



Wellness & Recreation Services

UNIVERSITY OF COLORADO **DENVER**



Club Sports Manual 2022-2023

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Wellness & Recreation Services

UNIVERSITY OF COLORADO **DENVER**

Club Sports Important Contact Information:

Lola and Rob Salazar Student Wellness Center

1355 12th Street

Denver, CO 80204

Office: (303) 315-9355

Competitive Sports Coordinator

Angelica Adame

303-315-0160

angelica.adame@ucdenver.edu

Office Hours by Appointment

Chapter 1: General Information

Mission Statement

The CU Denver Club Sports program strives to provide students with an opportunity to participate in various sports, develop leadership, organizational, and fiscal management. We believe that club sports can provide a fun and safe competitive atmosphere, where learning can occur along with a sense of community and belonging. Students have the opportunity to participate in team activities and intercollegiate leagues.

General Information

What is Club Sports?

Club Sports is a program designed to provide students with the opportunity to engage in team sports in a friendly and competitive environment. The purpose of the program is to unite individuals with a shared interest in sports, develop lasting friendships, and build community among students across campus, all while increasing their overall well-being through physical activity. Students can pick from a variety of sports to participate in and have the chance to serve in a leadership position during their time. These teams are often competitive due to regularly scheduled practices, games, association with national governing bodies and the use of part-time coaches.

Who can join a club team?

Membership is open to all current CU Denver Downtown campus students who pay the student fees. Members are NOT disqualified from participation as part-time students. Any student enrolled in just a one-credit class who pays student fees CAN participate. Students who are enrolled in online-only courses are required to pay \$10 in additional dues. Students from the Anschutz Medical Campus are required to pay \$10 in additional dues because these students do not pay the Club Sports fee in the student fee structure that Anschutz students observe when registering for classes. Students from MSU or CCD cannot participate in CU Denver Club Sports. Club teams in cooperation with national organizing bodies may limit membership based on eligibility rules. Many clubs also require tryouts, and can limit membership based on minimum credit hours, or minimum GPA. All Club Sports members are also required to have their own personal health/medical insurance. Members must read and sign a release/waiver indicating that they are registered with a personal health/medical insurance plan and that the individual understands the risks and responsibilities assumed in participation. **CU Denver is not liable for any injury or harm to an illegal participant.**

Are there any other requirements to be a Club Sport member?

Each team also sets their own club membership dues for individuals who want to be a part of the team. These dues help the team cover league registration, travel costs, equipment, apparel,

facilities and/or other operating expenses. **NO REFUNDS ARE GIVEN FOR MEMBERSHIP DUES.** Please verify you are an official member of the team with club leadership before you pay team dues.

Formation of a Club Sports Team

For a prospective new club, formation must meet these minimum requirements that include, but are not limited to:

- The club sport exists in Colorado or nationally
- The club has existed in the Office of Student Life for **at least one semester** under the status of Registered Student Organization
- A minimum of 7 members total and a minimum of 51% of members must be registered CU Denver Downtown campus students
- Risk management must have vetted the sport to determine level of liability.
- There must be a spot available on the Club Sports roster.

Once the above requirements have been met, the prospective team must create a presentation to deliver to Club Sports staff that addresses these general questions:

- Who will be your captains? What is each captain's duty?
- How many participants do you plan on having?
- How do you plan to market your team? How/when? Will you attend Club Sports Recruitment Day?
- How and where will you spend your money? What does your budget look like?
- Who will be your coach?
- Will you join a governing body? How much does it cost?
- How will you ensure your players are eligible to participate?
- What will you charge for dues? When is the deadline? What is the penalty for non-payment?
- Fundraising?
- When and where do you want to practice? If your first choice is unavailable, what is plan B?
- When is your season? Who are your opponents?
- Where do you want to travel?

After the presentation, CS staff will determine if the proposed Club Sport team has been approved or not based on the following criteria:

1. Strength of student leaders
2. Number of resources from CS office needed to maintain solvency of the sport

3. Strength of recruitment plan
4. Strength of budget
5. Number of participants in previous year
6. Execution of previous year's strategic plan (presentation)

More detailed information on prospective Club Sport guidelines and presentations can be found on our website under "[Start a Club.](#)"

Annual Reactivation Presentations

Club Sports has implemented and required each team to deliver a presentation to the Club Sports staff at the end of each academic year. The purpose of the presentation is to gauge the health and success of the team, as well as evaluate their strategic plan of action, in order to determine the team's eligibility status for the following year. The presentation also serves as the team's official intent to re-register with the Club Sports program for the upcoming academic year. Any team that fails to present during the given time period without a prior discussion with the Assistant Director of Competitive Sports and a make-up presentation date scheduled will immediately become inactive for the following academic year and will need to register with Student Life if they would like to be an active club on campus.

