy, discuss any changes that may need to be made, and finally approve or deny the policy. Once accepted, the policy will be added to the current Club Sports Officer Handbook and current officers will be made aware of the change.

---

### PROCEDURE

Sports and Youth Program Staff is responsible for presenting the new policy to the Committee and answering any questions.

## CLUB SPORTS BUDGET PROCESS

### BUDGET REQUEST

The Student Government Association allocates a maximum amount of \$5,000 to each club (Including club sports) each school year. A max of \$2,000 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 FY19](#)
- 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 on Tuesday nights)
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.
5. No later than 30 days after the event the club fills out an event review form.

**Clubs that do not complete the event review form will not receive any more funding for the remainder of the school year.**

---

#### WHAT CAN I GET CLUB FUNDING FOR?

- Food (limited to \$1,200 per event. Maximum of two events per year.)
- Travel expenses (limited to \$1,000 for in-state travel and \$2,000 for out-of-state travel)
- 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 Club Sports budgets are due to the Competitive Sports Office each February. Budget forms and specific expense/income information are distributed in the fall term. The Competitive Sports Program Staff is available to help guide clubs through the budget process. The Club Sports 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

---

#### CLUB SPORTS BUDGET NOTES

---

1. All clubs are required to submit a Club Sports Budget Packet Form along with a cover letter giving a background description of their club, last year and this year's accomplishments/activities, challenges, and prioritize which budget items are most important for the club.
2. Previous year's budget allocation sheets are available for clubs to review.
3. Competitive Sports Program Staff is 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 Club Sports Committee may request clarification or ask questions of club members at the end of the presentation.
3. Upon conclusion of all presentations, the Club Sports Committee will discuss and allocate budgets based on presentation content and the criteria set forth above.

Approval of the Club Sports Budget is done with a simple majority vote of the Club Sports Committee.

#### **SGA SENATOR SPONSORED BILLS REQUESTS**

Any student at UCCS can write a bill to be heard by the Senate. You should work with a Senator to write legislation and you must have two Senators sponsor a bill for it to be heard by the Senate. A list of Senators can be found [here](#) and sample documents can be found [here](#).

Here is additional information on [How to Write Bills and Resolutions](#).

#### **ACCESS TO CLUB FUNDS**

\* Access to Club funds may be restricted if pending disciplinary action

#### **CLUB SPORTS 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 Competitive Sports Program Staff).
3. SGA allocated funds.
4. Donations/Sponsorships from individuals and corporations.

#### **ACCOUNT BALANCE ACCESS**

Access to a clubs account is available on the Officer Resources webpage under the Financial section. Club Officer may go in and check whenever necessary. It is the officers 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 applocate these funds to clubs during 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. Club Sport purchases from the SGA Account must be completed by May 19<sup>th</sup> 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
- A portion of 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 Club Sport 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.

---

#### PURCHASES FROM THE SGA ACCOUNT

Please refer to the [Purchasing](#) section herein.

---

#### REIMBURSEMENTS FROM THE SGA ACCOUNT

Please refer to the [Reimbursement](#) section herein.

---

#### SGA ACCOUNT UNSPENT MONIES

When a club has unspent student fee dollars at the end of the fiscal year, those monies will be rolled over back to SGA and will not go back to the club accounts.

When a club account has unspent self-generated dollars in their Fund20 account at the end of the fiscal year, those monies will be rolled over to the Fund20 for the next fiscal year.

---

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

The UCCS Club Sports Program Club Fund 34s are available for clubs who received a charitable donation, sponsorship money or general fundraising of 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: [https://giving.cu.edu/fund-search?field\\_campuses=1134](https://giving.cu.edu/fund-search?field_campuses=1134) . The donor will need to click on your specific club sport 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:

1. Obtain the Club Sports Deposit Form from the Competitive Sports Desk or the Officer Resource Page.
2. Open the form and type in the following information in the following fields:



