

DENVER

CLUB SPORTS



Club Women's Soccer 2009-2010
Sandra Johnson Memorial Award Winners for
"Student Leadership, Motivation, and Enthusiasm"

Club Sports Manual 2010-2011
Sports, Leadership, Tradition
recreation.du.edu/clubsports

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Overview

This Club Sports Manual has been prepared to assist Club Sports with information on support and administration. Each club officer and coach should be familiar with this manual. The Student Programs Manager and Club Sports Advisory Board: Executive Council are available to assist clubs in any way possible. However the responsibility for each club's administration and organization lies with the club's officers and members. All club affairs must abide by the University of Denver and the Division of Athletics & Recreation policies and procedures. This manual is also an accompaniment to the Club Sports Advisory Board (CSAB) Constitution. The CSAB Constitution is available upon request.

Club Sports Vision (adopted Fall Quarter 2007)

"To remain the largest and most dynamic student organization on the DU campus."

Development of the Club Sports Program and its Student Leaders

Participation in Club Sports provides an opportunity for DU students to enhance their collegiate experience through both student leadership and sport participation opportunities. To continue the development of both the Club Sports program and its student leaders, a commitment to the following strategies is essential:

- Train and empower club sports leaders to develop ownership of their activities, organization, and events.
- Provide professional development seminars to link Club Sports leadership experience with future professional goals.
- Increase and continue involvement in campus activities.
- Maintain an active role and partnership with the Undergraduate Student Government(USG) Senate.

Community

Club Sports has become and will remain one of the largest student organizations on the DU campus. The program will continually adapt to meet the needs and interests of the current DU student community and become an essential part of the collegiate experience. Continued integration of the Club Sports program into the DU experience relies on the following objectives being met:

- Incorporation of Club Sports into new student orientation materials and tours.
- Participation of executive officers in all campus leadership opportunities.
- Becoming a traditional part of the homecoming experience.
- Creating and maintaining a quarterly e-newsletter for alumni, family, and friends, summarizing the achievements and events within the Club Sports program.
- Participation in on-campus and local volunteer opportunities.

Resources

As the Club Sports program continues to grow and on-campus resources are unable to meet the demand, a new focus on financial independence will be necessary to maintain the vitality of the Club Sports program. Club Sports must commit to engaging its membership in activities and projects to raise awareness of the organization through educated planning, campus resources, fundraising, and campus media. In order to maximize its available resources, Club Sports must:

- Continually evaluate the status of current club sports and interest groups, focusing resources on those clubs with sustained participation, accomplishments, and interest.
- Create and execute a fundraising plan for the Club Sports program.
- Create and maintain an interactive website for both current and past club sports members.
- Dedicate itself to achieving coverage in on-campus and local media, including The Clarion, University of Denver (Alumni) Magazine, websites, and television.
- Enhance the Student Programs Tower and create a living history of the program.

Administration & Structure

Club Sports Office Hours: Office Hours for the CSAB Executive Council will be announced as soon as they are available.

The Club Sports Executive Council will strive to provide weekly office hours in the Student Programs Tower at the Stapleton Tennis Center that allow club leaders and members to make appointments or walk in for any assistance needed in reference to their club. Please try and meet with the appropriate officer for your specific concern or issue. Office hours may change on a quarterly basis.

Definition of a Club Sport

A Club Sport is a group of individuals brought together by similar interests in order to organize and participate in a specific sport and/or recreational activity. Club Sports have their own leadership structure within the club and are governed by and operated in accordance with an agreed set of guidelines such as a constitution. Club Sports, while unique and separate entities, are responsible for following stipulations and guidelines set forth by the Club Sports Advisory Board Constitution and the Division of Athletics & Recreation.

While it is not required of all clubs, many have coaches to facilitate practices and coach at games. Many of our clubs compete against clubs from other universities. The strength of Club Sports depends greatly on the degree of dedication of the student officers, and club members. Members can expect to learn leadership and organizational skills through their participation.

Who Can Join a Club Sport

The Club Sports program is open to current University of Denver Students, Faculty, and Staff only. Alumni are not eligible to participate in Club Sports. Faculty and Staff must be full-time appointed employees. The program is not open to the community and full-time or part-time students from other universities. The Club Sports program will verify rosters once received from the club. Clubs that do not follow the membership and participation policies are subject to disciplinary actions and/or corrective actions as described later in this manual.

Forming a New Club Sport

1. Contact the Student Programs Manager
2. Host an Interest Meeting - Invite students who may be interested in this new club sport. Post flyers, make announcements in classes, and get a notice in the campus newspaper (The Clarion).
 - a. At the Interest Meeting:
 - Introduce yourself and anyone else who has been working with you.
 - Have everyone introduce themselves.
 - Explain the reason that you are creating a new club sport and its purpose.
 - Explain how these people can be a part of the organization's development and what their roles will be.
 - Be sure that all people attending the meeting give you their name, email address, and phone number.
 - Have someone keep notes of the discussion and decisions that take place during the meeting.
3. Club Sports Constitution and Bylaws - Use the Club Sports Constitution Guide (can be found on the Officer Information [webpage](#)) as a guide for developing the new club sport's constitution and bylaws. The newly completed constitution must be presented to the Student Programs Manager for the Club Sports Advisory Board (CSAB) to review.
4. Coach/Instructor - Provide a resume of anyone interested in acting as coach or instructor for the club sport to the Student Programs Manager. All official club coaches must hold current CPR, AED and First Aid certifications, and become employees of the University.
5. Submit Information - Submit a list of officers (President, Vice-President, Treasurer are required), safety officers (Current CPR, AED and First Aid Certifications), and if desired/required a coach/instructor to the Student Programs Manager by deadline given.
6. CSAB Meetings - The CSAB is an organization comprised of representatives from each of the Club Sports. The CSAB meets every other Wednesday as posted each quarter. At a CSAB meeting, the proposed new club sport presents their

application to be admitted to the CSAB. The presentation should include a description of:

- a. The club sport and its activities
- b. The leadership of the club sport
- c. Financial needs and how money will be raised
- d. Facility needs
- e. The availability of a coach or instructor if required

The organization will then need to be approved by a two-thirds majority vote of the CSAB. Upon acceptance by the CSAB and sanction of the Department of Recreation, the new club sport is approved as an interest group for a one year non-funded probationary period.

