



# FALL 2022 OFFICERS' SUMMIT

August 21, 2022

# AGENDA

## ITEMS TO DISCUSS

1. Announcements
2. Membership
3. Club Sports Council
4. Practice + Competition
5. Travel
6. Finances
7. Compliance + Discipline
8. Marketing
9. Leadership
10. Changes to Manual
11. Point System
12. Reiterating Other changes
13. Communication
14. Officers Resource Page
15. Questions?



# ANNOUNCEMENTS

- Welcome Bash
  - August 31, 5–7pm
- Club Sports Recruitment Day
  - September 6, 10am–2pm
- Reserving Conference/Seminar Rooms
- MyLynx and Student Life
- Club Sports Student Council

# KAHOOT



**Captains Summit 2022 Part 1**

Created by: cholmsen  
Language: English

Plays: 4	Shares: 0
Players: 22	Favorites: 0

Play

# 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

## Waivers

Students are required to have health insurance to participate in the program. Students must fill out Club Sports Release, Assumption of Risk Waiver and Code of Conduct. Waivers must be signed before anyone can begin participating in anything club sports related.

## 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.

# CLUB SPORTS STUDENT COUNCIL

## What is it?

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

## What Will They Do?

The Club Sports Student Council will work together to create and share ideas, express concerns, and solve problems

## Who?

Each Team will have a representative. This will help get input from other club sports teams on how things are going for other teams and share.

# PRACTICE + COMPETITION

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

# TRAVEL

## 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.

## Itinerary

Required information

Due AT LEAST 14 days in advance for overnight travel. Day trip info due AT LEAST 7 days in advance.

Roster due AT LEAST 24 hours in advance

## Approval

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

# FINANCES

## MOST IMPORTANT THING TO REMEMBER:

Every student organization on campus, including both Student Life clubs and Club Sports teams, should be financially stable on their own, without the use of university funding.

Any team who is unable to financially sustain itself or unable to recover from a major financial regression will not be able to continue long in the Club Sports program. Reasons for this instability may be a decline in student interest, lack of payment dues or sanctions for unpaid dues, unplanned expenses, mishandling of team money, etc.

Teams will first be placed in the Club Sports program for a year to allow time for recovery. If the team is unable to demonstrate stable improvement by the end of the year, they will no longer be active in our program. However, they will be eligible to apply to be a registered student organization within Student Life if they qualify. Any team has the opportunity to re-apply for entry into our program if the team meets our new club minimum requirements.

# WHAT MAKES UP YOUR CLUB ACCOUNT?

Direct Income

Dues  
Fundraising  
Donations

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University Funding Request

# HOW CAN YOU USE CLUB MONEY?

## Direct Income

Use this money however you want, including coach stipends, awards, banquets, team dinners, swag to keep, etc.

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## University Funding Request

TEAM purposes only; things that ~stay~ with the team; this includes uniforms (not to keep), league dues, officials' fees, travel lodging, tournament entry fees, equipment, etc.

# PURCHASES

## NO TAX OR IT'S A TAX-EXEMPT WEBSITE

- Send CS Coordinator email with link to item you want to purchase, quantity, color and any other important details needed for us to make the purchase
- Coordinator will submit purchase request to department Business Coordinator to make the purchase
- Business Coordinator will notify CS Coordinator when order has been placed and when items arrive

Examples: Amazon, Sticker Mule, RTIC, Denver Parks and Recreation

## TAX IS PRESENT OR WEBSITE DOESN'T OFFER TAX EXEMPTION

- Contact a direct sales representative with the vendor to inquire about receiving a tax-exempt quote for your desired items
- They may ask for proof of tax-exempt status. You can find our tax-exempt letter by searching "CU Denver tax exemption"
- If the quote is acceptable for the team's needs and the team would like to move forward, send the quote to the CS Coordinator, who can then submit a purchase request

