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## Program Overview

### Welcome

Welcome to Recreation Services at the University of Colorado Boulder. Sport Clubs are an integral component of the Team Sports program. Through this program, we offer a variety of sporting activities for the enjoyment of CU students of varying skill levels. Previous experience is not a prerequisite for membership as clubs may be competitive, instructional, or recreational in nature. Sport Clubs, unlike varsity athletics, are run by students for students, with the support of the Team Sports staff.

This handbook has been developed to provide club leaders with a guide to procedures and policy information as it relates to the proper operation and administration of their organizations. Every club member, officer, and coach should be familiar with the contents of this manual to help ensure the success of the club. Club officers are required to understand the material in this handbook before assuming their responsibilities and must adhere to it in the performance of their duties, as well as ensure the compliance of their organizational members and coaches.

If there is something that is not expressly covered in this handbook; seek the guidance of the Sport Club professional staff as needed.

### Recreation Services Mission & Vision

#### Mission

CU Boulder Recreation Services is a welcoming, valued campus resource that promotes healthy lifestyles through high-quality, accessible experiences.

#### Vision

To inspire and support the CU community in the pursuit of lifelong well-being.

### Sport Club Program Overview

#### Purpose

The Sport Club program is designed to enhance the student experience through participation in an organized sport. While competition is the primary focus of club teams, our program also emphasizes skill development, team building, and socialization. It is not a path to varsity status under the Division of Intercollegiate Athletics.

#### Objectives

1. Develop a sense of belonging among individuals in the shared pursuit of sport.
2. Provide students, faculty, and staff the opportunity for instruction and participation in a wide variety of sports.
3. Develop leadership skills by providing opportunities for students to organize, administer, and manage individual clubs and participate in the Sport Club Council.
4. Secure funds, facilities, and equipment necessary to learn and practice the skills of a sport.

# Administrative Support

## Important Information

### Club Mailing Address

University of Colorado Boulder

Attention: **YOUR CLUB**

Recreation Services

355 UCB

Boulder, CO 80309

### Staff Contact Information

Senior Assistant Director	303.492.7206	<a href="mailto:Jerrell.kelly@colorado.edu">Jerrell.kelly@colorado.edu</a>
Assistant Director	303.735.1428	<a href="mailto:Caleb.maas@colorado.edu">Caleb.maas@colorado.edu</a>
Coordinator	303.735.6898	<a href="mailto:Kelsey.bingham@colorado.edu">Kelsey.bingham@colorado.edu</a>
Coordinator	303.492.7724	<a href="mailto:Jay.mahoney@colorado.edu">Jay.mahoney@colorado.edu</a>
Sport Club Front Desk	303.492.5274	<a href="mailto:clubsports@colorado.edu">clubsports@colorado.edu</a>

### Other Resource Phone Numbers

Recreation Services Front Desk	303.492.6880
CU Police Department (Non-Emergency)	303.492.6666
CU Medical Services	303.492.5101
Life-threatening Emergency Response	911

## 2024-2025 Sport Club Assignments

Each Sport Club receives support from an assigned full-time staff member. These individuals work to assist in the developmental experience of the club student leadership through intentional guidance on all aspects of club operation. Beyond this, assigned staff work to continue to share the successes and stories of the member clubs of the Sport Club program.

<b>Kelsey Bingham</b> Baseball	<b>Jerrell Kelly</b> Figure Skating	<b>Caleb Maas</b> Crew	<b>Jay Mahoney</b> Fencing
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- Working closely with Sport Club staff to finalize details of reservations, rentals, registrations, etc.
- Maintaining emergency contact records for all club members and coaches and ensuring the information is readily available for both on-campus activity and during travel
- Ensuring compliance of club with risk management protocols
- Ensuring club has adequate approved drivers for travel needs

## Optional Positions

### Media Relations Coordinator

The Media Relations Coordinator is responsible for helping to tell the story of the club through various outlets and assisting the Sport Club office's efforts to share this with the community at large by:

- Completing post-event reports for home and aw

## Sport Club Policy and Procedure

### Annual Club Recognition

Once a Sport Club has been granted and maintains full status within the Sport Club program, the club must meet the following requirements each academic year to renew its status:

1. Submit the end-of-year review via the provided form by April 31.
2. Verified attendance of required club officers at Fall Officer Training.
3. Adhere to all Sport Club Program, Recreation Services, and University of Colorado Boulder policies and procedures governing club-related activities.
4. Agree to comply with Standards of Conduct for Sport Clubs and maintain accountability for university policies and guidelines.
5. Maintain financial accountability to the University for all funds (These funds must be maintained in a University or Foundation account.)
6. Hold a neutral or positive account balance (All clubs must ensure that all accounts are in a non-negative status no later than the close of business on or before June 15).
7. Maintain good standing with the University, the Sport Club office, and all chartering, sponsoring, or governing organizations with whom the organization affiliates.
8. Report any travel or events through Fusion Club at minimum 2 weeks in advance of the event or travel.

**Any club failing to adhere to these annual requirements will be placed on probation until the requirements are completed.**

### Club Status

Within the Sport Club program, clubs may be placed into one of four (4) status categories. The status of the individual clubs may affect funding, allocation of practice time, travel allowance, and other club activities. These categories are:

#### Full Status

This status is for clubs who are fully eligible for all rights and privileges of CU Sport Clubs. These clubs have committed no violations that were either deemed serious enough or happened prevalently enough to affect those privileges. This status also reflects the club having demonstrated adequate interest, organization, and leadership. These clubs may apply for student fee funding through the Sport Club budgeting process.

#### Associate Status

This status is for clubs that are active, but who are not yet qualified to receive any departmental funding through the Sport Club allocation process. This generally refers to new clubs in their first year of membership. The Sport Club office maintains a list of clubs in this status.