A team's notice that they are registered with our program will come in the form of an email indicating they are either **ACTIVE** or **ON PROBATION** for the upcoming academic year.

More detailed information about reactivation presentations will be available in the Spring semester. Individuals can also reach out to the Competitive Sports Coordinator to learn more.

Chapter 2: General Club Organization and Responsibilities

Team/Officer Responsibilities

Each club is required to declare at least two (2) Officers for their leadership team, a President and an officer of any responsibility (VP, secretary, etc.). It is highly recommended that each club elect additional officers for better organization and division of responsibility (Ex. Treasurer, Travel Officer, Risk Management Officer, etc.)

Officers' responsibilities include, but are not limited to, the following:

- Setting a date when dues are to be collected and establishing dues amounts
- Creating and managing a stable budget
- Hosting fundraising events

- Enforcing rules and ensuring that all participants are adhering to the Code of Conduct
- Reporting any violations to the Competitive Sports office within 48 hours of the incident. Injuries must also be reported within 24 hours.
- Creating practice and game schedules
- Managing the team's social media pages and website
- Organizing recruitment and executing marketing goals
- Finding suitable prospective coaches
- Hosting informational meetings and team/officer meetings
- Locating facility or field space and determining availability for practices and/or games

It is the Officers' responsibility to ensure that when competing against other universities in season or out of season, any participating Club Sport members are current CU Denver students. If the Club Sport participates in ANY in-season league, it must feature current CU Denver students only.

Non-CU Denver students are not permitted by Risk Management due to liability concerns.

At least two Officers are required to be CPR certified and provide proof of their certification to the Competitive Sports Coordinator. Classes for CPR Certification can be provided through the Salazar Student Wellness Center. Please reach out to the Competitive Sports Coordinator for more information.

In the event of an injury at practice in the Student Wellness Center, a facility supervisor needs to be notified. An injury form must be completed and submitted by staff within 24 hours of the event. Injury forms are available on Connect2. In the event of an injury at practice off-campus or at an event where a facility supervisor or Competitive Sports staff member is not present, an officer needs to send an accident report to the Competitive Sports Coordinator within 24 hours of the event.

Failure to comply with any of the above requirements will result in warnings and/or disciplinary action up to and including termination of the club. Most decisions made by the Competitive Sports Coordinator can be reviewed by the Club Sports Student Council if a student decides to submit an appeal. Appeals shall be submitted by filling out a Grievance Form (last page of the manual) within 72 hours of the decision. For more information on the Club Sports Student Council, see **Chapter 8**.

Team Rosters

A current roster of all team members must be maintained by the club officers on the IMLeagues website at all times. Officers are also responsible for ensuring that all participants are eligible (with completed and approved waivers) to participate in practices or games, as well as try-outs. Practice or participation in competition is strictly prohibited without a completed and approved Club Sports Release, Assumption of Risk and Waiver and the Code of Conduct form. Both of these forms will be available on your IMLeagues profile so that an individual can see if they have been

completed. Teams may choose to hold more requirements for their members such as: a minimum number of hours enrolled, minimum GPA, and conduct roster tryouts.

A team's roster is required to be made up of at least 51% CU Denver downtown students. The remaining portion of the roster may be Anschutz students.