Examples: SBD, Under Armour, Mizuno, Rogue

# PURCHASES

## NEVER WORKED WITH THIS VENDOR BEFORE?

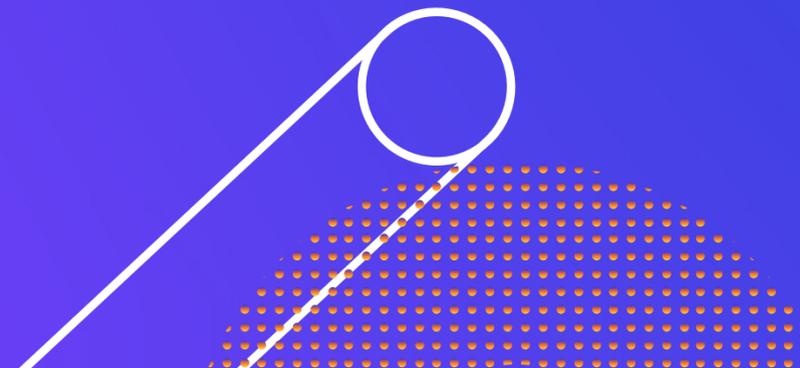
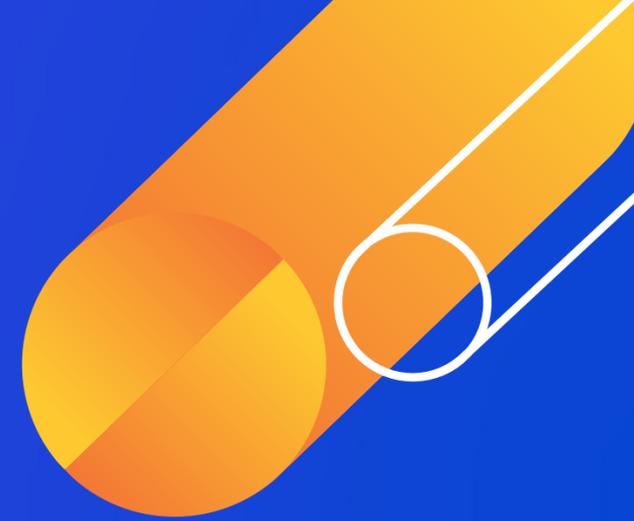
- Send CS Coordinator an email first to check with Business team and see if they are in our Marketplace system
- Get in contact with a direct sales representative for the vendor and inquire about your desired order and a quote
- If you are interested in moving forward with this vendor and the quote provided, ask to receive a W9 and the contact info for someone who could fill out vendor information for them
  - Inform them you are associated with a university and our process for purchases, just to give them clarity!
- Timeline for how fast this order can get placed depends on how quickly the vendor fills out their information after the University sends them an email requesting it
- Once they are added and approved, our Business Coordinator will create a PO and attach the quote to process the order

### *Things to note:*

1. *Be mindful of when you need items to arrive*
2. *Give us ample time to purchase/pay for things*
3. *Follow up with your vendors*
4. *Establish relationships with them!*
5. **NO REIMBURSEMENTS**

# 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
- Be responsive to emails



# Marketing

- 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 Tessa
- Tabling & Flyer opportunities
  - Contact list
- Social Media
- Tag us!
  - Instagram: @cudwellness
  - Facebook: CU Denver Wellness & Recreation Services (Like our page!)



