Captains Summit
Spring 2022

January 23rd, 2022
Agenda

01
Changes

02
New Forms

03
Tracking Forms

04
Expectations

05
Budget Proposal
Club Sports Procedures
Changes

COVID  Club Sports Manual  New Forms
Covid Changes

- Masks must be worn at all times during practice
- Wellness Center closes at 7pm until January 30th
- Day trips and overnight trips are cleared
Changes to Club Sports Manual

- Each club must have at least 2 officers.
- Clubs must consist of at least 51% downtown CU Denver students - Same as student life.
New Forms
Club Sports Purchases

- New Business Coordinator
- Purchase request form
- Vendors
Home Event Sheet

- Sheet with info on your planned home event
- Need to have meeting with us before any home event to fill out sheet together with us
- Need sheet to be submitted to us at least 3 weeks in advance
Overnight Travel Form

- Will need to be submitted at least 2 weeks in advance
- Travel Roster section of form should be filled out as best as possible - if any changes or additions make sure to get those submitted at least 24hrs in advance of travel
- reminder - we pay for hotel. Gas, Food, Ect. is on you
- Day Trip notification to us is due at least 1 week in advance, requires an email to angie and I with details we need to know, and requires a travel roster due at least 24hours in advance
End of year self-evaluation and Coach evaluation
All forms and resources will be added to the Club Sports website.
# Things to keep in mind - tracking forms

<table>
<thead>
<tr>
<th>Online/Anshutz student tracking</th>
<th>CPR Tracking</th>
<th>Violations Tracking</th>
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CPR Certification Deadline

March 9th will be the deadline to have AT LEAST 2 people on your club CPR certified.
Expectations moving forward
Communication

- We have seen a pattern of poor communication/bad response times
- We don't want to have to send multiple emails or ask for things more than once
- Need better communication from officers
- Will be expecting responses within at least 48 hours when we ask you for something
Forms/things Sarah (athletic trainer) needs

- Sarah is an extension of us, treat her as such
- When she asks for things please get them to her on time
- If things are not turned in on time, such as concussion forms, Sarah has the authority to disallow a player to participate in a practice or competition
We will be tracking who has filled out their proof of health insurance and code of conduct. We will perform audits and show up to practices to check if all players practicing have their forms filled out. Large part of your responsibility is to ensure these things are filled out.
As some of you may have noticed or will notice we have cleaned the storage closet.

- Please keep things the way you found them.
- We will need things to be organized.
- Do not grab or move things that aren't for your team's use.
Budget Proposal

We will be adding a budget proposal to your reactivation proposal in April. Chelsea, our Financial Wellness Coordinator, can help you.
We are here for you!

Lots of new implementations  
You can always come to us  
Changes are added to help

We are here to help ease the transition into this new semester. We know it can be overwhelming with all the new changes and additions but we are always here to help you!
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