Chapter 3: Code of Conduct

CU Denver Student Code of Conduct

Competing for any Club Sports team at CU Denver is regarded as a privilege. All actions of Club Sports team members reflect on the University of Colorado Denver. On or off campus, all Club Sports team members, prospective members, or practice members will be held responsible for adherence to CU Denver Student Code of Conduct. Criminal prosecution could result from some of the activities in this chapter. The complete CU Denver Student Code of Conduct can be found at: https://www.ucdenver.edu/docs/librariesprovider122/health-and-wellness/cu-denver-student-code-of-conduct---final-with-suspension-update-9-16-20.pdf?sfvrsn=4d0ea7b9_2

Alcohol, Drugs, and Illegal Substances

Drinking and the use of drugs, or the use of other illegal substances, is NEVER permitted during an official club function, including, but not limited to practices, games, competitions, travel, or an event on Auraria Campus. Club members are representatives of CU Denver and are easily identified by club/school uniforms; therefore, the public may closely scrutinize the club's behavior. It is important that club members DO NOT wear club jerseys, sweatshirts, etc. while visiting public drinking establishments. Team funds, whether generated by student fees, donations, or fundraising, MAY NOT be used to purchase alcohol even if all team members are above the legal drinking age. Coaches must refrain from alcohol consumption with their club members at any time and specifically during the entire duration of a team trip. Coaches are ultimately responsible for the behavior of all club members.

Hazing

Hazing is defined as any action or situation that 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. Hazing includes engaging in or planning any act, typically associated with belonging to a group of peers, which may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule, or any acts

which are humiliating, intimidating, or demeaning, or that endanger the health and safety of another person. This can include, but is not limited to:

1. Paddling in any form
2. Inducement of excessive fatigue
3. Required exercise inconsistent with the mission of the organization, team, or group
4. Physical or psychological shocks
5. Personal servitude
6. Forced or coerced consumption
7. Forced or coerced engagement in public stunts, morally degrading or humiliating games and activities, drinking games, late work sessions, other unorganized activities, and other obligations that interfere with scholastic pursuits

Hazing is considered an illegal act by anyone associated with the University.

Any reported infraction will be properly investigated by the Office of Student Conduct and Community Standards according to the CU Denver Student Code of Conduct. Independent of any investigation from this office, any individual or team found in violation of the Hazing policy will be subject to disciplinary action up to and including probation, suspension, or expulsion from the Club Sports Program.

Sexual Misconduct

The University of Colorado (“university”) is committed to ensuring that students, faculty, and staff are not subjected to discrimination, including discrimination on the basis of sex, as well as other forms of sexual misconduct that are inconsistent with the university’s values and mission. This Sexual Misconduct Policy (“*Policy*”) is designed to ensure equal access to educational programs or activities at the University. The Policy prohibits all forms of sexual misconduct, which is defined as sexual assault, dating violence, domestic violence, sexual exploitation, stalking, and sexual harassment. This policy also defines related misconduct, including retaliation, failure to report, providing false or misleading information, and failing to abide with the orders or sanctions of the Title IX Coordinator or other authorized officials. For more information regarding the sexual misconduct policy please visit <https://www.cu.edu/ope/aps/5014>.

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 (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.

If you need to report sexual misconduct, or if you have any questions regarding sexual misconduct or the Sexual Misconduct Policy, please contact William Dewese, Title IX Coordinator of the Office of Equity at (303)-315-2567 or via email at william.dewese@ucdenver.edu, or send correspondence to Lawrence Street Center, Campus Box #187, 1380 Lawrence Street, 12th floor, Denver, CO 80217-3364.

Discrimination

The University of Colorado's Policy on Discrimination and Harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy, or political affiliation. For more information on this policy please visit [https://www.ucdenver.edu/docs/librariesprovider102/default-document-library/2022-02-28_3054--nondiscrimination-policy-\(2\).pdf?sfvrsn=9a3cb2ba_2](https://www.ucdenver.edu/docs/librariesprovider102/default-document-library/2022-02-28_3054--nondiscrimination-policy-(2).pdf?sfvrsn=9a3cb2ba_2).

In order to comply with this policy, officers and/or coaches must set team performance standards for attitude and/or ability and any other category in writing prior to team try-outs, making cuts, or prohibiting any student from becoming a member of the team. Clubs will be granted supplemental funding in order to reasonably accommodate club members with disabilities.

To report incidents of discrimination or harassment based on a protected characteristic, or if you have any questions regarding discrimination or harassment or the Nondiscrimination Policy, contact William Dewese, Title IX Coordinator of the Office of Equity at (303)-315-2567 or via email at william.dewese@ucdenver.edu, or send correspondence to Lawrence Street Center, Campus Box #187, 1380 Lawrence Street, 12th floor, Denver, CO 80217-3364.

