



# 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

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Travel

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Finances

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Compliance + Discipline

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Marketing

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Leadership

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Communication

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Questions

# Announcements



**COVID-19**

**Field Space**

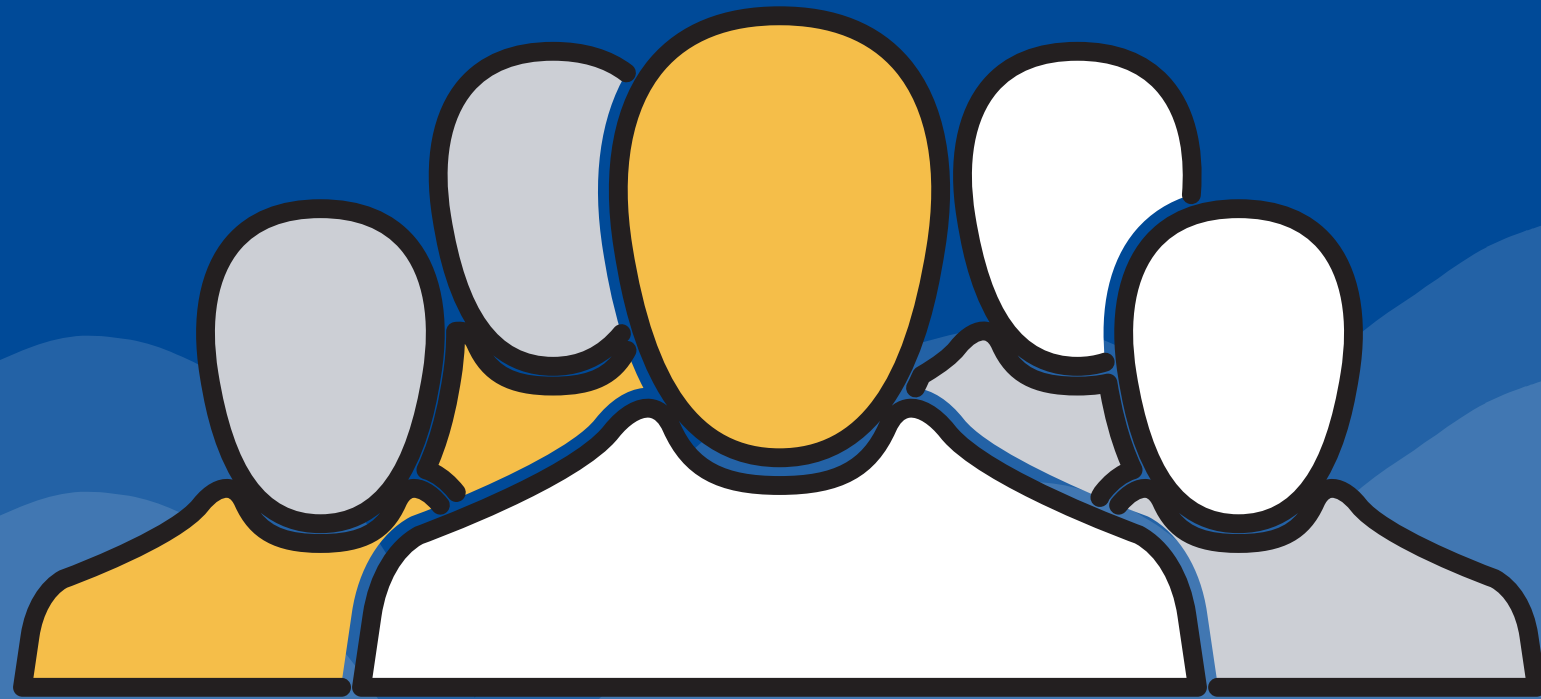
**Brett's Job  
Transition**



A yellow decorative line starts from the top edge of the slide, curves downwards and to the left, forming a small loop, and then continues to curve towards the right.