### Probationary Status

This status is reserved for clubs that have failed to follow rules and/or have been disciplined. These clubs may have been placed on restriction for a period as determined by the Sport Club office. Clubs with this designation may lose or have their access to funds frozen as well as have other restrictions placed on them as deemed necessary by the department. Further violations while on Probationary Status may result in the club being suspended from the Sport Club program.

### Suspended Status

This status is for clubs that were active at some point during a semester but have had their status as a club suspended. These clubs are not considered active during the suspension period; thus, they will not have access to funds, practice/competition, nor will any activities be authorized until the completion of the suspension period. Suspended clubs may remain as recognized organizations within the Sport Club program. All assets and equipment of the club will be forfeited to Recreation Services.

Before all practice or competition, active (Full Status, Associate Status, Probationary Status) sport clubs must submit **ALL** necessary documentation. Failure to comply with this may result in the sport club being placed on Suspended Status until these tasks are completed and approved. Suspended sport clubs will not have access to Sport Club funds, nor will activities be authorized by Recreation Services and the Sport Club program.

### Required Registration Documentation

Each fall semester, before beginning any club-related activities, clubs must:

- Complete Sport Club registration for all members via Fusion Club
- Conduct a general information session for interested students
- Submit an annual end-of-year report for the previous season by the spring deadline
- Have all required forms completed and on-file for all members via Fusion Club

**Note:** Associate or Full Status clubs not meeting Sport Club program organizational requirements will be listed on the inactive club list for two years before losing Sport Club program status.

office or voting privileges. Faculty and staff may not receive any direct benefits from Student Fees (e.g., individual memberships to governing bodies, individual entry fees, etc.).

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specific hormone therapy for collegiate athletes participating in competitions or events. If club members have questions about these additional eligibility guidelines, they should contact their Coordinator for assistance with their Governing Body.

#### Competition at another Institution

If a sport club member requires specific accommodat

Sport Club Code of Conduct and Assumption of Risk

## Club Conduct

All participants are expected to abide by the university's [Code of Conduct](#). Individuals must always act in a manner that does not detract from the reputation of the University or Department, both on and off

Situations involving violations of the University Student Conduct Code or other University policies and procedures will also be referred to the Office of Student Conduct & Conflict Resolution. The established Sport Club Disciplinary Process set forth in this document will be applied to situations classified in the following ways:

- Team Issues – a situation in which most or all the team is involved. This could occur during a Club activity or an activity not relating to Sport Club/University business. This could also involve activities by individual members in representation of the club.
- Individual Issues during Sport Club activities – a situation in which a member or a minimal number of members of a Club is/are involved in an incident while participating in Club activity. Some situations may be referred to the Office of Student Conduct & Conflict Resolution for review as a student code violation.

### Disciplinary Process

For situations that arise, the same general process will be used:

1. Upon initial determination by the Sport Club office of a violation, a written notice will be sent to the Responsible Party, Club Officers, Sport Club Executive Board, and any other parties the office deems necessary.
2. Upon notification, the Responsible Party will have five business days to arrange a meeting to discuss the infraction. At said meeting, the responsible party will have the opportunity to present their case. Should the club choose not to meet for any reason, the process will continue without their presented case.
3. Meeting with Sport Club staff to discuss the Disciplinary process and determine if review of incident will be a Sport Club matter or should be referred to the Office of Student Conduct & Conflict Resolution.
4. Meeting with the Sport Club Executive Board to discuss the violation.
5. Recommendations for proposed resolution will be gathered from the Executive Board, Club Officers, and Responsible party.
6. The Sport Club office will review recommendations and determine the final resolution.
7. Written notice of final resolution as well as information on the appeal procedure will be provided to the Club Officers and Responsible Party.

**Note:** Steps 4 – 6 occur if there is an active Club Council.

### Appeal Process

Decisions of the Sport Club office and the Sport Club Executive Board may be appealed to the Associate

### *Reinstatement Process*

If, for any reason, a club's ability to operate is restricted or altered, their status can be reinstated into the Sport Club program after the following:

- Conclusion of any program – mandated sanctions
- Two-year suspension period where club is not allowed to operate.
- One-year probationary period, if accepted into the Sport Club program, without Departmental funding
  - Original club members must appeal to the Sport Club office to join the reinstated club.
  - Original officers may no longer hold a leadership position within the reinstated club.
  - Original coaches/instructors will no longer be affiliated with the club.

After the suspension and probationary periods have concluded, the club will be eligible to receive funds and be completely reinstated into the Sport Club program.

### *Potential Sanctions*

A violation of conduct policies outlined in this handbook and the other documents listed in the "Conduct Policies" section of this handbook could result in the sanctions listed below. However, the Recreation Services Department and CU reserve the right to enforce other sanctions depending upon the severity and prevalence of the violation(s). Additionally, individuals who receive disciplinary action from the CU Recreation Center, Intramural Sports, and/or another division of Recreation Services may also receive disciplinary action from Sport Clubs. For example, if you are removed from the Recreation Center for fighting, then you may be suspended from Sport Club participation as well.

- Formal Reprimand - A formal warning that can be issued to document the violation and immediate sanction, as well as the resulting further sanctions for continued violations. It will be kept on file by the Recreation Services Department as formal documentation that a club/participant's behavior/actions are unacceptable.
- Practice Suspensions - The club may not conduct practices, workouts, or any type of physical activity - this includes both on and off-campus activities. No travel requests will be approved for off-campus activities during the suspension period.
- Disciplinary Probation - Generally, clubs/participants who continually violate conduct policies or violate a more serious policy (the presence of alcohol at a club event) will be placed on probation. A club/participant being on probation represents a change in status between good and suspended. Clubs on probation are not eligible for Departmental Funding. Clubs/participants may lose their travel or other privileges depending upon the violation. This sanction has no set length of time. It may range from a period of one semester to being an indefinite status.
- Remedial/Educational - Certain violations may result in remedial or educational sanctions being enforced. Such sanctions could include, but are not limited to community service, loss of practice time or loss of Departmental Funding.
- Disciplinary Suspension - This action would be reserved for those who violate a more serious conduct policy or for repeat offenders (clubs/participants on probation). Clubs/participants who are suspended must immediately cease all club activities, including, but not limited to: club meetings, practices, home events, events hosted by the club off-campus, and travel arrangements. All club accounts will be frozen and any financial burdens (e.g., fees for game cancellation, airfare purchased, hotel reservations, late payment fees, etc.) incurred due to the

suspension will remain the club's responsibility. During the suspension, no requests (facility, event, travel, etc.) will be reviewed. The club's governing body may be notified of the suspension (if applicable). The club will remain inactive for the length of the suspension. There is no set period for this sanction. It may last for a semester up to being indefinite.