Discipline

Any incident involving the conduct of an individual or team during the scope of play for practice or competition and any club-related event will be reviewed by the Club Sports staff and/or the Club Sports Student Council on a case-by-case basis to determine disciplinary measures. Any player ejected from competition will be subject to the rules of the national governing body for the club team and may receive additional discipline from the Club Sports staff. Officers are responsible for

reporting all incidents within 48 hours to the Club Sports Office. Incident reports are located on Connect2 and can be accessed by CS staff.

Club Sports Student Council

The Club Sports Student Council's main purpose will be to serve as a liaison between Club Sports members and Competitive Sports staff to address program needs and goals. As a student-run, student-led program, Club Sports aims to empower its members to speak on behalf of their teams and others, work together to create solutions and bring forth new ideas, and make decisions on conduct and non-conduct related matters and appeal notices.

Chapter 4: Coach Responsibilities

Conduct

While students are ultimately responsible for the conduct of their respective Club Sports team, the coach must still follow Code of Conduct guidelines and ensure that the team is in compliance.

Responsibilities

A coach must attend all practices and competitions unless previously discussed with the team and/or Competitive Sports Coordinator.

A coach should have a current CPR certification, which can be attained through classes at the Salazar Student Wellness Center. Please email the Competitive Sports Coordinator to have the cost of CPR certification covered for the designated coach.

Coaches will be a role model for the team by demonstrating and enforcing the CU Denver Code of Conduct. Coaches should promote sportsmanship among their team and reflect the University of Colorado Denver in a positive manner. Failure to meet or enforce the CU Denver Code of Conduct may result in immediate dismissal.

All coaches must **carefully** read and sign the Coaches' Agreement and/or the Volunteer Agreement. Coaches will be held strictly accountable to the expectations of the Coaches' Agreement. No potential coach may take the position until being approved by the Competitive Sports Coordinator and a background check is submitted and cleared. Forms can be found on our [Club Sports page](#) on the Wellness & Recreation Services website.

All Coaches must have read and understand the explanation of the Clery Act and understand the responsibilities as a coach to report incidents or specific crimes as listed. Information about the Clery Act on the University of Colorado Denver campus can be found at:

<https://www.ahec.edu/servicesdepartments/police/clery>

Payment

The CU Denver Club Sports program strongly encourages each club to have a coach. While one of the primary goals of the Club Sports program is to develop student leadership, we recognize that some types of peer management may present difficulties for team leaders. Coaches may be volunteer or paid. Coaches' compensation comes from the Club Sports student fee revenue. Under no circumstances is a coach's compensation to exceed \$2000 from the student fee account. Coaches will be paid in full within 30 days of the end of the season. **Coaches MUST agree to and sign a Coach's Agreement. Volunteer coaches must ALSO sign the Volunteer Policy and complete a background check.** Failure to sign this agreement, pass a background check, and the Volunteer Policy, if necessary, will result in disciplinary action as determined by the Competitive Sports Coordinator that could include immediate termination.

The Competitive Sports Coordinator must approve any additional amount to be paid to a coach from a team's budget.

Hiring and Dismissing Policies:

Hiring New Coaches

The applicant must first go through an interview process with the officers and/or captains of the club team. Once a team has found a coach that meets their needs and are interested in hiring the individual, the applicant will be interviewed by the Competitive Sports Coordinator. The Competitive Sports Coordinator will have the final say regarding the prospective coach. The Competitive Sports Graduate Assistant will be present during the interview and decision process of hiring new coaches.

Background Check

Coaches MUST submit information for a background check a minimum of 3 weeks before the season begins. If an issue arises in either check, CU Denver Human Resources will ask the coach or volunteer to explain the issue(s). In the case of a felony, the coach will not be hired. Decisions on any other issues could be determined by the Competitive Sports Coordinator and Assistant Director of Programs of the Salazar Student Wellness Center. Ultimately, the Provost has the final decision regarding background check issues. Any volunteers that wish to work with students who are not CU Denver students or Faculty must pass only the criminal background check.

Dismissing a Coach without Code of Conduct violation

During the season, 50% or more of the current players must agree and collectively submit a grievance form that the current coach is unfit to coach. The coach will then be investigated by the Competitive Sports Coordinator and the Club Sports Student Council (if necessary). Causes of dismissal could include, but is not limited to: Coach and players disagreeing over coaching methods, lack of participation in team events, purchasing equipment without approval, lack of leadership, etc. Release of the coach must be approved by the Competitive Sports Coordinator, a 2/3 vote from the Club Sports Student Council, and a 2/3 vote from the team. The coach will be paid based upon the time served.