- a. Name of Club Sport
  - b. Officer Name: The officer that prepared the form
  - c. Date: Today's date in mm/dd/yy format
  - d. Player's Name: For donations, insert the name of the donator if applicable
  - e. Address: address as printed on the check
  - f. Phone: phone number as printed on the check (if applicable)
  - g. Purpose: "Donation to UCCS [Club Sport Name]"
  - h. Allocation#: "4100-774390"
  - i. Allocation Name: "UCCS Sport Club Program Fund"
  - j. Amount: hand-written amount of check
  - k. Coin/Currency Total: leave blank
  - l. Total Gift Amount: hand-written amount of check
  - m. Total Deposit: hand-written amount of check
3. Click "Save" button to save over the previous version.
  4. Click "File", then "Print", and collect form from printer.
  5. Bundle and staple the following together in portrait orientation in the following order from top to bottom:
    - a. Check
    - b. Postmarked envelope (if applicable)
    - c. Any other documentation provided by the donor (if applicable)
    - d. Deposit form
  6. Immediately take the check and completed form to Competitive Sports Desk.

---

#### GIFT-IN-KIND DONATIONS:

Before donations of products or gift-in-kinds are made, you must first contact Competitive Sports 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 Club Sports 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 Competitive Sports Desk for processing. Acceptance form: <https://www.cu.edu/controller/policies/gift-kind-acceptance> . Please return form and any receipts/invoices to the Competitive Sports Desk as well.

---

#### PURCHASING WITH FUND 34 FUNDS

Club Sport 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 fundrasinign event.

## GRANTS

The following is the process for Club Sports 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 Manager of Competitive Sports 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 2 weeks prior to the grant deadline.**

### GRANT PROPOSAL PROCESS

Coming soon.

### GRANT MANAGEMENT PROCESS

Coming soon.

### GRANT CLOSING PROCESS

Coming soon.

## 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: [UCCS Athletics and Recreation](#)

---

## FUNDRAISING GUIDELINES

All fundraisers, sponsorships, etc. must be submitted as an event through [HOME Event Registration](#) form for advising and approval by the Competitive Sports Staff.

In addition to Leadership Points, clubs should aim to fundraise 30% of requested funds. Membership dues do not count towards fundraising. Example: Club A's budget is \$1,000 and the club needs to raise \$300 (30%). Any fundraising short of the 30% 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 events.
2. All revenue generated must be deposited into the Club's Fund 34 or Fund 20 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 Competitive Sports Desk.
5. Raffles have restrictions, please see Competitive Sports 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 Competitive Sports 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 (more than a month)
- Raffles require a minimum of two months' notice
- As fundraising events can vary wildly, come into the Club Sports 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 Manager of Competitive Sports
- Have all letters and partnership materials reviewed by the Program Assistant;
- Begin recruiting partners;

### 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
- Enrich Diversity through Engagement and Inclusion
- Achieve Innovation through Creativity

#### WHAT ENTITIES ARE INELIGIBLE FROM BEING SPONSORS?

In order to remain consistent with Recreational Sports’ 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

#### WHAT IS THE OVERALL PROCESS OF RECRUITING A SPONSOR AND EXECUTING THE PARTNERSHIP?

---

Coming Soon.

#### AWARD & CASH WINNINGS

Coming soon

#### CASH HANDLING POLICY

Club Sport members, participants or other vendors associated with Club Sports who come into the Club Sports 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.

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

#### RECEIPTING

Club Sports will be issued a receipt kit annually. The kit contains a pouch, check stamp, receipt book, and pen. The purpose of this receipt kit is to provide better and more accurate documentation for both the club and the individual making a payment.

The Club Sports Program strongly recommends the use of receipting for all financial transactions (Ex: fundraisers, merchandise sales, donations, entry fees, club dues, etc.). Club Sport Officers must ask the individual if they would like a receipt and if so are then required to provide one.

Semester evaluation meetings, clubs will turn in carbon copy receipts to Club Sports staff to reconcile.

Clubs should work with Club Sports staff to replenish supplies as needed. If a receipt kit is lost or damaged, the club index will be charged the cost to replace the item(s).