Club Sport Organizational Structure

The Club Sports Advisory Board requires organizational structure within each club. The administrative structure for each club is to include:

- President (Required)
- Vice-President (Required)
- Treasurer (Required)
- Secretary (Required)
- Club Sports Advisory Board Representative (Required, but may be combined with another officer position)

In addition to these officers, the CSAB also recommends the formation of project teams to perform other duties such as discipline, fundraising, scheduling, etc...

The names, email addresses, and phone numbers of these officers must be submitted to the Student Programs Manager before the last CSAB meeting of the Spring Quarter or a specific date announced, and immediately upon any change. In addition, since Club Sports is in part funded by the Undergraduate Student Government (USG), all officers must be full-time students of the University of Denver.

Club Sports Advisory Board Organizational Meetings

The CSAB meets every two weeks in the 3rd Floor Multipurpose Room of the Ritchie Center. The CSAB is made up of representative members from each club sport. Attendance from each club is mandatory, as the meetings are used to disseminate information and receive feedback from clubs regarding policies and procedures.

In addition, each club must conduct at least one organizational meeting each quarter. These meetings should be used to discuss fundraising ideas, new business, budget, upcoming events, practice times, game schedule, guidelines and any other information relevant to the club. Either a Club Sports Executive Council member or the Student Programs Manager must be present at one of these meetings.

Club Sports Advisory Board

Example Duties:

- Serve as an appeal board on decisions made by project teams
- Recommend revisions to the Club Sports Manual
- Review and make recommendations on proposed Club Sports programs and their budgets
- Offer advice and recommendations in regards to the decision-making process, as well as other matters as requested by the Student Programs Manager
- Attend Club Sports Advisory Board meetings
- Communicate issues and information to their respective clubs

Club Sports Advisory Board Executive Council Elections

Elections will take place on or around the second to last Club Sports Advisory Board meeting of Winter Quarter. The following positions are to be available for election each year:

- President
 - The President will be the President Elect from the previous Academic Year
- Vice-President
- Treasurer
- Secretary
- President Elect
 - The President Elect is appointed by the Student Programs Manager and confirmed by the Club Sports Advisory Board. The President Elect will assume the position of president during the second year of their position to ensure consistency.

Nominations for new officers must be submitted to the current Club Sports Advisory Board President no later than one week before elections are to take place. Nominees will be notified of their nominations, and will be given the opportunity to speak before voting occurs at the next CSAB meeting.

Committees (Project Teams)

Project teams will be selected at the beginning of each school year or as necessary. At the second meeting of the Fall, project team goals will be outlined and information will be given about each one.

Funding Allocation Board - The Funding Allocation Board will consist of the CSAB: Executive Council as well as additional Club Sports officers if needed to ensure that an odd number of members serve on the board. A minimum of five (5) and a maximum of nine (9) students will serve on the board to ensure that a tie will be avoided if any allocation decision must be voted upon. Disagreements that must be voted upon will be decided by a simple majority vote. All members of the Funding Allocation Board must attend all presentations as well as the closed door allocation meetings.

Social & Philanthropy Project Team - This project team will be in charge of planning Club Sports social events. There will be at least one “all clubs” event each year and this project team will plan these events and an end-of-the-year banquet/awards ceremony.

Each project team will be given a specific budget to work with determined by the CSEC and Sport Program Manager at the beginning of each year depending upon need and availability of funds.

Resources

Club Sports Resources

Membership in Club Sports offers resources to assist with the administration of a club sport. Listed below are some of the many benefits of membership in Club Sports:

- Student Programs Manager
 - The Student Programs Manager serves as the advisor/supervisor for all Club Sports. All clubs are encouraged to ask questions, set up meetings, and seek assistance when necessary from the Student Programs Manager.
- Student Programs Tower
 - Located at the Stapleton Tennis Pavilion. Access is granted for use of the tower for meetings or conducting club business. Many of the assets listed below are located at the Student Programs Tower.
- Computer
 - There are computers in the Student Programs Tower of the Stapleton Tennis Center, dedicated to Club Sports usage. Any Club Sports officer or designate may use the computer for such tasks as budget tracking, making flyers, working on web pages, or other Club Sports business. The Computer is password protected, and the current passwords may be obtained from the Student Programs Manager. Adobe Creative Suite 3 has been installed on one computer.
- Printer
 - There is a printer for the use of Club Sports officers. This printer is attached to a network and can be accessed by all the computers in the Club Sports area. This computer and printer are strictly for the use of Club Sports business.
- Copy Machine
 - All clubs are allowed to make a limited number of copies per year. Your club’s copy code is available upon request from the Student Programs Manager.
- Mail Boxes
 - All clubs have mailboxes in the Student Programs Tower of the Stapleton Tennis Center. These boxes are to serve as your primary mailing address. All mail that comes to the Club Sports office for individual clubs will be

Assistant Vice-Chancellor for Ritchie Center Internal Operations
Stu Halsall 303-871-3058 shalsall@du.edu

Important University of Denver Web Pages:

Club Sports	www.recreation.du.edu/clubsports
Intramural Sports	www.recreation.du.edu/im
University of Denver	www.du.edu
DU Recreation	www.recreation.du.edu
Risk Management	www.du.edu/risk
DU Athletics	www.denverpioneers.com
Residence Life	www.du.edu/housing
USG	www.du.edu/orgs/senate
Conference Services	www.du.edu/conferencing
Campus Activities	www.du.edu/stuprograms
Clarion	www.du.edu/clarion
Student Health and Counseling Center	www.du.edu/duhealth
Quick Copy	www.du.edu/busserv/copy
Registrar Office	www.du.edu/registrar
University Technology Services	www.du.edu/uts

Risk Management

Program Risk Management

Risk management is a primary focus in the Club Sports program. In order to promote a safe environment for practice and competition, participants need to be aware of safety concerns at all times. Club members and coaches are required to take certain protective measures and to become familiar with accident reporting procedures.