Pre- and Post-season: The Competitive Sports Coordinator will work with the current captain(s) to dismiss the current coach unless there are issues that warrant the Competitive Sports Coordinator to dismiss the coach since the coach is not a current independent contractor.

The absolute final decision about whether or not a coach is hired or continues with a team is made by the Competitive Sports Coordinator, Angelica Adame.

Dismissing a Coach with a Code of Conduct Violation

The Competitive Sports Coordinator has the responsibility to dismiss a coach in the event of a code of conduct violation. A violation consists of any infraction by the coach related to any part of the Coaches' Agreement and the University's Code of Conduct. In the case of a volunteer coach, any infraction of the Volunteer Agreement or the University's Code of Conduct will also result in a dismissal.

Chapter 5: Travel

General Information

During club travel, all members are expected to uphold a positive image of the University of Colorado and to act in a sportsperson-like manner. The Club Sports behavioral guidelines and the University's Code of Conduct must be adhered to at ALL times. Coaches and Officers are ultimately responsible for their team's behavior. Any violation of the CU Denver Student Code of Conduct by the players or the coach can result in the immediate dismissal of a coach. Any team member that violates the behavioral guidelines or CU Denver Student Code of Conduct is required to meet with the Competitive Sports Coordinator to discuss disciplinary action. Disciplinary action may include, but is not limited to, losing facilities, placing the team or player on probation or suspension, the suspension or termination of the club's coach and/or the suspension or expulsion of team members.

A First Aid Kit must be checked out from the Competitive Sports Staff during the Officer's Summit. Officers are responsible for bringing the First Aid Kit to all practices and events. Officers are also responsible to ensure the kit is fully stocked throughout the season and return the kit at the end of the season. If there are items in your kit that need to be restocked, please let the Club Sports staff know.

Clubs should notify the Competitive Sports Coordinator immediately in the event that a change in plans occurs during travel such as ground or air transportation, lodging, competition venue, etc. or if an emergency arises during team travel. Note: The Competitive Sports Coordinator has the right of refusal for travel if it is in the best interest of the club.

Approval

Any travel that requires a rental car or overnight lodging must be requested **a minimum of two weeks in advance** using our [Overnight Travel Request Form](#) and approved by the Competitive Sports Coordinator.

Any travel that does not require overnight lodging (day-trips) must be requested **a minimum of one week in advance** using our [Day-trip Travel Request Form](#) and approved by the Competitive Sports Coordinator.

In order to be approved, a complete travel itinerary and travel roster must be completed and turned in to the Club Sports Office through our request forms within the required timeline. Any changes to the roster or itinerary must be approved prior to departure. All forms can be found on our [Officer Resources page](#) on the Wellness & Recreation Services website.

A list of all drivers must be included on the travel itinerary. Each driver must have a valid driver's license and proof of insurance.

Club Sports staff can assist the clubs in securing approved lodging once the team has identified potential lodging options, suggesting airline tickets, rental cars, or charter buses if all forms have been turned in by the two week minimum deadline.

The Competitive Sports Coordinator reserves the right to prohibit a team from traveling to a game or tournament due to weather or any other extenuating or unforeseen circumstances.

NO TRAVEL, DAY-TRIP OR OVERNIGHT, MAY BE COMPLETED WITHOUT AUTHORIZATION FROM THE COMPETITIVE SPORTS COORDINATOR.

CU Denver tax exemption forms are available for travel inside the state of Colorado. You can find these forms on the [Procurement Service Center website](#).

Best Practices

Each club should assign an officer to work with the national governing body of the club, an officer to communicate with opposing universities' club teams, and an officer to determine a travel/competition schedule prior to the start of the club's season. This will assist the club in determining the exact amount of dues and/or revenue that will be needed to supplement their fundraising efforts and cover the team's general and travel expenses. Travel itineraries and budget templates are on IMLeagues.

A travel itinerary should be created along with potential expense reports for each scheduled trip prior to the season. This will further assist the club in determining actual expenses and possibly decrease the costs involved with travel. Early completion and submission to the Club Sports staff provides the opportunity for early approval and the chance for lowest travel rates.