- Loss of Recognition - When a club loses status with the Department of Recreation Services, all benefits of being a Recreation Services-administered club are lost. This includes but is not limited to priority access to Recreation Services-managed facility space, use of the CU name and logo, general liability insurance when hosting events, and access to funding provided by Recreation Services. Additionally, all funds in the club's account(s) will be forfeited. The club's national governing body will be notified that the club has lost status as a university-recognized Sport Club.
- Referral to Student Conduct - For actions that violate CU policies as outlined in the Student Handbook, the club/participant may be referred to Student Conduct. See Student Handbook, Article 5.9 (Student Conduct) - 5.4(m) 18.79 Twop8rsoluton waice

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## Standing Officer Meetings

This monthly club officer meeting is an opportunity to pass on information, answer questions, and check in with each individual club. Coordinators will be responsible for facilitating these meetings each month of the academic year. Meetings will typically last one hour during a club's non-competition season.

During the competition/activity season, clubs will transition to 15-minute weekly meetings as the level of activity is increased. Staff will schedule monthly meetings times based on club officer availability to accommodate the most attendance among the club officers. If most officers cannot attend for a scheduled meeting, they must contact their assigned Sport Club staff member to reschedule. **Failing to do so is considered unexcused and will result in disciplinary action.**

During monthly meetings, the club representatives will discuss upcoming dates and deadlines, provide updates on priorities, and enhance club administration and communication. These club representatives will provide updates and are encouraged to bring topics and items regarding the club for discussion and review.

## Officer Transition

During the spring semester of each year, the Sport Club Office will hold a required training session to introduce new officers to the program and ensure continuity from year to year with club leadership. Each training session will include two parts: one for new officers and the other for all officers. The number of training sessions will vary depending on the number of clubs.

- Clubs are required to attend one of the sessions in April: new officers must attend both parts of the training while returning and outgoing officers must only attend the second part of the training.
  - The first part will be an orientation for new officers and will cover topics such as officer expectations, resources available to clubs, introduction of the Sport Club staff, and processes.
  - The second part will provide time for each club to hold discussion to set goals for the next year and allow old officers to pass on any club-specific knowledge they may have to share.
- The Sport Club Office staff will moderate these trainings.

## Officer Growth Workshops

Throughout the academic year, the Sport Club office staff will host several educational workshops. These are intended to educate club officers on topics and procedures so they can better serve their clubs. Workshops can be either mandatory or optional.

**Attending mandatory workshops will gain points on the Buffs Scorecard while missing them will remove points.** Attendance at optional sessions will give bonus points. One officer from the club is required to attend to receive the points. The Sport Club office has the discretion to add mandatory workshops as necessary.

## Other Meetings

There may be other meetings during the year that will be communicated as required. Consequences for missing those meetings will be communicated in advance with notification of the date and time of the meeting.

## Sport Club Assessment and Evaluation

### Semester Report

At the conclusion of each semester, each team should complete the Semester Report to provide the Sport Club office with the insight into the operations of the club to determine how best to move forward in support of the club for the following semester and year.

### End-of-Year Evaluation

The End-of-Year Evaluation is an opportunity for the program to provide feedback on the club and leadership performance over the course of the year. Additionally, the evaluation will provide an opportunity for the clubs to provide feedback on program deliverables and support. This Evaluation will be provided by the Sport Club staff to club officers.

### Sport Club Coaches

Each Sport Club has the option to secure the services of a coach. If a club chooses to have a coach, it is the club's responsibility to find and recommend a qualified coach to the Sport Club's staff. Coaches may be paid for their contributions to the Sport Club program or serve on a voluntary basis. A coach may be



## Eligibility

Clubs and their student members are not authorized to enter any type of contract, binding or not,

- Parking passes are to be purchased by the coach, not the Sport Club program or Recreation Services, as it is not included in their employment compensation.

#### *Contract Coach/Instructor Pay Dates*

Coaches receiving payment will be paid monthly on the last working day of the month. Before the season beginning, coaches will receive and sign agreements including the terms of their payments for the year.

#### *Other Benefits*

All paid coaches who have completed all required paperwork and signed the Coaches Agreement are covered through Workers' Compensation should an injury occur during their coaching duties.

As volunteers are not considered employees of the University, they are not eligible for Workers' Compensation and as such any injury requiring medi

- Avoid making purchasing decisions/requests on behalf of the club (All purchases made using club funds will be made only with the full approval of club student leadership and without the influence of coaching staff)
- Refrain from attempts to manipulate or influence the club's agenda in opposition to the desires of the club's membership or executive board.
- Complete additional duties as agreed upon by the coach, club officers, and Sport Club office.

**Note:**

**A Sport Club is primarily a student organization; therefore, the club president (not the coach) must serve as the liaison between the club and the Recreation Services staff. Club business matters must be managed by the student members with the coach serving only in an advisory capacity.**

**The Recreation Services Sport Club office has the right and obligation to protect its member clubs by relieving any coach from their position if they are not deemed to be working in the best interest of the club. The Club may terminate the coach at any time without cause or justification at their discretion for any non-discriminatory reason.**

### Player-Coaches

Club members may serve as both an active member and a coach; however, they must be aware of the difference between the two roles. Some National Governing Bodies may restrict participants from serving in a player-coach role. Player-coaches must work with club officers to clearly define their roles before the start of the season. Player-coaches are still required to complete the Coaches Agreement Form.