Safety Officers

Due to new Safety Training requirements specific for the Division of Athletics & Recreation, each club will be required to have at least two safety officers successfully complete their training through Athletics & Recreation.

All clubs are required to have a minimum base of two (2) safety officers (CPR, First Aid & AED Certified) registered with the Student Programs Manager. The number of required safety officers for each club will depend on how many members are on the roster. The minimum of two safety officers is adequate for clubs with no more than ten members. For each additional ten members, on top of the base ten, an additional one safety officer is required. The maximum number of required safety officers for any club is six. For example: Club Basket-weaving has 8 members; two safety officers are required. Club Rock-skiing has 14 members; three safety officers are required. Club Steeplechase has 45 members; six safety officers are required.

The CPR & First Aid certification is available for a \$35 discounted rate through the Coors Fitness Center, and is 100% reimbursable from each club's budget. Failure of any individual to attend a registered Safety Training session without two business days notice will result in the individual paying the full price (\$70) of the Safety Training Class (without reimbursement).

Coaches are also required to be trained in CPR, AED & First Aid and are not permitted to coach until proof is on file with the Student Programs Manager.

At least one safety officer must always be in attendance at any official practice or competition in case of injury. If an accident does occur, an [accident report](#) form must be completed and returned to the Club Sport's office within 24 hours of the incident or the clubs return to campus. Failure to comply with safety requirements will result in disciplinary action.

The duties of the safety officer include, but are not limited to the following:

- Check out First Aid kit with Student Programs Manager at the beginning of the season. The First Aid kit must be fully stocked at all times and must be returned at the end of the season
- Be knowledgeable of emergency procedures when an accident or injury occurs
- Report incidents and submit injury reports within 24 hours of the incident or accident or club's return to campus
- Inspect equipment for safety
- Report safety hazards to the club president, coach, and Student Programs Manager
- Promote club safety

If an Injury Occurs

In the event of an emergency, call 911 and provide necessary care. The senior club officer present is required to call the Student Programs Manager's cell phone and inform him of the situation immediately after emergency care has been provided. If you are unable to reach the Student Programs Manager, please call the Director of Campus and Community Programs.

If necessary, the Student Programs Manager will notify the Director of Campus and Community Programs as well as other Athletics & Recreation Administrators and the Department of Risk Management.

Any time care or treatment is provided for an injury, a completed Accident Report must be turned in to the Student Programs Manager within 24 hours of the club's return to campus. The report must be legible and contain only facts. Opinions and perspective are welcome and encouraged on a separate piece of paper. Accident Reports can be found at

the following link:

www.recreation.du.edu/recreation/clubsports/documents/Accident_Report.pdf

Drug and Alcohol Policy / University Code of Conduct

Club Sports members are required to know and adhere to the University Drug/Alcohol policy, and the University Code of Conduct. The Code of Conduct can be found at the following website: www.du.edu/ccs/code.html.

If you have any questions concerning the Code of Conduct, please be sure to address them with the Student Programs Manager.

Permission to incorporate the legal use of alcohol in any Club Sports event or function must be obtained prior to said event or function from the Student Programs Manager and will be determined on a case by case basis.

Acknowledgement of Risk

Acknowledgement of Risk forms must be completed for EVERY participant in Club Sports for each club sport they participate in. If an individual is practicing without having an Acknowledgement of Risk form on file, he/she is putting himself/herself, the Club Sports Organization, and the University of Denver at risk. All participants must also complete a Supplemental Information form prior to participating in any club practice or event. Please note that each Club Sport is responsible for ensuring new members complete their paperwork.

The Acknowledgement of Risk & Supplemental Information forms can be found on the Club Sports Officer Information [webpage](#). Once completed, these forms must be turned in to the Student Programs Manager within 24 hours so records can be maintained.

The CSAB Executive Council, Student Programs Manager, or designated Athletics & Recreation employee may conduct random audits of risk forms at any time. If any club has members practicing without an Acknowledgement of Risk form on file, consequences may include, but are not limited to, loss of allocated funds, loss of facility privileges, club probation, club suspension, and/or club expulsion. These forms are a basic requirement of participation.

The University of Denver and the Division of Athletics & Recreation encourage club sport athletes to obtain a physical prior to practice or play. This is the responsibility of each club sport athlete.

Insurance

Club Sports are solely voluntary. Club members must recognize and acknowledge that the Division of Athletics & Recreation does not carry special health and/or hospitalization insurance for club sport athletes. All club sport athletes are required to have their own health insurance, are responsible for maintaining its status, and are responsible for all

associated fees as a result of their personal policy. Each participant must further recognize that there are inherent risks associated with participation in Club Sports that they voluntarily assume.

Travel

As the greatest area of risk for the Club Sports program, it is essential that clubs follow these travel guidelines. Please make sure that you are familiar with all guidelines within this chapter.

[Official University of Denver Driving Policy is Outlined Here](#)

Travel Introduction

Travel is the most dangerous component of the Club Sports program at the University of Denver. Most clubs will need to travel to games, tournaments, scrimmages, or practices throughout the year. In order to be reimbursed for travel costs, clubs must strictly follow travel regulations and procedures. In-state travel is encouraged. All drivers of personal vehicles must be 18 years of age, have a valid driver's license, have a good driving record (no more than two moving violations), and have adequate insurance (see following information).

If your club sport is renting a vehicle, please read the information below as you are responsible for knowing it. With regards to this element, the Club Sports program takes a very serious stance on transportation matters. The following sections outline many of the most important components related to traveling within the Club Sports program. However, these policies cannot make up for common sense when traveling.