Vehicle Transportation

CU Denver Club Sports has eliminated university fleet rental due to high risk and liability. All Club Sports members and coaches are responsible for transportation to and from any activities related to the Club Sports program, including travel for competition.

Air Transportation

Any club that requires air transportation must meet with the Competitive Sports Coordinator to discuss dates, times, names of travelers, and airport preference for cost analysis.

Lodging

Lodging reservations can be made by the Competitive Sports Coordinator **at least two weeks in advance of travel**. Clubs are encouraged to ask for assistance from opposing teams to help secure lodging and discounts, if they are unable to find suitable options on their own.

The officer in charge of travel must work with the Competitive Sports Coordinator to arrange hotel or lodging accommodations and have it paid for with the department card. Incidentals and/or personal charges (i.e. movies, meals, phone calls, etc.) are not reimbursable and must be paid before checking out of the hotel and the receipt should reflect this payment. If you are traveling in the state of Colorado and need lodging, please provide the hotel with the CU tax exemption form.

Emergency Procedures

In case of an emergency (serious injury/illness to club member, accident, weather, mechanical problems), follow the following procedures:

1. In case of an accident and/or injury or illness, move the vehicle out of traffic and immediately call 911 to report the accident and obtain emergency assistance if necessary.
2. Call the Competitive Sports Coordinator, Angie Adame, at 713-289-9592
3. If Angie does not answer, call Brett Lagerblade, Assistant Director of Basic Needs at 303-829-5180
4. If no one answers, leave a message, and call the other number. Inform both people listed above of the situation and actions taken.
 - If a personal vehicle, the driver should contact his/her insurance company.
5. Document the incident with witnesses, dates, times, and actions taken. If another vehicle is involved, obtain the driver's name, address, driver's license number, state and date of birth, home and work phone numbers, and insurance company and policy number.
6. Do not discuss the details of the accident with any other party involved. Do not admit to fault.
7. Regardless of the seriousness, have law enforcement complete a report of the accident.
8. Remember to remain calm and use your resources!

Reimbursements

All purchases made by Club Sport members or coaching staff must be **PRE-APPROVED** by the Competitive Sports Coordinator and Business Manager in order to receive a reimbursement. Reimbursements will be kept to a minimum. As of July 1, 2020, no reimbursements for airline travel (unless special permission) or personal vehicle gas purchase will be made. If a team rents a vehicle, it is possible for gas reimbursement with pre-approval.

Chapter 6: Finances

Request for University Funding

Every year, each team will be allowed to request a specific amount of university funding. Allocation requests will need to indicate why the team is requesting that amount of money and how it will be used to benefit/aid the team in their growth.

Note: University funding can only be used on items that "stay" with the team (league registration, officials' costs, facilities, team equipment/uniforms that are checked in and out or passed down

each year—not to be kept by individuals, etc.). If you have any questions on whether something can be paid for with university funding, please contact the Competitive Sports Office.

All Club Sports teams will be individually evaluated based on the information presented in the club budget proposal and during their reactivation presentation. Any available Club Sports funding will be allocated by the Competitive Sports Coordinator based on the club's annual budget, the reactivation presentation, their fundraising efforts, the health of the club and their future plans and goals for the club. However, this is not an exhaustive list of what their allocation will be based upon.

Clubs will be eligible to receive an amount up to or equal to \$5,000. A club is not guaranteed to receive the exact amount of their allocation request or any university funding at all.

Purchasing Methods

All club expenditures must be pre-approved by the Competitive Sports Coordinator and **all club purchases will be made by the Competitive Sports Coordinator.** Funding can be used for equipment, uniforms, league dues, and officials. NO PURCHASES CAN BE MADE UNLESS FUNDING IS AVAILABLE IN THE CLUB ACCOUNTS. Funding will not pay for individual travel, food, gas, etc.

Outside checking accounts are NOT allowed according to university regulations.

All purchase requests must be sent to Club Sports staff. The club officer making the purchase request should provide the list of items needed, the cost, quantity of items, the vendor to purchase from (and url link if applicable), and back-up options.

If a vendor **does not** provide a tax exemption option on their direct website, club officers must provide us with a direct representative's contact information and a W-9 from the vendor in order for our Business Manager to add them into our Marketplace as a vendor. This process can vary in length based on how quickly a vendor fills out the requested information from the university. Once we have a vendor set up in our system, we can make purchases from them with tax-exemption.