**Note:**

Player-coaches can be paid; however, payment may affect their eligibility within the sport's National Governing Body (NGB). Please consult with the sport's NGB regarding eligibility before receiving payment for coaching.

### Sport Club Marketing & Promotions

There are many ways to promote your club to the university community including a website, social media, tabling, fliers, and emails following university and department guidelines. Advertising and marketing for individual clubs should be done by the clubs themselves with appropriate approvals. There are campus policies that guide many of the marketing efforts all student organizations must follow.

The Sport Club program can assist in marketing of individual clubs in a variety of ways, and the following list is an example of marketing strategies that may be used to promote clubs:

- Tabling
- Monthly Recreation Services Newsletter
- Use of Recreation Services and Athletic marks
- Maintaining Sport Club pages on the department's website
- Marketing through social media pages
- Banners
- Emails, newsletters, fliers

## Sport Club Branding Guidelines

Guidelines are subject to change as policies and are reviewed annually. This document has been reviewed by and approved by CU Sport Clubs, Student Affairs Communication, Athletics Licensing & Branding.

All apparel/merchandise must be approved by CU Licensing and must be purchased from a CU licensed vendor. Student Affairs Communications is the primary approver for print, social media, and other non-merchandise needs.

**Note:** There are separate policies for use of team uniforms, selling apparel, etc. Consult with your club Coordinator for guidance.

### General Requirements

- When a sport club has a varsity/NCAA counterpart, "club" must be in the name, regardless of gender.
  - For example, there is a CU varsity women's lacrosse team. Men's and Women's Club Lacrosse must be Colorado Club Lacrosse. As far as noting gender, that can be worked out through the approval process with licensed vendors.
  - The teams that fall under this requirement are tennis, lacrosse, volleyball, dance, and soccer.
- All other clubs can include "club" in their apparel but are not required to.
  - For example, Roller Hockey can be *Colorado Roller Hockey* or *Colorado Club Roller Hockey*; both are permissible.
- There may be some variations in font, etc. These creative designs will go through the approval process using licensed vendors.
- There should be an identifier on all items printed. This means if a team wants to sell apparel that team must be identified on the apparel.
  - For example: If CU Crew is buying T-shirts to sell as a fundraiser, then "Colorado Crew" must be printed on the T-shirts.
- If a club wants to use artwork that does not have a clear club connection, they must provide an explanation for the artwork. When the purpose of the artwork is understood, it will help speed up the approval process. For example:
  - Soccer would not need to explain a shirt with a soccer ball on it.
  - Soccer would need to explain the meaning of fast-moving car as the chosen artwork.

### Licensed Vendors

- BSN Sports <https://www.bsnsports.com/>
- Mountain States Specialties <https://mtnstatesspecialties.com/>
- Goodbye Blue Monday <https://www.goodbyebluemonday.com/>
- Blue 79(/4G-9.9(s.2(lIn)7769(r a 79(/4Gph8(a)-.7( )JJ/T2 .387 .758 rg218(o579 TD.00084Tc0 Tw(h)7..98t)1221(tifp

## Apparel & Uniform Artwork Approval Process

1. Team will discuss interest in apparel/merchandise purchase with club coordinator and receive approval to move forward with contacting licensed vendors for order.
2. Team will work with desired licensed vendor on artwork concept. After selecting desired artwork, vendor will work with Licensing to ensure artwork receives CU approval.
3. Team will provide vendor quote, as well as proof of CLC approval to Coordinator to begin process of requesting Purchase Order.
4. Coordinator will request Purchase Order to be issued to vendor for approved order.
5. After receipt of items and verification of order accuracy, Coordinator will submit invoice for payment.

### Note:

- If artwork is denied, the club coordinator should contact a member of the CU Branding and Licensing team to get clarification on reason for denial. Club Coordinator can then share this with team or vendor who can address the issue and resubmit for approval.
- Licensees are required to submit request for approval per order. This means, if an item was approved in 2022, and there is a desire to purchase the same item in 2023, the vendor must seek approval again.
- Merchandise should be approved on an annual basis. A club should not carry inventory from year to year.
  - It is understood that uniforms may be used for several years. There is not an expectation to purchase uniforms annually. However, if a team does purchase uniforms annually, the uniforms must be approved with each year's purchase.

*Posting Policy*

Clubs must follow the University policy when displaying posters and flyers on campus. Posters and flyers should be limited to general bulletin boards and kiosks

## Facility Scheduling & Access

The Sport Club program, in conjunction with Recreation Services, works to provide space for its member clubs. As spaces are utilized by several different clubs, student groups and campus partners, misuse will not be tolerated. Club officers should inform all members, coaches, and guests of their responsibility to maintain facilities.

## Field Marking

Recreation Services is up to date on all the Sport Clubs field lining needs. If there are unusual circumstances, please allow two weeks for the requests to be accommodated.

## Facility Operations

- The Facility Supervisor has final authority in all situations.
- Request assistance from the Supervisor if there is a problem with facility setup, someone using a reserved space, or maintenance issues.
- Clubs will be financially responsible for any damages that occur during their use of a facility.
- If a club or club member is found using an unauthorized space, they must vacate the space when instructed to do so by the Facility Supervisor.
- Please defer to the Facility Supervisors in all emergency situations inside the Recreation Center.
- It is the responsibility of individual clubs and club members to clean up after themselves.
  - This includes the cleanup of all trash and bodily fluids.

## Facility Requests

-

All non-club participants will be required to sign a special event/group waiver.

### Practice Cancellations

**Clubs must notify the Sport Club staff no later than 24 hours before a practice is scheduled to take place if the club intends to skip the scheduled time. If notification is not received by the set deadline, the following penalties will be assessed:**

- 1st missed practice: Warning
- 2nd missed practice: A subsequent practice will be cancelled.
- 3rd missed practice: Club suspension pending Coordinator meeting.