Driver's License

A valid copy of each driver's license must be kept on file with the Student Programs Manager and should be turned in with the Supplemental Information form. Please make copies of all potential drivers' licenses at the beginning of the season so they are on file. All copies can be made through the Student Programs Office.

Defensive Driving

All persons authorized by the University of Denver to drive a rented vehicle must be 21 years old and attend a mandatory University of Denver defensive driving course. Contact Risk Management at 303-871-2354 or fill out the form on-line to reserve a space in a Defense Driving class. The list of available dates as well as registration information is available at: www.du.edu/risk/driving.html

If your club has several individuals who need to be trained, it may be possible to arrange a special instruction time with 4-6 weeks advanced notice. Last minute or single person classes are NOT available. Please plan ahead and register for Defensive Driving early.

A Motor Vehicle Report ([MVR](#)) search is completed on all persons prior to taking the defensive driving course. The insurance company needs your name, birth date, driver's license number (including state and expiration date), as well as your social security number.

Persons involved in an accident while using a rented vehicle are required to re-take the defensive driving course!

Enterprise Car & Van Rental Information

Club sport participants are required to take the Enterprise vehicle insurance option when renting a vehicle. Renting a vehicle from Enterprise is the preferred method of transportation for Club Sports.

The University of Denver Club Sports program has established a corporate account program for 2010-2011. To take advantage of this program each club will have to submit requests before or on the Seven (7) days prior to travel date to the Student Programs Manager for approval and allocation of vehicles. The reason behind this additional step is two-fold:

- Individual Club Sports had not paid their balances prior to the end of the year and thus the previous account was closed.
- Enterprise was only willing to establish an account with a professional staff member due to billing concerns. Thus, requests will only be accepted from a professional staff member who can provide the account information.

Qualifying to Rent a Vehicle through Enterprise

- Age requirement is 21 for any vehicle.
- A valid driver's license must be presented at the time of pickup.
- A defensive driver's card and valid driver's license must be on file with the Student Programs Manager for each driver.

Unlimited mileage is available in CO and bordering states.

Please remember to replace fuel after use. Otherwise refueling will be billed to your club at a price much above market.

Enterprise Rental Rates

- Additional Insurance Fees will be required

CAR CLASS	DAILY	WEEKLY	MONTHLY
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Compact	\$32.00	\$175.00	\$700.00
Intermediate	\$34.00	\$185.00	\$725.00
Standard	\$40.00	\$220.00	\$775.00
Full size	\$42.00	\$240.00	\$800.00
Premium	\$50.00	\$275.00	\$900.00
Luxury	\$56.00	\$336.00	\$985.00
Cargo Van	\$56.00	\$336.00	\$985.00
Minivan/Small SUV/4x4 Truck	\$65.00	\$385.00	\$1100.00
Large SUV	\$100.00	\$600.00	\$1750.00
12 Passenger Vans	\$100.00	\$600.00	\$1750.00

Personal Automobile Use

The University of Denver Club Sports program permits personal automobile use. However, it is important that individual drivers understand that his or her own personal vehicle insurance is the primary insurance in any accident. Travel forms must be signed and on file in the Club Sports office at least one week prior to trip departure along with a copy of the driver's valid driver's license. The University of Denver does not provide insurance for personal vehicle use. The minimum insurance standard per vehicle is:

- \$100,000: bodily injury liability maximum for one person injured in an accident.
- \$300,000: bodily injury liability maximum for all injuries in one accident.
- \$15,000: property damage liability maximum for one accident.

The University of Denver highly encourages all Club Sports to use Enterprise Vehicle Company in order to be covered by the University Insurance Policy.

Issues to consider

- No club is allowed to use any 15 person van. Consider leasing a bus with a driver instead.
- If a personally owned vehicle is used, the owner's insurance is responsible. Only use your personal vehicle to transport others who know your insurance is the first coverage in the event of a claim.

The University of Denver Insurance does not cover personal vehicles.

Steps to Follow After an Accident

- Stop immediately, do not leave the scene of the accident and do not move your vehicle until told so by the police.
- Personal Injury
 - The persons involved in the accident should seek medical help immediately, if needed.
- Call 911 as well as DU Campus Safety (303-871-3000) and Risk Management (303-871-2327) when an accident occurs off of University-owned property.

- Contact Campus Safety (303-871-3000) for accidents occurring on University property such as parking lots.
- Exchange identification with the other driver(s).
- Do not give statements to anyone except your supervisor or the police.
- Be courteous, cooperative and reasonable.
- Do not admit nor deny to blame. Do not sign anything.
- Contact Risk Management (303-871-2327) to notify the University and file a claim for damages.
- Contact Campus Safety to file an Incident Report.

Issues to Consider

- If you are out of town and need medical care go to the nearest health care provider.
- Personal injury of students and visitors on university property must also be reported to [Risk Management](#) (303-871-2327) and Campus Safety (303-871-3000) at 2400 S. Gaylord, Denver, CO 80208, and the Student Programs Manager (303-871-3912).

What You Must Submit Before Traveling

The University of Denver Club Sports program requires that clubs submit appropriate paperwork to travel. NO EXCEPTIONS WILL BE MADE TO THESE POLICIES SO PLEASE REVIEW CAREFULLY.

- Seven (7) days prior to traveling, a club is required to submit the following items to be eligible to travel:
 - Online Travel Request
 - Once your online travel request has been submitted, the Student Programs Manager will email the trip contact a current club roster. Members not attending the trip should be crossed off the roster and the roster returned to the Student Programs Manager within two (2) business days.
 - Copies of DU Defensive Driver cards, driver's licenses, and safety officer certification cards.
 - Completed Acknowledgement of Risk and Supplemental Information forms for all traveling members
 - Enterprise Rental Request form (if you are renting vehicles)

Upon return from a trip, each club is required to submit a post game report within 24 hours of the trip. Post game reports are available via the web on the [Officer Information](#) webpage.