# **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

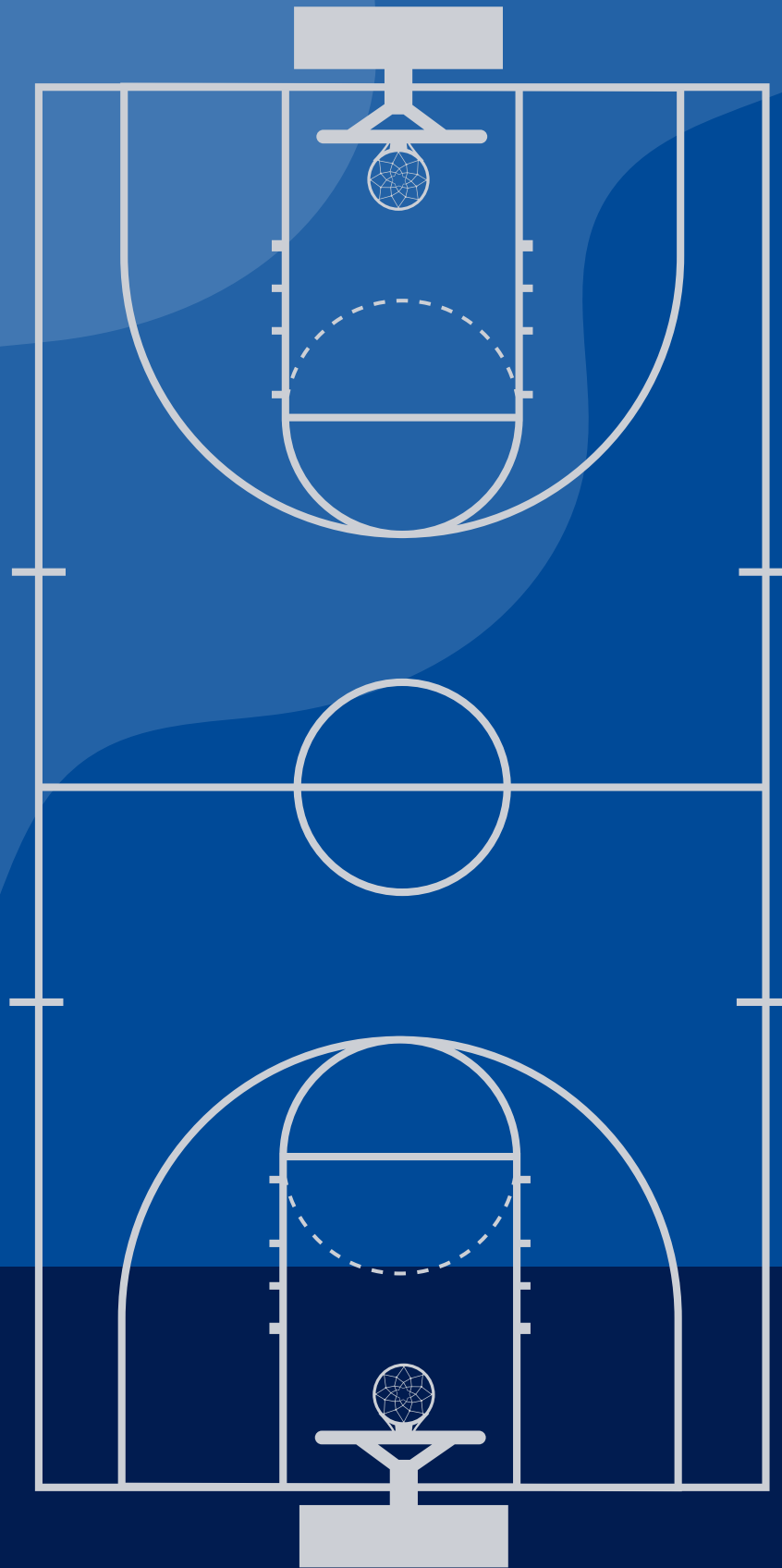
- Online only - pay additional \$10
- Anschutz - pay additional \$10
- Gendered teams

## 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

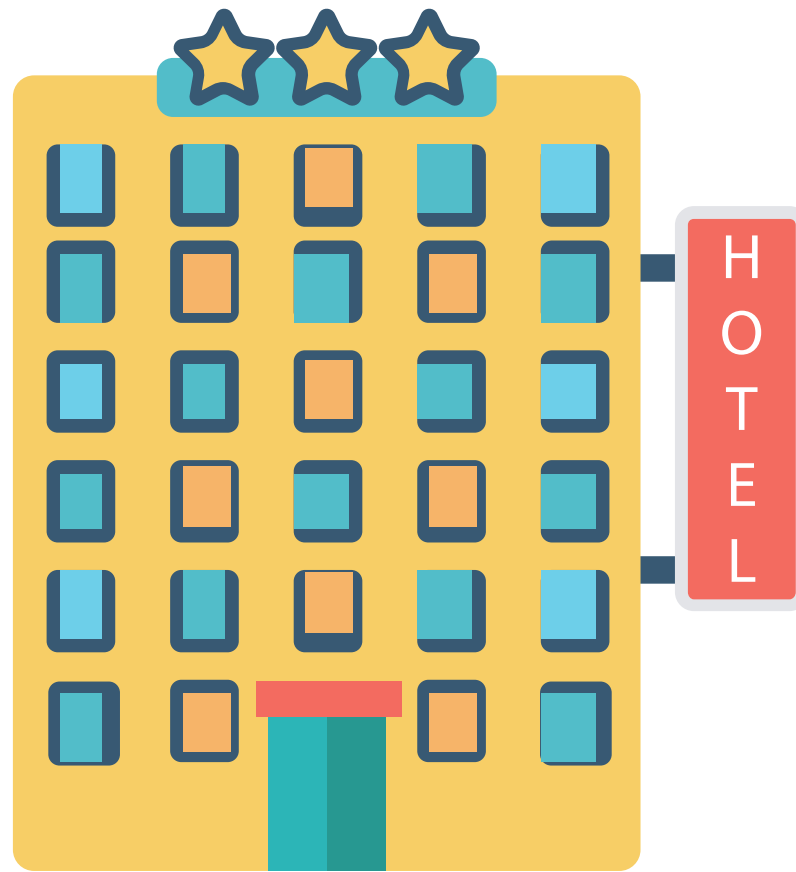
- Facilities
- Requests & Changes
- Costs
- Schedule (Practice & Competition)
- Active/Inactive Season
- External Facilities

# 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



# Marketing



## The Basics

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- 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?