**Note:** All individuals authorized to use the receipt kit must complete the cash-handling training.

#### DEPOSIT OF SPORT CLUB SELF-GENERATED REVENUE BY CLUB

##### PROCESS

1. Self generated funds are deposited in the dropbox behind the club sports desk.  
(these deposits include members fees, entry fees, merchandise sales, Other/Misc Revenue)
  - a. Club Officers must fill out the [Fund 20 Deposit Slip](#) located on the Officer Resource page. The form will be deposited along with the funds in the dropbox behind the club sports desk.
2. Donation/Fundraising revenue is also deposited in the dropbox behind the club sports desks.
  - a. Club officers must fill out the [Fund 34 Deposit Slip](#) located on the Officer Resource page. The form will be deposited along with the funds in the dropbox behind the club sports desk.
3. Checks for fundraising or donations should be written to "UCCS Club Sport Name"

\* All deposits need to be made within 24 hours of receiving funds

#### REIMBURSEMENTS

The practice of personally paying for services and equipment directly by club sport members is strongly discouraged. Convenience and/or lack of proper planning are not legitimate reasons to circumvent regular UCCS Club Sports 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 Reimbursement (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 (club sport 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

Non-Employee Reimbursement (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 (club sport 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>

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 (currently at 49¢ per mile-can change throughout the year)
- Meals while traveling
- Parking, tolls, parking tickets
- Flights (with prior approval and Christopherson Travel Quotes. Work with Club Sports Office)

## REIMBURSEMENT DOCUMENTATION REQUIRED

The [Reimbursement Form](#) can be found on the [Officer Resources](#) page under Financial. The Reimbursement must include the payee's: name, phone number, UCCS ID, and address the check will be mailed.

The Following needs to be dropped off

- Proof of payment receipt/invoice.
- Proof of purchase or participation results, event flyer, etc.

Person requesting reimbursement submits a [Reimbursement Form](#) online and all supporting documentation to the Competitive Sports Desk.

- Competitive Sports 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 1<sup>st</sup>** 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, MapQuest, etc.). Print out map turn in to Competitive Sports Desk.
2. Mileage is currently at 49¢ 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 Manager of Competitive Sports 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

### CLUB SPORTS ELIGIBILITY FOR REFUNDS

---

#### POLICY STATEMENT

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

---

#### REFUND CONDITIONS

**Club Sport Dues** – Club Sport Dues are non-refundable, except in the case of documented injury, illness, or relocation. Such situations require immediate notification be given to the Manager of Competitive Sports.

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 processing fee (\$5).

---

### PROCESS FOR REMITTING REFUND FROM REC SPORTS ACCOUNT

Club Sport Officers will govern the club's adherence to providing refunds to members, when applicable.

If a refund is to be remitted to a club member, a Club Sport officer will complete a Purchase Request, listing the individual receiving the refund as the vendor. In the "special notes" section, the club sport officer will note the date and amount of the original payment, and include a copy of the deposit slip, which details the original deposit information, along with the reason for refund the UCCS ID number of the payee.

A copy of the deposit slip may be emailed to [sports@uccs.edu](mailto:sports@uccs.edu) or dropped off to the Competitive Sports desk. Campus Recreation will issue the payment to the "vendor" listed, and the refund amount will be shown as a reduction of revenue, in the budget.

## 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 1<sup>st</sup>).

### CLUB SPORTS PURCHASING

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

**Club Sports purchases must receive prior approval by the Competitive Sports 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 Competitive Sports 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 Competitive Sports 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 Club Sports Officers to the pre-approved expenses on the PR must be approved by Manager of Competitive Sports.

---

## PROCUREMENT CARD EQUIPMENT PURCHASES (DEPARTMENT CREDIT CARD)

A [Purchase Request Form](#) (PR) approved by the Competitive Sports 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 20, Fund 34, SGA)
- Upon PR approval, Competitive Sports 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 Club Sports Officers to the pre-approved expenses on the PR must be approved by the Manager of Competitive Sports.

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

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

---

## PROCUREMENT CARD REGISTRATION, MEMBERSHIP, AND DUE PAYMENTS (DEPARTMENT CREDIT CARD)

A [Purchase Request Form](#) (PR) approved by the Competitive Sports 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 (event name/date/location, quantity of registrations, additional forms required with payment)
  - Taxes (if applicable, an estimate is sufficient)
  - Shipping fees (specify the type, timing, and cost of the shipping option requested)
  - A printout of event publications including the event name/date/location/price which is the most accurate description to provide.
- Upon PR approval, Competitive Sports Staff 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 Club Sports Officers to the pre-approved expenses on the PR must be approved by the Manager of Competitive Sports.

The Business Manager of Campus Recreation will serve as the back-up for the Department Purchasing Card at times the Manager'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 Manager of Competitive Sports 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.

The Manager of Competitive Sports 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)