PLEASE NOTE THAT FAILURE TO FOLLOW THESE SIMPLE TRAVEL INSTRUCTIONS WILL RESULT IN THE LOSS OF TRAVEL PRIVILEGES AND/OR ALLOCATED FUNDING!

General Travel Safety Guidelines

- All drivers of club sport trips must possess a valid state driver's license for their vehicle's class.
- Never drink and drive. Driving while under the influence of alcohol or drugs is strictly prohibited and illegal.
- Respond to dangerous driving conditions as appropriate.
- Do not risk your passengers', as well as your own safety to save time. Do not respond to rude or obnoxious drivers by violating traffic laws.
- When traveling in other states, be aware that all traffic laws are not the same. Research in advance the laws of the states in which you will be traveling.
- Drivers assume full responsibility for the vehicle and all equipment within or on the vehicle.

Drivers are responsible for reporting damages or accidents to rental vehicles to the Student Programs Manager and the rental service (make statements to NO PERSON other than officers of the law and the Student Programs Manager).

Conduct of Club Members

As representatives of the University of Denver, Club Sports participants have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Participants in Club Sports are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions, including misuse of equipment or facilities, while participating in any club sport related activity will jeopardize the club's continued status as a recognized club sport. Furthermore, club members who participate in inappropriate activity which violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the CSAB, the University of Denver, and/or appropriate legal authorities. If a participant or spectator in a Club Sports program is ejected from any facility (indoor or outdoor), program, contest, or activity, he/she is immediately ineligible for further access or competition in any Club Sports program or facility until the Student Programs Manager clears him/her for re-admittance.

It is important that club members realize that they represent the club and the University when they wear team jackets or uniforms to social activities. All respective Club Sports officers should stress to their members that anytime a player wears team logos, they are representing the team and the University.

AS REPRESENTATIVES OF THE UNIVERSITY OF DENVER, ALL CLUB SPORTS PARTICIPANTS ARE EXPECTED TO CONDUCT THEMSELVES IN AN APPROPRIATE MANNER WHENEVER AND WHEREVER THEY MAY TRAVEL. ANY REPORTS BY OTHER TEAMS OR ADMINISTRATORS OF ACTIVITIES THAT REFLECT NEGATIVELY UPON THE UNIVERSITY WILL RESULT IN A MEETING

WITH THE STUDENT PROGRAMS MANAGER. ALL FUNDS AND/OR PRACTICE SPACE WILL BE FROZEN UNTIL THE SITUATION IS RESOLVED.

Class Absences

Occasionally, club members will need to be absent from classes in order to attend scheduled Club Sports competitions. At such times, club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Student Programs Manager verifying the club's plans to travel and compete.

At least ten (10) working days prior to needing the permission letters, a club representative must submit a request to the Student Programs Manager that includes the following information:

- Club Sport's name
- Name of the scheduled tournament or opponent
- Location of the tournament/contest (city and state)
- Tournament or contest date(s).
- Estimated time of departure and return.
- Names (first and last) of all students who will be traveling. Any student that does not have an Acknowledgement of Risk form on file in the Student Programs Office will not be given an excused absence letter.

Letters will be typed on the Division of Athletics & Recreation letterhead and signed by the Student Programs Manager. Copies for each student will be emailed to the requesting officer or upon request can be picked up in the club's mailbox not less than three (3) days after submitting the completed request.

Instructors must be notified in advance that you will be absent from class. Letters presented after the class is missed will not be accepted. Club members are responsible for all work missed during their absence and are required to comply with their instructor's reasonable demands for rescheduled or make-up exams and assignments.

PLEASE NOTE THAT THIS LETTER DOES NOT GUARANTEE AN EXCUSED ABSENCE. IT SIMPLY WILL HELP IN LEGITIMIZING YOUR REQUEST. INSTRUCTORS DO HAVE THE RIGHT TO REFUSE YOUR ABSENCE.

Club Sports Disciplinary Procedures

Club members and coaches are responsible for understanding policies and procedures and ignorance is not a valid excuse. If policies are not upheld then the following steps may be taken:

Complaints may be considered against a club for any action in violation of this document, the Club Sports Advisory Board Constitution, and/or the Division of Athletics & Recreation's Policies and Regulations concerning Club Sports (whether committed by a club, a club's representatives, or club members involved in a club function). Proven violations are grounds for penalties to be assessed against the club and individuals may be suspended or expelled from Club Sports, and/or referred to the Office of Citizenship and Community Standards.

Please refer to Section V of the CSAB Constitution for further details on discipline as it refers to the Club Sports program.

**Based upon the severity of the situation/infraction, the Student Programs Manager reserves the right to advance to any particular step in the Disciplinary Procedures Process.*

Facilities

Athletics & Recreation facilities are provided at no cost to the Club Sports organization. Please respect the facilities and utilize them in a positive manner. Scheduling activities at the Ritchie Center is difficult, and conflicts may arise. The building is shared with many entities and Club Sports does not have first priority for any facility. An event/booking can be cancelled if university conflicts occur. If a conflict does arise, please work with the university in a professional manner to reschedule.

In the event that space reserved by a club is not being utilized, the Student Programs Manager may revoke the club's privileges to that space and time. The space will then be made available for other usage.

Club members are responsible for cleaning up after themselves after using a facility. They are also responsible for cleaning up any spectator areas. Do not leave tape, cups or other trash on fields, courts, or locker rooms. Players and coaches are responsible for making sure no alcohol is consumed before, during, or after a game or practice while on university grounds. Violations of these rules will lead to immediate loss of facility usage and other disciplinary action.

- Lights must be turned off unless a club is present and on the field when you leave
- Report any damage/problems to the Student Programs Manager immediately!
- Do not jump the fence
- Goals must be locked up in their designated places (fines will be assessed for goals not being in their correct place)
- No pets on the turf/grass

Lacrosse Stadium Turf

- The turf in the Lacrosse Stadium requires special attention and care in order to maintain. Please take notice and follow the following regulations and requirements:
- No Gum/Sunflower Seeds/Tobacco are allowed on the turf
- Do not paint or chalk on the turf
- Do not use cleats over .5" or Baseball style cleats
- Cleaning Instructions for Vomit and Fecal matter: allow to dry and scrape/scoop up material. Rinse with water.