Reimbursements

All purchases made by Club Sport members or coaching staff must be pre-approved by the Competitive Sports Coordinator and Business Manager in order to receive a reimbursement. Reimbursements will be kept to a minimum. As of July 1, 2020, no reimbursements for airline travel (unless special permission) or personal vehicle gas purchase will be made. If a team rents a vehicle, it is possible for gas reimbursement with pre-approval.

Fundraising

Clubs have the opportunity to coordinate a variety of fundraising efforts in order to raise money for their teams. Fundraising will be coordinated by club officers and must be approved by the Competitive Sports office prior to completion. All cash received from a fundraising event must be deposited with the Competitive Sports Coordinator on the same business day the event is held. If receiving a check, the check will need to be made out to **CU Denver**. If the check is going to be mailed, it needs to be mailed directly to the Lola and Rob Salazar Student Wellness Center (with ATTN: to Angelica Adame) and the check will be deposited into the club's account. CU Denver Wellness & Recreation Services contact information on page 1.

Please refer to the Club Sports Fundraising and Donations Guide for more detailed information, policies, and procedures.

Matching

On club fundraising opportunities (excluding dues payments), Club Sports may match up to \$500 in total for the year. Please see the Competitive Sports Coordinator for approval.

Donations

Donations can be made to a specific club team and may be tax-deductible. Checks need to be made payable to CU Denver. All donations to clubs must be recognized with a thank-you letter from the club. All checks must be mailed directly to the Lola and Rob Salazar Student Wellness Center (with ATTN: to Angelica Adame). Contact information on page 1.

Club teams are required to write their own individual Beg and Thank-You letters. These letters must be pre-approved by the Club Sports Staff prior to mailing. The letters must be professional and must have the signature of one of the club officers on it. The letters may be mailed from the Lola and Rob Salazar Student Wellness Center. All Beg letters that come in with a donation must be acknowledged by a Thank-You letter within two weeks of receiving the donation.

Please refer to the Club Sports Fundraising and Donations Guide for more detailed information, policies, and procedures.

Commercial Sponsorship

Commercial sponsorships are encouraged but must be approved by the Club Sports Staff in advance. Club Sports are not allowed to solicit commercial sponsorships from alcohol or tobacco companies or a company with already existing or competing sponsorships with other CU system affiliates. Club Sports staff will provide assistance in creating proposals for commercial

sponsorships. Proposals should be professional and well edited. When soliciting commercial sponsorships, it is important to "follow up." Inform the company as to how the money will be spent and how the company can benefit from making the donation. If the sponsorship requires using a corporate logo on a jersey or T-shirt, it is imperative to receive a letter from the corporation or organization stating that it gives permission for the logo to be used by the University. In addition, the corporate logo may not be larger than the University logo and corporate logos may not be touching the University logo or other corporate logos on the garment/item. Any printing must be produced by a university licensed vendor/printer, approved in advance by the Competitive Sports Coordinator, and purchased using University procedures.

Discipline

Any club that fails to meet any financial obligation without approval from Club Sports staff or that falls negative in their account balance by the end of the year will be jointly and severely liable for the debt. The club can be subject to suspension from their national governing body and will be placed on probation by the CU Denver Club Sports program for the following year. Any team who is unable to financially sustain itself or unable to recover from a major financial regression will not be able to continue in the Club Sports program. If a team is unable to demonstrate stable improvement by the end of their probation period, they will no longer be active in our program.

Club members who fail to meet their individual financial dues obligations will be subject to sanctions determined by their respective club's officers and will be ineligible to participate until dues are paid. Officers are responsible for overseeing dues payments and determining sanctions for those who have not paid. The Club Sports office will only assist officers in placing those sanctions if applicable (holds on accounts, suspending facility access if Anschutz or online student, etc.)

Chapter 7: Facilities and Uniforms

Facility Usage

The Lola and Rob Salazar Student Wellness Center has limited availability. Practice time in the Salazar Student Wellness Center should be organized through the Competitive Sports Coordinator. All teams that would like to use the SWC are required to fill out a Practice Request form before the start of each semester, listing their possible practice options. The Practice Request form can be found on the [Officer Resources](#) page.

Practice schedules will be finalized and approved by Club Sports Staff before they can be posted on the team pages or the IMLeagues website. Any changes to a team's practice schedule must be

sent in a timely manner and need to be approved by the Club Sports Staff before they can go into effect. Changes are not guaranteed.