The Sport Club office reserves the right to cancel practice at any time due to weather, scheduling conflicts, facility availability or disciplinary sanctions.

### Inclement Weather Requests

In cases of inclement weather or unplayable field conditions, staff will attempt to notify clubs of practice cancellations. Every effort will be made to announce decisions in a timely manner. If practice has already begun, the team must discontinue practice if the field becomes unsafe to play.

### Outdoor Fields

When an activity is canceled due to inclement weather, all users must stay off the fields. Damage that is done to the activity space impacts multiple users. One hour of playing in the mud can ruin a field for 2-3 years. Please help us to preserve the limited outdoor space that is available for our programs.

No pets are allowed at the fields. Service animals required due to a disability, per ADA compliance, are permitted and must always remain in control of the handler.

### Special Events

A special event is defined as a competition, tournament, demonstration, exhibition, or seminar for club members outside regularly scheduled practice times on university property. Requests to host events such as games, tournaments, and seminars should be submitted to the Sport Club office as soon as the club knows it wishes to host an event. In addition to requesting a facility, clubs should begin the process of contacting potential traveling clubs and any needed officials and, or judges at least one month prior to the event. All requests must be received a minimum of two weeks prior to the scheduled event.

### Special Event Cancellation

Cancellations of special events must occur at least 72 hours in advance of the event date. If this deadline is not met, club may incur additional charges.

### Concessions

Clubs hosting events, tournaments, and philanthropy events may request to provide food and beverages. Giving away free food is allowable by university policy, so long as the dispensed food is pre-packaged, and no homemade items are given away. Requesting to dispense free food should be included in the club's Special Event Request and must have prior approval from the Event Coordinator.

Clubs wishing to sell food are subject to vending guidelines set forth by the University which must be followed for all special events in Recreation Services facilities.



## Spectators

Spectators are encouraged at all Sport Club special events, unless otherwise specified. If a club is hosting a special event at an indoor facility owned or operated by Recreation Services and anticipates the attendance of spectators, the club must work with the Sport Club administrative staff prior to the event. The Sport Club staff will give the club-specific procedures for all spectators to access the facility without the purchase of a guest pass.

The Recreation Services staff has the authority to manage concerns with unruly participants, coaches, and spectators. Alcoholic beverages, smoking, or the use of illicit substances are not permitted at any Recreation Services practice or event. Persons under the influence of alcohol or any illicit substance will be asked to vacate the facility.

## Post-Event Summary

Information about special events should be communicated back to the Sport Club staff via the Fusion Club Post-Event Report. Include information on the result of any competition and other pertinent details regarding the happenings of the event. The Sport Club staff will meet with the club representatives to debrief about concluded events.

## Facility Access for Coaches/Instructors

### Recreation Center Use

Coaches/instructors can use the Recreation Center during the period that their agreement is active. When no longer valid, this access is revoked.

### Recreation Center Access

A building pass must be presented upon entry to gain access to the Recreation Center.

**Note:** Any terminated coach will have their pass revoked and privileges suspended.

## Sport Club Travel

Each club's designated Travel Coordinator is responsible for submitting all travel requests for their club. Events attended, but not hosted by the club (outside or within Boulder City limits) must have an approved travel request. Home events may require travel requests depending on location. The procedures outlined below must be followed for all club-related travel.

### Travel Procedure

1. Submit travel request via Fusion Club. **Note:** Ensure all relevant information (event/opponent name, travel roster, location, method of travel, lodging, etc.) is accurate and complete.
  - a. Submission Timelines – All trip requests require submission a minimum of two (2) weeks

3. Upon approval of the requested travel, the Sport Club office will update the travel request pending status to show the approved nature of the request by approving both the event AND the travel.
4. Prior to departure, notify the Sport Club office of any previously approved travelers no longer attending the trip.
  - a. All potential travelers should be added by no later than the submission deadline for the requested travel.
  - b. It is advised to include any members who may be traveling on the initial request, as it is easier to remove travelers than it is to add them.
5. Upon trip return, clubs should complete a post travel report via Fusion Club within 48 hours of return.

### Valid Competition

- A maximum of four (4) hours of uninterrupted driving per driver is permitted. After four (4) hours, switch drivers or take at least a 20-minute break before the same driver continues driving.
- For every (twelve) 12 hours of driving, drivers must take at least a four (4) hour rest period.
- Alternate drivers must be provided for trips expected to take more than six (6) hours.
- Passengers should help keep drivers alert and watch for signs of drowsiness.
- A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout his/her duty as navigator.
- For University/Rental vehicles – clean out the vehicle before returning it. Remove muddy shoes/cleats before entering the vehicle. Check for any trash or personal items to avoid getting charged a cleaning fee.
- Fifteen (15) passenger vans are **NOT** permitted as a method of travel.
- For vehicles over 10,000 lbs. or if towing a trailer, drivers must be CMV certified through CU Transportation\*

*\*Please contact your team's coordinator to setup appropriate trainings with CU Transportation. You should allow a minimum of six (6) weeks advanced notice to obtain required trainings.*

## Personal Vehicles

It is strongly recommended that clubs not use privately owned vehicles for Club-related travel. Any accidents or issues arising during personal vehicle travel will be applied to the personal insurance of the vehicle owner. If using personal vehicles, club student leadership should confirm vehicle owner insurance and liability coverage is valid. Recreation Services and the University of Colorado do not insure privately owned vehicles, or any accidents/injuries caused by their use.

## Charter Buses

Charter buses may be used for travel, so long as the company is an approved vendor of the university. When reserving charter buses, clubs should coordinate with the approved companies to receive trip quotes and provide the information to their Sport Club Coordinator to complete the request.

## Rental Vehicles

Use of rental vehicles (cars, vans, trucks, buses) is approved for all travel purposes. Rental vehicles must be reserved, usually requiring a written agreement. Non-club members are not allowed to be in club rental vehicles.