Soccer Stadium/Varsity Soccer Field

- Club Sports is not authorized to practice or schedule games on the varsity soccer field
- Do not cut across the varsity field as a short cut to the practice field
- Clubs are responsible for ensuring none of their participants are on the varsity field during their allocated practice times. Failure to do so will result in loss of field privileges and/or other disciplinary actions.

Keys

Many university facilities require keys in order to gain access. It is each club's responsibility to check out the necessary keys from Coors Fitness Center desk. You will need to turn in your DU Id card which will be held until you return the keys.

- Each Club Sport is responsible for ensuring the fields are secured when they leave (gates locked, lights off, people off)
- Keys must be returned to the CFC desk immediately after they are used. Failure to do so will result in loss of field privileges and/or other disciplinary actions.

Scheduling Facility Space

All requests for facility space should be made with the Student Programs Manager via email.

Please plan ahead and provide facility request forty-five (45) days prior to the requested date(s). No request will be considered with less than forty-five (45) days lead time.

The Student Programs Manager may cancel a practice or game at any time due to inclement weather conditions. In case of inclement weather, please call the Student Programs Manager.

Any damage to or problems with assigned facilities should be reported to the Student Programs Manager immediately via email or phone call. Clubs found damaging facilities or equipment will be charged for repairs and subject to disciplinary action.

Special Events

Club Sports encourages holding Special Events at the Ritchie Center (National Championships, tournaments, etc...). However, these events take special planning and must be planned at least 1 year in advance. If your club is interested in hosting such an event, please schedule an appointment with the Student Programs Manager.

Finances

Club Sports Funding Allocation Board

See section 10 of the Club Sports Advisory Board Constitution for more information on the allocation process.

Most clubs spend more money throughout the year than their University allocation covers. To make up the difference, clubs are expected to fundraise, charge membership dues, and seek donations.

Financial Accounts

Each club will have two different account types – general use and donation accounts. Each club’s allocation money will be deposited into their respective general use accounts. This money can only be spent according to university regulations and this account cannot drop below a \$0 balance. All club dues, fees, and fundraising will be deposited into this account.

Allocated funds not spent by the announced date during the Spring Quarter will be transferred back to the Club Sports Administration account.

Common expenditures from the general use account include, but are not limited to:

- Approved travel expenses
- Officiating fees
- Approved equipment for games and practice
- Services that are rendered by another university department (grounds maintenance, physical plant, etc...)

Donations

All donations to your club must be turned in to the Student Programs Manager. These donations will be processed through University Advancement in order to ensure that the proper tax credit is given to the donors. It is important to be sure that you are distinguishing between a donation and a sponsorship. Donations receive a tax credit, sponsorships do not. A mix up can have undesired affects on the individual’s taxes. In order to ensure that that individual receives the tax benefit desired certain procedures need to be followed. It is required to schedule an appointment with the Student Programs Manager prior to accepting any money, equipment, etc. from a donor.

Depositing Funds, Reimbursement of Expenses

Depositing funds and being reimbursed for expenses are both processed through the Student Programs Manager. Expense reimbursement requires a check request form (available on the Officer Information webpage) that must be filled out completely, signed by the appropriate officers, and have the original receipt(s) attached. No faxed or hand written receipts will be accepted. No tax will be reimbursed.

All checks will be mailed to the individual's mailing address in the University system. To ensure your check is mailed to the correct location, be sure to keep your address updated in [myWeb](#).

In order to reimburse for Travel or Meal expenses the following information is required:

- Names of those attending/eating
- Destination(s)
- Expense Breakdown (itemized receipts)
- Reason for Expenses

Purchase Card

Club Sports now have access to a Purchase Card (Visa) through the Student Programs Manager. To request a credit card purchase, all purchase information must be submitted to the Student Programs Manager and he/she will place the order. The purchase card is the preferred method for club purchases under \$2,000.

Purchase Orders (P.O.)

A P.O. is a promise to pay for an item upon receipt and is a legally binding document. These must be set up prior to a club submitting an order for items or services. Purchase Orders should be used to pay for items instead of individuals being reimbursed. You must coordinate the purchase of goods using a P.O with the company you are purchasing from.

Steps to Order Supplies and Equipment

- Request a quote from the vendor. If the purchase exceeds \$5,000, you must obtain two verbal bids. If the purchase exceeds \$10,000, you must obtain two written bids. If the purchase exceeds \$25,000, three written quotes must be faxed directly to the DU Purchasing Department (303.871.2250).
- Verify with the Student Programs Manager that the vendor you are working with is established in the DU system. If not, the vendor must submit a W-9 to the University prior to the P.O. being established.
- Complete a check request form for the purchase and submit it to the Student Programs Manager along with the vendor's quote.
- When you receive your order, submit the invoice (bill) that is included to the Student Programs Manager to ensure that the company receives payment.

Tax ID

It is necessary for the University to have a [W9](#) on file for any person or business that does not have a DU ID# (87xxxxxx). Most business will already have this and can fax, email, or mail it to you upon request.

- The University of Denver's Tax ID number is 84-0404231.

Tax Exemption

The Club Sports program is not required to pay Colorado sales tax. When making a purchase, present the University Tax Exempt I.D, and you will not be charged sales tax.

The Tax Exemption is for official purchases ONLY. Using the tax exemption license for personal use is a crime, and punishable by law. Please note that this is only eligible in Colorado. You can find these forms at: www.du.edu/purchasing/aboutus.html

No tax will be reimbursed.