# Leadership

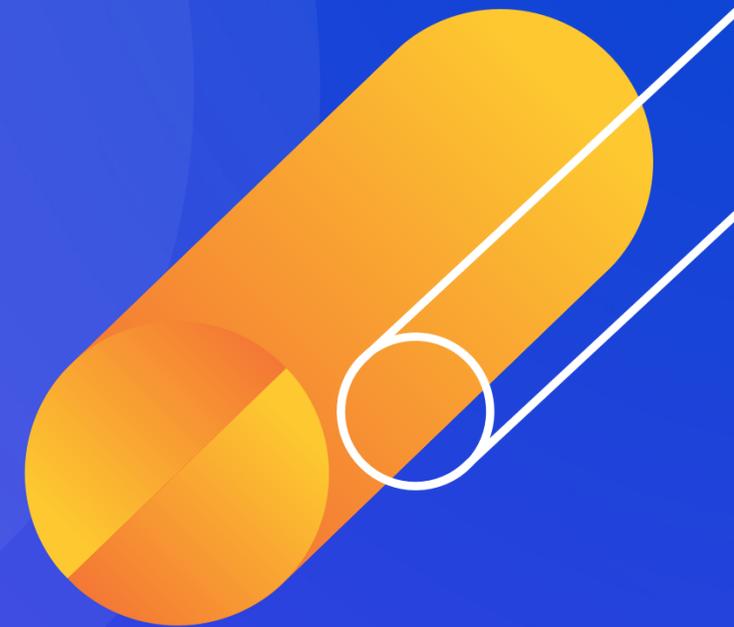
## Responsibilities & Expectations

### Responsibilities

- Travel plans & meetings
- Manage rosters
- Waiver signage
- Find available facilities
- Equipment inventory
- Organize recruitment
- Selecting coaches
- Seek guidance w/ issues
- Creating and managing budget and finances

### Expectations

- Transparency
- Communication
- Involvement
- Commitment
- Respect





# Changes to the Manual

Mandatory events - Officer's Summit, Club Sports Recruitment Day

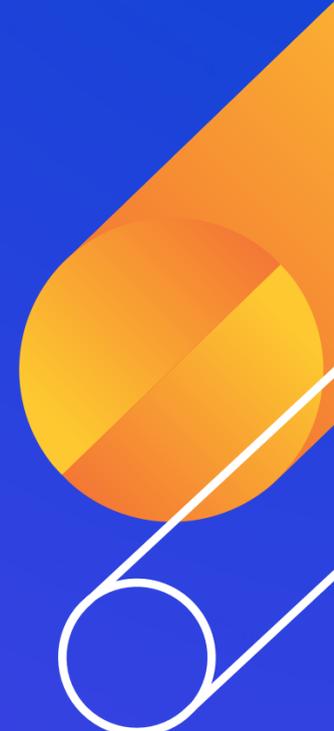
Each club must have at least TWO officers

Clubs must consist of at least 51% downtown CU Denver students - Same as student life

Point System



# POINT SYSTEM

- The Club Sports Point System is designed to provide Officers and team members in place to ensure that the University policies are being upheld and communication is performed in a timely manner
  - Each team will be given 10 points at the start of each semester (Fall and Spring)
  - For smaller infractions (1-3 points), teams will be sent a warning email regarding the situation and future penalization if continued
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# POINT SYSTEM

## Scale of Infractions:

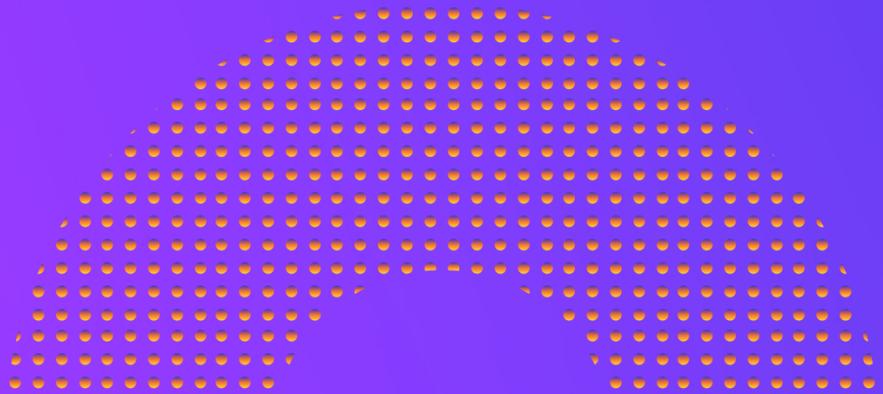
- 0-3 points: May need to schedule a meeting with Angie about Club standings
- 4-6 points: Money towards budget proposal may be decreased (i.e. \$500+), Meeting with Angie may be required
- 7-10 points: loss of facility use or travel restriction. Teams will be put on probation and may be ineligible for reactivation. Money towards budget proposals may be further decreased.