### Age Requirements for Rental Vehicles

Drivers must be 21 years of age or older.

### Reserving Rental Vehicles

To reserve a rental vehicle, the club's Travel Coordinator should complete the Rental Car Request form found in the Sport Club request platform. Upon receipt of the request, the Sport Club office will work to secure the requested vehicles on behalf of the club. Once reservations are completed, the confirmations

will be provided to the requestor via the request form. For updates on status, refer to the initial request form.

**Clubs should not contact rental agencies directly to utilize Coordinator billing numbers. Agencies have been notified to accept reservation requests for clubs only through the Sport Club staff.**

### 15-passenger Van Use

Use of 15-passenger vans is not allowed by CU Sport Clubs.

### Trailer

There are times that clubs may need to tow a trailer. Club Drivers who utilize trailers must have completed the Commercial Motor Vehicle (CMV) training through the University prior to conducting any trailering on University/Club business. In typical situations, the towing vehicle should not be the primary vehicle for transporting club members. Tow vehicles must meet all towing capacity requirements for the trailer size/load.

### CMV Training

For clubs needing members or coaches to be CMV trained, please follow these steps:

1. Notify your Sport Club Coordinator that your club has a need for CMV training.
2. The Coordinator will coordinate training with the individual members requiring it and CU Transportation Services.

### Air Travel

All flights purchased using club funds must be purchased through Christopherson Business Travel Agency. Please work with your Club Coordinator to help secure tickets for players and coaches through Christopherson. If individuals are paying for their own flight, they may purchase them through the vendor of their choosing. In this instance, no funds may be collected. Each member must make their own purchase. There is an additional \$20 fee per ticket assessed on the initial ticketing as well as each additional ticket change made by a club.

**Note:** No reimbursements shall be provided for flights purchased by individuals on their own. All flights MUST be purchased through Christopherson if club funds are used. The team's travel card CANNOT be used to purchase airline tickets, so please plan accordingly.

### Accident Procedures and Policies

Any type of accident or incident that occurs while a club is traveling must be reported via phone to the Sport Club staff immediately.

In the event of an accident, citation, or parking/tow charges, the driver of the vehicle shall be responsible for any fees incurred.

### Lodging Requests

Lodging requests are made by club officers through the JIRA Sport Club Lodging Request form. Clubs should determine accommodations that will be suitable for their needs while being fiscally responsible and contact the establishment directly.



## Sport Club Equipment

The Sport Club office will assist clubs in securing needed equipment to practice their respective sports safely. Services and supplies needed to maintain the club equipment can be paid for with club funds, once approved by the Sport Club staff. Club equipment is to be used exclusively for the benefit of the club and not for the personal benefit of any club member. It is the club's responsibility to maintain all club equipment.

### Inventory

Equipment used for Sport Club activities, including equipment purchased and donated for club use, must be inventoried. Equipment inventories will be updated at both the beginning and end of each academic year.

**Equipment that is unaccounted for or missing from the club's inventory at the end of the year may result in financial losses for the club, club officers, and club members.**

### Purchases

Equipment purchased with club funds, including club generated funds, remain the property of the University of Colorado and shall be retained specifically for the use of the club during club activities. University funds should not be used to purchase personal items which are used exclusively by one individual. Equipment purchases should be considered in relation to the club's current inventory and its

## Disposal

Clubs are not permitted to dispose of old or damaged equipment without the written consent of the Sport Club office. Clubs should contact their Sport Club Coordinator to discuss proper disposal of equipment.

## Safety and Risk Management

It is the purpose of Recreation Services to not only

### *Services Offered*

Services provided by the RICC free of charge include:

- First aid and emergency care
- Injury Evaluation & Referral
- Injury Prevention
- Performance and recovery strategies
- Professional referrals
- Stretching
- Taping
- Therapeutic Modalities

**Note:** Athletes must provide their own tape for preventative taping.

### *Hours of Operation*

The RICC is open from 1:00pm to 7:00pm Monday through Thursday.

### *Suspension of Operation*

If all trainers are providing coverage for sport club events, the RICC will be closed.

### *Appointments*

For Sport Club athletes, the trainers in the RICC are available by appointment from 12:00pm – 1:00pm to allow athletes to be seen outside of normal operating hours.

## Concussion Management

In the event of a suspected concussion, the individual should be removed from play immediately and not allowed to return until seen by approved medical personnel.

It is important that club participants understand that all concussions are serious, and individuals should not try to hide their injury or try to “tough it out.” Signs of concussion may include:

- Headache or pressure in the head
- Sensitivity to light or noise
- Confusion or fogginess
- Problems balancing
- Nausea or vomiting

An individual who is concussed may suffer from symptoms including trouble concentrating, trouble remembering things, double or blurry vision, fatigue, or sleepiness, and/or a general feeling of being “off.”

### Return to Play Protocol

In the event a participant is injured and referred to a physician by an Athletic Trainer, EMT, or supervisory staff, the participant will not be allowed to return to play until a note from a licensed physician is provided clearing the athlete. When an Athletic Trainer or EMT is on site, their decision to remove a player from further competition is final. A player is allowed to return to play when authorized by approved medical personnel.



## Accident/Injury Reporting

A club member or officer must complete an accident/injury report when:

- A club member or coach is injured and requires treatment for an injury that occurred during club practice, competition, or special event (both at home and when traveling)
- Someone is injured during an event the club is hosting – this includes participants, spectators, coaches, referees/officials, and supervisors.
- **If the injury is a significant injury, immediately call Sport Club staff AFTER contacting appropriate medical personnel on their cell phone to notify them – leave a voicemail or text if there is no response.**
- Examples of significant injury include:
  - Loss of consciousness
  - Head and/or neck injury (including suspected concussion)
  -

- i. Your name.
  - ii. Nature of emergency
  - iii. Required assistance (ambulance, fire, police).
  - iv. Location and telephone number from which you are calling.
  - v. Location where emergency personnel will be met and method or description by which emergency personnel will recognize individual who will meet them when they arrive.
  - vi. Suggested approach route (entrance to facility, e.g., front, rear, side).
- c. If not life-threatening, but serious, recommend they seek medical attention and assist in finding transportation there.
  - i. Note: Contacting EMS does not equate to a requirement that the participant be transported. Fees are assessed for transport, not for response.
2. If on campus, contact University Police to inform of incident occurring if not already done.
3. Contact Sport Club staff in the event of serious accident/injury, including, but not limited to:
  - a. Loss of consciousness
  - b.