Fundraising Requirements: Funding Classification Tiers

In order to address the increasing needs for funding required for Club Sports to function, the Club Sports Advisory Board and the Executive Council has developed the following Funding Classification Tier system. Individual club sports are placed in the following categories prior to the funding allocation board meeting to distribute funding for the subsequent year.

Tier 1

- Primary Funding Eligibility: \$0-1000
- Required Fundraising 20% of Allocation
- Minimum Membership Requirement: Open to all DU Students/No roster cuts
- Minimum Student Engagement: 10 Students
- Must have digital copy of current club constitution on file with the Student Programs Manager
- 0-10 Points on Tier Assessment Scale

Tier 2

- Primary Funding Eligibility: \$0-\$4500
- Required Fundraising 35% of Allocation
- Must be Registered with National Governing Body
- Minimum Competitive Requirement: 5 Intercollegiate Games
- Minimum Student Engagement: 15 Students
- Must have digital copy of current club constitution on file with the Student Programs
- 11-15 Points on Tier Assessment Scale

Tier 3

- Primary Funding Eligibility: \$0-\$6000
- Required Fundraising 50% of total allocation
- Must be Registered with National Governing Body
- Minimum Competitive Requirement: 10 Intercollegiate Games

- No current history of disciplinary incidents (within one academic year)
- Minimum Student Engagement: 20 Students
- Must have digital copy of current club constitution on file with the Student Programs Manager
- 16 + Points on Tier Assessment Scale

All Tiers:

- Dues must be equivalent to 1/3 of allocation total

Medical Coverage

- Tier 3 clubs will be granted up to \$1000 per fiscal year to assist in the financing of certified athletic training coverage
- Rugby and Men’s Ice Hockey must have an EMT in attendance at all game.
- Rugby and Men’s Ice Hockey must have a certified Athletic Trainer in attendance at all practices and games.
 - Only certified athletic trainers on staff with Club Sports will be permitted to provide services to any Club Sport

Sponsorships and Promotions

Club Sports are a part of the University of Denver’s Division of Athletics & Recreation. Therefore, Club Sports must respect and abide by all agreements made by the Division of Athletics & Recreation and ultimately the University of Denver. These include all areas of promotion and sponsorship.

One of the main goals for Club Sports is to reduce the reliance on university allocated funding and to encourage clubs to prosper above and beyond the limits allocated funding may place on clubs. Certain procedures and policies, however, must be in place before you may begin discussions with any sponsor or donor.

Please look over this material carefully before you engage and/or continue your clubs fundraising efforts.

Contracts & Agreements

Individual Club Sports do not have the authority to make agreements with anyone in order to fundraise or promote their club. This responsibility belongs to the Student Programs Manager and the administration of the Division of Athletics & Recreation.

A contract template has been created for Club Sports use and can be acquired upon request from the Student Programs Manager.

Please do not hesitate to contact the Student Programs Manager at (303) 871-3912 with any questions or concerns. The Student Programs Manager will act as your team’s liaison to the University. Work with the Student Programs Manager before making deals, or contracts, with companies/sponsors/donors.

As a Club Sport, it is your responsibility to identify your club's needs, whether it is financial, equipment, or promotion. You are then able to identify potential donors, sponsors, or fundraising projects and present them to the Student Programs Manager. Once your proposal has been submitted, the Student Programs Manager may, or may not, grant permission to pursue the perspective plan. If an agreement is signed by a representative of your club, they are personally liable for any and all obligations within that contract as they are not a designated signatory for the University of Denver. Please do not put yourself or members of your club at risk by entering into any agreements.

Equipment

The University tracks all equipment purchases and clubs will be responsible for equipment purchases and inventory of equipment. In an effort to provide Club Sports with the safest possible environment, clubs will be required to keep track of their equipment inventory and also the condition of that equipment.

Equipment Checkout Policy

The president of each club should set up a meeting with the Student Programs Manager at the start of the season to go over equipment inventory, safety condition, and equipment checkout.

All equipment that is checked out must be returned on the announced date. If equipment is damaged during use, a report should be filed with the Student Programs Manager. If a report is not filed in a timely manner, the club will be held financially responsible for the equipment that is not returned.

DU Recreation may only store equipment for Club Sports during the Summer Quarter. It is the responsibility of the individual clubs to check out, store and maintain their equipment during the Fall, Winter, and Spring Quarters.

Equipment Inspection and Care

Equipment should be checked regularly for any damage. This inspection is to be performed by a designated officer of the club and should cover both club owned equipment and personal equipment.

In addition, the CSAB Executive Board or Student Programs Manager may conduct spot checks on equipment to make sure that it is safe for play. Please cooperate with the inspection as it is for YOUR safety.

Note: If equipment is damaged please contact the Student Programs Manager to help repair the item. In some cases, our maintenance department can make minor repairs for nominal or no fees.

Uniforms and Apparel

All uniforms and apparel must be approved through the Student Programs Manager. Due to Athletics & Recreation's identity branding there are policies regarding the use of color, font, exclusive contracts, etc. Please contact the Student Programs Manager during your planning stage in order to avoid any difficulties. *All apparel purchased without approval will be confiscated.*

Coaching

The University of Denver Club Sports program requires that specific clubs recruit, attract, and retain coaches for their program. Certain clubs are required to have a coach due to the nature of the sport. However, all clubs are encouraged to recruit a coach for their club. Clubs required to have a coach include:

- Any Martial Arts Club
- Men's Baseball
- Cycling
- Men's and Women's Ice Hockey
- Kayaking
- Men's Lacrosse
- Rugby
- Skiing
- Snowboarding
- Water Polo

Hiring a Club Sports Coach

Club Sports Coaches are required to be paid employees of the University of Denver. This includes completing all required paperwork, providing required documentation, attaining and maintaining current certifications in CPR, AED and First Aid, completing DU Athletics & Recreation Safety Training, as well as keeping a résumé on file. Clubs that are required, or wish, to have a coach must adhere to DU Recreation's guidelines and stipulations. Club members should seek an experienced individual who possesses technical knowledge of the sport and possesses the knowledge necessary to avoid player injuries and resulting liability.