Denver Public Schools facilities and fields are available to rent at cost to the club and depending on DPS schedule.

A list of Denver Parks and Recreation facilities can be found at:

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Parks-Recreation/Rentals-Permits>

Teams can also find other external facilities and fields.

It is the club's responsibility to find facilities and fields for rental, gather necessary rental information, and confirm they can practice on any of these fields or rent time to compete on the days and times they are looking for. This process should be done in a timely manner to allow for ample time for contract review by legal and payment by the Procurement Service Center.

Rental fees for these locations should be included in a team's budget proposal.

Teams who are required to find facilities off-campus (not opting out of using our facilities) will be given an annual facility fund of \$1500 to subsidize their external facility costs. Any facility expense exceeding \$1500 will come out of the team's account. This annual fund will be given each year until the end of the 2023-2024 academic year (first year in action was 2021-2022.) This is in effort to help teams who lost free facility space due to loss of the Club Sports field and provide ample time for teams to start adjusting their revenue streams to be able to fund all of their facility costs starting in the 2024-2025 academic year.

THE COMPETITIVE SPORTS COORDINATOR WILL HANDLE THE OFFICIAL RESERVATION AND RENTAL OF ALL EXTERNAL FACILITIES AND FIELDS ONCE TEAMS HAVE DECIDED UPON A LOCATION AND CONFIRMED AVAILABILITY. NO OFFICER OR MEMBER CAN SIGN OFF ON CONTRACTS OR MAKE PAYMENTS FOR FACILITIES.

Scheduling

Officers are responsible for maintaining their game schedule. This includes any new or canceled games while in-season. All updates must be sent into the office.

Uniforms

Uniforms are now considered a team expense that can be paid for with university funding allocated to a team. The Club Sports program will no longer pay for uniforms with the program's

operating budget. Club officers are responsible for checking in and out uniforms to their members and determining sanctions for those who do not return uniforms. It is important that officers create procedures and policies for this, as this largely affects their budget if they have to continuously pay for replacement uniforms.

Check-in/Check-out procedures do not apply for those teams who require uniform purchases annually and/or for individuals to keep their uniforms based on the nature of the sport. However, because that is an item that will stay with an individual and not the team, uniform purchases for those teams cannot be paid for with university funding.

Chapter 8: Student Council and Grievance Form

Club Sports Student Council

The University of Colorado Denver Club Sports Student Council will be the governing body for all Club Sports registered with the Club Sports Office. The Club Sports Student Council consists of a governing body that works together to create and provide excellent athletic experiences and a sense of community for students at the University of Colorado Denver. The Club Sports Student Council will work together to create and share ideas, express concerns, and solve problems.

Goals of the Club Sports Student Council:

- Foster an inclusive environment among Club Sports program and build community and connections with other teams
- Provide a space to communicate general obstacles or issues related to team or Club Sports program and work with CSSC to brainstorm solutions
- Place for teams to promote schedule of events (i.e. games, fundraising) and increase support externally
- Develop, evaluate and update program policies, procedures and forms with the assistance of the Club Sports staff
- Review and settle conduct/non-conduct related matters and grievance/appeal notices

This is not a complete list of goals. The CSSC can update or determine additional goals every academic year.

Grievances

Grievance forms must be submitted to the Competitive Sports Coordinator via email or in person. This form can be found on the last page of this manual or on IMLeagues through the Club Sports page under Forms.

The Club Sports Student Council will meet to review the grievance, along with the Competitive Sports Coordinator. The Club Sports Student Council will abide by the Code of Conduct and/or University policies while reviewing grievances. The Club Sports Student Council will hold a hearing with the Coordinator to determine the appropriate action. Should a club or member be put on probation and no significant change is found with the individual or club, that individual or club may be terminated.

Note: The Competitive Sports Coordinator will follow the decisions made by the Club Sports Student Council representatives. However, if the Competitive Sports Coordinator disputes the decision of the Council, the Executive Director of the Salazar Student Wellness Center will intervene and act as an advisor to the Council. All decisions made by the Executive Director of the Student Wellness Center are final.

Grievance Form

Name: _____ Date: _____

Club Sport: _____

Explain Grievance:

Parties Involved:

Resolution Plan:

Player Signature: _____

Competitive Sports Coordinator Signature: _____