- Fully executed contracts will be distributed to all necessary parties by the PSC.

Personal Service Contracts

Scorecard will be divided by the cumulative number of points earned by all eligible clubs throughout the



## Scorecard Assessment Period

The Buffs Scorecard includes points for clubs throughout the plan year (May 16 – May 15). After May 16th of each year, the points will be totaled. A club's accrual of points during the previous year will dictate the allocation for the upcoming year. As an example, the point total for the 2023-2024 academic year will be used to determine the allocation for the 2024-2025 academic year.

## Budget Request

The remaining fifty percent (50%) of the Annual Sport Club Allocation funds will be distributed to clubs based upon the annual budget request submitted by the clubs and the presentations of these budgets to the Sport Club Council Budget Allocation Committee every April. Any club that does not complete the entire budget process by the announced deadline will forfeit their opportunity to receive funding from this method. The total amount allocated to a club may not exceed the amount that is being requested. Additionally, clubs will not receive any more money than the bracket in which their club ultimately ends up in with the Buffs Scorecard, which is explained below.

Clubs will receive allocations no earlier than July of each year via email.

## Things that will be considered

- Club size
- Fundraising efforts
- Participation fees (League dues and entry fees)
- Travel Costs
- Leadership and community efforts
- Equipment needs.
- Operating costs

## Request Notes

- All clubs are required to submit a Sport Club Budget Packet along with a cover letter giving background description of their club, last year, and this year's accomplishments/activities, challenges, and prioritize which budget items are most important for the club.
- Previous year's budget allocation sheets will be available for clubs to review.
- Sport Club staff is an available resource as clubs develop budgets.

## Budget Hearing Guidelines

Clubs will have 10 minutes to present their budget request. In this presentation, the club should provide the following information:

- Brief Club Overview
- Reason for Request Amount
- Major Changes for the Coming Year

The Sport Club Budget Allocation Committee may request clarification or ask questions of club members at the conclusion of the presentation.

Upon conclusion of all presentations, the Sport Club Allocation Committee will discuss and prepare a recommendation based upon presentation content and criteria set forth above.

## National Championship Travel Funds

The Sport Club office has a limited amount of funds which it may use to assist clubs who must qualify for national competitions. This fund shares the same regulations as other allocated funds given by the Sport Club program.

**Note:** Additional funding for National Championship travel is not guaranteed.

## Sport Club Financial Accounts

Sport Club funding is primarily provided by the individual members of each club through the payment of their membership dues, their fundraising, and sponsorship efforts. The University of Colorado Student Government (CUSG) provides funding to assist in the support of the Sport Club program. These funds are distributed by Recreation Services through the utilization of the Buffs Scorecard funding model.

All CU Sport Clubs are expected to abide by the financial guidelines set forth by CU Recreation Services. Any misappropriation of club funds will result in the club and/or individuals responsible being sanctioned as outlined in the "Code of Conduct" section of this handbook.

## Account Balance Lookup

Clubs are required to keep a working budget where they can track all deposits and expenditures they make. Additionally, all club accounts will be tracked by the Sport Club office in the club's General Ledger (GL) Google Sheet. Clubs should use the Google Sheet budget as confirmation that a deposit/payment has cleared and as a check and balance for their own working budget. Access to the GL is provided only to the club's designated student officers.

## Personal and Outside Bank Accounts

CU Boulder Sport Clubs are **NOT** permitted to maintain team funds in off-campus or personal accounts per university policy. An "outside" account is an organizational banking account, separate from university accounts, set up with a bank, credit union, or other financial institution.

## Recreation Services Sport Club Accounts

The Sport Club office holds on-campus accounts for each of our member clubs. Below, you will find descriptions of each account type.

### Student Fes (Allocation) Account

The Sport Club program is allocated a fixed amount each year to provide financial support to its member clubs. From this allocation, a portion is divided by the Sport Club office, based in part upon the recommendations of the Sport Club Council Executive Board. For most clubs, this money will be used to assist in the making of payments for various club needs. These funds are placed in the Student Fees (Allocation) account at the beginning of the fiscal year (July 1). The Student Fee Allocation process is described in further detail in the Sport Club Budget Process section of this handbook.

**Note:** These funds do not roll over to the following year; for this reason, these funds are also typically exhausted first so long as the purchase(s) are eligible to be paid using this account.

### Fundraising (Generated Revenue) Account

All club generated funds are deposited into the Fundraising account. This includes member dues, fundraising dollars, etc.



**Note:** Funds not spent in this account will carry over to the next year under the ownership of the University for use by the individual club so long as the club is active.

### Gift (University Foundation) Account

The Sport Clubs staff manages gift accounts for all clubs. This account is available to hold donations that may be tax-deductible to the donors. All expenditures from this fund must also be pre-approved and reimbursements follow the same policies as other funds. Balances at the end of the fiscal year roll forward.

### Endowment Account

Some clubs may hold endowment accounts through the University Foundation. For clubs with endowments, each year, the dividend of this account is provided to the club for its' use. Spending guidelines mirror those of other generated fund accounts.

### Fiscal Year End

The University of Colorado's fiscal year is July-June. That means that at the end of May, all fiscal (budget) related items must be wrapped up to give the accounting department the month of June to finalize everything. **Any team that ends the fiscal year with a negative balance in their account will not receive allocated student fee funds the following year.**

## Self-Generated Revenue

The funding of club activities is primarily the responsibility of the individual clubs' membership. For a club to develop and thrive, the members must be active and involved. Clubs are encouraged to take advantage of opportunities to generate income to support their club's goals and operations. By utilizing various methods of fundraising outside of increasing the costs to club membership, in the form of dues, each club can remove barriers to participation by lowering individual costs, find ways to connect with the CU and Boulder communities, and build shared experiences between members.