Clubs that are required to have a coach, but do not have one are not permitted to travel or host competitions until a coach has been approved and hired.

It is the responsibility of the Student Programs Manager and DU Recreation to insure the safe and beneficial experiences of participants in the Club Sports program. However, the department and its employees do not have the expertise to determine the technical skills of a coach/instructor. We must rely on the judgment of the club officers and more experienced players to evaluate the technical qualities and skills of coaches and coach

candidates to make a decision that would be beneficial to the membership. Toward that end, coaches and instructors are required to abide by the regulations outlined below.

- All coaches and instructors must complete DU Athletics & Recreation Safety Training and have current certifications in Adult CPR and First Aid
- All coaches and instructors must submit a résumé and be approved by the Student Programs Manager prior to coaching a club
- The coach/instructor shall be aware of and follow university and departmental procedures relative to the Club Sports Program. The officers must schedule an appointment with the Student Programs Manager and coach to cover these procedures
- The coach/instructor shall be involved strictly with coaching/teaching the team in practice and competition and must refrain from participating in other areas of club management unless approved by the Student Programs Manager
- All Club business matters (hosting tournaments, submitting forms, and requesting facilities and equipment) must be handled by club members
- Coaches and instructors should refrain from discussing club matters with anyone but the club, the CSAB, and the Student Programs Manager
- Participation in the Club Sports Program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach
- Monthly check in with the Student Programs Manager

DU Recreation has an obligation to protect the club. If, in the Student Programs Manager's opinion, the club is being neglected or misled by the coach/instructor or if the coach/instructor is not working in the best interests of the club, he/she will be relieved of all coaching and/or teaching duties and functions.

Paying a Coach

Once hired, a Club Sports coach is an official employee of the University. They will be paid on a bi-weekly basis out of the individual club's general use account. In addition to the hourly wage agreed upon by the club and prospective coach, a fringe payment of 8% will be added to the amount charged to the club.

Club Sports members do not have the ability to hire or terminate a Club Sports coach. All hiring will be completed by the Student Programs Manager as will any disciplinary actions. Any concerns regarding a Club Sports coach should be documented and reported to the Student Programs Manager immediately.

When your Coach is Not Present

If your club is required to have a coach and they are not present at a practice, it is the responsibility of the individual club officers and the coach to determine what skills and/or

activities are safe to execute. It will be the responsibility of the club officers to ensure that these parameters for acceptable activity are followed.

Recommendations for Coaching

Coaching is not only an obligation to develop skills, condition, and motivate players, but also to protect their safety. Therefore, coaches should be concerned with the risk of exposure to liability as a result of serious injury. In addition, coaches should always take steps to reduce the risk of injury and liability such as obtaining coaching certifications in their related sport.

Public Relations

Public relations are an area in which Club Sports must continue to improve. Your fellow students and the Division of Athletics & Recreation support the Club Sports program and thus a commitment should be made to both. Each club should have a member assigned to track historical data and statistics on a regular basis. This individual must work with the Club Sports Advisory Board to record and track information. Pertinent information includes name and date of contest, contest participants, winner and final score, location played, and player and game highlights. See also Sponsorships and Promotions

Branding & Logos

As a Club Sport you are eligible and encouraged to use the Pioneers name and associated marks. However, you must get permission before doing so. You will need to make sure that the marks are not modified in any way, the correct colors are used, and the university name is used correctly. You will also need to be sure that you are identified as a club sport. For example, instead of saying just Underwater Basket Weaving, your promotional items, including apparel, must say Club Underwater Basket Weaving.

Be sure you are using the proper university name, logos/brands, and other protected entities. For convenience, digital files of DU marks are available to the clubs for use upon request and usage approval.

Media

When placing pictures, articles, scores, blurbs, or Blogs on any kind of published media, including TV, Newspaper, Magazine, or Website (private or public, including MySpace and facebook) keep in mind that your club is representing the University of Denver, the Division of Athletics & Recreation, Club Sports, and ultimately your club. Please refrain from the use of crude or foul language, pictures or written words referencing and/or showcasing the use of alcohol and/or other drugs.

Remember that you may indirectly or unintentionally burn a bridge that your club may need in the future!

Publicity

When advertising Club Sports events, please be sure that the information obtains the appropriate approval from departments. The Student Programs Manager must approve all flyers, posters, literature, promotional items, and advertisements. Please remember to pay attention to the following:

- All information is correct and accurate. The information on the advertisement should not be assumed and if related to a facility the confirmation is available in writing.
- All information is represented in a positive manner including appropriate language.
- If you are using the Student Programs Tower as a contact, please inform the Student Programs Manager.
- The piece of literature that you are placing out in the community must appear professional. Please make sure that the Club Sports Office has a copy of the literature that is being posted.

Posting Guidelines

The University of Denver has strict posting guidelines related to literature. Please be sure that all permissions are obtained prior to posting. This is especially true of the Ritchie Center, as no flyers are allowed on glass or painted surfaces. Publicity does play an important role within Club Sports and so does quality. Many student groups seem to forget to take down their flyers once the event is completed. Please be sure to remove your flyers within 24 hours after the event.

Helpful Answers to FAQs

- When in doubt ask the Student Programs Manager!
- No banners may be placed to advertise any vendor/donor/sponsor in any athletic venue for the purpose of club fundraising without permission.
- All sponsorships must be approved.
- All club apparel must be approved.
- Only vendors that are licensed to use the University of Denver name and all its associated likenesses may be used for production of any promotional goods, clothing, etc.

Community Service

The University of Denver Club Sports program prides itself on not only a successful club program, but also one that gives to the University of Denver community. Community Service is a valued part of the program and the Club Sports program shows its support on the following occasions:

- Hoyt Brawner Memorial Basketball Tournament (Spring)

All Club Sports are required to participate in these community service events for a total of twenty (20) hours. Please keep this in mind as failure to do so will result in the loss of funding.