While the Point System will be implemented for all Club Sports members/teams, we will be offering multiple opportunities for teams to regain points they have lost.





# Storage Closet

- 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
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# KAHOOT

<https://create.kahoot.it/my-library/kahoots/all>

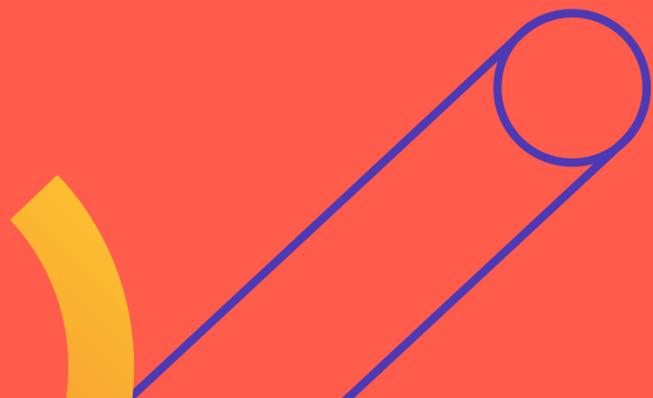


# Home Event Sheet

- 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
  - Used to provides us with info on your planned home event
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# Overnight/Day Trip 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 need to be made, they must be submitted at least 24 hrs 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, form can be found on officers resources page, and requires a travel roster due at least 24hours in advance.



# Tracking Forms



Online/Anschutz  
student tracking



CPR Tracking



Points System

# Communication

Connect with us

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**Competitive Sports  
Coordinator**

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**Christian Holmsen**

**Competitive Sports Graduate  
Assistant**

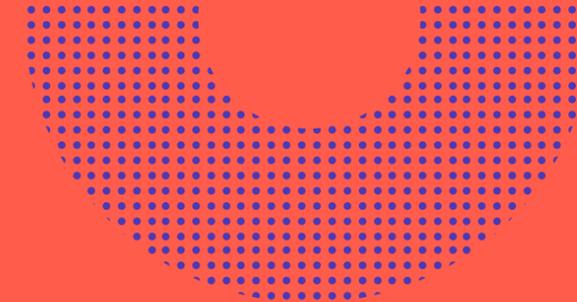
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**GroupMe**

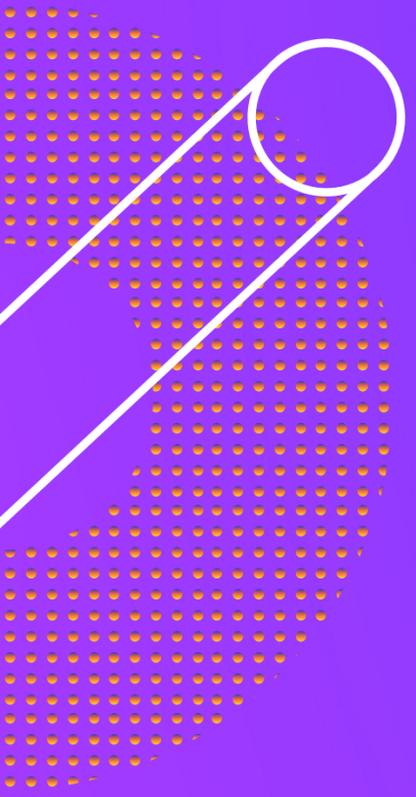




# **OFFICERS RESOURCES PAGE**

<https://www.ucdenver.edu/wellness/programs/sports/club-sports/officer-resources#ac-club-sports-vendors-list-1>





# Questions?