### Income

Funds generated by the clubs are University Income. While these funds are University income, they are specifically for the purpose of club operations and expenses.

### Potential Sources of Income

- Membership dues established by each club are usually the primary source of income.
- Seeking donations and gifts from family, friends, and alumni of the University may be a useful source of income. All such campaigns must be pre-approved and coordinated with the Sport Clubs staff.
- Fundraising is encouraged and must remain within the guidelines of university policy. More information can be found at: [University of Colorado Fundraising Policy](#)
- Proceeds from the sale of merchandise including apparel, bumper stickers, insignias, visors, coats, jerseys, etc. are income. The Sport Clubs staff must approve all sales.
- Solicitation of sponsorships: The Sport Clubs staff must pre-approve all sponsorship arrangements.

### Fundraising

Many clubs conduct some type of fundraising efforts throughout the year to try to help offset the costs of their club operations. Hosting events, tournaments, working athletic events for CU Athletics, alumni

and family donations, crowdfunding, letter writing campaigns, and instructional classes have been seen to be successful ways of raising money.

## Acceptable Activities

### *Crowdfunding*

Crowdfunding is the practice of funding a specific project or venture by raising monetary contributions from many people, typically via the CU Crowdfunding internet platform. CU Boulder offers this opportunity for Sport Clubs. There is an approval process which begins with the Sport Clubs staff. All video clips included are required to begin with an acknowledgement of CU Sport Clubs and end with an acknowledgement of CU Recreation Services.

### *Monetary Donations/Letter Writing Campaigns*

All letter writing campaigns must be pre-approved by the Sport Club staff. Clubs looking to engage in letter writing campaigns should know the following:

- Letters should direct donors to utilize the club's individual giving.cu.edu link for online donations.
- University letterhead may be used (depending on the number of letters to be sent)
- The club must cover postage costs.
- All checks must be made out to the University of Colorado with the club's name in the memo line.
- Monetary donations from alumni, parents, businesses, etc. are tax-deductible.
- All donation checks must be mailed directly to the Sport Club office.
- Funds may only be deposited into the club's gift account as they are considered University funds.

### *CU Athletics Fundraisers*

Throughout the year, the CU Athletic Department will provide notice of various fundraising activities through ticket scanning and flooring for CU events.

## Unacceptable Activities

### *Gambling (Raffles)*

Raffles are considered a form of gambling and as such are **NOT** acceptable as a fundraiser.

## Fundraising Guidelines

Clubs must submit a Fundraising/Special Event request for all proposed fundraisers to the Sport Club office a minimum of two weeks prior to the event.<sup>4</sup>

1. Clubs must complete the fundraising request form located on the Sport Club JIRA platform for advising and to obtain approval prior to all activities associated with the fundraising event.
2. All revenue generated must be deposited into the Club's account through the Sport Club office.
3. An individual or individuals of the Club may not participate for private financial gain. Clubs are not allowed to work for companies outside of CU to fundraise for the team. This includes, but is not limited to:
  - Working concessions at CU athletics
  - Working for local races
  - Setup/tear down for special events on campus being run by a third party.



### Deposit of Self-Generated Revenue

Most funds for the clubs will be deposited using the Fusion platform. For non-member payments that are received, funds will be deposited by the Sport Club office upon receipt.

### Member Dues

For Sport Clubs, one of the main resources to cover operating funds are required membership dues for all members of the club. Member dues provide a commitment from club membership to the operations of the club. When setting this fee, it is important for the club's leadership to factor in multiple items. As member dues help with club operations, clubs should seek to keep the amount low to ensure that membership is not cost prohibitive. However, clubs must also recognize that the dues amount should not be so low that the club is solely reliant on external funds to operate successfully. The successful club can balance this cost in understanding that it should be set in such a way that it constitutes the value of club membership benefits.

### *Payments*

All payments from club members for this purpose are completed through the [Fusion Recreation Portal](#).

### Outside 501©3 Organizations and Booster Clubs

The University of Colorado Boulder is not associated with any booster clubs or 501(c)3 org5(ug)u 501©3e9.905.7 associa

they are required to notify the Sport Club office via email (to provide a written record) and then the coordinator for the team will complete and sign a refund authorization form for Accounting to process.

**Note:** Not all refunds will be approved. Executive Boards will consider cost of equipment received and any travel the athlete has participated in among other factors.

### Suspension of Club Operations Refunds

If a Sport Clubs season were to be cancelled or suspended prior to completion of the season (for non-disciplinary reasons), refunds will be considered on a team-by-team basis. The Executive Board for each team will determine final expenses for the year and decide on how much, if any, funds paid should be returned. Refunds will be processed equally among all active members.

## Purchasing

### Purchase Request Process

Any club wishing to make a purchase must submit a request to the club office through the Club Sport JIRA platform. All purchases **MUST** be pre-approved by the team's appointed professional staff member before an order is placed. Club funds may not be used if the purchase is not pre-approved. Notification will be given to the clubs if they will be allowed to be reimbursed for expenses. The payment or reimbursement process will take anywhere from two to six weeks.

**Do not order/purchase any items without first gaining the approval of the Sport Club office. Doing so may impact the ability to effectively manage the transaction.**

### Purchasing Policies

- All purchases must be approved before an order can be finalized.
-

Sport Club Purchasing

Payment Methods

*Purchasing Card*

For Purchase Orders, there are typically two types of documents that will be needed throughout the process:

-

### Food Purchases

Should a club wish to purchase food while in travel status, the Travel Card may be utilized. With this, the following guidelines must be met:

- All food purchased must fall within the Per Diem rate per traveler for the location of travel and