2021
Club Sports Captains' Summit
A guide to your success in leadership!

August 29, 2021
Agenda

What we'll talk about today

01 Announcements
02 Membership
03 Practice + Competition
04 Travel
05 Finances

06 Compliance + Discipline
07 Marketing
08 Leadership
09 Communication
10 Questions
Announcements

COVID-19  Field Space  Brett's Job Transition
Policy and Procedure Kahoot!
Membership

Eligibility
Any CU Denver undergraduate or graduate student who is enrolled in at least a one-credit class and pays student fees
- Online only - pay additional $10
- Anschutz - pay additional $10
- Gendered teams

Waivers
Students are required to have health insurance to participate in the program. Students will submit their insurance information on the waiver. Waivers must be signed before anyone can begin practicing.

Dues
You need to let us know what your dues set-up will be, as well as the deadline, so we can input it on IMLeagues. Students can then begin to pay their dues ASAP. You have access to see who is in good standing and who isn’t.
Practice + Competition

- Facilities
- Requests & Changes
- Costs
- Schedule (Practice & Competition)
- Active/Inactive Season
- External Facilities
Travel

**Itinerary**
- Required information
- Due AT LEAST 14 days in advance
- Roster due AT LEAST 24 hours in advance

**Registration + Lodging**
We book and pay for these things and transfer the money out of your accounts. We do not reimburse for gas, flights, food, etc.

**Approval**
You cannot travel until we have given approval for the requested travel event. Travel without authorization will result in disciplinary action.
Finances

Budget
Due by your first meeting with us

Expenses
- What's on us? - anything that stays with us (uniforms, equipment, post-season, some facilities)
- What's on the team? - league expenses, travel, officials, equipment they keep

Fundraising
Let us know of any events you're planning ahead of time
Compliance + Discipline

- Review the handbook
- Communicate policies to members
- Set your expectations and enforce them
- Think before you speak
- Utilize your resources
- Be respectful and accountable
The Basics

- Create designs with approved logos
  - If working with a vendor or art designer, make sure they are using approved logos as well
- Everything goes through James Sawyer
- Tabling & Flyer opportunities
- Social Media
- Tag us!
  - Instagram: @cudwellness
  - Facebook: CU Denver Wellness & Recreation Services (Like our page!)

https://www.ucdenver.edu/brand
Leadership
Responsibilities & Expectations

R
• Travel plans & meetings
• Manage rosters
• Waiver signage
• Find available facilities
• Equipment inventory
• Organize recruitment
• Selecting coaches
• Seek guidance w/ issues

E
• Transparency
• Communication
• Involvement
• Commitment
• Respect
Communication
Connect with us

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GroupMe
Questions?